

**CITY OF PORT ORFORD
HYBRED SESSION OF THE COMMON COUNCIL
THURSDAY, October 27, 2022 AT 5:30 P.M.**

AGENDA

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1. **Call to Order**
2. **Additions to the Agenda**
3. **Presentations to Council/Citizens- Rise and Shine Early Learning- Skaidra & Paige**
4. **Consent Calendar**
 - a. Approve Minutes August 18, 2022 (Pg. 15-22)
 - b. Approve Minutes September 15, 2022 (Pg. 23-30)
5. **Citizens’ Concerns (Speak Only for Old & New Business Items on the Agenda)**
6. **Departmental Reports-**

a. Public Works	b. Administration (Pg. 31-82)	c. Finance (Pg. 83-92)	d. Planning (Pg. 93-110)
	e. Liaison		
Fire District- Garratt	TLT- Pogwizd	Watershed- Vileisis	
Port- Cox	Parks- Tidey	Emergency Mgmt.- Burns/Ward	
School District- Kessler	Main Street- Burns		
7. **Old Business**
 - a. Right-a-Way Code Revision (Pg. 111-120)
 - b. Code Enforcement Contract (Pg. 121-128)
 - c. Hazard Mitigation Plan Acceptance Resolution (Pg. 129-132)
 - d. Watershed Resolution (Pg. 133-136)
8. **New Business**
 - a. Right-A-Way-Senior Center Sign Permit (Pg. 137-142)
9. **Considerations**

a. Citizen	b. Staff	c. Councilor	d. Mayor
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10. **Future Meetings**
Thursday, November 17, 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.

Proposal for occupancy of the Port Orford Community Hall (Center) by Rise & Shine Early Learning & Day Care Center LLC

Presented to the Port Orford City Council
Thursday, October 20, 2022
Skaidra Scholey and Paige Santos

Skaidra Scholey
Strategic Initiatives P3 Coordinator
South Coast Regional Early Learning Hub
sscholey@screlhub.com
707-267-6890
<https://screlhub.org/>

Paige Santos
Director/Owner
Rise & Shine Early Learning & Day Care Center LLC
paigesantos93@gmail.com
541-294-3110

Attachments

1. Port Orford Community Hall Site Plan for the use of Rise & Shine Early Learning & Day Care Center LLC
2. Qualifications for Paige Santos to operate as the director and preschool teacher of Rise & Shine Early Learning & Day Care Center
3. State of Oregon Certificate of Existence 26773 for Rise & Shine Early Learning & Day Care Center LLC
4. Oregon Department of Education Early Learning Division Pre-Certification Consultation for a Certified Center
5. Verification of City/County Approval Planning and Zoning, Occupancy, and Building Codes form with corrections noted

Overview

Rise & Shine Early Learning & Day Care Center LLC requests to rent or lease the Port Orford Community Hall for the purposes of opening a much-needed childcare center in our community.

The Early Learning Division has estimated the max occupancy of children in the Port Orford Community Hall building to be 60 children with 3 classrooms if an additional bathroom is constructed. The County would approve of 50 children with the existing 2 toilets. Please see the attached Site Plan.

Rise & Shine is eligible for several capital improvement and start-up grants that would assist with making the necessary improvements to the building.

Occupancy

- Dates
 - November 2022, or as soon as possible
- Hours of occupancy
 - Monday through Friday, 7:30am to 6:00pm
 - Rise & Shine would be open from 8am – 5:30pm
- Proposed rent or financial arrangement
 - Rent \$600 per month + electricity

- o Subsidized or postponed rent in exchange for improvements made

Renovation and Improvements

Please see attachments 4 and 5 for ODE/ELD and County improvements necessary for a childcare center.

1. Roof fixed and repaired with the guarantee of being leak free for several years to come
2. Ceiling panels replaced
3. Insulation between ceiling and roof
4. Heat source: replaced and changed from propane to a mini-split heating system
5. Check wiring and replace all fire exit lights
6. Replace corroded straps on water heater
7. Replace water heater
8. New light covers
9. Lock under stage
10. Guard rail and gate stairs on stage
11. Fix siding, seal holes
12. Paint exterior
13. Remove oil and propane tanks on West side of building for egress
14. Replace front overhang
15. Level and use east side of building for a small playground
16. Install fence around the east side

Programs

Rise & Shine will offer [4] programs

Room	Age	Ratio	Schedule
Smart Start for Babies and Tots	6 months to 1 year	1 teacher: 4 students, 8 max	8:00am to 2:00pm
Started Smart classroom	1 to 3 years	1 teacher: 6 students, 12 max	8:00am to 2:00pm
Creative Capacity Preschool room	3 to 5 years	1 teacher: 10 students, 20 max	8:00am to 2:00pm
Divergent multi school aged room	6 to 13 years	1 teacher: 20 students, 20 max	2:45pm 5:30pm

Sources of revenue

- Subsidized tuition payments
- Enrollment fee for preschooler: \$75 per child per year
- 1 preschooler: \$975 per month tuition = \$11,700.00 year
- 1 school aged child: \$600 per month = \$7,200.00 per year
- USDA will provide food
- Capital improvement projects, start-up funding, and community capacity grants
- Fundraising

Insurance

Rise & Shine Early Learning & Day Care Center LLC will carry the following insurance policy

- A. General liability coverage
- B. Premises liability coverage. Parking lots and play areas are notorious for accidents, and premises liability covers any such accidents for the day care provider, paying medical costs and related claims

Maintenance

Maintenance of building will be maintained by tenant including the above improvements, lawn maintenance and any ongoing maintenance.

Long-term building use

The occupancy of this building does not have to be permanent if the City of Port Orford decides that future projects take priority. Rise & Shine Early Learning & Day Care Center LLC is willing to make the necessary improvements to the Community Hall and in return allow Rise & Shine to occupy it with a day care which will serve our community.

Community benefit summary

Paige Santos has been an active member of this community for four years. She is in the same predicament as several parents in our community, unable to obtain or sustain employment due to the lack of high-quality childcare. The use of the Port Orford Community Center would allow her to provide an educational opportunity to low to median income families that find themselves just over income to be eligible for Head Start. Port Orford and the school catchment area is deemed a childcare desert, which means there is no licensed childcare besides Head Start. This leaves many families (approximately 20 children per age) 5 years old and under without childcare. Additionally, there are few options for afterschool or duration care to allow parents to work a full day, or access safe, educational care after 3pm.

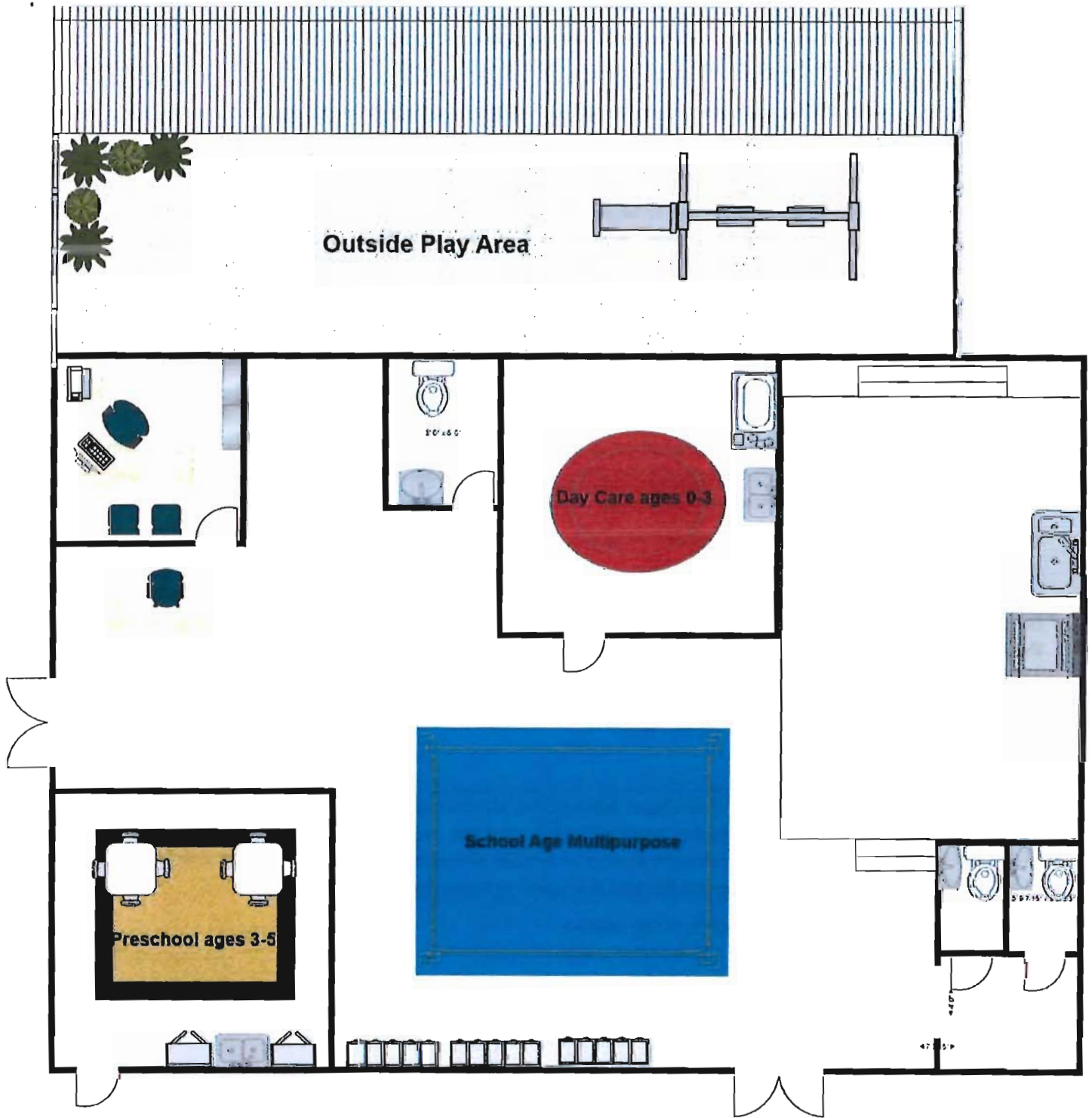
The Community Center has the max occupancy of 60 children which would bring in a revenue of roughly \$400,000 annually. This would sustain the costs of business and allow for parents of all age groups access to high-quality childcare. In all honesty, Rise & Shine is not only about the financial aspect of the business, yet by allowing occupancy of the Community Center you will be providing space for kids to learn and grow. Toddlers can have a fun and smart start to their education, and school-aged kids can get help with their homework after school while engaging in age-appropriate activities with supervision. Rise & Shine will provide relief to the parents of our community by allowing families the chance to obtain or sustain employment due to reliable, scheduled care. This center will also provide employment opportunities for anyone interested in childcare as a career path.

Additional considerations

We would like to open the discussion of renting or leasing other city-owned buildings or property for the purpose of opening a childcare center. The A-frame was assessed for the same use, yet it is too small to generate enough revenue to support a business, and would not serve the amount of families who need childcare. There could also be the potential to build a childcare center if there is vacant city land that could be leased for this purpose.

Thank you for your time and consideration of this request.

* Please note a PowerPoint presentation and additional documentation will be provided at the City Council meeting.





paige santos <palgesantos93@gmail.com>

Fwd: Email for Port Orford Business Plan Proposal

paige santos <ps.alexis3@outlook.com>
To: paige santos <Paigesantos93@gmail.com>

Mon, Oct 3, 2022 at 10:40 AM

[Get Outlook for Android](#)

From: BREZNAY Renee * ELD <Renee.Breznay@ode.oregon.gov>
Sent: Monday, September 26, 2022 12:48:40 PM
To: paige santos <ps.alexis3@outlook.com>
Cc: Skaldra Scholey <SScholey@screlhub.com>
Subject: Email for Port Orford Business Plan Proposal

To Whom It May Concern,

Paige Santos meets the criteria to be the director of a licensed child care facility as she has provided verification that she meets the three criteria needed to be director-qualified: 1) She is at least 21 years of age, 2) She has the knowledge of child development for the ages she'd like to serve which is evidenced by the college-level classes she has completed and is currently enrolled in, and 3) She has at least one year experience managing/supervising other adults which has been verified through a reference letter from a prior employer.

Paige will also meet the criteria to be a child care teacher. Paige is currently a step 7.5 in the Oregon Registry Online. Paige has recently completed two college courses in education/early childhood education and is currently enrolled in two more courses. Once these 4 courses are verified through the Oregon Registry, Paige will receive a step 8 or step 8.5; a step 8 or higher automatically meets the requirements for her to be considered teacher-qualified.

Please feel free to contact me with any further questions.

Thank you,

Renee Breznay



Renée Breznay, MS [she/her/hers]

Office of Child Care

Senior Licensing Specialist

p: 541.776.6298 | fax: 541.858.6540

oregonearlylearning.com

The creation of the Department of Early Learning and Care allows us to expand and strengthen early learning systems to better serve Oregon's children and families.

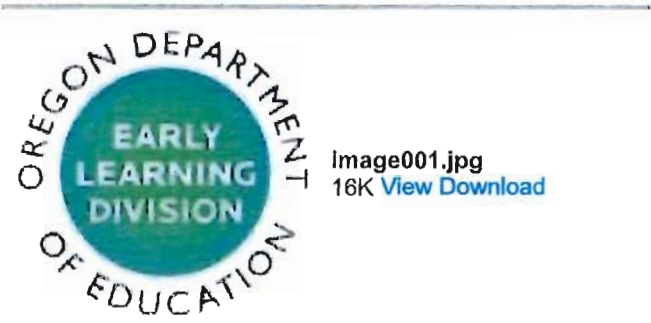


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16K [View](#) [Download](#)

State of Oregon

OFFICE OF THE SECRETARY OF STATE
Corporation Division

Certificate of Existence 26773

I, *SHEMIA FAGAN*, SECRETARY OF STATE and Custodian of the Seal of said State, do hereby certify:

RISE & SHINE EARLY LEARNING & DAY CARE CENTER LLC

is

Organized

under the laws of The State of Oregon

and is active on the records of the Corporation Division as of the date of this certificate.

In Testimony Whereof, I have hereunto
set my hand and affixed hereto the
Seal of the State of Oregon.



SHEMIA FAGAN, SECRETARY OF STATE

Issued Date: 10/2/2022



Come visit us on the internet at: <https://sos.oregon.gov/business>
or use the QR code to check their current status.

Pre-Certification Consultation-Certified Center

Date of Visit 8/18/22

Facility Name Port Orford Community Hall	Telephone Number
Facility Address 11th and Washington, Port Orford	Facility Email Address sscholey@screlhub.com; ps.alexis3@outlook.com
Contact Name Skaidra Scholey & Paige Santos	Telephone Number (if different from above) 707-267-6890

Rules Discussed:

- X _____ 0010(12) Building codes and zoning requirements
- X _____ 0010(8) Floor plan submission
- X _____ 0070(6) Enrollment in the central background registry
- X _____ 0080 Director qualifications
- X _____ 0090 Teacher qualifications
- X _____ 0013 Inspections including fire and sanitation
- X _____ 0205 Lead
- X _____ 0190 Location and quantity of toilets and handwashing sinks
- X _____ 0150 Space and equipment requirements for outdoor activity area
- X _____ 0130 Caregiver-to-child ratios and group size
- X _____ 0010 Application: required documents and fee

Specific to Infant and Toddlers:

- X _____ 0140 Determining capacity
- X _____ 0190(5) Location of changing tables and handwashing sinks

Capacity for center care is defined as: the total number of children allowed in the center at any one time, based on the available indoor and outdoor square footage, the number of toilets in the center and the number of qualified staff.

Calculation of Activity Area and Capacity						
	Sq. Ft.	Planned Use	Age Range	Available at All Times		Potential Capacity
				Yes	No	
Room 1	2659.30	Preschool & School-age classroom		X		60
Room 2						
Room 3						
Room 4						
Room 5						
Room 6						
Number of toilets (1:15 children 36 mo. or older):		3 toilets & 1 urinal	Number of hand washing sinks (1:2 toilets):		2	Outdoor Activity Area (75 sq. ft per child): Sq. ft. = children

needs to be developed

Signature: Renee Breznay
Licensing Specialist

Digitally signed by Renee Breznay
Date: 2022.09.01 09:15:40 -07'00'

Date _____

Comments

Vacant community center. Facility measures 2,659.30 square feet which would allow a capacity of 75; however, there are only 3 toilets and 1 urinal. Therefore, capacity will be capped at 60 preschool-age and/or school-age children.

There is no outdoor play area. There is a school across the street with a huge fenced off field and track that could potentially be used. Additionally, side of building was measured: 20 feet by 80 feet. If fenced off, could fit a group of 20 children.

The building needs repair:

Floors must be free of large or unsealed cracks.

Some ceiling tiles need to be replaced due to previous ceiling leakage. Some tiles appear like they are going to collapse and fall to the floor.

Front of building needs to be repainted.

Indoor lights need to be covered.

Indoor space is large; building could accommodate multiple groups of children if inside is sectioned off into classrooms by dividers, walls, etc.

Building needs planning and zoning and occupancy and building codes approval.

Verification of City/County Approval

Planning and Zoning, Occupancy, and Building Codes

Prior to licensing, you must provide the Office of Child Care with verification that your facility meets local planning and zoning, occupancy, and building requirements.*



To be Filled Out by the Child Care Program

Type of License Applying for:		Age Range of Children Being Served:	
<input type="checkbox"/> Registered Family Child Care Home (RF)	<input type="checkbox"/> Certified Family Child Care Home (CF)	<input type="checkbox"/> Infants/Toddlers	<input checked="" type="checkbox"/> Preschool
<input checked="" type="checkbox"/> Certified Child Care Center (CC)		<input checked="" type="checkbox"/> School Age	
Site Address: <u>Port of Ford Community Hall</u>			
<u>419 11th St.</u>	<u>Port Orford</u>	<u>97465</u>	<u>Curry</u>
(street address)	(city)	(zip)	(county)

Verification of Compliance with city/county ordinances needed because:

RF/CF Not living in the home where care will be provided
(only planning and zoning approval required)

RF/CF Home is converted or additional space, not part of the original living quarters, being used for child care
(only occupancy and building codes required)

CF Home is not located in a commercial or residential zone

CC Building may/may not be zoned to operate a child care business

To be Filled Out by the Appropriate Local Authority

Planning and Zoning Approval

The proposed child care facility/home is in an approved zone Yes No

Jessica Crosby
Signature of authorized representative of Planning and Zoning

08/25/2022
Date

Occupancy and Building Codes Approval

The proposed child care facility/home meets occupancy and building codes Yes No

David Thomas
Signature of authorized representative of Occupancy and Building

9-15-22
Date

Yes, with the corrections noted on the attached sheet.

*Registered Family: OAR 414-205-0150 414-205-0150(3) In instances where care that is subject to registration, as defined in subsection (2) of rule 414-205-0000, will not be provided in the provider's own residence, the applicant/provider must request and receive approval for an exception prior to providing care at that location. In all respects, the location must appear and be arranged as a residence. 414-205-0020(7) To determine if requirements are met, the applicant/provider may be required to supply additional information or permit OCC, a fire marshal, or a public health official to assess the home and/or review child care records.

Certified Family: OAR 414-350-0130(2) A home that is not the residence of the provider or a home located in a zone other than residential or commercial shall meet all state and local planning and zoning, occupancy, and building code requirements for a child care facility.

Certified Center: OAR 414-300-0010(12)(a) and (b) An operator shall provide verification to OCC that the center meets all applicable building codes and zoning requirements that apply to child care facilities: (a) Before the initial certificate is issued; and (b) Whenever the facility is remodeled.

Oregon Administrative Rules (OAR), Oregon Department of Education, Early Learning Division, Chapter 414, Divisions 205 Registered Family Child Care Homes, 300 Certified Child Care Centers, and 350 Certified Family Child Care Homes.

Signature of Provider/Operator of Facility

Date

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.



**CURRY COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION**

COURTHOUSE ANNEX • 94235 MOORE STREET SUITE 113 • GOLD BEACH, OREGON 97444

Garrett Thomson, Building Official
thomsong@co.curry.or.us

Phone (541) 247-3304
FAX (541) 247-4579

9/15/2022

Port Orford Community Hall

- Roof shall be replaced
- Every ceiling panel needs to be replaced
- Insulation between the ceiling and the roof. If there is insulation it will most likely be completely molded and need to be replaced
- Heat source needs to be replaced
 - Mini split heat system
- Need more heat for childcare center
 - The walls are not insulated
- Exit lights need to be replaced
- ADA compliance? Possibly needs ramp
- Lock under stage – fire suppression if not
- Guard rail and gate the stairs on the stage
- You could potentially put a sink and kitchen on the same wall as the bathroom (up on the stage)
 - Easiest way to connect to sewer
- Strap hot water heater
- Water heater lines are completely corroded and will leak at any point
 - Copper line is oxidized
- Range in kitchen will require a hood
 - an oven unit without a cooktop is ok without
- Partition walls
 - Each room needs an exit
- Bathrooms – 2 toilets will limit capacity to 50 kids
- Must replace or shield lighting
- New metals siding all around, or could re-paint and seal holes
 - Patch siding, rust holes
- Oil and propane tanks on West side of building need to be removed for egress
- Repair / replace front porch eve

Garrett Thomson

Building Official

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 10/20/2022

SUBJECT: City Council meeting Minutes

ITEM NO: 4 a.

Attached are the City Council Meeting Minutes from the Council Regular Meeting on August 18, 2022

Suggested Motions

Motion to Approve the Regular Meeting Minutes from August 18, 2022.

I move to approve the regular meeting minutes from August 18, 2022

Motion to Deny the Regular Meeting Minutes from August 18, 2022.

I move to deny the regular meeting minutes from August 18, 2022.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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City of Port Orford
City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, August 18, 2022 at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor</i>	X	<i>CA Ginsburg</i>	X
<i>Tim Pogwizd, President</i>	X	<i>Shala Kudlac, City Attorney</i>	X
<i>Gary Burns</i>	X	<i>John Isadore, Public Works</i>	X
<i>Lorin Kessler</i>	X		
<i>James Garratt</i>	X		
<i>Greg Tidey</i>	X		

The minutes were prepared to the best of our ability considering the challenging quality of the audio at random times during the meeting; however, notable improvement this meeting.

Others Present: Monica Ward of Curry County Emergency Management, Penny Suess/Dana Gurnee, Aaron Ashdown of Port of Port Orford, Bob Hines, Rowland Willis, Representative David Brock Smith,

1. Call to Order

Mayor Cox called to order this Meeting of the Common Council on Thursday, August 18, 2022, at 5:30 p.m.

2. Additions to the Agenda: Presentation by Representative David Brock Smith. Old Business 7.d. UGB County Meeting update.

3. Presentation to Council / Citizens: Representative David Brock Smith updated councilors on Infrastructure, Investment and Jobs Act. CA Ginsburg and Mayor Cox will receive an email with detailed information next week. Oregon is going to receive over 5 billion dollars in investment opportunities. The funds will be received by the state over the next five-year period and will be distributed for highway programs, bridge replacement and repairs, as well as 529 million dollars for water infrastructure, which is a critical component to the City of Port Orford. Representative Brock Smith looks forward to advocating for Port Orford in 2023. He is hoping to prioritize the impound, waterline repair and sewer treatment plant.

Gordon Clay delivered a proclamation for Suicide Awareness and Prevention and Bully Prevention. September is Suicide Awareness and Prevention Month. Curry County support will help citizens assist with prevention by knowing what to say or do by asking, "are you okay." Brochures from Suicide Awareness and Prevention Council of Curry County have been distributed and are available to local businesses. October is Bully Prevention month. Curry County student health survey identify non-heterosexual students that do not come out

4 in their preferences due to fear of bullying. Students stay home from school in fear of being
5 bullied. Education in reaching out to bully victims is available. A new emergency line 9-8-8
6 is available for mental health crises.

8 **4. Consent Calendar**

9 **Approve Minutes of July 21, 2022 and Workshop Summary August 8, 2022:** Councilor
10 Burns moved to approve the minutes for the July 21, 2022 council meeting and Workshop
11 Summary as written with Councilor Kessler as second. *Motion carried 5-0.*

12 Discussion: None.

13 **Councilor Pogwizd Yes Councilor Burns Yes**

14 **Councilor Kessler Yes Councilor Tidey Yes Councilor Garratt Yes**

15
16 Councilor Burns moved to approve the summary for the August 8, 2022 workshop with
17 Councilor Kessler as second. *Motion carried 3-0.*

18 **Councilor Pogwizd Abstain Councilor Burns Yes**

19 **Councilor Kessler Yes Councilor Tidey Yes Councilor Garratt Abstain**

21 **5. Citizens' Concerns:**

22 Teresa Kolibaba, Port Orford resident, commented on the historic preservation ordinance.
23 She wondered why the Historic Committee had to be under the oversight of the Planning
24 Commission who reports to the City Council. She wonders if the property owners have the
25 right to not be on the tourism package, which makes them subject to privacy and home
26 invasion. She wonders what it takes to demolish and relocate the structure. She feels one
27 month is a sufficient time to renew the structure.

28
29 Bret Cecil expressed his appreciation to the volunteers on commissions and council. He is
30 impressed with input from councilors. He spoke on his concerns about agenda items and
31 public input. He is concerned about the public not getting involved in the planning
32 commission meetings. He expressed the importance of having the agenda for the meetings
33 available to the public online and in person.

34
35 Ann Vileisis expressed her appreciation to the Port Orford councilors for the great letter sent
36 to the commissioners and testimony to the County Commissioners. The fact that the Curry
37 County board did not make any response is concerning. She encouraged the City of Port
38 Orford to be attentive of the STRs in the UGB.

40 **6. Departmental Reports**

41 **a. Public Works:** A written report has been provided to councilors by Jon Isadore.

42 Dredging permit progress was discussed. There have been delays. CA Ginsburg and
43 Mayor Cox will call to follow up on the delay. These calls might have to be repeated.
44 Public Works is short staffed. Wastewater repairs were discussed. An interpretive trail
45 walkway project was discussed versus closing the trail due to liability.

- 4 **b. Administration/Financial Report:** CA Ginsburg reviewed her written report with
 5 councilors. Building code and county inspectors are discussed. A new City Planner was
 6 discussed due to Planner Shoji's retirement. Some grants have been denied due to Port
 7 Orford's delayed or deferred maintenance. An updated water plan is suggested. Financial
 8 auditors due the first week in September.
- 9 **c. Fire District:** Councilor Garratt announced no additional information other than needing
 10 volunteers.
- 11 **d. Watershed:** Linda Tarr expressed her appreciation for all the work that Carolyn
 12 LaRoche has done for the Watershed committee. The deadline for Drinking Water State
 13 Revolving fund was missed. The loan is at 1 percent interest and can be used to purchase
 14 the Wilson property. This is a green project so half of the loan will be forgiveness. Ms.
 15 Tarr worked with Jackie from DEQ to assist but due to lack of engagement from the city
 16 the deadline was missed. She would like the city to decide if they are willing to follow
 17 through on the commitment of the Conversation Fund for the Wilson property.
 18 Councilors agree to work on a November deadline. CA Ginsburg is instructed to email
 19 directly to DEQ with answers to their questions. Jon Isadore will forward previous
 20 contact information with DEQ to Linda Tarr. Councilors commit to working with DEQ to
 21 continue proceedings.

22
 23 Linda Tarr attended the county board meeting, and the board did not show concern about
 24 anything stated. Ms. Tarr suggested the city take advantage of resources available the
 25 county has been using. She suggested those resources give a presentation regarding
 26 drilling wells and the watershed sometime in October.

- 27 **e. Port:** Mayor Cox reported the port is still working on their drain replacement project.
- 28 **f. Parks:** Councilor Tidey advised Buffington park looks great. They are hiring a
 29 contractor to clear up back trails to expand the frisbee golf course.
- 30 **g. Emergency Management:** Councilor Burns reported the committee is addressing
 31 tsunami evacuation locations and the needs at those locations. They are working on the
 32 emergency plan for Port Orford and community education.
- 33 **h. School:** Councilor Kessler reported the school district hired two assistant ED teachers.
 34 They are still in pursuit of a new superintendent for next year.
- 35 **i. Main Street:** Councilor Burns reported the education and certifications have been
 36 completed to open the childcare center. The A-frame, Community Center and Episcopal
 37 Church has been inspected for possible locations. Bike rack grant is being pursued for
 38 Highway 101. City Hall landscaping continues.

39
 40 **7. Old Business**

- 41 **a. Building Maintenance/Roof Repair:** Two proposals received, one from Tom West and
 42 another from Roofers LLC. Timeliness is discussed. Flat roofed buildings should be
 43 pitched. Wastewater plant is priority. Additional rot/repairs might be found during the
 44 maintenance not included in the bids. Councilor Pogwizd moved to allow Roofers LLC to
 45 roof the Wastewater Treatment Plant at cost not to exceed 22,000 dollars with Councilor
 46 Burns as second. *Motion carried 5-0.*

4 Discussion: Councilor Pogwizd suggested contacting Roofers LLC to offer a discount if
5 they were to be contracted for all work on all buildings. Types of materials needs to be
6 specified.

7 *Councilor Pogwizd Yes Councilor Burns Yes*

8 *Councilor Kessler Yes Councilor Tidey Yes Councilor Garratt Yes*

9 Councilor Pogwizd moved to rescind his previous motion to allow Roofers LLC to roof
10 the Wastewater Treatment Plant at cost not to exceed 22,000 dollars with Councilor
11 Burns to rescind his second.

12 Discussion: CA Ginsburg will get additional information to include type of materials,
13 timeline, and discounts available.

14 *Councilor Pogwizd Yes Councilor Burns Yes*

15 *Councilor Kessler Yes Councilor Tidey Yes Councilor Garratt Yes*

- 16
17 **b. Ordinance 2023-02 Building Code:** Building abatement and dangerous building code has
18 not been updated since 1981. Councilors wanted “reasonable effort” defined. Other entities
19 have a building abatement fund. CA Ginsburg will talk with auditors about setting up a
20 building abatement fund. This fund is for the city to use when the property owner does not
21 comply, and the city has to intercede in cleanup. Ideally the funds spent should be recouped
22 by billing the homeowner or foreclosing on the property and sending to auction. Legal
23 Counsel Kudlac does not have any issues with the code; however she reiterated that the cost
24 will have to be dealt with. Eyesore buildings and dangerous buildings are not to be confused.
25

26 Commissioner Kessler moved to continue the meeting with Commissioner Burns as second.

27 Discussion: None.

28 *Councilor Pogwizd Yes Councilor Burns Yes*

29 *Councilor Kessler Yes Councilor Tidey Yes Councilor Garratt Yes*

30
31 The priority of the funds to enforce the abatement and dangerous building code was
32 discussed in length. Councilors agree with the verbiage in the ordinance. Councilor Garratt is
33 concerned that a process for the inspector entering the premises has not been addressed in the
34 ordinance. Councilors would like the building owner to have the opportunity to be present
35 when the building inspector and city administrator enters the building for the protection of
36 the citizens and the city.
37

- 38 **c. Historic Commission Ordinance Update (Draft):** Councilor Pogwizd addressed the
39 homeowners right to privacy, with omitting from brochures and magazines. Currently,
40 the property owner has to sign a consent to be put on public communication. They
41 currently can decline. By consensus, councilors agree with the verbiage on the draft.
42

- 43 **d. UGB County Meeting STR update:** Mayor Cox expressed his appreciation to
44 Councilors Tidey and Kessler and citizens for attending the meeting and being a part of
45 the conversation. Unfortunately, it seems they were not heard by the UGB board. More

4 conversation is needed. There is a concern that there is a communication block with the
5 county and decisions were made prior to the meeting regardless of the city attendance.

6
7 Ann Vileisis was invited to speak. She explained the difference in the UGB and
8 investment properties in other communities versus Port Orford.

9
10 Bret Cecil explained the buildable land in Port Orford versus other communities.

11
12 **8. New Business:**

- 13 **a. Right-of-Way Usage License – 760 Jefferson Street:** Applicant was turned in for
14 proceeding without approval. They were instructed to stop all work until approval.
15 Councilor Pogwizd does not feel councilors should be tasked with approving the right of
16 way applications. They should be approved by Chief Hobart, Public Works and City
17 Administrator. Councilor Kessler moved to approve the right-of way application from
18 760 Jefferson Street with Councilor Burns as second. *Motion carried 5-0.*

19 Discussion: None.

20 *Councilor Pogwizd Yes Councilor Burns Yes*
21 *Councilor Kessler Yes Councilor Tidey Yes Councilor Garratt Yes*

- 22
23 **b. Proposal for Road Closure – The Run to the Rogue Community Dinner:** Councilor
24 Burns moved to approve the road closure request from The Run to the Rogue Community
25 Dinner with Councilor Kessler as second.

26 Discussion: None.

27 *Councilor Pogwizd Yes Councilor Burns Yes*
28 *Councilor Kessler Yes Councilor Tidey Yes Councilor Garratt Yes*

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30
31 **9. Continuing Action Items:** These are to be amended at the next meeting.

- 32 **a. Seasonal Gas Tax**
33 **b. Text My Gov**
34 **c. Data Storage**
35 **d. Water Conservation Ordinance**
36 **e. Emergency Commission Ordinance**
37 **f. Website Update**

38
39 **10. Considerations:**

40 **Citizen:**

41 Rowland Willis appreciates the councilors and the work they are doing. Mr. Willis
42 commented on the poor sound quality of the meetings. Tonight was improvement but not
43 good. He suggested a sound cable.

44
45 Mr. Willis complained that the Dark Sky ordinance is not enforced. A letter was written for a
46 particular noncompliance, but that did not succeed in compliance. He wonders why penalties

4 were included in the ordinance if not enforceable. Legal Counsel Kudlac explained the
5 process. CA Ginsburg advised the city cannot do anything to collect fines other than tax
6 refunds. Mayor Cox asked Mr. Willis for additional time to solve the enforcement problem.
7 Legal Counsel Kudlac gave enforcement suggestions.

8
9 **Staff:** None.

10
11 **Councilor:** Councilor Kessler expressed approval and appreciation to the citizens who
12 attended the county UGB meeting.

13
14 **Mayor:** None.

15
16 **11. Future Meetings:**

17 **Thursday, September 15, 2022, Regular Council Meeting 5:30, hybrid.**

18 **Workshop: Wednesday, September 7, 2022 at 5:30.**

19
20 **Adjourn:** There being no further business, Mayor Cox Adjourned the meeting at 8:20 p.m.

21
22
23
24 **Attest:**

25
26
27
28 _____
29 Mayor, Pat Cox

_____ City Recorder, Jessica Ginsburg

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 10/20/2022

SUBJECT: City Council meeting Minutes

ITEM NO: 4 b.

Attached are the City Council Meeting Minutes from the Council Regular Meeting on September 15, 2022.

Suggested Motions

Motion to Approve the Regular Meeting Minutes from September 15, 2022.

I move to approve the regular meeting minutes from September 15, 2022

Motion to Deny the Regular Meeting Minutes from September 15, 2022.

I move to deny the regular meeting minutes from September 15, 2022.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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City of Port Orford
City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, September 15, 2022 at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor</i>	X	<i>CA Ginsburg</i>	X
<i>Tim Pogwizd, President</i>	X	<i>Shala Kudlac, City Attorney</i>	X
<i>Gary Burns</i>	X	<i>John Isadore, Public Works</i>	X
<i>Lorrin Kessler</i>	X	<i>Chief Hobart</i>	X
<i>James Garratt</i>	X		
<i>Greg Tidey</i>	X		

The minutes were prepared to the best of our ability considering the challenging quality of the audio for those attending in the Gable Chambers. Audio was not available for the beginning 3:34 minutes of the meeting.

Others Present: Monica Ward of Curry County Emergency Management, Penny Suess/Dana Gurnee, Jenn Head, Teresa Kolibaba, Mr. Clay.

1. Call to Order

Mayor Cox called to order this Meeting of the Common Council on Thursday, September 15, 2022, at 5:30 p.m.

2. Additions to the Agenda: None.

3. Appointment of Ann Vileisis to City Council:

Councilor Pogwizd moved to approve the appointment of Ann Vileisis to the vacant seat on the Port Orford City Council until December 31, 2022 with Councilor Kessler as second.

Motion carried 4-1.

Discussion: Councilor Garratt expressed his concern about appointing people for a such a short term, as it could possibly alter the election.

Councilor Pogwizd Yes Councilor Burns Yes

Councilor Kessler Yes Councilor Tidey Yes Councilor Garratt No

Ann Vileisis raised her right hand and recited the oath of office in front of council and attendees.

4. Consent Calendar: August 18, 2022 minutes are not available to approve.

5. Citizens' Concerns:

Greg Thelen from the Planning Commission spoke on the planning applications recommended to Council that will be voted on today. He advised that Mr. Malone was not in attendance at the Planning Commission meeting where votes were taken, and he hopes he is in attendance today.

4 Teresa Kolibaba, Port Orford resident, wonders about a conflict-of-interest that planning
5 applicant Mr. Malone might have in the position due to influence regarding the golf course.
6 She speaks of the Historic Commission under the control of the Planning Commission. She is
7 concerned about control and ordinance compliance.

8
9 Ms. Melton-Kopalchua, local resident, lives across from the wetlands. She wonders when the
10 project of rebuilding will begin. She noted the breezeway has been closed for safety reasons.

12 6. Departmental Reports:

13 a. **Public Works:** A written report has been provided to councilors by Jon Isadore.

14 Progress has been made on the Coast Guard pump skid. There is not enough power to
15 support the skid. Public Works is addressing that. The city is working with the vendor on
16 the electronic meters. Councilors are updated on the wastewater repairs. After
17 examination of the grit system, problems were identified, and repairs are being made.

18 b. **Administration/Financial Report:** CA Ginsburg reviewed open positions and lack of
19 progress. Advertisement suggestions were made. Job descriptions were clarified. CA
20 Ginsburg reported on student career day. Volunteers to showcase their careers are
21 encouraged. Mayor Cox attended an emergency meeting regarding informing the public
22 on water conservation. CA Ginsburg updated the financial report and commented on the
23 audit. Councilor Burns suggested considering household numbers when setting water
24 curtailment limits.

25 c. **Planning:** CA gave an update. A planner has not yet been accepted.

26 d. **Fire District:** Councilor Garratt has no addition information.

27 e. **TLT:** No additional information.

28 f. **Watershed:** Councilor Vileisis agreed to become the liaison for the watershed. Linda
29 Tarr gave a report on the success of the listening session about the fire prevention and
30 gorse eradication process that was held at the fire station. She reported on the importance
31 of showing county commissioners, DEQ, state representatives, etc. the Hubbard Creek
32 reservoir, which is going to happen on the 22nd. Ms. Tarr is happy with the MOU with
33 CCD to assist with the watershed grants.

34 g. **Port:** Mayor Cox reported the dredge is running. They are progressing with the crane
35 replacement.

36 h. **Parks:** Councilor Tidey reported two events coming up in October; a cross-country meet
37 at Buffington Park October 12 and a disk golf tournament October 29 to help fund the
38 city playground.

39 i. **Emergency Management:** Councilor Burns reported the committee is working on the
40 education part of the plan. He is working with Oregon State Parks to possibly create a
41 relationship with them.

42 j. **School:** Councilor Kessler reported the school district is deep in conversation whether to
43 hire locally or outside the local area and whether the superintendent position will be
44 parttime or fulltime.

45 k. **Main Street:** Councilor Burns reported Main Street is still working on daycare. Plans
46 have been received on the City Hall landscape. They are waiting for the water
47 curtailments to be discontinued so he can water plants in the landscaping. Brochures for
48 new businesses have been received. The homeless taskforce is moving along and are
49 developing a plan for presentation to the community and council.

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7. Old Business

a. Historic Commission Ordinance: Councilor Burns moved for the city council to adopt Ordinance 2023-01 amending Ordinance 2012-06 Historic Preservation in one meeting with both readings by title only on this date with Councilor Kessler as second. ***Motion carried 6-0.***

Discussion: Councilor Pogwizd clarified that property owners are not required to have their property listed and have the right to not be in the magazines and brochures. That is affirmed. The details are clarified by Legal Counsel Kudlac. The commission creates the list, but in order for the property to become a landmark, the property owner has to sign an application stating they wish to become a landmark. Without the application the property order does not become a landmark.

Councilor Pogwizd *Yes* ***Councilor Burns*** *Yes* ***Councilor Vileisis*** *Yes*
Councilor Kessler *Yes* ***Councilor Tidey*** *Yes* ***Councilor Garratt*** *Yes*

President Pogwizd gave the first reading of the ordinance by title.
Councilor Burns moved for the City Council to adopt Ordinance 2023-01 amending Ordinance 2012-06 Historic Preservation and approve the first reading by title only and continue with the second reading by title only this date with Councilor Kessler as second. ***Motion carried 6-0.***

Discussion: None.

Councilor Pogwizd *Yes* ***Councilor Burns*** *Yes* ***Councilor Vileisis*** *Yes*
Councilor Kessler *Yes* ***Councilor Tidey*** *Yes* ***Councilor Garratt*** *Yes*

Councilor Burns moved for the City Council to adopt Ordinance 2023-01 amending Ordinance 2012-06 Historic Preservation with Councilor Kessler as second. ***Motion carried 6-0.***

Discussion: None.

Councilor Pogwizd *Yes* ***Councilor Burns*** *Yes* ***Councilor Vileisis*** *Yes*
Councilor Kessler *Yes* ***Councilor Tidey*** *Yes* ***Councilor Garratt*** *Yes*

b. CCD MOU for Grant Services: Councilor Kessler moved to approve the MOU between CCD and the City of Port Orford for their Grant Services with Councilor Pogwizd as second. ***Motion carried 6-0.***

Discussion: Brandi, Community Development Specialist from CCD is in attendance to address questions and comments. Brandi clarified the funds available and their uses. A general MOU can be written instead of a grant specific MOU. Council will need to review the master plan and organize the projects in priority.

Councilor Pogwizd *Yes* ***Councilor Burns*** *Yes* ***Councilor Vileisis*** *Yes*
Councilor Kessler *Yes* ***Councilor Tidey*** *Yes* ***Councilor Garratt*** *Yes*

Councilor Burns moved to extend the council meeting with Councilor Kessler as second. ***Motion carried 6-0.***

Discussion: None.

Councilor Pogwizd *Yes* ***Councilor Burns*** *Yes* ***Councilor Vileisis*** *Yes*
Councilor Kessler *Yes* ***Councilor Tidey*** *Yes* ***Councilor Garratt*** *Yes*

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8. New Business:

a. Planning Commissioner Appointments for Michael Malone, Sara Lovendahl, Jennifer Head. Councilor Pogwizd moved to approve Jennifer Head, Sara Lovendahl and Michael Malone to be appointed to the Planning Commission with Councilor Kessler second as second. *Motion carried 5-1.*

Discussion: Councilor Burns would like to meet Michael Malone prior to appointment. CA Ginsburg has met him. Planning commissioners did recommend to council the appointment of all applicants.

Councilor Pogwizd Yes *Councilor Burns* Yes *Councilor Vileisis* Yes
Councilor Kessler Yes *Councilor Tidey* No *Councilor Garratt* Yes

b. Code Enforcement: CA Ginsburg spoke with code enforcement of Curry County, who will enforce codes within the city limits following Port Orford codes and requests. It is suggested to begin with one or two days per week. Curry County Code Enforcement will address complaints and follow up with enforcement in a manner accepted by the city. There is a fee included. Fee reimbursement by violators is discussed. Legal Counsel Kudlac advised the contract would have to include the enforcement officer attending municipal court appearances. She advised code enforcement officers in other jurisdictions work well for those jurisdictions. Councilor Garratt suggested addressing old ordinances and updates as they come up with the code enforcement officers. Councilors agree by consensus to pursue a contract with Curry County Code Enforcement.

9. Considerations:

Citizen:

Teresa Kolibaba addressed the water bill distribution. She has to go to the City Hall to get her bill. She complained that the City Council meeting is not always posted at the post office. She suggested high school students to upgrade the virtual attendance system.

Mr. Clay complains that the meetings are not posted properly to the community. He asked to read proclamations for community awareness. Proclamations on suicide prevention and bully prevention were read by Mr. Clay.

Staff: None.

Councilor: Councilor Vileisis expressed her appreciation to Carolyn LaRoche for her years of service. She updated the situation with the county on the changed zoning, watershed, and vacation rental cap in the Urban Growth Boundary . The county is not receptive.

Mayor: Mayor Cox shared an email asking the city to honor a day for an individual who has helped the city. This will be considered next month. A workshop regarding prioritizing and master plan is scheduled.

10. Future Meetings:

4 **Thursday, October 20, 2022, Regular Council Meeting 5:30, hybrid.**
5 **Wednesday, October 5, 2022, Workshop 5:30, hybrid.**

6
7 **Adjourn:** There being no further business, Mayor Cox Adjourned the meeting at 8:20 p.m.
8

9
10
11 Attest:
12

13
14
15
16 _____
Mayor, Pat Cox

City Recorder, Jessica Ginsburg

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 10/20/2022

SUBJECT: Administration Report

ITEM NO: 6b.

Water Infrastructure Grants- Submitted BRIC applications for the City for a total of \$47,164,000. We should be hearing if we were picked to be able to move forward to the next round. (Copy of Grant Attached to report)

Accounts Receivable as of 09/30/2022-

Citation- \$668,689.00 Collected \$7,190.37 in accounts that are past due by 30+ days

Utilities- \$18,591.22 Inactive accounts have a balance of \$8,215.63

Emergency Management Planning- This meeting we are approving the Hazzard Mitigation plan for the County. This is very important because if this is not approved then we are ineligible for the Bric Grant that was filled.

Watershed Project-Update during the watershed report. A resolution is also going to be reviewed and hopefully approved in this meeting.

City Hall, Water Plant, Wastewater Plant and Community Center building- 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. We were able to also get in touch with another contractor Jesus and he is going to be submitting a quote to us for all the repairs on the City Building.

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

Community Outreach and Events- I participated in mock interviews at the High school. It was great meeting the next generation of our workforce and looking forward to seeing all the positive impacts they will make. We had the 5th graders at the impound for a 2nd year in a row. We will be having them back at the water plant, wastewater plant and city hall through the rest of the school year. We love spending time with them and educating them on the water system within the City. We have career day at the high school on the 3rd of November. Brett from public works will be joining me at the high school to talk to them about working within public works for the city.

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

- 1) Pot hole on Hensley Hill- PW is aware of this hole and they have put gravel in it and have been watching it to see if it continues to sink. If it does then they are going to have to cut the road and see what is going on below it.
- 2) Speeding on Idaho Street- We received complaints about excessive speeding on Idaho. I have working with PW on getting signs up and other ways to slow both residents and visitors down.
- 3) Excessive Dogs Barking- Letters have been sent and working on resolutions.
- 4) Transient Camping next to Rays- We received multiple complaints about this. We are ensuring the police do regular patrols thru the right of way where they are camping until a solution is available.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

Oregon Hazard Mitigation Assistance Pre-Application Form

Submitting this form ensures that your proposal is reviewed by the Mitigation Team. This document is the first step in the grant subapplication process. By submitting this form alone, it **does not guarantee funding**. To be considered for the grant funding, complete this form and submit it to jessi.weaver@oem.oregon.gov. This form will also be used for the Interagency Hazard Mitigation Team (IHMT) review panel if/when activated for applicable grant program/grant round (shaded boxes to the right are for official use only for scoring/ranking pre-applications).

Subapplication and Subapplicant Information

A. Hazard Mitigation Assistance Grant Programs

Select the grant program you are seeking funding under (*select one*):

- Pre-Disaster (Annual): Building Resilient Infrastructure and Communities (BRIC)**
 Pre-Disaster (Annual): Flood Mitigation Assistance (FMA)

B. Activity Type

Select the applicable activity type you are pursuing (*select all that apply*):

BRIC

- Capability- and Capacity-Building
 Project Scoping
 Building Codes
 Partnerships
 Planning
 Mitigation Project
 Technical Assistance

FMA

- Project Scoping
 Community Flood Mitigation Project
 Flood Hazard Mitigation Planning
 Individual Flood Mitigation Project
 Technical Assistance

C. Subapplicant Information

County or Tribal Land your entity is based in: Curry County Oregon

Select the type of entity you fall under that is seeking HMA funding (*select one*):

- State Government Tribal Government
 Local Government Special District Other **Please specify**

Subapplicant: **City of Port Orford**

Point of Contact Name and Job Title: **Jessica Ginsburg City Administrator**

Phone Number: **541-366-4568** E-mail Address: **jjginsburg@portorford.org**

Lat./Long.: **27.2046 N 77.4977 E**

D. Mitigation Plan

Identify which FEMA-approved hazard mitigation plan your entity is included in below.

Plan Name: **Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan**

Expiration Date: 5/25/2021

(Current Plan update is at FEMA for review)

If this is a **proposal for a planning-related activity**, please identify Plan Type you will be pursuing funding for (*select one*):

- State Hazard Mitigation Plan Tribal Hazard Mitigation Plan
 Local Hazard Mitigation Plan Tribal (Local) Hazard Mitigation Plan
 Local Multijurisdictional Hazard Mitigation Plan Tribal (Local) Multijurisdictional Hazard Mitigation Plan
 Never had a Hazard Mitigation Plan Other planning-related activity: **Please specify**

Qualitative Scoring Metrics

https://www.fema.gov/sites/default/files/documents/fema_fy22-bric-qualitative-evaluation-criteria-psm.pdf

E. Proposal, Risk Reduction / Resilience Effectiveness, & Implementation Measures

Proposal Title: **City of Port Orford Water Infrastructure Upgrade**

Estimated Overall/Total Cost: **\$43,000,000**

Do you anticipate a non-federal cost share equal to or exceeding 30%?

- Yes No Unsure

If yes, please provide a brief narrative and estimated percentage your jurisdiction intends on putting forth for the local cost share/match: **N/A**

Estimated Local Management Cost (is up to 5% of the amount listed above): **\$2,000,000**

Brief Proposal Description (please provide an estimated timeline by quarter):

In September of 2021 the City of Port Orford declared a State of Emergency due to a combination of drought, impound and containment of raw water, and a much higher than average water loss of treated water. Throughout the Port Orford water system there are numerous leaks amounting to about 40% of treated water loss. Due to a combination of storage issues of both raw water and treated water and the increased water loss the City of Port Orford is not allowing new water services to be installed, negatively impacting this beautiful coastal town. As Port Orford has increased in population, the residents have moved towards the higher elevation on the east side of the City. Those residents not only have ongoing water pressure issues, but the pressure and flow required per the updated fire code is no longer compliant. Since Port Orford is the only water system for about 30 miles, the Rural Fire Department and Coos Forest Patrol rely on the Port Orford system for their water needs.

The Port Orford City Council and the Public Works department have been working to acquire new meters that will assist in locating leaks throughout the system, which should reduce the amount of water loss. They have also been working jointly on updating the City's ordinances and implementing a water curtailment plan. These are all positive changes in the water delivery system; however, those changes will only help the City to a certain point considering the largest parts of the infrastructure (piping and pump stations) are failing. The aging system with more than 50% of the pipe installed in the 1970s and asbestos-cement pipe accounting for 71% of the system, requires an upgrade to reduce water loss and improve the health and safety of the residents and visitors. The City completed a Water Master Plan in 2014 and developed a plan to upgrade the failing water infrastructure; the plan consists of two phases. Phase 1 includes the items that need to be addressed when funding is available and are considered "critical". Phase 2 items are not necessarily "critical" however they are important and necessary for continued optimal system performance.

Phase 1-

Priority 1

- a) **Meter replacement- Many meters are 40 plus years old and require at least 3 days a month to conduct meter reads by a public works staff member. With this being a manual process there is a lot of room for human error which will create inaccuracies that contribute to the high loss rate. This would be about 770 meters. Which is about 2 months.**
- b) **Replacement filters and install Air Scour System for Water Treatment Plant- The Water Treatment Plant needs multiple repairs like repairing the floor slab, replace filters media and install the scour system for the air filtration system. These should be completed in about 3 months.**
- c) **Multiple waterline replacements are critical due to excessive leakage and other high maintenance issues:**
 - a. **Lakeshore Drive: A new 6-inch line on the west side of Lakeshore Dr. up to Hamlet which approximately 1,550 feet and will take about 1 ½ months or 45 days.**
 - b. **Hamlet: To A new 6-inch line on the west side of Hamlet to the end of Lakeshore drive which approximately 2,500 feet and will take about 2 ½ months or 75 days.**
 - c. **Lakeshore Drive: A new 6-inch line on the east side of Lakeshore Dr. up to Pinehurst which approximately 1,260 feet and will take about 1 ½ months or 45 days.**

- d. Wyoming: A new 6-inch line on the south side of Wyoming till Hwy 101, 13th Street (included in this section) will be installed for new services. The approximate length is 2,680 feet and will take about 3 months or 90 days.
 - e. Jackson Street: Replace existing 6 inch main on south side of Jackson from 25th to 18th street which is approximately 1,960 feet and will take about 2 months or 60 days.
 - f. Ninth Street: Replace existing 6 inch main on the east side from Arizona to Jackson. This is approximately 1,670 feet and will take about 1 ½ months or 45 days.
 - g. Seventh Street: Replace 6 inch main on the east side of 7th street from Coast Guard Hill to Hwy 101. This is approximately 1,020 feet and is about 1 month or 30 days.
 - h. Pinehurst Drive: Replace existing 6 inch main on the east side between Arizona and Hwy 101. This is approximately 860 feet and should take less than a month about 20 days.
- d) Water Treatment Storage Improvement: Replace the Deady Street treated water storage tank (it has been out of services since 1996) with a new 1 million gallon storage tank. This should take about 6 months.

Priority 2

a) Multiple Waterline replacements

- a. Coast Guard Hill: Upgrade to an 8-inch main on the west side of Coast Guard Hill from Sweet Way to the end of Coast Guard Hill Road. Install a new pump station and PRV along Coast Guard Hill Road between Sweet Way and Tichenor. This is approximately 3,900 feet and should take 6 months to complete or 180 days.
 - b. Deady Street North: 2-Inch main needs to be replaced with 8-inch to increase fire flow on the north side of Deady Street from 9th to the end of Deady and install a new pump station. Near Deady and 10th. This is 1000 feet and take approximately 2 months or 60 days.
 - c. Deady Street South: 6-Inch main needs to be replaced with a 10-inch to increase fire flow at 9th Street to 6th Street on the south side of Deady. This is approximately 700 feet and will take about 1 month or 30 days.
 - d. Sixth street/Jefferson/Seventh: 6-inch main needs to be replaced by an 8-inch to increase fire flow beginning at 6th Street and Deady on the west side thru to Jefferson and 7th Street. This is approximately 1,400 feet and should take about 1 ½ months or 45 days.
 - e. Jefferson Street Pump Station: Replace the pump station due to inadequate fire flow at 9th and Deady.
 - f. Dock Road: 4-inch main needs to be replaced with an 8-inch due to fire flow the new line will run on the south side of Dock Road and a new PRV station needs to be installed this is approximately 1,800 feet and should take about 2 ½ months or 75 days.
 - g. King Street: 2-inch main needs to be replaced with a 6-inch due to fire flow. The line will be on the west side of King Street starting at Coast Guard Hill to the end of King Street. A new PRV will need to be installed at each residence too. This is approximately 1,150 feet this should take about 2 ½ months
 - h. Idaho/14th to 18th Street: The 2-inch and 4-inch water lines need to be replaced with 6-inch lines due to inadequate fire flow. The lines will be on the north side of Idaho. This is approximately 1,150 and should take about 1 ½ months or 45 days.
 - i. 20th Street/Jefferson/19th Street: The current 4-inch line needs to be replaced with a 6-inch line on the east side of 20th street to Jefferson to South 19th to Tichenor Ave. This is approximately 1,600 feet and should take about 2 months or 60 days.
 - j. Beacon Hill Lane and Flake Street: The existing 2-inch and 4-inch lines needs to be replaced with 6-inch lines going north on Beacon Hill to the end of Flake Street. This is approximately 875 feet and is going to take about a month or 60 days.
- b) Coast Guard Hill Reservoir Replacement:

- a. Upgrade Water tank with 1 million gallons storage capacity and mixer due to previous storm damage and deteriorating structure. Also install a shut off valve for safety reasons with seismic activity. This is about 4 months or 120 days.

Phase 2 Improvements:

Priority 3

a) Waterline Replacement Improvements

- a. Agate Beach Road/California Street: 2-Inch water lines need to be replaced with 6-inch lines due to inadequate fire flow. Southwest side of California to South Agate Beach Road. This is approximately 2,000 feet which will take about 2 months or 60 days.
- b. 18th Street and Hwy 101: 4-inch water line needs to be replaced with a 6-inch line and connected to the three-way waterline intersection to connect these 2 locations. This is about 100 feet and should take about 2 weeks.
- c. Vista Drive and Pump Station: The 4-inch water line needs to be replaced with a 6-inch line along the east side of Vista. A new pump station on Vista and Jefferson needs to be installed. This approximately 1,000 feet which is about 1 ½ months or 45 days to replace.
- d. Fifth Street (Harbor Drive to Idaho): The existing 4-inch line needs to be replaced with a 6-inch line on the west side of 5th street to the Hwy 101. This is approximately 1,000 feet which will take about 1 month or 30 days.
- e. Hwy 101: This is a new 8-inch line that will be on the south side of Highway 101 to Qua-To-Mah Lane. This is approximately 875 feet and should take about 1 month or 30 days.
- f. Qua-to-Mah Lane: A 6-inch water line will begin at Highway 101 and go to the end of Qua-To-Mah Lane and a Pump station will be installed to ensure adequate fire flow. This is about 750 feet and will take about 2 months or 60 days.
- g. Hensley Hill Road: The current 6-inch line needs to be replaced with an 8-inch line. On the east side of Hensley hill road till the line ends. This is approximately 675 feet and should take about 30 days.
- h. Fifth Street and Jefferson: This 4-inch line needs to be replaced with a 6-inch line due to fire flow and will be on the east side of Fifth Street. This line is about 400 feet and should take 3 weeks about 21 days.
- i. Sweet Way: This is a new water line on Sweet Way and Coast Guard Hill Road. This is approximately 400 feet and should take about 3 weeks or 21 days to install.
- j. Jackson Street: A new 6-inch line needs to be installed on the south side of Jackson Street. This length is about 300 feet and should take 2 weeks or about 14 days.
- k. Pinehurst Road: The current 6-inch line needs to be looped due to fire flow. The new 6-inch line will run on the south side to Lakeshore Dr. This is approximately 400 feet and should take about 3 weeks or 21 days.
- l. Manzanita Drive: The 4-inch water line needs to be replaced with a 6-inch line and it will be on the west side of the street to Geer Place. This is approximately 325 feet and will take about 3 weeks or 21 days.
- m. Madrona Drive: This 4-inch line will be replaced with a 6-inch line and will connect a three-way waterline on the west side of Madrona. This is approximately 100 feet and should take about 2 weeks or 14 days.
- n. Idaho Street: The existing 2-inch line will be replaced with a 4-inch line and connect the existing 6-inch water line on 12th street. This is approximately 600 feet and should take about 3 weeks or 21 days.
- o. 19th Street: The existing 2-inch line will be replaced with a 4-inch line and connect the existing 6-inch water line the east side of 19th street. This is approximately 800 feet and should take about 3 weeks or 21 days.
- p. Dee Terrace: The existing 4-inch line will be replaced with a 6-inch line along the south side of Dee Terrace to the existing water tank on Dee Loop. This is approximately 1,850 feet and should take about 2 months or 60 days.

- q. 14th Street: The existing 2-inch line will be replaced with a 4-inch line and connect the existing 6-inch water line on the west side 14th street. This is approximately 400 feet and should take about 3 weeks or 21 days
 - r. Tichenor Cemetery Road The existing 2-inch line will be replaced with a 6- inch on the north side Tichenor Cemetery Road. This is approximately 400 feet and should take about 3 weeks or 21 days.
 - s. Stagecoach Lane: The existing 4-inch line will be replaced with a 6-inch on the north side Stagecoach Lane. This is approximately 325 feet and should take about 3 weeks or 21 days.
 - t. Seventh Street and Jefferson: The existing 2-inch line will be replaced with a 4-inch line west side of 7th street. This is approximately 250 feet and should take about 2 weeks or 14 days.
 - u. Sea Cliff: The existing 2-inch line will be replaced with a 4-inch line west side of Sea Cliff. This is approximately 150 feet and should take about 2 weeks or 14 days.
 - v. Install new waterline to expand water services to all residents within the city.
- b) **Repair, Maintenance, and Improvement for Water Treatment Plant:** The water treatment plant needs to be retrofit to meet seismic protection, the roof needs to be replaced, replace valves, pumps, solenoids, flow metes install a transducer, update the electrical system, and install a new computer system. Also provide backup pumps and generators. This should take about 4 months or about 120 days.

- Safety and Security** (law enforcement/security, fire services, search and rescue, government services, and community safety)
- Food, Water, Shelter** (food, water, shelter, agriculture)
- Health and Medical** (medical care, patient movement, public health, fatality management, medical supply chain)
- Energy** (power (grid) and fuel)
- Communications** (Infrastructure, alerts, warnings, and messages, 911 and dispatch, responder communications, finance)
- Transportation** (highway, roadway, motor vehicle, mass transit, railway, aviation, maritime)
- Hazardous Martial** (facilities, HAZMAT, pollutants, contaminants)
- Not Applicable**

Select all applicable natural hazards that your proposal will reduce/mitigate the risk of:

- | | | |
|--|--|---|
| <input type="checkbox"/> Coastal Erosion | <input checked="" type="checkbox"/> Extreme Heat | <input checked="" type="checkbox"/> Wildfire |
| <input checked="" type="checkbox"/> Drought | <input type="checkbox"/> Landslide | <input type="checkbox"/> Windstorm |
| <input checked="" type="checkbox"/> Earthquake | <input type="checkbox"/> Tsunami | <input type="checkbox"/> Winter Storm |
| <input type="checkbox"/> Flood | <input type="checkbox"/> Volcano | <input type="checkbox"/> Other: Please specify |

F. Climate Change and Other Future Conditions

Will this proposal enhance climate change adaptation and resilience? Please also indicate whether the project will be mitigating the changes in climate directly or if climate change mitigation will be an ancillary benefit. *Climate change is defined as "Changes in average weather conditions that persist over multiple decades or longer. Climate change encompasses both increases and decreases in temperature, as well as shifts in precipitation, changing risk of certain types of severe weather events, and changes to other features of the climate system."*

- Yes
- No
- Unsure

If yes, please provide brief description how your proposal will enhance climate change adaptation and resilience: **The last 22 years from 2000 to 2021 has been the driest period on record for Oregon in the past 1,200 years. During this time Oregon has experienced record low water supply, including low precipitation, streamflow, and reservoir storage. Due to the water supply issues related to the drought, the City of Port Orford is struggling to meet the demand of our growing population and will continue to struggle as drought conditions are predicted to worsen. The Oregon Climate Change Research Institute (OCCRI) completed a Future Conditions Report in May 2022 for the Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan, in which Drought, Wildfire, and Heat Waves were identified as increasing risk. With the growing population increasing the strain on the water supply, the City of Port Orford is also having water pressure issues as additional residents move into the increased elevation located in eastern Port Orford. When this proposal is approved it will increase the reservoir storage, eliminate water loss through leaks, implement efficient water use, improve public safety, reduce the impact on the surrounding watershed, and reduce drought, wildfire, and heat wave impact.**

G. Population Impacted

Select all items listed below that are applicable to the community that the proposal will benefit and provide a rough estimate as to what percentage of the community effected by this project will be disadvantaged.

Percentage: 100%

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Limited water and sanitation access and affordability | <input type="checkbox"/> High unemployment and underemployment | <input checked="" type="checkbox"/> High housing cost burden and substandard housing |
| <input checked="" type="checkbox"/> High and/or persistent poverty | <input checked="" type="checkbox"/> Low income | <input checked="" type="checkbox"/> Limited access to health care |
| <input checked="" type="checkbox"/> Rural community | <input type="checkbox"/> Linguistic isolation | <input checked="" type="checkbox"/> Distressed neighborhoods |
| <input type="checkbox"/> Jobs lost through the energy transition | <input checked="" type="checkbox"/> Disproportionate impacts from climate | <input type="checkbox"/> All geographic areas within Tribal jurisdictions |
| <input type="checkbox"/> High energy cost burden and low energy access | <input checked="" type="checkbox"/> High transportation cost burden and/or low transportation access | <input checked="" type="checkbox"/> Disproportionate environmental stressor burden and high cumulative impacts |
| <input type="checkbox"/> Racial and ethnic segregation particularly where the segregation stems from discrimination by government entities | <input type="checkbox"/> Not Applicable | |

The City of Port Orford, located in Curry County, is on the Southern Oregon Coast with a population of 1,155 according to the 2021 census. Of the 1,155 residents, 42.2% are 65 and older and on a fixed income and a high percentage of residents living with disabilities (39.9%) according to the ACS 2013-2017 5-year estimates. Due to the high number of residents that are 65 and older and or have a disability the median household income is \$27,500 compared to the rest of the state which is \$76,554. The national level for poverty for a family of 4 is also slightly higher at \$27,750. In conjunction with the low median income, we have a high unemployment rate of 28.2%, however, the cost of housing is rising. In 2021 the average housing cost was \$270,369 which is not affordable housing. HUD defines affordable housing at 30% of your gross income, 30% of 27,500 is 8,250 per year and in order to purchase a house at about \$270,000 with 10% down the estimated monthly mortgage payment would be \$1,703.95 which is \$20,447.40. Therefore, the majority of the Port Orford neighborhoods are in distress.

Port Orford has experienced an influx in population; however, the city implemented a water moratorium for new connections because the aging water system cannot support additional connections. Hubbard Creek and the water storage provided by the impoundment is the sole drinking water supply source for Port Orford. The City has a raw water intake on Garrison Lake that has not been used since the winter of 1993 when it was improved to supplement the low quantity of water from the Hubbard Creek source. In the late 1990s the City constructed a new intake at the end of Pinehurst Dock in an attempt to improve water quality by drawing from a

deeper point in the lake. This approach was not successful due to poor water quality (high salinity levels) causing taste and odor problems. Garrison Lake is continuously impacted by high salinity levels making it an unreliable backup water source for the Hubbard Creek water source and creating additional strain on the water infrastructure. Curry County recently passed new zoning regulations that allow for ADU's within out Urban Growth Boundary which will put additional stress on the water system, further impacting the standard of living and safety of Port Orford residents and visitors.

Although a medical clinic was recently opened in Port Orford, the only hospital in Curry County is in Gold Beach, 28 miles south of Port Orford, severely restricting medical treatment options for Port Orford residents and visitors. The U.S Highway 101 is the only highway through Port Orford and Curry County, creating increased costs for transportation while restricting travel for residents and visitors, contributing for increased risk of isolation if the U.S Highway 101 is impassable. Increased Gorse and fuel found in Northern Curry County increases wildfire risk while the dramatic terrain increases risk of landslides, further isolating the community.

H. Community Engagement and Outreach Activities

What types of community outreach will be most effective for this project and/or what types of community outreach do you intend to complete?

Port Orford has a very active community that is involved with City Hall and Commissions. The City will continue to have town hall meetings along with City Council Workshops and regular Commission meetings, all of which are available for public viewing in person and through the GoTo Meetings virtual meeting platform. Port Orford also has a Facebook page which has a large following along with other Facebooks pages that concentrate on North Curry County that are regularly updated by residents and City notices. The City of Port Orford has a website (portorford.org) which is consistently updated and in the beginning stages of designing a new website. Port Orford will track and report all the construction progress during all the meetings at City Hall and updates on the website, back of utility bills and post bulletins at the public facilities throughout the city.

I. Leveraging Partners

Have any community partners been identified? If no partners have been identified, what types of partnerships do you intend to leverage (community groups, financial establishments, local government, councils, etc.)?

As this project is a top priority for the community, much collaboration and communication has occurred between the City of Port Orford City Council, City of Port Orford Planning Commission, the Port of Port Orford, Curry County Board of Commissioners, Curry County Emergency Management, Civil West Engineers, the Oregon Department of Land Conservation and Development (DLCD), Coast Community Health facilities, Curry County Medical, Driftwood Elementary and Pacific High School, and Oregon Department of Fish and Wildlife.

J. National Floodplain Insurance Program (NFIP)

Does this proposal involve mitigating a National Floodplain Insurance Program (NFIP) property?

The National Flood Insurance Program (NFIP) aims to reduce the impact of flooding on private and public structures. It does so by encouraging communities to adopt and enforce floodplain management regulations. In exchange, flood insurance is made available to property owners and renters. These efforts help mitigate the effects of flooding on new and improved structures.

Yes No Unsure

If yes, please provide further information regarding the property (is the property in a Special Flood Hazard Area, is it considered a Severe Repetitive Loss Property or a Repetitive Loss Property, etc.): **N/A**

Technical Scoring Criteria

https://www.fema.gov/sites/default/files/documents/fema_fy22-bric-technical-evaluation-criteria-psm.pdf

K. Is this an Infrastructure Project?

Infrastructure is defined as critical physical structures, facilities, and systems that provide support to a functioning community, its population, and its economy.

Yes No Unsure

If yes, please provide further information regarding what type of infrastructure: **This project addresses the critical infrastructure water and wastewater systems sector- public water systems**

L. Does this project incorporate nature-based solutions?

Nature-based solutions are sustainable planning, design, environmental management, and engineering practices that weave natural features or processes into the built environment to promote adaptation and resilience. Such solutions enlist natural features and processes in efforts to combat climate change, reduce flood risks, improve water quality, protect coastal property, restore and protect wetlands, stabilize shorelines, reduce urban heat, add recreational space, and more.

Yes No Unsure

If yes, please describe how it will incorporate nature-based solutions: **During the water infrastructure upgrade, nature-based solutions will be used when possible. All partners, including DLCD and the Watershed Council, will be involved in the project and planning process, ensuring nature-based solutions are considered and implemented when possible.**

M. Is this proposal from a previous FEMA HMA advance assistance or project scoping award, High Hazard Potential Dams (HHPD) award, or DHS Cybersecurity and Infrastructure Security Agency's (CISA) Regional Resiliency Assessment Program (RRAP), or a previous recipient of BRIC non-financial Direct Technical Assistance?

Yes No Unsure

If yes, please identify which award and brief description: **N/A**

N. Does this proposal increase resilience and reduce risk of injuries, loss of life, and damage and destruction of property, including critical services, and facilities?

Yes No Unsure

If yes, please briefly describe how the project will effectively reduce risk and increase resilience, realize benefits, and leverage innovation. Potential benefits could include how this project will address inequities and provide the greatest support to those with greatest need: **This project will give the City of Port Orford the ability to upgrade the water supply system throughout the City, replacing the aging and inadequate system with a reliable and resilient system. Not only will the City be able to ensure that adequate water is delivered to the current residents but the upgraded system will accommodate the growing population. The upgraded water system will increase the water pressure throughout the city, bringing all the stations up to the current Fire Code regulations. In addition to increasing community resilience, improving the water pressure supports the Rural Fire Departments, increasing the capability to save lives, protect property such as structure fires, and mitigate devastating incidents such as wildfires throughout Northern Curry County.**

O. Will this proposal utilize innovative techniques to facilitate implementation?

For example, an innovative project may bring multiple funding sources or in-kind resources from a range of private and public sector partners. Or an innovative project may offer multiple benefits to a community in addition to the benefit of risk reduction.

Yes No Unsure

If yes, please provide brief description on how you intend to implement this proposal: **N/A**

P. Will this proposal include an outreach strategy?

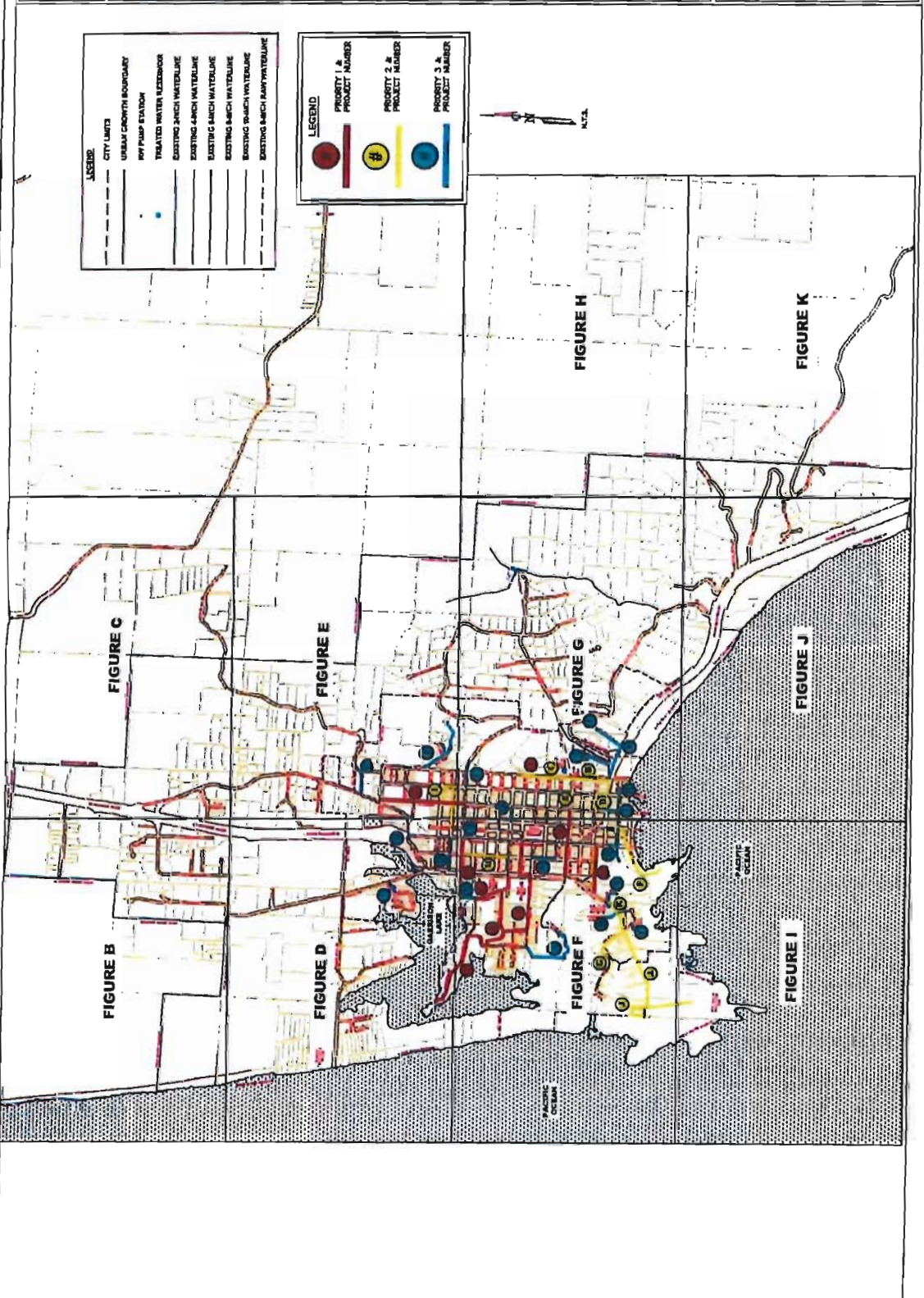
- Yes No Unsure

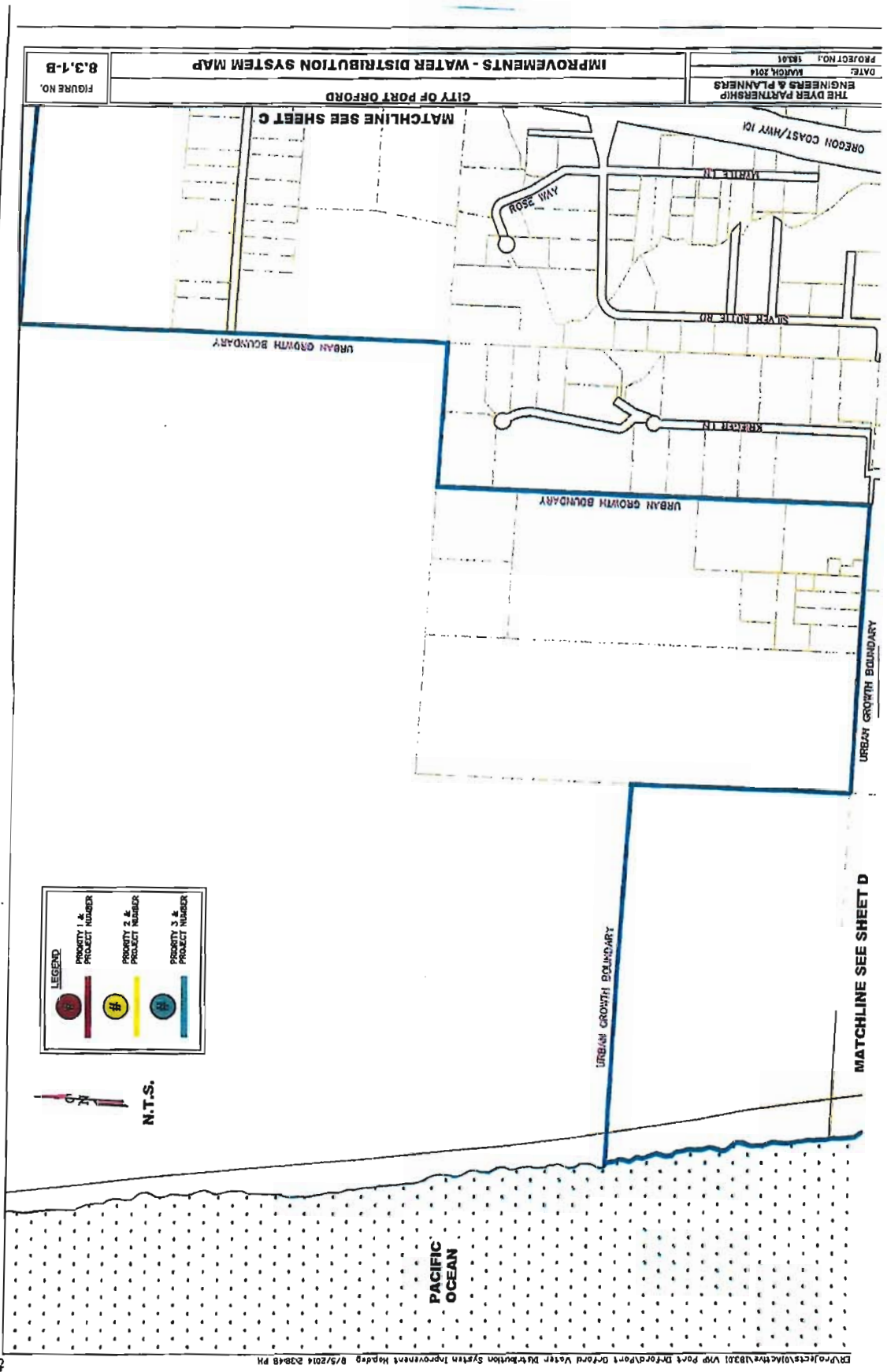
If yes, please provide brief description regarding your anticipated outreach strategy: **The City of Port Orford will work closely with the DLCD and Oregon Department of Fish and Wildlife to ensure the minimal impact and disruption to the surrounding wildlife. The City will host multiple community meetings throughout the process to ensure public concerns are addressed, proper individual planning is conducted, support is provided to residents in need, and the work disrupts life and businesses as little as possible. The city will also provide updates through the city the website, social media, back of utility bills, and post bulletins at the public facilities throughout the city.**

Q. Will your entity be incorporating any partnerships (e.g., state, tribal, private, local community, etc.) that will ensure the proposal meets community needs, including those of disadvantaged populations?

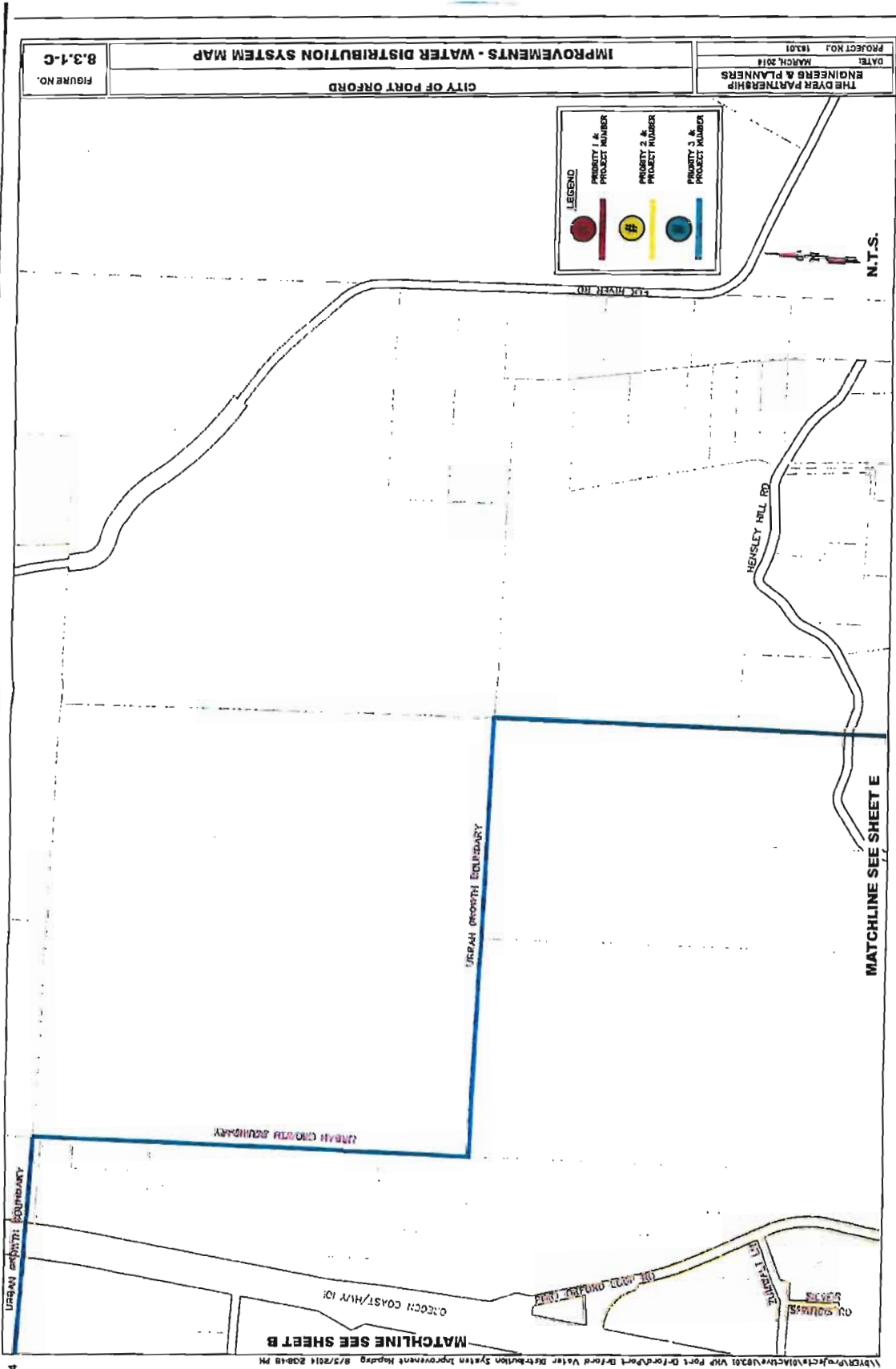
- Yes No Unsure

If yes, please provide brief description how your proposal will incorporate partnerships and what is the anticipated outcome of those partnerships (e.g., leveraging resources such as financial, material, and educational resources, coordinating multi-jurisdictional projects, heightened focus on equity related issues, etc.): **In addition to the organizations previously mentioned in this application, the City of Port Orford will also partner with the following community organizations that focus on the disadvantaged and at risk populations: Adapt, Coast Community Health, Coos Curry Housing Authority, Oregon Coast Community Action, Curry County Transit Authority, and Driftwood Elementary.**





THE DYER PARTNERSHIP
 ENGINEERS & PLANNERS
 DATE: MARCH 2014
 PROJECT NO: 18341
 IMPROVEMENTS - WATER DISTRIBUTION SYSTEM MAP
 CITY OF PORT ORFORD
 FIGURE NO. 8.3-1-B

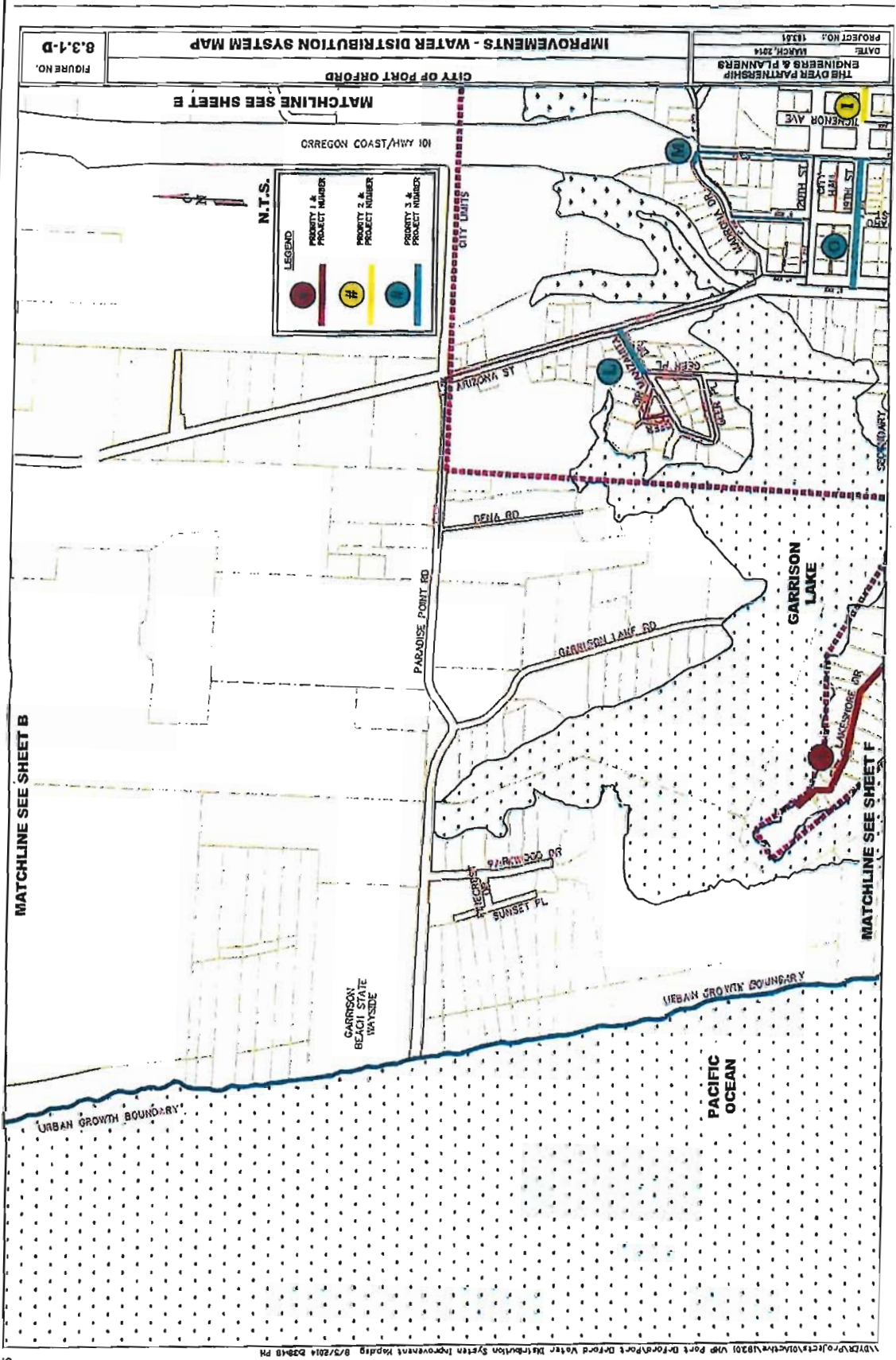


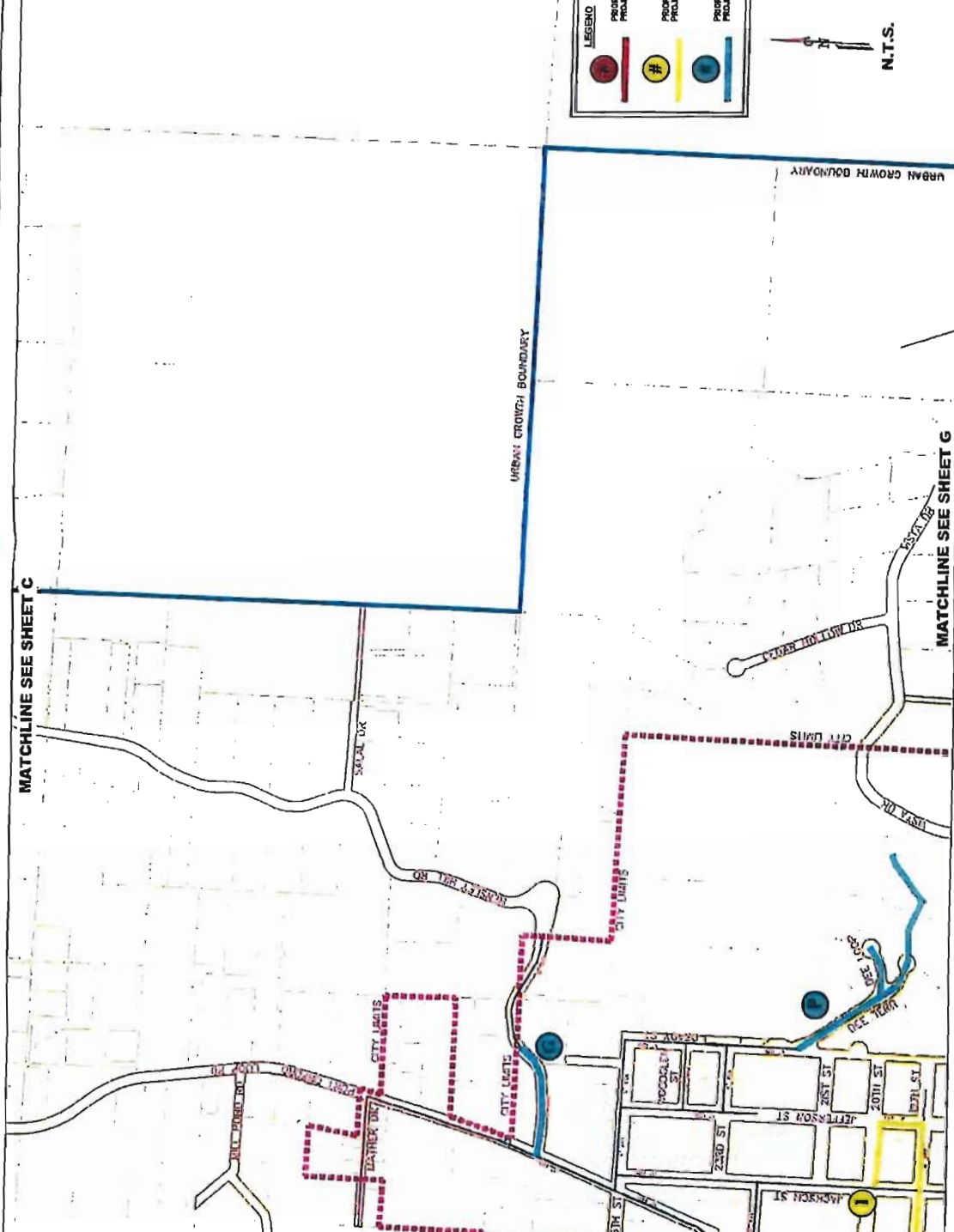
THE DYER PARTNERSHIP
 ENGINEERS & PLANNERS
 DATE: MARCH 2014
 PROJECT NO: 18301

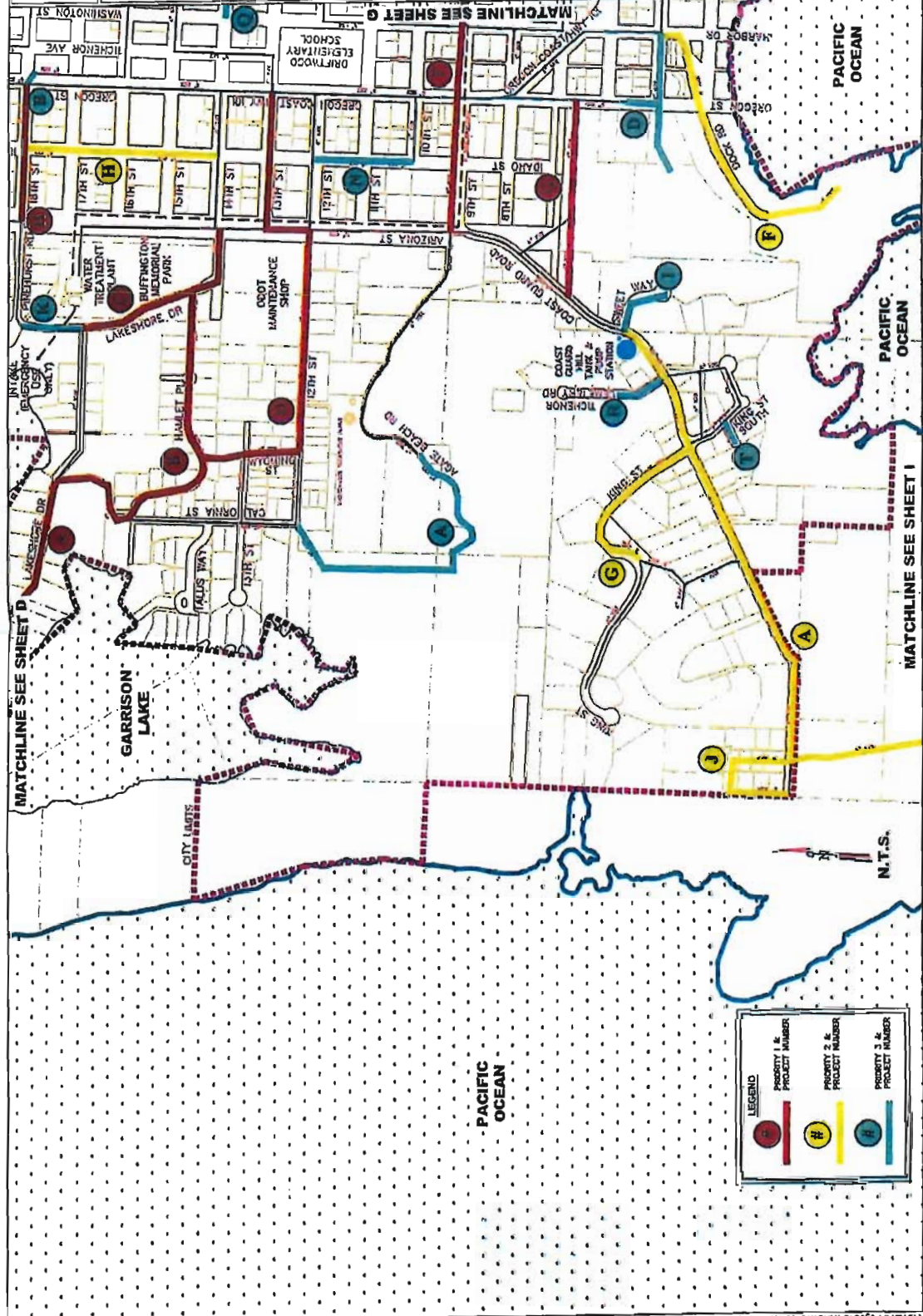
CITY OF PORT ORFORD
 IMPROVEMENTS - WATER DISTRIBUTION SYSTEM MAP
 FIGURE NO. 8.3-1-C

LEGEND

- PRIORITY 1 & PROJECT NUMBER
- PRIORITY 2 & PROJECT NUMBER
- PRIORITY 3 & PROJECT NUMBER







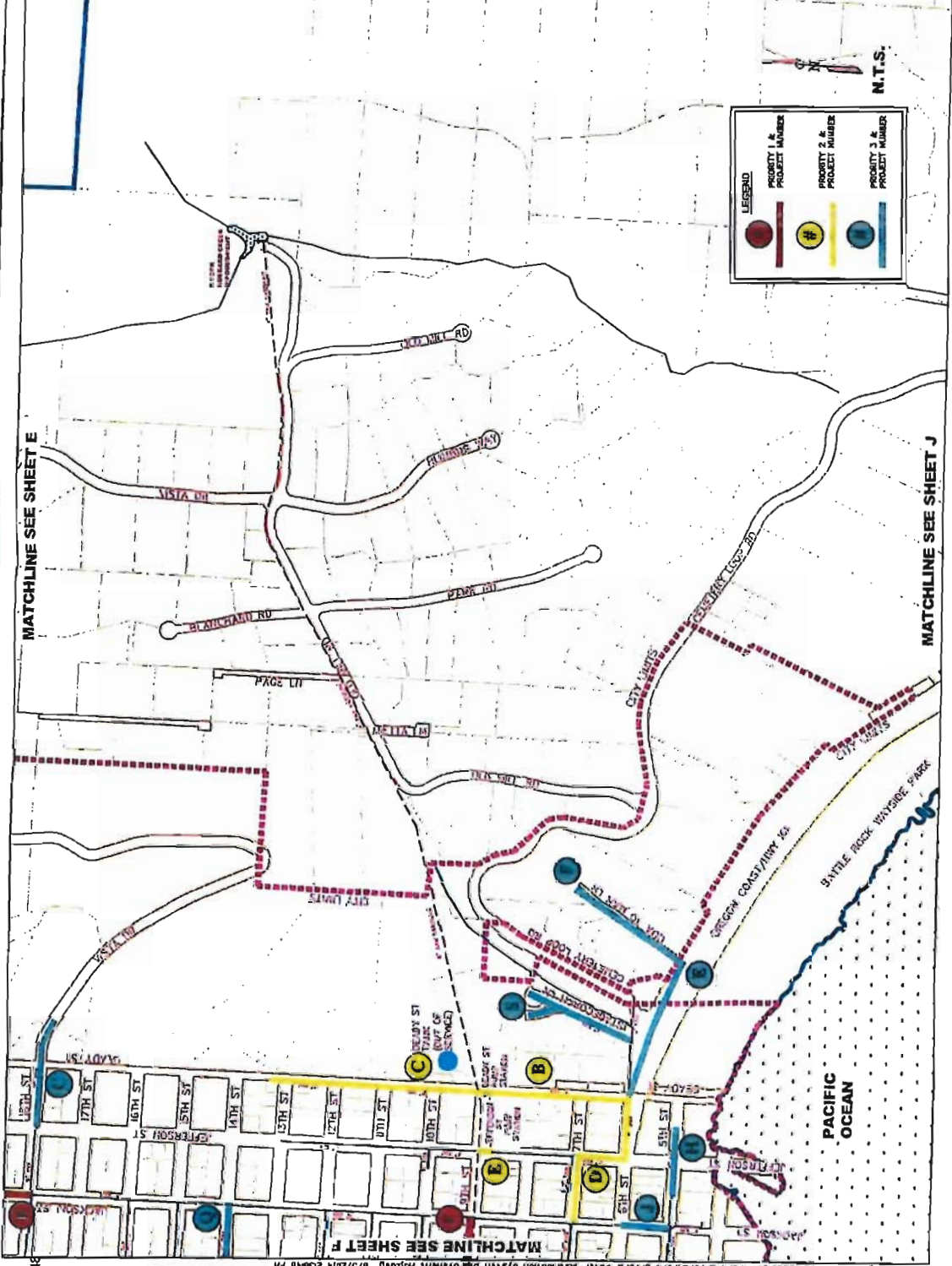
LEGEND

	PRIORITY 1 & PROJECT NUMBER
	PRIORITY 2 & PROJECT NUMBER
	PRIORITY 3 & PROJECT NUMBER



IMPROVEMENTS - WATER DISTRIBUTION SYSTEM MAP
 CITY OF PORT ORFORD

FIGURE NO. 8.3.1-G

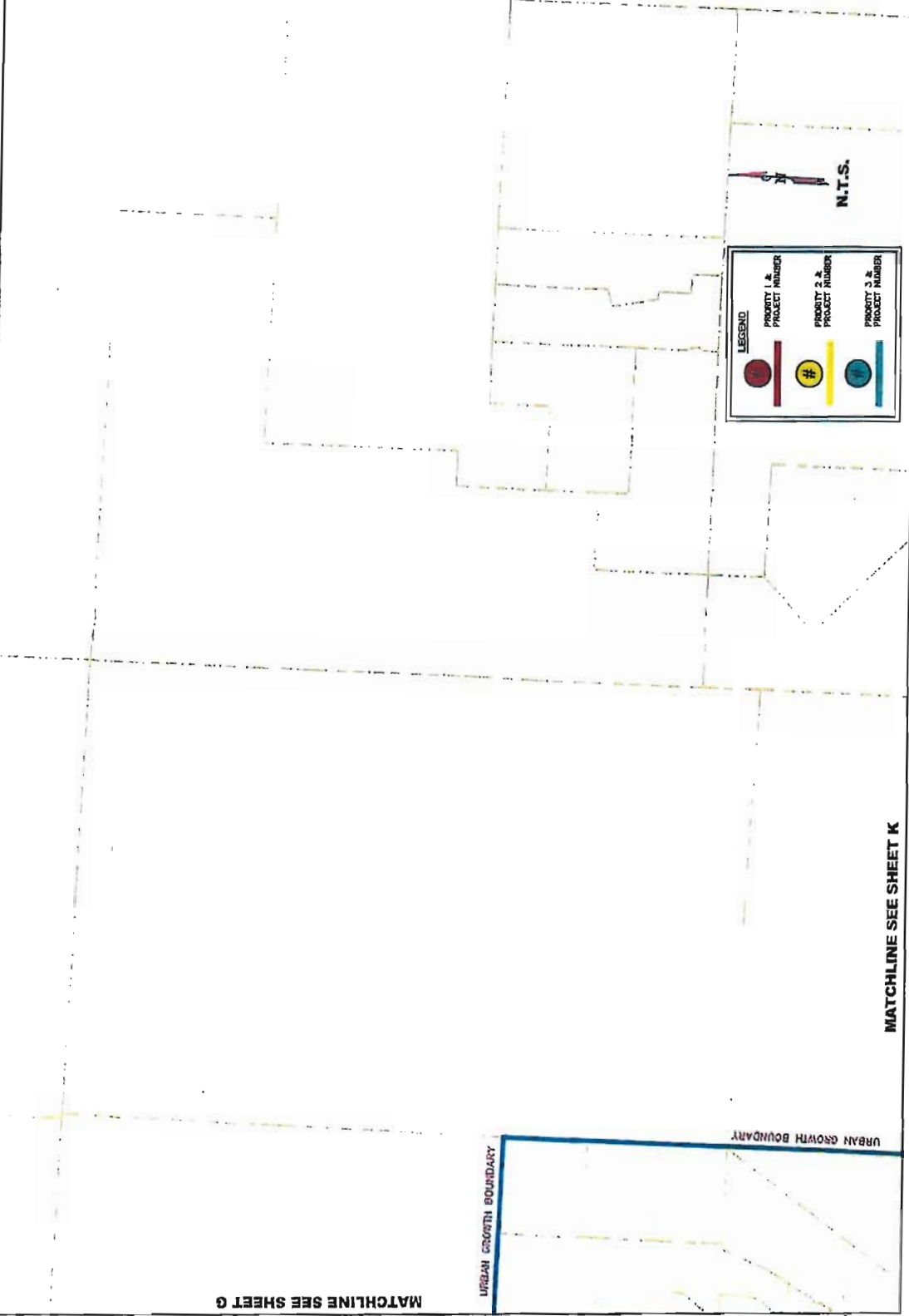


MATCHLINE SEE SHEET G

URBAN GROWTH BOUNDARY

URBAN GROWTH BOUNDARY

MATCHLINE SEE SHEET K



LEGEND

	PRIORITY 1 & 2 PROJECT NUMBER
	PRIORITY 2 & 3 PROJECT NUMBER
	PRIORITY 3 & 4 PROJECT NUMBER
	PRIORITY 4 & 5 PROJECT NUMBER

N.T.S.

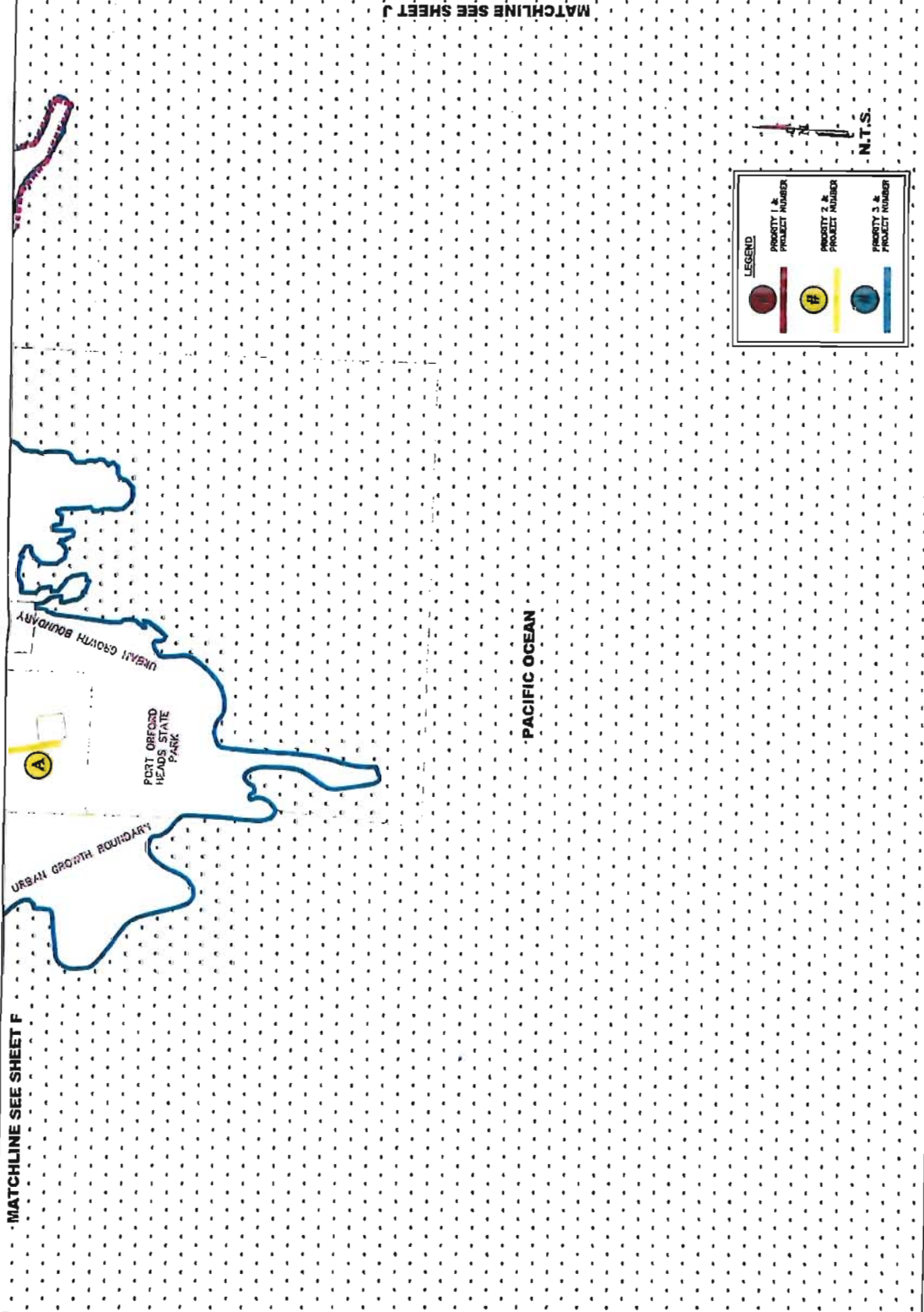
THE DYER PARTNERSHIP
ENGINEERS & PLANNERS
DATE: MARCH, 2014
PROJECT NO. 183241

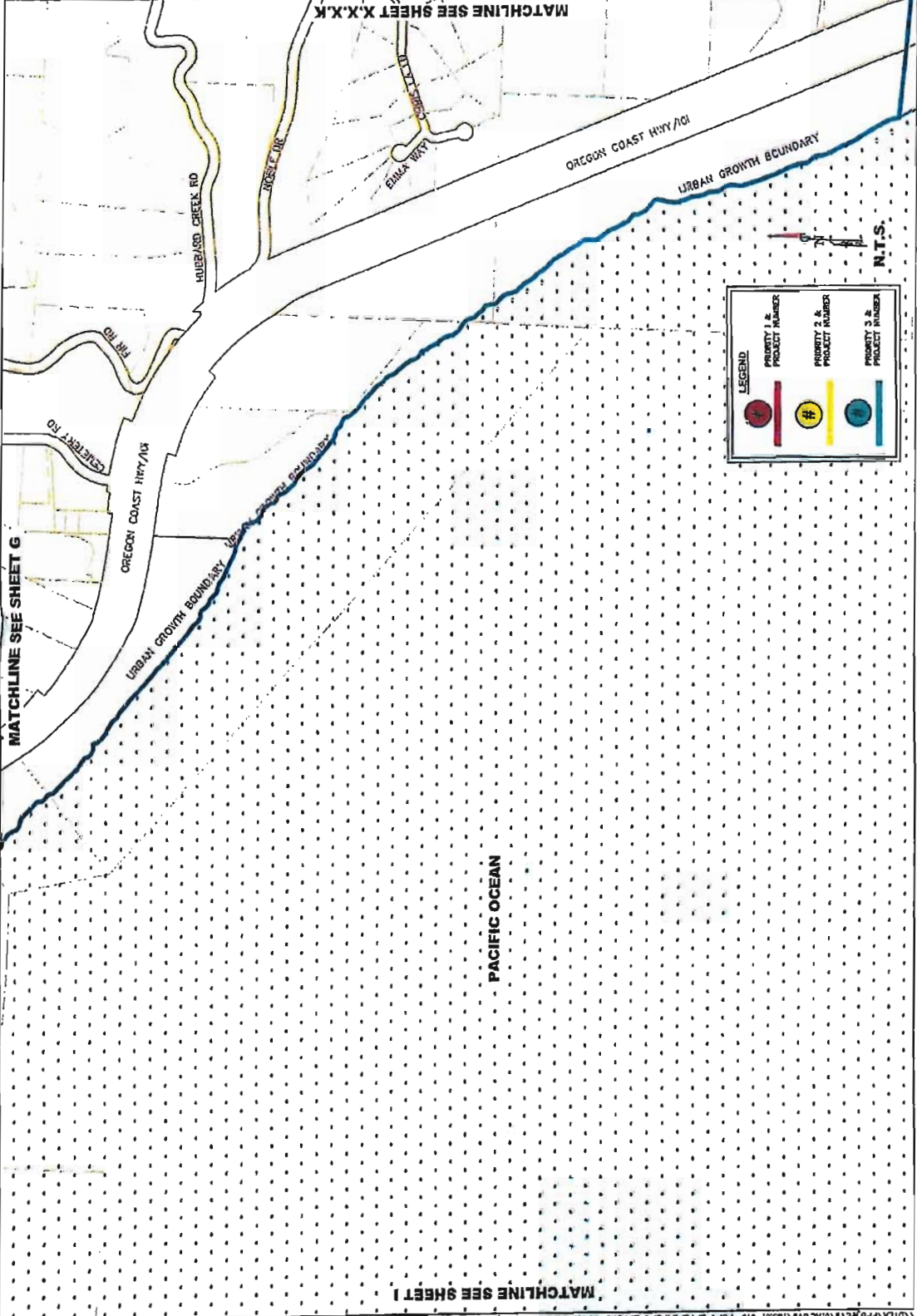
CITY OF PORT ORFORD

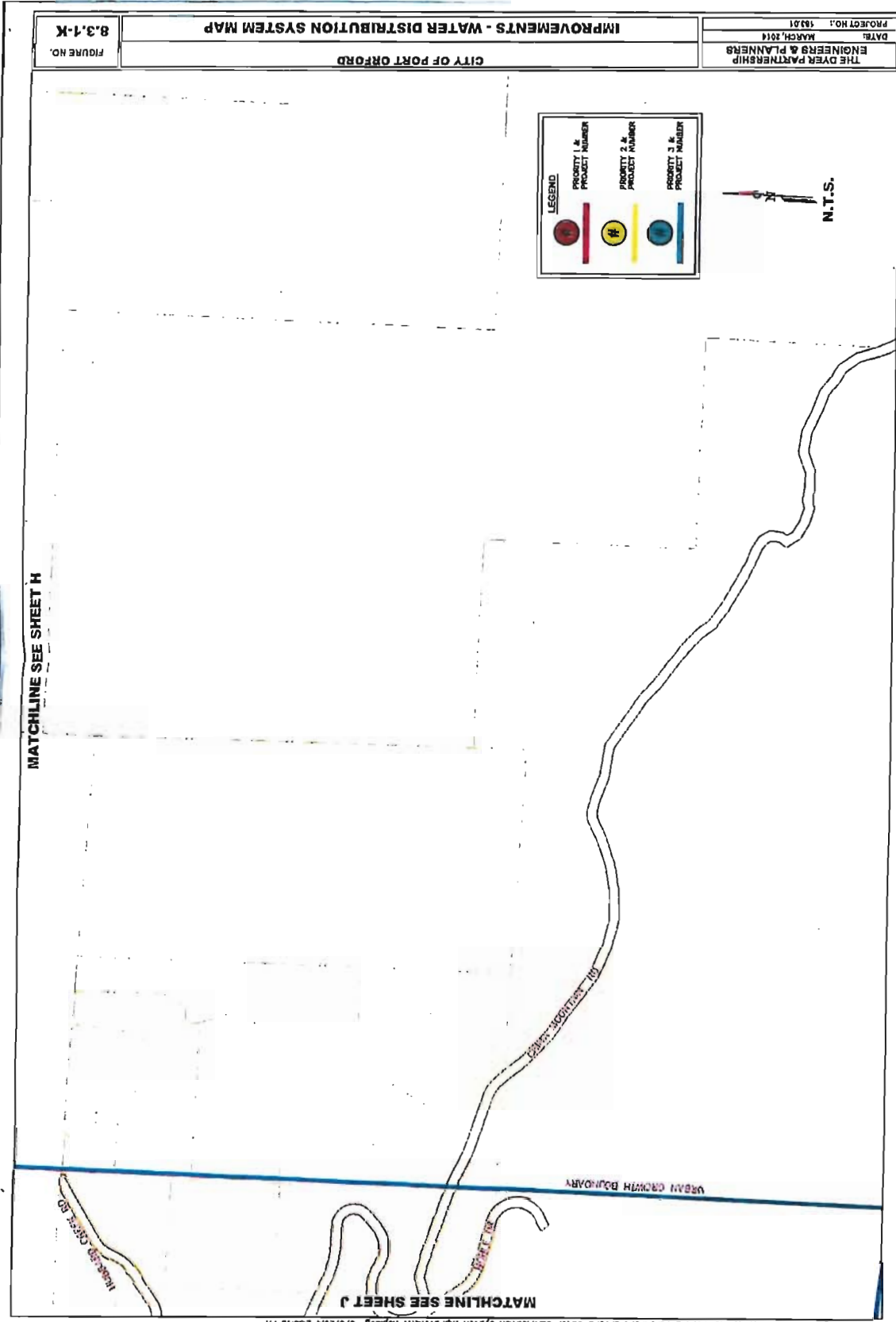
IMPROVEMENTS - WATER DISTRIBUTION SYSTEM MAP

FIGURE NO. 8.3-1-H

8.3.1-1 FIGURE NO.	IMPROVEMENTS - WATER DISTRIBUTION SYSTEM MAP CITY OF PORT ORFORD	THE DYER PARTNERSHIP ENGINEERS & PLANNERS DATE: MARCH, 2014 PROJECT NO: 18231
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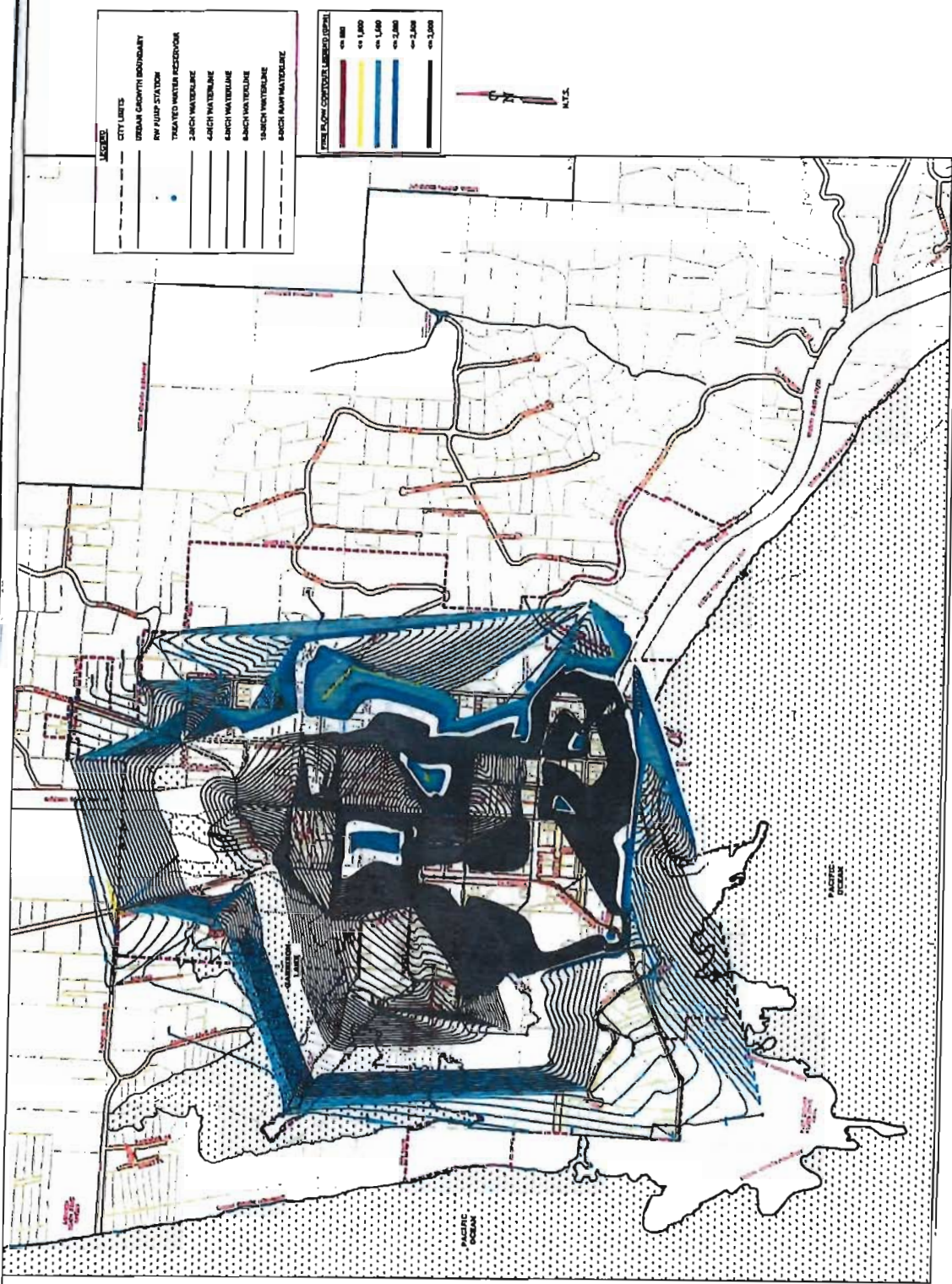




CITY OF PORT ORFORD
 IMPROVEMENT - WATER DISTRIBUTION SYSTEM PRESSURE MAP

FIGURE NO. 8.3.2





David Brock Smith
 State Representative
 HOUSE DISTRICT 1
 Cuny, Coos, Douglas & Josephine Counties
 900 Court St NE H-379
 Salem, OR 97301
 503.986.1401



Committees
 Vice Chair-Environment & Natural Resources
 Agriculture, Land Use & Water
 Joint Ways & Means Sub on Natural Resources
 Joint Legislative Policy & Research

OREGON STATE LEGISLATURE
 900 COURT ST NE SALEM, OREGON 97301

September 22, 2022

Ms. Jessica Ginsburg
 City Administrator
 City of Port Orford
 555 W. 20th Street
 Port Orford, Oregon 97465

RE: Oregon Hazard Mitigation Assistance Building Resilient Infrastructure and Communities (BRIC) Grant Funding for City of Port Orford

Ms. Ginsburg,

I am writing in support of the City of Port Orford's BRIC application for needed infrastructure investments for a hardened and resilient water storage and distribution system. As a longtime resident and former City of Port Orford Council President, I am very familiar with these critical issues and appreciate the opportunity to provide comment for positive consideration moving forward.

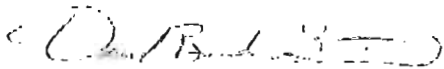
The City of Port Orford is the oldest townsite on the Oregon Coast and the most westerly incorporated city in the contiguous United States. We have a population of just over 1140 residents with a median annual household income of \$24,348. Roughly 30% of our local economy is based on the Port of Port Orford and our fishing fleet. Tourism is also a huge economic driver, with visitors recreating on our beaches, trails, and rivers year-round for pleasure, hiking, and fishing.

Most of the current water delivery system was reconstructed in the 1970's, as concrete-asbestos pipe. This technology for distribution is severely outdated and with our porous soils in and around the city, leak detections are nearly impossible. Subsequently, the city loses roughly 40% of the treated water meant for residents. Our small Public Works Department has been diligent on maintenance and replacement of problem areas of the distribution system, when detected. Towards the end of 2021, the City of Port Orford declared a State of Emergency due to drought and lack of containment of raw water, along with increased loss of treated water. This has caused essentially a moratorium on any new development being hooked up to the system. Additionally, the Port Orford-Rural Fire Protection District and Coos Forest Patrol rely heavily on adequate water supply to fight fire in our community.

Port Orford has been identified by many as destination for climate refugees. These trends will continue in the coming years as our community and region is expected to stay resilient through changing conditions that are and will occur across the landscape. However, that resilience will only continue with these needed infrastructure investments, and our residents cannot do it alone. With only 720 water users, 1140 residents, with a median annual household income of \$24,348 dollars, we must have substantial outside investment to supply the needed infrastructure for our current residents and future anticipated growth of our community.

The City of Port Orford has been diligent in its efforts for our community and residents in maintaining and replacing the antiquated water distribution system. The resident's rates are some of the highest, when compared to their median annual household income. Substantial investment from the BRIC Program is needed for infrastructure replacement and to lower the shared costs from system users so that they are affordable to residents. I strongly support this application, as do the Curry County Board of Commissioners. I am happy to provide additional comments if requested and appreciate FEMA's consideration and support of the City of Port Orford's application to have the investments needed for the development of a resilient and dependable water distribution system for our community's livability and future growth.

Respectfully,



David Brock Smith

Oregon House of Representatives

District 01

Curry, Coos, Douglas & Josephine Counties

Email: Rep.DavidBrockSmith@OregonLegislature.gov

Website: <http://www.OregonLegislature.gov/SmithD>

Jessica Ginsburg

From: Jerry and Mary Lou Boydston <jbml8059@gmail.com>
Sent: Thursday, September 22, 2022 8:35 AM
To: jginsburg@portorford.org
Subject: Water grant

Follow Up Flag: Follow up
Flag Status: Flagged

I am writing in regards to the failing water system in Port Orford, Oregon. Our entire system is antiquated and was built many years ago. Spontaneous ruptures of water mains, a silted in reservoir and leaks throughout the city are symptoms of a massive failure of our drinking water supply. The entire system needs to be rebuilt. Any help this community can get would be greatly appreciated since there is not nearly the money in the city budget to handle such a huge expense.

Sincerely,
Jerry Boydston
1400 California St
Port Orford, OR

CORY ASCHAUER
2110 Jackson Street
Port Orford, OR 97465

Tel. 541-954-4787

September 22, 2022

Ms. Jessica Ginsburg
City Administrator
City of Port Orford
555 West 20th Street
Port Orford, Oregon 97465

**Re: Oregon Hazard Mitigation Assistance Building Resilient Infrastructure
and Communities (BRIC) Grant Funding for City of Port Orford**

Dear Ms. Ginsburg,

As a concerned citizen of Port Orford, I wanted to express my support for the City of Port Orford with their BRIC application to develop and maintain a resilient water supply system for Port Orford's residents. Our town is a small coastal community that really tries to come together to resolve problems and find ways to work together. I volunteered on the budget committee this year and it was deeply troubling that we do not have the resources to repair our failing water delivery system. As a citizen, I worry constantly about the pipes that are bursting (we were without water twice) and that my neighbors and friends are without water frequently on Coast Guard Hill because the water infrastructure is not able to sustain the residents in that area.

In September of 2021 the City of Port Orford declared a State of Emergency and due to this the City of Port Orford is not allowing new water services to be installed. I personally want to purchase a piece of land and build my own home, but the water crisis is not allowing me and so many others to call Port Orford our permanent home. My partner and I are semi-retired and are fortunate enough to be able to contribute to our community and purchase everything local. The fact that our dilapidated water system does not allow new construction is detrimental to Port Orford's economy.

As the fires in the West Coast have become a norm it is very frightening to think that Port Orford is the only water system for about 30 miles, the Rural Fire Department and Coos Forest Patrol rely on the Port Orford system for their water needs. We are already in a state of emergency, we are monitoring our daily water consumption, what happens if we have a local wild fire?

I know that Port Orford City Council (all dedicated volunteers) and the Public Works department have been working to repair the water system, with limited resources. We have asbestos-cement pipe accounting for 71% of the system, which reminds me of the situations we read about in Flint, Michigan and recently the disaster that happened in Jackson, Mississippi. I am writing this letter in full support of Port Orford's application and hope that we receive a FEMA grant now --- instead of having FEMA come in when our water crisis becomes so dire that Port Orford is the topic of national news.

Respectfully submitted,

Cory Aschauer

September 22, 2022

Ms. Jessica Ginsburg
City Administrator
City of Port Orford
555 W. 20th Street
Port Orford, Oregon 97465

RE: Infrastructure & Communities Grant Funding

Dear Ms. Ginsburg,

Many residents of Port Orford have shared their concerns with us about the possibility of a water failure due to the age of the distribution system now in place.

This past summer we have experienced several breaks in the system where we live on Hamlet Street. In September of 2021 the City declared a state of emergency due to the loss of treated water. Water pressure continues to be a major concern to residents of higher locations.

The City is growing and local rural fire departments rely on Port Orford water as their only supply source.

We strongly support efforts by the City of Port Orford and Curry County to request help and funding from the Federal Emergency Management Agency. Without a good source of water delivery, this City will not survive the warnings of drought, increase usage and the unsure containment of raw water.

Sincerely yours,

Diana & Jerry Marmon
28 Hamlet Street
Port Orford, Oregon 97465



September 21, 2022

TO WHOM IT MAY CONCERN:

This is in support of the City of Port Orford's grant pre-application to help repair and renew our water system.

Port Orford is a remarkable fishing port town of 1,100 people who have chosen a life removed from the congestion and busy-ness of metropolitan areas in favor of knowing their neighbors and respecting the well-being of the land and ocean.

We represent a lifestyle that trades the conveniences of fast food for little shops greet you by name, offering home-cooked meals and crafts by local artisans. We offer visitors here a sense of what it feels like to be surrounded by overwhelming natural beauty without a crush of people and strip malls in the way. A quieter, simpler life. Hopefully, they will take that with them when they leave and better protect their own place.

Please work with us to protect our home by ensuring our access to good, clean water...for all the obvious reasons.

Michelle & Dean Duarte
Owners



September 23, 2022

Ms. Jessica Ginsburg
City Administrator
City of Port Orford
555 W. 20th Street
Port Orford, Oregon 97465

RE: Oregon Hazard Mitigation Assistance Building Resilient Infrastructure and Communities Grant Funding for City of Port Orford, Curry County, Oregon.

Dear Ms. Ginsburg,

It is with pleasure that Coast Community Health Center support the City of Port Orford with their sub-application to develop and maintain a resilient water supply system for Port Orford. As a major medical facility supporting the lives of Port Orford, we depend on the abundance of clean water. Our needs only touch but one area of the water needed to support the thriving community of Port Orford. The commercial fishing industry, cranberry growers, retail businesses are also key contributors to the Port Orford economy that rely on a consistent and stable water system to support their businesses and jobs in the community. However, with the current water delivery system our industry and others are at risk.

In September of 2021 the City of Port Orford declared a state of Emergency due to a combination of drought, impound and containment of raw water and a much higher than average water loss of treated water. Throughout the Port Orford water system there are numerous leaks amounting to about 40% of treated water loss. Due to a combination of storage issues of both raw water and treated water and the amount of water loss the City of Port Orford is not allowing new water services to be installed which is negatively impacting this beautiful coastal town.

As Port Orford has increased in population, the residents have moved towards the east side of the City, which is at a higher elevation. Those residents not only have ongoing water pressure issues, but the pressure and flow required per the updated fire code are also lacking. Since, Port Orford is the only water system for about 30 miles both north and south the Rural Fire Department, and Coos Forest Patrol rely on the Port Orford system for their water needs.

The Port Orford City Council and the Public Works department have been working together to acquire new meters that can and will assist in locating leaks throughout the system, which should reduce the amount of water loss. They have also been working jointly on update the City's ordinances and implementing a water curtailment plan. These are all positive changes in the water delivery system; however, those changes will only help the city to a certain point considering the largest parts of their infrastructure (i.e. piping and pump stations) is falling.

An investment in the improvements of the Port Orford water system is not optional. Not only are businesses being impacted in this community, but the health and wellbeing of citizens are at risk if this water system is not upgraded in a timely manner. On behalf of Coast Community Health Center, we support the City of Port Orford sub-application and encourage the Federal Emergency Management Agency to support the City of Port Orford's efforts in developing and implementing a dependable resilient water delivery system.

Sincerely yours,

Linda S. Maxon
Chief Executive Officer
Coast Community Health Center

September 22, 2022

Jennifer Head
1437 Jackson Street
Port Orford, Oregon
97465

To Whom It May Concern:

Port Orford is a beautiful, unique, and charming fishing village on the Southern Oregon Coast, with a population of approximately 1150 people (2020 US Census). Port Orford is nestled between the coast range mountains and the Pacific Ocean and is said to be the westernmost incorporated town in the continental US. Port Orford is also the site of Oregon's first marine reserve and was featured in the 2012 documentary *Ocean Frontiers*, which chronicles stories of community collaboration, with the goal of sustaining both coastal communities and marine ecosystems. Port Orford also boasts numerous art galleries, a community supported fishery, a food cooperative, the Oregon State University field station, and some of the most beautiful coastline that one could imagine.

However, despite the fact that Port Orford receives approximately 73 inches of rain per year, nearly twice the national average, the water situation in Port Orford is quite grave. The dam that should store the water near the top of our watershed is in disrepair and in need of dredging, while deferred maintenance has rendered our water delivery system grossly inefficient. Our water pipes are said to lose more than 50% of all the water they attempt to deliver to homes and businesses. These issues, compounded by unprecedented droughts and increased usage owing to a steep rise in short-term vacation rentals, have culminated in an unprecedented water crisis.

Although we have a state representative that advocates for our community, infrastructure money allocated to the state never seems to trickle down to Port Orford after state infrastructure projects and larger communities take their respective chunks. The cost of replacing our aged and ineffective water pipes can not fall on the shoulders of Port Orford's residents, where the median household income is only \$24,348 (\$42,710 less than the median annual income across the state) and the poverty rate is as high as 31.9%.

The community of Port Orford is in crisis. Water is a basic human right and yet we can not currently meet our demand. We are in desperate need of a new water system; however, the financial burden is more than the City of Port Orford and the Port Orford residents can bear. We implore you to fund this grant so that we can upgrade our water infrastructure and meet the basic needs of our precious community.

Sincerely,



Jennifer Head, PhD

Port Orford Planning Commission
Former member of the Port Orford Ocean Resource Team (POORT)



**Curry County
Board of Commissioners**

John Herzog, *Chair*
Christopher Paasch, *Vice Chair*
Court Boice, *Commissioner*

94235 Moore Street/Suite #122
Gold Beach, OR 97444
541-247-3296, 541-247-2718 Fax
800-243-1996 www.co.curry.or.us

September 20, 2022

Mr. Pat Cox, Mayor and Ms. Jessica Ginsburg, City Administrator
City of Port Orford
555 W. 20th Street
Port Orford, Oregon 97465

RE: Oregon Hazard Mitigation Assistance Building Resilient Infrastructure and Communities Grant
Funding for City of Port Orford

Dear Mayor Cox and Administrator Ginsburg;

It is with pleasure that Curry County Board of Commissioners fully support the City of Port Orford with their sub application to develop and maintain a resilient water supply system for our residents located in Port Orford. Your city is a growing coastal rural community located on the southern Oregon coast that depends on both their commercial fishing industry and the summer tourists and visitors. However, with the current water delivery system both of these industries are at risk.

In September of 2021, the City of Port Orford declared a state of Emergency due to a combination of drought, impound and containment of raw water and a much higher than average water loss of treated water. Throughout the Port Orford water system there are numerous leaks amounting to about 40% of treated water loss. Due to a combination of storage issues of both raw water and treated water and the amount of water loss the City of Port Orford is not allowing new water services to be installed which is negatively impacting this beautiful coastal town.

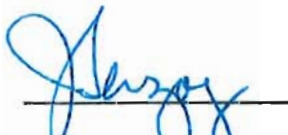
As Port Orford has increased in population, the residents have moved towards the east side of the city which is at a higher elevation. Those residents not only have ongoing water pressure issues, but the pressure and flow required per the updated fire code are likewise lacking. Since, Port Orford is the only water system for about 30 miles both north and south the Rural Fire Departments, and Coos Forest Patrol rely on the Port Orford system for their water needs.

The Port Orford City Council and the Public Works department have been working collaboratively together to acquire new meters that can and will assist in locating leaks throughout the system, which should reduce the amount of water loss. They have also been working jointly on update the City's ordinances and implementing a water curtailment plan These are all positive changes in the water delivery system; however, those changes will only help the city to a certain point considering the largest parts of their infrastructure (i.e., piping and pump stations) is failing.


The Curry County Board of Commissioners have started to look at the water needs throughout our County and Port Orford is certainly one of our top priorities. We are planning on assisting them to the best of our ability to ensure the residents of the City of Port Orford have a dependable water supply system. We support the City of Port Orford' s sub application and encourage the Federal Emergency Management Agency to please support the City of Port Orford' s efforts in developing and implementing a dependable resilient water delivery system.

Sincerely yours,

Curry County Board of Commissioners



John Herzog, Chair



Christopher S. Paasch, Vice Chair



Court Boice, Commissioner

Oregon Hazard Mitigation Assistance Pre-Application Form

Submitting this form ensures that your proposal is reviewed by the Mitigation Team. This document is the first step in the grant subapplication process. By submitting this form alone, it **does not guarantee funding**. To be considered for the grant funding, complete this form and submit it to jessi.weaver@oem.oregon.gov. This form will also be used for the Interagency Hazard Mitigation Team (IHMT) review panel if/when activated for applicable grant program/grant round (shaded boxes to the right are for official use only for scoring/ranking pre-applications).

Subapplication and Subapplicant Information

A. Hazard Mitigation Assistance Grant Programs

Select the grant program you are seeking funding under (*select one*):

- Pre-Disaster (Annual):** Building Resilient Infrastructure and Communities (BRIC)
 Pre-Disaster (Annual): Flood Mitigation Assistance (FMA)

B. Activity Type

Select the applicable activity type you are pursuing (*select all that apply*):

BRIC

- Capability- and Capacity-Building
 Project Scoping
 Building Codes
 Partnerships
 Planning
 Mitigation Project
 Technical Assistance

FMA

- Project Scoping
 Community Flood Mitigation Project
 Flood Hazard Mitigation Planning
 Individual Flood Mitigation Project
 Technical Assistance

C. Subapplicant Information

County or Tribal Land your entity is based in: **Curry County, Oregon**

Select the type of entity you fall under that is seeking HMA funding (*select one*):

- State Government Tribal Government
 Local Government Special District Other **Please specify**

Subapplicant: **City of Port Orford**

Point of Contact Name and Job Title: **Jessica Ginsburg City Administrator**

Phone Number: **541-366-4568**

E-mail Address: **lginsburg@portorford.org**

Lat./Long.: **27.2046 N 77.4977 E**

D. Mitigation Plan

Identify which FEMA-approved hazard mitigation plan your entity is included in below.

Plan Name: **Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan**

Expiration Date: 5/25/2021

(Current Plan update is at FEMA for review)

If this is a **proposal for a planning-related activity**, please identify Plan Type you will be pursuing funding for (*select one*):

- State Hazard Mitigation Plan Tribal Hazard Mitigation Plan
 Local Hazard Mitigation Plan Tribal (Local) Hazard Mitigation Plan
 Local Multijurisdictional Hazard Mitigation Plan Tribal (Local) Multijurisdictional Hazard Mitigation Plan
 Never had a Hazard Mitigation Plan Other **planning-related activity: Please specify**

Qualitative Scoring Metrics

https://www.fema.gov/sites/default/files/documents/fema_fy22-bric-qualitative-evaluation-criteria-psm.pdf

E. Proposal, Risk Reduction / Resilience Effectiveness, & Implementation Measures

Proposal Title: **City of Port Orford Raw Water Source and Storage Upgrade**

Estimated Overall/Total Cost: **\$4,164,000**

Do you anticipate a non-federal cost share equal to or exceeding 30%?

- Yes No Unsure

If yes, please provide a brief narrative and estimated percentage your jurisdiction intends on putting forth for the local cost share/match: [Click here to enter text.](#)

Estimated Local Management Cost (is up to 5% of the amount listed above): **\$200,000**

Brief Proposal Description (please provide an estimated timeline by quarter): **The City of Port Orford published a Water Master Plan in 2014, in which maintenance and upgrades to the City water source were identified. The existing water rights to Hubbards Creek, the primary water source, may be sufficient to supply the estimated 848 Equivalent Dwelling Units (EDUs) within the city in year 2060, if per-capita usage is reduced. However, the existing impound is not large enough to store the 3.2-acre feet as allowed by the water right. To enlarge the impound it must be raised 23 feet. Structural issues and permitting requirements make this alternative impractical. Therefore, relocation of the intake and installing an upgraded transmission facility will be the most effective plan for the City. The project will include installation of an intake screen, anchor piles, concrete anchors, High Density Polyethylene (HDPE) transmission piping, and bridge under-crossing. The relocation will also include the transmission facility, including a pump station and wet well in addition to the new structure. Moving the intake will improve the raw water quality, the brackish water, and the possibility of high concentrations of organic material which makes treatment for taste difficult. This option is the fiscally achievable and maintainable course of action when compared to the alternative treatment utilizing a membrane filtration treatment system. The upgraded facility will be adjacent to the existing water treatment facility and incorporate power system upgrades, a building extension, and auxiliary equipment. The City must implement a small-scale Reverse Osmosis (RO) treatment system for emergency use of Garrison Lake Water. This project would involve an ultrafiltration/RO treatment system for the purpose of supplying water in the late summer when Hubbard Creek supplies are at the lowest. Finally, a new Supervisory Control and Data Acquisition (SCADA) system will be constructed and incorporated into the Water Treatment plant to allow radio remote control of each water reservoir within the City for varying needs related to water level and pump control. It is estimated to take two years to implement these upgrades. In September of 2021 a State of Emergency was declared in the City of Port Orford for multiple reasons, with one reason being the Dam at the Raw Water Impound was leaking about 100-200 gallons a minute. The City hired Civil West Engineering to assess and provide corrective actions for the dam. The proposed corrective action was approved, sent out to bid, and Billeter Marine was awarded the contract. Currently Billeter Marine has ordered the parts that are needed for the project and are working closely with Public Works on a timeline for installation. The dam repairs are not included in this project, but the dam repairs and water source upgrade will improve water conditions and increase the water infrastructure resilience.**

- Safety and Security** (law enforcement/security, fire services, search and rescue, government services, and community safety)
- Food, Water, Shelter** (food, water, shelter, agriculture)
- Health and Medical** (medical care, patient movement, public health, fatality management, medical supply chain)
- Energy** (power (grid) and fuel)
- Communications** (infrastructure, alerts, warnings, and messages, 911 and dispatch, responder communications, finance)
- Transportation** (highway, roadway, motor vehicle, mass transit, railway, aviation, maritime)
- Hazardous Material** (facilities, HAZMAT, pollutants, contaminants)
- Not Applicable**

Select all applicable natural hazards that your proposal will reduce/mitigate the risk of:

- | | | |
|--|--|---|
| <input type="checkbox"/> Coastal Erosion | <input checked="" type="checkbox"/> Extreme Heat | <input checked="" type="checkbox"/> Wildfire |
| <input checked="" type="checkbox"/> Drought | <input type="checkbox"/> Landslide | <input type="checkbox"/> Windstorm |
| <input checked="" type="checkbox"/> Earthquake | <input type="checkbox"/> Tsunami | <input type="checkbox"/> Winter Storm |
| <input type="checkbox"/> Flood | <input type="checkbox"/> Volcano | <input type="checkbox"/> Other: Please specify |

F. Climate Change and Other Future Conditions

Will this proposal enhance climate change adaptation and resilience? Please also indicate whether the project will be mitigating the changes in climate directly or if climate change mitigation will be an ancillary benefit. *Climate change is defined as "Changes in average weather conditions that persist over multiple decades or longer. Climate change encompasses both increases and decreases in temperature, as well as shifts in precipitation, changing risk of certain types of severe weather events, and changes to other features of the climate system."*

- Yes No Unsure

If yes, please provide brief description how your proposal will enhance climate change adaptation and resilience: **The last 22 years from 2000 to 2021 has been the driest period on record for Oregon in the past 1,200 years. During this time Oregon has experienced record low water supply, including low precipitation, streamflow, and reservoir storage. Due to the water supply issues related to the drought, the City of Port Orford is struggling to meet the demand of our growing population and will continue to struggle as drought conditions are predicted to worsen. The Oregon Climate Change Research Institute (OCCRI) completed a Future Conditions Report in May 2022 for the Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan, in which Drought, Wildfire, and Heat Waves were identified as increasing risk. With the growing population increasing the strain on the water supply, the City of Port Orford is also having water pressure issues as additional residents move into the increased elevation located in eastern Port Orford. When this proposal is approved it will increase the reservoir storage, eliminate water loss through leaks, implement efficient water use, improve public safety, reduce the impact on the surrounding watershed, and reduce drought, wildfire, and heat wave impact.**

G. Population Impacted

Select all items listed below that are applicable to the community that the proposal will benefit and provide a rough estimate as to what percentage of the community effected by this project will be disadvantaged.

Percentage: 100%

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Limited water and sanitation access and affordability | <input type="checkbox"/> High unemployment and underemployment | <input checked="" type="checkbox"/> High housing cost burden and substandard housing |
| <input checked="" type="checkbox"/> High and/or persistent poverty | <input checked="" type="checkbox"/> Low income | <input checked="" type="checkbox"/> Limited access to health care |
| <input checked="" type="checkbox"/> Rural community | <input type="checkbox"/> Linguistic isolation | <input checked="" type="checkbox"/> Distressed neighborhoods |
| <input type="checkbox"/> Jobs lost through the energy transition | <input checked="" type="checkbox"/> Disproportionate impacts from climate | <input type="checkbox"/> All geographic areas within Tribal Jurisdictions |
| <input type="checkbox"/> High energy cost burden and low energy access | <input checked="" type="checkbox"/> High transportation cost burden and/or low transportation access | <input checked="" type="checkbox"/> Disproportionate environmental stressor burden and high cumulative impacts |
| <input type="checkbox"/> Racial and ethnic segregation particularly where the segregation stems from discrimination by government entities | <input type="checkbox"/> Not Applicable | |

The City of Port Orford, located in Curry County, is on the Southern Oregon Coast with a population of 1,155 according to the 2021 census. Of the 1,155 residents, 42.2% are 65 and older and on a fixed income and a high percentage of residents living with disabilities (39.9%) according to the ACS 2013-2017 5-year estimates. Due to the high number of residents that are 65 and older and or have a disability the median household income is \$27,500 compared to the rest of the state which is \$76,554. The national level for poverty for a family of 4 is also slightly higher at \$27,750. In conjunction with the low median income, we have a high unemployment rate of 28.2%, however, the cost of housing is rising. In 2021 the average housing cost was \$270,369 which is not affordable housing. HUD defines affordable housing at 30% of your gross income, 30% of 27,500 is 8,250 per year and in order to purchase a house at about \$270,000 with 10% down the estimated monthly mortgage payment would be \$1,703.95 which is \$20,447.40. Therefore, the majority of the Port Orford neighborhoods are in distress.

Port Orford has experienced an influx in population; however, the City implemented a water moratorium for new connections because the aging water system cannot support additional connections. Hubbard Creek and the water storage provided by the impoundment is the sole drinking water supply source for Port Orford. The City has a raw water intake on Garrison Lake that has not been used since the winter of 1993 when it was improved to supplement the low quantity of water from the Hubbard Creek source. In the late 1990s the City constructed a new intake at the end of Pinehurst Dock in an attempt to improve water quality by drawing from a deeper point in the lake. This approach was not successful due to poor water quality (high salinity levels) causing taste and odor problems. Garrison Lake is continuously impacted by high salinity levels making it an unreliable backup water source for the Hubbard Creek water source and creating additional strain on the water infrastructure. Curry County recently passed new zoning regulations that allow for ADU's within our Urban Growth Boundary which will put additional stress on the water system, further impacting the standard of living and safety of Port Orford residents and visitors.

Although a medical clinic was recently opened in Port Orford, the only hospital in Curry County is in Gold Beach, 28 miles south of Port Orford, severely restricting medical treatment options for Port Orford residents and visitors. The U.S Highway 101 is the only highway through Port Orford and Curry County, creating increased costs for transportation while restricting travel for residents and visitors, contributing for increased risk of isolation if the U.S Highway 101 is impassable. Increased Gorse and fuel found in Northern Curry County increases wildfire risk while the dramatic terrain increases risk of landslides, further isolating the community.

H. Community Engagement and Outreach Activities

What types of community outreach will be most effective for this project and/or what types of community outreach do you intend to complete?

Port Orford has a very active community that is involved with City Hall and Commissions. The City will continue to have town hall meetings along with City Council Workshops and regular Commission meetings, all of which are available for public viewing in person and through the GoTo Meetings virtual meeting platform.

Port Orford also has a Facebook page which has a large following along with other Facebooks pages that concentrate on North Curry County that are regularly updated by residents and City notices. The City of Port Orford has a website (portorford.org) which is consistently updated and in the beginning stages of designing a new website. Port Orford will track and report all the construction progress during all the meetings at City Hall and updates on the website, back of utility bills and post bulletins at the public facilities throughout the city.

I. Leveraging Partners

Have any community partners been identified? If no partners have been identified, what types of partnerships do you intend to leverage (community groups, financial establishments, local government, councils, etc.)?

As this project is a top priority for the community, much collaboration and communication has occurred between the City of Port Orford City Council, City of Port Orford Planning Commission, the Port of Port Orford, Curry County Board of Commissioners, Curry County Emergency Management, Civil West Engineers, the Oregon Department of Land Conservation and Development (DLCD), Coast Community Health facilities, Curry County Medical, Driftwood Elementary and Pacific High School, and Oregon Department of Fish and Wildlife.

J. National Floodplain Insurance Program (NFIP)

Does this proposal involve mitigating a National Floodplain Insurance Program (NFIP) property?

The National Flood Insurance Program (NFIP) aims to reduce the impact of flooding on private and public structures. It does so by encouraging communities to adopt and enforce floodplain management regulations. In exchange, flood insurance is made available to property owners and renters. These efforts help mitigate the effects of flooding on new and improved structures.

Yes No Unsure

If yes, please provide further information regarding the property (Is the property in a Special Flood Hazard Area, is it considered a Severe Repetitive Loss Property or a Repetitive Loss Property, etc.): **N/A**

Technical Scoring Criteria

https://www.fema.gov/sites/default/files/documents/fema_fy22-bric-technical-evaluation-criteria-psm.pdf

K. Is this an Infrastructure Project?

Infrastructure is defined as critical physical structures, facilities, and systems that provide support to a functioning community, its population, and its economy.

Yes No Unsure

If yes, please provide further information regarding what type of infrastructure: **This project addresses the critical infrastructure dams sector and the water and wastewater systems sector- public water systems**

L. Does this project incorporate nature-based solutions?

Nature-based solutions are sustainable planning, design, environmental management, and engineering practices that weave natural features or processes into the built environment to promote adaptation and resilience. Such solutions enlist natural features and processes in efforts to combat climate change, reduce flood risks, improve water quality, protect coastal property, restore and protect wetlands, stabilize shorelines, reduce urban heat, add recreational space, and more.

Yes No Unsure

If yes, please describe how it will incorporate nature-based solutions: **During the raw water source and storage upgrade, nature-based solutions will be used when possible. All partners, including DLCD and the Watershed Council, will be involved in the project and planning process, ensuring nature-based solutions are considered and implemented when possible.**

M. Is this proposal from a previous FEMA HMA advance assistance or project scoping award, High Hazard Potential Dams (HHPD) award, or DHS Cybersecurity and Infrastructure Security Agency's (CISA) Regional Resiliency Assessment Program (RRAP), or a previous recipient of BRIC non-financial Direct Technical Assistance?

Yes No Unsure

If yes, please identify which award and brief description: **N/A**

N. Does this proposal increase resilience and reduce risk of injuries, loss of life, and damage and destruction of property, including critical services, and facilities?

Yes No Unsure

If yes, please briefly describe how the project will effectively reduce risk and increase resilience, realize benefits, and leverage innovation. Potential benefits could include how this project will address inequities and provide the greatest support to those with greatest need: **This project will give the City of Port Orford the ability to upgrade the raw water source and storage for the city, replacing the aging and inadequate storage system with a reliable and resilient system. Not only will the City be able to ensure that adequate water is delivered to the current residents, but the upgraded system will accommodate the growing population. The upgraded raw water source and storage will accommodate the needed increased water pressure throughout the City, bringing all the stations up to the current Fire Code regulations. In addition to increasing community resilience, improving the water pressure supports the Rural Fire Departments, increasing the capability to save lives, protect property such as structure fires, and mitigate devastating incidents such as wildfires throughout Northern Curry County.**

O. Will this proposal utilize innovative techniques to facilitate implementation?

For example, an innovative project may bring multiple funding sources or in-kind resources from a range of private and public sector partners. Or an innovative project may offer multiple benefits to a community in addition to the benefit of risk reduction.

Yes No Unsure

If yes, please provide brief description on how you intend to implement this proposal: **[Click here to enter text.](#)**

P. Will this proposal include an outreach strategy?

Yes No Unsure

If yes, please provide brief description regarding your anticipated outreach strategy: **The City of Port Orford will work closely with the DLCD and Oregon Department of Fish and Wildlife to ensure the minimal impact and disruption to the surrounding wildlife. The City will host multiple community meetings throughout the process to ensure public concerns are addressed, proper individual planning is conducted, support is provided to residents in need, and the work disrupts life and businesses as little as possible. The City will also provide updates through the City website, social media, back of utility bills, and post bulletins at the public facilities throughout the City.**

Q. Will your entity be incorporating any partnerships (e.g., state, tribal, private, local community, etc.) that will ensure the proposal meets community needs, including those of disadvantaged populations?

Yes No Unsure

If yes, please provide brief description how your proposal will incorporate partnerships and what is the anticipated outcome of those partnerships (e.g., leveraging resources such as financial, material, and educational resources, coordinating multi-jurisdictional projects, heightened focus on equity related issues, etc.): **In addition to the organizations previously mentioned in this application, the City of Port Orford will also partner with the following community organizations that focus on the disadvantaged and at risk populations: Adapt, Coast Community Health, Coos Curry Housing Authority, Oregon Coast Community Action, Curry County Transit Authority, and Driftwood Elementary.**

David Brock Smith
State Representative
HOUSE DISTRICT 1
 Cuny, Coos, Douglas & Josephine Counties
 900 Court St NE H-379
 Salem, OR 97301
 503.986.1401



Committees
 Vice Chair-Environment & Natural Resources
 Agriculture, Land Use & Water
 Joint Ways & Means Sub on Natural Resources
 Joint Legislative Policy & Research

OREGON STATE LEGISLATURE
900 COURT ST NE SALEM, OREGON 97301

September 22, 2022

Ms. Jessica Ginsburg
 City Administrator
 City of Port Orford
 555 W. 20th Street
 Port Orford, Oregon 97465

RE: Oregon Hazard Mitigation Assistance Building Resilient Infrastructure and Communities (BRIC) Grant Funding for City of Port Orford

Ms. Ginsburg,

I am writing in support of the City of Port Orford's BRIC application for needed infrastructure investments for a hardened and resilient water storage and distribution system. As a longtime resident and former City of Port Orford Council President, I am very familiar with these critical issues and appreciate the opportunity to provide comment for positive consideration moving forward.

The City of Port Orford is the oldest townsite on the Oregon Coast and the most westerly incorporated city in the contiguous United States. We have a population of just over 1140 residents with a median annual household income of \$24,348. Roughly 30% of our local economy is based on the Port of Port Orford and our fishing fleet. Tourism is also a huge economic driver, with visitors recreating on our beaches, trails, and rivers year-round for pleasure, hiking, and fishing.

Most of the current water delivery system was reconstructed in the 1970's, as concrete-asbestos pipe. This technology for distribution is severely outdated and with our porous soils in and around the city, leak detections are nearly impossible. Subsequently, the city loses roughly 40% of the treated water meant for residents. Our small Public Works Department has been diligent on maintenance and replacement of problem areas of the distribution system, when detected. Towards the end of 2021, the City of Port Orford declared a State of Emergency due to drought and lack of containment of raw water, along with increased loss of treated water. This has caused essentially a moratorium on any new development being hooked up to the system. Additionally, the Port Orford-Rural Fire Protection District and Coos Forest Patrol rely heavily on adequate water supply to fight fire in our community.

Port Orford has been identified by many as destination for climate refugees. These trends will continue in the coming years as our community and region is expected to stay resilient through changing conditions that are and will occur across the landscape. However, that resilience will only continue with these needed infrastructure investments, and our residents cannot do it alone. With only 720 water users, 1140 residents, with a median annual household income of \$24,348 dollars, we must have substantial outside investment to supply the needed infrastructure for our current residents and future anticipated growth of our community.

The City of Port Orford has been diligent in its efforts for our community and residents in maintaining and replacing the antiquated water distribution system. The resident's rates are some of the highest, when compared to their median annual household income. Substantial investment from the BRIC Program is needed for infrastructure replacement and to lower the shared costs from system users so that they are affordable to residents. I strongly support this application, as do the Curry County Board of Commissioners. I am happy to provide additional comments if requested and appreciate FEMA's consideration and support of the City of Port Orford's application to have the investments needed for the development of a resilient and dependable water distribution system for our community's livability and future growth.

Respectfully,



David Brock Smith
Oregon House of Representatives
District 01
Curry, Coos, Douglas & Josephine Counties
Email: Rep.DavidBrockSmith@OregonLegislature.gov
Website: <http://www.OregonLegislature.gov/SmithD>

Jessica Ginsburg

From: Jerry and Mary Lou Boydston <jbml8059@gmail.com>
Sent: Thursday, September 22, 2022 8:35 AM
To: jginsburg@portorford.org
Subject: Water grant

Follow Up Flag: Follow up
Flag Status: Flagged

I am writing in regards to the failing water system in Port Orford, Oregon. Our entire system is antiquated and was built many years ago. Spontaneous ruptures of water mains, a silted in reservoir and leaks throughout the city are symptoms of a massive failure of our drinking water supply. The entire system needs to be rebuilt. Any help this community can get would be greatly appreciated since there is not nearly the money in the city budget to handle such a huge expense.

Sincerely,
Jerry Boydston
1400 California St
Port Orford, OR

CORY ASCHAUER
2110 Jackson Street
Port Orford, OR 97465

Tel. 541-954-4787

September 22, 2022

Ms. Jessica Ginsburg
City Administrator
City of Port Orford
555 West 20th Street
Port Orford, Oregon 97465

**Re: Oregon Hazard Mitigation Assistance Building Resilient Infrastructure
and Communities (BRIC) Grant Funding for City of Port Orford**

Dear Ms. Ginsburg,

As a concerned citizen of Port Orford, I wanted to express my support for the City of Port Orford with their BRIC application to develop and maintain a resilient water supply system for Port Orford's residents. Our town is a small coastal community that really tries to come together to resolve problems and find ways to work together. I volunteered on the budget committee this year and it was deeply troubling that we do not have the resources to repair our failing water delivery system. As a citizen, I worry constantly about the pipes that are bursting (we were without water twice) and that my neighbors and friends are without water frequently on Coast Guard Hill because the water infrastructure is not able to sustain the residents in that area.

In September of 2021 the City of Port Orford declared a State of Emergency and due to this the City of Port Orford is not allowing new water services to be installed. I personally want to purchase a piece of land and build my own home, but the water crisis is not allowing me and so many others to call Port Orford our permanent home. My partner and I are semi-retired and are fortunate enough to be able to contribute to our community and purchase everything local. The fact that our dilapidated water system does not allow new construction is detrimental to Port Orford's economy.

As the fires in the West Coast have become a norm it is very frightening to think that Port Orford is the only water system for about 30 miles, the Rural Fire Department and Coos Forest Patrol rely on the Port Orford system for their water needs. We are already in a state of emergency, we are monitoring our daily water consumption, what happens if we have a local wild fire?

I know that Port Orford City Council (all dedicated volunteers) and the Public Works department have been working to repair the water system, with limited resources. We have asbestos-cement pipe accounting for 71% of the system, which reminds me of the situations we read about in Flint, Michigan and recently the disaster that happened in Jackson, Mississippi. I am writing this letter in full support of Port Orford's application and hope that we receive a FEMA grant now --- instead of having FEMA come in when our water crisis becomes so dire that Port Orford is the topic of national news.

Respectfully submitted,

Cory Aschauer

September 22, 2022

Ms. Jessica Ginsburg
City Administrator
City of Port Orford
555 W. 20th Street
Port Orford, Oregon 97465

RE: Infrastructure & Communities Grant Funding

Dear Ms. Ginsburg,

Many residents of Port Orford have shared their concerns with us about the possibility of a water failure due to the age of the distribution system now in place.

This past summer we have experienced several breaks in the system where we live on Hamlet Street. In September of 2021 the City declared a state of emergency due to the loss of treated water. Water pressure continues to be a major concern to residents of higher locations.

The City is growing and local rural fire departments rely on Port Orford water as their only supply source.

We strongly support efforts by the City of Port Orford and Curry County to request help and funding from the Federal Emergency Management Agency. Without a good source of water delivery, this City will not survive the warnings of drought, increase usage and the unsure containment of raw water.

Sincerely yours,

Diana & Jerry Marmon
28 Hamlet Street
Port Orford, Oregon 97465



September 21, 2022

TO WHOM IT MAY CONCERN:

This is in support of the City of Port Orford's grant pre-application to help repair and renew our water system.

Port Orford is a remarkable fishing port town of 1,100 people who have chosen a life removed from the congestion and busy-ness of metropolitan areas in favor of knowing their neighbors and respecting the well-being of the land and ocean.

We represent a lifestyle that trades the conveniences of fast food for little shops greet you by name, offering home-cooked meals and crafts by local artisans. We offer visitors here a sense of what it feels like to be surrounded by overwhelming natural beauty without a crush of people and strip malls in the way. A quieter, simpler life. Hopefully, they will take that with them when they leave and better protect their own place.

Please work with us to protect our home by ensuring our access to good, clean water...for all the obvious reasons.

Michelle & Dean Duarte
Owners



September 23, 2022

Ms. Jessica Ginsburg
City Administrator
City of Port Orford
555 W. 20th Street
Port Orford, Oregon 97465

RE: Oregon Hazard Mitigation Assistance Building Resilient Infrastructure and Communities Grant Funding for City of Port Orford, Curry County, Oregon.

Dear Ms. Ginsburg,

It is with pleasure that Coast Community Health Center support the City of Port Orford with their sub-application to develop and maintain a resilient water supply system for Port Orford. As a major medical facility supporting the lives of Port Orford, we depend on the abundance of clean water. Our needs only touch but one area of the water needed to support the thriving community of Port Orford. The commercial fishing industry, cranberry growers, retail businesses are also key contributors to the Port Orford economy that rely on a consistent and stable water system to support their businesses and jobs in the community. However, with the current water delivery system our industry and others are at risk.

In September of 2021 the City of Port Orford declared a state of Emergency due to a combination of drought, impound and containment of raw water and a much higher than average water loss of treated water. Throughout the Port Orford water system there are numerous leaks amounting to about 40% of treated water loss. Due to a combination of storage issues of both raw water and treated water and the amount of water loss the City of Port Orford is not allowing new water services to be installed which is negatively impacting this beautiful coastal town.

As Port Orford has increased in population, the residents have moved towards the east side of the City, which is at a higher elevation. Those residents not only have ongoing water pressure issues, but the pressure and flow required per the updated fire code are also lacking. Since, Port Orford is the only water system for about 30 miles both north and south the Rural Fire Department, and Coos Forest Patrol rely on the Port Orford system for their water needs.

The Port Orford City Council and the Public Works department have been working together to acquire new meters that can and will assist in locating leaks throughout the system, which should reduce the amount of water loss. They have also been working jointly on update the City's ordinances and implementing a water curtailment plan. These are all positive changes in the water delivery system; however, those changes will only help the city to a certain point considering the largest parts of their infrastructure (i.e. piping and pump stations) is failing.

An investment in the improvements of the Port Orford water system is not optional. Not only are businesses being impacted in this community, but the health and wellbeing of citizens are at risk if this water system is not upgraded in a timely manner. On behalf of Coast Community Health Center, we support the City of Port Orford sub-application and encourage the Federal Emergency Management Agency to support the City of Port Orford's efforts in developing and implementing a dependable resilient water delivery system.

Sincerely yours,

Linda S. Maxon
Chief Executive Officer
Coast Community Health Center

September 22, 2022

Jennifer Head
1437 Jackson Street
Port Orford, Oregon
97465

To Whom it May Concern:

Port Orford is a beautiful, unique, and charming fishing village on the Southern Oregon Coast, with a population of approximately 1150 people (2020 US Census). Port Orford is nestled between the coast range mountains and the Pacific Ocean and is said to be the westernmost incorporated town in the continental US. Port Orford is also the site of Oregon's first marine reserve and was featured in the 2012 documentary *Ocean Frontiers*, which chronicles stories of community collaboration, with the goal of sustaining both coastal communities and marine ecosystems. Port Orford also boasts numerous art galleries, a community supported fishery, a food cooperative, the Oregon State University field station, and some of the most beautiful coastline that one could imagine.

However, despite the fact that Port Orford receives approximately 73 inches of rain per year, nearly twice the national average, the water situation in Port Orford is quite grave. The dam that should store the water near the top of our watershed is in disrepair and in need of dredging, while deferred maintenance has rendered our water delivery system grossly inefficient. Our water pipes are said to lose more than 50% of all the water they attempt to deliver to homes and businesses. These issues, compounded by unprecedented droughts and increased usage owing to a steep rise in short-term vacation rentals, have culminated in an unprecedented water crisis.

Although we have a state representative that advocates for our community, infrastructure money allocated to the state never seems to trickle down to Port Orford after state infrastructure projects and larger communities take their respective chunks. The cost of replacing our aged and ineffective water pipes can not fall on the shoulders of Port Orford's residents, where the median household income is only \$24,348 (\$42,710 less than the median annual income across the state) and the poverty rate is as high as 31.9%.

The community of Port Orford is in crisis. Water is a basic human right and yet we can not currently meet our demand. We are in desperate need of a new water system; however, the financial burden is more than the City of Port Orford and the Port Orford residents can bear. We implore you to fund this grant so that we can upgrade our water infrastructure and meet the basic needs of our precious community.

Sincerely,



Jennifer Head, PhD

Port Orford Planning Commission
Former member of the Port Orford Ocean Resource Team (POORT)



**Curry County
Board of Commissioners**

John Herzog, *Chair*
Christopher Paasch, *Vice Chair*
Court Boice, *Commissioner*

94235 Moore Street/Suite #122
Gold Beach, OR 97444
541-247-3296, 541-247-2718 Fax
800-243-1996 www.co.curry.or.us

September 20, 2022

Mr. Pat Cox, Mayor and Ms. Jessica Ginsburg, City Administrator
City of Port Orford
555 W. 20th Street
Port Orford, Oregon 97465

RE: Oregon Hazard Mitigation Assistance Building Resilient Infrastructure and Communities Grant
Funding for City of Port Orford

Dear Mayor Cox and Administrator Ginsburg;

It is with pleasure that Curry County Board of Commissioners fully support the City of Port Orford with their sub application to develop and maintain a resilient water supply system for our residents located in Port Orford. Your city is a growing coastal rural community located on the southern Oregon coast that depends on both their commercial fishing industry and the summer tourists and visitors. However, with the current water delivery system both of these industries are at risk.

In September of 2021, the City of Port Orford declared a state of Emergency due to a combination of drought, impound and containment of raw water and a much higher than average water loss of treated water. Throughout the Port Orford water system there are numerous leaks amounting to about 40% of treated water loss. Due to a combination of storage issues of both raw water and treated water and the amount of water loss the City of Port Orford is not allowing new water services to be installed which is negatively impacting this beautiful coastal town.

As Port Orford has increased in population, the residents have moved towards the east side of the city which is at a higher elevation. Those residents not only have ongoing water pressure issues, but the pressure and flow required per the updated fire code are likewise lacking. Since, Port Orford is the only water system for about 30 miles both north and south the Rural Fire Departments, and Coos Forest Patrol rely on the Port Orford system for their water needs.

The Port Orford City Council and the Public Works department have been working collaboratively together to acquire new meters that can and will assist in locating leaks throughout the system, which should reduce the amount of water loss. They have also been working jointly on update the City's ordinances and implementing a water curtailment plan These are all positive changes in the water delivery system; however, those changes will only help the city to a certain point considering the largest parts of their infrastructure (i.e., piping and pump stations) is failing.


The Curry County Board of Commissioners have started to look at the water needs throughout our County and Port Orford is certainly one of our top priorities. We are planning on assisting them to the best of our ability to ensure the residents of the City of Port Orford have a dependable water supply system. We support the City of Port Orford' s sub application and encourage the Federal Emergency Management Agency to please support the City of Port Orford' s efforts in developing and implementing a dependable resilient water delivery system.

Sincerely yours,

Curry County Board of Commissioners



John Herzog, Chair



Christopher S. Paasch, Vice Chair



Court Boice, Commissioner

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 10/20/2022

SUBJECT: Finance

ITEM NO: 6 c.

The financials thru September are attached to this document. We are aware that we will more than likely have to do a supplemental budget before the end of this fiscal year.

Nothing significant happened during the month of September. It was just the normal operating expense.

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: 09/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 010 - GENERAL FUND						
Revenue						
010-00-40100	Prior Year Fund Balance	744,928.00	744,928.00	0.00	0.00	744,928.00
010-00-41110	Property Taxes Current	339,915.00	339,915.00	0.00	4,302.36	335,612.64
010-00-41120	Property Taxes-Prior	9,500.00	9,500.00	0.00	1,025.77	8,474.23
010-00-41160	Local Marijuana Tax	3,000.00	3,000.00	1,743.95	3,187.99	-187.99
010-00-41210	State Cigarette Tax	1,200.00	1,200.00	0.00	92.70	1,107.30
010-00-41220	State Liquor Tax	20,500.00	20,500.00	0.00	1,548.77	18,951.23
010-00-41310	State Revenue Sharing	10,248.00	10,248.00	0.00	2,813.19	7,434.81
010-00-41320	Payment in Lieu of Tax (PILOT)	1,090.00	1,090.00	0.00	0.00	1,090.00
010-00-42010	Interest on Investments	3,000.00	3,000.00	0.68	901.16	2,098.84
010-00-42110	LSN - Franchise Fees	4,202.00	4,202.00	0.00	725.97	3,476.03
010-00-42111	Charter Franchise Fees	14,000.00	14,000.00	0.00	3,466.12	10,533.88
010-00-42112	Frontier Franchise Fees	2,251.00	2,251.00	0.00	0.00	2,251.00
010-00-42210	Business Licenses	16,500.00	16,500.00	3,472.50	6,617.50	9,882.50
010-00-44214	Court Administrative Fees	0.00	0.00	50.00	120.00	-120.00
010-00-44330	Planning Fees	8,000.00	8,000.00	2,912.00	4,185.40	3,814.60
010-00-44340	Lien Search Fees	500.00	500.00	0.00	40.00	460.00
010-00-45120	Citations	270,000.00	270,000.00	11,319.37	38,692.75	231,307.25
010-00-45730	Circuit Court Collection	3,711.00	3,711.00	0.00	286.30	3,424.70
010-00-46114	Charge to Parks Fund	10,000.00	10,000.00	0.00	0.00	10,000.00
010-00-46120	Charge to Public Safety Fund	28,500.00	28,500.00	0.00	0.00	28,500.00
010-00-46140	Charge to Street Fund	13,000.00	13,000.00	0.00	0.00	13,000.00
010-00-46150	Donation: Grant Writing	30,000.00	30,000.00	0.00	0.00	30,000.00
010-00-46210	Miscellaneous Receipts	100.00	100.00	0.00	128,049.25	-127,949.25
010-00-46880	Reimbursements	14,000.00	14,000.00	0.00	0.00	14,000.00
	Revenue Total:	1,548,145.00	1,548,145.00	19,498.50	196,055.23	1,352,089.77
Expense						
010-10-51200	Adminlstrator/Manager	35,000.00	35,000.00	1,775.36	4,438.40	30,561.60
010-10-51350	Accounting Assistant	12,000.00	12,000.00	1,229.76	3,074.40	8,925.60
010-10-51400	Accountant	30,000.00	30,000.00	0.00	0.00	30,000.00
010-10-52010	Social Security	6,169.00	6,169.00	206.71	516.80	5,652.20
010-10-52020	PERS Retirement	6,000.00	6,000.00	783.18	1,957.95	4,042.05
010-10-52030	Worker's Comp./Disability Ins.	4,131.00	4,131.00	1.09	2.56	4,128.44
010-10-52040	Health, Dental, Life Ins.	23,975.00	23,975.00	1,281.45	9,556.69	14,418.31
010-10-62210	Telephone	4,500.00	4,500.00	353.54	1,099.08	3,400.92
010-10-62310	Management Travel	0.00	0.00	20.00	40.00	-40.00
010-10-67912	Dues & OR Statutes	2,500.00	2,500.00	0.00	1,719.64	780.36
010-20-51310	Court Clerk	11,432.00	11,432.00	646.94	1,548.36	9,883.64
010-20-51350	Clerical	2,372.00	2,372.00	245.95	614.87	1,757.13
010-20-52010	Social Security	1,039.00	1,039.00	64.61	47.41	991.59
010-20-52020	PERS Retirement	3,951.00	3,951.00	232.69	672.57	3,278.43
010-20-52030	Worker's Comp./Disability Ins.	8.00	8.00	0.44	1.09	6.91
010-20-52040	Health, Dental, Life Ins.	4,664.00	4,664.00	183.32	1,958.37	2,705.63
010-20-61210	Office & Operating Supplies	1,221.00	1,221.00	0.00	53.10	1,167.90
010-20-61230	Software Maintenance	637.00	637.00	1,868.40	1,868.40	-1,231.40
010-20-62170	Judge Contract	4,280.00	4,280.00	300.00	900.00	3,380.00
010-20-62210	Telephone	448.00	448.00	49.09	147.27	300.73
010-20-62230	Postage	944.00	944.00	0.00	99.37	844.63
010-20-62343	Travel & Training / Meetings	447.00	447.00	296.80	296.80	150.20
010-20-62910	Ordinance Enforcement	219.00	219.00	0.00	0.00	219.00
010-20-62912	Dues & OR Statutes	107.00	107.00	0.00	0.00	107.00
010-20-62941	Reimbursements/Citations	4,497.00	4,497.00	53.00	253.00	4,244.00

Income Statement

For Fiscal: 2022-2023 Period Ending: 09/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010-20-63220	State Assessment	53,572.00	53,572.00	-2,900.00	-3,835.00	57,407.00
010-20-63230	County Assessments	15,138.00	15,138.00	-944.00	-1,600.80	16,738.80
010-30-51200	Administrator/Manager	8,000.00	8,000.00	591.78	1,479.45	6,520.55
010-30-51520	Police Chief	3,910.00	3,910.00	294.06	735.15	3,174.85
010-30-52010	Social Security	1,000.00	1,000.00	65.66	164.15	835.85
010-30-52020	PERS Retirement	1,500.00	1,500.00	232.00	580.00	920.00
010-30-52030	Worker's Comp./Disability Ins.	100.00	100.00	0.30	0.75	99.25
010-30-52040	Health, Dental, Life Ins.	2,000.00	2,000.00	157.15	392.59	1,607.41
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	1,480.77	4,568.23
010-50-52010	Social Security	446.00	446.00	43.60	109.10	336.90
010-50-52020	PERS Retirement	1,834.00	1,834.00	154.20	385.85	1,448.15
010-50-52030	Worker's Comp./Disability Ins.	3.00	3.00	0.20	0.50	2.50
010-50-52040	Health, Dental, Life Ins.	1,190.00	1,190.00	124.36	310.69	879.31
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	344.65	2,016.81	6,914.19
010-60-61220	Office Equip. Leases	2,230.00	2,230.00	0.00	299.08	1,930.92
010-60-61230	Software Maintenance	10,034.00	10,034.00	7,160.16	7,160.16	2,873.84
010-60-62100	Bank Charges	5,155.00	5,155.00	125.00	375.25	4,779.75
010-60-62110	Auditing & Accounting	15,545.00	15,545.00	0.00	4,200.00	11,345.00
010-60-62140	Computer Services	2,831.00	2,831.00	15.00	885.00	1,946.00
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	1,400.00	3,800.00	42,679.00
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	338.91	1,161.09
010-60-62230	Postage	1,500.00	1,500.00	0.00	396.13	1,103.87
010-60-62343	Travel & Training / Meetings	1,000.00	1,000.00	82.50	82.50	917.50
010-60-62410	Advertising	500.00	500.00	0.00	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	485.11	1,718.52	13,914.48
010-60-62805	R & M City Hall	20,000.00	20,000.00	31.97	167.85	19,832.15
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	642.22	5,857.78
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	726.78	2,273.22
010-60-62935	Custodial Supplies	500.00	500.00	29.72	118.58	381.42
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	58,333.32	291,666.68
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	18,032.76	114,907.38	1,433,237.62
	Fund: 010 - GENERAL FUND Surplus (Deficit):	0.00	0.00	1,465.74	81,147.85	
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	11,057.11	52,105.31	87,894.69
014-00-42010	Interest on Investments	800.00	800.00	0.00	544.88	255.12

Income Statement

For Fiscal: 2022-2023 Period Ending: 09/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
014-00-43419	Buffington Park Playground Upgrade	5,000.00	5,000.00	100.00	100.00	4,900.00
014-00-44410	Rent - Community Building	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-44420	American Legion Income/Rent	3,000.00	3,000.00	0.00	0.00	3,000.00
014-00-44430	Visitor Center Rental	300.00	300.00	0.00	0.00	300.00
014-00-46110	Transfer from General Fund	30,000.00	30,000.00	0.00	0.00	30,000.00
014-00-46210	Miscellaneous Receipts	100.00	100.00	0.00	0.00	100.00
014-00-46880	Reimbursements	500.00	500.00	0.00	0.00	500.00
014-00-46887	Park Donations	0.00	0.00	0.00	900.00	-900.00
014-00-46888	Visitor Center Donations	118.00	118.00	0.00	0.00	118.00
014-00-46890	Contributions Fort Point	0.00	0.00	0.00	-40.73	40.73
	Revenue Total:	217,932.00	217,932.00	11,157.11	53,609.46	164,322.54
Expense						
014-00-51505	PW Superintendent	1,000.00	1,000.00	853.62	2,134.05	-1,134.05
014-00-51600	WWTP Operator	1,428.00	1,428.00	142.85	341.60	1,086.40
014-00-51800	Maintenance Worker #1	5,200.00	5,200.00	458.23	1,058.26	4,141.74
014-00-51801	Utility Worker #3	4,124.00	4,124.00	238.36	581.66	3,542.34
014-00-51810	Maintenance Worker #2	6,000.00	6,000.00	573.47	1,317.53	4,682.47
014-00-51820	Maintenance Worker #3	5,000.00	5,000.00	0.00	0.00	5,000.00
014-00-52010	Social Security	2,500.00	2,500.00	167.46	401.15	2,098.85
014-00-52020	PERS Retirement	5,000.00	5,000.00	590.67	1,415.90	3,584.10
014-00-52030	Worker's Comp./Disability Ins.	4,200.00	4,200.00	0.77	1.77	4,198.23
014-00-52040	Health, Dental, Life Ins.	7,500.00	7,500.00	533.35	4,520.34	2,979.66
014-00-53014	Charge to Parks	10,000.00	10,000.00	0.00	0.00	10,000.00
014-00-61210	Office & Operating Supplies	500.00	500.00	0.00	0.00	500.00
014-00-61260	Uniforms	750.00	750.00	0.00	0.00	750.00
014-00-61340	Fuel (Equip & Vehicles)	1,950.00	1,950.00	0.00	421.16	1,528.84
014-00-61360	Heating Fuel-Community Bldg	1,500.00	1,500.00	0.00	0.00	1,500.00
014-00-61361	Heating fuel - American Legion	1,500.00	1,500.00	1,252.60	1,252.60	247.40
014-00-62110	Auditing & Accounting	1,000.00	1,000.00	0.00	350.00	650.00
014-00-62160	Professional Services	500.00	500.00	0.00	0.00	500.00
014-00-62165	Tourism & Beautification Grant	15,000.00	15,000.00	0.00	9,690.00	5,310.00
014-00-62210	Telephone	400.00	400.00	45.22	135.66	264.34
014-00-62220	Internet Access	1,500.00	1,500.00	184.95	638.84	861.16
014-00-62410	Advertising	50,000.00	50,000.00	0.00	0.00	50,000.00
014-00-62415	Business Promotion	1,511.00	1,511.00	0.00	0.00	1,511.00
014-00-62610	Insurance & Bonds	4,314.00	4,314.00	0.00	0.00	4,314.00
014-00-62740	Electricity	1,212.00	1,212.00	0.00	381.88	830.12
014-00-62744	Electricity-Legion Hall	700.00	700.00	0.00	288.52	411.48
014-00-62745	Electricity-Community Bldg	5,000.00	5,000.00	0.00	278.29	4,721.71
014-00-62812	R & M - Battle Rock	2,500.00	2,500.00	104.04	610.09	1,889.91
014-00-62813	R & M - A-Frame	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-62814	R & M - Comm. Building	2,000.00	2,000.00	14.86	59.30	1,940.70
014-00-62817	R & M Visitor Center	5,000.00	5,000.00	0.00	74.70	4,925.30
014-00-62825	R & M - Buffington	1,200.00	1,200.00	132.93	1,029.43	170.57
014-00-62827	R & M - American Legion	1,000.00	1,000.00	44.59	177.91	822.09
014-00-62829	R & M - 12th St. Boat Ramp	2,000.00	2,000.00	44.59	234.99	1,765.01
014-00-62835	Small Tools & Minor Equipment	500.00	500.00	0.00	104.86	395.14
014-00-62836	Comm Bldg S Tools & Minor Equip	4,100.00	4,100.00	0.00	0.00	4,100.00
014-00-62837	Amer Legion S Tools & Minor Eq	2,000.00	2,000.00	0.00	4,184.98	-2,184.98
014-00-62840	Vehicles & Equipment Maint.	0.00	0.00	0.00	18.48	-18.48
014-00-62842	Parks Committee Projects	4,758.00	4,758.00	0.00	1,505.00	3,253.00
014-00-62845	Dog Park	0.00	0.00	0.00	2.49	-2.49
014-00-62846	Skate Park Committee Projects	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-62930	Custodial Services	1,600.00	1,600.00	1,307.74	3,923.22	-2,323.22
014-00-62936	Miscellaneous	100.00	100.00	0.00	0.00	100.00
014-00-62945	Charge to Parks.	8,000.00	8,000.00	0.00	0.00	8,000.00
014-00-72036	Pinehurst Kayak Launch	200.00	200.00	0.00	0.00	200.00
014-00-72040	Battle Rock Parks Trails	2,500.00	2,500.00	0.00	0.00	2,500.00
014-00-73039	Visitor Center Improvements	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	6,690.30	37,134.66	180,797.34
	Fund: 014 - PARKS FUND Surplus (Deficit):	0.00	0.00	4,466.81	16,474.80	
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	821.88	8,743.12
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	1.32	1,498.68
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	58,333.32	291,666.68
020-00-46210	Miscellaneous Receipts	1,020.00	1,020.00	920.00	1,150.50	-130.50
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	920.00	60,307.02	481,624.98
Expense						
020-00-51100	Overtime	16,000.00	16,000.00	373.80	2,141.20	13,858.80
020-00-51120	On Call Pay	8,500.00	8,500.00	759.75	1,968.00	6,532.00
020-00-51520	Police Chief	65,000.00	65,000.00	5,940.02	14,850.05	50,149.95
020-00-51740	Police Sergeant	55,000.00	55,000.00	5,326.20	13,019.60	41,980.40
020-00-51755	Police Officer #2	48,750.00	48,750.00	4,849.20	11,585.80	37,164.20
020-00-51757	Police Officer #3	51,150.00	51,150.00	4,310.40	11,745.84	39,404.16
020-00-51850	Police Officer #4	20,000.00	20,000.00	2,132.76	6,499.85	13,500.15
020-00-52010	Social Security	21,957.00	21,957.00	1,773.59	4,631.34	17,325.66
020-00-52020	PERS Retirement	69,000.00	69,000.00	6,887.49	17,957.31	51,042.69
020-00-52030	Worker's Comp./Disability Ins.	12,000.00	12,000.00	7.05	20.40	11,979.60
020-00-52040	Health, Dental, Life Ins.	87,472.00	87,472.00	3,645.72	16,938.15	70,533.85
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	34.21	199.21	1,800.79
020-00-61260	Uniforms	4,000.00	4,000.00	434.96	434.96	3,565.04
020-00-61340	Fuel (Equip & Vehicles)	13,100.00	13,100.00	214.52	3,668.98	9,431.02
020-00-62110	Auditing & Accounting	2,000.00	2,000.00	0.00	800.00	1,200.00
020-00-62140	Computer Services	110.00	110.00	0.00	109.00	1.00
020-00-62210	Telephone	6,734.00	6,734.00	366.80	1,028.23	5,705.77
020-00-62230	Postage	300.00	300.00	0.00	33.93	266.07
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	371.56	530.16	5,469.84
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	144.20	383.40	416.60
020-00-63223	Lexipol	2,647.00	2,647.00	0.00	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	37,572.23	110,490.62	445,217.38
	Fund: 020 - PUBLIC SAFETY Surplus (Deficit):	-13,776.00	-13,776.00	-36,652.23	-50,183.60	
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	285.76	714.24
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	-13,808.11	11,486.54	47,119.46
030-00-44110	Water Usage	400,000.00	400,000.00	-88,122.66	74,857.96	325,142.04

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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	75.00	125.00	2,875.00
030-00-44112	Past Due Fees	13,000.00	13,000.00	975.00	2,895.00	10,105.00
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	0.00	510.00	990.00
030-00-44116	Curtallment Fees	2,500.00	2,500.00	7,447.68	12,647.95	-10,147.95
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	0.00	2,000.00
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	50.00	21.00	192.00
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	-93,433.09	102,979.21	1,515,866.79
Expense						
030-00-51100	Overtime	20,000.00	20,000.00	1,759.59	5,455.89	14,544.11
030-00-51120	On Call Pay	0.00	0.00	1,266.00	3,088.50	-3,088.50
030-00-51210	City Administrator	15,000.00	15,000.00	1,420.28	3,550.70	11,449.30
030-00-51300	Office Clerk	21,776.00	21,776.00	1,293.89	3,099.37	18,676.63
030-00-51350	Accounting Assistant	5,000.00	5,000.00	467.30	1,168.28	3,831.72
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	8,078.90	24,421.10
030-00-51600	WWTP Operator	1,500.00	1,500.00	95.24	227.75	1,272.25
030-00-51800	Maintenance Worker #1	20,244.00	20,244.00	2,291.18	5,291.33	14,952.67
030-00-51801	Utility Worker #3	36,540.00	36,540.00	3,098.84	7,561.83	28,978.17
030-00-51810	Maintenance Worker #2	15,000.00	15,000.00	1,529.26	3,513.41	11,486.59
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	1,217.41	3,035.33	14,006.67
030-00-52020	PER5 Retirement	54,303.00	54,303.00	4,287.74	10,694.01	43,608.99
030-00-52030	Worker's Comp./Disability Ins.	9,691.00	9,691.00	5.89	14.25	9,676.75
030-00-52040	Health, Dental, Life Ins.	69,517.00	69,517.00	3,572.47	9,060.20	60,456.80
030-00-61210	Office & Operating Supplies	1,889.00	1,889.00	88.76	254.25	1,634.75
030-00-61212	Water Purification Supplies	12,000.00	12,000.00	7,732.20	7,732.20	4,267.80
030-00-61220	Office Equip. Leases	1,000.00	1,000.00	0.00	282.33	717.67
030-00-61230	Software Maintenance	4,000.00	4,000.00	3,168.30	3,191.70	808.30
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	614.27	3,885.73
030-00-62100	Bank Charges	2,089.00	2,089.00	847.56	2,484.05	-395.05
030-00-62110	Auditing & Accounting	7,500.00	7,500.00	0.00	2,800.00	4,700.00
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	1,500.00	6,750.00
030-00-62210	Telephone	7,000.00	7,000.00	369.31	1,661.20	5,338.80
030-00-62220	Internet Access	750.00	750.00	89.99	269.97	480.03
030-00-62230	Postage	2,562.00	2,562.00	300.00	939.32	1,622.68
030-00-62343	Travel & Training / Meetings	1,986.00	1,986.00	1,483.22	2,132.47	-146.47
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	2,650.67	8,163.36	21,836.64
030-00-62811	Repairs/Maint-WTP	15,000.00	15,000.00	17.99	2,753.44	12,246.56
030-00-62816	Repairs & Maintenance Pump St	25,000.00	25,000.00	0.00	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	29.76	92.69	4,907.31
030-00-62840	Vehicles & Equipment Maint.	10,000.00	10,000.00	0.00	2,092.30	7,907.70
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	460.81	460.81	539.19
030-00-62912	Dues & OR Statutes	1,000.00	1,000.00	0.00	390.30	609.70
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	1,865.00	2,335.00	2,865.00
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	0.00	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	45,140.22	110,584.86	1,508,261.14
Fund: 030 - WATER ENTERPRISE FUND Surplus (Deficit):	0.00	0.00	-138,573.31	-7,605.65	
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	74.59	325.41
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	74.59	145,838.41
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	74.59	
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	772.85	4,830.15
035-00-44115 Designated for Reserves	59,423.00	59,423.00	-8,354.19	12,660.44	46,762.56
035-00-44120 Sewer Usage	575,000.00	575,000.00	-24,895.58	99,192.04	475,807.96
035-00-44213 Sewer Connection Fees	8,029.00	8,029.00	0.00	1,544.00	6,485.00
035-00-45500 Restricted Cash-Deposits	2,000.00	2,000.00	-150.00	-300.00	2,300.00
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	-33,399.77	113,869.33	841,954.67
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	3,846.60	13,153.40
035-00-51300 Office Clerk	16,500.00	16,500.00	1,293.89	3,099.34	13,400.66
035-00-51350 Accounting Assistant	5,000.00	5,000.00	516.51	1,291.25	3,708.75
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	1,981.60	6,018.40
035-00-51600 WWTP Operator	50,000.00	50,000.00	4,523.83	10,817.85	39,182.15
035-00-51800 Maintenance Worker #1	5,628.00	5,628.00	333.27	769.64	4,858.36
035-00-51801 Utility Worker #3	5,200.00	5,200.00	524.42	1,279.68	3,920.32
035-00-51810 Maintenance Worker #2	6,500.00	6,500.00	764.64	1,756.71	4,743.29
035-00-52010 Social Security	7,500.00	7,500.00	750.27	1,809.03	5,690.97
035-00-52020 PERS Retirement	28,500.00	28,500.00	2,680.98	6,473.96	22,026.04
035-00-52030 Worker's Comp./Disability Ins.	4,750.00	4,750.00	3.81	9.37	4,740.63
035-00-52040 Health, Dental, Life Ins.	41,500.00	41,500.00	2,620.49	19,035.73	22,464.27
035-00-61210 Office & Operating Supplies	3,000.00	3,000.00	0.00	55.00	2,945.00
035-00-61220 Office Equip. Leases	1,200.00	1,200.00	0.00	282.33	917.67
035-00-61230 Software Maintenance	4,000.00	4,000.00	3,168.30	3,168.30	831.70
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	566.10	3,433.90
035-00-62100 Bank Charges	4,500.00	4,500.00	847.55	2,484.04	2,015.96
035-00-62110 Auditing & Accounting	4,800.00	4,800.00	0.00	1,850.00	2,950.00
035-00-62121 Engineering	1,000.00	1,000.00	0.00	0.00	1,000.00

Income Statement

For Fiscal: 2022-2023 Period Ending: 09/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
035-00-62160	Contract Services	12,000.00	12,000.00	400.00	1,200.00	10,800.00
035-00-62210	Telephone	3,000.00	3,000.00	307.82	1,024.94	1,975.06
035-00-62220	Internet Access	1,500.00	1,500.00	69.99	209.97	1,290.03
035-00-62230	Postage	3,000.00	3,000.00	300.00	939.31	2,060.69
035-00-62343	Travel & Training / Meetings	2,000.00	2,000.00	0.00	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	1,927.16	6,247.65	28,952.35
035-00-62816	Repairs & Maint-Pump Station	17,000.00	17,000.00	3,239.00	3,964.07	13,035.93
035-00-62818	Repairs & Maint. - Sewer Lines	5,000.00	5,000.00	0.00	28.76	4,971.24
035-00-62821	Repairs & Maint-STP	20,000.00	20,000.00	1,536.88	16,921.92	3,078.08
035-00-62835	Small Tools & Minor Equipment	1,500.00	1,500.00	0.00	6.49	1,493.51
035-00-62840	Vehicles & Equipment Maint.	5,000.00	5,000.00	0.00	112.92	4,887.08
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	10,000.00	10,000.00	0.00	5.25	9,994.75
035-00-62990	Testing	2,000.00	2,000.00	589.42	589.42	1,410.58
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	28,729.51	95,806.23	860,017.77
	Fund: 035 - SEWER ENTERPRISE FUND Surplus (Deficit):	0.00	0.00	-62,129.28	18,063.10	
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	495.26	1,504.74
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	495.26	317,779.74
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	495.26	
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	0.13	85,999.87
040-00-42010	Interest on Investments	500.00	500.00	0.00	213.03	286.97
	Revenue Total:	177,958.00	177,958.00	0.00	213.16	177,744.84
Expense						
040-00-51505	PW Superintendent	15,000.00	15,000.00	1,219.46	3,048.65	11,951.35
040-00-51800	Maintenance Worker #1	10,750.00	10,750.00	1,083.08	2,501.34	8,248.66
040-00-51801	Utility Worker #3	8,800.00	8,800.00	905.82	2,210.42	6,589.58
040-00-51810	Maintenance Worker #2	9,500.00	9,500.00	955.80	2,195.85	7,304.15
040-00-52010	Social Security	3,450.00	3,450.00	308.73	737.74	2,712.26
040-00-52020	PERS Retirement	10,000.00	10,000.00	1,085.12	2,594.52	7,405.48
040-00-52030	Worker's Comp./Disability Ins.	2,600.00	2,600.00	1.40	3.16	2,596.84
040-00-52040	Health, Dental, Life Ins.	18,700.00	18,700.00	938.98	2,279.83	16,420.17

Income Statement

For Fiscal: 2022-2023 Period Ending: 09/30/2022

		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	512.88	2,987.12
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	193.58	1,306.42
040-00-62820	Repairs/Maintenance-Shop Yard	1,000.00	1,000.00	222.00	484.67	515.33
040-00-62835	Small Tools & Minor Equipment	1,000.00	1,000.00	23.49	113.29	886.71
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	52.94	6,447.06
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	6,743.88	16,934.23	161,023.77
	Fund: 040 - STREET FUND Surplus (Deficit):	0.00	0.00	-6,743.88	-16,721.07	
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	10.68	189.32
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	10.68	31,554.32
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	10.68	
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	228.70	571.30
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	228.70	134,074.30
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	228.70	
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	1,305.09	2,694.91
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	1,305.09	576,291.91
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	1,305.09	
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	891.72	1,608.28
062-00-44351	SDC Reimbursement Fees	27,540.00	27,540.00	0.00	5,060.00	22,480.00
062-00-44361	SDC Improvement Fees	2,820.00	2,820.00	0.00	5,060.00	-2,240.00
	Revenue Total:	391,812.00	391,812.00	0.00	11,011.72	380,800.28

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 10/20/2022

SUBJECT: Planning

ITEM NO: 6 d.

We spent the 2 hours with the attorney Daniel Kearns. He gave some amazing input and answered a lot of the questions that the planning commission had. I am currently working on the draft of the Short Term Rental Operating License Ordinance to be presented to the Planning Commission at the meeting in November.

I have attached a copy of the Hood River Municipal code with notes from the meeting on what we liked and are pulling out of the code that does not fit Port Orford. I am also attaching a document that was provided to me by Commissioner Thelen.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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Chapter 5.10

SHORT-TERM RENTAL OPERATING LICENSE

Sections:

- 5.10.010 Title.**
- 5.10.020 Purpose and scope.**
- 5.10.030 Definitions.**
- 5.10.040 Annual short - Term rental operating license required.**
- 5.10.050 Application and fee.**
- 5.10.060 Term of annual license and transferability.**
- 5.10.070 Operating license and license renewal.**
- 5.10.080 Criteria for approval of an operating license and operating license renewal.**
- 5.10.090 Additional operational requirements.**
- 5.10.100 Violations.**
- 5.10.110 Penalties.**
- 5.10.120 Appeals of short-term rental operating license determinations.**
- 5.10.130 Discontinuance of short-term rental occupancy.**
- 5.10.140 Remedies not exclusive.**

Legislative History: Ord. 2028 (2016)

✓ **5.10.010 Title.**

The provisions of this chapter are intended to authorize and regulate the short-term rental of residential dwelling units on all property within the City of Hood River. To that purpose, there is added to the Hood River Municipal Code Chapter 5.10 entitled "Short - Term Rental Operating License," and those sections and subsections set forth below.

✓ **5.10.020 Purpose and scope.**

A. This ordinance provides reasonable and necessary regulations for the licensing of short-term rental of residential dwelling units in order to:

1. Ensure the safety, welfare and convenience of renters, owners and neighboring property owners throughout Hood River.
2. Balance the legitimate livability concerns with the rights of property owners to use their property as they choose.

3. Recognize the need to limit short-term rental options within the neighborhoods to ensure compatibility, while recognizing the benefits of short-term rentals in providing recreation and employment opportunities, as well as transitional housing and business or hospital related short stays.
 4. Help maintain the City's needed housing supply for residential use.
 5. Protect the character of the City's neighborhoods by limiting the number and concentration of full-time short-term rentals in residential zones. In the adoption of these regulations, the City finds that the transient rental of dwelling units has the potential to be incompatible with surrounding residential uses. Therefore, special regulation of dwellings listed for transient occupancy is necessary to ensure that these uses will be compatible with surrounding residential uses and will not materially alter the neighborhoods in which they are located.
- B. A short-term rental license is a permission to operate a short-term rental in accordance with this chapter. An operating license may be terminated or revoked if the standards of this chapter are not met or the dwelling is sold or otherwise transferred as defined in this chapter. This chapter provides an administrative framework for licensing the annual operation of a short-term rental.
- C. The regulations of this code are not intended to permit any violation of the provisions of any other law or regulation.
- D. Exemption of a use from the provisions of this chapter shall not exempt the use from other applicable provisions of this Code.

5.10.030 Definitions.

- A. Applicant(s) means an owner(s) of a dwelling unit who applies to the City for a short-term rental operating license.
- B. Authorized agent is a property management company or other entity or person who has been designated by the applicant or licensee, in writing, to act on their behalf. The authorized agent may or may not be the designated representative for purposes of contact for complaints.
- C. City Manager means the City Manager or his or her designee.
- D. Hosted homeshare means the transient rental of a portion of a dwelling while the homeowner is present. For the purposes of this Title, "present" means the homeowner is staying in the dwelling overnight.
- E. Licensee means the owner(s) of a dwelling unit who holds a short-term rental operating license.
- F. Non-transient rental means to rent a dwelling unit or room(s) for compensation on a month-to-month basis, or for a longer period.
- G. Owner(s) means the natural person(s) or legal entity that owns and holds legal or equitable title to the property. If the owner is a business entity such as a partnership, corporation, limited liability company, limited

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

H. Short-term rental means a Hosted Homeshare or Vacation Home Rental.

I. Short-term rental operating license means the regulatory license required by HRMC 5.10.030 and described in this chapter. It will be referenced as an "operating license."

J. Transfer means the addition or substitution of owners not included on the original license application, whether or not there is consideration. If multiple owners exist on a license, individual owners may be removed from the license without constituting a transfer.

K. Transient rental means to rent a dwelling unit or room(s) for compensation on less than a month-to-month basis.

L. Vacation home rental means the transient rental of an entire dwelling unit.

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

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

✓ 5.10.040 Annual short - Term rental operating license required.

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

✓ 5.10.050 Application and fee.

A. *Application Required.* Applications for an operating license shall be on forms provided by the City, demonstrating the application meets the standards required by this chapter. The applicant or authorized agent shall certify the following information to be true and correct:

1. *Owner/Applicant Information.* Applicant's name, permanent residence address, telephone number, and the short-term rental address and telephone number.

2. Proof of Residential Use (for ~~conforming short term rentals~~ ^{Hosted Homeshares} within the ~~R-1, R-2 or R-3~~ ^{1-R, 2-R} zones only). The residential use of a dwelling unit shall be established through its continued use as the primary residence of the property owner. The applicant shall provide at least two of the following items as evidence that the dwelling is the primary residence of the owner:

- A copy of the voter registration.
- A copy of an Oregon Driver's License or Identification Card.

- A copy of federal income tax return from last tax year (page 1 only financial data should be redacted).
- 3. *Representative Information.* The applicant shall provide the name, telephone number, address and email of a local representative (which can be a person or company) who can be contacted concerning use of the property or complaints related to the short-term rental, as set forth in HRMC 5.10.080. For the purposes of this requirement, local means the representative's address is within a 30 minute travel time of the subject property.
- 4. *Parking.* Statement that required parking spaces are available, with a dated photo(s) submitted of interior and exterior parking spaces. A site plan including a parking diagram of these parking spaces shall also be submitted.
- 5. *Occupancy.* Occupancy limits and number of bedrooms.
- 6. *Good Neighbor Guidelines.* Acknowledgment of receipt and review of a copy of the City's good neighbor guidelines. In addition, evidence that the City's good neighbor guidelines has been effectively relayed to short-term rental tenants, by incorporating it into the rental contract, including it in the rental booklet, posting it online, providing it in a conspicuous place in the dwelling unit, or a similar method.
- 7. *Listing Number.* If they advertise, the listing numbers or website addresses of where the short-term rental advertises (such as the VRBO/Airbnb/rental website number, account number, URL, etc.).
- 8. A completed checklist for fire safety as required by HRMC 5.10.080(C)(2).
- 9. Proof of garbage service as required by HRMC 5.10.080(C)(3).
- 10. Such other information as the City Manager or designee deems reasonably necessary to administer this chapter.

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

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

✓ **5.10.060 Term of annual license and transferability.**

A. *Term.* A short-term rental operating license shall be renewable annually on or before January 15th, the license may be renewed annually for up to ^{three?} four years by the licensee or authorized agent provided all applicable standards of this chapter are met. If an authorized agent changes during the operating license period, the licensee shall timely notify the City in writing of the change.

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

✓ **5.10.070 Operating license and license renewal.**

✓ A. *License Must Be Obtained.*

1. An operating license shall be obtained and renewed as required in this section. The permission to operate a short-term rental in the City of Hood River shall be revoked for failure to obtain or renew a license to operate as provided in this chapter.

2. The maximum number of nights per year which a short-term rental may be operated shall be in accordance with HRMC 17.04.115 and as specified below. The license shall specify whether the short-term rental will be operated as a hosted homeshare or a vacation home rental; however, the number of nights allowed is the maximum number for all short-term rental use of the subject property. The maximum number of nights shall be indicated on the license and shall not be exceeded.

Short-term rentals in C-1 and C-2 zones:	365 nights/year
Conforming short-term rentals in R-1, R-2 and R-3 zones:	90 nights/year
Existing non-conforming short-term rentals in R-1, R-2 and R-3 zones:	See HRMC 5.10.070.A.3

3. *Existing Nonconforming Short-term Rentals within the R-1, R-2 and R-3 zones.* For the purposes of this section, an existing non-conforming short-term rental is one which meets all of the standards and criteria in HRMC 17.04.115.D. The extent of the non-conformity shall be limited to the maximum number of nights of transient rental which previously occurred in any one calendar year, 2013 through October 13th, 2016. The applicant has the burden of proving by a preponderance of credible evidence all of the elements of a nonconforming hosted homeshare or vacation home rental.

✓ B. *Application and Renewal Application Process.*

1. *Existing Short-term Rentals.* Existing short-term rentals may continue to operate until such time as the City has approved or denied the application. If approved, the license may be renewed annually thereafter in accordance with subsection C, below. If denied, operation of the short-term rental must cease within 30 days. Failure to submit an application as required by this section shall result in the loss of all non-conforming use status.

2. *New Short-term Rentals.* A license shall be obtained before beginning operations. A completed operating license application and fee may be submitted and issued at any time. The license may be renewed annually thereafter in accordance with subsection C, below.

✓ C. *Renewal Standards.*

1. Operating licenses may be renewed by the licensee annually for up to four years after the year of issuance. (4 year renewal = 5 years total)
2. The City will review an application for operating license renewal and issue a renewal provided all the standards in this chapter continue to be met. If not met, the City will not renew the operating license and the property shall not be used as a short-term rental.
- D. A decision on an operating license application or renewal may be appealed as provided in HRMC 5.10.120.

5.10.080 Criteria for approval of an operating license and operating license renewal.

- A. The applicant has the burden of proof to demonstrate compliance with each applicable criterion for approval or renewal of the operating license. The approval criteria also operate as continuing code compliance obligations of the owner. Staff may verify evidence submitted and the applicant shall cooperate fully in any investigation.
- B. To receive approval, an applicant must demonstrate that all approval criteria listed below has been satisfied:
1. *Zoning*. The property is in compliance with requirements of HRMC Title 17 (Zoning).
 2. *Contact Information*. The applicant or authorized agent has provided information sufficient to verify a qualified person will be available to be contacted about use of the short-term rental during and after business hours. The licensee or representative shall be available to be contacted by telephone to ensure a response to the short-term rental address at all hours (24 hours a day, seven days a week) while the dwelling unit is occupied for rent. Response must be within 30 minutes. The designated representative may be changed from time to time throughout the term of the license. To do so, the license information shall be revised with the City at least 14 days prior to the date the change takes effect, except when the failure to do so is beyond the licensee's control. In an emergency or absence, contact forwarding information to a qualified person may be provided for the licensee or representative. In the case of Hosted Homeshares, the contact person shall be the permanent resident who will be hosting the transient accommodations.
 3. *Notice to Neighbors*. For Vacation Home Rentals, the licensee or authorized agent shall either: (a) provide an annual mailing or otherwise distribute by hand, a flier to neighbors within a 250-foot radius of the short-term rental property address containing the operating license number and owner or representative contact information, or (b) post a small placard or sign as specified by the City on the property in proximity to the adjacent street advising neighbors and tenants of the same information where it can be seen from the public right-of-way.

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

- C. *Health and Safety*.

1. *Responsibility.* It is the licensee's responsibility to assure that the short-term rental is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, and other relevant laws.

2. *Fire and Emergency Safety.* A completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.) shall be required with each annual operating license application and renewal. The licensee shall be responsible for completing the fire safety checklist and ensuring continued compliance. Verification by the City shall be required prior to issuance of a license and may be required for each renewal at the City Manager's discretion.

3. *Solid Waste Collection - minimum service requirements.* During all months that the dwelling is available for transient accommodation, Vacation Home Rentals shall have weekly solid waste collection service with assisted pick-up provided by the solid waste provider, if available. For the purposes of this section, assisted pick-up means the collection driver retrieves the cart from the driveway, rolls it out for service, and then places it back in its original location.

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

- 1. A number or other identifying mark unique to the short-term rental operating license which indicates the license is issued by the City of Hood River, with the date of expiration;
- 2. The name of the licensee or representative and a telephone number where the licensee or representative may be contacted;
- 3. The number of approved parking spaces;
- 4. The maximum occupancy permitted for the short-term rental;
- 5. Any required information and conditions specific to the operating license;
- 6. Day of week of trash pickup;
- 7. The property address; and
- 8. The City of Hood River official logo.

*9. Coos Forest Protective Assoc. NOTICES
ID. Emergency Evacuation map*

E. The licensee shall be in compliance with the Hotel Tax Code pursuant to HRMC Chapter 5.09, and subject to the Tax Administrator's authority under that chapter.

F. *Parking.*

Plus one additional space.

1. One (1) ~~hard-surfaced~~ off-street parking space shall be provided for every ~~two~~ bedroom. ~~In calculating the number of spaces required, the total shall be rounded up.~~ Parking areas shall not be located in the front yard. If the garage is to be utilized to meet the parking requirement, a photo of the interior of the garage shall

be submitted to show the garage is available for parking. Required parking may be permitted on another lot within 250 feet of the subject property with a shared parking agreement or proof of legal parking access.

2. A parking diagram of the approved parking spaces shall be provided to tenants and be available in a prominent location within the short-term rental dwelling.

5.10.090 Additional operational requirements.

X Proof of Liability Insurance required (see Curry Co. 4,330 (11.))

A. *Advertising and License Number.* The licensee or authorized agent shall put the annual operating license number on all advertisements for the specific property, if legally possible.

B. *Complaints.*

1. *Response to Complaints.* The licensee or representative shall respond to neighborhood questions, concerns, or complaints in a reasonably timely manner depending on the circumstances.

2. *Record of Response.* The licensee or representative shall maintain a record of complaints and the actions taken in response to the complaint, if relevant, in an electronic or written manner deemed reasonable to document the interaction. If kept, this record can then be made available for City inspection upon request to investigate a complaint.

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

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

2. The City Manager ^{or their designated representative} may visit and inspect the site of a short-term rental to ensure compliance with all applicable regulations, during the City's normal business hours, and with reasonable notice and other procedural safeguards as necessary. Code violations shall be processed in accordance with HRMC Title 1.

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

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

2. Unattended barking dogs.

3. Activities that exceed noise limitations set by HRMC Title 8.09.

up to a maximum of 14 persons

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

occupancy plus six additional persons (e.g., a two-bedroom dwelling is permitted a maximum daytime occupancy of twelve).

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

✓ 5.10.100 Violations.

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

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

✓ 5.10.110 Penalties.

A. In addition to the fines and revocation procedures described below, any person or owner who uses, or allows the use of, or advertises, property in violation of this chapter is subject to the enforcement authority of HRMC Title

1.

B. Each twenty-four hour period in which a dwelling is used, or advertised, in violation of this chapter or any other chapter of the HRMC shall be considered an occurrence for calculation of the following fines:

1. The first occurrence of one or more violation(s) will incur a warning or other fine amount otherwise specified in HRMC, whichever is greater.
2. A second occurrence of one or more violation(s) within a 12-month period is subject to a \$250 fine or other fine amount otherwise specified in HRMC, whichever is greater.
3. A third occurrence and all subsequent occurrences of violation(s) within a 12-month period is subject to a \$500 fine or other fine amount otherwise specified in HRMC, whichever is greater.

C. *Revocation.* The following actions are grounds for immediate revocation of an operating license:

1. Failure to renew an operating license as set forth in HRMC 5.10.070 while continuing to operate a short-term rental.
2. The occurrence of three or more violations within a 12-month period resulting in fines pursuant to 5.10.110.B3.
3. The discovery of material misstatements or providing of false information in the application or renewal process is grounds for immediate revocation of the operating license.
4. Such other violations of this chapter of sufficient severity in the reasonable judgment of the City Manager, so as to provide reasonable grounds for immediate revocation of the operating license.

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

✓ 5.10.120 Appeals of short-term rental operating license determinations.

- A. *Filing Requirements – Notice.* The licensee or authorized agent may appeal a short-term rental operating license decision to deny or revoke an operating license under HRMC 5.10.100.
- B. *Authority to Decide Appeal.* The Hearings Officer shall be responsible for determining an appeal of a decision approving or denying an application or renewal application for an operating license, or revoking or suspending an operating license, in any zone.
- C. *Time for Filing.* An appellant is required to file a written notice of appeal including the basis for the appeal within 14 calendar days of the license determination being appealed. This requirement is jurisdictional and late filings shall not be allowed.
- D. *Fee for Appeal.* The City Council may establish by resolution a fee for filing an appeal, which shall be jurisdictional.
- E. *Procedures.* The City Manager may establish administrative procedures to implement the appeal procedures provided in this section, including any required forms. The Council may adopt procedures for hearings not in conflict with this section, including but not limited to time limits on oral testimony and limitations on written argument.
- F. *Hearing.* Within 35 days of receiving the notice of appeal, the City Manager shall schedule a hearing on the appeal before the Hearings Officer. At the hearing, the appellant shall have the opportunity to present evidence and arguments as may be relevant. The Hearings Officer may direct the City Attorney to draft findings of fact and interpretations of code or law to be considered at a later meeting.

G. *Standard of Review and Decision.* The Hearings Officer shall determine whether the City's decision was based on a preponderance of the evidence. A decision of the Hearings Officer shall be based on the evidence received, in writing and signed by the chair, no later than 30 days after the close of the hearing. The Hearings Officer may determine not to suspend or revoke the license, or to revoke or suspend the license. If the Hearings Officer upholds the decision to revoke the operating license, the Hearings Officer shall order the licensee to discontinue use as a short-term rental. If the Hearings Officer reverses the decision to revoke the operating license, the operating license shall be continued.

H. *Finality.* The Hearings Officer's decision shall be final on the date of mailing the decision to the appellant. The Hearings Officer's decision is the final decision of the City and is appealable only by writ of review to Circuit Court.

✓ 5.10.130 Discontinuance of short-term rental occupancy.

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

B. *After Expiration.* If a short-term rental operating license expires, the dwelling unit may not be used or occupied as a short-term rental until such time as a subsequent license has been granted for that property.

✓ 5.10.140 Remedies not exclusive.

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

The Hood River Municipal Code is current through Ordinance 2068, passed July 11, 2022.

Disclaimer: The City Recorder's Office has the official version of the Hood River Municipal Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.

City Website: cityofhoodriver.gov

Code Publishing Company

(ZONINGS)

17.04.115 Hosted homeshares and vacation home rentals.

* See attachment, #1 for Cap

Dwelling units may be used as hosted homeshares or vacation home rentals in the Urban-Low-Density-Residential Zone (R-1), Urban Standard-Density-Residential Zone (R-2), Urban High-Density-Residential Zone (R-3), Office/Residential Zone (C-1), and General Commercial Zone (C-2). 1-R, 2-R, 4-C, 10-MU

* See attachment, #5 Distance requirement

A. License Required.

1. Persons operating a hosted homeshare or vacation home rental shall obtain a short-term rental operating license pursuant to Chapter 5.10 of the Hood River Municipal Code.

B. Use Restrictions - All Zones.

1. Other than in a recreational vehicle park,

~~the~~ The room(s) for transient rental shall not include rooms within a recreational vehicle, travel trailer, or tent or other temporary shelter. Rooms within a detached or attached accessory dwelling unit are subject to HRMC 17.23. Rooms in accessory dwelling units shall not be used for transient rental.

2. The maximum occupancy for the dwelling shall be two persons per bedroom plus two additional persons. For example, a two-bedroom dwelling would have a maximum occupancy of six persons.

Upto a maximum of 14 persons.

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

C. Additional Use Restrictions - Residential Zones (R-1, R-2 and R-3).

Plus one additional space.

1. A hosted homeshare or vacation home rental is only permitted when it is an accessory use to the existing and continued residential use of a dwelling as the primary residence of the property owner. Proof of primary residence shall be provided in accordance with Chapter 5.10 of the Hood River Municipal Code.

2. The accessory use of a primary residence as a hosted homeshare or vacation home rental is limited to a total of ninety (90) days per calendar year.

D. Prior Existing (Nonconforming) Use. For purposes of hosted homeshare and vacation home rentals, the nonconforming use provisions in HRMC Chapter 17.05 (Nonconforming Uses and Structures) shall apply except as specifically modified in this section.

1. Except as provided in subsection D6, any hosted homeshare or vacation home rental lawfully established and actually in existence prior to the effective date of this 2016 ordinance may continue as a legal nonconforming use subject to the following "amortization periods":

a. Until 5 years from the adoption date of this ordinance, at which time use of the property shall come into compliance with the parking requirements in 17.04.115(B)(3).

b. Until 7 years from the adoption date of this ordinance, at which time use of the property shall come into full compliance with the then-applicable provisions of this HRMC Title 17.

2. A hosted homeshare or vacation home rental in the ^{b-R, 2-02} ~~R-1, R-2 and R-3~~ zones shall be deemed to be lawfully established and actually in existence if, at any time between January 1, ~~2013~~ and the effective date of ~~this 2016~~ ordinance ^{all of the following occurred: the moratorium, 2019 Jan 20, 2022,}

need to discuss

a. The home was actually used as a hosted homeshare or vacation home rental as defined in HRMC 17.01.060;

b. The owner obtained from the City a Certificate of Authority to Collect Transient Room Tax; and

c. The owner actually paid a Hotel Tax to the City pursuant to HRMC Chapter 5.09.

3. The proponent of the nonconforming use status of a hosted homeshare or vacation home rental has the burden of proving by a preponderance of credible evidence all of the elements of a nonconforming hosted homeshare or vacation home rental.

4. In addition to proving the elements of a nonconforming hosted homeshare or vacation home rental as described in subsection D2 of this section, to maintain that status, the owner shall apply for and obtain a Short Term Rental Operating License under HRMC Chapter 5.10 within 12 months of the effective date of Ordinance 2026, which is October 13, 2017, and maintain in good standing that License for the remaining duration of the amortization periods provided in this section. Failure to maintain the Short Term Rental Operating License in good standing for the remaining duration of the amortization periods shall result in the immediate termination of any nonconforming use status the home may otherwise have had by operation of law and without the need for any action by the City. The non-conforming use status provided for herein does not transfer with title to the property.

5. A valid non-conforming hosted homeshare or vacation home rental under this subsection D may be nonconforming with regard to subsection 17.04.115(B)(3), (C)(1) and (C)(2) requirements provided that the extent of the non-conformity with subsection C2 is limited to the maximum number of nights of transient rental which previously occurred in any one of the following calendar years: 2013, 2014, 2015 or 2016 to the effective date of this ordinance.

6. In the event that the amortization periods provided for herein are insufficient compensation for a property owner to recoup his or her reasonable investment in the property's actual use as a lawful transient rental (i.e., hosted homeshare or vacation home rental) or imposition of these regulations results in a demonstrable reduction in the property's fair market value, such a property owner may apply for and seek additional or other compensation from the City under ORS 195.310 to 195.314. Such a property owner may also provide documentation of the owner's reasonable investments in the nonconforming use of the property exclusively for its use as a transient rental that exceed the value that can be recouped by continued transient rental use of the property for the amortization periods and which cannot be put to any other economically viable use of the property. If the property owner demonstrates with credible evidence a reduction in fair market value or that the owner's reasonable investment in the property as a lawful transient rental is not recouped by the amortization periods provided for herein, the city may provide additional compensation in a

form and amount of its choosing. The property owner may appeal any such final determination pursuant to ORS 195.318.

The Hood River Municipal Code is current through Ordinance 2068, passed July 11, 2022.

Disclaimer: The City Recorder's Office has the official version of the Hood River Municipal Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.

City Website: cityofhoodriver.gov

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STR October Attachment

Jessica,

These points are to accompany the modified Hood River STR ordinances submitted. I'll also email you a copy. Hopefully this and the Hood River markup from my memory of the things we wanted at the meeting will help move the process along.

Thanks,

Greg

1. Wording for a cap on STRs in residential zones. Example from Manzanita zoning code:

Section 6.030 General Provisions Regarding Accessory Use.

3. Short Term Rental. A short term rental operated according to the following standards and procedures:

a) A cap shall be placed on short term rentals in the R-2, R-3 and the SR-R zones. This cap shall be 17.5% of the dwelling units within these zones. This percentage cap is based on the ratio of registered short term rentals to the total number of dwelling units in the R-2 and R-3 zones as of January 5, 1994, the date this cap was initially established for the R-2 and R-3 zones. [Amended by Ord. 06-03, passed 9/18/06]

b) Any property owner proposes to operate a short term rental shall make application to the City upon suitable forms furnished by the City. The application shall be signed by all persons shown as owners of the property by the most recent Tillamook County Assessor's tax records. A property owner shall have only one short term rental permit. Where a property owner held more than one permit prior to January 5, 1994, those permits shall remain valid until sale or conveyance of the property. Where a property owner within the SR-R zone held a permit prior to September 18, 2006 that permit shall remain valid until sale or conveyance of the property, and that property shall not be included in the calculation of the percentage cap on short term rentals under subsection (a) of this section until such time as the permit is no longer valid.

g) Owners and guests of short term rentals shall obey all applicable Ordinances and regulations of the City. Any individual found in violation of a City Ordinance shall be subject to the enforcement and penalty provisions contained in the applicable Ordinance.

2. Wording for a waiting list. Example from Manzanita Management Code:

f. Waiting list in certain areas. If the Dwelling Unit is located within the area subject to the cap placed on the number of Short-Term Rentals by Section 6.030(3)(a) of Ordinance 95-4 and no licenses are available, the Owner who is otherwise eligible to receive a license will be placed on a waiting list. The City shall notify the applicant, in writing via regular or electronic mail, of the status of the pending license. If at any time the applicant chooses to withdraw their application from consideration, the applicant must do so in writing.

As a license within the capped area becomes available, it will be offered to the Owner whose approved application has been on the list for the longest time. Within one week of notification,

the license fee and all forms and documentation required must be submitted to the City. Failure to submit the license fee and required forms and documentation to the City will result in the license being offered to the next applicant on the waiting list.

3. If the City Council adopts a number for a cap that is less than the number of currently legally operating STRs, language will be needed to allow them to continue (after meeting the new rules) until they are sold or transferred.
4. Proof of Liability Insurance wording is in Curry County STR rules 4.330 Standards #11
5. Wording for 300 foot distance between an existing STR and a newly licensed one. Example from Coos Bay zoning code:
17.370.030 (13) Vacation Rental Location Distance Limitations in Residential Zones. Establishment of a vacation rental within 300 feet of an existing vacation rental is prohibited.
6. Limitation on multiple ownership is addressed in Item #1 above in Manzanita zoning code.
7. The names and contact information for Owners and Local Agents for purposes outlined in this section shall be publishable for use by the public and other entities to address Short-Term Rental complaints and other issues. (in Manzanita management code)
8. Proof of Use. Example from Newport Oregon management code.
 7. Proof of Use. For vacation rental renewals, room tax remittance records must show that the unit has been rented at least 30 days within the 12-month fiscal year. The City Manager may reduce the required number of rental days, or set aside this provision entirely, in circumstances where a vacation rental, or group of rentals, cannot be rented for reasons beyond the control of the vacation rental owner.
(Chapter 4.25.030(C)(7) was amended by Ordinance No. 2168 adopted on June 29, 2020; effective June 30, 2020.)

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 10/20/2022

SUBJECT: Right of Way Ordinance

ITEM NO: 7 a.

I have attached a copy of the ROW code that the City of Port Orford currently has in place. Also a copy of the County ROW code. On the 5th page of the county code I have highlighted a portion that I thought could help the City with the encroachment problems that we currently have on the ROW. I would like to know what the council thinks of this additional change to the code?

There is also nothing in the code about the ROW approval process. Currently it is with the City Council. We are wanting to change that process. However, do you have certain types of applications that the City Council should look at?

Once we get these questions answered I am able to finish putting together this code revision.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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Chapter 12.24

RIGHTS-OF-WAY

Sections:

- 12.24.010 Definitions.**
- 12.24.020 Jurisdiction.**
- 12.24.030 Scope of regulatory control.**
- 12.24.040 City permission requirement.**
- 12.24.050 Obligations of the City.**

12.24.010 Definitions.

For the purpose of this chapter, the following mean:

“Person” means an individual, corporation association, firm, partnership, joint stock companies and similar entities.

“Public rights-of-way” means and includes, but is not limited to, streets, roads, highways, bridges, alleys, sidewalks, trails, paths, public easements and all other public ways or areas, including subsurface and air space over these areas.

“Within the City” means territory over which the City now has or acquires jurisdiction for the exercise of its powers. (Ord. 97-06 § 1, 1997)

12.24.020 Jurisdiction.

The City of Port Orford has jurisdiction and exercises regulatory control over all public rights-of-way within the City under the authority of the City Charter and State law. (Ord. 97-06 § 2, 1997)

12.24.030 Scope of regulatory control.

The City has jurisdiction and exercises regulatory control over each public right-of-way whether the City has a fee easement or other legal interest in the right-of-way. The City has jurisdiction and regulatory control over each right-of-way whether the legal interest in the right-of-way was obtained by grant, dedication, prescription, reservation, condemnation, annexation, foreclosure or other means. (Ord. 97-06 § 3, 1997)

12.24.040 City permission requirement.

- A. No person may occupy or encroach on a public right-of-way without the permission of the City. The City grants permission to use rights-of-way by franchises, licenses and permits.
- B. It shall be the duty of an owner, or person in charge of property that abuts a public right-of-way to maintain vegetation and trees so as not to create a hazard and to contact the City Administrator to obtain permission and follow the City’s instructions prior to trimming or removal of any tree in the right-of-way adjacent to that property. Any person who, by any means, causes or aids in the removal of trees from City property and/or City rights-of-way without first obtaining permission from the City of Port Orford, is guilty of a violation of this chapter. (Ord. 2006-03 § 1, 2005; Ord. 97-06 § 4, 1997)

12.24.050 Obligations of the City.

The exercise of jurisdiction and regulatory control over a public right-of-way by the City is not official acceptance of the right-of-way, and does not obligate the City to maintain or repair any part of the right-of-way. (Ord. 97-06 § 5, 1997)

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ARTICLE THREE – ROADS**DIVISION FOUR USE OF ROAD RIGHTS-OF-WAY**

SECTION 3.04.010 AUTHORITY

This division is being adopted by the Curry County Board of Commissioners under the authority of ORS 374.309 and ORS 819.140.

SECTION 3.04.020 DEFINITIONS

- 1) "Erect" means to construct, build, assemble, place, affix, attach, create, paint, draw, or in any way bring into being established.
- 2) "Clear Zone" means, as defined by the Federal Highway Administration, an unobstructed, traversable roadside area that allows a driver to stop safely, or regain control of a vehicle that has left the roadway.
- 3) "Disabled Vehicle" means a vehicle which does not reasonably appear to be currently capable of being legally operated on a public road due to the condition of the vehicle or mechanical issues, including but not limited to missing major components such as an engine, transmission, windshield or wheels, flat tires, or other obvious damage or mechanical issues which reasonably leads a deputy to believe that the vehicle is inoperable.
- 4) "Hazard or Obstruction" means a vehicle or any structure standing in such a manner as to jeopardize public safety and the efficient movement of pedestrian or motor vehicle traffic including but not limited to those situations described in ORS 819.120.
- 5) "Recreational Vehicle" means a vehicle with or without motive power that is designed for human occupancy and to be used temporarily for recreational, seasonal, or emergency purposes; and as further defined by ORS 801.409 and ORS 197.492 or any such state law as may be amended.
- 6) "Towing" means the taking possession of a vehicle and removing it to a storage facility at the request of law enforcement personnel.

**SECTION 3.04.030 WORK IN RIGHTS-OF-WAY; PERMIT REQUIRED;
CONDITIONS; EQUITABLE REMEDY**

- 1) Except as otherwise provided in this division, no person shall place, build, construct, extend, enlarge or otherwise work on any facility, thing or appurtenance in the right-of-way of a County Road without first obtaining a permit from the County Roadmaster. This requirement applies to all work, including but not limited to the following:
 - a. Constructing, grading, surfacing or providing drainage facilities under the access to a private driveway or approach road;
 - b. Pipelines, irrigation lines, sewer lines, underground cables, overhead wires and utility poles;
 - c. Signs, billboards, symbols, notices, advertisements or directional guides;

- d. Sidewalks, curbs, gutters, retaining walls, meters, inlet basins, fences and ornamental objects;
 - e. Planting of trees or other vegetation; and
 - f. Mailboxes and supports other than those conforming to design standards provided by the Road Department.
- 2) No person shall construct or maintain any facility, thing, or appurtenance within any such right-of-way in violation of any of the conditions of a permit or any of the provisions of this division.
 - 3) No person shall use, occupy or maintain any facility or thing placed wholly or partly within the road right-of-way in violation of, or without first obtaining the permits required by, any law in effect at the time such thing or facility is so placed.
 - 4) Nothing in this section shall be construed to prevent the County from removing anything from a County road right-of-way, whether or not the same is installed under a permit or in compliance with this division, where the County Board of Commissioners finds that such removal has become necessary to the public's use or improvement of the road.

**SECTION 3.04.040 EXCEPTIONS TO CERTAIN REQUIREMENTS;
INTERPRETATION**

- 1) A permit is not required for the following, providing the work does not involve excavation:
 - a. Performing maintenance or minor improvement to existing facilities lawfully in place;
 - b. Utilizing lawfully installed facilities as intended when installed, including the following:
 - i. Inspection and cleaning of sewer and storm water facilities;
 - ii. Inserting cables in existing conduits or making service connections within a terminal structure; and
 - iii. Utilization that is expressly acknowledged by prior permit provisions; and
 - c. Other miscellaneous minor activities as specifically approved in writing by the Roadmaster.
- 2) Nothing in this section shall:
 - a. Limit or affect any of the powers granted to, or duties imposed upon, the County Board of Commissioners, the Department of Transportation, or the Public Utility Commissioner by ORS 758.010 and 758.020, or any rights granted or authorized under those statutes or any other statutes pertaining to powers, duties and rights of the aforesaid;
 - b. Grant and right for the construction or placing of an approach road, structure, pipeline, ditch, cable, wire or other facility, thing or appurtenance on the right-of-way of any County road; or

- c. Be deemed to affect any approach road, structure, pipeline, ditch, cable, wire, or other facility, thing or appurtenance lawfully placed or constructed upon the right-of-way of any County road prior to September 13, 1967, subject, however, to the authority reserved to the County Board of Commissioners in Section 3.04.030 (4)

SECTION 3.04.060 REVIEW OF PERMIT APPLICATIONS

From the date this division becomes effective the authority contained in ORS 374.305 through 374.325 relating to County roads applies to any facility, thing or appurtenance within a County road right-of-way. After a completed application with the required fee has been submitted, the Roadmaster, or his or her authorized representative, shall review the application and shall issue the permit if he or she determines that the proposal will comply with the provisions of this division and the applicable requirements imposed by State law. The Roadmaster may impose additional written conditions on a permit consistent with the provisions of this division if he or she finds such conditions to be necessary to the public interest in the safe use of the road and the preservation of the public improvements therein and on the property adjoining the same. The Roadmaster may also require the applicant to submit plans which, when approved, will become part of the conditions of the permit. The Roadmaster shall prepare appropriate forms to assist the applicant in providing the information necessary for the application review.

If the applicant disagrees with the Roadmaster's interpretation of the regulations or with the conditions imposed by the Roadmaster, or if the Roadmaster finds that the proposal raises problems of public safety or problems having to do with the public use or protection of the road, which problems are not addressed in the regulations, then either may refer the application to the County Board of Commissioners, which Board shall, within thirty (30) days, afford them an opportunity to be publicly heard and make its final decision in the matter. If the Board finds that the proposal creates a problem to public interest in the road which cannot be solved by the application of the regulations or adequate conditions, the Board shall deny the application.

The Roadmaster shall arrange for whatever field study and inspection he or she deems to be appropriate to assure compliance with the requirements.

SECTION 3.04.070 PERMIT REGULATIONS AND CLASSIFICATION

- 1) The regulations pertaining to each of the various permits issued by the Roadmaster, which are set forth in Exhibit D, "PERMIT REGULATIONS & CLASSIFICATION" following the text of this division, are hereby adopted and made a part of this division.
- 2) A permit fee shall be paid at the time the application for a permit is submitted to the Roadmaster. All permits issued by the Roadmaster shall be classified under one of the following headings on a general "Facility Permit" form:
 - a. Driveway/road approach permit;
 - b. Road encroachment permit;

- c. Road improvement permit;
 - d. Special permit;
 - e. Utility permit;
- 3) Copies of the regulations appropriate to the classification, as determined by the Roadmaster, shall be attached to, or referenced on, each permit issued.

SECTION 3.04.080 PERMIT FEES

Fees for the various permits required by this division shall be set by Board resolution.

SECTION 3.04.090 EXEMPTIONS FROM FEE REQUIREMENT

No fee shall be required for a permit in the following circumstances:

- 1) Where installation of public facilities by public or quasi-public entities is involved;
- 2) Where the Roadmaster finds that the organization which proposes the installation is engaged in a nonprofit activity and that the activity is for the benefit of the general public;
- 3) Where the permitted facility, thing or appurtenance in the right-of-way of the County road is in lawful existence as of the effective date of this division except that this exemption does not apply to work done after such effective date; and
- 4) In any instance where the Roadmaster deems it to be in the best interests of the County to waive the permit fee.

SECTION 3.04.100 ALTERATION OR REMOVAL OF TREES AND VEGETATION IN COUNTY ROAD RIGHTS-OF-WAY

- 1) All trees within a County right-of-way are subject to the County's control, and no tree may be altered or removed without a permit from the County. The permit requirement does not apply to public utilities exercising their rights within the right-of-way pursuant to State Law of franchise. The authority to issue a permit under this section is delegated to the Roadmaster or his or her authorized representative. In issuing a permit, the County shall have the authority to impose such conditions as it deems necessary for public safety and convenience.
- 2) The County has and claims the right to remove or alter any tree, or remove any other vegetation, situated entirely within the County road right-of-way if, in the judgement of the Roadmaster, such removal is necessary to the use or improvement of the road or related facilities or for public safety.
- 3) If the Roadmaster finds that a tree to be removed may have marketable or ornamental value to the owner of the land abutting the half of the right-of-way on which the tree is situated, the County shall first send notice to the abutting owner, giving the owner thirty days within which to secure a permit and alter or remove the tree or vegetation. If within that period of time the tree or other vegetation is not removed or altered to the extent necessary to the public safety and convenience as found by the Roadmaster, the County may remove or

alter the tree or vegetation, and if it is a merchantable tree, retain it to defray the cost of removal. For purposes of giving notice under this subsection, the owner according to the Assessor's records of the property abutting the half of the right-of-way within which the tree is situated shall be deemed the owner of the underlying tree. Notwithstanding the foregoing, if the Roadmaster or his or her authorized representative determines that an emergency exists which may affect the public safety, no notice shall be required prior to the removal of the tree or vegetation.

- 4) The Roadmaster may define by written policy those criteria by which he or she determines that the removal or alteration of a tree or other vegetation within a County road right-of-way is necessary for public safety or convenience; that a tree is marketable or has ornamental value to abutting property; or that an emergency exists which may affect the public safety. When such written policy is approved by the Board of Commissioners, any determination made by the Roadmaster pursuant to the policy is final.
- 5) Notwithstanding subsection (4) hereof, the Board of Commissioners may, on its own motion, within the said thirty days, review a proposal to remove a tree under this division and may determine, at its discretion, whether there is a public interest which outweighs the public safety issue raised by the presence or condition of the tree, or may determine at its discretion that the public safety and convenience can be adequately served without the removal of the subject tree considering its value or function.

SECTION 3.04.110 PROHIBITED ACTIVITIES ON COUNTY RIGHTS-OF-WAY

The following is prohibited in rights-of-way within the unincorporated areas of Curry County:

- 1) Lighting of fires;
- 2) Depositing of putrescible or non-putrescible solid waste, or refuse of any kind except in designated containers;
- 3) Camping, staying overnight, or any activity establishing occupancy or of a residence, whether temporary or permanent; and
- 4) Erection of any temporary or permanent structure, building, or facility, including but not limited to tents, shacks, lean-tos, stands, or shelters within the roadway clear zone in a manner which has the potential of creating a safety hazard;
- 5) Parking unlawfully, including but not limited to:
 - a. Parking of any vehicle without license plates, with expired registration tags, or with an expired temporary licensing permit; and
 - b. Parking of any vehicle in a manner which interferes with the safe flow of traffic or creates a safety hazard, including parking for any extended length of time within the clear zone of any roadway.
 - c. Parking of a recreational vehicle for more than twenty-four hours, except when parked lawfully adjacent to the property of the recreational vehicle's owner, not within thirty feet from any roadway intersection or parking lot entrance, and without any occupants.

- i. Moving a recreational vehicle to a different site within the County shall not constitute the start of a new twenty-four hour period.

**SECTION 3.04.200 VIOLATIONS; REMOVAL OR CORRECTION OF
INSTALLATIONS; PROSECUTION**

- 1) If any person fails to obtain a permit or to comply with the appropriate regulations or permit conditions, then the Roadmaster may take appropriate action to remove or correct the installation and recover the cost from the person responsible, all in accordance with the authority contained in ORS 374.307 and 374.320 as such statutes relate to County roads. However, such action shall not waive the County's right to prosecute the offender under Section 3.04.990.
- 2) In addition to the remedies set forth in subsection (1) hereof or prescribed by ORS 374.307, 374.320, and 819.100-819.200, violation or failure to comply with provisions of this division may be punishable by citation under appropriate provisions of Article 10 of the Curry County Code, or as otherwise provided by this division. When applicable, a separate offense may be deemed committed each day during or on which such unlawful condition is maintained or continued after citation or notice of violation has been given.
- 3) Certain vehicular parking violations, such as those creating a safety hazard, may be subject to immediate custody and towing as provided by ORS 819.120. The statutory and code requirements under these provisions require notice and explanation of procedures available for obtaining a hearing prior to towing. Any locks installed to prevent towing of a vehicle in violation of this division may be removed for the purpose of towing the vehicle. Any vehicles parked in such a manner as to prevent the towing of a vehicle in violation of this division may be temporarily moved for the purpose of providing access for towing of the vehicle in violation.

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 10/20/2022

SUBJECT: Contract with Code Enforcement

ITEM NO: 7 b.

Attached is a copy of the draft of the code enforcement contract. I have taken the changes to the County and they have a meeting the 18th. If they accept the changes that we have proposed I am expecting an updated contract by the meeting on the 20th.

I have attached a copy of the 1st draft for you to review again to let me know if there are any other changes you would like. If I receive the approved contract before the meeting I will make it available for your review.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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Draft

**INTERGOVERNMENTAL AGREEMENT FOR CODE ENFORCEMENT
SERVICES - CURRY COUNTY and CITY OF PORT ORFORD**

Contract # _____

RECITALS

Within the city limits of Port Orford, Curry County is responsible for enforcing dog control regulations to the extent allowed by Section 4.01.040 of County Code, while the City of Port Orford is generally responsible for maintaining compliance Federal, State and local regulations within city limits.

The City desires to enter into an agreement whereby Curry County Code Enforcement will incorporate the City of Port Orford within their jurisdiction, and thus will offer services such as are available in the unincorporated areas of Curry County within the city limits of Port Orford.

The Curry County Board of Commissioners has authorized the Code Enforcement Division to enforce Federal, State, County, and City regulations within the city limits of Port Orford.

AUTHORITY

In accordance with the provisions of ORS Chapter 190, the City of Port Orford is authorized to provide for the performance of a function or activity in coalition with a unit of local government. By acceptance of this Agreement, Curry County certifies that it meets the criteria set forth therein for eligibility for the provision of services for the City of Port Orford.

Pursuant to Section 10.01.160 of Curry County Code, the Curry County Board of Commissioners (hereinafter "Board") is authorized to enter into intergovernmental agreements with any city in Curry County in order to facilitate enforcement of County Code. The Board has authorized the Code Enforcement Division to enter into this Agreement.

PURPOSE

The purpose of this Agreement is to allow Curry County Code Enforcement to provide Code Enforcement services within the city limits of Port Orford pursuant to Federal, State, and local regulations. Services to be provided include the maintenance of community safety, sanitation, environmental health, zoning/land use compliance, quality of life, and property value protection. This Agreement will facilitate enforcement services to the City of Port Orford in a cost-effective manner while maximizing services to the community.

As Curry County Code Enforcement has implemented a case tracking system and developed referral systems with other agencies, the intake, tracking and documentation required in Code Enforcement would reduce time spent by Port Orford City Staff. Historically, investigation and enforcement of complaints within city limits recurrently find cross-jurisdictional violations. Therefore, the coalition of code enforcement activities within one dedicated program will improve staff efficiency and reduce enforcement-related and administrative costs to the City of Port Orford. With the adoption of this IGA, Curry County Code Enforcement staff would become responsible for field education and enforcement of State, County and City regulations within the City Limits of Port Orford.

AGREEMENT

The recitals set forth above are true and correct and incorporated herein by reference. The parties agree as follows:

1. INTAKE

Complaints will be accepted from the public, as well as City representatives. Intake may be made in the following manner:

- through contact with Code Enforcement staff by phone;
- through contact with Code Enforcement staff by email;
- through complaint intake maintained by the City of Port Orford; or
- via the "Report a Concern" form on the Code Enforcement Department website .

1.1 After-Hours or Emergency Intake

After-hours and emergency complaints may be made through the Curry County Dispatch Operations Center: (541) 247-3242.

1.2 Acknowledgement

County Code Enforcement shall acknowledge all new complaints/referrals in writing within two business days and begin initial contact or investigation within ten business days. Reported violations threatening life, health, or safety shall be assigned higher priority over other complaints and investigated as soon as possible. County Code Enforcement retains discretion to pursue complaints on a case-by-case basis.

2. DUTIES AND AUTHORIZATION

2.1 Curry County Code Enforcement

Pursuant to this Agreement, Curry County Code Enforcement (CCCE) staff shall:

- a. Enforce applicable Federal regulations, State Statutes, County Code and City Municipal Code within the City of Port Orford.
 - i. CCCE staff is authorized to enforce non-compliance with City Municipal Code including but not limited to safety, sanitation, planning/zoning compliance, erosion prevention and sediment control, and flood damage prevention.
- b. Annually provide approximately ____ hours of code enforcement services to the City of Port Orford. These hours shall be distributed throughout the term of the Agreement as is practicable.
- c. Intake complaints and referrals from citizens and City Officials regarding alleged violations in the manner provided by Section 1 of this Agreement.
- d. Maintain a confidential log and records related to code enforcement complaints received within the City of Port Orford. This information shall be provided to the City Administrator, Chief of Police, Fire Chief, or their representative upon request.

- e. Liaison with City Administrator or their designated representative relative to enforcement actions within the City of Port Orford.
- f. Provide a quarterly report to the City of Port Orford describing enforcement activities within the City.
- g. Subject to officer availability, participate in community outreach or public education programs upon request of the City Administrator.
- h. Provide any equipment or supplies needed for code enforcement services provided under this Agreement.

2.2 City of Port Orford Duties and Authorization

Pursuant to this Agreement, the City of Port Orford shall:

- a. Designate the City Administrator as liaison to CCCE for the purposes of this Agreement.
- b. Refer new and existing/ongoing suspected violations covered by this agreement to CCCE.
- c. Allow CCCE access to case information for all code enforcement actions performed within the City of Port Orford.

would like us to have the authority

d. Issue CCCE authority to direct the closure of any code enforcement case within the City of Port Orford.

- e. Provide logistical, administrative or safety support to CCCE staff involved in enforcement actions upon request by CCCE.
- f. Authorize the City Administrator to act as the appeal hearing officer in any complaints or appeals of code enforcement actions within the city limits of Port Orford; with secondary appeal requests being the responsibility of the Port Orford City Council.
- g. Meet with CCCE staff as necessary to address or respond to code enforcement concerns.
- h. Authorize CCCE staff to authorize CCCE staff to issue code enforcement citations using City Ordinances and to present cases to Port Orford Municipal Court for adjudication.
- i. Authorize that fines derived from citations processed through the Circuit Court shall be used to defray Court and County costs. Fines derived from citations process through City Municipal Court shall be used to defray Court and City costs.

2.3 Responsibilities of Both Parties

- a. Work cooperatively to develop community resources, grants, and other programs which directly support code enforcement activities within the City of Port Orford.

- b. Develop community outreach and education programs related to code enforcement programs within the City of Port Orford.

3. RENUMERATION

The City of Port Orford shall provide an annual remuneration for services provided by CCCE in the sum of \$_____.00, due by _____. Costs for this program services or support resulting from this IGA, incurred by either CCCE or the City of Port Orford, shall be the responsibility of the agency incurring the costs.

4. LIMITATIONS OF LIABILITY

Both parties agree that each party shall not be subject to claim, action, or liability arising in any manner whatsoever out of any act or omission, interruption, or cessation of services by the other party under this Agreement. Each party shall not be liable or responsible for any direct, indirect, special, or consequential damages sustained by the other party to this Agreement, including but not limited to delay or interruption of business activities that may result in any manner whatsoever from any act or omission, interruption, or cessation of services.

5. PERSONNEL

No employees will be formally transferred pursuant to this Agreement. County and City will continue to pay their own employees and shall keep accurate records of hours worked pursuant to this Agreement. County and City are subject employees under ORS Chapter 656 and shall procure and maintain current valid workers' compensation insurance for all subject workers throughout the period of this Agreement. The Agreement does not change the status of any employee, contractor, or officer of the parties.

6. TERM

Unless otherwise arranged by the mutual consent of both parties, this agreement shall be effective as of the signing of this agreement and shall continue in full force for one fiscal year. Upon written consent of both parties, this Agreement may be extended in intervals of one year.

7. TERMINATION

7.1 Method of Termination.

This Agreement may be terminated as follows:

- a. Mutual Consent. This Agreement may be terminated at any time by the written mutual consent of both parties.
- b. Parties' Convenience. This Agreement may be terminated at any time by either party upon 30 days' written notice, delivered by certified mail or in person.

7.2 Payment Upon Termination

Upon termination by the City of Port Orford, the County shall assess the balance due for any Code Enforcement services provided under this Agreement from the beginning of the annual term through the date of termination and provide a statement to the City Administrator. These fees shall be charged at the same rate as agreed upon between the parties at the execution or subsequent

amendment of this Agreement. The City shall pay these fees within 30 days of receipt of the statement of fees from the County.

8. AMENDMENTS

Any amendments to this Agreement must be made in writing and mutually agreed upon by the parties. Amendments shall reference this Agreement and upon execution be filed with the Curry County Clerk.

9. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS, AND MAKING PAYMENTS

All notices, bills, payments, and other official correspondence shall be made in writing and may be given by personal delivery to the representative indicated below, or by U.S Mail to the parties at the following addresses:

CURRY COUNTY
Code Enforcement Division
94235 Moore Street
Suite 113
Gold Beach, Oregon 97444
(541) 247-3204
CodeEnforcement@co.curry.or.us

CITY OF PORT ORFORD
Office of City Administrator
555 W. 20th Street
PO Box 310
Port Orford, Oregon 97465
(541) 332-3681
JGinsburg@portorford.org

10. ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties hereto and supersedes any and all prior express and/or implied statements, negotiations, and/or agreements between the parties, either oral or written, and may not be amended, changed, or modified in any way except by written agreement signed by all parties hereto.

Dated this _____ day of _____, 2022.

For City of Port Orford

For Curry County

Jessica Ginsburg, City Administrator
City of Port Orford

Melvin Trover, Officer
Curry County Code Enforcement

Approved as to form:

Anthony Pope, OSB #192939
Curry County Legal Counsel

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 10/20/2022

SUBJECT: NHMP Resolution 2023-01

ITEM NO: 7 c.

The Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan (NHMP) includes Curry County, Brookings, Gold Beach, Port Orford, Port of Gold Beach, and the Port of Port Orford. The Port of Brookings Harbor is not represented because they published a standalone plan several years ago due to immediate funding assistance needs. The NHMP must be updated every five years and is required when applying for certain types of non-emergency disaster assistance such as: Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), and Flood Mitigation Assistance (FMA). In addition to funding assistance, hazard mitigation planning reduces loss of life and property by minimizing the impact of disasters. It begins with state, tribal, and local governments identifying natural disaster risks and vulnerabilities that are common in their area, this can be found in Section I of our plan. After identifying these risks, long-term strategies for protecting people and property from similar events are developed, these strategies are the action items found in Section II of our plan. Mitigation plans are key to breaking the cycle of disaster damage and reconstruction. When reviewing the action items in Section II, it is important to remember that these items are not commitments but items we would like to address if the funding and opportunity were made available. Only the plans and projects identified as action items in this plan are eligible for the previously mentioned grants. By expanding the action item list to encompass multi-year projects, the jurisdictions and county have proven our ability to forecast long-term needs while creating more opportunities for grant applications and funding assistance.

Suggested Motions

Motion to Approve Resolution 2023-01 for NHMP.

I move to adopt the 2022 Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan for the City of Port Orford.

Motion to Deny Resolution 2023-01 for NHMP.

I move to deny the 2022 Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan for the City of Port Orford.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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RESOLUTION NO. 2023-01**A RESOLUTION ADOPTING THE 2022 CURRY COUNTY
MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN**

WHEREAS, natural hazards threaten life, businesses, property, and environmental systems in the City of Port Orford and throughout Curry County;

WHEREAS, an understanding of the nature, extent, and potential impacts of natural hazards is the foundation for developing strategies to reduce or eliminate those impacts;

WHEREAS, natural hazards mitigation planning is the process through which such understanding and strategies are developed and a process for implementation is established in the City of Port Orford and throughout Curry County;

WHEREAS, it is in the interest of Curry County and the cities and special districts located therein to undertake natural hazards mitigation planning and implementation together as coordinated planning strengthens communities and better serves all;

WHEREAS, Curry County and the Cities of Brookings, Gold Beach, and Port Orford previously prepared, implemented, and updated multi-jurisdictional natural hazards mitigation plans in accordance with the Disaster Mitigation Act of 2000. These plans were each approved by the Federal Emergency Management Agency (FEMA) for a period of five years;

WHEREAS, the Port of Gold Beach and the Port of Port Orford, each participated updating the 2022 Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan in accordance with the Disaster Mitigation Act of 2000, thereby developing their first natural hazards mitigation plans;

WHEREAS, the 2016 Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan is the most recent and expired on March 16, 2021;

WHEREAS, having a natural hazards mitigation plan developed in accordance with the Disaster Mitigation Act of 2000 and approved by FEMA is a prerequisite for local government eligibility for certain federal pre- and post-disaster mitigation funds;

WHEREAS, adoption of the updated 2022 Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan is required for FEMA approval of the 2022 Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan and restored eligibility for certain federal pre- and post-disaster mitigation funds;

WHEREAS, adoption of the updated 2022 Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan demonstrates the City of Port Orford's commitment to reducing or eliminating the potential impacts of natural hazards and to achieving the Plan's goals;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF PORT ORFORD:

Section 1. The City of Port Orford City Council hereby adopts the recitals above in support of this resolution.

Section 2. The City of Port Orford City Council hereby adopts the Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan.

DATED this 20th day of October, 2022.

BY:

ATTEST:



Pat Cox, Mayor

Jessica Ginsburg, Recorder

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 10/20/2022

SUBJECT: Watershed Resolution 2023-02

ITEM NO: 7 d.

PROVIDED BY COUNCIL MEMBER VILEISIS

At the October 20, 2022 PO City Council meeting –the POCC needs to pass a resolution that can be included in the DWSRF loan application (by Nov. 7) that meets the following requirement: *Provide a loan approval resolution from the applicant's governing board or similar authorization for signing a loan agreement and establishing a loan reserve account.*

Key ISSUES/QUESTIONS for discussion to prepare a proper resolution Council will need to decide upon the AMOUNT of the loan:

\$782k is needed for the land, but the PO Watershed Council has recommended that we add additional monies to the loan amount to cover anticipated upfront costs and to demonstrate to the grantors that we will be good stewards. Keep in mind, HALF the loan will be forgiven. The amount typically recommended for stewardship is 5-10% of the cost of the land. The amount recommended by the watershed council is \$10k-\$50k.

Stewardship money: (\$10k-\$50k) –for planning, forest management activities

Closing costs: ~\$10k—for escrow

RECOMMENDED TOTAL AMOUNT FOR LOAN: \$802k -\$842k

Suggested Motions

Motion to Approve Resolution 2023-02 for Wilson Parcel Purchase

I move to approve resolution 2023-02 for the purchase of the Wilson Parcel not to exceed \$842,000.

Motion to Deny Resolution 2023-02 for Wilson Parcel Purchase

I move to deny resolution 2023-02 for the purchase of the Wilson Parcel not to exceed \$842,000.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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RESOLUTION NO. 2023-02

A RESOLUTION TO APPROVE THE LOAN APPLICATION FOR THE ACQUISITION OF THE WILSON PARCEL IN OUR DRINKING WATER SOURCE AREA

WHEREAS, the City of Port Orford recognizes that providing clean, pure drinking water for citizens is a fundamental responsibility.

WHEREAS, DEQ’s Drinking Water Assessment for Port Orford identified our city’s water source as vulnerable because of soil types, tributaries on steep slopes, and close proximity of those tributaries to the intake area located the land formerly owned by Wilson, Inc. and because this land would be subject to intensive commercial timber harvest, DEQ has encouraged acquisition of the land by the City as a proactive step to protect our source water;

WHEREAS, the City of Port Orford recognizes the benefits of owning, conserving, and managing the forested lands of the watershed that supplies our drinking water—to avoid sedimentation, to reduce fire risks, to minimize road building, impervious pavement, and polluted runoff, and to provide for abundant flows for our public drinking water system, as identified in our city Water Master Plan;

WHEREAS, the City of Port Orford seeks to own, conserve, and manage—as much as possible—of the forested lands of the watershed that supplies our municipal drinking water for public benefit;

WHEREAS, the City of Port Orford entered into an agreement with the Conservation Fund to be a bridge buyer for the 160-acre Wilson parcel to help the city secure ownership of this important land within the Port Orford drinking water source supply area;

WHEREAS, the cost of the land, plus closing costs and stewardship funds will not exceed \$842,000

WHEREAS, the City of Port Orford desires to obtain financing from the Department of Environmental Quality’s Drinking Water State Revolving Fund to reimburse the Conservation Fund for the land and complete the transaction.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF PORT ORFORD:

The Port Orford City Council authorizes the Mayor and the City Administrator to sign all documents required to sign a loan agreement and establish a loan reserve account in support of completing acquisition of the Wilson Parcel in our drinking water source area.

DATED this 20th day of October, 2022.

BY:

ATTEST:





Pat Cox, Mayor

Jessica Ginsburg, Recorder

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 10/20/2022

SUBJECT: Sign Permit/ ROW Senior Center

ITEM NO: 8 a.

Attached is the ROW request and sign permit application for the Senior center. John was not available before the packet had to be submitted to approve the request. By the time we have the council meeting on the 20th he will have reviewed the information.

Suggested Motions

Motion to approve ROW and Sign permit for the Senior Center

I move to approve the ROW and Sign Permit Application for the Senior Center to install a sign on the corner of 101 and 16th street.

Motion to deny ROW and Sign permit for the Senior Center

I move to deny the ROW and Sign Permit Application for the Senior Center to install a sign on the corner of 101 and 16th street.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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CITY OF PORT ORFORD
SIGN PERMIT APPLICATION FORM

FOR OFFICE USE ONLY

Date Received: _____
Required Fee: \$ _____
Fee Receipt #: _____

APPLICANT:

Name Port Orford Senior Center

Address 1536 Jackson St
Port Orford OR 97465

Telephone (541) 404-6403 Fax () _____

PROPERTY OWNER:

Linda Valet 541-332-5771
Senior Center

Name Port Orford Senior Center

Address 1536 Jackson St
Port Orford, OR 97465

Telephone () _____ Fax () _____

PROPERTY DESCRIPTION:

Assessor Map # 3315-05AA Tax Lot(s) 3000 Lot Size 0.60 Acres
Street Address 1536 Jackson St
Zoning R1 Current Use/Development _____

SIGN DESCRIPTION:

Sign Type:

Freestanding Fascia Awning Marquee Painted Wall Electronic
Sign Surface Area 4 x 4 sq. ft. Sign Height 5 ft. above ground

Please briefly describe sign construction and lighting (if any) 2 treated 4 x 4
posts into ground, 2 sheets 4 x 4 1/4" weather proof
plywood sign on each 2 sides

APPLICANT SIGNATURE: Linda Valet Date Oct 11 2022
FOR POSC ^{OVER}

City of Port Orford

CITY RIGHT-OF-WAY USAGE LICENSE

City Ordinance Chapter 12.24

Licensee Information:

Date: 10-12-2022

Name: Port Orford Senior Center Phone: _____

Address: 1536 Jackson St Signature: Linda Valet for Sr. Center

Property location: 1536 Jackson St. (sign 10 ft in from 101 + 16th st

Assessors Map#: 8815-05A^R Lot#: 3600

Description of Improvements: Attach Drawings / Plans if available:

permanent sign place 10 ft from corner of 16th and 3 ft from side walk 101
(same as Happy Tails Pet Supplies)

Agreements:

1. Licensee confirms they are the owner of the property adjacent to the City's right of way.
2. Licensee agrees that this license is personal to the licensee, non-transferable and may be revoked by the City of Port Orford at any time and without notice to licensee.
3. Licensee agrees that the use of the City's right of way is limited to the specific use authorized by this license.
4. Licensee shall notify in writing any purchaser of the property of this revocable license.
5. Licensee shall have all utilities and property lines located and marked at licensee's expense before submitting permit. (Utility locate service 1-800-332-2344)
6. The City of Port Orford reserves the right to remove any ground cover, landscaping or structures without compensation to licensee/property owner for utility installation/repair, Street maintenance/repairs, Street widening, Sidewalk construction and/or any other Street improvements, Right-of-way maintenance or any other actions deemed necessary by the City of Port Orford.
7. **HOLD HARMLESS CLAUSE:** The licensee agrees that their performance under this permit is at their own sole risk and that they shall indemnify the City of Port Orford, its agents and employees and hold harmless from any and all liability for damages, costs, losses and expenses resulting from, arising out of, or in any way connected with this permit and from any loss arising from the licensee's use of the property, or from the licensee's failure to perform fully hereunder, and the licensee further agrees to defend the City of Port Orford, its agents, and employees, against all suits, actions or proceedings brought by any third party against them for which the permit holder would be liable hereunder.

To be placed 20 ft from 101 center line
and

25 ft from center line

12 ft from fire hydrant

3 ft from sidewalk edge

Even with sign from Happy Tail Pet Supplies 2 sides

4 ft

Senior Center
and
Thrift Store



Open Today

Bingo Tonight

Taco Friday
\$5.00

Live Music Night

3 more interchangeable signs for

total height
6 ft
or
5 ft

4 ft

Removable double sided sign

2
4x4"
x 8' posts
into ground

2 or 3 ft
into ground

16th St

STOP

16th & 101

THRIFT
STORE
OPEN
←

