

**CITY OF PORT ORFORD
HYBRED SESSION OF THE COMMON COUNCIL
THURSDAY, FEBRUARY 16, 2023 AT 5:30 P.M.**

AGENDA

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

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1. Call to Order/ Flag Salute/ Roll Call
 - a. Swearing in of Council: Perri Rask (Pg. 3-4)
2. Additions to the Agenda
3. Presentations to Council/Citizens- Gorse/Fire Reduction Plan- Erin Minster
4. Consent Calendar (Pg. 5-12)
 - a. Re-appointment of Greg Thelen to Planning Commission(Pg. 7-8)
 - b. Meeting Minutes December 20, 2022 (Pg. 9-12)
5. Citizens’ Concerns (Speak Only for Old & New Business Items on the Agenda)
6. Departmental Reports-

a. Public Works (Pg. 13-14)	b. Administration (Pg. 15-18)	c. Finance (Pg. 19-48)	d. Planning (Pg. 49-50)
e. Liaison			
Fire District	TLT- Pogwizd	Watershed- Vileisis (Pg. 51-52)	
Port- Cox	Parks- Tidey	Emergency Mgmt.- Burns/Ward	
School District	Main Street- Burns		
7. Old Business
 - a. Adoption of proposed Gorse Infestation Fire Reduction Management Plan (Pg. 53-54)
 - b. Resolution 2023-01 Banking/ Signatures New Council (Pg. 55-58)
 - c. Scope of Work for Raw Water BRIC Grant Application (Pg. 59-66)
 - d. Siskiyou Discovery Homeschool Cooperative (Pg. 67-80)
 - e. Short-Term Rental Ordinance Review and suggestions (Pg. 81-106)
8. New Business
 - a. Resolution 2023-03 Authorization for new Bank Account- Parks Fundraising Account (Pg. 107-112)
 - b. Historic Preservation Commission Recommendation for Lindberg House (Pg.113-114)
 - c. Shoji Planning Contract approval (Pg. 115-120)
9. Continuing Action Items (Updates in Administration Report)

a-Rotary Club	b- Website	c- Roof Quotes	d- Wetland walkway
e- Short Term Rentals	f- Police Levy	g- Union Negotiations	
10. Considerations

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

Thursday, March 16, 2023, In Gable Chambers Regular Meeting and Online 5:30pm.

12. Adjourn

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

- If you plan to speak/comment during the meeting (when permissible to do so), please announce your name and “how” you are joining the meeting (i.e. by computer and/or phone). Speak slowly and clearly, so the organizer may “find” you and identify your “caller” location.
- Please wait to be called on to speak, to avoid talking over someone.
- When you are not speaking, please mute yourself (so the organizer doesn’t have to do this).
- Please limit side conversations and multitasking while you are in the meeting.
- Be aware even if you are not on camera, sound can be heard over unmuted phones and will be distracting. And if you are on camera “absences” will be noticeable, and also distracting.
- To minimize feedback noise, we will only have the meeting host, Mayor, and one other speaker unmuted at any time during the meeting.
- Please be aware that if poor etiquette is being observed, it may be called out so you have an opportunity to fix the situation.



Oath of Office

State of Oregon
County of Curry
City of Port Orford

ss. *City of Port Orford*

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

Perri Rask, City Councilor

Date

Subscribed and sworn to before me this 16th day of February 2023

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

Date

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 02/16/2023

SUBJECT: Consent Calendar

ITEM NO: 4 a & b

Attached is a new format for the City Council Meeting Minutes from the Council Regular Meeting on December 20, 2022. Also included in the consent calendar is the Planning Commission Appointment of Greg Thelen.

Suggested Motions

Motion to Approve the Consent Calendar

I move to approve the Consent Calendar for February 16, 2023.

Motion to Deny the Consent Calendar

I move to deny the Consent Calendar for February 16, 2023.

Motion to Approve the Consent Calendar with changes

I move to approve the Consent Calendar for February 16, 2023 with the following changes.....

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

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

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

Name: Greg Thelen

Mailing Address: PO Box 216

Home Address: 165 23rd St. Port Orford OR 97465

Home Phone: 503-841-9218 Work Phone: _____ Fax: _____

E-mail: gkthelen@gmail.com

Current Employment: Retired

Area of Interest: Planning, zoning

Area of expertise: building construction, education, administration

Why do you want to serve? To help manage Port Orford growth and liveability

Previous service in this appointed position or similar position 2 yrs P.O. Planning Commission

Other volunteer activities Port Orford Co-op

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no

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

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

Additional Comments Thank you for the opportunity to serve Port Orford

Date: 12-29-22 Signature: Greg Thelen

Please return application to:

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

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

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CITY OF PORT ORFORD CITY COUNCIL MEETING MINUTES

December 20, 2022 | 5:32 p.m. | Gable Chambers in Port Orford City Hall

Meeting called by	Mayor Cox	Mayor Pat Cox	Staff Present:
Type of meeting	Regular Monthly City Council Meeting	Gary Burns	Administrator J. Ginsburg
Excused:	Tim Pogwizd	Lorin Kessler	Attorney S. Kudlac
	James Garratt	Greg Tidey	Public Works: J. Isadore
		Ann Vileisis	

AGENDA TOPICS

Presentation to Council/Citizens | Siskiyou Discovery Homeschool

Would like to use the A-Frame for two days possibly three days from 9:00 a.m. to 1:00 p.m. for Siskiyou Discovery Homeschool Cooperative.

Council consensus to send this to the Parks Commission for liability research and what requirements are needed from CIS.

Action items

Person responsible

Parks Commission to finish research and make recommendation to City Council.	Councilor Tidey
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Departmental Reports | J. Isadore and J. Ginsburg

Dredging Permit was confirmed as part of the Raw Water BRIC Grant Application. Reviewed task lists and updates on the progress of the tasks.

Extending the Moratorium of Short-Term Rentals | J. Ginsburg

Councilor Vileisis moved to extend the moratorium on short term rentals in 1R and 2R for another year. Councilor Kessler Seconded.

Council Voted unanimously to extend the moratorium on short-term rentals in 1R and 2R.

Action items

Person responsible

Meeting with D. Kearns to not make this a land use Ordinance.	J. Ginsburg
Draft to Council January	J. Ginsburg

BRIC Grant Update | J. Ginsburg, M. Ward, Civil West Engineering

Civil West Engineering stated that projects from 2005 and the 2014 Water Master Plan were included in the Treated Water BRIC grant application because Port Orford needed a basis for the reason of the applications and they are established by the Water Master Plan. Clarification on the Priority 1, 2, and 3 projects within the application and about scope of work changes.

BRIC Grant is a 90% Grant with a 10% match and match funds cannot be another federal grant. J. Ginsburg and staff are working on other State grants to use as matching funds to avoid a bond.

Action items

Person responsible

State Review for Applications December 2022	J. Ginsburg
Finished applications due to OEM January 13 th for them to submit to FEMA January 27 th .	J. Ginsburg

Extension of Meeting Time |

Councilor Kessler moved to extend the meeting with Councilor Burns as a second. Council Voted unanimously to extend the meeting.

Purchase of 2 New Servers and 1 New Computer | J. Ginsburg

Councilor Burns moved to approve the purchase of 2 new servers and 1 new workstation for up to \$16,224 with Councilor Vileisis as a second.

Council Voted unanimously to purchase 2 new servers and 1 new computer.

Action items

Person responsible

Follow up with Comp-U-Talk about offsite back-up options	J. Ginsburg
Follow up with Comp-U-Talk on purchase of servers and workstation.	J. Ginsburg

City Council Year-End Wrap Up | Councilor Kessler

Councilor Kessler expressed his appreciation for this opportunity and the accomplishments over his term.

 Continuing Action Items | Mayor Cox

Action items	Person responsible
Website upgrade	J. Ginsburg
Meeting Processes	J Ginsburg/ Council Members
Job Openings/ Posting on Website	J. Ginsburg

 Considerations | Councilors

Councilor Burns requested a Council consensus to look into City Property to use for affordable housing projects. Council unanimously will welcome proposals and Mayor Cox will add them to future agendas.

Councilor Vileisis expressed her appreciation for Councilor Kessler and Garratt for their service to the community. Announced that the 12th Mayor of Port Orford Leon White has passed and informed the council that a booklet is being prepared outlining his contributions to Port Orford.

Future Meeting/ Adjourn | January 19, 2023 Closed Meeting at 8:14 p. m.

Attest:

 Mayor, Pat Cox

 City Recorder, Jessica Ginsburg

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Water Plant: Op's - NO Run Days 4

Raw water into plant 5,721,000 Treated water 4,217,000 Backwash water used 97,000 Leaks 90,000

Water Treatment plant, Finished Water Pump Replacement

1. Finished water pump #1 has been installed job completed.
2. Coast guard hill pump station in progress, quote received

Electronic read water meters: propagation study has been completed, I'll be speaking with vendor to discuss next step forward.

Water distribution leaks repair:

Waste Water plant: Op's:

Repairs & maintenance plant / collections.

- **Grit system Update**, Installed and running, working out control issues.
- **DO Probes**, waiting quote.
- **Blowers received**, installed blower #1, waiting VFD drive / Portland engineering.
- **Pending Influent Flow Meters**, site meet with Owens pump quote pending

Streets Maintenance:

- potholes, cold patched received and placed. We'll continue with repairs as time allows
- Trimmed brush back on streets / intersections.

Parks

- Brush cutting and landscape work @ community BLDG.
- Brush cutting and landscape work @ Battle Rock, clearing stairwells steps to beach area
- Pick up and disposal of trash and debris in parks.
- Continued mowing and trimming of parks.

PW Works Equipment PM's

- Run and Pm generators monthly
- Vehicle Pm's as needed

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PORT ORFORD CITY COUNCIL MEETING

DATE: 01/19/2022 TIME:

Adjourn 9: PM

BOARD MEMBERS

ADMIN STAFF

NOTES

- Pogwizd
- Rask - Excused
- Vileisis
- Webb
- Burns
- Cox
- Tidey

- Ginsburg
- Isador
- Hobart
- Kudlac

OTHERS: Media: Port Orford News- Matt Hall

Additions to Agenda:



MOTION Consensus Agenda Subject: Approval of Election Proclamation_
 Moved Second carried failed Effective Date

To: Mayor Cox announced the approval of the Election results by reading the proclamation for the election on November 8, 2022.

Pogwizd Tidey Burns Rask Vileisis Webb Cox



MOTION X Consensus Agenda Subject: Meeting Minutes
Burns Moved Tidey Second carried X failed Effective Date

To: Councilor Webb and Councilor Burns motioned to table the Meeting Minutes approval till they are reviewed and presented in accurately. Clause on the minutes states that are “ prepared to the best of our ability considering the challenging quality of the audio for those attending in the Gable Chambers and the occassional inability to determine the speaker.”

Motion to table PASSED

Pogwizd n/a Tidey Y Burns Y Rask A Vileisis Y Webb Y Cox n/a



MOTION X Consensus Agenda Subject: City Council President
Tidey Moved Webb Second X carried failed Effective Date 01/20/2023

To: Councilor Tidey motioned to have Councilor Vileisis for the next City Council President.

Pogwizd Y Tidey Y Burns Y Rask A Vileisis Y Webb Y Cox n/a

PORT ORFORD CITY COUNCIL MEETING

MOTION X Consensus Agenda Subject: BRIC Grant Update/ Discussion
Webb Moved Vileisis Second X carried failed Effective Date

To: Councilor Webb motioned for City Staff to have the following priorities: 1)Hubbard’s creek impound & raw water storage aka Dredging 2) New meters 3) Finding Grants to assist in the matching funds for the BRIC grant.

Pogwizd Y Tidey Y Burns Y Rask A Vileisis Y Webb Y Cox n/a

MOTION Consensus Agenda Subject: Goal Setting & Planning Workshop
 Moved Second carried failed Effective Date

To: Set additional workshops for Short-Term Rentals and Goal/Priority Setting. 02/07/2023- Short-Term rentals with D. Kearns and Planning. 02/09/2023- Goals/Priority Settings for City Council and Staff.

Pogwizd Tidey Burns Rask Vileisis Webb Cox

MOTION Consensus Agenda Subject: Resolution 2023-02
 Moved Second carried failed Effective Date

To: Motion to table Resolution 2023-02 to remove the previous council members as signers to Rogue. _

Pogwizd Y Tidey Y Burns Y Rask A Vileisis T Webb T Cox n/a

MOTION Consensus Agenda Subject: Scope of Work for Civil West Eng.
 Moved Second carried failed Effective Date

To: Councilor Vileisis expressed about the price tag of ¼ of a million dollars but it was explained that this will go towar ds match funds should the grant to accepted. These will get the City shovel ready

projects should any other grants become available. _____

Pogwizd Y Tidey Y Burns Y Rask A Vileisis Y Webb Y Cox n/a



MOTION X Consensus _____ Agenda Subject: Community Building Dog Training

Webb Moved Tidey Second X carried _____ failed Effective Date _____

To: Send this project to the Parks Commission to complete the reasearch and come back to council with a recommendation.

Pogwizd Y Tidey Y Burns Y Rask A Vileisis Y Webb Y Cox n/a

TO DO:

STR- Workshop with Planning on 02/07/2023- To be discussed in more detail in Old Business

Website- Working with Jessie hoping to be able to show current draft at the Council meeting.

Roof- Received some new names from the public and council members. Working on setting up dates for them to give the City quotes.

Watershed- The highschool has a shop teacher and I have reached out to Mr. Jones about the opportunity for his class to repair the walkway. I will keep everyone informed on the progress of this opporunity.

Off-Site Backup- Working with Comp-u-Serve on the new machines and the off site back up when the new machines are up and running.

Union Agreement Negotiations- Re-open and start for agreement that ends June 2023.

Council Pogwizd, John Isadore and Jessica to have initial meeting and meet with Council before initial meeting with the Union.

Rotary Club- February 2nd Jessica received a 30 day notice for the termination of the Rotary Club management Agreement. Suggest putting this on the next council meeting agenda. Copy of notice is attached.

New Hire- We have hired Joseph Harrison to fill in the gaps needed within City Hall. He is an amazing addition and is very eager to learn planning with Crystal. Along with website maintenance, accounting and various other tasks.

Police Levy- The levy needs to be on the ballot this November. This is also suggested to be on the next agenda for City Council.

Skating Club- Working with CIS. They will be onsite on Wed. the 15th of February.

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 2/16/2023

SUBJECT: Finance

ITEM NO: 6 c.

We were still not receiveing the breakout from the County Treasurer between the City General and the Local Option. However, David Barnes and I have been in contact and are working on a solution. I was able to work with the data provided by the County to reach the correct numbers between the General and local option tax payments.

As of the End of January the cash balances are:

Rouge: \$154,460.10

LGIP (Local Government Investment Pool): \$2,980,786.15

Attached are the following:

Balance Sheet

Income Statement

Check Register

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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Balance Sheet

Account Summary

As Of 01/31/2023

City of Port Orford

Account	Name	Balance
Fund: 010 - GENERAL FUND		
Assets		
010-11100	Claim on Cash - Rogue	27,605.36
010-11101	LGIP Claim on Cash	539,140.67
010-11110	Rogue Checking 9177	0.00
010-11140	LGIP	0.00
010-11160	Rogue Savings 6500	5.70
010-11170	Petty Cash	400.00
010-12115	Taxes Receivable	14,075.67
010-12210	Accounts Receivable	739,058.00
010-12290	Est. Uncollectable Accounts	-671,315.00
010-13210	Deposit in Transit	0.00
010-13410	Government Grant Receivable	0.00
010-14370	Prepaid Expenses	22,478.15
	Total Assets:	671,448.55
		<u>671,448.55</u>
Liability		
010-21310	Accounts Payable	6,582.81
010-21350	Accrued Salary	1,980.00
010-23110	Interest Payable	0.00
010-23111	Accrued Interest	0.00
010-23120	Citation Refund Payable	0.00
010-23130	Net Wages Payable	-1,980.00
010-23151	FICA/FIT/ W/H	0.00
010-23152	State W/H	0.00
010-23153	Workers Comp/Payable	-0.46
010-23161	Health Benefits Package	0.00
010-23162	PERS	0.00
010-23163	Cobra/Medical	0.00
010-23170	SUTA	0.00
010-23180	Payroll Withholding	0.00
010-23185	Reimbursement	0.00
010-25710	Deferred Revenue	6,892.00
010-25715	Deferred Revenue (Business License)	5,520.00
010-25910	Vacation Payable	-2,079.72
010-28230	Reserved for Inventory	0.00
010-CITES	DERFERRED REVENUE CITATIONS	34,800.00
	Total Liability:	51,714.63
Equity		
010-39299	Fund Equity	349,878.75
	Total Beginning Equity:	349,878.75
Total Revenue		603,546.00
Total Expense		-333,690.83
Revenues Over/Under Expenses		269,855.17
	Total Equity and Current Surplus (Deficit):	619,733.92
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>671,448.55</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance	
Fund: 014 - PARKS FUND			
Assets			
014-11100	Claim on Cash	52,301.29	
014-11101	LGIP Claim on Cash	238,793.52	
014-11110	Cash in Bank	0.00	
014-11140	LGIP	0.00	
014-12210	Accounts Receivable	0.00	
014-14370	Prepaid Expenses	3,241.18	
	Total Assets:	<u>294,335.99</u>	<u>294,335.99</u>
Liability			
014-21310	Accounts Payable	955.52	
014-23130	Net Wages Payable	0.00	
014-23151	FICA/FIT/ W/H	0.00	
014-23152	State W/H	0.00	
014-23153	Workers Comp/Payable	0.00	
014-23161	Health Benefits Package	0.00	
014-23162	PERS	0.00	
014-23163	Cobra/Medical	0.00	
014-23180	Payroll Withholding	0.00	
014-23185	Reimbursement	0.00	
014-25910	Vacation Payable	-1,094.58	
	Total Liability:	<u>-139.06</u>	
Equity			
014-39299	Fund Equity	211,672.30	
	Total Beginning Equity:	<u>211,672.30</u>	
Total Revenue		158,995.11	
Total Expense		<u>76,192.36</u>	
Revenues Over/Under Expenses		82,802.75	
	Total Equity and Current Surplus (Deficit):	294,475.05	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>294,335.99</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance
Fund: 020 - PUBLIC SAFETY		
Assets		
020-11100	Claim on Cash	-64,102.12
020-11101	LGIP Claim on Cash	212,391.20
020-11110	Cash In Bank	0.00
020-11140	LGIP	0.00
020-11170	Petty Cash	0.00
020-12115	Taxes Receivable	11,013.00
020-12210	Accounts Receivable	0.00
020-14370	Prepaid Expenses	22,376.77
020-15011	Restricted - Drug Enforcement	300.00
	Total Assets:	<u>181,978.85</u>
		<u>181,978.85</u>
Liability		
020-21310	Accounts Payable	11,017.01
020-23130	Net Wages Payable	0.00
020-23151	FICA/FIT/ W/H	0.00
020-23152	State W/H	0.00
020-23153	Workers Comp/Payable	0.00
020-23161	Health Benefits Package	-40.00
020-23162	PERS	-0.04
020-23163	Cobra/Medical	0.00
020-23180	Payroll Withholding	0.00
020-23185	Reimbursement	0.00
020-24511	Unclaimed Property	0.00
020-25710	Deferred Revenue	9,752.00
020-25910	Vacation Payable	-20,394.28
	Total Liability:	<u>334.69</u>
Equity		
020-39299	Fund Equity	49,779.81
	Total Beginning Equity:	49,779.81
Total Revenue		401,759.90
Total Expense		<u>269,895.55</u>
Revenues Over/Under Expenses		131,864.35
	Total Equity and Current Surplus (Deficit):	181,644.16
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>181,978.85</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance	
Fund: 030 - WATER ENTERPRISE FUND			
Assets			
030-11100	Claim on Cash	3,341.20	
030-11101	LGIP Claim on Cash	4,066.86	
030-11110	Cash in Bank	0.00	
030-11140	LGIP	0.00	
030-11171	Cash in Office	0.00	
030-12210	Accounts Receivable	10,949.75	
030-13410	Government Grant Receivable	0.00	
030-13450	Note Receivable	0.00	
030-14370	Prepaid Expenses	14,975.71	
030-14400	Deferred Outflow	143,137.00	
030-14410	Deferred Outflow - RHIA	916.00	
030-14450	Pension, Net	0.00	
030-14510	Construction In Progress	248,798.00	
030-14610	RHIA Asset - Net	1,973.00	
030-15010	Restricted Cash-Deposits	4,750.00	
030-16510	Contributed Capital	0.00	
030-17110	Land	83,862.35	
030-17120	Land-Bussman Property	135,464.00	
030-17210	Water Plant Building	152,028.00	
030-17311	Water System Improvements	2,837,700.74	
030-18110	Equipment	389,966.72	
030-19310	Accum Depreciation-Equipment	-232,637.00	
030-19320	Accum Depreciation-Bldg	-132,273.00	
030-19330	Accum Depreciation-Water Syste	-2,165,545.00	
	Total Assets:	1,501,474.33	<u>1,501,474.33</u>
Liability			
030-21310	Accounts Payable	15,799.89	
030-21721	Water Revenue Bond Payable	0.00	
030-21780	Promissory Note Pay-Sterling	0.00	
030-21790	Promissory Note Payable	0.00	
030-21795	Note Payable - Watershed	0.00	
030-23110	Interest Payable	0.00	
030-23130	Net Wages Payable	0.00	
030-23151	FICA/FIT/ W/H	0.00	
030-23152	State W/H	0.00	
030-23153	Workers Comp/Payable	-0.54	
030-23161	Health Benefits Package	0.00	
030-23162	PERS	0.00	
030-23163	Cobra/Medical	0.00	
030-23180	Payroll Withholding	0.00	
030-23185	Reimbursement	0.00	
030-24510	Deposits-Restricted Water & Sewer	3,250.00	
030-24511	Unapplied Credit-Water	12,041.63	
030-25710	Deferred Inflow	20,695.00	
030-25720	Deferred Inflow - RHIA	340.00	
030-25790	Net Pension Liability	378,913.00	
030-25910	Vacation Payable	9,096.00	
030-28510	Contributed Capital	0.00	
	Total Liability:	440,134.98	
Equity			
030-39289	Capital assets, net of debt.	1,270,945.58	
030-39295	Restricted Fund Equity	0.00	
030-39299	Fund Equity	-126,066.77	
	Total Beginning Equity:	1,144,878.81	

Balance Sheet

As Of 01/31/2023

Account	Name	Balance
Total Revenue		261,356.26
Total Expense		<u>344,895.72</u>
Revenues Over/Under Expenses		-83,539.46
Total Equity and Current Surplus (Deficit):		1,061,339.35
Total Liabilities, Equity and Current Surplus (Deficit):		<u>1,501,474.33</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance
Fund: 031 - WATER CAPITAL RESERVES		
Assets		
031-11100	Claim on Cash	0.00
031-11101	LGIP Claim on Cash	148,656.90
031-11110	Cash in Bank	0.00
031-11140	LGIP	0.00
	Total Assets:	<u>148,656.90</u> <u>148,656.90</u>
Liability		
031-21310	Accounts Payable	0.00
	Total Liability:	<u>0.00</u>
Equity		
031-39299	Fund Equity	81,543.26
	Total Beginning Equity:	<u>81,543.26</u>
Total Revenue		67,113.64
Total Expense		<u>0.00</u>
Revenues Over/Under Expenses		67,113.64
	Total Equity and Current Surplus (Deficit):	148,656.90
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>148,656.90</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance
Fund: 035 - SEWER ENTERPRISE FUND		
Assets		
035-11100	Claim on Cash	64,992.08
035-11101	LGIP Claim on Cash	201,523.46
035-11110	Cash in Bank	0.00
035-11140	LGIP	0.00
035-11171	Cash in Office	0.00
035-12210	Accounts Receivable	10,444.37
035-13410	Government Grant Receivable	0.00
035-14370	Prepaid Expenses	12,454.80
035-14400	Deferred Outflow	104,129.00
035-14410	Deferred Outflow - RHIA	666.00
035-14450	Pension, Net	0.00
035-14510	Construction In Progress	0.00
035-14610	RHIA Asset - Net	1,436.00
035-15010	Restricted Cash-Deposits	4,050.00
035-15110	Restricted-Reserve Bond 1 & 2	48,916.00
035-15111	Restricted-Reserve Bond 3	133,252.00
035-17110	Land	1,390.00
035-17310	Sewer System Improvements	6,182,876.02
035-18110	Equipment	58,694.00
035-19300	Accumulated Depreciation	-2,710,892.47
035-19310	Accum Depreciation-Equipment	-52,561.00
	Total Assets:	4,061,370.26
		<u>4,061,370.26</u>
Liability		
035-21310	Accounts Payable	3,896.14
035-21720	Sewer Revenue Bond	499,645.00
035-21730	Sewer Revenue Bond 2003	1,980,500.50
035-21792	Sewer Interim Note Payable	0.00
035-23110	Interest Payable	21,522.39
035-23130	Net Wages Payable	0.00
035-23151	FICA/FIT/ W/H	0.00
035-23152	State W/H	0.00
035-23153	Workers Comp/Payable	-0.56
035-23161	Health Benefits Package	0.00
035-23162	PERS	0.00
035-23163	Cobra/Medical	0.00
035-23180	Payroll Withholding	0.00
035-23185	Reimbursement	0.00
035-24110	Restricted-Reserve Bond 1 & 2	0.00
035-24111	Restricted-Reserve Bond 3	0.00
035-24510	Deposits-Restricted Water & Sewer	3,150.00
035-25710	Deferred Inflow	15,057.00
035-25720	Deferred Inflow - RHIA	247.00
035-25790	Net Pension Liability	275,651.00
035-25910	Vacation Payable	3,842.00
035-28510	Contributed Capital	0.00
	Total Liability:	2,803,510.47
Equity		
035-39289	Capital assets, net of debt.	1,198,131.05
035-39295	Restricted Fund Equity	182,168.00
035-39299	Fund Equity	-117,356.85
	Total Beginning Equity:	1,262,942.20
Total Revenue		317,282.75
Total Expense		322,365.16
Revenues Over/Under Expenses		-5,082.41
	Total Equity and Current Surplus (Deficit):	1,257,859.79
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>4,061,370.26</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance
Fund: 036 - SEWER CAPITAL RESERVES		
Assets		
036-11100	Claim on Cash	0.00
036-11101	LGIP Claim on Cash	329,864.82
036-11110	Cash in Bank	0.00
036-11140	LGIP	0.00
	Total Assets:	<u>329,864.82</u> <u>329,864.82</u>
Liability		
036-21310	Accounts Payable	0.00
	Total Liability:	<u>0.00</u>
Equity		
036-39299	Fund Equity	<u>253,634.45</u>
	Total Beginning Equity:	253,634.45
Total Revenue		76,230.37
Total Expense		<u>0.00</u>
Revenues Over/Under Expenses		76,230.37
	Total Equity and Current Surplus (Deficit):	329,864.82
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>329,864.82</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance
Fund: 040 - STREET FUND		
Assets		
040-11100	Claim on Cash	-10,796.14
040-11101	LGIP Claim on Cash	80,640.08
040-11110	Cash In Bank	0.00
040-11140	LGIP	0.00
040-12110	Accounts Receivable	0.00
040-14370	Prepaid Expenses	7,800.94
	Total Assets:	<u>77,644.88</u>
		<u><u>77,644.88</u></u>
Liability		
040-21310	Accounts Payable	652.21
040-23130	Net Wages Payable	0.00
040-23151	FICA/FIT/ W/H	0.00
040-23152	State W/H	0.00
040-23153	Workers Comp/Payable	0.00
040-23161	Health Benefits Package	0.00
040-23162	PERS	0.00
040-23163	Cobra/Medical	0.00
040-23180	Payroll Withholding	0.00
040-23185	Reimbursement	0.00
040-25910	Vacation Payable	-2,539.80
	Total Liability:	<u>-1,887.59</u>
Equity		
040-39299	Fund Equity	102,825.34
	Total Beginning Equity:	<u>102,825.34</u>
Total Revenue		33,107.72
Total Expense		<u>56,400.59</u>
Revenues Over/Under Expenses		-23,292.87
	Total Equity and Current Surplus (Deficit):	79,532.47
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>77,644.88</u></u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance	
Fund: 042 - STREETS CAPITAL IMPROVEMENT			
Assets			
042-11100	Claim on Cash	0.00	
042-11101	LGIP Claim on Cash	<u>46,521.97</u>	
	Total Assets:	46,521.97	<u>46,521.97</u>
Liability			
042-21310	Accounts payable	0.00	
	Total Liability:	<u>0.00</u>	
Equity			
042-39299	Fund Equity	<u>26,713.13</u>	
	Total Beginning Equity:	26,713.13	
Total Revenue		19,808.84	
Total Expense		<u>0.00</u>	
Revenues Over/Under Expenses		19,808.84	
	Total Equity and Current Surplus (Deficit):	46,521.97	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>46,521.97</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance
Fund: 045 - EQUIPMENT REPLACEMENT FUND		
Assets		
045-11100	Claim on Cash	8,374.98
045-11101	LGIP Claim on Cash	73,955.38
045-11110	Cash In Bank	0.00
045-11140	LGIP	0.00
045-18110	Equipment	140,275.02
045-19310	Accum Depreciation-Equipment	-112,529.00
	Total Assets:	<u>110,076.38</u>
		<u>110,076.38</u>
Liability		
045-21310	Accounts Payable	0.00
	Total Liability:	0.00
Equity		
045-39289	Capital Assets, Net of Debt	46,754.02
045-39299	Fund Equity	74,629.46
	Total Beginning Equity:	<u>121,383.48</u>
Total Revenue		692.90
Total Expense		<u>12,000.00</u>
Revenues Over/Under Expenses		-11,307.10
	Total Equity and Current Surplus (Deficit):	110,076.38
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>110,076.38</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance	
Fund: 061 - WATER SYSTEM DEVELOPMENT			
Assets			
061-11100	Claim on Cash	52,744.00	
061-11101	LGIP Claim on Cash	485,842.59	
061-11110	Cash In Bank	0.00	
061-11140	LGIP	0.00	
	Total Assets:	<u>538,586.59</u>	<u>538,586.59</u>
Liability			
061-21310	Accounts Payable	0.00	
	Total Liability:	<u>0.00</u>	
Equity			
061-39270	Reserved for Long-Term Loans	0.00	
061-39299	Fund Equity	534,366.15	
	Total Beginning Equity:	<u>534,366.15</u>	
Total Revenue		4,220.44	
Total Expense		<u>0.00</u>	
Revenues Over/Under Expenses		4,220.44	
	Total Equity and Current Surplus (Deficit):	538,586.59	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>538,586.59</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance	
Fund: 062 - SEWER SYSTEM DEVELOPMENT			
Assets			
062-11100	Claim on Cash	50,711.70	
062-11101	LGIP Claim on Cash	321,786.95	
062-11110	Cash in Bank	0.00	
062-11140	LGIP	0.00	
	Total Assets:	<u>372,498.65</u>	<u>372,498.65</u>
Liability			
062-21310	Accounts Payable	0.00	
	Total Liability:	<u>0.00</u>	
Equity			
062-39270	Reserved for Long - Term Loans	0.00	
062-39299	Fund Equity	<u>359,470.61</u>	
	Total Beginning Equity:	<u>359,470.61</u>	
Total Revenue		13,028.04	
Total Expense		<u>0.00</u>	
Revenues Over/Under Expenses		<u>13,028.04</u>	
	Total Equity and Current Surplus (Deficit):	<u>372,498.65</u>	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u><u>372,498.65</u></u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance
Fund: 998 - POOLED CASH LGIP		
Assets		
998-11001	Cash in Bank - LGIP	2,733,184.40
998-13110	Due from General Fund	0.00
998-13114	Due from Parks Fund	0.00
998-13120	Due from Public Safety-Police	0.00
998-13130	Due from Water Operations	0.00
998-13131	Due from Water Capital Reserves	0.00
998-13135	Due from Sewer Fund	0.00
998-13136	Due from Sewer Capital Reserves	0.00
998-13140	Due from Street Fund	0.00
998-13142	Due from Streets Capital Reserves	0.00
998-13145	Due from Equipment Replacement Fund	0.00
998-13161	Due from Water System Development	0.00
998-13162	Due from Sewer System Development	0.00
	Total Assets:	<u>2,733,184.40</u> <u>2,733,184.40</u>
Liability		
998-21310	Accounts Payable	0.00
998-22001	Due to Other Funds- LGIP	2,733,184.40
	Total Liability:	<u>2,733,184.40</u>
Equity		
998-39299	Fund Equity	0.00
	Total Beginning Equity:	0.00
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>2,733,184.40</u>

Balance Sheet

As Of 01/31/2023

Account	Name	Balance
Fund: 999 - POOLED CASH - OPERATING		
Assets		
999-11002	Rogue Checking 9177	135,759.50
999-11003	Rogue Ownership 6587/8487	0.00
999-13010	Due from General Fund	6,582.81
999-13014	Due from Parks Fund	955.52
999-13020	Due from Public Safety-Police	11,017.01
999-13030	Due from Water Operations	15,799.89
999-13031	Due from Water Capital Reserves	0.00
999-13035	Due from Sewer Fund	3,896.14
999-13036	Due from Sewer Capital Reserves	0.00
999-13040	Due from Street Fund	652.21
999-13042	Due From streets capital improvement	0.00
999-13045	Due from Equipment Replacement Fund	0.00
999-13061	Due from Water System Development	0.00
999-13062	Due from Sewer System Development	0.00
999-13078	Due from 21st Century Building Construction	0.00
999-13081	Due from Library Construction Fund	0.00
	Total Assets:	<u>174,663.08</u>
		<u>174,663.08</u>
Liability		
999-21310	Accounts Payable	38,903.58
999-22000	Due to Other Funds	135,759.50
999-23130	Wages Payable	0.00
	Total Liability:	<u>174,663.08</u>
Equity		
999-39299	Fund Equity	0.00
	Total Beginning Equity:	0.00
	Total Equity and Current Surplus (Deficit):	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>174,663.08</u>

City of Port Orford

Income Statement

Account Summary

For Fiscal: 2022-2023 Period Ending: 01/31/2023

	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	312,081.50	27,833.50
010-00-41120	Property Taxes-Prior	9,500.00	9,500.00	0.00	5,101.62	4,398.38
010-00-41160	Local Marijuana Tax	3,000.00	3,000.00	1,369.32	8,914.91	-5,914.91
010-00-41210	State Cigarette Tax	1,200.00	1,200.00	0.00	401.66	798.34
010-00-41220	State Liquor Tax	20,500.00	20,500.00	0.00	7,958.63	12,541.37
010-00-41310	State Revenue Sharing	10,248.00	10,248.00	0.00	6,332.64	3,915.36
010-00-41320	Payment in Lieu of Tax (PILOT)	1,090.00	1,090.00	0.00	971.76	118.24
010-00-42010	Interest on Investments	3,000.00	3,000.00	0.00	3,254.79	-254.79
010-00-42110	LSN - Franchise Fees	4,202.00	4,202.00	851.82	4,459.40	-257.40
010-00-42111	Charter Franchise Fees	14,000.00	14,000.00	0.00	6,825.89	7,174.11
010-00-42112	Frontier Franchise Fees	2,251.00	2,251.00	1,491.45	1,491.45	759.55
010-00-42210	Business Licenses	16,500.00	16,500.00	187.50	7,485.00	9,015.00
010-00-44214	Court Administrative Fees	0.00	0.00	30.00	260.00	-260.00
010-00-44330	Planning Fees	8,000.00	8,000.00	273.00	5,810.40	2,189.60
010-00-44340	Lien Search Fees	500.00	500.00	0.00	110.00	390.00
010-00-45120	Citations	270,000.00	270,000.00	4,440.50	90,297.25	179,702.75
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	13,453.55	13,453.55	546.45
	Revenue Total:	1,548,145.00	1,548,145.00	22,097.14	603,546.00	944,599.00
Expense						
010-10-51200	Administrator/Manager	35,000.00	35,000.00	1,775.36	11,539.84	23,460.16
010-10-51350	Accounting Assistant	12,000.00	12,000.00	1,229.76	7,817.77	4,182.23
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	205.82	1,328.89	4,840.11
010-10-52020	PERS Retirement	6,000.00	6,000.00	783.21	5,044.90	955.10
010-10-52030	Worker's Comp./Disability Ins.	4,131.00	4,131.00	0.97	6.64	4,124.36
010-10-52040	Health, Dental, Life Ins.	23,975.00	23,975.00	1,281.46	14,680.84	9,294.16
010-10-62210	Telephone	4,500.00	4,500.00	353.46	2,513.00	1,987.00
010-10-62310	Management Travel	0.00	0.00	0.00	70.00	-70.00
010-10-62912	Dues & OR Statutes	2,500.00	2,500.00	0.00	2,268.46	231.54
010-20-51310	Court Clerk	11,432.00	11,432.00	595.96	3,958.59	7,473.41
010-20-51350	Clerical	2,372.00	2,372.00	245.94	1,563.52	808.48
010-20-52010	Social Security	1,039.00	1,039.00	60.53	289.27	749.73
010-20-52020	PERS Retirement	3,951.00	3,951.00	219.40	1,547.92	2,403.08
010-20-52030	Worker's Comp./Disability Ins.	8.00	8.00	0.39	2.66	5.34
010-20-52040	Health, Dental, Life Ins.	4,664.00	4,664.00	183.28	2,691.19	1,972.81
010-20-61210	Office & Operating Supplies	1,221.00	1,221.00	21.47	74.57	1,146.43
010-20-61230	Software Maintenance	637.00	637.00	0.00	1,868.40	-1,231.40
010-20-62170	Judge Contract	4,280.00	4,280.00	300.00	2,100.00	2,180.00
010-20-62210	Telephone	448.00	448.00	43.12	319.75	128.25
010-20-62230	Postage	944.00	944.00	42.66	246.73	697.27
010-20-62343	Travel & Training / Meetings	447.00	447.00	0.00	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	40.00	67.00
010-20-62941	Reimbursements/Citations	4,497.00	4,497.00	0.00	253.00	4,244.00

Income Statement

For Fiscal: 2022-2023 Period Ending: 01/31/2023

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010-20-63220 State Assessment	53,572.00	53,572.00	-1,209.50	10,465.50	43,106.50
010-20-63230 County Assessments	15,138.00	15,138.00	-368.00	2,575.41	12,562.59
010-30-51200 Administrator/Manager	8,000.00	8,000.00	591.78	3,846.57	4,153.43
010-30-51520 Police Chief	3,910.00	3,910.00	294.06	1,911.39	1,998.61
010-30-52010 Social Security	1,000.00	1,000.00	65.66	426.79	573.21
010-30-52020 PERS Retirement	1,500.00	1,500.00	232.00	1,508.00	-8.00
010-30-52030 Worker's Comp./Disability Ins.	100.00	100.00	0.30	1.94	98.06
010-30-52040 Health, Dental, Life Ins.	2,000.00	2,000.00	157.07	1,020.78	979.22
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	3,847.89	2,201.11
010-50-52010 Social Security	446.00	446.00	43.60	283.50	162.50
010-50-52020 PERS Retirement	1,834.00	1,834.00	154.20	1,002.65	831.35
010-50-52030 Worker's Comp./Disability Ins.	3.00	3.00	0.20	1.30	1.70
010-50-52040 Health, Dental, Life Ins.	1,190.00	1,190.00	124.29	807.75	382.25
010-50-61210 Office & Operating Supplies	0.00	0.00	0.00	0.00	0.00
010-50-62150 Planning Contract	22,000.00	22,000.00	889.90	3,391.30	18,608.70
010-50-62160 Professional Services	500.00	500.00	0.00	86.58	413.42
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	382.92	117.08
010-50-62410 Advertising	200.00	200.00	0.00	180.00	20.00
010-60-61210 Office & Operating Supplies	8,931.00	8,931.00	805.52	4,854.79	4,076.21
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	0.00	7,713.66	2,320.34
010-60-62100 Bank Charges	5,155.00	5,155.00	0.00	808.33	4,346.67
010-60-62110 Auditing & Accounting	15,545.00	15,545.00	0.00	17,449.96	-1,904.96
010-60-62140 Computer Services	2,831.00	2,831.00	164.00	4,459.99	-1,628.99
010-60-62160 Professional Services	2,007.00	2,007.00	940.00	1,176.10	830.90
010-60-62161 Professional Grant Writing Services	40,000.00	40,000.00	0.00	0.00	40,000.00
010-60-62175 Legal Services	46,479.00	46,479.00	1,200.00	9,500.00	36,979.00
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	15,913.50	19,086.50
010-60-62220 Internet Access	1,500.00	1,500.00	112.97	790.79	709.21
010-60-62230 Postage	1,500.00	1,500.00	286.31	1,188.23	311.77
010-60-62343 Travel & Training / Meetings	1,000.00	1,000.00	0.00	355.62	644.38
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	1,499.00	6,465.73	9,167.27
010-60-62805 R & M City Hall	20,000.00	20,000.00	0.00	548.25	19,451.75
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	342.97	1,800.02	4,699.98
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	0.00	1,453.56	1,546.44
010-60-62935 Custodial Supplies	500.00	500.00	263.86	670.07	-170.07
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	145,833.33	204,166.67
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	19,614.81	7,385.19
010-60-98500 Contingency	23,977.00	23,977.00	0.00	0.00	23,977.00
Expense Total:	1,548,145.00	1,548,145.00	14,524.76	333,690.83	1,214,454.17
Fund: 010 - GENERAL FUND Surplus (Deficit):	0.00	0.00	7,572.38	269,855.17	
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	28,715.09	153,272.80	-13,272.80

Income Statement

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
014-00-42010	Interest on Investments	800.00	800.00	0.00	1,976.70	-1,176.70
014-00-43419	Buffington Park Playground Upgrade	5,000.00	5,000.00	0.00	100.00	4,900.00
014-00-44410	Rent - Community Building	1,000.00	1,000.00	486.10	486.10	513.90
014-00-44420	American Legion Income/Rent	3,000.00	3,000.00	1,790.23	1,790.23	1,209.77
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	469.28	-469.28
	Revenue Total:	217,932.00	217,932.00	30,991.42	158,995.11	58,936.89
Expense						
014-00-51505	PW Superintendent	1,000.00	1,000.00	887.76	5,650.95	-4,650.95
014-00-51600	WWTP Operator	1,428.00	1,428.00	132.14	882.79	545.21
014-00-51800	Maintenance Worker #1	5,200.00	5,200.00	418.37	2,771.65	2,428.35
014-00-51801	Utility Worker #3	4,124.00	4,124.00	238.36	1,493.68	2,630.32
014-00-51810	Maintenance Worker #2	6,000.00	6,000.00	519.36	3,444.47	2,555.53
014-00-51820	Maintenance Worker #3	5,000.00	5,000.00	1,210.28	4,322.40	677.60
014-00-52010	Social Security	2,500.00	2,500.00	245.80	1,357.41	1,142.59
014-00-52020	PERS Retirement	5,000.00	5,000.00	572.24	3,711.86	1,288.14
014-00-52030	Worker's Comp./Disability Ins.	4,200.00	4,200.00	1.21	6.88	4,193.12
014-00-52040	Health, Dental, Life Ins.	7,500.00	7,500.00	1,168.32	8,452.27	-952.27
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	449.24	1,840.31	109.69
014-00-61360	Heating Fuel-Community Bldg	1,500.00	1,500.00	0.00	271.89	1,228.11
014-00-61361	Heating fuel - American Legion	1,500.00	1,500.00	0.00	1,791.79	-291.79
014-00-62110	Auditing & Accounting	1,000.00	1,000.00	0.00	1,453.90	-453.90
014-00-62160	Professional Services	500.00	500.00	0.00	79.54	420.46
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	316.54	83.46
014-00-62220	Internet Access	1,500.00	1,500.00	100.96	1,296.33	203.67
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	1,404.70	-192.70
014-00-62744	Electricity-Legion Hall	700.00	700.00	0.00	882.34	-182.34
014-00-62745	Electricity-Community Bldg	5,000.00	5,000.00	0.00	488.45	4,511.55
014-00-62812	R & M - Battle Rock	2,500.00	2,500.00	220.98	3,771.10	-1,271.10
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	26.60	256.91	1,743.09
014-00-62817	R & M Visitor Center	5,000.00	5,000.00	0.00	298.80	4,701.20
014-00-62825	R & M - Buffington	1,200.00	1,200.00	106.41	3,774.20	-2,574.20
014-00-62827	R & M - American Legion	1,000.00	1,000.00	179.81	1,131.05	-131.05
014-00-62829	R & M - 12th St. Boat Ramp	2,000.00	2,000.00	79.82	588.81	1,411.19
014-00-62835	Small Tools & Minor Equipment	500.00	500.00	342.97	1,153.34	-653.34
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	9.99	69.09	-69.09
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	0.00	7,846.44	-6,246.44
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

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
014-00-73039	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-99000	38,185.00	38,185.00	0.00	0.00	38,185.00
Expense Total:	217,932.00	217,932.00	6,955.84	76,192.36	141,739.64
Fund: 014 - PARKS FUND Surplus (Deficit):	0.00	0.00	24,035.58	82,802.75	
Fund: 020 - PUBLIC SAFETY					
Revenue					
020-00-40100	-114,821.00	-114,821.00	0.00	0.00	-114,821.00
020-00-41120	9,565.00	9,565.00	0.00	3,828.60	5,736.40
020-00-41130	279,912.00	279,912.00	0.00	247,866.82	32,045.18
020-00-41310	5,000.00	5,000.00	0.00	0.00	5,000.00
020-00-42010	1,500.00	1,500.00	0.00	256.52	1,243.48
020-00-43430	1,737.00	1,737.00	0.00	0.00	1,737.00
020-00-44190	6.00	6.00	0.00	0.00	6.00
020-00-44191	360.00	360.00	40.00	165.00	195.00
020-00-45150	337.00	337.00	0.00	0.00	337.00
020-00-46110	350,000.00	350,000.00	0.00	145,833.33	204,166.67
020-00-46210	1,020.00	1,020.00	722.50	3,809.63	-2,789.63
020-00-46710	6,888.00	6,888.00	0.00	0.00	6,888.00
020-00-46880	428.00	428.00	0.00	0.00	428.00
Revenue Total:	541,932.00	541,932.00	762.50	401,759.90	140,172.10
Expense					
020-00-51100	16,000.00	16,000.00	666.77	7,080.68	8,919.32
020-00-51120	8,500.00	8,500.00	592.50	4,638.75	3,861.25
020-00-51520	65,000.00	65,000.00	5,940.02	38,610.12	26,389.88
020-00-51740	55,000.00	55,000.00	0.00	19,084.37	35,915.63
020-00-51755	48,750.00	48,750.00	4,579.80	30,174.40	18,575.60
020-00-51757	51,150.00	51,150.00	5,118.60	30,873.25	20,276.75
020-00-51850	20,000.00	20,000.00	1,472.62	14,891.26	5,108.74
020-00-52010	21,957.00	21,957.00	1,371.67	10,894.15	11,062.85
020-00-52020	69,000.00	69,000.00	5,294.75	41,873.18	27,126.82
020-00-52030	12,000.00	12,000.00	6.01	47.68	11,952.32
020-00-52040	87,472.00	87,472.00	2,957.85	29,179.25	58,292.75
020-00-53020	31,452.00	31,452.00	0.00	0.00	31,452.00
020-00-61210	2,000.00	2,000.00	65.52	484.66	1,515.34
020-00-61260	4,000.00	4,000.00	154.66	940.62	3,059.38
020-00-61340	13,100.00	13,100.00	946.33	9,503.07	3,596.93
020-00-62110	2,000.00	2,000.00	0.00	3,323.20	-1,323.20
020-00-62140	110.00	110.00	0.00	781.64	-671.64
020-00-62210	6,734.00	6,734.00	370.48	2,506.47	4,227.53
020-00-62230	300.00	300.00	14.57	94.29	205.71
020-00-62343	2,504.00	2,504.00	0.00	24.61	2,479.39
020-00-62610	10,500.00	10,500.00	0.00	0.00	10,500.00
020-00-62835	1,000.00	1,000.00	0.00	860.48	139.52
020-00-62840	6,000.00	6,000.00	4.99	2,239.40	3,760.60
020-00-62920	532.00	532.00	0.00	300.00	232.00
020-00-62936	200.00	200.00	0.00	0.00	200.00
020-00-63215	7,000.00	7,000.00	0.00	6,132.00	868.00
020-00-63216	800.00	800.00	75.00	793.00	7.00
020-00-63223	2,647.00	2,647.00	0.00	1,932.22	714.78
020-00-74070	10,000.00	10,000.00	12,632.80	12,632.80	-2,632.80
Expense Total:	555,708.00	555,708.00	42,264.94	269,895.55	285,812.45
Fund: 020 - PUBLIC SAFETY Surplus (Deficit):	-13,776.00	-13,776.00	-41,502.44	131,864.35	
Fund: 030 - WATER ENTERPRISE FUND					
Revenue					
030-00-40100	54,027.00	54,027.00	0.00	0.00	54,027.00
030-00-42010	1,000.00	1,000.00	0.00	539.82	460.18
030-00-43438	525,000.00	525,000.00	0.00	0.00	525,000.00
030-00-44109	58,606.00	58,606.00	4,779.87	30,664.47	27,941.53

Income Statement

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
030-00-44110	Water Usage	400,000.00	400,000.00	32,216.87	202,279.92	197,720.08
030-00-44111	Door Hanger Fees	3,000.00	3,000.00	25.00	275.00	2,725.00
030-00-44112	Past Due Fees	13,000.00	13,000.00	1,230.00	7,035.00	5,965.00
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	900.00	600.00
030-00-44116	Curtailment Fees	2,500.00	2,500.00	170.17	19,601.05	-17,101.05
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	0.00	-150.00	2,150.00
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	0.00	61.00	152.00
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	38,421.91	261,356.26	1,357,489.74
Expense						
030-00-51100	Overtime	20,000.00	20,000.00	3,376.56	12,690.31	7,309.69
030-00-51120	On Call Pay	0.00	0.00	1,014.00	7,480.50	-7,480.50
030-00-51210	City Administrator	15,000.00	15,000.00	1,420.28	9,231.82	5,768.18
030-00-51300	Office Clerk	21,776.00	21,776.00	1,191.94	7,919.82	13,856.18
030-00-51350	Accounting Assistant	5,000.00	5,000.00	467.31	2,970.78	2,029.22
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	3,360.82	21,392.92	11,107.08
030-00-51600	WWTP Operator	1,500.00	1,500.00	88.11	588.57	911.43
030-00-51800	Maintenance Worker #1	20,244.00	20,244.00	2,091.95	13,858.32	6,385.68
030-00-51801	Utility Worker #3	36,540.00	36,540.00	3,098.84	19,418.24	17,121.76
030-00-51810	Maintenance Worker #2	15,000.00	15,000.00	1,384.99	9,185.29	5,814.71
030-00-51820	Maintenance Worker #3	10,000.00	10,000.00	605.14	2,161.21	7,838.79
030-00-52010	Social Security	17,042.00	17,042.00	1,332.06	7,888.06	9,153.94
030-00-52020	PERS Retirement	54,303.00	54,303.00	4,366.80	27,001.64	27,301.36
030-00-52030	Worker's Comp./Disability Ins.	9,691.00	9,691.00	5.92	37.18	9,653.82
030-00-52040	Health, Dental, Life Ins.	69,517.00	69,517.00	4,259.92	24,593.47	44,923.53
030-00-61210	Office & Operating Supplies	1,889.00	1,889.00	96.92	835.98	1,053.02
030-00-61212	Water Purification Supplies	12,000.00	12,000.00	0.00	12,087.20	-87.20
030-00-61220	Office Equip. Leases	1,000.00	1,000.00	0.00	564.66	435.34
030-00-61230	Software Maintenance	4,000.00	4,000.00	0.00	3,874.82	125.18
030-00-61260	Uniforms	600.00	600.00	0.00	658.97	-58.97
030-00-61340	Fuel (Equip & Vehicles)	4,500.00	4,500.00	500.76	2,433.30	2,066.70
030-00-62100	Bank Charges	2,089.00	2,089.00	0.00	5,009.19	-2,920.19
030-00-62110	Auditing & Accounting	7,500.00	7,500.00	0.00	11,631.20	-4,131.20
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	3,500.00	4,750.00
030-00-62210	Telephone	7,000.00	7,000.00	374.37	3,526.57	3,473.43
030-00-62220	Internet Access	750.00	750.00	219.70	759.64	-9.64
030-00-62230	Postage	2,562.00	2,562.00	78.23	1,854.90	707.10
030-00-62343	Travel & Training / Meetings	1,986.00	1,986.00	0.00	2,342.47	-356.47
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	2,858.74	19,258.15	10,741.85
030-00-62811	Repairs/Maint-WTP	15,000.00	15,000.00	227.84	9,397.40	5,602.60
030-00-62816	Repairs & Maintenance Pump St	25,000.00	25,000.00	718.06	2,749.59	22,250.41
030-00-62830	Repairs & Maint.-Water Lines	20,000.00	20,000.00	77.97	2,035.41	17,964.59
030-00-62835	Small Tools & Minor Equipment	5,000.00	5,000.00	58.58	623.45	4,376.55
030-00-62840	Vehicles & Equipment Maint.	10,000.00	10,000.00	1,615.76	4,780.99	5,219.01
030-00-62844	Meter Repairs	10,000.00	10,000.00	0.00	0.00	10,000.00
030-00-62845	Repairs/Maint.(Test Equipment)	1,000.00	1,000.00	0.00	480.55	519.45
030-00-62912	Dues & OR Statutes	1,000.00	1,000.00	0.00	465.30	534.70
030-00-62925	Permits	4,000.00	4,000.00	810.00	2,872.11	1,127.89
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

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget RemainIng
030-00-62980	Lab Equipment & Supplies	2,500.00	2,500.00	0.00	1,829.55	670.45
030-00-62990	Testing	5,200.00	5,200.00	100.00	3,013.39	2,186.61
030-00-62995	Bric Grant	0.00	0.00	2,893.00	15,462.00	-15,462.00
030-00-63010	Hubbards Creek Watershed Grant	0.00	0.00	0.00	0.10	-0.10
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
030-00-73035	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	66,415.85	-9,923.85
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	39,194.57	344,895.72	1,273,950.28
	Fund: 030 - WATER ENTERPRISE FUND Surplus (Deficit):	0.00	0.00	-772.66	-83,539.46	
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	697.79	-297.79
031-00-46130	Transfer from Water Enterprise	58,524.00	58,524.00	0.00	66,415.85	-7,891.85
	Revenue Total:	145,913.00	145,913.00	0.00	67,113.64	78,799.36
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	67,113.64	
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	2,229.33	3,373.67
035-00-44115	Designated for Reserves	59,423.00	59,423.00	5,328.76	34,188.25	25,234.75
035-00-44120	Sewer Usage	575,000.00	575,000.00	44,951.66	279,871.17	295,128.83
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	-100.00	-550.00	2,550.00
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	50,180.42	317,282.75	638,541.25
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	10,001.16	6,998.84
035-00-51300	Office Clerk	16,500.00	16,500.00	1,191.91	7,919.76	8,580.24
035-00-51350	Accounting Assistant	5,000.00	5,000.00	516.51	3,283.45	1,716.55
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	824.36	5,247.32	2,752.68
035-00-51600	WWTP Operator	50,000.00	50,000.00	4,184.71	27,955.20	22,044.80
035-00-51800	Maintenance Worker #1	5,628.00	5,628.00	304.29	2,015.77	3,612.23
035-00-51801	Utility Worker #3	5,200.00	5,200.00	524.41	3,286.13	1,913.87
035-00-51810	Maintenance Worker #2	6,500.00	6,500.00	692.51	4,592.69	1,907.31
035-00-52010	Social Security	7,500.00	7,500.00	710.68	4,679.39	2,820.61
035-00-52020	PERS Retirement	28,500.00	28,500.00	2,547.93	16,756.75	11,743.25
035-00-52030	Worker's Comp./Disability Ins.	4,750.00	4,750.00	3.32	23.16	4,726.84
035-00-52040	Health, Dental, Life Ins.	41,500.00	41,500.00	2,603.84	29,529.02	11,970.98
035-00-61210	Office & Operating Supplies	3,000.00	3,000.00	125.42	560.32	2,439.68
035-00-61220	Office Equip. Leases	1,200.00	1,200.00	0.00	564.66	635.34
035-00-61230	Software Maintenance	4,000.00	4,000.00	0.00	3,851.43	148.57
035-00-61260	Uniforms	500.00	500.00	0.00	658.96	-158.96
035-00-61340	Fuel (Equip & Vehicles)	4,000.00	4,000.00	423.72	2,200.11	1,799.89
035-00-62100	Bank Charges	4,500.00	4,500.00	0.00	5,009.19	-509.19

Income Statement

For Fiscal: 2022-2023 Period Ending: 01/31/2023

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
035-00-62110	Auditing & Accounting	4,800.00	4,800.00	0.00	7,681.74	-2,881.74
035-00-62121	Engineering	1,000.00	1,000.00	0.00	0.00	1,000.00
035-00-62160	Contract Services	12,000.00	12,000.00	400.00	2,800.00	9,200.00
035-00-62210	Telephone	3,000.00	3,000.00	415.60	2,361.29	638.71
035-00-62220	Internet Access	1,500.00	1,500.00	139.98	559.92	940.08
035-00-62230	Postage	3,000.00	3,000.00	78.23	1,854.88	1,145.12
035-00-62343	Travel & Training / Meetings	2,000.00	2,000.00	199.95	879.95	1,120.05
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	2,236.44	15,354.66	19,845.34
035-00-62816	Repairs & Maint-Pump Station	17,000.00	17,000.00	0.00	4,009.50	12,990.50
035-00-62818	Repairs & Maint. - Sewer Lines	5,000.00	5,000.00	0.00	136.65	4,863.35
035-00-62821	Repairs & Maint-STP	20,000.00	20,000.00	102.94	75,356.94	-55,356.94
035-00-62835	Small Tools & Minor Equipment	1,500.00	1,500.00	45.59	751.96	748.04
035-00-62840	Vehicles & Equipment Maint.	5,000.00	5,000.00	0.00	2,306.77	2,693.23
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	1,865.27	8,134.73
035-00-62990	Testing	2,000.00	2,000.00	0.00	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	74,142.74	-11,209.74
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	19,810.98	322,365.16	633,458.84
	Fund: 035 - SEWER ENTERPRISE FUND Surplus (Deficit):	0.00	0.00	30,369.44	-5,082.41	
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	2,087.63	-87.63
036-00-46135	Transfer from Sewer Enterprise	62,933.00	62,933.00	0.00	74,142.74	-11,209.74
	Revenue Total:	318,275.00	318,275.00	0.00	76,230.37	242,044.63
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	76,230.37	
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	32,439.12	53,560.88
040-00-42010	Interest on Investments	500.00	500.00	0.00	668.60	-168.60
	Revenue Total:	177,958.00	177,958.00	0.00	33,107.72	144,850.28
Expense						
040-00-51505	PW Superintendent	15,000.00	15,000.00	1,268.22	8,072.77	6,927.23
040-00-51800	Maintenance Worker #1	10,750.00	10,750.00	988.91	6,551.15	4,198.85
040-00-51801	Utility Worker #3	8,800.00	8,800.00	905.84	5,676.19	3,123.81
040-00-51810	Maintenance Worker #2	9,500.00	9,500.00	865.63	5,740.78	3,759.22
040-00-51820	Maintenance Worker #3	0.00	0.00	1,210.27	4,322.40	-4,322.40
040-00-52010	Social Security	3,450.00	3,450.00	381.84	2,233.44	1,216.56

Income Statement

For Fiscal: 2022-2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
040-00-52020	PERS Retirement	10,000.00	10,000.00	1,049.81	6,786.07	3,213.93
040-00-52030	Worker's Comp./Disability Ins.	2,600.00	2,600.00	1.65	10.54	2,589.46
040-00-52040	Health, Dental, Life Ins.	18,700.00	18,700.00	1,561.33	7,892.00	10,808.00
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	449.24	2,097.28	1,402.72
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	866.32	633.68
040-00-62820	Repairs/Maintenance-Shop Yard	1,000.00	1,000.00	182.98	1,638.89	-638.89
040-00-62835	Small Tools & Minor Equipment	1,000.00	1,000.00	0.00	116.28	883.72
040-00-62840	Vehicles & Equipment Maint.	2,500.00	2,500.00	0.00	722.62	1,777.38
040-00-62851	R & M - Streets	6,500.00	6,500.00	2,324.48	3,673.86	2,826.14
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	11,190.20	56,400.59	121,557.41
	Fund: 040 - STREET FUND Surplus (Deficit):	0.00	0.00	-11,190.20	-23,292.87	
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	194.03	5.97
042-00-46110	Transfer from General Fund	27,000.00	27,000.00	0.00	19,614.81	7,385.19
	Revenue Total:	31,565.00	31,565.00	0.00	19,808.84	11,756.16
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	19,808.84	
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	692.90	107.10
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	692.90	133,610.10
Expense						
045-00-74020	Service Vehicle	100,000.00	100,000.00	0.00	12,000.00	88,000.00
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	12,000.00	122,303.00
	Fund: 045 - EQUIPMENT REPLACEMENT FUND Surplus (Deficit):	0.00	0.00	0.00	-11,307.10	
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	4,220.44	-220.44
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	4,220.44	573,376.56
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	4,220.44	
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	2,908.04	-408.04
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	13,028.04	378,783.96

Income Statement

For Fiscal: 2022-2023 Period Ending: 01/31/2023

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
<u>062-00-98999</u> Reserved for Future Expenditures	391,812.00	391,812.00	0.00	0.00	391,812.00
Expense Total:	391,812.00	391,812.00	0.00	0.00	391,812.00
Fund: 062 - SEWER SYSTEM DEVELOPMENT Surplus (Deficit):	0.00	0.00	0.00	13,028.04	
Total Surplus (Deficit):	-13,776.00	-13,776.00	8,512.10	541,701.76	

Income Statement

For Fiscal: 2022-2023 Period Ending: 01/31/2023

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - GENERAL FUND					
Revenue	1,548,145.00	1,548,145.00	22,097.14	603,546.00	944,599.00
Expense	1,548,145.00	1,548,145.00	14,524.76	333,690.83	1,214,454.17
Fund: 010 - GENERAL FUND Surplus (Deficit):	0.00	0.00	7,572.38	269,855.17	-269,855.17
Fund: 014 - PARKS FUND					
Revenue	217,932.00	217,932.00	30,991.42	158,995.11	58,936.89
Expense	217,932.00	217,932.00	6,955.84	76,192.36	141,739.64
Fund: 014 - PARKS FUND Surplus (Deficit):	0.00	0.00	24,035.58	82,802.75	-82,802.75
Fund: 020 - PUBLIC SAFETY					
Revenue	541,932.00	541,932.00	762.50	401,759.90	140,172.10
Expense	555,708.00	555,708.00	42,264.94	269,895.55	285,812.45
Fund: 020 - PUBLIC SAFETY Surplus (Deficit):	-13,776.00	-13,776.00	-41,502.44	131,864.35	-145,640.35
Fund: 030 - WATER ENTERPRISE FUND					
Revenue	1,618,846.00	1,618,846.00	38,421.91	261,356.26	1,357,489.74
Expense	1,618,846.00	1,618,846.00	39,194.57	344,895.72	1,273,950.28
Fund: 030 - WATER ENTERPRISE FUND Surplus (Deficit):	0.00	0.00	-772.66	-83,539.46	83,539.46
Fund: 031 - WATER CAPITAL RESERVES					
Revenue	145,913.00	145,913.00	0.00	67,113.64	78,799.36
Expense	145,913.00	145,913.00	0.00	0.00	145,913.00
Fund: 031 - WATER CAPITAL RESERVES Surplus (Deficit):	0.00	0.00	0.00	67,113.64	-67,113.64
Fund: 035 - SEWER ENTERPRISE FUND					
Revenue	955,824.00	955,824.00	50,180.42	317,282.75	638,541.25
Expense	955,824.00	955,824.00	19,810.98	322,365.16	633,458.84
Fund: 035 - SEWER ENTERPRISE FUND Surplus (Deficit):	0.00	0.00	30,369.44	-5,082.41	5,082.41
Fund: 036 - SEWER CAPITAL RESERVES					
Revenue	318,275.00	318,275.00	0.00	76,230.37	242,044.63
Expense	318,275.00	318,275.00	0.00	0.00	318,275.00
Fund: 036 - SEWER CAPITAL RESERVES Surplus (Deficit):	0.00	0.00	0.00	76,230.37	-76,230.37
Fund: 040 - STREET FUND					
Revenue	177,958.00	177,958.00	0.00	33,107.72	144,850.28
Expense	177,958.00	177,958.00	11,190.20	56,400.59	121,557.41
Fund: 040 - STREET FUND Surplus (Deficit):	0.00	0.00	-11,190.20	-23,292.87	23,292.87
Fund: 042 - STREETS CAPITAL IMPROVEMENT					
Revenue	31,565.00	31,565.00	0.00	19,808.84	11,756.16
Expense	31,565.00	31,565.00	0.00	0.00	31,565.00
Fund: 042 - STREETS CAPITAL IMPROVEMENT Surplus (Deficit):	0.00	0.00	0.00	19,808.84	-19,808.84
Fund: 045 - EQUIPMENT REPLACEMENT FUND					
Revenue	134,303.00	134,303.00	0.00	692.90	133,610.10
Expense	134,303.00	134,303.00	0.00	12,000.00	122,303.00
Fund: 045 - EQUIPMENT REPLACEMENT FUND Surplus (Deficit):	0.00	0.00	0.00	-11,307.10	11,307.10
Fund: 061 - WATER SYSTEM DEVELOPMENT					
Revenue	577,597.00	577,597.00	0.00	4,220.44	573,376.56
Expense	577,597.00	577,597.00	0.00	0.00	577,597.00
Fund: 061 - WATER SYSTEM DEVELOPMENT Surplus (Deficit):	0.00	0.00	0.00	4,220.44	-4,220.44
Fund: 062 - SEWER SYSTEM DEVELOPMENT					
Revenue	391,812.00	391,812.00	0.00	13,028.04	378,783.96
Expense	391,812.00	391,812.00	0.00	0.00	391,812.00
Fund: 062 - SEWER SYSTEM DEVELOPMENT Surplus (Deficit):	0.00	0.00	0.00	13,028.04	-13,028.04
Total Surplus (Deficit):	-13,776.00	-13,776.00	8,512.10	541,701.76	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - GENERAL FUND	0.00	0.00	7,572.38	269,855.17	-269,855.17
014 - PARKS FUND	0.00	0.00	24,035.58	82,802.75	-82,802.75
020 - PUBLIC SAFETY	-13,776.00	-13,776.00	-41,502.44	131,864.35	-145,640.35
030 - WATER ENTERPRISE FU...	0.00	0.00	-772.66	-83,539.46	83,539.46
031 - WATER CAPITAL RESERV...	0.00	0.00	0.00	67,113.64	-67,113.64
035 - SEWER ENTERPRISE FUND	0.00	0.00	30,369.44	-5,082.41	5,082.41
036 - SEWER CAPITAL RESERV...	0.00	0.00	0.00	76,230.37	-76,230.37
040 - STREET FUND	0.00	0.00	-11,190.20	-23,292.87	23,292.87
042 - STREETS CAPITAL IMPRO...	0.00	0.00	0.00	19,808.84	-19,808.84
045 - EQUIPMENT REPLACEM...	0.00	0.00	0.00	-11,307.10	11,307.10
061 - WATER SYSTEM DEVELO...	0.00	0.00	0.00	4,220.44	-4,220.44
062 - SEWER SYSTEM DEVELO...	0.00	0.00	0.00	13,028.04	-13,028.04
Total Surplus (Deficit):	-13,776.00	-13,776.00	8,512.10	541,701.76	

City of Port Orford

Check Report

By Check Number

Date Range: 01/01/2023 - 01/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Accounts Payable						
001537	Gary Milliman	01/31/2023	EFT	0.00	300.00	138
001415	Terrusa, David R	01/31/2023	EFT	0.00	500.00	139
000175	CIS-Health Insurance	01/05/2023	Regular	0.00	5,243.90	17282
	Void	01/05/2023	Regular	0.00	0.00	17283
	Void	01/05/2023	Regular	0.00	0.00	17284
	Void	01/05/2023	Regular	0.00	0.00	17285
	Void	01/05/2023	Regular	0.00	0.00	17286
001854	Teamsters 206 Employers Trust	01/05/2023	Regular	0.00	2,983.10	17287
001108	Teamsters Local U. #206	01/05/2023	Regular	0.00	142.50	17288
001699	Amazon Capital Services, Inc.	01/11/2023	Regular	0.00	396.54	17290
001529	Carson Oil Company	01/11/2023	Regular	0.00	1,398.05	17291
001803	Civil West Engineering Services, Inc.	01/11/2023	Regular	0.00	3,712.50	17292
000163	Comp-U-Talk, Inc.	01/11/2023	Regular	0.00	278.00	17293
000011	Coos-Curry Electric Co-op	01/11/2023	Regular	0.00	6,281.98	17294
	Void	01/11/2023	Regular	0.00	0.00	17295
000029	Coos-Curry Supply, Inc.	01/11/2023	Regular	0.00	400.25	17296
000306	Curry County Road Department	01/11/2023	Regular	0.00	84.90	17297
000391	Curry Transfer & Recycling	01/11/2023	Regular	0.00	130.94	17298
000276	Day Wireless Systems	01/11/2023	Regular	0.00	543.04	17299
000440	Department of Environmental Quality	01/11/2023	Regular	0.00	810.00	17300
001669	Derrick Watjen	01/11/2023	Regular	0.00	2,300.00	17301
001911	Filtration Technology, Inc.	01/11/2023	Regular	0.00	200.00	17302
001411	Gold Beach Lumber	01/11/2023	Regular	0.00	297.13	17303
	Void	01/11/2023	Regular	0.00	0.00	17304
000157	Golders NAPA Auto Parts	01/11/2023	Regular	0.00	109.99	17305
001863	I-Secure Inc.	01/11/2023	Regular	0.00	35.00	17306
001245	NOR-PAC Powers Systems, LLC.	01/11/2023	Regular	0.00	3,218.79	17307
000459	ODOT Fuel Sales	01/11/2023	Regular	0.00	1,070.18	17308
000184	ODP Business Solutions, LLC	01/11/2023	Regular	0.00	393.76	17309
000046	One Call Concepts, Inc.	01/11/2023	Regular	0.00	10.80	17310
001895	Perry, Keely	01/11/2023	Regular	0.00	70.62	17311
000339	Quality Control Services	01/11/2023	Regular	0.00	1,135.00	17312
000021	Reese Electric, Inc.	01/11/2023	Regular	0.00	3,351.69	17313
001533	Robert J. Dillard	01/11/2023	Regular	0.00	400.00	17314
001608	Rogue Credit Union-Visa	01/11/2023	Regular	0.00	3,116.22	17315
	Void	01/11/2023	Regular	0.00	0.00	17316
	Void	01/11/2023	Regular	0.00	0.00	17317
000049	Ron's Oil Company	01/11/2023	Regular	0.00	271.89	17318
000988	Shoji Planning, LLC	01/11/2023	Regular	0.00	457.60	17319
001660	TransUnion Risk and Alternative Data Solutions, Ir	01/11/2023	Regular	0.00	75.00	17320
000515	Tyler Technologies	01/11/2023	Regular	0.00	682.50	17321
000646	Vend West Services	01/11/2023	Regular	0.00	20.00	17322
001023	Western Exterminator Company	01/11/2023	Regular	0.00	400.00	17323
001779	ZiPLY Fiber	01/11/2023	Regular	0.00	103.03	17324
001780	ZiPLY Fiber	01/11/2023	Regular	0.00	36.00	17325
001814	Bullfrog Enterprises	01/19/2023	Regular	0.00	940.00	17326
000009	Coastal Paper & Supply, Inc.	01/19/2023	Regular	0.00	558.71	17327
000011	Coos-Curry Electric Co-op	01/19/2023	Regular	0.00	1,282.80	17328
	Void	01/19/2023	Regular	0.00	0.00	17329
001912	ELR Precision Rifles LLC	01/19/2023	Regular	0.00	2,180.00	17330
001912	ELR Precision Rifles LLC	01/19/2023	Regular	0.00	520.00	17331
001886	Koontz Machine & Welding, Inc.	01/19/2023	Regular	0.00	1,359.52	17332
001245	NOR-PAC Powers Systems, LLC.	01/19/2023	Regular	0.00	465.89	17333
001800	Pacific Office Automation	01/19/2023	Regular	0.00	179.77	17334

Check Report

Date Range: 01/01/2023 - 01/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000053	Portland Engineering, Inc.	01/19/2023	Regular	0.00	4,638.25	17335
001779	Ziply Fiber	01/19/2023	Regular	0.00	169.66	17336
000175	CIS-Health Insurance	01/20/2023	Regular	0.00	5,246.59	17337
	Void	01/20/2023	Regular	0.00	0.00	17338
	Void	01/20/2023	Regular	0.00	0.00	17339
	Void	01/20/2023	Regular	0.00	0.00	17340
	Void	01/20/2023	Regular	0.00	0.00	17341
001854	Teamsters 206 Employers Trust	01/20/2023	Regular	0.00	3,326.60	17342
001108	Teamsters Local U. #206	01/20/2023	Regular	0.00	142.50	17343
001837	Kudlac Law	01/31/2023	Regular	0.00	1,200.00	17344
000486	AsiFlex	01/05/2023	Bank Draft	0.00	25.00	DFT0006809
001105	VOYA - Oregon Savings Growth Plan	01/05/2023	Bank Draft	0.00	226.44	DFT0006810
000254	PERS	01/05/2023	Bank Draft	0.00	574.41	DFT0006811
000254	PERS	01/05/2023	Bank Draft	0.00	1,491.70	DFT0006812
000254	PERS	01/05/2023	Bank Draft	0.00	1,544.18	DFT0006813
000254	PERS	01/05/2023	Bank Draft	0.00	665.84	DFT0006814
000254	PERS	01/05/2023	Bank Draft	0.00	3,498.76	DFT0006815
000323	Oregon Dept of Revenue	01/05/2023	Bank Draft	0.00	29.76	DFT0006816
000323	Oregon Dept of Revenue	01/05/2023	Bank Draft	0.00	21.34	DFT0006817
001602	Rogue Credit Union	01/05/2023	Bank Draft	0.00	869.24	DFT0006818
000323	Oregon Dept of Revenue	01/05/2023	Bank Draft	0.00	2,044.34	DFT0006819
001602	Rogue Credit Union	01/05/2023	Bank Draft	0.00	2,046.79	DFT0006820
001602	Rogue Credit Union	01/05/2023	Bank Draft	0.00	3,716.68	DFT0006821
000052	Allstream	01/11/2023	Bank Draft	0.00	129.71	DFT0006822
000587	Charter Communications	01/11/2023	Bank Draft	0.00	308.32	DFT0006823
000486	AsiFlex	01/20/2023	Bank Draft	0.00	25.00	DFT0006825
001105	VOYA - Oregon Savings Growth Plan	01/20/2023	Bank Draft	0.00	226.44	DFT0006826
000254	PERS	01/20/2023	Bank Draft	0.00	530.72	DFT0006827
000254	PERS	01/20/2023	Bank Draft	0.00	1,433.09	DFT0006828
000254	PERS	01/20/2023	Bank Draft	0.00	1,456.25	DFT0006829
000254	PERS	01/20/2023	Bank Draft	0.00	681.95	DFT0006830
000254	PERS	01/20/2023	Bank Draft	0.00	3,343.44	DFT0006831
000323	Oregon Dept of Revenue	01/20/2023	Bank Draft	0.00	343.75	DFT0006832
000323	Oregon Dept of Revenue	01/20/2023	Bank Draft	0.00	27.53	DFT0006833
000323	Oregon Dept of Revenue	01/20/2023	Bank Draft	0.00	18.60	DFT0006834
001602	Rogue Credit Union	01/20/2023	Bank Draft	0.00	805.44	DFT0006835
000323	Oregon Dept of Revenue	01/20/2023	Bank Draft	0.00	1,862.72	DFT0006836
001602	Rogue Credit Union	01/20/2023	Bank Draft	0.00	1,865.50	DFT0006837
001602	Rogue Credit Union	01/20/2023	Bank Draft	0.00	3,443.96	DFT0006838
000587	Charter Communications	01/19/2023	Bank Draft	0.00	213.93	DFT0006839

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	123	49	0.00	62,371.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	13	0.00	0.00
Bank Drafts	32	30	0.00	33,470.83
EFT's	2	2	0.00	800.00
	157	94	0.00	96,642.02

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 02/16/2023

SUBJECT: Planning

ITEM NO: 6 d.

The Planning Commission voted Greg Thelen as the new Chair for 2023. They also had a workshop with City Council and Daniel Kearns. This will be discussed more during Old Business part e.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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Watershed Liaison Report, February 2023
by Councilor Ann Vileisis

Linda Tarr of the Port Orford Watershed Council and Councilor Ann Vileisis have continued to meet with representatives from the DEQ about next steps regarding the State Revolving Fund (SRF) loan to purchase the Wilson land. We are waiting to hear if our land acquisition project is subject to the environmental review process or if we can be eligible for a waiver since there is no construction or ground moving at all. If we get a waiver, that will hopefully help the paperwork parts to move along faster so we can move forward with purchasing the land from The Conservation Fund.

Representatives from the Watershed Council attended a recent Port Orford Parks Commission meeting and longstanding watershed council member Phyllis Johns gave an excellent presentation about both the importance of wetlands and the need to renovate the Port Orford Wetlands Walkway. There were discussions about how to move forward with that project.

Springboard Forestry has provided the Watershed Council and City with a draft brochure, based on our Forest stewardship plan, that outlines best stewardship practices for private land owners in our drinking water source area. The watershed council and city will be giving feedback.

The Watershed Council intends to host a community event later this spring to provide the public with more information about the Forest Stewardship Plan and the Wildfire Risk Reduction/ Gorse Infestation Plan

The Watershed Council is also planning some work projects in March to hoe gorse around recently planted trees/ and to plant grass seeds in part of the watershed that burned. They are also raising money for grass seed.

To contribute or to help with these projects, contact Meg Humphey for more information: bubblering@gmail.com

The Watershed Council continues to meet via telephone conference call given members covid concerns. They intend to start meeting in person again, possibly in May.

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 2/16/2023

SUBJECT: Adoption of Proposed Gorse Infestation/ Fire Reduction Management Plan ITEM NO: 7a.

PRESENTATION

Erin Minster, Curry Soil and Water Conservation District, will present about the **Wildfire Risk Reduction/ Gorse Infestation Management Plan** for Port Orford's Drinking Water Source Area (North Fork Hubbard Creek Watershed).

Erin Minster of the Curry Soil and Water Conservation District has prepared a Wildfire Risk Reduction/ Gorse Infestation Management Plan for Port Orford's Drinking Water Source Area (North Fork Hubbard Creek Watershed). The Plan was written for the City of Port Orford with funding from the Oregon Health Authority and Business Oregon. Gorse is a particularly fire-prone invasive plant, and the plan is intended as a blueprint to guide future management of the gorse infestation in our watershed. Having a solid plan will also help us to secure grant funding that will be needed to continue gorse management.

At this time, the Council needs to consider adoption of this plan.

Suggested Motions

Motion to adopt the proposed Gorse Infestation/ Wildfire Risk Reduction Management Plan.

I move to adopt the proposed Wildfire Risk Reduction/ Gorse Infestation Management Plan for Port Orford's Drinking Water Source Area.

Motion to approve with amendments the proposed Gorse Infestation/ Wildfire Risk Reduction Management

I move that the Port Orford City Council reject the proposed Wildfire Risk Reduction/ Gorse Infestation Management Plan for Port Orford's Drinking Water Source Area and request amendments.

SUBMITTED BY:

Ann Vileisis

Ann Vileisis, City Council President

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 02/16/2023

SUBJECT: Resolution 2023-01

ITEM NO: 7.b.

The attached is resolution 2023-01 to remove the old council members and to add the new council members to the Rouge Checking account.

Suggested Motions:

Motion to have Resolution 2023-01 passed.

I make a motion that the city council pass resolution 2023-01 on the removal and addition of council members to the rouge bank account.

Motion to have Resolution 2023-01 denied

I make a motion that the city council deny resolution 2023-01 on the removal and addition of council members to the rouge bank account.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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RESOLUTION 2023-01

**A RESOLUTION OF THE *COMMON COUNCIL OF THE CITY OF PORT ORFORD*,
TO CHANGE THE AUTHORIZED SIGNATORY FOR THE CHECKING AND
SAVINGS ACCOUNTS WITH ROUGE CREDIT UNION**

WHEREAS, the Rogue Credit Union is designated as the depository of the City of Port Orford;
and

WHEREAS, the authorized persons listed for the City of Port Orford accounts require updating
based on the November 8, 2022 election of new Councilors; and

WHEREAS, the following outgoing Councilors, Carolyn LaRoche, Lorin Kessler and James
Garrett, need to be removed from the signature card; and

WHEREAS, the newly elected Councilors, Brett Webb, Ann Vileisis and Perri Rask, be added
to the signature card,

NOW, THEREFORE,

BE IT RESOLVED the *Common Council of the City of Port Orford* approves the actions
needed to update the authorized persons listed for the City of Port Orford accounts with Rogue
Credit Union.

Approved by the *Common Council of the City of Port Orford* and effective this 16th day of
February 2023.

Pat Cox, Mayor

ATTEST:

Jessica Ginsburg, City Recorder

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 02/16/2023

SUBJECT: Scope of Work Civil West Engineering

ITEM NO: 7 c.

The Scope of work is to begin the pre-award services for the Raw Water BRIC grant. This is part of our 10% match funds. Marlin from Civil West Engineering is here to help answer any questions the council may have.

Suggested Motions

Motion to approve Scope of work Civil West Engineering

I move to approve the scope of work for Civil West Engineering services as part of the Raw Water BRIC grant application submission.

Motion to deny Scope of work Civil West Engineering

I move to deny the scope of work for Civil West Engineering services as part of the Raw Water BRIC grant application submission.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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Rogue Valley Office
830 O'Hare Parkway, Ste. 102
Medford, OR 97504
541-326-4828

South Coast Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Willamette Valley Office
213 Water Ave NW
Albany, OR 97321
541-223-5130

North Coast Office
609 SW Hurbert Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: January 24, 2023

Work Order Number: TBD

To: Jessica Ginsburg, City Administrator, City of Port Orford (City)

From: Marlin Gochmour, President, Civil West Engineering Services, Inc. (CWE)

RE: **City of Port Orford - BRIC Raw Water System Infrastructure Upgrade (Project)**

The City has requested Civil West Engineering Services provide a scope of work to assist the City in completing the preliminary design services for at least one of the raw water storage project(s) outlined in the recent application for a FEMA BRIC grant.

Background Summary

The City of Port Orford is pursuing a Pre-Disaster Hazard Mitigation Grant to improve fire suppression capabilities, seismic resiliency, and critical water infrastructure redundancy within the City. The application was submitted in January 2023 and the City will have to wait to hear of the results for up to 18 months on if the City will be selected and an award offered. To meet the timeline outlined within the grant application, the City must start work on the predesign, permitting and design phase immediately, which has led to the creation of this scope of work.

Based on discussions with the City Council this scope of work has been prepared to focus on two options for addressing access to a more significant and secure volume of raw water for processing at the treatment plant. The two primary options identified are both pre-engineering studies to make sure that the final solution aligns with the City's needs. The two options are:

Option 1 – Hubbard Creek Impound Improvements, Task: Pre-engineering Study

Option 2 – Raw Water Storage Reservoir, Task: Pre-engineering Study

Part A: Scope of Work

Work completed as part of this Scope will include the preliminary design phase for the expansion of raw water storage for the City outlined in the City's current water master plan and the BRIC funding application. The following projects are the basis of this scope of work.

- Hubbard Creek Impound Improvements – pre-engineering studies (Planning and preliminary engineering pre-award BRIC work)
- Raw Water Storage Reservoir – pre-engineering studies (Planning and preliminary engineering pre-award BRIC work)

Each of these projects will evaluate and clearly define the requirements and infrastructure needed to expand the City's access to raw water. We will evaluate the existing facilities and if needed assist in identifying an appropriate site for the proposed improvements. We will complete a field survey and collect all data related to

the selected site and we will collect all data on the existing infrastructure in the area. This preliminary design will then be utilized to coordinate with regulators to obtain preliminary approvals of the proposed improvements so the City can feel confident in the moving forward and investing in the final design and eventual construction of the recommended improvements. This scope of work will develop a set of preliminary design documents that will include site plans, profiles, a summary report outlining alternatives evaluated and recommended options with updated construction costs. The preliminary design recommendations will be submitted for review by regulatory agencies to obtain feedback and tentative approval for the proposed improvements.

This scope of work does not include any support for final design, bid or construction phase of the overall project. All final design, bid and construction phase support will be completed under a different scope prepared when the City elects to move forward with the projects.

The City may request a stop work on this project at any time and Civil West will, within 48 hours of that notice package and terminate all active work on this project. At that time, if requested Civil West will package all project data and deliver it to the City in an electronic format.

The following tasks have been identified to track the scope of work's progress.

Option 1 & 2 – Proposed Scope of Services

1. Task 1 – Civil Project Management and Administration

- a. Under this task, we will provide the necessary Civil project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative requirements. This will also include coordination with the City, regulatory agencies, utility companies, and others as applicable.

2. Task 2 – Preliminary Engineering Services & Field Survey

- a. As-Built Research, Investigation and Review: Consultant shall meet with City staff onsite to identify background information to ensure incorporation of City staff suggestions, recommendations, directions, and other requirements into the project. Consultant shall identify, collect, and review City's record drawings within the identified project limits, if available.
- b. Under this task, we will engage our in-house survey team to complete a topographic survey of the project corridors and sites. This survey will include horizontal and vertical location data for existing infrastructure within the area of the proposed improvements. We will survey an area that extends approximately 25-feet past all proposed ground disturbance areas. This survey data will be organized into a project base map which will in turn be used to layout the project improvements in a precise manner. The basis of the vertical datum shall be the North American Vertical Datum of 1988 (NAVD88). No boundary, right-of-way, or property line surveys will be completed but all available record data will be provided for this project.
- c. Civil Engineering Schematic Design: This task will include the preparation of a horizontal layout drawing. This will allow all stakeholders to have input of the overall layout. We will work closely with City staff and regulators to evaluate up to three potential sites/set of improvements to help establish and identify a solution that will meet the City's needs.

3. Task 3 – Preliminary Engineering Document Preparation Services

- a. The pre-engineering study will summarize the existing conditions, the improvement options investigated and a detailed preliminary cost estimate along with a recommendation as to which improvements will best meet the City's needs. The consultant shall also prepare a schematic drawing package consisting of site plan(s), profile(s), and section view drawings for the selected alternative



identified in the civil engineering schematic design phase. Consultant shall submit to the City for review at the 65% and 90% stages of the document preparation activities.

- b. Consultant shall submit to impacted regulatory agencies the documents prepared and will provide the City support to address comments through up to a total of three reviews by the reviewing agencies. If additional reviews are required, they will be provided as an additional service to this scope of work.
4. **Task 4 – Meetings**
- a. Coordination and Progress Meetings: Schedule and attend meetings with the City as necessary, to review and discuss specific issues not outlined in the above scope. The number of auxiliary meetings shall not exceed four (4) and shall include no more than one (1) people for four (4) hours per meeting.
5. **Task 5 – Funding Assistance**
- a. This work will include development of a short report identifying various programs and funding scenarios that the City may be able to take advantage of to fund the 10% match and/or larger portion of the necessary water improvements. The report will include a short narrative of each program, what parts of the City’s project may be eligible, grant officer contact information, and timelines and schedules of when the programs are available. This task will include a few hours for ongoing discussions with the City.
6. **Task 6 – Reimbursables**
- This task will include reimbursable costs for:
- a. **Office Administrative Costs** – This lump sum cost will cover costs for reproduction, postage, shipping, and other production costs.
 - b. **Mileage and Travel Costs** – This item will cover travel costs including mileage, per diem, lodging, and other reimbursable expenses required during the project.

Part B: Work Not Included

EXCLUSIONS/ ASSUMPTIONS

1. Traffic Control or Delineation Plans
2. Permitting fees
3. Easement creation, and boundary surveys.
4. Geotechnical Services such as soils reports, compaction testing, and pavement design.
5. Final design services.
6. Bidding Services are not included in this scope of services.
7. Construction staking is not included in this scope of services.
8. Construction Management/ Inspection
9. Other tasks not specifically identified within this proposal.

Part C: Project Fee Proposal (Lump Sum)

Fees for services under this Agreement are based on the costs developed in the 2014 water master plan updated for inflation and shall be billed on a time and material not to exceed basis. CWE will invoice the City monthly based on the work completed in that month. All work will be billed under a single task called Pre-Engineering Services. If budget funds go unused, the City will realize the savings.



Summary of Proposed Engineering Budget	
Option 1 – Hubbard Creek Impound Improvements	Pre-Engineering Services: \$394,077
Option 2 – Raw Water Storage Reservoir	Pre-Engineering Services: \$147,622

As discussed during the January 2023 City Council meeting it is our recommendation that the City select at least one of the options presented above to commence work on. The City can indicate which option they would like to engage Civil West on by selecting the appropriate box below the signature line at the end of this document.

Part D: Project Schedule

We understand the urgency of this project and are ready to start immediately. The preliminary schedule below is based on the schedule presented in the BRIC application. We can adjust as needed to account for the actual notice to proceed date for this project.

DATE	TASK
January 2023	Civil West Receives Notice to Proceed (NTP)
November 2023	65% Preliminary Documents to the City for Review.
March 2024	90% Preliminary Documents to the City for Review.
May 2024	Regulatory Agency Review support

We are grateful for this opportunity to provide these services to the City of Port Orford. We are prepared to begin this work on this important project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and the attached Consultant Services Agreement.

Sincerely,
Civil West Engineering Services, Inc.



Marlin Gochnour, PE
 President

Authorized Representative Signature Accepting Scope of Services

Date

Option Authorization: Please check which level of support is authorized at the time of signing of this Scope of Work:

- Approval for both Options
- Approval to Complete Option 1
- Approval to Complete Option 2





Attachment B

Civil West Engineering Services, Inc. - 2023 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	\$412
Principal Engineer	\$170
Regional Manager	\$165
Senior Project Manager	\$160
Senior Project Engineer	\$150
Senior Engineering Technician	\$124
Project Manager	\$155
Project Engineer	\$138
Staff Engineer	\$118
Engineering Technician	\$87
Drafter	\$78
Inspector 1	\$160
Inspector 2	\$138
Inspector 3	\$118
Engineering Intern	\$52
Clerical	\$54
Surveying	
Senior Surveyor (PLS)	\$155
Senior Survey Technician	\$124
Survey Technician	\$108
1-person Survey Crew	\$165
2-person Survey Crew	\$194
3-person Survey Crew	\$232
REIMBURSABLES	
Mileage - or current IRS Rate	\$0.625
Survey Equipment	\$225/day
GIS Data Collection Unit	\$125/day
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost
* Scoped Support Services Approved Travel Budgets Will be Developed and Approved by Client Using Standard Billing Rates.	



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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 02/16/2023

SUBJECT: Siskiyou Discovery Homeschool Cooperative

ITEM NO: 7 d.

In the January 2023 City Council Meeting there was a presentation from Siskiyou Discovery Homeschool Cooperative about using the A-Frame Building 9-1 Monday, Wednesday and Thursday. It was decided that the Parks Commission should look into this and make a recommendation to City Council.

At the last Park Commission meeting Siskiyou Discovery Homeschool was made aware of the Insurance requirements by the City's insurance company. The parks commission also recommend to the City Council that the A-Frame be rented out for \$120.00 per month to Siskiyou Discovery Homeschool for 3 days a week.

Attached is a copy of the insurance quote that was received by Siskiyou Discovery Homeschool Cooperative.

Suggested Motions

Motion to approve the Rental of the A-Frame to Siskiyou Discovery Homeschool Cooperative.

I move to approve the rental of the A-frame to Siskiyou Discovery Homeschool Cooperative for \$120.00 per month and direct City staff to draft a rental agreement.

Motion to deny the Rental of the A-Frame to Siskiyou Discovery Homeschool Cooperative.

I move to deny the rental of the A-frame to Siskiyou Discovery Homeschool Cooperative for \$120.00 per month.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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Commercial Insurance Proposal

Prepared for:
Account Number: 65838480
SIERRA IZUMIDA

Presented by:
MURRAY INSURANCE

Date of Proposal: 02/09/2023

Policy Period: Effective Date: 02/06/2023
Expiration Date: 02/06/2024

Quote Numbers Included

Comprehensive Business Package (CBP): 65838480BKS1Q1
Underwriting Company: Ohio Security Insurance Company¹

This proposal is valid for 60 days from the Date of Proposal or until the Effective Date (whichever is earlier) and is solely an estimate of premium, based on the information provided, and all amounts are subject to change. This proposal does not bind or provide actual coverage and is not an offer of insurance. Specific terms of coverage, exclusions, and limitations are contained solely in a completed insurance policy for which a premium has been paid.

This proposal may vary from your original request for coverage. Please review the proposal carefully for any variances. The terms, conditions and premiums included in this proposal contemplate the sale or renewal of all the quoted insurance lines. Electing to buy or renew only some of the lines of coverage may result in changes to the terms, conditions and premiums of the remaining insurance lines.

¹ Liberty Mutual Insurance is the marketing name for the property and casualty insurance operations of Liberty Mutual Insurance Company and its affiliates. Policies may be written in the following stock insurance company subsidiaries: The Ohio Casualty Insurance Company, Ohio Security Insurance Company, American Fire & Casualty Company, and West American Insurance Company. Not all coverages or policies may be available in all states.

Commercial Insurance Proposal: Payment Plan Options

STANDARD DIRECT BILL OPTIONS:

Overview

We offer a broad range of standard Direct Bill payment plans to meet your needs and help you save time and money when paying your premiums. Self-service capabilities are available, 24/7, when you create an online direct bill account. You will have easy access to your claims information, policy documents, premium audit forms, risk control information and billing account, where you may enroll in automatic payments, make on-demand payments, sign up for paperless billing, view/print copies of your electronic notices, and more.

Automatic Payments may be enrolled in at any time. By agreeing to the paperless delivery of billing notices, you can enjoy the following benefits:

Save money:

- Save on installment fees by enrolling in EFT automatic payments. Savings vary by state.
- Avoid late fees with automatic payments processed at the same time, every month

Save time:

- Pay your premium all at once or in 12 equal installments
- Receive email notifications of automatic payment amounts for the scheduled payment dates
- Payments appear on your checking/card account statements for easy tracking

Simply have your agent enroll you at policy issuance or enroll anytime at mybusinessonline@libertymutual.com.

Automatic Payments using EFT (from checking account)

Annual	100% down
Monthly	12 equal monthly installments

Automatic Payments using Credit/Debit Card (for accounts with total annual premium <\$25,000)

Annual	100% down
Monthly	12 equal monthly installments

Non-Automatic Payment Plans

Annual	100% down, no service fee
Quarterly	25% down, 3 equal installments at 90-day intervals
Monthly	2 months down, 10 equal monthly installments
Monthly	10% down, 9 equal installments at monthly intervals
Monthly for TX auto policies only	12 equal monthly installments

Variable service fees, by state, apply to the monthly Credit/Debit Card plan and the quarterly and monthly non-automatic plans.

YOUR WAY PAY™ DIRECT BILL OPTION (Select lines of business only)¹:

Overview

Our pay-as-you-go option, powered by SmartPay™, allows you take control of your cash by providing you the ability to link your business activity to your premium payments. It is easy and convenient and offers these benefits for your pay-as-you-go business:

- Improved cash flow
- No down payment
- Real-time premium calculations based on actual data reported
- Automatic withdrawals of premium payments
- Reduction in audit exposure due to immediate premium calculations

Your Way Pay Plan

Payments

Report risk exposures as scheduled by policy type (e.g. for a WC policy, payroll is reported on payroll dates).	Withdrawal from your bank account is initiated automatically for the payment of premium
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¹Not available for any risks in HI or Workers Compensation risks in ND, OH, WA, or WY.

AGENCY BILL OPTIONS:

Overview

We offer Agency Bill payment plans for specific-type policies or multi-line accounts where Direct Bill may not be the best option. Since the agent will bill and service these policies, there is no online account access or self-service capabilities available.

Agency Bill Payment Plans only (Required for Premium Finance policies; for accounts with total annual premium >\$25,000)

Annual	100% down
Quarterly	30% down, 3 equal installments at 90 day intervals
Monthly	30% down, 9 equal installments at monthly intervals
Monthly for TX auto policies only	12 equal monthly installments

Commercial Insurance Proposal: Premium Recap

COMPREHENSIVE BUSINESS PACKAGE (CBP)

Inland Marine Coverage	
Small Tools Only Risk Premium	\$45.00
Total Inland Marine Risk Premium	\$45.00
Certified Acts of Terrorism Coverage ²	\$2.00
Total Inland Marine Premium	\$47.00
General Liability Coverage	
General Liability Premium	\$397.00
Certified Acts of Terrorism Coverage ²	\$2.00
Total General Liability - Occurrence Premium	\$399.00
Total CBP Premium	\$446.00

²**SNI 36 01 Oregon - Terrorism Insurance Premium Disclosure and Opportunity to Reject:**

This quote includes coverage for Certified Acts of Terrorism (as defined in the Terrorism Risk Insurance Act ("TRIA")) for the lines of business referenced above with a premium charge. You may elect to reject this coverage for any Commercial Property, General Liability, Inland Marine, Commercial Protector (BOP), or Umbrella for losses resulting from a "certified act of terrorism" according to the instructions included within this document. Should you elect to reject this coverage, we will process an endorsement to your policy upon receipt of the signed rejection form.

Note this disclosure notice and rejection option does not apply to Workers Compensation, Crime, Professional Liability or Commercial auto coverage, if included in this quote. Please refer to the enclosed notice for additional information regarding this act, its effect regarding your policy coverage, and its impact on your premium.

Additional Note: The Certified Acts of Terrorism Coverage does not apply for any Commercial Auto, burglary and theft (i.e. Commercial Crime), or professional liability coverages quoted and a premium charge has not been included for these lines of business.

Commercial Inland Marine Proposal

Small Tools Only - \$2,500 Max Per Tool Coverages	Limit of Insurance
Flat Deductible	\$1,000
Small Tools of Insured Total Limit (\$2,500 Max per Tool)	\$1,000

Commercial General Liability Proposal

POLICY LEVEL COVERAGES

Coverage Provided	Limit of Insurance
Each Occurrence Limit	\$1,000,000 Per Occurrence
General Aggregate Limit (Other Than Products-Completed Operations)	\$3,000,000
Products-Completed Operations Aggregate Limit	\$3,000,000
Personal And Advertising Injury Limit	\$1,000,000 Any One Person or Organization
Damages To Premises Rented To You Limit	\$1,000,000 (Any One Premises)
Medical Expense Limit	\$15,000 Any One Person

LOCATION EXPOSURES

Location:	Class Description:	Subject to General Aggregate	Exposure:
Hamlet Pl, Port Orford, OR, 97465	67513 - Schools NOC - Not For Profit	+	2,800

A plus sign shown in the "SUBJECT TO GENERAL AGGREGATE" column means that coverage for Products and/or Completed Operations is included in the Premises/Operations coverage at no additional premium charge.

GENERAL LIABILITY COVERAGE FORM INCLUDES:

Coverage Extension Supplemental Payments	Limit Of Insurance
Bail Bonds	\$250
Loss Of Earnings	\$250 per day

COMMERCIAL GENERAL LIABILITY EXTENSION

Coverage Description	Revised Limits of Insurance
Non-Owned Aircraft	Included
Non-Owned Watercraft	Included
Property Damage Liability - Elevators	Included
Extended Damage to Property Rented To You (Tenant's Property Damage)	Included
Medical Payments Extension	Included Within 3 Years Of The Date Of The Accident
Extension Of Supplementary Payments - Coverages A and B	Included
Cost Of Bail Bonds	\$3,000
Loss Of Earnings Due To Time Off Work While Assisting In The Investigation Of a Claim Or Suit	\$500 a day
Additional Insureds - By Contract, Agreement Or Permit	Included
Primary and Non-Contributory - Additional Insured Extension	Included
Additional Insureds - Extended Protection of Your "Limits of Insurance"	Included
Who Is An Insured - Incidental Medical Errors/Malpractice and Who Is An Insured - Fellow Employee Extension - Management Employees	Included
Newly Formed or Additionally Acquired Entities	included
Failure To Disclose Hazards and Prior Occurrences	included

Coverage Description	Revised Limits of Insurance
Knowledge Of Occurrence, Offense, Claim Or Suit	Included
Liberalization Clause	Included
Bodily Injury Redefined	Included
Extended Property Damage	Included
Waiver Of Transfer Of Rights Of Recovery Against Others To Us - When Required In a Contract Or Agreement With You	Included

This Quote is based on the following forms, which apply at the time of quote and may differ on policy issuance:

CG00010413 - Commercial GL Coverage Form - Occurrence
 CG21060514 - Excl Disclosure Confid Personal Info Lmt Bl Except
 CG21181017 - Oregon - Marijuana Exclusion
 CG21320509 - Communicable Disease Exclusion
 CG21471207 - Employment Related Practices Excl
 CG21671204 - Fungi or Bacteria Exclusion
 CG21700115 - Cap on Losses from Certified Acts of Terrorism
 CG21760115 - Excl Punitive Damages Certified Act of Terrorism
 CG21880115 - Cond Excl Terror NBC Terror Relating to Ins Act
 CG22300798 - Exclusion - Corporal Punishment
 CG22710413 - Colleges or Schools (Limited Form)
 CG24260413 - Amend of Insd Contract Definition
 CG84990809 - Non-Cumulation Liab Limits Same Occ
 CG88100413 - Commercial GL Liab Extension
 CG88771208 - Medical Expense At Your Request Endorsement
 CG88861208 - Exclusion - Asbestos Liability
 CG88871208 - Exclusion - Lead Liability
 CG92480116 - Sexual Misconduct or Abuse Exclusion
 CG93811122 - Exclusion - Biometric Information Privacy Claim
 CL01000399 - Common Policy Conditions
 CL01361105 - Amendatory Endorsement - Oregon
 CL06000115 - Certified Terrorism Loss
 CL07001006 - Virus or Bacteria Exclusion
 CL08100817 - Cannabis Items and Activities Exclusion Oregon
 CL16600606 - Conditional NBC Terrorism Excl with Limited Excep
 CM89190620 - Valuation Of Equipment Leased Or Rented From Others
 CM89210820 - Replace Cost Remove Equip Older Than Six Years Age
 CM89650821 - Cyber Incident Exclusion
 CNI90110718 - Reporting A Commercial Claim 24 Hours A Day
 IL00171198 - Common Policy Conditions
 IL00210908 - Nuclear Energy Liab Excl Endt
 IL01420908 - OR Changes Domestic Partnership
 IL02790908 - OR Changes Cancellation and Nonrenewal
 IL88531120 - Actual Cash Value
 IM20750422 - Amendatory Endorsement - Oregon
 IM70030404 - Contractors' Equipment Coverage - Small Tools
 NP74440906 - NP - Treasury Dept OFAC Notice to Policyholders
 NP75680809 - NP -Communicable Disease Exclusion
 SNI04011220 - NP - Liberty Mutual Group California Privacy Notice
 SNI36010520 - NP-OR Terrorism Ins Prem Disclos and Opp to Reject
 SNI90040318 - NP - Oregon Marijuana Exclusion

STATE FRAUD NOTICES

The following must be provided to the applicant either by use of this proposal, by reproduction in a proposal by the Producer, or by use of a current ACORD application or its equivalent.

Applicable in AL, AR, DC, LA, MD, NM, RI and WV

Any person who knowingly (or willfully)¹ presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)¹ presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. ¹Applies in MD Only.

Applicable in CO

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in FL and OK

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)². ²Applies in FL Only.

Applicable in KS

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation)³. ³Applies in NY Only.

Applicable in ME, TN, VA and WA

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)⁴ include imprisonment, fines and denial of insurance benefits. ⁴Applies in ME Only.

Applicable in NJ

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR

Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in PR

Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

OREGON - TERRORISM INSURANCE PREMIUM DISCLOSURE AND OPPORTUNITY TO REJECT

This notice contains important information about the Terrorism Risk Insurance Act and its effect on your policy. Please read it carefully.

THE TERRORISM RISK INSURANCE ACT

The Terrorism Risk Insurance Act, including all amendments ("TRIA" or the "Act"), establishes a program to spread the risk of catastrophic losses from certain acts of terrorism between insurers and the federal government. If an individual insurer's losses from "certified acts of terrorism" exceed a specified deductible amount, the government will generally reimburse the insurer for a percentage of losses (the "Federal Share") paid in excess of the deductible, but only if aggregate industry losses from such acts exceed the "Program Trigger". An insurer that has met its insurer deductible is not liable for any portion of losses in excess of \$100 billion per calendar year. Similarly, the federal government is not liable for any losses covered by the Act that exceed this amount. If aggregate insured losses exceed \$100 billion, losses up to that amount may be pro-rated, as determined by the Secretary of the Treasury.

Beginning in calendar year 2020, the Federal Share is 80% and the Program Trigger is \$200,000,000.

MANDATORY OFFER OF COVERAGE FOR "CERTIFIED ACTS OF TERRORISM" AND DISCLOSURE OF PREMIUM

TRIA requires insurers to make coverage available for any loss that occurs within the United States (or outside of the U.S. in the case of U.S. missions and certain air carriers and vessels), results from a "certified act of terrorism" AND that is otherwise covered under your policy.

A "certified act of terrorism" means:

Any act that is certified by the Secretary, of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States

(i) to be an act of terrorism;

(ii) to be a violent act or an act that is dangerous to

- (I) human life;
- (II) property; or
- (III) infrastructure;

(iii) to have resulted in damage within the United States, or outside of the United States in the case of

- (I) an air carrier (as defined in section 40102 of title 49, United States Code) or United States flag vessel (or a vessel based principally in the United States, on which United States income tax is paid and whose insurance coverage is subject to regulation in the United States); or
- (II) the premises of a United States mission; and

(iv) to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

REJECTING TERRORISM INSURANCE COVERAGE - WHAT YOU MUST DO

We have included in your policy coverage for losses resulting from "certified acts of terrorism" as defined above.

THE PREMIUM CHARGE FOR THIS COVERAGE APPEARS ON THE DECLARATIONS PAGE OF THE POLICY AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT. If we are providing you with a quote, the premium charge will also appear on your quote as a separate line item charge.

IF YOU CHOOSE TO REJECT THIS COVERAGE, PLEASE CHECK THE BOX BELOW, SIGN THE ACKNOWLEDGMENT, AND RETURN THIS FORM TO YOUR AGENT. **Please ensure any rejection is received within thirty(30) days of the effective date of your policy.**

Before making a decision to reject terrorism insurance, refer to the Disclaimer for Standard Fire Policy States located at the end of this Notice.

I hereby reject this offer of coverage. I understand that by rejecting this offer, I will have no coverage for losses arising from a "certified acts of terrorism" and my policy will be endorsed accordingly.

Policyholder/Applicant's Signature

Print Name

Date Signed

Named Insured
SIERRA IZUMIDA

Policy Number
BKS(24)65838480

Policy Effective/Expiration Date
02-06-2023/02-06-2024

IF YOU REJECTED THIS COVERAGE, PLEASE RETURN THIS FORM TO YOUR AGENT.

NOTE: Certain states (currently CA, GA, IA, IL, ME, MO, NY, NC, NJ, OR, RI, WA, WI and WV) mandate coverage for loss caused by fire following a "certified act of terrorism" in certain types of insurance policies. If you reject TRIA coverage in these states on those policies, you will not be charged any additional premium for that state mandated coverage.

The summary of the Act and the coverage under your policy contained in this notice is necessarily general in nature. Your policy contains specific terms, definitions, exclusions and conditions. In case of any conflict, your policy language will control the resolution of all coverage questions. Please read your policy carefully.

If you have any questions regarding this notice, please contact your agent.

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 02/16/2023

SUBJECT: Short Term Rental Workshop

ITEM NO: 7 e.

On February 7, 2023 the City Council had a joint Workshop with the Planning Commission about the Short-Term Rental ordinance. There are a few things that the Planning Commission would like the Council to weigh in on.

- 1) Residential Cap: Currently the Planning Commission is at 40. Would the Council like it to be less or more?
- 2) Parking: Should the City give residents 5 years to comply with the Parking Regulations?
- 3) Density of 300 feet: Should the City Grandfather in all the STR's that are currently licensed and closer than 300 feet in distance?
- 4) Building Inspection: Should the City require a health and safety inspection? If so by who?

Daniel sent me an e-mail after the meeting about things that were also discussed at the workshop and I have attached it along with a draft copy of the Ordinance for your reference.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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Jessica Ginsburg

From: Daniel Kearns <dan@reevekearns.com>
Sent: Tuesday, February 7, 2023 6:25 PM
To: Jessica Ginsburg
Subject: Re: Planning Commission Meeting Port Orford 02/07/2023

Jessica – a couple of comments about tonight’s CC/PC discussion of the draft STR ordinance:

1. I suggest you add to Section 040 a new subsection E that requires full and on-going compliance with the City’s Transient Lodging Tax requirements in Chapter 3.08. You should consider up-dating your TLT code chapter by adopting the LOC model TLT ordinance. It is a very good model, but also include a reporting requirement that the licensee report each year the number of nights rented. The current STR draft already includes the requirement that all application information be truthful complete and accurate. Submission of false information is grounds for license denial or revocation. Short comment: review this draft STR ordinance in light of your TLT ordinance to make sure you are getting all the information you need from the licensees. Compliance with the TLT requirements is already one of the listed requirements for renewal in Section 070, but it wouldn’t hurt to also provide an explanation in the license requirements of section 040.
2. Some cities have worked out arrangements with Air BNB so that they provide a break-down of the quarterly or monthly tax that it remits to the City. They will work with local governments and claim that they will comply with all such local regulations that apply to them as the booking platform.
3. I heard mention of applying the city’s noise ordinance – the noise requirements in the STR ordinance are different and more stringent than normal noise ordinance regulations so as to make enforcement easier. A violation occurs if between the hours of 10 p.m. and 7 a.m. there is any noise from a STR that can be heard at the property line. That is a very strict standard, but it is objectively clear and easy to enforce and to log a violation through submission of an audio file.
4. As for parking in the commercial zone, I believe the city’s development code already imposes off-street parking requirements on commercial uses in the commercial zone. The STR requirement to have one space per bedroom on-site is somewhat different and applies only to STR licenses and can be limited to just residential or mixed use areas. You should check to see if Port Orford has any STR parking problems in the commercial zones. The problem arises in residential zones when large numbers of renters show-up in town for a long weekend and were never informed of the parking limit. By the time they arrive in town, its too late.
5. I tend to recommend that you hold lawful preexisting STRs harmless for the 300-foot density requirement (grandfathered forever) just because its too difficult to apply it to multiple existing STRs now or 5 years down the road.
6. I also heard transferability mentioned several times. Transferability really only matters for any STR with a grandfathered status because everyone else has to come in and demonstrate compliance with all of the STR regulations every year at the time of renewal anyway. Thus, even if a STR sells, the new owner still has to come in within a year to renew.
7. I think building and fire/life/safety inspections are important – mostly at the initial license application, but also the first renewal and possibly periodically thereafter. Where I’ve seen it done, it has always been the local building official and the local fire official. You should check with these agencies to see whether and how this could work.

Call me if you want to chat about any of this further or the next revision to this draft ordinance. Thx.

Daniel Kearns
REEVE KEARNS PC
P.O. Box 13015
Portland, OR 97213
Telephone: (503) 997-6032

CONFIDENTIALITY NOTE: This e-mail message from the law offices of REEVE KEARNS PC is for the sole use of the intended recipient or recipients and may contain confidential and privileged information. Any unauthorized review, use, disclosure, distribution or other dissemination of this e-mail message and/or the information contained therein is strictly prohibited. If you are not the intended recipient of this e-mail message, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you.

From: Jessica Ginsburg <jginsburg@portorford.org>
Date: Monday, February 6, 2023 at 3:14 PM
To: Daniel Kearns <dan@reevekearns.com>
Subject: Planning Commission Meeting Port Orford 02/07/2023

Daniel-

Please log on at 4:30pm tomorrow for the Planning Commission and City Council Workshop. Attached is the log on information for the meeting.

Thanks!

Sincerely,

*Jessica Ginsburg
City Administrator
City of Port Orford
Phone: Office: 541-366-4568
Cell: 541-253-6022
Fax: 877-281-5307*

ORDINANCE NUMBER _____

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

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

ORDINANCE 5.05

SECTIONS:

- 05.05.010 Title
- 05.05.020 Purpose
- 05.05.030 Definitions
- 05.05.040 Annual Short-Term Rental Operating License Required
- 05.05.050 Application and Fee
- 05.05.060 Term of Annual License and Transferability
- 05.05.070 Application Required and Burden for Application Approval and License Renewal
- 05.05.080 Operational Requirements and Standards for Short-Term Rentals
- 05.05.090 Additional Operational Requirements
- 05.05.100 Implementation of this Ordinance and Application to Short-Term Rentals Operating License on the Date of its Adoption
- 05.05.110 Violations
- 05.05.120 Penalties
- 05.05.130 Appeals of Short-Term Rental Operating License Determinations
- 05.05.140 Discontinuance of Short-Term Rental Occupancy
- 05.05.150 Remedies Not Exclusive

05.05.010- Title:

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

05.05.020 - Purpose:

Ordinance ____
Short- Term Rental Operating License

This ordinance provides reasonable and necessary regulations for the licensing of short-term rentals of residential dwelling units, the purposes of which are to:

- A. Protect the health, safety, and welfare of short-term and long-term renters, property owners and neighboring property owners throughout the City of Port Orford.
- B. Balance the legitimate livability concerns of residential neighbors with the rights of property owners to use their property as they choose.
- C. Provide visitors to The City of Port Orford with reasonable opportunities and a range of short-term rental and vacation occupancy options.
- D. Provide long-term residential options for those people who want to live and work in the City of Port Orford.
- E. Protect the character of the City's neighborhoods by limiting the number, concentration, and scale of full-time short term rentals in residential zones.

In the adoption of these regulations, the City finds the transient rental of dwelling units has the potential to be incompatible with the residential neighborhoods in which they are situated and to have a damaging impact on the liability of those neighborhoods. Therefore, special regulation of dwelling units used for transient occupancy is necessary to ensure these uses will be compatible with surrounding residential uses and will not materially alter the livability of the neighborhoods in which they are located.

A Short-Term Rental Operating License is revocable permission to operate a short-term rental, but only in accordance with this ordinance. A Short-Term Rental Operating License may be terminated, revoked or not renewed if the standards of this ordinance are not met or the dwelling is sold or otherwise transferred as defined in this ordinance. This ordinance provides an administrative framework for the licensing and operation of short-term rentals and provides a process by which owners can appeal the City's decisions related to short-term rentals.

The regulations of this code are not intended to permit any violation of the provisions of any other law or regulation. Any exceptions allowed by this ordinance shall not exempt the short-

Ordinance _____

Short- Term Rental Operating License

term rental from any other applicable requirement, regulation or ordinance adopted by the City of Port Orford.

The requirements in this ordinance are not "land use regulations" as defined in ORS 197.015 or 195.300(14). The regulations contained in this ordinance are not intended to, nor do they, implement the City of Port Orford Comprehensive Plan, the Curry County Land Use Ordinance, nor do they implement any of the Statewide Planning Goals.

Administrative Rules. The City Administrator will have the authority to establish administrative rules and regulations consistent with the provisions of this ordinance for the purpose of interpreting, clarifying, carrying out, furthering and enforcing the provisions of this ordinance. A copy of such administrative rules and regulations shall be on file in City Hall and shall be posted on the City's website. Any such administrative rules and regulations shall be binding upon any owner, operator or registrant of a short-term rental.

13.05.030 - Definitions: The following definitions shall apply to this ordinance, its interpretation, application and enforcement; otherwise, ordinary dictionary definitions shall apply unless the context indicates otherwise.

Adoption of this Ordinance: means the date on which this ordinance takes effect after adoption by the Port Orford City Council.

Applicant(s): means an owner(s) of a dwelling unit who applies to the City for a Short-Term Rental Operating License.

Authorized Agent: is a property management company 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 purpose of contacting for complaints.

Bedroom: means a room intended and permitted to be used for sleeping purposes that has all of the following attributes:

- Light ventilation and heating
- Consists of four walls to the ceiling, at least one of which is located along an exterior wall with a window.

Ordinance ____

Short- Term Rental Operating License

- All sleeping areas used as a bedroom in a short-term rental must be permitted for that use, and no areas may be converted to a bedroom without demonstration of compliance with this ordinance.

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

Change of Property Ownership: means the transfer of title from one person to another.

Contact Person: means the owner, or if designated on the license application, the authorized agent of the owner, authorized to act on behalf of the owner of the short-term rental property.

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

Dwelling Unit: means a lawfully established single unit that provides complete independent living facilities for one or more people including permanent provisions for living, sleeping, eating, sanitation and one cooking area. Dwelling unit includes a single-family dwelling and factory-built or manufactured dwelling that bears a valid certification of compliance with applicable manufactured dwelling standards. Dwelling unit does not include a recreational vehicle or similar mobile structure, or motorized vehicle designed and built for temporary vacation use.

Good Cause: for the purposes of denial, suspension, revocation, impositions of conditions, renewal and reinstatement of a Short-Term Rental Operating License means (1) the applicant, owner or contact person has failed to comply with any of the terms, conditions, or provisions of this ordinance or any relevant provision of the Port Orford Municipal Code, State law or any other rule or regulation promulgated thereunder; (2) the Applicant, Owner, or Contact Person has failed to comply with any special conditions placed upon the Short-Term Rental Operating License; or (3) the short-term rental has been operating in a manner that adversely affects the public health or welfare of the safety of the immediate neighborhood in which the short-term rental is located.

Ordinance _____

Short- Term Rental Operating License

Good Neighbor Policy: means a policy furnished by the City of Port Orford that summarizes general rules of conduct, consideration and respect, and includes without limitation provisions of this ordinance applicable to or expected of guests occupying the short-term rental.

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

Licensee: means the owner(s) of a dwelling unit who holds a Short-Term Rental Operating License.

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

Overnight: means between 10:00pm to 7:00am the following day. Overnight includes the term "Quiet Hours."

Owner(s): means the natural person(s) or legal entity that owns and holds legal or equitable title to the property. If the owner is a business entity such as partnership, corporation, limited liability company, limited partnership, limited liability partnership or similar entity, all persons who have an interest in that business entity may be considered an owner.

Renter: means a person who rents a short-term rental or is an occupant in the short-term rental. Renter includes the term "tenant."

Short-Term Rental or STR: means the transient rental of a dwelling unit for a period of 30 or fewer nights but does not include a bed and breakfast enterprise, hotel, motel and RV parks. Short-term rental includes advertising, offering, operating, renting, or otherwise making available or allowing any other person to make a dwelling unit available for occupancy or use a dwelling unit for a rental period of 30 or fewer nights. Short-term rental use is a type of "vacation occupancy" as defined in ORS 90.100.

Short-Term Rental Operating License: means the regulatory license required and described in this ordinance. It will be referred to as an "operating license."

Ordinance ____

Short-Term Rental Operating License

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

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

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

05.05.040 –Annual Short-Term Rental Operating License Required.

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

- A. **License Must Be Obtained.** A Short-Term Rental Operating License shall be obtained and renewed as prescribed in this ordinance before a dwelling unit may be offered, advertised or used as a short-term rental. The permission to operate a short-term rental in the City of Port Orford that is embodied in a license may be revoked for failure to obtain, renew or maintain registration, to operate a short-term rental in accordance with all requirements of the license, or otherwise comply with the requirements of this ordinance. It is a violation of this ordinance to operate a short-term rental without a valid license.
- B. **No Nonconforming Status Conferred.** The fact that an owner of property or other entity may hold a license on the date of adoption of this ordinance, does not confer a property right status under ORS 215.130 to continue operation of a short-term rental. Operation, advertisement or offering a dwelling unit for short-term rental use, in all cases, requires a valid license.

- C. **Cap on Number of Short-Term Rental Operating Licences in Effect for The City of Port Orford.** The City has established a limit of forty (40) on the number of Short-Term Rental Operating Licenses that can be in effect at any one time for defined residential areas 1-R and 2-R. If at the time of license application for a new or renewed short-term rental license, there is not room within the applicable residential area cap to accommodate the new or renewed license, the application will be denied, but the applicant will be placed on a waiting list in order of rejection/non-renewal and will be contacted by the City Administrator as soon as there is room within (under) the applicable residential area cap to accommodate the new/renewed short-term rental license. No similar limitation on issuance of licenses anywhere else in the City. Hosted Home Shares are not subject to the cap in the defined residential areas.
- D. **Density Limitation on Short-Term Rental Operating License in the City of Port Orford.** The City will not issue or renew a short-term rental license in defined residential areas 1-R and 2-R if, at the time of application, there is a valid and licensed short-term rental operating on a property within 300 feet (closest property boundary to closest property boundary) of the applicant's property. Any applicant for a new or renewed short-term rental license that is barred due to this provision will be placed on a waiting list in order of rejection/non-renewal and will be contacted as soon as the property is no longer within 300 feet of another active short-term rental license.

05.05.050- Application and Fee.

- A. **Application Required.** Applications for a Short-Term Rental Operating License shall be on forms provided by the City, demonstrating the applicant meets the standards required by this ordinance. The applicant or authorized agent shall certify the following information 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 hosted home shares within the R1 and R2 zones only).* The residential use of a dwelling unit shall be established through its continued use as the primary residence of the property owner. The applicant shall provide at

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Short-Term Rental Operating License

least two of the following items as evidence that the dwelling is the primary residence of the owner:

- i. A copy of voter registration.
 - ii. A copy of an Oregon Driver's License or Identification Card.
 - iii. A copy of federal income tax return from previous tax year (page 1 only financial data should be redacted).
3. *Representative Information.* The applicant shall provide the name, working 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 property. For the purposes of this requirement, local means the representative's address is within a 30 minute travel time of the subject property where the short-term rental is located.
4. *Site plan and floor plan.* The site plan shall be a scale drawing, which can be hand-drawn, showing property boundaries. Building footprint, location and dimensions of parking spaces. Including dated photo(s) of interior and exterior parking spaces. The floor plan shall show in rough dimensions the locations and dimensions of all bedrooms in the dwelling unit or single-family dwelling.
5. *Proof of Liability Insurance.*
6. *Proof of Transient Lodging Tax Registration.* Evidence of transient lodging tax registration with the City for short-term rental.
7. *Good Neighbor Guidelines.* Acknowledgment of receipt and review of a copy of the City's Good Neighbor Guidelines. In addition, evidence that the City's Good Neighbor Guidelines had been effectively relayed to short-term rental tenants, by incorporating it into the rental contract, including it in the rental booklet, posting it online, providing it in a conspicuous place in the dwelling unit, or a similar method.
8. *Listing Number.* If they advertise, the listing numbers, or website addresses of where the short-term rental advertises (such as the VRBO/Airbnb/rental website number, accounts number, URL, ect.)

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Short- Term Rental Operating License

9. A completed safety checklist.

10. Proof of Garbage Service.

11. Such other information as the City Administrator or designee deems reasonably necessary to administer this ordinance.

B. **Incomplete Application.** If a license application does not include all required materials and documentation, the application will be considered incomplete and the City will notify the applicant, in writing, explaining the deficiencies. If the applicant provides the missing required information within 21 calendar days of 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 Tental Operating License or license renewal shall be as established by resolution of the City Council, but shall not be less than the following amounts:

1. Initial application fee of not less than \$400.
2. An annual renewal fee of not less than \$300.
3. A fee of not less than \$75 per bedroom.
4. An addition of a bedroom to an existing short-term rental license shall be subject to a license alteration fee of not less than \$50.



Commented [JG1]: Is City Council okay with the base fees? The amount will be set by resolution.

05.05.060- Term of Annual License and Transferability

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Short- Term Rental Operating License

- A. **Term.** A Short-Term Rental Operating License is valid for one year (12 months) and shall automatically expire if not renewed on or before June 30th. The license may be renewed annually by the licensee or authorized agent when all applicable standards of this ordinance are met. If an authorized agent changes during the operating license period, the licensee shall notify the City in writing of the change 14 days prior to the date the change takes effect, except when the failure to do so is beyond the licensee’s control.
- B. **Transferability.** The Short-Term Rental Operating License shall be issued in the name of the licensee(s) and is not transferable.

05.05.070- Application Required and Burden for Application Approval and License Renewal

- A. **License Must be Obtained.** Applications for Short-Term Rental Operating License shall be on forms provided by the City, demonstrating the application meets the standards required by this ordinance.
- B. **Burden of Proof.** The applicant has the burden of proof to demonstrate compliance with each applicable criterion for initial approval or annual renewal of the Short-Term Rental License. The approval criteria also operate as continuing code compliance obligations of the owner/contact person. For the initial application renewal every three years
- C. **Responsibility.** The applicant shall certify that all information provided is correct and truthful. It is the applicants responsibility to assure that the short-term rental is and remains in compliance with all applicable codes.

~~D. **Off-Street Parking in 1-R and 2-R Zones only.** No more than one (1) vehicle per bedroom shall be allowed for each short-term rental. One (1) additional parking space may be allowed for daytime guests. On-street parking is prohibited. If a garage is used to meet the parking requirement a photo of the interior of the garage shall be submitted at the time of application and license renewal to show the garage is available and large enough for vehicle parking.~~

Commented [JG2]: If there are multiple friends or families coming from various places their might be 6 cars for 6 people? Maybe we should only have 05.05.080 (B)?

E.D. Transient Lodging Tax Compliance. The property owner shall be in compliance with the City of Port Orford Transient Lodging Tax Ordinance 3.08.

F.E. Compliance with all penalties and fines due to the City of Port Orford Municipal Court.

G.F. Renewal Standards. The Short-Term Rental Operating License shall be issued in the name of the licensee (s) and is not transferable. Short-Term Rental Operating Licenses will be renewed by the licensee annually.

H.G. The City will review an application for a Short-Term Rental Operating License renewal and issue a renewal provided all the standards in this ordinance continue to be met. If not met, the City will not renew the Short-Term Rental Operating License and the property shall not be used as a short-term rental. A decision on a Short-Term Rental Operating License application or renewal maybe appealed to the City of Port Orford City Council.

05.05.080- Operational Requirements and Standards for Short-Term Rentals. To qualify to obtain or retain a Short-Term Rental Operating License, the contact person and short-term rental must comply with the following operational requirements and standards. Failure to comply could be grounds for denial, non-renewal or revocation of a Short-Term Rental Operating License.

- A. **Maximum Occupancy.** The maximum overnight occupancy for a short-term rental shall be limited to two (2) persons per bedroom plus two (2) additional persons. For example, a two-bedroom short-term rental is permitted a maximum overnight occupancy of six (6) people. The contact person may allow up to two (2) minor children age 2-12, to occupy the short-term rental in addition to the maximum number of occupants. Minors up to age 2 do not count towards maximum occupancy.
- B. **Off-Street Parking Spaces Required for 1-R and 2-R Only.** One (1) off-street vehicle space is required per bedroom in accordance with section 05.05.070 of this ordinance. All of the required notices and placards required by this ordinance shall require the renters to park on-site and not park on the street, even if on-street parking is otherwise available.

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Short- Term Rental Operating License

- C. **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, 7 days a week). Response must be within 30 minutes. The designated representative maybe changed from time to time throughout the term of the license. To do so, the license information shall be revised with the City at least 14 days prior to the date the change takes effect, except when the failure to do so is beyond the licensee's control. In an emergency or absence, contact forwarding information to a qualified person may be provided for the licensee or representative. In the case of Hosted Home Shares, the contact person shall be the permanent resident who will be hosting the transient accommodations.
- D. **Quiet Hours.** The hours from 10:00 p.m. to 7:00 a.m. are quiet hours, and there shall be no amplified music and no loud singing, talking, or other audible noise during quiet hours that can be heard beyond the property boundaries of the short-term rental property.
- E. **No Unpermitted Improvements or Bedrooms.** All electrical, structural, plumbing, venting, mechanical and other improvements made to a registered short-term rental shall be fully permitted and all work completed by a licensed and duly qualified contractor.
- F. **Notice to Neighbors.** For short-term rentals, the licensee or authorized agent shall either; (a) provide an annual mailing or otherwise distribute by hand, a flier to neighbors within a 300 foot radius of the short-term rental property address containing the operating license number and owner or representative contact information, or (b) post a small place card or sign as specified by the City on the property in proximity to the adjacent street advising neighbors and tenants of the same information where it can be seen from the public right-of-way.
1. The purpose of this notice is so adjacent property owners and residents can contact a responsible person to report and request resolution of problems associated with the operation of the short-term rental. If the permanent contact information changes during the license period, the new information must be mailed or distributed again, or changed on the place card or sign.

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Short- Term Rental Operating License

G. 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 Short-Term Rental Operating License application and renewal. The licensee shall be responsible for completing the fire safety checklist and ensuring continued compliance. Verification with the application or renewal by the City shall be required prior to issuance of a license.
 - i. At least one (1) functioning fire extinguisher shall be located in the kitchen of the short-term rental dwelling unit. Extinguisher must be visible and accessible to renters at all times.
 - ii. All electrical outlets and lights switches have face plates.
 - iii. Electrical panels shall be unobscured and have all circuits labeled.
 - iv. Every bedroom shall have a smoke detector that is interconnected with a smoke detector in an adjacent hallway, common area, or in the immediate area of the bedroom.
 - v. A carbon monoxide detector/alarm device shall be placed within 15 feet of each bedroom door.
 - vi. Exterior lighting shall be directed in a downward direction to prevent glare onto adjacent properties as per the Port Orford Municipal Code Chapter 15.17 Outdoor Lighting Code.
3. *Solid Waste Collection* – Minimum service requirements. During all months the dwelling unit is available for transient accommodation. Short-term 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.

- H. Mandatory Postings.** The Short-Term Rental Operating 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:

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Short-Term Rental Operating License

1. Number or other identifying mark unique to the short-term rental operating license which indicates the license is issued by the City of Port Orford with the date of expiration;
 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 for 1-R and 2-R only;
 4. The maximum occupancy permitted for the short-term rental;
 5. Tsunami Evacuation Map at every exit;
 6. Day of week of trash pickup;
 7. The property address.
- I. The licensee shall be in compliance with the Transient Lodging Tax pursuant to City of Port Orford Municipal Code Ordinance 5.09, and subject to the Tax Administrator's authority under that ordinance.
- J. **No Recreational Vehicle.** No recreational vehicle, travel trailer, or tent or other temporary shelter shall be used as or in conjunction with a short-term rental. No occupancy of a parked vehicle, including recreational vehicles is permitted in conjunction with a short-term rental.
- K. **Good Neighbor Policy and Guidelines.** The property owner and contact person shall acknowledge the City's Good Neighbor Policy, shall post them in every short-term rental, and provide copies to all short-term rental renters:

Good Neighbor Policy:

Commitment to Community: We share our Expectations of Conduct with guests in multiple ways: on our website, at time of booking, and upon arrival. These are enforceable standards required by the local jurisdictions. This is good information for residents, too!

- **Neighbors & Noise** The neighborhood general quiet hours are from 10pm-7am.
- **Parking** Parked vehicles may not block driveways, bike lanes or emergency vehicle access lanes; Obstructed access means delays, and delays could cost someone's life. Park Smart.

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Short- Term Rental Operating License

- **Speed Limits** Be mindful of posted speed limits. If you're not sure, slow down.
- **Garbage** All garbage will be put in the provided secure containers, and will be picked up once a week.
- **RVs** Occupied trailers and tents are not allowed on the premises at any time.
- **Pets** Leash you pet, unless you are in a clearly defined off leash area. Also, clean up after them.
- **Fires** Fires are only allowed in designated areas, and should never be left unattended.
- **Drones** Be mindful of where you are flying, and respectful of private property and wildlife. (State Parks?)

05.05.090- Additional operational requirements

A. **Advertising and License Number.** The licensee or authorized agent shall put the annual Short-Term Rental 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 within thirty (30) minutes. Unresolved complaints shall result in an immediate violation of this ordinance.
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. This record can then be must available for City inspection upon request to investigate a complaint.

Commented [JG3]: Have Dispatch's number as the contact and then dispatch contacts the City for a record of the complaints and the City contacts the representative.

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

1. Events in 1-R and 2-R. Examples of events include, but are not limited to, company retreats, weddings, rehearsal dinners, organizational meetings, family reunions, anniversary or birthday parties etc.

- 2. Unattended barking dogs.
- 3. Activities that exceed noise limitations during quiet hours set in this ordinance.

05.05.100- Implementation of this Ordinance and Application to Short-Term Rentals Operating Licenses on the Date of its Adoption. All new/initial Short-Term Rental Licenses issued after the date this ordinance is adopted shall implement and comply with all provisions in this ordinance. This section shall govern the implementation and applicability of this ordinance to short-term rentals that are lawfully established, registered and operating on the date of adoption of this ordinance (Lawful Pre-Existing Short-Term Rentals)

A. Lawful Pre-Existing Short-Term Rentals To qualify as a Lawful Pre-Existing Short-Term Rental, the property owner must be able to demonstrate the following with credible evidence to the satisfaction of the City Administrator.

- 1. The short-term rental has a license during the 12 months preceding adoption of this ordinance.
- 2. Proof the short-term rental has been rented during the 12 months preceding adoption of this ordinance for a verifiable number of nights.
- 3. The short-term rental owner paid the Transient Lodging Tax during the 12 months preceding the adoption of this ordinance for a verifiable number of nights.

Commented [JG4]: Do we want these to be preceding this Ordinance or give the operators 1 year to have a short term renter if they have not .

B. Deferred Compliance with Some STR Requirements for Rentals of Lawful Pre-existing Short-Term Rentals. Lawful Pre-existing Short-Term Rentals, as defined in this section, shall be subject to and comply with all of the operational requirements in this ordinance except for the following:

- 1. *New application or renewal precluded due to the subarea Cap.* The residential area caps limitation in Section 05.05.040 (C) shall not apply to the first 5 registration renewals for Lawful Pre-Existing Short-Term Rentals following adoption of this ordinance. Property owners must still renew their registration annually but will not be denied due to the residential area cap during the first 5 renewals.
- 2. *New application or renewal precluded due to a 300-foot density limit.* The 300-foot minimum separation density requirement in Section 05.05.040 (D) shall not apply to the first 5 registration renewals for a Lawful Pre-Existing Short-Term Rental following adoption of this ordinance. Registrants must still renew their

Commented [JG5]: Grandfather in all existing STRs within 300 feet?

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Short- Term Rental Operating License

registration annually but will not be denied due to there being an active registered short-term rental property within 300 feet of the applicant's property.

C. Compensation for Reasonable Investment in a Dwelling Unit as a Short-Term Rental.
When the operation of a short-term rental must be curtailed or eliminated as a result of this ordinance.

1. The 5-year deferred compliance (amortization period) provided for in this section for Lawful Pre-existing Short-Term Rentals shall be deemed just compensation for any reasonable investment that the property owners may have made in the dwelling unit for its use as a short-term rental that cannot otherwise be recouped, through use of the dwelling unit for long-term residential tenancy. In the event that an owner deems the amortization period provided for herein to be insufficient compensation to recoup his or her reasonable investment in the property's actual use as a lawful short-term 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 shall apply for additional compensation from the City pursuant to this section.
2. To seek additional compensation, the property owner shall submit a written claim for additional compensation with the City Administrator within 90 days after the adoption of this ordinance. In such claim, the property owner shall provide documentation of the owner's reasonable investments in the property exclusively for its use as a transient rental that exceed the value that can be recouped from continued transient rental use of the property for the amortization period and which cannot be put to any other economically viable use of the property. The property owner's burden of proof requires credible evidence that this ordinance caused a reduction in fair market value of the property as a lawful short-term transient rental as compared to use of the property for long-term tenancy that cannot be recouped by the amortization period provided in this section. For purposes of this section, "credible evidence" means a professional real estate appraisal of the property's value with and without the regulations in this ordinance, less the rental value derived from the 5-year amortization period for herein. If the property owner is able to demonstrate that application of this ordinance resulted in a loss in property value that cannot be recouped through the amortization period provided for herein, the City Administrator may provide additional compensation in a form and amount of the Port Orford City Council's choosing based upon the evidence.

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Short- Term Rental Operating License

3. The property owner may appeal any such final determination pursuant to Section 05.05.140.

05.05.110- Violations

In addition to complaints related to nuisance and noise and other violations of the City of Port Orford Municipal Code, the following conduct also constitutes a violation of this ordinance 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 unit as available for occupancy or rent as a short-term rental where the owner does not hold a valid operating license issued under this ordinance, 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 Ordinance.
- D. Failure to comply with the substantive or operational standards in sections 050.050.080, 050.050.090, 050.050.100 or any conditions attached to a particular short-term rental license.

05.05.120- 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 ordinance is subject to the enforcement authority of the City Administrator.
- B. Each twenty-four (24) hour period in which a dwelling unit is used, or advertised, in violation of this ordinance or any other ordinance of the City of Port Orford Municipal Code shall be considered a separate 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 City of Port Orford Municipal Code, 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 City of Port Orford Municipal Code, whichever is greater.

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Short- Term Rental Operating License

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 City of Port Orford Municipal Code, whichever is greater.

C. **Revocation & Suspension.** The following actions are grounds for immediate revocation or suspension of a Short-Term Rental Operating License and cessation of use of the dwellings unit for short-term tenancy:

1. Failure to renew a Short-Term Rental Operating License as set forth in City of Port Orford Municipal Code 05.10.060 while continuing to operate a short-term rental.
2. The receipt by the City of 3 or more unresolved complaints about the short-term rental within a 12-month period alleging violations of the requirements of this Ordinance.
3. The discovery of material misstatements or providing of false information in the application or renewal process is grounds for immediate revocation of the Short-Term Rental Operating License.
4. Such other violations of this ordinance of sufficient severity in the reasonable judgment of the City Administrator, so as to provide reasonable grounds for immediate revocation of the Short-Term Rental Operating License.

D. **Notice of Decision/Appeal.** If the property owner is fined or a Short-Term Rental Operating License is revoked as provided in this section, the City Administrator shall send written notice to the property owner 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 property owner may appeal the City Administrator's decision under the procedures set forth in City of Port Orford Municipal Code Ordinance 05.05.130. Upon receipt of an appeal, the City Administrator shall stay the decision until the appeal has been finally determined by the Port Orford City Council.

05.05.130- Appeals of Short-Term Rental Operating License Determinations. Any decisions by the City approving, denying, or revoking a Short-Term Rental Operating License may be challenged, only pursuant to this section. This includes a decision by the City Administrator made pursuant to Section 050.050.100 regarding a Lawful Pre-Existing Short-Term Rental.

A. **Filing Requirements – Notice.** The property owner or authorized agent may appeal a Short-Term Rental Operating License decision to approve, deny or revoke an operating license under City of Port Orford Municipal Code 05.05.100.

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- B. **Authority to Decide Appeal.** The Port Orford City Council shall be responsible for deciding all appeals under this ordinance.
- C. **Time for Filing.** A property owner is required to file a written notice of appeal including a written description of the legal basis for the appeal no later than 14 calendar days after the license application, renewal or other determination being appealed was issued. This requirement is jurisdictional and late filings shall not be accepted.
- D. **Fee for Appeal.** The Port Orford City Council may establish by resolution a fee for filing an appeal, which shall be a jurisdictional requirement.
- E. **Procedures.** The City Administrator may establish administrative procedures to implement the appeal process provided in this section, including any required forms. The Port Orford City Council may adopt procedures for hearings not in conflict with this section, including but not limited to time limitations on oral testimony and limitations on written argument.
- F. **Hearing.** Within 35 days of receiving the notice of appeal, the City Administrator shall schedule a hearing on the appeal before the Port Orford City Council. At the hearing, the appellant shall have the opportunity to present evidence and arguments as may be relevant. The Port Orford City Council 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 Port Orford City Council shall determine whether the City's decision was based on a preponderance of the evidence. A decision of the Port Orford City Council 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 Port Orford City Council may determine not to fine, suspend or revoke the license. If the Port Orford City Council upholds the decision to revoke the Short-Term Rental Operating License, the City Administrator shall order the licensee to discontinue the use of the property as a short-term rental. If the Port Orford City Council reverses the decision to suspend or revoke the operating license, the property owner shall continue to use the property as a short-term rental.
- H. **Finality.** The Port Orford City Council's decision shall be final on the date of mailing the decision to the appellant. The Port Orford City Council's decision is the final decision of the City and is appealable only by writ of review to Circuit Court.

05.05.140- Discontinuance of Short-Term Rental Occupancy.

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Short- Term Rental Operating License

- 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 the same property for a period of two years.
- B. **After Expiration.** If a Short-Term Rental Operating License expires, the dwelling unit may not be used or occupied as a short-term rental until such time as a subsequent license has been granted for that property.

05.05.150- Remedies Not Exclusive

The remedies provided in this ordinance 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.

The foregoing ordinance was enacted by the Common Council of the City of Port Orford this ___th day of ___ 1 and effective the ___th day of ___ by the following vote:

DATED :

Passed or Failed by the following Roll Call Vote

Yes: _____

No: _____

Passed _____ Failed _____

Mayor Pat Cox

ATTEST:

Jessica Ginsburg, City Recorder

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Short- Term Rental Operating License

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 02/16/2023

SUBJECT: Resolution 2023-02

ITEM NO: 8.a.

The attached is resolution 2023-02 to add a Park Fundraising Rouge Checking Account.

Suggested Motions:

Motion to have Resolution 2023-02 passed.

I make a motion that the city council pass resolution 2023-02.

Motion to have Resolution 2023-02 denied

I make a motion that the city council deny resolution 2023-02.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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RESOLUTION 2023-02

**A RESOLUTION OF THE *COMMON COUNCIL OF THE CITY OF PORT ORFORD*,
ESTABLISHING A CHECKING AND SAVINGS ACCOUNT FOR THE CITY PARKS
DEPARTMENT FUNDRAISING ACTIVITIES**

WHEREAS, the City's Park Department currently has approx. \$25,619.98 of funds raised and is having difficulties spending with avenues available; and

WHEREAS, it is more advantageous for the City to bank with a local bank; and

WHEREAS, Rouge Credit Union is the only local bank,

NOW, THEREFORE,

BE IT RESOLVED the *Common Council of the City of Port Orford* authorizes the City Administrator to open a checking account for the Parks Commission Fundraising Activities. Furthermore, the City Administrator is authorized to transfer all raised funds into said account

Approved by the *Common Council of the City of Port Orford* and effective this 16th day of February 2023.

Pat Cox, Mayor

ATTEST:

Jessica Ginsburg, City Recorder

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Detail Report

Account Detail

Date Range: 07/01/2021 - 01/31/2023

Account	Name	Beginning Balance	Total Activity	Ending Balance			
Fund: 014 - PARKS FUND							
<u>014-00-43419</u>	Buffington Park Playground Upgrade	0.00					
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
09/09/2021	CLPKT02821	R00076941		Port Orford Pickle Ball Club Port Orford Pi...		-320.00	-320.00
11/18/2021	CLPKT02923	R00078579		PACIFIC RIM Buffington Park Playground ...		-1,500.00	-1,820.00
11/18/2021	CLPKT02923	R00078580		YOGA Buffington Park Playground Upgrade		-200.00	-2,020.00
11/18/2021	CLPKT02923	R00078580		DIVE Buffington Park Playground Upgrade		-391.00	-2,411.00
11/30/2021	CLPKT02933	R00078877		REDFISH LLC Buffington Park Playground ...		-450.00	-2,861.00
11/30/2021	CLPKT02933	R00078878		EDWARD & ERIN KESSLER Buffington Park ...		-100.00	-2,961.00
11/30/2021	CLPKT02933	R00078880		WAVE RAFFLE 11/28 Buffington Park Playg...		-80.00	-3,041.00
11/30/2021	CLPKT02933	R00078880		THE DIVE FUND JAR - PULLED 11/26 Buffin...		-55.00	-3,096.00
11/30/2021	CLPKT02933	R00078880		HEART RAFFLE 11/23 Buffington Park Play...		-231.00	-3,327.00
11/30/2021	CLPKT02933	R00078880		HEART RAFFLE 11/27 Buffington Park Play...		-195.00	-3,522.00
11/30/2021	CLPKT02933	R00078880		WAVE RAFFLE 11/27 Buffington Park Playg...		-207.00	-3,729.00
12/13/2021	CLPKT02959	R00079106		DARLA J DYER Buffington Park Playground...		-35.00	-3,764.00
12/13/2021	CLPKT02959	R00079106		FACEBOOK FUNDRAISER Buffington Park P...		-2,670.70	-6,434.70
12/13/2021	CLPKT02959	R00079106		BONNIE GLASSEY Buffington Park Playgro...		-35.00	-6,469.70
12/13/2021	CLPKT02959	R00079106		CITRUS FUNDRAISER Buffington Park Playg...		-1,685.00	-8,154.70
12/13/2021	CLPKT02959	R00079106		EDWARD & ERIN KESSLER Buffington Park ...		-70.00	-8,224.70
12/13/2021	CLPKT02959	R00079106		SWEET INSURANCE AGENCY INC Buffingt...		-70.00	-8,294.70
12/13/2021	CLPKT02959	R00079106		JOHN S FRASER Buffington Park Playgroun...		-35.00	-8,329.70
12/13/2021	CLPKT02959	R00079106		SOUTH COAST BICYCLES Buffington Park P...		-35.00	-8,364.70
12/13/2021	CLPKT02959	R00079106		JK SWENSON LIVESTOCK Buffington Park P...		-35.00	-8,399.70
12/13/2021	CLPKT02959	R00079106		WENDY C VALENTINE Buffington Park Play...		-35.00	-8,434.70
12/13/2021	CLPKT02959	R00079106		BONNIE J GLASSEY Buffington Park Playgr...		-35.00	-8,469.70
12/13/2021	CLPKT02959	R00079106		SHALA M KUDLAC - DUDLAC LAW Buffingt...		-35.00	-8,504.70
12/13/2021	CLPKT02959	R00079106		PAMELA B BERNDT Buffington Park Playgr...		-100.00	-8,604.70
12/13/2021	CLPKT02959	R00079106		TONETTE L HALL - JAMES F HALL Buffingto...		-35.00	-8,639.70
12/13/2021	CLPKT02959	R00079106		J.S. FRASER INC Buffington Park Playgroun...		-35.00	-8,674.70
12/29/2021	CLPKT02987	R00079515		BUFFINGTON PARK Buffington Park Playgr...		-667.00	-9,341.70
12/29/2021	CLPKT02987	R00079516		BUFFINGTON PARK ROBERT KLINKER		-100.00	-9,441.70
12/29/2021	CLPKT02987	R00079516		BUFFINGTON PARK TERESA E BIRD		-70.00	-9,511.70
12/29/2021	CLPKT02987	R00079516		BUFFINGTON PARK BATTLE ROCK COFFEE		-70.00	-9,581.70
12/29/2021	CLPKT02987	R00079516		BUFFINGTON PARK EVELYN BERNADOU		-70.00	-9,651.70
12/29/2021	CLPKT02987	R00079516		BUFFINGTON PARK BARBARA MOSES		-35.00	-9,686.70
12/29/2021	CLPKT02987	R00079516		BUFFINGTON PARK ROGUE CREDIT UNION		-747.28	-10,433.98
12/29/2021	CLPKT02987	R00079516		BUFFINGTON PARK LAURIEL HELENE WEN...		-35.00	-10,468.98
12/29/2021	CLPKT02987	R00079516		BUFFINGTON PARK JANNNA FRASER		-35.00	-10,503.98

Detail Report

Date Range: 07/01/2021 - 01/31/2023

Account	Packet Number	Source Transaction	Name	Vendor	Beginning Balance	Total Activity	Ending Balance
	Buffington Park Playground Upgrade - Continued						
014-00-43419	CLPKT02987	R00079516	Source Transaction	DESCRIPTION	Project Account	Amount	Running Balance
12/29/2021	CLPKT02987	R00079516	Buffington Park ROGUE CREDIT UNION		0.00	-25,618.98	-25,618.98
12/29/2021	CLPKT02987	R00079516	Buffington Park SARAH PARTEN			-740.00	-11,243.98
12/29/2021	CLPKT02987	R00079516	Buffington Park REDFISH LLC			-35.00	-11,278.98
02/04/2022	CLPKT03057	R00080289	PLAYGROUND FUNDRAISER Buffington Pa...			-35.00	-11,313.98
02/04/2022	CLPKT03057	R00080289	PLAYGROUND FUNDRAISER Buffington Pa...			-175.00	-11,488.98
02/04/2022	CLPKT03057	R00080289	PLAYGROUND FUNDRAISER Buffington Pa...			-105.00	-11,593.98
02/04/2022	CLPKT03057	R00080289	PLAYGROUND FUNDRAISER Buffington Pa...			-30.00	-11,623.98
02/04/2022	CLPKT03057	R00080289	PLAYGROUND FUNDRAISER Buffington Pa...			-560.00	-12,183.98
02/04/2022	CLPKT03057	R00080289	PLAYGROUND FUNDRAISER Buffington Pa...			-35.00	-12,218.98
02/15/2022	CLPKT03078	R00080596	HEART RAFFLE Buffington Park Playgroup...			-300.00	-12,518.98
02/15/2022	CLPKT03078	R00080596	FIDELITY CHARITABLE - FUNDRAISER Buffi...			-13,000.00	-25,518.98
09/16/2022	CLPKT03524	R00085307	Port Orford Community Co-Op Donation B...			-100.00	-25,618.98

Total Fund: 014 - PARKS FUND: Beginning Balance: 0.00 Total Activity: -25,618.98 Ending Balance: -25,618.98

Grand Totals: Beginning Balance: 0.00 Total Activity: -25,618.98 Ending Balance: -25,618.98

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
014 - PARKS FUND	0.00	-25,618.98	-25,618.98
Grand Total:	0.00	-25,618.98	-25,618.98

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 2/16/2023

SUBJECT: Historic Preservation Commission Recommendation

ITEM NO: 8 b.

Historic Preservation Commission would like to present a recommendation to the City Council for the Lindberg House.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 2/16/2023

SUBJECT: Shoji Planning Contract Approval

ITEM NO: 8 c.

Shoji Planning and Development have submitted a Scope of Work for City Planning Services. Attached is a copy of the Contract.

Suggested Motions:

Motion to approve Shoji Planning Scope of Work

I make a motion to approve the Scope of Work provided from Shoji Planning and Development.

Motion to deny Shoji Planning Scope of Work

I make a motion to deny the Scope of Work provided from Shoji Planning and Development

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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**To: The Honorable Mayor Pat Cox and the City Council
Jessica Ginsburg, City Administrator, City of Port Orford**

**From: Crystal Shoji, American Institute of Certified Planners (AICP) –
Planner/Shoji**

Date: February 7, 2023

Subj: Scope of Work

This is Attachment A which provides a Scope of Work to be part of the Agreement for Services – Shoji Planning, LLC and the City of Port Orford

Services: The Planner is proposing specific on-site assistance for City staff training, follow-up with the public on the phone while working with Port Orford staff, preparing and presenting staff reports to the Planning Commission and City Council, assisting with agendas as appropriate, staffing Planning Commission meetings through in-person and virtual means, and ongoing communications with the City Administrator. The Planner will prepare and oversee long-range planning documents such as zoning and comprehensive plan amendments that are proposed by the City as requested by the City.

Preparation of DLCD grants, work under DLCD grants and/or overseeing consultants who are carrying out work to complete DLCD grants could be provided under the umbrella of the proposed contract at the direction of the City Administrator.

Approach: Shoji services are organized to minimize the time where the Planner is involved and maximize the involvement of City staff for two purposes. The first purpose is to provide affordable services; the second purpose is to ensure that staff at the City are familiar with and have a part in the planning activities of the City. This is important so that the public recognizes the jurisdiction and involvement of the City.

Staff Reports: Staff Reports are an important element of the profession within all jurisdictions. In preparing staff reports, the Planner incorporates the applicable City ordinances and State regulations. Where information must be obtained from site visits, City staff members may be asked to visit the sites, and report their own findings, which are then included in the staff report. For instance, public works could provide street measurements, information about paving, and/or recommendations.

Agendas: For agendas, the Planner organizes staff reports and takes notice times required by law into consideration when organizing agenda items for the Planning Commission and City Council. City staff prepares and distributes the copies and the packets for the meetings.

Applications: At the Council's request, the Planner could review the City's various planning applications over time to assure that the necessary information for the public is on the application. Over time each application should be accompanied by explanatory sections of the ordinance. Many of the applications do not have the information that is needed to respond to the specific code requirements. Where applications are not in sync with the code, the Planner communicates with the applicant and/or City staff to explain and provide the information that is needed.

Notices: A City staff member is assigned to prepare notices of public hearings for planning applications; the Planner provides training and works with the staff member to provide explanations and maps for the general public's understanding. The Planner reviews the notices prior to publication or distribution as necessary to assure that all is on track.

Office Hours: The Planner does not provide office hours for the general public in the City, but rather works with City staff and the public on call. Normally, Shoji can make an initial contact with the applicant, or assist the City staff in "walking through the proposal" so that the applicant has an idea of what can be expected. Pre-application meetings for applicants will be organized at the City to incorporate the Planner, the City Administrator, department heads and/or State agencies.

Fees: The City of Port Orford works with the Planner to apply fees based upon the schedule adopted by the Port Orford City Council. For a number of years, the City has required applicants to sign statements that they will pay for planning (and other professional services) at the time that they file their applications. This is common in many small cities. It requires the City staff to provide a document for signing to the applicant at the time of filing. It also requires the City's bookkeeper to invoice for services where the fees exceed the amount of the filing fees. It requires the Planner to maintain separation of projects when invoicing the City, which is time-consuming, but needed for invoicing the applicants.

AGREEMENT FOR SERVICES

City of Port Orford (City) and Shoji Planning, LLC (Shoji / Planner)

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

Contact: City Administrator Jessica Ginsburg
Phones: (541) 366-4568 and (541) 655-0044

Planner: Crystal Shoji, AICP
Shoji Planning, LLC
P.O. Box 462
Coos Bay, Oregon 97420
Phone: 541-267-2491

A. Scope of Services for City and Planner

The Planner will provide professional planning services to assist the City of Port Orford with their Land Use Planning responsibilities as described within Attachment A.

The City will participate with and interact with Shoji Planning as described within Attachment A.

B. Contract Modifications

This Agreement can be modified in writing when there is agreement from both parties. This agreement will serve as an umbrella for any additional contracts where the City utilizes Shoji for planning services. Additional contracts may be added as Attachments describing any additional Scope of Work for the Planner in coordination with the City. Additional contracts will stipulate the contracted amount of such services. Additional contracts added as Attachments may be at the discretion of the City-Administrator.

C. Independent Contractor Status of Planner

The Planner is an independent contractor. As an independent contractor, the firm is responsible for all employees, subcontractors, and agents performing portions of this work under this Agreement. The Planner will not be considered an employee of the City for the performance of work under this Agreement.

D. Quality of Work

The work performed by the Planner will be in a manner according to professional standards observed by independent contractors in the fields of land use planning and facilitation.

E. Compensation and Reporting

The Planner will provide services outlined in the Scope of Services for \$110.00 per hour. The Planner will submit invoices to the City on a monthly basis for the work that has been completed during the previous month. Compensation will be maintained or adjusted on an annual basis for the fiscal year based upon the Portland CPI and other factors pertinent to rural Oregon. The City will be informed a month ahead of any proposed increases so that the City can prepare for or respond to increases in compensation.

F. Termination of Agreement

Either party may terminate this Agreement should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination, or if there are unforeseen circumstances that will make it inappropriate to continue the contract. In the event of termination, the Planner shall be compensated for all services performed prior to termination. The Planner shall provide any work that is underway by the Planner the City for their use.

G. Conflict of Interest

The Planner shall disclose any actual, apparent or potential conflict of interest that may exist relative to the services to be provided pursuant to this Agreement.

City:

Planner:

Signature

Signature

Port Orford Mayor Pat Cox

Crystal Shoji, AICP, Shoji Planning, LLC

Date

Date