

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

**AGENDA**

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1. **Call to Order/ Flag Salute/ Roll Call**
2. **Additions to the Agenda**
3. **Presentations to Council/Citizens: Correct Equipment & Sustainability Partners- New Water Meters**
4. **Consent Calendar (Pg. 3-22)**
  - a. **Daniel Kerns Additional Hours (Pg. 5-10)**
  - b. **Bev Bacak Approval for Historical Commission**
  - c. **Council Meeting Minutes February 16, 2023 (Pg. 11-18)**
  - d. **Temp Liquor License Approval Rotary Dinner Auction (Pg. 19-22)**
5. **Citizens' Concerns (Speak Only for Old & New Business Items on the Agenda)**
6. **Departmental Reports-**

|                                 |                               |                        |
|---------------------------------|-------------------------------|------------------------|
| a. Public Works (Pg. 23-24)     | b. Administration (Pg. 25-42) | c. Finance (Pg. 43-72) |
| d. Planning (Pg. 73-74)         | e. Liaison                    |                        |
| Fire District                   | TLT- Pogwizd (Pg. 75-76)      |                        |
| Watershed- Vileisis (Pg. 77-78) | Port- Cox                     |                        |
| Parks- Tidey                    | Emergency Mgmt.- Burns/Ward   |                        |
| School District                 | Main Street- Burns            |                        |
7. **Old Business**
  - a. **Parks Commission Requisitions.(Pg. 79-92)**
  - b. **Rotary Club-Rental agreement of ALH (Pg. 73-100)**
  - c. **Siskiyou Discovery School Rental Agreement (Pg. 101-118)**
  - d. **Water Curtailment Fees and Structure (Pg. 119-126)**
8. **New Business**
  - a. **CTR Rate Increase (Pg. 127-132)**
  - b. **Rental Agreement and Rental Packet for CC and ALH (Pg. 133-146)**
  - c. **Police Levy Discussion/Decisions (Pg. 147-152)**
  - d. **City Council Priorities- Accept priorities established at Workshop on Feb. 28, 2023. (Pg. 153-160)**
    - i. **Establish Committee to Amend Council Rules.**
    - ii. **Establish Committee to Increase Grant Capacity**
    - iii. **Establish Committee to review City Staffing and Job Descriptions**
    - iv. **Liaison Appointments**

**9. Continuing Action Items (Updates in Administration Report)**

- a- Website      b- Roof Quotes      c- Wetland walkway      d- Short Term Rental  
e- Union Negotiations

**10. Considerations**

- a. Citizen      b. Staff      c. Councilor      d. Mayor

**11. Future Meetings**

Thursday, April 20, 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.

# City of Port Orford

## CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2023

SUBJECT: Consent Calendar

ITEM NO: 4 a thru d

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4a) Council approved 10 hours for a contact for the services of Daniel Kearns. On the last bill that was received the City has used 11.9 hours. The overage was due to the workshop that council and planning had on STR's on February 7<sup>th</sup>. We would like to have an additional 5 hours approved to finish the STR ordinance. That would be an additional \$1,250.

4b) Bev Becak would like to join the Historical Preservation Commission. Missing information on her application will be providing updated one before meeting.

4c) Attached are the meeting minutes for the February 16, 2023 minutes. Jessica worked with Wendy and supplied her the video from the meeting, the audio recording and her notes from the meeting that are used as the admin report. With all that information we are thinking they are much more complete than they have been in the recent months.

4d) Attached is the temp OLCC license application for the Rotary Club for the annual dinner auction on May 6, 2023.

### *Suggested Motions*

#### ***Motion to Approve the Consent Calendar***

I move to approve the Consent Calendar for March 16, 2023

#### ***Motion to Deny the Consent Calendar***

I move to deny the Consent Calendar for March 16, 2023

#### **Motion to Approve the Consent Calendar with changes**

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

---

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

**INTENTIONALLY LEFT  
BLANK**

Invoice submitted to:

Port Orford  
 Attn: Jessica Ginsburg  
 City Administrator  
 555 W. 20th Street  
 Port Orford, OR 97465

March 02, 2023

In Reference To: Short-term Rental Advice

Invoice # 22097

Professional Services

|   | <u>Hrs/Rate</u>   | <u>Amount</u>       |
|---|-------------------|---------------------|
| 2/7/2023 DHK Attorney Time<br>Review current and draft of STR ordinance, cross-check several city code sections, participate in CC/PC workshop on STR regulations, provide legal and policy background, respond to questions, provide follow-up comments to city manager following meeting. | 2.40<br>250.00/hr | 600.00              |
| <b>SUBTOTAL:</b>  | [ 2.40            | 600.00]             |
| <b>For professional services rendered</b>   | <b>2.40</b>       | <b>\$600.00</b>     |
| <b>Previous balance</b>   |                   | <b>\$1,075.00</b>   |
| <b>Total payments</b>   |                   | <b>(\$1,075.00)</b> |
| <b>Balance due</b>  |                   | <b>\$600.00</b>     |

Invoice submitted to:

Port Orford  
 Attn: Jessica Ginsburg  
 City Administrator  
 555 W. 20th Street  
 Port Orford, OR 97465

February 06, 2023

In Reference To: Short-term Rental Advice

Invoice # 22083

Professional Services

|   |   | <u>Hrs/Rate</u>   | <u>Amount</u>     |
|---|---|-------------------|-------------------|
| 1/6/2023                                  | DHK Attorney Time<br>Review questions for Jessica Ginsburg re: CC proposal for new STR regulations.   | 0.50<br>250.00/hr | 125.00            |
| 1/13/2023                                 | DHK Attorney Time<br>Review list of proposed STR regulations from CC and PC workshop, provide preliminary written assessment and recommendations.                                   | 0.60<br>250.00/hr | 150.00            |
| 1/17/2023                                 | DHK Attorney Time<br>Call from Jessica Ginsburg to discuss CC and PC wish list for STR regulations and range of regulatory options.   | 0.90<br>250.00/hr | 225.00            |
| 1/31/2023                                 | DHK Attorney Time<br>Review draft STR ordinance for PC/CC discussion next week, telephone conf with Jessica Ginsburg to discuss sections and broader policy issues for the meeting. | 2.30<br>250.00/hr | 575.00            |
| SUBTOTAL:                                 |   | [ 4.30            | 1,075.00]         |
| <b>For professional services rendered</b> |   | <b>4.30</b>       | <b>\$1,075.00</b> |
| <b>Previous balance</b>                   |   |                   | <b>\$625.00</b>   |

Port Orford

|                       | <u>Amount</u>            |
|-----------------------|--------------------------|
| <b>Total payments</b> | <b>(\$625.00)</b>        |
| Balance due           | <u><u>\$1,075.00</u></u> |

Reeve Kearns PC

621 SW Morrison Street, Suite 510 Portland, OR 97205

(503) 225-1127

Invoice submitted to:

Port Orford  
 Attn: Jessica Ginsburg  
 City Administrator  
 555 W. 20th Street  
 Port Orford, OR 97465

November 09, 2022

In Reference To: Short-term Rental Advice

Invoice # 22045

## Professional Services

|  | <u>Hrs/Rate</u>   | <u>Amount</u>          |
|--|-------------------|------------------------|
| 10/4/2022 DHK Attorney Time<br>Review comments/questions from PC members and the operative city<br>code provisions, participate in PC workshop on STR regulations and<br>related issues. | 2.50<br>250.00/hr | 625.00                 |
| <b>SUBTOTAL:</b>   | [ 2.50            | 625.00]                |
| <b>For professional services rendered</b>  | <b>2.50</b>       | <b>\$625.00</b>        |
| <b>Previous balance</b>  |                   | <b>\$275.00</b>        |
| <b>Total payments</b>  |                   | <b>(\$275.00)</b>      |
| Balance due  |                   | <u><u>\$625.00</u></u> |



**Reeve Kearns PC**

621 SW Morrison Street, Suite 510 Portland, OR 97205

(503) 225-1127

## Invoice submitted to:

Port Orford  
 Attn: Jessica Ginsburg  
 City Administrator  
 555 W. 20th Street  
 Port Orford, OR 97465

October 06, 2022

In Reference To: Short-term Rental Advice  
 Invoice # 22031

## Professional Services

|   | <u>Hrs/Rate</u>   | <u>Amount</u>          |
|---|-------------------|------------------------|
| 9/27/2022 DHK Attorney Time<br>Call to Jessica Ginsburg to discuss STR regulatory options and city<br>process to date, up-coming PC meetings. | 1.10<br>250.00/hr | 275.00                 |
| <b>SUBTOTAL:</b>  | <u>1.10</u>       | <u>275.00</u>          |
| <b>For professional services rendered</b>   | <b>1.10</b>       | <b>\$275.00</b>        |
| <b>Previous balance</b>   |                   | <b>\$200.00</b>        |
| <b>Total payments</b>   |                   | <b>(\$200.00)</b>      |
| <b>Balance due</b>  |                   | <u><u>\$275.00</u></u> |

**Reeve Kearns PC**

621 SW Morrison Street, Suite 510 Portland, OR 97205

(503) 225-1127

Invoice submitted to:

Port Orford  
Attn: Jessica Ginsburg  
City Administrator  
555 W. 20th Street  
Port Orford, OR 97465

June 02, 2022

In Reference To: Short-term Rental Advice  
Invoice # 21977

Professional Services

|   | <u>Hrs/Rate</u>   | <u>Amount</u>          |
|---|-------------------|------------------------|
| 5/19/2022 DHK Attorney Time<br>Call from Jessica Ginsburg to discuss STR regulatory options,<br>participate in CC meeting to discuss general options. | 0.80<br>250.00/hr | 200.00                 |
| <b>SUBTOTAL:</b>  | <u>0.80</u>       | <u>200.00</u>          |
| <b>For professional services rendered</b>   | <b>0.80</b>       | <b>\$200.00</b>        |
| <b>Balance due</b>  |                   | <u><u>\$200.00</u></u> |

**City of Port Orford**  
**City Council Meeting**  
**In the Gable Chambers / Virtual participants**  
**Tuesday, January 19, 2022 at 5:30 P.M.**

| <b>Mayor and Council</b> | <b>Present</b> | <b>City Staff</b>                  | <b>Present</b> |
|--------------------------|----------------|------------------------------------|----------------|
| <i>Pat Cox, Mayor</i>    | X              | <i>CA Ginsburg</i>                 | X              |
| <i>Brett Webb</i>        | X              | <i>Shala Kudlac, City Attorney</i> | X              |
| <i>Gary Burns</i>        | X              | <i>John Isadore, Public Works</i>  | X              |
| <i>Tim Pogwizd</i>       | X              | <i>Chief Hobart</i>                | X              |
| <i>Ann Vileisis</i>      | X              |                                    |                |
| <i>Greg Tidey</i>        | X              |                                    |                |
| <i>Perri Rask</i>        | X              |                                    |                |

*The minutes were prepared to the best of our ability considering the challenging quality of the audio for those attending in the Gable Chambers. The beginning 11 minutes of the meeting was not video recorded.*

Others Present: Leila Thompson, Bret Cecil, Erin Minster, Wendy Fry of AccuScript, Marlin of Civil West, Sierra with Siskiyou Discoery Homeschool Cooperative.

**1. Call to Order**

Mayor Cox called to order this Meeting of the Common Council on Thursday February 16, 2023, at 5:30 p.m. Mayor Cox and attendees recited the Pledge of Allegiance.

**2. Additions to the Agenda**

Goal setting meeting will be rescheduled.

**3. Presentations to Council/Citizens – Gorse/Fire Reduction Plan – Erin Minster**

Erin Minster, technical coordinator for the Curry County Soil and water Conservation District, is in attendance. Ms. Minster reported on the Gorse/Fire Reduction Plan which was written with funding from OHA and Business Oregon. The plan is looking at reducing wildfire risk in the drinking water source area. Details and strategies of the plan and gorse control are shared for the city and the urban growth areas. Grants and scope of work are outlined. An agreement for services with the city is needed. **This will be added to the next agenda.**

**4. Consent Calendar:** C. Pogwizd moved to approve the consent calendar with C. Rask as second. *Motion carried 5-1.*

**a. Re-appointment of Greg Thelen to Planning Commission:**

**b. Meeting Minutes December 20, 2022**

Discussion: C. Vileisis commented on the new meeting minutes format. She feels it does not create a record of discussion.

*Councilor Burns*    Yes    *Councilor Vileisis*    Yes    *Councilor Webb*    No

4 *Councilor Rask* Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

5 **5. Citizens' Concerns:**

6 Penny Suess, Port Orford resident, spoke on item 7.b., short term rental ordinance. She would  
7 like the City Council to consider extending a cap to all zones. She feels a cap of 35 covering  
8 all zones is reasonable, but if caps are restricted to 1R and 2R a lower number might be  
9 better. Ms. Suess reminded council that 4C and 10MU, without a cap, includes a lot of  
10 residential property. She feels a lack of cap in these zones are unfair to those living in the  
11 zones. She is concerned that on street parking in 4C, 10MU and other zones could be a  
12 problem for residents in 1R and 2R that closely border those zones.

13  
14 Dana Gurnee, Port Orford resident, spoke regarding the minutes. He wonders where the  
15 January minutes are. He wonders if the City Council plans to replace Wendy Fry's style of  
16 minutes with the new format proposal. He wonders when the audio and video quality of the  
17 meetings will be acceptable. He wonders when the city will update the website to show  
18 approved minutes for the months from September, 2022. Mr. Gurnee hopes the city will  
19 continue using the full discussion style of minutes.

20  
21 Greg Thelen, Port Orford resident, introduced himself as the current chair of the Planning  
22 Commission commenting as a citizen on Old Business item 7.b., short term rental ordinance.  
23 He reviewed the workshop items. He spoke on item 1 about the cap and reported that the  
24 Planning Commission had proposed a cap lower than 33 though the council notes state 43.  
25 He suggested that the best time for council to set the cap number would be at the time they  
26 adopt the ordinance when the final numbers grandfathered in will be clear. Mr. Thelen stated  
27 residential parking was not a question the Planning Commission requested to be sent to City  
28 Council. Mr. Thelen spoke on the 300 foot distance requirement question. This number was  
29 referred back to the Planning Commission for review. Mr. Thelen spoke on the building  
30 inspections, which he states was not a question the Planning Commission referred to the City  
31 Council. The Planning Commission and Mr. Kearns had recommended initial inspections  
32 and periodic inspections every few years. The Planning Commission is hoping for guidance  
33 on parking in the commercial and 10MU zones. Mr. Thelen expressed appreciation to the city  
34 councilors for their work.

35  
36 **6. Departmental Reports: New liaison reports and appointments will be on the next**  
37 **agenda.**

38 **a. Public Works:** A written report has been provided to councilors by Jon Isadore. Mayor  
39 Cox requested the number for amount of water sold on the future reports. A **motion** was  
40 made and seconded to include the amount of water sold and the corresponding date.  
41 Discussion: CA Ginsburg requested clarification on the numbers needed. **Motion**  
42 **carried 6-0.**

43 *Councilor Burns* Yes *Councilor Vileisis* Yes *Councilor Webb* Yes  
44 *Councilor Rask* Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

45  
46 Mr. Isadore asked if there was progress on the meter replacements. Mayor Cox advised a  
47 propagation study has been completed. The city will be speaking to the vendor to discuss  
48 the next steps.

49

4       **b. Administration/Financial Report:** CA Ginsburg provided a financial report to  
 5 councilors and in the packet. C. Vileisis addressed the Action Item on the admin report  
 6 regarding the recording system, reminding it has created a problem with the minutes. She  
 7 asked what can be done to make it happen. C. Tidey replied it has been difficult to get a  
 8 business to come to Port Orford from Eugene or Portland for a consultation.

9       A **motion** is made and seconded to resolve the recording issue within the next 60 days.

10       ***Motion carried.***

11       Discussion: None.

|    |                               |                          |                                  |                          |                                 |                          |
|----|-------------------------------|--------------------------|----------------------------------|--------------------------|---------------------------------|--------------------------|
| 12 | <i><b>Councilor Burns</b></i> | <u><i><b>Yes</b></i></u> | <i><b>Councilor Vileisis</b></i> | <u><i><b>Yes</b></i></u> | <i><b>Councilor Webb</b></i>    | <u><i><b>Yes</b></i></u> |
| 13 | <i><b>Councilor Rask</b></i>  | <u><i><b>Yes</b></i></u> | <i><b>Councilor Tidey</b></i>    | <u><i><b>Yes</b></i></u> | <i><b>Councilor Pogwizd</b></i> | <u><i><b>Yes</b></i></u> |

14  
 15       C. Webb commented on the email received by the company preparing the minutes, which  
 16 addressed the audio quality and lack of communication. Wendy Fry was in attendance  
 17 and clarified that the quality of recording is affecting the amount of hours it is taking to  
 18 prepare the minutes. C. Pogwizd clarified what Oregon law requires versus what  
 19 councilors want to see.

20  
 21       CA Ginsburg presented a draft of the new website to councilors and gave an overview.  
 22 One month is an approximately timeline.

23  
 24       Financials regarding the police levy was discussed in depth. The importance of keeping  
 25 the Port Orford Police versus contracting out is agreed upon by councilors. The ballot  
 26 measure needs to be to the county clerk by August. **This will be added to next month's**  
 27 **agenda.**

28  
 29       CIS met with CA Ginsburg yesterday regarding insurance for the skating club. A letter  
 30 was received today and will be shared with councilors and Parks Commission.

31  
 32       A meeting with the chairs of each commission and council will schedule a  
 33 communication meeting.

34  
 35       Legal Counsel Kudlac advised that if the council wants a staff report from the planning  
 36 commission, it is normally done by staff and not a member of the Planning Commission.  
 37 The reasoning is, if the Planning Commission hears a quasi-judicial type application, it  
 38 would be best to have staff say they had a hearing on this type of application. No detail  
 39 should come to the council on those items. It would not be appropriate to get staff reports  
 40 on those applications ahead of time. Normally what the council would get would be a  
 41 synopsis of what the planning department did that month, e.g., single family dwelling  
 42 applications, right of way applications, etc.

43  
 44       A new employee has been hired, which will be tasking planning assistant duties.

45  
 46       C. Vileisis has spoken to CA Ginsburg about a meeting to better understand the financial  
 47 reports. Mayor Cox suggested a workshop. Current financial reports are difficult to  
 48 understand. Parks budget was discussed.

49

4 c. **Planning:** A workshop is scheduled.

5  
6 d. **Watershed:** Councilor Vileisis provided a written watershed liaison report to councilors.

7  
8 e. **Port:** Mayor Cox reported the crane process is moving forward at the Port. They are  
9 working on the road hardening with FEMA. The Port just put an ask in with EDA for the  
10 seawater system.

11  
12 **7. Old Business**

13 a. **Adoption of Proposed Gorse Infestation Fire Reduction Management Plan:** It was  
14 moved and seconded to adopt the proposed Wildfire Risk/Reduction/Gorse Infestation  
15 Management Plan for Port Orford's Drinking Water Source Area. **Motion carried 6-0.**  
16 Discussion: C. Vileisis reported there might be a few minor tweaks to be sure all matches  
17 up but will still align with documents accepted.

18 *Councilor Burns* Yes *Councilor Vileisis* Yes *Councilor Webb* Yes

19 *Councilor Rask* Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

20  
21 b. **Resolution 2023-01 Banking/Signatures New Council:** C. Burns moved that the City  
22 Council pass resolution 2023-01 on the removal and addition of council members to the  
23 Rogue bank account with C. Pogwizd as second. **Motion carried 6-0.**

24 Discussion: None.

25 *Councilor Burns* Yes *Councilor Vileisis* Yes *Councilor Webb* Yes

26 *Councilor Rask* Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

27  
28 c. **Scope of Work for Raw Water BRIC Grant Application.** C. Burns moved to approve  
29 the scope of work for Civil West Engineering Services as part of the raw water BRIC  
30 grant application submission with C. Vileisis as second. **Motion carried 5-1.**

31 Discussion: Marlin of Civil West is in attendance and recommended that City Council  
32 approve option 2 from the scope of work provided. This option will help the city  
33 implement a 2<sup>nd</sup> source for the raw water system to bridge the gap and also help in  
34 streamlining the dredging enabling the city to make water while the dredging is taking  
35 place. Clearing out, cleaning and improving the current dam is intended. Details  
36 regarding scope of work is discussed in depth.

37 *Councilor Burns* Yes *Councilor Vileisis* Yes *Councilor Webb* No

38 *Councilor Rask* Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

39  
40 d. **Siskiyou Discovery Homeschool Cooperative:** C. Burns moved to approve the rental of  
41 the A-frame to Siskiyou Discovery Homeschool Cooperative for 120 dollars per month  
42 and direct city staff to draft a rental agreement with C. Pogwizd as second. **Motion**  
43 **rescinded.**

44 Discussion: C. Pogwizd and C. Tidey confirmed utilities are included in the rental price.  
45 Siskiyou is a nonprofit with approximately five kids under 5 years old and parent run,  
46 thus does not need to be licensed. Public Works Superintendent Isadore will inspect the  
47 building. Insurance proof has been provided. Sierra will be the responsible party. Legal  
48 Counsel Kudlac advised the agreement has to be with Sierra or the Cooperative will need  
49 to be added to the insurance. Sierra is hoping for April as a timeline.

4 C. Burns rescinded his motion and C. Pogwizd rescinded his second.  
5 C. Vileisis **moved** to direct staff to move forward with drafting a rental agreement  
6 contingent upon determining compliance on insurance requirements with CIS and  
7 contingent upon identifying the proper name on the agreement with C. Burns as second.

8 **Motion carried 6-0.**

9 Discussion: John Isadore will inspect the building.

10 **Councilor Burns** Yes **Councilor Vileisis** Yes **Councilor Webb** Yes  
11 **Councilor Kessler** Yes **Councilor Tidey** Yes **Councilor Pogwizd** Yes

12  
13 C. Burns moved to extend the meeting with C. Vileisis as second. **Motion carried 4-3.**

14 Discussion: none.

15 **Councilor Burns** Yes **Councilor Vileisis** Yes **Councilor Webb** No  
16 **Councilor Rask** Yes **Councilor Tidey** No **Councilor Pogwizd** No  
17 **Mayor Cox** Yes

18  
19 **e. Short Term Rental Ordinance Review and Suggestions:** Topics outlined were  
20 submitted by the Planning Commission:

- 21 • Residential Cap: Currently the Planning Commission is at 40. Would Council like it  
22 to be less or more? A **motion** is made and seconded to set the limit of 33 short term  
23 rentals in residential zones. **Motion carried 6-0.**

24 Discussion: The purpose of a cap is discussed. Ordinance enforcement is discussed.

25 **Councilor Burns** Yes **Councilor Vileisis** Yes **Councilor Webb** Yes  
26 **Councilor Rask** Yes **Councilor Tidey** Yes **Councilor Pogwizd** Yes

- 27 • Parking: Should the City give residents five years to comply with the parking  
28 restrictions? C. Pogwizd is concerned about parking restrictions that do not apply to  
29 other businesses. Options were discussed in length regrading parking in Residential  
30 Zone and 10MU Zone. City of Port Orford does not have a prior parking ordinance.  
31 Legal Counsel Kudlac cautions against special parking permits. Mayor Cox suggested  
32 sending parking back to Planning Commission to review the problem areas of parking  
33 in both 10MU and Commercial zones.
- 34 • Density of 300 feet; Should the City grandfather in all the STRs that are currently  
35 licensed and closer than 300 feet in distance? Council would like Planning  
36 Commission to research and justify the 300-foot distance.
- 37 • Building Inspection: Should the City require a health and safety inspection? If so, by  
38 who? Council would like Planning Commissioners to justify the need for STR  
39 inspections and response time.

40  
41 **8. New Business:**

42 **a. Resolution 2023-02 Authorization for New Bank Account – Parks Fundraising**  
43 **Account:** Parks is asking to see funds from fundraising clearly. Parks would also like  
44 citizens to be able to deposit donations. C. Burns moved to pass resolution 2023-02 with  
45 a second. **Motion carried 6-0.**

46 Discussion: CA Ginsburg clarified how the financials are transferred and listed. C. Webb  
47 is concerned that City Council will not have access or approval of spending the donation  
48 funds. CA Ginsburg clarified the purpose and use. An Account Detail was provided by

4 CA Ginsburg at this meeting. Park Commissioners have not been provided the detail  
5 statement in the past six months.

6 *Councilor Burns* Yes *Councilor Vileisis* Yes *Councilor Webb* Yes  
7 *Councilor Rask* Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

8  
9 **b. Water Moratorium:** Meter boxes in the Talus subdivision were damaged while the  
10 contractor was cleaning off the property and had to be replaced. The contractor has been  
11 advised of where the city is on the water moratorium. New developments who have paid  
12 the fees and have been approved can continue with development. Connection to city  
13 water is not allowed; however, well water is allowed. CA Ginsburg will contact Planner  
14 Shoji for further information on this subdivision. Permit process was reviewed.

15  
16 **c. Shoji Planning Contract Approval:** C. Webb moved to approve the Scope of Work  
17 provided from Shoji Planning and Development with C. Pogwizd as second. ***Motion***  
18 ***carried 6-0.***

19 Discussion: Ms. Shoji will assist in training the new employee.

20 *Councilor Burns* Yes *Councilor Vileisis* Yes *Councilor Webb* Yes  
21 *Councilor Rask* Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

22  
23 **d. Letter of Support Curry County:** C. Burns moved to send a letter of support for Curry  
24 County Health and have Mayor sign on behalf of Port Orford with C. Tidey as second.  
25 ***Motion carried 6-0.***

26 Discussion: Clarification given.

27 *Councilor Burns* Yes *Councilor Vileisis* Yes *Councilor Webb* Yes  
28 *Councilor Rask* Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

29  
30 **9. Continuing action Items.**

- 31 • Priority workshop
- 32 • Union negotiations needing executive session
- 33 • Website
- 34 • Wetland walkway
- 35 • Short-Term Rentals
- 36 • Roof
- 37 • Watershed
- 38 • Off-site Backup-Comp-U-Serve
- 39 • Rotary Club
- 40 • New Hire
- 41 • Skating Club

42  
43 **10. Considerations:**

44 **Citizen:** Citizen asking for clarification of what to expect with the Lindberg house. Mayor  
45 Cox advised Historical Society will give a recommendation next month.

46  
47 **Staff:** None.  
48



**Councilor:** C. Pogwizd asked about moving Citizen Considerations below Citizen Concerns. Citizens can speak about the agenda items and then speak about any item. This would prevent the citizens from having to wait hours to speak and encourage citizen participation. Council rules will have to be changed to accommodate the order. Public comment can be held at the end of the meeting.

**Mayor:** Mayor Cox acknowledged John Roorbach’s contribution to the city, volunteer time and assistance.

**11. Future Meetings:**

**Executive Session to be held February, 23, 2023 at 5:30 p.m. in Chambers.**

**Goal Setting Session Workshop to be held February 28, 2023. Councilor goal lists due February 24, 2023.**

**Thursday, March 16, 2023, Regular Council Meeting 5:30, hybrid.**

**Adjourn:** There being no further business, Mayor Cox Adjourned the meeting at 9:30 p.m.

Attest:

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

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

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OREGON LIQUOR CONTROL COMMISSION

**TEMPORARY SALES LICENSE APPLICATION**

The Temporary Sales License (TSL) allows you to sell distilled spirits, malt beverages, wine, and cider for drinking within the special event licensed area, manufacturer-sealed containers of malt beverage, wine, and cider for drinking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container for taking out of the special event licensed area.

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 1 to 4 weeks before the first event date listed in #10 below. Some events may need extra processing time.
- **License Fee:** \$50 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

**PLEASE PRINT**

1. Licensee Name (please print): Rotary Club of Port Orford 2. E-Mail: ulrich@ootci.com
3. Mailing address: P.O. Box 1284
4. City: Port Orford 5. State: OR 6. Zip Code: 97465 7. Fax: \_\_\_\_\_
8. Contact Person: Ulrich (Ulli) Lau 9. Contact Phone: 541-404-5070
10. Date(s) of event (no more than **seven** days): 05-06-2023
11. Start/End hours of alcohol service: 5:00  AM  PM to 10  AM  PM

**LICENSED AREA BOUNDARIES:** ORS 471.159 prohibits the OLCC from licensing an area that does not have defined boundaries. OLCC may require the licensed area to be enclosed and may require you to submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

12. Address of **Special Event** Licensed Area: 421 11th Street Port Orford,  
(Street) (City)

13. Identify the licensed area (for example: entire premises; a room within the premises; an area in a park; etc.):  
Inside Port Orford Community Building

14. List the primary activities within the licensed area (like: dinner; auction; beer festival; wine festival; food fair; art show; music; patron dancing; sports event; etc.). If entertainment will be offered in the areas where alcohol will be sold or consumed, please describe the entertainment, the times it will be offered, and list the targeted age of attendees:  
This annual Dinner Dance fund raising event, organized by Rotary Club of P.O. will be serving a menu of Prime Rib/Chicken, Caesar Salad, Baked Potatoes, veggies & selling beer, wine, mixed drinks and soft drinks for this 21+ up event.

15. Will minors be allowed at the event?  Yes  No

16. If yes, will minors and alcohol be allowed in the same area?  Yes  No

17. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 140

**PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA:** If your answer to #17 is 501 or more, **in addition to** your answers to questions 18, 19, and 20, you will need to complete the OLCC's **Plan to Manage Special Events** form, unless the OLCC exempts you from this requirement.

18. Describe your plan to prevent problems and violations.

Entrance doors will be manned at all times and ID's of patrons will be checked. The alcohol consumption will be monitored and if necessary, restricted.

19. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.

We have Rotarians checking ID at entrance door and guests who look 26 years and younger will get asked for ID.

20. Describe your plan to manage alcohol consumption by adults. Note: you may not sell, offer, or serve to any person an unlimited number of alcoholic beverage(s) during any set period of time for a fixed price.

Every volunteer alcohol server has fully read his/her brochure and signed off to acknowledge the procedures.

**MANAGER AND SERVICE PERMITS:** You must name a manager or managers who will be at the special event. Employees and volunteers who serve alcohol, and the people who manage those servers, must have an issued service permit unless specifically exempted.

A nonprofit or charitable organization with a Registry Number Issued by the Oregon Secretary of State's office (see **TSL Application Guide**) may use servers who don't hold a service permit. These servers must attend training provided by the applicant and read, sign, and date the OLCC provided brochure **What Every Volunteer Alcohol Server Needs to Know**.

21. Nonprofit or Charitable Organization Oregon Registry Number (or "N/A" if not applicable): 23-7017185

22. List person(s) on duty and in the licensed area managing alcohol service: Christopher Hawthorne

23. List the service permit # of each person managing alcohol service: \_\_\_\_\_

**LIQUOR LIABILITY INSURANCE:** If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage as required by ORS 471.168.

24. Insurance Company: Westchester Insurance Co 25. Policy #: G73578917 001 26. Expiration Date: 7/1/2023

27. If you will **NOT** provide distilled spirits, name at least **two** different substantial food items that you will provide:

1) \_\_\_\_\_ 2) \_\_\_\_\_

28. If you will provide distilled spirits, name at least **three** different substantial food items that you will provide:

1) Prime Rib / Shrimp 2) Baked Potatoes 3) Medley of Vegetables

**GOVERNMENT RECOMMENDATION:** Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #29 below **before** submitting this application to the OLCC.

29. Name the city if the event address is within a city's limits or name the county if the event address is outside the city's limits:  
Port Orford, Oregon

I affirm that I am authorized to sign this application on behalf of the applicant.

30. Applicant Name (please print): Ulrich Lau

31. APPLICANT SIGNATURE:  32. Date: 3/09/2023

|   |             |
|---|-------------|
| <b>CITY OR COUNTY USE ONLY</b>  |             |
| The city/county named in #29 above recommends:  |             |
| <input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation) |             |
| City/County Signature: _____  | Date: _____ |

**FORM TO OLCC:** This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

|   |             |                  |
|---|-------------|------------------|
| <b>OLCC USE ONLY</b>  |             |                  |
| Fee Paid: _____   | Date: _____ | Receipt #: _____ |
| License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied |             |                  |
| Restrictions: _____   |             |                  |
| OLCC Signature: _____   | Date: _____ |                  |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

|   |   |
|---|---|
| <b>PRODUCER</b><br>Arthur J. Gallagher Risk Management Services, Inc.<br>2850 Golf Road<br>Rolling Meadows IL 60008 | <b>CONTACT NAME:</b> Ali Sulita<br><b>PHONE (A/C, Ho, Ext):</b> 1-833-3ROTARY <b>FAX (A/C, No):</b> 630-285-4062<br><b>E-MAIL ADDRESS:</b> rotary@ajg.com |
| <b>INSURER(S) AFFORDING COVERAGE</b>  |   |
| <b>INSURER A:</b> Westchester Surplus Lines Insurance Company 10172   |   |
| <b>INSURER B:</b>   |   |
| <b>INSURER C:</b>   |   |
| <b>INSURER D:</b>   |   |
| <b>INSURER E:</b>   |   |
| <b>INSURER F:</b>   |   |

**COVERAGES**      **CERTIFICATE NUMBER:** 899307648      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|-----------|----------|----------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Liquor Liability Included<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           | Y        | G73578917 001  | 7/1/2022                | 7/1/2023                | EACH OCCURRENCE \$2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$2,000,000<br>GENERAL AGGREGATE \$4,000,000<br>PRODUCTS - COMP/OP AGG \$4,000,000<br>\$ |
| A        | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>   |           |          | G73578917 001  | 7/1/2022                | 7/1/2023                | COMBINED SINGLE LIMIT (Ea accident) \$2,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$   |           |          | NOT APPLICABLE |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           | Y/N      | N/A            |                         |                         | PER STATUTE    OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

|                           |  |
|---------------------------|--|
| <b>CERTIFICATE HOLDER</b> | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|---------------------------|--|

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## February 2023

### Water Plant: Op's - NO Run Days 4

Raw water into plant 5,703,000 Treated water 4,226,000 Backwash water used 123,000 Leaks 270,000

Water sold 2,341,775 Water Level 1/31 26.9 ft 02/28 13.9 ft

### Water Treatment plant, Finished Water Pump Replacement

1. **Finished water pump #1**, Reese will be down to install new wire and install controls
2. **Coast guard hill pump station in progress**, quote received
3. **Tracer study is in the works**, OHA has approved and sent a request to Civil West engineering. OHA will pay for the study, working on scheduling GC Systems needs to rebuild / replace the Cla-valve and Reese to finish electrical work on finished water pump prior to study.

**Electronic read water meters:** Chris from Correct Equipment and Eric from Sustainability Partners will be on remotely to answer question in order for us to move forward.

**Water distribution leaks repair:** Salty Dog 1", caused by an old failed buried tank directly below the service connection line (tank needs removed) which is in the middle of driveway.

### **Waste Water plant: Op's:**

#### Repairs & maintenance plant / collections.

- **Grit system Update**, Installed and running, working out control issues.
- **DO Probes**, waiting on updated 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: 02/16/202 TIME:    

Adjourn 9:     PM

**BOARD MEMBERS**

**ADMIN STAFF**

**NOTES**

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

- Ginsburg
- Isador
- Hobart
- Kudlac

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHERS:     Media: \_\_\_\_\_

**Additions to Agenda:** \_\_\_\_\_



**MOTION**     Consensus     Agenda Subject: Gorse/Fire Reduction Plan Presentation  
    Moved     Second     carried     failed Effective Date    

To: Erin discussed the actions that can be taken in the future to control the gorse including grant options. The City is able to contract with Erin in the future for gorse management.

Pogwizd     Tidey     Burns     Rask     Vileisis     Webb     Cox    



**MOTION** X Consensus     Agenda Subject: Consent Calendar  
Pogwizd Moved Rask Second X carried     failed Effective Date    

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



**MOTION** X Consensus     Agenda Subject: Resolution 2023-01 Banking  
Burns Moved Pogwizd Second X carried     failed Effective Date 01/20/2023

To:    

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

PORT ORFORD CITY COUNCIL MEETING

**MOTION** X Consensus \_\_\_\_\_ Agenda Subject: Scope of Work Raw Water\_  
Burns Moved Vileisis Second X carried \_\_\_\_\_ failed Effective Date \_\_\_\_\_

To: Marlin from Civil West Engineering recommended that the City Council approve option 2 from the scope of work provided. This option will help the City impliment a 2<sup>nd</sup> source for the raw water system to bridge the gap. This would also help in streamlining the dredging so we can still make water while the dredging is taking place. The raw water tramission storage line and a temp tank of about 1/2 million gallons.

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

**MOTION** X Consensus \_\_\_\_\_ Agenda Subject: Siskiyou Discovery Homeschool\_\_\_\_  
Vileisis Moved Burns Second X carried \_\_\_\_\_ failed Effective Date \_\_\_\_\_

To: direct staff to draft an agreement for the rental of the A-Frame building. Council Pogwizd confirmed with Council Tidey that utilities are included in the rental price. Siskiyou is not a non profit there are approximately 5 kids under 5 and is a parent run organization and is the reason why it does not need to be licensed. Is the responsible party Siskiyou or Sierra? John to look at the building.

Pogwizd Y Tidey Y Burns Y Rask Y Vileisis Y Webb Y Cox N/A

**MOTION** X Consensus \_\_\_\_\_ Agenda Subject: Extending time of meeting\_\_\_\_\_  
Burns Moved Vileisis Second X carried \_\_\_\_\_ failed Effective Date \_\_\_\_\_

To: Motion to extend the meeting.

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

**MOTION** \_\_\_\_\_ Consensus \_\_\_\_\_ Agenda Subject: Short Term Rental Ordianance\_\_\_\_\_  
\_\_\_\_\_ Moved \_\_\_\_\_ Second X carried \_\_\_\_\_ failed Effective Date \_\_\_\_\_

To: Motion to set limit to 33 for Residential Zone. Discussion on the past parking ordinance. Would like Planning Commission to research and justify the 300 foot distance, justify the need for inspection on the STR's. Also come up with a suggestion on parking in the Residential zone along with 10MU Zone.

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

**MOTION**  Consensus \_\_\_\_\_ Agenda Subject: Letter of Support Curry County\_\_\_\_  
Burns Moved Tidey Second  carried  failed Effective Date \_\_\_\_\_

To: Directed Staff to write a letter of Support for Curry County Health and have the Mayor sign on behalf of the City of Port Orford. \_\_\_\_\_

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



**MOTION** \_\_\_\_\_ Consensus \_\_\_\_\_ Agenda Subject: Shoji Planning Contract\_\_\_\_  
Webb Moved Pogwizd Second  carried  failed  
Effective Date \_\_\_\_\_

To Motion to accept the contract for Shoji planning for City Planning Services. \_\_\_\_\_

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



**TO DO:** Audio Visual for Chambers: Had a meeting with Eric. He does the audio and visual for the BOC meetings. He is going to be sending us a quote for what he recomends the chambers. Our meeting was on 3/6/2023

Rotary: Met with rotary about the ALH and CC. This will be discussed in items 7b and 8b.

Planning Commission had a meeting on 3/7/2023. They would like to recommend to council that they look at comments Daniel Kearns made about TLT in his e-mail dated 02/07/2023. I have attached the e-mail to this along with a copy of the TLT ordinance.

Skate Club: Still working with Laurie. Hoping to have an update from her by then. She has been out of the office traveling.

Emergency Commission: A grant was approved for the Community Center building to have a new HVAC system installed so it can be designated a smoke shelter. Unfortunately after Council President Vileisis and I met with the state agency and talked to the Engineer for the upgrade of the Community Center. It looks like it will not be a good fit at this time.

Webiste: I am sending Jessie some updates and some changes for the staging website. Along with created a public calendar for booking events at the Community Center and American Legion Hall. Also a 2<sup>nd</sup> calendar for residents to make and appointment online with me. I sent the staging website to all the council members and would love your feed back so we can hopefully finish this project soon.

Roof Quotes: I have new roofers coming in to give us quotes starting the week of March 13<sup>th</sup>.





## 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.

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**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*

## Chapter 3.08

### TRANSIENT LODGING TAX

**Sections:**

- 3.08.010**    **Definitions.**
- 3.08.020**    **Tax imposed.**
- 3.08.030**    **Rules for collection of tax by operator.**
- 3.08.040**    **Operator’s duties.**
- 3.08.050**    **Exemptions.**
- 3.08.060**    **Operator’s registration form.**
- 3.08.070**    **Certificate of authority.**
- 3.08.080**    **Collections, returns and payments.**
- 3.08.090**    **Delinquency penalties.**
- 3.08.100**    **Deficiency determination.**
- 3.08.110**    **Redemption petition.**
- 3.08.120**    **Fraud—Refusal to collect—Evasion.**
- 3.08.130**    **Notice of determination.**
- 3.08.140**    **Operator delay.**
- 3.08.150**    **Redetermination.**
- 3.08.160**    **Security for collection of taxes.**
- 3.08.170**    **Liens.**
- 3.08.180**    **Refunds by City to operator.**
- 3.08.190**    **Refunds by City to transients.**
- 3.08.200**    **Refunds by operator to transient.**
- 3.08.210**    **Records required of operators.**
- 3.08.220**    **Examination of records.**
- 3.08.230**    **Confidentiality.**
- 3.08.240**    **Disposition and use of transient room tax funds.**
- 3.08.250**    **Transient Lodging Tax Expenditure Committee.**
- 3.08.255**    **Grant funding procedures.**
- 3.08.260**    **Violation—Penalty.**
- 3.08.265**    **Administrative compensation.**
- 3.08.270**    **Ordinance retroactive.**
- 3.08.280**    **Severability.**

**3.08.010**    **Definitions.**

For the purpose of this chapter, the following words shall mean:

“Accrual accounting” means a system of accounting in which the operator enters the rent due from a transient into the record when the rent is earned, whether or not it is paid.

“Cash accounting” means a system of accounting in which the operator does not enter the rent due from a transient into the record until the rent is paid.

“City area beautification” means the enhancement and beautification of the City within the City’s limits, but excluding acquisition, maintenance and/or repairs of City infrastructure with the exception of facilities used by tourists.

“City area tourism development” means 1) the expenditure of funds in areas outside of the City limits for the purpose of advertising and promoting areas within the City of Port Orford and surrounding areas and 2) advertising and support of activities within the City limits which draw tourists to the area.

“Collection reimbursement charge” means the amount a transient lodging provider may retain as reimbursement for the costs incurred by the provider in collecting and reporting a transient lodging tax and in maintaining transient lodging tax records.

“Conference center” means a facility that:

1. Is owned or partially owned by a unit of local government, a governmental agency or a nonprofit organization; and
2. Meets the current membership criteria of the International Association of Conference Centers.

“Convention center” means a new or improved facility that:

1. Is capable of attracting and accommodating conventions and trade shows from international, national and regional markets requiring exhibition space, ballroom space, meeting rooms and any other associated space, including, but not limited to, banquet facilities, loading areas and lobby and registration areas;
2. Has a total meeting room and ballroom space between one-third and one-half of the total size of the center’s exhibition space;
3. Generates a majority of its business income from tourists;
4. Has a room-block relationship with the local lodging industry; and
5. Is owned by a unit of local government, a governmental agency or a nonprofit organization.

“Local transient lodging tax” means tax imposed by a unit of local government on the sale, service or furnishing of transient lodging.

“State transient lodging tax” means tax imposed by a unit of local government under ORS 320.205.

“Tourism” means economic activity resulting from tourists.

“Tourism promotion” means any of the following activities:

1. Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
2. Conducting strategic planning and research necessary to stimulate future tourism development;
3. Operating tourism promotion agencies; and
4. Marketing special events and festivals designed to attract tourists.

“Tourism promotion agency” includes:

1. An incorporated nonprofit organization or governmental unit that is responsible for the tourism promotion of a destination on a year-round basis.
2. A nonprofit entity that manages tourism-related economic development plans, programs and projects.
3. A regional or statewide association that represents entities that rely on tourism-related business for more than 50% of their total income.

“Tourism-related facility”:

1. Means a conference center, convention center or visitor information center; and
2. Means other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

“Tourist” means a person who, for business, pleasure, recreation or participation in events related to arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person’s community of residence, and that trip:

1. Requires the person to travel more than 50 miles from the community of residence; or



2. Includes an overnight stay.

“Transient” means an individual who occupies or is entitled to occupy space in transient lodging for a period of 30 consecutive days or less, counting portions of days as full days. The day a transient checks out of a hotel shall not be included in determining the 30-day period if the transient is not charged rent for that day. A person occupying space in transient lodging shall be considered a transient until a period of 31 days has expired unless there is agreement in writing between the operator and the occupant providing for a longer period of occupancy or the tenant actually extends occupancy more than 30 consecutive days. A person who pays for lodging on a monthly basis, regardless of the number of days in the month, shall not be considered a transient.

“Transient lodging” means:

1. Hotel, motel and inn dwelling units that are used for temporary overnight human occupancy;
2. Spaces used for parking recreational vehicles or erecting tents during periods of human occupancy; or
3. Houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units that are used for temporary human occupancy.

“Unit of local government” has the meaning given that term in ORS 190.003.

“Visitor information center” means a building, or a portion of a building, the main purpose of which is to distribute or disseminate information to tourists. (Ord. 2003-06 § 1, 2003; Ord. 96-16 § 1, 1996; Ord. 212-90B § 1, 1990)

### **3.08.020 Tax imposed.**

A transient shall pay a tax in the amount of seven percent of the rest charged for the privilege of occupancy in a hotel in the City. The tax constitutes a debt owed by the transient to the City, and the debt is extinguished only when the tax is remitted by the operator to the City. The transient shall pay the tax to the operator at the time the rent is paid. The operator shall enter the tax into the record when rent is collected if the operator keeps records on the accrual accounting basis. If the rent is paid in installments, a proportionate share of the tax shall be paid by the transient to the operator with each installment. In all cases, rent paid or charged for occupancy shall exclude the sale of goods, services or commodities. All transient funds shall be held in trust by the operator on behalf of the transient until remitted to the City. (Ord. 2012-01 § 2, 2012; Ord. 96-16 § 3, 1996; Ord. 212-90B § 2, 1990)

### **3.08.030 Rules for collection of tax by operator.**

- A. Every operator renting space for lodging or sleeping shall collect a tax from the occupant. The tax collected or accrued constitutes a debt owed by the operator to the City.
- B. In cases of credit or deferred payment of rent, the payment of tax to the operator may be deferred until the rent is paid, and the operator shall not be liable for the tax until credits are paid or deferred payments are made.
- C. The City Administrator shall enforce this chapter and may adopt rules and regulations necessary for enforcement with approval of City Council.
- D. For rent collected on portions of a dollar, fractions of a penny of tax shall not be remitted. (Ord. 2012-01 § 3, 2012; Ord. 212-90B § 3, 1990)

### **3.08.040 Operator’s duties.**

An operator shall collect the tax when rent is collected from the transient. The amount of tax shall be stated separately in the operator’s records and on the receipt given by the operator. An operator shall not advertise

that the tax will not be added to the rent, that a portion of it will be assumed or absorbed by the operator, or that a portion will be refunded, except in the manner provided by this chapter. (Ord. 212-90B § 4, 1990)

**3.08.050 Exemptions.**

The tax shall not be imposed on:

- A. An occupant staying more than 30 consecutive days;
- B. Any occupant of a hospital room, medical clinic, convalescent home, or home for the aged, disabled or otherwise infirm;
- C. Any occupant whose rent is paid as charitable assistance from any recognized nonprofit organization such as a church or common good;
- D. Any government employee on official government business who presents a hotel/motel tax exemption certificate at the time of their current occupancy. (Ord. 2004-03 § 1, 2004; Ord. 96-16 § 4, 1996; Ord. 212-90B § 5, 1990)

**3.08.060 Operator's registration form.**

- A. An operator of a hotel shall register with the Tax Administrator, on a form provided by the Administrator, within 15 days after beginning business or within 30 calendar days after passage of the ordinance codified in this chapter.
- B. The registration shall include:
  - 1. The name under which the operator transacts or intends to transact business;
  - 2. The location of the hotel;
  - 3. Any other information the Tax Administrator may require to facilitate collection of the tax;
  - 4. The signature of the operator.
- C. Failure to register does not relieve the operator from collecting the tax or a person from paying the tax. (Ord. 212-90B § 6, 1990)

**3.08.070 Certificate of authority.**

- A. The Tax Administrator shall issue a certificate of authority to the registrant within 10 days after registration.
- B. Certificates are nonassignable and nontransferable and shall be surrendered immediately to the Tax Administrator on cessation of business at the location named or when the business is sold or transferred.
- C. Each certificate shall state the place of business to which it applies and shall be prominently displayed.
- D. The certificate shall state:
  - 1. The name of the operator;
  - 2. The address of the hotel;
  - 3. The date when the certificate was issued;
  - 4. "This Transient Occupancy Registration Certificate signifies that the person named on the certificate has fulfilled the requirements of the Transient Room Tax Ordinance of the City of Port Orford by registering with the Tax Administrator for the purpose of collecting the room tax imposed by the City of Port Orford and remitting the tax to the Tax Administrator." (Ord. 212-90B § 7, 1990)

**3.08.080 Collections, returns and payments.**

- A. The taxes collected by an operator are payable to the Tax Administrator on a quarterly basis on the 15th day of the following month for the preceding three months and are delinquent on the last day of the month in which they are due. The initial return may be for less than the three months preceding the due date. The quarters are:

First quarter: January, February, March

Second quarter: April, May, June

Third quarter: July, August, September

Fourth quarter: October, November, December

- B. A return showing tax collections for the preceding quarter shall be filed with the Tax Administrator, in a form prescribed by the Tax Administrator, before the 16th day of the month following each collection quarter.
- C. 1. The operator shall withhold five percent of the tax to cover the expense of collecting and remitting the tax.  
2. In instances where credit is extended to the transient for charges for rental through the use of a credit card or other similar transaction whereby the amount paid to the operator is discounted by contract between the operator and the issuer of the credit card, the amount of such discount may be excluded from the definition of "rent" and no tax shall be imposed on the amount so discounted.
- D. Returns shall show the amount of the tax collected or due for the related period. The Tax Administrator may require returns to show the total rentals on which the tax was collected or is due, gross receipts of the operator for the period, a detailed explanation of any discrepancy between the amounts, and the amount of rentals exempt.
- E. The operator shall deliver the return and the tax due to the Tax Administrator's office. If the return is mailed, the postmark shall be considered the date of delivery for determining delinquencies.
- F. For good cause, the Tax Administrator may extend the time for filing a return or paying the tax for not more than one month. Further extensions may be granted only by the Common Council of the City of Port Orford.
- G. The Tax Administrator may require returns and payments of the taxes for other than quarterly periods in individual cases to insure payment or to facilitate collection by the City. (Ord. 212-90B § 8, 1990)

**3.08.090 Delinquency penalties.**

- A. An operator who has not been granted an extension of time for remittance of tax due and who fails to remit the tax prior to delinquency shall pay penalty of 10% of the tax due in addition to the tax.
- B. An operator who has not been granted an extension of time for remittance of tax due and who fails to pay a delinquent remittance before the expiration of 31 days following the date on which the remittance became delinquent shall pay a second delinquency penalty of 15% of the tax due, the amount of the tax due and the 10% penalty first imposed.
- C. If the Tax Administrator determines that nonpayment of a remittance is due to fraud or intent to evade the tax, a penalty of 25% of the tax shall be added to the penalties stated in subsections A and B of this section.
- D. In addition to the penalties imposed by this section, an operator who fails to remit the required tax shall pay interest at the rate of one-half percent per month, on the tax due, exclusive of penalties, from the date on which the tax first became delinquent until paid.

- E. Each penalty imposed and the interest accrued under the provisions of this section shall be merged and become part of the tax required to be paid.
- F. An operator who fails to remit the tax within the required time may petition the Common Council of the City of Port Orford for waiver and refund of the penalty or a portion of it. The Common Council of the City of Port Orford may, if good cause is shown, direct a refund of the penalty or a portion of it. (Ord. 212-90B § 9, 1990)

**3.08.100 Deficiency determination.**

- A. In making a determination that the returns are incorrect, the Tax Administrator may determine the amount required to be paid on the basis of the facts contained in the return or on the basis of any other information.
- B. Deficiency determination may be made on the amount due for one or more than one period. The determined amount shall be payable immediately on service of notice, after which the determined amount is delinquent. Penalties on deficiencies shall be applied as provided in Section 3.08.090.
- C. In making a determination, the Tax Administrator may offset overpayments that have been made against a deficiency for a subsequent period or against penalties and interest on the deficiency. The interest on the deficiency shall be computed as provided in Section 3.08.090. (Ord. 212-90B § 10, 1990)

**3.08.110 Redemption petition.**

A determination becomes payable immediately on receipt of notice and becomes final within 10 days after the Tax Administrator has given notice. However, the operator may petition for redemption and refund by filing a petition before the determination becomes final. (Ord. 212-90B § 11, 1990)

**3.08.120 Fraud—Refusal to collect—Evasion.**

- A. If an operator fails or refuses to collect the tax, make the report, or remit the tax, or makes a fraudulent return or otherwise willfully attempts to evade the tax payment, the Tax Administrator shall obtain facts and information on which to base an estimate of the tax due. After determining the tax due and the interest and penalties, the Tax Administrator shall give notice of the amount due.
- B. Determination and notice shall be made and mailed within three years after discovery of fraud, intent to evade, failure or refusal to collect the taxes, or failure to file a return. The determination becomes payable immediately on receipt notice and becomes final 10 days after the Tax Administrator has given notice.
- C. The operator may petition for redemption and refund if the petition is filed before the determination becomes final. (Ord. 212-90B § 12, 1990)

**3.08.130 Notice of determination.**

- A. The Tax Administrator shall give the operator a written notice of determination. If notice is mailed it shall be addressed to the operator at the address that appears on the records of the Tax Administrator, and service is complete when the notice is deposited in the post office.
- B. Except in the case of fraud or intent to evade the tax, a deficiency determination shall be made and notice mailed within three years after the last days of the month following the close of the quarterly period for which the determination has been made or within three years after the return is filed, whichever is later. (Ord. 212-90B § 13, 1990)

**3.08.140 Operator delay.**

If the Tax Administrator believes that collection of the tax will be jeopardized by delay, or if a determination will be jeopardized by delay, the Tax Administrator shall determine the tax to be collected and note facts concerning the delay on the determination. The determined amount is payable immediately on service of notice. After payment has been made, the operator may petition for redemption and refund of the determination if the petition is filed within 10 days from the date of service of notice by the Tax Administrator. (Ord. 212-90B § 14, 1990)

**3.08.150 Redetermination.**

- A. The Common Council of the City of Port Orford is designated as a committee to hear and determine appeals of order or decisions of the Tax Administrator, upon petition for redetermination of tax or other pertinent matters for which the Tax Administrator is herein designated or directed to perform. The City Council, in such capacity, shall act as a committee to hear and determine such orders or decisions or dismiss the appeals therefrom, as may be just, and shall prescribe such forms, rules and regulations relating to appeals as it may deem necessary.
- B. An operator against whom a determination is made under Section 3.08.100, or person directly interested, may petition the Common Council of the City of Port Orford for a redetermination, redemption and refund within the time required in Section 3.08.140. If a petition for redetermination and refund is not filed within the time required, the determination is final on the expiration of the allowable time.
- C. If a petition for redetermination and refund is filed within the allowable period, the Tax Administrator shall set the time and place of the hearing before the Common Council of the City of Port Orford at the next regularly scheduled Council meeting as prescribed in the Council rules and regulations and give the operator notice of the time and place of the hearing. The Common Council may continue the hearing if necessary.
- D. The Common Council, sitting as a committee as herein above provided, shall have the authority:
  1. To approve, modify or disapprove all forms, rules and regulations prescribed by the Tax Administrator in the administration and enforcement of this chapter;
  2. In a review of the Tax Administrator's determination, the Council Committee may take such evidence and make such investigation as it may deem necessary;
  3. The Council Committee may change the amount of the determination as a result of the hearing. If an increase is determined, the increase is payable immediately after the hearing.
- E. A petition for redetermination is not effective unless the operator has complied with the payment provisions. (Ord. 212-90B § 15, 1990)

**3.08.160 Security for collection of taxes.**

- A. The Tax Administrator may require an operator to deposit security in the form of cash, bond or other security. The amount of security shall be fixed by the Tax Administrator and shall not be greater than twice the operator's average quarterly liability for the period for which the operator files returns or \$5,000.00, whichever amount is less.
- B. Within three years after a tax becomes payable or within three years after a determination becomes final, the Tax Administrator may bring an action in the name of the City in the courts of this State, another state, or the United States to collect the amount delinquent and penalties and interest. (Ord. 212-90B § 16, 1990)

**3.08.170 Liens.**

- A. The tax, interest, penalty and filing fees paid to the Tax Administrator and any advertising costs incurred when the tax becomes delinquent shall be a lien from the date of its recording with the County Clerk until the tax is paid. The lien shall be superior to all subsequently recorded liens on all tangible personal property in the operator's hotel. The lien may be foreclosed and the necessary property sold to discharge the lien.
- B. Notice of the lien shall be issued by the Tax Administrator when the operator has defaulted in payment of the tax, interest and penalty. A copy of the notice shall be sent by certified mail to the operator.
- C. Personal property subject to the lien may be sold at public auction after 10 days' notice published in a newspaper of general circulation in the County.
- D. A lien for the tax, interest and penalty shall be released by the Tax Administrator when the full amount has been paid to the City. The operator or person making the payment shall receive a receipt stating that the full amount of the tax, interest and penalty has been paid, that the lien is released and that the record of the lien is satisfied. (Ord. 212-90B § 17, 1990)

**3.08.180 Refunds by City to operator.**

When the tax, penalty or interest has been paid more than once or has been erroneously or illegally collected or received by the Tax Administrator, it may be refunded if a written verified claim stating the specific reason for the claim is filed within three years from the date of payment. The claim shall be submitted on forms provided by the Tax Administrator. If the claim is approved, the excess amount may be refunded to the operator or it may be credited to an amount payable by the operator and any balance refunded. (Ord. 212-90B § 18, 1990)

**3.08.190 Refunds by City to transients.**

If the tax has been collected by the operator and deposited with the Tax Administrator and it is later determined that the tax was erroneously or illegally collected or received by the Tax Administrator, it may be refunded to the transient if a written verified claim stating the specific reason for the claim is filed with the Tax Administrator within three years from the date of the payment. (Ord. 212-90B § 19, 1990)

**3.08.200 Refunds by operator to transient.**

If the tax has been collected by the operator and it is later determined that the transient occupied the hotel for a period exceeding 30 days without interruption, the operator shall refund the tax to the transient. The operator shall account for the collection and refund to the Tax Administrator. If the operator has remitted the tax prior to the refund or credit to the transient, the operator shall be entitled to a corresponding refund. (Ord. 212-90B § 20, 1990)

**3.08.210 Records required of operators.**

Every operator shall keep quest records, accounting books and records of room rentals for a period of three years and six months. (Ord. 212-90B § 22, 1990)

**3.08.220 Examination of records.**

During normal business hours and after notifying the operator, the Tax Administrator may examine books, papers and accounting records related to room rentals to verify the accuracy of a return or, if no return is made, to determine the amount to be paid. (Ord. 212-90B § 22, 1990)

**3.08.230 Confidentiality.**

The Tax Administrator or a person having an administrative or clerical duty under the provisions of this chapter shall not make known in any manner the business affairs, operations or information obtained by an investigation of records and equipment of a person required to file a return or pay a transient occupancy tax or a person visited or examined in the discharge of official duty; or the amount or source of income, profits, losses or expenditures contained in a statement or application; or permit a statement or application, or a copy of either, or a book containing an abstract or particulars to be seen or examined by any person. However, nothing in this section shall be construed to prevent:

- A. Disclosure to or examination of records and equipment by City official, employee or agent for collecting taxes for the purpose of administering or enforcing the provision or collecting the taxes imposed by this chapter;
- B. Disclosure, after filing a written request, to the taxpayer, receivers, trustees, executors, administrators, assignees and guarantors, if directly interested, of information concerning tax paid, unpaid tax, amount of tax required to be collected, or interest and penalties. However, the City Attorney shall approve each disclosure referred to in this subsection when, in the Tax Administrator's opinion, the public interest would suffer;
- C. Disclosure of names and addresses of persons making returns;
- D. Disclosure of general statistics regarding taxes collected or business done in the City. (Ord. 212-90B § 23, 1990)

**3.08.240 Disposition and use of transient room tax funds.**

- A. The funds collected under this ordinance shall be retained by the City and allocated to the Parks Fund. The City Council may appropriate a portion of the funds collected under this ordinance through TLT Grants for City Area tourism development and City Area beautification; which may be to contract for a seasonal parks worker or can be used for tourism related facilities as provided by this chapter and those grants shall be allocated by the TLT Expenditure Committee with Council approval.
- B. One of the seven percent (one seventh of the total) transient room tax funds collected must be used for tourism promotion through the Port Orford & North Curry County Chamber of Commerce which is designated as the Tourism Promotion Agency for the City of Port Orford in accordance with Resolution 2013-08 and State law, and shall not be allocated by the TLT Expenditure Committee but by City Council Approval.
- C. Port Orford and North Curry County Chamber of Commerce as the designated Tourism Promotion Agency for the City of Port Orford must provide to the City a quarterly report which consists of copies of invoices, checks, and when possible copies of the ads run for which the money was spent. Tourism Promotion is defined as advertising, promoting the City of Port Orford at least two hours away or 100 plus miles from Port Orford. Receipt of future funds is contingent upon receiving these documents. These reports will be provided to the City Council in their packet for approval. (Ord. 2015-04 § 1, 2014; 2013-01 § 240, 2012; Ord. 2012-01 § 240, 2011; Ord. 2009-07 § 240, 2008; Ord. 2003-01 § 1, 2002; Ord. 2000-04 § 1, 2000)

**3.08.250 Transient Lodging Tax Expenditure Committee.**

- A. A Transient Lodging Tax Expenditure Committee may be appointed by the Mayor, with Council approval, to advise the Council on the expenditure of any transient room tax funds appropriated by the Council for City area tourism development, beautification and tourism promotion. The Committee shall be composed of five members of the City, excluding members of the City Council and City employees.

- B. The members of this Committee shall not receive compensation for their services on the Committee.
- C. The term of office shall be for four years. No member shall be appointed to more than three consecutive terms without first taking a one-year break in service. After such break in service the members shall be eligible to be reappointed for up to three additional four-year terms before another one-term break in service.
- D. No member shall vote on a funding petition of any organization of which said member is a current member.
- E. Should any member resign or be removed from office as herein provided, the Mayor, with Council approval, shall appoint a replacement member to fill the unexpired term of the replaced or resigned member.
- F. Any member of this Committee may be removed from this Committee for cause upon written recommendation by the Common Council.
- G. A quorum of three members shall be necessary to conduct the business of this Committee.
- H. This Committee shall select from its members a chairperson, vice chairperson, and a secretary who shall serve at the pleasure of this Committee.
- I. This Committee shall keep a record of its meetings and proceedings and shall keep all minutes, records and files of this Committee in the Tax Administrator's office. (2013-01 § 250, 2012; Ord. 2012-01 § 250, 2011; Ord. 2000-04 § 2, 2000; Ord. 212-90B § 25, 1990; Ord. 96-16 § 7, 1996)

**3.08.255 Grant funding procedures.**

- A. Any recognized nonprofit organization and any business or commercial property in the City limits may file an application for grants of transient room tax funds. The application shall state the name of the organization or business to be funded, the amount of funds requested, a description of the project to be funded, a statement of the public purpose furthered by the project, the source of matching funds, or matching cash in the case of a business and such other information as may be required by the City. A business or commercial property may not use labor or donated services as a match, but must match the grant with cash, only.
- B. All organizations, businesses or commercial property receiving funding under this section shall provide quarterly financial reports, which include a detailed report of the expenditure of funds received from the City, and sufficient supporting documents to demonstrate to the satisfaction of the City Council that the funds were expended pursuant to the terms of the grant. A business or commercial property must show expenditure of cash to match the grant funds; no in-kind is allowed for a business or commercial property. Reports of uncompleted projects shall be made no later than June 30 of the fiscal year.
- C. Any grant funds that are not utilized by an approved grant application shall revert to the City of Port Orford TLT Grant budget line to be used by the TLT Committee for re-assignment, either to increase an existing grant or to be added to the grant funds available the following year, with the approval of the City Council.
- D. The Transient Lodging Tax Expenditure Committee shall provide reports to the Finance Department detailing status of all grants, and unexpended funds pursuant to subsection B of this section. If reports are not received in a timely manner, unexpended funds revert to the City of Port Orford TLT Grant budget line.
- E. In order to increase awareness and attendance among visitors, all grant applications that seek to fund an event shall promote it outside Port Orford at least 60 days before the event. A media sheet listing free sources of listings and announcements will be provided at the time the grant is awarded.



Documentation of these efforts will be required in the final report. If no free sources are available, this requirement may be waived.

- F. The Port Orford & North Curry County Chamber of Commerce, as the dedicated Tourism Promotion Agency for the City of Port Orford (pursuant to Resolution 2013-08 and Section 3.08.240(B) of this chapter) shall provide quarterly reports to the Finance Department detailing Tourism Promotion. (Ord. 2013-01 § 240, 2012; Ord. 2012-01 § 250, 2011; Ord. 2000-04 § 2, 2000)

**3.08.260 Violation—Penalty.**

Any operator or other person who shall fail or refuse to register as required herein, or who shall fail or refuse to furnish any return, supplemental return or other data required by the Tax Administrator, or with intent to defeat or evade the determination of any amount due hereunder, shall make, render, sign or verify any false or fraudulent report, commits an offense which constitutes a violation of this chapter, punishable by a fine in an amount to be fixed by a cognizant court, not exceeding \$500.00. (Ord. 212-90B § 27, 1990)

**3.08.265 Administrative compensation.**

The City of Port Orford will be paid five percent of the collected taxes in payment for administering the Transient Lodging Tax. Said payment will be deposited into the General Fund. (Ord. 2003-06 § 5, 2003)

**3.08.270 Ordinance retroactive.**

The provisions of this chapter apply to any funds collected prior to the effective date of the ordinance codified in this chapter. (Ord. 2000-04 § 4, 2000)

**3.08.280 Severability.**

The sections and subsections of this chapter are severable. The invalidity of one section or subsection shall not affect the validity of the remaining sections or subsections. (Ord. 2000-04 § 5, 2000)

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## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 3/16/2023

SUBJECT: Finance

ITEM NO: 6 c.

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I has a meeting with David Barnes and when we finished our conversation he was confident that he knew what the problem was and how to fix it. He said that he had already finished the January 2023 disbursement but would fix it in the February disbursement. However, this past week I received the February disbursement and it was not fixed. I reached out to him when I received it and left a message and have not heard back. I did try to stop by when I was in Gold Beach on the Wednesday however, he was not in his office. So this is still a work progress.

As of the End of February the cash balances are:

Rouge: \$220,351.02

LGIP (Local Government Investment Pool): \$2,850,861.96

Attached are the following:

Balance Sheet

Income Statement

Check Register

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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City of Port Orford

# Balance Sheet

## Account Summary

As Of 02/28/2023

| Account                         | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|---------------------------------|---|-----------------------|-------------------------|--|
| <b>Fund: 010 - GENERAL FUND</b> |   |                       |                         |  |
| <b>Assets</b>                   |   |                       |                         |  |
| <a href="#">010-11100</a>       | Claim on Cash - Rogue   | 36,482.10             | 9,028.23                | -27,453.87                               |
| <a href="#">010-11101</a>       | LGIP Claim on Cash  | 598,180.45            | 556,479.71              | -41,700.74                               |
| <a href="#">010-11160</a>       | Rogue Savings 6500  | 5.70                  | 5.70                    | 0.00                                     |
| <a href="#">010-11170</a>       | Petty Cash  | 400.00                | 400.00                  | 0.00                                     |
| <a href="#">010-12115</a>       | Taxes Receivable  | 14,075.68             | 14,075.67               | -0.01                                    |
| <a href="#">010-12210</a>       | Accounts Receivable   | 739,057.81            | 739,058.00              | 0.19                                     |
| <a href="#">010-12290</a>       | Est. Uncollectable Accounts                                     | -671,315.00           | -671,315.00             | 0.00                                     |
| <a href="#">010-13210</a>       | Deposit in Transit  | 184.77                | 0.00                    | -184.77                                  |
| <a href="#">010-14370</a>       | Prepaid Expenses  | 8,776.08              | 7,492.71                | -1,283.37                                |
|                                 | <b>Total Assets:</b>  | <b>725,847.59</b>     | <b>655,225.02</b>       | <b>-70,622.57</b>                        |
| <b>Liability</b>                |   |                       |                         |  |
| <a href="#">010-21310</a>       | Accounts Payable  | 6,865.68              | 61,931.32               | -55,065.64                               |
| <a href="#">010-21350</a>       | Accrued Salary  | 1,980.00              | 1,980.00                | 0.00                                     |
| <a href="#">010-23130</a>       | Net Wages Payable   | -1,980.00             | -1,980.00               | 0.00                                     |
| <a href="#">010-23153</a>       | Workers Comp/Payable  | -0.46                 | -0.46                   | 0.00                                     |
| <a href="#">010-25710</a>       | Deferred Revenue  | 6,892.00              | 6,892.00                | 0.00                                     |
| <a href="#">010-25715</a>       | Deferred Revenue (Business License)                             | 5,520.00              | 5,520.00                | 0.00                                     |
| <a href="#">010-25910</a>       | Vacation Payable  | -931.21               | -2,079.72               | 1,148.51                                 |
| <a href="#">010-CITES</a>       | DEFERRED REVENUE CITATIONS                                      | 34,800.00             | 34,800.00               | 0.00                                     |
|                                 | <b>Total Liability:</b>   | <b>53,146.01</b>      | <b>107,063.14</b>       | <b>-53,917.13</b>                        |
| <b>Equity</b>                   |   |                       |                         |  |
| <a href="#">010-39299</a>       | Fund Equity   | 219,085.61            | 349,878.75              | 130,793.14                               |
|                                 | <b>Total Beginning Equity:</b>                                  | <b>219,085.61</b>     | <b>349,878.75</b>       | <b>130,793.14</b>                        |
|                                 | Total Revenue   | 1,071,762.21          | 643,658.15              | -428,104.06                              |
|                                 | Total Expense   | 618,146.24            | 445,375.02              | 172,771.22                               |
|                                 | Revenues Over/(Under) Expenses                                  | 453,615.97            | 198,283.13              | -255,332.84                              |
|                                 | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>672,701.58</b>     | <b>548,161.88</b>       | <b>-124,539.70</b>                       |
|                                 | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>725,847.59</b>     | <b>655,225.02</b>       | <b>-70,622.57</b>                        |

## Balance Sheet

As Of 02/28/2023

| Account                       | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|-------------------------------|---|-----------------------|-------------------------|--|
| <b>Fund: 014 - PARKS FUND</b> |   |                       |                         |  |
| <b>Assets</b>                 |   |                       |                         |  |
| <a href="#">014-11100</a>     | Claim on Cash   | 84,566.48             | 47,120.25               | -37,446.23                               |
| <a href="#">014-11101</a>     | LGIP Claim on Cash  | 136,279.95            | 239,679.26              | 103,399.31                               |
| <a href="#">014-12210</a>     | Accounts Receivable   | 0.31                  | 0.00                    | -0.31                                    |
| <a href="#">014-14370</a>     | Prepaid Expenses  | 720.23                | 1,080.38                | 360.15                                   |
|                               | <b>Total Assets:</b>  | <b>221,566.97</b>     | <b>287,879.89</b>       | <b>66,312.92</b>                         |
| <b>Liability</b>              |   |                       |                         |  |
| <a href="#">014-21310</a>     | Accounts Payable  | 2,646.32              | 1,736.51                | 909.81                                   |
| <a href="#">014-25910</a>     | Vacation Payable  | 67.23                 | -1,094.58               | 1,161.81                                 |
|                               | <b>Total Liability:</b>   | <b>2,713.55</b>       | <b>641.93</b>           | <b>2,071.62</b>                          |
| <b>Equity</b>                 |   |                       |                         |  |
| <a href="#">014-39299</a>     | Fund Equity   | 152,955.16            | 211,672.30              | 58,717.14                                |
|                               | <b>Total Beginning Equity:</b>                                  | <b>152,955.16</b>     | <b>211,672.30</b>       | <b>58,717.14</b>                         |
|                               | Total Revenue   | 275,968.68            | 162,583.11              | -113,385.57                              |
|                               | Total Expense   | 210,070.42            | 87,017.45               | 123,052.97                               |
|                               | Revenues Over/(Under) Expenses                                  | 65,898.26             | 75,565.66               | 9,667.40                                 |
|                               | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>218,853.42</b>     | <b>287,237.96</b>       | <b>68,384.54</b>                         |
|                               | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>221,566.97</b>     | <b>287,879.89</b>       | <b>66,312.92</b>                         |

## Balance Sheet

As Of 02/28/2023

| Account                          | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|----------------------------------|---|-----------------------|-------------------------|--|
| <b>Fund: 020 - PUBLIC SAFETY</b> |   |                       |                         |  |
| <b>Assets</b>                    |   |                       |                         |  |
| <a href="#">020-11100</a>        | Claim on Cash   | -204,504.29           | -25,505.75              | 178,998.54                               |
| <a href="#">020-11101</a>        | LGIP Claim on Cash  | 130,434.50            | 139,436.05              | 9,001.55                                 |
| <a href="#">020-12115</a>        | Taxes Receivable  | 11,013.00             | 11,013.00               | 0.00                                     |
| <a href="#">020-14370</a>        | Prepaid Expenses  | 5,575.09              | 7,458.93                | 1,883.84                                 |
| <a href="#">020-15011</a>        | Restricted - Drug Enforcement                                   | 300.00                | 300.00                  | 0.00                                     |
|                                  | <b>Total Assets:</b>  | <b>-57,181.70</b>     | <b>132,702.23</b>       | <b>189,883.93</b>                        |
| <b>Liability</b>                 |   |                       |                         |  |
| <a href="#">020-21310</a>        | Accounts Payable  | 1,386.62              | 2,220.84                | -834.22                                  |
| <a href="#">020-23161</a>        | Health Benefits Package   | -40.00                | -40.00                  | 0.00                                     |
| <a href="#">020-23162</a>        | PERS  | -0.04                 | -0.04                   | 0.00                                     |
| <a href="#">020-25710</a>        | Deferred Revenue  | 9,752.00              | 9,752.00                | 0.00                                     |
| <a href="#">020-25910</a>        | Vacation Payable  | -3,287.87             | -20,394.28              | 17,106.41                                |
|                                  | <b>Total Liability:</b>   | <b>7,810.71</b>       | <b>-8,461.48</b>        | <b>16,272.19</b>                         |
| <b>Equity</b>                    |   |                       |                         |  |
| <a href="#">020-39299</a>        | Fund Equity   | 88,553.94             | 49,779.81               | -38,774.13                               |
|                                  | <b>Total Beginning Equity:</b>                                  | <b>88,553.94</b>      | <b>49,779.81</b>        | <b>-38,774.13</b>                        |
|                                  | Total Revenue   | 232,431.06            | 409,492.25              | 177,061.19                               |
|                                  | Total Expense   | 385,977.41            | 318,108.35              | 67,869.06                                |
|                                  | Revenues Over/(Under) Expenses                                  | -153,546.35           | 91,383.90               | 244,930.25                               |
|                                  | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>-64,992.41</b>     | <b>141,163.71</b>       | <b>206,156.12</b>                        |
|                                  | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>-57,181.70</b>     | <b>132,702.23</b>       | <b>189,883.93</b>                        |

| Account                                  | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|--|---|-----------------------|-------------------------|--|
| <b>Fund: 030 - WATER ENTERPRISE FUND</b> |   |                       |                         |  |
| <b>Assets</b>                            |   |                       |                         |  |
| <a href="#">030-11100</a>                | Claim on Cash   | -4,063.24             | -35,361.26              | -31,298.02                               |
| <a href="#">030-11101</a>                | LGIP Claim on Cash  | 68,239.60             | 29,088.03               | -39,151.57                               |
| <a href="#">030-12210</a>                | Accounts Receivable   | 43,119.41             | 9,891.50                | -33,227.91                               |
| <a href="#">030-14370</a>                | Prepaid Expenses  | 4,668.13              | 4,991.87                | 323.74                                   |
| <a href="#">030-14400</a>                | Deferred Outflow  | 143,137.00            | 143,137.00              | 0.00                                     |
| <a href="#">030-14410</a>                | Deferred Outflow - RHIA   | 916.00                | 916.00                  | 0.00                                     |
| <a href="#">030-14510</a>                | Construction in Progress  | 248,798.00            | 248,798.00              | 0.00                                     |
| <a href="#">030-14610</a>                | RHIA Asset - Net  | 1,973.00              | 1,973.00                | 0.00                                     |
| <a href="#">030-15010</a>                | Restricted Cash-Deposits  | 3,950.00              | 4,750.00                | 800.00                                   |
| <a href="#">030-17110</a>                | Land  | 83,862.35             | 83,862.35               | 0.00                                     |
| <a href="#">030-17120</a>                | Land-Bussman Property   | 135,464.00            | 135,464.00              | 0.00                                     |
| <a href="#">030-17210</a>                | Water Plant Building  | 152,028.00            | 152,028.00              | 0.00                                     |
| <a href="#">030-17311</a>                | Water System Improvements                                       | 2,837,700.74          | 2,837,700.74            | 0.00                                     |
| <a href="#">030-18110</a>                | Equipment   | 389,966.72            | 389,966.72              | 0.00                                     |
| <a href="#">030-19310</a>                | Accum Depreciation-Equipment                                    | -223,830.00           | -232,637.00             | -8,807.00                                |
| <a href="#">030-19320</a>                | Accum Depreciation-Bldg   | -129,232.00           | -132,273.00             | -3,041.00                                |
| <a href="#">030-19330</a>                | Accum Depreciation-Water Syste                                  | -2,088,670.00         | -2,165,545.00           | -76,875.00                               |
|  | <b>Total Assets:</b>  | <b>1,668,027.71</b>   | <b>1,476,750.95</b>     | <b>-191,276.76</b>                       |
| <b>Liability</b>                         |   |                       |                         |  |
| <a href="#">030-21310</a>                | Accounts Payable  | 11,469.21             | 9,129.94                | 2,339.27                                 |
| <a href="#">030-23153</a>                | Workers Comp/Payable  | -0.54                 | -0.54                   | 0.00                                     |
| <a href="#">030-24510</a>                | Deposits-Restricted Water & Sewer                               | 3,250.00              | 3,250.00                | 0.00                                     |
| <a href="#">030-24511</a>                | Unapplied Credit-Water  | 4,078.61              | 11,824.48               | -7,745.87                                |
| <a href="#">030-25710</a>                | Deferred Inflow   | 20,695.00             | 20,695.00               | 0.00                                     |
| <a href="#">030-25720</a>                | Deferred Inflow - RHIA  | 340.00                | 340.00                  | 0.00                                     |
| <a href="#">030-25790</a>                | Net Pension Liability   | 378,913.00            | 378,913.00              | 0.00                                     |
| <a href="#">030-25910</a>                | Vacation Payable  | 16,493.38             | 9,096.00                | 7,397.38                                 |
|  | <b>Total Liability:</b>   | <b>435,238.66</b>     | <b>433,247.88</b>       | <b>1,990.78</b>                          |
| <b>Equity</b>                            |   |                       |                         |  |
| <a href="#">030-39289</a>                | Capital assets, net of debt.                                    | 1,270,945.58          | 1,270,945.58            | 0.00                                     |
| <a href="#">030-39299</a>                | Fund Equity   | 3,705.85              | -126,066.77             | -129,772.62                              |
|  | <b>Total Beginning Equity:</b>                                  | <b>1,274,651.43</b>   | <b>1,144,878.81</b>     | <b>-129,772.62</b>                       |
| Total Revenue                            |   | 334,406.38            | 318,442.11              | -15,964.27                               |
| Total Expense                            |   | 376,268.76            | 419,817.85              | -43,549.09                               |
| Revenues Over/(Under) Expenses           |   | -41,862.38            | -101,375.74             | -59,513.36                               |
|  | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>1,232,789.05</b>   | <b>1,043,503.07</b>     | <b>-189,285.98</b>                       |
|  | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>1,668,027.71</b>   | <b>1,476,750.95</b>     | <b>-191,276.76</b>                       |



Balance Sheet

As Of 02/28/2023

| Account                                   | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|---|---|-----------------------|-------------------------|--|
| <b>Fund: 031 - WATER CAPITAL RESERVES</b> |   |                       |                         |  |
| <b>Assets</b>                             |   |                       |                         |  |
| <a href="#">031-11101</a>                 | LGIP Claim on Cash  | 81,468.91             | 149,556.48              | 68,087.57                                |
|   | <b>Total Assets:</b>  | <u>81,468.91</u>      | <u>149,556.48</u>       | <u>68,087.57</u>                         |
| <b>Liability</b>                          |   |                       |                         |  |
|   | <b>Total Liability:</b>   | 0.00                  | 0.00                    | 0.00                                     |
| <b>Equity</b>                             |   |                       |                         |  |
| <a href="#">031-39299</a>                 | Fund Equity   | 30,364.61             | 81,543.26               | 51,178.65                                |
|   | <b>Total Beginning Equity:</b>                                  | <u>30,364.61</u>      | <u>81,543.26</u>        | <u>51,178.65</u>                         |
|   | Total Revenue   | 81,468.91             | 68,013.22               | -13,455.69                               |
|   | Total Expense   | 30,364.61             | 0.00                    | 30,364.61                                |
|   | <b>Revenues Over/(Under) Expenses</b>                           | <u>51,104.30</u>      | <u>68,013.22</u>        | <u>16,908.92</u>                         |
|   | <b>Total Equity and Current Surplus (Deficit):</b>              | <u>81,468.91</u>      | <u>149,556.48</u>       | <u>68,087.57</u>                         |
|   | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <u>81,468.91</u>      | <u>149,556.48</u>       | <u>68,087.57</u>                         |

| Account                                  | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|--|---|-----------------------|-------------------------|--|
| <b>Fund: 035 - SEWER ENTERPRISE FUND</b> |   |                       |                         |  |
| <b>Assets</b>                            |   |                       |                         |  |
| <a href="#">035-11100</a>                | Claim on Cash   | 142,135.35            | 66,233.59               | -75,901.76                               |
| <a href="#">035-11101</a>                | LGIP Claim on Cash  | 172,740.91            | 202,397.99              | 29,657.08                                |
| <a href="#">035-12210</a>                | Accounts Receivable   | 55,464.93             | 8,973.68                | -46,491.25                               |
| <a href="#">035-14370</a>                | Prepaid Expenses  | 4,107.96              | 5,189.50                | 1,081.54                                 |
| <a href="#">035-14400</a>                | Deferred Outflow  | 104,129.00            | 104,129.00              | 0.00                                     |
| <a href="#">035-14410</a>                | Deferred Outflow - RHIA   | 666.00                | 666.00                  | 0.00                                     |
| <a href="#">035-14610</a>                | RHIA Asset - Net  | 1,436.00              | 1,436.00                | 0.00                                     |
| <a href="#">035-15010</a>                | Restricted Cash-Deposits  | 3,850.00              | 4,050.00                | 200.00                                   |
| <a href="#">035-15110</a>                | Restricted-Reserve Bond 1 & 2                                   | 48,916.00             | 48,916.00               | 0.00                                     |
| <a href="#">035-15111</a>                | Restricted-Reserve Bond 3                                       | 133,252.00            | 133,252.00              | 0.00                                     |
| <a href="#">035-17110</a>                | Land  | 1,390.00              | 1,390.00                | 0.00                                     |
| <a href="#">035-17310</a>                | Sewer System Improvements                                       | 6,182,876.02          | 6,182,876.02            | 0.00                                     |
| <a href="#">035-18110</a>                | Equipment   | 58,694.00             | 58,694.00               | 0.00                                     |
| <a href="#">035-19300</a>                | Accumulated Depreciation  | -2,578,178.47         | -2,710,892.47           | -132,714.00                              |
| <a href="#">035-19310</a>                | Accum Depreciation-Equipment                                    | -50,383.00            | -52,561.00              | -2,178.00                                |
|  | <b>Total Assets:</b>  | <b>4,281,096.70</b>   | <b>4,054,750.31</b>     | <b>-226,346.39</b>                       |
| <b>Liability</b>                         |   |                       |                         |  |
| <a href="#">035-21310</a>                | Accounts Payable  | 8,914.12              | 8,005.30                | 908.82                                   |
| <a href="#">035-21720</a>                | Sewer Revenue Bond  | 499,645.00            | 499,645.00              | 0.00                                     |
| <a href="#">035-21730</a>                | Sewer Revenue Bond 2003   | 1,980,500.50          | 1,980,500.50            | 0.00                                     |
| <a href="#">035-23110</a>                | Interest Payable  | 21,522.39             | 21,522.39               | 0.00                                     |
| <a href="#">035-23153</a>                | Workers Comp/Payable  | -0.56                 | -0.56                   | 0.00                                     |
| <a href="#">035-24510</a>                | Deposits-Restricted Water & Sewer                               | 3,150.00              | 3,150.00                | 0.00                                     |
| <a href="#">035-25710</a>                | Deferred Inflow   | 15,057.00             | 15,057.00               | 0.00                                     |
| <a href="#">035-25720</a>                | Deferred Inflow - RHIA  | 247.00                | 247.00                  | 0.00                                     |
| <a href="#">035-25790</a>                | Net Pension Liability   | 275,651.00            | 275,651.00              | 0.00                                     |
| <a href="#">035-25910</a>                | Vacation Payable  | 6,089.09              | 3,842.00                | 2,247.09                                 |
|  | <b>Total Liability:</b>   | <b>2,810,775.54</b>   | <b>2,807,619.63</b>     | <b>3,155.91</b>                          |
| <b>Equity</b>                            |   |                       |                         |  |
| <a href="#">035-39289</a>                | Capital assets, net of debt.                                    | 1,198,131.05          | 1,198,131.05            | 0.00                                     |
| <a href="#">035-39295</a>                | Restricted Fund Equity  | 182,168.00            | 182,168.00              | 0.00                                     |
| <a href="#">035-39299</a>                | Fund Equity   | -73,663.62            | -121,043.25             | -47,379.63                               |
|  | <b>Total Beginning Equity:</b>                                  | <b>1,306,635.43</b>   | <b>1,259,255.80</b>     | <b>-47,379.63</b>                        |
| Total Revenue                            |   | 430,841.73            | 364,827.00              | -66,014.73                               |
| Total Expense                            |   | 267,156.00            | 376,952.12              | -109,796.12                              |
| Revenues Over/(Under) Expenses           |   | 163,685.73            | -12,125.12              | -175,810.85                              |
|  | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>1,470,321.16</b>   | <b>1,247,130.68</b>     | <b>-223,190.48</b>                       |
|  | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>4,281,096.70</b>   | <b>4,054,750.31</b>     | <b>-226,346.39</b>                       |

Balance Sheet

As Of 02/28/2023

| Account                                   | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|---|---|-----------------------|-------------------------|--|
| <b>Fund: 036 - SEWER CAPITAL RESERVES</b> |   |                       |                         |  |
| <b>Assets</b>                             |   |                       |                         |  |
| <a href="#">036-11101</a>                 | LGIP Claim on Cash  | 253,140.84            | 331,860.95              | 78,720.11                                |
|   | <b>Total Assets:</b>  | <u>253,140.84</u>     | <u>331,860.95</u>       | <u>78,720.11</u>                         |
| <b>Liability</b>                          |   |                       |                         |  |
|   | <b>Total Liability:</b>   | 0.00                  | 0.00                    | 0.00                                     |
| <b>Equity</b>                             |   |                       |                         |  |
| <a href="#">036-39299</a>                 | Fund Equity   | 201,618.25            | 253,634.45              | 52,016.20                                |
|   | <b>Total Beginning Equity:</b>                                  | 201,618.25            | 253,634.45              | 52,016.20                                |
|   | Total Revenue   | 253,140.84            | 78,226.50               | -174,914.34                              |
|   | Total Expense   | 201,618.25            | 0.00                    | 201,618.25                               |
|   | <b>Revenues Over/(Under) Expenses</b>                           | <u>51,522.59</u>      | <u>78,226.50</u>        | <u>26,703.91</u>                         |
|   | <b>Total Equity and Current Surplus (Deficit):</b>              | 253,140.84            | 331,860.95              | 78,720.11                                |
|   | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <u>253,140.84</u>     | <u>331,860.95</u>       | <u>78,720.11</u>                         |

## Balance Sheet

As Of 02/28/2023

| Account                        | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|--------------------------------|---|-----------------------|-------------------------|--|
| <b>Fund: 040 - STREET FUND</b> |   |                       |                         |  |
| <b>Assets</b>                  |   |                       |                         |  |
| <a href="#">040-11100</a>      | Claim on Cash   | 30,554.55             | -418.01                 | -30,972.56                               |
| <a href="#">040-11101</a>      | LGIP Claim on Cash  | 59,008.21             | 76,936.08               | 17,927.87                                |
| <a href="#">040-12110</a>      | Accounts Receivable   | -0.11                 | 0.00                    | 0.11                                     |
| <a href="#">040-14370</a>      | Prepaid Expenses  | 2,827.56              | 2,600.30                | -227.26                                  |
|                                | <b>Total Assets:</b>  | <b>92,390.21</b>      | <b>79,118.37</b>        | <b>-13,271.84</b>                        |
| <b>Liability</b>               |   |                       |                         |  |
| <a href="#">040-21310</a>      | Accounts Payable  | 426.18                | 1,142.36                | -716.18                                  |
| <a href="#">040-25910</a>      | Vacation Payable  | 129.07                | -2,539.80               | 2,668.87                                 |
|                                | <b>Total Liability:</b>   | <b>555.25</b>         | <b>-1,397.44</b>        | <b>1,952.69</b>                          |
| <b>Equity</b>                  |   |                       |                         |  |
| <a href="#">040-39299</a>      | Fund Equity   | 100,103.34            | 102,825.34              | 2,722.00                                 |
|                                | <b>Total Beginning Equity:</b>                                  | <b>100,103.34</b>     | <b>102,825.34</b>       | <b>2,722.00</b>                          |
|                                | Total Revenue   | 229,480.67            | 49,403.72               | -180,076.95                              |
|                                | Total Expense   | 237,749.05            | 71,713.25               | 166,035.80                               |
|                                | Revenues Over/(Under) Expenses                                  | -8,268.38             | -22,309.53              | -14,041.15                               |
|                                | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>91,834.96</b>      | <b>80,515.81</b>        | <b>-11,319.15</b>                        |
|                                | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>92,390.21</b>      | <b>79,118.37</b>        | <b>-13,271.84</b>                        |

Balance Sheet

As Of 02/28/2023

| Account  | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|--|---|-----------------------|-------------------------|--|
| <b>Fund: 042 - STREETS CAPITAL IMPROVEMENT</b> |   |                       |                         |  |
| <b>Assets</b>                                  |   |                       |                         |  |
| <a href="#">042-11101</a>                      | LGIP Claim on Cash  | 24,672.04             | 46,803.49               | 22,131.45                                |
|  | <b>Total Assets:</b>  | <b>24,672.04</b>      | <b>46,803.49</b>        | <b>22,131.45</b>                         |
| <b>Liability</b>                               |   |                       |                         |  |
|  | <b>Total Liability:</b>   | <b>0.00</b>           | <b>0.00</b>             | <b>0.00</b>                              |
| <b>Equity</b>                                  |   |                       |                         |  |
| <a href="#">042-39299</a>                      | Fund Equity   | 4,345.30              | 26,713.13               | 22,367.83                                |
|  | <b>Total Beginning Equity:</b>                                  | <b>4,345.30</b>       | <b>26,713.13</b>        | <b>22,367.83</b>                         |
|  | Total Revenue   | 24,672.04             | 20,090.36               | -4,581.68                                |
|  | Total Expense   | 4,345.30              | 0.00                    | 4,345.30                                 |
|  | <b>Revenues Over/(Under) Expenses</b>                           | <b>20,326.74</b>      | <b>20,090.36</b>        | <b>-236.38</b>                           |
|  | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>24,672.04</b>      | <b>46,803.49</b>        | <b>22,131.45</b>                         |
|  | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>24,672.04</b>      | <b>46,803.49</b>        | <b>22,131.45</b>                         |

## Balance Sheet

As Of 02/28/2023

| Account                                       | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|---|---|-----------------------|-------------------------|--|
| <b>Fund: 045 - EQUIPMENT REPLACEMENT FUND</b> |   |                       |                         |  |
| <b>Assets</b>                                 |   |                       |                         |  |
| <a href="#">045-11100</a>                     | Claim on Cash   | 374.98                | 8,374.98                | 8,000.00                                 |
| <a href="#">045-11101</a>                     | L&IP Claim on Cash  | 93,034.55             | 74,453.59               | -18,580.96                               |
| <a href="#">045-18110</a>                     | Equipment   | 140,275.02            | 140,275.02              | 0.00                                     |
| <a href="#">045-19310</a>                     | Accum Depreciation-Equipment                                    | -104,288.00           | -112,529.00             | -8,241.00                                |
|   | <b>Total Assets:</b>  | <b>129,396.55</b>     | <b>110,574.59</b>       | <b>-18,821.96</b>                        |
| <b>Liability</b>                              |   |                       |                         |  |
|   | <b>Total Liability:</b>   | <b>0.00</b>           | <b>0.00</b>             | <b>0.00</b>                              |
| <b>Equity</b>                                 |   |                       |                         |  |
| <a href="#">045-39289</a>                     | Capital Assets, Net of Debt                                     | 46,754.02             | 46,754.02               | 0.00                                     |
| <a href="#">045-39299</a>                     | Fund Equity   | 82,333.80             | 74,629.46               | -7,704.34                                |
|   | <b>Total Beginning Equity:</b>                                  | <b>129,087.82</b>     | <b>121,383.48</b>       | <b>-7,704.34</b>                         |
| Total Revenue                                 |   | 82,642.53             | 1,191.11                | -81,451.42                               |
| Total Expense                                 |   | 82,333.80             | 12,000.00               | 70,333.80                                |
| Revenues Over/(Under) Expenses                |   | 308.73                | -10,808.89              | -11,117.62                               |
|   | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>129,396.55</b>     | <b>110,574.59</b>       | <b>-18,821.96</b>                        |
|   | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>129,396.55</b>     | <b>110,574.59</b>       | <b>-18,821.96</b>                        |

## Balance Sheet

As Of 02/28/2023

| Account                                     | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|---|---|-----------------------|-------------------------|--|
| <b>Fund: 061 - WATER SYSTEM DEVELOPMENT</b> |   |                       |                         |  |
| <b>Assets</b>                               |   |                       |                         |  |
| <a href="#">061-11100</a>                   | Claim on Cash   | 27,744.00             | 2,744.00                | -25,000.00                               |
| <a href="#">061-11101</a>                   | LGIP Claim on Cash  | 505,321.39            | 539,101.78              | 33,780.39                                |
|   | <b>Total Assets:</b>  | <b>533,065.39</b>     | <b>541,845.78</b>       | <b>8,780.39</b>                          |
| <b>Liability</b>                            |   |                       |                         |  |
|   | <b>Total Liability:</b>   | <b>0.00</b>           | <b>0.00</b>             | <b>0.00</b>                              |
| <b>Equity</b>                               |   |                       |                         |  |
| <a href="#">061-39299</a>                   | Fund Equity   | 494,993.65            | 534,366.15              | 39,372.50                                |
|   | <b>Total Beginning Equity:</b>                                  | <b>494,993.65</b>     | <b>534,366.15</b>       | <b>39,372.50</b>                         |
|   | Total Revenue   | 533,065.39            | 7,479.63                | -525,585.76                              |
|   | Total Expense   | 494,993.65            | 0.00                    | 494,993.65                               |
|   | Revenues Over/(Under) Expenses                                  | <b>38,071.74</b>      | <b>7,479.63</b>         | <b>-30,592.11</b>                        |
|   | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>533,065.39</b>     | <b>541,845.78</b>       | <b>8,780.39</b>                          |
|   | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>533,065.39</b>     | <b>541,845.78</b>       | <b>8,780.39</b>                          |

## Balance Sheet

As Of 02/28/2023

| Account                                     | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|---|---|-----------------------|-------------------------|--|
| <b>Fund: 062 - SEWER SYSTEM DEVELOPMENT</b> |   |                       |                         |  |
| <b>Assets</b>                               |   |                       |                         |  |
| <a href="#">062-11100</a>                   | Claim on Cash   | 15,531.70             | 711.70                  | -14,820.00                               |
| <a href="#">062-11101</a>                   | LGIP Claim on Cash  | 338,006.13            | 374,041.08              | 36,034.95                                |
|   | <b>Total Assets:</b>  | <b>353,537.83</b>     | <b>374,752.78</b>       | <b>21,214.95</b>                         |
| <b>Liability</b>                            |   |                       |                         |  |
|   | <b>Total Liability:</b>   | <b>0.00</b>           | <b>0.00</b>             | <b>0.00</b>                              |
| <b>Equity</b>                               |   |                       |                         |  |
| <a href="#">062-39299</a>                   | Fund Equity   | 327,115.49            | 359,470.61              | 32,355.12                                |
|   | <b>Total Beginning Equity:</b>                                  | <b>327,115.49</b>     | <b>359,470.61</b>       | <b>32,355.12</b>                         |
|   | Total Revenue   | 353,537.83            | 15,282.17               | -338,255.66                              |
|   | Total Expense   | 327,115.49            | 0.00                    | 327,115.49                               |
|   | Revenues Over/(Under) Expenses                                  | 26,422.34             | 15,282.17               | -11,140.17                               |
|   | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>353,537.83</b>     | <b>374,752.78</b>       | <b>21,214.95</b>                         |
|   | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>353,537.83</b>     | <b>374,752.78</b>       | <b>21,214.95</b>                         |



Balance Sheet

As Of 02/28/2023

| Account                      | Name  | Prior Year Balance  | Current Year Balance | Variance Favorable / (Unfavorable) |
|------------------------------|---|---------------------|----------------------|------------------------------------|
| Fund: 998 - POOLED CASH LGIP |   |                     |                      |                                    |
| Assets                       |   |                     |                      |                                    |
| <a href="#">998-11001</a>    | Cash in Bank - LGIP   | 2,460,527.48        | 2,659,834.49         | 199,307.01                         |
|                              | <b>Total Assets:</b>  | <b>2,460,527.48</b> | <b>2,659,834.49</b>  | <b>199,307.01</b>                  |
| Liability                    |   |                     |                      |                                    |
| <a href="#">998-22001</a>    | Due to Other Funds- LGIP  | 2,460,527.48        | 2,659,834.49         | -199,307.01                        |
|                              | <b>Total Liability:</b>   | <b>2,460,527.48</b> | <b>2,659,834.49</b>  | <b>-199,307.01</b>                 |
| Equity                       |   |                     |                      |                                    |
|                              | <b>Total Beginning Equity:</b>                                  | <b>0.00</b>         | <b>0.00</b>          | <b>0.00</b>                        |
|                              | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>0.00</b>         | <b>0.00</b>          | <b>0.00</b>                        |
|                              | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>2,460,527.48</b> | <b>2,659,834.49</b>  | <b>199,307.01</b>                  |

| Account                                    | Name  | Prior Year<br>Balance | Current Year<br>Balance | Variance<br>Favorable /<br>(Unfavorable) |
|--|---|-----------------------|-------------------------|--|
| <b>Fund: 999 - POOLED CASH - OPERATING</b> |   |                       |                         |  |
| <b>Assets</b>                              |   |                       |                         |  |
| <a href="#">999-11002</a>                  | Rogue Checking 9177   | 129,408.78            | 173,514.88              | 44,106.10                                |
| <a href="#">999-13010</a>                  | Due from General Fund   | 6,866.13              | 61,931.32               | 55,065.19                                |
| <a href="#">999-13014</a>                  | Due from Parks Fund   | 2,646.32              | 1,736.51                | -909.81                                  |
| <a href="#">999-13020</a>                  | Due from Public Safety-Police                                   | 1,386.62              | 2,220.84                | 834.22                                   |
| <a href="#">999-13030</a>                  | Due from Water Operations                                       | 11,469.03             | 9,129.94                | -2,339.09                                |
| <a href="#">999-13035</a>                  | Due from Sewer Fund   | 8,913.23              | 8,005.30                | -907.93                                  |
| <a href="#">999-13040</a>                  | Due from Street Fund  | 426.18                | 1,142.36                | 716.18                                   |
|  | <b>Total Assets:</b>  | <b>161,116.29</b>     | <b>257,681.15</b>       | <b>96,564.86</b>                         |
| <b>Liability</b>                           |   |                       |                         |  |
| <a href="#">999-21310</a>                  | Accounts Payable  | 31,707.51             | 84,166.27               | -52,458.76                               |
| <a href="#">999-22000</a>                  | Due to Other Funds  | 129,408.78            | 173,514.88              | -44,106.10                               |
|  | <b>Total Liability:</b>   | <b>161,116.29</b>     | <b>257,681.15</b>       | <b>-96,564.86</b>                        |
| <b>Equity</b>                              |   |                       |                         |  |
|  | <b>Total Beginning Equity:</b>                                  | <b>0.00</b>           | <b>0.00</b>             | <b>0.00</b>                              |
|  | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>0.00</b>           | <b>0.00</b>             | <b>0.00</b>                              |
|  | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>161,116.29</b>     | <b>257,681.15</b>       | <b>96,564.86</b>                         |

# Income Statement Account Summary

For Fiscal: 2022-2023 Period Ending: 02/28/2023

|                                 | Original<br>Total Budget | Current<br>Total Budget | MTD Activity     | YTD Activity      | Budget<br>Remaining |
|---------------------------------|--------------------------|-------------------------|------------------|-------------------|---------------------|
| <b>Fund: 010 - GENERAL FUND</b> |                          |                         |                  |                   |                     |
| <b>Revenue</b>                  |                          |                         |                  |                   |                     |
| <a href="#">010-00-40100</a>    | 744,928.00               | 744,928.00              | 0.00             | 0.00              | 744,928.00          |
| <a href="#">010-00-41110</a>    | 339,915.00               | 339,915.00              | 0.00             | 319,191.99        | 20,723.01           |
| <a href="#">010-00-41120</a>    | 9,500.00                 | 9,500.00                | 0.00             | 5,598.62          | 3,901.38            |
| <a href="#">010-00-41160</a>    | 3,000.00                 | 3,000.00                | 1,013.10         | 9,928.01          | -6,928.01           |
| <a href="#">010-00-41210</a>    | 1,200.00                 | 1,200.00                | 72.49            | 540.86            | 659.14              |
| <a href="#">010-00-41220</a>    | 20,500.00                | 20,500.00               | 2,993.96         | 14,106.07         | 6,393.93            |
| <a href="#">010-00-41310</a>    | 10,248.00                | 10,248.00               | 3,369.98         | 9,702.62          | 545.38              |
| <a href="#">010-00-41320</a>    | 1,090.00                 | 1,090.00                | 0.00             | 971.76            | 118.24              |
| <a href="#">010-00-42010</a>    | 3,000.00                 | 3,000.00                | 1.27             | 6,702.29          | -3,702.29           |
| <a href="#">010-00-42110</a>    | 4,202.00                 | 4,202.00                | 0.00             | 4,459.40          | -257.40             |
| <a href="#">010-00-42111</a>    | 14,000.00                | 14,000.00               | 3,463.21         | 10,289.10         | 3,710.90            |
| <a href="#">010-00-42112</a>    | 2,251.00                 | 2,251.00                | 0.00             | 1,491.45          | 759.55              |
| <a href="#">010-00-42210</a>    | 16,500.00                | 16,500.00               | 50.00            | 7,535.00          | 8,965.00            |
| <a href="#">010-00-44214</a>    | 0.00                     | 0.00                    | 10.00            | 270.00            | -270.00             |
| <a href="#">010-00-44330</a>    | 8,000.00                 | 8,000.00                | 1,079.00         | 6,889.40          | 1,110.60            |
| <a href="#">010-00-44340</a>    | 500.00                   | 500.00                  | 0.00             | 110.00            | 390.00              |
| <a href="#">010-00-45120</a>    | 270,000.00               | 270,000.00              | 8,079.00         | 104,083.75        | 165,916.25          |
| <a href="#">010-00-45730</a>    | 3,711.00                 | 3,711.00                | 0.00             | 286.30            | 3,424.70            |
| <a href="#">010-00-46114</a>    | 10,000.00                | 10,000.00               | 0.00             | 0.00              | 10,000.00           |
| <a href="#">010-00-46120</a>    | 28,500.00                | 28,500.00               | 0.00             | 0.00              | 28,500.00           |
| <a href="#">010-00-46140</a>    | 13,000.00                | 13,000.00               | 0.00             | 0.00              | 13,000.00           |
| <a href="#">010-00-46150</a>    | 30,000.00                | 30,000.00               | 0.00             | 0.00              | 30,000.00           |
| <a href="#">010-00-46210</a>    | 100.00                   | 100.00                  | 0.00             | 128,049.25        | -127,949.25         |
| <a href="#">010-00-46880</a>    | 14,000.00                | 14,000.00               | 0.00             | 13,453.55         | 546.45              |
| <b>Revenue Total:</b>           | <b>1,548,145.00</b>      | <b>1,548,145.00</b>     | <b>20,132.01</b> | <b>643,659.42</b> | <b>904,485.58</b>   |
| <b>Expense</b>                  |                          |                         |                  |                   |                     |
| <a href="#">010-10-51200</a>    | 35,000.00                | 35,000.00               | 1,775.36         | 13,315.20         | 21,684.80           |
| <a href="#">010-10-51350</a>    | 12,000.00                | 12,000.00               | 1,238.00         | 9,055.77          | 2,944.23            |
| <a href="#">010-10-51400</a>    | 30,000.00                | 30,000.00               | 275.52           | 275.52            | 29,724.48           |
| <a href="#">010-10-52010</a>    | 6,169.00                 | 6,169.00                | 227.53           | 1,556.42          | 4,612.58            |
| <a href="#">010-10-52020</a>    | 6,000.00                 | 6,000.00                | 785.34           | 5,830.24          | 169.76              |
| <a href="#">010-10-52030</a>    | 4,131.00                 | 4,131.00                | 1.31             | 7.95              | 4,123.05            |
| <a href="#">010-10-52040</a>    | 23,975.00                | 23,975.00               | 1,281.44         | 15,962.28         | 8,012.72            |
| <a href="#">010-10-62210</a>    | 4,500.00                 | 4,500.00                | 353.46           | 2,866.46          | 1,633.54            |
| <a href="#">010-10-62310</a>    | 0.00                     | 0.00                    | 0.00             | 70.00             | -70.00              |
| <a href="#">010-10-62912</a>    | 2,500.00                 | 2,500.00                | 0.00             | 2,268.46          | 231.54              |
| <a href="#">010-20-51310</a>    | 11,432.00                | 11,432.00               | 662.77           | 4,621.36          | 6,810.64            |
| <a href="#">010-20-51350</a>    | 2,372.00                 | 2,372.00                | 245.94           | 1,809.46          | 562.54              |
| <a href="#">010-20-52010</a>    | 1,039.00                 | 1,039.00                | 65.65            | 354.92            | 684.08              |
| <a href="#">010-20-52020</a>    | 3,951.00                 | 3,951.00                | 236.81           | 1,784.73          | 2,166.27            |
| <a href="#">010-20-52030</a>    | 8.00                     | 8.00                    | 0.48             | 3.14              | 4.86                |
| <a href="#">010-20-52040</a>    | 4,664.00                 | 4,664.00                | 182.06           | 2,873.25          | 1,790.75            |
| <a href="#">010-20-61210</a>    | 1,221.00                 | 1,221.00                | 0.00             | 74.57             | 1,146.43            |
| <a href="#">010-20-61230</a>    | 637.00                   | 637.00                  | 0.00             | 1,868.40          | -1,231.40           |
| <a href="#">010-20-62170</a>    | 4,280.00                 | 4,280.00                | 300.00           | 2,400.00          | 1,880.00            |
| <a href="#">010-20-62210</a>    | 448.00                   | 448.00                  | 43.12            | 362.87            | 85.13               |
| <a href="#">010-20-62230</a>    | 944.00                   | 944.00                  | 12.12            | 258.85            | 685.15              |
| <a href="#">010-20-62343</a>    | 447.00                   | 447.00                  | 0.00             | 296.80            | 150.20              |
| <a href="#">010-20-62835</a>    | 0.00                     | 0.00                    | 89.00            | 89.00             | -89.00              |
| <a href="#">010-20-62910</a>    | 219.00                   | 219.00                  | 0.00             | 0.00              | 219.00              |
| <a href="#">010-20-62912</a>    | 107.00                   | 107.00                  | 0.00             | 40.00             | 67.00               |

## Income Statement

For Fiscal: 2022-2023 Period Ending: 02/28/2023

|                               | Original<br>Total Budget                    | Current<br>Total Budget | MTD Activity        | YTD Activity     | Budget<br>Remaining |                     |
|-------------------------------|---|-------------------------|---------------------|------------------|---------------------|---------------------|
| <a href="#">010-20-62941</a>  | Reimbursements/Citations                    | 4,497.00                | 4,497.00            | 0.00             | 253.00              | 4,244.00            |
| <a href="#">010-20-63220</a>  | State Assessment                            | 53,572.00               | 53,572.00           | 771.50           | 16,515.50           | 37,056.50           |
| <a href="#">010-20-63230</a>  | County Assessments                          | 15,138.00               | 15,138.00           | 191.25           | 4,404.06            | 10,733.94           |
| <a href="#">010-30-51200</a>  | Administrator/Manager                       | 8,000.00                | 8,000.00            | 591.78           | 4,438.35            | 3,561.65            |
| <a href="#">010-30-51520</a>  | Police Chief                                | 3,910.00                | 3,910.00            | 294.06           | 2,205.45            | 1,704.55            |
| <a href="#">010-30-52010</a>  | Social Security                             | 1,000.00                | 1,000.00            | 65.66            | 492.45              | 507.55              |
| <a href="#">010-30-52020</a>  | PERS Retirement                             | 1,500.00                | 1,500.00            | 232.00           | 1,740.00            | -240.00             |
| <a href="#">010-30-52030</a>  | Worker's Comp./Disability Ins.              | 100.00                  | 100.00              | 0.30             | 2.24                | 97.76               |
| <a href="#">010-30-52040</a>  | Health, Dental, Life Ins.                   | 2,000.00                | 2,000.00            | 157.07           | 1,177.85            | 822.15              |
| <a href="#">010-30-61210</a>  | Office & Operating Supplies                 | 3,000.00                | 3,000.00            | 0.00             | 0.00                | 3,000.00            |
| <a href="#">010-30-62230</a>  | Postage                                     | 500.00                  | 500.00              | 0.00             | 0.00                | 500.00              |
| <a href="#">010-30-62835</a>  | Small Tools & Minor Equipment               | 10,000.00               | 10,000.00           | 0.00             | 0.00                | 10,000.00           |
| <a href="#">010-30-62936</a>  | Miscellaneous                               | 1,000.00                | 1,000.00            | 0.00             | 0.00                | 1,000.00            |
| <a href="#">010-50-51301</a>  | Planning Assistant                          | 6,049.00                | 6,049.00            | 591.78           | 4,439.67            | 1,609.33            |
| <a href="#">010-50-52010</a>  | Social Security                             | 446.00                  | 446.00              | 43.60            | 327.10              | 118.90              |
| <a href="#">010-50-52020</a>  | PERS Retirement                             | 1,834.00                | 1,834.00            | 154.20           | 1,156.85            | 677.15              |
| <a href="#">010-50-52030</a>  | Worker's Comp./Disability Ins.              | 3.00                    | 3.00                | 0.20             | 1.50                | 1.50                |
| <a href="#">010-50-52040</a>  | Health, Dental, Life Ins.                   | 1,190.00                | 1,190.00            | 124.29           | 932.04              | 257.96              |
| <a href="#">010-50-61210</a>  | Office & Operating Supplies                 | 0.00                    | 0.00                | 27.45            | 40.18               | -40.18              |
| <a href="#">010-50-62150</a>  | Planning Contract                           | 22,000.00               | 22,000.00           | 1,585.10         | 4,976.40            | 17,023.60           |
| <a href="#">010-50-62160</a>  | Professional Services                       | 500.00                  | 500.00              | 0.00             | 86.58               | 413.42              |
| <a href="#">010-50-62175</a>  | Legal Services                              | 1,000.00                | 1,000.00            | 0.00             | 0.00                | 1,000.00            |
| <a href="#">010-50-62230</a>  | Postage                                     | 500.00                  | 500.00              | 241.40           | 624.32              | -124.32             |
| <a href="#">010-50-62410</a>  | Advertising                                 | 200.00                  | 200.00              | 0.00             | 180.00              | 20.00               |
| <a href="#">010-60-61210</a>  | Office & Operating Supplies                 | 8,931.00                | 8,931.00            | 746.40           | 5,686.50            | 3,244.50            |
| <a href="#">010-60-61220</a>  | Office Equip. Leases                        | 2,230.00                | 2,230.00            | 0.00             | 299.08              | 1,930.92            |
| <a href="#">010-60-61230</a>  | Software Maintenance                        | 10,034.00               | 10,034.00           | 0.00             | 7,713.66            | 2,320.34            |
| <a href="#">010-60-62100</a>  | Bank Charges                                | 5,155.00                | 5,155.00            | 125.10           | 1,058.47            | 4,096.53            |
| <a href="#">010-60-62110</a>  | Auditing & Accounting                       | 15,545.00               | 15,545.00           | 0.00             | 17,449.96           | -1,904.96           |
| <a href="#">010-60-62140</a>  | Computer Services                           | 2,831.00                | 2,831.00            | 772.25           | 5,232.24            | -2,401.24           |
| <a href="#">010-60-62160</a>  | Professional Services                       | 2,007.00                | 2,007.00            | 0.00             | 1,176.10            | 830.90              |
| <a href="#">010-60-62161</a>  | Professional Grant Writing Services         | 40,000.00               | 40,000.00           | 0.00             | 0.00                | 40,000.00           |
| <a href="#">010-60-62175</a>  | Legal Services                              | 46,479.00               | 46,479.00           | 2,875.00         | 12,375.00           | 34,104.00           |
| <a href="#">010-60-62180</a>  | Port Orford Rural Fire Dist.                | 53,946.00               | 53,946.00           | 53,945.78        | 53,945.78           | 0.22                |
| <a href="#">010-60-62190</a>  | Curry County 911 Dispatch Service           | 35,000.00               | 35,000.00           | 15,913.50        | 31,827.00           | 3,173.00            |
| <a href="#">010-60-62220</a>  | Internet Access                             | 1,500.00                | 1,500.00            | 112.97           | 903.76              | 596.24              |
| <a href="#">010-60-62230</a>  | Postage                                     | 1,500.00                | 1,500.00            | 97.98            | 1,286.21            | 213.79              |
| <a href="#">010-60-62343</a>  | Travel & Training / Meetings                | 1,000.00                | 1,000.00            | 0.00             | 355.62              | 644.38              |
| <a href="#">010-60-62410</a>  | Advertising                                 | 500.00                  | 500.00              | 0.00             | 432.00              | 68.00               |
| <a href="#">010-60-62610</a>  | Insurance & Bonds                           | 21,588.00               | 21,588.00           | 1,873.18         | 14,985.44           | 6,602.56            |
| <a href="#">010-60-62740</a>  | Electricity                                 | 15,633.00               | 15,633.00           | 1,260.44         | 7,726.17            | 7,906.83            |
| <a href="#">010-60-62805</a>  | R & M City Hall                             | 20,000.00               | 20,000.00           | 141.88           | 690.13              | 19,309.87           |
| <a href="#">010-60-62819</a>  | Municipal Code Book                         | 2,000.00                | 2,000.00            | 0.00             | 0.00                | 2,000.00            |
| <a href="#">010-60-62835</a>  | Small Tools and Minor Equip.                | 6,500.00                | 6,500.00            | 714.99           | 2,515.01            | 3,984.99            |
| <a href="#">010-60-62920</a>  | Dues & Memberships                          | 250.00                  | 250.00              | 0.00             | 0.00                | 250.00              |
| <a href="#">010-60-62930</a>  | Custodial Services                          | 3,000.00                | 3,000.00            | 0.00             | 1,453.56            | 1,546.44            |
| <a href="#">010-60-62935</a>  | Custodial Supplies                          | 500.00                  | 500.00              | 130.93           | 801.00              | -301.00             |
| <a href="#">010-60-62936</a>  | Miscellaneous                               | 2,056.00                | 2,056.00            | 0.00             | 100.00              | 1,956.00            |
| <a href="#">010-60-72012</a>  | City Hall Repairs                           | 75,000.00               | 75,000.00           | 0.00             | 0.00                | 75,000.00           |
| <a href="#">010-60-91114</a>  | Transfer to Parks Fund                      | 30,000.00               | 30,000.00           | 0.00             | 0.00                | 30,000.00           |
| <a href="#">010-60-91120</a>  | Transfer to Public Safety Fund              | 350,000.00              | 350,000.00          | 0.00             | 145,833.33          | 204,166.67          |
| <a href="#">010-60-91130</a>  | Transfer to Water Enterprise                | 450,000.00              | 450,000.00          | 0.00             | 0.00                | 450,000.00          |
| <a href="#">010-60-91142</a>  | Transfer to Streets Capital Improvement     | 27,000.00               | 27,000.00           | 0.00             | 19,614.81           | 7,385.19            |
| <a href="#">010-60-98500</a>  | Contingency                                 | 23,977.00               | 23,977.00           | 0.00             | 0.00                | 23,977.00           |
|                               | <b>Expense Total:</b>                       | <b>1,548,145.00</b>     | <b>1,548,145.00</b> | <b>91,557.95</b> | <b>445,500.02</b>   | <b>1,102,644.98</b> |
|                               | Fund: 010 - GENERAL FUND Surplus (Deficit): | 0.00                    | 0.00                | -71,425.94       | 198,159.40          |                     |
| <b>Fund: 014 - PARKS FUND</b> |   |                         |                     |                  |                     |                     |
| <b>Revenue</b>                |   |                         |                     |                  |                     |                     |
| <a href="#">014-00-40100</a>  | Prior Year Fund Balance                     | 37,114.00               | 37,114.00           | 0.00             | 0.00                | 37,114.00           |

## Income Statement

For Fiscal: 2022-2023 Period Ending: 02/28/2023

|                              | Original<br>Total Budget | Current<br>Total Budget | MTD Activity    | YTD Activity      | Budget<br>Remaining |
|------------------------------|--------------------------|-------------------------|-----------------|-------------------|---------------------|
| <a href="#">014-00-41410</a> | 140,000.00               | 140,000.00              | 2,702.26        | 155,975.06        | -15,975.06          |
| <a href="#">014-00-42010</a> | 800.00                   | 800.00                  | 0.00            | 2,862.44          | -2,062.44           |
| <a href="#">014-00-43419</a> | 5,000.00                 | 5,000.00                | 0.00            | 100.00            | 4,900.00            |
| <a href="#">014-00-44410</a> | 1,000.00                 | 1,000.00                | 0.00            | 486.10            | 513.90              |
| <a href="#">014-00-44420</a> | 3,000.00                 | 3,000.00                | 0.00            | 1,790.23          | 1,209.77            |
| <a href="#">014-00-44430</a> | 300.00                   | 300.00                  | 0.00            | 0.00              | 300.00              |
| <a href="#">014-00-46110</a> | 30,000.00                | 30,000.00               | 0.00            | 0.00              | 30,000.00           |
| <a href="#">014-00-46210</a> | 100.00                   | 100.00                  | 0.00            | 0.00              | 100.00              |
| <a href="#">014-00-46880</a> | 500.00                   | 500.00                  | 0.00            | 0.00              | 500.00              |
| <a href="#">014-00-46887</a> | 0.00                     | 0.00                    | 0.00            | 900.00            | -900.00             |
| <a href="#">014-00-46888</a> | 118.00                   | 118.00                  | 0.00            | 0.00              | 118.00              |
| <a href="#">014-00-46890</a> | 0.00                     | 0.00                    | 0.00            | 469.28            | -469.28             |
| <b>Revenue Total:</b>        | <b>217,932.00</b>        | <b>217,932.00</b>       | <b>2,702.26</b> | <b>162,583.11</b> | <b>55,348.89</b>    |
| <b>Expense</b>               |                          |                         |                 |                   |                     |
| <a href="#">014-00-51505</a> | 1,000.00                 | 1,000.00                | 887.76          | 6,538.71          | -5,538.71           |
| <a href="#">014-00-51600</a> | 1,428.00                 | 1,428.00                | 144.73          | 1,027.52          | 400.48              |
| <a href="#">014-00-51800</a> | 5,200.00                 | 5,200.00                | 458.22          | 3,229.87          | 1,970.13            |
| <a href="#">014-00-51801</a> | 4,124.00                 | 4,124.00                | 228.01          | 1,721.69          | 2,402.31            |
| <a href="#">014-00-51810</a> | 6,000.00                 | 6,000.00                | 568.84          | 4,013.31          | 1,986.69            |
| <a href="#">014-00-51820</a> | 5,000.00                 | 5,000.00                | 1,325.53        | 5,647.93          | -647.93             |
| <a href="#">014-00-52010</a> | 2,500.00                 | 2,500.00                | 260.11          | 1,617.52          | 882.48              |
| <a href="#">014-00-52020</a> | 5,000.00                 | 5,000.00                | 596.13          | 4,307.99          | 692.01              |
| <a href="#">014-00-52030</a> | 4,200.00                 | 4,200.00                | 1.52            | 8.40              | 4,191.60            |
| <a href="#">014-00-52040</a> | 7,500.00                 | 7,500.00                | 1,291.83        | 9,744.10          | -2,244.10           |
| <a href="#">014-00-53014</a> | 10,000.00                | 10,000.00               | 0.00            | 0.00              | 10,000.00           |
| <a href="#">014-00-61210</a> | 500.00                   | 500.00                  | 0.00            | 0.00              | 500.00              |
| <a href="#">014-00-61260</a> | 750.00                   | 750.00                  | 0.00            | 0.00              | 750.00              |
| <a href="#">014-00-61340</a> | 1,950.00                 | 1,950.00                | 179.99          | 2,020.30          | -70.30              |
| <a href="#">014-00-61360</a> | 1,500.00                 | 1,500.00                | 0.00            | 271.89            | 1,228.11            |
| <a href="#">014-00-61361</a> | 1,500.00                 | 1,500.00                | 0.00            | 1,791.79          | -291.79             |
| <a href="#">014-00-62110</a> | 1,000.00                 | 1,000.00                | 0.00            | 1,453.90          | -453.90             |
| <a href="#">014-00-62160</a> | 500.00                   | 500.00                  | 0.00            | 79.54             | 420.46              |
| <a href="#">014-00-62165</a> | 15,000.00                | 15,000.00               | 0.00            | 9,690.00          | 5,310.00            |
| <a href="#">014-00-62210</a> | 400.00                   | 400.00                  | 45.22           | 361.76            | 38.24               |
| <a href="#">014-00-62220</a> | 1,500.00                 | 1,500.00                | 135.15          | 1,431.48          | 68.52               |
| <a href="#">014-00-62410</a> | 50,000.00                | 50,000.00               | 0.00            | 0.00              | 50,000.00           |
| <a href="#">014-00-62415</a> | 1,511.00                 | 1,511.00                | 0.00            | 0.00              | 1,511.00            |
| <a href="#">014-00-62610</a> | 4,314.00                 | 4,314.00                | 270.10          | 2,160.80          | 2,153.20            |
| <a href="#">014-00-62740</a> | 1,212.00                 | 1,212.00                | 0.00            | 1,539.37          | -327.37             |
| <a href="#">014-00-62744</a> | 700.00                   | 700.00                  | 0.00            | 1,056.97          | -356.97             |
| <a href="#">014-00-62745</a> | 5,000.00                 | 5,000.00                | 0.00            | 544.04            | 4,455.96            |
| <a href="#">014-00-62812</a> | 2,500.00                 | 2,500.00                | 1,014.74        | 4,785.84          | -2,285.84           |
| <a href="#">014-00-62813</a> | 1,000.00                 | 1,000.00                | 0.00            | 0.00              | 1,000.00            |
| <a href="#">014-00-62814</a> | 2,000.00                 | 2,000.00                | 332.27          | 589.18            | 1,410.82            |
| <a href="#">014-00-62817</a> | 5,000.00                 | 5,000.00                | 74.70           | 373.50            | 4,626.50            |
| <a href="#">014-00-62825</a> | 1,200.00                 | 1,200.00                | 13.98           | 3,788.18          | -2,588.18           |
| <a href="#">014-00-62827</a> | 1,000.00                 | 1,000.00                | 100.00          | 1,231.05          | -231.05             |
| <a href="#">014-00-62829</a> | 2,000.00                 | 2,000.00                | 13.48           | 602.29            | 1,397.71            |
| <a href="#">014-00-62835</a> | 500.00                   | 500.00                  | 600.53          | 1,753.87          | -1,253.87           |
| <a href="#">014-00-62836</a> | 4,100.00                 | 4,100.00                | 0.00            | 0.00              | 4,100.00            |
| <a href="#">014-00-62837</a> | 2,000.00                 | 2,000.00                | 0.00            | 4,184.98          | -2,184.98           |
| <a href="#">014-00-62840</a> | 0.00                     | 0.00                    | 26.66           | 95.75             | -95.75              |
| <a href="#">014-00-62842</a> | 4,758.00                 | 4,758.00                | 0.00            | 1,505.00          | 3,253.00            |
| <a href="#">014-00-62845</a> | 0.00                     | 0.00                    | 0.00            | 2.49              | -2.49               |
| <a href="#">014-00-62846</a> | 1,000.00                 | 1,000.00                | 0.00            | 0.00              | 1,000.00            |
| <a href="#">014-00-62930</a> | 1,600.00                 | 1,600.00                | 0.00            | 7,846.44          | -6,246.44           |
| <a href="#">014-00-62936</a> | 100.00                   | 100.00                  | 0.00            | 0.00              | 100.00              |
| <a href="#">014-00-62945</a> | 8,000.00                 | 8,000.00                | 0.00            | 0.00              | 8,000.00            |
| <a href="#">014-00-72036</a> | 200.00                   | 200.00                  | 0.00            | 0.00              | 200.00              |



## Income Statement

For Fiscal: 2022-2023 Period Ending: 02/28/2023

|  | Original<br>Total Budget                     | Current<br>Total Budget | MTD Activity      | YTD Activity     | Budget<br>Remaining |                   |
|--|--|-------------------------|-------------------|------------------|---------------------|-------------------|
| <a href="#">014-00-72040</a>             | Battle Rock Parks Trails                     | 2,500.00                | 2,500.00          | 0.00             | 0.00                | 2,500.00          |
| <a href="#">014-00-73039</a>             | Visitor Center Improvements                  | 1,000.00                | 1,000.00          | 0.00             | 0.00                | 1,000.00          |
| <a href="#">014-00-99000</a>             | Unappropriated Reserves                      | 38,185.00               | 38,185.00         | 0.00             | 0.00                | 38,185.00         |
|  | <b>Expense Total:</b>                        | <b>217,932.00</b>       | <b>217,932.00</b> | <b>8,569.50</b>  | <b>87,017.45</b>    | <b>130,914.55</b> |
|  | Fund: 014 - PARKS FUND Surplus (Deficit):    | 0.00                    | 0.00              | -5,867.24        | 75,565.66           |                   |
| <b>Fund: 020 - PUBLIC SAFETY</b>         |  |                         |                   |                  |                     |                   |
| <b>Revenue</b>                           |  |                         |                   |                  |                     |                   |
| <a href="#">020-00-40100</a>             | Prior Year Fund Balance                      | -114,821.00             | -114,821.00       | 0.00             | 0.00                | -114,821.00       |
| <a href="#">020-00-41120</a>             | Property Taxes-Prior                         | 9,565.00                | 9,565.00          | 0.00             | 4,228.75            | 5,336.25          |
| <a href="#">020-00-41130</a>             | Public Safety Tax Option                     | 279,912.00              | 279,912.00        | 0.00             | 253,508.07          | 26,403.93         |
| <a href="#">020-00-41310</a>             | State Marijuana Tax                          | 5,000.00                | 5,000.00          | 0.00             | 0.00                | 5,000.00          |
| <a href="#">020-00-42010</a>             | Interest on investments                      | 1,500.00                | 1,500.00          | 0.00             | 1,259.97            | 240.03            |
| <a href="#">020-00-43430</a>             | Police Grants                                | 1,737.00                | 1,737.00          | 0.00             | 0.00                | 1,737.00          |
| <a href="#">020-00-44190</a>             | Professional Services                        | 6.00                    | 6.00              | 0.00             | 0.00                | 6.00              |
| <a href="#">020-00-44191</a>             | Burning Permit                               | 360.00                  | 360.00            | 55.00            | 220.00              | 140.00            |
| <a href="#">020-00-45150</a>             | Insurance/Reimbursement                      | 337.00                  | 337.00            | 0.00             | 0.00                | 337.00            |
| <a href="#">020-00-46110</a>             | Transfer From General Fund                   | 350,000.00              | 350,000.00        | 0.00             | 145,833.33          | 204,166.67        |
| <a href="#">020-00-46210</a>             | Miscellaneous Receipts                       | 1,020.00                | 1,020.00          | 632.50           | 4,442.13            | -3,422.13         |
| <a href="#">020-00-46710</a>             | Unclaimed Property                           | 6,888.00                | 6,888.00          | 0.00             | 0.00                | 6,888.00          |
| <a href="#">020-00-46880</a>             | Reimbursements                               | 428.00                  | 428.00            | 0.00             | 0.00                | 428.00            |
|  | <b>Revenue Total:</b>                        | <b>541,932.00</b>       | <b>541,932.00</b> | <b>687.50</b>    | <b>409,492.25</b>   | <b>132,439.75</b> |
| <b>Expense</b>                           |  |                         |                   |                  |                     |                   |
| <a href="#">020-00-51100</a>             | Overtime                                     | 16,000.00               | 16,000.00         | 969.84           | 8,050.52            | 7,949.48          |
| <a href="#">020-00-51120</a>             | On Call Pay                                  | 8,500.00                | 8,500.00          | 667.50           | 5,306.25            | 3,193.75          |
| <a href="#">020-00-51520</a>             | Police Chief                                 | 65,000.00               | 65,000.00         | 5,940.02         | 44,550.14           | 20,449.86         |
| <a href="#">020-00-51740</a>             | Police Sergeant                              | 55,000.00               | 55,000.00         | 0.00             | 19,084.37           | 35,915.63         |
| <a href="#">020-00-51755</a>             | Police Officer #2                            | 48,750.00               | 48,750.00         | 5,118.60         | 35,293.00           | 13,457.00         |
| <a href="#">020-00-51757</a>             | Police Officer #3                            | 51,150.00               | 51,150.00         | 4,633.68         | 35,506.93           | 15,643.07         |
| <a href="#">020-00-51850</a>             | Police Officer #4                            | 20,000.00               | 20,000.00         | 2,081.98         | 16,973.24           | 3,026.76          |
| <a href="#">020-00-52010</a>             | Social Security                              | 21,957.00               | 21,957.00         | 1,450.25         | 12,344.40           | 9,612.60          |
| <a href="#">020-00-52020</a>             | PERS Retirement                              | 69,000.00               | 69,000.00         | 5,587.38         | 47,460.56           | 21,539.44         |
| <a href="#">020-00-52030</a>             | Worker's Comp./Disability Ins.               | 12,000.00               | 12,000.00         | 6.70             | 54.38               | 11,945.62         |
| <a href="#">020-00-52040</a>             | Health, Dental, Life Ins.                    | 87,472.00               | 87,472.00         | 3,085.28         | 32,264.53           | 55,207.47         |
| <a href="#">020-00-53020</a>             | Charge to Public Safety                      | 31,452.00               | 31,452.00         | 0.00             | 0.00                | 31,452.00         |
| <a href="#">020-00-61210</a>             | Office & Operating Supplies                  | 2,000.00                | 2,000.00          | 1,122.10         | 1,606.76            | 393.24            |
| <a href="#">020-00-61260</a>             | Uniforms                                     | 4,000.00                | 4,000.00          | 34.00            | 974.62              | 3,025.38          |
| <a href="#">020-00-61340</a>             | Fuel (Equip & Vehicles)                      | 13,100.00               | 13,100.00         | 773.22           | 10,276.29           | 2,823.71          |
| <a href="#">020-00-62110</a>             | Auditing & Accounting                        | 2,000.00                | 2,000.00          | 0.00             | 3,323.20            | -1,323.20         |
| <a href="#">020-00-62140</a>             | Computer Services                            | 110.00                  | 110.00            | 704.69           | 1,486.33            | -1,376.33         |
| <a href="#">020-00-62210</a>             | Telephone                                    | 6,734.00                | 6,734.00          | 370.64           | 2,877.11            | 3,856.89          |
| <a href="#">020-00-62230</a>             | Postage                                      | 300.00                  | 300.00            | 10.44            | 104.73              | 195.27            |
| <a href="#">020-00-62343</a>             | Travel & Training / Meetings                 | 2,504.00                | 2,504.00          | 0.00             | 24.61               | 2,479.39          |
| <a href="#">020-00-62610</a>             | Insurance & Bonds                            | 10,500.00               | 10,500.00         | 1,864.73         | 14,917.84           | -4,417.84         |
| <a href="#">020-00-62835</a>             | Small Tools & Minor Equipment                | 1,000.00                | 1,000.00          | 0.00             | 860.48              | 139.52            |
| <a href="#">020-00-62840</a>             | Vehicles & Equipment Maint.                  | 6,000.00                | 6,000.00          | 15.59            | 2,254.99            | 3,745.01          |
| <a href="#">020-00-62920</a>             | Dues & Memberships                           | 532.00                  | 532.00            | 0.00             | 300.00              | 232.00            |
| <a href="#">020-00-62936</a>             | Miscellaneous                                | 200.00                  | 200.00            | 650.00           | 650.00              | -450.00           |
| <a href="#">020-00-63215</a>             | Justice System                               | 7,000.00                | 7,000.00          | 0.00             | 6,132.00            | 868.00            |
| <a href="#">020-00-63216</a>             | King's Online                                | 800.00                  | 800.00            | 76.80            | 869.80              | -69.80            |
| <a href="#">020-00-63223</a>             | Lexipol                                      | 2,647.00                | 2,647.00          | 0.00             | 1,932.22            | 714.78            |
| <a href="#">020-00-74070</a>             | Equipment                                    | 10,000.00               | 10,000.00         | 0.00             | 12,632.80           | -2,632.80         |
|  | <b>Expense Total:</b>                        | <b>555,708.00</b>       | <b>555,708.00</b> | <b>35,163.44</b> | <b>318,112.10</b>   | <b>237,595.90</b> |
|  | Fund: 020 - PUBLIC SAFETY Surplus (Deficit): | -13,776.00              | -13,776.00        | -34,475.94       | 91,380.15           |                   |
| <b>Fund: 030 - WATER ENTERPRISE FUND</b> |  |                         |                   |                  |                     |                   |
| <b>Revenue</b>                           |  |                         |                   |                  |                     |                   |
| <a href="#">030-00-40100</a>             | Prior Year Fund Balance                      | 54,027.00               | 54,027.00         | 0.00             | 0.00                | 54,027.00         |
| <a href="#">030-00-42010</a>             | Interest on Investments                      | 1,000.00                | 1,000.00          | 0.00             | 672.99              | 327.01            |
| <a href="#">030-00-43438</a>             | Hubbards Creek Watershed Grant               | 525,000.00              | 525,000.00        | 0.00             | 24,888.00           | 500,112.00        |

## Income Statement

For Fiscal: 2022-2023 Period Ending: 02/28/2023

|                              | Original<br>Total Budget             | Current<br>Total Budget | MTD Activity        | YTD Activity     | Budget<br>Remaining |                     |
|------------------------------|--------------------------------------|-------------------------|---------------------|------------------|---------------------|---------------------|
| <a href="#">030-00-44109</a> | Desingnated for Reserves             | 58,606.00               | 58,606.00           | 4,114.07         | 34,778.54           | 23,827.46           |
| <a href="#">030-00-44110</a> | Water Usage                          | 400,000.00              | 400,000.00          | 28,781.49        | 231,061.41          | 168,938.59          |
| <a href="#">030-00-44111</a> | Door Hanger Fees                     | 3,000.00                | 3,000.00            | 0.00             | 275.00              | 2,725.00            |
| <a href="#">030-00-44112</a> | Past Due Fees                        | 13,000.00               | 13,000.00           | 675.00           | 7,710.00            | 5,290.00            |
| <a href="#">030-00-44113</a> | Contractor Water Usage               | 500.00                  | 500.00              | 0.00             | 150.00              | 350.00              |
| <a href="#">030-00-44114</a> | Reconnect Fee                        | 1,500.00                | 1,500.00            | 0.00             | 900.00              | 600.00              |
| <a href="#">030-00-44116</a> | Curtailment Fees                     | 2,500.00                | 2,500.00            | -1,505.88        | 18,095.17           | -15,595.17          |
| <a href="#">030-00-44210</a> | Water Connection Fees                | 5,000.00                | 5,000.00            | 0.00             | 0.00                | 5,000.00            |
| <a href="#">030-00-45010</a> | Irrigation Meters                    | 1,000.00                | 1,000.00            | 0.00             | 0.00                | 1,000.00            |
| <a href="#">030-00-45500</a> | Restricted Cash-Deposits             | 2,000.00                | 2,000.00            | 0.00             | -150.00             | 2,150.00            |
| <a href="#">030-00-46110</a> | Transfer from General Fund           | 450,000.00              | 450,000.00          | 0.00             | 0.00                | 450,000.00          |
| <a href="#">030-00-46210</a> | Miscellaneous Receipts               | 213.00                  | 213.00              | 0.00             | 61.00               | 152.00              |
| <a href="#">030-00-46231</a> | Transfer from Water Capital Reserves | 100,000.00              | 100,000.00          | 0.00             | 0.00                | 100,000.00          |
| <a href="#">030-00-46880</a> | Reimbursements                       | 1,000.00                | 1,000.00            | 0.00             | 0.00                | 1,000.00            |
| <a href="#">030-00-46885</a> | Bad Debt Received                    | 500.00                  | 500.00              | 0.00             | 0.00                | 500.00              |
|                              | <b>Revenue Total:</b>                | <b>1,618,846.00</b>     | <b>1,618,846.00</b> | <b>32,064.68</b> | <b>318,442.11</b>   | <b>1,300,403.89</b> |
| <b>Expense</b>               |                                      |                         |                     |                  |                     |                     |
| <a href="#">030-00-51100</a> | Overtime                             | 20,000.00               | 20,000.00           | 984.23           | 13,674.54           | 6,325.46            |
| <a href="#">030-00-51120</a> | On Call Pay                          | 0.00                    | 0.00                | 1,089.00         | 8,569.50            | -8,569.50           |
| <a href="#">030-00-51210</a> | City Administrator                   | 15,000.00               | 15,000.00           | 1,420.28         | 10,652.10           | 4,347.90            |
| <a href="#">030-00-51300</a> | Office Clerk                         | 21,776.00               | 21,776.00           | 1,325.54         | 9,245.36            | 12,530.64           |
| <a href="#">030-00-51350</a> | Accounting Assistant                 | 5,000.00                | 5,000.00            | 471.25           | 3,442.03            | 1,557.97            |
| <a href="#">030-00-51400</a> | Accountant/Assistant to Admin        | 3,000.00                | 3,000.00            | 132.25           | 132.25              | 2,867.75            |
| <a href="#">030-00-51505</a> | PW Superintendent                    | 32,500.00               | 32,500.00           | 3,360.82         | 24,753.74           | 7,746.26            |
| <a href="#">030-00-51600</a> | WWTP Operator                        | 1,500.00                | 1,500.00            | 96.50            | 685.07              | 814.93              |
| <a href="#">030-00-51800</a> | Maintenance Worker #1                | 20,244.00               | 20,244.00           | 2,291.17         | 16,149.49           | 4,094.51            |
| <a href="#">030-00-51801</a> | Utility Worker #3                    | 36,540.00               | 36,540.00           | 2,964.10         | 22,382.34           | 14,157.66           |
| <a href="#">030-00-51810</a> | Maintenance Worker #2                | 15,000.00               | 15,000.00           | 1,516.90         | 10,702.19           | 4,297.81            |
| <a href="#">030-00-51820</a> | Maintenance Worker #3                | 10,000.00               | 10,000.00           | 662.78           | 2,823.99            | 7,176.01            |
| <a href="#">030-00-52010</a> | Social Security                      | 17,042.00               | 17,042.00           | 1,198.02         | 9,086.08            | 7,955.92            |
| <a href="#">030-00-52020</a> | PERS Retirement                      | 54,303.00               | 54,303.00           | 3,972.54         | 30,974.18           | 23,328.82           |
| <a href="#">030-00-52030</a> | Worker's Comp./Disability Ins.       | 9,691.00                | 9,691.00            | 6.14             | 43.32               | 9,647.68            |
| <a href="#">030-00-52040</a> | Health, Dental, Life Ins.            | 69,517.00               | 69,517.00           | 4,062.55         | 28,656.02           | 40,860.98           |
| <a href="#">030-00-61210</a> | Office & Operating Supplies          | 1,889.00                | 1,889.00            | 36.81            | 884.34              | 1,004.66            |
| <a href="#">030-00-61212</a> | Water Purification Supplies          | 12,000.00               | 12,000.00           | 0.00             | 12,087.20           | -87.20              |
| <a href="#">030-00-61220</a> | Office Equip. Leases                 | 1,000.00                | 1,000.00            | 308.84           | 873.50              | 126.50              |
| <a href="#">030-00-61230</a> | Software Maintenance                 | 4,000.00                | 4,000.00            | 5.85             | 3,880.67            | 119.33              |
| <a href="#">030-00-61260</a> | Uniforms                             | 600.00                  | 600.00              | 0.00             | 658.97              | -58.97              |
| <a href="#">030-00-61340</a> | Fuel (Equip & Vehicles)              | 4,500.00                | 4,500.00            | 276.89           | 2,710.19            | 1,789.81            |
| <a href="#">030-00-62100</a> | Bank Charges                         | 2,089.00                | 2,089.00            | 629.50           | 6,512.36            | -4,423.36           |
| <a href="#">030-00-62110</a> | Auditing & Accounting                | 7,500.00                | 7,500.00            | 163.01           | 11,794.21           | -4,294.21           |
| <a href="#">030-00-62121</a> | Engineering                          | 15,000.00               | 15,000.00           | 1,050.00         | 1,050.00            | 13,950.00           |
| <a href="#">030-00-62160</a> | Contract Services                    | 8,250.00                | 8,250.00            | 500.00           | 4,000.00            | 4,250.00            |
| <a href="#">030-00-62210</a> | Telephone                            | 7,000.00                | 7,000.00            | 379.84           | 3,906.41            | 3,093.59            |
| <a href="#">030-00-62220</a> | Internet Access                      | 750.00                  | 750.00              | 219.70           | 979.34              | -229.34             |
| <a href="#">030-00-62230</a> | Postage                              | 2,562.00                | 2,562.00            | 384.03           | 2,238.93            | 323.07              |
| <a href="#">030-00-62343</a> | Travel & Training / Meetings         | 1,986.00                | 1,986.00            | 250.00           | 2,592.47            | -606.47             |
| <a href="#">030-00-62610</a> | Insurance & Bonds                    | 9,021.00                | 9,021.00            | 1,247.98         | 9,983.84            | -962.84             |
| <a href="#">030-00-62740</a> | Electricity                          | 30,000.00               | 30,000.00           | 2,745.98         | 22,226.38           | 7,773.62            |
| <a href="#">030-00-62811</a> | Repairs/Maint-WTP                    | 15,000.00               | 15,000.00           | 1,910.47         | 11,307.87           | 3,692.13            |
| <a href="#">030-00-62816</a> | Repairs & Maintenance Pump St        | 25,000.00               | 25,000.00           | 19.37            | 2,768.96            | 22,231.04           |
| <a href="#">030-00-62830</a> | Repairs & Maint.-Water Lines         | 20,000.00               | 20,000.00           | 0.00             | 2,035.41            | 17,964.59           |
| <a href="#">030-00-62835</a> | Small Tools & Minor Equipment        | 5,000.00                | 5,000.00            | 172.95           | 796.40              | 4,203.60            |
| <a href="#">030-00-62840</a> | Vehicles & Equipment Maint.          | 10,000.00               | 10,000.00           | 723.83           | 5,504.82            | 4,495.18            |
| <a href="#">030-00-62844</a> | Meter Repairs                        | 10,000.00               | 10,000.00           | 0.00             | 0.00                | 10,000.00           |
| <a href="#">030-00-62845</a> | Repairs/Maint.(Test Equipment)       | 1,000.00                | 1,000.00            | 0.00             | 480.55              | 519.45              |
| <a href="#">030-00-62912</a> | Dues & OR Statutes                   | 1,000.00                | 1,000.00            | 0.00             | 465.30              | 534.70              |
| <a href="#">030-00-62925</a> | Permits                              | 4,000.00                | 4,000.00            | 0.00             | 2,872.11            | 1,127.89            |
| <a href="#">030-00-62936</a> | Miscellaneous                        | 150.00                  | 150.00              | 0.00             | 0.00                | 150.00              |

Income Statement

For Fiscal: 2022-2023 Period Ending: 02/28/2023

|  | Original<br>Total Budget             | Current<br>Total Budget | MTD Activity        | YTD Activity     | Budget<br>Remaining |                     |
|--|--------------------------------------|-------------------------|---------------------|------------------|---------------------|---------------------|
| <a href="#">030-00-62943</a>                                 | Reimbursements / Deposits            | 500.00                  | 500.00              | 0.00             | 0.00                | 500.00              |
| <a href="#">030-00-62980</a>                                 | Lab Equipment & Supplies             | 2,500.00                | 2,500.00            | 0.00             | 1,829.55            | 670.45              |
| <a href="#">030-00-62990</a>                                 | Testing                              | 5,200.00                | 5,200.00            | 400.00           | 3,413.39            | 1,786.61            |
| <a href="#">030-00-62995</a>                                 | Bric Grant                           | 0.00                    | 0.00                | 0.00             | 15,462.00           | -15,462.00          |
| <a href="#">030-00-63010</a>                                 | Hubbards Creek Watershed Grant       | 0.00                    | 0.00                | 0.00             | 28,099.78           | -28,099.78          |
| <a href="#">030-00-73031</a>                                 | Improvements-Water                   | 450,000.00              | 450,000.00          | 0.00             | 0.00                | 450,000.00          |
| <a href="#">030-00-73033</a>                                 | Coast Guard Hill System              | 0.00                    | 0.00                | 0.00             | 9.82                | -9.82               |
| <a href="#">030-00-73035</a>                                 | WTP-Improvements                     | 0.00                    | 0.00                | 0.00             | -0.25               | 0.25                |
| <a href="#">030-00-73036</a>                                 | Water Master Plan Update             | 525,000.00              | 525,000.00          | 0.00             | 0.00                | 525,000.00          |
| <a href="#">030-00-73038</a>                                 | Hubbard Creek Impoundment            | 0.00                    | 0.00                | 0.00             | 5.28                | -5.28               |
| <a href="#">030-00-97031</a>                                 | Transfer to Water Capital Reserves   | 56,492.00               | 56,492.00           | 0.00             | 66,415.85           | -9,923.85           |
| <a href="#">030-00-97045</a>                                 | Transfer to Equip. Replace. Fu       | 10,000.00               | 10,000.00           | 0.00             | 0.00                | 10,000.00           |
| <a href="#">030-00-98500</a>                                 | Contingency                          | 38,744.00               | 38,744.00           | 0.00             | 0.00                | 38,744.00           |
|  | <b>Expense Total:</b>                | <b>1,618,846.00</b>     | <b>1,618,846.00</b> | <b>36,979.12</b> | <b>419,817.85</b>   | <b>1,199,028.15</b> |
| <b>Fund: 030 - WATER ENTERPRISE FUND Surplus (Deficit):</b>  |                                      | <b>0.00</b>             | <b>0.00</b>         | <b>-4,914.44</b> | <b>-101,375.74</b>  |                     |
| <b>Fund: 031 - WATER CAPITAL RESERVES</b>                    |                                      |                         |                     |                  |                     |                     |
| <b>Revenue</b>   |                                      |                         |                     |                  |                     |                     |
| <a href="#">031-00-40100</a>                                 | Prior Year Fund Balance              | 86,989.00               | 86,989.00           | 0.00             | 0.00                | 86,989.00           |
| <a href="#">031-00-42010</a>                                 | Interest on Investments              | 400.00                  | 400.00              | 0.00             | 1,597.37            | -1,197.37           |
| <a href="#">031-00-46130</a>                                 | Transfer from Water Enterprise       | 58,524.00               | 58,524.00           | 0.00             | 66,415.85           | -7,891.85           |
|  | <b>Revenue Total:</b>                | <b>145,913.00</b>       | <b>145,913.00</b>   | <b>0.00</b>      | <b>68,013.22</b>    | <b>77,899.78</b>    |
| <b>Expense</b>   |                                      |                         |                     |                  |                     |                     |
| <a href="#">031-00-91130</a>                                 | Transfer to Water Enterprise         | 100,000.00              | 100,000.00          | 0.00             | 0.00                | 100,000.00          |
| <a href="#">031-00-98999</a>                                 | Reserved for Future Expenditures     | 45,913.00               | 45,913.00           | 0.00             | 0.00                | 45,913.00           |
|  | <b>Expense Total:</b>                | <b>145,913.00</b>       | <b>145,913.00</b>   | <b>0.00</b>      | <b>0.00</b>         | <b>145,913.00</b>   |
| <b>Fund: 031 - WATER CAPITAL RESERVES Surplus (Deficit):</b> |                                      | <b>0.00</b>             | <b>0.00</b>         | <b>0.00</b>      | <b>68,013.22</b>    |                     |
| <b>Fund: 035 - SEWER ENTERPRISE FUND</b>                     |                                      |                         |                     |                  |                     |                     |
| <b>Revenue</b>   |                                      |                         |                     |                  |                     |                     |
| <a href="#">035-00-40100</a>                                 | Prior Year Fund Balance              | 204,769.00              | 204,769.00          | 0.00             | 0.00                | 204,769.00          |
| <a href="#">035-00-42010</a>                                 | Interest on Investments              | 5,603.00                | 5,603.00            | 0.00             | 3,103.86            | 2,499.14            |
| <a href="#">035-00-44115</a>                                 | Designated for Reserves              | 59,423.00               | 59,423.00           | 4,679.05         | 38,867.30           | 20,555.70           |
| <a href="#">035-00-44120</a>                                 | Sewer Usage                          | 575,000.00              | 575,000.00          | 41,990.67        | 321,861.84          | 253,138.16          |
| <a href="#">035-00-44213</a>                                 | Sewer Connection Fees                | 8,029.00                | 8,029.00            | 0.00             | 1,544.00            | 6,485.00            |
| <a href="#">035-00-45500</a>                                 | Restricted Cash-Deposits             | 2,000.00                | 2,000.00            | 0.00             | -550.00             | 2,550.00            |
| <a href="#">035-00-46210</a>                                 | Miscellaneous Receipts               | 1,000.00                | 1,000.00            | 0.00             | 0.00                | 1,000.00            |
| <a href="#">035-00-46236</a>                                 | Transfer from Sewer Capital Reserves | 100,000.00              | 100,000.00          | 0.00             | 0.00                | 100,000.00          |
|  | <b>Revenue Total:</b>                | <b>955,824.00</b>       | <b>955,824.00</b>   | <b>46,669.72</b> | <b>364,827.00</b>   | <b>590,997.00</b>   |
| <b>Expense</b>   |                                      |                         |                     |                  |                     |                     |
| <a href="#">035-00-51100</a>                                 | Overtime                             | 3,000.00                | 3,000.00            | 0.00             | 0.00                | 3,000.00            |
| <a href="#">035-00-51200</a>                                 | City Administrator                   | 17,000.00               | 17,000.00           | 1,538.64         | 11,539.80           | 5,460.20            |
| <a href="#">035-00-51300</a>                                 | Office Clerk                         | 16,500.00               | 16,500.00           | 1,325.52         | 9,245.28            | 7,254.72            |
| <a href="#">035-00-51350</a>                                 | Accounting Assistant                 | 5,000.00                | 5,000.00            | 520.80           | 3,804.25            | 1,195.75            |
| <a href="#">035-00-51400</a>                                 | Accountant/Assistant to Admin        | 10,000.00               | 10,000.00           | 143.27           | 143.27              | 9,856.73            |
| <a href="#">035-00-51505</a>                                 | PW Superintendent                    | 8,000.00                | 8,000.00            | 824.36           | 6,071.68            | 1,928.32            |
| <a href="#">035-00-51600</a>                                 | WWTP Operator                        | 50,000.00               | 50,000.00           | 4,583.25         | 32,538.45           | 17,461.55           |
| <a href="#">035-00-51800</a>                                 | Maintenance Worker #1                | 5,628.00                | 5,628.00            | 333.26           | 2,349.03            | 3,278.97            |
| <a href="#">035-00-51801</a>                                 | Utility Worker #3                    | 5,200.00                | 5,200.00            | 501.62           | 3,787.75            | 1,412.25            |
| <a href="#">035-00-51810</a>                                 | Maintenance Worker #2                | 6,500.00                | 6,500.00            | 758.44           | 5,351.13            | 1,148.87            |
| <a href="#">035-00-52010</a>                                 | Social Security                      | 7,500.00                | 7,500.00            | 767.53           | 5,446.92            | 2,053.08            |
| <a href="#">035-00-52020</a>                                 | PERS Retirement                      | 28,500.00               | 28,500.00           | 2,706.51         | 19,463.26           | 9,036.74            |
| <a href="#">035-00-52030</a>                                 | Worker's Comp./Disability Ins.       | 4,750.00                | 4,750.00            | 3.98             | 27.14               | 4,722.86            |
| <a href="#">035-00-52040</a>                                 | Health, Dental, Life Ins.            | 41,500.00               | 41,500.00           | 2,674.21         | 32,203.23           | 9,296.77            |
| <a href="#">035-00-61210</a>                                 | Office & Operating Supplies          | 3,000.00                | 3,000.00            | 7.19             | 737.50              | 2,262.50            |
| <a href="#">035-00-61220</a>                                 | Office Equip. Leases                 | 1,200.00                | 1,200.00            | 308.83           | 873.49              | 326.51              |
| <a href="#">035-00-61230</a>                                 | Software Maintenance                 | 4,000.00                | 4,000.00            | 0.00             | 3,851.43            | 148.57              |
| <a href="#">035-00-61260</a>                                 | Uniforms                             | 500.00                  | 500.00              | 0.00             | 658.96              | -158.96             |
| <a href="#">035-00-61340</a>                                 | Fuel (Equip & Vehicles)              | 4,000.00                | 4,000.00            | 279.59           | 2,479.70            | 1,520.30            |



## Income Statement

For Fiscal: 2022-2023 Period Ending: 02/28/2023

|                              | Original<br>Total Budget                                     | Current<br>Total Budget | MTD Activity      | YTD Activity     | Budget<br>Remaining |                   |
|------------------------------|--|-------------------------|-------------------|------------------|---------------------|-------------------|
| <a href="#">035-00-62100</a> | Bank Charges   | 4,500.00                | 4,500.00          | 792.52           | 6,675.39            | -2,175.39         |
| <a href="#">035-00-62110</a> | Auditing & Accounting  | 4,800.00                | 4,800.00          | 0.00             | 7,681.74            | -2,881.74         |
| <a href="#">035-00-62121</a> | Engineering  | 1,000.00                | 1,000.00          | 0.00             | 0.00                | 1,000.00          |
| <a href="#">035-00-62160</a> | Contract Services  | 12,000.00               | 12,000.00         | 400.00           | 3,200.00            | 8,800.00          |
| <a href="#">035-00-62210</a> | Telephone  | 3,000.00                | 3,000.00          | 193.63           | 2,554.92            | 445.08            |
| <a href="#">035-00-62220</a> | Internet Access  | 1,500.00                | 1,500.00          | 0.00             | 559.92              | 940.08            |
| <a href="#">035-00-62230</a> | Postage  | 3,000.00                | 3,000.00          | 384.03           | 2,238.91            | 761.09            |
| <a href="#">035-00-62343</a> | Travel & Training / Meetings                                 | 2,000.00                | 2,000.00          | 0.00             | 879.95              | 1,120.05          |
| <a href="#">035-00-62610</a> | Insurance & Bonds  | 8,500.00                | 8,500.00          | 1,037.90         | 7,265.30            | 1,234.70          |
| <a href="#">035-00-62740</a> | Electricity  | 35,200.00               | 35,200.00         | 2,154.88         | 17,710.63           | 17,489.37         |
| <a href="#">035-00-62816</a> | Repairs & Maint-Pump Station                                 | 17,000.00               | 17,000.00         | 43.44            | 4,052.94            | 12,947.06         |
| <a href="#">035-00-62818</a> | Repairs & Maint. - Sewer Lines                               | 5,000.00                | 5,000.00          | 32.63            | 169.28              | 4,830.72          |
| <a href="#">035-00-62821</a> | Repairs & Maint-STP  | 20,000.00               | 20,000.00         | 23,976.49        | 99,346.90           | -79,346.90        |
| <a href="#">035-00-62835</a> | Small Tools & Minor Equipment                                | 1,500.00                | 1,500.00          | 0.00             | 751.96              | 748.04            |
| <a href="#">035-00-62840</a> | Vehicles & Equipment Maint.                                  | 5,000.00                | 5,000.00          | 0.00             | 2,306.77            | 2,693.23          |
| <a href="#">035-00-62845</a> | Repairs/Maint.(Test Equipment)                               | 1,000.00                | 1,000.00          | 0.00             | 0.00                | 1,000.00          |
| <a href="#">035-00-62912</a> | Dues & OR Statutes   | 500.00                  | 500.00            | 0.00             | 0.00                | 500.00            |
| <a href="#">035-00-62925</a> | Permits  | 4,000.00                | 4,000.00          | 0.00             | 3,579.00            | 421.00            |
| <a href="#">035-00-62936</a> | Miscellaneous  | 1,000.00                | 1,000.00          | 0.00             | 0.00                | 1,000.00          |
| <a href="#">035-00-62943</a> | Reimbursements / Deposits                                    | 2,000.00                | 2,000.00          | 0.00             | 0.00                | 2,000.00          |
| <a href="#">035-00-62980</a> | Lab Equipment & Supplies                                     | 10,000.00               | 10,000.00         | 604.47           | 2,469.74            | 7,530.26          |
| <a href="#">035-00-62990</a> | Testing  | 2,000.00                | 2,000.00          | 204.34           | 793.76              | 1,206.24          |
| <a href="#">035-00-73040</a> | Wastewater Facilities Plan                                   | 100,000.00              | 100,000.00        | 0.00             | 0.00                | 100,000.00        |
| <a href="#">035-00-81210</a> | Bond Principal   | 26,432.00               | 26,432.00         | 0.00             | 0.00                | 26,432.00         |
| <a href="#">035-00-81222</a> | Rev. Bond III Principal                                      | 49,081.00               | 49,081.00         | 0.00             | 0.00                | 49,081.00         |
| <a href="#">035-00-82210</a> | Bond Interest  | 22,484.00               | 22,484.00         | 0.00             | 0.00                | 22,484.00         |
| <a href="#">035-00-82222</a> | Rev. Bond III Interest                                       | 84,171.00               | 84,171.00         | 0.00             | 0.00                | 84,171.00         |
| <a href="#">035-00-97036</a> | Transfer to Sewer Capital Reserves                           | 62,933.00               | 62,933.00         | 0.00             | 74,142.74           | -11,209.74        |
| <a href="#">035-00-97045</a> | Transfer to Equip Replace Fund                               | 10,000.00               | 10,000.00         | 0.00             | 0.00                | 10,000.00         |
| <a href="#">035-00-98500</a> | Contingency  | 30,000.00               | 30,000.00         | 0.00             | 0.00                | 30,000.00         |
| <a href="#">035-00-98600</a> | Bond Reserve - USDA 1996                                     | 48,916.00               | 48,916.00         | 0.00             | 0.00                | 48,916.00         |
| <a href="#">035-00-98700</a> | Bond Reserve-Revenue Bonds 04                                | 133,252.00              | 133,252.00        | 0.00             | 0.00                | 133,252.00        |
| <a href="#">035-00-99000</a> | Unappropriated Reserves                                      | 22,277.00               | 22,277.00         | 0.00             | 0.00                | 22,277.00         |
|                              | <b>Expense Total:</b>  | <b>955,824.00</b>       | <b>955,824.00</b> | <b>47,101.33</b> | <b>376,952.12</b>   | <b>578,871.88</b> |
|                              | <b>Fund: 035 - SEWER ENTERPRISE FUND Surplus (Deficit):</b>  | <b>0.00</b>             | <b>0.00</b>       | <b>-431.61</b>   | <b>-12,125.12</b>   |                   |
|                              | <b>Fund: 036 - SEWER CAPITAL RESERVES</b>                    |                         |                   |                  |                     |                   |
|                              | Revenue  |                         |                   |                  |                     |                   |
| <a href="#">036-00-40100</a> | Prior Year Fund Balance                                      | 253,342.00              | 253,342.00        | 0.00             | 0.00                | 253,342.00        |
| <a href="#">036-00-42010</a> | Interest on Investments                                      | 2,000.00                | 2,000.00          | 0.00             | 4,083.76            | -2,083.76         |
| <a href="#">036-00-46135</a> | Transfer from Sewer Enterprise                               | 62,933.00               | 62,933.00         | 0.00             | 74,142.74           | -11,209.74        |
|                              | <b>Revenue Total:</b>  | <b>318,275.00</b>       | <b>318,275.00</b> | <b>0.00</b>      | <b>78,226.50</b>    | <b>240,048.50</b> |
|                              | Expense  |                         |                   |                  |                     |                   |
| <a href="#">036-00-98999</a> | Reserved for Future Expenditures                             | 318,275.00              | 318,275.00        | 0.00             | 0.00                | 318,275.00        |
|                              | <b>Expense Total:</b>  | <b>318,275.00</b>       | <b>318,275.00</b> | <b>0.00</b>      | <b>0.00</b>         | <b>318,275.00</b> |
|                              | <b>Fund: 036 - SEWER CAPITAL RESERVES Surplus (Deficit):</b> | <b>0.00</b>             | <b>0.00</b>       | <b>0.00</b>      | <b>78,226.50</b>    |                   |
|                              | <b>Fund: 040 - STREET FUND</b>                               |                         |                   |                  |                     |                   |
|                              | Revenue  |                         |                   |                  |                     |                   |
| <a href="#">040-00-40100</a> | Prior Year Fund Balance                                      | 91,458.00               | 91,458.00         | 0.00             | 0.00                | 91,458.00         |
| <a href="#">040-00-41230</a> | State Highway Tax  | 86,000.00               | 86,000.00         | 8,449.99         | 48,256.50           | 37,743.50         |
| <a href="#">040-00-42010</a> | Interest on Investments                                      | 500.00                  | 500.00            | 0.00             | 1,147.22            | -647.22           |
|                              | <b>Revenue Total:</b>  | <b>177,958.00</b>       | <b>177,958.00</b> | <b>8,449.99</b>  | <b>49,403.72</b>    | <b>128,554.28</b> |
|                              | Expense  |                         |                   |                  |                     |                   |
| <a href="#">040-00-51505</a> | PW Superintendent  | 15,000.00               | 15,000.00         | 1,268.22         | 9,340.99            | 5,659.01          |
| <a href="#">040-00-51800</a> | Maintenance Worker #1  | 10,750.00               | 10,750.00         | 1,083.11         | 7,634.26            | 3,115.74          |
| <a href="#">040-00-51801</a> | Utility Worker #3  | 8,800.00                | 8,800.00          | 866.44           | 6,542.63            | 2,257.37          |
| <a href="#">040-00-51810</a> | Maintenance Worker #2  | 9,500.00                | 9,500.00          | 948.07           | 6,688.85            | 2,811.15          |
| <a href="#">040-00-51820</a> | Maintenance Worker #3  | 0.00                    | 0.00              | 1,325.53         | 5,647.93            | -5,647.93         |

Income Statement

For Fiscal: 2022-2023 Period Ending: 02/28/2023

|  |   | Original<br>Total Budget | Current<br>Total Budget | MTD Activity     | YTD Activity      | Budget<br>Remaining |
|--|---|--------------------------|-------------------------|------------------|-------------------|---------------------|
| <a href="#">040-00-52010</a>                   | Social Security   | 3,450.00                 | 3,450.00                | 399.10           | 2,632.54          | 817.46              |
| <a href="#">040-00-52020</a>                   | PER5 Retirement   | 10,000.00                | 10,000.00               | 1,085.60         | 7,871.67          | 2,128.33            |
| <a href="#">040-00-52030</a>                   | Worker's Comp./Disability Ins.                                    | 2,600.00                 | 2,600.00                | 2.17             | 12.71             | 2,587.29            |
| <a href="#">040-00-52040</a>                   | Health, Dental, Life Ins.   | 18,700.00                | 18,700.00               | 1,750.56         | 9,642.56          | 9,057.44            |
| <a href="#">040-00-61210</a>                   | Office & Operating Supplies                                       | 250.00                   | 250.00                  | 0.00             | 0.00              | 250.00              |
| <a href="#">040-00-61260</a>                   | Uniforms  | 500.00                   | 500.00                  | 0.00             | 0.00              | 500.00              |
| <a href="#">040-00-61340</a>                   | Fuel (Equip & Vehicles)   | 3,500.00                 | 3,500.00                | 227.99           | 2,325.27          | 1,174.73            |
| <a href="#">040-00-62610</a>                   | Insurance & Bonds   | 5,500.00                 | 5,500.00                | 650.08           | 5,200.64          | 299.36              |
| <a href="#">040-00-62740</a>                   | Electricity   | 1,500.00                 | 1,500.00                | 0.00             | 1,075.68          | 424.32              |
| <a href="#">040-00-62820</a>                   | Repairs/Maintenance-Shop Yard                                     | 1,000.00                 | 1,000.00                | 160.50           | 1,799.39          | -799.39             |
| <a href="#">040-00-62835</a>                   | Small Tools & Minor Equipment                                     | 1,000.00                 | 1,000.00                | 58.47            | 174.75            | 825.25              |
| <a href="#">040-00-62840</a>                   | Vehicles & Equipment Maint.                                       | 2,500.00                 | 2,500.00                | 726.90           | 1,449.52          | 1,050.48            |
| <a href="#">040-00-62851</a>                   | R & M - Streets   | 6,500.00                 | 6,500.00                | 0.00             | 3,673.86          | 2,826.14            |
| <a href="#">040-00-73031</a>                   | Improvements - Streets  | 20,000.00                | 20,000.00               | 0.00             | 0.00              | 20,000.00           |
| <a href="#">040-00-98500</a>                   | Contingency   | 56,908.00                | 56,908.00               | 0.00             | 0.00              | 56,908.00           |
|  | <b>Expense Total:</b>   | <b>177,958.00</b>        | <b>177,958.00</b>       | <b>10,552.74</b> | <b>71,713.25</b>  | <b>106,244.75</b>   |
|  | <b>Fund: 040 - STREET FUND Surplus (Deficit):</b>                 | <b>0.00</b>              | <b>0.00</b>             | <b>-2,102.75</b> | <b>-22,309.53</b> |                     |
| <b>Fund: 042 - STREETS CAPITAL IMPROVEMENT</b> |   |                          |                         |                  |                   |                     |
| <b>Revenue</b>                                 |   |                          |                         |                  |                   |                     |
| <a href="#">042-00-40100</a>                   | Prior Year Fund Balance   | 4,365.00                 | 4,365.00                | 0.00             | 0.00              | 4,365.00            |
| <a href="#">042-00-42010</a>                   | Interest on Investments   | 200.00                   | 200.00                  | 0.00             | 475.55            | -275.55             |
| <a href="#">042-00-46110</a>                   | Transfer from General Fund  | 27,000.00                | 27,000.00               | 0.00             | 19,614.81         | 7,385.19            |
|  | <b>Revenue Total:</b>   | <b>31,565.00</b>         | <b>31,565.00</b>        | <b>0.00</b>      | <b>20,090.36</b>  | <b>11,474.64</b>    |
| <b>Expense</b>                                 |   |                          |                         |                  |                   |                     |
| <a href="#">042-00-98999</a>                   | Reserved for Future Expenditures                                  | 31,565.00                | 31,565.00               | 0.00             | 0.00              | 31,565.00           |
|  | <b>Expense Total:</b>   | <b>31,565.00</b>         | <b>31,565.00</b>        | <b>0.00</b>      | <b>0.00</b>       | <b>31,565.00</b>    |
|  | <b>Fund: 042 - STREETS CAPITAL IMPROVEMENT Surplus (Deficit):</b> | <b>0.00</b>              | <b>0.00</b>             | <b>0.00</b>      | <b>20,090.36</b>  |                     |
| <b>Fund: 045 - EQUIPMENT REPLACEMENT FUND</b>  |   |                          |                         |                  |                   |                     |
| <b>Revenue</b>                                 |   |                          |                         |                  |                   |                     |
| <a href="#">045-00-40100</a>                   | Prior Year Fund Balance   | 113,503.00               | 113,503.00              | 0.00             | 0.00              | 113,503.00          |
| <a href="#">045-00-42010</a>                   | Interest on Investments   | 800.00                   | 800.00                  | 0.00             | 1,191.11          | -391.11             |
| <a href="#">045-00-46030</a>                   | Transfer from Water Enterprise                                    | 10,000.00                | 10,000.00               | 0.00             | 0.00              | 10,000.00           |
| <a href="#">045-00-46035</a>                   | Transfer from Sewer Enterprise                                    | 10,000.00                | 10,000.00               | 0.00             | 0.00              | 10,000.00           |
|  | <b>Revenue Total:</b>   | <b>134,303.00</b>        | <b>134,303.00</b>       | <b>0.00</b>      | <b>1,191.11</b>   | <b>133,111.89</b>   |
| <b>Expense</b>                                 |   |                          |                         |                  |                   |                     |
| <a href="#">045-00-74020</a>                   | Service Vehicle   | 100,000.00               | 100,000.00              | 0.00             | 12,000.00         | 88,000.00           |
| <a href="#">045-00-98999</a>                   | Reserved for Future Expenditures                                  | 34,303.00                | 34,303.00               | 0.00             | 0.00              | 34,303.00           |
|  | <b>Expense Total:</b>   | <b>134,303.00</b>        | <b>134,303.00</b>       | <b>0.00</b>      | <b>12,000.00</b>  | <b>122,303.00</b>   |
|  | <b>Fund: 045 - EQUIPMENT REPLACEMENT FUND Surplus (Deficit):</b>  | <b>0.00</b>              | <b>0.00</b>             | <b>0.00</b>      | <b>-10,808.89</b> |                     |
| <b>Fund: 061 - WATER SYSTEM DEVELOPMENT</b>    |   |                          |                         |                  |                   |                     |
| <b>Revenue</b>                                 |   |                          |                         |                  |                   |                     |
| <a href="#">061-00-40100</a>                   | Prior Year Fund Balance   | 533,597.00               | 533,597.00              | 0.00             | 0.00              | 533,597.00          |
| <a href="#">061-00-42010</a>                   | Interest on Investments   | 4,000.00                 | 4,000.00                | 0.00             | 7,479.63          | -3,479.63           |
| <a href="#">061-00-44350</a>                   | System Development Charges  | 40,000.00                | 40,000.00               | 0.00             | 0.00              | 40,000.00           |
|  | <b>Revenue Total:</b>   | <b>577,597.00</b>        | <b>577,597.00</b>       | <b>0.00</b>      | <b>7,479.63</b>   | <b>570,117.37</b>   |
| <b>Expense</b>                                 |   |                          |                         |                  |                   |                     |
| <a href="#">061-00-98999</a>                   | Reserved for Future Expenditures                                  | 577,597.00               | 577,597.00              | 0.00             | 0.00              | 577,597.00          |
|  | <b>Expense Total:</b>   | <b>577,597.00</b>        | <b>577,597.00</b>       | <b>0.00</b>      | <b>0.00</b>       | <b>577,597.00</b>   |
|  | <b>Fund: 061 - WATER SYSTEM DEVELOPMENT Surplus (Deficit):</b>    | <b>0.00</b>              | <b>0.00</b>             | <b>0.00</b>      | <b>7,479.63</b>   |                     |
| <b>Fund: 062 - SEWER SYSTEM DEVELOPMENT</b>    |   |                          |                         |                  |                   |                     |
| <b>Revenue</b>                                 |   |                          |                         |                  |                   |                     |
| <a href="#">062-00-40100</a>                   | Prior Year Fund Balance   | 358,952.00               | 358,952.00              | 0.00             | 0.00              | 358,952.00          |
| <a href="#">062-00-42010</a>                   | Interest on Investments   | 2,500.00                 | 2,500.00                | 0.00             | 5,162.17          | -2,662.17           |
| <a href="#">062-00-44351</a>                   | SDC Reimbursement Fees  | 27,540.00                | 27,540.00               | 0.00             | 5,060.00          | 22,480.00           |

## Income Statement

For Fiscal: 2022-2023 Period Ending: 02/28/2023

|                                      |                                  | Original<br>Total Budget | Current<br>Total Budget | MTD Activity | YTD Activity | Budget<br>Remaining |
|--------------------------------------|----------------------------------|--------------------------|-------------------------|--------------|--------------|---------------------|
| <a href="#">062-00-44361</a>         | 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         | 15,282.17    | 376,529.83          |
| <b>Expense</b>                       |                                  |                          |                         |              |              |                     |
| <a href="#">062-00-98999</a>         | Reserved for Future Expenditures | 391,812.00               | 391,812.00              | 0.00         | 0.00         | 391,812.00          |
|                                      | 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         | 15,282.17    |                     |
|                                      | Total Surplus (Deficit):         | -13,776.00               | -13,776.00              | -119,217.92  | 407,577.81   |                     |

**Group Summary**

| Account Type  | Original<br>Total Budget | Current<br>Total Budget | MTD Activity       | YTD Activity       | Budget<br>Remaining |
|---|--------------------------|-------------------------|--------------------|--------------------|---------------------|
| <b>Fund: 010 - GENERAL FUND</b>                                   |                          |                         |                    |                    |                     |
| Revenue   | 1,548,145.00             | 1,548,145.00            | 20,132.01          | 643,659.42         | 904,485.58          |
| Expense   | 1,548,145.00             | 1,548,145.00            | 91,557.95          | 445,500.02         | 1,102,644.98        |
| <b>Fund: 010 - GENERAL FUND Surplus (Deficit):</b>                | <b>0.00</b>              | <b>0.00</b>             | <b>-71,425.94</b>  | <b>198,159.40</b>  | <b>-198,159.40</b>  |
| <b>Fund: 014 - PARKS FUND</b>                                     |                          |                         |                    |                    |                     |
| Revenue   | 217,932.00               | 217,932.00              | 2,702.26           | 162,583.11         | 55,348.89           |
| Expense   | 217,932.00               | 217,932.00              | 8,569.50           | 87,017.45          | 130,914.55          |
| <b>Fund: 014 - PARKS FUND Surplus (Deficit):</b>                  | <b>0.00</b>              | <b>0.00</b>             | <b>-5,867.24</b>   | <b>75,565.66</b>   | <b>-75,565.66</b>   |
| <b>Fund: 020 - PUBLIC SAFETY</b>                                  |                          |                         |                    |                    |                     |
| Revenue   | 541,932.00               | 541,932.00              | 687.50             | 409,492.25         | 132,439.75          |
| Expense   | 555,708.00               | 555,708.00              | 35,163.44          | 318,112.10         | 237,595.90          |
| <b>Fund: 020 - PUBLIC SAFETY Surplus (Deficit):</b>               | <b>-13,776.00</b>        | <b>-13,776.00</b>       | <b>-34,475.94</b>  | <b>91,380.15</b>   | <b>-105,156.15</b>  |
| <b>Fund: 030 - WATER ENTERPRISE FUND</b>                          |                          |                         |                    |                    |                     |
| Revenue   | 1,618,846.00             | 1,618,846.00            | 32,064.68          | 318,442.11         | 1,300,403.89        |
| Expense   | 1,618,846.00             | 1,618,846.00            | 36,979.12          | 419,817.85         | 1,199,028.15        |
| <b>Fund: 030 - WATER ENTERPRISE FUND Surplus (Deficit):</b>       | <b>0.00</b>              | <b>0.00</b>             | <b>-4,914.44</b>   | <b>-101,375.74</b> | <b>101,375.74</b>   |
| <b>Fund: 031 - WATER CAPITAL RESERVES</b>                         |                          |                         |                    |                    |                     |
| Revenue   | 145,913.00               | 145,913.00              | 0.00               | 68,013.22          | 77,899.78           |
| Expense   | 145,913.00               | 145,913.00              | 0.00               | 0.00               | 145,913.00          |
| <b>Fund: 031 - WATER CAPITAL RESERVES Surplus (Deficit):</b>      | <b>0.00</b>              | <b>0.00</b>             | <b>0.00</b>        | <b>68,013.22</b>   | <b>-68,013.22</b>   |
| <b>Fund: 035 - SEWER ENTERPRISE FUND</b>                          |                          |                         |                    |                    |                     |
| Revenue   | 955,824.00               | 955,824.00              | 46,669.72          | 364,827.00         | 590,997.00          |
| Expense   | 955,824.00               | 955,824.00              | 47,101.33          | 376,952.12         | 578,871.88          |
| <b>Fund: 035 - SEWER ENTERPRISE FUND Surplus (Deficit):</b>       | <b>0.00</b>              | <b>0.00</b>             | <b>-431.61</b>     | <b>-12,125.12</b>  | <b>12,125.12</b>    |
| <b>Fund: 036 - SEWER CAPITAL RESERVES</b>                         |                          |                         |                    |                    |                     |
| Revenue   | 318,275.00               | 318,275.00              | 0.00               | 78,226.50          | 240,048.50          |
| Expense   | 318,275.00               | 318,275.00              | 0.00               | 0.00               | 318,275.00          |
| <b>Fund: 036 - SEWER CAPITAL RESERVES Surplus (Deficit):</b>      | <b>0.00</b>              | <b>0.00</b>             | <b>0.00</b>        | <b>78,226.50</b>   | <b>-78,226.50</b>   |
| <b>Fund: 040 - STREET FUND</b>                                    |                          |                         |                    |                    |                     |
| Revenue   | 177,958.00               | 177,958.00              | 8,449.99           | 49,403.72          | 128,554.28          |
| Expense   | 177,958.00               | 177,958.00              | 10,552.74          | 71,713.25          | 106,244.75          |
| <b>Fund: 040 - STREET FUND Surplus (Deficit):</b>                 | <b>0.00</b>              | <b>0.00</b>             | <b>-2,102.75</b>   | <b>-22,309.53</b>  | <b>22,309.53</b>    |
| <b>Fund: 042 - STREETS CAPITAL IMPROVEMENT</b>                    |                          |                         |                    |                    |                     |
| Revenue   | 31,565.00                | 31,565.00               | 0.00               | 20,090.36          | 11,474.64           |
| Expense   | 31,565.00                | 31,565.00               | 0.00               | 0.00               | 31,565.00           |
| <b>Fund: 042 - STREETS CAPITAL IMPROVEMENT Surplus (Deficit):</b> | <b>0.00</b>              | <b>0.00</b>             | <b>0.00</b>        | <b>20,090.36</b>   | <b>-20,090.36</b>   |
| <b>Fund: 045 - EQUIPMENT REPLACEMENT FUND</b>                     |                          |                         |                    |                    |                     |
| Revenue   | 134,303.00               | 134,303.00              | 0.00               | 1,191.11           | 133,111.89          |
| Expense   | 134,303.00               | 134,303.00              | 0.00               | 12,000.00          | 122,303.00          |
| <b>Fund: 045 - EQUIPMENT REPLACEMENT FUND Surplus (Deficit):</b>  | <b>0.00</b>              | <b>0.00</b>             | <b>0.00</b>        | <b>-10,808.89</b>  | <b>10,808.89</b>    |
| <b>Fund: 061 - WATER SYSTEM DEVELOPMENT</b>                       |                          |                         |                    |                    |                     |
| Revenue   | 577,597.00               | 577,597.00              | 0.00               | 7,479.63           | 570,117.37          |
| Expense   | 577,597.00               | 577,597.00              | 0.00               | 0.00               | 577,597.00          |
| <b>Fund: 061 - WATER SYSTEM DEVELOPMENT Surplus (Deficit):</b>    | <b>0.00</b>              | <b>0.00</b>             | <b>0.00</b>        | <b>7,479.63</b>    | <b>-7,479.63</b>    |
| <b>Fund: 062 - SEWER SYSTEM DEVELOPMENT</b>                       |                          |                         |                    |                    |                     |
| Revenue   | 391,812.00               | 391,812.00              | 0.00               | 15,282.17          | 376,529.83          |
| Expense   | 391,812.00               | 391,812.00              | 0.00               | 0.00               | 391,812.00          |
| <b>Fund: 062 - SEWER SYSTEM DEVELOPMENT Surplus (Deficit):</b>    | <b>0.00</b>              | <b>0.00</b>             | <b>0.00</b>        | <b>15,282.17</b>   | <b>-15,282.17</b>   |
| <b>Total Surplus (Deficit):</b>                                   | <b>-13,776.00</b>        | <b>-13,776.00</b>       | <b>-119,217.92</b> | <b>407,577.81</b>  |                     |

**Fund Summary**

| <b>Fund</b>                     | <b>Original<br/>Total Budget</b> | <b>Current<br/>Total Budget</b> | <b>MTD Activity</b> | <b>YTD Activity</b> | <b>Budget<br/>Remaining</b> |
|---------------------------------|----------------------------------|---------------------------------|---------------------|---------------------|-----------------------------|
| 010 - GENERAL FUND              | 0.00                             | 0.00                            | -71,425.94          | 198,159.40          | -198,159.40                 |
| 014 - PARKS FUND                | 0.00                             | 0.00                            | -5,867.24           | 75,565.66           | -75,565.66                  |
| 020 - PUBLIC SAFETY             | -13,776.00                       | -13,776.00                      | -34,475.94          | 91,380.15           | -105,156.15                 |
| 030 - WATER ENTERPRISE FU...    | 0.00                             | 0.00                            | -4,914.44           | -101,375.74         | 101,375.74                  |
| 031 - WATER CAPITAL RESERV...   | 0.00                             | 0.00                            | 0.00                | 68,013.22           | -68,013.22                  |
| 035 - SEWER ENTERPRISE FUND     | 0.00                             | 0.00                            | -431.61             | -12,125.12          | 12,125.12                   |
| 036 - SEWER CAPITAL RESERV...   | 0.00                             | 0.00                            | 0.00                | 78,226.50           | -78,226.50                  |
| 040 - STREET FUND               | 0.00                             | 0.00                            | -2,102.75           | -22,309.53          | 22,309.53                   |
| 042 - STREETS CAPITAL IMPRO...  | 0.00                             | 0.00                            | 0.00                | 20,090.36           | -20,090.36                  |
| 045 - EQUIPMENT REPLACEM...     | 0.00                             | 0.00                            | 0.00                | -10,808.89          | 10,808.89                   |
| 061 - WATER SYSTEM DEVELO...    | 0.00                             | 0.00                            | 0.00                | 7,479.63            | -7,479.63                   |
| 062 - SEWER SYSTEM DEVELO...    | 0.00                             | 0.00                            | 0.00                | 15,282.17           | -15,282.17                  |
| <b>Total Surplus (Deficit):</b> | <b>-13,776.00</b>                | <b>-13,776.00</b>               | <b>-119,217.92</b>  | <b>407,577.81</b>   |                             |

# Check Report

By Check Number

City of Port Orford

Date Range: 02/01/2023 - 02/28/2023

| Vendor Number                            | Vendor Name  | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|--|--|--------------|--------------|-----------------|----------------|--------|
| <b>Bank Code: APBNK-Accounts Payable</b> |  |              |              |                 |                |        |
| 000175                                   | CIS-Health Insurance                               | 02/03/2023   | Regular      | 0.00            | 5,246.41       | 17345  |
|  | **Void**   | 02/03/2023   | Regular      | 0.00            | 0.00           | 17346  |
|  | **Void**   | 02/03/2023   | Regular      | 0.00            | 0.00           | 17347  |
|  | **Void**   | 02/03/2023   | Regular      | 0.00            | 0.00           | 17348  |
|  | **Void**   | 02/03/2023   | Regular      | 0.00            | 0.00           | 17349  |
| 001854                                   | Teamsters 206 Employers Trust                      | 02/03/2023   | Regular      | 0.00            | 3,326.60       | 17350  |
| 001108                                   | Teamsters Local U. #206                            | 02/03/2023   | Regular      | 0.00            | 142.50         | 17351  |
| 001699                                   | Amazon Capital Services, Inc.                      | 02/03/2023   | Regular      | 0.00            | 548.58         | 17352  |
| 001529                                   | Carson Oil Company                                 | 02/03/2023   | Regular      | 0.00            | 1,816.81       | 17353  |
| 000011                                   | Coos-Curry Electric Co-op                          | 02/03/2023   | Regular      | 0.00            | 6,594.18       | 17354  |
|  | **Void**   | 02/03/2023   | Regular      | 0.00            | 0.00           | 17355  |
| 000029                                   | Coos-Curry Supply, Inc.                            | 02/03/2023   | Regular      | 0.00            | 283.92         | 17356  |
| 000450                                   | Curry County Sheriff                               | 02/03/2023   | Regular      | 0.00            | 15,913.50      | 17357  |
| 000112                                   | Curry County Treasurer                             | 02/03/2023   | Regular      | 0.00            | 557.60         | 17358  |
| 001411                                   | Gold Beach Lumber                                  | 02/03/2023   | Regular      | 0.00            | 396.77         | 17359  |
|  | **Void**   | 02/03/2023   | Regular      | 0.00            | 0.00           | 17360  |
| 000157                                   | Golders NAPA Auto Parts                            | 02/03/2023   | Regular      | 0.00            | 70.25          | 17361  |
| 001863                                   | I-Secure Inc.                                      | 02/03/2023   | Regular      | 0.00            | 35.00          | 17362  |
| 001053                                   | McCowan Clinical Laboratory, Inc.                  | 02/03/2023   | Regular      | 0.00            | 100.00         | 17363  |
| 001901                                   | Motorola Solutions                                 | 02/03/2023   | Regular      | 0.00            | 9,389.76       | 17364  |
| 000184                                   | ODP Business Solutions, LLC                        | 02/03/2023   | Regular      | 0.00            | 198.17         | 17365  |
| 000113                                   | Oregon Dept of Revenue CFA                         | 02/03/2023   | Regular      | 0.00            | 2,069.00       | 17366  |
| 000345                                   | Oregon Health Authority DWS                        | 02/03/2023   | Regular      | 0.00            | 250.00         | 17367  |
| 000242                                   | Randy D Riffle                                     | 02/03/2023   | Regular      | 0.00            | 180.00         | 17368  |
| 000021                                   | Reese Electric, Inc.                               | 02/03/2023   | Regular      | 0.00            | 200.00         | 17369  |
| 001608                                   | Rogue Credit Union-Visa                            | 02/03/2023   | Regular      | 0.00            | 1,618.56       | 17370  |
|  | **Void**   | 02/03/2023   | Regular      | 0.00            | 0.00           | 17371  |
| 000988                                   | Shoji Planning, LLC                                | 02/03/2023   | Regular      | 0.00            | 889.90         | 17372  |
| 001660                                   | TransUnion Risk and Alternative Data Solutions, Ir | 02/03/2023   | Regular      | 0.00            | 75.00          | 17373  |
| 001023                                   | Western Exterminator Company                       | 02/03/2023   | Regular      | 0.00            | 100.00         | 17374  |
| 001780                                   | ZiplyFiber   | 02/03/2023   | Regular      | 0.00            | 36.06          | 17375  |
| 001803                                   | Civil West Engineering Services, Inc.              | 02/09/2023   | Regular      | 0.00            | 12,159.50      | 17376  |
| 000163                                   | Comp-U-Talk, Inc.                                  | 02/09/2023   | Regular      | 0.00            | 149.00         | 17377  |
| 000048                                   | Curry Transfer & Recycling, INC.                   | 02/09/2023   | Regular      | 0.00            | 160.50         | 17378  |
| 001886                                   | Koontz Machine & Welding, Inc.                     | 02/09/2023   | Regular      | 0.00            | 25,482.35      | 17379  |
| 000014                                   | League of Oregon Cities                            | 02/09/2023   | Regular      | 0.00            | 713.96         | 17380  |
| 000459                                   | ODOT Fuel Sales                                    | 02/09/2023   | Regular      | 0.00            | 952.48         | 17381  |
| 000184                                   | ODP Business Solutions, LLC                        | 02/09/2023   | Regular      | 0.00            | 204.42         | 17382  |
|  | **Void**   | 02/09/2023   | Regular      | 0.00            | 0.00           | 17383  |
| 001800                                   | Pacific Office Automation                          | 02/09/2023   | Regular      | 0.00            | 112.43         | 17384  |
| 001913                                   | Rafilson & Associates, LLC                         | 02/09/2023   | Regular      | 0.00            | 650.00         | 17385  |
| 001894                                   | Reeve Kearns PC                                    | 02/09/2023   | Regular      | 0.00            | 1,075.00       | 17386  |
| 001914                                   | Richard Tessier                                    | 02/09/2023   | Regular      | 0.00            | 505.57         | 17387  |
| 001533                                   | Robert J. Dillard                                  | 02/09/2023   | Regular      | 0.00            | 400.00         | 17388  |
| 000428                                   | TAG/ The Automation Group, Inc.                    | 02/09/2023   | Regular      | 0.00            | 604.47         | 17389  |
| 000646                                   | Vend West Services                                 | 02/09/2023   | Regular      | 0.00            | 29.85          | 17390  |
| 001779                                   | Ziply Fiber  | 02/09/2023   | Regular      | 0.00            | 108.33         | 17391  |
| 000175                                   | CIS-Health Insurance                               | 02/17/2023   | Regular      | 0.00            | 5,246.59       | 17392  |
|  | **Void**   | 02/17/2023   | Regular      | 0.00            | 0.00           | 17393  |
|  | **Void**   | 02/17/2023   | Regular      | 0.00            | 0.00           | 17394  |
|  | **Void**   | 02/17/2023   | Regular      | 0.00            | 0.00           | 17395  |
|  | **Void**   | 02/17/2023   | Regular      | 0.00            | 0.00           | 17396  |
| 001854                                   | Teamsters 206 Employers Trust                      | 02/17/2023   | Regular      | 0.00            | 3,326.60       | 17397  |
| 001108                                   | Teamsters Local U. #206                            | 02/17/2023   | Regular      | 0.00            | 142.50         | 17398  |

Check Report

Date Range: 02/01/2023 - 02/28/2023

| Vendor Number | Vendor Name                                      | Payment Date | Payment Type | Discount Amount | Payment Amount | Number     |
|---------------|--|--------------|--------------|-----------------|----------------|------------|
| 000988        | Shoji Planning, LLC                              | 02/17/2023   | Regular      | 0.00            | 457.60         | 17399      |
| 001699        | Amazon Capital Services, Inc.                    | 02/17/2023   | Regular      | 0.00            | 245.70         | 17400      |
| 000011        | Coos-Curry Electric Co-op                        | 02/17/2023   | Regular      | 0.00            | 997.59         | 17401      |
|               | **Void**   | 02/17/2023   | Regular      | 0.00            | 0.00           | 17402      |
| 001361        | Curry County Soil & Water "Conservation District | 02/17/2023   | Regular      | 0.00            | 24,887.81      | 17403      |
| 000112        | Curry County Treasurer                           | 02/17/2023   | Regular      | 0.00            | 258.40         | 17404      |
| 000184        | ODP Business Solutions, LLC                      | 02/17/2023   | Regular      | 0.00            | 172.68         | 17405      |
| 000113        | Oregon Dept of Revenue CFA                       | 02/17/2023   | Regular      | 0.00            | 950.00         | 17406      |
| 001800        | Pacific Office Automation                        | 02/17/2023   | Regular      | 0.00            | 85.31          | 17407      |
| 001842        | R.E. Inc   | 02/17/2023   | Regular      | 0.00            | 30.75          | 17408      |
| 001023        | Western Exterminator Company                     | 02/17/2023   | Regular      | 0.00            | 174.70         | 17409      |
| 001837        | Kudlac Law                                       | 02/28/2023   | Regular      | 0.00            | 1,200.00       | 17410      |
| 000486        | AsiFlex  | 02/03/2023   | Bank Draft   | 0.00            | 25.00          | DFT0006840 |
| 001105        | VOYA - Oregon Savings Growth Plan                | 02/03/2023   | Bank Draft   | 0.00            | 226.44         | DFT0006841 |
| 000254        | PERS   | 02/03/2023   | Bank Draft   | 0.00            | 596.26         | DFT0006842 |
| 000254        | PERS   | 02/03/2023   | Bank Draft   | 0.00            | 1,542.33       | DFT0006843 |
| 000254        | PERS   | 02/03/2023   | Bank Draft   | 0.00            | 1,539.21       | DFT0006844 |
| 000254        | PERS   | 02/03/2023   | Bank Draft   | 0.00            | 777.33         | DFT0006845 |
| 000254        | PERS   | 02/03/2023   | Bank Draft   | 0.00            | 3,619.46       | DFT0006846 |
| 000323        | Oregon Dept of Revenue                           | 02/03/2023   | Bank Draft   | 0.00            | 180.68         | DFT0006847 |
| 000323        | Oregon Dept of Revenue                           | 02/03/2023   | Bank Draft   | 0.00            | 30.12          | DFT0006848 |
| 000323        | Oregon Dept of Revenue                           | 02/03/2023   | Bank Draft   | 0.00            | 22.36          | DFT0006849 |
| 001602        | Rogue Credit Union                               | 02/03/2023   | Bank Draft   | 0.00            | 879.84         | DFT0006850 |
| 000323        | Oregon Dept of Revenue                           | 02/03/2023   | Bank Draft   | 0.00            | 2,052.71       | DFT0006851 |
| 001602        | Rogue Credit Union                               | 02/03/2023   | Bank Draft   | 0.00            | 2,106.35       | DFT0006852 |
| 001602        | Rogue Credit Union                               | 02/03/2023   | Bank Draft   | 0.00            | 3,762.06       | DFT0006853 |
| 001778        | Quadient Finance USA, Inc.                       | 02/03/2023   | Bank Draft   | 0.00            | 500.00         | DFT0006854 |
| 000052        | Allstream  | 02/09/2023   | Bank Draft   | 0.00            | 129.71         | DFT0006855 |
| 000587        | Charter Communications                           | 02/09/2023   | Bank Draft   | 0.00            | 313.59         | DFT0006856 |
| 000486        | AsiFlex  | 02/17/2023   | Bank Draft   | 0.00            | 25.00          | DFT0006857 |
| 001105        | VOYA - Oregon Savings Growth Plan                | 02/17/2023   | Bank Draft   | 0.00            | 226.44         | DFT0006858 |
| 000254        | PERS   | 02/17/2023   | Bank Draft   | 0.00            | 596.26         | DFT0006859 |
| 000254        | PERS   | 02/17/2023   | Bank Draft   | 0.00            | 1,372.37       | DFT0006860 |
| 000254        | PERS   | 02/17/2023   | Bank Draft   | 0.00            | 1,413.56       | DFT0006861 |
| 000254        | PERS   | 02/17/2023   | Bank Draft   | 0.00            | 623.59         | DFT0006862 |
| 000254        | PERS   | 02/17/2023   | Bank Draft   | 0.00            | 3,276.14       | DFT0006863 |
| 000323        | Oregon Dept of Revenue                           | 02/17/2023   | Bank Draft   | 0.00            | 167.77         | DFT0006864 |
| 000323        | Oregon Dept of Revenue                           | 02/17/2023   | Bank Draft   | 0.00            | 27.97          | DFT0006865 |
| 000323        | Oregon Dept of Revenue                           | 02/17/2023   | Bank Draft   | 0.00            | 23.24          | DFT0006866 |
| 001602        | Rogue Credit Union                               | 02/17/2023   | Bank Draft   | 0.00            | 817.46         | DFT0006867 |
| 000323        | Oregon Dept of Revenue                           | 02/17/2023   | Bank Draft   | 0.00            | 1,894.57       | DFT0006868 |
| 001602        | Rogue Credit Union                               | 02/17/2023   | Bank Draft   | 0.00            | 1,741.55       | DFT0006869 |
| 001602        | Rogue Credit Union                               | 02/17/2023   | Bank Draft   | 0.00            | 3,495.54       | DFT0006870 |
| 000587        | Charter Communications                           | 02/17/2023   | Bank Draft   | 0.00            | 213.93         | DFT0006877 |

Bank Code APBNK Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment           |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 132           | 53            | 0.00        | 131,522.66        |
| Manual Checks  | 0             | 0             | 0.00        | 0.00              |
| Voided Checks  | 0             | 13            | 0.00        | 0.00              |
| Bank Drafts    | 34            | 32            | 0.00        | 34,218.84         |
| EFT's          | 0             | 0             | 0.00        | 0.00              |
|                | <b>166</b>    | <b>98</b>     | <b>0.00</b> | <b>165,741.50</b> |

### All Bank Codes Check Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment           |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 132           | 53            | 0.00        | 131,522.66        |
| Manual Checks  | 0             | 0             | 0.00        | 0.00              |
| Voided Checks  | 0             | 13            | 0.00        | 0.00              |
| Bank Drafts    | 34            | 32            | 0.00        | 34,218.84         |
| EFT's          | 0             | 0             | 0.00        | 0.00              |
|                | <b>166</b>    | <b>98</b>     | <b>0.00</b> | <b>165,741.50</b> |

### Fund Summary

| Fund | Name                    | Period | Amount            |
|------|-------------------------|--------|-------------------|
| 999  | POOLED CASH - OPERATING | 2/2023 | 165,741.50        |
|      |                         |        | <b>165,741.50</b> |



## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2023

SUBJECT: Planning

ITEM NO: 6 d.

---

Crystal and I are working with Joseph and getting him trained in planning. Crystal and Joseph are going to a training April 25<sup>th</sup> in Bandon together.

The planning commission members are out researching the STR related topics that was asked of them by the council at the last meeting and will be providing information soon.

They also wanted to let council know that they are welcome to attend the meetings as long as there is not an application in front of the planning commission on that day.

---

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2023

SUBJECT: Liaison Reports- TLT

ITEM NO: 6 e.

---

Jessica and Joseph are gathering receipts that are due to the TLT commission from past grants. If you know you are missing receipts please hand them in ASAP.

We have also received some grant applications for this year and will be calling a TLT meeting soon.

---

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2023

SUBJECT: Liaison Reports- Watershed

ITEM NO: 6 e.

---

POWC chair Linda Tarr and Councilor Ann Vileisis continue to work with City Administrator Jessica Ginsburg on tasks related to the Clean Water State Revolving Fund loan and completing the acquisition of the Wilson land in our watershed/ drinking water source area. We qualified for a waiver from the environmental review and have an important meeting on 3/13 about lining out final details about the loan and the transaction.

Port Orford Watershed Council met via conference call on March 1. Updates from the meeting are as follows:

POWC wants to encourage the City to move forward with an MOU or contracting agreement with the Curry Watersheds Partnership/ Soil and water conservation district in order to ensure that stewardship activities, such as gorse management, can continue to happen on watershed lands as needed. We get a lot from having a good relationship and being able to tap the expertise of the CWP staff, such as Erin Minster. We will need to line up grant funding for next year so getting an agreement into place will make working together more efficient and easier for everyone.

*FYI-Erin has provided the city with some examples of these agreements so the next step would be to meet with her to develop an agreement specific to our city's needs.*

POWC remains concerned about the Wetland Walkway — that this community asset is in such a dilapidated state. They would like to contribute to fixing it but feel that the City (or Parks commission) needs to take the lead in determining what exactly is needed and how to proceed.

POWC is planning to do a public event in April or May about the new forest stewardship and gorse management plans.

---

SUBMITTED BY:

Ann Vileisis

Ann Vileisis, Council President

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## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2023

SUBJECT: Parks Requisitions

ITEM NO: 7a.

---

Parks has requested the following things to be ordered.

6 Memorial Park Benches

3 Trash Recepticals

3 Picnic Tables

1 Equipment Storage Box

3 Free Standing Message Boards

2 Soccer Goals

2 Free Standing Grills

The total is: \$14,903.23 plus Shipping Estimated at \$2,703.00 for a total of \$17,606.23

#### *Suggested Motions*

##### ***Motion to Approve the Parks Commission Purchase requests***

I move to approve purchases for the parks commission for \$17,606.23 plus shipping

##### ***Motion to Deny the Parks Commission Purchase requests***

I move to deny the purchases for the parks commission.

##### **Motion to Approve the following items..**

I move to approve the following items for purchase....

---

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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81



# Quote #QKB200009107 - Approved

Quote Date: Mar 10, 2023

## Shipping Address

Jessica Ginsburg  
 555 W 20th Street  
 Port Orford, Oregon, 97465  
 United States

## Shipping Method

To be determined

[CONVERT TO ORDER](#)

| REVIEWS | Product name   | SKU        | Qty | Unit Price | Total      | Discount |
|---------|--|------------|-----|------------|------------|----------|
| ★       | Notice Boards<br>Select Color : Evergreen<br>Mount Type : Surface Mount                                      | AMC7615-GN | 3   | \$888.85   | \$2,666.55 | \$0.00   |
|         | Hampton Benches<br>Select Color : Evergreen<br>Length : 6 Foot   | ABC1350-GN | 6   | \$878.85   | \$5,273.10 | \$0.00   |
|         | Surface Mount Hardware Kit (4)   | BNHRD-4    | 6   | \$9.00     | \$54.00    | \$0.00   |
|         | Cast Bronze Bench Plaques<br>Select Plaque Size : 8" w x 2" h<br>Includes Pre-Drilled Holes & Hardware : Yes | VMI1300    | 6   | \$148.85   | \$893.10   | \$0.00   |
|         | Preview  |            |     |            |            |          |
|         | Picnic Table Frame Protectors - Fits 1-5/8" Frames - Set of 8  | ATB5118    | 1   | \$98.85    | \$98.85    | \$0.00   |
|         | Surface Mount Kit for Picnic Tables & Benches, Fits 1-1/2" to 1-5/8" Frames, Set of 2                        | VIL5419    | 1   | \$28.85    | \$28.85    | \$0.00   |
|         | SuperSaver™ Commercial Square Picnic Table<br>Select Color : Green   | VIL5010-GN | 3   | \$898.85   | \$2,696.55 | \$0.00   |
|         | Swivel Grill   | VUP5010    | 2   | \$418.85   | \$837.70   | \$0.00   |
|         | SuperSaver™ Receptacles<br>Select Color : Blue<br>Lid Type : Dome Lid  | VIL5405-BL | 3   | \$498.85   | \$1,496.55 | \$0.00   |

[Back to My Quotes](#)

Sub Total: \$14,045.25  
 Shipping: To be determined  
 Tax: \$0.00  
 Discount: \$0.00  
 Grand Total: \$14,045.25

82

## Send Quote mail

---

Quote Number: QKB200009107

Quote Total: \$14,045.25

To

Add comma(,) separated email ids

Recipient Name

Subject

Message

**SEND QUOTE EMAIL**

★ REVIEWS

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83  
KIRBYBUILT

# Shopping Cart

[Continue Shopping](#)

## SUMMARY

9 Items

Subtotal

\$13,301.00

Shipping (To be determined)

Order Total

\$13,301.00

## ESTIMATE SHIPPING & TAX



## PROMOTION CODE



★ REVIEWS

PROCEED TO CHECKOUT

[Save as Quote](#) | [Continue Shopping](#)



## OPTIONS SELECTED



### Public Notice Boards

SKU# AMC7615-GN | Ships in 10 - 15 Weeks

Subtotal: **\$2,666.55** Save 18% (~~±,089.00~~)

− 3 +

Price Per Unit: \$888.85

EDIT REMOVE

84



OPTIONS SELECTED



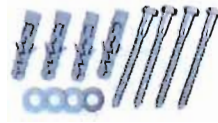
Hampton Benches

SKU# ABC1350-GN | Ships in 10 - 15 Weeks

Subtotal: \$5,273.10 Save 19% (4,079.00)

Price Per Unit: \$878.85

★ REVIEWS  
 DIT REMOVE



Surface Mount Hardware Kit (4)

SKU# BNHRD-4 | Ships in 10 - 15 Weeks

Subtotal: \$54.00

Price Per Unit: \$9.00

EDIT REMOVE

85

ABC 12/03/2023

OPTIONS SELECTED



Cast Bronze Bench Plaques

SKU# VMI1300 | Ships in 6 - 8 Weeks

Subtotal: **\$148.85** Save 16% (~~177.00~~)

Quantity selector: - 1 +

Price Per Unit: \$148.85

EDIT REMOVE PREVIEW

★ REVIEWS



Picnic Table Frame Protectors - Fits 1-5/8" Frames - Set of 8

SKU# ATB5118 | Ships in 10 - 15 Weeks

Subtotal: **\$98.85** Save 16% (~~118.00~~)

Quantity selector: - 1 +

Price Per Unit: \$98.85

EDIT REMOVE

86



### Surface Mount Kit for Picnic Tables & Benches, Fits 1-1/2" to 1-5/8" Frames, Set of 2

SKU# VIL5419 | Ships in 10 - 15 Weeks

Subtotal: **\$28.85** Save 50% (~~58.00~~)

Price Per Unit: ~~\$~~28.85

★ REVIEWS  
DIT REMOVE



#### OPTIONS SELECTED

### SuperSaver™ Commercial Square Picnic Table

SKU# VIL5010-GN | Ships in 10 - 15 Weeks

Subtotal: **\$2,696.55** Save 12% (~~4,019.00~~)

Price Per Unit: ~~\$~~898.85 Buy 6 & Save \$60.00 Each

EDIT REMOVE



87



### Swivel Grill

SKU# VUP5010 | Ships in 10 - 12 Weeks

Subtotal: **\$837.70** Save 16% (498.00)

Price Per Unit: \$418.85

Buy 6 & Save \$20.00 Each

★ REVIEWS  
DIT REMOVE



### OPTIONS SELECTED

### SuperSaver™ Receptacles

SKU# VIL5405-BL | Ships in 10 - 15 Weeks

Subtotal: **\$1,496.55** Save 16% (594.00)

Price Per Unit: \$498.85

Buy 6 & Save \$30.00 Each

EDIT REMOVE

88

### Other Users Bought



The carousel displays two product recommendations. On the left is a black metal bench with a perforated backrest. On the right is a rectangular cast bronze plaque with engraved text. Below each image are star ratings, review counts, and prices.

| Product Name                | Rating | Review Count | Price              |
|-----------------------------|--------|--------------|--------------------|
| SuperSaver™ Outdoor Benches | ★★★★★  | (4)          | As low as \$498.85 |
| Cast Bronze Bench Plaques   | ★★★★★  | (22)         | As low as \$148.85 |

★ REVIEWS



Deliver to City  
Port Orford 97465

All ▾ pass+soccer+goals

Departments Women-Owned Businesses Buy Again Today's Deals

EN

Hello, Jessica  
Account for City of Port Orf...

Lists

Try  
Business Prime

0

Sports & Outdoors Exercise & Fitness Outdoor Recreation Sports Fan Shop Sports Deals Outdoor Deals



Sports & Outdoors › Sports & Outdoor Recreation Accessories › Field, Court & Rink Equipment › Soccer Field Equipment › Goals



### Pass Premier 12 X 6 Ft. Youth Size Steel Soccer Goal. 2" Diameter Strongest Steel Frame w/Durable 4mm Net, Ground Stakes, Elastic Clasp & Re-Usable Ties. 12x6 Ft. Practice Aid.

Brand: Pass

123 ratings

| 8 answered questions

Price: **\$229.99**

#### Delivery & Support

Select to learn more



Ships from Eligible for Customer

Petra Return, Support

Sports & Refund or

Leisure Replacement

within 30 days of receipt.

Click image to open expanded view



Buying multiple items?  
Go to multi-select

Sponsored

Size:

12x6 w/Extra Net

Material Alloy Steel

Brand Pass

Color White

Finish Powder Coated

Type

Frame Alloy Steel

Material

#### About this item

- Official Youth Regulation/Tournament Size, 12' x 6.'
- Petra Sports Heavy Duty 2" Diameter Powder Coated Galvanized Steel Frame for Sturdy Construction
- TWO Square Knotted 4MM Triple

**\$229.99**

FREE delivery March 16 - 20. Details

Deliver to City - Port Orford 97465

**Only 5 left in stock - order soon**

Qty: 2

Buying in bulk?

Add to Cart

Ships from and sold by Petra Sports & Leisure.

Seller Credentials:

Classified Small Business

Add to List

Have one to sell?

Sell on Amazon

- Twisted Polyethylene Twine Net, Velcro Straps & Ground Stakes
- 15- 20 Min. Quick & Easy Set Up w/Locking Banana Clip Connectors & Hand Tighten Wing Nuts

Report incorrect product information.

Similar item to consider

Amazon's Choice



Amazon Basics Pop-Up Soccer Goal Net Set with Carrying Case - 4 Feet, Blue

(1643)

\$39.09

Sponsored

Frequently bought together



Total price: \$301.67

Add all three to Cart

Some of these items ship sooner than the others. [Show details](#)

- ✓ This Item: Pass Premier 12 X 6 Ft. Youth Size Steel Soccer Goal. 2" Diameter Strongest Steel Frame w/Durable 4mm Net, Gro... **\$229.99**
- ✓ Pro Disc Cones (Set of 50) - Agility Soccer Cones with Carry Bag and Holder for Sports Training, Football, Basketball, Coachin... **\$21.95**
- ✓ GoSports Premier Soccer Ball with Premium Pump - Available as Single Balls or 6 Packs - Choose Your Size **\$49.73 (\$8.29/Count)**

Based on your recent views

Sponsored

|  |   |   |   |  |   |
|--|---|---|---|--|---|
|  <p>Franklin Sports Competition Soccer Goal - Steel Backyard Soccer Goal with Net - Inc...</p> <p>263</p> <p>Amazon's Choice</p> <p>Soccer Goals</p> <p><b>\$125.99</b></p> <p>\$123.23 with quantity discounts</p> |  <p>Soccer Rebounder Net 6x12 Feet Practice Soccer Training Equipment   Portable, Easy ...</p> <p>351</p> <p>Amazon's Choice</p> <p>Soccer Rebounders</p> <p><b>\$169.99</b></p> <p>Save \$25.00</p> |  <p>Franklin Sports Competition Soccer Goal - Steel Backyard Soccer Goal with All Weath...</p> <p>6,619</p> <p><b>\$165.72</b></p> <p>\$163.23 with quantity discounts</p> |  <p>FORZA Steel42 Soccer Goals [4 Sizes]   Premium Steel Soccer Goals for Backyard   So...</p> <p>64</p> <p><b>\$329.99</b></p> |  <p>Open Goaaal USA - Soccer Goal Bundle Includes Large Soccer Goal/Soccer Backstop/Soc...</p> <p>38</p> <p><b>\$299.00</b></p> |  <p>Open Goaaal USA - Soccer Goal Bundle Includes Junior Soccer Backstop/Soc...</p> <p><b>\$199.00</b></p> |
|--|---|---|---|--|---|

**Product Description**

**PASS Premlum 12 X 6 Official Youth Regulation Size Steel Soccer Goal**

1 Premlum Quality Steel Tube Soccer Goal w/TWO Premlum Quality Nets. 40 Elastic Clasps, 40 Re-Usable Push Mount Ties & 10 Ground Stakes. With Its 2" powder coated galvanized steel tubing and durable all-weather design this PASS soccer goal is a must have for your soccer club, practice teams or school.

**Dimensions:**

- 12 Foot Wide x 6 Foot Tall (Tournament Approved Youth Size)

**Features:**

- Heavy Duty Frame w/2" Diameter Powder Coated Galvanized Steel Frame
- Square Knotted 4MM Triple Twisted Polyethylene Twine Nets
- Elastic Clasps and Push Mount Ties for Easy Net Release.
- Banana Clip Connectors for Quick & Easy 15-20 Minute Set Up

The provided simple instructions allow for set up that takes less than 20 minutes and can be taken down for portability to the park or left assembled in your backyard area.

Our goals have been used by soccer clubs, soccer leagues, local pros, schools, youth camps and soccer enthusiasts all over. We're sure that you'll love your PASS soccer goal.

**Product information**

**Technical Details**

|                                   |                        |
|-----------------------------------|------------------------|
| Item Package Dimensions L x W x H | 60 x 15 x 9 Inches     |
| Package Weight                    | 57 Pounds              |
| Brand Name                        | Pass                   |
| Color                             | White                  |
| Material                          | Alloy Steel            |
| Manufacturer                      | Petra Sports & Leisure |
| Part Number                       | H7-02TA-O0X8           |
| Size                              | 12x6 w/Extra Net       |

**Additional Information**

|                      |  |
|----------------------|--|
| ASIN                 | B075FZSJ4B   |
| UNSPSC Code          | 53100000 (Clothing) Report an incorrect code   |
| Customer Reviews     | 123 ratings<br>4.4 out of 5 stars  |
| Best Sellers Rank    | #198,982 in Sports & Outdoors (See Top 100 in Sports & Outdoors)<br>#227 in Soccer Goals |
| Date First Available | January 9, 2017  |

**Feedback**

Would you like to tell us about a lower price?

**Videos**

92

[Home](#) / [Tools](#) / [Tool Storage](#) / [Jobsite Boxes](#)

Internet #309019897 Model #H48JSB Store SKU #1004205182

Top Rated

136

Husky

## 48 in. W x 24 in. D Steel Job Site Tool Box in Black

(133) Questions & Answers (63)



Hover Image to Zoom

**\$398<sup>00</sup>**



\$67.00 /mo\* suggested payments with 6 months\* financing [Apply Now](#)

## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2023

SUBJECT: Rotary Club

ITEM NO: 7b.

---

Rotary would like to pull out of the management agreement that would expire 2029. However, they want to continue to rent the building for their meetings and events. They will also continue to pay on the equipment that was purchased for their meetings. I have attached a copy of a sample agreement for the rotary club. Since they are going to be consistent renters they asked that a deposit be waived? They will be paying rent monthly due the 1<sup>st</sup> Friday of the following month.

#### *Suggested Motions*

##### ***Motion to Approve the Termination of Management agreement***

I move to approve the termination of the management agreement between The City of Port Orford and the Rotary Club.

##### ***Motion to deny the Termination of Management agreement***

I move to deny the termination of the management agreement between The City of Port Orford and the Rotary Club.

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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## PORT ORFORD COMMUNITY CENTER & AMERICAN LEGION HALL RENTAL AND USE REGULATIONS

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### I. General Rules and Regulations

1. The undersigned Organizer, personally and on behalf of the applicant/organization, requests use of the Community Center/ American Legion Hall and hereby enters into this agreement with the full understanding of and statement that they have read, understand, and agree to comply with all rules and regulations set forth by the City of Port Orford (hereinafter "City".) Organizer further agree that they are of legal age and will be responsible for the care of the facility during its uses, and that they will be responsible for the cost of repair or damage to equipment or facility and for the replacement of any inventory or equipment lost or damaged. Organizer further understands that this permit is revocable at any time and that the permit is not transferable. The City of Port Orford may change these rules and regulations without notice.

2. The City, through its agent, the undersigned, hereby grants to Organizer a non-assignable right, subject to all terms and conditions of this permit, to use and occupy the portions of the Port Orford Community Center/ American Legion Hall for the period and purpose(s) as described above.

~~3. Effective Date of Permit: It is agreed that this permit will not be in force until it has been signed by both parties and a deposit of \$100.00 has been paid. The deposit is security for the faithful performance of the agreement by the renter and is in addition to the full payment.~~

4. Changes to Meeting Space: Based on the Organizer's requirements, the space(s) have been reserved. Changes or additions to the function/event requirements will be accommodated if in the sole discretion of the manager of the facilities they can be, but this is not an acknowledgment that changes will be made. The manager of the facilities reserves the right to make changes as needed to accommodate other users as well.

~~5. Cancellation Policy: If cancellation is received within 30 days of the event, the deposit/rent will be refunded; otherwise, the deposit will be forfeited.~~

6. Full Payment: Payment for the use of the facility is due within 24 hours of receipt of the final statement. To make things easier for all, the deposit will be deducted from the total amount owed. If no damage is done, a final invoice will be provided to the Organizer by the Facilities Director at the end of the event. MAKE CHECK PAYABLE TO: Rotary Club of City of Port Orford

7. Return the Contract, Deposits Check, and Insurance Waiver to: Rotary Club City of Port Orford.

PLEASE MARK THE FRONT OF THE ENVELOPE WITH PORT ORFORD COMMUNITY CENTER or PORT ORFORD AMERICAN LEGION HALL

8. Fire Safety Requirements: Smoking and Vaping are prohibited inside the Port Orford Community Center and within 20 feet of any door or open window. The use of chemicals, fire, candles, and pyrotechnics are prohibited from use in the facility without prior approval.

9. Alcoholic Beverages: To the extent alcohol will be served by the Organizer on or within the Port Orford Community Center or Port Orford American Legion Hall, the Organizer shall provide the City of Port Orford and Port Orford Rotary Club, in advance of the scheduled event, proof of "Liquor Liability Insurance" and proof of compliance with all OLCC Rules and Regulations regarding licensing for service of alcohol at the Organizer's proposed activity. THE ORGANIZER ASSUMES ALL RESPONSIBILITY AND LIABILITY FOR ANY CLAIM ARISING FROM OR RELATED TO THE SALE OR CONSUMPTION OF ALCOHOL IN CONNECTION WITH THE USE OF THE PORT ORFORD COMMUNITY CENTER OR PORT ORFORD AMERICAN LEGION HALL

**II. — Deposit Schedule**

~~1. Deposits made prior to the scheduled event will be refunded per the reservation terms or deducted from the final invoice.~~

~~2. Cancellation— Cancellation of an event more than ninety (90) days in advance of the event or performance shall result in a full refund of all deposits. Cancellation of an event less than ninety (90) days in advance of an event or performance will result in the loss of 100% of all deposits required for the rental of the Community Center. The Renter is responsible for all monies due for the rental of the Community Center at the time of cancellation. Should the City of Port Orford or Rotary Club of Port Orford cancel the event for any reason, the Renter shall not be responsible for any cancellation fees and shall be refunded all deposits.~~

~~3. Organizer cancellation of booking dates mid-course in a multiple booking date schedule is grounds for forfeiture of all deposits and rents previously paid by the Organizer and the Organizer remains obligated to pay all rents for the entire schedule as defined in the agreement unless the Port Orford Rotary Club is able to re-book the Port Orford Community Center or Port Orford American Legion Hall. Organizer will be responsible for rents for all dates which cannot be re-booked.~~

~~4. The Organizer agrees to pay for all costs incurred as a result of damage done to either Community Center or American Legion Hall. Organizer shall pay the actual replacement/repair~~



~~cost of property damaged. Any property missing after an event will be replaced by the Renter at its replacement cost.~~

### III.II. Terms of Agreement

1. Facility Usage – Usage of the Community is subject to review by the City of Port Orford ~~and Rotary Club or Port Orford~~. The City of Port Orford retains the right to deny usage of the facility. All activities engaged in by the Organizer on the Community Center property shall be lawful and in full compliance with all applicable laws, ordinances, rules, and regulations. The Organizer shall return all equipment to its proper storage location upon completion of use. Any areas used by the Organizer must be cleaned by the Organizer after use.
2. Booking – Rental of facilities is arranged by the ~~Rotary Club of City of~~ Port Orford. Facilities and dates are considered a firm or contractual commitment ONLY upon execution of the rental agreement. The renter will not assign, transfer, or sublet the premises during the rental period without written consent of the ~~Rotary Club~~ City of Port Orford
3. Non-Profit Organizations – Organizers MUST PROVIDE a copy of their 501(c)3 paperwork in order to receive non-profit rental rates.
4. Insurance – A certificate of insurance is required for all events and performances booked for the Community Center and/or American Legion Hall as well as all third-party vendors that operate in, around, or make deliveries to the properties in relation to its rental. Rental of the Community Center and/or American Legion Hall requires both comprehensive personal liability and property damage insurance with the City of Port Orford ~~and Rotary Club of Port Orford~~ identified as “Additionally Insured”. The limits required are one million dollars (1,000,000) per occurrence/ two million dollars (2,000,000) aggregate, issued by a company licensed to provide such coverage in the State of Oregon, insuring against all liability arising out of the use of the Community Center.
5. Waiver of Fees – The City of Port Orford has the right to waive fees at its sole direction.
6. Parking – Parking is available at the Community Center on a first come, first serve basis. Parking permits are not required. The Renter understands the parking is shared by the American Legion Hall and sometimes there are events going on at both locations. Parking is not guaranteed.
7. Handicapped Access – Community Center and American Legion Hall is handicap accessible. Accessible parking is available in the front of the building.

8. Personal Property – The Community Center is not responsible for any valuables or personal property left on the premises. Any items left by the Renter in the facility after the rental period will be removed and disposed of at the discretion of the ~~Rotary Club of Port Orford~~. City of Port Orford.

9. Fire Safety Requirements – Smoking is prohibited inside the Community Center and American Legion Hall. The use of chemicals, fire, candles, and pyrotechnics are prohibited from use in the facility without prior approval. All exterior doors and interior stage doors are to remain closed at all times. Do not prop doors open at any time.

10. Occupancy – The Community Center has seating for 246 people; TOTAL occupancy for the facility is 299 people. There is no “Standing Room Only.” Admission/ticket sales shall limit attendance to the allotted number of seats.

11. Exiting Procedures – The general exiting procedures are as follows:

- a) Turn off lights accessible to the Renter’s level of key entry.
- b) Secure all interior doors for areas used– close and lock.
- c) Secure all exterior doors– close and lock.

**ACKNOWLEDGEMENT AND IDEMNIFICATION**

I agree to hold harmless, indemnify, and fully and completely release the City of Port Orford, its officers, directors, employees, and agents from any and all claims, demands, losses, causes of action, costs, expenses and liability of every nature and description of whatsoever kind of death or injury of all persons involved and/or on account of all property damage of any kind whether tangible, intangible, or loss of use resulting therefrom, to any party arising from, during or in any matter connected with the event activities. I acknowledge I have read the Rental and Use Regulations and agree to comply with all the rules set forth. Failure to comply with the Rental and Use Regulation may lead to cancellation of the event.

\_\_\_\_\_  
Organizer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by ~~Rotary~~ or City of Port Orford

\_\_\_\_\_  
Date

*NOTICE: Oregon law (ORS105.682) provides the owner of land is not liable in contract or tort for injury, death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to the land. This rental fee is only for use of the assigned area and for use of the area-related amenities in the buildings. Other uses of the buildings, or any use of the property outside of the buildings, are not subject to a charge and therefore the City of Port Orford is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.*

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Fees Paid:

\$ \_\_\_\_\_ Deposit      Check No: \_\_\_\_\_      Date Paid: \_\_\_\_\_

\$ \_\_\_\_\_ Rental Payment      Check No: \_\_\_\_\_      Date Paid: \_\_\_\_\_

DEPOSIT REFUND:      Amount Refunded: \$ \_\_\_\_\_      Date Refunded: \_\_\_\_\_

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## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2023

SUBJECT: Siskiyou Discovery Homeschool Cooperative

ITEM NO: 7 c.

---

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. Shala is working on the reviewing the lease agreement and it will have to be a supplement to the packet as soon as it is available.

### *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.

#### ***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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**Jessica Ginsburg**

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**From:** Sierra Izumida <sierrahizumida@gmail.com>  
**Sent:** Tuesday, February 28, 2023 2:47 PM  
**To:** jginsburg@portorford.org  
**Subject:** Siskiyou Discovery School  
**Attachments:** State Business Name Registry.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Left you a message a few minutes ago. Here is the confirmation on getting my state business license as a sole proprietor. Just filed with the county. To my understanding I am able to legally have contracts under my personal name or the business name and they are equally valid. Let me know if that sounds correct.

Also, I would be updating the operating address on file. Hopefully this doesn't cost me too much.

Thanks for all your help.

If you have any info on potential farm school sites would love to see.

Sincerely,

Sierra Izumida

## Business Registry Business Name Search

02-28-2023

[New Search](#)

## Business Entity Data

14:40

| Registry Nbr        | Entity Type               | Entity Status | Jurisdiction | Registry Date | Next Renewal Date | Renewal Due? |
|---------------------|---------------------------|---------------|--------------|---------------|-------------------|--------------|
| 2083865-99          | ABN                       | ACT           |              | 02-24-2023    | 02-24-2025        |              |
| <b>Entity Name</b>  | SISKIYOU DISCOVERY SCHOOL |               |              |               |                   |              |
| <b>Foreign Name</b> |                           |               |              |               |                   |              |
| <b>Affidavit?</b>   | N                         |               |              |               |                   |              |

[New Search](#)

## Associated Names

| Type          | PPB            | PRINCIPAL PLACE OF BUSINESS |       |   |
|---------------|----------------|-----------------------------|-------|---|
| <b>Addr 1</b> | 92705 KNAPP RD |                             |       |   |
| <b>Addr 2</b> |                |                             |       |   |
| <b>CSZ</b>    | PORT ORFORD    | OR                          | 97465 | <b>Country</b> UNITED STATES OF AMERICA |

The Authorized Representative address is the mailing address for this business.

| Type          | REP            | AUTHORIZED REPRESENTATIVE | Start Date | 02-24-2023     | Resign Date              |  |
|---------------|----------------|---------------------------|------------|----------------|--------------------------|--|
| <b>Name</b>   | SIERRA         |                           | IZUMIDA    |                |                          |  |
| <b>Addr 1</b> | 92705 KNAPP RD |                           |            |                |                          |  |
| <b>Addr 2</b> |                |                           |            |                |                          |  |
| <b>CSZ</b>    | PORT ORFORD    | OR                        | 97465      | <b>Country</b> | UNITED STATES OF AMERICA |  |

| Type          | REG            | REGISTRANT |         |   |
|---------------|----------------|------------|---------|---|
| <b>Name</b>   | SIERRA         |            | IZUMIDA |   |
| <b>Addr 1</b> | 92705 KNAPP RD |            |         |   |
| <b>Addr 2</b> |                |            |         |   |
| <b>CSZ</b>    | PORT ORFORD    | OR         | 97465   | <b>Country</b> UNITED STATES OF AMERICA |




[New Search](#)

## Name History

| Business Entity Name      | Name Type | Name Status | Start Date | End Date |
|---------------------------|-----------|-------------|------------|----------|
| SISKIYOU DISCOVERY SCHOOL | EN        | CUR         | 02-24-2023 |          |

Please [read](#) before ordering [Copies](#).[New Search](#)

## Summary History

| Image Available   | Action                       | Transaction Date | Effective Date | Status | Name/Agent Change | Dissolved By |
|---|------------------------------|------------------|----------------|--------|-------------------|--------------|
|  | APPLICATION FOR REGISTRATION | 02-24-2023       |                | FI     | Representative    |              |

| <a href="#">New Search</a> | Counties   |
|----------------------------|--|
|                            | <b>Counties Filed</b>  |
|                            | Curry  |
|                            | <b>Counties Not Filed (but not necessarily available)</b>  |
|                            | Baker, Benton, Clackamas, Clatsop, Columbia, Coos, Crook, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Malheur, Marion, Morrow, Multnomah, Polk, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, Washington, Wheeler, Yamhill |

# 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 Company<sup>1</sup>

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.

<sup>1</sup> 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](mailto: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)<sup>1</sup>:

### 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

Report risk exposures as scheduled by policy type (e.g. for a WC policy, payroll is reported on payroll dates).

### Payments

Withdrawal from your bank account is initiated automatically for the payment of premium

<sup>1</sup>Not 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 <sup>2</sup>   | \$2.00          |
| <b>Total Inland Marine Premium</b>                  | <b>\$47.00</b>  |
| General Liability Coverage                          |                 |
| General Liability Premium                           | \$397.00        |
| Certified Acts of Terrorism Coverage <sup>2</sup>   | \$2.00          |
| <b>Total General Liability - Occurrence Premium</b> | <b>\$399.00</b> |
| <b>Total CBP Premium</b>                            | <b>\$446.00</b> |

#### <sup>2</sup>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 BI 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)<sup>1</sup> presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)<sup>1</sup> presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. <sup>1</sup>Applies 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)<sup>2</sup>. <sup>2</sup>Applies 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)<sup>3</sup>. <sup>3</sup>Applies 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)<sup>4</sup> include imprisonment, fines and denial of insurance benefits. <sup>4</sup>Applies 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.

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## City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2023

SUBJECT: Water Curtailment Fees and structure

ITEM NO: 7 d.

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There are a few items attached that should help with the Water Curtailment conversation.

Beginning on page 121 it has the calculation for the average useage per the Utiltiy Billing System. This is how we come up the the overage for penalties.

Page 123 is the letter that was sent out about the fees and how they are calculated.

Page 125 Is the detail of the Curtailment income account for FY 2023.

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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**Consumption Summary Report**

Average Summaries

Consumption Test Based on: Average Consumption

Consumption Period

From: 03/2022

Consumption to Use: Total Meter Consumption

To: 03/2023

**Account Class Summaries**

| Account Class Code - Description                         | Total Billed<br>Consumption | Total Meter<br>Consumption | Number<br>of Bills | Average<br>Total Cons. | Demand<br>Consumption | Unbilled<br>Consumption |
|--|-----------------------------|----------------------------|--------------------|------------------------|-----------------------|-------------------------|
| <b>Range 1 From: -999999999    Range 1 To: 999999999</b> |                             |                            |                    |                        |                       |                         |
| 12A - 12 UNIT APT  | 376060                      | 376060                     | 12                 | 31,338                 |                       | 0                       |
| 14A - 14 UNIT APT  | 399330                      | 399330                     | 12                 | 33,278                 |                       | 0                       |
| 3PX - 3-PLEX   | 476050                      | 476050                     | 57                 | 8,352                  |                       | 0                       |
| 6AP - 6 UNIT APT   | 383600                      | 383600                     | 30                 | 12,787                 |                       | 0                       |
| CH - CHURCH  | 376480                      | 376480                     | 95                 | 3,963                  |                       | 0                       |
| COM - COMMERCIAL   | 4475580                     | 4475580                    | 622                | 7,195                  |                       | 0                       |
| DUP - DUPLEX   | 377550                      | 377550                     | 91                 | 4,149                  |                       | 0                       |
| EAT - RESTAURANT   | 773521                      | 773521                     | 83                 | 9,320                  |                       | 0                       |
| NC - NO CHARGE CITY OWNED                                | 6574920                     | 6574920                    | 118                | 55,720                 |                       | 0                       |
| OUT - OUTSIDE CITY                                       | 299570                      | 299570                     | 119                | 2,517                  |                       | 0                       |
| PRK - PARKS  | 11550                       | 11550                      | 12                 | 963                    |                       | 0                       |
| RES - RESIDENTIAL  | 17336622                    | 17336622                   | 6795               | 2,551                  |                       | 0                       |
| RV - RV PARKS  | 1284730                     | 1284730                    | 59                 | 21,775                 |                       | 0                       |
| SCH - SCHOOL   | 161750                      | 161750                     | 24                 | 6,740                  |                       | 0                       |
| <b>Sub Totals for Range 1 -999999999 - 999999999:</b>    | <b>33307313</b>             | <b>33307313</b>            | <b>8129</b>        |                        |                       |                         |

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## WATER RATE/CURTAILMENT PENALTY CALCULATIONS

|                   |                 | <u>Normal Rate</u> | <u>Penalty Rate</u> |
|-------------------|-----------------|--------------------|---------------------|
| Base rate:        |                 | \$30.69            |                     |
| Consumption rate: | 0 – 2,000       | No charge          |                     |
|                   | 2,001 – 5,000   | \$ 8.10            | \$16.20             |
|                   | 5,001 – 10,000  | \$ 10.16           | \$20.32             |
|                   | 10,001 – 20,000 | \$ 11.20           | \$22.40             |
|                   | Over 20,000     | \$12.23            | \$24.46             |

Your water bill consists of two components the base rate and the consumption charge. The base rate is the monthly charge you are billed regardless if you use water or not. The consumption rate is the charge per gallons of water used for the month.

In order to calculate your monthly water bill, begin with the base rate of \$30.69 then add to it the consumption charges. The new consumption rate is structured with an ascending scale; therefore, you need to break your water usage down into the corresponding usage blocks. For example:

If you used 1,900 gallons, your bill would be \$30.69.

|                  |          |
|------------------|----------|
| Base Rate        | \$30.69  |
| Plus consumption |          |
| 0 – 2,000        | <u>0</u> |
| Total            | \$30.69  |

If you used 4,320 gallons, your bill would be \$49.48:

|  |              |
|--|--------------|
| Base Rate  | \$30.69      |
| Plus consumption                                     |              |
| The first 2,000 gallons used                         | 0            |
| The last 2,320 gallons used (2,320 / 1,000 X \$8.10) | <u>18.79</u> |
| Total  | 49.48        |

If you used 6,500 gallons, your bill would be \$70.89:

|   |              |
|---|--------------|
| Base Rate   | \$30.69      |
| Plus consumption                                      |              |
| The first 2,000 gallons used                          | 0            |
| The next 3,000 gallons used (3,000 / 1,000 X \$8.10)  | 24.30        |
| The last 1,500 gallons used (1,500 / 1,000 X \$10.16) | <u>15.90</u> |
| Total   | 70.89        |

If you used 15,400 gallons, your bill would be \$166.27:

|   |              |
|---|--------------|
| Base Rate   | \$30.69      |
| Plus consumption                                      |              |
| The first 2,000 gallons used                          | 0            |
| The next 3,000 gallons used (3,000 / 1,000 X \$8.10)  | 24.30        |
| The next 5,000 gallons used (5,000 / 1,000 X \$10.16) | 50.80        |
| The last 5,400 gallons used (5,400 / 1,000 X \$11.20) | <u>60.48</u> |

|       |        |
|-------|--------|
| Total | 166.27 |
|-------|--------|

### CURTAILMENT PENALTY CALCULATION

If you used 4,320 gallons, your penalty will be \$37.58:

|   |                |
|---|----------------|
| Base Rate   | \$0.00         |
| Plus consumption                                      |                |
| The first 2,000 gallons used                          | 0              |
| The last 2,320 gallons used (2,320 / 1,000 X \$16.20) | <u>\$37.58</u> |
| Total   | <u>\$37.58</u> |

If you used 6,500 gallons, your penalty will be \$79.08:

|   |                |
|---|----------------|
| Base Rate   | \$0.00         |
| Plus consumption                                      |                |
| The first 2,000 gallons used                          | 0              |
| The next 3,000 gallons used (3,000 / 1,000 X \$16.20) | \$48.60        |
| The last 1,500 gallons used (1,500 / 1,000 X \$20.32) | <u>\$30.48</u> |
| Total   | <u>\$79.08</u> |

If you used 15,400 gallons, your penalty will be \$271.16:

|   |                 |
|---|-----------------|
| Base Rate   | \$0.00          |
| Plus consumption                                      |                 |
| The first 2,000 gallons used                          | 0               |
| The next 3,000 gallons used (3,000 / 1,000 X \$16.20) | \$48.60         |
| The next 5,000 gallons used (5,000 / 1,000 X \$20.32) | \$101.60        |
| The last 5,400 gallons used (5,400 / 1,000 X \$22.40) | <u>\$120.96</u> |
| Total   | <u>\$271.16</u> |

City of Port Orford

**Detail Report**  
**Account Detail**  
 Date Range: 07/01/2022 - 02/28/2023

| Account                                  | Name             | Beginning Balance | Total Activity | Ending Balance |
|--|------------------|-------------------|----------------|----------------|
| <b>Fund: 030 - WATER ENTERPRISE FUND</b> |                  |                   |                |                |
| <b>030-00-44115</b>                      |                  |                   |                |                |
|  | Curtailment Fees | 0.00              | -18,095.17     | -18,095.17     |
| 07/01/2022                               | UBPKT02127       |                   | -6,342.25      | -6,342.25      |
| 07/01/2022                               | GI.PKT11963      |                   | 6,342.25       | 0.00           |
| 07/08/2022                               | UBPKT02147       |                   | 778.23         | 778.23         |
| 07/20/2022                               | UBPKT02165       |                   | 19.50          | 797.73         |
| 08/01/2022                               | UBPKT02183       |                   | -10,824.65     | -10,026.92     |
| 08/03/2022                               | UBPKT02189       |                   | 1,666.68       | -8,360.24      |
| 08/03/2022                               | UBPKT02191       |                   | 2,271.39       | -6,088.85      |
| 08/03/2022                               | GI.PKT11980      |                   | -1,666.68      | -7,755.53      |
| 08/03/2022                               | GI.PKT11980      |                   | 1,703.85       | -6,051.68      |
| 08/05/2022                               | UBPKT02198       |                   | 89.65          | -5,962.03      |
| 08/09/2022                               | UBPKT02199       |                   | 66.48          | -5,895.55      |
| 08/10/2022                               | UBPKT02202       |                   | 91.76          | -5,803.79      |
| 08/10/2022                               | UBPKT02203       |                   | 145.93         | -5,657.86      |
| 08/10/2022                               | UBPKT02204       |                   | 116.98         | -5,540.88      |
| 08/12/2022                               | UBPKT02209       |                   | 87.82          | -5,453.06      |
| 08/22/2022                               | UBPKT02218       |                   | 252.79         | -5,200.27      |
| 09/01/2022                               | UBPKT02227       |                   | -8,847.20      | -14,047.47     |
| 09/07/2022                               | UBPKT02249       |                   | 128.61         | -13,918.86     |
| 09/07/2022                               | UBPKT02254       |                   | 58.22          | -13,860.64     |
| 09/07/2022                               | UBPKT02259       |                   | 20.68          | -13,839.96     |
| 09/08/2022                               | UBPKT02270       |                   | 41.71          | -13,798.25     |
| 09/09/2022                               | UBPKT02272       |                   | 161.62         | -13,636.63     |
| 09/14/2022                               | UBPKT02276       |                   | 48.49          | -13,588.14     |
| 09/16/2022                               | UBPKT02279       |                   | 12.34          | -13,575.80     |
| 09/20/2022                               | UBPKT02284       |                   | 16.51          | -13,559.29     |
| 09/27/2022                               | UBPKT02291       |                   | 911.34         | -12,647.95     |
| 10/03/2022                               | UBPKT02299       |                   | -5,992.99      | -18,640.94     |
| 10/05/2022                               | UBPKT02311       |                   | 131.96         | -18,508.98     |
| 10/05/2022                               | UBPKT02312       |                   | 38.72          | -18,470.26     |
| 10/07/2022                               | UBPKT02319       |                   | -189.56        | -18,659.82     |
| 10/07/2022                               | UBPKT02320       |                   | 379.12         | -18,280.70     |
| 10/07/2022                               | UBPKT02323       |                   | 340.12         | -17,940.58     |
| 10/12/2022                               | UBPKT02326       |                   | 195.71         | -17,744.87     |
| 11/01/2022                               | UBPKT02367       |                   | -1,277.97      | -19,022.84     |
| 11/07/2022                               | UBPKT02377       |                   | 35.70          | -18,987.14     |

Detail Report

Date Range: 07/01/2022 - 02/28/2023

| Account             | Name       | Curtilment Fees - Continued  | Description                               | Vendor | Project Account | Beginning Balance | Total Activity | Ending Balance |
|---------------------|------------|------------------------------|---|--------|-----------------|-------------------|----------------|----------------|
| <u>030-00-44116</u> |            |                              |   |        |                 | 0.00              | -18,095.17     | -18,095.17     |
| 11/09/2022          | UBPKT02384 | Miscellaneous Adjustm...     | Miscellaneous Adjustment Packet UBPKT0... |        |                 |                   | 51.69          | -18,935.45     |
| 11/17/2022          | UBPKT02391 | Miscellaneous Adjustm...     | Miscellaneous Adjustment Packet UBPKT0... |        |                 |                   | 1,383.11       | -17,552.34     |
| 12/01/2022          | UBPKT02407 | Utility Regular Bill Pack... | Utility Regular Bill Packet UBPKT02407    |        |                 |                   | -2,527.73      | -20,080.07     |
| 12/05/2022          | UBPKT02414 | Miscellaneous Adjustm...     | Miscellaneous Adjustment Packet UBPKT0... |        |                 |                   | 141.96         | -19,938.11     |
| 12/07/2022          | UBPKT02419 | Miscellaneous Adjustm...     | Miscellaneous Adjustment Packet UBPKT0... |        |                 |                   | 43.80          | -19,894.31     |
| 12/09/2022          | UBPKT02430 | Miscellaneous Adjustm...     | Miscellaneous Adjustment Packet UBPKT0... |        |                 |                   | 313.62         | -19,580.69     |
| 12/30/2022          | UBPKT02475 | Miscellaneous Adjustm...     | Miscellaneous Adjustment Packet UBPKT0... |        |                 |                   | 149.81         | -19,430.88     |
| 01/04/2023          | UBPKT02477 | Miscellaneous Adjustm...     | Miscellaneous Adjustment Packet UBPKT0... |        |                 |                   | 112.18         | -19,318.70     |
| 01/06/2023          | UBPKT02500 | Utility Regular Bill Pack... | Utility Regular Bill Packet UBPKT02500    |        |                 |                   | -1,119.67      | -20,438.37     |
| 01/12/2023          | UBPKT02509 | Miscellaneous Adjustm...     | Miscellaneous Adjustment Packet UBPKT0... |        |                 |                   | 57.06          | -20,381.31     |
| 01/19/2023          | UBPKT02523 | Miscellaneous Adjustm...     | Miscellaneous Adjustment Packet UBPKT0... |        |                 |                   | 714.04         | -19,667.27     |
| 01/24/2023          | UBPKT02531 | Miscellaneous Adjustm...     | Miscellaneous Adjustment Packet UBPKT0... |        |                 |                   | 66.22          | -19,601.05     |
| 02/01/2023          | UBPKT02560 | Utility Regular Bill Pack... | Utility Regular Bill Packet UBPKT02560    |        |                 |                   | 1,505.88       | -18,095.17     |

Total Fund: 030 - WATER ENTERPRISE FUND:      Beginning Balance: 0.00      Total Activity: -18,095.17      Ending Balance: -18,095.17

Grand Totals:      Beginning Balance: 0.00      Total Activity: -18,095.17      Ending Balance: -18,095.17

## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2022

SUBJECT: CTR Rate adjustment

ITEM NO: 8 A.

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CTR is requesting a rate adjustment based on the average CPI. The adjustment per month is \$2.26 for basic 32 gallon cart service.

The attached letter and exhibits are from CTR. Our Site Manager Luke Pyke is in attendance for this meeting if any council members have any questions for him.

#### Attachments:

- 1) CTR 2023 Rate Adjustment Request
- 2) 2023 Exhibit A Rate Comparison
- 3) 2022 CPI Adjustment from the Department of Labor

#### *Suggested Motions*

##### ***Motion to Approve the rate adjustment request from CTR***

I move to approve the rate adjustment request from CTR based on the prior year's US CPI average.

##### ***Motion to Deny the rate adjustment request from CTR***

I move to deny the rate adjustment request from CTR based on the prior year's US CPI average.

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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17498 Carpenterville Rd, PO Box 4008, Brookings, OR 97415

(p) 800-826-9801 (f) 541-469-1048  
currytransferrecycling.com

**February 16, 2023**

City of Port Orford  
PO Box 310  
Port Orford, OR 97465

RE: **2023** Rate Adjustment Request

Dear City Council:

Customarily, each year we request a rate adjustment based on the prior year's US CPI average. The CPI for **2022** was **8.0%**. This will result in a **\$2.26** per month adjustment for a basic 32 gallon cart service. Please use this notice and the other information enclosed to consider a rate adjustment effective **April 1, 2023**.

We appreciate the opportunity to serve the City of Port Orford.

Sincerely,

Luke Pyke  
Site Manager

A handwritten signature in blue ink, appearing to read 'L. Pyke', is written over the printed name and title.

Enclosures:

**2023** Exhibit A Rate Comparison  
**2022** CPI Adjustment- Department of Labor



## City of Port Orford Rate Schedule

### Exhibit A

Effective April 1, 2023

|   |        |           | Previous<br>Adjustment<br>2022    | Rate Adjustment | New Rate<br>2023 |
|---|--------|-----------|-----------------------------------|-----------------|------------------|
| <b>Residential Cart Service</b>                   |        |           |                                   |                 |                  |
| 20  | gallon | per month | 22.41                             | 8.00% 1.79      | <b>24.20</b>     |
| 32  | gallon | per month | 28.26                             | 8.00% 2.26      | <b>30.52</b>     |
| 48  | gallon | per month | 40.42                             | 8.00% 3.23      | <b>43.65</b>     |
| 64  | gallon | per month | 52.56                             | 8.00% 4.20      | <b>56.76</b>     |
| 96  | gallon | per month | 76.86                             | 8.00% 6.15      | <b>83.01</b>     |
| <b>Commercial Cart Service</b>                    |        |           |                                   |                 |                  |
| 32  | gallon | per month | 27.23                             | 8.00% 2.18      | <b>29.41</b>     |
| 48  | gallon | per month | 40.85                             | 8.00% 3.27      | <b>44.12</b>     |
| 64  | gallon | per month | 54.49                             | 8.00% 4.36      | <b>58.85</b>     |
| 96  | gallon | per month | 81.73                             | 8.00% 6.54      | <b>88.27</b>     |
| <b>Commercial/Container Rental Service</b>        |        |           |                                   |                 |                  |
| Per Loose Yard Trash Service                      |        |           | 31.50                             | 8.00% 2.52      | <b>34.02</b>     |
| Per Loose Yard Brush Service *                    |        |           | 16.00                             | 8.00% 1.28      | <b>17.28</b>     |
| Per Loose Yard Metal Service                      |        |           | 16.00                             | 8.00% 1.28      | <b>17.28</b>     |
| Auto Lock Charge                                  |        |           | 4.59                              | 8.00% 0.37      | <b>4.96</b>      |
| Dumpster Rental                                   |        |           | 17.88                             | 8.00% 1.43      | <b>19.31</b>     |
| Extra bag- on route                               |        |           | 6.55                              | 8.00% 0.52      | <b>7.07</b>      |
| Medical Waste- 1 Gallon Sharps                    |        |           | 28.24                             | 8.00% 2.26      | <b>30.50</b>     |
| Medical Waste Tub collection per gallon           |        |           | 3.80                              | 8.00% 0.30      | <b>4.10</b>      |
| Roll- Off-Daily Rent Charge                       |        |           | 2.67                              | 8.00% 0.21      | <b>2.88</b>      |
| Special Handling Charge                           |        |           | 1.48                              | 8.00% 0.12      | <b>1.60</b>      |
| Special Trip/ Off Route Trip/Delivery Charge      |        |           | 31.16                             | 8.00% 2.49      | <b>33.65</b>     |
| Start; Stop; Resume; Seasonal Stop                |        |           | 7.90                              | 8.00% 0.63      | <b>8.50</b>      |
| <b>Recycling</b>                                  |        |           |                                   |                 |                  |
| Residential recycle only (no solid waste service) |        |           | 16.93                             | 8.00% 1.35      | <b>18.28</b>     |
| Commercial Cardboard- routed                      |        |           | up to 25% of commercial yard rate |                 |                  |
| Commercial Commingle                              |        |           | up to 50% of commercial yard rate |                 |                  |
| Heavy Roofing or Demolition                       |        |           | 1.5 times yard rate               |                 |                  |
| Extra Heavy Demolition or Mechanically Compacted  |        |           | 2.75 times yard rate              |                 |                  |

| Year | Jan  | Feb | Mar  | Apr  | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Avg |
|------|------|-----|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2010 | 2.6  | 2.1 | 2.3  | 2.2  | 2.0 | 1.1 | 1.2 | 1.1 | 1.1 | 1.2 | 1.1 | 1.5 | 1.6 |
| 2011 | 1.6  | 2.1 | 2.7  | 3.2  | 3.6 | 3.6 | 3.6 | 3.8 | 3.9 | 3.5 | 3.4 | 3.0 | 3.2 |
| 2012 | 2.9  | 2.9 | 2.7  | 2.3  | 1.7 | 1.7 | 1.4 | 1.7 | 2.0 | 2.2 | 1.8 | 1.7 | 2.1 |
| 2013 | 1.6  | 2.0 | 1.5  | 1.1  | 1.4 | 1.8 | 2.0 | 1.5 | 1.2 | 1.0 | 1.2 | 1.5 | 1.5 |
| 2014 | 1.6  | 1.1 | 1.5  | 2.0  | 2.1 | 2.1 | 2.0 | 1.7 | 1.7 | 1.7 | 1.3 | 0.8 | 1.6 |
| 2015 | -0.1 | 0.0 | -0.1 | -0.2 | 0.0 | 0.1 | 0.2 | 0.2 | 0.0 | 0.2 | 0.5 | 0.7 | 0.1 |
| 2016 | 1.4  | 1.0 | 0.9  | 1.1  | 1.0 | 1.0 | 0.8 | 1.1 | 1.5 | 1.6 | 1.7 | 2.1 | 1.3 |
| 2017 | 2.5  | 2.7 | 2.4  | 2.2  | 1.9 | 1.6 | 1.7 | 1.9 | 2.2 | 2.0 | 2.2 | 2.1 | 2.1 |
| 2018 | 2.1  | 2.2 | 2.4  | 2.5  | 2.8 | 2.9 | 2.9 | 2.7 | 2.3 | 2.5 | 2.2 | 1.9 | 2.4 |
| 2019 | 1.6  | 1.5 | 1.9  | 2.0  | 1.8 | 1.6 | 1.8 | 1.7 | 1.7 | 1.8 | 2.1 | 2.3 | 1.8 |
| 2020 | 2.5  | 2.3 | 1.5  | 0.3  | 0.1 | 0.6 | 1.0 | 1.3 | 1.4 | 1.2 | 1.2 | 1.4 | 1.2 |
| 2021 | 1.4  | 1.7 | 2.6  | 4.2  | 5.0 | 5.4 | 5.4 | 5.3 | 5.4 | 6.2 | 6.8 | 7.0 | 4.7 |
| 2022 | 7.5  | 7.9 | 8.5  | 8.3  | 8.6 | 9.1 | 8.5 | 8.3 | 8.2 | 7.7 | 7.1 | 6.5 | 8.0 |

Source: US Bureau of Labor Statistics

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## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2022

SUBJECT: Rental Agreement and Rental Packet for CC and ALH

ITEM NO: 8 b.

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Attached are the revised rental agreement and rental packets for the Community Center Building and the American Legion Hall. We are working towards being able to reserve the buildings online along with a process and procedure that is outlined in the attached pages for renting the building.

#### *Suggested Motions*

***Motion to approve updated rental agreement and packet for the Community Center and American Legion Hall.***

I move to approve the updated rental agreement and packet for the Community Center and American Legion Hall.

***Motion to deny updated rental agreement and packet for the Community Center and American Legion Hall.***

I move to deny the updated rental agreement and packet for the Community Center and American Legion Hall.

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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**PORT ORFORD COMMUNITY CENTER & AMERICAN LEGION HALL  
RENTAL/ PERMIT REQUIREMENTS**

1. The undersigned personally and on behalf of the applicant/organization requests of the Community Center/ American Legion Hall and hereby enters into this agreement with the full understanding of and statement that I have read, understand, and agree to comply with all rules and regulations set forth by the City of Port Orford (hereinafter "City".) I further agree that I am of legal age and will be responsible for the care of the facility during its uses, and that I will be responsible for the cost of repair or damage to equipment or facility and for the replacement of any inventory or equipment lost or damaged. I further understand that this permit is revocable at any time and that the permit is not transferable. I also understand that the City of Port Orford rules and regulations are subject to change without notice.

2. The City, by its agent, the undersigned, hereby grants to applicant a non-assignable right, subject to all terms and conditions of this permit, to use and occupy the portions of the Port Orford Community Center/ American Legion Hall for the period and purpose(s) as described above.

3. Effective Date of Permit: It is agreed that this permit will not be in force until it has been signed by both parties and a deposit of \$100.00 has been paid. The deposit is security for the faithful performance of the agreement by the applicant/organization and is in addition to the full payment.

4. Changes to Meeting Space: Based on the applicant's requirements, the space(s) have been reserved. Changes or additions to the function/event requirements will be accommodated if in the sole discretion of the manager of the facilities they can be, but this is not an acknowledgment that changes will be made. The manager of the facilities however, reserves the right to make changes as needed to accommodate other applicants as well.

5. Cancellation Policy: If cancellation is received within 30 days of the event, the deposit/rent will be refunded; otherwise, the deposit will be forfeited.

6. Full Payment: Payment for the use of the facility is due within 24 hours of receipt of the final statement. To make things easier for all, your deposit will be deducted from the total amount owed. Should you have no damage, a final invoice will be provided to you by the Facilities Director at the end of the event. MAKE CHECK PAYABLE TO: City of Port Orford

7. Return the Contract, Deposits Check, and Insurance Waiver to: City of Port Orford

PLEASE MARK THE FRONT OF THE ENVELOPE WITH PORT ORFORD COMMUNITY CENTER or PORT ORFORD AMERICAN LEGION HALL

8. Indemnification: I hereby agree to indemnify and hold the City of Port Orford harmless from any and all liability, claims, causes, actions, suites, loss, damage or expense of any kind or description which may be claimed against or incurred by the City of Port Orford as a result of the

negligence of the applicant, sponsoring organization, its members, officers, agents, or attendees and shall indemnify the City of Port Orford against, and hold the City of Port Orford harmless from same, including attorney fees, arising out of or connected with or resulting from the use of the City facility during the period of reservation.

A Certificate of Insurance naming the City of Port Orford as "Additional Insured" for liability is required when renting facilities, in amounts set by the City's insurance agent, which are hereby made part of this agreement. The limits are \$1,000,000 per occurrence, \$2,000,000 aggregate.

9. Fire Safety Requirements: Smoking and Vaping are prohibited inside the Port Orford Community Center and within 20 feet of any door or open window. The use of chemicals, fire, candles, and pyrotechnics are prohibited from use in the facility without prior approval.

10. Alcoholic Beverages: To the extent alcohol will be served by the Renter on or within the Port Orford Community Center or Port Orford American Legion Hall, the Renter shall provide the City of Port Orford in advance of the scheduled event, proof of "Liquor Liability Insurance" and proof of compliance with all OLCC Rules and Regulations regarding licensing for service of alcohol at the Renter's proposed activity. THE RENTER ASSUMES ALL RESPONSIBILITY AND LIABILITY FOR ANY CLAIM ARISING FROM OR RELATED TO THE SALE OR CONSUMPTION OF ALCOHOL IN CONNECTION WITH THE USE OF THE PORT ORFORD COMMUNITY CENTER OR PORT ORFORD AMERICAN LEGION HALL

I agree that I shall abide by all requirements stated previously in this application and all Federal, State, and Municipal equal opportunity laws and regulations prohibiting discrimination.

### **Deposit Schedule**

1. Deposits made prior to the scheduled event will be refunded per the reservation terms or deducted from the final invoice.
2. This booking may be terminated by either party upon 90 days' notice in advance of the first schedule date.
3. Renter's failure to provide notice of cancellation at least ninety (90) days prior to the scheduled booking dates allows the City of Port Orford to retain, as liquidated damages, all deposits and rents previously paid by the Renter.
4. Renter cancellation of booking dates mid-course in a multiple booking date schedule is grounds for forfeiture of all deposits and rents previously paid by the Renter and the Renter remains obligated to pay all rents for the entire schedule as defined in the agreement unless the City of Port Orford is able to re-book the Port Orford Community Center or Port Orford American Legion Hall.. Renter will be responsible for rents for all dates which cannot be re-booked.



5. The renter agrees to pay for all costs incurred as a result of damage done to either Community Center or American Legion Hall. Renter shall pay the actual replacement/repair cost of property damaged. Any property missing after an event will be replaced by the Renter at its replacement cost.
6. The renter agrees to hold the City of Port Orford and agents harmless from all liability, costs and claims arising from Renter's activities on the Theater premises.
7. The Renter agrees to indemnify the City of Port Orford and agents from any costs, expenses, fees, claims, damages, losses, (including attorney's fees), of any and every nature, arising from Renter's activities occurring on the Theater premises, during a disaster.

### **Terms of Agreement**

1. Facility Usage – Usage of the Community Center and stage facilities for the production of a performance is subject to review of all aspects of the performance by the City of Port Orford. The City of Port Orford retains the right to deny usage of the facility. The facility will be made available for setup, rehearsal, equipment storage, and performances as outlined and agreed upon in the rental agreement. All activities engaged in by the Renter on the Community Center property shall be lawful and in full compliance with all applicable laws, ordinances, rules and regulations. The Renter shall return all stage equipment to its proper storage location upon the completion of use. If the stage, dressings rooms, Snack Bar, etc., have been used, they must be cleaned by the Renter.
2. Booking – Rental of facilities is arranged by the City of Port Orford. Facilities and dates are considered a firm or contractual commitment ONLY upon execution of the rental agreement. The renter will not assign, transfer, or sublet the premises during the rental period without written consent of the City of Port Orford
3. Non-Profit Renters – Renters MUST PROVIDE a copy of their 501(c)3 paperwork in order to receive non-profit rental rates.
4. Copyrights – The performance renter must have acquired all copyrights and permissions to present the performance for which the theater is being rented. The Renter shall provide a copy of the licensing agreement to the City of Port Orford one month prior to the performance. Performance Renter agrees to hold harmless and indemnify the City of Port Orford for any infringement on copyrights and intellectual property.  
  
ASCAP and BMI: A fee for Music Royalties WILL BE CHARGED FOR ALL applicable events unless the Renter has acquired the required licensing. The Renter shall provide a copy of the licensing agreement to the City of Port Orford one month prior to the performance or they will be charged.
5. Indemnification – I hereby agree to reimburse and hold the City of Port Orford harmless from any and all liability, claims, causes, actions, suits, loss, damage or expense of any kind or description which may be claimed against or incurred by the City of Port Orford as a result of the

negligence of the applicant, sponsoring organization, its members, officers, agents or attendees and shall indemnify the City of Port Orford against, and hold the City of Port Orford, harmless from same, including attorney fees, arising out of or connected with or resulting from the use of the City facility during the period of reservation.

6. Insurance – A certificate of insurance is required for all events and performances booked for the Community Center as well as all third-party vendors that operate in, around, or make deliveries to the Community Center in relation to the rental of the theater. The Community Center requires both comprehensive public liability and property damage insurance with the City of Port Orford identified as “Additionally Insured”. The limits are one million dollars (1,000,000) per occurrence/ two million dollars (2,000,000) aggregate, issued by a company licensed to provide such coverage in the State of Oregon, insuring against all liability arising out of the use of the Community Center.

7. Waiver of Fees – The Community Center has the right to waive fees at the sole direction of the City of Port Orford.

8. Cancellation – Cancellation of an event more than ninety (90) days in advance of the event or performance shall result in a full refund of all deposits. Cancellation of an event less than ninety (90) days in advance of an event or performance will result in the loss of 100% of all deposits required for the rental of the Community Center. The Renter is responsible for all monies due for the rental of the Community Center at the time of cancellation. Should the City of Port Orford cancel the event for any reason, the Renter shall not be responsible for any cancellation fees and shall be refunded all deposits.

9. Parking – Parking is available at the Community Center on a first come, first serve basis. Parking permits are not required. The Community Center does not provide to direct traffic or parking. The Renter understands the parking is shared by the American Legion Hall and sometimes there are events going on at both locations. Signs will be displayed, but parking is not guaranteed.

10. Handicapped Access –Community Center and American Legion Hall is handicap accessible. Accessible parking is available in the front of the building.

11. Personal Property – The Community Center is not responsible for any valuables or personal property left on the premises. Any items left by the Renter in the facility after the rental period will be removed and disposed of at the discretion of the City of Port Orford.

12. Fire Safety Requirements – Smoking is prohibited inside the Community Center and American Legion Hall. The use of chemicals, fire, candles, and pyrotechnics are prohibited from use in the facility without prior approval. All exterior doors and interior stage doors are to remain closed at all times. Do not prop doors open at any time.

13. Occupancy – The Community Center has seating for 246 people; TOTAL occupancy for the facility is 299 people. There is no “Standing Room Only.” Admission/ticket sales shall limit attendance to the allotted number of seats. Unseated guests will be asked to leave.

14. Exiting Procedures – The general exiting procedures are as follows:

- a) Turn off lights accessible to the Renter’s level of key entry.
- b) Secure all interior doors for areas used– close and lock.
- c) Secure all exterior doors– close and lock.

15.. Alcoholic Beverages – To the extent alcohol will be served by the Renter on or within the Community Center or the American Legion Hall, the Renter shall provide the City of Port Orford, in advance of the scheduled event, proof of “Liquor Liability Insurance” and proof of compliance with all OLCC Rules and regulations regarding licensing for service of alcohol at the Renter’s proposed activity. THE RENTER ASSUMES ALL RESPONSIBILITY AND LIABILITY

I agree that I shall abide by all requirements states previously in this application and all Federal, State and Municipal equal opportunity laws and regulations prohibiting discrimination.

\_\_\_\_\_

Contract Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Approved by City of Port Orford

\_\_\_\_\_

Date

---

Fees Paid:

\$ \_\_\_\_\_ Deposit      Check No: \_\_\_\_\_      Date Paid: \_\_\_\_\_

\$ \_\_\_\_\_ Rental Payment      Check No: \_\_\_\_\_      Date Paid: \_\_\_\_\_

DEPOSIT REFUND:      Amount Refunded: \$ \_\_\_\_\_      Date Refunded: \_\_\_\_\_

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## Port Orford Community Center Rental Packet

Thank you for your interest in renting the American Legion Hall (ALH) and/or the Community Building (CB). We are fortunate to have this facility available for our community and expect that you will protect it and its content while they are in your care. The packet includes Rental Procedures, Building Use and Deposit Fee Schedule, Cleaning Deposit Checklist, and Rental Application.

### Rental Procedures:

1. Obtain paperwork, determine fees and deposits, and pencil the event on the calendar, allowing time for set up and cleaning to prevent conflict with other events.
2. Complete and return Necessary paperwork to obtain building key:
  - a. Sign Rental Application
  - b. Certificate of Liability Insurance may be required.
  - c. TSL (Temporary Sales License) form the OLCC (Oregon Liquor Control Commission.) For TSL and directions see [www.oregon.gov/OLCC](http://www.oregon.gov/OLCC)
  - d. CCHD Temporary Food Service Permit or copy or agreement/contract with licensed food service business (if required for food service).
  - e. Two (2) Checks – Rental Check and Deposit Check made payable to: The City of Port Orford with “ALH rent” and/or “CB rent” in the memo line.
3. Building Key may be obtained the day prior to event only if fees are paid and all paperwork is completed and returned.
4. Enjoy your event responsible. Please use the cleaning/rental deposit checklist to document housekeeping and security responsibilities. Return the completed checklist and key to City Hall.
5. Refund of deposit will be processed after inspection of the facility. The deposit will be utilized to address any cleaning checklist items which are not completed. Refunds may take up to three (3) business days.

### Port Orford Community Center Rental Application

Name of Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Dates requested: \_\_\_\_\_

Event Name/Purpose: \_\_\_\_\_

For Applicable Fees Refer to "Use and Deposit Fee Schedule" (Exhibit A)

Please make checks payable to: **The City of Port Orford** CB and/or ALH

Number of Days: \_\_\_\_\_ X Daily Rate: \_\_\_\_\_ = \$ \_\_\_\_\_

Number of rectangular tables: \_\_\_\_\_ X Unit \$: \_\_\_\_\_ = \$ \_\_\_\_\_

Number of chairs: \_\_\_\_\_ X Unit \$: \_\_\_\_\_ = \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Cleaning deposit (separate check) \$100.00

Building: American Legion (ALH) \_\_\_\_\_ Community Building(CB) \_\_\_\_\_

Building keys may be picked up the day before the scheduled day of building rental. Cleaning of building and return of keys are required by 12 PM (noon) the following business day after the rental. The City of Port Orford staff or its agents will inspect the building for cleanliness and damage upon being vacated by the renter. Building inspection will be made according to the rental deposit checklist (attachment B) Full or partial forfeiture of deposit will result for any damages, repair, maintenance, or cleaning required on behalf of The City of Port Orford resulting from the applicant(s) use of the building or its contents. Refunds will be adjusted if cleaning or repairs/maintenance of the building or its contents is required by the city or its agents. In the event the cleaning and/or repair expense excess the deposit amount, the applicant(s) will be billed for the difference. Any refunds due the applicant(s) will be processed within three (3) business days.

I \_\_\_\_\_ WILL (attach copy of certificate) / \_\_\_\_\_ Will NOT (pick one) be providing general liability insurance to cover the activities for which this use permit is used. I understand that if I do not provide the insurance, I am assuming the risk of liability for any injury to persons or property which occurs during, or it related to, these activities, and I may be personally responsible for any damages assessed against me for any such injuries. I agree that I will indemnify and hold the City, Agents, and Employees harmless against any claims, action, or suits which are brought about against the city as a result of the activities for which this use permit is issued. By initialing this paragraph, I acknowledge that I have read this paragraph and agree to its terms \_\_\_\_\_ (applicant's initials).

Alcoholic Beverage(s):

1. \_\_\_ WILL NOT be sold or served for consideration or as part of an entry fee to the event. \_\_\_\_\_ (applicant's initials).
2. \_\_\_ WILL be sold or served for consideration or as part of an entry fee to event. \_\_\_\_\_ (applicant's initials).

- a. \_\_\_\_\_ OLCC Temporary Sales/Special Event License (attach copy of approved license) and
  - i. \_\_\_\_\_ Liquor Liability Insurance Coverage (attach copy of certificate

OR

- b. \_\_\_\_\_ OLCC Licensed Restaurant or Caterer with OLCC application for Temporary Use of Annual License for and Event at Unlicensed Location (attach copy of approved application.)

Food Service:

1. \_\_\_\_\_ WILL NOT be sold or served for consideration or as part an entry fee to event \_\_\_\_\_ (initial)

2. \_\_\_\_\_ WILL be sold or served for consideration as part of an entry fee. Applicant must provide A or B below \_\_\_\_\_ (initial)

A) Curry County Health Department Temporary Food Service Permit (attach copy of approved application)

B) A county licensed restaurant or caterer will be preparing and serving food. (Attach copy of agreement/contract with licensed food service business.)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of City/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit (A)

Port Orford Community Center

USE AND DEPOSIT FEE SCHEDULE FOR EITHER THE COMMINTY BUILDING AND/OR THE AMERICAN LEGION HALL

|  |                        |
|--|------------------------|
| Non-Local User (i.e. vendors, private socials) -----               | \$150.00 Daily         |
| Non-Local Governmental Agency (i.e. county or state agency) -----  | \$50.00 Daily          |
| Local Commercial (i.e. private business/vendors) -----             | \$100.00 Daily         |
| Local Non-Commercial (i.e. private socials or similar) -----       | \$50.00 Daily          |
| Local Only – Off Site Rectangular Table/Folding Chair Rental ----- | \$10/Table & \$2/Chair |
| Cleaning/rental deposit -----                                      | \$100.00/Event         |

Internet service available upon request at an additional cost.

Definitions

**Local User:** a person who resides, an organization most of whose members reside, or business whose owners reside in the service area of Port Orford, Sixes, Langlois Postal Service area.

**Non-commercial:** means no admission charge and no selling or only incidental selling of merchandise is involved (i.e a free concert where the performer(s) have a table selling CD's or T-shirts, ect.)

**Commercial:** means to charge an admission fee for the event, or no admission is charged, but the major activity is the selling of goods.

**Public/Non-Profit :** means an organization whose role is community support, entertainment and/or edification of the local community. (i.e. school club, a 501 c(3) organization, a volunteer group, an ad hoc community seeking to promote the community, etc.)

NOTE: The Port Orford Community Building or American Legion Hall will not be rented to any organization that discriminates or refuses membership to people because of their race, color, religion, ancestry, national origin, gender, age, martial or veteran status, physical or mental disability, sexual orientation, on-the-job injury, or any other legally protected characteristics or status.



**Payment: NOTE: the deposit check must be paid separately.**

Make all checks payable to: The City of Port Orford/ CB or ALH Rent

Paying in person: checks, application, insurance, ect. – Port Orford City Hall

Mailing Rent: checks, applications, insurance, ect. – The City of Port Orford

PO Box 310

Port Orford, OR 97465

**Community Center or American Legion Hall Cleaning/Rental Deposit Checklist**

Name of Group/Person renting the facility \_\_\_\_\_

Contact name and phone \_\_\_\_\_

Date(s) of use \_\_\_\_\_ Building used (circle) Community Building or American Legion Hall

The City of Port Orford is pleased to allow the use of the Community Center and the American Legion Hall for activities and events. However, in an effort to maintain and extend the life of the buildings, and as a courtesy to the next renter, you are responsible for the following housekeeping items. If you do not complete the task, your deposit will be utilized.

\_\_\_\_\_ Fold up tables and chairs and put in designated area. Note: For ALH main room, leave up seven (7) round tables with six (6) chairs each and one (1) rectangular table along the east wall

\_\_\_\_\_ Remove trash from building – take it with you

\_\_\_\_\_ Sweep and wet mop the floor

\_\_\_\_\_ Clean bathrooms: sink, floor, toilets, and take garbage with you

\_\_\_\_\_ Turn off heating units, and turn off all electrical equipment and all lights, including restrooms

\_\_\_\_\_ Close and lock all windows and doors

**If Kitchen is used, add the following:**

\_\_\_\_\_ Empty and rinse coffee pots and filter basket; dispose of grounds

\_\_\_\_\_ Wash all dishes, silverware, etc. and return to original locations.

\_\_\_\_\_ Turn off stove, oven, dishwasher and superheater; leave on regular water heater (valves are labeled)

\_\_\_\_\_ Wipe out/down microwave, counter tops, cabinet doors, refrigerator, freezer, oven, stove and sink.

\_\_\_\_\_ Remove all left over food and decorations.

Please be sure to report any problems with the facility or equipment

The completed form along with keys must be returned. Deposits will not be returned without this form and keys being returned.

Refund of the deposit will be processed after inspection of the facility. Refunds may take up to three (3) days.

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Refund: \_\_\_\_\_

Contacts:      City Hall at 541-332-3681  
                    During Business Hours 7:30-12:00, 1:00-4:30  
                    After Hours: 541-247-3242

## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2023

SUBJECT: Police Levy

ITEM NO: 8 c.

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The current Police Levy expires on June 30, 2024. We need to have the levy on the ballot in November 07, 2023 for it to be active in fiscal year 2025. In past years the amount was \$1.90 per \$1,000. However, that was lowered in the last levy to \$1.80 per \$1,000.

I have attached an updated version of the public notice for the last levy. I have also attached an updated resolution and SEL 802 that will be provided to the election office for the November 2023 election.

Tonight I need council direction on the amount that council would like the levy to be per \$1,000 along with the length that they would like the levy to be. I would also like council input on the wording. In previous council meetings Councilman Webb had mentioned that in the previous election the wording was the key. I have attached a copy of the public announcement and (forms) that were sent to the election office along with the resolution.

#### *Suggested Motions*

***Motion to approve police levy for \$1.80 per \$1,000 for 5 additional years.***

I move to approve the policy levy beginning fiscal 2024 for \$1.80 for an additional 5 years

***Motion to approve police levy for \$1.90 per \$1,000 for 5 additional years.***

I move to approve the police levy beginning fiscal 2024 for \$1.90 for an additional 5 years.

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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Jessica Ginsburg, Clerk  
Port Orford City Hall  
PO Box 310  
Port Orford, OR 97465  
541-336-4568  
[jginsburg@portorford.org](mailto:jginsburg@portorford.org)

PUBLICATION DATE: December 5, 2018

**NOTICE OF LEGAL PUBLICATION**  
PORT ORFORD NEWS

NOTICE IS HEREBY GIVEN that a measure election will be held in the City of Port Orford, Curry County, Oregon on November 07, 2023. The following shall be the ballot title of the measure to be submitted to the city's voters on this date:

City of Port Orford  
Curry County, Oregon

CAPTION:

LOCAL OPTION TAX LEVY FOR FUNDING PORT ORFORD POLICE FORCE.

QUESTION:

Shall the city replace the expiring police levy with a reduced levy of \$1.80 per 1000 of assessed value? "This measure renews current local option taxes"

SUMMARY:

"This measure may be passed only at an election with at least 50 percent voter turnout." The purpose of this local option tax measure is to fund the operations of the City of Port Orford Police Department. The current local option tax revenue measure expires June 30, 2024. If this local option tax measure before you is not enacted, then the City will be forced to eliminate the Police Department, since there are insufficient property tax revenues to pay for general City operations and fund the Police Department. The local option tax imposed by this measure will be for five years beginning with the 2019-2020 fiscal year. It is estimated that the local option taxes to be raised each year will be \$226,297 in FY 2020, \$235,349 in FY 2021, \$244,763 in FY 2022, \$254,553 in FY 2023, \$264,736 in FY 2024 for a total of \$1,225,698. "The estimated tax cost for this measure is an ESTIMATE ONLY based upon the best information available from the county assessor at the time of estimate."

Notice is given that an elector may file a petition for a review of the ballot title with the Circuit Court no later than December 14, 2018.

## RESOLUTION XXXX-XX

### A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD, CALLING FOR AN ELECTION WITHIN THE CITY FOR THE PURPOSE OF APPROVING A LOCAL OPTION TAX LEVY.

**WHEREAS**, the City of Port Orford, Oregon (the “City”) has determined that there is a need to continue to finance the Port Orford Police Department; and

**WHEREAS**, to call an election within the city for the purpose of approving a tax levy must be enacted by the governing body of the city and held on a date specified in ORS 221.230; and

**WHEREAS**, the current Police Tax Levy will expire at the end of FY 2023-2024; and

**WHEREAS**, a election specified in ORS 221.230 will occur on November 07, 2023,

**NOW, THEREFORE,**

**BE IT RESOLVED** by the Common Council of the City of Port Orford, as follows:

An election within the city for the purpose of approving a tax levy to fund the Port Orford Police Department shall be held on November 07, 2023.

The length in years of the period during which the proposed local option tax will be imposed is five years.

The first fiscal year in which the proposed local option tax will be imposed is FY 2024-2025.

The tax rate per \$1,000 of assessed value of the proposed local option tax levy is \$1.80 or \$1.90

Approved by the Common Council of the City of Port Orford and effective this <sup>th</sup> day of

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

ATTEST:

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

# Notice of Measure Election

**SEL 802**

rev 01/18 ORS 250.035, 250.041,  
250.275, 250.285, 254.095, 254.465

City

## Notice

**Date of Notice**

July 25, 2023

**Name of City or Cities**

Port Orford

**Date of Election**

November 7, 2023

**Final Ballot Title** The following is the final ballot title of the measure to be submitted to the city's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

**Caption** 10 words which reasonably identifies the subject of the measure.

Local Option Tax Levy for Funding Port Orford Police Department.

**Question** 20 words which plainly phrases the chief purpose of the measure.

Shall the city levy \$X.XX per \$1000 of assessed value for police operations for five years beginning in FY 2024-2025 "This measure renews/increase/decrease the current local option taxes."

**Summary** 175 words which concisely and impartially summarizes the measure and its major effect.

The purpose of this local option tax measure is to fund the operations of the City of Port Orford Police Department. The current local option tax revenue measure expires June 30, 2023. If this local option tax measure before you is not enacted, then the City will be forced to eliminate the Police Department, since there are insufficient property tax revenues to pay for general City operations and fund the Police Department. The local option tax imposed by this measure will be for five years beginning with the 2024-2025 fiscal year. It is estimated that the local option taxes to be raised each year will be \$XXX,XXX in FY 2025, \$XXX,XXX in FY 2026, \$XXX,XXX in FY 2027, \$XXX,XXX in FY 2028, \$XXX,XXX in FY 2029 for a total of \$X,XXX,XXX. "The estimated tax cost for this measure is an ESTIMATE ONLY based upon the best information available from the county assessor at the time of estimate."

**Explanatory Statement** 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

- any measure referred by the city governing body; or  
→ any initiative or referendum, if required by local ordinance.

**Explanatory Statement Attached?**  Yes  No

**Authorized City Official** Not required to be notarized.

**Name**

Jessica Ginsburg

**Title**

Elections Official

**Mailing Address**

PO Box 310, Port Orford, OR 97465

**Contact Phone**

541-366-4568

*By signing this document:*

- I hereby state that I am authorized by the city to submit this Notice of Measure Election; and  
→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature

Date Signed

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# City of Port Orford

## CITY COUNCIL AGENDA DOCUMENTATION

Date: 03/16/2023

SUBJECT: City Council Priorities Acceptance and motions

ITEM NO: 8 d.

On February 28, 2023 City Council had a workshop to establish their priorities and timeline for completion of those priorities. The Priorities list is attached. The council then needs to approve/ appoint liaisons for the School District and the Fire District.

Tonight the City Council has to do a few things:

- 1) Accept the list of priorities.

**Suggested Motion:-** I move to approve the City Council Priorities generated from the City Council Workshop on February 28, 2023.

- 2) Establish Committees for the following tasks:

- a) Amending the Council Rules
- b) Increase Capacity for Grants
- c) Review Staffing and job descriptions

**Suggested Motion:** I move to approve the council form sub committees of 2-3 council members to work on and make recommendations to Council on amending council rules, developing grant writing and admin capacity and considering city jobs/task structure.

- 3) Direct Staff to Prioritize key tasks to improve governance procedures.

**Suggested Motion:** I move to direct staff to prioritize key tasks to improve governance procedures and communication within three months. These include completing website update with function to upload agendas, notices, and minutes in a timely manner as determined by City Council Rules; fixing the city hall AV system to improve hybrid meeting quality for citizens and minutes taking; assuring that city council members' email addresses are working.

- 4) Approve/ Appoint liaisons for Fire District and School District.

**Suggested Motion:** I move to nominate ..... to be the liaison for the .....

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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| ACTION ITEMS | WHO DOES WHAT | TARGET DATES |
|--------------|---------------|--------------|
|--------------|---------------|--------------|

| PRIORITIES AND ACTION ITEMS                              | City Administrator   | Council (POCC)  | Other                           | Council meeting agenda/ or completion target |
|--|--|---|---------------------------------|--|
| <b>#1 WATER</b>  |  |   |                                 |  |
| Dredging permit  | Continue to communicate high priority to Civil West/ Report status to POCC               | Consider and adopt CW work plan as soon as it becomes available | Civil West research and prep    |  |
| Tracer Study   | Consult with PW<br>Add to POCC agenda  | Consider motion to proceed                                      |                                 | March POCC agenda item                       |
| Water Meter Installation                                 | Ask PW to arrange vendor presentation  | Consider motion to proceed                                      |                                 | March POCC agenda item                       |
| Wilson Land Acquisition                                  | —Attend transaction meeting in March<br>—Consult with legal counsel on final resolutions | Consider adoption of final resolutions of authority             | Watershed Council/ Councilor AV | April or May POCC agenda?                    |
|  |  |   |                                 |  |
| <b>#2 FIX GOVERNANCE ABCS</b>                            |  |   |                                 | <b>WITHIN 60 days, by April 30</b>           |
| Council Clear Direction on items needed to achieve goals | Add to POCC agenda   | Consider motion to direct staff to complete by April 30         |                                 | March POCC agenda item                       |
| Functional website                                       | Work with contractor to complete this task   | Applause!   | Contractor<br>Other staff?      |  |

| ACTION ITEMS  | WHO DOES WHAT                  |  |                   | TARGET DATES                                   |
|---|--------------------------------|--|-------------------|--|
|   | City Administrator             | Council (POCC)   | Other             |  |
| <b>#2 Fix Governance ABCs Con't</b>                           |                                |  |                   |  |
| Fix City Hall sound system                                    | City administrator or delegate | Already passed funding and motion for this to proceed and completed by ~April 20             |                   | ~APRIL 20, as directed by POCC in 2/16 meeting |
| Fix Council emails  | City administrator or delegate |  |                   |  |
| Provide for timely minutes to be posted on city website       | City administrator or delegate |  |                   | Ongoing-asap                                   |
| Amend Council Rules   | Add to POCC agenda             | Consider POCC committee to recommend fixes<br><br>Committee makes recommendations to Council |                   | March POCC agenda<br><br>April POCC agenda     |
| Provide for timely agendas to be posted on city website       | City administrator or delegate |  |                   | Ongoing-asap                                   |
| Provide liaison reports in writing by deadline to make agenda |                                | City Council members   | Commission Chairs | Ongoing-asap                                   |
| Provide timely agenda review                                  |                                | Mayor  |                   | Ongoing-asap                                   |
|   |                                |  |                   |  |
| <b>#3 IMPROVE COMMUNICATION</b>                               |                                |  |                   |  |
| Functional website So citizens have place to get info         | City administrator or delegate |  |                   | Within 60 days                                 |
| Training for council/commissions                              | Arrange for training           | Attend training  | Attend training   | Within 90 days                                 |
| Add other items later   |                                |  |                   |  |

| ACTION ITEMS          | WHO DOES WHAT                                   |   |       | TARGET DATES                  |
|-----------------------|---|---|-------|-------------------------------|
|                       | City Administrator                              | Council   | Other |                               |
| <b>#4 POLICE LEVY</b> |   |   |       | <b>August '23 (to county)</b> |
|                       | Prepare clear ballot text<br>Add to POCC agenda | —Provide input<br>—Consider adopting ballot text when ready |       | March POCC agenda             |
| Add next steps later  |   |   |       |                               |

|  |  |                                      |  |                    |
|--|--|--------------------------------------|--|--------------------|
| <b>#5 UNION NEGOTIATIONS</b>             |  |                                      |  | <b>JUNE 2023</b>   |
|  | Research/Prepare/Communicate w management staff & POCC | —Meet as needed in executive session |  | Ongoing until June |
| <b>#6 CITY INFRASTRUCTURE</b>            |  |                                      |  |                    |
| Fix roofs                                | Get bids for membrane roofs<br>Add to POCC agenda      | Consider bids                        |  | April POCC agenda  |
| Community Bldg— Skating Night resolution | Add to POCC agenda when ready                          |                                      | Parks Comm/<br>Councilor GT:<br>Recommendation to POCC             | March POCC agenda? |
| Maintain Nature trail                    | Add to POCC agenda when ready                          |                                      | Parks Comm/<br>Councilor GT:<br>Get bids<br>Recommendation to POCC |                    |
| Wetlands trail                           | Add to POCC agenda when ready                          |                                      | Parks Comm/<br>Councilor GT<br>Develop plan                        |                    |
| Add more steps later                     |  |                                      |  |                    |
|  |  |                                      |  |                    |
|  |  |                                      |  |                    |

| ACTION ITEMS                       | WHO DOES WHAT  |   |   | TARGET DATES   |
|------------------------------------|--|---|---|--|
|                                    | City Administrator   | Council   | Other   |  |
| <b>#7 INCREASE GRANT CAPACITY</b>  |  |   |   |  |
| POCC Committee and CA develop plan | <ul style="list-style-type: none"> <li>—Add to POCC agenda</li> <li>—Work with POCC committee to develop plan</li> </ul>                   | <ul style="list-style-type: none"> <li>—Consider starting POCC committee</li> <li>—Work with CA to develop plan</li> <li>—Recommend to Council</li> </ul>                                   |   | <ul style="list-style-type: none"> <li>March POCC agenda</li> <li>April POCC agenda</li> </ul> |
| Add steps to implement later       |  |   |   |  |
| <b>#8 ENSURE FULL STAFFING</b>     |  |   |   |  |
|                                    | <ul style="list-style-type: none"> <li>—Send all job descriptions to POCC</li> <li>Add to POCC agenda</li> <li>—Hire full staff</li> </ul> | <ul style="list-style-type: none"> <li>—Consider starting POCC committee to consider city jobs structuring</li> <li>—Recommend to Council</li> <li>—Consider possible next steps</li> </ul> |   | <ul style="list-style-type: none"> <li>March POCC agenda</li> <li>April POCC Agenda</li> </ul> |
| <b>#9 FINISH STR CODE</b>          |  |   |   |  |
|                                    | Work with Planner, Staff, Attorney and PC to develop timeline, complete code, arrange hearings   |   | Planning Comm addresses POCC questions/holds hearings | ONGOING no target date determined, owing to need for hearings, etc.                            |
|                                    |  |   |   |  |
|                                    |  |   |   |  |

## PRIORITIES OF PORT ORFORD MAYOR and CITY COUNCIL MEMBERS

### SHORT-TERM

**Cox:** Water meter installation, Union negotiations, Police Levy, Improve communication with county-state gov'ts

**Burns:** Finish website (get it online and maintain it), Roofs on all city bldgs repaired or replaced, Improve community communication (newspaper, facebook, info on city water bill, email list, bulletin boards)

**Pogwizd:** Dredging, Tracer Study, Communication

**Rask:** Schedule Community meeting to listen to citizens' concerns and interests; get things working better/ streamline meetings so they are 2 hrs; Complete STR-ADU codes

**Tidey:** Skating night approval; get bids for maintenance on nature trail; playground grant

**Vileisis:** Fix Governance ABCs (getting fundamental functioning of the city on track); Fix Water system (dredging permit/ meters/ finish work to buy Wilson land/ work with CW on raw water projects); Ensure adequate staffing to provide for city services (capacity for grant administration, enforcement of ordinances)

**Webb:** Dredging reservoir; understand roles/ limits/ powers/ responsibilities of council members and staff, including zero tolerance for muddy water and insubordination; rebuild community trust by outreach to those squeaky wheels rather than shotgun blasts or carpetbombing (added after the meeting)

**City Administrator Jessica Ginsberg:** Improve communication (packets and agendas); website and updates; grants (for whole city but also possible matches for BRIC); staff (fully staffed and cross training); Civil West (dredging and raw water storage sites for dredging); citizen involvement (committees, volunteers, more)

### LONG TERM GOALS

**Cox:**

- Develop impound through dredging, impound improvements and watershed enhancement; anything we can do on the distribution side to curtail losses
- Research using Garrison Lagoon for fire protection use to alleviate strain on city water system
- Research building process for new developments to avoid changes in construction that do not come back to the city [that don't match up with city code]

**Burns:**

- Start road repair and road resurfacing program
- Bring wastewater treatment plant into compliance (retrofit and rebuild so plant can last another 20 years)
- Develop an affordable housing encouragement program (ordinances to encourage affordable housing/ donate city property for affordable housing if possible, start an advisory group, encourage a way to vet renters)

**Pogwizd:**

- Water storage
- Infrastructure
- Business friendly

**Rask:**

- Fix water
- Solve homeless issue
- Create art center (amended after meeting)

**Tidey:**

- Replace Battle Rock sign
- Replace carpet and update inside of Battle Rock VC
- Plan Parks Fundraisers

**Vileisis:**

- Big picture look at water system from watershed thru sewer outfall , identify projects beyond BRIC that may need urgent attention to tap once-in-a-generation infrastructure funding opportunities (sewer plant upgrades?); Continue with activities needed to assure water system is being improved, including seeking additional grants
- Improve and update planning code and fee structure to address increasing development pressures, need for workforce housing—to conserve character of our community even as additional development occurs
- Tap enthusiasm of community volunteers and increased city capacity for grant administration to accomplish projects that improve our community’s livability and economy: such as community building renovation, catalyzing a workforce housing project, other!

**Webb:** (added after the meeting)

- Follow the roadmap laid out by those ahead of us is our mission to a large degree. Without compelling information that is researched and vetted in a robust manner, we stay the course. Our goals exist, only tactics should be debated. Avoid caving to pressure from other government bodies that seek to make impacts that serve a larger geographical footprint.
- We need to look at projects through 50 or 100 year lenses. Building for 10 or 20 years leaves us in constant turmoil
- Begin identifying Tsunami safe locations for all city infrastructure. This is the only way we will be able to afford new things. We use FEMA to fund a new city over the next 50 years. Cascadia can be our friend, if we accept her as such.

**City Administrator Jessica Ginsberg’s input**

- Communication: in both categories because it’s always important
- Citizen involvement
- Affordable Housing
- Emergency Management Plan
- Update Codes book to cover review and update

*Notes taken/ assembled by Councilor Ann Vileisis*