



**AGENDA**  
**May 12, 2014, 6:30PM**  
**REGULAR MEETING**  
**CITY COUNCIL CHAMBERS, CITY HALL**  
**29592 ELLENSBURG AVE**  
**GOLD BEACH OR 97444**

**NOTE:**

**The City of Gold Beach Budget Committee will meet at 6:30 just prior to regular Council Meeting. Please see separate Budget Committee Agenda.**

**Call to order:            Time: \_\_\_\_\_**

- 1.     The pledge of allegiance**
- 2.     Roll Call:**

	Present	Absent
Mayor Karl Popoff		
Council Position #1 Melinda McVey		
Council Position #2 Larry Brennan		
Council Position #3 Brice Gregory		
<b>STARTING VOTE</b>		
Council Position #4 Doug Brand		
Council Position #5 Tamie Kaufman		
City Administrator Jodi Fritts		
Student Liaison Lyndsey Dixon		

- 3.     Special Orders of Business:**  
None scheduled
- 4.     Consent Calendar:**  
No Consent Calendar
- 5.     Citizens Comments**  
As presented to the Mayor at the beginning of the meeting
- 6.     Public Hearing**  
Annual CTR garbage rate increase request
- 7.     Citizen Requested Agenda Items**  
Appeal of City Administrator's monthly sewer use fee: Diane Palinkas
- 8.     Public Contracts and Purchasing**  
None scheduled
- 9.     Ordinances & Resolutions**
  - a.     Resolution R1314-14 CTR Rate Increase

*The City of Gold Beach is dedicated to enhancing quality of life, while promoting health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community*

- b. Resolution R1314-16 repealing and replacing R1112-37
- c. Resolution R1314-17 repealing and replacing R1213-14
- d. Resolution R1314-15 creating an Adopt-A-Street/Grounds Program

**10. Miscellaneous Items (including policy discussions and determinations)**

- a. Proposed Councilor/Mayor Travel Policy as prepared by Councilor Kaufman

**11. City Administrator's Report**

To be presented at the meeting.

**12. Mayor and Council Member Comments**

- a. Mayor Karl Popoff
- b. Councilors
  - 1) Melinda McVey
  - 2) Larry Brennan
  - 3) Brice Gregory
  - 4) Doug Brand
  - 5) Tamie Kaufman
- c. Student Liaison, Lyndsey Dixon

**13. Citizens Comments**

As presented to the Mayor at the beginning of the meeting

**14. Executive Session**

None scheduled

The Gold Beach Budget Committee will meet immediately preceding the regularly scheduled May 12, 2014 meeting to review changes proposed at the April 22<sup>nd</sup> Budget Hearing.

The next scheduled meeting of the Gold Beach City Council is Monday, June 9, 2014 at 6:30PM in the Council Chambers of City Hall, 29592 Ellensburg Avenue, Gold Beach, Oregon.

**15. Adjourn Time: \_\_\_\_\_**

The location of the hearing/meeting is accessible to the disabled. Advance notice is requested if special accommodations are needed. Call 541-247-7029 so that appropriate assistance can be provided. The City of Gold Beach is an affirmative action EEOE and complies with section 504 of the rehab act of 1973. Complaints of discrimination should be sent to: USDA, Attention Director, Office of Civil Rights, Washington, D.C. 20250-9419

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# PUBLIC HEARING

# GOLD BEACH CITY COUNCIL AGENDA REPORT



Agenda Item No. 6 & 9 a.  
Council Hearing Date: May 12, 2014

## **TITLE: Public Hearing Curry Transfer & Recycling CPI adjustment request**

### **SUMMARY AND BACKGROUND:**

The City and Curry Transfer & Recycling (CTR) entered into a franchise agreement on March 24, 1997, enacted by Ordinance No. 533. The franchise agreement provides for annual Cost of Living Adjustments (COLA) subject to written request by CTR.

**C. COST OF LIVING ADJUSTMENT (COLA).** In addition to the rate adjustments described above, the portion of the rates for recycling, collection, transportation and disposal represented by specific dollar amounts listed on the rate sheets (Exhibit "A") shall be further adjusted upon written request of the Franchisee if Franchisee can demonstrate by a preponderance of the evidence, an increase in the CPI over the preceding calendar year. The adjustment shall be based upon the change in the CPI from December 31 of the current year, compared to the CPI as of December 31 of the prior year. The rates shall be subject to adjustment on or about the 1st day of April of each year thereafter (the "adjustment date") as follows:

1. The base for computing the adjustment is the CPI (U) National published by the United States Department of Labor, Bureau of Labor Statistics ("Index"), which is published for the month nearest the date of the commencement of the term of this Ordinance ("Beginning Index"). If the Index published for the most recent month prior to the rate application ("Extension Index") has increased over the Beginning Index, the rates for the following year (until the next adjustment) shall be set by multiplying the rates by a fraction, the numerator which is the Extension Index and the denominator of which is the Beginning Index. After request for adjustment as provided herein, the parties shall act with all diligence to adjust the rates as set forth hereunder. For subsequent adjustments, the Beginning Index shall be the Extension used for the last previous cost of living adjustment.

2. If the CPI is changed so that the base year differs from that used as of the month immediately preceding the month in which the term commences, the CPI shall be converted in accordance with the conversion factor published by the United States Department of Labor, Bureau of Labor Statistics. If the CPI is discontinued or revised during the term, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the CPI had not been discontinued or revised.

3. The COLA adjustment provided for herein shall not be granted to Franchisee in any rate hearing where Franchisee is requesting a rate adjustment pursuant to Section 7 A 3 of this Agreement. Following a rate hearing in which Franchisee is granted an adjustment pursuant to Section 7 (A) (3), the Beginning Index shall be the Index published nearest that date on which the Section 7 (A) (3) adjustment was granted.

**D. RATE DISPUTES.** If the City rejects a rate adjustment requested by the Franchisee, grants an increase less than what was requested by Franchisee, or fails to act timely upon all or any part of the Franchisee's rate adjustment application, then the Franchisee may request binding arbitration of the matter as provided in Section 15 of this Ordinance.

CTR has submitted a written request with supporting documentation and is requesting a rate adjustment of 1.13%. The CPI for the 2013 was 1.47% according to CTR's documentation.

*During the public hearing portion of the meeting testimony will be taken on the CTR request for a CPI adjustment. In the Ordinances & Resolutions section of the meeting a resolution has been prepared for review and possible adoption.*

**FINANCIAL IMPACT:**

If approved, this will adjust the rates within the city limits by 1.13% (\$0.24 per month for basic service)

**DOCUMENTS ATTACHED:**

Request and documentation from CTR

**REQUESTED MOTION/ACTION:**

**In the Ordinances & Resolutions section of the meeting a resolution has been prepared for adoption**

**Suggested motion:**

**I make the motion to adopt Resolution R1314-14, a resolution approving Curry Transfer and Recycling (CTR) rate adjustment and repealing Resolution R1213-13 and any other resolutions that may be in conflict.**

**COPY OF REPORT AND ATTACHMENTS SENT TO:**

Council, Pete Smart-CTR

# Curry Transfer & Recycling

PO Box 4008 Brookings, OR 97415

Phone: (541) 469-2425

Fax: (541) 469-1048

**April 24, 2014**

City of Gold Beach  
29592 Ellensburg Ave.  
Gold Beach, OR 97444

Dear City Council:

RE: **CPI Adjustment 2014**

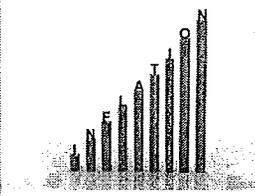
Please find enclosed proof of the CPI adjustment for year **2013**, based on the National U.S. City Average index, which is calculated at **1.47%**.

Although the CPI is **1.47 %** the rate schedule enclosed reflects **1.13%** (77% of the year **2013** CPI inflation). This will result in a **\$0.24** 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 **July 1, 2014**.

Sincerely,

Pete Smart

Enclosure: **2014** rate schedule  
**2013** rate schedule (for comparison)  
**2013** CPI Adjustment- Department of Labor



January and February 2012 is a perfect example, according to the government statistics both months had *inflation rates* of 2.9%. However, our data shows inflation in January as 2.93% and in February as 2.87%. Therefore instead of the inflation rate being "flat" it is actually falling slightly. Of course this could just be a statistical anomaly but..

Using this enhanced view we might be alerted to watch for the possibility of a bigger decline... which in fact did happen as inflation rates for the following months fell to 2.65%, then 2.30% and 1.7%, 1.66%, and finally 1.41% before beginning to rise again.

In another example we see August 2003 and September with the Government saying inflation rates were 2.2% and 2.3% respectively. This would lead us to believe that inflation rose .1% during that period. In actuality however, it rose from 2.16% to 2.32% or a .16% increase, substantially more than .1%! Once again this finer view gives us a better picture that inflation might be rising more than it appeared to be.

## Current Inflation Table

The Inflation table below is updated monthly and provides *the current US Inflation Rate* which is for the preceding 12 months. The Inflation rate is calculated using the Current Consumer Price Index (CPI-U) published monthly by the Bureau of Labor Statistics. CPI Index Release Dates

We also have a table of Monthly Inflation Rate data back to January 2000, which shows how much prices have increased over the previous month. Also check our current articles.

InflationData.com		Current Annual Inflation Rate											
YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVE
2014	1.58%	1.13%	1.51%	NA	NA	NA	NA						
2013	1.59%	1.98%	1.47%	1.06%	1.36%	1.75%	1.96%	1.52%	1.18%	0.96%	1.24%	1.50%	1.47%
2012	2.93%	2.87%	2.65%	2.30%	1.70%	1.66%	1.41%	1.69%	1.99%	2.16%	1.76%	1.74%	2.07%
2011	1.63%	2.11%	2.68%	3.16%	3.57%	3.56%	3.63%	3.77%	3.87%	3.53%	3.39%	2.96%	3.16%
2010	2.63%	2.14%	2.31%	2.24%	2.02%	1.05%	1.24%	1.15%	1.14%	1.17%	1.14%	1.50%	1.64%
2009	0.03%	0.24%	-0.38%	-0.74%	-1.28%	-1.43%	-2.10%	-1.48%	-1.29%	-0.18%	1.84%	2.72%	-0.34%

**2014 CPI INFLATION RATE ADJUSTMENT- GOLD BEACH- JULY 1, 2014**

CPI INFLATION IN 2013 (US CITY AVERAGE)	<b>1.47 %</b>
CTR RATE ADJUSTMENT	<b>1.13% (77 % of the above CPI rate)</b>

CURRENT RATE 32 GALLON RESIDENTIAL	<b>\$21.39</b>
LESS PORT ORFORD CLOSURE	< .13 >
LESS HHW (Household Hazardous Waste)	< .28 >
	<u><b>\$20.98</b></u>
CPI (1.13%)	<u>.24</u>
ADJUSTED RATE	<b>\$ 21.22</b>
PORT ORFORD CLOSURE	.13
HHW	<u>.28</u>
<b>TOTAL ADJUSTED RATE</b>	<b>\$21.63</b>

1 YARD	<b>\$29.07</b>
LESS PORT ORFORD CLOSURE	< .15 >
LESS HHW	< .39 >
	<u><b>\$28.53</b></u>
CPI (1.13%)	<u>.32</u>
ADJUSTED RATE	<b>\$ 28.85</b>
PORT ORFORD CLOSURE	.15
HHW	<u>.39</u>
<b>TOTAL ADJUSTED RATE</b>	<b>\$ 29.39</b>

CURRENT RATE 32 GALLON COMMERCIAL	<b>\$22.35</b>
LESS PORT ORFORD CLOSURE	< .13 >
LESS HHW	< .28 >
	<u><b>\$ 21.94</b></u>
CPI (1.13%)	<u>.25</u>
ADJUSTED RATE	<b>\$ 22.19</b>
PORT ORFORD CLOSURE	.13
HHW	<u>.28</u>
<b>TOTAL ADJUSTED RATE</b>	<b>\$ 22.60</b>

**RESOLUTION R1314-14**

**A RESOLUTION APPROVING CURRY TRANSFER AND RECYCLING (CTR) RATE ADJUSTMENT AND REPEALING RESOLUTION R1213-13 AND ANY OTHER RESOLUTIONS THAT MAY BE IN CONFLICT**

**WHEREAS:** The City of Gold Beach and Curry Transfer and Recycling (CTR) entered into a Solid Waste Franchise agreement on March 24, 1997; and

**WHEREAS:** Ordinance No. 533 sets the franchise terms; and

**WHEREAS:** SECTION 7 of Ordinance No. 533 provides for solid waste collection and service rate review and adjustment; and

**WHEREAS:** Curry Transfer and Recycling, pursuant to SECTION 7 (C) COST OF LIVING ADJUSTMENT (COLA), has requested an adjustment of 1.13% based on the Bureau of Labor Statistics annual CPI.

**NOW THEREFORE, BE IT RESOLVED:** the City Council of the City of Gold Beach approves the requested CPI adjustment and rate schedule which are attached as EXHIBIT A to this resolution effective July 1, 2014.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 12<sup>th</sup> DAY OF MAY, 2014.

APPROVED BY:

\_\_\_\_\_  
Karl Popoff, Mayor

ATTEST:

\_\_\_\_\_  
Candy Cronberger, City Recorder

**EXHIBIT A**  
**EFFECTIVE JULY 1, 2014**  
**RATE SCHEDULE- CITY OF GOLD BEACH**

\$21.63	per month	One thirty-two (32) gallon can each week
27.04	per month	One forty (40) gallon can each week
32.45	per month	One forty-eight (48) gallon can each week
43.26	per month	One sixty-four (64) gallon can each week
64.89	per month	One ninety-six (96) gallon can each week
67.59	per month	One one-hundred (100) gallon can each week
108.16	per month	One one-hundred sixty (160) gallon can each week
131.82	per month	One one-hundred ninety-five (195) gallon can each week
16.32	per month	Recycle only- where available
Residential Compactor		In excess of two (2) bags- 1.5 times can rate

**CANS/CARTS: OTHER THAN SET OUT SERVICE**

\$1.26 per trip each way for each drivable driveway, 1.26 each additional twenty-five feet.  
 \$1.26 each: Gate, door, fence, hallway, stairs, unsecuring, securing, etc. - each time, each way

**COMMERCIAL/RENTAL SERVICE (CONTAINER/CART/CAN)**

32 gallon cart	\$ 22.60
Container service- per loose yard-per pick-up	29.39
Container service- per loose yard- Brush (roll-off)	13.10
Container service- per loose yard- Metal (roll-off)	13.10
Container service- Gate Fee- (each time)- Extra	6.93
Customer requested- Auto lock- Dumpster service- per month	4.01
Container rental- one- eight yard- per month	15.49
Customer requested- Other than weekly- each trip minimum	19.87
Customer requested- Time of pick-up- each trip	19.87
Customer service- Special events, construction, clean up, etc. Per trip.	19.87
Container service- Roll-out service- Extra	10%
Container ramp roll-out, as deemed safe by collector- Extra	20%
Customer requested- After hour, Saturday or Sunday- Extra	50%
Mechanically compacted waste- 2.75 times yard or can rate.	

**RECYCLING CREDITS (COMMERCIAL WHEN SERVICE IS AVAILABLE)**

Container service- Newsprint properly prepared-	of commercial rate	50%
Container service- Waste paper, office paper, cans, bottles, plastics, (all properly prepared)	of commercial rate	25%

**OTHER RESIDENTIAL & COMMERCIAL CHARGES**

(1) Occasional extra in route pick-up- Each	\$ 5.75
(2) Customer requested special pick-up- Minimum	8.58
(3) Initial set-up, close-out, monitored inactive service- each transaction	6.93
(4) Customer Requested- Off route trip charge	12.80
(5) Rental property- Owners responsibility for sanitation charges.	
(6) Medical Waste Disposal- (\$24.74 individual 1 gal container & disposal)	
21 to 48 gal tubs – container & disposal	Per gallon rate
(7) Extra heavy roofing/demolition- 2.75 times yard rate	2.64
(8) Waste in excess of 280 lbs per yard. Subject to the approved tonnage rate.	
(9) Car tires 5.65 (mounted \$4.33 extra) Truck Tires 10.09 (mounted- \$29.45 extra)	
(10) Household hazardous waste. As approved.	



# CITIZEN REQUESTED AGENDA ITEMS

**GOLD BEACH CITY COUNCIL  
AGENDA REPORT**



Agenda Item No. 7 a.  
Council Meeting Date: May 12, 2014

**TITLE: Citizen Requested Agenda Item—Appeal of City Administrator  
Monthly Sewer User rate determination**

**SUMMARY AND BACKGROUND:**

In November it was discovered that the sewer assessment at 94215 was a single EDU (equivalent dwelling unit—or sewer unit) when the service was for a duplex and not a single family dwelling. The owner was notified and the account adjusted to two sewer units per month. The owner disputed the assessment and the Utility Clerk advised the owner to write me a letter to make a determination. In January a letter was received from the owner describing the structure. A formal determination was made by me in March to continue to assess the duplex for two EDUs due to amount of water usage and the structure as a duplex rather than a single family dwelling. In the determination letter I advised the owner pursuant to the Utility Code she could appeal my decision to the council. The code requires that an appeal be filed within 10 days, however the owner said she had experienced health issues and had not received the March letter until this month. Due to her health issues I felt it prudent to allow her appeal to be heard.

The chain of communication is attached. The letters have been scanned so I apologize for the quality. If you have difficulty reading the letters please let me know.

**FINANCIAL IMPACT:**

Depends on the determination of the appeal.

**DOCUMENTS ATTACHED:**

- Communication chain between City and owner

**REQUESTED MOTION/ACTION:**

**A determination to sustain/overturn the City Administrator's monthly EDU assessment**

**Suggested Motion:**

**I make the motion to sustain/overturn the City Administrator's determination to assess TWO (2) sewer units to the property identified as 94215 6<sup>th</sup> Street, utility account #1976.01.**

**COPY OF REPORT AND ATTACHMENTS SENT TO:**

**Council**



City of Gold Beach  
29592 Ellensburg Avenue  
Gold Beach, OR 97444  
541-247-7029

**CITIZEN REQUESTED COUNCIL AGENDA ITEM**

I WISH TO BE PLACED ON THE AGENDA FOR THE FOLLOWING DATE:

May 12 - 14

NAME: Diane Palinkas

ADDRESS: [REDACTED]

PHONE: [REDACTED] EMAIL: \_\_\_\_\_

Representing:

I will be representing myself

\_\_\_\_\_ I will be representing (Organization Name) \_\_\_\_\_

NATURE OF BUSINESS TO BE PRESENTED: \_\_\_\_\_

Charging me for 2 sewers when I only  
have one -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## City of Gold Beach

29592 Ellensburg Avenue • Gold Beach, OR 97444

[www.goldbeachoregon.gov](http://www.goldbeachoregon.gov)

Administration: 541-247-7029 • Police: 541-247-6671

Visitor Center 541-247-7526 • [www.goldbeach.org](http://www.goldbeach.org)

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Thursday, November 07, 2013

Diane Palinkas  
PO Box 1645  
Gold Beach, OR 97444

Re: Acct. 1976.01/94215 Sixth Str. duplex

During a recent review of utility accounts, we noticed that the duplex at the above address was only being billed for only one sewer connection. We have corrected the rate and the charges will change at the next billing cycle.

Sincerely,

A handwritten signature in cursive script that reads "Ruth A. Dixon".

Ruth A. Dixon  
Utilities & Payroll Clerk  
[rdixon@goldbeachoregon.gov](mailto:rdixon@goldbeachoregon.gov)

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Tuesday, January 14, 2014

Diane Palinkas  
PO Box 1645  
Gold Beach, OR 97444

Re: Account number 1976.01

The above account billing for sewer will need to be addressed by sending a letter to the City Administrator, Jodi Fritts-Matthey. Please include the history of the property, for example, how many living units were in it when you purchased it, what changes were made when the daycare was running, and how many living units there are currently.

When a decision has been made regarding the billing, any changes and/or credits will be made. Until then, you will still receive a statement for two sewer connections, however, I will hold off billing late charges.

Sincerely,

Ruth A. Dixon  
Utilities & Payroll Clerk  
[rdixon@goldbeachoregon.gov](mailto:rdixon@goldbeachoregon.gov)

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January 20, 2014

To Jodi Fritts - Motkey,

On January 17<sup>th</sup> I received a letter requesting that I describe the property on 942<sup>nd</sup> 6<sup>th</sup> Street when I bought it and what changes I made to it.

1. When I bought the property it was a duplex. Three people living on one side and one person on the other side.

2. I put a door between units 1 and 2 so that all the rooms were available to the preschool. 15 children and 2 adults for the next thirty years.

3. On October 14, 2010 I had four by-pass heart surgery. My family closed the school. On August 2012 I decided to turn it back to a duplex. Closed up the doorway. Changed the carpets - (put in new ones) added a stove and refriig to unit A. My disabled son + wife moved into unit B. (Free) Sept 15<sup>th</sup> 2012 - an elderly couple moved into unit A and lived there till the husband died wife went to live with her daughter. The unit has been empty since then.

4. The unit needs painting and new carpet and at this time I didn't have the money to continue. was in Eugene





# City of Gold Beach

29592 Ellensburg Avenue • Gold Beach, OR 97444

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Visitor Center: 541-247-7526 • [www.goldbeach.org](http://www.goldbeach.org)

Friday, March 21, 2014

Diane Palinkas  
PO Box 1645  
Gold Beach, OR 97444

**RE: Sewer Units assessed for 94215 6<sup>th</sup> Street**

Dear Ms. Palinkas:

Thank you for your recent letter regarding the duplex located at 94215 6<sup>th</sup> Street. I was aware that it operated as a daycare center for many years and that it has more recently been a rental. A recent audit of sewer accounts revealed that the duplex property was only being assessed for one sewer EDU (equivalent dwelling unit). We made the correction to the account and notified you a while back.

In your letter you state that one of the units is occupied by your son and the other is empty. I reviewed the water usage records for your home next door and the duplex property. Your home account used an average of 3400 gallons per month for the past six months. The duplex unit has used an average of 17,000 gallons per month. An average family uses approximately 8,000 gallons per month. Your home uses less than the monthly average but the duplex exceeds the average. The formula for determining EDUs are based partly on the average water usage. Based on average usage the duplex is using enough water for two households. All other multi-unit dwellings in the City are assessed based on the number of units and total water usage so your property was not singled out.

I reviewed the City Code regarding Monthly Sewer User Fees (enclosed) and you have followed the procedure for a rate review. I have determined, based on that review, that the property at 94215 is correctly assessed at two (2) EDUs. You have the right to appeal my decision to the City Council. If you wish to do so, please submit the appeal request in writing and I will put it on the next Council agenda.

Sincerely,

Jodi Fritts-Matthey  
[jfritts@goldbeachoregon.gov](mailto:jfritts@goldbeachoregon.gov)

cc: Will Newdall, Public Works Superintendent

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## DUPLEX USAGE

Customer:										
1976.01	Palinkas, Diane	PO Box 1645	Amount balance:	238.11						
	94215 Sixth St		Due:	03/10/2014	238.11					
Disconnected services	1976	541-247-2328	Gold Beach OR 97444	Payment:	03/11/2014	74.20				
Display	Compare	History	Transactions	Customer	Services	Location	Meters	Bag	Certification	Credit History
Date	Type	Reference Number	Service	Rate	Number	Description	Quantity Billed	Unit	Amount	
07/23/2013	Billing	2435	WtrRes	201	(Water Reserve)		0	A	Billing	2.00
07/23/2013	Billing	2435	Sewer*	503	(Sewer - Flat Charge)		0		Automatic Billing	50.00
08/12/2013	Pmt	44	*				0		Utility Payment	122.15
08/26/2013	Billing	928	Water	121	(Commercial - Inside)		23600		Import Readings	82.10
08/26/2013	Billing	2309	WtrRes	201	(Water Reserve)		0		Automatic Billing	2.00
08/26/2013	Billing	2309	Sewer*	503	(Sewer - Flat Charge)		0		Automatic Billing	50.00
09/11/2013	Pmt	30	*				0		Utility Payment	134.10
09/26/2013	Billing	3637	WtrRes	201	(Water Reserve)		0		Automatic Billing	2.00
09/26/2013	Billing	3637	Sewer*	503	(Sewer - Flat Charge)		0		Automatic Billing	50.00
09/26/2013	Billing	5068	Water	121	(Commercial - Inside)		22000		Import Readings	78.71
10/10/2013	Pmt	45	*				0		Utility Payment	130.71
10/21/2013	Billing	2312	WtrRes	201	(Water Reserve)		0		Automatic Billing	2.00
10/21/2013	Billing	2312	Sewer*	503	(Sewer - Flat Charge)		0		Automatic Billing	50.00
10/21/2013	Billing	2794	Water	121	(Commercial - Inside)		11800		Metered Entry	53.63
11/06/2013	Pmt	13	*				0		Utility Payment	105.63
11/25/2013	Billing	924	Water	121	(Commercial - Inside)		20700		Import Readings	75.36
11/25/2013	Billing	2312	WtrRes	201	(Water Reserve)		0		Automatic Billing	2.00
11/25/2013	Billing	2312	Sewer*	503	(Sewer - Flat Charge)		0		Automatic Billing	97.00
12/23/2013	Billing	924	Water	121	(Commercial - Inside)		18300		Import Readings	70.15
12/23/2013	Billing	2273	WtrRes	201	(Water Reserve)		0		Automatic Billing	2.00
12/23/2013	Billing	2273	Sewer*	503	(Sewer - Flat Charge)		0		Automatic Billing	97.00
01/06/2014	Pmt	60	*				0		Utility Payment	250.11
01/27/2014	Billing	925	Water	121	(Commercial - Inside)		16600		Import Readings	65.83
01/27/2014	Billing	2293	WtrRes	201	(Water Reserve)		0		Automatic Billing	2.00
01/27/2014	Billing	2293	Sewer*	503	(Sewer - Flat Charge)		0		Automatic Billing	97.00
02/10/2014	Pmt	72	*				0		Utility Payment	117.83
02/11/2014	Billing	151	Late Fee	1901	(Late Fee)		0		Penalty Billing	14.10
02/18/2014	PAdj	2	Water				0		PymtAdj: Check returned from bank	117.83
02/25/2014	Billing	924	Water	121	(Commercial - Inside)		13600		Import Readings	58.21
02/25/2014	Billing	2297	WtrRes	201	(Water Reserve)		0		Automatic Billing	2.00
02/25/2014	Billing	2297	Sewer*	503	(Sewer - Flat Charge)		0		Automatic Billing	97.00

The City of Gold Beach is dedicated to enhancing quality of life, while promoting the health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community.



(10) Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged from the building.

(11) No person shall make connection of roof downspouts, exterior foundation drains, area way drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

(12) The connection of the building sewer into the public sewer shall conform to the requirements, rules and regulations as now composed or in the future amended by the state of Oregon through its authorized and delegated representative in administering a state sewer code. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials must be approved by the superintendent before installation.

(13) The applicant for the building sewer permit shall notify the superintendent when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the superintendent or his representative.

(14) All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City. In addition, when any sewer work involves street or alley pavement cuts or tunneling, the work shall be performed in accordance with the provisions of the Gold Beach Local Improvement Code.



3.430

Monthly Sewer User Fees.



See #8 next page →

(1) All sewer users shall pay a monthly sewer user fee as established by resolution of the City Council.

(2) There shall be assigned to each user an appropriate number of ERU's and this number shall represent the ratio of the cost incurred by the wastewater from the user to the cost incurred by the wastewater from a residential dwelling unit.

(3) The user charge shall be calculated by multiplying the total number of ERU's for each user by a constant cost factor. This cost factor shall be set by resolution.

(4) Should any user believe that he has been incorrectly assigned a number of ERU's, that user may apply for review of his user charge as provided in subsection 8 of this section.

(5) If it has been determined by the City that a user's wastewater contribution is incorrectly assigned, the City shall reassign a more appropriate value to that user and shall notify that user of such reassignment.

(6) Records of all assigned wastewater contributions forming the basis of the charges shall be kept on file with the City and shall be open for public inspection.

(7) The sewer user charges established in this Code shall, as a minimum, be reviewed bi-annually and revised periodically to reflect actual costs of operation, maintenance, and replacement of the treatment works and to maintain the equitability of the user charges with respect to proportional distribution of the costs of operation and maintenance in proportion to each user's contribution to the total wastewater loading of the treatment works.

 (8) Appeal of the rate established by the City shall be made in writing to the City Administrator within ten (10) days of the billing of said use fee. The City Administrator shall respond in writing within ten (10) days of receipt of the appeal. Any user who wishes to appeal further shall request in writing that the City Administrator place their specific appeal on the next scheduled regular City Council session. The decision of the City Council shall be final. 

(9) Each user shall be notified on not less than an annual basis, in conjunction with a regular bill, of that portion of the user charges which are attributable to the operation, maintenance, and replacement of the wastewater collection treatment and disposal system.

#### 3.440 Temporary Termination of Sewer Service.

(1) Upon written request of the sewer user, the City shall turn off water to the premises and the monthly sewer charges to that premises shall cease for the temporary period. Upon written request by the sewer user, water and sewer service shall be restored to the premises. The sewer user shall be charged a fee for temporary disconnection as established by resolution of the City Council. A temporary disconnection shall not be for a period of longer than six (6) months. If a temporary disconnection continues for a period longer than six (6) months, then the service shall be deemed terminated and the sewer user shall be required to make a new application for service and to pay all fees required for initial water service.

(2) If a sewer user does not want sewer or water service for a period of less than six (6) months, but does not want the water disconnected, the sewer user may apply to pay a monthly sewer maintenance rate, rather than the regular monthly sewer charge. This rate shall be set by resolution of the City Council and is only applicable if no water goes through the sewer user's water meter during that period. This rate is only applicable for a six-month period and at the end of six (6) months, the sewer user will be charged regular sewer user rates.

#### 3.445 Use of the Public Sewers.

(1) No person shall discharge or cause to be discharged any stormwater, surface water, ground water, roof runoff, subsurface drainage, uncontaminated cooling water or unpolluted industrial process water to any sanitary sewer.

(2) Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as building sewers combined or storm sewers or to a natural outlet



# ORDINANCES & RESOLUTIONS

# **GOLD BEACH CITY COUNCIL AGENDA REPORT**



Agenda Item No. **9. b. & c.**  
Council Meeting Date: May 12, 2014

## **TITLE: Loan Resolutions Corrections**

### **SUMMARY AND BACKGROUND:**

Resolution R1112-37 approved a loan between the Street Fund and the Sewer Reserve Fund to allow for the purchase of a new street sweeper. The resolution stated repayment would begin FY13-14 but the adopted budget stated repayment would begin July 2014 (FY14-15).

Resolution 1213-14 authorized an interfund loan between the Hwy 101 Sewer Debt fund and the Sewer Reserve, Building Reserve, and Water Reserve funds to pay off the DEQ loan for improvements made in 2005 to the main sewer line running under Hwy 101. The resolution stated repayment would begin FY13-14, the budget document did not state a starting repayment timeline. At the time the budget was adopted in June 2013 it was not certain if the loan would be paid off or not. In December the council directed me to pay off the loan.

I would like to repeal and replace the two loan resolutions to clear up any confusion and also adopt amended amortization schedules in order to not run afoul of the auditors.

### **FINANCIAL IMPACT:**

None beyond what has already been approved through the budgetary process.

### **DOCUMENTS ATTACHED:**

- The current resolutions and budget info sheets
- Proposed new resolutions with amended amortization schedules.

### **REQUESTED MOTION/ACTION:**

**Repeal the current resolutions and replace with the correct version with amended amortizations schedules.**

### **Suggested Motions:**

#### **Resolution R1314-16**

**I make the motion to adopt Resolution R1314-16, a resolution authorizing an interfund loan between the Street Fund and the Sewer Reserve Fund and repealing Resolution R1112-37 and any other resolution that may be in conflict.**

#### **Resolution R1314-17**

**I make the motion to adopt Resolution R1314-17, a resolution authorizing an interfund loan between the Hwy 101 Sewer Debt Fund and the Sewer Reserve, Building Reserve, and Water Reserve Funds and repealing Resolution R1213-14 and any other resolutions that may be in conflict.**

**COPY OF REPORT AND ATTACHMENTS SENT TO: Council**

**RESOLUTION R1314-16**

**A RESOLUTION AUTHORIZING AN INTERFUND LOAN BETWEEN THE STREET FUND AND THE SEWER RESERVE FUND AND REPEALING RESOLUTION R1112-37 AND ANY OTHER RESOLUTIONS THAT MAY BE IN CONFLICT**

**WHEREAS**, the Street Division of the Public Works Department is in need of a new street sweeper; and

**WHEREAS**, the purchase of the street sweeper was discussed at the FY 2012-2013 Budget Committee meetings and approved by the Budget Committee; and

**WHEREAS**, the Street Fund does not have sufficient liquid assets to purchase the vehicle outright; and

**WHEREAS**, ORS 294.468 permits interfund loans contingent upon adopting a ordinance or resolution to authorize the loan; and

**WHEREAS**, the Sewer Reserve Fund has sufficient liquid assets to loan to the Street Fund; and

**WHEREAS**, Resolution R1112-37 authorized the interfund loan but the dates did not comport with the adopted budget document.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Gold Beach City Council hereby authorizes an interfund loan between the Sewer Reserve Fund and the Street Fund in the amount of \$140,000 to be paid back in five (5) annual installments with an interest rate of 1%. The first payment will be due in FY 2014-2015 and payable on August 1, 2014. A loan amortization schedule is attached as EXHIBIT A.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 12<sup>th</sup> DAY OF MAY 2014.

APPROVED BY:

\_\_\_\_\_  
Karl Popoff, Mayor

ATTEST:

\_\_\_\_\_  
Candy Cronberger, City Recorder

# Loan Amortization Schedule

EXHIBIT A RESOLUTION R1314-16

Enter values	
Loan amount	\$ 142,093.00 **
Annual interest rate	1.00 %
Loan period in years	5
Number of payments per year	1
Start date of loan	7/1/2014
Optional extra payments	\$ -

Loan summary	
Scheduled payment	\$ 29,276.81
Scheduled number of payments	5
Actual number of payments	5
Total early payments	\$ -
Total interest	\$ 4,291.07

\*\* includes simple interest from actual loan January 2013 to July 2014

Lender name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	8/1/2014	\$ 142,093.00	\$ 29,276.81	\$ -	\$ 29,276.81	\$ 27,855.88	\$ 1,420.93	\$ 114,237.12	\$ 1,420.93
2	8/1/2015	114,237.12	29,276.81	-	29,276.81	28,134.44	1,142.37	86,102.67	2,563.30
3	8/1/2016	86,102.67	29,276.81	-	29,276.81	28,415.79	861.03	57,686.89	3,424.33
4	8/1/2017	57,686.89	29,276.81	-	29,276.81	28,699.94	576.87	28,986.94	4,001.20
5	8/1/2018	28,986.94	29,276.81	-	28,986.94	28,697.07	289.87	0.00	4,291.07

RESOLUTION R1112-37

**A RESOLUTION AUTHORIZING AN INTERFUND LOAN BETWEEN THE STREET FUND AND THE SEWER RESERVE FUND**

**WHEREAS**, the Street Division of the Public Works Department is in need of a new street sweeper; and

**WHEREAS**, the purchase of the street sweeper was discussed at the FY 2012-2013 Budget Committee meetings and approved by the Budget Committee; and

**WHEREAS**, the Street Fund does not have sufficient liquid assets to purchase the vehicle outright; and

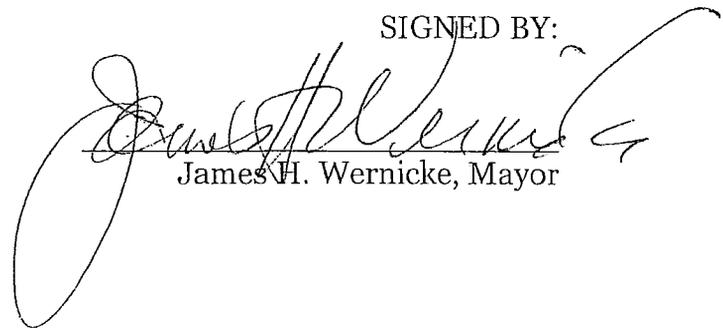
**WHEREAS**, ORS 294.468 permits interfund loans contingent upon adopting a ordinance or resolution to authorize the loan; and

**WHEREAS**, the Sewer Reserve Fund has sufficient liquid assets to loan to the Street Fund.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Gold Beach City Council hereby authorizes an interfund loan between the Sewer Reserve Fund and the Street Fund in the amount of \$150,000 to be paid back in five (5) annual installments with an interest rate of 1%. The first payment will be due in FY 2013-2014. A loan amortization schedule is attached as EXHIBIT A.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 11<sup>th</sup> DAY OF JUNE 2012.

SIGNED BY:



James H. Wernicke, Mayor

ATTEST:



Candy Cronberger, City Recorder

City of Gold Beach  
SPECIAL REVENUE FUNDS  
**STREET TAX FUND**  
*Fiscal Year 2013-2014*

**Fund:** Street Tax

**Program Description/Mission:**

The Streets Department is responsible for the operation and maintenance of city owned streets. Not all streets within the city limits are city owned and maintained. Ellensburg Avenue--Hwy 101 is owned and maintained by the Oregon Department of Transportation (ODOT). Most streets in Hunter Creek are still owned and maintained by Curry County.

**Budget Comments:**

The Streets Department is part of Public Works. There is one .50 FTE paid out of the Street Fund and shared with the Water Fund. As mentioned in the Personnel Summary a 1.7% COLA is proposed for salaries.

We received grant funding through ODOT's Special City Allotment grant program to continue work on the 3rd Street sidewalk to the library.

**Capital Outlay**

Continued work on the 3rd Street sidewalk to the library. \$50K is again proposed as match for any proposed grant funding.

Last year the Budget Committee approved an interfund loan between the Sewer Reserve and Streets Funds to finance the new street sweeper. Repayment of that loan will begin July 2014. \*

\$27K is proposed for various street patching around town.



## RESOLUTION R1314-17

### **A RESOLUTION AUTHORIZING AN INTERFUND LOAN BETWEEN THE HWY 101 SEWER DEBT FUND AND THE SEWER RESERVE, BUILDING RESERVE, AND WATER RESERVE FUNDS AND REPEALING RESOLUTION R1213-14 AND ANY OTHER RESOLUTIONS THAT MAY BE IN CONFLICT**

**WHEREAS**, the City obtained a Clean Water State Revolving Fund loan in 2005 from the Oregon Department of Environmental Quality to make improvements to the main sewer line under Hwy 101; and

**WHEREAS**, the original loan amount was \$1,531,000, at 3.19%, with a 0.50% annual fee for 20 years; and

**WHEREAS**, current interest rates on savings reserves are less than 0.25%; and

**WHEREAS**, the Council has determined that it is fiscally responsible to pay off the remainder of the loan debt to DEQ with reserve monies and reimburse the reserve funds at 3%; and

**WHEREAS**, ORS 294.468 permits interfund loans contingent upon adopting a ordinance or resolution to authorize the loan; and

**WHEREAS**, the Sewer Reserve, Water Reserve, and Building Reserve Funds have sufficient liquid assets to loan to the Hwy 101 Sewer Debt Fund to pay off the DEQ loan; and

**WHEREAS**, Resolution R1213-14 authorized the interfund loan but did not comport with the adopted budget document.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Gold Beach City Council hereby authorizes an interfund loan of \$770, 000 between the Hwy 101 Sewer Debt Fund and Sewer Reserve (\$462,000), Water Reserve (\$154,000) and Building Reserve (\$154,000) Funds to be paid back in ten (10) annual installments with an interest rate of 3%. The first payment will be due in FY 2014-2015 and payable August 1, 2014. Loan amortization schedules are attached as EXHIBIT A.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 12<sup>TH</sup> DAY OF MAY, 2014.

APPROVED BY:

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Karl Popoff, Mayor

ATTEST:

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Candy Cronberger, City Recorder

# Loan Amortization Schedule

EXHIBIT A RESOLUTION R1314-17

## Loan from Building Reserve Fund to Hwy 101 Sewer Debt Fund

	Enter values
Loan amount	\$ 154,000.00
Annual interest rate	3.00 %
Loan period in years	10
Number of payments per year	1
Start date of loan	7/1/2014
Optional extra payments	\$ -

	Loan summary
Scheduled payment	\$ 18,053.50
Scheduled number of payments	10
Actual number of payments	10
Total early payments	\$ -
Total interest	\$ 26,534.98

Lender name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	8/1/2014	\$ 154,000.00	\$ 18,053.50	\$ -	\$ 18,053.50	\$ 13,433.50	\$ 4,620.00	\$ 140,566.50	\$ 4,620.00
2	8/1/2015	140,566.50	18,053.50	-	18,053.50	13,836.50	4,217.00	126,730.00	8,837.00
3	8/1/2016	126,730.00	18,053.50	-	18,053.50	14,251.60	3,801.90	112,478.40	12,638.90
4	8/1/2017	112,478.40	18,053.50	-	18,053.50	14,679.15	3,374.35	97,799.25	16,013.25
5	8/1/2018	97,799.25	18,053.50	-	18,053.50	15,119.52	2,933.98	82,679.73	18,947.22
6	8/1/2019	82,679.73	18,053.50	-	18,053.50	15,573.11	2,480.39	67,106.63	21,427.62
7	8/1/2020	67,106.63	18,053.50	-	18,053.50	16,040.30	2,013.20	51,066.33	23,440.82
8	8/1/2021	51,066.33	18,053.50	-	18,053.50	16,521.51	1,531.99	34,544.82	24,972.81
9	8/1/2022	34,544.82	18,053.50	-	18,053.50	17,017.15	1,036.34	17,527.67	26,009.15
10	8/1/2023	17,527.67	18,053.50	-	17,527.67	17,001.84	525.83	0.00	26,534.98

# Loan Amortization Schedule

EXHIBIT A RESOLUTION R1314-17

## Loan from Sewer Reserve Fund to Hwy 101 Sewer Debt Fund

Enter values	
Loan amount	\$ 462,000.00
Annual interest rate	3.00 %
Loan period in years	10
Number of payments per year	1
Start date of loan	7/1/2014
Optional extra payments	\$ -

Loan summary	
Scheduled payment	\$ 54,160.49
Scheduled number of payments	10
Actual number of payments	10
Total early payments	\$ -
Total interest	\$ 79,604.94

Lender name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	8/1/2014	\$ 462,000.00	\$ 54,160.49	\$ -	\$ 54,160.49	\$ 40,300.49	\$ 13,860.00	\$ 421,699.51	\$ 13,860.00
2	8/1/2015	421,699.51	54,160.49	-	54,160.49	41,509.51	12,650.99	380,190.00	26,510.99
3	8/1/2016	380,190.00	54,160.49	-	54,160.49	42,754.79	11,405.70	337,435.20	37,916.69
4	8/1/2017	337,435.20	54,160.49	-	54,160.49	44,037.44	10,123.06	293,397.76	48,039.74
5	8/1/2018	293,397.76	54,160.49	-	54,160.49	45,358.56	8,801.93	248,039.20	56,841.67
6	8/1/2019	248,039.20	54,160.49	-	54,160.49	46,719.32	7,441.18	201,319.89	64,282.85
7	8/1/2020	201,319.89	54,160.49	-	54,160.49	48,120.90	6,039.60	153,198.99	70,322.45
8	8/1/2021	153,198.99	54,160.49	-	54,160.49	49,564.52	4,595.97	103,634.46	74,918.42
9	8/1/2022	103,634.46	54,160.49	-	54,160.49	51,051.46	3,109.03	52,583.00	78,027.45
10	8/1/2023	52,583.00	54,160.49	-	52,583.00	51,005.51	1,577.49	0.00	79,604.94

# Loan Amortization Schedule

EXHIBIT A RESOLUTION R1314-17

Loan from Water Reserve Fund to Hwy 101 Sewer Debt Fund

Enter values	
Loan amount	\$ 154,000.00
Annual interest rate	3.00 %
Loan period in years	10
Number of payments per year	1
Start date of loan	7/1/2014
Optional extra payments	\$ -

Loan summary	
Scheduled payment	\$ 18,053.50
Scheduled number of payments	10
Actual number of payments	10
Total early payments	\$ -
Total interest	\$ 26,534.98

Lender name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	8/1/2014	\$ 154,000.00	\$ 18,053.50	\$ -	\$ 18,053.50	\$ 13,433.50	\$ 4,620.00	\$ 140,566.50	\$ 4,620.00
2	8/1/2015	140,566.50	18,053.50	-	18,053.50	13,836.50	4,217.00	126,730.00	8,837.00
3	8/1/2016	126,730.00	18,053.50	-	18,053.50	14,251.60	3,801.90	112,478.40	12,638.90
4	8/1/2017	112,478.40	18,053.50	-	18,053.50	14,679.15	3,374.35	97,799.25	16,013.25
5	8/1/2018	97,799.25	18,053.50	-	18,053.50	15,119.52	2,933.98	82,679.73	18,947.22
6	8/1/2019	82,679.73	18,053.50	-	18,053.50	15,573.11	2,480.39	67,106.63	21,427.62
7	8/1/2020	67,106.63	18,053.50	-	18,053.50	16,040.30	2,013.20	51,066.33	23,440.82
8	8/1/2021	51,066.33	18,053.50	-	18,053.50	16,521.51	1,531.99	34,544.82	24,972.81
9	8/1/2022	34,544.82	18,053.50	-	18,053.50	17,017.15	1,036.34	17,527.67	26,009.15
10	8/1/2023	17,527.67	18,053.50	-	17,527.67	17,001.84	525.83	0.00	26,534.98

RESOLUTION R1213-14

**A RESOLUTION AUTHORIZING AN INTERFUND LOAN BETWEEN THE HWY 101 SEWER DEBT FUND AND THE SEWER RESERVE, BUILDING RESERVE, AND WATER RESERVE FUNDS**

**WHEREAS**, the City obtained a Clean Water State Revolving Fund loan in 2005 from the Oregon Department of Environmental Quality to make improvements to the main sewer line under Hwy 101; and

**WHEREAS**, the original loan amount was \$1,531,000, at 3.19%, with a 0.50% annual fee for 20 years; and

**WHEREAS**, current interest rates on savings reserves are less than 0.25%; and

**WHEREAS**, the Council has determined that it is fiscally responsible to pay off the remainder of the loan debt to DEQ with reserve monies and reimburse the reserve funds at 3%; and

**WHEREAS**; ORS 294.468 permits interfund loans contingent upon adopting a ordinance or resolution to authorize the loan; and

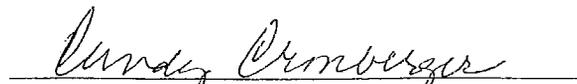
**WHEREAS**, the Sewer Reserve, Water Reserve, and Building Reserve Funds have sufficient liquid assets to loan to the Hwy 101 Sewer Debt Fund to pay off the DEQ loan.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Gold Beach City Council hereby authorizes an interfund loan of \$770, 000 between the Hwy 101 Sewer Debt Fund and Sewer Reserve (\$462,000), Water Reserve (\$154,000) and Building Reserve (\$154,000) Funds to be paid back in ~~ten (10)~~ annual installments with an interest rate of 3%. The first payment will be due in FY 2013-2014. Loan amortization schedules are attached as EXHIBIT A.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 10<sup>th</sup> DAY OF JUNE 2013.

  
Karl Popoff, Mayor

ATTEST:

  
Candy Cronberger, City Recorder

City of Gold Beach  
DEBT SERVICE FUND  
**HWY 101 SEWER FUND**  
*Fiscal Year 2013-2014*

**Fund: Hwy 101 Sewer Line Debt Fund**

**Program Description/Mission:**

This is a debt service fund to receive funds and service debt related to work performed on the main Hwy 101 sewer line in 2004. The beginning balance of the loan was \$1,531,000. Current balance of the loan is: \$968,791. The interest rate on the loan is 3.19% The City makes 2 payments of \$55,102 each fiscal year on this loan. The debt is projected to be retired in August of 2023. The remaining debt schedule is listed below.

The monthly basic sewer portion of a utility bill is \$49.60. \$6 of that amount is dedicated to service this debt. A portion of the General Indirect costs are allocated to this fund for billing, collection, and financial management.

**Budget Comments:**

No changes were initially proposed for this fund. The Budget Committee voted to pay off the debt this fiscal year by transferring funds from the Sewer Reserve Fund (60%), Water Reserve Fund (20%), and the Building Reserve Fund (20%). The Hwy 101 Sewer Line fund will pay the reserve funds back at 3% interest.

**DEBT REPAYMENT SCHEDULE**

Due Date	Principal	Interest	Fees	Total	Balance
					<b>\$ 968,791</b>
2/1/13	\$ 39,027	\$ 16,075	\$ 5,039	\$ 60,141	\$ 968,791
8/1/13	\$ 39,650	\$ 15,452	\$ -	\$ 55,102	\$ 929,141
2/1/14	\$ 40,282	\$ 14,820	\$ 4,646	\$ 59,748	\$ 888,859
8/1/14	\$ 40,925	\$ 14,177	\$ -	\$ 55,102	\$ 847,934
2/1/15	\$ 41,577	\$ 13,525	\$ 4,240	\$ 59,342	\$ 806,357
8/1/15	\$ 42,241	\$ 12,861	\$ -	\$ 55,102	\$ 764,116
2/1/16	\$ 42,914	\$ 12,188	\$ 3,821	\$ 58,923	\$ 721,202
8/1/16	\$ 43,599	\$ 11,503	\$ -	\$ 55,102	\$ 677,603
2/1/17	\$ 44,294	\$ 10,808	\$ 3,388	\$ 58,490	\$ 633,309
8/1/17	\$ 45,001	\$ 10,101	\$ -	\$ 55,102	\$ 588,308
2/1/18	\$ 45,718	\$ 9,384	\$ 2,942	\$ 58,044	\$ 542,590
8/1/18	\$ 46,448	\$ 8,654	\$ -	\$ 55,102	\$ 496,142
2/1/19	\$ 47,189	\$ 7,913	\$ 2,481	\$ 57,583	\$ 448,953
8/1/19	\$ 47,941	\$ 7,161	\$ -	\$ 55,102	\$ 401,012
2/1/20	\$ 48,706	\$ 6,396	\$ 2,005	\$ 57,107	\$ 352,306
8/1/20	\$ 49,483	\$ 5,619	\$ -	\$ 55,102	\$ 302,823
2/1/21	\$ 50,272	\$ 4,830	\$ 1,514	\$ 56,616	\$ 252,551
8/1/21	\$ 51,074	\$ 4,028	\$ -	\$ 55,102	\$ 201,477
2/1/22	\$ 51,888	\$ 3,214	\$ 1,007	\$ 56,109	\$ 149,589
8/1/22	\$ 52,716	\$ 2,386	\$ -	\$ 55,102	\$ 96,873
2/1/23	\$ 53,557	\$ 1,545	\$ 484	\$ 55,586	\$ 43,316
8/1/23	\$ 43,316	\$ 691		\$ 44,007	\$ -

**GOLD BEACH CITY COUNCIL  
AGENDA REPORT**



Agenda Item No. **9. d.**  
Council Hearing Date: May 12, 2014

**TITLE: Adopt-A-Street/Grounds Program Policy**

**SUMMARY AND BACKGROUND:**

We reviewed the proposed Adopt-A-Street/Grounds Program policy last month and I made the suggested changes that policy. Attached is the policy and a resolution for adoption.

*FROM APRIL AGENDA REPORT: We were contacted a few months back by a few members of the Pennies-for-Pooches group about "adopting" Airport Way, the road that runs in front of their building. I discussed it with Public Works Superintendent, Will Newdall, and we both agreed it was doable provided we had a program and formal policy in place. We contacted legal counsel and they had a model policy they have used with other cities. Attached is the copy of that policy for your review.*

**FINANCIAL IMPACT:**

None at this time

**DOCUMENTS ATTACHED:**

Resolution and Adopt-A-Street/Grounds Program Policy

**REQUESTED MOTION/ACTION:**

Determination whether to adopt the program policy

**SUGGESTED MOTION FOR APPROVAL:**

**I make the motion to adopt Resolution R1314-15, a resolution adopting the City of Gold Beach Adopt-A-Street/Grounds Program.**

**SUGGESTED MOTION**

**None at this time.**

**COPY OF REPORT AND ATTACHMENTS SENT TO:**

Council  
Will Newdall, PW Superintendent  
Dixon Andrews, Police Chief

**RESOLUTION R1314-15**

**A RESOLUTION ADOPTING THE CITY OF GOLD BEACH  
ADOPT-A-STREET/GROUNDS PROGRAM**

**WHEREAS:** A volunteer group has requested to “adopt” a street as part of their volunteer program; and

**WHEREAS:** They City did not have a mechanism to facilitate the “street or grounds adoption” by interested volunteer groups; and

**WHEREAS:** The City is desirous to allow this valued community volunteer opportunity.

**NOW, THEREFORE BE IT RESOLVED** that the Gold Beach City Council hereby adopts the City of Gold Beach Adopt-A-Street/Grounds Program attached to this Resolution as Exhibit A. The City Council further authorizes the Gold Beach City Administrator or their designee to take all actions necessary or convenient to implement the adopted City of Gold Beach Adopt-A-Street/Grounds Program.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 12<sup>th</sup> DAY OF MAY, 2014.

APPROVED BY:

\_\_\_\_\_  
Karl Popoff, Mayor

ATTEST:

\_\_\_\_\_  
Candy Cronberger, City Recorder



## City of Gold Beach Adopt-A-Street/Grounds Program

### **Purpose**

The purpose of the City of Gold Beach Adopt-A-Street/Grounds program is to provide volunteers with an opportunity to serve as community caretakers, pick up litter, remove noxious weeds, and improve the appearance of city streets and city-owned grounds.

### **Scope**

Any volunteer group, identified as “Adopter” by these rules, may adopt a street/grounds or a portion of a street/grounds for the purpose of picking up litter, removing noxious weeds and other work activities agreed to by the Adopter and the City.

### **Definitions**

As used in these rules, the following definitions will apply:

- (1) “Adopter” means the individual or individuals, corporation, company, firm, business, partnership, or public agency that applies to the Adopt-A-Street/Grounds program and with whom an Agreement is made.
- (2) “Agreement” means a fully executed Agreement between the City and the Adopter that incorporates the requirements of these rules allowing Adopter and its Participants to perform activities listed in a Work Plan. An Agreement shall be in a form approved by the City and shall include all attached provisions and exhibits. An Agreement does not convey any property right or interest.
- (3) “City” means the City of Gold Beach.
- (4) “City Administrator” means the City Administrator for the City of Gold Beach or the City Administrator’s designee.
- (5) “Participant” means the individual actually performing work on a street or grounds pursuant to an Agreement.
- (6) “Street/Grounds” means the properties dedicated to public use and identified as a city street or as city owned property.
- (7) “Work Plan” means a series of work tasks agreed to by the Adopter and the City. A copy of the Work Plan shall be attached to the Agreement.
- (8) “Work Site” means the area where the work is to be conducted.

### **General Requirements**

- (1) The Adopter must apply in writing to participate in the Adopt-A-Street/Grounds program on a form provided by the City.

(2) The Adopter may indicate a preference for a particular street/grounds or section of street/grounds in the application; however, applications will be processed on a first-come, first-served basis. If the particular street/grounds or section of street/grounds requested by the Adopter has already been adopted, the City Administrator, in his or her sole discretion, may allow multiple adopters to adopt the same location or may suggest an alternate location for adoption.

(3) Once the location to be adopted has been determined, the Adopter and the City Administrator will meet to create a Work Plan. The Work Plan will consist of a series of work tasks, agreed to by both the Adopter and the City Administrator, to be completed by the Adopter during the term of the Agreement. The Work Plan may include dates or time lines for completion of the work tasks. A copy of the Work Plan will be attached to the Agreement. If at any time the Work Plan is amended, the updated version of the Work Plan will be attached to the Agreement.

(4) An Agreement will be executed by the Adopter and the City Administrator. The Agreement will list the specific requirements and obligations of the Adopter, its Participants, and the City. No work is to be done until the Agreement is fully executed. The Adopter should bring a copy of the Agreement to the Work Site when work is being performed.

(5) The term of the Agreement will be for a period not to exceed

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(6) Subcontracting or assigning work to any party other than a Participant, or hiring or paying a wage or salary for work done pursuant to the Work Plan is prohibited and may result in termination of the Agreement.

(7) The City Administrator may terminate an Agreement at any time and for any reason including, but not limited to: safety considerations; failure of the Adopter to perform the work described in the Work Plan; or failure of the Adopter to comply with provisions of the Agreement. Notice of termination may be issued orally or in writing.

(8) The Adopter may terminate the Agreement upon 30 days written notice to the City Administrator.

(9) An Adopter has the option of renewing the Agreement for subsequent terms subject to the approval of the City Administrator. A request for renewal of the Agreement must be made in writing, signed by the Adopter, and submitted to the City Administrator at least 30 days prior to the expiration date of the Agreement.

(10) Not less than 30 days after the effective date of any renewal of the Agreement, the City and the Adopter will meet to review and make any changes to the Work Plan.

(11) The Adopter shall not use the adopted street or grounds to display advertising signs or display or sell merchandise of any kind.

## Specific Requirements

### (1) Adopter and Participant Responsibilities:

(a) The Adopter will be responsible and liable for the care, control, supervision and safety of all Participants. The Adopter will obtain signed copies of the waiver form provided by the City from each Participant before the Participant performs any work tasks pursuant to the Agreement. The Adopter must submit the original signed waiver form to the City Administrator within five (5) business days of receipt of the form. The Adopter may wish to keep copies of the forms for its records.

(b) The Adopter and each Participant must comply with and abide by all laws, rules, and regulations relating to safety and use of the street/grounds and such other terms and conditions as may be required in the Agreement and the Work Plan. At the discretion of the City Administrator, the Adopter or individual Participants may be excluded from participation in the program and/or the Agreement may be terminated for violation of any laws, rules, or regulations, or the terms of the Agreement or the Work Plan.

(c) The Adopter will provide adult supervision at the work site by at least one Participant over 18 years of age. No person under 12 years old shall be allowed to participate.

(d) Within 24 hours of an incident, the Adopter is required to report to the City Administrator any injury suffered by an individual: 1) while performing work pursuant to the Work Plan; or 2) while present at the work site while work is performed pursuant to the Work Plan. Upon report of an injury by the Adopter, the City Administrator will provide the Adopter with an incident analysis report form which must be filled out and returned to the City Administrator within 24 hours.

(e) The Adopter agrees to indemnify, defend, and hold harmless the City of Gold Beach and its officers, employees, agents, and volunteers from and against any claim or demand for loss, liability, or damage, including claims for property damage and personal injury, arising out of or related to any activity undertaken by the Adopter or the Adopter's employees, officials, agents or volunteers on or near the premises of the Adopted Street/Grounds or in performance of the Work Plan attached as Exhibit A to the Agreement.

(f) Supplies, materials, and work area signs furnished by the City will be obtained from and returned to the City during regular business hours. The Adopter may furnish its own additional supplies for its exclusive use, at no cost to the City.

(g) The Adopter will be responsible for appointing or selecting a spokesperson to act as the representative of the Adopter in matters relating to the Agreement. The Adopter may change the spokesperson at any time by providing written notice of the change and contact information for the new spokesperson to City Administrator.

(h) The Adopter will be responsible for placing litter and noxious weeds in trash bags furnished by the City and for conducting other work activities as described in the Work Plan.

(i) Participants shall not perform any work in the traveled portion of any street.

(j) Participants shall not remove any material that might be hazardous, including: hypodermic needles, hazardous chemicals, batteries or items too heavy to be moved by hand. The location of these hazardous or heavy materials shall be reported to the City's Public Works Department.

(2) City Responsibilities:

(a) The City will remove and dispose of all waste collected and bagged by the Adopter.

(b) The City will furnish trash bags, and may furnish other tools and/or materials as deemed appropriate by the City and as provided in the Work Plan.

(c) The City will provide an orientation to the Adopter. The Adopter must schedule the orientation in advance with the City Administrator.

(d) The City may design, furnish and erect a sign on the adopted street/grounds with the Adopter's name or acronym displayed. The sign will remain the property of the City and will be removed by the City upon expiration or termination of this agreement. The acknowledgement sign is not intended as advertising or as a memorial; items such as an internet address, website, or telephone number will not be allowed. The Adopter's name may be verified with the Secretary of State's business name registry or other information available to the City.

(e) The City of Gold Beach shall not discriminate against or deny to any applicant permission to participate in the program because of race, color, religion, disability, national origin, familial status, marital status, genetics, sex, sexual orientation, gender, gender identity or expression, age, or veteran status.

(f) The Public Works Department will arrange for removal of large, heavy, or hazardous material and hypodermic needles from the adopted street/grounds.



# MISC. ITEMS

INCLUDING POLICY DISCUSSIONS  
& DETERMINATIONS

# **GOLD BEACH CITY COUNCIL AGENDA REPORT**



Agenda Item No. 10 a.  
Council Meeting Date: May 12, 2014

## **TITLE: Proposed Councilor/Mayor Travel Policy**

### **SUMMARY AND BACKGROUND:**

Councilor Kaufman discussed the possible adoption of a travel policy for the Council and Mayor at the April 22<sup>nd</sup> budget hearing. She prepared the following and asked me to provide it to you for your review.

"The elected official chooses how to travel where to travel, how long to travel, where to stay and the method of travel. While attending a conference an elected official can carpool, share a room, travel alone, travel a day early, come home a day late, purchase meals at the event or not and actually have quite a bit of discretion when deciding to attend and how much to spend. It could someday be hurtful if we do not keep each other in check for our travel. Right now, I could book a trip to Washington DC on city business and staff would be in a quandary how to handle it. We need to take staff out of the equation and govern ourselves. This suggested policy is not accusing anyone of wrong doing or wasteful spending, but a mechanism to keep a check and balance in the future. I suggest we make this effective next fiscal year starting July 1, 2014. The policy is in rough draft format and I hope there are suggestions to make it better before we submit it to our attorney for review."

### **Proposed New Council travel and training policy.**

Because the city staff is not in a position to supervise travel expenses for the Mayor and council members it is deemed appropriate that the council be held responsible for monitoring these budgetary line items. It is important for staff and elected officials to seek additional education, training and networking provided in meetings around the state.

The budget officer will add to each fiscal year proposed budget for the Mayor and council training. The budget committee will approve the budget with or without changes as they deem appropriate for the next fiscal year.

Staff shall provide the council and Mayor copies of the detailed travel expense reports monthly and the total amount spent to date for each elected official and the amount remaining in the budget line items.

Each elected official is allowed to attend trainings and meetings and be reimbursed expenses up to the limit in the budget line items. Because the actual elected official can control many of the expenses related to each trip that official will be held accountable for each expense and will provide justification for expenses if requested by the public.

If any elected official needs to overspend their travel and training budget that member will request in advance approval of the council. If approval is denied the elected official will not be reimbursed for that particular travel should he or she choose to still make the trip. Denial of one trip does not rule out an additional request for another purpose in that fiscal year.

If an elected official overspends his or her budget and the council does not approve the additional expense then the elected official will have the option of reimbursing the city within thirty days of the expense or having the funds taken from their monthly stipend until paid in full.

The goal is to keep the travel and training budgets fair and balanced. It is understood that some elected officials will not travel and some will travel more. Overspending the line items is okay if approved in advance. However, if the entire fund is overspent there is a serious issue. It is important to communicate with the City Administrator where the overall fund is when determining if line items are to be overspent.

**FINANCIAL IMPACT:**

None at that time.

**REQUESTED MOTION/ACTION:**

**Determination on how or whether to proceed with adoption of a formal Council/Mayor Travel Policy.**

**COPY OF REPORT AND ATTACHMENTS SENT TO: Council**