



CITY COUNCIL AGENDA

July 10, 2017, 6:30PM

Regular Meeting

CITY COUNCIL CHAMBERS, CITY HALL

29592 ELLENSBURG AVE

GOLD BEACH OR 97444

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 STARTING VOTE		
Council Position #3 Becky Campbell		
Council Position #4 Doug Brand		
Council Position #5 Tamie Kaufman		
City Administrator Jodi Fritts		
Student Liaison VACANT		

3. Special Orders of Business:

NONE SCHEDULED

4. Consent Calendar:

NONE SCHEDULED

5. Citizens Comments

As presented to the Mayor at the beginning of the meeting

6. Public Hearing

- a. Hearing on Annual Water/Sewer Base Rate Adjustment

7. Citizen Requested Agenda Items

NONE SCHEDULED

8. Public Contracts and Purchasing

NONE SCHEDULED

9. Ordinances & Resolutions

- a. R1718-01 Annual Water & Sewer Rate Adjustment
- b. R1718-02 Supplemental FY1617 Budget

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

10. Miscellaneous Items (including policy discussions and determinations)

- a. Discussion and Scheduling of unresolved topics

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) Becky Campbell
 - 4) Doug Brand
 - 5) Tamie Kaufman

13. Citizens Comments

As permitted by the Mayor

14. Executive Session

NONE SCHEDULED

The next regularly scheduled City Council meeting is **Monday, August 14, 2017, at 6:30PM** in the Council Chambers of City Hall, 29592 Ellensburg Avenue, Gold Beach, Oregon.

15. Adjourn Time: _____

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PUBLIC HEARING



**SECTION 6. Public Hearing
SECTION 9. Ordinances & Resolutions**

**GOLD BEACH CITY COUNCIL
AGENDA REPORT**

Agenda Item No. **6. & 9. a.**
Council Meeting Date: July 10, 2017

TITLE: Resolution R1718-01 Adopting FY1718 Water & Sewer Rates

SUMMARY AND BACKGROUND:

This is the annual rate adjustment based on the Municipal Cost Index for the base water and sewer rates. For the year May 2016-May 2017 the MCI changed by 4%. The proposed changes to the base rates are:

USER TYPE	CURRENT	PROPOSED	CHANGE
Inside Residential Base	\$20.73	\$21.56	\$0.83
Inside Commercial Base	\$30.55	\$31.78	\$1.23
Outside Residential Base	\$22.44	\$23.34	\$0.90
Outside Commercial Base	\$33.22	\$34.55	\$1.33
Base Sewer Rate	\$21.95	\$22.83	\$0.88

Prior to the proposed changes we have to have a public hearing. Based on the outcome of the public hearing a resolution is prepared for adoption during Section 9 of the agenda.

SUGGESTED MOTION FOR ADOPTION

I make the motion that the Council adopt Resolution R1718-01—a resolution setting water & sewer rates and implementing an annual inflation adjustment rate and repealing resolution R1617-03 and any other resolutions that may be in conflict.



ORDINANCES & RESOLUTIONS

RESOLUTION R1718-01

A RESOLUTION SETTING WATER & SEWER RATES AND IMPLEMENTING AN ANNUAL INFLATION ADJUSTMENT RATE AND REPEALING RESOLUTION R1617-03 AND ANY OTHER RESOLUTIONS THAT MAY BE IN CONFLICT

WHEREAS, The City of Gold Beach provides water and sewer utility services for businesses, agencies, and private residents within the Gold Beach city limits, and water service within the Urban Growth Boundary; and

WHEREAS, the City of Gold Beach Utility Code Sections 3.125 & 3.400 grant the City Council exclusive control over and regulation of water and sewer use charges, including the authority to review, and by resolution, to set or change charges; and

WHEREAS, the City Council has determined that annual rate adjustments are necessary to keep pace with inflation and maintain financially sustainable water and sewer utility systems. Inflation adjustments are based on the Municipal Cost Index published by American City and County. The published inflation rate for May 2016 to May 2017 was 4%. Base Water and Sewer rates will be adjusted according to this inflation factor. A hearing on the proposed rate increased will be held annually prior to the rate adjustment.

THEREFORE BE IT RESOLVED the City Council of the City of Gold Beach, Oregon, adopts the consolidated utility rate schedule attached to this resolution as EXHIBIT A to go into effect for the August, 2017 utility billing, and hereby repeals Resolution R1617-03 and any other resolutions that may be in conflict.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, AND EFFECTIVE THIS 10th DAY OF JULY, 2017.

Karl Popoff, Mayor

ATTEST:

Jodi Fritts, City Administrator

**EXHIBIT A TO RESOLUTION R1718-01
FY 2017-2018 SEWER RATES**

ACTIVE REGULAR USER SEWER RATES			
\$51.83 Monthly Base Sewer Rate consists of 4 charges:			
Sewer Utility	\$ 22.83	Per EDU/ERU	Monthly sewer usage fee
Sewer Reserve	\$ 3.00	Per Account	Reserve fund for Sewer maintenance
WWTP Debt Service	\$ 20.00	PER EDU/ERU	Debt service for WWTP plant
Sewer Line 101 Debt Service	\$ 6.00	PER EDU/ERU	Debt service for Hwy 101 main sewer line improvements completed in 2005
For inactive services minimum service charges apply:			
Monthly Maintenance Rate	\$ 51.83	INCLUDES Reserve and Debt Service	<i>Pursuant to City Code Section 3.440(2)</i>

**EXHIBIT A TO RESOLUTION R1718-01
FY 2017-2018 WATER RATES**

WATER RATES			
RESIDENTIAL RATES		COMMERCIAL RATES	
INSIDE RESIDENTIAL		INSIDE COMMERCIAL	
TIERS PER 1K		TIERS PER 1K	
1,500 BASE MINIMUM	\$ 21.56	1,000 BASE MINIMUM	\$ 31.78
1,501-5,000	\$ 1.00	1,001-7,000	\$ 1.00
5,001-15,000	\$ 2.00	7,001-83,000	\$ 2.00
15,001 +	\$ 2.75	83,001 +	\$ 2.75
WATER RESERVE PER ACCT	\$4.00	WATER RESERVE PER ACCT	\$4.00
OUTSIDE RESIDENTIAL		OUTSIDE COMMERCIAL	
TIERS PER 1K		TIERS PER 1K	
1,500 BASE MINIMUM	\$ 23.34	1,000 BASE MINIMUM	\$ 34.55
1,501-5,000	\$ 1.05	1,001-7,000	\$ 1.05
5,001-15,000	\$ 2.10	7,001-83,000	\$ 2.10
15,001 +	\$ 2.89	83,001 +	\$ 2.89
WATER RESERVE PER ACCT	\$4.00	WATER RESERVE PER ACCT	\$4.00
FOR INACTIVE USERS (all types) MINIMUM SERVICE CHARGES APPLY			
Monthly maintenance rate per Code Section 3.190(2)	Base User Rate + Water Reserve	Monthly maintenance rate per Code Section 3.190(2)	Base User Rate + Water Reserve



SECTION 9. Ordinances & Resolutions

GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **9 b.**
Council Meeting Date: July 10, 2017

TITLE: FY1617 Budget Adjustments

SUMMARY AND BACKGROUND:

I'm fairly certain that I should have presented this for adoption in June, but since I didn't have it ready that wasn't possible. Better now than never.

There is no net increase in the approved FY1617 budget. The adjustments proposed are moving adopted appropriations between adopted line items—reducing or increasing appropriations, but no net change in the bottom line overall.

Brief explanations are below. I would be happy to discuss any item in further detail at the meeting.

Please keep in mind that June revenues and expenditures are still coming in (and will for about the next 2 weeks) and those will be backed into this year. As soon as the final amounts are done I will have the complete financial statements for the year for you.

PROPOSED CHANGES IN APPROPRIATIONS:

Audit Services—increased this line item to cover additional costs incurred because we have to have a separate accountant prepare work after the bookkeeping due to changes in federal audit regulations.

Mayor Travel—moved appropriation from City Management (front office) Travel.

Contract Services Muni Court—increased this line item to cover unanticipated impound fees for a court case this year.

Contract Services City Management—moved appropriations from custodial to cover backlog of minutes we now have transcript service prepare. (We are caught up with the transcripts to date now—although not adopted yet!)



SECTION 9. Ordinances & Resolutions

Park Capital Outlay—moved Contingency and a few other items to cover the cost of the Park Property purchase.

All Personnel Wage Costs in each of the funds—this fiscal year was an anomaly (which I will have to plan for going forward). The payroll is processed every other Friday which makes 26 pay periods rather than twice monthly for 24 pay periods. Two months each year have 3 total pay periods because the way the Fridays fall. For FY1617 we actually had THREE months of 3 pay periods (July 2016, December 2016, and June 2017) so this skewed the year-end total for all the funds. Please note that no one got “overpaid”--it’s just how the every-other-Friday fell for this (July to June, rather than calendar year) time period.

Fleet Vehicle Purchase—slightly more than the budgeted amount.

Water Deposit Returns—this is a dart at the wall each year and is not actually “City” money. The deposits sit in a reserve account separate from regular City funds specifically to be refunded back to users. We have to account for the returns but they are not actual expenditures for us.

NEEDED ACTION:

If the Council is comfortable with the proposed changes to the appropriations, a resolution has been prepared.

SUGGESTED MOTION:

I make the motion that the Council adopts Resolution R1718-02, a resolution adopting a supplemental budget for Fiscal Year 2016-2017 and transferring appropriations.

RESOLUTION R1718-02

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2016-2017 AND
TRANSFERRING APPROPRIATIONS**

WHEREAS, unanticipated needs have arisen during the fiscal year that were unforeseen at the time the fiscal year 2016-2017 budget was prepared; and

WHEREAS, Oregon State Budget Law permits the adoption of a supplemental budget to adjust appropriations previously adopted by the governing body; and

NOW, THEREFORE, BE IT RESOLVED that the City of Gold Beach City Council hereby adopts the supplemental budget appropriations for fiscal year 2016-2017 attached as EXHIBIT A.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 10th DAY OF JULY, 2017.

Karl Popoff, Mayor

ATTEST:

Jodi Fritts, City Administrator/City Recorder

FY 1617 BUDGET ADJUSTMENT ENTRIES

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>AUDIT SERVICES MORE BECAUSE WE HAVE TO HAVE AN ACCOUNTANT CHECK BOOKKEEPING</i>						
10-40-262	AUDIT	\$ 32,000	\$ 42,365	\$ 10,500		\$ 42,500
10-40-215	GIS FEE	\$ 8,000	\$ -		\$ 8,000	\$ -
10-40-225	PERS UAL	\$ 40,000	\$ 8,047		\$ 2,500	\$ 37,500
TOTAL				\$ 10,500	\$ 10,500	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>MAYOR TRAVEL</i>						
10-41-235	MAYOR TRAVEL	\$ 2,500	\$ 3,930	\$ 514		\$ 3,014
10-43-230	TRAVEL	\$ 4,000	\$ 2,141		\$ 514	\$ 3,486
TOTAL				\$ 514	\$ 514	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>IMPOUND FOR MUNI COURT CASE</i>						
10-42-290	CONTRACT SERVICES	\$ 500	\$ 2,460	\$ 2,000		\$ 2,500
10-40-225	PERS UAL	\$ 40,000	\$ 8,047		\$ 2,000	\$ 35,500
TOTAL				\$ 2,000	\$ 2,000	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>BACKLOG OF OLDER MINUTES</i>						
10-43-295	CONTRACT SERVICES	\$ 8,000	\$ 12,908	\$ 2,000		\$ 10,000
10-40-277	CITY HALL CUSTODIAL	\$ 7,500	\$ 4,643		\$ 2,000	\$ 5,500
TOTAL				\$ 2,000	\$ 2,000	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>PURCHASE OF PARK PROPERTY</i>						
10-64-540	CAPITAL OUTLAY	\$ 10,000	\$ 74,043	\$ 64,050		\$ 74,050
10-40-415	CONTINGENCY	\$ 40,000	\$ -		\$ 40,000	\$ -
10-40-510	NEW SERVER	\$ 10,000	\$ -		\$ 10,000	\$ -
10-40-260	LEGAL	\$ 40,000	\$ 23,000		\$ 14,050	\$ 25,950
TOTAL				\$ 64,050	\$ 64,050	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>FIRE DEPARTMENT</i>						
10-55-110	FIRE CHIEF	\$ 10,000	\$ 10,883	\$ 885		\$ 10,885
10-55-111	ASST CHIEF	\$ 7,500	\$ 7,736	\$ 250		\$ 7,750
10-55-215	FIRE ASSOC	\$ 25,000	\$ 37,000	\$ 12,000		\$ 37,000
10-40-225	PERS UAL	\$ 40,000	\$ 8,047		\$ 10,000	\$ 25,500
10-40-220	INSURANCE	\$ 96,000	\$ 93,372		\$ 2,500	\$ 93,500
10-42-111	MUNI JUDGE	\$ 7,000	\$ 4,148		\$ 635	\$ 6,365
TOTAL				\$ 13,135	\$ 13,135	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>POLICE DEPARTMENT</i>						
10-54-110	CHIEF	\$ 72,900	\$ 76,245	\$ 3,345		\$ 76,245
10-54-111	OFFICER	\$ 49,250	\$ 52,572	\$ 3,322		\$ 52,572
10-54-112	SR OFFICER	\$ 51,700	\$ 56,913	\$ 5,213		\$ 56,913
10-54-114	OFFICER	\$ 42,600	\$ 44,400	\$ 1,800		\$ 44,400
10-54-116	DME	\$ 48,700	\$ 51,915	\$ 3,215		\$ 51,915
10-54-120	OFFICER	\$ 42,600	\$ 44,369	\$ 1,769		\$ 44,369
10-54-121	SGT	\$ 59,000	\$ 65,845	\$ 6,845		\$ 65,845
10-54-133	MED INSURANCE	\$ 103,500	\$ 104,908	\$ 1,408		\$ 104,908
10-54-285	FUEL	\$ 22,000	\$ 17,500		\$ 4,500	\$ 17,500
10-40-225	PERS UAL	\$ 40,000	\$ 8,047		\$ 15,000	\$ 10,500
10-42-111	MUNI JUDGE	\$ 7,000	\$ 4,148		\$ 2,200	\$ 4,165
10-40-241	IT	\$ 16,000	\$ 11,000		\$ 3,000	\$ 13,000
10-40-230	TRAVEL	\$ 4,000	\$ 2,141		\$ 417	\$ 3,069
10-64-275	GARBAGE	\$ 4,500	\$ 1,000		\$ 1,800	\$ 2,700
TOTAL				\$ 26,917	\$ 26,917	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>CITY MANAGEMENT</i>						
10-43-111	ADMIN ASST AP	\$ 34,000	\$ 35,354	\$ 1,354		\$ 35,354
10-43-112	ADMIN ASST UM	\$ 32,000	\$ 33,019	\$ 1,019		\$ 33,019
10-43-114	CITY ADMIN	\$ 68,000	\$ 71,338	\$ 3,338		\$ 71,338
10-43-133	MED INSURANCE	\$ 57,000	\$ 59,210	\$ 2,210		\$ 59,210
10-43-205	PLANNING EXPENSES	\$ 2,000	\$ 673		\$ 1,000	\$ 1,000
10-40-240	SOFTWARE	\$ 23,000	\$ 18,000		\$ 5,000	\$ 18,000
10-40-241	IT	\$ 16,000	\$ 11,000		\$ 1,921	\$ 11,079
TOTAL				\$ 7,921	\$ 7,921	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>STREETS PERSONNEL</i>						
21-40-110	PW LEAD WORKER	\$ 22,500	\$ 23,674	\$ 1,174		\$ 23,674
21-40-285	FUEL	\$ 6,000	\$ 2,593		\$ 1,174	\$ 4,826
TOTAL				\$ 1,174	\$ 1,174	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>WATER UTILITY PERSONNEL</i>						
22-40-111	PW SUPER	\$ 31,300	\$ 32,847	\$ 1,547		\$ 32,847
22-40-116	PW LEAD	\$ 22,500	\$ 23,026	\$ 526		\$ 23,026
22-40-118	OPERATOR	\$ 20,000	\$ 20,681	\$ 681		\$ 20,681
22-40-119	OPERATOR	\$ 18,500	\$ 19,514	\$ 1,014		\$ 19,514
22-40-268	SYSTEM O&M	\$ 25,000	\$ 11,738		\$ 3,768	\$ 21,232
TOTAL				\$ 3,768	\$ 3,768	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>SEWER UTILITY PERSONNEL</i>						
23-40-110	PW SUPER	\$ 31,300	\$ 32,847	\$ 1,547		\$ 32,847
23-40-111	ASST SUPER	\$ 52,600	\$ 54,735	\$ 2,135		\$ 54,735
23-40-113	OPERATOR	\$ 20,000	\$ 20,681	\$ 681		\$ 20,681
23-40-118	OPERATOR	\$ 18,500	\$ 19,965	\$ 1,465		\$ 19,965
23-40-261	PLANT O&M	\$ 63,000	\$ 35,815		\$ 5,828	\$ 57,172
TOTAL				\$ 5,828	\$ 5,828	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>FLEET VEHICLE PURCHASE</i>						
91-40-290	VEHICLE PURCHASE	\$ 30,000	\$ 33,722	\$ 3,722		\$ 33,722
91-40-315	EXP RESERVE	\$ 5,000			\$ 3,722	\$ 1,278
TOTAL				\$ 3,722	\$ 3,722	\$ -

LINE ITEM		BUDGET	ACTUAL	INCREASE	DECREASE	FINAL BUDGET YEAR END
<i>WATER DEPOSIT RETURNS</i>						
97-40-290	WATER DEP REFUNDS	\$ 10,000	\$ 14,768	\$ 4,768		\$ 14,768
91-40-315	EXP RESERVE	\$ 215,040			\$ 4,768	\$ 210,272
TOTAL				\$ 4,768	\$ 4,768	\$ -



MISC. ITEMS

INCLUDING POLICY DISCUSSIONS & DETERMINATIONS



SECTION 10.

MISC ITEMS (including policy discussions & determinations)

GOLD BEACH CITY COUNCIL AGENDA REPORT

Council Meeting Date: July 10, 2017

TITLE: Discussion of scheduling unresolved topics

SUMMARY AND BACKGROUND:

The past 6 months or so have been somewhat hectic and sad and I realize that several issues are hanging out there unresolved. Because the agenda is so light this evening (*for the record even though this packet is only a few pages it has taken over a week to prepare because of all the year-end number crunching!*) I thought it would be a good time to go back over and revisit topics I know that are hanging out there. I'd like to get the Council's priorities on what you want me and/or us to tackle and in what order.

I went back through my notes for the past several months and this is what I have come up with. Please look the list over and add anything I have forgotten.

- Preparation of the policy approved for the 1% room tax to fairgrounds (you voted on what you wanted but I need to put it into a written policy for you)
- Will and I to report on the survey of the new park property
- GAS TAX info
- URA formalization of the forms and process
- Wedderburn Annexation?
- Updates/changes to our various codes?