



MINUTES
May 27, 2014
CITY COUNCIL MEETING

Call to order: Time: 6:56PM

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

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

3. *Special Orders of Business*
 None Scheduled

There were no special orders of business.

Citizen Requested Agenda Item moved up.

Appeal of City Administrator's monthly sewer use fee: Diane Palinkas

Diane Palinkas: 94217 6th Street, Gold Beach. The duplex next door was converted to a preschool/daycare center in 1980. In October 2010 I had bypass surgery, so the daycare closed and has been empty. Now I have turned it back into a duplex for income. Right now I only have one tenant, my son, who doesn't pay any rent because he is on disability. When the water bill came, it had two sewers billed on it, but when I bought it, it was a duplex with only one sewer. The only thing I changed was the inside structure. The water and sewer has always been the same. I was told that now that it is a duplex it required two sewer lines. I received a bill today that said I owe \$515 on that property for water. I pay each month for my water at that property. It has always been about the same. Now they say that property has used 17,000 gallons of water per month. That's impossible, unless there is a leak there. It would be impossible for two people to use that much water. I would like someone to check the meter. In the 30 years I've had the property, I have never had a water bill that high, even with the daycare. I don't see that kind of increase on my electric bill. I water my lawn three to four times a week at my house, but have never had a bill like that.

CA Fritts: Did you request a meter check after I sent you the letter telling you about the high bill?

Palinkas: No. I didn't think about it until one of my friends mentioned that it might be the meter that is wrong.

CA Fritts: May I make a suggestion to the Council, Mr. Mayor?

Mayor: Yes.

CA Fritts: Maybe before we make a decision on this, I would respectfully request that we make a check on the meter to see if it is accurate. Part of my decision was based on the amount of water that is going through there.

Mayor: I think that is a good idea. With only one tenant, that is very high.

CA Fritts: For the record, I use about 13,000 gallons, and there are only two people in my house. It is not impossible.

Councilor Kaufman: When did your tenants in the second unit move out, Ms. Palinkas?

Palinkas: Before Thanksgiving.

Councilor Kaufman: So you could have rented it for the income.

Palinkas: Nobody is moving into Gold Beach these days.

Councilor Kaufman: Do you want to rent it?

Palinkas: Yes, I do want to rent it.

Councilor Kaufman: I may know of someone who wants to rent.

Palinkas: I have always paid the water bill when it came in. What we are talking about now is that they are charging me for a second sewer.

Councilor Kaufman: Administrator Fritts, would you explain why a duplex is now being assessed with two EDU's instead of just one like some of them have in the past?

CA Fritts: A duplex should have always been charged 2 EDU's. As we go through and find errors from the past, we have to fix them.

Councilor Kaufman: How far back do you go in billings when you find an error?

CA Fritts: We don't. It is just from that day forward. It was our fault that we didn't see that it was a duplex, so we don't charge the customer any back billings, just moving forward.

Palinkas: When I bought the place, it was a duplex, but it only had one sewer.

CA Fritts: So I would say that you got 20-some years of free sewer.

Councilor Kaufman: It doesn't have to do with the physical setup, more what the capacity is. You have the capacity to have two families there and two families' worth of usage. I have found that there were a lot of duplexes & triplexes that were only assessed with one, and as the City discovers them, they are corrected. It sounds like they don't back bill anyone. A lot of people didn't get permits to build things years ago, which might be why the City didn't catch it sooner.

Palinkas: So you are saying that I have to pay all of these?

Mayor: No, ma'am. It is not retroactive.

CA Fritts: What we are saying is that we will check the meter. I was suggesting that we defer deciding if you have one or two EDU's until we check the meter. If there has been an error, we will correct it.

Mayor: I think it is the Council's pleasure to follow the city administrator's suggestion to have the meter checked and then move on from there.

CA Fritts: Our next council meeting is in two weeks. I will bring that information back to the Council.

Palinkas: So I still have to pay the \$515?

CA Fritts: I think it is being deferred right now until we check the meter.

Mayor: I do have one question about the \$515 bill you received today. What would that bill normally have been?

Palinkas: Normally the bill ran almost the same as mine, around \$75 a month.

Mayor: That is about five times higher. That is strange.

Palinkas: Way back we did have a leak, and it flooded the lawn. I haven't seen anything like that recently.

Mayor: Thank you.

4. Consent Calendar

No Consent Calendar

There are no consent calendar items.

5. Citizens Comments

As presented to the Mayor at the beginning of the meeting

Nancy Stokes: 94181 Bono Road, Langlois. I am here speaking on behalf of a Gold Beach resident, Nancy Schneider, who is a longtime volunteer for Curry County Hospice. She cannot be here due to illness. I have some handouts for you. There is a letter explaining why I am here and what I want to talk to you about and a bullet sheet that I will go over, just six points, with you very quickly.

Point 1: Nancy started a private outreach 14 years ago, taking donations from the marketplace, leftovers that they had, to give to the needy in our community.

Point 2: It has grown in size from serving just a few families from a pickup truck to serving 500+ families this last November. This occurs every November at the Curry County Fairgrounds 4-H building, three days a week all month long. There are no criteria to meet. Just come in when you are in need, take what you need, and leave some for others. As the program has grown in these economic conditions, the donations have grown and so has the need for space to store them. Hospice has been very generous in giving things they think they have excess of. We also receive items from a couple of thrift stores and the Catholic Church in Brookings. It has become a countywide thing, and we serve families all over the county. This is a totally nonprofit, private, altruistic undertaking; therefore, we have no financial resources to rent space. Our garages are full, and if this program is to continue, we will have to find space. We have been searching for someone to donate space to us. Until recently the Ophir Thrift Store gave us space to store items until August when we can move to the fairgrounds to sort and get ready for the November giveaway. That storage place is no longer available to us since the thrift store changed hands. We have to turn down donations because we have nowhere to store them. This has been a tremendous goodwill program for our town. I am here to ask you if there is anywhere in the city that we could borrow 500 square feet of space from March 1st to August 1st annually at no cost. We would clean it and do all our own transportation. Our need is the space.

Mayor: What you are doing is most admirable. The problem that we run into is that we are lacking for space as well. We don't rent or own any storage buildings at all. I don't know if there is any space down at Public Works. We would love to be able to help if we had the resources to do it with. I believe our city administrator was going to contact the Chamber of Commerce about this.

Stokes: Yes, I did receive an email about three to four weeks ago and haven't heard back, so I am assuming she was not able to come up with anything. I have contacted several realtors in town who have not been able to come up with anything either.

CA Fritts: The only place I can think of that has storage is the Port of Gold Beach. They actually rent storage. That is the only public entity that I know of. I know the County doesn't have any space either.

Stokes: I know Nancy is willing to donate her own private money to rent if she needs to. It is that important to her.

CA Fritts: So maybe the Port could help out, if not for free, perhaps at a reduced rate for the storage. I believe they have some open right now.

Mayor: The commercial places may have storage as well. I wish that we could accommodate you.

CA Fritts: A reporter is here tonight from the paper, so hopefully he will put a plug-in for you as well.

6. Public Hearing Open
Annual CTR garbage rate increase request

The public hearing on the annual CTR garbage rate increase request was opened at 7:25PM.

Pete Smart: Every year we try to keep up with inflation. This year is less of an increase.

Councilor Kaufman: What would it take to reduce our rates?

Smart: The rules are pretty much the same all over the state. Landfills cost an average of \$1 an acre. The recycling program is expensive. I looked at the rates for myself, and we are kind of in the middle. For a number of years we have not requested the full amount of inflation. The lowest was probably 50% and the highest was 80% of the cost of inflation. We feel like we have been going backwards financially.

Councilor Kaufman: One additional comment. They have the best customer service of any franchise within the city of Gold Beach.

Mayor: Yes, I have experienced that as well. Any public comment? Hearing none, he closed the public hearing at 7:30PM.

MOTION: Councilor Tamie Kaufman made the motion to approve R1314-14, a resolution approving CTR rate adjustment and repealing R1213-13 and any other resolutions that may be in conflict. Councilor Larry Brennan seconded the motion.

Mayor Karl Popoff asked if there was any discussion or debate. No further discussion. Mayor Popoff called the question.

Record of Vote	Ayes	Nays	Abstain
Council Position #1 Melinda McVey			absent
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory			absent
Council Position #4 Doug Brand		X	
Council Position #5 Tamie Kaufman	X		
MOTION CARRIES 2 ayes, 1 nay	2	1	

7. Citizen Requested Agenda Items
Appeal of City Administrator's monthly sewer use fee: Diane Palinkas

Item moved up to #3, Special Orders of Business.

8. Public Contracts and Purchasing
None scheduled

There are no public contracts or purchasing items.

9. Ordinances & Resolutions
a. Resolution R1314-14 CTR Rate Increase

Item moved to #6, Public Hearing Section.

b. *Resolution R1314-16 repealing and replacing R1112-37*

CA Fritts: The next two resolutions are for correcting dates on previous resolutions on loans. On one the amortization was correct, but the date on the loan was incorrect. These are corrections to be done before the auditors come. One is the street sweeper loan and the other the Hwy 101 sewer loan. The sewer loan fund will be paying us back at a greater interest rate than what we were paying out. So these are just housekeeping issues.

MOTION: Councilor Tamie Kaufman made the motion to approve Resolution R1314-16, a resolution authorizing an interfund loan between the Street Sweeper and the Hwy 101 Sewer Reserve Fund and repealing R1112-37 and any other resolution that may be in conflict. Councilor Doug Brand seconded the motion.

Mayor Karl Popoff asked if there was any discussion or debate. No further discussion. **Mayor Popoff** called the question.

Record of Vote	Ayes	Nays	Abstain
Council Position #1 Melinda McVey			absent
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory			absent
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	X		
MOTION CARRIES UNANIMOUSLY			

c. *Resolution R1314-17 repealing and replacing R1213-14*

MOTION: Councilor Tamie Kaufman made a 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. Councilor Larry Brennan seconded the motion.

Mayor Karl Popoff asked if there was any discussion or debate. No further discussion. **Mayor Popoff** called the question.

Record of Vote	Ayes	Nays	Abstain
Council Position #1 Melinda McVey			absent
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory			absent
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	X		
MOTION CARRIES UNANIMOUSLY			

d. *Resolution R1314-15 creating an Adopt-A-Street/Grounds Program*

CA Fritts: I brought you the draft last month. I have made the few requested changes, so this is the final resolution ready for you to adopt if you wish.

MOTION: Councilor Larry Brennan made a motion to adopt R1314-15, a resolution adopting the City of Gold Beach Adopt-A-Street Program. Councilor Doug Brand seconded the motion.

Mayor Karl Popoff asked if there was any discussion or debate. No further discussion. Mayor Popoff called the question.

Record of Vote	Ayes	Nays	Abstain
Council Position #1 Melinda McVey			absent
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory			absent
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	X		
MOTION CARRIES UNANIMOUSLY			

e. Resolution R1314-18 Fire Truck

Mayor: A resolution to purchase a fire truck tender utilizing the use in Galveston Area Council Purchasing Program.

CA Fritts: The reason I am presenting it to you tonight rather than at our June meeting is that this is time sensitive. Chief Floyd has been working with the company that builds these fire trucks for some time now. This is the same program that we bought the street sweeper from several years ago. The pricing is good and meets our competitive pricing qualifications.

Mayor: Do we have any idea what the age of this truck is?

CA Fritts: It's brand new. They will build the truck for us.

Councilor Kaufman: Is this everything, or is there equipment that we will be adding later?

CA Fritts: This includes all of the equipment on it.

Councilor Kaufman: So this is like almost half of what we have saved?

CA Fritts: Yes. Remember, we decided last year that we were going to buy the tender rather than the engine, and then we were going to make the structural changes to the Fire Hall. That bid I will be bringing to you probably in July. The attorney, engineer, and I have almost finalized the bid documents to bid that project. Once the bids are opened, I will bring that back to you because it will be over the contracting threshold in July.

Councilor: Let me get this straight. It has a motor in it?

CA Fritts: Yes.

Councilor: All the pumps? Everything? Turnkey?

CA Fritts: Yes. I will email you the specs, as they are 60 pages, and I didn't want to print them out. Chief Floyd has been working with Cascade Fire, so it will be built to our specifications.

MOTION: Councilor Tamie Kaufman made a motion to approve Resolution 1314-18, a resolution to purchase a fire truck tender utilizing the Houston/Galveston Area Council Purchasing Program. Councilor Doug Brand seconded the motion.

Mayor Karl Popoff asked if there was any discussion or debate. No further discussion. Mayor Popoff called the question.

Record of Vote	Ayes	Nays	Abstain
Council Position #1 Melinda McVey			absent
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory			absent
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	X		
MOTION CARRIES UNANIMOUSLY			

Councilor: Does that price include delivery?

CA Fritts: Yes, it does. It does not become ours until the keys are in our hands. If in delivery something happens to it, we are not responsible for it.

Councilor Kaufman: Is it built in America?

Ca Fritts: Yes, it is.

- 10. Miscellaneous Items (including policy discussions and determinations)*
 - a. Proposed Councilor/Mayor Travel Policy as prepared by Councilor Kaufman*

Councilor Kaufman: I made this proposal after we talked about it at the last meeting. If you like it, great. If you want to make adjustments, that's fine, too. I was just trying to think of a way to have accountability amongst one another because we can't expect staff to do it.

Mayor: It is very important that we have travel. As Mr. Smart brought out, we are so remote that we have to travel. Emergencies happen that require us to travel to Salem. I would like a general travel fund with no distinction between Mayor and Council. I would like to see the travel fund increased to \$10,000 per fiscal year, with any excess going back into the general fund, using that surplus to help fund the travel fund for the next fiscal year.

Councilor: Can you roll over from the general fund?

CA Fritts: No. You would have to set up a travel fund for it to roll over year to year, otherwise any leftover funds go back to the general fund.

Councilor Kaufman: If I came in today and said there is a meeting in Washington, D.C. and it is really important that I go there, here's the bill to pay up front, is there any policy or procedure that we have in place that could tell me no?

CA Fritts: No.

Councilor Kaufman: What position would that put you in if I did that to you? You would have to call the council members because you are not comfortable with that, right?

CA Fritts: Quite frankly, I don't know that I would call. I am not the boss of any of you. The citizens are your bosses.

Councilor Kaufman: So I could get away with it this year.

Councilor: I thought we had a travel allowance of X number of dollars per councilor.

CA Fritts: For you, I want to say it is \$6,000, but I would have to look it up.

Councilor: But that is for the Council. What does that come out to per councilor?

CA Fritts: A little over \$1,000.

Councilor: So we couldn't just overspend that.

CA Fritts: Well, you could because I can't stop you. I can stop my employees, but as elected officials, I can't tell you that you can't spend that money.

Councilor: But you can't overspend it, can you?

CA Fritts: Yes, you can.

Councilor: We are doing this because he overspent by \$1,000.

CA Fritts: You can overspend any line item. Whether you are going to get into trouble over it or not is another thing. If a bill is presented to us from an elected official, I can't question that. I present financial statements to you and point things out to you, but I have no authority over you.

Councilor: I don't believe we have to tell anybody if we are going out of state, like she does to us because she is our employee.

Mayor: I know Councilor Kaufman wants to make this a little more accountable. Personally I don't think any of us would travel frivolously. A budget member mentioned that it would be nice to have a schedule showing all travels we expect to take during the year. That is not practical, as we each only know of one trip for certain each year and the rest of them come up as you go along.

Councilor: I assumed that we were to keep to what our limits are. I think it is important that

Council members are allowed to go to trainings, especially newly electeds. I wouldn't want to see the entire body's monies in one pool where one person could use it all in two months.

Councilor: If it is all pooled with no controls in place, it could all be used by one person, and the other five people would have nothing left. So I don't think it should be pooled. I think everyone should have an allowance and be held to that. I didn't realize that there weren't controls over and above what we were allowed to spend.

CA Fritts: Elected officials, no. For my staff, it is my responsibility that we don't overspend, and if we do, that it is for a good reason. That is why we have a contingency.

Councilor: We have a budget and a fiduciary responsibility to our electorate to hold ourselves to that budget. It is not a guideline. It is definite. We should live to that.

Mayor: Have we overspent our travel budget?

CA Fritts: The overall line item, no. As of April, the bottom line, overall travel budget is not overspent.

Councilor: This is a proposed. I think that we should continue to work up some kind of policy.

CA Fritts: For the record, I am not part of your policy. It was Councilor Kaufman. So if you, as a Council, want to work on this, it is your policy to govern yourselves.

Councilor: Can we get some sort of boilerplate to use as a template?

CA Fritts: I can look into other financial policies for elected officials and bring it to you at our next meeting.

Councilor Kaufman: I think when I realized the need was when the County Commissioner traveled to Washington, D.C. and how angry people got about it. Later I figured out why they were doing that. It had a lot to do with the O & C fund. They were not held accountable by budget. They were only held accountable at election time. None of us have ever been frivolous. This is more precautionary than anything.

Councilor: I don't want to see us legislate morality. We know what is good and bad, right or wrong. Do we need to legislate against it?

Mayor: I don't believe any elected official that we have would deliberately try to overspend that fund. I suppose someone could, but I think it is fairly remote. I think that most people who are elected to these positions are honorable people who want what is best for the City and would not try to take the City.

Councilor: It is not like the electorate would know what we did, other than at the budget meeting.

Mayor: The budget meetings are open, so they can know what we spend or overspent.

CA Fritts: Obviously our revenue and expenditures are all public record. Anybody can walk in the front door and request that information.

b. Financial Control Policy

CA Fritts: This is not for tonight. It is for the June meeting. I just wanted to give you some time. Councilor Kaufman asked me a couple of questions regarding financial policies that we discussed in October, but never really went anywhere. This was when the auditor was talking to us about internal controls. I re-listened to the tape of that meeting. I can email you the recording so you can listen to it on your iPad. This is a draft financial control policy. Briefly, it is proposed policy that deals with financial records, control over cash, control over accounts receivable & collections, control over purchasing, control over payroll and financial reporting to the Council. So after you read it, please send me any comments, concerns, or questions before I do the June packet, which would be Thursday, June 5th. I think this captures everything that was discussed in that meeting and also captures some things that I had been wanting to work on in the front office as well. What I would like to do, if this looks acceptable to you, is to adopt this as a resolution in June.

Mayor: I do have one question. Is an elected official now one of the signers on the checks that go out as payables?

CA Fritts: Not all the time. That is one of the things I put in the proposed policy, is that the preferred method is to have one staff and one elected official. The reason for the wording as "preferred" is because I don't really want it to have to be that way on the off chance that I can't get ahold of someone in an emergency. Right now we have two designated elected officials that can sign on the account. We haven't taken the old mayor off yet, but when we get you signed on, the designated officials will be the Mayor and Mayor Pro Tem.

Mayor: Why not have all the Councilors and the Mayor signers on there?

CA Fritts: No, that's not a good thing either. Two is good, but that's why I wrote it in the policy that way. If I can't get ahold of one of you, then I and Candy are signers on the account.

Council: Maybe, if it's not in there, that Mayor and Pro Tem are alternate signers.

CA Fritts: I think I just said "elected official," but we could put it that way as well.

Councilor Kaufman: One of the concerns I had was that if you and your staff are signing the checks, you are basically ordering them to do it. They can't tell you no. If you were not doing things correctly, they would be in a horrible position. It is the same thing as the Council travel. That is why I think it is a good internal control that it has to be one of each.

CA Fritts: So you are saying that it is not the preferred method, it is the required method?

Mayor: We could change the number of elected official signers from two to three.

Councilor: As ex-loss prevention for a large company, I never thought about it that way. What would the auditors think about doing it that way, or do they have a preferred method?

CA Fritts: I could ask them.

Mayor: They told us what the method was when the auditor was here.

CA Fritts: He didn't say not to have two people sign it.

Mayor: He came very close to it. It sounded to me like he said to have one staff and one elected official sign it.

Councilor: I would like to see what the auditor says, and then we can make adjustments.

CA Fritts: Respectfully, Councilor Kaufman, I don't think that the staff would have any problem going to the auditors or to one of you if they felt I was doing something wrong. I like to think of myself as a good supervisor, but I just don't think I hold that much sway over them. I don't think they would feel forced to sign a check. They may sign it, but then go to one of you with any concerns. I will check with the auditors and get that information to you. I would like to adopt something for the new fiscal year.

11. City Administrator's Report

To be presented at meeting

CA Fritts presented her monthly report which is attached to these minutes.

12. Mayor and Council Member Comments

- a. Mayor Karl Popoff: What they are counting on is that the government we have currently won't enforce the law. Miss Dixon, it has been a pleasure having you with us. I have always liked this program because getting young people exposed to government, especially local government, is very important. Being your last night, you get to spout off on anything you like.

I really liked the War Memorial service. What I especially liked was the kids retiring the flag. I thanked them for the respect and honor they gave that ceremony. City Administrator Fritts and I went to Salem for a 9:00AM meeting on the apparent road blocks to the building of the new hospital, which is crucial to this city. While I told them I appreciated their efforts, I reminded them that looking to the concerns of the aftermath of a catastrophe is a moot point if we don't have a hospital in place. I also commented that there is no place on earth that you can live totally risk free. As I watched them during my floor time, it looked like they were listening, with no eye rolling. So hopefully we will hear something from them. They were impressed that the two of us, the city attorney, and the hospital administrator were there.

b. Councilors

- 1) Melinda McVey: Absent.
- 2) Larry Brennan: I have a question. If they are going to force this down our throats, can we pass a tax?
- 3) Brice Gregory: Absent.

- 4) Doug Brand: As the only one who attended the marijuana workshop in Portland, I have two takeaways. The legislature did not limit the cities, counties, government entities reasonable accommodation to use their marijuana while they are working. It has already been tested in court, so it will never happen. The other thing I found interesting, the legislature did not put into this marijuana law any provision for the back end of this. No monies for all the abuse or unexpected problems arising from this new law. Some states are using the monies in the alcohol/tobacco funds, as no additional funds will be made available for marijuana abuse. My witticism for the night is: If you always do what you've always done, you will always get what you've always gotten.
 - 5) Tamie Kaufman: So the legislature and the governor have passed a bill for cities and counties to break federal law? I find that a very interesting ethical question. I did want to thank you, Mr. Mayor, for dropping everything and going to Salem. I appreciate that.
 - 6) Larry Brand: Yes. It is not good enough for us to just say no, we are not going to do it. We have to have a moratorium for a year because that is not good enough. I find that outrageous. Federally, if the infraction is not over \$10,000, they are not going to enforce it. They did not write anything in this bill that says we cannot tax it. What some cities have done is to pay off their debt with taxes from this bill.
- c. Student Liaison, Lindsey Dixon: Being here actually got me an award that I am not supposed to know about. It doesn't happen until tomorrow.
- d. Chief Dixon: A week ago Friday Officer Chris Kinney was asked by AFS Worker Kim Wood to go with her to do a welfare check on an elderly male who left a letter to the State saying that he was despondent, his house was going to be auctioned off on the courthouse steps this last Monday because he couldn't make payments living on Social Security, so he was going to kill himself. They contacted this gentleman, who lives out in the Hunter Creek area, and spent about 30 minutes talking with him, and he did seem pretty set on killing himself, saying that they were going to seize his house over his dead body.

So a decision was made, a correct decision, to take him into protective custody and transport him to Curry General Hospital. The man said no, he wouldn't go, so Officer Kinney talked him down...seemingly. The man said, "Okay. I will go with you, but can I go use the restroom first?" As he stood up, he reached down and picked up a box from which he pulled out a small handgun. Officer Kinney made the decision to fight the man physically for the gun, got it from him, and pinned the man to the sofa until I got there. When I arrived, I handcuffed the man and asked him if he was going to shoot my officer or Mrs. Wood. He said, "No. My plan was to kill myself in front of them."

I wrote a letter of commendation for Chris. It is in his file. I just wanted to tell you that even in a small town our lives can change in just that quick of a time, good or bad. Chris did a phenomenal job. I am so grateful that no one

was hurt. The man spent several days in the hospital and was released by Mental Health. We went to check on him this afternoon and unfortunately found his remains. He did succeed in killing himself. The high side is that we did everything we could to help this man. We have a fantastic group of officers here.

CA Fritts: I apologize. I was aware of this, and I should have told the Council. I was so focused on getting the financial stuff together that I forgot to tell them. The next time I see Chris I will thank him personally.

13. Citizens Comments

As presented to the Mayor at the beginning of the meeting

There are no citizens' comments.

14. Executive Session

None scheduled

No executive session was held.

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.

MOTION: Councilor Larry Brennan made the motion to adjourn. Councilor Doug Brand seconded the motion.

Mayor Karl Popoff asked if there was any discussion or debate. No further discussion. Mayor Popoff called the question.

Record of Vote	Ayes	Nays	Abstain
Council Position #1 Melinda McVey			absent
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		absent
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	X		
MOTION CARRIES UNANIMOUSLY			

15. Adjourn Time: 8:33PM



Approved
Candy Cronberger, City Recorder

ATTACHMENT TO THE MINUTES FOR
MAY 27, 214

MEETING WAS RESCHEDULED FROM
MAY 12, 2014

ORIGINAL COUNCIL AGENDA PACKET



AGENDA
May 12, 2014, 6:30PM
(Meeting date changed to May 27th)
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		
STARTING VOTE		
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

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

9. **Ordinances & Resolutions**
 - a. Resolution R1314-14 CTR Rate Increase
 - 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 22nd 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

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



SUPPLEMENTAL ITEMS

May 27, 2014

RESOLUTION R1314-18

**A RESOLUTION TO PURCHASE A FIRE TRUCK TENDER UTILIZING THE
HOUSTON-GALVESTON AREA COUNCIL (HGAC) COOPERATIVE
PURCHASING PROGRAM**

WHEREAS, The City of Gold Beach submitted a seven (7) year Local Option Fire Truck Levy to the voters in November 2004 which was approved; and

WHEREAS, the levy sundowned in 2011 and sufficient funds were collected to purchase the approved fire truck; and

WHEREAS, Pursuant to Resolution R1112-35 and state public contracting laws, Cooperative Procurement through Joint Cooperative Procurements is permissible subject to compliance with ORS 279B; and

WHEREAS, the Houston-Galveston Area Council (HGAC) is an Oregon approved governmental cooperative purchasing program; and

WHEREAS, a suitable fire truck tender was researched and can be purchased through HGAC process; and

NOW, THEREFORE, BE IT RESOLVED: the City Council of the City of Gold Beach, approves the purchase of the fire truck tender at a cost of \$210,784 from Cascade Fire and Safety through the Houston-Galveston Area Council (HGAC) cooperative procurement program and authorizes the City Administrator to execute all documents related to the purchase.

Passed by the City Council of the City of Gold Beach, County of Curry, State of Oregon, this 27th day of May, 2014.

Karl Popoff, Mayor

ATTEST:

Candy Cronberger, City Recorder

Invoice

CASCADE FIRE & SAFETY
123 SOUTH FRONT STREET
YAKIMA, WA. 98901
509-453-6527 FAX 509-457-2890

Date	Invoice #
5/12/2014	111238

CITY OF GOLD BEACH
2592 ELLENSBURG AVE
GOLD BEACH, OREGON 97444

Purchase Requisition
6888

P.O. No.	Terms	Rep	Account #
FS 12-13	NET 12	RHW	

Item Code	Quantity	Description	Price Each	Amount
4065-80 out o...		KME 2000 Gallon LE Wet Side Tender on Commercial International Chassis	211,581.00	211,581.00
4065-80 out o...		Prepay Discount	-4,297.00	-4,297.00
4065-80 out o...		Performance Bond	1,500.00	1,500.00
4065-80 out o...		HGAC Fee	2,000.00	2,000.00

We are proud to be your hometown source for
fire and first aid safety.

all accounts due and payable 10th of month
following service. finance charges will be imposed
on all amounts not paid in full within 30 days of
purchase

Total \$210,784.00

GOLD BEACH CITY COUNCIL AGENDA REPORT



Agenda Item No. **10 b.**
Council Meeting Date: May 27, 2014

TITLE: Proposed Financial Internal Control Policies

SUMMARY AND BACKGROUND:

At the special October Council workshop regarding financial internal controls several possible policies were discussed but nothing firm was decided. Councilor Kaufman had a few questions this past month that caused me to go back and listen to the tape of the meeting. Nothing was decided formally at that meeting but several possible policies were discussed. After listening to the recording I developed a draft set of policies for your review based on the concerns you voiced as well as additional staff concerns.

We won't have time to adequately review the policies this evening but I am providing them to you now so that you will have time to read them before the June meeting. I will be preparing a resolution to adopt the policies at that time. If you could read over this draft and provide input to me before the next meeting I will incorporate those suggestions.

FINANCIAL IMPACT:

None at that time.

REQUESTED MOTION/ACTION:

Read over the draft policies and make any additional suggestions prior to the next council meeting.

COPY OF REPORT AND ATTACHMENTS SENT TO: Council



CITY OF GOLD BEACH PROPOSED FINANCIAL INTERNAL CONTROL POLICIES

Controls over Financial Records

Establish and maintain adequate systems and processes for accounting and reporting.

The City of Gold Beach shall maintain an accounting system that allows financial transactions to be recorded, easy retrieval of the data for analysis, and generation of timely reports to maintain accountability for the City's assets.

The system shall include detailed cash receipts and cash disbursements journals, as well as a detailed general ledger and subsidiary ledgers where appropriate. The subsidiary ledgers shall be regularly reconciled with the general ledger to ensure that transactions were recorded properly and that all transactions have been included. All general journal entries shall be performed by the bookkeeper and reviewed by a second staff member.

No single individual shall perform all related elements of an individual transaction. No employee should be able to (a) authorize a transaction, (b) record the transaction in the accounting records, and (c) maintain custody of the assets resulting from the transaction. For example, individuals responsible for the data entry of accounts payable should not be able to authorize transactions. For a small city, this may simply mean that the limited number of staff will have to alternate certain duties to ensure that there is a second set of eyes for each type of transaction.

Bank reconciliations shall be performed by someone who is not directly involved in the cash receipt or cash disbursement transaction process. Reconciliations should be prepared on a timely basis, preferably immediately on receipt. A responsible and knowledgeable official other than the preparer should review the completed bank reconciliation. This may include another staff member and/or council member.

In addition to the bank reconciliation, other reconciliation procedures should be performed monthly. Regularly reconcile accounts receivable balances to the original invoices and accounts payable balances with actual invoices. Reconcile payroll withholdings with payroll reports and invoices for benefits. These reconciliations will indicate if the subsidiary information contains errors or irregularities.

All financial recording documents (checks, receipts, purchase orders, etc.) shall be prenumbered, and all forms should be accounted for. Check stock will be kept in the vault at all times.

Three part receipts (customer, cash receipting, one left in book) will be issued for all cash transactions.

Accounting records shall be protected from theft and manipulation. Records shall remain in the Administration/Finance office at all times.

Controls over Cash

Establish adequate processes for safeguarding receipts.

The Administration/Finance office staff shall issue three part receipts (customer, cash receipting, one left in book) for all cash transactions. Cash will be immediately placed within the locked cash drawer and at close of business shall be locked in the lock box within the vault.

No expenditures shall be paid from the cash drawer. No checks shall be cashed from the cash drawer. The cash drawer will be reconciled to the cash receipts and the Caselle report daily. Cash will be deposited at least once weekly and more often if necessary.

Daily check deposits shall be made and franked checks shall be placed in the vault and destroyed after 90 days per bank regulations. Only authorized staff may review deposited check originals.

Establish adequate processes for controlling cash disbursements.

All disbursements, except for occasional small petty cash items, shall be made by check, debit card, or direct deposit transactions. All debit card receipts will be provided to the bookkeeper immediately.

Checks shall be pre-numbered, and unused checks shall be stored in the vault at all times. Checks shall be made payable to a specific individual, never to "cash" except for the monthly Petty Cash reimbursement.

Checks shall require two signatures. Preferred method is to have one staff member and one councilor/mayor signature on all checks.

Petty cash funds are an imprest (replacing only what is spent), or fixed amount, basis. The amount of cash on hand, plus receipts for cash items paid out, must at all times equal the total of the fund. The petty cash fund shall be reconciled and reimbursed monthly.

Controls over Accounts Receivable and Collections

Establish and maintain processes that will ensure that account balances are accurate.

Duties involving accounts receivable should be separate from those involving cash receipts. Persons involved in the collection process should not also be responsible for the billing process or the credit/adjustment process.

All receivables (taxes, utility charges, other miscellaneous receivables) shall be recorded in the general ledger. Subsidiary ledgers shall be reconciled to the general ledger control account on a regular basis.

Establish and maintain processes that will ensure that outstanding amounts due are collected.

Monthly aging reports shall be ran and reviewed for utility and business license receivables. Penalties pursuant to Council resolution shall be charged on overdue accounts. Every effort to collect outstanding balances shall be diligently pursued. Liens shall be filed on utility accounts pursuant to the processes in the Utility Code.

Controls over Purchasing and Disbursements

Establish and maintain processes that ensure adequate oversight.

The City has adopted Public Contracting regulations. The Administrative Code describes the lines of authority for approving purchases and indicates when to use competitive bidding.

No one person shall be involved in the purchasing, receiving, and payment functions.

A purchase requisition (order) system is in place to document purchasing details and demonstrate that policies were adhered to. An appropriate authority must approve all invoices before payment—City Administrator for purchases up to \$75,000 and Council for purchases over \$75,000. All purchase requisitions and receiving documents shall be prepared prior to payment.

The City Administrator shall review all new vendors to help detect fictitious vendors and prevent duplicate payment of invoices. The City Administrator shall review activity for vendors regularly to detect any suspicious activity.

Controls over Payroll

Establish and maintain adequate systems for ensuring accuracy and oversight. The City shall maintain a personnel file for each employee that includes hiring and compensation information and authorization for all deductions taken. The Council shall annually adopt salary schedule for all employees.

Use direct deposit for payment of net pay is strongly encouraged.

All payroll additions, removals, or changes should be authorized by someone other than the employee who processes payroll. Any additions/removals/changes shall be reviewed by the City Administrator.

Financial Reporting to the Council

Establish and maintain adequate financial communication with the governing body.

At the monthly Council meetings the City Administrator or Finance Officer shall provide the following reports to the Council and Mayor:

- 1) Check register for accounts payable paid from the prior month

- 2) Financial statements from the second month prior (i.e.-for the May council meeting the March financial statements would be presented)
- 3) Brief statement of reconciled cash balances of the main City checking and savings/money market accounts (currently two checking accounts and two savings accounts) for the second month prior.



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		
STARTING VOTE		
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

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- b. Resolution R1314-16 repealing and replacing R1112-37
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- 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 22nd 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

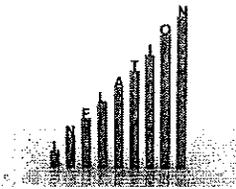
Please find enclosed proof of the CPI adjustment for year **2013**, based on the National U.S. City Average index, which is calculated at **1.47%**.

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)	1.47 %
CTR RATE ADJUSTMENT	1.13% (77 % of the above CPI rate)

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

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

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

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 12th 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	2.64
(7) Extra heavy roofing/demolition- 2.75 times yard rate		
(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 6th 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

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

Visitor Center 541-247-7526 • www.goldbeach.org

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,

Ruth A. Dixon
Utilities & Payroll Clerk
rdixon@goldbeachoregon.gov

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.



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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

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January 20, 2014

To Jodi Fritts - Motthey,

On January 7th I received a letter requesting that I describe the property ~~now 9420 10th 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 unit 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 15th 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

4105 05 [unclear]

hospital for 9 days, 3 of those days I was in a coma. I have been recovering from that last trip. I hope to get out. A. rested this spring.

There has never been any physical changes to the property. What ever was there when I bought it is still there, one sewer one water. I pay for water/sewer at 22 for the month.

If there is anything else you need please call me 541-247-2328

[Faded handwritten text, possibly a signature or address]

RECEIVED

JAN 22 2014

CITY OF GOLD BEACH

[Faded handwritten text at the bottom of the page]



Nature's Wild Side
101 MILES OF NATURAL BEAUTY

29592 Ellensburg Avenue • Gold Beach, OR 97444

Administration: 541-247-7029 • Police: 541-247-6671 • www.goldbeachoregon.gov

Visitor Center: 541-247-7526 • www.goldbeach.org

Friday, March 21, 2014

Diane Palinkas
PO Box 1645
Gold Beach, OR 97444

RE: Sewer Units assessed for 94215 6th Street

Dear Ms. Palinkas:

Thank you for your recent letter regarding the duplex located at 94215 6th 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

cc: Will Newdall, Public Works Superintendent

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**America's
Wild Rivers
Coast**
101 MILES OF NATURE'S BEST



DUPLIX USAGE

Customer: 1976.01 Palinkas, Diane PO Box 1645 Amount balances: 238.1:
 94215 Sixth St due: 03/10/2014 238.1:
 Disconnected services 1976 541-247-2328 Gold Beach OR 97444 Payment: 03/11/2014 74.2C

Display: Compare History Transactions Customer Services Location Meters Bag Certification Credit History

Date	Type	Reference Number	Service	Rate Number	Description	Quantity Billed	Amount
07/23/2013	Billing	2435	WtrRes	201	(Water Reserve)	0	2.00
07/23/2013	Billing	2435	Sewer*	503	(Sewer - Flat Charge)	0	50.00
08/12/2013	Pmt	44	*			0	122.15-
08/26/2013	Billing	928	Water	121	(Commercial - Inside)	23600	82.10
08/26/2013	Billing	2309	WtrRes	201	(Water Reserve)	0	2.00
08/26/2013	Billing	2309	Sewer*	503	(Sewer - Flat Charge)	0	50.00
09/11/2013	Pmt	30	*			0	134.10-
09/26/2013	Billing	3637	WtrRes	201	(Water Reserve)	0	2.00
09/26/2013	Billing	3637	Sewer*	503	(Sewer - Flat Charge)	0	50.00
09/26/2013	Billing	5068	Water	121	(Commercial - Inside)	22000	76.71
10/10/2013	Pmt	45	*			0	130.71-
10/21/2013	Billing	2312	WtrRes	201	(Water Reserve)	0	2.00
10/21/2013	Billing	2312	Sewer*	503	(Sewer - Flat Charge)	0	50.00
10/21/2013	Billing	2794	Water	121	(Commercial - Inside)	11800	53.69
11/06/2013	Pmt	13	*			0	105.69-
11/23/2013	Billing	926	Water	121	(Commercial - Inside)	20700	75.95
11/25/2013	Billing	2312	WtrRes	201	(Water Reserve)	0	2.00
11/25/2013	Billing	2312	Sewer*	503	(Sewer - Flat Charge)	0	57.00
12/23/2013	Billing	924	Water	121	(Commercial - Inside)	18300	70.15
12/23/2013	Billing	2273	WtrRes	201	(Water Reserve)	0	2.00
12/23/2013	Billing	2273	Sewer*	503	(Sewer - Flat Charge)	0	97.00
01/06/2014	Pmt	60	*			0	250.11-
01/27/2014	Billing	925	Water	121	(Commercial - Inside)	16600	65.83
01/27/2014	Billing	2293	WtrRes	201	(Water Reserve)	0	2.00
01/27/2014	Billing	2293	Sewer*	503	(Sewer - Flat Charge)	0	97.00
02/10/2014	Pmt	72	*			0	117.83-
02/11/2014	Billing	151	Late Fee	1901	(Late Fee)	0	14.10
02/18/2014	PAdj	2	Water			0	117.83
02/26/2014	Billing	924	Water	121	(Commercial - Inside)	13600	58.21
02/26/2014	Billing	2297	WtrRes	201	(Water Reserve)	0	2.00
02/26/2014	Billing	2297	Sewer*	503	(Sewer - Flat Charge)	0	97.00

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(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 12th 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: Sewer Reserve Fund

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

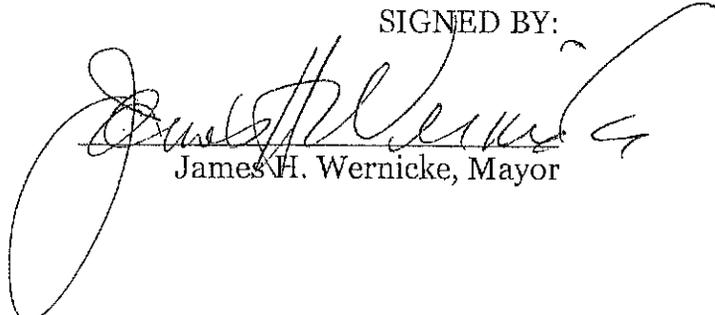
WHEREAS, ORS 294.468 permits interfund loans contingent upon adopting a ordinance or resolution to authorize the loan; and

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 11th 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 12TH DAY OF MAY, 2014.

APPROVED BY:

Karl Popoff, Mayor

ATTEST:

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	15,119.62	2,933.98	82,679.73	18,947.22
6	8/1/2019	82,679.73	18,053.50	-	18,053.50	15,673.11	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	16,321.51	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	17,001.64	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: Sewer Reserve Fund

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	380,180.00	26,510.99
3	8/1/2016	380,180.00	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	45,358.66	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	6,089.60	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: Water Reserve Fund

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 an 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 10th 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
					\$ 968,791
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 12th 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

(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 22nd 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



MAY 2014 CA REPORT

Since the April 14th council meeting I have initiated or responded to 1058 emails. This does not include the ones I just read, or read and file.

Public Works

Still moving along on the 3rd Street sidewalk project. Conduit arrived late last week so hopefully we will begin laying the electrical conduit this week and then Coos-Curry can install the new light poles. Once those are done we can finish the sidewalks! As soon as the sidewalk is done we can request reimbursement of the \$50K grant from ODOT.

We interviewed two companies last week for Integrator of Record. This is a specialized service that is essential to the operation of the wastewater and water treatment plants. The Integrator is the individual/firm that coordinates all the computer programs across all the various electrical systems that run the plants. This will be a service that we will retain much like our engineering and attorney services.

Police

The April stats are attached. The annual Law Enforcement Memorial was held at the new Veterans (and police and fire) Memorial. Chief Andrews coordinated the event which I unfortunately missed because I was out of town. I heard several real nice compliments about the service.

Visitor Center/Promotions

Glass Floats Season ended April 30. We had a total of \$82,979 of receipts turned in for free glass floats. A total of 7522 visitors were logged in at the VC. April occupancy was 39 % up by 2% over last year and the best April we have on my records going back to FY 05-06. Stats are attached.

Administration & Finance

Admin and Finance—April was spent mostly on preparing the budget. BIG consumer of my time this month was the hospital issue. Mayor Popoff and I went to Salem to the Oregon Seismic Safety Policy Advisory Commission meeting on 13th—the reason we postponed the regular May Council Meeting. Not sure how successful we were since I have not heard a PEEP since that day. The hospital administrator and Legal Counsel Lauren Sommers also attended with us.

Scheduled Trainings & Meetings I Attended Since Last Meeting

(doesn't include drop-ins or meetings with staff)

I'm sure you are thrilled with all the meetings I attend on behalf of the City, but I decided that from now on I'll just print out my calendar and if you would like to know what I attended just ask—otherwise I'm just making my report more long and boring.



The first annual Memorial Day Remembrance Ceremony took place yesterday. We had about 100 attendees and it was a really nice ceremony. The local VFW put the event together and we set up chairs etc.

