

**City of Port Orford  
City Council Meeting  
In the Gable Chambers / Virtual participants  
Friday, May 12, 2023 at 3:30 P.M.**

<b>Mayor and Council</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>
<i>Pat Cox, Mayor</i>	X	<i>CA Pro Tem Milliman</i>	X
<i>Brett Webb</i>	X	<i>CA Pro Tem Huttl</i>	X
<i>Gary Burns</i>	X	<i>John Isadore, Public Works</i>	X
<i>Perri Rask</i>	Absent	<i>Shala Kudlac, City Attorney</i>	X
<i>Ann Vileisis</i>	X	<i>Joseph Harrison, City Recorder Pro Tem</i>	X
<i>Greg Tidey</i>	X		
<i>Tim Pogwizd</i>	X		

*The minutes were prepared to the best of our ability considering the challenging quality of the audio for those attending in the Gable Chambers. There was an Executive session held between the Budget Workshop and Special Session that was not recorded.*

Others Present: Barbra Wright and Cory Aschauer (Budget Committee members)

**1. Roll Call: (3:30)**

- a. Mayor Cox called to order this Workshop of the Common Council with the Budget Committee on May 12<sup>th</sup>, 2023, at 3:30 pm.

**2. Presentation by City Admin Pro Tem Gary Milliman**

- a. City Admin Pro Tem Gary Milliman started the meeting by reminding the Council and Committee that we only have a limited time at today's meeting. He and Deana Lang, the cities payroll assistant, worked together to get a working draft budget together; this was made harder due to missing info in the previous budget.

- b. The City Budget isn't a single budget; it's a compilation of multiple budgets from each department. As of now, the budget contains too many line items, more than larger cities with more substantial budgets. John Huttl will work on consolidating some of the items to reduce the size of the Budget.

**c. The major concerns of the budget are currently;**

- i. We're \$100,000 under our projected revenue from citations. The purpose of citation is not to generate revenue, but it is the second largest source of revenue for the city. This is expected to get worse next year as we have road work coming up.

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- ii. Miscellaneous Receipts usually isn't a large fund; however, we have \$128,000 in it at this time. This makes up for the shortfall in revenue from citations, however, it was a 1-time payment of COVID relief funds and will not be coming in next year.
  - iii. \$450,000 was transferred out of the general fund into Water Enterprise Fund. Councilors ask how? Gary Milliman explained that the water enterprise fund is like a business and right now the city spending more money than its bringing in with water. This topic got tabled for the time due to time concerns, it will be addressed later in the meeting.
  - iv. General fund is going to have more revenue and fewer costs than projected. \$350,000 transfer to Public Safety so the Levy was not sufficient.
  - v. TLT revenue is \$47,000 over projected income.
  - vi. Parks expenditures are exceeding funds in several areas, including a \$50,000 expenditure that wasn't here last week. Additionally, there were errors in reporting; according to budget, our Superintendent of Public Works, John Isadore, only spends \$1,000 worth of time working on parks buildings. This is a gross underestimate, and it is recommended to collapse staff into "personnel" and "benefits" items. There are a substantial number of small overages in varying amounts; \$4,758 was budgeted for parks projects, they have spent \$9,000 to date. If the \$50,000 was removed from Park advertising budget, the project budget would be \$80,000.
  - vii. Public Safety: Insurance and bonds are the biggest expenditure. Mr. Milliman is concerned that this is the only balance he has seen in any budget he has worked on that started at a negative balance at the beginning of the year.  
(3:50)
  - viii. Watershed: funds listed as a grant is actually a loan about \$800,000, 50% forgivable. It's currently mid-May, end of year is in June, so there is lack of clarity which year the funds should be budgeted in. The administration is in talks with the state to get an answer. The city is now in escrow to buy the 160 acres of land upstream of our reservoir to protect our drinking water source area in the North Fork Hubbard Creek watershed.
  - ix. City Admin Pro Tem Huttel makes a quick comment about councilors and commissioners using proper mic etiquette to keep the recording clear for the recorder.
  - x. Water usage revenue is down by about \$100,000, not surprising due to the curtailment. The city has ended the curtailment so it should be \$0. Elephant in

86 the funding is a contract with Civil West for writing a BRIC grant application  
87 for our water. \$95,000 for this year and \$650,000 for next year for a total of  
88 approx. \$780,000. There are several funds, but the enterprise fund received a  
89 transfer of \$450,000 for the engineering projects. The former city  
90 administrator had clumped it, but only \$50,000 was spent; this cant be used  
91 for engineering, just construction and could have been spent directly from the  
92 General Fund.

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- 94 xi. Discussion among councilors; if the city budgeted \$450,000 and the city  
95 doesn't spend the entirety of it, what do we do with the remainder. Does  
96 Superintendent Isadore think the city needs to spend the rest?  
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- 98 a. Yes, the city needs to do the work and its price is set, the city  
99 administrator had assured Superintendent Isadore that the funds  
100 could be used from the water fund to finance waste-water  
101 projects; the Hummus pong needs to get cleared out. (4:07)  
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- 103 b. The \$750,000 is for Civil West to develop shovel ready  
104 projects because shovel ready projects are more likely to get  
105 funding.  
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- 107 c. The city needs to evaluate a priority list and ensure we can  
108 fund it.  
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- 110 xii. Wastewater Plan has a \$100,000 item that has not had spending initiated and  
111 Superintendent Isadore believes it was to renew the Wastewater Master Plan.  
112 The City might be able to get by for another year without expending these  
113 funds on this project as the Wastewater Master Plans are good for a 10-year  
114 period, the previous one was drafted in 2016 and the \$100,000 might be better  
115 spent on other funds. (4:10)  
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- 117 xiii. Budget requests. Next meeting the city needs to determine what is necessary  
118 and what can be afforded. This is made more difficult by the Cities current  
119 lack of a Financial Director; there are 7 different funds competing for funding  
120 and differences of opinion on that funding that need resolution. (4:20)  
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- 122 xiv. The next couple of weeks is the time to get project budgets in and talk to the  
123 staff about their feasibility. The City has 6 weeks to get a years worth of work  
124 done. The recommendation from City Admin Pro Tem Gary Milliman is to  
125 construct a "Very Fiscally Conservative Budget"  
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127 **3. Adjourn: (4:27)**

- 128 a. There being no further business, Mayor Cox Adjourned the workshop at 4:27 pm  
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131 **4. Call To Order (4:29)**

132 a. Mayor Cox called to order the Special Session under ORS 192.660(2)(b) at 4:29 pm

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134 **5. Executive Session: ORS 192.660(2)(b)**

135 a. Executive Sessions are not recorded

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138 **6. Special Session (4:58)**

139 a. Mayor Cox closed the Executive session and entered the special session at 4:58 pm

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141 b. Councilor Tidey motions to terminate Jessica Ginsburg

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143 c. Councilor Webb seconded the motion

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145 d. Vote Unanimously passed

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147 *Councilor Burns*      Yes      *Councilor Vileisis*      Yes      *Councilor Webb*      Yes

148 *Councilor Pogwizd*      Yes      *Councilor Tidey*      Yes

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151 **7. Adjourn: (4:59)**

152 a. There being no further business, Mayor Cox Adjourned the special session at 4:59  
153 pm

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159 Attest:

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

5/16/23

  
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City Admin Pro Tem, John Huttel