

**CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
THURSDAY, June 20th, 2024, AT 5:30 P.M.**

If you can not join in person, please feel free to join this meeting from your computer, tablet or smartphone.

<https://meet.goto.com/472554013>

You can also dial in using your phone.

United States (Toll Free): 1 (877) 309-2073

United States: 1 (646) 749-3129

Access Code: 472-554-013

AGENDA

1. Call to order/roll call/ pledge of allegiance
2. Additions to the Agenda
3. Presentations to the Council/Citizens (pg. 3)
 - a. Speeding In Port Orford: Traffic Logix
4. Consent Calendar (pg. 4-16)
 - a. Minutes May 16th, 2024 (pg. 4-9)
 - b. OLCC Jubilee (pg. 10-13)
 - c. Application for Appointment: Historic Commission Diana Marmon (pg. 14)
 - d. Application for Appointment: Historic Commission Gerald Marmon (pg. 15)
 - e. Application for Appointment: EPC Gordon Pierce (pg. 16)
5. Citizen's Concerns (On agenda items only – 3 minute time limit)
6. Departmental Reports (pg. 17-21)
 - a. Administration (pg. 17)
 - b. Finance (A)
 - c. Public Works (pg. 18)
 - d. Police
 - e. Planning (pg. 18)
 - f. Mayor's Report
 - g. Liaison (pg. 19-21)
 - i. Port – Webb
 - ii. School – Rask
 - iii. Fire District - Tidey
 - iv. Watershed – Vileisis
 - v. Parks - Tidey
 - vi. TLT - Pogwizd
 - vii. Mainstreet – Burns
 - viii. Emergency Prep. – Burns
7. Old Business (pg. 22-23)
 - a. Irrigation Meter Policy (pg. 22-23)

8. New Business (pg. 24-32)

- a. Resolution 2024-05: Adopt a Budget (pg. 24-25)**
- b. Resolution 2024-06: Adopt Wages (pg. 26)**
- c. Jubilee Sign Application (pg. 27-29)**
- d. Sick Leave Policy (pg. 30-32)**

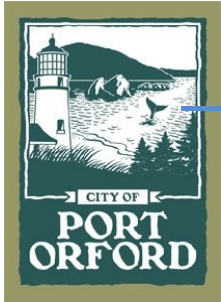
9. Continuing Action Items (pg. 33-34)

- a. Resolution 2024-07 STR Ordinance Revisions (pg. 33-34)**

10. Considerations

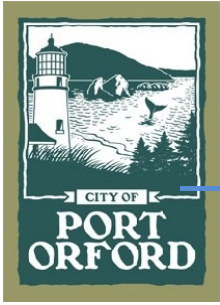
- a. Citizens**
- b. Councilors**

11. Adjourn



[Presentations to Council](#)

TrafficLogix Speeding in Port Orford: Speeding has been an issue around town and Commissioner Jenn Head from the Planning Commission has been researching traffic calming measures and has invited representatives from TrafficLogix to present some of their solutions to the City Council.



Consent Calendar (a): Minutes 5/16/2024

City of Port Orford
Regular City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, May 16th, 2024 at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor (PC)</i>	X	<i>City Administrator (CA) Melissa Radcliffe</i>	X
<i>Brett Webb, Councilor (BW)</i>	X	<i>Joseph Harrison, City Recorder</i>	X
<i>Gary Burns, Councilor (GB)</i>	X	<i>Police Chief Hank Hobart</i>	X
<i>Perri Rask, Councilor (PR)</i>	X	<i>John Isadore, Head of Public Works</i>	X
<i>Ann Vileisis, Councilor (AV)</i>	X		
<i>Greg Tidey, Councilor (GT)</i>	Late		
<i>Tim Pogwizd, Councilor (TP)</i>	X		

The minutes were prepared to the best of our ability using the recording available at:
https://www.youtube.com/watch?v=r9wEA_x236I

1. **(0:00-0:01) Call to order/roll call/ pledge of allegiance**
 - a. Mayor PC leads the room in the pledge of allegiance and opens the meeting @ 5:32. All councilors are present other than Greg Tidey who is running late and we are joined by city employees Chief Hank Hobart, John Isadore, CA Radcliffe and Joseph.
2. **(0:01-0:03) Additions to the Agenda**
 - a. Items 3(b) and 3(a) are being reversed.
 - b. There will be an executive session during the meeting.
 - c. Add N2N meeting and discussion on reasonable time place and manner to the ordinance enforcement discussion.
 - d. Bone conversation under liaison report.

3. (0:03-0:16) Presentations to the Council/Citizens

a. ODOT: Construction Update

- i. Chris Huner and Don oh behalf of ODOT: work going on right now: Started paving on 5/9/2024 and have made it to Madronna. It will probably be another couple weeks of paving work. A lot of complaints about dust, so ODOT had a truck to reduce the dust amount – which was effective. After paving, ODOT will do painting Should be another month before its done, estimated completion date should be by June 30th.

b. Speeding In Port Orford: Traffic Logix

- i. Jenn Head: Traffic Logix couldn't get here. Officer Brennan may have a contact for a data collection device, he's currently doing follow up work. If that doesn't happen, Jenn would like to buy a device to increase our chance of getting a grant.

4. (0:16-0:23) Consent Calendar

- a. Councilor TP moves to approve the Consent calendar as presented
- b. Councilor AV seconds the motion
- c. Discussion: BW was gone and his votes after page 7 should reflect that.
- d. Councilor TP rescinds his motion
- e. Councilor TP moves to approve the consent calendar with the amendment of Brett Webb votes reflecting when he left.
- f. Councilor AV seconds the motion.
- g. Discussion: Question on OLCC license cost.
- h. Vote: unanimous yes by present members 5-1 @ 5:56

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Absent</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

5. (0:23) Citizen's Concerns (On agenda items only – 3 minute time limit) - None

Counselor GT arrived @ 5:56

6. (0:24-1:12) Departmental Reports

- a. **N2N:** Jenn Head: no longer N2N – didn't meet over winter due to reduced issues. The Exclusionary Ordinance wouldn't be viable due to size and zoning concerns. A potential place for the camp would be the Northern End of Port Orford Loop. One central location, this is the best fitting property; however the only viable place on that property is where the Vac-Con gets dumped. It would add complications to Public Works. We have reports that the Homeless population don't want to all be in one place, it creates more problems for them. The

committee is waiting for the outcome of Johnson VS. Grants Pass at the Supreme Court which should be determined by June 30th. There is a proposal for Rolling Parcels; changing the site for the camp every day to force people to pack up. Councilors discuss if Churches are helping, the possibility of buying bus tickets, and the difficulties of Adapt staying open. Councilors reiterate that under current state law we cant tell them to move on if we don't have a spot for them to move onto. The current camp needs a toilet and dumpster. Chief gives an update on enforcement.

- b. **Administration:** Thank you to Rogue Gardeners the Rhododendron in front of City Hall is beautiful. The First Budget Meeting is 5/17/2024 at 4:30 we need 4 more people for every position to be filled. The Finance Committee has met several times and trying to get the budget approvable. The City is getting back to the ABC's and getting things squared up. Key priorities are; functioning organization, communication, staff meetings and weekly reports, project management, and getting things done. The City has several job openings. City Hall hours are now 7:30-5:30 Monday-Thursday.
- c. **Finance:** The dates of the Budget meetings have been decided. Has to be done by end of June. Revenue Shortfall from county tax since the amount of unpaid tax has increased from about 10% to about 30%.
- d. **Public Works:** 41% loss for last month. Inspecting current Water contact tanks before the new ones coming in. John went over the numbers for the tracer study. The park host is the first user of the line.
- e. **Police:** report sent to councilors
- f. **Planning:** Joseph reads the report in the packet.
- g. **Mayor's Report:** Done during admin.
- h. **Liaison**
 - i. Port – Webb: Sea water system. Request for the Seafood Hub building. Grant writers.
 - ii. School – Rask
 - iii. Fire District - Tidey
 - iv. Watershed: applying for a \$100,000 grant to get the plant working we are currently at the Pre-planning stage. The dredging permit was held up at the county for a few months due to staffing issues but it should be moving forward shortly.
 - v. Parks: Only a few benches left.
 - vi. TLT – Pogwizd: Will be addressed later
 - vii. Main Street: Included in the report. Blinds were covered by Main Street so it wont cost the City anything.

- viii. Emergency Prep.: Included in the written report. Council would be alright with starting to put radios in trucks if we find money. Can put a radio in City Hall as well.

7. (1:12-1:27) Old Business

a. Final reading of Ord. 2024-01: Beacon Broadband Franchise Agreement

- i. Councilor TP moves to approve the FA for 10 years
- ii. Councilor AV seconds the motion
- iii. Discussion: councilors review discussion, 5% is the highest we can charge and councilors discuss a 5 or 10 year agreement. They settle on a 10 year agreement because we're getting 5% and a 5 years renewal period is too short. The blanket Right of Way permit has been removed from the agreement. CEO Brent Brencha offers to make himself available to deal with citizen complaints.
- iv. Vote: motion carries unanimously 6-0

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

b. Janitorial Contract

- i. Councilor GB moves to approve the contract as proposed
- ii. Councilor TP seconds
- iii. Discussion: any facilities dropped? Buffington bathrooms are on the park host. Served as a savings, dropped about \$200 a month instead of increasing by \$1000. Ms. McLain does a lot, insured and bonded.
- iv. Vote: Unanimous yes 6-0

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

c. A-Frame Contract

- i. Councilor GB moves to approve as written
- ii. Councilor TP seconds the motion
- iii. Discussion: Amendments; \$120 currently amends to \$140.
- iv. Councilor GB rescinds his motion to add the amendment of increasing price to \$140
- v. Council TP seconded the motion as amended
- vi. Vote: Unanimous yes 6-0 @ 7:00

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

8. (1:27-1:45) New Business

a. Resolution 2024-04: ADOPT A PORT ORFORD SECTION 3 PLAN

- i. Councilor TP motions to approve
- ii. Councilor GT seconds the motion
- iii. Discussion: boilerplate language for grants
- iv. Vote: unanimously yes 6-0

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

b. Recognizing National Public Works Employee Week

- i. Councilor TP motions to recognize National Public Works Week.
- ii. Counselor GT seconds the motion.
- iii. Discussion: none
- iv. Vote: unanimous yes 6-0 @ 7:03

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

c. TLT Grant Recommendations

- i. Councilor AV motions to approve the TLT recommendation
- ii. Councilor BW seconds the motion
- iii. Discussion: The reason why some weren't awarded full or any amount of grant was the line items weren't for beautification or tourism. Had \$11,000 and spent \$5,600. Connection newspaper not Corrections newspaper. TLT continues to meet to go over the final reports. Leftover funds will be for the budget committee to decide.
- iv. Vote: unanimous yes 6-0 @ 7:14

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

d. Discussion Irrigation Meters

- i. By consensus Council wants staff to draft a proposed policy on Irrigation meters.

9. (1:45) Continuing Action Items - due to budget, not going to get looked at until July

- a. Discussion on Possible Ordinance Enforcement Workshop – July
- b. Discussion STR Ordinance Implementation - July

10. (1:45-1:59) Considerations

- a. Citizens -none
- b. Councilors
 - i. GB: The bulletin board at Ray's should be up next week
 - ii. AV: Write a thank you note for the Bandon Dunes Charitable Foundation. By consensus, the Council allows Councilor AV to draft the letter. Appreciate

CA Radcliffe's leadership. Bone Task Force – The city needs to appoint someone to it.

11. **Future Meetings** – Regular Meeting June 20th @ 5:30 pm

- a. Special Meetings in July

12. **(1:59) Executive Session under ORS 192.660 (2)(a): To consider the employment of a public officer, employee, staff member, or individual agent.**

- a. Goes into executive session @ 7:33

13. **(2:00-2:01) Possible action out of Executive session**

- a. Councilor BW moves to go back into regular session
b. Councilor GB seconds
c. Vote: 6-0

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

- d. Councilor BW moves to approve the contract pending the review by CA
e. Councilor GT seconds the motion
f. Vote: 6-0

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

14. Adjourn

- a. Seeing no further business, Mayor PC adjourns the meeting @ 7:56

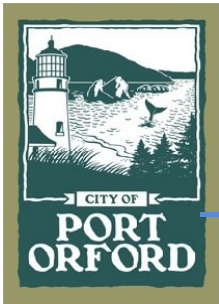
Attest:

Mayor, Pat Cox

Date

City Recorder, Joseph Harrison

Date



Consent Calendar (b): Jubilee OLCC application



OREGON LIQUOR & CANNABIS COMMISSION APPLICATION FOR TEMPORARY SALES LICENSE – FOR-PROFIT (TSL-FP)

PLEASE READ: ELIGIBILITY FOR A TSL-FP

YOU ARE ELIGIBLE if you are any person or organization who does not manufacture alcoholic beverages and who does not import or cause to be imported into Oregon an alcoholic beverage for sale or distribution in Oregon.

The following OLCC annual licensees are also eligible: **Full On-Premises, Limited On-Premises, Off-Premises, and Brewery-Public House.**

YOU ARE NOT ELIGIBLE if you are a person or organization who makes alcoholic beverages within Oregon or who imports or causes to be imported into Oregon an alcoholic beverage for sale or distribution in Oregon.

This includes the following OLCC licensees: **Brewery, CERA, CERD, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage and Wine, and Winery.**

Wineries, breweries, distilleries, and wholesalers in other states are also **not eligible** for a TSL-FP.

TSL-FP LICENSE PRIVILEGES

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food service requirements).
- Sell at retail factory-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled liquor.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off of the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.
- Delivery of malt beverages, wine, or cider. Deliveries must occur during the period of the special event license.

Before you submit your application, read the [Special Event Guide for TSLs and Exempt Events](#). This guide will assist you in selecting and completing the appropriate special event application, as well as answering additional questions you may have.

DIRECTIONS FOR COMPLETING THE TSL-FP APPLICATION

1. **Fill out the TSL-FP application form** completely.
 - NOTE: You may apply for a **maximum of seven license days** per application. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
2. Get your application **signed by the local government** where the event will take place **before** you submit it to the appropriate OLCC office. The local government is either (1) the city if the event address is within the city's limits, or (2) the county if the event address is outside city limits. The local government may charge you a fee.
3. **Submit** your special event license application, the **license fee of \$50 per day**, and any other required documents to the **regional OLCC office** that serves the county where your special event will take place. Submitting your materials and fees to the correct office will ensure your application is processed in time for your event.
 - For mailed-in submissions, license fees can be paid by **check or money order** payable to OLCC.
 - **Cash payments** can be made **in person** at your regional OLCC office when you submit your application.
 - Find the appropriate OLCC office here: [OLCC offices and the counties they serve](#).

Processing time: OLCC needs your completed application in sufficient time to approve it. OLCC may refuse to process your application if it is not submitted with sufficient time.

- For events with expected attendance of **1,000 or fewer**, submit all materials **at least two weeks** before the first listed event date.
- For events with expected attendance of **more than 1,000**, submit all materials **at least 30 days** before the first listed event date.



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY SALES LICENSE
 – FOR-PROFIT (TSL-FP)**

TSL-FP FOOD SERVICE REQUIREMENTS

- For events that serve distilled liquor by the drink, **at least three different meals** are required. These events may also serve malt beverages, wine, and/or cider. This includes tastings.
- For events that serve only malt beverages, wine, and/or cider by the drink (but no distilled liquor), **at least two different meals** are required. This includes tastings.
- For events that serve no alcohol by the drink and only sell sealed containers for consumption off the licensed premises, **no meals are required**.

WHAT CONSTITUTES A MEAL?

A meal is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as meals. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO THE FOOD SERVICE REQUIREMENT?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one meal. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE “AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE”?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu which includes the minimum required food items available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

MAY I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

The contract may be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

The food service contract does not need to be in writing; however, you may sell or serve alcohol only when qualifying different meals are available in the licensed area.

OTHER IMPORTANT INFORMATION

OLCC may refuse to process your application if it is not complete or is not submitted in sufficient time for the OLCC to investigate. Typically, an application that is accepted by the OLCC as complete at least two to four weeks before the event date is sufficient time to process most applications.

Managing Your Event - Not following your written plan for managing your event may result in liquor law violations and may cause the OLCC to deny your future TSL applications.

Marijuana use is not allowed: The use of marijuana (both recreational and medical) is not allowed on your special event licensed premises.



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY SALES LICENSE
 – FOR-PROFIT (TSL-FP)**

APPLICATION: Page 1 of 2

1. Is this application associated with an eligible OLCC annual licensee? Yes ☐ No ☒
- If yes, please provide the following:
- | | Trade Name (dba) | License # |
|---|--|-------------------------|
| 2. Applicant Name: | Thirst Trap LLC | |
| 3. Contact Person: | Jana Felton | |
| 4. Contact Phone: | 541-551-0529 | |
| 5. Contact E-mail: | thirsttrapllc2023@gmail.com | |
| 6. Event Name (if applicable): | Port Orford 4th of July Jubilee | |
| 7. Date(s) of event (no more than seven days): | 7-4 | |
| 8. Start/End hours of alcohol service: | 11:00am to 8:30pm | (include AM/PM) |
| 9. Address of Special Event: | 520 Jefferson St | Port Orford 97465 |
| | (street) | (city) (zip code) |
| 10. Is any part of the special event licensed premises outdoors? | ☒ Yes ☐ No | |
| • If yes, please submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified. | | |
| 11. List the name(s) and service permit number(s) of alcohol manager(s) that will be on-duty and in the licensed area: | Jana Felton 40D3Y9, Robert Kimber 23G092, Taylor Smith V36T55 | |
| 12. What is the expected attendance <u>per day</u> in the area where alcohol will be sold or consumed? | 300 | |
| • If the expected attendance per day in the licensed area (where alcohol will be sold or consumed) is 501 or more , please submit a Plan to Manage along with this application. | | |
| • If the expected attendance is 301 or more per day, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168) and you must <i>also</i> answer questions 13 and 14. If your answer is 300 or fewer per day, please skip questions 13 and 14. | | |
| 13. Insurance Company: | Mount Vernon Fire | 14. Policy #: LQ2010666 |
| 15. Will you be serving alcohol by the drink at the event? | ☒ Yes ☐ No - If no, skip to Question 17 | |
| 16. If yes, will you be serving distilled liquor by the drink at the event? | ☒ Yes ☐ No | |
| • Events serving distilled liquor by the drink are required to have three meals available ; events serving only beer, wine, and/or cider are required to have two meals available . Please list the meals that will be available at the event to satisfy this requirement. See page 2 for more information. | | |
| a. | Chicken and Noodles | |
| b. | Soup | |
| c. | Pork | |



OREGON LIQUOR & CANNABIS COMMISSION
**APPLICATION FOR TEMPORARY SALES LICENSE
 – FOR-PROFIT (TSL-FP)**

APPLICATION: Page 2 of 2

GOVERNMENT RECOMMENDATION. Please read the instructions. You must obtain a recommendation from the local city or county before submitting this application to the OLCC.

17. Name of the **CITY** if the event address is within city limits: Port Orford

OR

Name of the **COUNTY** if the event address is outside city limits: _____

I affirm the following:

- The information on this application is true and accurate.
- Minors (people under the age of 21) and visibly intoxicated people will not be allowed to buy, possess, or consume alcohol.
- The only open containers of alcoholic beverages that may be taken off the licensed area are securely covered containers (growlers) of malt beverage, wine, or cider. I will not allow any other open container of alcoholic beverage to leave the licensed area.
- Marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the special event licensed premises.
- The event will meet the food service requirements of a TSL-FP. See page 2 of the guide above or the [Special Event Guide for TSLs and Exempt Events](#) for additional information.
- I am authorized to sign this application on behalf of the applicant.

Name of individual signing (please print): Jana Felton

SIGNATURE (electronic signature acceptable): *Jana Felton* Date: 5/27/2024

CITY OR COUNTY USE ONLY The city/county named in #16 above recommends:

☐ Grant ☐ Acknowledge ☐ Deny (attach written explanation of Deny recommendation)

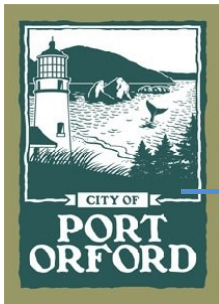
Staff Name and Title: _____

City/County Signature: _____

Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit your special event application to the OLCC office that regulates the county where your special event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#).

OLCC USE ONLY	Fee Paid: _____	Date: _____	Receipt #: _____
License is:	☐ Approved	☐ Denied	☐ Not Processed – Reason: _____
OLCC Signature: _____	Date: _____		



Consent Calendar (c)(d)(e): Applications for Appointment

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

****If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law****

I am interested in serving as a member of the PORT ORFORD HISTORIC COMMISSION

Name: DIALA MARMON

Mailing Address: _____

Home Address: 28 HAMLET ST., PORT ORFORD, OR 97465

Home Phone: 541-840-2443 Work Phone: _____ Fax: _____

E-mail: DJMARMON5185@MSN.COM

Current Employment: RETIRED

Area of Interest: HISTORIC SURVEYS OF THE COMMUNITY

Area of expertise: LONG TIME MEMBER SOUTHERN OREGON HISTORIC SOCIETY
CULTURAL ANTHROPOLOGIST

Why do you want to serve? TO HELP PRESERVE THE HISTORIC
BUILDINGS AND SITES OF PORT ORFORD

Previous service in this appointed position or similar position:
PREVIOUS MEMBER PORT ORFORD HISTORIC COMMISSION

Other volunteer activities SENIOR CENTER, THE COMMON GOOD FOOD BANK

Does your schedule allow you to attend;

Daytime Meetings ☒ yes ☐ no Evening meeting ☒ yes ☐ no

Does your schedule limit the day you could attend meetings? ☐ yes ☒ no

Have you ever been convicted of a crime? ☐ yes ☒ no If yes, please explain

Additional Comments _____

Date: 5/30/24

Signature: Diana Mamon

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhutt1@portorford.org

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the PORT ORFORD HISTORIC COMMISSION

Name: GERALD MARMON

Mailing Address: _____

Home Address: 28 HAMLET ST., PORT ORFORD, OR 97465

Home Phone: 541-973-8259 Work Phone: _____ Fax: _____

E-mail: DJMARMON5185@MSN.COM

Current Employment: RETIRED

Area of Interest: RESTORATION, NATIONAL HISTORIC REGISTER

Area of expertise: MEMBER SOUTHERN OREGON HISTORICAL SOCIETY, RESTORATION OF HISTORIC HOME, MEDFORD, OR

Why do you want to serve? PRESERVATION OF HISTORIC SITES AND BUILDINGS IN PORT ORFORD

Previous service in this appointed position or similar position _____

Other volunteer activities DOCENT PORT ORFORD LIFE BOAT MUSEUM, CAPE BLANCO LIGHT HOUSE, COMMON GOOD, SENIOR CENTER

Does your schedule allow you to attend;

Daytime Meetings ☒ yes ☐ no Evening meeting ☒ yes ☐ no

Does your schedule limit the day you could attend meetings? ☐ yes ☒ no

Have you ever been convicted of a crime? ☐ yes ☒ no If yes, please explain

Additional Comments _____

Date: 5/30/24 Signature: Gerald Marmore

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhuttel@portorford.org

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the EMERGENCY PREPAREDNESS COMMISSION

Name: GORDON PIERCE

Mailing Address: PO BOX 1363, PORT ORFORD, OR 97465

Home Address: 2855 PORT ORFORD LOOP RD #6

Home Phone: (936) 933-8962 Work Phone: — Fax: —

E-mail: foggymtn@mac.com

Current Employment: RETIRED

Area of Interest: EMERGENCY PREPAREDNESS & COMMUNICATIONS

Area of expertise: AMATEUR RADIO OPERATOR, EMERGENCY RESPONSE, BASIC CERT TRAINED

Why do you want to serve? HELP PROVIDE EMERGENCY PREPAREDNESS PLANS TO CITY COUNCIL

Previous service in this appointed position or similar position COMMUNICATIONS FOR SEARCH & RESCUE FOR LARGE AREA WIDE EARTHQUAKE DISASTER AND OTHER CITY EVENTS

Other volunteer activities COMMUNICATIONS FOR RACES, FESTIVALS AND PARADES

Does your schedule allow you to attend;

Daytime Meetings ☒ yes ☐ no Evening meeting ☒ yes ☐ no

Does your schedule limit the day you could attend meetings? ☐ yes ☐ no

Have you ever been convicted of a crime? ☐ yes ☒ no If yes, please explain

Additional Comments —

Date: 5/14/24

Signature: Gordon J Pierce

Please return application to:

City of Port Orford

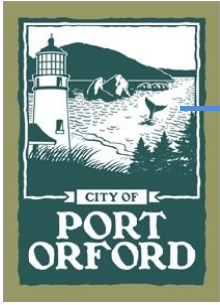
P.O. Box 310

Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhutt1@portorford.org



Department Reports: Administration

New Business

Credit Card Payments

Due to cybersecurity concerns, we will no longer take credit card information over the phone for payment to the City. When people read their card numbers over the phone, which is the internet, their secure information is vulnerable. Customers are welcome to come into the office or to use the online portal to pay with credit cards. The credit card machine is secure... the phone lines are not.

Thank you to the congregation of St. Christopher's Episcopal Church for the appreciation dinner and donation to the City. They contributed money for uniforms to the staff. This is wonderful, especially when delivering boil-notices or checking equipment on private property. It will make our workers easily identifiable while at work.

Future Plans/ Continuing Business

Personnel

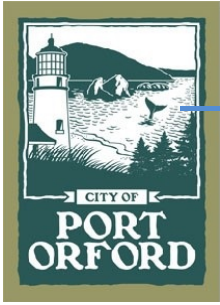
We are happy to announce the hiring of Brad Quinn and Ryan Silby for Public Works. These gentlemen are ready to get to work for our community. Both men have CDLs and will begin working toward their water certifications.

Unfortunately, we have accepted the resignation of Crystal Roy from her job at the WWTP. She and her husband are retiring to Florence. We wish her the best and will miss her positive attitude and attention to detail! The WWPT job posting is on our website and we are accepting applications until the position is filled.

We have accepted the RFQ from Joe Slack of HGE Architects, Inc. This firm is in Coos Bay and will be working on the Community Center Complex for the Community Development Block grant. They did the first phase drawings and will continue with the rest of the project.

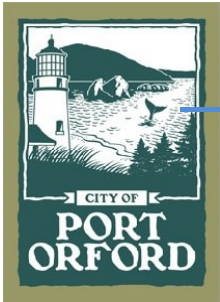
The Teamsters Union Contract negotiations were on hold until we knew if the Port Orford Police Members were staying with Teamsters or creating a new organization. The officers voted this month to move to the newly-created Port Orford Public Safety Association. Our lawyer is now in contact with their new representatives and with the Teamsters (for the other City Union members.) We look forward to getting this buttoned up.

Office Schedule: The City Hall offices are open Monday through Thursday 7:30 am to 5:30 pm.



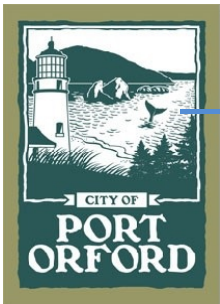
Department Reports: Finance

Budget and Wage adoption Resolutions are in the packet. Attachment A is where the full report is located. .



Department Reports: Public Works

Will be given verbally or handed out at the meeting.



Department Reports: Planning

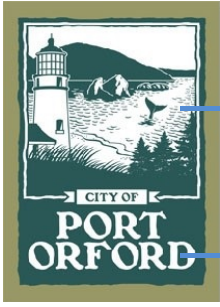
The DLCD grant for housing code revisions and updates is still in progress, we are filing for the second payout this month.

The Date/Time of the Planning Commission meeting changed to the second Monday of each month @ 5:30 pm; the time was moved to increase public participation.

The Dark Sky Brochure Draft was reviewed and approved. The Planning Commission would like to keep them in City Hall and send them out with STR paperwork.

The Planning Commission is currently reviewing the CUP extension limit and procedure to make it more consistent with other municipalities and the County.

There are currently Two vacancies on the Commission.



Liaison Reports

Port: None Submitted

School: Nothing to Report

Fire District: None Submitted

Watershed: We finally received our dredging permit! I have been working with Marlin to seek emergency funding so we can aim to move ahead on implementation during this year's in-stream work season, if at all possible. We need to find funding to pay for the dredging and also to secure a temporary water supply during the period that we will need to dredge. I have been working with PW to prepare a request to the Oregon Water Resources Department with the aim of securing funds for a water meter up at our impound intake. This is a meter that Council, our engineer, and PW have all long considered to be an important need. The city will need to provide a 25% match, which can come in the form of in-kind and cash and should be less than \$1,000. In early June, I attended a virtual public meeting hosted by EPA about water affordability. It was a good opportunity to provide some perspective from our community and also to hear from other towns and cities that are facing similar challenges all around the country—with even higher rates and bigger problems—believe it or not!! I consider this as a first step to learn more about customer assistance programs—and other ideas to address our water infrastructure and affordability issues. I heard about a push for national legislation in support of customer assistance programs—so I will aim to keep tabs on this. I have also continued to work with DEQ on the final steps on our planning loan (100% forgivable) for “sediment risk reduction,” which includes plans to remove the failing culvert upstream of our reservoir and also an inventory of other sediment risks. The notice of this award was finally published in the DEQ's Intended Use Plan in early June and we are awaiting an actual loan agreement, which may take 6 weeks. At that point, we will need a resolution from City Council and a lawyer letter to approve.

Parks: None Submitted

TLT: None Submitted

Main Street: The Visitor Center is getting many compliments on its new look. It looks like a whole different place. The volunteers are really appreciating the new window blinds. Many visitors from all over the Country are stopping by. I'll try to have numbers next month. Main Street asked Parks if it could work on a grant to purchase a couple of car counters. There are some different things that need to be worked out but having these numbers would help with future grants for maintaining and improving the Visitor Center.

The new discoverportorford.org website has been very well received!! I recommend everyone checking it out. Kim Foster has done an amazing job putting it together and maintaining it. She also created Discover Port Orford Facebook and Instagram pages that currently have 17,000 followers. Kim has put hundreds of hours into these projects and has really upped the City's promotion efforts!! Many thanks Kim Foster!!

Main Street received the 5000 new Town Map and Guides. 1250 have been distributed to local businesses and this project will continue until all of our businesses have guides. There's been a great response!!

Kerry Holman and Mark Lankton finished installing the last of the bike racks. Kerry and Mark installed all of the bike racks and helped Councilor Burns install the new Community Bulletin Board at Ray's. Much appreciated!!

Main Street will be assisting Rick Cook with the Jail Museum Project. Rick has gone to the Registry of Historic Places to register our Jail and is waiting for them to get back. This will be a fun new tourist amenity when completed.

EPC: The Emergency Commission met with Curry County Emergency Coordinator, Ashley Thien at their last meeting. The EPC is working on coordinating with the County's Emergency Plan and working on ways Port Orford will communicate with the County during emergency events. The EPC will be coordinating with the County more as the County and Port Orford evolve their programs.

The EPC is hoping to meet with FEMA when they come to meet with Ashley.
EMERGENCY PREPAREDNESS LIAISON REPORT (Continued)

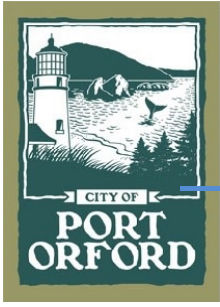
Chairperson, Carol Lawton is working on a free satellite communications dish for North County. This is a beginning of the EPC developing a communications system if it is not able to communicate with the County in an emergency event.

Ashley brought several boxes of Emergency booklets and pamphlets that we can distribute throughout the Community.

The EPC is asking the City Council if it could add another 2 seats on the Commission. Currently it is allowed 7 seats, 6 of which are filled. The City Council is asked to approve 2 volunteer applications presented in this packet. This would put the Commission over by one seat.

The EPC has so much to do it feels that having a total of 9 Commissioners would help spread the load of work and get more things accomplished.

SO THE ASK IS FOR THE COUNCIL TO APPROVE THE 2 NEW APPLICATIONS
AND TO APPROVE ALLOWING A TOTAL OF 9 COMMISSIONERS.



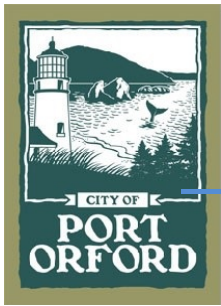
7(a) Ordinance 2024-01: Irrigation Meter Policy MEMO

Background: The City has been offering Irrigation Meters without having a policy backed by the Municipal Code. This has caused confusion among staff and citizens stemming from a lack of clarity on the process and requirements to receive credit. The City Council Previously directed staff to draft a policy to be adopted.

Rationale: This has been a popular program but has never been properly defined in Port Orford City Policy. The metering of water for garden use is intended to accurately reflect the amount of water entering the sewer system. The parameters are set to allow citizens to water their gardens without being charged for sewer use on that water. The difference between the standard water meter and the garden meter will be credited to the customer's sewer bill.

Recommended Motions:

- I, Councilor [name], motion to approve Ordinance 2024-01 as written.
- I, Councilor [name], motion to approve Ordinance 2024-01 with the following amendments....
- I, Councilor [name], motion to deny Ordinance 2024-01



7(a) Ordinance 2024-01: Irrigation Meter Policy

AN ORDINANCE TO AMEND CHAPTER 13 OF THE PORT ORFORD MUNICIPAL CODE TO INCLUDE: USE OF IRRIGATION METERS WITHIN THE CITY OF PORT ORFORD

WHEREAS, The City of Port Orford has been offering Irrigation Meter credits without policy based on the Municipal Code, and

WHEREAS, There has been confusion about the process and responsibilities of receiving credit; and

WHEREAS, It has been determined that a policy based on the Municipal code would resolve the issue.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council authorizes the City of Port Orford to adopt the following as Chapter 13.16.120 Use of Irrigation Water Meters Within the City of Port Orford.

13.16.120 Use of irrigation water meters within the City of Port Orford

- A. Residential water users may use a city-provided meter to track water used for garden irrigation during the period from May to October
 - B. Users must turn in their self-reported meter reading by November 30th of the current year to request credit for unused sewer service. Reimbursement from previous calendar years will not be eligible to receive credit.
 - C. Users must make their meter available for city inspection.
 - D. § 13.16.040 Backflow prevention assembly requirements.
 - A. The minimum protection of an approved double check valve assembly will be installed by each property owner, as determined by inspection by the City of Port Orford.
 - B. Any mobile unit or apparatus which uses City of Port Orford water or water from any premises within the district's system shall first notify the City of Port Orford Common Council and comply with all cross connection control policies.
- (Ord. 97-11 § 1.04, 1997)

Attest – first reading:

Mayor, Pat Cox

Date

City Recorder Pro Tem, Joseph Harrison

Date

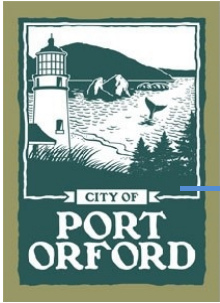
Attest – second reading: APPROVED AND ADOPTED this __ day of _____.

Mayor, Pat Cox

Date

City Recorder Pro Tem, Joseph Harrison

Date



8(A) Resolution 2024-05: Adopt the Budget for FY

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD, ADOPTING THE 2024 - 2025 BUDGET.

ADOPTING THE BUDGET

BE IT RESOLVED that the Common Council of the City of Port Orford hereby adopts the budget for the fiscal year 2024 - 2025 in the amount of \$6,568,123

MAKING APPROPRIATIONS

BE IT FURTHER RESOLVED that the following appropriations totaling \$5,068,224 are made to the following funds:

GENERAL FUND

Administration	\$	213,764
Court	\$	55,625
Emergency Management	\$	24,985
Planning	\$	63,076
<u>Not Allocated to Organizational Unit or Program:</u>		
Materials and Services	\$	231,064
Capital Outlay	\$	-
Transfers	\$	222,895
Contingency	\$	45,131
Total	\$	<u>856,540</u>

PARKS

Parks Maintenance	\$	483,100
Total	\$	<u>483,100</u>

PUBLIC SAFETY

Public Safety Operations	\$	483,123
Total	\$	<u>483,123</u>

EQUIPMENT REPLACEMENT

Equipment Replacement	\$	-
Total	\$	<u>-</u>

WATER SYSTEM DEVELOPMENT

Water System Development	\$	-
Total	\$	<u>-</u>

WATER ENTERPRISE

Water Operating	\$	1,062,972
Total	\$	<u>1,062,972</u>

WATER CAPITAL RESERVES

Water Capital Reserves	\$	100,000
Total	\$	<u>100,000</u>

SEWER ENTERPRISE

Sewer Operating	\$	1,550,837
Total	\$	<u>1,550,837</u>

SEWER CAPITAL RESERVES

Sewer Capital Reserves	\$	300,000
Total	\$	<u>300,000</u>

STREETS

Streets	\$	211,652
Total	\$	<u>211,652</u>

STREETS CAPITAL RESERVES

Streets Capital Reserves	\$	20,000
Total	\$	<u>20,000</u>

SEWER SYSTEM DEVELOPMENT

Sewer System Development	\$	-
Total	\$	<u>-</u>

Total Appropriations, All Funds	\$	5,068,224
Total Unappropriated and Reserve Amounts, All Funds	\$	1,499,899
TOTAL ADOPTED BUDGET	\$	<u>6,568,123</u>

RESOLUTION 2024-05

IMPOSING THE TAX

BE IT FURTHER RESOLVED that the Common Council of the City of Port Orford hereby levies the taxes provided for in the adopted budget:

- (1) At the rate per \$1000 of assessed value of \$2.2688 for operations;
- (2) At the rate per \$1000 of assessed value of \$1.80 for local option tax; and

that these taxes are hereby imposed and categorized for tax year 2024- 2025 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation		Excluded from Limitation
General Fund	\$2.2688/\$1000	\$ 0
Local Option Tax	\$ 1.80/\$1000	\$ 0

With the implementation of GASB 54 for the year ended June 30, 2013, the Common Council of the City of Port Orford hereby reserves the authority to establish and modify commitments of ending fund balances.

In compliance with GASB 54, the Common Council of the City of Port Orford hereby makes the following commitments of 2024/25 ending fund balances and revenues for specific uses for the governmental funds in 2024/25

Streets	\$ 211,652
Parks	\$ 483,100
Public Safety	\$ 483,123

Authority to classify portion of the governmental ending fund balances as Assigned is hereby granted to the City Administrator/and or Finance Director.

The City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balances are spent, the Common Council of the City of Port Orford will consider that committed amounts will be reduced first, followed by assigned amounts and then the unassigned amounts.

The above resolution statements were approved and declared adopted by the Common Council of the City of Port Orford and effective this 20th day of June 2024.

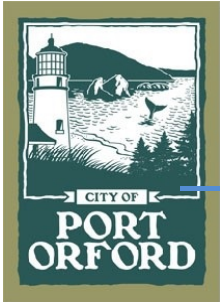
Attest:

Mayor, Pat Cox

Date

City Recorder, Joseph Harrison

Date



8(B) Resolution 2024-06: Adopt Wages and Salaries for FY 24-25

A RESOLUTION ADOPTING SALARIES AND WAGES FOR FY 2024- 2025

BE IT HEREBY RESOLVED by the *Common Council of the City of Port Orford* to adopt the salaries and wages listed below to be effective July 1, 2024:

Employee	Annual Salary
Administrator	\$88,610
Police Chief	\$75,382
Public Works Superintendent	\$81,279
	Annual Wage
Accountant	\$66,671
Utility Clerk	\$39,952
Accountant Asst.	\$46,891
Assist. to Admin/ Planning	\$40,341
Water Treatment Oper	\$62,971
Wastewater Plant Oper	\$62,465
Maint. Worker #1	\$57,574
Maint. Worker #2	\$45,781
Utility Worker #3	\$45,461
Police Officer #3	\$59,840
Police Officer #2	\$59,840
Police Officer #5	\$58,053
Police Officer #4	\$28,205

ADOPTED by the Common Council of the City of Port Orford the 20th day of June, 2024.

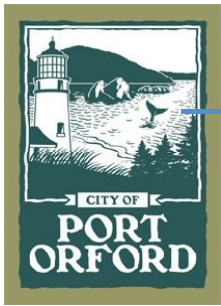
Attest:

Mayor, Pat Cox

Date

City Recorder, Joseph Harrison

Date



8(C) Jubilee Sign Application

CITY OF PORT ORFORD SIGN PERMIT APPLICATION FORM

FOR OFFICE USE ONLY

Date Received: _____

Required Fee: \$ _____

Fee Receipt #: _____

APPLICANT:

Name: Brian Tooley

Address: PO Box 752, Port Orford, OR 97465

Telephone: 541.513.8311

PROPERTY OWNER:

Name: Brian Tooley

Address: PO Box 752, Port Orford, OR 97465

Telephone: 541.513.8311

APPLICANT SIGNATURE:

Date: April 24, 2024

APPROVED _____ **DENIED** _____

CITY ADMINISTRATOR SIGNATURE: _____

Date _____

PROPERTY DESCRIPTION:

Assessor Map #: 32S15W32DD **Tax Lot:** 3215-32DD-01300-00 **Lot Size:** .58 acre
Street Address: 1840 Oregon St, Port Orford, OR 97465 (1940 Oregon St, per county)
Zoning: 4-C **Current Use/Development:** Undeveloped

SIGN DESCRIPTION:

Sign Type: Freestanding

Sign Surface Area: Two 8' x 4' panels, total of 64 sq. ft.

Sign Height: 6' 5" ft. above ground

Please briefly describe sign construction and lighting (if any):

Two vinyl banners attached to two 8' x 4' sheets of plywood, in a 'V' formation, mounted on three 4" pressure-treated posts. 5' from sidewalk. No lighting.

Sign will be similar to this:

**PLOT PLAN**

Please draw a plot plan of the subject property showing the location of the proposed sign in relation to property lines, existing or proposed structures, streets, sidewalks, etc.

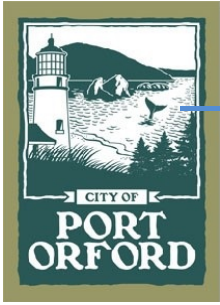
See attached map. Red square is sign location (not to scale).

1840/1940 Oregon Street Sign Location



4/24/2024, 1:30:05 PM

1:1,128
0 0.01 0.01 0.02 0.02 mi
0 0.01 0.01 0.02 0.04 km
Maxar, Microsoft, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, Created by LCOG for Curry County
The information on this map was derived from digital databases from the Curry County regional geographic information system by LCOG. Care was taken in the creation of this map, but is provided "as-is". Curry County and LCOG cannot accept any responsibility for



8(D) Sick Leave Policy Discussion

Background: The City has previously let employees donate sick, vacation, and comp time to one another to help cover employees facing deficits who need time off. This policy and procedures for such donations have never been part of the employee handbook. The following proposed language comes from CIS and was started by the previous administration but was not implemented.

Outstanding concerns and questions: Can sick time be donated, or only comp/vacation?

Recommended Motions:

- I, Councilor [name], motion to approve the Sick Leave Policy as written.
- I, Councilor [name], motion to approve the Sick Leave Policy with the following amendments.....
- I, Councilor [name], motion to deny the Sick Leave Policy as written.

City of Port Orford Vacation Leave Donation and Use

The purpose of donated vacation leave is to assist any eligible employees with additional leave through the donations of eligible co-workers. All full-time regular employees are eligible to request or donate vacation time in cases deemed as “hardship” by the City Administrator. All donations will be kept confidential, and donors will remain anonymous.

To qualify for a leave donation, an employee must meet the eligibility requirements of the Medical Leave Policy

An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability insurance, or other supplemental income is not eligible to receive donated leave.

Donated hours must not be processed in an amount greater than that which is approximately necessary to cover the employee’s next occurring pay period.

If otherwise qualifying, donated leave may be used to provide paid Family & Medical Leave that would otherwise be unpaid but may not extend the length of Medical Leave entitlement. Documentation from the medical provider is used to determine the length of time but will not exceed 12 weeks in a calendar year.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

The Requesting Employee (Recipient) Must:

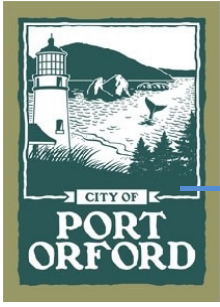
- If requested to do so, provide documentation for a non-work related seriously disabling illness or injury, as certified by a physician.
- Have exhausted all vacation, sick, and compensatory accrued leave and not be on, or eligible for, disability leave or pay.
- Have worked one full year at city of Port Orford and have received satisfactory performance evaluations.
- Submit a request for donated leave to their immediate manager indicating reason and anticipated amount of lost work time.

The Donating Employee:

- Must complete and submit a designated form indicating the desire to donate to the (job title) with manager approval.
- May donate up to a maximum of 40 hours of vacation time per calendar year but must retain a minimum of 40 hours of vacation leave.

Any decision by the City Administrator regarding Vacation Leave Donation will be binding.

Donated time is calculated using the number of hours donated at the donator's hourly wage, and the recipient's hourly wage.

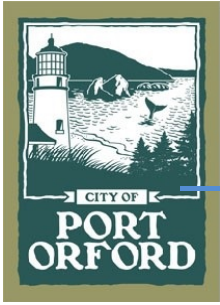


9(B) Resolution 2024-07: Revisions to Ord. 2023-15 MEMO

Background: The City has previously adopted an Ordinance on Short Term Rental regulations. It was adopted into the Municipal Code but has yet to be implemented and enforced. Upon reviewing it, there were some minor revisions that would reduce the difficulty in implementing and enforcing it.

Recommended Motions:

- I, Councilor [name], motion to approve Resolution 2024-07 as written
- I, Councilor [name], motion to approve Resolution 2024-07 with the following amendments....
- I, Councilor [name], motion to deny Resolution 2024-07



9(B) Resolution 2024-07: Revisions to Ord. 2023-15

A RESOLUTION TO AMEND CHAPTER 5 OF THE PORT ORFORD MUNICIPAL CODE: SHORT-TERM RENTALS

WHEREAS, The City of Port Orford has limited capacity to conduct inspections, and

WHEREAS, The Current wording for Chapter 5 requires regular inspections.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council authorizes the City of Port Orford to adopt the following changes to Chapter 5 Section 5 Short Term Rentals.

Change 1.070
H Right to Inspect.

Current wording: "The City Administrator shall conduct a site visit upon application for a short-term rental or at any other time to confirm the number of bedrooms stated on the application and the number, location and availability of on-site parking spaces."

Replace with the following: "The City Administrator or their agent may visit and inspect the site of a short-term rental to ensure compliance with all applicable regulations."

Change 2.080
G Health and Safety 2.

Current wording: "Verification with the application or renewal by the City shall be required prior to issuance of a license and may be required for each renewal at the City Administrator's discretion."

Replace "shall" with "may" so it reads: "Verification with the application or renewal by the City may be required prior to issuance of a license and may be required for each renewal at the City Administrator's discretion."