

CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
WEDNESDAY, June 18th, 2025, at 5:00 P.M.

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

<https://meet.goto.com/384291261>

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AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Executive Session Under:
 - a. ORS 192.660 (2)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
3. Possible Action out of Executive Session
4. Adjourn for a meeting of the Budget Committee @ 5:30 PM
5. Reconvene for Regular Business no earlier than @ 6:00 PM
6. Additions to the agenda
7. Citizen Concerns (On agenda items only – not on the Public Hearing – 3-minutes)
8. Consent Calendar
9. Public Hearing: State Revenue Sharing
 - a. Public Hearing Opening & Process Review
 - b. Citizen Testimony Opens; Signed-up, Walk-Ins, & Virtual
 - c. Citizen Testimony Close
 - d. Council Deliberation
 - e. Council Vote
10. Departmental Reports
 - a. Administration
 - b. Mayor's Report
 - c. Finance
 - d. Public Works
 - e. Planning

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- f. **Liaison**
 - i. **Parks**
 - ii. **Emergency Prep.**
 - iii. **Historic Preservation**
 - iv. **Port**
 - v. **Watershed**
 - vi. **Fire**
- 11. Public Hearing: DLCD Housing Code Update**
- f. **Public Hearing Opening & Process Review**
 - g. **Citizen Testimony Opens; Signed-up, Walk-Ins, & Virtual**
 - h. **Citizen Testimony Close**
 - i. **Council Deliberation**
 - j. **Close Hearing & Council Vote**
- 12. Old Business**
- a. **Ord. 2025-01: Housing & Zoning Codes Updates funded by DLCD Grant**
 - b. **Ord. 2025-02: Revising Port Orford Municipal Code Chapter 5.05: Short Term Rentals**
 - c. **Ord. 2025-03: Increase TLT rate to 10%**
 - d. **Ord. 2025-04: Clarifying POMC 3.08 TLT procedures and funding**
 - e. **Employee Handbook**
- 13. New Business**
- a. **Res. 25-05: Updating Resolution 2023-20; Establishing a cap on STRs in Residential Zones**
 - b. **Res. 25-06: Declaring Intention to Participate in State Revenue Sharing**
 - c. **Res. 25-07: Establishing the Annual Increase in Utility Rate for FY26**
 - d. **Res. 25-08: Extending Workers' Compensation to City Volunteers**
 - e. **Res. 25-09: Updating the City Fee list**
 - f. **Ord. 25-05: Establishing a Public Safety Fee**
 - g. **Res. 25-10: Supplemental Budget for FY25**
 - h. **Res. 25-11: Establishing Tax Rate, Employee Wages, and Budget for FY26**
- 14. Considerations**
- a. **Citizens**
 - b. **Staff**
 - c. **Councilors & Mayor**
- 15. Future Meetings:**
- a. **Special Session of the City Council: June 23rd, 2025 @ 5:30 PM**
 - b. **Regular Meeting of the City Council: July 17th, 2025 @ 5:30 PM**
- 16. Adjourn**

1 Roll Call / Pledge of Allegiance

Mayor Vileisis will take roll call of present Councilors and lead the chambers in the Pledge of Allegiance

2 Executive Session

The Council will be holding an executive session “To conduct deliberations with persons designated by the governing body to carry on labor negotiations” (ORS 192.660 (2)(d)).

3 Possible Action Out of Executive Session

The Council may need to take action after their executive session. A motion and vote will be held, and any vote will be recorded in the minutes, and as part of the meeting video.

4 Adjourn for a Budget Committee Meeting

At 5:30 PM, the City Council will temporarily adjourn so that the Budget Committee can meet and vote on items that appear later in the City Council meeting.

5 Reconvene the City Council Meeting

NO EARLIER THAN 6:00 PM; the City Council will reconvene to address the rest of the items on the agenda for this meeting. If the Budget Committee meeting ends early, the City Council will take a recess until 6:00 PM.

6 Additions to Agenda

The Council, Mayor, and City Administrator may submit additions to the agenda, which can be added via a vote or consensus.

7 Citizen Concerns

Citizens may approach the Council to speak on any matter that is on the agenda, other than the Public Hearings, which have their own time for citizen comments. Limit 3 minutes per person.

8 Consent Calendar

There is no consent calendar items this month. Next month will have all missing City Council minutes and all Budget Committee Minutes.

9 Public Hearing on State Revenue Sharing

Oregon Budget Law requires the Budget Committee and the City Council to hold a hearing on the probable use of State Revenue Sharing funds.

Tonight will be the second public hearing concerning State Revenue Sharing, and the uses of these funds. The hearing will be opened, citizens' testimony will be taken, and entered into the record, and then the Council will deliberate and vote.

10 Departmental Reports

10(a) Administration

Grants Update

We continue to work on the Community Building Complex renovation. The forms are up for the ADA-approved ramp and the entry areas for both buildings. There had been substantial Powder Post rot in the Community Building and in the West infill wall. We appreciate the hard work of Vitus Construction, HGE, and our community volunteers. Bob Feusi and John Johnston have been keeping close tabs on the progress! Tobe Porter and her fundraising committee are still working hard to raise more funds for the Community Complex. We also appreciate the patience of our neighbors, who have been impacted by construction.

We are moving toward dredging the Hubbard Creek Reservoir and hope to have it completed this Summer/ early Fall. Engineering meetings with Civil West continue as we plan for an alternate water source during the dredging. We are also concerned with a failing culvert in our watershed. The culvert took more damage this winter and is now a major concern for our water operations. Erin Minster with the Curry Soil and Water Conservation District is leading this project for us, with help from our Public Works crew.

Public Works Information

Letters are being sent to Utility Customers next month regarding the required Lead and Copper Survey and the Consumer Confidence Report for Water. The Lead and Copper Survey is a required communication from the State of Oregon. If we have not identified the pipe material near your meter, we are required to send a form letter from the State to your home. **TO BE CLEAR, we have not found any lead pipes in our system!** This letter indicates we have not confirmed the type of material yet, but we are working on that now.

The Consumer Confidence Report for Water is a yearly requirement for all water systems. It gives basic information about our system and testing results for the 2024 calendar year. This will be posted in our usual spaces around town and on our website. If you have questions, please contact John Isadore, at jisadore@portorfordor.gov. Again, it mentions lead levels, but no lead pipes have been found in our system.

Staffing Update

We are very pleased to announce the hiring of two existing positions in our City. We welcome Marissa Clausen as the Utilities Clerk/ Customer Service Representative at City Hall. You may recognize Marissa from her work as the Coast Community Health receptionist. She starts on June 23rd. Now that we are fully staffed again, City Hall will be open Monday through Thursday, 8 am to 5:30 pm, as usual. We appreciate everyone's patience as we train Marissa.

Joshua Wideman is our new Public Works employee at the Wastewater Treatment Plant. Josh recently passed his Level Two Certifications and brings years of Wastewater treatment experience from his former position at the City of Lakeside. He starts July 1st.

10(b) Mayor's Report

MAYOR's Report for June 2025

Over the past month, I've been working to help figure out how to address our city's significant budget shortfall, doing research and groundwork on some of the proposed solutions that came out of our Finance committee's work.

Here is a letter I wrote to our community to explain the situation:

Dear Port Orford residents,

Our city is currently facing a budget shortfall of \$100,000. To maintain current essential services—especially 24/7 on-call police coverage—we're considering adding a public safety fee of \$12 per household to monthly utility bills.

We know that residents voted overwhelmingly (85%) to support staffing our police department. However, in retrospect, those of us on City Council failed to ask for an adequate amount of funding with the last police levy. It's now less than it was ten years ago.

We know \$12 a month is not a small ask. But the reality is, costs for city services—like water treatment, electricity, and public safety—have all gone up far faster than our revenues, which are capped by state tax assessment laws. Meanwhile, revenue from traffic citations, which has helped to fund law enforcement in the past, has dropped significantly due to recent successful safety improvements along Highway 101.

We're not the only small town in Oregon facing this kind of financial pressure. Many have already introduced a public safety fee to close the gap and avoid deeper cuts. Without additional revenue, we'll have to reduce law enforcement.

This isn't a decision we take lightly. We're holding a Budget Town Hall meeting on Monday, June 16 at 5:30pm at City Hall. This will be a time for us to provide more information about the current budget crisis and for residents to get questions answered and to share their perspective about public safety.

In Port Orford, we're all in this together, and City Council wants to find the best path forward for our community at this challenging time.

*Sincerely,
Mayor Ann Vileisis*

In addition, I was invited to give talks to two community groups about the big challenges that we now face with our municipal water supply system.

I have been meeting with OWEB (Oregon Watershed Enhancement Board) regarding the ~\$415,000 grant we received to pay back the loan we received to buy the watershed land. There will be a few additional hoops to before we can complete the financial transaction in early September.

I have been meeting with Erin Minster at the Curry Soil and Water Conservation District about strategies to secure funding to remove the failing culvert that is located upstream of our reservoir. Given its deterioration and compression last winter, this is a high priority.

We've also been working on the project to dredge our reservoir this summer.

I attended an all-day infrastructure funding workshop up in Coos Bay, and I have worked with PW Director John Isadore and our engineers to strategize about future grant opportunities.

10(c) Finance

From: Anne Heath, Consultant – Umpqua Financial Services
Financial Report as of April 30, 2025

Current Activity

April is the 10th month of the fiscal year. If all revenues and expenses were spread over 12 months, the City major funds should be at 88.33%.

As of April 30, 2025, City revenues in the major funds were at 67.28% while expenses in the major funds were at 48.83%. There is a difference of 18.45% of revenues over expenses. While City Revenues are under budget, expenses are also under budget.

The majority of tax receipts were received in November.

The Park fund received unbudgeted grant funds and donations in the amount of \$268,599. This will require a budget adjustment in the Parks Fund prior to the end of the year. This is in process and will come before the Budget Committee and the Council. Park Revenues are at 296.10% percent of budgeted revenues.

All funds are operating within budget.

There are budgeted inter-fund transfers scheduled for this fiscal year. However, none of these transfers have been made to date. It is not expected that any of these transfers will be made as funds are not available in most funds to make the transfers. Lack of transfers leaves the Police and the Street Fund in a negative cash balance.

Water, Street and Sewer Revenues are under budget. See the accompanying worksheet for City Wide Revenues.

Debt payments in the Sewer fund have been made for this fiscal year.

Audit

Staff have been working on the Audit and sending the auditor all the requested documents. This process takes an extreme amount of staff time to complete the audit.

Additional Documents are linked below and will be printed and included in the Council Packets

Report from Anne Heath:

<http://portorford.org/wp-content/uploads/2025/06/Finance-Report-for-City-Council-6.18.2025.pdf>

Account Summary:

<http://portorford.org/wp-content/uploads/2025/06/Budget-report-for-city-council-6.18.2025.pdf>

Bank Transactions:

<http://portorford.org/wp-content/uploads/2025/06/Bank-transactions-for-city-council-6.18.2025.pdf>

10(d) Public Works

Water numbers sold for May 2025

Treated water produced 4,754,000 Water Sold-2,209,000 Back-washes 302,000 leaks 60,000
WATER = LOSS EST. 49%. Rain for May 0''

Water Treatment plant.

1. State reports submitted for the month of May
2. Working on evaluation of filter media and backwash aerator system seriously needed
3. Service line inventory updating by visually verifying connections
4. New pump for Hubbard's arrived
5. Coast Guard hill pump station, working on a solution for temporary repairs (Not in this coming budget)
6. Coast Guard hill generator worse than previously thought rusted out. Radiator and water-pump delivered working on building new supports to make repairs (temporary)

Water distribution leaks repair:

1. Lot of locates for fiber drops Beacon continues
2. Repaired water-line 9th ST. & 101 & 1'' service on Jackson St.

Waste Water plant / Collections:

1. Wyoming Lift station, Update Controls, motor starters and overloads have been installed. Discovered floats were installed wrong, corrected and ordered needed parts
2. Arizona Lift station replacement, has arrived delivered to and stored in storage yard
3. Mixer for anoxic zone, motor shorted out, working on replacement
4. Recycled water pump for sprayers is down, need new wire and 50amp circuit approx. 200' of #6 wire/50-amp breaker service.
5. Lake-Shore electrical service is rusted out needs replacing, letter from CCEC.
6. Lift station PM's degrease floats, lots of grease and wet-wipes

City shop yard

1. Dump runs to remove old debris; work will continue until its completed
2. Vehicle PM's

Streets. cleaning up right of ways mowing and trimming trees.

Parks A-frame Installed smoke detectors Buffington and Battle Rock mowing and trimming

10(e) Planning

The Planning Commission is currently fully staffed. At the June meeting, the Planning Commission reviewed an extension request for CUP 16-02 & 16-03. The request for extension was denied.

10(f) Liaison Reports

10(f)(i) Parks Liaison Report

10(f)(ii) Emergency Preparation Liaison Report

10(f)(iii) Historic Preservation Liaison Report

10(f)(iv) Port Liaison Report

10(f)(v) Watershed Liaison Report

10(f)(vi) Fire Liaison Report

11 Public Hearing on Housing Code Revisions

The hearing will be opened, citizens' testimony will be taken and entered into the record, and then the Council will deliberate and vote.

Items that will be discussed in this section are linked on the digital packet and will be set aside as separate documents for the City Council. Links to them are as follows:

Staff Report submitted by Senior Planner Crystal Shoji:

<http://portorford.org/wp-content/uploads/2025/03/Staff-Report-for-Council-Hearing-3-20-25.pdf>

[Click here for the Code Proposal:](#)

OR copy and paste the following link:

<http://portorford.org/wp-content/uploads/2025/03/2025-Proposed-Amendments-City-Council-Public-Hearing-3-20.pdf>

Minutes from February 11th Planning Commission Public Hearing & Testimony submitted for consideration:

<http://portorford.org/wp-content/uploads/2025/03/PC-Minutes-2.11.2025-plus-testimony.pdf>

11(a) Ordinance 2025-01 Updates to Port Orford Municipal Code, Title 17 Zoning and Title 16 Subdivision MEMO

Unless there are major revisions discussed at tonight's meeting, the Ordinance can be passed as presented. If major revisions are voted on by the Council, then it may be passed as amended.

Recommended Motions:

- I, Councilor [name], hereby move to adopt Ord. 2025-01: Updates to Port Orford Municipal Code Title 17 on Zoning and Title 17 on Subdivisions as presented at tonight's meeting.
- I, Councilor [name], hereby move to adopt Ord. 2025-01: Updates to Port Orford Municipal Code Title 17 on Zoning and Title 17 on Subdivisions with the amendments made at tonight's meeting.
- I, Councilor [name], hereby move to table this item.
- I, Councilor [name], hereby move to not adopt Ord. 2025-01: Updates to Port Orford Municipal Code Title 17 on Zoning and Title 17 on Subdivisions

11(a) Ordinance 2025-01 Updates to Port Orford Municipal Code, Title 17 Zoning and Title 16 Subdivision

WHEREAS, the Department of Land Conservation and Development (DLCD) has allocated funds for grants for small cities to update housing and zoning codes, and,

WHEREAS, the City of Port Orford Municipal Code is in dire need of revisions and updates, and,

WHEREAS, DLCD awarded the City funds for this project, and,

WHEREAS, the Port Orford Planning Director, Crystal Shoji, along with the Planning Commission, have done numerous revisions to bring it up to date,

NOW, THEREFORE, BE IT ORDAINED THAT; the Port Orford City Council hereby passes revisions to Title 16 and 17 as described in Exhibit A to this Ordinance.

First Reading: _____

Second Reading: _____

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

11(a) Ordinance 2025-01 Updates to Port Orford Municipal Code, Title 17 Zoning and Title 16 Subdivision Exhibit A

Exhibit A is a clean version of the code proposal; it has no notes, highlights or comments. It is how it would appear in our code publications.

It is linked below.

<http://portorford.org/wp-content/uploads/2025/06/2025-code-proposal-clean.pdf>

Exhibit A is subject to possible revisions based on testimony heard at the City Council Public Hearing and Council deliberations. Minor grammatical or spelling corrections may also be made prior to the second reading.

11(b) Ord. 2025-02: Revising Port Orford Municipal Code Chapter 5.05: Short Term Rentals MEMO

June 2, 2025

To address comments and recommendations by Council, I am proposing the additions below, **set in bold type**, to item 1. This would move the language for the prohibition on STRs being licensed in both Cluster Cottage developments and in Manufactured Dwelling Parks to the business licensing section of the municipal code, for the same reasons as stated below.

In addition, I recommend that the Council amend the zoning amendments we've been working on to reflect this change by eliminating the paragraphs mentioning STRs in both the cottage cluster and manufactured dwelling park sections, as was done in the case of ADUs.

-Greg Thelen

The following motions were recommended by the Planning Commission to the City Council for their March 20 meeting.

1

Recommendation to City Council:

Amend the Short Term Rental section of Chapter 5 Business Licenses and Regulations, 5.05.080 Operational requirements and standards for short-term rentals to add that accessory dwelling units (ADUs) may not be used as short term rentals. This was initially proposed to be included in the ADU part of the current zoning update, and our DLCD representative recommended this it be put into the STR code in Chapter 5 to avoid potential land use litigation.

(Could be inserted after item J, which prohibits RVs from being used as STRs):

“No accessory dwelling unit. An ADU is prohibited from being advertised, promoted or utilized for a short-term rental or vacation rental.”

“No cottage cluster. A unit in a cottage cluster is prohibited from being advertised, promoted or utilized for a short-term rental or vacation rental.”

“No manufactured dwelling park. A unit in a manufactured dwelling park is prohibited from being advertised, promoted or utilized for a short-term rental or vacation rental.”

Recommendation to City Council:

Amend the Short-Term Rental section of Chapter 5 Business Licenses and Regulations, item 2. b. below with the language shown. Our Police Department has advised that Oregon drivers licenses don't always have current addresses on them. This part of the STR code applies to residential zones where a cap is in effect on the overall number of STRs. It allows residents to rent out a portion of their home as a short term rental without being subject to the cap if they can prove they are actually present in the home while the STR portion is being rented.

5.05.050 Application and Fee

2.

Proof of Residential Use (for hosted home shares within the R1 and R2 zones only). The residential use of a dwelling unit shall be established through its continued use as the primary residence of the property owner. The applicant shall provide at least two of the following items as evidence that the dwelling is the primary residence of the owner:

a. A copy of voter registration.

b. A copy of an Oregon driver's license or identification card.

(Replace with) "A copy of a government issued ID showing current address."

c. A copy of Federal income tax return from previous tax year (page 1 only; financial data should be redacted).

Submitted by PC chair Greg Thelen

11(b) Ord. 2025-02: Revising Port Orford Municipal Code Chapter 5.05: Short Term Rentals

WHEREAS, the Common Council for the City of Port Orford has adopted a Short Term Rental (STR) Business License Ordinance; and

WHEREAS, the City has received input from applicants, staff and law enforcement; and

WHEREAS, it has been determined that the STR Ordinance has improvements that can be made; and

WHEREAS, the Planning Commission has reassessed the original ordinance;

NOW THEREFORE, the Common Council for the City of Port Orford ORDAINS that section 5.05.080(J) be amended to include “No Additional Dwelling Units (ADU’s), Manufactured Dwelling Park Unit, or Cottage Clusters shall be used as, or in conjunction with, Short Term Rentals.”

BE IT FURTHER ORDAINED THAT section 5.05.050(A)2(b) be amended to replace “Oregon driver’s license” with “a government-issued ID showing current address.”

BE IT FURTHER ORDAINED THAT section 5.05.050(A)2(c) be amended to clarify that “A copy of the Federal income tax return from the previous tax year” means “(page 1 only; financial data should be redacted).”

Dated 18th day of June, 2025

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

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11(c) Ord. 2025-03 Increasing TLT Tax Rate Imposed from 7% to 10%

WHEREAS, the Common Council for the City of Port Orford (City/Council) has implemented a Transient Lodging Tax, which is currently set at 7%; and

WHEREAS, the City of Port Orford has been experiencing a budgetary shortfall;

WHEREAS, the Finance Committee has recommended increasing the TLT rate;

NOW THEREFORE, the Common Council for the City of Port Orford ORDAINS that the tax imposed on transient lodging be increased to 10% by changing the wording in Port Orford Municipal Code 3.08.020 as follows:

A transient shall pay a tax in the amount of ~~seven~~ ten percent of the rest charged for the privilege of occupancy in a ~~hotel~~ transient lodging facility in the City, effective **January 1st, 2026**.

Dated 18th day of June, 2025

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date



11(d) Ord. 2025-04 Clarifying Port Orford Municipal Code 3.08 TLT procedures and funding

WHEREAS, the Common Council for the City of Port Orford has implemented a Transient Lodging Tax from which it awards grants; and

WHEREAS, the procedures, disposition, distribution, and uses of these funds has been a matter of confusion the last few years; and

WHEREAS, the clarity of these issues has become an increasing need; and

NOW THEREFORE, the Common Council for the City of Port Orford ORDAINS that the following changes in the Municipal Code are needed for clarity:

3.08.240. Disposition and use of transient room tax funds.

A. ~~The funds collected under this ordinance shall be retained by the City and allocated to the Parks Fund. The City Council may appropriate a portion of the funds collected under this ordinance through TLT Grants for City Area tourism development and City Area beautification; which may be to contract for a seasonal parks worker or can be used for tourism related facilities as provided by this chapter and those grants shall be allocated by the TLT Expenditure Committee with Council approval.~~ **Use of TLT Funds. The funds collected under this ordinance shall be retained by the City and allocated to the General Fund.**

B. ~~Funds will be spent after the beginning fiscal year and only up to the amount of \$11,000.00. One of the seven percent (one-seventh of the total) transient room tax funds collected must be used for tourism promotion through a Tourism Promotion Agency for the City of Port Orford, in accordance with State Law, and shall not be allocated by the TLT Expenditure Committee but by City Council Approval.~~ **Six tenths of the collected transient room tax revenues are considered to be a grandfathered tax and may be used for city services.**

C. ~~The Tourism Promotion Agency for the City of Port Orford must provide to the City a quarterly report which consists of copies of invoices, checks, and when possible copies of the ads run for which the money was spent. Tourism Promotion is defined as advertising, promoting the City of Port Orford at least one hour away or 50 plus miles from Port Orford. Receipt of future funds is contingent upon receiving these documents. These reports will be provided to the City Council in their packet for approval.~~ **The remaining collected transient room tax revenues must be split into a 70/30 ratio, in accordance with state law. 70 percent shall be used for tourism promotion and for tourism-related facilities, including the Visitor Center, through a Tourism Promotion Agency for the City of Port Orford with City Council approval. 30 percent shall be used for city services or for tourism related purposes.**

D. The dedicated Tourism Promotion Agency for the City of Port Orford shall be “Port Orford Main Street.”

E. The Tourism Promotion Agency for the City of Port Orford must provide to the City an Annual report detailing Tourism promotion. The report shall consist of copies of invoices, checks, and when possible copies of the ads run for which the money was spent. Tourism Promotion is defined as advertising, promoting the City of Port Orford at least one hour away or 50 plus miles from Port Orford. Receipt of future funds is contingent upon receiving these documents June 30 of the fiscal year. This report will be provided to the City Council in their packet for approval.

F. TLT Local Beautification and Tourism Grant Program. The City Council may appropriate up to \$15,000.00 of the funds collected under this ordinance for the TLT Local Beautification and Tourism Grant Program. Grants may be awarded to eligible entities for City Area tourism development and beautification projects, including for tourism related facilities as provided by this chapter. Grants shall be allocated by the TLT Expenditure Committee with Council approval and will be dispersed after the beginning of the fiscal year after receipts and/or invoices are provided.

3.08.255. Grant funding procedures.

B. All organizations, businesses or commercial property receiving ~~funding under this section shall provide quarterly financial reports, which include a detailed report of the expenditure of funds received from the City,~~ grant **funding shall provide a final project report that documents project outcomes and finances, including a detailed report of the expenditure of funds received from the City,** and sufficient supporting documents to demonstrate to the satisfaction of the City Council that the funds were expended pursuant to the terms of the grant. A business or commercial property must show expenditure of cash to match the grant funds; no in-kind is allowed for a business or commercial property. Reports of uncompleted projects shall be made ~~no later than June 30 of the fiscal year,~~ **by Dec. 30 of the same calendar year, unless an extension is requested. A request for an extension must be made in writing to the Mayor.**

E. In order to increase awareness and attendance among visitors, all grant ~~applications~~ **applicants** that seek to fund an event shall promote it outside Port Orford at least 60 days ~~before the event, and in cities 50 miles beyond Port Orford. A media sheet listing free sources of listings and announcements will be provided at the time the grant is awarded.~~ Documentation of these efforts will be required in the final report. ~~If no free sources are available, this requirement may be waived.~~

NOTES:

3.08.250. Transient Lodging Tax Expenditure Committee.

This remains the same.

Dated 18th day of June, 2025

Mayor, Ann Vileisis

Date

Attest:

City Recorder, Joseph Harrison

Date

11(e) Employee Handbook

The Employee Handbook has been out of date, and the current revisions are ready for review. If the current version receives City Council approval, it can be approved as written – spelling and grammatical fixes can be made. If there are major changes requested by the City Council, it can be approved as amended during this meeting. If the Council is not yet ready to approve, staff can be directed to work on areas discussed in tonight's meeting.

The Employee Handbook is available at the following link and councilors that requested copies received them at the last City Council meeting.

LINK:

<http://portorford.org/wp-content/uploads/2025/05/updated-employee-manual-draft.pdf>

Recommended Motions:

- I, Councilor [name], hereby move to approve the contract as written.
- I, Councilor [name], hereby move to approve the contract as amended at tonight's meeting
- I, Councilor [name], hereby move to direct staff to revise the Employee handbook further

12(a) Res. 2025-05 Updating Resolution 2023-20; Establishing a Cap on STRs in Residential Zones

RESOLUTION 2025 – 05 RESOLUTION ADJUSTING A CAP ON THE NUMBER OF SHORT- TERM RENTALS LICENSED IN RESIDENTIAL ZONES

WHEREAS, the Common Council for the City of Port Orford (City Council) has adopted a Short Term Rental (STR) Business License Ordinance; and

WHEREAS, the STR Ordinance directs the Council to establish an upper limit on the number of STR licenses in Residential zones in the City; and

WHEREAS, it has been determined that the STR Ordinance has improvements that can be made;
And

WHEREAS, the Planning Commission has recommended the cap be set at the actual number of STR licenses issued under Chapter 5.05 in the first year following Ordinance enactment; and

WHEREAS, the City has determined that 21 short-term rental licenses have been issued in residential zones 1-R and 2-R in the first year following Ordinance enactment;

NOW THEREFORE, to advance the purposes of Chapter 5.05, the Common Council for the City of Port Orford RESOLVES that the upper limit on the number of Short Term Rental Business Licenses that can be issued in Residential zones in the City of Port Orford is 21.

Dated 18th day of June, 2025

Mayor, Ann Vileisis

Date

Attest:

City Recorder, Joseph Harrison

Date

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12(b) Res. 2025-06 Declaring the City's Election to Receive State Revenue

RESOLUTION 2025-06

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE

WHEREAS, State Revenue Sharing Law, ORS 221.770, requires cities to pass a resolution each year stating that they want to receive state revenue sharing money; and

WHEREAS, a copy of this resolution must be filed with the Operations Accounting Services before July 31; and

WHEREAS, the Common Council of the City of Port Orford has held the proper hearings and requests that the City receive state revenues; and

NOW, THEREFORE,

BE IT RESOLVED by the Common Council of the City of Port Orford, that the City of Port Orford elects to receive state revenues for fiscal year 2025-2026.

ADOPTED by the Common Council of the City of Port Orford, and effective this _____ day of June, 2025.

SIGNED BY THE MAYOR this _____ day of June, 2025.

Mayor, Ann Vileisis

Date

I _____ certify that a public hearing before the Budget Committee was held on _____, 2025 and a public hearing before the City Council was held on _____, 2025, giving citizens an opportunity to comment on use of State Revenue Sharing.

City Recorder, Joseph Harrison

Date

The City of Port Orford is an Equal Opportunity Employer

12(c) Resolution 2025-07: Declaring Utility Fee Increases

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD DECLARING UTILITIES FEE INCREASE

WHEREAS, the Common Council for the City of Port Orford has determined that current Utilities rates are not covering the costs to provide such services; and

WHEREAS, previous years have demonstrated the need for annual rate increases; and

WHEREAS, ORS 294.160 requires a City governing body to allow for public comment before raising rates or establishing a new fee or fee increase; and

WHEREAS, the City held a public hearing on May 22nd, 2025, before raising rates;

NOW, THEREFORE,

BE IT RESOLVED by the Common Council of the City of Port Orford, that the City of Port Orford elects to adopt the rate structure for Utilities services as attached on Exhibit A and incorporated by reference herein.

BE IT RESOLVED by the Common Council of the City of Port Orford, that idle accounts will be billed at the base rate unless their usage is greater than 2,000 gallons.

ADOPTED by the Common Council of the City of Port Orford, and effective this _____ day of June, 2025.

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

Water Enterprise Fund

Water Rates

Water Capital Reserve Fund

Water Reserve Rates

**2024 RCAC
Recommended
Goal**

Sewer Capital Reserve Fund

Sewer Reserve Rates

**2024 RCAC
Recommended
Goal**

\$8.00

\$2.00

12(d) Resolution 2025-08: Extending Workers' Compensation to Volunteers

RESOLUTION 2025-08

A RESOLUTION EXTENDING CITY OF PORT ORFORD'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF PORT ORFORD

WHEREAS, a resolution extending workers' compensation coverage to volunteers of the City of Port Orford in which the *City of Port Orford* elects the following:

Pursuant to *ORS 656.031*, workers' compensation coverage will be provided to the classes of volunteer workers listed in this resolution, noted on CIS payroll and verified at audit.

1. **Public Safety Volunteers.** An assumed monthly wage of \$800 per month will be used for Public Safety Reserve volunteers; and
2. An aggregate assumed annual wage of \$2,500 will be used per **Volunteer Board, Commission and/or Council for the performance of administrative duties.** The Port Orford covered bodies are: (a) Common Council, (b) Parks Commission, (c) Planning Commission, (d) Budget Committee, (e) TLT Committee, (f) Historical Preservation Commission, (g) Emergency Preparedness Committee; and
3. **Manual Labor by Elected Officials.** Non- applicable; and
4. **All Non-public Safety Volunteers** listed will keep track of their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code to the type of volunteer work being performed by (a) Parks and Recreation; and
5. **Public Events** – Non-applicable; and
6. **Community Service Volunteers/Inmates** – Non-applicable; and
7. **Other Volunteers.** Unanticipated volunteer exposures not addressed herein will have workers' compensation coverage if, prior to the onset of the work provided the City of Port Orford: (a) provides at least two weeks' advance, written notice to CIS underwriting requesting the coverage, (b) CIS approves the coverage and date of coverage, and (c) CIS provides written confirmation of coverage

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NOW, THEREFORE, BE IT RESOLVED by the City of Port Orford to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

ADOPTED by the Common Council of the City of Port Orford and effective this _____ day of June, 2025.

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

12(e) Resolution 2025-09: Updating the City Fee List

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD UPDATING CITY FEES

WHEREAS, the Finance Committee has met and created several ways of increasing the City's revenue; and

WHEREAS, one of these ideas was to increase the fees the City charges for its services to align them more closely with other municipalities of similar size; and

WHEREAS, ORS 294.160 requires a City governing body to allow for public comment before raising rates or establishing a new fee or fee increase; and

WHEREAS, the City had a period for public comment on June 16th, 2025, before raising fees;

NOW, THEREFORE,

BE IT RESOLVED by the Common Council of the City of Port Orford, that the City of Port Orford elects to adopt the fee structure for city services as attached on Exhibit A and incorporated by reference herein.

ADOPTED by the Common Council of the City of Port Orford, and effective this _____ day of June 2025.

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

12(e) Resolution 2025-09: Updating the City Fee List Exhibit A

Please see the fee list at the following link:

<http://portorford.org/wp-content/uploads/2025/06/City-hall-fee-list-proposal-2025-1.pdf>

12(f) Ordinance 2025-05: Establishing a Public Safety Fee

ORDINANCE 25- 05 AN ORDINANCE CREATING PORT ORFORD CITY CODE TITLE 13, CHAPTER 18, REGARDING A PUBLIC SAFETY FEE

WHEREAS, the City of Port Orford is experiencing an ever-increasing impact on its budget from Measure 5 (1990) and Measure 50 (1997) in comparison to the rising costs of providing public services. Because of these property tax limits, the property tax revenues for the city grow more slowly than the rising costs of services. In particular, the growing costs of providing public safety services continue to outpace general fund revenue growth; and

WHEREAS, The City of Port Orford's permanent tax rate of \$2.2688 per thousand of taxable assessed value is among the lowest in the State of Oregon; and

WHEREAS, The City Council finds that a generally applicable fee is the best mechanism to generate the long-term and stable revenue needed to sufficiently cover the expense of on-going public safety services, which is imperative to the health, safety, and general welfare of the city; and

WHEREAS, The City Council finds that assessing the fee on each developed unit of property constitutes a reasonably accurate measure for the intensity of public safety services used throughout the City, also considering the resources needed to implement and maintain the revenue source; and

NOW, THEREFORE, THE CITY OF PORT ORFORD ORDAINS A new chapter of the Port Orford City Code, **Title 13, Chapter 18**, hereby adopted as shown in Exhibit A; and

THE CITY OF PORT ORFORD FURTHER ORDAINS The public safety fee adopted herein is classified as a fee and thus not subject to the limits of Section 11 or 11b, Article XI of the Oregon Constitution. The public safety fee is based on the direct and indirect use of or benefit derived from the use of the City's public safety infrastructure and resources; it is not a property tax. The City Recorder is directed to provide notice of the adoption of this ordinance as provided in ORS 305.583(9); and

THE CITY OF PORT ORFORD FURTHER ORDAINS In accordance with the Port Orford Charter, this ordinance will take effect 30 days after adoption; and

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THE CITY OF PORT ORFORD FURTHER ORDAINS The City Recorder is authorized to administratively correct any reference errors contained herein or in other provisions of the Port Orford City Code to the provisions added, amended, or repealed herein.

ADOPTION:

First Reading on the _____ day of June 2025.

Second Reading on the _____ day of June 2025.

This Ordinance is passed and adopted on the _____ day of June 2025.

Mayor, Ann Vileisis

Date

Attest:

City Recorder, Joseph Harrison

Date

12(f) Ordinance 2025-05: Establishing a Public Safety Fee Exhibit A

The Ordinance language can be viewed in full at the link below. It will be added to the Council packets for the Council.

Link:

<http://portorford.org/wp-content/uploads/2025/06/Ordinance-2025-05.pdf>

12(g) Resolution 2025-10: Supplemental Budget for FY 25

**RESOLUTION 2025-10
A RESOLUTION BY WHICH THE CITY OF PORT ORFORD MAKES
APPROPRIATIONS AND ADJUSTMENTS TO THE 2024-2025 MUNICIPAL BUDGET
THROUGH A SUPPLEMENTAL BUDGET APPROPRIATION RESOLUTION.**

WHEREAS, the State of Oregon, ORS 294.471, allows a municipality to revise its annual budget through the adoption of a SUPPLEMENTAL BUDGET; and

WHEREAS, unexpected events have occurred which could not have been ascertained at the time the 2024-2025 budget was prepared, and which necessitate adjustments equaling \$232,000 to the Parks funds; and

WHEREAS, grant funds were received, and are anticipated to be spent out in fiscal year 2024-25, which were not included in the 2024-25 budget; and

WHEREAS, these changes represent more than a ten percent change in funds;

NOW, THEREFORE,

BE IT RESOLVED by the Common Council of the City of Port Orford that the following addition to revenues and appropriations in the 2024-2025 Adopted Budget, as set forth in Exhibit A attached hereto, hereby be adopted:

\$232,000 of revenue is being reallocated from the proposed FY26 budget to revenue in the FY25 budget in line item 31 from the Parks fund “CDBG Community Building Grant.” These funds were obtained through a grant that was not awarded until after the FY25 budget was adopted. The remainder of the grant is still in the proposed FY 26 budget. Additionally, line item 30 “Visitor Center Donations,” was updated.

These revenues are balanced by \$162,000 in expenses for line item 74 “CDBG Community Building Project.”

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ADOPTED by the Common Council of the City of Port Orford and effective this _____th day of June, 2025.

SIGNED BY THE MAYOR this _____ day of June 2025.

Ann Vileisis, Mayor

ATTEST:

Joseph Harrison, City Recorder

12(g) Resolution 2025-10: Supplemental Budget for FY 25 Exhibit A

The supplement can be viewed at the following links. It will be included here in the council packets.

Link to click:

<http://portorford.org/wp-content/uploads/2025/06/Port-Orford-FY25-Supplemental-Budget-Parks.pdf>

Or copy and paste:

<http://portorford.org/wp-content/uploads/2025/06/Port-Orford-FY25-Supplemental-Budget-Parks.pdf>

12(h) Resolution 2025-11: Establishing the Tax Rate, Employee Wages, and Adopting the FY26 Budget

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD,
ADOPTING THE FY26 (2025-2026) 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 starting July 1st, 2025, and ending June 30th, 2026 (FY26)

MAKING APPROPRIATIONS

BE IT FURTHER RESOLVED that the following appropriations totaling \$9,330,807.69 are made to the following funds:

General Fund			Water Reserve Fund	
Admin	\$ 396,903.74		Water Res. Requirements:	\$ -
Court	\$ 18,100.00		Total	\$ -
Emergency Management	\$ 3,120.00			
Planning	\$ 28,000.00			
Not Allocated to Organizational Unit or				
Materials & Services	\$ 338,510.00		Sewer Enterprise Fund	
Capital Outlay	\$ 45,000.00		Sewer Enter. Requirements:	\$ 2,054,486.21
Transfers	\$ 195,000.00		Total:	\$ 2,054,486.21
Personnel	\$ 721,229.61			
Contingency	\$ -		Sewer Reserve Fund	
Total:	\$ 1,745,863.35		Sewer Res. Requirements:	\$ -
			Total	\$ -
Parks			Streets	
Parks Requirements:	\$ 1,792,850.34		Streets Requirements:	\$ 419,312.00
Total:	\$ 1,792,850.34		Total:	\$ 419,312.00
Public Safety			Streets Reserve Fund	
Public Safety Requirements:	\$ 561,241.36		Streets Res. Requirements:	\$ 60,000.00
Total:	\$ 561,241.36		Total:	\$ 60,000.00
Equipment Replacement			Water SDC Fund	
Equip. Replace Requirements:	\$ 110,000.00		Water SDC Requirements	\$ 595,831.00
Total:	\$ 110,000.00		Total:	\$ 595,831.00
Water Enterprise Fund			Sewer SDC Fund	
Water Enter. Requirements:	\$ 1,025,158.56		Sewer SDC Requirements	\$ -
Total	\$ 1,025,158.56		Total:	\$ -
			Total Appropriations all funds:	\$ 8,364,742.83
			Total Unappropriated/Reserved	\$ 966,064.86
			TOTAL ADOPTED BUDGET:	\$ 9,330,807.69

The City of Port Orford is an Equal Opportunity Employer

12(h) Resolution 2025-11: Establishing the Tax Rate, Employee Wages, and Adopting the FY26 Budget

IMPOSING TAX

BE IT FURTHER RESOLVED that the Common Council of the City of Port Orford hereby levies the taxes provided for 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 2025-2026 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitations		Excluded from Limitation
General Fund	<u>\$2.2688/\$1000</u>	<u>\$0</u>
Location Option Tax	<u>\$1.80/\$1000</u>	<u>\$0</u>

The above resolution was approved and declared adopted by the Common Council of the City of Port Orford and effective this _____ day of June 2025.

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

Resolution 2025-11: Establishing the Tax Rate, Employee Wages, and Adopting the FY26 Budget

ADOPTING SALARIES AND WAGES FOR FY 2025- 2026

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, 2025:

Employee	Annual Salary
Administrator	\$94,432
Police Chief	\$78,021
Public Works Superintendent	\$84,136

Employee	Annual Wage
Utility Clerk	\$44,961
Accountant Asst.	\$32,674
Assist. to Admin/ Planning/ Recorder	\$49,150
Wastewater Plant Oper	\$62,465
Maint. Worker #1	\$69,476
Utility Worker #1	\$56,385
Utility Worker #2	\$57,764
Police Officer #3	\$63,945
Police Officer #2	\$64,798
Police Officer #5	\$63,945
Police Officer #4	\$14,000

ADOPTED by the Common Council of the City of Port Orford the _____ day of June, 2025.

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

The City of Port Orford is an Equal Opportunity Employer