

**City of Port Orford**  
**Meeting of the Budget Committee**  
**In the Gable Chambers / Virtual participants**  
**Thursday, May 22<sup>nd</sup>, 2025 at 5:00 P.M.**

<b>Mayor and Council</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>	<b>Budget Committee</b>	<b>Present</b>
<i>Ann Vileisis, Mayor (AC)</i>	X	<i>City Administrator (CA) Melissa Radcliffe</i>	X	Mickey Walker	X
<i>Brett Webb, Councilor (BW)</i>	X	<i>Joseph Harrison, City Recorder</i>	X	Jim Prouty	X
<i>Gary Burns, Councilor (GB)</i>	X	<i>Head of Public Works, John Isadore</i>	X	Rick Lindy	X
<i>Perri Rask, Councilor (PR)</i>	X	<i>Police Chief Hank Hobart</i>	X	Lori Prouty	X
<i>Deanna Brennan, Councilor (DB)</i>	X	<i>Financial Consultant, Anne Heathe</i>		Laura Mason	X
<i>Sara Lovendahl, Councilor (SL)</i>	X			Randy Schultton	Absent
<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=jqOw-X4ELm4>*

**1. (0:00-0:02) Call to Order/Roll Call**

- a. Mayor Ann Vileisis calls this special session of the Port Orford City Council to Order @ 5:00 pm and leads the chamber in the Pledge of Allegiance.

**2. (0:02-2:52) General Fund Review:**

- o The committee spent the majority of the session reviewing the General Fund.
- o Discussions included "transfers in" for administrative services, which essentially treats the general fund as a central "bank account" for city operations [02:51:40].
- o A goal was set to maintain an ending fund balance and contingency fund of approximately **15% of the overall budget** [02:52:05].

**3. Committee Concerns:**

- o Concerns were raised regarding the impact of budget increases on residents with fixed incomes, such as those on Social Security [02:52:22].

4. **Future Scheduling:**

- a. The committee did not complete the full review of all funds.
- b. **Next Meeting:** Reconvene on **Thursday, May 29, 2025, at 5:00 PM** to review the remaining funds [[02:52:54](#)].
- c. **Tentative Third Meeting:** June 5, 2025 [[02:53:45](#)].

5. **Communication Protocol:**

- a. To ensure transparency, any questions asked by committee members outside of meetings will be answered in writing and shared with the entire committee at the start of the next session [[02:54:57](#)].

6. **(2:55) Adjourn**

- a. Seeing no further business, Mayor AV ends the meeting @ 6:55 pm

Attest:

\_\_\_\_\_  
Mayor, Ann Vileisis

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Recorder, Joseph Harrison

\_\_\_\_\_  
Date

**City of Port Orford**  
**Meeting of the Budget Committee**  
**In the Gable Chambers / Virtual participants**  
**Thursday, May 29<sup>nd</sup>, 2025 at 5:00 P.M.**

<b>Mayor and Council</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>	<b>Budget Committee</b>	<b>Present</b>
<i>Ann Vileisis, Mayor (AC)</i>	X	<i>City Administrator (CA) Melissa Radcliffe</i>	X	Mickey Walker	X
<i>Brett Webb, Councilor (BW)</i>	Late	<i>Joseph Harrison, City Recorder</i>	X	Jim Prouty	X
<i>Gary Burns, Councilor (GB)</i>	X	<i>Head of Public Works, John Isadore</i>	X	Rick Lindy	X
<i>Perri Rask, Councilor (PR)</i>	X	<i>Police Chief Hank Hobart</i>	X	Lori Prouty	X
<i>Deanna Brennan, Councilor (DB)</i>	X	<i>Financial Consultant, Anne Heathe</i>	X	Laura Mason	X
<i>Sara Lovendahl, Councilor (SL)</i>	X			Randy Schultton	Absent
<i>Tim Pogwizd, Councilor (TP)</i>	X				

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<https://www.youtube.com/watch?v=jqOw-X4ELm4>

- 1. (0:00-0:05) Roll Call/ Pledge of Allegiance**
  - a. Pledge of Allegiance:** Mayor Vileisis starts the meeting and leads the chambers in The Pledge of Allegiance @ 5:00. [01:25].
  - b. Roll Call:** Shows that Councilors Webb and Committee member Randy Schultton are absent. Councilor Webb arrives shortly after roll call at 5:08 PM.
  - c. Process Overview:** The Mayor reminded the committee that the goal is to review the proposed budget for each fund, make recommendations, and eventually send a recommended budget to the City Council for final adoption [02:37].
  
- 2. Review of Funds:** The committee proceeded to review specific departmental funds, focusing on departmental needs and adjustments from the previous year.
  - a. (0:05-0:21) Buffington Park / Parks Fund:**
    - i. Community Building:** Discussion regarding the \$1.6 million renovation of the community building. The project is funded by a \$1.5 million federal grant with a city match of approximately \$112,000 [09:12].
    - ii. Utilities:** Electrical costs have increased by 7.5%, and the building is transitioning from oil/propane to electric heating, which is reflected in the budget [14:00].
    - iii. Playground Planning:** The committee discussed shifting from a simple playground replacement to a broader "Parks Master Plan" to better leverage future grant opportunities [19:02].

iv. **Jubilee Funding:** A \$1,500 allocation for the Jubilee event was identified in the parks expenses [20:11].

3. **Budgeting Methodology:** There was a discussion regarding the "Proposed Budget 24-25" figures. Staff clarified that these are the adopted figures from the current year, used as a baseline for the upcoming year's projections. [21:32].

4. **Committee Discussion & Requests**

a. **Simplified Summary Request:** A committee member expressed difficulty tracking the "big picture" of city finances across disparate departments. A request was made for a **one-page summary sheet** showing 6–7 major revenue sources vs. 6–7 major expense categories (excluding complex transfers and grants) to clearly show the city's net position [02:02:15].

b. **Financial Health:** The committee noted a projected increase in the General Fund balance, moving from \$68,000 to a projected \$477,000 in future cycles, and requested a clearer explanation of how those surpluses are generated [02:03:16].

5. **Administrative Announcements**

a. **Financial Consultant Availability:** Financial Consultant Anne Heath will be in the office on **Tuesday and Wednesday (June 3-4)**. Committee members with specific technical questions are encouraged to contact her or Administrator Radcliffe during those days [02:05:26].

6. **Adjournment**

a. The meeting was adjourned at **7:10 PM** [02:06:09].

b. **Next Meeting:** Scheduled for the following Thursday (June 5, 2025).

Attest:

\_\_\_\_\_  
Mayor, Ann Vileisis

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Recorder, Joseph Harrison

\_\_\_\_\_  
Date

**City of Port Orford**  
**Meeting of the Budget Committee**  
**In the Gable Chambers / Virtual participants**  
**Thursday, June 5<sup>th</sup>, 2025 at 4:00 P.M.**

<b>Mayor and Council</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>	<b>Budget Committee</b>	<b>Present</b>
<i>Ann Vileisis, Mayor (AC)</i>	X	<i>City Administrator (CA) Melissa Radcliffe</i>	X	Mickey Walker	X
<i>Brett Webb, Councilor (BW)</i>	Absent	<i>Joseph Harrison, City Recorder</i>	X	Jim Prouty	X
<i>Gary Burns, Councilor (GB)</i>	X	<i>Head of Public Works, John Isadore</i>	X	Rick Lindy	X
<i>Perri Rask, Councilor (PR)</i>	Absent	<i>Police Chief Hank Hobart</i>	X	Lori Prouty	Absent
<i>Deanna Brennan, Councilor (DB)</i>	X	<i>Financial Consultant, Anne Heathe</i>	X	Laura Mason	Absent
<i>Sara Lovendahl, Councilor (SL)</i>	X			Randy Schultton	Absent
<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=pRTUKyAxXGO>

**1. Call to Order & Roll Call**

- a. Pledge of Allegiance:** Mayor Vileisis starts the meeting and leads the chambers in The Pledge of Allegiance @ 5:00. [01:25].
- b. Roll Call:** Shows that Councilors Webb and Rask and Committee Members Randy Schultton and Jim Prouty are absent. Councilor Webb arrives shortly after roll call at 5:08 PM.

**2. Review of Fund Updates & Corrections:** City Administrator Radcliffe presented several updates based on questions from the previous meeting:

- a. Parks Fund (Fund 14):** Corrected to separate community building grant expenditures (\$1.6M total) into the current and upcoming fiscal years to reflect work already in progress [02:56].
- b. Public Safety (Fund 20):** Adjusted personnel costs. A line item for "Police Officer 4" (seasonal/reserve) was corrected from a full-time salary to \$14,000 [04:34].
- c. Water & Sewer Reserves (Funds 31 & 35):** Clarified that utility bill revenues for repairs and maintenance are tracked but flow directly into the enterprise funds to cover ongoing maintenance, which currently exceeds the reserve collections [06:50].
- d. Sewer Enterprise:** Adjusted renter deposit estimates down from \$2,000 to \$1,000 based on actual collection trends [09:07].

3. **Formal Adoption of Funds:** The committee voted to approve the following funds for recommendation to the City Council:
- a. **Parks Fund 14:** Approved with corrections [[12:45](#)].
    - i. **Action:** Motion to adopt with corrections regarding grant funding and expenses for the community building renovation and American Legion Hall planning.
    - ii. **Tally: Approved 7-0-5.** (Yes: Burns, Brennan, Lovendahl, Pogwizd, Walker, Lindy, J. Prouty; Abstains/Absent: Webb, Rask, L. Prouty, Mason, Schultton) [[12:43](#)]
  - b. **Public Safety Fund 20:** Approved with corrections [[13:35](#)].
    - i. **Action:** Motion to adopt with salary corrections for the police officers (specifically correcting an error where a part-time reserve officer was previously calculated as full-time).
    - ii. **Tally: Approved 6-0-6.** (Yes: J. Prouty, Lindy, Walker, Pogwizd, Lovendahl, Burns; Abstains: Brennan; Absent: Webb, Rask, L. Prouty, Mason, Schultton) [[13:35](#)]
    - iii. **Notes:** Councilor Brennan abstained due to a conflict of interest: her spouse is a Port Orford Police Officer. This was approved in error; the Budget Committee believed it had a quorum despite Brennan's abstention. This was corrected at the next City Council meeting with another vote on both the Public Safety and General Funds.
  - c. **Water Reserves Fund 31:** Approved [[14:30](#)].
    - i. **Action:** Motion to adopt.
    - ii. **Tally: Approved 7-0-5.** (Yes: Brennan, Burns, Pogwizd, Lovendahl, L. Prouty, Lindy, Walker; Abstains/Absent: Webb, Rask, L. Prouty, Mason, Schultton) [[14:38](#)]
  - d. **Streets Fund 40:** Includes a \$250,000 ODOT grant for 18th St and Hensley Hill (contingent on award) and new tsunami evacuation safety striping [[15:52](#)]. Approved [[20:35](#)].
    - i. **Action:** Motion to approve. Discussion noted that personnel costs were moved to the general fund and that a \$250,000 ODOT grant is pending for road repairs.
    - ii. **Tally: Approved 7-0-5.** (Yes: Pogwizd, Burns, Brennan, Lovendahl, Lindy, Walker, J. Prouty; Abstains/Absent: Webb, Rask, L. Prouty, Mason, Schultton) [[20:35](#)]
  - e. **Street Reserves Fund 42:** Approved [[23:38](#)].
    - i. **Action:** Motion to adopt.
    - ii. **Tally: Approved 7-0-5.** (Yes: L. Prouty, Walker, Lindy, Lovendahl, Pogwizd, Burns, Brennan; Abstains/Absent: Webb, Rask, L. Prouty, Mason, Schultton) [[23:38](#)]

- f. **Equipment Replacement Fund 45:** Approved [[25:09](#)].
  - i. **Action:** Motion to adopt.
  - ii. **Tally: Approved 7-0-5.** (Yes: Brennan, Burns, Lovendahl, Pogwizd, Walker, Lindy, J. Prouty; Abstains/Absent: Webb, Rask, L. Prouty, Mason, Schultton) [[25:09](#)]
  
- g. **Water SDC Fund 61 & Sewer SDC Fund 62:** Discussion on System Development Charges (SDCs) used only for capacity increases, not like-for-like repairs. Plans to update code to prevent 1970s-era fees from being used for modern builds [[26:47](#)]. Both approved [[32:09](#), [32:42](#)].
  - i. **Action:** Motion to adopt.
  - ii. **Tally: Approved 7-0-5.** (Yes: Pogwizd, Lovendahl, Brennan, Burns, J. Prouty, Lindy, Walker; Abstains/Absent: Webb, Rask, L. Prouty, Mason, Schultton) [[32:04](#)]
  - iii. **Action:** Motion to approve.
  - iv. **Tally: Approved 7-0-5.** (Yes: Burns, Brennan, Lovendahl, Pogwizd, Walker, Lindy, J. Prouty; Abstains/Absent: Webb, Rask, L. Prouty, Mason, Schultton) [[32:42](#)]
- h. **General Fund 10:** Final review showing a balanced budget ("in the black") across all departments. Approved [[44:38](#)].
  - i. **Action:** Final motion to adopt the overarching general fund, which now reflects all changes and ensures the budget is balanced.
  - ii. **Tally: Approved 7-0-5.** (Yes: Burns, Brennan, Lovendahl, Pogwizd, Walker, Lindy, J. Prouty; Abstains/Absent: Webb, Rask, L. Prouty, Mason, Schultton) [[44:42](#)]

#### 4. Discussion on Revenue & Public Safety Fee

- a. **The "Patch":** Discussion regarding the proposed \$12/month public safety fee as a temporary "patch" until the next police levy can be voted on in roughly 3.5 years [[01:08:21](#)].
- b. **Town Hall:** A Town Hall meeting is scheduled for **Monday, June 16, at 5:30 PM** to explain the budget situation and the necessity of the public safety fee to the community [[50:18](#)].
- c. **Comparisons:** Noted that other cities, like Florence, have recently adopted similar fees (e.g., \$19/month) due to rising operational costs [[51:54](#)].

**5. Administrative & Future Business**

- a. Supplemental Budget Meeting:** Set for **Wednesday, June 18, at 5:30 PM** (prior to the regular City Council meeting) to finalize the supplemental budget for the current year's grant funding [\[49:17\]](#).
- b. Audit Status:** The 2024 audit is nearing completion; staff is maintaining "beans and rice" spending levels to ensure liquidity during the low-revenue months of July–November [\[38:21\]](#).
- c. ADA Improvements:** \$45,000 is earmarked for City Hall capital improvements, including ADA-compliant doors and restrooms [\[42:08\]](#).

**6. Adjournment**

- a.** The meeting was adjourned at **6:25 PM** [\[01:15:47\]](#).

Attest:

\_\_\_\_\_  
Mayor, Ann Vileisis

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Recorder, Joseph Harrison

\_\_\_\_\_  
Date