



## AGENDA AND MEETING NOTICE

### REGULAR SESSION

Monday, March 18, 2024 AT 7:00 p.m.

TILLAMOOK CITY HALL ~ 210 LAUREL AVENUE ~ TILLAMOOK OREGON

[www.tillamookor.gov](http://www.tillamookor.gov)

You may watch the Council Meeting online under Live Broadcast (Stream #2) at the following link: <https://tctv.viebit.com/index.php?folder=ALL#>.

[Click here to join the meeting.](#)

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### MINUTES

1. Monday, February 5, 2024, Regular Session Minutes
2. Tuesday, February 20, 2024, Regular Session Minutes
3. Tuesday, March 5, 2024, Work Session Minutes

### PROCLAMATIONS/ANNOUNCEMENTS

#### PUBLIC COMMENT ON AGENDA ITEMS (other than public hearings)

Any person may address the Council on items on the agenda after being recognized by the Mayor; however, topics which are under appeal or legal in nature cannot be addressed. Please state your name and address for the record. Time is limited to 3 minutes per person.

### PRESENTATIONS

1. Swearing In Ceremony for Councilor Sylvia Schriber
2. Substance Use Disorder Presentation (by Adventist Health Tillamook Nurse Practitioner, Brandi Harris)
3. Tillamook Revitalization Association (TRA) Annual Report

### NEW BUSINESS

1. Request to approve proposal to change Tillamook Water Districts to be re-classified as Industrial Use
2. Request to approve the FY 2024-2025 Municipal Budget Calendar
3. **ORD 031824** - Request to hold first reading on an ordinance amending the City's Prohibited Parking Ordinance - **1st Reading**

Posted March 14, 2024

Tillamook City Hall ~ Chamber Website: [www.tillamookchamber.org/meetings-events/](http://www.tillamookchamber.org/meetings-events/) ~

Tillamook City Website: [www.tillamookor.gov](http://www.tillamookor.gov)

## PENDING BUSINESS

### REPORTS

1. Mayor Report
2. City Manager City Operations Monthly Report
3. Financial Report
4. Planning Commission Liaison Report
5. Tillamook Urban Renewal Agency (TURA) Liaison Report
6. Tillamook County Housing Commission Appointee Report

### PUBLIC COMMENTS (items not on the agenda)

Any person may address the Council on items not on the agenda after being recognized by the Mayor; however, topics which are under appeal or legal in nature cannot be addressed. Please state your name and address for the record. Time is limited to 3 minutes per person.

### CORRESPONDENCE/STAFF COMMUNICATION/DISCUSSION

### COUNCIL COMMENTS (items not on the agenda)

### AUTHORIZATION TO PAY BILLS

| 1. | BATCH TYPE       | DATE       | CHECK RANGE | AMOUNT PAID |
|----|------------------|------------|-------------|-------------|
|    | Accounts Payable | 03/18/2024 | 49244-49289 | \$59,714.70 |
|    |                  |            |             |             |

### ADJOURNMENT

This is a public meeting per ORS chapter 192. The City Council reserves the right to call an executive session per ORS 192.660. City hall is handicap accessible. Please contact the office of the City Manager should special accommodations be required. Citizens with visual or manual impairments may contact the Oregon Relay Service by phoning 1-800-648-3458 (TDD) or 1-800-848-4442 (voice). The city of Tillamook is an equal opportunity provider and employer.

Esta es una junta pública por Capítulo 192 de los Estatutos Revisados de Oregon. El ayuntamiento se reserva el justo a la convocatoria de una junta ejecutiva por ERO 192.660. Municipalidad es accesible para discapacitados. Por favor contactar con la oficina del administrador de la ciudad debe adaptaciones especiales que se precisen. Los ciudadanos con impedimentos visuales o manual podrán ponerse en contacto del Servicio de Relé Oregon llamando al 1-800-648-3458 (TDD) o 1-800-848-4442 (voz). La ciudad de Tillamook es un proveedor y empleador de la igualdad de oportunidades.

| Upcoming Meetings For:                 | Day of the Month*: | Date:      | Time:  | Location:                  |
|--|--------------------|------------|--------|----------------------------|
| Tillamook City Council Regular Session | 1st Monday         | 04/01/2024 | 7:00pm | City Hall--Council Chamber |
| Tillamook Planning Commission          | 1st Thursday       | 04/04/2024 | 7:00pm | City Hall--Council Chamber |
| TURA Board Meeting                     | 2nd Wednesday      | 04/10/2024 | 6:00pm | City Hall--Council Chamber |
| Tillamook City Council Regular Session | 3rd Monday         | 04/15/2024 | 7:00pm | City Hall--Council Chamber |

Posted March 14, 2024

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Tillamook City Website: [www.tillamookor.gov](http://www.tillamookor.gov)

**\* if the day of the meeting falls on the holiday, the meeting will be held on the next business day.**

**Posted March 14, 2024**

**Tillamook City Hall ~ Chamber Website: [www.tillamookchamber.org/meetings-events/](http://www.tillamookchamber.org/meetings-events/) ~  
Tillamook City Website: [www.tillamookor.gov](http://www.tillamookor.gov)**

## CC REGULAR MEETING 3rd MONDAY

**Meeting Date:** 03/18/2024

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### **Information**

**Subject:**

Monday, February 5, 2024, Regular Session Minutes

**Background:**

**Recommendation:**

**Motion:**

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### **Attachments**

Minutes

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## City Council Regular Session Minutes

February 5, 2024

### CALL TO ORDER

**Mayor Burris** called the meeting to order at 7:00 PM on Monday, February 5, 2024, at the City Hall Council Chambers located at 210 Laurel Avenue in Tillamook, Oregon. Microsoft Teams was live and available to the public for the duration of the meeting.

### PLEDGE OF ALLEGIANCE

**Mayor Burris** led the Pledge of Allegiance to the Flag of the United States of America.

### ROLL CALL

**Deputy City Recorder, Tammy Heitsman** conducted the roll call. The following persons were present:

Council:           Councilor Jason Hopkins; Councilor Brian Reynolds; Councilor John Sandusky;  
                          Councilor Nicholas Torres; Councilor Garrett Noffsinger

Staff:               Nathan George, City Manager; Jamy Christensen, Assistant City  
                          Manager; Tammy Heitsman, Deputy City Recorder; Police Lt. Troxel;

Public:             Jane Scott, Jane Scott Video Productions; Mark Slater, HomeServe (via  
                          Teams); Steve Bieranowski, HomeServe (via Teams); County Commissioner,  
                          Doug Olson; Patty Olson; Roy Ellerbroek; Seth Ellerbroek; Pete Peterson; Jenni  
                          Price; Tyson Price

Absent:             Councilor Henson

### MINUTES

- **January 22, 2024; Regular Session Minutes**
- **January 22, 2024; Executive Session Minutes**
- **January 29, 2024; Work Session Minutes**

**Councilor Reynolds** made a motion to approve the January 22, 2024, Regular Session minutes, the January 22, 2024 Executive Session minutes and the January 29, 2024 Work Session minutes. **Councilor Hopkins** seconded the motion. Motion passed with the following votes.

| COUNCILOR            | AYE | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Councilor Noffsinger | ✓   |     |         |        |

|                      |   |  |  |   |
|----------------------|---|--|--|---|
| Councilor J. Hopkins | ✓ |  |  |   |
| Councilor Reynolds   | ✓ |  |  |   |
| Councilor Sandusky   | ✓ |  |  |   |
| Councilor Torres     | ✓ |  |  |   |
| Councilor Henson     |   |  |  | ✓ |

## PROCLAMATION/ANNOUNCEMENTS

**County Commissioner Doug Olson** introduced himself and gave a history of his service in Tillamook County.

## PUBLIC COMMENT ON AGENDA ITEMS (other than public hearings)

Roy Ellerbroek stated he would like to be more involved and plans on attending more meetings. He stated that at the workshop there was a lot of talk about how desperate the City is for money and maintenance items. He was a little taken aback when he looked at the agenda an hour before the meeting and saw that they were slated for a 34% increase in the City Manager's pay. He said, "it looks like you guys just negotiated last year and now this is another negotiation". He stated that it surprised him with coming from what he heard at the workshop regarding this.

## PRESENTATIONS

None

## NEW BUSINESS

1. Request to approve a water leak protection program through HomeServe for residential and business properties within the City of Tillamook

**City Manager George** explained that this is a follow up item that we talked about at the Council work session a week ago. This is a program that will allow our residents to have leak protection through HomeServe for a low monthly fee. This eliminates the homeowner from having to pay for the repairs. Representatives Steve Bieranowski and Mark Slater gave a presentation of the program and explained how the leak protection service works. The customer pays a monthly fee to have additional protection to cover costs associated with a water leak and repairs. All customers can opt. out if they choose, and they have a year to do so. This program will help the homeowner pay for the repairs as well as the high-water bill due to the leak. HomeServe will work with the City to compensate for the high-water bill and the customer will only be responsible for the normal monthly amount they pay. They generally have a 96% participation rate. **Councilor Hopkins** asked how you determine the cause is a leak and if it is covered under this program. **Mark Slater** explained that they would work with the water utility and determine if this was a leak and how they would like to handle the high bill for the customer. The utility would verify that there was an issue and then cover that high bill. **Councilor Hopkins** asked about how the customer can opt out if they choose not to pay the fee for the service. He was answered that all customers will be notified in multiple ways and will have up to a year to completely opt. out if they choose. **City Manager George** is recommending that Council consider

the \$2,500 coverage plan which would be \$1.81 a month for the customer and then add an additional \$1 which would then be split 50% to the water fund and 50% to the sewer fund as additional resource source to help customers. Customers will pay \$2.81 per month if they choose. They have the option to opt out. If they opt out and then have a leak or high-water bill, they will not be eligible for assistance. We will advertise 30-60 days prior to adding the fee on the bills. If they choose to opt out later, they can do so and will get reimbursed. **Councilor Torres** asked about the advantage to using HomeServe versus administering the program through the City. **Mark Slater** explained that the company can spread the risk as opposed to the City having to absorb it along with greater resources and people to deal with the issues from customers. **Councilor Reynolds** asked if this would cover frozen pipes that crack and break. **Mark Slater** explained that they look at all the plumbing inside the house and if there is a water leak and the meter spins then they are going to pay for it. **Mark** also explained that if there is negligence and somebody leaves a hose running for several days, then they typically do not pay for that. There is no contract for this service, if we decide in a few months or a year that we do not want to continue we can withdraw and there are no penalties or fees. **Councilor Noffsinger** agrees with and feels the dollar amount is reasonable and likes that the customer has the option to opt out. **Councilor Hopkins** stated that he is cautious about adding fees to the water bills but feels that this will create help for high water bills and likes that there is the option to opt out.

**Councilor Torres** made a motion to approve the water leak protection program through HomeServe for residential and business properties within the City of Tillamook at the \$2,500 tier of \$1.81 per month plus an additional \$1.00 fee to use as a revolving fund for customers.

**Councilor Sandusky** seconded the motion. The motion passed with the following votes.

| COUNCILOR            | AYE | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Councilor Noffsinger | ✓   |     |         |        |
| Councilor J. Hopkins | ✓   |     |         |        |
| Councilor Reynolds   | ✓   |     |         |        |
| Councilor Sandusky   | ✓   |     |         |        |
| Councilor Torres     | ✓   |     |         |        |
| Councilor Henson     |     |     |         | ✓      |

## 2. Request to approve Amendment No. 2 to the City Manager Contract

**City Manager George** gave a summary of his request stating that he was asking to bring his salary up to the competitive rate in the current market. **City Manager George** noted several achievements since his arrival which include reconnecting the Fawcett Creek water intake which had been offline for 8 years and having to inform the Council about massive sewer issues that have not been dealt with going back to 2005 and before. **Councilor Torres** asked when it became standard operating procedure for a City Manager to negotiate their salary. **City Manager George** stated that because his position is a contract employee that he must and has the right to negotiate for his contract. He added that it states in his contract that either party may request a raise at any time. **City Manager George** also mentioned that both the City of

Manzanita and the City of Rockaway Beach had their Council Presidents reach out to him and request information to try and help get raises for their City Managers. He stated that as far as he was aware, nobody on the City Council had done this for him. He also added that the State of Oregon also has the Oregon Equal Pay Act to ensure that people are being fairly compensated for their positions. **Councilor Sandusky** noted the workshop we had and the discussion of not having much money and questioned how we could afford this raise. **Councilor Reynolds** feels there is an optics issue if we start adding fees onto people's water bills and then a raise comes in. He noted the median average income for Tillamook County is \$53,000 and the US median is \$75,000. This is a poor county and 11% of the population is in poverty. He stated he understands why Mr. George is asking for a raise but is not sure this is the right time to do it. **Councilor Hopkins** stated that it appears that the salary study is based upon the population of the city. The higher the population, the more money you make. He feels that a \$37,000 increase mid-contract is a significant amount and would be better to negotiate when this contract is up. An exception has already been made to move out of the City. **City Manager George** stated that he understands the argument regarding the funding, but you must understand that it's a tough job that requires many skills. He stated that his predecessor was paid a lot more and the Council hired him for \$3,000 less than they hired him for 10 years before him. **Mayor Burris** asked about the experience of the current salary ranges. The study does not tell you if they have been there for 5 years, 10 years or 25 years. The numbers don't say why they were brought it for that rate. **Councilor Torres** asked **Assistant City Manager Jamy Christensen** if they were able to incentivize **City Manager George's** performance with bonuses. **Assistant City Manager Christensen** did state it has been done before when the Council put money into a previous City Manager's ICMA-457 Retirement account. It was not part of the contract; it was brought to the Council, and they all agreed to it. **Councilor Noffsinger** stated that in January 2023 they approved a 4-year contract for \$110,000 and at that time he stated he was not interested in renegotiating during the duration of the contract to change the wages or the benefits. **Councilor Torres** asked if Council would be open to discussing the incentive of a bonus if **City Manager George** brought in \$1,000,000 in grant funding that would benefit our community. **Councilor Noffsinger** stated he was unclear about the rules and regulations around that. **Councilor Hopkins** stated that everybody should make a competitive wage, but a lot of people here don't because we can't afford it in this little town. He continued by stating, "with all the discussions we've had about revenue I think it's irresponsible for us to renegotiate. I'm not opposed to paying you a fair wage, I think we should get a few things settled first." **City Manager George** thanked Councilor Torres for his suggestion regarding a bonus pay based on additional revenue, but stated he would not be in favor of it for various reasons, one of which is that I could push a manager's focus to just getting money rather than managing and leading the City.

**Councilor Noffsinger** made a motion to deny the request to Amendment No. 2 to the City Manager contract. **Councilor Hopkins** seconded the motion. The motion passed with the following votes.

| COUNCILOR            | AYE | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Councilor Noffsinger | ✓   |     |         |        |
| Councilor J. Hopkins | ✓   |     |         |        |

|                    |   |  |  |   |
|--------------------|---|--|--|---|
| Councilor Reynolds | ✓ |  |  |   |
| Councilor Sandusky | ✓ |  |  |   |
| Councilor Torres   | ✓ |  |  |   |
| Councilor Henson   |   |  |  | ✓ |

## PENDING BUSINESS

1. **ORD 012224** – Request to hold second reading on an ordinance regulating shopping carts within the City of Tillamook corporate boundaries – **2<sup>nd</sup> Reading & Adoption**

**Lt. Troxel** received the support of all 3 major stores in Tillamook; Grocery Outlet, Safeway, and Fred Meyers on this ordinance to help maintain control of all shopping carts within the city.

**Councilor Sandusky** made a motion to hold the 2<sup>nd</sup> reading by title only of ORD 012224.

**Councilor Torres** seconded the motion. The motion passed with the following votes. **Deputy City Recorder Tammy Heitsman** read the ordinance.

| COUNCILOR            | AYE | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Councilor Noffsinger | ✓   |     |         |        |
| Councilor J. Hopkins | ✓   |     |         |        |
| Councilor Reynolds   | ✓   |     |         |        |
| Councilor Sandusky   | ✓   |     |         |        |
| Councilor Torres     | ✓   |     |         |        |
| Councilor Henson     |     |     |         | ✓      |

There was consensus by the Council to add the adoption of ORD 012224 to the agenda.

**Councilor Sandusky** made a motion to adopt ORD 012224. **Councilor Noffsinger** seconded the motion. The motion passed with the following votes.

| COUNCILOR            | AYE | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Councilor Noffsinger | ✓   |     |         |        |
| Councilor J. Hopkins | ✓   |     |         |        |
| Councilor Reynolds   | ✓   |     |         |        |
| Councilor Sandusky   | ✓   |     |         |        |
| Councilor Torres     | ✓   |     |         |        |
| Councilor Henson     |     |     |         | ✓      |

## REPORTS

1. **Mayor's Report** – **Mayor Burris** noted that the Charity Drive is starting and to be aware of the students and activities going on.

## PUBLIC COMMENTS (items not on the agenda)

None

**CORRESPONDENCE/STAFF COMMUNICATION/DISCUSSION**

None

**COUNCIL COMMENTS (items not on the agenda)**

**Councilor Hopkins** mentioned options for helping citizens pay for sewer repairs and will keep bringing it up until a discussion is had. **City Manager George** stated that on March 4 there will be a work session to discuss sewer laterals. **Councilor Reynolds** also mentioned the Charity Drive noting that Tuesday, February 6 is the coronation and a big event every year. He commended Kurty Mizee, a school board member, who has for several years now in connection with Charity Drive, designated the week before as “Act of Kindness” week in memory of his wife and daughter that were killed in a car accident several years ago. The family puts up a cash prize for the school. The student body does a schoolwide vote for the nicest boy and nicest girl. They help sponsor several events focusing on kindness. It is a great transition into Charity Drive and coming together as a community. He said he would also like to recognize Tyson and Jenni Price for all their help with the high school drag racing team. **Councilor Reynolds** asked about the hiring of a new Code Enforcement Officer. **City Manager George** stated that we are conducting interviews now. **Councilor Noffsinger** also thanked the public members for their support of the drag club.

**AUTHORIZATION TO PAY BILLS**

**Councilor Noffsinger** made a motion to pay the bills as presented to the City Council in full. **Councilor Sandusky** seconded the motion. **Deputy City Recorder Tammy Heitsman** conducted a roll call on the motion. The motion passed.

| COUNCILOR            | AYE | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Councilor Noffsinger | ✓   |     |         |        |
| Councilor J. Hopkins | ✓   |     |         |        |
| Councilor Reynolds   | ✓   |     |         |        |
| Councilor Sandusky   | ✓   |     |         |        |
| Councilor Torres     | ✓   |     |         |        |
| Councilor Henson     |     |     |         | ✓      |

**ADJOURNMENT**

**Mayor Burris** adjourned the Regular Session of the Tillamook County Council at 8:28 p.m.

**Approved by:**

**Attest:**

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Aaron Burris, Mayor

Date

Tammy Heitsman, Deputy City Recorder

Date

## CC REGULAR MEETING 3rd MONDAY

**Meeting Date:** 03/18/2024

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### **Information**

**Subject:**

Tuesday, February 20, 2024, Regular Session Minutes

**Background:**

**Recommendation:**

**Motion:**

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### **Attachments**

Minutes

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## **City Council Regular Session Minutes**

**February 20, 2024**

### **CALL TO ORDER**

**Mayor Burris** called the meeting to order at 7:00 PM on Tuesday, February 20, 2024, at the City Hall Council Chambers located at 210 Laurel Avenue in Tillamook, Oregon. Microsoft Teams was live and available to the public for the duration of the meeting.

### **PLEDGE OF ALLEGIANCE**

**Mayor Burris** led the Pledge of Allegiance to the Flag of the United States of America.

### **ROLL CALL**

**Deputy City Recorder, Tammy Heitsman** conducted the roll call. The following persons were present:

Council: Councilor Jason Hopkins; Councilor Brian Reynolds; Councilor John Sandusky; Councilor Nicholas Torres; Councilor Garrett Noffsinger

Staff: Nathan George, City Manager; Jamy Christensen, Assistant City Manager; Tammy Heitsman, Deputy City Recorder; Police Lt. Troxel; Megan Carpenter, City Planner; Kyle Fetzer, Acting Public Works Director; Kenny Oleman, Wastewater Division Supervisor

Public: Jane Scott, Jane Scott Video Productions; Will Chappell, Editor Headlight Herald (via Teams); Sylvia Schriber; Dustin Johnson; Anna Jackson, American Red Cross;

Absent: Councilor Henson

### **MINUTES**

None

### **PROCLAMATION/ANNOUNCEMENTS**

American Red Cross Month Proclamation – **Councilor Reynolds** read the Proclamation. Anna Jackson with the American Red Cross spoke on behalf of The Red Cross and thanked the Council for the support.

### **PUBLIC COMMENT ON AGENDA ITEMS (other than public hearings)**

None

### **PRESENTATIONS**

1. Temporary Councilor Appointment for Ward 6

Sylvia Schriber submitted a letter of intent. **Councilor Sandusky** asked her why she wanted to be on the Council. Ms. Schriber explained that she is a lifelong resident of Tillamook and raised both her children here. She was active in volunteering with school activities and feels that now is a good time for her to get more involved and be a voice for businesses within the city. **Councilor Reynolds** made a motion to appoint Sylvia Schriber temporary Council Member for Ward 6. **Councilor Torres** seconded the motion. The motion passed with the following votes.

| COUNCILOR            | AYE | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Councilor Noffsinger | ✓   |     |         |        |
| Councilor J. Hopkins | ✓   |     |         |        |
| Councilor Reynolds   | ✓   |     |         |        |
| Councilor Sandusky   | ✓   |     |         |        |
| Councilor Torres     | ✓   |     |         |        |
| Councilor Henson     |     |     |         | ✓      |

**NEW BUSINESS**

1. Request to approve an appointment to the Planning Commission

Dustin Johnson applied to continue his appointment on the Planning Commission. He has been serving since 2019 and he stated he has thoroughly enjoyed his time on the Planning Commission. It was consensus of the Council seated to approve the appointment.

2. Request to approve an OLCC (Oregon Liquor and Cannabis) License for the property located at 303 Pacific Avenue

**City Manager George** explained this request is from the new owners of the Shell Station on 3<sup>rd</sup> Street and Pacific Avenue. It is a change of ownership. Nothing has changed as far as use. It has been reviewed internally by all departments. They found no issues and recommend the Council approve. **Councilor Torres** made a motion to approve an OLCC license for the property located at 303 Pacific Avenue. **Councilor Hopkins** seconded the motion. The motion passed with the following votes.

| COUNCILOR            | AYE | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Councilor Noffsinger | ✓   |     |         |        |
| Councilor J. Hopkins | ✓   |     |         |        |
| Councilor Reynolds   | ✓   |     |         |        |
| Councilor Sandusky   | ✓   |     |         |        |
| Councilor Torres     | ✓   |     |         |        |
| Councilor Henson     |     |     |         | ✓      |

3. Request to approve removal of five parking spaces on 4<sup>th</sup> Street between Nestucca Avenue and Ocean Place

**City Planner, Megan Carpenter** gave an overview and stated that it has been brought up at several Planning Commission meetings regarding the area of Nestucca Avenue and Ocean Place which has become highly congested. There are vision clearance issues with parked cars on Fourth Street. On the map it shows that when you're coming around the corner with the two commercial driveways that come out of Umpqua Bank, it's hard to see not only the people coming onto Fourth Street out of Umpqua Bank, but also the people turning the corner. There are also trucks and emergency vehicles that turn that corner, which makes it tight with the additional parking from the Willet Apartments. When we originally reviewed the Willet Apartments, they were not required to have parking, however, they did install a parking lot for their tenants. We do not feel that removing these parking spaces will be a significant issue.

**Councilor Hopkins** stated he agreed with the removal of the 2 spaces on the Umpqua Bank side of Fourth Street (on the north side) but seems unnecessary to have the 3 removed in front of Willet Apartments (on the south side). **Mayor Burris** asked about striping. **Megan Carpenter** noted that according to the Transportation System Plan, all roads in Tillamook are supposed to be striped but none of them are. Public Works has stated it is a budget issue and we have it on our list and in the Transportation Plan. **Megan Carpenter** stated that only removing the 2 spaces would be sufficient. **Councilor Noffsinger** agreed with the 2 spots and believes it will help with congestion. **Councilor Reynolds** asked about changing the stop sign from a right turn permitted without stopping to a full stop. **Megan Carpenter** stated that it has been discussed in the past in both Planning Commission meetings and City Council meetings, but no decision was ever made. She also noted that it is not in the Transportation Plan but that adding 2 round-abouts is in the plan, however the cost for that was estimated at \$1.2 million dollars and that is just not feasible at this time. **Mayor Burris** stated that most people are turning right versus going straight at that stop sign and that making it a full stop would cause more congestion and back up traffic on Third Street.

**Councilor Noffsinger** made a motion to remove 2 parking spaces between Nestucca Avenue and Ocean Place. **Councilor Hopkins** seconded the motion. The motion passed with the following votes.

| COUNCILOR            | AYE | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Councilor Noffsinger | ✓   |     |         |        |
| Councilor J. Hopkins | ✓   |     |         |        |
| Councilor Reynolds   | ✓   |     |         |        |
| Councilor Sandusky   | ✓   |     |         |        |
| Councilor Torres     | ✓   |     |         |        |
| Councilor Henson     |     |     |         | ✓      |

**PENDING BUSINESS**

None

## REPORTS

1. **Mayor's Report – Mayor Burris** commented on the Charity Drive and thanked all the students, staff and parents for their support and help during all the events. A big thanks to all the businesses in town that helped supporting the classes.
2. **City Manager City Operations Monthly Report – City Manager George** stated that our new part-time Utility Clerk has started, and we are going through the background check on a new Code Enforcement Officer. Tillamook People's Utility District submitted paperwork to move forward on an easement that was approved by City Council in 2018 with a payment to The City of \$12,600. **City Manager George** stated that the City Council directed the City Manager at that time to finalize and carry out the project. He said he would do so unless anyone on Council was opposed. None were opposed. There will be an upcoming substance use disorder presentation on March 18. The upcoming work session on March 4 will have a presentation on sewer lateral lines and a presentation from the Police department. **Councilor Torres** asked about the shopping cart ordinance. **Lt. Troxel** noted that all the major stores in town are in support of the ordinance. If a shopping cart is seen in town, call the store that the cart belongs to and let them know where the shopping cart is located, and needs to be picked up. You can also call the non-emergency number and report it. **City Manager George** stated that our new website will go live on March 4.
3. **Financial Report – Assistant City Manager Jamy Christensen** stated that the supplemental budget will come out in April.
4. **Planning Commission Liaison Report – Councilor Torres** reported that the Planning Commission discussed reappointing Dustin Johnson. There was discussion about a sign for Golden Eagle Apartments.
5. **Tillamook Urban Renewal Agency (TURA) Liaison Report – Councilor Noffsinger** reported that funds were approved for HomeLife Furniture for building improvements. Dennis Wine is also considering purchasing the Beals Building. More discussions were had with the City discussing the TURA Administrator position.
6. **Tillamook County Housing Commission Appointee Report – City Planner, Megan Carpenter** reported there were 4 new applicants. Reports will be coming out in March on how it was decided.

## PUBLIC COMMENTS (items not on the agenda)

None

## CORRESPONDENCE/STAFF COMMUNICATION/DISCUSSION

**City Manager George** stated that we have received the annual request regarding the fair booth. After discussions with staff and department heads, we do not feel it has been a great benefit and it is hard to find staff to work in the booth. The council agreed not to purchase a booth this year.

## COUNCIL COMMENTS (items not on the agenda)

**Councilor Torres** welcomed Sylvia Schriber and feels she will bring a good perspective from a small business standpoint and private sector. **Councilor Hopkins** asked about the June Dairy parade route. **City Manager George** stated that the City met with the Chamber last year and worked everything out. He stated that there are no more issues and everything will continue as it did last year. **Councilor Hopkins** thanked **Jamy Christensen** for meeting with him and going over the budget for more clarification. **Sylvia Schriber** stated she is excited to be a part of the Council and looking forward to learning new things.

#### AUTHORIZATION TO PAY BILLS

**Councilor Noffsinger** made a motion to pay the bills as presented to the City Council in full. **Councilor Sandusky** seconded the motion. **Deputy City Recorder Tammy Heitsman** conducted a roll call on the motion. The motion passed.

| COUNCILOR            | AYE | NAY | ABSTAIN | ABSENT |
|----------------------|-----|-----|---------|--------|
| Councilor Noffsinger | ✓   |     |         |        |
| Councilor J. Hopkins | ✓   |     |         |        |
| Councilor Reynolds   | ✓   |     |         |        |
| Councilor Sandusky   | ✓   |     |         |        |
| Councilor Torres     | ✓   |     |         |        |
| Councilor Henson     |     |     |         | ✓      |

#### ADJOURNMENT

**Mayor Burris** adjourned the Regular Session of the Tillamook County Council at 7:43 p.m.

Approved by:

Attest:

\_\_\_\_\_  
Aaron Burris, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tammy Heitsman, Deputy City Recorder

\_\_\_\_\_  
Date

**CC REGULAR MEETING 3rd MONDAY**

**Meeting Date:** 03/18/2024

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**Information**

**Subject:**

Tuesday, March 5, 2024, Work Session Minutes

**Background:**

**Recommendation:**

**Motion:**

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**Attachments**

Minutes

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## **City Council Work Session Minutes**

**Tuesday, March 5, 2024**

Pursuant to public notice, the City of Tillamook City Council conducted a Work Session on Tuesday, March 5, 2024, which commenced at 6:03 pm.

The following items were presented and discussed:

**1. Police Department Annual Report**

- Lieutenant Nick Troxel, Sergeant Corey Hollis, and School Resource Officer Trent Olson presented the annual report.

**2. Police Department 21<sup>st</sup> Century Policing Report**

- Lieutenant Nick Troxel, Sergeant Corey Hollis, and School Resource Officer Trent Olson presented the Tillamook Police Department's work in this area.

**3. Public Works Private Sewer Lateral Lines**

- City Manager George stated that the City Attorney had asked him to remind the Council that it was unethical and illegal for anyone that stood to personally gain from this proposal, to speak about it outside of public sessions. If anyone does so, and should they be sued, neither the City nor its insurance would be able to defend them.
- Assistant Public Works Director/Acting Director, Kyle Fetzer, and Wastewater Division Supervisor, Kenny Oleman, gave a presentation on the current state of the Wastewater Division, what it needs now to take care of everything it is supposed to be taking care of, and where it would need to go if the City were to take over private sewer lateral lines.

Those in attendance were Mayor Aaron Burris; Councilor Jason Hopkins; Councilor Sylvia Schriber; Councilor Brian Reynolds; Councilor John Sandusky; Councilor Nicholas Torres; Councilor Garrett Noffsinger; City Manager, Nathan George; Deputy City Recorder, Tammy Heitsman; Assistant Public Works Director, Kyle Fetzer; Wastewater Treatment Plant Supervisor, Kenny Oleman; School Resource Officer, Trent Olson; Sergeant, Corey Hollis; Lieutenant, Nick Troxel; Don Burden; Pete Peterson

The Work Session adjourned at 9:12 PM.

**CC REGULAR MEETING 3rd MONDAY**

**Meeting Date:** 03/18/2024

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**Information**

**Subject:**

Tillamook Revitalization Association (TRA) Annual Report

**Background:**

**Recommendation:**

**Motion:**

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**Attachments**

Annual Report

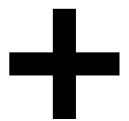
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2<sup>nd</sup> Street Plaza Rendering Otak INC. 2017 / Oregon Live

# Tillamook Revitalization Association

Annual Update – Tillamook City Council  
March 18, 2024





## 2024 Board

### Mission Statement:

Our Mission is to work in partnership with local government and business to inspire and enhance the effort of revitalization while collaborating with the main street focus growth and profitability. We restore where needed, inspire when possible, conserve at every opportunity and beautify along the way



President  
Kristy Lombard



Vice-President  
Rachene Randolph



Secretary  
Cynthia Jamsgard Casey



Treasurer  
James Potts



## 2023 Events Review

Vietnam Veterans Memorial (May)

Tilly Treasurers (June) – Increasing Local Activity and Social Media Exposure To Tillamook Businesses.

Live Music on Square (June/July)

Moonlight Madness (Aug) – Vendors, Bouncy Houses, Family Fun, Shopping, Karaoke Contest

Santaland (Dec) – Pictures w/ Santa, Cookie/Gingerbread Making and Wreath Building.





# 2024 Planned Events

Elections (January)

New Focus on Spring, Summer, Fall and Winter Events Annually.

Sidewalk Chalk Contest/Art Walk (May)

Moonlight Madness (August)

Halloween Window Contest (October)

Santa Land (December)





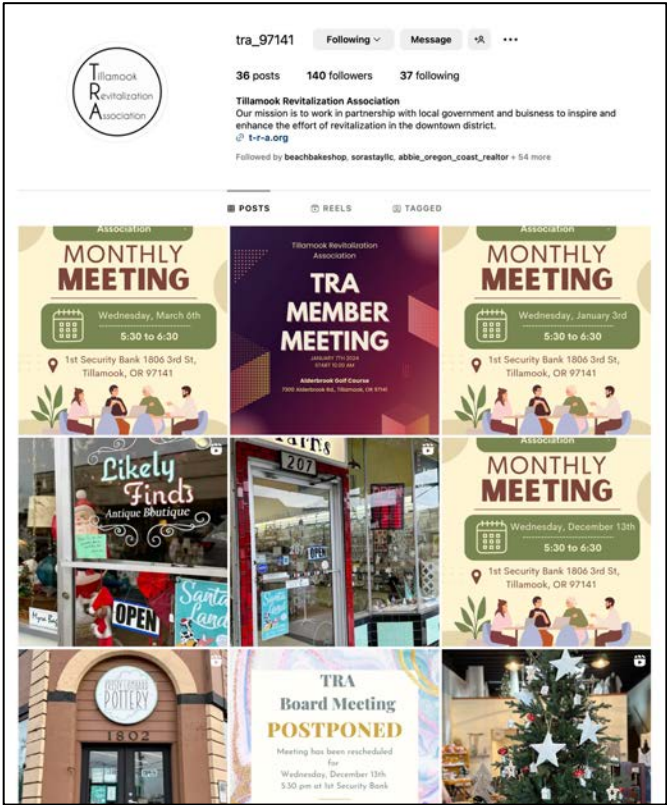
# 2024 Committee Work

Continued Events – Downtown  
Veterans Memorial

Social Media – Outreach To  
Community & Business Owners

Website – Access To Events,  
Members & Documents

Outreach – Including More  
Businesses & Attendees To  
Participate.





# TRA Finances – 2023 Finances

| 2023 Year End Finances                         |                |
|--|----------------|
| <b>TRA 2023 General Checking 3390</b>          |                |
| January 1st, 2023 - Starting Balance           | \$ 25,461.68   |
| Transfers/Withdrawals                          | \$ 150.00      |
| Income   | \$ 12,958.25   |
| Bank Fees                                      | \$ (12.96)     |
| Office/Internet Expenses                       | \$ (2,013.99)  |
| Professional Fees                              | \$ (1,510.00)  |
| Events   | \$ (12,674.81) |
| City/State Fees                                | \$ (80.00)     |
| Project Expenses                               | \$ (2,729.49)  |
| December 31st, 2023 - Ending Balance           | \$ 19,548.68   |
| <b>TRA 2023 Veterans Memorial Account 3420</b> |                |
| January Starting Balance                       | New            |
| Donations                                      | \$ 121,100.00  |
| Project Expenses                               | \$ (51,698.40) |
| Bank Fees                                      | \$ -           |
| Office/Internet                                | \$ (22.30)     |
| December 31st, 2023 - Ending Balance           | \$ 69,379.30   |
| <b>TRA 2023 Banner Account 3410</b>            |                |
| January 1st, 2023 - Starting Balance           | \$ 350.00      |
| Transfer General Account 8/2/23                | \$ (250.00)    |
| December 31st, 2023 - Ending Balance           | \$ 100.00      |
| <b>TRA 2023 Event Account 3400</b>             |                |
| January 1st, 2023 - Starting Balance           | \$ 100.00      |
| December 31st, 2023 - Ending Balance           | \$ 100.00      |

| 2024 Year Projected Budget                     |                |
|--|----------------|
| <b>TRA 2024 General Checking 3390</b>          |                |
| January 1st, 2024 - Starting Balance           | \$ 19,548.68   |
| Income   | \$ 11,000.00   |
| Bank Fees                                      | \$ (100.00)    |
| Office/Internet Expenses                       | \$ (1,500.00)  |
| Professional Fees                              | \$ (1,000.00)  |
| Events   | \$ (13,000.00) |
| City/State Fees                                | \$ (20.00)     |
| Project Expenses                               | \$ (2,000.00)  |
| December 31st, 2024 - Ending Balance           | \$ 12,928.68   |
| <b>TRA 2024 Veterans Memorial Account 3420</b> |                |
| January Starting Balance                       | \$ 69,379.30   |
| Donations                                      | \$ -           |
| Project Expenses                               | \$ (69,379.30) |
| Bank Fees                                      | \$ -           |
| Office/Internet                                | \$ -           |
| December 31st, 2024 - Ending Balance           | \$ -           |
| <b>TRA 2024 Banner Account 3410</b>            |                |
| January 1st, 2024 - Starting Balance           | \$ 100.00      |
| December 31st, 2024 - Ending Balance           | \$ 100.00      |
| <b>TRA 2024 Event Account 3400</b>             |                |
| January 1st, 2024 - Starting Balance           | \$ 100.00      |
| December 31st, 2024 - Ending Balance           | \$ 100.00      |

## **CC REGULAR MEETING 3rd MONDAY**

**Meeting Date:** 03/18/2024

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### **Information**

**Subject:**

Request to approve proposal to change Tillamook Water Districts to be re-classified as Industrial Use

**Background:**

**Recommendation:**

**Motion:**

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### **Attachments**

Council Action Form

Partners Request Letter

Regional Supply Technical Engineering Study

Seven (7) Month Average Comparison of Revenues

Related City Water & Sewer Resolutions (for background information)

City Water & Sewer Rates (for background information)

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# Council Action Form

|  |   |  |  |
|--|---|--|--|
| <b>MEETING DATE</b>  | 3/18/2024   |  |  |
| <b>ITEM TITLE</b>  | Request to approve proposal to change Tillamook Water Districts to be re-classified as Industrial Use   |  |  |
| <b>SUBMITTED BY</b>  | Name & Title: Nathan George, City Manager<br>Department: City Manager's Office  |  |  |
| <b>MEETING TYPE</b>  | <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Retreat<br><input type="checkbox"/> Executive Session   |  |  |
| <b>AGENDA CLASSIFICATION</b>   | <input type="checkbox"/> Work Session<br><input type="checkbox"/> Quasi-Judicial  | <input type="checkbox"/> Ordinance               | <input type="checkbox"/> Resolution<br><input checked="" type="checkbox"/> Regular   |
| <b>ORDINANCE/RESOLUTION</b><br>(New ordinances or resolutions are assigned a new number)   | <input type="checkbox"/> 1 <sup>st</sup> Reading<br>Ordinance #: <a href="#">Click or tap here to enter text.</a>   | <input type="checkbox"/> 2 <sup>nd</sup> Reading | <input type="checkbox"/> Public Hearing<br>Resolution #: <a href="#">Click or tap here to enter text.</a>  |
| <b>CONTRACTS</b><br>(Contracts include other similar documents such as agreements or memorandum or understandings<br><u>Check all applicable boxes pertaining to contracts</u> ) | <input type="checkbox"/> Contract <b>required</b> for this item<br><br><input checked="" type="checkbox"/> <b>Not required</b> for this item  |  | <input type="checkbox"/> Copy of contract attached<br><br><input type="checkbox"/> Seeking award or another scenario and contract will be finalized separately               |
| <b>TILLAMOOK COUNTY</b><br>(Some documents need recorded at the County Recorder's Office)  | <input type="checkbox"/> Document <b>must</b> be recorded at the County Recorder's Office   |  | <input checked="" type="checkbox"/> Document <b>does not need</b> recorded at the County Recorder's Office   |
| <b>APPROVALS/REVIEWS</b><br>(Check all applicable boxes)   | <input checked="" type="checkbox"/> Department Head<br><input checked="" type="checkbox"/> City Manager<br><input type="checkbox"/> Legal Counsel<br>Name of Reviewer: <a href="#">Click or tap here to enter text.</a>   |  | <input checked="" type="checkbox"/> Finance Department<br><input type="checkbox"/> Planning Commission<br><input checked="" type="checkbox"/> Other: Public Works Department |
| <b>BACKGROUND</b><br>(Includes description, background, and justification)   | <p>Several Water Districts for which the City provides finished potable water approached me in 2021 with serious concerns and issues with the City regarding the charge for water service from the City. They were very upset with the City. The reason for the frustration was twofold: (1) They have been charged a higher rate for the water they receive than the other entities within the City when the City does not maintain their distribution system, and (2) They were very displeased with the way previous leadership had handled their concerns and they felt brushed to the side and unheard.</p> <p>Four of these districts (Long Prairie Water District, Pleasant Valley Water Company, Port of Tillamook Bay, and South Prairie Water Association), hired a consultant, Mark Knudsen with SDAO (Special Districts Association of Oregon), and began exploring options to obtain their water from different sources and break off from the City. This would be a substantial loss of revenue and partnership for the City.</p> |  |  |

|  |   |
|--|---|
|  | <p>I started working very closely with this group, to both hear them, and affirm that the City does care and that we want to work together and do what is best for our community. At their request in 2022, I provided a letter of commitment that the City would study and work on these issues together. That letter was shared with the City Council.</p> <p>Accordingly, I brought their concerns before the City Council at the following Council Meetings, and we discussed the many issues and concerns:</p> <ul style="list-style-type: none"><li>• February 22, 2022, Council Meeting</li><li>• March 7, 2022, Council Meeting</li><li>• April 18, 2022, Council Meeting</li><li>• January 29, 2024, Council Meeting</li></ul> <p>At the April 18, 2022, Council Meeting I asked the Council to approve a request to hold off on the last water increase for the outside water districts. This request was not pertaining to any other residential or business customers of the City. The Council approved this request, and the rates were frozen. The water districts were very appreciative of this good faith effort.</p> <p>When the represented water districts hired an outside consultant, they formed a group and named it “The Partners”. The Partners then hired an engineering firm, Consor, to conduct a technical analysis of their concerns, options, and solutions. There were many options listed and discussed. A copy of their request letter and the engineering technical study is attached. The top and most desirable rate is to work with the City to create a long-term healthy working relationship.</p> <p>This relationship is comprised of a three-step process:</p> <ol style="list-style-type: none"><li>1) First, to adjust their rates to the commercial rate that was adjusted for the Port of Tillamook Bay in 2020, which was not approved by the City Council.</li><li>2) Second, to conduct a water rate study, which can be done to the City through a special no-match stream of funding from RCAC (<b>Rural Community Assistance Corporation</b>), a nonprofit organization dedicated to helping rural communities.</li><li>3) Finally, to enter into wholesale agreement/contracts individually with each district to ensure a long-term objective of sustainability for both the City and the water districts.</li></ol> <p>At this time, I am asking the City Council to consider moving forward on this plan, starting with a resolution to be presented and considered in April to adjust the water district rates to commercial/industrial rates. The resolution will be prepared and reviewed by legal counsel.</p> <p>This rate will reflect an average 41 percent decrease in revenues from the water districts alone. The water districts make up 35 percent of the total revenue received by the Water Fund; hence, the total revenue decrease is an estimated monthly amount of 14 percent. Over a 7-month average from June 2023 through the end of December 2023, the total average water revenue was \$273,980.32 per month. The total average water revenue from the water districts was \$95,911.80. The total average decrease would be down to \$56,357.76 a month, which equates to an average loss of \$38,554.04 per month.</p> |
|--|---|

|   |   |   |
|---|---|---|
|   | While this is not an insignificant amount of revenue, the costs outweigh the benefits for if the Water Districts split off from the City, the City could eventually lose up to the entire 35 percent of the Water Fund revenue. In other words, this is a risk management decision for the City to help mitigate the potential loss of up to 35 percent of its Water Fund revenues. This change and partnership will ensure that the water districts are committed to working together towards building a sustainable future for our community. Finally, by partnering together with the districts, it may cause future positive externalities to come to fruition such as potential water redundancy, shared resources, and a healthy/stable working relationship. |   |
| <b>BUDGETING AND FINANCIAL IMPACT</b>                                       | Budgeted \$   | Projected Water Fund Revenues   |
|   | Expenditure \$  | N/A   |
|   | Source of Funds:  | Water Funds   |
|   | <b>Narrative:</b>   | This proposal reduces Water Fund revenue by approximately 14 percent; however, it stabilizes a long-term relations and eliminates the possibility of losing up to 35 percent in the future. |
| <b>OPTIONS</b><br>(Include <i>Deny Approval</i> Option)                     | 1.  | Approve request and direct staff to bring back the resolution.  |
|   | 2.  | Deny request.   |
|   | 3.  | Request additional information from the Partners and/or other water districts.  |
|   | 4.  | Provide alternate direction.  |
| <b>PROJECT TIMELINE</b>   | <p>Step 1: The resolution will be brought back in April and will go into effect after adoption.</p> <p>Step 2: The City will work on the water rate study. A timeline will be provided at a later date but will be at least a few years out.</p> <p>Step 3: Once all the rate study is complete, the City will work with the water districts and legal counsel to develop the agreements.</p>   |   |
| <b>STAFF RECOMMENDATION</b>   | Staff recommends approving the request and directing staff to move forward with preparing the resolution to come back to Council.   |   |
| <b>SUPPLEMENTAL INFORMATION</b><br>(List and number all attached documents) | <ol style="list-style-type: none"> <li>Partners Request Letter</li> <li>Regional Supply Technical Engineering Study</li> <li>Seven (7) Month Average Comparison of Revenues</li> <li>Related City Water &amp; Sewer Resolutions (for background information)</li> <li>City Water &amp; Sewer Rates (for background information)</li> </ol>  |   |

Long Prairie Water District  
Pleasant Valley Water Company  
The Port of Tillamook Bay  
South Prairie Water Association

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February 29, 2024

Mayor Aaron Burris and the Tillamook City Council  
City of Tillamook  
210 Laurel Ave  
Tillamook, Oregon 97141

Subject: Proposed Approach to Water Supply for Outside Water Providers

Dear Mayor Burris and City Councilors,

We have purchased water from the City of Tillamook for decades. Given the high costs of water purchased from the City, a partnership of the Long Prairie Water District, Pleasant Valley Water Company, Port of Tillamook Bay, and South Prairie Water Association (the Partners) recently completed a planning study to evaluate options for water supply to our agencies. That study identified there are multiple feasible water supply options available to the Partners and proposed the Partners work with the City to pursue possible negotiation of a long-term water supply agreement between the City and Partner agencies.

In keeping with the findings of that study, the Partners respectfully request the City consider adopting an updated approach to water supply for outside water providers. The Partners' proposed approach consists of three elements:

1. **Update Water Billing Practices.** We propose that in the near term, the City modify its billing practice or adopt a modified rate schedule for water supply to water providers outside the City. Currently, outside water providers pay a significantly higher water rate as compared to in-City residential customers. However, the City provides limited services to outside water providers as compared to in-city customers. Specifically, outside water providers pay for the construction, operation, and maintenance of their own water distribution systems (including leak and main break repairs) as well as paying for water system maintenance, billing, customer service, regulatory compliance monitoring and reporting, and related services.

We propose the City modify its billing practice to assign outside water providers to the City's "Industrial and Commercial" customer class, much as it did for the Port of Tillamook Bay in 2020. This change in customer class for outside water providers would be consistent with the lower level of service the City provides to outside water providers

as compared to in-city residents and outside residential customers served directly by the City.

2. Complete a Rate Study. We recommend the City conduct a water rate study to identify the actual cost of service for water supply to outside water providers, reflecting a fair share of costs for City assets and resources used to supply outside water providers. We suggest this rate study be conducted in a manner that is transparent and inclusive of outside water providers. Specifically, representatives of the Partners request an opportunity to participate in a rate study advisory committee to contribute their knowledge, expertise, and perspectives as outside water providers.
3. Enter Into a Wholesale Agreement. Finally, the Partners propose that terms for water supply to outside water providers be formalized in a mutually agreed to long-term wholesale water supply contract. Such an agreement would be based on the City's actual cost of service for water supply to the outside water providers, would have a long-term duration (e.g., 20 years) to provide the City and water providers the certainty they need to justify capital investments in water infrastructure, would provide consistency in the reliability of water quality and quantity, and would define requirements and expectations for service.

This proposed comprehensive approach to water supply for outside water providers is intentionally a stepwise strategy. Implementing the proposed billing changes, completing the recommended rate study, and negotiating a long-term wholesale agreement will undoubtedly take time. Therefore, our proposed approach is intended to build on initial successes, bolster greater levels of trust and transparency, be data-driven, and ultimately contribute to improved long-term economic viability of our community.

We suggest it is time to begin thinking and acting regionally regarding water rates and water supply for the greater Tillamook community. Long Prairie, Pleasant Valley, the Port, and South Prairie have shown that we can successfully work together, as demonstrated by our efforts to identify and evaluate options for long-term water supply for the Partners. That same kind of regional thinking and cooperation is embodied in the proposed approach outlined above. The Partners' proposed approach will help both the City and water providers realize economies of scale, help keep costs down for all our customers, and enhance the resiliency of water supply to our community.

Our customers are members of the greater Tillamook community; we work at the same jobs, support the same businesses, worship at the same churches, and attend some of the same schools as in-city water customers. Similarly, future economic development in our service areas will benefit the City and the entire region.

Given the close ties between outside customers and the greater Tillamook community and the limited services the City provides to outside water providers, we respectfully request the City carefully consider this proposed approach to water supply for outside water providers.


The Partners sincerely appreciate your consideration of this proposal. We look forward to working together to help plan future wholesale water rates and regional water supply improvements.

Please feel free to contact any of us if you have questions. We can be reached through Nonda Zwald at (503) 801-1607 or [nonda@zwald.org](mailto:nonda@zwald.org).

Sincerely,



Joanna Stelzig, Board President  
Long Prairie Water District

  
Todd Johnson, Board President  
Pleasant Valley Water Company

Michele Bradley, General Manager  
Port of Tillamook Bay



Coby Rieger, Board President  
South Prairie Water Association

c: Nathan George, City Manager



LONG PRAIRIE WATER DISTRICT  
PLEASANT VALLEY WATER COMPANY  
SOUTH PRAIRIE WATER ASSOCIATION  
PORT OF TILLAMOOK BAY

# Regional Water Supply Study

February 2024

Funded, in part, by grants from the Oregon Business Development Department (OBDD):

- Water/Wastewater Technical Assistance Project V23008 with Long Prairie Water District, and
- Sustainable Infrastructure Planning Project R22011 with Pleasant Valley Water Company

## PREPARED BY:

**Consor**

Point of Contact: Brian Ginter, PE  
One SW Columbia Street, Suite 1700  
Portland, OR 97204  
p: 503.225.9010  
e: Brian.Ginter@consoreng.com

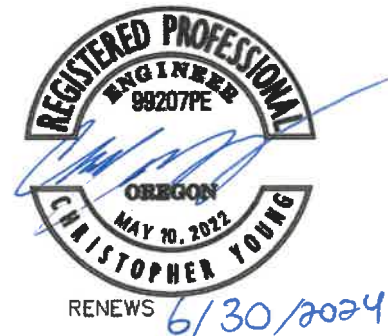
## PREPARED FOR:

**Long Prairie Water District**  
**Pleasant Valley Water Company**  
Point of Contact: Clyde Wagner  
e: Clyde@wagnerwaterworks.com

# Regional Water Supply Study

## Long Prairie Water District / Pleasant Valley Water Company

February 2024



Conсор

One SW Columbia Street  
Suite 1700  
Portland, OR 97204



## Technical Memorandum – Regional Water Supply Study

**Date:** February 2024  
**Project:** Regional Water Supply Plan  
**To:** Rick Stelzig, LPWD  
Nonda Zwald, PVWC  
Coby Rieger, SPWA  
Michele Bradley, Port of Tillamook Bay  
Mark Knudson, SDAO  
  
**From:** Chris Young, P.E.  
**Reviewed By:** Brian Ginter, P.E.  
**Re:** Regional Water Supply Study

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### Introduction

In 2021, a Memorandum of Understanding (MOU) for Regional Water Supply Planning was endorsed by four rural systems, collectively referred to as the “Partner Agencies”, all of whom source their water from the City of Tillamook. This cooperative agreement was initiated to explore a Regional Water Supply Planning Initiative. The Partner Agencies participating in this Regional Water Supply Planning effort include:

- Long Prairie Water District (LPWD)
- Pleasant Valley Water Company (PVWC)
- The Port of Tillamook Bay (Port)
- South Prairie Water Association (SPWA)

The Regional Water Supply Planning effort includes four separate projects:

- Long Prairie Water District Water System Master Plan
- Pleasant Valley Water Company Water System Master Plan
- Port of Tillamook Bay Groundwater Feasibility Study
- Regional Water Supply Study

In 2021, Consor (formerly Murraysmith), entered into a contract with the Long Prairie Water District and the Pleasant Valley Water Company (Water Systems) to develop their Water System Master Plans (WSMPs). The plans are being developed in collaboration with the Regional Water Supply Planning efforts of the Partner Agencies. The WSMPs are in progress, with the expectation that the plans’ proposed infrastructure

improvements will incorporate the next steps needed to integrate the preferred regional water supply alternative as the systems' future source of supply.

In 2022, GSI Water Solutions, Inc. (GSI), with Consor as a subconsultant, was contracted to perform a Groundwater Feasibility Study (Feasibility Study) for the Port. The findings of the Feasibility Study were considered in this Regional Water Supply Study.

In 2023, Consor's contract to develop the Water Systems' WSMPs was amended for Consor to develop this Regional Water Supply Study.

## Background

The Port, LPWD, PVWC and SPWA are located approximately 2-4 miles south of the City of Tillamook (City) in Tillamook County, Oregon. The Partner Agencies are four of the twelve water systems that purchase water from the City of Tillamook.

The Partner Agencies purchase water from the City of Tillamook and supply potable water to a variety of customers, as summarized in **Table 1** below.

**Table 1 | Partner Agencies: Customers**

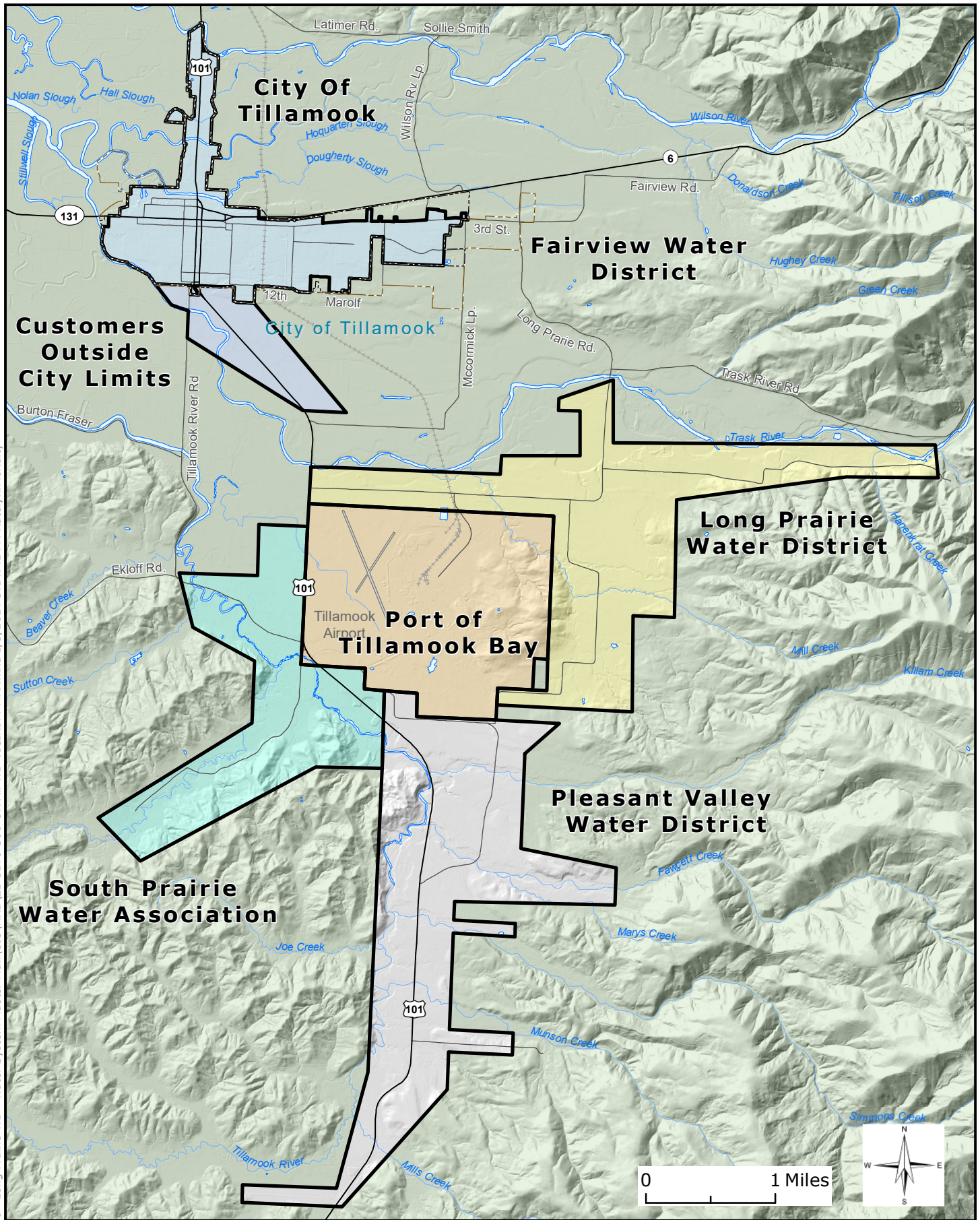
| Water System                                  | Population<br>(Approximate) <sup>1</sup> | Customers<br>(Connections) <sup>1</sup> |
|---|--|---|
| Port of Tillamook Bay <sup>1a</sup>           | 250                                      | 65                                      |
| Long Prairie Water District <sup>1b</sup>     | 998                                      | 274                                     |
| Pleasant Valley Water Company <sup>1c</sup>   | 900                                      | 268                                     |
| South Prairie Water Association <sup>1d</sup> | 435                                      | 159                                     |

1. OHA, 2023. Oregon Public Health Drinking Water Data Online. Accessed by Consor October 2023
  - a. OR41-01329 Port of Tillamook Bay. Available online at:  
<https://yourwater.oregon.gov/inventory.php?pwsno=01329>.
  - b. OR41-00890 Long Prairie Water District. Available online at:  
<https://yourwater.oregon.gov/inventory.php?pwsno=00890>.
  - c. OR41-00884 Pleasant Valley Water Company. Available online at  
<https://yourwater.oregon.gov/inventory.php?pwsno=00884>.
  - d. South Prairie Water Association. Available online at:  
<https://yourwater.oregon.gov/inventory.php?pwsno=00892>.

Additionally, the Fairview Water District (Fairview), while not currently a Partner Agency, has expressed interest in participating in a Regional Water Supply Planning effort and will be considered as a potential water supplier or partner in regional supply development in the alternatives evaluation.

**Figure 1** below shows the geographic locations of the four Partner Agencies, Fairview Water District, and the City of Tillamook.

G:\PDX\_Projects\21\3176 - Long Prairie WD - Water System Master Plan\GIS\WXD\21-3176-300-OR-All-WD VICINITY MAP.mxd 1/3/2024 3:14:41 PM Katelyn.McNulty



## Regional Water Supply Plan: Partner Agencies

**Figure 1 | Partner  
Agencies Map**

## City of Tillamook Water Supply

The four Partner Agencies currently purchase finished water from the City of Tillamook and have no other existing source of water supply.

The City provides water to eleven rural water providers, which it designates as “surplus water” (Ref: City of Tillamook, Master Water Plan, 2014, Section 2.2.1). While there have been no recent interruptions of this supply to the water providers, the designation of “surplus water” suggests it could presumably be subject to interruptions or curtailments due to City emergencies (e.g., short-term), City growth (e.g., long-term), or excess demands by the providers.

The Partner Agencies do not currently have a wholesale agreement or water supply contract with the City. Generally the Partner Agencies’ rates are significantly higher than they are for residential customers within the City, despite the Partner Agencies receiving a lower level of service than in-City customers.

The City’s rates to supply the LPWD, PVWC, and the SPWA are established as rates for “outside” customers. The monthly fixed charge “meter rate” paid by the District is currently about 11% higher than the City’s in-city residential rate and the variable charge “consumption rate” paid by the is roughly 26.6% higher than the in-city residential rate. The City’s rate resolution (Ref: City of Tillamook, Resolution No. 1754, April 16, 2018) establishes a five-year rate schedule for the period of 5/1/2018 through 4/30/2023, and includes an anticipated 5% increase in the fixed “meter rate” and a 20% increase in the variable “consumption rate” effective 5/1/2021, and an additional 5% increase in the monthly fixed charge and 15% increase in the variable rate effective 5/1/2022.

In 2020, the City modified its billing practice to extend the City’s “commercial rate” to include the Port of Tillamook Bay. This change in the City’s billing practice was intended to provide one rate for all commercial customers served by the City. This reclassification of the Port as a commercial customer resulted in a 14% increase in the Port’s monthly fixed meter charge and a 48% decrease in the variable consumption rate as compared to the rates previously paid by the Port and the rates paid by the other “outside” rural water providers. This change in the City’s billing practice was not formalized by City Council action.

In February 2022, the Partner Agencies formally requested the City temporarily freeze the water rate increase for 2022 as planned under City Resolution 1754 “until the City complete a rate study to identify a fair rate structure for wholesale water supply ... based on cost-of-service principles.” At that same time, the City provided a Letter of Commitment expressing “that the City of Tillamook is committed to studying the issues at hand together, in an inclusive environment that looks all water providers in a fair and representative manner.” On April 18, 2022, the City Council accepted the Partner’s proposal to put a hold on all water providers next scheduled rate increase. The City Council also directed the City Manager to conduct a water rate study. Since that time, the Partners have received no further information from the City on wholesale supply planning or a wholesale rate study other than an email from the City in November 2023 indicating the reason for higher outside rates is because “City of Tillamook users have Paid SDC fees and taxes.”

## Regional Water Supply Study Purpose

The Partner Agencies wish to evaluate the feasibility of the development of a regional water supply to provide them with long-term reliable, efficient and effective water supply and transmission to their respective service areas.

In 2020 the Partner Agencies contacted the Special Districts Association of Oregon (SDAO) Consulting Services Program (CSP) to identify and evaluate alternative concepts to reduce the cost of purchased water. The SDAO CSP developed a memorandum, *Concepts to Reduce the Cost of Purchased Water*, summarizing 10 potential options to reduce the Cost of Purchased Water. While the document was written for the LPWD and summarized steps the District could implement, it also recommended developing the aforementioned MOU with other water systems whose source of water supply is from the City of Tillamook.

The purpose of this Regional Water Supply Study is to further the development and analysis of water supply alternatives available to the Partner Agencies. This includes comparing the technical and economic feasibility of the Partner Agencies supplying and operating their own water and operating their supply system exclusively.

## Water Supply Requirements

### Port of Tillamook Bay Water Rights

The Port's existing water rights are discussed in detail in the Port's *Final Water Management and Conservation Plan* (GSI Water Solutions, Inc., February 2019) and the *Port of Tillamook Bay Groundwater Feasibility Study* (GSI Water Solutions, Inc., June 13<sup>th</sup>, 2023). The Port holds two water use permits (G-15966 and G-16311) and a transfer (T-9962) that authorize the use of groundwater for municipal purposes.

The Port's groundwater rights have a combined maximum authorized rate of appropriation of 3.13 cfs, which includes 0.33 cfs under Transfer T-9962, 2.0 cfs under Permit G-15966, and 0.8 cfs under Permit G-16311. However, conditions on the Port's transfer and on one of the permits impose limits on the use of these rights. Transfer (T-9962) is limited to an annual appropriation of 211.3 acre-feet and is only available for use during the irrigation season (March 1 through October 31). Permit G-15966 is available for use from December 1 through April 30. Currently only 0.05 cfs are available for appropriation under Permit G-15966 due to a development limitation imposed in the Final Order approving the Port's 2019 WMCP. The Port will need to request access to an increased rate of appropriation under this permit in a new WMCP if use is required in excess of 0.05 cfs in the future.

**In consideration of these limitations, the Port can appropriate up to a maximum of 1.13 cfs (0.8 cfs + 0.33 cfs) or 0.73 mgd during peak season (March 1 to October 31) under these permits. While the Port has indicated no interest in managing a water supply system, initial discussions suggest the Port would be open to making the rights available to a regional partnership, provided the Partner Agencies establish a plan to develop them.**

### Long Prairie Water District Water Rights

LPWD holds a certificated water right for 3.0 cubic feet per second (cfs) on Mill Creek (Certificate 2191, priority date 2/3/1919). The District discontinued routine use of the Mill Creek supply in the early 1980's due to the cost of improvements required for regulatory compliance and supply reliability concerns.

At the beginning of this study, Mill Creek was explored as a potential supply alternative. Due to the high capital costs and regulatory hurdles of developing a new surface water supply, combined with observed limitations in peak supply reliability during site visits, the feasibility of relying on Mill Creek as a primary supply source was ruled out. While the Mill Creek Water Right could provide value, serving as a supplementary source for Partner Agencies' water supply or to negotiate expanded alternative water supply rights within the region, it is not considered a viable primary source supply option.

## Fairview Water District Water Rights

The Fairview Water District (Fairview), though not a current Partner Agency, has expressed interest in supplying water to the Partner Agencies. While there have been ongoing discussions between the Partner Agencies and Fairview concerning water availability and anticipated water rates, further exploration of details for a future agreement with Fairview is necessary. Preliminarily, Fairview has conveyed optimism regarding its capability, both in terms of water supply and financial capacity, to meet the needs of the Partner Agencies.

Fairview's water rights are presented in **Table 2** below and have a combined maximum authorized rate of appropriation of 4.37 cfs which includes approximately 0.96 cfs in unused surface water (SW) rights. Of its available 3.41 cfs in groundwater (GW) rights, Fairview has indicated that it is currently able to produce approximately 2.06 cfs and in the early stages of further well development.

Fairview acquired an additional 1.2 cfs of groundwater rights when the District merged with the Wilson River Water District. This additional 1.2 cfs would equate to an available total of 4.61 cfs of Fairview Water District's total available groundwater supply rights. This additional capacity is not considered in this study but should be further explored should the Partner Agencies elect to explore Alternative 3 further. As such, this additional capacity is not reflected in **Table 2** below.



Table 2 | Fairview Water District Water Rights<sup>1</sup>

| Application # | Permit # | Certificate | Transfer | Source   | Use                               | Priority Date | Authorized Rate (cfs) | Authorized Rate (gpm) | Authorized Volume (AF) | Use status | Comments  |
|---------------|----------|-------------|----------|--|-----------------------------------|---------------|-----------------------|-----------------------|------------------------|------------|---|
| Surface Water |          |             |          |  |                                   |               |                       |                       |                        |            |   |
| R-13824       | R-644    | 30206       | -        | Unnamed tributary of Wilson River                            | Storage of Water for Domestic Use | 11/12/1930    | -                     | -                     | 0.61                   | Not in use |   |
| S-13850       | S-9989   | 30207       | -        | Unnamed streams and reservoir constructed under Permit R-644 | Domestic                          | 12/1/1930     | 0.729                 | 327.2                 | -                      | Not in use |   |
| S-9996        | S-6665   | 8073        | T-6644   | Donaldson Creek  | Domestic                          | 2/12/1925     | 0.23                  | 103.2                 | -                      | Not in use | 2005 transfer application to change to irrigation of 14 acres was rejected. Original Certificate remains available for use. |
| Total         |          |             |          |  |                                   |               | 0.959                 | 430.4                 | -                      |            |   |
| Groundwater   |          |             |          |  |                                   |               |                       |                       |                        |            |   |
| G-7366        | G-6897   | 82342       | -        | Well 3   | Quasi-Municipal                   | 5/13/1976     | 1.3                   | 583.4                 | -                      | In use     |   |
| G-1220        | G-1115   | -           | T-12190  | Wells 1 and 4  | Municipal                         | 8/27/1958     | 1.23                  | 552.0                 | -                      | In use     | T-12190 replaced Well 2 with Well 4.  |
| G-1220        | G-1115   | 96968       | -        | Well 2   | Municipal                         | 8/27/1958     | 0.88                  | 394.9                 | -                      | In use     | FO for partial reversion of T-12190 of 0.88 cfs from Well 4 to Well 2 issued 3/15/2023.                                     |
| Total         |          |             |          |  |                                   |               | 3.41                  | 1530.4                | -                      |            |   |

1. Additional 1.2 cfs of groundwater rights when Fairview merged with the Wilson River Water District is not included.



## Water Demand Summary

GSI, as a subconsultant to Consor, created demand forecasts for the LPWD and the PVWC as part of the development of the Water Systems' WSMPs. Additionally, GSI presented current and forecasted water requirements for the SPWA and the Port in the *Port of Tillamook Bay Groundwater Feasibility Study*. These demands are summarized in **Table 3** below.

Given the uncertainties surrounding future population growth and economic conditions, the demand forecasts are inherently conservative, with forecasted demands potentially taking decades to materialize. However, as the alternatives under consideration necessitate significant investments from the Partner Agencies in building 100-year infrastructure, conservative demand planning is essential.

The term "water demand" refers to all the water requirements of the Partner Agencies including domestic, commercial, municipal, institutional, as well as unaccounted-for water. Existing water demands were developed from a review of historical water billing records and operations data, such as metered connections and pump station flows, provided by the Partner Agencies.

Average day demand (ADD) equals the total annual demand divided by 365 days. Maximum day demand (MDD) equals the highest system demand that occurs on any single day during a calendar year. MDD is estimated differently for each water system and is further described in the Groundwater Feasibility Study.

**Table 3 | Combined demand forecasts for Partner Agencies (POTB, PVWD, LPWD, and SWPA), 2022-2042**

| Year | POTB <sup>1</sup><br>ADD<br>(cfs) <sup>2</sup> | PVWC <sup>1</sup><br>ADD<br>(cfs) | LPWD <sup>1</sup><br>ADD<br>(cfs) <sup>2</sup> | SPWA <sup>1</sup><br>ADD<br>(cfs) | POTB <sup>1</sup><br>MDD<br>(cfs) | PVWC <sup>1</sup><br>MDD<br>(cfs) | LPWD <sup>1</sup><br>MDD<br>(cfs) | SPWA <sup>1</sup><br>MDD<br>(cfs) | Total<br>MDD<br>(cfs) | MDD<br>(mgd) |
|------|--|-----------------------------------|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------|--------------|
| 2022 | 0.19   | 0.115                             | 0.110  | .065                              | 0.47                              | 0.15                              | 0.15                              | 0.09                              | 0.85                  | 0.55         |
| 2032 | 0.27   | 0.156                             | 0.183  | .065                              | 0.70                              | 0.16                              | 0.24                              | 0.09                              | 1.19                  | 0.77         |
| 2042 | 0.38   | 0.159                             | 0.256  | .065                              | 0.94                              | 0.16                              | 0.34                              | 0.09                              | 1.53                  | 0.99         |

Notes:

- POTB = Port of Tillamook Bay  
PVWC = Pleasant Valley Water Company  
LPWD = Long Prairie Water District  
SPWA = South Prairie Water Association  
cfs = cubic feet per second  
Mgd = million gallons per day  
MDD = maximum day demand  
ADD = average day demand
- Average Day Demand extrapolated from *Final Water Management and Conservation Plan* (GSI Water Solutions, Inc., February 2019, page 5-2)

## Water Supply versus Expected Demand

The forecasted demand for the Partner Agencies was compared to the supply available under the Port's water rights. For this comparison, it is assumed that the MDD for the Port and its partners will occur during the summer months of each year. Accordingly, future demands were compared to the total rate of **1.13 cfs** authorized by the Port's water rights available for appropriation during the peak (irrigation) season (Transfer T-9962 and Permit G-16311, March 1 to October 31).

From this comparison of the Port's water rights to the Partner Agencies' forecasted demands, the following conclusions can be made:

- During times other than peak season, the authorized rate under the Port's water rights exceeds the combined non-peak season demand of all the partners through 2042. Specifically, the rate of the Port's water rights during non-peak season are equivalent to 2.8 cfs relative to the combined forecasted demand of 1.53 cfs by 2042, representing a supply excess of 1.27 cfs.

During the non-peak season, a regional groundwater supply based on the Port's water rights is feasible from the perspective of water rights.

- During the peak season (March 1 to October 31): The Port's peak-season demands of 0.94 cfs in 2042 could be met by its existing water rights (1.13 cfs) through the planning period. However, the combined MDD of the Partner Agencies is forecasted to reach 1.53 cfs by 2042, a rate that exceeds available peak season supply of 1.13 cfs by 0.4 cfs (Permits G-4612 and G-16311 in Table 2-7).

**The Port's available water rights alone are insufficient to meet the Partner Agencies' forecasted long-term demand. For a new groundwater supply to be a viable alternative, the Partner Agencies require additional supply beyond the Port's available water rights.**

Additionally, the forecasted demand for the Partner Agencies was compared to the cumulative supply of both the Port's water rights and Fairview's water rights. For this comparison, Fairview's water rights were limited to its groundwater rights. Fairview's surface water rights were not considered as they are assumed to involve a higher capital cost to develop, entail additional development time and risks, and result in higher long-term operations and maintenance costs. As such, a rate of 3.41 cfs authorized by Fairview's groundwater rights available for appropriation was used for a cumulative total rate of **4.54 cfs** between the Port and Fairview.

Fairview has indicated that their current customer demand is approximately 1.55 cfs (1.0 MGD). From **Table 3** above, the Partner Agencies' future MDD is anticipated to increase from 0.85 cfs in 2022 to 1.19 cfs in 2032, subsequently to 1.53 cfs in 2042. This equates to a 39% and 29% increase over those periods, respectively. Applying the same percentage increases, Fairview Water District MDD would increase from 1.55 cfs to 2.15 cfs in 2032, subsequently to 2.76 cfs in 2042.

**Figure 2** below illustrates the comparison of the cumulative forecasted demand of the Fairview Water District and the Partner Agencies, against the total available supply from 1) the Port, 2) Fairview and 3) the Port + Fairview.

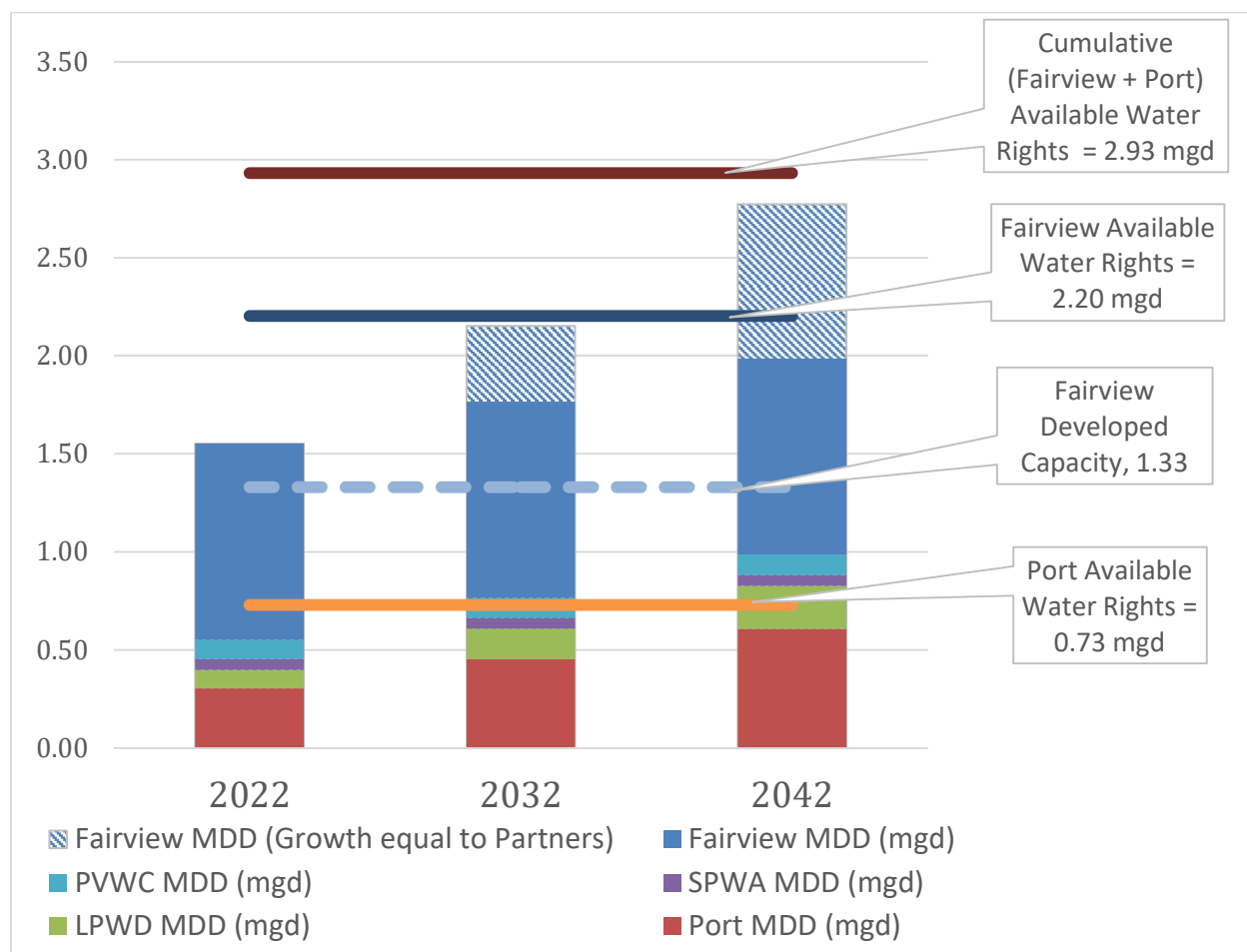
For comparative purposes, the figure includes 1) an assumption that there will be no increase in Fairview Water District demand over the 20-year period and 2) an assumption that Fairview Water District's demand increases at the same rate as the Partner Agencies over the 20-year period. As future growth and forecasted

demand for Fairview is currently unknown, additional exploration of Fairview’s anticipated growth is necessary to determine the relative viability of the Partner Agencies leveraging Fairview water supply.

For illustrative purposes, **Figure 2** depicts the demand and supply capacities in million gallons per day (mgd).

As aforementioned, Fairview acquired an additional 1.2 cfs of groundwater rights when the District merged with the Wilson River Water District. This additional capacity is not considered in this study and not included in **Figure 2**. However, the additional capacity should be further explored should the Partner Agencies elect to further explore Alternative 3.

**Figure 2 | Expected Demand Versus Available Supply<sup>1</sup>**



1. Additional 1.2 cfs of groundwater rights when Fairview merged with the Wilson River Water District is not included.

## Supply Source Alternatives Analysis

### Description of Alternatives

The purpose of this Regional Water Supply Study is to provide further development and analysis of water supply alternatives available to the Partner Agencies, including a comparison of the feasibility of the Partner Agencies supplying and operating their own water and operating their system exclusively.

The potential water supply conceptual alternatives are summarized below:

| Potential Water Supply Conceptual Alternatives  |
|---|
| 1. Baseline / Do Nothing / Status Quo– Continue to purchase water from the City of Tillamook, under existing conditions of no contract (surplus water only and future rate increases similar to recent increases).                      |
| 2. City Wholesale Agreement <sup>(1)</sup> – Continue to purchase water from the City of Tillamook, but under new conditions of a regional water supply agreement assuming firm water supply and future rates based on cost of service. |
| 3. Purchased Water from Fairview Water District <sup>(2)</sup> – Construct pipeline(s), pumping and related improvements as needed to purchase water from FWD on a wholesale basis.   |
| 4. New Groundwater Supply – Make use of the Port of Tillamook Bay’s existing groundwater rights to construct new wells and related system improvements for a new groundwater supply system.   |
| 5. Combinations – Identify combinations of supply sources, project timing, and capacities to optimize supply investments and enhance the resiliency of a regional water supply system.  |

- (1) While the City of Tillamook (City) is not a funding Partner Agency, the City has offered to collaborate with one or more of the Partner Agencies to develop a regional water supply strategy using the City’s existing supply source and planned improvements to the City supply system.
- (2) Fairview Water District (FWD) is not a funding Partner agency on this project; however, FWD has offered to provide water on a wholesale basis to one or more of the project Partners from FWD’s existing well source.

## Evaluation Criteria

Each alternative has also been evaluated based on characteristics important to the Partner Agencies. These include ownership potential, supply reliability and project cost. The source alternatives were also analyzed for fatal flaws that may cause the alternative to be less desirable or indicate a need to remove it from further consideration. The following criteria and evaluation questions were developed to assess the feasibility of each of the supply alternatives:

- Water Supply Availability and Reliability:
  - What quantity of water and water rights are potentially available to Partner Agencies in the short-term?
  - Is this source able to fulfill the long-term supply needs of a Regional Partnership?
  - Is this supply's consistency affected by seasonal effects or other factors?
- Control of Supply and Management/Governance Considerations
  - Source ownership potential: Does the supply alternative allow the Partner Agencies to own (or partially own) the water rights, intake and treatment facilities?
  - Are new contractual and/or management mechanisms required for the supply alternative?
- Implementation Complexity:
  - How difficult would it be to implement the supply alternative?

- How scalable is the supply alternative; Does the supply alternative offer the Partner Agencies the ability to grow the systems over time?
- Is the supply alternative achievable in multiple phases?
- Are there potential benefits to other water systems than the Partner Agencies?
- Environmental, legal, property and permit requirements:
  - Is land acquisition for treatment or well facilities a requirement to develop this supply source?
  - Which environmental and land-use permits are required to develop this source, and how difficult is it likely to be to obtain these permits?
  - Potential legal or other environmental considerations
- Estimated cost for supply alternative:
  - What is the initial capital cost?
  - What is the cost of annual Operations and Maintenance?
  - What is the Long-term life Cycle Cost?
  - What is the estimated life of the alternative?

## Alternative Benefits and Limitations

Seven potential water supply alternatives are outlined in **Table 4**. The table presents the following information for each alternative:

- **Alternative Number** – alternatives are presented in no priority. Option five is further subdivided in order to evaluate different combinations of prior alternatives.
- **Description** – truncated titles of the alternatives, previously described in “Description of Alternatives”
- **Requirements** – a non-exhaustive list of key steps required to begin implementation of the water supply alternative.
- **Short Term Supply** – indicates whether the supply alternative is anticipated to provide enough available supply to meet today’s (2022) cumulative demand.
- **Long-term Supply** – indicates whether the supply alternative is anticipated to provide enough available supply to meet future 2042 cumulative demand
- **Benefits and limitations** – a preliminary outline of the potential benefits and limitations of each alternative from the Partner Agencies’ perspectives
- **Risks, Assumptions, Unknowns** – a non-exhaustive list of current unknowns and assumptions associated with each supply alternative.

Table 4 | Alternatives Benefits and Limitations

| Alt. | Description                                  | Requirements  | Short Term Supply | Long Term Supply | Benefits and limitations   | Risks, Assumptions, Unknowns  |
|------|--|---|-------------------|------------------|--|---|
| 1    | Do nothing – Status Quo                      | <ul style="list-style-type: none"> <li>• No new effort</li> <li>• Continue ongoing approach and pricing by City</li> </ul>                  |                   |                  | <ul style="list-style-type: none"> <li>+ Minimal effort</li> <li>+ No initial capital cost</li> <li>- No direct benefits</li> <li>- No cost savings</li> <li>- High relative life cycle cost</li> <li>- Only surplus water: both supply and service</li> <li>- Lack of supply ownership potential</li> </ul>   | <ul style="list-style-type: none"> <li>• Only surplus water: both supply and service</li> <li>• Supply not guaranteed without wholesale agreement</li> </ul>  |
| 2    | City Wholesale Agreement                     | <ul style="list-style-type: none"> <li>• Approach City with proposal for new wholesale contract</li> <li>• Negotiate firm supply</li> </ul> | ✓                 | ✓                | <ul style="list-style-type: none"> <li>+ Guaranteed supply per agreement</li> <li>+ Ongoing cost savings</li> <li>+ Scalable: Can negotiate higher firm supply in the future and potential to be part of City Planning; improved reliability</li> <li>+ No initial capital cost</li> <li>- Potential strong opposition by City</li> <li>- Potential adverse effect on Port's rate</li> <li>- No ownership potential</li> </ul> | <ul style="list-style-type: none"> <li>• Uncertain of City response / ease of negotiations</li> <li>• Risk of City transparency in rate setting (unknown if a Cost of Service Study will be performed)</li> </ul> |
| 3    | Purchased Water from Fairview Water District | <ul style="list-style-type: none"> <li>• Approach Fairview Water District with proposal for new</li> </ul>                                  | ✓                 | Unknown          | <ul style="list-style-type: none"> <li>+ Guaranteed supply per agreement</li> </ul>  | <ul style="list-style-type: none"> <li>• Uncertain of anticipated Fairview anticipated growth and demand</li> </ul>   |

| Alt. | Description            | Requirements   | Short Term Supply | Long Term Supply | Benefits and limitations  | Risks, Assumptions, Unknowns  |
|------|------------------------|--|-------------------|------------------|---|---|
|      |                        | wholesale contract<br>• Negotiate firm supply<br>• Construct infrastructure to connect to Fairview (Pipeline, PRV Stations, Reservoirs)                                |                   |                  | + Anticipated lower water purchase rate / Long-term cost savings<br>+ Shared infrastructure between Fairview and Partner Agencies<br>- Reliance on Fairview Water District in lieu of City<br>0: Initial capital cost present, but relatively lower than New Groundwater Supply alternative<br>0: Fairview Water District is unchlorinated. Supply from Fairview would need to be chlorinated should it be blended with other water supply alternatives | • Uncertain of Fairview Water District response / ease of negotiations<br>• Uncertainty/Risk of Schedule to implement   |
| 4.   | New Groundwater Supply | • Further exploration of water quality / characterization of level of treatment<br>• Develop Governance and Management/ Operations Regional agreements between some or | Unknown           |                  | + Source ownership potential<br>- Port water rights not sufficient to supply all Partner Agencies<br>- Establishment of management and operations of supply required<br>- Highest initial capital cost<br>- Not enough supply to provide benefit to other water systems outside of Partner Agencies or to meet long-term partner needs  | • Treatment costs are highly variable, Level of treatment unknown<br>• Until exploratory wells are drilled, there is uncertainty in capacity<br>• Challenges and risks associated with Construction, siting, and implementation of major new supply and associated treatment and transmission |

| Alt. | Description   | Requirements   | Short Term Supply | Long Term Supply | Benefits and limitations   | Risks, Assumptions, Unknowns  |
|------|---|--|-------------------|------------------|--|---|
|      |   | all Partner Agencies   |                   |                  |  |   |
| 5.a  | Alternatives 2 and 3: Wholesale Agreements with Fairview and City                                   | <ul style="list-style-type: none"> <li>Similar to Alternative 2 but supplement with Fairview Water</li> </ul>              | ✓                 | ✓                | + Increased reliability of regional water supply by creating access to multiple supply sources for the Partners<br>+ Shared infrastructure between Fairview and Partner Agencies<br>- Two wholesale agreements likely required<br>- Initial capital cost present, but relatively lower than New Groundwater Supply alternative. May not provide return on investment if Fairview is a secondary supply | <ul style="list-style-type: none"> <li>Uncertain of anticipated Fairview anticipated growth and demand</li> <li>Uncertainty of two entities' response / ease of negotiations</li> <li>Uncertainty/Risk of Schedule to implement</li> <li>Risk of City transparency in rate setting (unknown if a Cost of Service Study will be performed)</li> </ul>  |
| 5.b  | Alternatives 2 and 4: Wholesale Agreements with City, supplement with new Groundwater Supply System | <ul style="list-style-type: none"> <li>Similar to Alternative 2 but supplement with new Port groundwater supply</li> </ul> | ✓                 | ✓                | + Increased reliability of regional water supply by creating access to multiple supply sources for the Partners<br>+ Shared infrastructure between Fairview and Partner Agencies<br>+ Ownership Potential<br>- Wholesale agreement AND new water supply system governance, management, and operations required   | <ul style="list-style-type: none"> <li>Uncertain of City response / ease of negotiations</li> <li>Risk of City transparency in rate setting (unknown if a Cost of Service Study will be performed)</li> <li>Treatment costs are highly variable, Level of treatment unknown</li> <li>Until exploratory wells are drilled, there is uncertainty in capacity</li> <li>Challenges and risks associated with Construction, siting, and</li> </ul> |

| Alt. | Description   | Requirements   | Short Term Supply | Long Term Supply | Benefits and limitations  | Risks, Assumptions, Unknowns  |
|------|---|--|-------------------|------------------|---|---|
|      |   |  |                   |                  | - High initial capital cost, but lower than the Partner Agencies “going it alone”   | implementation of major new supply and associated treatment and transmission  |
| 5.c  | Alternatives 3 and 4: Wholesale Agreements with Fairview, supplement with new Groundwater Supply System | <ul style="list-style-type: none"> <li>Similar to Alternative 3 but supplement with new Port groundwater supply</li> </ul> | ✓                 | ✓                | <ul style="list-style-type: none"> <li>+ Access to multiple supply sources for the Partners</li> <li>+ Shared infrastructure between Fairview and Partner Agencies</li> <li>+ Ownership Potential</li> <li>- Initial capital cost present, but relatively lower than New Groundwater Supply alternative.</li> </ul> | <ul style="list-style-type: none"> <li>Uncertain of anticipated Fairview anticipated growth and demand</li> <li>Uncertain of Fairview Water District response / ease of negotiations</li> <li>Uncertainty/Risk of Schedule to implement</li> <li>Treatment costs are highly variable, Level of treatment unknown</li> <li>Until exploratory wells are drilled, there is uncertainty in capacity</li> <li>Challenges and risks associated with Construction, siting, and implementation of major new supply and associated treatment and transmission</li> </ul> |

## Alternatives Decision Matrix

A decision matrix was developed and presented in **Table 5** below.

Water Supply alternatives were evaluated based on the criteria discussed previously. Each alternative was assigned relative scoring as compared to others with the following symbols:

- A “+” indicates the alternative that is more favorable relative to other alternatives for the criteria
- A “-” indicates the alternative that is less favorable relative to other alternatives for the criteria
- A “0” indicates the alternative was neither more nor less favorable than other alternatives for the criteria
- An “NA” indicates the criteria is not applicable to the alternative

Due to the variable level of treatment required with a new groundwater treatment facility in Alternatives 4, 5b, and 5c, these alternatives were further subdivided into i) “New Treatment Plant” – assuming a higher level of treatment and therefore a higher cost and ii) “Disinfection Only” – assuming a lower level of treatment.

The matrix resulted in a cumulation of +’s and -’s for each supply alternative. Cumulative +’s and -’s were used to narrow alternatives, but not to establish a ranking among them.

Based on the evaluation and discussions with the Partner Agencies, the following alternatives are recommended for further study and exploration:

- **Alternative 2:** Develop a wholesale agreement with the City
- **Alternative 3:** Purchase Fairview Water District water supply
- **Alternative 5a – Combination of Alternatives 2 and 3:** Develop a wholesale agreement with the City and purchase Fairview Water District water supply
- **Alternative 5b.ii – Combination of Alternatives 2 and 4:** Develop a wholesale agreement with the City and construct new groundwater facilities using Port water rights
- **Alternative 5c.ii – Combination of Alternatives 3 and 4:** Purchase Fairview Water District water supply construct new groundwater facilities using Port water rights.

Table 5 | Supply Alternative Decision Matrix

| Option   |   | Baseline / Do Nothing / Status Quo     |  | City Wholesale Agreement               |  | Purchase water from Fairview           |  | New Groundwater Supply                                     |  | Combination  |  |
|--|---|--|--|--|--|--|--|--|--|--|--|
|  |   | Alternative 1                          | Alternative 2                          | Alternative 3                          | Alternative 4.i                        | Alternative 4.ii                       | Alternative 5a   | Alternative 5b.i   | Alternative 5b.ii  | Alternative 5c.i   | Alternative 5c.ii  |
| Description  |   | City Water, No Contract                | City Wholesale Agreement               | Purchase Fairview WD                   | Port GW Supply (New Treatment Plant)   | Port GW Supply (Disinfection ONLY)     | Combination of Alternatives 2 and 3 (Purchase BOTH from City and Fairview) | Combination of Alternatives 2 and 4. (New Treatment Plant) | Combination of Alternatives 2 and 4. (Disinfection ONLY) | Combination of Alternatives 3 and 4. (New Treatment Plant) | Combination of Alternatives 3 and 4. (Disinfection ONLY) |
| Water Supply Availability and Reliability                    | Short Term Water Availability                 | NA                                     | +                                      | +                                      | 0                                      | 0                                      | +  | +  | +  | +  | +  |
|  | Long-Term Water Availability                  | NA                                     | +                                      | 0                                      | -                                      | -                                      | +  | +  | +  | +  | +  |
|  | Seasonal effects or other factors?            | 0                                      | 0                                      | 0                                      | 0                                      | 0                                      | +  | 0  | 0  | 0  | 0  |
| Control of Supply and Management / Governance Considerations | Source ownership potential                    | -                                      | -                                      | -                                      | +                                      | +                                      | -  | +  | +  | +  | +  |
|  | New contractual and/or management mechanisms? | +                                      | -                                      | -                                      | -                                      | -                                      | -  | -  | -  | 0  | 0  |
| Implementation Complexity                                    | Difficulty of Implementation                  | +                                      | 0                                      | 0                                      | -                                      | -                                      | -  | -  | -  | -  | -  |
|  | Alternative Scalability                       | NA                                     | +                                      | 0                                      | -                                      | -                                      | 0  | +  | +  | +  | +  |
|  | Alternative achievable in multiple phases?    | NA                                     | NA                                     | 0                                      | +                                      | +                                      | -  | 0  | 0  | 0  | 0  |
|  | Potential benefits to other water systems     | -                                      | -                                      | -                                      | -                                      | -                                      | 0  | +  | +  | +  | +  |
|  | Property and permit requirements              | +                                      | +                                      | 0                                      | -                                      | -                                      | +  | -  | -  | -  | -  |
| Estimated cost for supply alternative                        | Initial Capital Cost                          | +                                      | +                                      | 0                                      | -                                      | 0                                      | -  | -  | 0  | -  | 0  |
|  | Annual O&M                                    | NA                                     | NA                                     | 0                                      | -                                      | 0                                      | NA   | -  | 0  | -  | 0  |
|  | Long-term life Cycle Cost                     | -                                      | +                                      | +                                      | 0                                      | +                                      | +  | 0  | +  | 0  | +  |
|  | Estimated life of the alternative             | -                                      | +                                      | 0                                      | 0                                      | 0                                      | +  | 0  | 0  | 0  | 0  |
| Summary  |   | Number of +'s = 4<br>Number of -'s = 4 | Number of +'s = 7<br>Number of -'s = 3 | Number of +'s = 2<br>Number of -'s = 3 | Number of +'s = 2<br>Number of -'s = 8 | Number of +'s = 3<br>Number of -'s = 6 | Number of +'s = 6<br>Number of -'s = 5                                     | Number of +'s = 5<br>Number of -'s = 5                     | Number of +'s = 6<br>Number of -'s = 3                   | Number of +'s = 5<br>Number of -'s = 4                     | Number of +'s = 6<br>Number of -'s = 2                   |



## Project Costs

### Cost Estimating Data

An estimated capital project cost has been developed for each alternative. Cost estimates represent opinions of cost only, acknowledging that final costs of individual projects will vary depending on actual labor and material costs, market conditions for construction, regulatory factors, final project scope, project schedule and other factors. The Association for the Advancement of Cost Engineering International (AACE International) classifies cost estimates depending on project definition, end usage and other factors. The cost estimates presented here are considered Class 5 with an end usage being a project concept report and an expected accuracy range of -30 percent to +50 percent. As projects are better defined the accuracy level of the estimates can be narrowed. Estimated project costs include approximate construction costs and an allowance for administrative, engineering and other project related costs as well as contingencies.

The estimated costs included in this plan are planning-level budget estimates presented in 2023 dollars. Since construction costs change periodically, an indexing method to adjust present estimates in the future is useful. The Engineering News Record (ENR) Construction Cost Index (CCI) is a commonly used index for this purpose. For purposes of future cost estimate updating the recent ENR CCI for Seattle, Washington is 13497.97 (October 2023).

### Total Cost Analysis

**Figure 3** below illustrates a comparison of 20-year analysis of total costs of Alternatives 1-4, with Alternative 4 further divided into a higher cost, “New Treatment Plant” alternative and a lower cost, “Disinfection Only” alternative.

### Assumptions

- The Analysis in **Figure 3** includes 20 years of costs to the Partner Agencies
  - Costs are presented in 2023 dollars
  - Initial Capital assumed to be paid Year 1 in full
  - The analysis does not include renewal and replacement costs associated with infrastructure past 20 years.
- **Do-Nothing Scenario:**
  - Water rates are assumed to increase in price 5% annually over the 20-year period.
    - Existing rates were assumed as follows:
      - LPWD, PVWC, SPWA: \$234.99/month fixed + \$13.85/thousand gallons
      - Port: \$234.99/month fixed + \$5.75/thousand gallons
  - Forecasted demand and the additional cost associated were stepwise increased in year 10 and year 20.

➤ **City Wholesale Agreement:**

- For LPWD, PVWC, and SPWA: assumed a negotiated rate equal to Port's current rate.
- Water rates are assumed to increase in price 5% annually over the 20-year period.
- Future demand and additional associated costs were stepwise increased at years 10 and 20.

➤ **Purchase Fairview Water District Water Supply:**

- Per conversations with Fairview Water District, water rates assumed at the current District rate \$5.37 / thousand gallons.
- Water rates are assumed to increase in price 5% annually over the 20-year period.
- Future demand and additional associated costs were stepwise increased at years 10 and 20.
- Initial Capital cost for Partner Agencies to connect to Fairview Water District: approximately \$10,500,000.
  - Approximately \$10,000,000 for 17,000 LF of 8-inch diameter piping, including a 400 linear foot trenchless river crossing.
    - Transmission main is assumed to connect into Fairview Water near the intersection of Hodgdon and Hughey Ln.
    - The assumed route for the transmission main includes Trask River Rd and Long Prairie Rd, ultimately connecting to the existing 8" LPWD at the intersection of Long Prairie Rd and Blimp Blvd.
    - Additional Improvements and considerations connections to PVWD and SPWA will be required and were not considered for this cost comparison.
  - Approximately \$200,000 for a pressure reducing valve station.
  - Approximately \$450,000 included for chlorination

➤ **Construct New Groundwater Facilities to Make Use of Port Water Rights:**

- Costs as described in the *Port of Tillamook Bay Groundwater Regional Feasibility Study*, (GSI Water Solutions, Inc., June 13<sup>th</sup>, 2023).
  - New Treatment Plant
    - Initial capital cost: \$18,600,000
    - Operations and Maintenance: \$386,000 year 1, increasing 3% annually
  - Disinfection Only
    - Initial capital cost: \$12,600,000
    - Operations and Maintenance: \$100,000 year 1, increasing 3% annually

Figure 3 | 20-Year Cost Analysis – Initial Capital Costs Paid in Full Year 1 (Millions)

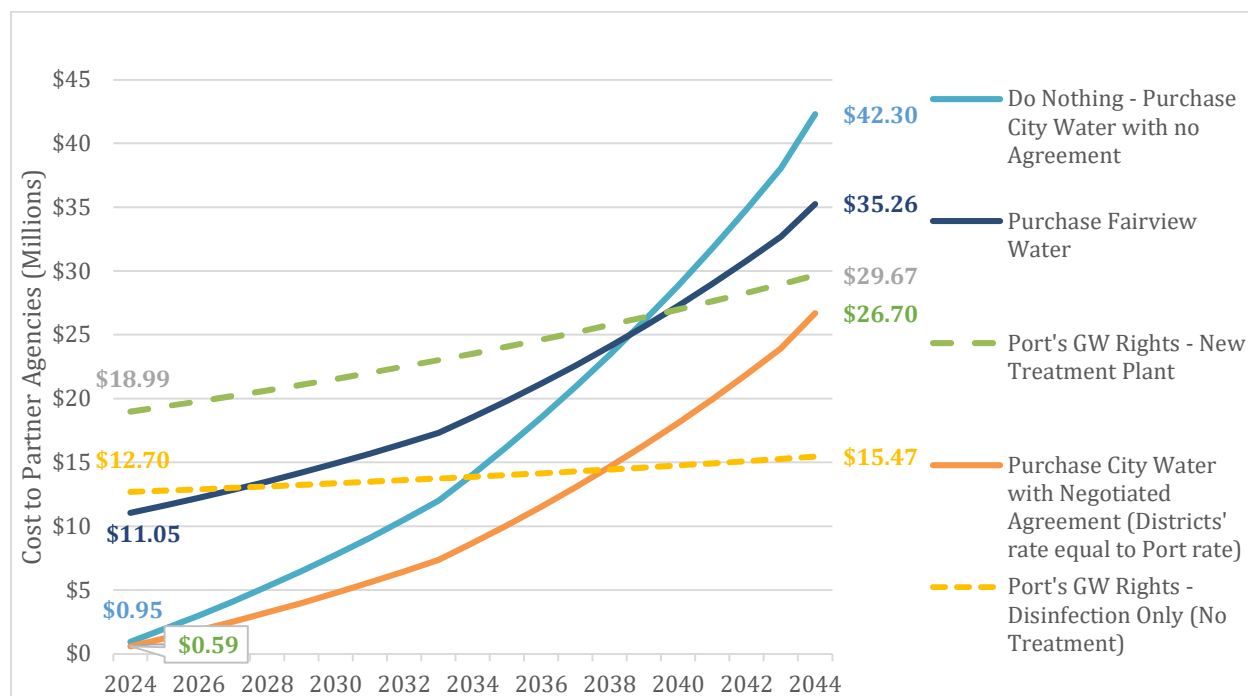
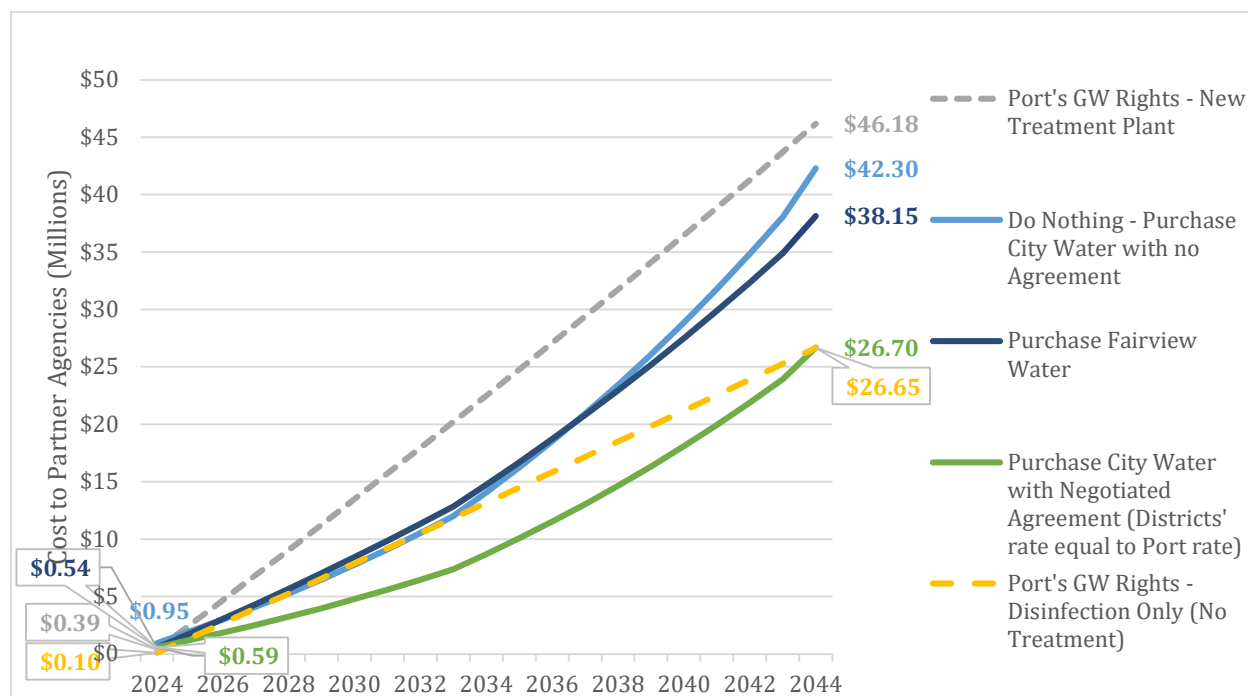


Figure 4 below illustrates a comparison of 20-year total costs, similar to Figure 3. Figure 4 includes the assumption that the Partner Agencies borrow for the initial capital costs of Alternative 3: Purchase from Fairview and Alternative 4: Construct new Groundwater Facilities. For this comparison, it is assumed that the loan is a 20-year loan, compounded yearly, and paid annually.

Figure 4 | 20-Year Cost Analysis: 20-Year Loan (Millions)



## Next Steps

As mentioned earlier, it is recommended the Partner Agencies pursue further exploration of the following alternatives:

- **Alternative 2:** Develop a wholesale agreement with the City
- **Alternative 3:** Purchase Fairview Water District water supply
- **Alternative 5a – Combination of Alternatives 2 and 3:** Develop a wholesale agreement with the City and purchase Fairview Water District water supply
- **Alternative 5b. ii – Combination of Alternatives 2 and 4:** Develop a wholesale agreement with the City and construct new groundwater facilities using Port water rights
- **Alternative 5c. ii – Combination of Alternatives 3 and 4:** Purchase Fairview Water District water supply construct new groundwater facilities using Port water rights.

At the outset of this study, it was indicated that this project is the initial phase of a multiphase project, resulting in the negotiation of additional agreements and the implementation of water supply improvements to meet the long-term water supply needs of the participating water providers.

When the overall Regional Water Supply Plan *Project Management Plan* (SDAO, March 29<sup>th</sup>, 2021) was presented, the work was outlined in three phases:

- Phase 1 – Conduct planning and feasibility studies, including master plans and feasibility evaluation of the Port of Tillamook Bay’s potential groundwater supply, and evaluate the technical and economic feasibility of an alternative source of supply to meet the long-term water demands of the partner agencies.
- Phase 2 – Prepare an intergovernmental agreement (IGA) to implement the recommended water supply plan; this may include individual agreements between the partner agencies and the City of Tillamook, and/or an agreement between the partner agencies for the development of an alternative source of supply.
- Phase 3 – Complete the preliminary design, final design and construction of recommended water supply system improvements.

This study is intended to be viewed as the completion of Phase 1, with the Partner Agencies transitioning to Phase 2 of the Regional Water Supply Plan. This study supports the idea that, at the moment, there is not one definitively most favorable water supply alternative and that the best approach for the Partner Agencies is likely a combination of different available supply options.

Moving forward, it is recommended the Partner Agencies should continue several steps in parallel:

- 1) Continue negotiations with the City, progressing towards a firm supply agreement at a negotiated rate.
- 2) Explore water supply agreements Fairview Water District, developing an understanding of Fairview Water District’s anticipated future growth, required capital investments, and partnership versus wholesale supply opportunities.

Based on the outcomes of items 1 and 2 above,

- 3) Evaluate whether exploration of groundwater development under the Port's water rights is needed to meet the Partner's long-term supply needs, or may be lower cost than negotiated water supply rates with the City and/or Fairview.
- 4) Based on the findings of Items 1 and 2, develop an Implementation Plan for regional water supply that incorporates the required agreements and capital infrastructure development needed.

## Monthly Billing Average (June 2023 through December 2023)

| ACT#         | WATER DISTRICT                   | Residential (Current) Rates | Commerical Rates   | Difference          |
|--------------|----------------------------------|-----------------------------|--------------------|---------------------|
| 1745         | Port of Tillamook Bay            | \$14,091.03                 | \$14,785.48        | \$694.45            |
| 1740         | Long Prairie -Pesterfield Corner | \$14,513.83                 | \$6,988.70         | -\$7,525.13         |
| 1747         | Long Prairie Road                | \$12,198.61                 | \$5,930.69         | -\$6,267.92         |
| 1744         | Pleasant Valley                  | \$23,871.15                 | \$13,504.27        | -\$10,366.88        |
| 1738         | South Prairie                    | \$11,039.33                 | \$5,377.04         | -\$5,662.29         |
| 282          | West Hills                       | \$9,119.91                  | \$4,412.69         | -\$4,707.22         |
| 1803         | Tone Road                        | \$4,252.98                  | \$2,428.94         | -\$1,824.04         |
| 1736         | Hunt Water Dist.                 | \$2,454.42                  | \$1,198.60         | -\$1,255.82         |
| 1773         | Rogers Line                      | \$1,893.70                  | \$930.81           | -\$962.89           |
| 1766         | Fitzpatrick Water                | \$335.38                    | \$186.60           | -\$148.78           |
| 1775         | Tillamook River                  | \$455.78                    | \$244.10           | -\$211.68           |
| 1737         | Hwy 101 South                    | \$228.74                    | \$135.67           | -\$93.07            |
| 1739         | Baseline Water Co-Op             | \$456.94                    | \$234.17           | -\$222.77           |
| <b>TOTAL</b> |                                  | <b>\$94,911.80</b>          | <b>\$56,357.76</b> | <b>-\$38,554.04</b> |

### SERVICE RATE KEY:

**40 (1" meter)**- \$25.53 + \$5.75/con  
**41 (2" meter)**- \$42.85 + \$5.75/con  
**42 (4" meter)**- \$95.27 + \$5.75/con  
**43 (6" meter)**- \$174.12 + \$5.75/con  
**44 (8" meter)**- \$267.56 + \$5.75/con

**RESOLUTION NO. 1813  
CITY OF TILLAMOOK**

**A RESOLUTION AMENDING THE FIVE-YEAR WATER RATE SCHEDULE FOR USERS OF THE CITY WATER SYSTEM  
INSIDE AND OUTSIDE THE CITY OF TILLAMOOK, AS DETAILED IN RESOLUTION 1754**

**WHEREAS**, the City of Tillamook City Council wishes to promote Regional Economic Development in accordance with the City/County Economic Opportunities Analysis; and

**WHEREAS**, Economic viability is essential during this period of international distress; and

**WHEREAS**, the Port of Tillamook Bay, while not located within the City, represents the largest pool of Industrially-zoned land in the Region; and

**WHEREAS**, the inclusion of the Port's industrial potentials can be accommodated through a simple retitling of two of the existing rate tables; and

**WHEREAS**, no fee increases are included as part of this amendment.

**NOW, THEREFORE**, let it be resolved by the Tillamook City Council that:

**Section 1. Rates and Fees Recategorized.** In the attached Exhibit A, incorporated by reference herein, the second outside City Limits table has been retitled to clarify that it applies to "Outside" residential and agricultural users and the third "Commercial" table has been retitled to clarify that it applies to Commercial and Industrial users both inside and outside the City of Tillamook.

**Section 2. Effective Date.** The rate recategorization set forth in this Resolution shall become effective for all users on May 1, 2020.

**APPROVED** by the Common Council this 20<sup>th</sup> day of April, 2020

Approved

  
Suzanne R. Weber, Mayor

Attest

  
Ukiah Hawkins, City Recorder

**RESOLUTION NO. 1722**

**A RESOLUTION ADJUSTING CITY OF TILLAMOOK SEWER RATES AND  
AMENDING RESOLUTION NO. 1684**

**WHEREAS**, the Tillamook City Council adopted Resolution 1684 on June 1, 2015, establishing a modified rate schedule and raising the sewer rates for the citizens of Tillamook for the first time since 2011; and

**WHEREAS**, two years into the modified rate schedule, budget forecasting and current financial review indicate that the sewer rates are not covering the cost of wastewater treatment plant operation or any needed capital improvement projects; and

**WHEREAS**, in order to continue to provide the level of service that complies with the standards set forth by the Department of Environmental Quality (DEQ), the Council determined that a rate study should be done. An ad-hoc committee was formed to perform a rate study of both water and sewer operations for the City; and

**WHEREAS**, the ad-hoc committee looked at the costs associated with the annual maintenance, operations, debt service for the DEQ loans, and debt reserve requirement associated with the sewer fund; and

**WHEREAS**, upon determination of the need for additional revenue, recommended an immediate 4% increase, followed by an annual increase of 4% on July 1<sup>st</sup> each year beginning July 1, 2017 through July 1, 2021; and

**WHEREAS**, the need for the additional funding was endorsed by the Tillamook City Council; and

**WHEREAS**, the Tillamook City Council held a public hearing on March 6, 2017 to hear the testimony of the citizens of Tillamook regarding the proposed sewer rate increase of 4%; and

**NOW, THEREFORE**, the Tillamook City Council resolves as follows:

**Section 1.** Resolution No. 1684 is amended to reflect a 4% increase in the application of sewer rates as detailed in Exhibit A.

**Section 2.** This Resolution shall take effect on April 1, 2017.

**APPROVED** by the Tillamook City Council this 20<sup>th</sup> day of March, 2017.

ATTEST:

  
Abigail Dohowho, City Recorder

  
Suzanne R. Weber, Mayor

**Meter Rate per Month (Residential Inside)**

| METER | Current  | 5/ 1/ 2018<br>10% | 5/ 1/ 2019<br>5% | 5/ 1/ 2020<br>5% | 5/ 1/ 2021<br>5% | 5/ 1/ 2022<br>5% |
|-------|----------|-------------------|------------------|------------------|------------------|------------------|
| 5/ 8" | \$11.25  | \$12.38           | \$12.99          | \$13.64          | \$14.33          | \$15.04          |
| 1"    | \$14.00  | \$15.40           | \$16.17          | \$16.98          | \$17.83          | \$18.72          |
| 1.5"  | \$18.50  | \$20.35           | \$21.37          | \$22.44          | \$23.56          | \$24.74          |
| 2"    | \$23.50  | \$25.85           | \$27.14          | \$28.50          | \$29.92          | \$31.42          |
| 3"    | \$36.75  | \$40.43           | \$42.45          | \$44.57          | \$46.80          | \$49.14          |
| 4"    | \$52.25  | \$57.48           | \$60.35          | \$63.37          | \$66.53          | \$69.86          |
| 6"    | \$95.50  | \$105.05          | \$110.30         | \$115.82         | \$121.61         | \$127.69         |
| 8"    | \$146.75 | \$161.43          | \$169.50         | \$177.97         | \$186.87         | \$196.21         |
| 10"   | \$207.25 | \$227.98          | \$239.37         | \$251.34         | \$263.91         | \$277.11         |

Water Consumption Rate per 1,000 gallons consumption (Residential Inside)

\*First 2,000 gallons credited to account before consumption is calculated

| Current | 5/ 1/ 2018<br>30% | 5/ 1/ 2019<br>30% | 5/ 1/ 2020<br>25% | 5/ 1/ 2021<br>20% | 5/ 1/ 2022<br>15% |
|---------|-------------------|-------------------|-------------------|-------------------|-------------------|
| \$3.75  | \$4.88            | \$6.34            | \$7.92            | \$9.51            | \$10.93           |

**Meter Rate per Month (Residential/ Agricultural Outside)**

| METER | Current  | 5/ 1/ 2018<br>10% | 5/ 1/ 2019<br>5% | 5/ 1/ 2020<br>5% | 5/ 1/ 2021<br>5% | 5/ 1/ 2022<br>5% |
|-------|----------|-------------------|------------------|------------------|------------------|------------------|
| 5/ 8" | \$12.50  | \$13.75           | \$14.44          | \$15.16          | \$15.92          | \$16.71          |
| 1"    | \$15.75  | \$17.33           | \$18.19          | \$19.10          | \$20.06          | \$21.06          |
| 1.5"  | \$21.00  | \$23.10           | \$24.26          | \$25.47          | \$26.74          | \$28.08          |
| 2"    | \$27.00  | \$29.70           | \$31.19          | \$32.74          | \$34.38          | \$36.10          |
| 3"    | \$43.25  | \$47.58           | \$49.95          | \$52.45          | \$55.07          | \$57.83          |
| 4"    | \$62.50  | \$68.75           | \$72.19          | \$75.80          | \$79.59          | \$83.57          |
| 6"    | \$113.75 | \$125.13          | \$131.38         | \$137.95         | \$144.85         | \$152.09         |
| 8"    | \$175.75 | \$193.33          | \$202.99         | \$213.14         | \$223.80         | \$234.99         |
| 10"   | \$248.25 | \$273.08          | \$286.73         | \$301.07         | \$316.12         | \$331.92         |

Water Consumption Rate per 1,000 gallons consumption (Residential/ Agricultural Outside)

\*First 2,000 gallons credited to account before consumption is calculated

| Current | 5/ 1/ 2018<br>30% | 5/ 1/ 2019<br>30% | 5/ 1/ 2020<br>25% | 5/ 1/ 2021<br>20% | 5/ 1/ 2022<br>15% |
|---------|-------------------|-------------------|-------------------|-------------------|-------------------|
| \$4.75  | \$6.18            | \$8.03            | \$10.03           | \$12.04           | \$13.85           |

**Meter Rate per Month (Commercial/ Industrial)**

| METER | Current  | 5/ 1/ 2018<br>50% | 5/ 1/ 2019<br>5% | 5/ 1/ 2020<br>5% | 5/ 1/ 2021<br>5% | 5/ 1/ 2022<br>5% |
|-------|----------|-------------------|------------------|------------------|------------------|------------------|
| 5/ 8" | \$11.25  | \$16.88           | \$17.72          | \$18.60          | \$19.53          | \$20.51          |
| 1"    | \$14.00  | \$21.00           | \$22.05          | \$23.15          | \$24.31          | \$25.53          |
| 1.5"  | \$18.50  | \$27.75           | \$29.14          | \$30.59          | \$32.12          | \$33.73          |
| 2"    | \$23.50  | \$35.25           | \$37.01          | \$38.86          | \$40.81          | \$42.85          |
| 3"    | \$36.75  | \$55.13           | \$57.88          | \$60.78          | \$63.81          | \$67.00          |
| 4"    | \$52.25  | \$78.38           | \$82.29          | \$86.41          | \$90.73          | \$95.27          |
| 6"    | \$95.50  | \$143.25          | \$150.41         | \$157.93         | \$165.83         | \$174.12         |
| 8"    | \$146.75 | \$220.13          | \$231.13         | \$242.69         | \$254.82         | \$267.56         |
| 10"   | \$207.25 | \$310.88          | \$326.42         | \$342.74         | \$359.88         | \$377.87         |

**Water Consumption Rate per 1,000 gallons consumption (Commercial/ Industrial)**

\*First 2,000 gallons credited to account before consumption is calculated

| Current | 5/ 1/ 2018<br>15% | 5/ 1/ 2019<br>10% | 5/ 1/ 2020<br>10% | 5/ 1/ 2021<br>5% | 5/ 1/ 2022<br>5% |
|---------|-------------------|-------------------|-------------------|------------------|------------------|
| \$3.75  | \$4.31            | \$4.74            | \$5.22            | \$5.48           | \$5.75           |

**Fireline**

|                        | Current | 5/ 1/ 2018<br>50% | 5/ 1/ 2019<br>35% | 5/ 1/ 2020<br>25% | 5/ 1/ 2021<br>15% | 5/ 1/ 2022<br>10% |
|------------------------|---------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 2"                     | \$7.25  | \$10.88           | \$14.68           | \$18.35           | \$21.10           | \$23.21           |
| 3"                     | \$9.75  | \$14.63           | \$19.74           | \$24.68           | \$28.38           | \$31.22           |
| 4"                     | \$17.50 | \$26.25           | \$35.44           | \$44.30           | \$50.94           | \$56.04           |
| 6"                     | \$26.50 | \$39.75           | \$53.66           | \$67.08           | \$77.14           | \$84.85           |
| 8"                     | \$41.00 | \$61.50           | \$83.03           | \$103.78          | \$119.35          | \$131.28          |
| 4" Outside City Limits | \$19.00 | \$28.50           | \$38.48           | \$48.09           | \$55.31           | \$60.84           |
| 6" Outside City Limits | \$52.50 | \$78.75           | \$106.31          | \$132.89          | \$152.82          | \$168.11          |

## EXHIBIT "A"

| City of Tillamook<br>Schedule of Sewer Rates   |                     |                    |                  |                  |                  |                  |                  |                   |
|--|---------------------|--------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Service Description *  | 7/1/2015<br>Current | Yearly<br>Increase | 4/1/2017<br>4%   | 7/1/2017<br>4%   | 7/1/2018<br>4%   | 7/1/2019<br>4%   | 7/1/2020<br>4%   | 7/1/2021<br>4%    |
| <i>Inside City:</i>  |                     |                    |                  |                  |                  |                  |                  |                   |
| 001 RESIDENTIAL HOME   | \$ 73.25            | 4.00%              | 76.18            | 79.23            | 82.40            | 85.69            | 89.12            | 92.68             |
| 002 PUBLIC OWNED, Consumption Rate   | 9.25                | 4.00%              | 9.62             | 10.00            | 10.40            | 10.82            | 11.25            | 11.70             |
| 003 LOW COMMERCIAL, Consumption Rate   | 10.00               | 4.00%              | 10.40            | 10.82            | 11.25            | 11.70            | 12.17            | 12.65             |
| 004 HIGH COMMERCIAL, Consumption Rate  | 19.00               | 4.00%              | 19.76            | 20.55            | 21.37            | 22.23            | 23.12            | 24.04             |
| 005 HI/LOW COMMERCIAL, Consumption Rate  | 19.00               | 4.00%              | 19.76            | 20.55            | 21.37            | 22.23            | 23.12            | 24.04             |
| 006 HI COM & RESIDENTIAL, Flat & Consumption Rate  | 73.25<br>19.00      | 4.00%<br>4.00%     | 76.18<br>19.76   | 79.23<br>20.55   | 82.40<br>21.37   | 85.69<br>22.23   | 89.12<br>23.12   | 92.68<br>24.04    |
| 007 LOW COM & RESIDENTIAL, Flat & Consumption Rate                                       | 73.25<br>10.00      | 4.00%<br>4.00%     | 76.18<br>10.40   | 79.23<br>10.82   | 82.40<br>11.25   | 85.69<br>11.70   | 89.12<br>12.17   | 92.68<br>12.65    |
| 008 TILL LUMBER MAIN MTR, Flat   | 1,948.25            | 4.00%              | 2,026.18         | 2,107.23         | 2,191.52         | 2,279.18         | 2,370.34         | 2,465.16          |
| 009 TILL LUMBER TRK SHOP, Flat   | 344.75              | 4.00%              | 358.54           | 372.88           | 387.80           | 403.31           | 419.44           | 436.22            |
| 010 FLAT RATE COMMERCIAL   | 83.50               | 4.00%              | 86.84            | 90.31            | 93.93            | 97.68            | 101.59           | 105.65            |
| 011 ANNEXED RESIDENTIAL  | 73.25               | 4.00%              | 76.18            | 79.23            | 82.40            | 85.69            | 89.12            | 92.68             |
| 012 LOW COM OUTSIDE CITY   | 12.75               | 4.00%              | 13.26            | 13.79            | 14.34            | 14.92            | 15.51            | 16.13             |
| 014 MARK MCCLASKEY   | 10.75               | 4.00%              | 11.18            | 11.63            | 12.09            | 12.58            | 13.08            | 13.60             |
| 015 RE RESIDENTIAL 2 UNITS   | 146.50              | 4.00%              | 152.36           | 158.45           | 164.79           | 171.38           | 178.24           | 185.37            |
| 017 OUTSIDE USER 4 UNITS   | 489.00              | 4.00%              | 508.56           | 528.90           | 550.06           | 572.06           | 594.94           | 618.74            |
| 018 ODOT WTR TRUCK/DMV   | 9.75                | 4.00%              | 10.14            | 10.55            | 10.97            | 11.41            | 11.86            | 12.34             |
| 020 RESIDENTIAL 3 UNITS  | 219.75              | 4.00%              | 228.54           | 237.68           | 247.19           | 257.08           | 267.36           | 278.05            |
| 025 MOBILE COFFEE SHOP   | 36.50               | 4.00%              | 37.96            | 39.48            | 41.06            | 42.70            | 44.41            | 46.18             |
| 033 FLAT RATE LOW COMM   | 41.75               | 4.00%              | 43.42            | 45.16            | 46.96            | 48.84            | 50.80            | 52.83             |
| 045 TILLAMOOK FIRE DIST.   | 65.50               | 4.00%              | 68.12            | 70.84            | 73.68            | 76.63            | 79.69            | 82.88             |
| 046 TILLAMOOK APTS, Consumption Rate   | 560.75<br>8.00      | 4.00%<br>4.00%     | 583.18<br>8.32   | 606.51<br>8.65   | 630.77<br>9.00   | 656.00<br>9.36   | 682.24<br>9.73   | 709.53<br>10.12   |
| 047 TILLAMOOK APTS 2, Consumption Rate   | 1,300.75<br>8.00    | 4.00%<br>4.00%     | 1,352.78<br>8.32 | 1,406.89<br>8.65 | 1,463.17<br>9.00 | 1,521.69<br>9.36 | 1,582.56<br>9.73 | 1,645.86<br>10.12 |
| 070 HOTELS 4 UNITS   | 293.00              | 4.00%              | 304.72           | 316.91           | 329.59           | 342.77           | 356.48           | 370.74            |
| 071 HOTEL ADDL. UNITS  | 33.00               | 4.00%              | 34.32            | 35.69            | 37.12            | 38.61            | 40.15            | 41.76             |
| 075 HOTEL RATE EDU BASED   | 73.25               | 4.00%              | 76.18            | 79.23            | 82.40            | 85.69            | 89.12            | 92.68             |
| 095 HOTEL STORE 12 CONS FLAT RATE  | 119.25              | 4.00%              | 124.02           | 128.98           | 134.14           | 139.51           | 145.09           | 150.89            |
| 100 OUTSIDE RESIDENTIAL  | 122.25              | 4.00%              | 127.14           | 132.23           | 137.51           | 143.02           | 148.74           | 154.69            |
| 102 PUBLIC OWNED OUTSIDE, Consumption Rate   | 11.25               | 4.00%              | 11.70            | 12.17            | 12.65            | 13.16            | 13.69            | 14.23             |
| 19 POOL FEE MONTHLY  | 5.75                | 4.00%              | 5.98             | 6.22             | 6.47             | 6.73             | 7.00             | 7.28              |
| <i>Extra Strength:</i>   |                     |                    |                  |                  |                  |                  |                  |                   |
| For all pounds of suspended solids over 2.5 lbs./1,000 gallons of sewage - \$/1,000 lbs. | 1,348.50            | 4.00%              | 1,402.44         | 1,458.54         | 1,516.88         | 1,577.55         | 1,640.66         | 1,706.28          |
| For all pounds of BOD over 2.5 lbs./1,000 gallons of sewage - \$/1,000 lbs               | 2,090.00            | 4.00%              | 2,173.60         | 2,260.54         | 2,350.97         | 2,445.00         | 2,542.80         | 2,644.52          |

\* Note: These are all sewer service rates currently in use. Percent increase is the same for all service rates.

**CC REGULAR MEETING 3rd MONDAY**

**Meeting Date:** 03/18/2024

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**Information**

**Subject:**

Request to approve the FY 2024-2025 Municipal Budget Calendar

**Background:**

**Recommendation:**

**Motion:**

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**Attachments**

Council Action Form

FY 2024-2025 Municipal Budget Calendar

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# Council Action Form

|  |  |   |  |
|--|--|---|--|
| <b>MEETING DATE</b>  | 3/18/2024  |   |  |
| <b>ITEM TITLE</b>  | Request to approve the City's Fiscal Year 2024-2025 Municipal Budget Calendar  |   |  |
| <b>SUBMITTED BY</b>  | Name & Title: Nathan George, City Manager<br>Department: City Manager's Office   |   |  |
| <b>MEETING TYPE</b>  | <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Retreat<br><input type="checkbox"/> Executive Session  |   |  |
| <b>AGENDA CLASSIFICATION</b>   | <input type="checkbox"/> Work Session<br><input type="checkbox"/> Quasi-Judicial   | <input type="checkbox"/> Ordinance                                    | <input type="checkbox"/> Resolution<br><input checked="" type="checkbox"/> Regular   |
| <b>ORDINANCE/RESOLUTION</b><br>(New ordinances or resolutions are assigned a new number)   | <input type="checkbox"/> 1 <sup>st</sup> Reading<br>Ordinance #: N/A   | <input type="checkbox"/> 2 <sup>nd</sup> Reading<br>Resolution #: N/A | <input type="checkbox"/> Public Hearing  |
| <b>CONTRACTS</b><br>(Contracts include other similar documents such as agreements or memorandum or understandings<br><u>Check all applicable boxes pertaining to contracts</u> ) | <input type="checkbox"/> Contract <b>required</b> for this item<br><input checked="" type="checkbox"/> <b>Not required</b> for this item   |   | <input type="checkbox"/> Copy of contract attached<br><input type="checkbox"/> Seeking award or another scenario and contract will be finalized separately                 |
| <b>TILLAMOOK COUNTY</b><br>(Some documents need recorded at the County Recorder's Office)  | <input type="checkbox"/> Document <b>must</b> be recorded at the County Recorder's Office  |   | <input checked="" type="checkbox"/> Document <b>does not need</b> recorded at the County Recorder's Office   |
| <b>APPROVALS/REVIEWS</b><br>(Check all applicable boxes)   | <input checked="" type="checkbox"/> Department Head<br><input checked="" type="checkbox"/> City Manager<br><input type="checkbox"/> Legal Counsel<br><i>Name of Reviewer: Click or tap here to enter text.</i>   |   | <input checked="" type="checkbox"/> Finance Department<br><input type="checkbox"/> Planning Commission<br><input type="checkbox"/> Other: Click or tap here to enter text. |
| <b>BACKGROUND</b><br>(Includes description, background, and justification)   | <p>The State of Oregon requires that the City prepare and adopt a Budget Calendar each time it prepares a Municipal Budget. The Municipal Budget Calendar for the upcoming Fiscal Year (FY) 2024-2025 has been prepared and is attached. The City Council can only adopt the City portion, the TURA (Tillamook Urban Renewal Agency) portion must be adopted by the TURA Board. They are combined in the same document for simplicity of administration by City staff.</p> <p>For the Council's information, as previously discussed at the Council Work Session on Revenue in January of 2024, the City will be proposing a biennial Municipal Budget for efficiency and to match the State of Oregon budget; however, this will start next year, rather than this year. This will allow the City to coincide with the State of Oregon Biennial Budget which runs on odd years, i.e. FY 2023-2025, FY 2025-2027, FY 2027-2029, etc.</p> |   |  |
| <b>BUDGETING AND FINANCIAL</b>   | Budgeted \$  | N/A   |  |

|   |   |   |
|---|---|---|
| <b>IMPACT</b>   | Expenditure \$  | N/A   |
|   | Source of Funds:  | N/A   |
|   | <b>Narrative:</b>   | The budget calendar does not have a financial impact. |
| <b>OPTIONS</b><br>(Include <i>Deny Approval</i> Option)                     | 1.  | Approve the Budget Calendar                           |
|   | 2.  | Deny the Budget Calendar                              |
|   | 3.  | Revise the Budget Calendar                            |
|   | 4.  | Provide alternate direction.                          |
| <b>PROJECT TIMELINE</b>   | This will go into effect upon adoption.   |   |
| <b>STAFF RECOMMENDATION</b>   | Staff recommends adoption of this calendar and authorization of the City Manager to fully execute the preparation and presentation of the municipal budget. |   |
| <b>SUPPLEMENTAL INFORMATION</b><br>(List and number all attached documents) | 1. Fiscal Year 2024-2025 Municipal Budget Calendar  |   |

City of Tillamook AND Tillamook Urban Renewal  
Agency Budget Calendar  
Fiscal Year 2023-2024

|   | CITY BUDGET COMMITTEE  | URBAN RENEWAL BUDGET COMMITTEE      |
|---|--|-------------------------------------|
| <b><u>PREPARING THE BUDGET</u></b>  |  |                                     |
| <b><u>1. BUDGET OFFICER APPOINTED.</u></b> Each local government must have a budget officer, either appointed by the governing body or designated in the local government's charter. The budget officer is under the supervision of either the executive officer or the governing body.   | Nathan George  |                                     |
| Council to appoint budget committee members.  | April 15, 2024   | April 10, 2024                      |
| Council to set two budget committee meeting dates for both budgets.   | April 15, 2024   | April 10, 2024                      |
| <b><u>2. PROPOSED BUDGET PREPARED.</u></b> The budget officer is responsible for preparing or supervising the preparation of the proposed budget for presentation to the budget committee and to be available to the public.  | May 20, 2024   |                                     |
| <b><u>APPROVING THE BUDGET</u></b>  |  |                                     |
| <b><u>3. BUDGET OFFICER PUBLISHES NOTICE.</u></b> When the proposed budget and the budget message are ready, the budget officer publishes a "Notice of Budget Committee Meeting." It must be published at least twice, 5 to 30 days before the scheduled budget committee meeting date, separated by at least 5 days. One notice may be published once in a newspaper (5 to 30 days prior to the scheduled budget committee meeting) as long as it is also published on the local government's website at least 10 days before the meeting. <b>PUT WEB ADDRESS ON NOTICES</b> | Website Notice - before or on May 6, 2024<br>(10 days minimum before meeting)<br>Newspaper Published Notice - May 6, 2024<br>(submit to newspaper by Wednesday before noon)  |                                     |
| Prepare budget committee packets for pickup.  | May 16, 2024   |                                     |
| <b><u>4. BUDGET COMMITTEE MEETS.</u></b> At least one meeting must be held to 1) receive the budget message and budget document, and 2) hear the public. The budget officer provides a copy of the proposed budget to each member of the budget committee. The copies may be distributed at the advertised meeting. When the budget is given to the budget committee, it becomes a public record and must be made available to the public.  | 1) May 20, 2024      2) May 22, 2024   |                                     |
| <b><u>5. COMMITTEE APPROVES BUDGET.</u></b> When the budget committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, the budget is approved.   | 1) May 20, 2024 or 2) May 22, 2024   |                                     |
| <b><u>ADVERTISING AND HOLDING HEARINGS</u></b>  |  |                                     |
| <b><u>6. NOTICE OF BUDGET HEARING AND FINANCIAL SUMMARY.</u></b> The budget summary and notice of budget hearing are published at the same time. If the hearing notice is published by newspaper only one publication is required and there is no internet publication requirement. The budget summary and hearing notice are published not less than 5 days or more than 30 days before the budget hearing.  | Submit to newspaper before June 3, 2024 at noon for<br>publication on June 10, 2024<br>(publish once at least 5 days prior, but not more than 30 days prior to meeting date) |                                     |
| <b><u>7. BUDGET HEARING HELD.</u></b> After the budget is approved, a budget hearing must be held by the governing body. The budget hearing must be held by the governing body on the date specified on the public notices. The purpose of the hearing is to receive citizen's testimony on the budget. Additional hearings may be held, and all hearings are open to the public.   | June 17, 2024<br>@ 7:00 PM   | June 12, 2024<br>@ 6:00 PM          |
| <b><u>ADOPTING THE BUDGET</u></b>   |  |                                     |
| <b><u>8. BUDGET ADOPTED, APPROPRIATIONS MADE, TAX LEVY DECLARED AND CATEGORIZED.</u></b> By law the governing body may make changes in the approved budget before or after it is adopted, but no later than the beginning of the fiscal year to which the budget relates. After the budget hearing, the governing body adopts the budget. It should not be formally adopted until the latter part of June so last-minute revisions can be incorporated.   | Adoption June 17, 2024 @ 6:00 PM   | UR Adoption June 12, 2024 @ 5:30 PM |
| 1. The governing body must enact a resolution to formally adopt the budget.   | Resol. #   | Resol. #                            |
| 2. The governing body must enact a resolution to make appropriations.   | Resol. #   | Resol. #                            |
| 3. The governing body must enact a resolution to levy & categorize any tax.   | Resol. #   | Resol. #                            |
| <b><u>9. BUDGET FILED AND LEVY CERTIFIED.</u></b>   |  |                                     |
| 1. Districts levying a property tax must submit to the county assessor's office on or before July 15: 2 copies of notice of levy and the categorization certification, and two copies of the four resolutions. At the same time, one copy of the complete budget should go to the county clerk.   | File July 1, 2024  | UR - File July 1, 2024              |

**CC REGULAR MEETING 3rd MONDAY**

**Meeting Date:** 03/18/2024

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**Information**

**Subject:**

**ORD 031824** - Request to hold first reading on an ordinance amending the City's Prohibited Parking Ordinance - **1st Reading**

**Background:**

**Recommendation:**

**Motion:**

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**Attachments**

Council Action Form

Memo of Recommendation from Police Department

Ordinance

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# Council Action Form

|  |  |     |  |
|--|--|-----|--|
| <b>MEETING DATE</b>  | 3/18/2024  |     |  |
| <b>ITEM TITLE</b>  | Request hold first reading on an ordinance amending the City's Prohibited Parking Ordinance  |     |  |
| <b>SUBMITTED BY</b>  | Name & Title: Nathan George, City Manager<br>Department: City Manager's Office   |     |  |
| <b>MEETING TYPE</b>  | <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Retreat<br><input type="checkbox"/> Executive Session  |     |  |
| <b>AGENDA CLASSIFICATION</b>   | <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Regular<br><input type="checkbox"/> Quasi-Judicial  |     |  |
| <b>ORDINANCE/RESOLUTION</b><br>(New ordinances or resolutions are assigned a new number)   | <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Public Hearing<br>Ordinance #: ORD 031824    Resolution #: <a href="#">Click or tap here to enter text.</a>   |     |  |
| <b>CONTRACTS</b><br>(Contracts include other similar documents such as agreements or memorandum or understandings<br><u>Check all applicable boxes pertaining to contracts</u> ) | <input type="checkbox"/> Contract <b>required</b> for this item <input type="checkbox"/> Copy of contract attached<br><input checked="" type="checkbox"/> <b>Not required</b> for this item <input type="checkbox"/> Seeking award or another scenario and contract will be finalized separately   |     |  |
| <b>TILLAMOOK COUNTY</b><br>(Some documents need recorded at the County Recorder's Office)  | <input type="checkbox"/> Document <b>must</b> be recorded at the County Recorder's Office <input checked="" type="checkbox"/> Document <b>does not need</b> recorded at the County Recorder's Office   |     |  |
| <b>APPROVALS/REVIEWS</b><br>(Check all applicable boxes)   | <input checked="" type="checkbox"/> Department Head <input type="checkbox"/> Finance Department<br><input checked="" type="checkbox"/> City Manager <input type="checkbox"/> Planning Commission<br><input checked="" type="checkbox"/> Legal Counsel <input checked="" type="checkbox"/> Other: Police Department<br>Name of Reviewer: Ross Williamson, City's Legal Counsel  |     |  |
| <b>BACKGROUND</b><br>(Includes description, background, and justification)   | <p>The City has been experiencing issues with vehicles parking incorrectly on Tillamook roads and streets. Specifically, this has mostly been vehicles backing into a parking spot on a public road or right-of-way. This has been especially evident on roads with angled parking, such as Laurel Avenue. When a vehicle is backed in, it goes against the traffic design and flow of both the street and parking area. This type of parking is dangerous and has a potentially greater probability that an accident will occur. This type of parking has been especially evident with other law enforcement agencies from around the State.</p> <p>This proposed change will allow the City of Tillamook Police Department the ability to better regulate and enforce parking regulations, which helps make our community a safer and more attractive community.</p> |     |  |
| <b>BUDGETING AND FINANCIAL</b>   | Budgeted \$  | N/A |  |

|   |   |  |
|---|---|--|
| <b>IMPACT</b>   | Expenditure \$  | N/A                                      |
|   | Source of Funds:  | N/A                                      |
|   | <b>Narrative:</b>   | There is little to no financial impact.  |
| <b>OPTIONS</b><br>(Include <i>Deny Approval</i> Option)                     | 1.  | Hold First Reading                       |
|   | 2.  | Not hold First Reading                   |
|   | 3.  | Provide recommendations of modifications |
|   | 4.  | Provide alternate direction              |
| <b>PROJECT TIMELINE</b>   | 1 <sup>st</sup> Reading – March 18, 2024<br>2 <sup>nd</sup> Reading and Adoption – April 1, 2024<br>Goes into effect on April 1, 2024                           |  |
| <b>STAFF RECOMMENDATION</b>   | Staff recommends holding first reading and directing the City Manager to put this item back on the agenda in April of 2024 to hold second reading and adoption. |  |
| <b>SUPPLEMENTAL INFORMATION</b><br>(List and number all attached documents) | 1. Memorandum of Recommendation from the Police Department<br>2. Proposed Ordinance   |  |

MEMO

To: City Manager Nathan George  
From: Lt. Nick Troxel  
Date: January 31, 2024  
RE: Parking Ordinance

City Manager George,

As we discussed in person, here are the suggested adjustments to the Exemption Section of our parking ordinance. The highlighted portions is the proposed additional language. The strikeout is a suggestion to remove.

Current:

§ 72.005 EXEMPTION.

The provisions of this chapter shall not apply to persons operating public vehicles, while engaged in the public's business, including without limitation:

(A) A city, county, state or public utility vehicle being used for public works maintenance, construction, repair work, law enforcement or other public safety or vehicle being used for collection, transportation or delivery of mail for the United States Postal Service; and

(B) Nothing in this chapter is intended to restrict a person with a state disability parking permit from operating in compliance with state law.

(Prior Code, § 72.004) (Ord. 1249a, passed 6-7-2010)

Proposed:

72.005 - EXEMPTION

The provisions of this chapter shall not apply to persons operating public vehicles, while engaged in the public's business, including without limitation:

(A) A city, county, state or public utility vehicle **actively** being used for public works maintenance, construction, repair work, ~~law enforcement~~ **temporary law enforcement emergency procedures necessary for the safety or protection of property** ~~or other public safety~~ or vehicle being used for collection, transportation or delivery of mail for the United States Postal Service; and

(B) Nothing in this chapter is intended to restrict a person with a state disability parking permit from operating in compliance with state law.

(Prior Code, § 72.004) (Ord. 1249a, passed 6-7-2010)

Please let me know if you have any questions.

Best,



Lt. Troxel

**ORDINANCE NO. 031824**

**AN ORDINANCE AMENDING THE PARKING REGULATIONS EXEMPTION  
CONTAINED IN § 72.005 OF THE CODE OF THE CITY OF TILLAMOOK (CCT)**

**WHEREAS**, the City of Tillamook has parking regulations for the safety of the public, both persons and property, and

**WHEREAS**, at the recommendation of the Tillamook Police Department, the City has identified a need to modify the City's parking regulations in Chapter 72 of the City Code to further define the responsibilities and expectations of emergency vehicle parking exemptions, and

**WHEREAS**, the City Council now desires to ensure that all portions of the City's Code of Ordinances reflect these changes.

**NOW THEREFORE**, the City of Tillamook ordains as follows:

**Section 1.** CCT § 72.005 EXEMPTION shall be amended as follows:

(A) The provisions of this chapter shall not apply to persons operating a city, county, state, or public utility vehicle **actively** being used for public works maintenance, construction, repair work, ~~law enforcement temporary law enforcement emergency procedures necessary for the safety or protection of property, or other public safety~~ or a vehicle being used for collection, transportation, or delivery of mail for the United States Postal Service.

(B) Nothing in this chapter is intended to restrict a person with a state disability parking permit from operating in compliance with state law.

**Section 2.** This Ordinance shall take effect on the thirtieth (30th) day after its adoption.

**1<sup>st</sup> Reading** held by the City Council the 18<sup>th</sup> day of March, 2024.

**2<sup>nd</sup> Reading** held by the City Council the \_\_\_\_ day of \_\_\_\_\_, 2024.

**Passed and ADOPTED** by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Aaron Burris, Mayor

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Tammy Heitsman, Deputy City Recorder

## CC REGULAR MEETING 3rd MONDAY

**Meeting Date:** 03/18/2024

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### **Information**

**Subject:**

City Manager City Operations Monthly Report

**Background:**

**Recommendation:**

**Motion:**

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### **Attachments**

CM Monthly Report

Exhibit A (Planning)

Exhibit B (Police)

Exhibit C (PW)

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**City Manager Operations Report for City Council: Month of February 2024**

**Monday, March 18, 2024**

**City Manager's Office**

- Weekly Tuesday Morning 8:00 AM Countywide Government Radio Update:
  - Tuesday, February 6, 2024
    - Provided a full update on Council agenda and discussions from the Monday, February 5, 2024, Council Meeting. This included thanking Commissioner Doug Olson for coming and introducing himself. Provided an update on the upcoming Vision and Goal Setting Discussion that will be set in the next month or so. Also, provided an update that the City Council will be holding a Work Session on Monday, March 4, 2024, to discuss private sewer lateral lines. They have requested to look at the costs for the City to take over private sewer lateral line repair and maintenance of residential properties from the street curb to the point of connection into the City's main sewer lines.
    - Police Department (TPD):
      - Executive Assistant (EA) Larson and Lt. Troxel attended a public relations meeting hosted by the TPUD (Tillamook People's Utility District). This group is working on ensuring we have consistent and reliable communications during emergencies and other community events. Thank you, TPUD, for hosting.
      - Lt. Troxel attended a meeting with District Attorney Olson, Lt. Trucker & Sgt. Gordon with OSP, and Chief Harth from Manzanita. We missed Sheriff Brown but had great discussions on recent cases, case law and staffing. These meetings are important and ensure consistency in communications between all law enforcement agencies in Tillamook County.
      - EA Larson, Lt. Troxel, Sgt. Hollis, Sgt. Harrell and our City Planner Carpenter all met to discuss the onboarding and training of our new code enforcement officer once they are hired. We are taking applications and will be interviewing soon.
      - Lt. Troxel attended the Opioid Use Reduction (OUR) Team Meeting. OUR Tillamook has been around for several years and works towards reducing opioid use. What we are doing with this team supports our response to overdoses. This work provides us with the tools to ensure we can help those in need with direct referral and care.
      - The League of Oregon Cities (LOC) came to the City of Bay City and provided a guided discussion with other Cities in our area. Lt. Troxel and Councilor Torres attended. This was a great

opportunity to highlight the good the City of Tillamook is doing and listen to the other cities as they reported on different topics.

- Public Works (PW):
  - The Streets Division is gearing up for a proactive phase of routine maintenance, embodying our commitment to the community's well-being and the City's sustainability. Our dedicated team will be engaged in various tasks, including sweeping streets using a specialized street sweeper, filling potholes to ensure smooth and safe roadways, and diligently maintaining local parks for the enjoyment of residents. Throughout these endeavors, the safety of our employees and the preservation of our equipment remain paramount considerations. We take pride in our hard work, recognizing its crucial role in upholding the aesthetic appeal, functionality, and sustainability of our City. Your cooperation and understanding during these maintenance activities contribute to the overall enhancement of our community's quality of life.
  - The Water Distribution Division is carrying out the essential task of pulling routine monthly water samples to guarantee the purity and safety of our drinking water. They undertake this crucial responsibility to ensure that every drop of water delivered to our community meets the highest standards of cleanliness and quality. Their dedication underscores the commitment to safeguarding public health and providing residents with confidence in the water they rely on for daily consumption.
  - Fun Fact: Did you know that the water on Earth today is the same water that existed thousands of years ago? When you turn on your faucet, the water flowing out may contain molecules dinosaurs once drank or that navigators like Columbus sailed across. Water undergoes a continuous cycle of evaporation, precipitation, and runoff, ensuring that the same water has been circulating on our planet for millennia.
- Provided an update that the Tillamook Headlight Herald had requested and received a list of accomplishments and achievements that the City had completed for 2023, which they may or may not chose to print. However, the list of accomplishments will be available on the City's website, and some of the following highlights were shared were the following: (1) 2023 Accomplishments such the City Council adopting a new sewer lateral ordinance that provides up to 18 months to comply with the City's ordinance, whereas it was previously 60 days, and point of sale mandatory inspection and repair, if necessary; the many great employees hired that have brought great expertise and knowledge to

the City; the hiring of the Lane Council of Governments (CLOG) to conduct the City's first ever comprehensive salary/compensation survey and then move all employees into a competitive wages, and (2) Upcoming items for 2024 such as the Council Vision and Goal Setting for the City Work Session, set on Monday 4, 2024; and the new website coming online for the City.

- We have several positions available at the City of Tillamook. Please visit our website or stop by City Hall for an application.
- A reminder that if you see something, say something by calling 911 for emergencies or Dispatch for non-emergencies.
- The next Council Meeting will be held on Tuesday, February 20, at 7 PM. We encourage everyone interested in your local government to attend virtually or in person.

▪ Tuesday, February 13, 2024

- Police Department (TPD):
  - City Manager George and Lt. Troxel had a great meeting with CARE, Inc. staff and Public works staff on the next steps for establishing our 'safe rest' areas in the City of Tillamook. Next steps are in place, and we will be meeting soon.
  - Lt. Troxel is working with our community grocery partners regarding our new shopping cart ordinance. Meetings with all major retailers/grocers have been completed. This partnership is invaluable and appreciated.
  - Annual performance evaluations are well underway with all staff at the police department. This is a great time of year to recognize and bring to light the great work our staff is doing.
  - District Attorney (DA) Olson hosted another Major Crimes Team Meeting. These meetings are excellent ways to get all law enforcement partners involved in this process of ensuring our response to major crimes are seamlessly completed. Thank you, DA Olson.
  - Lt. Troxel attended a meeting with Tides of Change to discuss our Counties need to work adjusting our response protocols for child abuse and response to sexual assaults.
  - Reminder that next Wednesday the 21<sup>st</sup> of February, the Tillamook Police Department is hosting a "Coffee with a Cop" at the Starbucks next to Denny's on North Main Avenue in Tillamook. This is from 9am to 10am. Please come by and say hello and have a casual conversation with TPD Officers. I have also been invited to attend and plan on being there.
- Public Works (PW):
  - The Streets Division is entering a proactive phase of regular maintenance, demonstrating our unwavering dedication to

community well-being and the City's sustainability goals. Our committed team will undertake various tasks, including using specialized street sweepers for thorough cleaning, patching up potholes to ensure smooth and secure roadways, and tending to local parks for the enjoyment of residents. Throughout these efforts, the safety of our personnel and the preservation of our equipment remain top priorities. We take pride in our work, recognizing its pivotal role in maintaining the City's aesthetic appeal, functionality, and sustainability. Your cooperation and understanding during these maintenance activities significantly improve our community's quality of life.

- Our dedicated Public Works crews operate from 6:30 AM to 5:00 PM, Monday through Thursday, to ensure the smooth functioning of essential services within the City of Tillamook. Please get in touch with an on-call employee at 503-842-2472 for urgent matters outside regular hours. That number is also found on the City's website and is the main number for the City. Anyone may call our main number at any time to any needed information. Also, for any questions, non-urgent issues, or maintenance requests within the City limits, please email our Public Works Department at [publicworks@tillamookor.gov](mailto:publicworks@tillamookor.gov). We prioritize addressing inquiries in the order they are received, and we appreciate your patience as we strive to provide timely and efficient assistance. Thank you for your cooperation and understanding in helping us maintain the well-being of our community. If you are unsure whether the request falls under the City, the County, or the State, please email us and we'll get it to the correct entity.
- As the City Manager, I want to express a huge shoutout to our Public Works who have really made some giant improvements to our community in the past three years. Public Works doesn't just take care of streets, they are also responsible for all stormwater, City owned building maintenance, parks, water treatment and distribution, wastewater treatment and collection, and many other services. Many people, both residents and visitors have told me personally have been the City has been looking recently.
- Fun fact! Water possesses a high heat capacity, meaning it can absorb a substantial amount of heat before experiencing a significant temperature increase. This quality renders water invaluable in various industries and as a coolant in car radiators. Additionally, the high heat capacity of water plays a role in regulating the rate at which air changes temperature. This phenomenon contributes to the gradual transition between

seasons, particularly in areas near oceans, where the water's heat index helps temper the abruptness of temperature fluctuations.

- City staff will be meeting with the Tillamook Board of Realtors tomorrow morning at Alderbrook Golf Course to discuss the new sewer ordinance regulations that the City Council approved towards the end of 2023. In short, the major changes adopted were that the 60 days for testing and compliance of private sewer lines was lengthened to 12 months, with a new appeals process that could give up to an additional 6 months for compliance for qualifying residents. Also, it puts in place a point-of-sale inspection process and requires repairs when needed upon the sale of all properties. This protects not only the City, but also the new property owner.
- The City is pleased to announce that we will be going live with a new website on March 4, 2024. The new website will be provided by CivicPlus, which is the same company that is utilized by Tillamook County. While it is still a work in progress, the new website will be a lot for interactive for residents with both the ability to collect more information from residents and the ability to provide better information to our residents and visitors.
- The City has several new employees coming on board soon, which we are very excited about. Also, we have several positions available at the City of Tillamook. Please visit our website or stop by City Hall for an application.
- A reminder that if you see something, say something by calling 911 for emergencies or Dispatch for non-emergencies.
- The next Council Meeting will be held on Tuesday, February 20, at 7 PM. We encourage everyone interested in your local government to attend virtually or in person.
- Also, on Monday, March 4, the City Council will be holding a Work Session in place of the Regular Meeting to discuss sewer laterals. Some members of the City Council have inquired about the City taking over the private line between the sewer point of connection and the property line. City staff will be providing information so that the Council can make an informed decision.

▪ Tuesday, February 20, 2024

- Police Department (TPD):
  - Lt. Troxel attended the Local Public Safety Coordinating Council meeting. This meeting was well attended and retired Lt. Mike Lawlis was appointed as the lay citizen to the council.
  - City Manager George, City Planner Carpenter, and Lt. Troxel all attended the Tillamook PUD (People's Utility District) luncheon

this week. The lunch was well attended and there were great updates and an overview of our power distribution system.

- This past week the police department held its quarterly department meeting. This included training from the Oregon Department of Motor Vehicles (DMV). The training topic was regarding identifying and working with drivers who are not impaired by alcohol or drugs, rather a medical or physical condition that could interfere with their abilities to safely operate a motor vehicle.
- School Resource Officer Trent Olson and Lt. Troxel attended and participated in the memorial service for Beaverton Police Department Sergeant Mark Groshong. Sgt. Groshong started his law enforcement career with the Tillamook Police Department before going to work for the Tillamook County Sheriff's Office and then finally working for Beaverton. The service was well attended.
- Public Works (PW):
  - As previously announced several times, the City Council adopted an ordinance updating the 1970's City Code regarding private sewer lateral lines. Since the 1970's residents have been responsible for maintaining their private sewer laterals lines and to fix them when problems occur; however, property owners only had 60 days to test and fix their sewer lateral lines if there was a problem. The new ordinance now gives residents 180 days (or 6 months) to test and inspect, 180 days to correct any issues, and potentially up to an additional 180 days if they file for a hardship and are granted additional time.
  - Currently, the City has severe rainwater issues coming into the City's treatment system. Fifty to seventy percent of this issue is on the private side of the City's system. Ordinance violation notices will slowly start going out to residents very soon who have failed sewer laterals. The City will be working on this a little at a time.
  - Additionally, the City would like to encourage and remind citizens of the Service Line Warranties of America warranty policy available through HomeServe. This very low-cost insurance can help provide financial assistance when fixing sewer laterals, and even your waterline going to your home. More information about this policy is available at City Hall or line at: <https://www.slwofa.com/>.
  - Our dedicated Public Works crews operate from 6:30 AM to 5:00 PM, Monday through Thursday, to ensure the smooth functioning of essential services within the City of Tillamook.

Please get in touch with an on-call employee at 503-842-2472 for urgent matters outside regular hours.

- For any questions, non-urgent issues, or maintenance requests within the city limits, please email our Public Works Department at [publicworks@tillamookor.gov](mailto:publicworks@tillamookor.gov). We prioritize addressing inquiries in the order they are received, and we appreciate your patience as we strive to provide timely and efficient assistance. Thank you for your cooperation and understanding in helping us maintain the well-being of our community.

- City staff met with the Tillamook Board of Realtors last week to discuss the new sewer lateral ordinance. In addition to the City's focus to help our residents to get their private sewer lateral lines fixed, we discussed the new point of sale requirement for all lines to be properly inspected and repaired, if necessary, as part of the sale/buy process of all properties within the City of Tillamook corporate boundaries. This is a group of dedicated members of our County that are out there working to help new residents join our community, and they were very receptive to our presentation and information. Two members of our Public Works Wastewater Division even stayed after the meeting and answered even more questions after the initial question/answer period following the presentation was over. We greatly appreciate the Tillamook Board of Realtor's willingness to partner with the City and work to create a more livable and viable community.
- We have several positions available at the City of Tillamook. Please visit our website or stop by City Hall for an application.
- A reminder that if you see something, say something by calling 911 for emergencies or Dispatch for non-emergencies.
- Finally, on Monday, March 4, the City Council will be holding a Work Session in place of the Regular Meeting to discuss sewer laterals. Some members of the City Council have inquired about the City taking over the private line between the sewer point of connection and the property line. City staff will be providing information so that the Council can make an informed decision. Also, the Police Department will be making a presentation about law enforcement in the City of Tillamook and our ongoing efforts to educate and partner with our community.

▪ Tuesday, February 27, 2024

- Police Department (TPD):
  - The Tillamook High School Charity Drive wrapped up this week. Several officers and our professional staff attended charity drive events. This is always an enjoyable time for our community. Thank you THS students, parents, staff, and community. Good work.

- Officer Fitzgerald and Lt. Troxel attended Morning's On Main hosted by the Tillamook Area Chamber of Commerce. The attendance was great, and both enjoyed seeing familiar faces and meeting new ones.
- Coffee with a Cop was hosted by the Tillamook Starbucks Coffee Company this week. This event is designed to have casual conversations with community members while enjoying a relaxing environment over a cup of coffee. There were many officers from the Tillamook Police Department in attendance, as well as City Manager Gero. There was a great turn out and excellent conversations and coffee. Thank you to our community and our local Starbucks Coffee Company located on the north end of the City for their hospitality.
- Lt. Troxel gave a presentation to our local Rotary Club and provided an update from the Police Department. Lt. Troxel has been a Rotarian for over 15 years. This avenue of service and connection with the community is invaluable to our City and Police Department.
- City Manager George and Lt. Troxel attended the Houseless Action Networks monthly meeting. This meeting was hosted by the County and well attended both in person and online. The conversation and action this group is taking to work with our community in addressing homelessness is extremely important. Thank you to all who are working on this together, the City greatly appreciates the partnership.
- Public Works (PW):
  - On February 26<sup>th</sup> City staff met with Willamette Partnership (*Willamette Partnership* is a nonprofit bringing collaborative conservation to infrastructure, working lands, and public health across the West, source: <https://willamettepartnership.org/>) and RCAC (*Rural Community Assistance Corporation, a nonprofit provides training, technical and financial resources and advocacy so rural communities can achieve their goals and visions; source - <https://www.rcac.org/>*), two nonprofit organizations that will be providing the City with free technical assistance. RCAC will undertake a comprehensive water rate study and asset inventory, while Willamette Partnership will play a pivotal role in strategizing for future infrastructure projects and identifying funding opportunities. City staff are thrilled to collaborate with Willamette Partnership and RCAC to improve our community's infrastructure. This partnership would not have been possible without the support of the Governor's Office and the Regional Solutions Team, and we want to thank them.

- As previously announced several times, the City Council adopted an ordinance updating the 1970's City Code regarding private sewer lateral lines. Since the 1970's residents have been responsible for maintaining their private sewer laterals lines and to fix them when problems occur; however, property owners only had 60 days to test and fix their sewer lateral lines if there was a problem. The new ordinance now gives residents 180 days (or 6 months) to test and inspect, 180 days to correct any issues, and potentially up to an additional 180 days if they file for a hardship and are granted additional time.
    - Currently, the City has severe rainwater issues coming into the City's treatment system. Fifty to seventy percent of this issue is on the private side of the City's system. Ordinance violation notices will slowly start going out to residents very soon who have failed sewer laterals. The City will be working on this a little at a time.
    - Additionally, the City would like to encourage and remind citizens of the Service Line Warranties of America (SLWOFA) warranty policy available through HomeServe. This very low-cost insurance can help provide financial assistance when fixing sewer laterals, and even your waterline going to your home. More information about this policy is available at City Hall or line at: <https://www.slwofa.com/>.
  - We have several positions available at the City of Tillamook. Please visit our website or stop by City Hall for an application.
  - A reminder that if you see something, say something by calling 911 for emergencies or Dispatch for non-emergencies.
  - The next Council Meeting will be held on Monday, March 4, at 6 PM. Rather than a Regular Meeting, the City will be holding a Work Session with presentations from (1) the Police Department focused on the goals, strategies, State and Local Laws, and work of our Police Department in our community and (2) from the Public Works Department to discuss private sewer lateral lines. We encourage everyone interested in your local government to attend virtually or in person.
  - Also, on Saturday, April 13 at 9 AM, the City Council will hold a Council Planning and Goal Setting Work Session, which will be held at the Tillamook Main location of the Tillamook County Library.
- 
- Tuesday, February 27, 2024
    - Public Works (PW):
      - As previously announced several times, the City Council adopted an ordinance updating the 1970's City Code regarding

private sewer lateral lines. Since the 1970's residents have been responsible for maintaining their private sewer laterals lines and to fix them when problems occur; however, property owners only had 60 days to test and fix their sewer lateral lines if there was a problem. The new ordinance now gives residents 180 days (or 6 months) to test and inspect, 180 days to correct any issues, and potentially up to an additional 180 days if they file for a hardship and are granted additional time.

- The City will be compiling resources on its new website to help our residents meet the private lateral line code. Please see our website for more information.
- The City's new website is now up and running. Please visit us at [www.tillamookor.gov](http://www.tillamookor.gov).
- We have several positions available at the City of Tillamook. Please visit our website or stop by City Hall for an application.
- A reminder that if you see something, say something by calling 911 for emergencies or Dispatch for non-emergencies.
- The next Regular Council Meeting will be held on Monday, March 18, at 7 PM. We encourage everyone interested in your local government to attend virtually or in person.
- Also, on Saturday, April 13 at 9 AM, the City Council will hold a Council Planning and Goal Setting Work Session, which will be held at the Tillamook Main location of the Tillamook County Library.

#### Mayor & Council Email Correspondence

- Emailed the following to the City Council on:
    - **From:** Nathan George <ngeorge@tillamookor.gov>  
**Sent:** Wednesday, February 7, 2024, 5:37 PM  
**Subject:** FW: City of Tillamook 2023 Highlighted Achievements and Successes
    - Below are some additional questions and their answers requested by Editor of the Headlight Herald regarding the Water Leak Protection Services Program.
- \*\*\*\*\*
- **From:** Nathan George  
**Sent:** Wednesday, February 7, 2024, 5:33 PM  
**To:** Will Chappell <[headlighteditor@countrymedia.net](mailto:headlighteditor@countrymedia.net)>  
**Subject:** RE: City of Tillamook 2023 Highlighted Achievements and Successes
  - Hi Will,
  - Yes, the 2" (inch) will capture all residential (single family and duplexes). Also, it should capture all apartment complexes as well as their metered lines are not larger than 2" (as far as we are aware).

\*\*\*\*\*

- **From:** Will Chappell <[headlighteditor@countrymedia.net](mailto:headlighteditor@countrymedia.net)>  
**Sent:** Wednesday, February 7, 2024 8:20 AM  
**To:** Nathan George <[ngeorge@tillamookor.gov](mailto:ngeorge@tillamookor.gov)>  
**Subject:** Re: City of Tillamook 2023 Highlighted Achievements and Successes
- Thanks, Nathan. The 2" limit will capture all residential properties in Tillamook, correct? I thought I heard somebody say that at the meeting.

\*\*\*\*\*

- **From:** Nathan George <[ngeorge@tillamookor.gov](mailto:ngeorge@tillamookor.gov)>  
**Date:** Tuesday, February 6, 2024 at 2:00 PM  
**To:** Will Chappell <[headlighteditor@countrymedia.net](mailto:headlighteditor@countrymedia.net)>  
**Subject:** RE: City of Tillamook 2023 Highlighted Achievements and Successes
- Good Afternoon Will,
- Yes. What Council adopted last night is the leak protection program for the water utility.
- Please see  
[https://destinyhosted.com/tilladocs/2024/CCREG/20240205\\_2213/5233%5FHomeServe%5FWater%5FLeak%5FProtection%5FProgram%5F%2D%5FCompany%5FProposal.pdf](https://destinyhosted.com/tilladocs/2024/CCREG/20240205_2213/5233%5FHomeServe%5FWater%5FLeak%5FProtection%5FProgram%5F%2D%5FCompany%5FProposal.pdf)  
 for the full proposal, but here is the screenshot of the \$2,500 limit (please note the monthly change depends on the type of line, up to a 2" water line—anything over 2" is not covered):

### LEAK PROTECTION PLANS PRICING

| WATER LEAK PROTECTION |             |                                |                                  |
|-----------------------|-------------|--------------------------------|----------------------------------|
| Limit                 | Residential | Commercial<br>Single-Occupancy | Commercial<br>Multiple-Occupancy |
| \$500                 | \$ 1.30     | \$ 3.60                        | \$ 7.20                          |
| \$1,000               | \$ 1.55     | \$ 4.30                        | \$ 8.60                          |
| \$2,500               | \$ 1.80     | \$ 5.00                        | \$ 10.00                         |

- Again, residents will be given 60 days notice of the program and if they do not want to participate they can opt out. Also, they have 12 months after the program is rolled out that they can still opt out and get their money back.
- The extra \$1 will be on the utility bills for only those that participate in the program. 50% of the money (\$.50) will go to a water revolving fund that is used only for

residential/business repairs and/or service. The only 50% (\$.50) will be the same, only for wastewater residential/business repairs and/or service. The Council has yet to adopt the specifics of the plan, but this will come before them in the future. The leak protection charges above go to ServLine, as they pay the City for lost revenue on leaks. The extra \$1 for revolving loans is collected and will be used only for customers—it will not be used for City operations or capital.

- I hope this answers your questions. Please let me know if you have any other questions or need further clarification. Thanks!

\*\*\*\*\*

- **From:** Will Chappell <[headlighteditor@countrymedia.net](mailto:headlighteditor@countrymedia.net)>  
**Sent:** Tuesday, February 6, 2024 1:28 PM  
**To:** Nathan George <[ngeorge@tillamookor.gov](mailto:ngeorge@tillamookor.gov)>  
**Subject:** Re: City of Tillamook 2023 Highlighted Achievements and Successes
- Thanks, Nathan. Could you clarify the cost of the HomeServe program per customer per month? Also, what will the revolving sewer and water funds to be funded by the additional dollar on customers' bills be used for?

#### Other Updates:

At the December 4, 2023, Council Meeting, the Council had asked about the middle lane stripe on Front Street. This information was also provided at the March 5, 2024, Work Session, but I am providing here as an additional record. Here is the answer from Megan Carpenter, City Planner:

"I had to go to the Transportation System Plan for the answer to this question. It seems that starting on page 54 of the attached TSP, it outlines street improvement projects including striping, signage, etc. for each area in town. I am assuming it's never been done, because it involves money and wasn't on our immediate list of items to do."

## Upcoming Council Items

**Purpose:** Provide brief notice on future Council Agenda Items.

| Topic   | Summary   | Month      |
|---|---|------------|
| Tillamook County Radio Communications Presentation          | Tillamook County Radio Communications Presentation by Rachel Hagerty & Tiffany Miller, will be presented to the City Council once they have the information necessary to present. They are still working on doing so. | TBD        |
| Ordinance for transfer of property from pedestrians to cars | This is an ordinance to regulate items being transferred from vehicles to pedestrians.  | April 2024 |

## Finance/Human Resources

- The City is pleased to announce that we have a new Code Enforcement Officer, Kenny Moreland, starting on Monday, March 18, 2024.
- The monthly Financial Report is on the agenda for Council's review.

## Planning Department

- Please see **Exhibit A** for the report.

## Police Department

- Please see **Exhibit B** for the report.

## Public Works

- Please see **Exhibit C** for the report.

**Exhibit A**

**Planning Department Report for February 2024**  
**Prepared February 29, 2024**

February was another busy month for the planning and permitting department as annual renewals for dog licensing commenced.

On February 14<sup>th</sup> City Manager Nathan George, Tillamook Public Works Department, and City Planner attended the Board of Realtors meeting to discuss the sewer lateral code and explain the details of the code, and why it's so important. Staff were able to answer quite a few questions for the realtors and it was a great educational meeting in our efforts moving forward in our goal of better infrastructure for the citizens of our city. This was a wonderful opportunity that helped educate the realtors who can aid buyers and sellers in repair and replacement efforts.

There were no pre-applications submitted for February and so we cancelled our TAC meeting this month, however we still had plenty of applications that were submitted as shown in this month's summary below.

- **FEMA/Floodplain Management**
  - FHD-22-04, 1016 Main Ave, new parking area (pending fee payment)
  - FHD-24-01, 1920 N Main Ave, underground piping repair (approved)
  - FHD-24-02, 1810 N Main Ave, installation of power pole (pending review)
  - FHD-24-03, 1901 N Main Ave, installation of power pole (pending review)
  - FHD-24-04/ZP-24-08, 1605 N Main Ave, interior remodel (approved)
- **Processing Land Use Applications**
  - SP-22-03/FHD-22-04/ZP-22-43, 1016 Main Ave, new parking area (pending fee payment)
  - SP-23-01/CU-23-02, 3316 3<sup>rd</sup> Street, expansion of additional storage units (pending additional information and resubmittal for new PC hearing)
  - SP-24-01/ZP-24-06, 904 Main Ave, interior remodel, and parking credit request (pending hearing March 7, 2024)
  - ZP-23-17, 909 Williams Ave, accessory structure (pending fee payment)
  - ZP-23-46, 2515 N Main, Interior remodel (pending payment and review)
  - ZP-24-04, 2900 Third Street, demolition of commercial bldg. (approved)
  - ZP-24-05, 301 Main Avenue, reroof of commercial bldg. (approved)
  - ZP-24-07, 2015 10<sup>th</sup> Street, interior remodel of commercial bldg. (approved)
  - V-24-01, 3315 3<sup>rd</sup> Street, Request for RV in a mobile home park (pending hearing March 7, 2024)
- **Inquiries & Pre-Application Meetings, Other Development**
  - No pre-applications were submitted for February's meeting.
  - The deadline for Pre-applications to be submitted for the March TAC meeting is March 7, 2024.

**Updates on Local Concerns**

- **Safety concerns at Umpqua Bank-addressing (2) accesses to 4<sup>th</sup> Street, higher impact of collision due to increased traffic due to new development:** Planning met with Public Works to discuss removing (5) parking spaces on 4<sup>th</sup> Street between Nestucca and Ocean Avenue to mitigate vision and safety issues in the congested area of concern. This was presented at the City Council in February and the Council decided to remove (2) spaces on the north side of 4<sup>th</sup> Street in front of Umpqua Bank and voted to leave



*the (3) spaces on the south side of 4th Street. Public works will be implementing this soon.*

### **Planning Commission**

- The February Planning Commission meeting was held on February 1, 2024, at 7:00pm. Meeting agendas and minutes can be viewed online at the following link: [Agenda - View Meetings \(destinyhosted.com\)](#)
- The March Planning Commission meeting will be held on March 7, 2024. Agenda packets and public notification were sent out on February 29, 2024.

**Exhibit B**

**Tillamook Police Department**

**February 2024 Report**

Calls for Service: 661  
Traffic Stops: 132  
Citations: 105  
Arrests: 6

EA Larson and Lt. Troxel attended a public relations meeting hosted by PUD. This group is working on ensuring we have consistent and reliable communications during emergencies and other community events. Thank you, PUD, for hosting.

Lt. Troxel attended a meeting with District Attorney Olson, Lt. Trucker & Sgt. Gordon with OSP, and Chief Harth from Manzanita. We missed Sheriff Brown but had great discussions on recent cases, case law and staffing. These meetings are important and ensure consistency in communications between all law enforcement agencies in Tillamook County.

EA Larson, Lt. Troxel, Sgt. Hollis, Sgt. Harrell and City Planner Carpenter all met to discuss the onboarding and training of our new code enforcement officer once they are hired. We are taking applications and will be interviewing soon.

Lt. Troxel attended the Opioid Use Reduction Team Meeting. OUR Tillamook has been around for several years and works towards reducing opioid use. What we are doing with this team supports our response to overdoses. This work provides us with the tools to ensure we can help those in need with direct referral and care.

The League of Oregon Cities came to Bay City and provided a guided discussion with other Cities in our area. Lt. Troxel and Councilor Torres attended. This was a great opportunity to highlight the good the City of Tillamook is doing and listen to other Cities report out on different topics.

City Manager George and Lt. Troxel had a great meeting with CARE staff and Public works staff on next steps for establishing our 'safe rest' areas in the City of Tillamook. Next steps are in place and we will be meeting soon.

Lt. Troxel is working with our community grocery partners in regards to our new shopping cart ordinance. Meetings with all major retailers/grocers have been completed. This partnership is invaluable and appreciated.

Annual performance evaluations were completed with all staff at the police department. This is a great time of year to recognize and bring to light the great work our staff is doing.

DA Olson hosted another Major Crimes Team Meeting. These meetings are excellent ways to get all law enforcement partners involved in this process of ensuring our response to major crimes are seamlessly completed. Thank you DA Olson.

Lt. Troxel attended a meeting with Tides of Change to discuss our Counties need to work adjusting our response protocols for child abuse and response to sexual assaults.

Lt. Troxel attended the local public safety coordinating council meeting. This meeting was well attended and retired Lt. Mike Lawlis was appointed as the lay citizen to the council.

This month the police department held its quarterly department meeting. This included training from the Oregon Department of Motor Vehicles. The training topic was in regards to identifying and working with drivers who are not impaired by alcohol or drugs, rather a medical or physical condition that could interfere with their abilities to safely operate a motor vehicle.

School Resource Officer Trent Olson and Lt. Troxel attended and participated in the memorial service for Beaverton Police Department Sergeant Mark Groshong. Sgt. Groshong started his law enforcement career with the Tillamook Police Department before going to work for the Sheriff's Office and then working for Beaverton. The service was well attended.

The Tillamook High School Charity Drive wrapped up this month. Several officers and our professional staff attended charity drive events. This is always an enjoyable time for our community. Thank you THS students, parents, staff and community. Good work.

Officer Fitzgerald and Lt. Troxel attended Morning's On Main hosted by the Tillamook Chamber of Commerce. The attendance was great and both enjoyed seeing familiar faces and meeting new ones.

Coffee with a Cop was hosted by Starbucks. This event is designed to have casual conversations with community members while enjoying a relaxing environment over a cup of coffee. There was a great turn out and excellent conversations and coffee. Thank you to our community and Starbucks for their hospitality.

Lt. Troxel presented to our local Rotary Club providing an update from the Police Department. Lt. Troxel has been a Rotarian for over 15 years. This avenue of service and connection with the community is invaluable to our City and police department.

City Manager George and Lt. Troxel attended the Houseless Action Networks monthly meeting. This meeting was hosted by the County and was well attended both in person and online. The conversation and action this group is taking to work with our community in addressing homelessness is extremely important. Thank you to all who are working on this together.

Executive Assistant Lacey Larson and Lt. Troxel attended a countywide communications network meeting. This is a well-attended meeting with excellent representation from north to south county. This meeting is a great time to collaborate with our community partners to ensure that we are prepared to communicate effectively in an event of an emergency or natural disaster. Thank you, PUD, for hosting.

Lt. Troxel attended a meeting at the hospital, representing law enforcement, in regards to response to the hospital in an emergency situation. There was a great discussion between all participants. These relationships are priceless and appreciated greatly.

Sgt. Hollis and Sgt. Harrell attended a background investigation training. This was an excellent opportunity to have both Sergeants attend together, ensuring that we are doing all we can do when conducting a background investigation with those who apply for any position within the police department.

City Manager George, Assistant City Manager Christensen, and Lt. Troxel attended the City County Insurance annual conference and meeting. This was an excellent opportunity for professional development and furthering education within our specific fields.

School Resource Officer Olson attended a planning meeting for the Every 15 Minutes Program that will

be occurring this spring at the Tillamook High School. Thank you SRO Olson for representing us well and working so hard to keep our youth safe, day in and day out.

Lt. Troxel and City Manager George have been working on ensuring that we are on track to obtain our State Accreditation for the police department. We are happy to report we are right where we should be and moving this process forward in the appropriate time necessary.

Lt. Troxel was on the Tillamook Today show sharing all the good work the Tillamook Police Department is doing. Tillamook Today is another avenue for connecting with our community. Thank you to Lisa Griener, the host of the show, and to KTIL for their continued support of the police department.

Thank you to our City Manager, Mayor, and Council for their continued support.

Best,

Lt. Troxel



# PUBLIC WORKS OPERATIONS REPORT

City of Tillamook   
The Dairylands

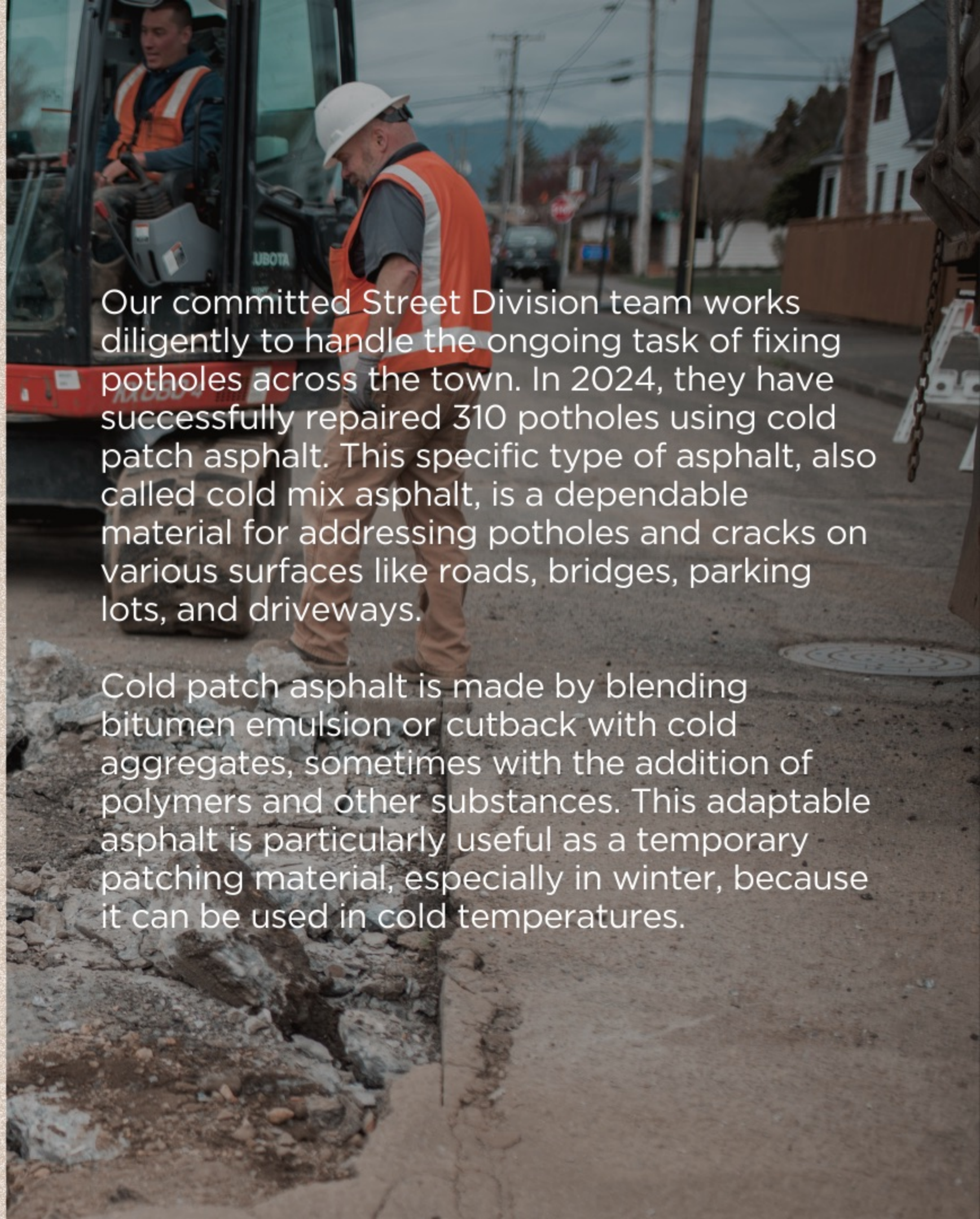


# WASTEWATER TREATMENT DIVISION

In 2012, the United States allocated substantial funds for the improvement of wastewater infrastructure, investing \$102 billion in the construction and updating of wastewater treatment plants, \$95 billion in the installation and repair of sewer pipes, and \$48 billion in addressing combined sewer overflow issues. A focus on preventative maintenance is crucial for enhancing the performance of the country's 19,000 wastewater collection systems, collectively valued at over \$1 trillion.



# STREETS & PARKS DIVISION



Our committed Street Division team works diligently to handle the ongoing task of fixing potholes across the town. In 2024, they have successfully repaired 310 potholes using cold patch asphalt. This specific type of asphalt, also called cold mix asphalt, is a dependable material for addressing potholes and cracks on various surfaces like roads, bridges, parking lots, and driveways.

Cold patch asphalt is made by blending bitumen emulsion or cutback with cold aggregates, sometimes with the addition of polymers and other substances. This adaptable asphalt is particularly useful as a temporary patching material, especially in winter, because it can be used in cold temperatures.

**ON FEBRUARY 26TH,**

City staff met with Willamette Partnership and RCAC, two non-profit organizations that will be providing the City with free technical assistance. RCAC will undertake a comprehensive water rate study and asset inventory, while Willamette Partnership will play a pivotal role in strategizing for future infrastructure projects and identifying funding opportunities. City staff are thrilled to collaborate with Willamette Partnership and RCAC to improve our community's infrastructure. This partnership would not be possible without the support of the Governor's Office and the Regional Solutions Team.

**WILLAMETTE  
PARTNERSHIP  
+ RCAC**



# HAPPY ANNIVERSARY, AJ!

AJ Harmon marked his 6th year at the City of Tillamook. Beginning as a Street Technician, he has now advanced to the role of Water Distribution Division Supervisor. AJ's valuable skills and expertise have been instrumental, and we are grateful to have him on board for 6 years and counting!



# 2024 FLOWER BASKET PROGRAM

Executive Assistant Megan Kjenslee sent invitations to bid on 2024's Hanging Basket Program. The City of Tillamook's downtown Flower Basket Program features forty vibrant, captivating baskets, incorporating three to five varieties in each basket. This program operates from May to September. The baskets line Main Avenue (Highway 101 South) and Pacific Avenue (Highway 101 North), spanning from 1st to 11th Street.

We anticipate having the staff needed to keep up with the required maintenance for these baskets throughout the summer.



# SPEED RADAR SIGN

Last year, a car collided with and damaged the speed radar sign in place near Tillamook High School. To rectify this, employees from the Public Works Department and the Police Department collaborated to acquire and set up a new sign. These radar signs collect data officers can access and review using Bluetooth technology. The sign can be positioned in any location within the city as deemed fit by the officers.





# WATER METERS

**1,877 METERS**

The Water Distribution Division conducts monthly readings of water meters. In the span of two days this month, the staff successfully read 1,877 water meters. Precise meter readings are essential for accurate billing and identifying possible hidden water leaks. Elevated meter readings might signal leaks or problems like a continuously running toilet, causing sudden increases in water bills. For easy payments, visit our website at [tillamookor.gov](http://tillamookor.gov) or call us at 503-842-2472.



# THANK YOU

PREPARED BY MEGAN KJENSLEE

**CC REGULAR MEETING 3rd MONDAY**

**Meeting Date:** 03/18/2024

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**Information**

**Subject:**

Financial Report

**Background:**

**Recommendation:**

**Motion:**

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**Attachments**

Monthly Financial Report

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Percentage of Fiscal Year 2023/2024  
February 2024 67% of the year

| <b>General Fund</b>                |                        |                     |                     |                         |
|------------------------------------|------------------------|---------------------|---------------------|-------------------------|
| <b>Mayor and Council</b>           | <b>Budgeted Amount</b> | <b>YTD</b>          | <b>YTD Variance</b> | <b>Percent Expended</b> |
| Mayor and Council Totals           | 82,848.00              | 59,383.46           | 24,364.54           | 72%                     |
| <b>Admin Fund</b>                  | <b>Budgeted Amount</b> | <b>YTD</b>          | <b>YTD Variance</b> | <b>Percent Expended</b> |
| Admin Fund Totals                  | 927,037.00             | 501,315.67          | 465,719.33          | 54%                     |
| <b>Police Fund</b>                 | <b>Budgeted Amount</b> | <b>YTD</b>          | <b>YTD Variance</b> | <b>Percent Expended</b> |
| Police Fund Totals                 | 1,971,372.00           | 1,233,741.37        | 817,631.63          | 63%                     |
| <b>City Hall Fund</b>              | <b>Budgeted Amount</b> | <b>YTD</b>          | <b>YTD Variance</b> | <b>Percent Expended</b> |
| City Hall Fund Totals              | 386,301.00             | 257,074.94          | 129,227.06          | 67%                     |
| <b>Total General Fund Revenues</b> | <b>3,567,835.00</b>    | <b>2,966,421.22</b> | <b>601,413.78</b>   | <b>83%</b>              |
| <b>Total General Fund Expenses</b> | <b>3,367,558.00</b>    | <b>2,051,515.44</b> | <b>1,436,942.56</b> | <b>61%</b>              |
|                                    | <u>200,277.00</u>      | <u>914,905.78</u>   | <u>(835,528.78)</u> |                         |

| <b>Street Fund</b>         | <b>Budgeted Amount</b> | <b>YTD</b>          | <b>YTD Variance</b> | <b>Percent Expended</b> |
|----------------------------|------------------------|---------------------|---------------------|-------------------------|
| Total Street Fund Revenues | 1,400,378.00           | 1,513,636.58        | (113,258.58)        | 108%                    |
| Total Street Fund Expenses | 1,358,243.00           | 509,846.93          | 864,399.07          | 38%                     |
| <b>Revenues vs Expense</b> | <u>42,135.00</u>       | <u>1,003,789.65</u> | <u>(977,657.65)</u> |                         |

| <b>Water Fund</b>          | <b>Budgeted Amount</b> | <b>YTD</b>          | <b>YTD Variance</b> | <b>Percent Received</b> |
|----------------------------|------------------------|---------------------|---------------------|-------------------------|
| Total Water Fund Revenues  | 6,521,932.00           | 7,906,701.81        | (1,384,769.81)      | 121%                    |
| Total Water Fund Expenses  | 6,088,498.00           | 1,603,627.62        | 4,504,495.23        | 26%                     |
| <b>Revenues vs Expense</b> | <u>433,434.00</u>      | <u>6,303,074.19</u> |                     |                         |

| <b>Sewer Fund</b>          | <b>Budgeted Amount</b> | <b>YTD</b>        | <b>YTD Variance</b> | <b>Percent Received</b> |
|----------------------------|------------------------|-------------------|---------------------|-------------------------|
| Total Sewer Fund Revenues  | 4,188,952.00           | 3,248,814.78      | 940,137.22          | 78%                     |
| Total Sewer Fund Expenses  | 4,187,577.00           | 2,642,862.25      | 1,578,716.75        | 63%                     |
| <b>Revenues vs Expense</b> | <u>1,375.00</u>        | <u>605,952.53</u> |                     |                         |

| <b>TRT and Parks Fund</b>         | <b>Budgeted Amount</b> | <b>YTD</b>        | <b>YTD Variance</b> | <b>Percent Received</b> |
|-----------------------------------|------------------------|-------------------|---------------------|-------------------------|
| Total TRT and Parks Fund Revenue  | 598,900.00             | 586,257.56        | 5,114.02            | 98%                     |
| Total TRT and Parks Fund Expenses | 598,900.00             | 296,755.82        | 197,144.18          | 50%                     |
| <b>Revenues vs Expense</b>        | <u>-</u>               | <u>289,501.74</u> |                     |                         |

Percentage of Fiscal Year 2023/2024  
February 2024 67% of the year

| General Fund                                  |                     |                     |                    |                  |
|---|---------------------|---------------------|--------------------|------------------|
| Revenue Analysis                              |                     |                     |                    |                  |
| City Hall Fund                                | Budgeted Amount     | YTD                 | YTD Variance       | Percent Received |
| <b>Beginning Fund Balance w/Audit</b>         | 600,000.00          | <b>1,031,563.00</b> | (431,563.00)       | 171.93%          |
| Animal Licenses                               | 2,100.00            | 807.00              | 1,293.00           | 38.43%           |
| Community Development Fees                    | 100,000.00          | 24,288.13           | 75,711.87          | 24.29%           |
| Cigarette Tax (Quarterly)                     | 3,887.00            | 2,836.51            | 1,050.49           | 72.97%           |
| Court Fines                                   | 115,000.00          | 68,919.34           | 46,080.66          | 59.93%           |
| <b>Investment Earnings</b>                    | <b>4,500.00</b>     | <b>18,807.83</b>    | <b>(14,307.83)</b> | <b>417.95%</b>   |
| Licenses                                      | 1,100.00            | 245.00              | 855.00             | 22.27%           |
| Liquor Tax (qtrly)                            | 103,871.00          | 73,649.15           | 30,221.85          | 70.90%           |
| Vehicle Impound                               | 2,500.00            | 180.00              | 2,320.00           | 7.20%            |
| Misc Fees / TLT Grants (In & Out)             | 20,000.00           | 29,612.00           | (9,612.00)         | 148.06%          |
| Misc Permits                                  | 410.00              | 1,525.00            | (1,115.00)         | 371.95%          |
| Planning Fees                                 | 25,000.00           | 12,834.33           | 12,165.67          | 51.34%           |
| Parking Space Rentals                         | 3,300.00            | 2,400.00            | 900.00             | 72.73%           |
| Property Tax                                  | 712,563.00          | 677,995.68          | 34,567.32          | 95.15%           |
| Property Tax Prior                            | 26,850.00           | 8,717.90            | 18,132.10          | 32.47%           |
| Lien Search Revenue                           | 4,000.00            | 1,768.00            | 2,232.00           | 44.20%           |
| Franchise/Lightwave-Coastcom (qtrly)          | 45,778.00           | 12,874.53           | 32,903.47          | 28.12%           |
| Franchise Cable/T.V. (semi-annual)            | 125,350.00          | 45,743.29           | 79,606.71          | 36.49%           |
| Franchise/City Sanitary(semi-annual)          | 65,000.00           | 51,329.16           | 13,670.84          | 78.97%           |
| Franchise / Telephone (semi-annual)           | 31,000.00           | 13,389.62           | 17,610.38          | 43.19%           |
| Franchise / Tillamook PUD                     | 482,539.00          | 310,641.92          | 171,897.08         | 64.38%           |
| Franchise / Verizon                           | 100.00              | -                   | 100.00             | 0.00%            |
| Franchise / Magna5                            | 200.00              | -                   | 200.00             | 0.00%            |
| Property Income/Surplus                       | 1,500.00            | -                   | 1,500.00           | 0.00%            |
| Business Registration Fees                    | 38,000.00           | 14,956.25           | 23,043.75          | 39.36%           |
| CAMI/ODOT Grant                               | 3,500.00            | 7,963.86            | (4,463.86)         | 227.54%          |
| Urban Renewal Admin Reimb.                    | 45,000.00           | 15,728.93           | 29,271.07          | 34.95%           |
| Marijuana State                               | 6,708.00            | 8,798.90            | (2,090.90)         | 131.17%          |
| Marijuana City 3% Tax                         | 135,000.00          | 97,126.51           | 37,873.49          | 71.95%           |
| School Resource Officer Reimbursement (qtrly) | 35,000.00           | 15,000.00           | 20,000.00          | 42.86%           |
| COPS MORE Grant \$44K (over 3 years)          | 41,667.00           | -                   | 41,667.00          | 0.00%            |
| Internal Service Charge (qtrly)               | 724,500.00          | 362,250.00          | 362,250.00         | 50.00%           |
| State Revenue Sharing (qtrly)                 | 61,912.00           | 54,469.38           | 7,442.62           | 87.98%           |
| <b>Total General Fund Revenues</b>            | <b>3,567,835.00</b> | <b>2,966,421.22</b> | <b>601,413.78</b>  | <b>83.14%</b>    |

Percentage of Fiscal Year 2023/2024  
February 2024 67% of the year

| General Ledger                        |                   |                   |                   |                  |
|---------------------------------------|-------------------|-------------------|-------------------|------------------|
| Expenses vs. Budget                   |                   |                   |                   |                  |
| Mayor and Council                     | Budgeted Amount   | YTD               | YTD Variance      | Percent Expended |
| Communications                        | 7,560.00          | 3,300.00          | 4,260.00          | 43.65%           |
| Contractual Services                  | 45,000.00         | 38,439.10         | 6,560.90          | 85.42%           |
| Conference/Promotional/Training/LOC   | 3,400.00          | 50.00             | 3,350.00          | 1.47%            |
| Dues and Memberships                  | 8,600.00          | 9,292.46          | (692.46)          | 108.05%          |
| Office Supplies                       | 735.00            | 73.59             | 661.41            | 10.01%           |
| Postage                               | 452.00            | 150.00            | 302.00            | 33.19%           |
| Special Projects/Beaut.Awards         | 1,373.00          | -                 | 1,373.00          | 0.00%            |
| Travel/Subsistance                    | 1,650.00          | 820.20            | 829.80            | 49.71%           |
| Committee Mtgs Business               | 536.00            | -                 | 536.00            | 0.00%            |
| <b>Total Materials &amp; Services</b> | <b>69,306.00</b>  | <b>52,125.35</b>  | <b>17,180.65</b>  | <b>75.21%</b>    |
| <b>Personnel Totals</b>               | <b>13,542.00</b>  | <b>7,258.11</b>   | <b>7,183.89</b>   | <b>53.60%</b>    |
| <b>Totals</b>                         | <b>82,848.00</b>  | <b>59,383.46</b>  | <b>24,364.54</b>  | <b>71.68%</b>    |
| Admin Fund                            | Budgeted Amount   | YTD               | YTD Variance      | Percent Expended |
| <b>Personnel Totals</b>               | <b>874,455.00</b> | <b>476,656.95</b> | <b>437,798.05</b> | <b>54.51%</b>    |
| Conference and Promotional            | 4,586.00          | 790.00            | 3,796.00          | 17.23%           |
| Dues and Memberships                  | 3,500.00          | 248.00            | 3,252.00          | 7.09%            |
| Election Notices                      | 1,163.00          | -                 | 1,163.00          | 0.00%            |
| Equipment / Office                    | 1,764.00          | -                 | 1,764.00          | 0.00%            |
| Legal Notices                         | 10,000.00         | 2,071.18          | 7,928.82          | 20.71%           |
| Office Supplies                       | 10,000.00         | 3,581.95          | 6,418.05          | 35.82%           |
| Postage                               | 2,315.00          | 966.31            | 1,348.69          | 41.74%           |
| Training/Education                    | 7,000.00          | 5,947.31          | 1,052.69          | 84.96%           |
| Travel/Subsistance                    | 7,500.00          | 11,053.97         | (3,553.97)        | 147.39%          |
| Recycling Program                     | 232.00            | -                 | 232.00            | 0.00%            |
| Misc.Expenditure / Recording Maint.   | 4,520.00          | -                 | 4,520.00          | 0.00%            |
| <b>Total Materials &amp; Services</b> | <b>52,580.00</b>  | <b>24,658.72</b>  | <b>27,921.28</b>  | <b>46.90%</b>    |
| Computer Upgrades                     | -                 | -                 | -                 | 0.00%            |
| <b>Admin Fund Totals</b>              | <b>927,037.00</b> | <b>501,315.67</b> | <b>465,719.33</b> | <b>54.08%</b>    |

Percentage of Fiscal Year 2023/2024  
February 2024 67% of the year

| <b>Police Fund</b>                  | <b>Budgeted Amount</b> | <b>YTD</b>          | <b>YTD Variance</b> | <b>Percent Expended</b> |
|-------------------------------------|------------------------|---------------------|---------------------|-------------------------|
| <b>Personnel Totals</b>             | <b>1,751,280.00</b>    | <b>1,099,836.64</b> | <b>731,444.36</b>   | <b>62.80%</b>           |
| Communications/County Radio Supp.   | 500.00                 | -                   | 500.00              | 0.00%                   |
| Contractual Services/Emerg.Flagging | 35,000.00              | 32,813.40           | 2,186.60            | 93.75%                  |
| Dues & Memberships                  | 1,200.00               | 677.06              | 522.94              | 56.42%                  |
| Fuel / Vehicle                      | 30,000.00              | 16,132.06           | 13,867.94           | 53.77%                  |
| Investigation                       | 2,500.00               | 135.20              | 2,364.80            | 5.41%                   |
| Maint / Building                    | 7,000.00               | 1,635.60            | 5,364.40            | 23.37%                  |
| Maint / Equipment                   | 1,000.00               | 878.99              | 121.01              | 87.90%                  |
| Maint / Service Contracts           | 6,500.00               | 7,558.32            | (1,058.32)          | 116.28%                 |
| Maint / Vehicle                     | 8,500.00               | 9,443.89            | (943.89)            | 111.10%                 |
| Office Supplies                     | 10,000.00              | 4,113.57            | 5,886.43            | 41.14%                  |
| Postage                             | 1,000.00               | 951.18              | 48.82               | 95.12%                  |
| Special Programs                    | 5,000.00               | 1,221.02            | 3,778.98            | 24.42%                  |
| Training                            | 15,000.00              | 7,389.11            | 7,610.89            | 49.26%                  |
| Travel / Subsistance                | 4,000.00               | 643.60              | 3,356.40            | 16.09%                  |
| Uniform Allowance                   | 20,000.00              | 11,134.58           | 8,865.42            | 55.67%                  |
| Utilities Phone                     | 8,500.00               | 9,726.83            | (1,226.83)          | 114.43%                 |
| Targets & Ammunition                | 4,000.00               | -                   | 4,000.00            | 0.00%                   |
| Animal Control                      | 500.00                 | -                   | 500.00              | 0.00%                   |
| LEDS                                | 150.00                 | -                   | 150.00              | 0.00%                   |
| <b>Total Materials and Services</b> | <b>160,350.00</b>      | <b>104,454.41</b>   | <b>55,895.59</b>    | <b>65.14%</b>           |
| Equipment /Taser/Guns/Radios        | 45,000.00              | 14,708.32           | 30,291.68           | 32.69%                  |
| <b>Total Capital Outlay</b>         | <b>45,000.00</b>       | <b>14,708.32</b>    | <b>30,291.68</b>    | <b>32.69%</b>           |
| Taser Financing                     | 14,742.00              | 14,742.00           | -                   | 100.00%                 |
| <b>Total Debt Service</b>           | <b>14,742.00</b>       | <b>14,742.00</b>    | <b>-</b>            | <b>100.00%</b>          |
| <b>Police Fund Totals</b>           | <b>1,971,372.00</b>    | <b>1,233,741.37</b> | <b>817,631.63</b>   | <b>62.58%</b>           |

Percentage of Fiscal Year 2023/2024  
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| City Hall Fund                             | Budgeted Amount          | YTD                      | YTD Variance               | Percent Expended |
|--|--------------------------|--------------------------|----------------------------|------------------|
| Unemployment                               | 30,000.00                | 1,164.90                 | 28,835.10                  | 3.88%            |
| Business Registration Supplies             | 600.00                   | 1.56                     | 598.44                     | 0.26%            |
| Vacations Payables                         | 45,000.00                | 26,068.14                | 18,931.86                  | 57.93%           |
| Audit                                      | 47,000.00                | 62,581.50                | (15,581.50)                | 133.15%          |
| Insurance Bldg./Vehicles (Semi Annual)     | 60,638.00                | 66,028.00                | (5,390.00)                 | 108.89%          |
| Maint./Materials                           | 3,859.00                 | 33.00                    | 3,826.00                   | 0.86%            |
| Maint./Service Contracts                   | 85,000.00                | 88,212.99                | (3,212.99)                 | 103.78%          |
| Safety Improvements                        | 2,205.00                 | -                        | 2,205.00                   | 0.00%            |
| Utilities / Phone (from 010-07 and 010-03) | 30,000.00                | 6,751.46                 | 23,248.54                  | 22.50%           |
| Utilities / Power                          | 25,000.00                | 4,938.89                 | 20,061.11                  | 19.76%           |
| <b>Total Materials and Services</b>        | <b>329,302.00</b>        | <b>255,780.44</b>        | <b>73,521.56</b>           | <b>77.67%</b>    |
| Equipment/Computer Server/Software         | 5,000.00                 | 396.99                   | 4,603.01                   | 7.94%            |
| Furnishings for City Hall                  | 2,000.00                 | 897.51                   | 1,102.49                   | 44.88%           |
| American Relief fund                       | 50,000.00                | -                        | 50,000.00                  | 0.00%            |
| <b>Total Capital Outlay</b>                | <b>57,000.00</b>         | <b>1,294.50</b>          | <b>55,705.50</b>           | <b>2.27%</b>     |
| <b>City Hall Fund Totals</b>               | <b>386,301.00</b>        | <b>257,074.94</b>        | <b>129,227.06</b>          | <b>66.55%</b>    |
| <b>Total General Fund Revenues</b>         | <b>3,567,835.00</b>      | <b>2,966,421.22</b>      | <b>601,413.78</b>          | <b>83.14%</b>    |
| <b>Total General Fund Expenses</b>         | <b>3,367,558.00</b>      | <b>2,051,515.44</b>      | <b>1,436,942.56</b>        | <b>60.92%</b>    |
| <b><u>Revenues vs Expense</u></b>          | <b><u>200,277.00</u></b> | <b><u>914,905.78</u></b> | <b><u>(835,528.78)</u></b> |                  |

Percentage of Fiscal Year 2023-2024  
February 2024 67% of the year

| Street Fund<br>Revenue Analysis             |                     |                     |                     |                  |
|---|---------------------|---------------------|---------------------|------------------|
| Street Fund                                 | Budgeted Amount     | YTD                 | YTD Variance        | Percent Received |
| Beginning Fund Balance w/Audit              | 550,000.00          | 726,611.00          | (176,611.00)        | 132.11%          |
| Investment Earnings                         | 4,000.00            | 18,693.97           | (14,693.97)         | 467.35%          |
| Misc. Fees / TURA Undergrounding            | 5,200.00            | 3,527.75            | 1,672.25            | 67.84%           |
| State Gas Tax                               | 423,045.00          | 248,633.70          | 174,411.30          | 58.77%           |
| From Local Fuel Tx Fund #2                  | 145,996.00          | 100,551.93          | 45,444.07           | 68.87%           |
| Franchise Water/Sewer                       | 112,037.00          | 80,548.23           | 31,488.77           | 71.89%           |
| TURA Hadley Fields Food Court/Drain Project | 80,000.00           | -                   | 80,000.00           | 0.00%            |
| ODOT SCA Grant                              | -                   | 100,000.00          | (100,000.00)        | 100.00%          |
| TURA 5th Street ADA Ramps (In & Out)        | 80,000.00           | 100,000.00          | (20,000.00)         | 125.00%          |
| ODOT Federal Exchange Program               | -                   | 135,070.00          | (135,070.00)        | 100.00%          |
| Electric Car Charging Station & Advertising | 100.00              | -                   | 100.00              | 0.00%            |
| <b>Total Street Fund Revenues</b>           | <b>1,400,378.00</b> | <b>1,513,636.58</b> | <b>(113,258.58)</b> | <b>108.09%</b>   |

Percentage of Fiscal Year 2023-2024  
February 2024 67% of the year

| General Ledger<br>Expenses vs. Budget        |                         |                            |                            |                  |
|--|-------------------------|----------------------------|----------------------------|------------------|
| Street Fund                                  | Budgeted Amount         | YTD                        | YTD Variance               | Percent Expended |
| <b>Total Personnel</b>                       | <b>354,994.00</b>       | <b>159,719.59</b>          | <b>211,274.41</b>          | <b>44.99%</b>    |
| Equipment / Misc./Service Contracts          | 42,050.00               | 30,503.04                  | 11,546.96                  | 72.54%           |
| Fuel / Vehicle                               | 12,584.00               | 3,543.99                   | 9,040.01                   | 28.16%           |
| Insurance (Semi-Annual)                      | 11,246.00               | 12,291.00                  | (1,045.00)                 | 109.29%          |
| Maint / Building                             | 3,859.00                | 3,623.30                   | 235.70                     | 93.89%           |
| Maint / Equipment                            | 33,737.00               | 6,199.20                   | 27,537.80                  | 18.38%           |
| Maint / <i>Materials Street Trees Maint.</i> | 49,613.00               | 8,283.74                   | 41,329.26                  | 16.70%           |
| TBHEID Drainage Service Fee (Annual)         | 1,103.00                | -                          | 1,103.00                   | 0.00%            |
| Street Signs & Roadmarkings                  | 11,025.00               | 10,431.09                  | 593.91                     | 94.61%           |
| Training                                     | 11,025.00               | 5,730.36                   | 5,294.64                   | 51.98%           |
| Travel / Subsistance                         | 1,103.00                | 293.99                     | 809.01                     | 26.65%           |
| Uniform Allowance                            | 1,654.00                | 1,768.88                   | (114.88)                   | 106.95%          |
| Utilities / Phone                            | 6,615.00                | 1,192.15                   | 5,422.85                   | 18.02%           |
| Utilities / Power                            | 67,473.00               | 36,741.05                  | 30,731.95                  | 54.45%           |
| Internal Service Charge (qrtrly)             | 123,165.00              | 92,373.75                  | 30,791.25                  | 75.00%           |
| <b>Total Materials &amp; Services</b>        | <b>376,249.00</b>       | <b>212,975.54</b>          | <b>163,276.46</b>          | <b>56.60%</b>    |
| Bicycle /Pedestrian Facilities               | 10,000.00               | 10,000.00                  | -                          | 100.00%          |
| Street Fund                                  | Budgeted Amount         | YTD                        | YTD Variance               | Percent Expended |
| Road Improvements                            | 100,000.00              | 4,047.76                   | 95,952.24                  | 4.05%            |
| SCA Grant Project 5th Street Project         | 100,000.00              | 112,520.04                 | (12,520.04)                | 112.52%          |
| Preventative Maintenance Program             | 5,000.00                | -                          | 5,000.00                   | 0.00%            |
| Airless Curb Sprayer/Core Hole Drill         | 7,000.00                | -                          | 7,000.00                   | 0.00%            |
| Homeless Cleanup                             | 5,000.00                | -                          | 5,000.00                   | 0.00%            |
| Hadley Road Tidegates (TURA) (CDBG)          | 80,000.00               | 10,584.00                  | 69,416.00                  | 13.23%           |
| American Relief Fund 1/3 Crew Room           | 165,000.00              | -                          | 165,000.00                 | 0.00%            |
| FM Outfall (Storm drain)                     | 20,000.00               | -                          | 20,000.00                  | 0.00%            |
| 5th Street ADA ramps TURA (In & Out)         | 80,000.00               | -                          | 80,000.00                  | 0.00%            |
| Locating Equipment                           | 5,000.00                | -                          | 5,000.00                   | 0.00%            |
| <b>Total Capital Outlay</b>                  | <b>577,000.00</b>       | <b>137,151.80</b>          | <b>439,848.20</b>          | <b>23.77%</b>    |
| Street Sweeper                               | 50,000.00               | -                          | 50,000.00                  | 0.00%            |
| <b>Total Debt Service</b>                    | <b>50,000.00</b>        | <b>-</b>                   | <b>50,000.00</b>           | <b>-</b>         |
| <b>Total Street Fund Revenues</b>            | <b>1,400,378.00</b>     | <b>1,513,636.58</b>        | <b>(113,258.58)</b>        | <b>108.09%</b>   |
| <b>Total Street Fund Expenses</b>            | <b>1,358,243.00</b>     | <b>509,846.93</b>          | <b>864,399.07</b>          | <b>37.54%</b>    |
| <b><u>Revenues vs Expense</u></b>            | <b><u>42,135.00</u></b> | <b><u>1,003,789.65</u></b> | <b><u>(977,657.65)</u></b> |                  |

Percentage of Fiscal Year 2023/2024  
February 2024 67% of the year

| Water Fund                             |                     |                     |                       |                  |
|--|---------------------|---------------------|-----------------------|------------------|
| Revenue Analysis                       |                     |                     |                       |                  |
| Water Fund                             | Budgeted Amount     | YTD                 | YTD Variance          | Percent Received |
| <b>Beginning Fund Balance w/ Audit</b> | 4,000,000.00        | 5,709,234.00        | (1,709,234.00)        | 142.73%          |
| Water Revenues                         | 2,443,875.00        | 2,038,859.96        | 405,015.04            | 83.43%           |
| Interest Income                        | 11,770.00           | 128,069.28          | (116,299.28)          | 1088.10%         |
| Connection Fees                        | 811.00              | 980.00              | (169.00)              | 120.84%          |
| Labor and Equipment                    | 541.00              | -                   | 541.00                | 0.00%            |
| Reconnects                             | 1,082.00            | 1,375.00            | (293.00)              | 127.08%          |
| Miscellaneous Income/Surplus Vehicles  | 5,500.00            | 28,183.57           | (22,683.57)           | 512.43%          |
| Flood Mitigation Reimb.                | 105.00              | -                   | 105.00                | 0.00%            |
| City Hall Payments                     | 57,000.00           | -                   | 57,000.00             | 0.00%            |
| Council Beautification Awards          | 1,248.00            | -                   | 1,248.00              | 0.00%            |
| <b>Total Water Fund Revenues</b>       | <b>6,521,932.00</b> | <b>7,906,701.81</b> | <b>(1,384,769.81)</b> | <b>121.23%</b>   |
| General Ledger                         |                     |                     |                       |                  |
| Expenses vs. Budget                    |                     |                     |                       |                  |
| Water Fund                             | Budgeted Amount     | YTD                 | YTD Variance          | Percent Expended |
| <b>Total Personnel</b>                 | <b>839,835.00</b>   | <b>509,314.88</b>   | <b>370,142.97</b>     | <b>60.64%</b>    |
| Water Fund                             | Budgeted Amount     | YTD                 | YTD Variance          | Percent Expended |
| Maintenance Agreements                 | 17,199.00           | 9,968.74            | 7,230.26              | 57.96%           |
| Misc/Office Supplies                   | 573.00              | 297.28              | 275.72                | 51.88%           |
| Permits and Licenses                   | 6,284.00            | 941.00              | 5,343.00              | 14.97%           |
| Postage                                | 11,466.00           | 3,568.58            | 7,897.42              | 31.12%           |
| Telephone                              | 11,466.00           | 8,084.09            | 3,381.91              | 70.50%           |
| Advertising                            | 1,147.00            | -                   | 1,147.00              | 0.00%            |
| Internal Service Fee to GF             | 300,668.00          | 225,501.00          | 75,167.00             | 75.00%           |
| Utility Franchise fee to GF            | 48,878.00           | 41,592.28           | 7,285.72              | 85.09%           |
| Credit Card Fees Utilities             | 25,000.00           | 13,221.14           | 11,778.86             | 52.88%           |
| Meetings/Schools/Training              | 19,845.00           | 16,987.92           | 2,857.08              | 85.60%           |
| <b>Dues and Subscriptions</b>          | <b>2,205.00</b>     | <b>3,362.27</b>     | <b>(1,157.27)</b>     | <b>152.48%</b>   |
| Legal Fees (\$5k Consolidation)        | 3,308.00            | -                   | 3,308.00              | 0.00%            |
| <b>General Insurance</b>               | <b>32,524.00</b>    | <b>70,577.60</b>    | <b>(38,053.60)</b>    | <b>217.00%</b>   |
| Repair/Janitorial/Garbage Service      | 3,418.00            | 1,738.48            | 1,679.52              | 50.86%           |
| Small Tools/Radio Repair/Purchase      | 11,466.00           | 4,909.44            | 6,556.56              | 42.82%           |
| Lights and Power                       | 5,733.00            | 1,474.34            | 4,258.66              | 25.72%           |
| Water Supplies                         | 22,932.00           | 2,073.60            | 20,858.40             | 9.04%            |
| Miscellaneous/Covid Supplies           | 57,330.00           | 3,158.06            | 54,171.94             | 5.51%            |
| Fire Control Tax/Timber (annual)       | 9,041.00            | 10,186.96           | (1,145.96)            | 112.68%          |
| Vehicle Operating Expenses             | 34,398.00           | 12,280.25           | 22,117.75             | 35.70%           |
| Equipment Maint.                       | 57,330.00           | 14,424.70           | 42,905.30             | 25.16%           |
| Chemicals Filter Plant                 | 45,864.00           | 13,077.03           | 32,786.97             | 28.51%           |
| Repairs Filter Plant                   | 84,000.00           | 12,633.19           | 71,366.81             | 15.04%           |
| Water Productions                      | 114,660.00          | 70,910.78           | 43,749.22             | 61.84%           |
| System Repairs/Meter Changes           | 220,500.00          | 13,341.29           | 207,158.71            | 6.05%            |
| Engineering and Surveys                | 55,125.00           | 855.00              | 54,270.00             | 1.55%            |
| Stock Purchases Shop                   | 57,330.00           | 31,524.14           | 25,805.86             | 54.99%           |
| Conservation Plan/GIS/CIP              | 55,125.00           | -                   | 55,125.00             | 0.00%            |
| <b>Total Materials and Services</b>    | <b>1,314,815.00</b> | <b>586,689.16</b>   | <b>728,125.84</b>     | <b>44.62%</b>    |

Percentage of Fiscal Year 2023/2024  
February 2024 67% of the year

|   |                     |                     |                       |                |
|---|---------------------|---------------------|-----------------------|----------------|
| Plant & Wells roofing/Filter Plant upgrades | 410,000.00          | 143,733.62          | 266,266.38            | 35.06%         |
| DAM Mitigation / System Upgrade             | 450,000.00          | 62,011.25           | 387,988.75            | 13.78%         |
| Office Equipment/Computer Expense           | 40,000.00           | 3,557.77            | 36,442.23             | 0.00%          |
| AKTIVOV Asset Program                       | 40,000.00           | 19,800.00           | 20,200.00             | 49.50%         |
| Capital Auto Meter Read/Books/Mtr Adv.      | 500,000.00          | -                   | 500,000.00            | 0.00%          |
| Water Rate Study                            | 150,000.00          | -                   | 150,000.00            | 0.00%          |
| Radio Read Equip / SCADA                    | 140,000.00          | -                   | 140,000.00            | 0.00%          |
| Dump Truck                                  | 250,000.00          | 116,450.31          | 133,549.69            |                |
| WW Emergency Response Facility (ARPA)       | 400,000.00          | 3,195.99            | 396,804.01            | 100.00%        |
| Well#2 Design Variable                      | 25,000.00           | -                   | 25,000.00             | 100.00%        |
| Reserves for Replacement (Assigned)         | 1,350,000.00        | -                   | 1,350,000.00          | 0.00%          |
| <b>Total Capital Outlay</b>                 | <b>3,755,000.00</b> | <b>348,748.94</b>   | <b>3,406,251.06</b>   | <b>9.29%</b>   |
| TLC Principal (Bi-annual payments)          | 98,248.00           | 82,514.52           | 15,733.48             | 83.99%         |
| TLC Interest (fix in Supplemental Budget)   | 22,102.00           | 37,860.12           | (15,758.12)           | 171.30%        |
| F350 Financing                              | 20,000.00           | -                   | 20,000.00             | 0.00%          |
| IFA City Hall                               | 38,500.00           | 38,500.00           | -                     | 100.00%        |
| <b>Total Debt Services</b>                  | <b>178,850.00</b>   | <b>158,874.64</b>   | <b>(24.64)</b>        | <b>88.83%</b>  |
| <b>Total Water Fund Revenues</b>            | <b>6,521,932.00</b> | <b>7,906,701.81</b> | <b>(1,384,769.81)</b> | <b>121.23%</b> |
| <b>Total Water Fund Expenses</b>            | <b>6,088,498.00</b> | <b>1,603,627.62</b> | <b>4,504,495.23</b>   | <b>26.34%</b>  |
| <b>Revenues vs Expense</b>                  | <b>433,434.00</b>   | <b>6,303,074.19</b> |                       |                |

Percentage of Fiscal Year 2023-2024  
February 2024 67% of the year

| Sewer Fund<br>Revenue Analysis                   |                     |                     |                   |                  |
|--|---------------------|---------------------|-------------------|------------------|
| Sewer Fund                                       | Budgeted Amount     | YTD                 | YTD Variance      | Percent Received |
| <b>Beginning Fund Balance w/ Audit</b>           | 879,000.00          | <b>1,105,377.00</b> | (226,377.00)      | 125.75%          |
| Connection Fees / Biosolids                      | 10,296.00           | 500.00              | 9,796.00          | 4.86%            |
| Investment Earnings                              | 8,667.00            | 30,932.44           | (22,265.44)       | 356.90%          |
| <b>Misc Fees/East Gate Lift Station (Ins.ck)</b> | 520.00              | 69,982.00           | (69,462.00)       | 13458.08%        |
| Sewer Master Plan Study (County)                 | 200,000.00          | -                   | 200,000.00        | 0.00%            |
| Special Revenues/Biosolids                       | 10,400.00           | 10,958.98           | (558.98)          | 105.37%          |
| TURA Grant Screw Press Building (In & Out)       | 100,000.00          | -                   | 100,000.00        | 0.00%            |
| User Fees  | 2,980,069.00        | 2,031,064.36        | 949,004.64        | 68.15%           |
| <b>Total Revenues</b>                            | <b>4,188,952.00</b> | <b>3,248,814.78</b> | <b>940,137.22</b> | <b>77.56%</b>    |
| General Ledger<br>Expenses vs. Budget            |                     |                     |                   |                  |
| Sewer Fund                                       | Budgeted Amount     | YTD                 | YTD Variance      | Percent Expended |
| <b>Total Personnel</b>                           | <b>877,336.00</b>   | <b>351,674.66</b>   | <b>559,661.34</b> | <b>40.08%</b>    |
| Credit Card Fees Utilities                       | 20,948.00           | 13,221.14           | 7,726.86          | 63.11%           |
| Chemicals/Chlorine                               | 275,625.00          | 173,935.48          | 101,689.52        | 63.11%           |
| Utility Franchise Fee to GF (monthly)            | 63,159.00           | 38,955.95           | 24,203.05         | 61.68%           |
| Fuel / Vehicle                                   | 8,316.00            | 2,746.42            | 5,569.58          | 33.03%           |
| Insurance (Semi-Annual)                          | 38,588.00           | 38,588.00           | -                 | 100.00%          |
| Maint / Equipment                                | 57,330.00           | 28,152.16           | 29,177.84         | 49.11%           |
| Maint / Lift Stations                            | 12,000.00           | 7,778.50            | 4,221.50          | 64.82%           |
| Maint / Materials                                | 49,613.00           | 22,054.41           | 27,558.59         | 44.45%           |
| Maint / Service Contracts/Garbage Svc.           | 56,000.00           | 8,205.57            | 47,794.43         | 14.65%           |
| Maint / Vehicle                                  | 10,000.00           | 2,074.29            | 7,925.71          | 20.74%           |
| Office Supplies                                  | 2,205.00            | 3,592.96            | (1,387.96)        | 162.95%          |
| Permits / Licenses                               | 16,868.00           | 11,579.80           | 5,288.20          | 68.65%           |
| Postage/GIS                                      | 11,025.00           | 2,529.20            | 8,495.80          | 22.94%           |
| Training / Safety                                | 17,464.00           | 13,652.79           | 3,811.21          | 78.18%           |
| Uniform Allowance                                | 2,756.00            | 2,349.29            | 406.71            | 85.24%           |
| Utilities / Phone                                | 9,360.00            | 6,466.34            | 2,893.66          | 69.08%           |
| Utilities / Power                                | 74,558.00           | 47,905.49           | 26,652.51         | 64.25%           |
| Supplies / Laboratory                            | 22,491.00           | 13,246.21           | 9,244.79          | 58.90%           |
| Propane  | 33,075.00           | 27,326.99           | 5,748.01          | 82.62%           |
| Bio Solids                                       | 88,200.00           | 49,960.12           | 38,239.88         | 56.64%           |
| Pressure Sewer                                   | 22,050.00           | 20,926.90           | 1,123.10          | 94.91%           |
| Internal Service fee to GF                       | 300,668.00          | 150,334.00          | 150,334.00        | 50.00%           |
| <b>Total Supplies &amp; Expense</b>              | <b>1,192,297.00</b> | <b>685,582.01</b>   | <b>506,716.99</b> | <b>57.50%</b>    |

Percentage of Fiscal Year 2023-2024  
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|   |                     |                     |                     |               |
|---|---------------------|---------------------|---------------------|---------------|
| Imp/Motors/Sludge PUMP/Solids Handling  | 100,000.00          | 47,612.35           | 52,387.65           | 47.61%        |
| Capital Projects / SCADA/Line Camera    | 80,000.00           | 60,291.95           | 19,708.05           | 75.36%        |
| Special Programs Cross Conn/ I&I/Blower | 30,000.00           | 47,829.30           | (17,829.30)         | 159.43%       |
| Master Sewer Plan Match                 | 350,000.00          | 7,216.50            | 342,783.50          | 2.06%         |
| Capacity Study                          | 50,000.00           | 22,960.83           | 27,039.17           | 45.92%        |
| Eastgate Lift Station (Insurance)       | -                   | 125,994.01          | (125,994.01)        | 0.00%         |
| SCADA/Monitoring Electric & Welding     | 50,000.00           | 243.07              | 49,756.93           | 0.49%         |
| TURA Grant Screw Press Bldg (In & Out)  | 100,000.00          | 59,014.40           | 40,985.60           | 59.01%        |
| <b>Total Capital Outlay</b>             | <b>760,000.00</b>   | <b>371,162.41</b>   | <b>388,837.59</b>   | <b>48.84%</b> |
| DEQ R08963 Principal                    | 12,427.00           | 12,427.00           | -                   | 100.00%       |
| DEQ R08963 Interest                     | 2,203.00            | 2,203.00            | -                   | 100.00%       |
| R08963 Fees                             | 700.00              | 700.00              | -                   | 100.00%       |
| DEQ R08966 Principal                    | 5,355.00            | 5,355.00            | -                   | 100.00%       |
| DEQ R08966 Interest                     | 1,145.00            | 1,145.00            | -                   | 100.00%       |
| R08966 Fees                             | 365.00              | 365.00              | -                   | 100.00%       |
| DEQ R08967 Principal                    | 499,056.00          | 499,056.00          | -                   | 100.00%       |
| DEQ R08967 Interest                     | 154,548.00          | 154,548.00          | -                   | 100.00%       |
| R08967 Fees                             | 49,557.00           | 49,556.00           | 1.00                | 100.00%       |
| Anderson Loan                           | 15,175.00           | 15,175.00           | -                   | 100.00%       |
| DEQ R91568 Principal                    | 25,490.00           | 25,490.00           | -                   | 100.00%       |
| DEQ R91568 Interest                     | 8,510.00            | 8,510.00            | -                   | 100.00%       |
| R91568 Fees                             | 1,250.00            | 1,250.00            | -                   | 100.00%       |
| OECD Loan                               | 62,878.00           | 62,878.17           | (0.17)              | 100.00%       |
| IFA City Hall                           | 16,500.00           | 16,500.00           | -                   | 100.00%       |
| Sewer Plant Screw Press                 | 123,500.00          | -                   | 123,500.00          | 0.00%         |
| DEQ Required Reserves                   | 379,285.00          | 379,285.00          | -                   | 100.00%       |
| <b>Total Debt Services</b>              | <b>1,357,944.00</b> | <b>1,234,443.17</b> | <b>123,500.83</b>   | <b>90.91%</b> |
| <b>Total Revenues</b>                   | <b>4,188,952.00</b> | <b>3,248,814.78</b> | <b>940,137.22</b>   | <b>77.56%</b> |
| <b>Total Sewer Fund Expenses</b>        | <b>4,187,577.00</b> | <b>2,642,862.25</b> | <b>1,578,716.75</b> | <b>63.11%</b> |
| <b>Revenues vs Expense</b>              | <b>1,375.00</b>     | <b>605,952.53</b>   |                     |               |

Percentage of Fiscal Year 2023-2024  
February 2024 67% of the year

| TRT Fund                               |                   |                   |                   |                  |
|--|-------------------|-------------------|-------------------|------------------|
| Revenue Analysis                       |                   |                   |                   |                  |
| TRT Fund                               | Budgeted Amount   | YTD               | YTD Variance      | Percent Received |
| Carry Over Reserves w/ Audit           | 30,000.00         | 224,526.00        | (194,526.00)      |                  |
| Hotel / Motel Tax (10%)                | 410,000.00        | 252,589.45        | 157,410.55        | 61.61%           |
| Investment Earnings                    | 2,500.00          | 7,210.25          | (4,710.25)        | 288.41%          |
| Business Surcharge                     | 11,000.00         | 4,837.50          | 6,162.50          | 43.98%           |
| Misc/Police Grants/TURA Landscapes     | 10,000.00         | 15,678.03         | (5,678.03)        | 156.78%          |
| SHE Park DEQ Contamination Grant       | 50,000.00         | -                 | 50,000.00         | 0.00%            |
| Movie Night Sponsors                   | 400.00            | 500.00            | (100.00)          | 125.00%          |
| All Ability Coatsville Park Playgrnd   | 35,000.00         | 39,620.00         | (4,620.00)        | 113.20%          |
| Carnahan User Fees                     | 1,500.00          | 324.75            | 1,175.25          | 21.65%           |
| Carnahan Marine Board Grant            | 6,700.00          | -                 | 6,700.00          | 0.00%            |
| Property Lease Income Carts            | 38,000.00         | 40,971.58         | (2,971.58)        | 107.82%          |
| Property Tx from vendors               | 2,300.00          | -                 | 2,300.00          | 0.00%            |
| Billboard                              | 1,500.00          | -                 | 1,500.00          | 0.00%            |
| <b>Total TRT Revenues</b>              | <b>598,900.00</b> | <b>586,257.56</b> | <b>5,114.02</b>   | <b>97.89%</b>    |
| General Ledger                         |                   |                   |                   |                  |
| Expenses vs. Budget                    |                   |                   |                   |                  |
| TRT Fund                               | Budgeted Amount   | YTD               | YTD Variance      | Percent Expended |
| <b>Total Personnel</b>                 | <b>73,998.00</b>  | <b>44,068.21</b>  | <b>29,929.79</b>  | <b>59.55%</b>    |
| Business License Surcharge / TRA       | 11,000.00         | 12,508.25         | (1,508.25)        | 113.71%          |
| Farmer's Market                        | 12,300.00         | 1,454.35          | 10,845.65         | 11.82%           |
| Chamber Promotion (17% of TRT )        | 69,700.00         | 49,691.37         | 20,008.63         | 71.29%           |
| City Promotions (1% of TRT Receipts)   | 4,100.00          | -                 |                   | 0.00%            |
| Council Priorities                     | 35,802.00         | 12,596.35         | 23,205.65         | 35.18%           |
| Sue H Elmore Riparian Zone             | 15,000.00         | 2,748.85          | 12,251.15         | 18.33%           |
| Beautification / Movie Night           | 1,000.00          | 430.41            | 569.59            | 0.00%            |
| Parade/Event/Storm flagging/Wayfnd     | 5,000.00          | 16,364.04         | (11,364.04)       | 0.00%            |
| Tree Care Training                     | 500.00            | -                 | 500.00            | 0.00%            |
| Parks Materials Fencing/Signs          | 10,000.00         | 8,639.79          | 1,360.21          | 86.40%           |
| Property Tax for Vending Sites         | 2,300.00          | 3,172.90          | (872.90)          | 137.95%          |
| Janitorial Services                    | 20,000.00         | 5,318.00          | 14,682.00         | 26.59%           |
| Bldg Maintenance                       | 2,500.00          | 2,285.12          | 214.88            | 91.40%           |
| Carnahan Park Marine Maint             | 10,000.00         | 5,452.49          | 4,547.51          | 54.52%           |
| <b>Total Supplies &amp; Expense</b>    | <b>199,202.00</b> | <b>120,661.92</b> | <b>78,540.08</b>  | <b>60.57%</b>    |
| All Ability Coatsville Park Playgrnd   | 35,000.00         |                   |                   |                  |
| SHE Park DEQ Contamination Grnt        | 70,000.00         |                   |                   |                  |
| Tree Mnt. \$10,000/City Planting/Pkg I | 5,000.00          | -                 | 5,000.00          | 0.00%            |
| <b>Total Capital Outlay</b>            | <b>110,000.00</b> | <b>-</b>          | <b>5,000.00</b>   | <b>0.00%</b>     |
| Phase 1 City Conservation Project      | 100,000.00        | 74,473.56         | 25,526.44         | 74.47%           |
| Police Vehicle Financing               | 42,000.00         | 40,852.13         | 1,147.87          | 97.27%           |
| Water Loan Fund Payment                | 57,000.00         | -                 | 57,000.00         | 0.00%            |
| Police Building Payment                | 16,700.00         | 16,700.00         | -                 | 100.00%          |
| <b>Total Debt Service</b>              | <b>215,700.00</b> | <b>132,025.69</b> | <b>83,674.31</b>  |                  |
| <b>Total TRT Revenues</b>              | <b>598,900.00</b> | <b>586,257.56</b> | <b>5,114.02</b>   | <b>97.89%</b>    |
| <b>Total TRT Fund Expenses</b>         | <b>598,900.00</b> | <b>296,755.82</b> | <b>197,144.18</b> | <b>49.55%</b>    |
| <b>Revenues vs Expense</b>             | <b>-</b>          | <b>289,501.74</b> |                   |                  |

Percentage of Fiscal Year 2023-2024  
February 2024 67% of the year

| SDC Fund<br>Revenue Analysis          |                   |                   |                   |                  |
|---------------------------------------|-------------------|-------------------|-------------------|------------------|
| SDC Fund                              | Budgeted Amount   | YTD               | YTD Variance      | Percent Received |
| Beginning Fund Balance Wtr SDC        | 236,354.00        | 236,354.00        | -                 | 100.00%          |
| Interest Earnings Water               | 2,500.00          | 7,278.81          | (4,778.81)        | 291.15%          |
| SDC Water Income                      | 10,000.00         | 12,834.00         | (2,834.00)        | 128.34%          |
| Beginning Fund Balance Storm Drain    | 126,100.00        | 126,100.00        | -                 | 100.00%          |
| Interest Earnings Storm Drain         | 1,800.00          | 3,639.34          | (1,839.34)        | 202.19%          |
| SDC Storm Drain Income                | 10,000.00         | 3,539.75          | 6,460.25          | 35.40%           |
| Beginning Fund Balance Swr SDC        | 117,250.00        | 117,250.00        | -                 | 100.00%          |
| Interest Earnings Sewer               | 1,800.00          | 3,639.42          | (1,839.42)        | 202.19%          |
| SDC Sewer Income                      | 2,000.00          | 1,960.00          | 40.00             | 98.00%           |
| <b>Total SDC Revenues</b>             | <b>507,804.00</b> | <b>512,595.32</b> | <b>(4,791.32)</b> | <b>100.94%</b>   |
| General Ledger<br>Expenses vs. Budget |                   |                   |                   |                  |
| SDC Fund                              | Budgeted Amount   | YTD               | YTD Variance      | Percent Expended |
| SDC Water Expenses                    | 248,854.00        | -                 | 248,854.00        | 0.00%            |
| SDC Storm Drain Expenses (50K FEM)    | 137,900.00        | -                 | 137,900.00        | 0.00%            |
| SDC Sewer Expenses                    | 121,050.00        | -                 | 121,050.00        | 0.00%            |
| <b>Total SDC Expenses</b>             | <b>507,804.00</b> | <b>-</b>          | <b>507,804.00</b> | <b>0.00%</b>     |
| <b>Total SDC Expenses</b>             | <b>507,804.00</b> | <b>-</b>          | <b>507,804.00</b> | <b>0.00%</b>     |
| <b>Total Water SDC Revenues</b>       | <b>248,854.00</b> | <b>256,466.81</b> | <b>(7,612.81)</b> | <b>100.94%</b>   |
| <b>Total Water SDC Expenses</b>       | <b>248,854.00</b> | <b>-</b>          | <b>248,854.00</b> | <b>0.00%</b>     |
| <b><u>Revenues vs Expense</u></b>     | <b>-</b>          | <b>256,466.81</b> |                   |                  |
| <b>Total Storm Drain Revenues</b>     | <b>137,900.00</b> | <b>133,279.09</b> | <b>4,620.91</b>   | <b>96.65%</b>    |
| <b>Total Storm Drain Expenses</b>     | <b>137,900.00</b> | <b>-</b>          | <b>137,900.00</b> | <b>0.00%</b>     |
| <b><u>Revenues vs Expense</u></b>     | <b>-</b>          | <b>133,279.09</b> | <b>-</b>          |                  |
| <b>Total Sewer SDC Revenues</b>       | <b>121,050.00</b> | <b>122,849.42</b> | <b>(1,799.42)</b> | <b>101.49%</b>   |
| <b>Total Sewer SDC Expenses</b>       | <b>121,050.00</b> | <b>-</b>          | <b>121,050.00</b> | <b>0.00%</b>     |
| <b><u>Revenues vs Expense</u></b>     | <b>-</b>          | <b>122,849.42</b> |                   |                  |

Percentage of Fiscal Year 2023-2024  
February 2024

| Community Block Grant<br>Revenue Analysis |                     |                  |                     |                  |
|---|---------------------|------------------|---------------------|------------------|
| CDBG                                      | Budgeted Amount     | YTD              | YTD Variance        | Percent Received |
| CDBG WATER TRANSMISSION LINE              | 4,000,000.00        | 18,946.00        | 3,981,054.00        | 0.47%            |
| CDBG WATER GRANT (WELL #2)                | 215,000.00          | 45,468.15        | 169,531.85          | 21.15%           |
| <b>Total CDBG Revenues</b>                | <b>4,215,000.00</b> | <b>64,414.15</b> | <b>4,150,585.85</b> | <b>1.53%</b>     |

| General Ledger<br>Expenses vs. Budget |                     |                   |                     |                  |
|---------------------------------------|---------------------|-------------------|---------------------|------------------|
| CDBG GRANT EXPENSES                   | Budgeted Amount     | YTD               | YTD Variance        | Percent Expended |
| CDBG WATER TRANSMISSION LINE          | 4,000,000.00        | 144,829.56        | 3,855,170.44        | 3.62%            |
| CDBG WATER GRANT                      | 215,000.00          | 60,651.65         | 154,348.35          | 28.21%           |
| <b>Total CDBG Expenses</b>            | <b>4,215,000.00</b> | <b>205,481.21</b> | <b>4,009,518.79</b> | <b>4.87%</b>     |

**CC REGULAR MEETING 3rd MONDAY**

**Meeting Date:** 03/18/2024

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**Information**

**Subject:**

Tillamook County Housing Commission Appointee Report

**Background:**

**Recommendation:**

**Motion:**

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**Attachments**

Housing Commission Report

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## MEMO

TO: Planning Commission and City Council

FROM: Megan Carpenter, City Planner

RE: Tillamook County Housing Commission Held at POTB-February 1, 2024

DATE: February 5, 2024

This is an informative brief to the Tillamook County Housing Commission Meeting that was held at the Port of Tillamook Bay on February 1, 2024.

The Housing Commission was presented with the allocation proposal for the applicants requesting funding under the Multifamily Rental Housing Fund.

In December 2023 and January 2024, the Housing Commission was presented with eight applications requesting funding for housing projects and developments around Tillamook County. The Housing Commission had scored this year's applicants based off a list of qualitative criteria and the finance subcommittee used quantitative criteria to determine how much each applicant should receive based on both sets of criteria. The processed results and allocation proposals were presented to the Housing Commission which voted to approve the recommended allocations as suggested by the finance subcommittee to be submitted to the Tillamook Board of County Commissioners on February 28, 2024.

If anyone is interested in the results of the housing fund allocations by the Board of County Commissioners please visit the Tillamook County website at:  
<https://www.tillamookcounty.gov/bocc>

***Disclaimer: This memo is written of my own understanding of the meeting and may not represent Tillamook County Housing Commission positions, strategies, or opinions. Audio version of the meeting can be found on the Tillamook County website at [www.co.tillamook.or.us](http://www.co.tillamook.or.us) under the housing commission tab.***

**CC REGULAR MEETING 3rd MONDAY**

**Meeting Date:** 03/18/2024

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**Information**

**Subject:**

| BATCH TYPE       | DATE       | CHECK RANGE | AMOUNT PAID |
|------------------|------------|-------------|-------------|
| Accounts Payable | 03/18/2024 | 49244-49289 | \$59,714.70 |
|                  |            |             |             |

**Background:**

**Recommendation:**

**Motion:**

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**Attachments**

Proof List

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Accounts Payable  
To Be Paid Proof List

User: dwerner  
Printed: 03/13/2024 - 10:30AM  
Batch: 10318.03.2024 - AP BATCH 3.18.2024-10318



| Invoice Number                     | Invoice Date | Amount | Quantity                           | Payment Date | Task Label | Type | PO # | Close PO | Line # |
|------------------------------------|--------------|--------|------------------------------------|--------------|------------|------|------|----------|--------|
| Account Number                     | Description  |        |                                    | Reference    |            |      |      |          |        |
| 911 Supply Inc                     |              |        |                                    |              |            |      |      |          |        |
| 4101 River Rd N                    |              |        |                                    |              |            |      |      |          |        |
| Keizer, OR 97303                   |              |        |                                    |              |            |      |      |          |        |
| 0001                               |              |        |                                    |              |            |      |      |          |        |
| INV-1-40762                        | 3/1/2024     | 29.67  | 0.00                               | 03/18/2024   |            |      |      | No       | 0      |
| 010-07-53410 UNIFORM ALLOWANCE     |              |        | Sgt. Hollis Uniform belt           |              |            |      |      |          |        |
| INV-1-40762 Total:                 |              | 29.67  |                                    |              |            |      |      |          |        |
| 911 Supply Inc Total:              |              | 29.67  |                                    |              |            |      |      |          |        |
| Astound Business Solutions by Wave |              |        |                                    |              |            |      |      |          |        |
| PO Box 31001-2714                  |              |        |                                    |              |            |      |      |          |        |
| Pasadena, CA 91110-2714            |              |        |                                    |              |            |      |      |          |        |
| 4442                               |              |        |                                    |              |            |      |      |          |        |
| *** 121312301-0010                 | 3/1/2024     | 346.89 | 0.00                               | 03/18/2024   |            |      |      | No       | 0      |
| 010-10-53420 UTILITIES / PHONES    |              |        | Dark fiber & internet 2024         |              |            |      |      |          |        |
| *** 121312301-0010                 | 3/1/2024     | 106.43 | 0.00                               | 03/18/2024   |            |      |      | No       | 0      |
| 021-01-53420 TELEPHONE             |              |        | City Shops ethernet transport 2024 |              |            |      |      |          |        |
| 121312301-00106 Total:             |              | 453.32 |                                    |              |            |      |      |          |        |
| Astound Business Solution          |              | 453.32 |                                    |              |            |      |      |          |        |

Beachy, Levi  
24465 River Bend Road  
Beaver, OR 97108  
4738

| Invoice Number  | Invoice Date | Amount   | Quantity | Payment Date                                      | Task Label | Type | PO # | Close PO | Line # |
|---|--------------|----------|----------|---|------------|------|------|----------|--------|
| Account Number  |              |          |          | Description                                       | Reference  |      |      |          |        |
| 031124  | 3/11/2024    | 542.13   | 0.00     | 03/18/2024  |            |      |      | No       | 0      |
| 021-02-53070 MEETINGS/SCHOOLS/TRNG/SA   |              |          |          | OAWU Conference reimbursment L. Beachy plus meals |            |      |      |          |        |
| 031124 Total:   |              | 542.13   |          |   |            |      |      |          |        |
| Beachy, Levi Total:   |              | 542.13   |          |   |            |      |      |          |        |
| Boyd's Implement Service, LLC<br>2850 Latimer Road<br>Tillamook, OR 97141<br>0028 |              |          |          |   |            |      |      |          |        |
| 01-30205  | 2/14/2024    | 177.00   | 0.00     | 03/18/2024  |            |      |      | No       | 0      |
| 020-20-53210 MAINT / EQUIPMENT  |              |          |          | OTH-Jack bulldog 10" lift 5000lb side wind        |            |      |      |          |        |
| 01-30205 Total:   |              | 177.00   |          |   |            |      |      |          |        |
| 01-30442  | 2/29/2024    | 2,023.31 | 0.00     | 03/18/2024  |            |      |      | No       | 0      |
| 020-20-53210 MAINT / EQUIPMENT  |              |          |          | Streets water tank trailer                        |            |      |      |          |        |
| 01-30442 Total:   |              | 2,023.31 |          |   |            |      |      |          |        |
| 01-30477  | 2/27/2024    | 2,647.13 | 0.00     | 03/18/2024  |            |      |      | No       | 0      |
| 022-22-53210 MAINT / EQUIP/BLDG   |              |          |          | Sewer plant backhoe                               |            |      |      |          |        |
| 01-30477 Total:   |              | 2,647.13 |          |   |            |      |      |          |        |
| Boyd's Implement Service,   |              | 4,847.44 |          |   |            |      |      |          |        |
| BridgeTower OpCo, LLC<br>P.O. Box 745929<br>Atlanta, GA 30347-5929<br>4368        |              |          |          |   |            |      |      |          |        |
| 745674145   | 2/12/2024    | 275.88   | 0.00     | 03/18/2024  |            |      |      | No       | 0      |
| 021-20-53505 WATER/WW EMERGENCY RESP  |              |          |          | Eastgate sewer lift station replacement           |            |      |      |          |        |
| 745674145 Total:  |              | 275.88   |          |   |            |      |      |          |        |

| Invoice Number  | Invoice Date | Amount   | Quantity | Payment Date   | Task Label                            | Type | PO # | Close PO | Line # |
|---|--------------|----------|----------|--|---------------------------------------|------|------|----------|--------|
| Account Number  |              |          |          | Description  | Reference                             |      |      |          |        |
| <hr/>   |              |          |          |  |                                       |      |      |          |        |
| BridgeTower OpCo, LLC T   |              | 275.88   |          |  |                                       |      |      |          |        |
| Brown, Connor<br>807 Meadow Ave<br>Tillamook, OR 97141<br>3054                          |              |          |          |  |                                       |      |      |          |        |
| 030724  | 2/28/2024    | 367.24   | 0.00     | 03/18/2024   |                                       |      |      | No       | 0      |
| 020-20-53380 TRAINING   |              |          |          | Reimbursement  | for travel to road scholar plus meals |      |      |          |        |
| 030724 Total:   |              | 367.24   |          |  |                                       |      |      |          |        |
| Brown, Connor Total:  |              | 367.24   |          |  |                                       |      |      |          |        |
| Cascade Columbia Dist. Co.<br>PO Box 24745<br>Seattle, WA 98124-0745<br>5057            |              |          |          |  |                                       |      |      |          |        |
| 889570  | 2/28/2024    | 1,895.25 | 0.00     | 03/18/2024   |                                       |      |      | No       | 0      |
| 021-04-53430 WATER PRODUCTIONS  |              |          |          | Salt Cargill hi-grade evap fine                        |                                       |      |      |          |        |
| 889570 Total:   |              | 1,895.25 |          |  |                                       |      |      |          |        |
| Cascade Columbia Dist. Co   |              | 1,895.25 |          |  |                                       |      |      |          |        |
| Centerlogic, Inc<br>7414 NE Hazel Dell Avenue<br>Suite B<br>Vancouver, WA 98665<br>7020 |              |          |          |  |                                       |      |      |          |        |
| 20242111  | 3/4/2024     | 865.20   | 0.00     | 03/18/2024   |                                       |      |      | No       | 0      |
| 010-10-53240 SERVICE CONTRACTS  |              |          |          | Agreement office 365 CSP monthly                       |                                       |      |      |          |        |
| 20242111 Total:   |              | 865.20   |          |  |                                       |      |      |          |        |
| 20242211  | 3/4/2024     | 3,724.00 | 0.00     | 03/18/2024   |                                       |      |      | No       | 0      |
| 010-10-53240 SERVICE CONTRACTS  |              |          |          | Monthly agreement CMSP, Crypt, Csaas, Csbb, Faas, CSP, |                                       |      |      |          |        |

| Invoice Number   | Invoice Date | Amount   | Quantity | Payment Date                            | Task Label | Type | PO # | Close PO | Line # |
|--|--------------|----------|----------|---|------------|------|------|----------|--------|
| Account Number   |              |          |          | Description                             | Reference  |      |      |          |        |
| 20242211 Total:  |              | 3,724.00 |          |   |            |      |      |          |        |
| 20242402   | 3/5/2024     | 375.00   | 0.00     | 03/18/2024                              |            |      |      |          |        |
| 010-10-53240 SERVICE CONTRACTS                             |              |          |          | Network Consultant MSP onsite- C. Brush |            |      |      |          |        |
| 20242402 Total:  |              | 375.00   |          |   |            |      |      |          |        |
| Centerlogic, Inc Total:                                    |              | 4,964.20 |          |   |            |      |      |          |        |
| CHS Northwest<br>402 Main St<br>Lynden, WA 98264<br>4894   |              |          |          |   |            |      |      |          |        |
| 649314   | 3/7/2024     | 752.50   | 0.00     | 03/18/2024                              |            |      |      |          |        |
| 022-22-53450 PROPANE                                       |              |          |          | Propane                                 |            |      |      |          |        |
| 649314 Total:  |              | 752.50   |          |   |            |      |      |          |        |
| CHS Northwest Total:                                       |              | 752.50   |          |   |            |      |      |          |        |
| Cintas<br>P.O. Box 650838<br>Dallas, TX 75265-0838<br>0587 |              |          |          |   |            |      |      |          |        |
| 9261292620   | 2/27/2024    | 126.00   | 0.00     | 03/18/2024                              |            |      |      |          |        |
| 070-70-53385 JANITORIAL SERVICES                           |              |          |          | City Hall AED automatic Agreement       |            |      |      |          |        |
| 9261292620 Total:  |              | 126.00   |          |   |            |      |      |          |        |
| 9261887294   | 3/1/2024     | 95.76    | 0.00     | 03/18/2024                              |            |      |      |          |        |
| 022-22-53240 MNT/SERVICE CONTRACTS/GA                      |              |          |          | WWTP eye wash service agreement         |            |      |      |          |        |
| 9261887294 Total:  |              | 95.76    |          |   |            |      |      |          |        |
| 9261887299   | 3/1/2024     | 130.50   | 0.00     | 03/18/2024                              |            |      |      |          |        |
| 022-22-53240 MNT/SERVICE CONTRACTS/GA                      |              |          |          | WWTP AED automatic Agreement            |            |      |      |          |        |

| Invoice Number   | Invoice Date | Amount | Quantity | Payment Date                        | Task Label | Type | PO #      | Close PO | Line # |
|--|--------------|--------|----------|-------------------------------------|------------|------|-----------|----------|--------|
| Account Number   |              |        |          | Description                         |            |      | Reference |          |        |
| 9261887299 Total:  |              | 130.50 |          |                                     |            |      |           |          |        |
| *** 9261940988   | 3/1/2024     | 65.25  | 0.00     | 03/18/2024                          |            |      |           | No       | 0      |
| 020-20-53130 EQUIP/MISC SERVICE CONTRA                               |              |        |          | AED agreement PW shop               |            |      |           |          |        |
| *** 9261940988   | 3/1/2024     | 65.25  | 0.00     | 03/18/2024                          |            |      |           | No       | 0      |
| 021-01-53250 MAINTENANCE AGREEMENTS                                  |              |        |          | AED agreement PW shop               |            |      |           |          |        |
| 9261940988 Total:  |              | 130.50 |          |                                     |            |      |           |          |        |
| Cintas Total:  |              | 482.76 |          |                                     |            |      |           |          |        |
| City Sanitary Service<br>P.O. Box 486<br>Tillamook, OR 97141<br>0102 |              |        |          |                                     |            |      |           |          |        |
| *** 03619  | 2/29/2024    | 142.40 | 0.00     | 03/18/2024                          |            |      |           | No       | 0      |
| 021-02-53200 REPAIRS/GARBAGE/JANITORIA                               |              |        |          | 4402 3rd St acct # 03619            |            |      |           |          |        |
| 03619 Total:   |              | 142.40 |          |                                     |            |      |           |          |        |
| *** 04248  | 2/29/2024    | 59.15  | 0.00     | 03/18/2024                          |            |      |           | No       | 0      |
| 010-07-53060 CONTRACTUAL SERVICES                                    |              |        |          | 207 Madrona Ave acct# 04248         |            |      |           |          |        |
| 04248 Total:   |              | 59.15  |          |                                     |            |      |           |          |        |
| *** 04498  | 2/29/2024    | 352.75 | 0.00     | 03/18/2024                          |            |      |           | No       | 0      |
| 020-20-53130 EQUIP/MISC SERVICE CONTRA                               |              |        |          | Cans 17 locations acct #04498       |            |      |           |          |        |
| 04498 Total:   |              | 352.75 |          |                                     |            |      |           |          |        |
| *** 05048  | 2/29/2024    | 240.10 | 0.00     | 03/18/2024                          |            |      |           | No       | 0      |
| 022-22-53240 MNT/SERVICE CONTRACTS/GA                                |              |        |          | 5th St Plant acct #05048            |            |      |           |          |        |
| 05048 Total:   |              | 240.10 |          |                                     |            |      |           |          |        |
| *** 05835  | 2/29/2024    | 173.05 | 0.00     | 03/18/2024                          |            |      |           | No       | 0      |
| 070-70-53395 CARN PRK MARINE MAINTENA                                |              |        |          | 798-900 5th St-Carnahan acct# 05835 |            |      |           |          |        |
| 05835 Total:   |              | 173.05 |          |                                     |            |      |           |          |        |

| Invoice Number                | Invoice Date                | Amount   | Quantity | Payment Date  | Task Label | Type | PO # | Close PO | Line # |
|-------------------------------|-----------------------------|----------|----------|---|------------|------|------|----------|--------|
| Account Number                | Description                 |          |          | Reference   |            |      |      |          |        |
|                               | City Sanitary Service Total | 967.45   |          |   |            |      |      |          |        |
| CNA Surety Direct Bill        |                             |          |          |   |            |      |      |          |        |
| PO Box 957312                 |                             |          |          |   |            |      |      |          |        |
| St Louis, MO 63195-7312       |                             |          |          |   |            |      |      |          |        |
| 4737                          |                             |          |          |   |            |      |      |          |        |
| 03072024                      | 2/26/2024                   | 2,225.00 | 0.00     | 03/18/2024  |            |      |      | No       | 0      |
| 022-22-53370 LEGAL FEES       |                             |          |          | City of Tillamook and the USDA Rural Develo Bond # 585' |            |      |      |          |        |
| 03072024 Total:               |                             | 2,225.00 |          |   |            |      |      |          |        |
| CNA Surety Direct Bill To     |                             | 2,225.00 |          |   |            |      |      |          |        |
| Coast Printing and Stationary |                             |          |          |   |            |      |      |          |        |
| 2106 3rd Street               |                             |          |          |   |            |      |      |          |        |
| Tillamook, OR 97141           |                             |          |          |   |            |      |      |          |        |
| 0089                          |                             |          |          |   |            |      |      |          |        |
| *** 2322                      | 2/13/2024                   | 7.74     | 0.00     | 03/18/2024  |            |      |      | No       | 0      |
| 010-01-53270 OFFICE SUPPLIES  |                             |          |          | Council J. Hopkins name plate Notary stamp T. Heitsman  |            |      |      |          |        |
| 2322 Total:                   |                             | 7.74     |          |   |            |      |      |          |        |
| 2325                          | 2/14/2024                   | 3.49     | 0.00     | 03/18/2024  |            |      |      | No       | 0      |
| 010-07-53350 SPECIAL PROGRAMS |                             |          |          | Sympathy card- TDP                                      |            |      |      |          |        |
| 2325 Total:                   |                             | 3.49     |          |   |            |      |      |          |        |
| 2336                          | 2/22/2024                   | 15.95    | 0.00     | 03/18/2024  |            |      |      | No       | 0      |
| 010-01-53270 OFFICE SUPPLIES  |                             |          |          | Council. S. Schriber name plate                         |            |      |      |          |        |
| 2336 Total:                   |                             | 15.95    |          |   |            |      |      |          |        |
| Coast Printing and Stationa   |                             | 27.18    |          |   |            |      |      |          |        |
| Colvin Oil I LLC              |                             |          |          |   |            |      |      |          |        |
| 2801 3rd Street               |                             |          |          |   |            |      |      |          |        |
| Tillamook, OR 97141           |                             |          |          |   |            |      |      |          |        |

| Invoice Number  | Invoice Date               | Amount   | Quantity | Payment Date                | Task Label | Type | PO #      | Close PO | Line # |
|---|----------------------------|----------|----------|-----------------------------|------------|------|-----------|----------|--------|
| Account Number  |                            |          |          | Description                 |            |      | Reference |          |        |
| 3094  |                            |          |          |                             |            |      |           |          |        |
| INV-115473  | 2/29/2024                  | 778.81   | 0.00     | 03/18/2024                  |            |      |           | No       | 0      |
| 010-07-53140 FUEL / VEHICLE   |                            |          |          | PD Fuel 2.15.24-2-29.24     |            |      |           |          |        |
|   | INV-115473 Total:          | 778.81   |          |                             |            |      |           |          |        |
|   | Colvin Oil I LLC Total:    | 778.81   |          |                             |            |      |           |          |        |
| Enviro-Clean Equipment, Inc.<br>2395 NW Eleven Mile Ave.<br>Gresham, OR 97030 |                            |          |          |                             |            |      |           |          |        |
| 4490  |                            |          |          |                             |            |      |           |          |        |
| *** 24-62283R   | 2/29/2024                  | 653.35   | 0.00     | 03/18/2024                  |            |      |           | No       | 0      |
| 020-20-53210 MAINT / EQUIPMENT  |                            |          |          | WWTP supplies               |            |      |           |          |        |
| *** 24-62283R   | 2/29/2024                  | 653.35   | 0.00     | 03/18/2024                  |            |      |           | No       | 0      |
| 021-03-53252 EQUIPMNT MAINT   |                            |          |          | WWTP supplies               |            |      |           |          |        |
| *** 24-62283R   | 2/29/2024                  | 653.36   | 0.00     | 03/18/2024                  |            |      |           | No       | 0      |
| 022-22-53210 MAINT / EQUIP/BLDG   |                            |          |          | WWTP supplies               |            |      |           |          |        |
|   | 24-62283R Total:           | 1,960.06 |          |                             |            |      |           |          |        |
|   | Enviro-Clean Equipment, I  | 1,960.06 |          |                             |            |      |           |          |        |
| Ferguson Enterprises Inc.#3011<br>PO Box 847411<br>Dallas, TX 75284-7411      |                            |          |          |                             |            |      |           |          |        |
| 4454  |                            |          |          |                             |            |      |           |          |        |
| 1250869   | 3/5/2024                   | 255.36   | 0.00     | 03/18/2024                  |            |      |           | No       | 0      |
| 021-06-53250 STOCK PURCHASES SHOP   |                            |          |          | If 2 cts ph comp x fip coup |            |      |           |          |        |
|   | 1250869 Total:             | 255.36   |          |                             |            |      |           |          |        |
|   | Ferguson Enterprises Inc.# | 255.36   |          |                             |            |      |           |          |        |

Fetzer, Kyle  
522 Douglas Avenue  
Tillamook, OR 97141

| Invoice Number                        | Invoice Date | Amount | Quantity | Payment Date                     | Task Label | Type | PO #      | Close PO | Line # |
|---------------------------------------|--------------|--------|----------|----------------------------------|------------|------|-----------|----------|--------|
| Account Number                        |              |        |          | Description                      |            |      | Reference |          |        |
| 6074                                  |              |        |          |                                  |            |      |           |          |        |
| 31224                                 | 3/11/2024    | 206.11 | 0.00     | 03/18/2024                       |            |      |           | No       | 0      |
| 021-02-53070 MEETINGS/SCHOOLS/TRNG/SA |              |        |          | Milage to OAWU class, meal reimb |            |      |           |          |        |
| 31224 Total:                          |              | 206.11 |          |                                  |            |      |           |          |        |
| Fetzer, Kyle Total:                   |              | 206.11 |          |                                  |            |      |           |          |        |
| Hach Company                          |              |        |          |                                  |            |      |           |          |        |
| 2207 Collections Center Drive         |              |        |          |                                  |            |      |           |          |        |
| Chicago, IL 60693                     |              |        |          |                                  |            |      |           |          |        |
| 1019                                  |              |        |          |                                  |            |      |           |          |        |
| 13951823                              | 3/6/2024     | 175.57 | 0.00     | 03/18/2024                       |            |      |           | No       | 0      |
| 022-22-53440 SUPPLIES/LABORATORY      |              |        |          | WWTP singlets ph 7.0             |            |      |           |          |        |
| 13951823 Total:                       |              | 175.57 |          |                                  |            |      |           |          |        |
| Hach Company Total:                   |              | 175.57 |          |                                  |            |      |           |          |        |
| Headlight Herald                      |              |        |          |                                  |            |      |           |          |        |
| Country Media Inc.                    |              |        |          |                                  |            |      |           |          |        |
| PO Box 670                            |              |        |          |                                  |            |      |           |          |        |
| Salem, OR 97308                       |              |        |          |                                  |            |      |           |          |        |
| 0198                                  |              |        |          |                                  |            |      |           |          |        |
| 675681                                | 1/2/2024     | 59.50  | 0.00     | 03/18/2024                       |            |      |           | No       | 0      |
| 010-03-53190 LEGAL NOTICES            |              |        |          | PT Utility position - paper      |            |      |           |          |        |
| 675681 Total:                         |              | 59.50  |          |                                  |            |      |           |          |        |
| 676637                                | 1/9/2024     | 50.00  | 0.00     | 03/18/2024                       |            |      |           | No       | 0      |
| 010-03-53190 LEGAL NOTICES            |              |        |          | FT. Code enforcement- online     |            |      |           |          |        |
| 676637 Total:                         |              | 50.00  |          |                                  |            |      |           |          |        |
| 676638                                | 1/9/2024     | 50.00  | 0.00     | 03/18/2024                       |            |      |           | No       | 0      |
| 010-03-53190 LEGAL NOTICES            |              |        |          | PT Utility position - online     |            |      |           |          |        |
| 676638 Total:                         |              | 50.00  |          |                                  |            |      |           |          |        |

| Invoice Number             | Invoice Date | Amount | Quantity | Payment Date                                  | Task Label | Type | PO # | Close PO | Line # |
|----------------------------|--------------|--------|----------|---|------------|------|------|----------|--------|
| Account Number             |              |        |          | Description                                   | Reference  |      |      |          |        |
| 676639                     | 1/9/2024     | 50.00  | 0.00     | 03/18/2024                                    |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES |              |        |          | FT code enforcement - online boosted facebook |            |      |      |          |        |
| 676639 Total:              |              | 50.00  |          |   |            |      |      |          |        |
| 676640                     | 1/9/2024     | 50.00  | 0.00     | 03/18/2024                                    |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES |              |        |          | PT utility position - online boosted facebook |            |      |      |          |        |
| 676640 Total:              |              | 50.00  |          |   |            |      |      |          |        |
| 676643                     | 1/9/2024     | 89.25  | 0.00     | 03/18/2024                                    |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES |              |        |          | FT. Code enforcement - paper                  |            |      |      |          |        |
| 676643 Total:              |              | 89.25  |          |   |            |      |      |          |        |
| 676644                     | 1/9/2024     | 59.50  | 0.00     | 03/18/2024                                    |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES |              |        |          | PT. Utility position- paper                   |            |      |      |          |        |
| 676644 Total:              |              | 59.50  |          |   |            |      |      |          |        |
| 677689                     | 1/16/2024    | 89.25  | 0.00     | 03/18/2024                                    |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES |              |        |          | FT. Code enforcement officer- paper           |            |      |      |          |        |
| 677689 Total:              |              | 89.25  |          |   |            |      |      |          |        |
| 678649                     | 1/23/2024    | 50.00  | 0.00     | 03/18/2024                                    |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES |              |        |          | FT. Code enforcement officer -online          |            |      |      |          |        |
| 678649 Total:              |              | 50.00  |          |   |            |      |      |          |        |
| 678652                     | 1/23/2024    | 50.00  | 0.00     | 03/18/2024                                    |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES |              |        |          | P.T Utility position- Boosted online          |            |      |      |          |        |
| 678652 Total:              |              | 50.00  |          |   |            |      |      |          |        |
| 678653                     | 1/23/2024    | 50.00  | 0.00     | 03/18/2024                                    |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES |              |        |          | FT. Code enforcement officer- Boosted online  |            |      |      |          |        |
| 678653 Total:              |              | 50.00  |          |   |            |      |      |          |        |
| 678654                     | 1/23/2024    | 50.00  | 0.00     | 03/18/2024                                    |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES |              |        |          | P.T Utility position-online                   |            |      |      |          |        |

| Invoice Number                 | Invoice Date | Amount | Quantity                            | Payment Date | Task Label | Type | PO # | Close PO | Line # |
|--------------------------------|--------------|--------|-------------------------------------|--------------|------------|------|------|----------|--------|
| Account Number                 |              |        |                                     | Description  | Reference  |      |      |          |        |
| 678654 Total:                  |              | 50.00  |                                     |              |            |      |      |          |        |
| 678655                         | 1/23/2024    | 89.25  | 0.00                                | 03/18/2024   |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES     |              |        | FT. Code enforcement officer -paper |              |            |      |      |          |        |
| 678655 Total:                  |              | 89.25  |                                     |              |            |      |      |          |        |
| 678656                         | 1/23/2024    | 89.25  | 0.00                                | 03/18/2024   |            |      |      | No       | 0      |
| 010-03-53190 LEGAL NOTICES     |              |        | P.T Utility position- Paper         |              |            |      |      |          |        |
| 678656 Total:                  |              | 89.25  |                                     |              |            |      |      |          |        |
| Headlight Herald Total:        |              | 876.00 |                                     |              |            |      |      |          |        |
| Jane Scott Video Productions   |              |        |                                     |              |            |      |      |          |        |
| P.O. Box 249                   |              |        |                                     |              |            |      |      |          |        |
| Netarts, OR 97143              |              |        |                                     |              |            |      |      |          |        |
| 4301                           |              |        |                                     |              |            |      |      |          |        |
| City022024                     | 3/2/2024     | 825.00 | 0.00                                | 03/18/2024   |            |      |      | No       | 0      |
| 010-01-53050 COMMUNICATIONS    |              |        | Video taping CC mtg 1.22.24-2.5.24  |              |            |      |      |          |        |
| City022024 Total:              |              | 825.00 |                                     |              |            |      |      |          |        |
| Jane Scott Video Productio     |              | 825.00 |                                     |              |            |      |      |          |        |
| Jeff Naegeli's Tillamook Plumb |              |        |                                     |              |            |      |      |          |        |
| CCB#112751                     |              |        |                                     |              |            |      |      |          |        |
| 7000 Bewley Creek Road         |              |        |                                     |              |            |      |      |          |        |
| Tillamook, OR 97141            |              |        |                                     |              |            |      |      |          |        |
| 4231                           |              |        |                                     |              |            |      |      |          |        |
| 4312                           | 2/28/2024    | 150.15 | 0.00                                | 03/18/2024   |            |      |      | No       | 0      |
| 021-04-53200 REPAIRS           |              |        | 4th St meter hook up                |              |            |      |      |          |        |
| 4312 Total:                    |              | 150.15 |                                     |              |            |      |      |          |        |
| Jeff Naegeli's Tillamook Pl    |              | 150.15 |                                     |              |            |      |      |          |        |

| Invoice Number   | Invoice Date | Amount   | Quantity | Payment Date                                | Task Label | Type | PO # | Close PO | Line # |
|--|--------------|----------|----------|---|------------|------|------|----------|--------|
| Account Number   |              |          |          | Description                                 | Reference  |      |      |          |        |
| <hr/>  |              |          |          |   |            |      |      |          |        |
| John R. Harrison, MS, PE<br>1730 Pleasantdale Dr.<br>Encinitas, CA 92024<br>0300 |              |          |          |   |            |      |      |          |        |
| 9  | 3/6/2024     | 5,600.00 | 0.00     | 03/18/2024                                  |            |      |      | No       | 0      |
| 022-22-54000 DEQ REQ STUDY/CAPACITY ST   |              |          |          | Service period Feb 1-29 2024 WW Master plan |            |      |      |          |        |
| 9 Total:   |              | 5,600.00 |          |   |            |      |      |          |        |
| John R. Harrison, MS, PE   |              | 5,600.00 |          |   |            |      |      |          |        |
| <hr/>  |              |          |          |   |            |      |      |          |        |
| Kimmel's Hardwares & Houseware<br>1816 1st Street<br>Tillamook, OR 97141<br>0241 |              |          |          |   |            |      |      |          |        |
| A126422  | 2/6/2024     | 20.99    | 0.00     | 03/18/2024                                  |            |      |      | No       | 0      |
| 010-07-53270 OFFICE SUPPLIES   |              |          |          | TPD office supplies                         |            |      |      |          |        |
| A126422 Total:   |              | 20.99    |          |   |            |      |      |          |        |
| A126709  | 2/13/2024    | 31.99    | 0.00     | 03/18/2024                                  |            |      |      | No       | 0      |
| 021-02-53211 SMALL TOOLS/RADIO REPAIR/P  |              |          |          | check leak at City Hall                     |            |      |      |          |        |
| A126709 Total:   |              | 31.99    |          |   |            |      |      |          |        |
| A126714  | 2/14/2024    | 50.99    | 0.00     | 03/18/2024                                  |            |      |      | No       | 0      |
| 022-22-53230 MAINT / MATERIALS   |              |          |          | Paint for WWTP                              |            |      |      |          |        |
| A126714 Total:   |              | 50.99    |          |   |            |      |      |          |        |
| A126768  | 2/15/2024    | 15.98    | 0.00     | 03/18/2024                                  |            |      |      | No       | 0      |
| 070-70-53395 CARN PRK MARINE MAINTENA  |              |          |          | Bathroom light Carnahan park                |            |      |      |          |        |
| A126768 Total:   |              | 15.98    |          |   |            |      |      |          |        |
| A126774  | 2/15/2024    | 11.71    | 0.00     | 03/18/2024                                  |            |      |      | No       | 0      |
| 021-04-53200 REPAIRS   |              |          |          | Water plant                                 |            |      |      |          |        |
| A126774 Total:   |              | 11.71    |          |   |            |      |      |          |        |

| Invoice Number                         | Invoice Date | Amount | Quantity | Payment Date                              | Task Label | Type | PO # | Close PO | Line # |
|--|--------------|--------|----------|---|------------|------|------|----------|--------|
| Account Number                         | Description  |        |          | Reference                                 |            |      |      |          |        |
| A126991                                | 2/22/2024    | 7.99   | 0.00     | 03/18/2024                                |            |      |      | No       | 0      |
| 070-70-53550 PARKS MATERIALS FENCING/S |              |        |          | Park bathrooms                            |            |      |      |          |        |
| A126991 Total:                         |              | 7.99   |          |   |            |      |      |          |        |
| A126992                                | 2/22/2024    | 23.97  | 0.00     | 03/18/2024                                |            |      |      | No       | 0      |
| 070-70-53550 PARKS MATERIALS FENCING/S |              |        |          | Park bathrooms                            |            |      |      |          |        |
| A126992 Total:                         |              | 23.97  |          |   |            |      |      |          |        |
| Kimmel's Hardwares & Ho                |              | 163.62 |          |   |            |      |      |          |        |
| Landolt, Ryan                          |              |        |          |   |            |      |      |          |        |
| 9600 Trask River Road                  |              |        |          |   |            |      |      |          |        |
| Tillamooko, OR 97141                   |              |        |          |   |            |      |      |          |        |
| 9025                                   |              |        |          |   |            |      |      |          |        |
| 121                                    | 3/3/2024     | 60.00  | 0.00     | 03/18/2024                                |            |      |      | No       | 0      |
| 022-22-53240 MNT/SERVICE CONTRACTS/GA  |              |        |          | Yards of fill material dumped on 2.27.24  |            |      |      |          |        |
| 121 Total:                             |              | 60.00  |          |   |            |      |      |          |        |
| Landolt, Ryan Total:                   |              | 60.00  |          |   |            |      |      |          |        |
| Liane Marie Welch                      |              |        |          |   |            |      |      |          |        |
| 10030 2nd Street                       |              |        |          |   |            |      |      |          |        |
| Bay City, OR 97107                     |              |        |          |   |            |      |      |          |        |
| 0286                                   |              |        |          |   |            |      |      |          |        |
| *** 1                                  | 3/9/2024     | 750.00 | 0.00     | 03/18/2024                                |            |      |      | No       | 0      |
| 021-20-53505 WATER/WW EMERGENCY RESP   |              |        |          | Professional service; Meadow lift station |            |      |      |          |        |
| 1 Total:                               |              | 750.00 |          |   |            |      |      |          |        |
| Liane Marie Welch Total:               |              | 750.00 |          |   |            |      |      |          |        |
| Local Government Law Group PC          |              |        |          |   |            |      |      |          |        |
| 975 Oak Street Ste 700                 |              |        |          |   |            |      |      |          |        |
| Eugene, OR 97401                       |              |        |          |   |            |      |      |          |        |

| Invoice Number                         | Invoice Date | Amount | Quantity | Payment Date                   | Task Label | Type | PO #      | Close PO | Line # |
|--|--------------|--------|----------|--------------------------------|------------|------|-----------|----------|--------|
| Account Number                         |              |        |          | Description                    |            |      | Reference |          |        |
| 0703                                   |              |        |          |                                |            |      |           |          |        |
| 6884-68888                             | 3/11/2024    | 702.50 | 0.00     | 03/18/2024                     |            |      |           | No       | 0      |
| 010-01-53060 CONTRACTUAL SERVICES      |              |        |          | Legal service February 2024    |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 6884-68888 Total:                      |              | 702.50 |          |                                |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| Local Government Law Gr                |              | 702.50 |          |                                |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| M.H. Welding                           |              |        |          |                                |            |      |           |          |        |
| 1106 Ivy Avenue                        |              |        |          |                                |            |      |           |          |        |
| Tillamook, OR 97141                    |              |        |          |                                |            |      |           |          |        |
| 0920                                   |              |        |          |                                |            |      |           |          |        |
| 10460                                  | 10/7/2021    | 23.30  | 0.00     | 03/18/2024                     |            |      |           | No       | 0      |
| 022-22-53210 MAINT / EQUIP/BLDG        |              |        |          | Hydraulic adapter              |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 10460 Total:                           |              | 23.30  |          |                                |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 10982                                  | 1/18/2022    | 11.31  | 0.00     | 03/18/2024                     |            |      |           | No       | 0      |
| 022-22-53240 MNT/SERVICE CONTRACTS/GA  |              |        |          | General steel per LB round bar |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 10982 Total:                           |              | 11.31  |          |                                |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 11370                                  | 3/16/2022    | 5.00   | 0.00     | 03/18/2024                     |            |      |           | No       | 0      |
| 022-22-53210 MAINT / EQUIP/BLDG        |              |        |          | Hydraulic adapter              |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 11370 Total:                           |              | 5.00   |          |                                |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 11680                                  | 4/27/2022    | 152.18 | 0.00     | 03/18/2024                     |            |      |           | No       | 0      |
| 020-20-53130 EQUIP/MISC SERVICE CONTRA |              |        |          | General steel per LB (light)   |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 11680 Total:                           |              | 152.18 |          |                                |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 11980                                  | 6/9/2022     | 58.49  | 0.00     | 03/18/2024                     |            |      |           | No       | 0      |
| 020-20-53130 EQUIP/MISC SERVICE CONTRA |              |        |          | General steel per LB (light)   |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 11980 Total:                           |              | 58.49  |          |                                |            |      |           |          |        |
|  |              |        |          |                                |            |      |           |          |        |
| 13828                                  | 3/22/2023    | 142.50 | 0.00     | 03/18/2024                     |            |      |           | No       | 0      |
| 020-20-53130 EQUIP/MISC SERVICE CONTRA |              |        |          | repair broken light post       |            |      |           |          |        |

| Invoice Number   | Invoice Date               | Amount   | Quantity | Payment Date                                  | Task Label | Type      | PO # | Close PO | Line # |
|--|----------------------------|----------|----------|---|------------|-----------|------|----------|--------|
| Account Number   |                            |          |          | Description                                   |            | Reference |      |          |        |
|  | 13828 Total:               | 142.50   |          |   |            |           |      |          |        |
| 14225  | 5/19/2023                  | 293.63   | 0.00     | 03/18/2024                                    |            |           |      | No       | 0      |
| 022-22-53240 MNT/SERVICE CONTRACTS/GA                                  |                            |          |          | MS plate 1/2" and under; general steel per LB |            |           |      |          |        |
|  | 14225 Total:               | 293.63   |          |   |            |           |      |          |        |
| 15824  | 2/29/2024                  | 3,800.00 | 0.00     | 03/18/2024                                    |            |           |      | No       | 0      |
| 021-04-53200 REPAIRS   |                            |          |          | Remaining bal for Cattle guards.              |            |           |      |          |        |
|  | 15824 Total:               | 3,800.00 |          |   |            |           |      |          |        |
|  | M.H. Welding Total:        | 4,486.41 |          |   |            |           |      |          |        |
| Martinez, David<br>Edie's Way<br>St. Helen, OR 97051<br>9549           |                            |          |          |   |            |           |      |          |        |
| 030624   | 2/27/2024                  | 75.00    | 0.00     | 03/18/2024                                    |            |           |      | No       | 0      |
| 010-07-53400 TRAVEL / SUBSISTANCE                                      |                            |          |          | ODOT traffic safety conference dinner         |            |           |      |          |        |
|  | 030624 Total:              | 75.00    |          |   |            |           |      |          |        |
|  | Martinez, David Total:     | 75.00    |          |   |            |           |      |          |        |
| Net Assets Corporation<br>109 River Avenue<br>Eugene, OR 97404<br>6004 |                            |          |          |   |            |           |      |          |        |
| 11-202402  | 3/1/2024                   | 135.00   | 0.00     | 03/18/2024                                    |            |           |      | No       | 0      |
| 010-10-53240 SERVICE CONTRACTS   |                            |          |          | Title learn searches for February 2024        |            |           |      |          |        |
|  | 11-202402 Total:           | 135.00   |          |   |            |           |      |          |        |
|  | Net Assets Corporation Tot | 135.00   |          |   |            |           |      |          |        |

| Invoice Number  | Invoice Date | Amount   | Quantity | Payment Date                      | Task Label | Type | PO # | Close PO | Line # |
|---|--------------|----------|----------|-----------------------------------|------------|------|------|----------|--------|
| Account Number  |              |          |          | Description                       | Reference  |      |      |          |        |
| Northstar Chemical, Inc.<br>P.O. Box 35143 #6860<br>Seattle, WA 98124-5143<br>4041                                |              |          |          |                                   |            |      |      |          |        |
| 275876  | 3/6/2024     | 5,868.80 | 0.00     | 03/18/2024                        |            |      |      | No       | 0      |
| 022-22-53040 CHEMICALS/CHLORINE   |              |          |          | Sodium bisulfite                  |            |      |      |          |        |
| 275876 Total:   |              | 5,868.80 |          |                                   |            |      |      |          |        |
| Northstar Chemical, Inc. T  |              | 5,868.80 |          |                                   |            |      |      |          |        |
| Oldcastle Infrastructure, Inc.<br>7000 Central Parkway Suite 800<br>Atlanta, GA 30328<br>4050                     |              |          |          |                                   |            |      |      |          |        |
| S185046   | 3/5/2024     | 2,101.50 | 0.00     | 03/18/2024                        |            |      |      | No       | 0      |
| 021-20-53505 WATER/WW EMERGENCY RESP  |              |          |          | Manhole for Eastgate lift station |            |      |      |          |        |
| S185046 Total:  |              | 2,101.50 |          |                                   |            |      |      |          |        |
| Oldcastle Infrastructure, In  |              | 2,101.50 |          |                                   |            |      |      |          |        |
| Pacific Office Automation<br>Attn: Accounts Receivable<br>14747 NW Greenbrier Pkwy<br>Beaverton, OR 97006<br>4947 |              |          |          |                                   |            |      |      |          |        |
| 017767  | 2/25/2024    | 32.00    | 0.00     | 03/18/2024                        |            |      |      | No       | 0      |
| 010-10-53240 SERVICE CONTRACTS  |              |          |          | City hall rental February 2024    |            |      |      |          |        |
| 017767 Total:   |              | 32.00    |          |                                   |            |      |      |          |        |
| Pacific Office Automation   |              | 32.00    |          |                                   |            |      |      |          |        |
| PetroCard Inc.<br>P.O. Box 34243<br>Seattle, WA 98124-1243  |              |          |          |                                   |            |      |      |          |        |

| Invoice Number                         | Invoice Date | Amount   | Quantity | Payment Date                          | Task Label | Type | PO # | Close PO | Line # |
|--|--------------|----------|----------|---------------------------------------|------------|------|------|----------|--------|
| Account Number                         |              |          |          | Description                           | Reference  |      |      |          |        |
| <hr/>                                  |              |          |          |                                       |            |      |      |          |        |
| 4472                                   |              |          |          |                                       |            |      |      |          |        |
| *** C405895                            | 2/29/2024    | 220.54   | 0.00     | 03/18/2024                            |            |      |      | No       | 0      |
| 020-20-53140 FUEL / VEHICLE            |              |          |          | Street dept fuel bill 2.15.24-2.29.24 |            |      |      |          |        |
| *** C405895                            | 2/29/2024    | 548.38   | 0.00     | 03/18/2024                            |            |      |      | No       | 0      |
| 021-03-53140 VEHICLE OPERATING EXP/CDL |              |          |          | Water dept fuel bill 2.15.24-2.29.24  |            |      |      |          |        |
| *** C405895                            | 2/29/2024    | 154.76   | 0.00     | 03/18/2024                            |            |      |      | No       | 0      |
| 022-22-53140 FUEL / VEHICLE            |              |          |          | Sewer dept fuel bill 2.15.24-2.29.24  |            |      |      |          |        |
|  |              | <hr/>    |          |                                       |            |      |      |          |        |
| C405895 Total:                         |              | 923.68   |          |                                       |            |      |      |          |        |
|  |              | <hr/>    |          |                                       |            |      |      |          |        |
| PetroCard Inc. Total:                  |              | 923.68   |          |                                       |            |      |      |          |        |
|  |              |          |          |                                       |            |      |      |          |        |
| Polydyne, Inc.                         |              |          |          |                                       |            |      |      |          |        |
| P.O. Box 404642                        |              |          |          |                                       |            |      |      |          |        |
| Atlanta, GA 30384-4642                 |              |          |          |                                       |            |      |      |          |        |
| 4118                                   |              |          |          |                                       |            |      |      |          |        |
| *** 1813092                            | 2/27/2024    | 4,356.43 | 0.00     | 03/18/2024                            |            |      |      | No       | 0      |
| 022-22-53040 CHEMICALS/CHLORINE        |              |          |          | Clarifloc WE-2394                     |            |      |      |          |        |
|  |              | <hr/>    |          |                                       |            |      |      |          |        |
| 1813092 Total:                         |              | 4,356.43 |          |                                       |            |      |      |          |        |
|  |              | <hr/>    |          |                                       |            |      |      |          |        |
| Polydyne, Inc. Total:                  |              | 4,356.43 |          |                                       |            |      |      |          |        |
|  |              |          |          |                                       |            |      |      |          |        |
| Spectragraphic Screen Printing         |              |          |          |                                       |            |      |      |          |        |
| 7910 Long Prairie Road                 |              |          |          |                                       |            |      |      |          |        |
| Tillamook, OR 97141                    |              |          |          |                                       |            |      |      |          |        |
| 9972                                   |              |          |          |                                       |            |      |      |          |        |
| *** 11831                              | 3/1/2024     | 399.51   | 0.00     | 03/18/2024                            |            |      |      | No       | 0      |
| 021-02-53260 MISCELLANEOUS/UNIFORMS    |              |          |          | Sweatshirt and tshirt order           |            |      |      |          |        |
| *** 11831                              | 3/1/2024     | 399.52   | 0.00     | 03/18/2024                            |            |      |      | No       | 0      |
| 020-20-53410 UNIFORM ALLOWANCE         |              |          |          | Sweatshirt and tshirt order           |            |      |      |          |        |
| *** 11831                              | 3/1/2024     | 399.52   | 0.00     | 03/18/2024                            |            |      |      | No       | 0      |
| 022-22-53410 UNIFORM ALLOWANCE         |              |          |          | Sweatshirt and tshirt order           |            |      |      |          |        |
|  |              | <hr/>    |          |                                       |            |      |      |          |        |
| 11831 Total:                           |              | 1,198.55 |          |                                       |            |      |      |          |        |

| Invoice Number  | Invoice Date | Amount   | Quantity | Payment Date                            | Task Label | Type | PO # | Close PO | Line # |
|---|--------------|----------|----------|---|------------|------|------|----------|--------|
| Account Number  |              |          |          | Description                             | Reference  |      |      |          |        |
| Spectragraphic Screen Prin  |              | 1,198.55 |          |   |            |      |      |          |        |
| Springbrook Holding Company LLC<br>PO Box 200566<br>Dallas, TX 75320-0566<br>0559 |              |          |          |   |            |      |      |          |        |
| INV-016218  | 2/29/2024    | 85.00    | 0.00     | 03/18/2024                              |            |      |      | No       | 0      |
| 021-02-53080 DUES AND SUBSCRIPTIONS   |              |          |          | Civic pay transaction fee February 2024 |            |      |      |          |        |
| INV-016218 Total:   |              | 85.00    |          |   |            |      |      |          |        |
| Springbrook Holding Com   |              | 85.00    |          |   |            |      |      |          |        |
| TCCA Farmstore<br>#4 Ivy Street<br>Tillamook, OR 97141<br>0862                    |              |          |          |   |            |      |      |          |        |
| 587724/1  | 2/13/2024    | 59.99    | 0.00     | 03/18/2024                              |            |      |      | No       | 0      |
| 021-02-53211 SMALL TOOLS/RADIO REPAIR/P   |              |          |          | stall mat                               |            |      |      |          |        |
| 587724/1 Total:   |              | 59.99    |          |   |            |      |      |          |        |
| 588117/1  | 2/21/2024    | 3.99     | 0.00     | 03/18/2024                              |            |      |      | No       | 0      |
| 022-22-53230 MAINT / MATERIALS  |              |          |          | rain gauge WWTP                         |            |      |      |          |        |
| 588117/1 Total:   |              | 3.99     |          |   |            |      |      |          |        |
| 588240/1  | 2/23/2024    | 15.99    | 0.00     | 03/18/2024                              |            |      |      | No       | 0      |
| 022-22-53440 SUPPLIES/LABORATORY  |              |          |          | Nitrile industrial 8ml                  |            |      |      |          |        |
| 588240/1 Total:   |              | 15.99    |          |   |            |      |      |          |        |
| 588539/1  | 2/29/2024    | 10.68    | 0.00     | 03/18/2024                              |            |      |      | No       | 0      |
| 022-22-53230 MAINT / MATERIALS  |              |          |          | paintstik fluo green                    |            |      |      |          |        |
| 588539/1 Total:   |              | 10.68    |          |   |            |      |      |          |        |

| Invoice Number   | Invoice Date | Amount   | Quantity | Payment Date                                      | Task Label | Type | PO # | Close PO | Line # |
|--|--------------|----------|----------|---|------------|------|------|----------|--------|
| Account Number   |              |          |          | Description                                       | Reference  |      |      |          |        |
| TCCA Farmstore Total:  |              | 90.65    |          |   |            |      |      |          |        |
| Teamsters #58<br>2212 NE Andresen Road<br>Vancouver, WA 98661<br>0849          |              |          |          |   |            |      |      |          |        |
| Union Dues 4.24  | 2/21/2024    | 629.00   | 0.00     | 03/18/2024  | No0        |      |      |          |        |
| 010-00-20380 UNION DUES PR PAYABLES  |              |          |          | Union dues TPD April 2024                         |            |      |      |          |        |
| Union Dues 4.24 Total:   |              | 629.00   |          |   |            |      |      |          |        |
| Teamsters #58 Total:   |              | 629.00   |          |   |            |      |      |          |        |
| Teninty & Son, Inc.<br>P.O. Box 475<br>Tillamook, OR 97141<br>4232             |              |          |          |   |            |      |      |          |        |
| *** 44206  | 2/25/2024    | 565.00   | 0.00     | 03/18/2024  | No0        |      |      |          |        |
| 070-70-53395 CARN PRK MARINE MAINTENA  |              |          |          | Carnahan park portable restroom                   |            |      |      |          |        |
| *** 44206  | 2/25/2024    | 1,600.00 | 0.00     | 03/18/2024  | No0        |      |      |          |        |
| 020-20-53130 EQUIP/MISC SERVICE CONTRA   |              |          |          | Goodspeed Park, Sue Elmore Park portable restroom |            |      |      |          |        |
| 44206 Total:   |              | 2,165.00 |          |   |            |      |      |          |        |
| Teninty & Son, Inc. Total:   |              | 2,165.00 |          |   |            |      |      |          |        |
| The Master's Touch, LLC<br>1405 N Ash Street<br>Spokane, WA 99201-2805<br>0160 |              |          |          |   |            |      |      |          |        |
| *** 90130  | 2/9/2024     | 247.47   | 0.00     | 03/18/2024  | No0        |      |      |          |        |
| 022-22-53240 MNT/SERVICE CONTRACTS/GA  |              |          |          | Utility Billing Serv. Feb 2024                    |            |      |      |          |        |
| *** 90130  | 2/29/2024    | 247.47   | 0.00     | 03/18/2024  | No0        |      |      |          |        |
| 021-01-53250 MAINTENANCE AGREEMENTS  |              |          |          | Utility Billing Serv. Feb 2024                    |            |      |      |          |        |
| 90130 Total:   |              | 494.94   |          |   |            |      |      |          |        |

| Invoice Number  | Invoice Date | Amount   | Quantity | Payment Date                       | Task Label | Type | PO #      | Close PO | Line # |
|---|--------------|----------|----------|------------------------------------|------------|------|-----------|----------|--------|
| Account Number  |              |          |          | Description                        |            |      | Reference |          |        |
| *** P90130  | 3/1/2024     | 361.41   | 0.00     | 03/18/2024                         |            |      |           | No       | 0      |
| 022-22-53300 POSTAGE / GIS  |              |          |          | Utility bills postage Feb 2024     |            |      |           |          |        |
| *** P90130  | 3/1/2024     | 361.40   | 0.00     | 03/18/2024                         |            |      |           | No       | 0      |
| 021-01-53300 POSTAGE  |              |          |          | Utility bills postage Feb 2024     |            |      |           |          |        |
| P90130 Total:   |              | 722.81   |          |                                    |            |      |           |          |        |
| The Master's Touch, LLC T   |              | 1,217.75 |          |                                    |            |      |           |          |        |
| Tillamook Motor Company<br>501 Main Avenue<br>Tillamook, OR 97141<br>0505       |              |          |          |                                    |            |      |           |          |        |
| 83915   | 2/26/2024    | 758.55   | 0.00     | 03/18/2024                         |            |      |           | No       | 0      |
| 010-07-53250 MAINT / VEHICLE  |              |          |          | 2017 Ford Explorer TPD maintenance |            |      |           |          |        |
| 83915 Total:  |              | 758.55   |          |                                    |            |      |           |          |        |
| Tillamook Motor Company   |              | 758.55   |          |                                    |            |      |           |          |        |
| Tommie's Cleaners<br>1111 4th Street<br>Tillamook, OR 97141<br>0670             |              |          |          |                                    |            |      |           |          |        |
| 1001304-03-01-2   | 3/1/2024     | 79.50    | 0.00     | 03/18/2024                         |            |      |           | No       | 0      |
| 010-07-53060 CONTRACTUAL SERVICES   |              |          |          | dry cleaning- TPD Vanderhoff       |            |      |           |          |        |
| 1001304-03-01-2 Total:  |              | 79.50    |          |                                    |            |      |           |          |        |
| Tommie's Cleaners Total:  |              | 79.50    |          |                                    |            |      |           |          |        |
| Valvoline Instant Oil Change<br>1845 Main Avenue<br>Tillamook, OR 97141<br>5007 |              |          |          |                                    |            |      |           |          |        |
| 80734   | 2/5/2024     | 64.98    | 0.00     | 03/18/2024                         |            |      |           | No       | 0      |
| 010-07-53250 MAINT / VEHICLE  |              |          |          | 2017 Ford Explorer service         |            |      |           |          |        |

| Invoice Number   | Invoice Date | Amount   | Quantity | Payment Date                        | Task Label | Type | PO # | Close PO | Line # |
|--|--------------|----------|----------|-------------------------------------|------------|------|------|----------|--------|
| Account Number   |              |          |          | Description                         | Reference  |      |      |          |        |
| 80734 Total:   |              | 64.98    |          |                                     |            |      |      |          |        |
| 80898  | 2/8/2024     | 54.89    | 0.00     | 03/18/2024                          |            |      |      | No       | 0      |
| 010-07-53250 MAINT / VEHICLE   |              |          |          | 2015 Ford Explorer service          |            |      |      |          |        |
| 80898 Total:   |              | 54.89    |          |                                     |            |      |      |          |        |
| 81235  | 2/20/2024    | 54.88    | 0.00     | 03/18/2024                          |            |      |      | No       | 0      |
| 010-07-53250 MAINT / VEHICLE   |              |          |          | 2018 Ford Explorer service          |            |      |      |          |        |
| 81235 Total:   |              | 54.88    |          |                                     |            |      |      |          |        |
| Valvoline Instant Oil Chan   |              | 174.75   |          |                                     |            |      |      |          |        |
| Verizon Wireless, Bellevue<br>P.O. Box 660108<br>Dallas, TX 75266-0108<br>0713 |              |          |          |                                     |            |      |      |          |        |
| *** 9957643068   | 3/7/2024     | 165.16   | 0.00     | 03/18/2024                          |            |      |      | No       | 0      |
| 020-20-53420 UTILITIES / PHONE/ POSTAGE  |              |          |          | 964246907-00001 Street Cell Phones  |            |      |      |          |        |
| *** 9957643068   | 3/7/2024     | 270.59   | 0.00     | 03/18/2024                          |            |      |      | No       | 0      |
| 022-22-53420 UTILITIES / PHONE   |              |          |          | 964246907-00001 Sewer Cell Phones   |            |      |      |          |        |
| *** 9957643068   | 3/7/2024     | 341.35   | 0.00     | 03/18/2024                          |            |      |      | No       | 0      |
| 021-01-53420 TELEPHONE   |              |          |          | 964246907-00001 Water Cell Phones   |            |      |      |          |        |
| *** 9957643068   | 3/7/2024     | 288.55   | 0.00     | 03/18/2024                          |            |      |      | No       | 0      |
| 010-10-53420 UTILITIES / PHONES  |              |          |          | 964246907-00001 General Cell Phones |            |      |      |          |        |
| *** 9957643068   | 3/7/2024     | 990.78   | 0.00     | 03/18/2024                          |            |      |      | No       | 0      |
| 010-07-53420 UTILITIES / PHONE   |              |          |          | 964246907-00001 Police Cell Phone   |            |      |      |          |        |
| 9957643068 Total:  |              | 2,056.43 |          |                                     |            |      |      |          |        |
| Verizon Wireless, Bellevue   |              | 2,056.43 |          |                                     |            |      |      |          |        |
| Waterlab Corp.<br>2603 12th Street SE<br>Salem, OR 97302<br>4039               |              |          |          |                                     |            |      |      |          |        |

| Invoice Number                         | Invoice Date | Amount    | Quantity | Payment Date           | Task Label | Type | PO #      | Close PO | Line # |
|--|--------------|-----------|----------|------------------------|------------|------|-----------|----------|--------|
| Account Number                         |              |           |          | Description            |            |      | Reference |          |        |
| 90173                                  | 3/5/2024     | 240.00    | 0.00     | 03/18/2024             |            |      |           | No       | 0      |
| 021-04-53430 WATER PRODUCTIONS         |              |           |          | Water testing          |            |      |           |          |        |
| 90173 Total:                           |              | 240.00    |          |                        |            |      |           |          |        |
| Waterlab Corp. Total:                  |              | 240.00    |          |                        |            |      |           |          |        |
| Windsor MEP Engineers, LLC             |              |           |          |                        |            |      |           |          |        |
| P.O. Box 3506                          |              |           |          |                        |            |      |           |          |        |
| Duluth, MN 55803                       |              |           |          |                        |            |      |           |          |        |
| 4167                                   |              |           |          |                        |            |      |           |          |        |
| 23282                                  | 2/29/2024    | 2,707.50  | 0.00     | 03/18/2024             |            |      |           | No       | 0      |
| 022-22-54000 DEQ REQ STUDY/CAPACITY ST |              |           |          | Storm water permit-DEQ |            |      |           |          |        |
| 23282 Total:                           |              | 2,707.50  |          |                        |            |      |           |          |        |
| Windsor MEP Engineers, L               |              | 2,707.50  |          |                        |            |      |           |          |        |
| Report Total:                          |              | 59,714.70 |          |                        |            |      |           |          |        |