



AGENDA AND MEETING NOTICE

REGULAR SESSION

Monday, February 5, 2024 AT 7:00 p.m.

TILLAMOOK CITY HALL ~ 210 LAUREL AVENUE ~ TILLAMOOK OREGON

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, January 22, 2024, Executive Session Minutes
2. Monday, January 22, 2024, Regular Session Minutes
3. Monday, January 29, 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

NEW BUSINESS

1. Request to approve a water leak protection program through HomeServe for residential and business properties within the City of Tillamook
2. Request to approve Amendment No. 2 to the City Manager Contract

PENDING BUSINESS

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

REPORTS

Posted February 1, 2024

Tillamook City Hall ~ Chamber Website: www.tillamookchamber.org/meetings-events/ ~

Tillamook City Website: www.tillamookor.gov

Mayor 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

BATCH TYPE	DATE	CHECK RANGE	AMOUNT PAID
Accounts Payable	02/05/2024	49110-49146	\$200,139.71

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. The meeting location is accessible to persons with disabilities. Please contact the office of the City Manager of Tillamook at 503-842-2472 should special accommodations be required for citizens with visual or hearing impairment. Persons with hearing impairments may contact the Oregon Relay Service at 1-800-648-3458(TTY) 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 es accesible a discapacitados. Por favor, póngase en contacto con la oficina del administrador de la ciudad deben ser adaptaciones especiales requerida. Los ciudadanos con impedimentos visuales o manuales pueden comunicarse con el Servicio de Retransmisión de Oregon llamando al 1-800-648-3458 (TTY) or 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	02/05/2024	7:00pm	City Hall--Council Chamber
Tillamook Planning Commission	1st Thursday	02/01/2024	7:00pm	City Hall--Council Chamber
TURA Board Meeting	2nd Wednesday	02/14/2024	6:00pm	City Hall--Council Chamber
Tillamook City Council Regular Session	3rd Monday	02/20/2024	7:00pm	City Hall--Council Chamber

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

Posted February 1, 2024

Tillamook City Hall ~ Chamber Website: www.tillamookchamber.org/meetings-events/ -
Tillamook City Website: www.tillamookor.gov

CC REGULAR MEETING 1st MONDAY

Meeting Date: 02/05/2024

Information

Subject:

Monday, January 22, 2024, Executive Session Minutes

Background:

Recommendation:

Motion:

Attachments

Minutes



City Council Executive Session Minutes

January 22, 2024

Pursuant to public notice, the City of Tillamook City Council conducted an Executive Session on January 22, 2024, which commenced at 7:36 pm.

Those in attendance were Mayor Aaron Burris; Councilor Brian Reynolds; Councilor Jason Hopkins; Councilor John Sandusky; Councilor Nicholas Torres; Councilor Garrett Noffsinger; Nathan George, City Manager; Jamy Christensen, Assistant City Manager; Will Chappell, Editor Headlight Herald (via Teams Meeting); Jane Scott, Jane Scott Video Productions

EXECUTIVE SESSION – per ORS 192.660, 2, (i) – To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

The Executive Session adjourned at 9:03 PM.

Approved by:

Attest:

Aaron Burris, Mayor

Date

Tammy Heitsman, Deputy City Recorder

Date

CC REGULAR MEETING 1st MONDAY

Meeting Date: 02/05/2024

Information

Subject:

Monday, January 22, 2024, Regular Session Minutes

Background:

Recommendation:

Motion:

Attachments

Minutes

City Council Regular Session Minutes

January 22, 2024

CALL TO ORDER

Mayor Burris called the meeting to order at 6:00 PM on Monday, January 22, 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

Public: Jane Scott, Jane Scott Video Productions

Absent: Councilor Henson

MINUTES

- **December 18, 2023; Regular Session Minutes**

Councilor Sandusky made a motion to approve the minutes. **Councilor Torres** 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

Officer Debbie Coleman Retirement Proclamation – **Councilor Sandusky** read the Proclamation. Lt. Troxel invited the Council to Debbie’s retirement celebration on January 25, 2024, at 1pm.

PUBLIC COMMENT ON AGENDA ITEMS (other than public hearings)

None

PRESENTATIONS

None

CALL TO ORDER JOINT MEETING OF THE CITY COUNCIL AND LOCAL CONTRACT REVIEW BOARD

1. **R012224** – Request to approve a joint resolution of the City Council and the Local Contract Review Board amending the Public Contracting Rules for the City of Tillamook – **Adoption**

City Manager George reminded Council that back in October 2023 they adopted the 2022 purchasing rules as set forth by The League of Oregon Cities (LOC). The new changes for 2023 are now being brought before the Council which include a joint meeting as stated on the agenda. You can act on the resolution and then close the meeting. The second resolution is to raise the spending authority for the City Manager from \$150,000 to \$250,000. The Finance Department has a purchasing policy in place and oversees all purchases. **Councilor Torres** asked what the advantage would be from raising the City Manager’s spending limit to \$250,000. **City Manager George** stated it is mostly a streamlining process so contracts can be signed after being approved by Council without having to bring that contract back for Council re-approval. **Councilor Torres** asked if other cities are aligning their ordinances with what the state just passed. **City Manager George** explained that most cities are depending on those city’s needs. **Councilor Hopkins** stated that \$250,000 is a lot of money and would still like to review the purchases and leave the spending authority where it currently stands. **City Manager George** explained that the Council will still approve the purchases, it would just streamline the contract process.

Councilor Hopkins made a motion to adopt joint resolution **R102224** of the City Council and the Local Contract Review Board amending the Public Contracting Rules for the City of Tillamook. **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				✓
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ADJOURN JOINT MEETING OF THE CITY COUNCIL AND LOCAL CONTRACT REVIEW BOARD

NEW BUSINESS

1. **R012224A** – Request to approve a resolution amending R100223, adopted on October 2, 2023, regarding purchase authority and spending limits for the City of Tillamook staff and departments – **Adoption**

The council did not want to act on this resolution and chose to take no action, meaning the previous resolution adopted in October of 2023, stays in place..

2. **ORD 012224** – Request to hold first reading on an ordinance regulating shopping carts within the City of Tillamook corporate boundaries – **1st Reading**

City Manager George gave an overview of the ordinance that the City's Legal Counsel has approved. **Lt. Troxel** stated that the businesses in town have agreed that they do not want their shopping carts to leave their property and have signed a letter stating this. It advises that the police should stop anyone who is in possession of a shopping cart and identify who they are and if necessary, act by issuing a citation. **Lt. Troxel** would like to see a way to work with businesses to have them retrieve the missing carts as it is not sustainable to have the police using their time to return them. This ordinance would give businesses 72 hours to pick up their carts or the City can seize them and impose a fine. **Councilor Noffsinger** asked if the businesses are willing to come get the carts if they receive a phone call. **Lt. Troxel** stated that they have not had that conversation with business owners since this has not been established yet but is something they can do. In the past they have been open to it. **Councilor Torres** asked what fines will be imposed on the person who steals the shopping cart. **City Manager George** stated that according to our current fines it would be \$250. **Councilor Hopkins** asked if there is a place to store the carts if they get seized. **Lt. Troxel** stated there is a place. **Councilor Hopkins** feels that a conversation needs to be had with businesses to let them know about this ordinance. **Lt. Troxel** stated that he tried to make this ordinance as reasonable as possible and that he would follow up with the businesses with shopping carts. **City Manager George** stated that the sign requirement would be for new carts going forward and not making the stores put them on their current carts.

Councilor Torres made a motion to hold the first reading of **ORD 012224** by title only. **Councilor Hopkins** seconded the motion. The motion passed with the following votes. **Deputy City Recorder, Tammy Heitsman** read the ordinance by title.

COUNCILOR	AYE	NAY	ABSTAIN	ABSENT
Councilor Noffsinger	✓			
Councilor J. Hopkins	✓			
Councilor Reynolds	✓			
Councilor Sandusky	✓			

Councilor Torres	✓			
Councilor Henson				✓

3. Request to make the annual Council President appointment

Councilor Noffsinger made a motion to appoint **Councilor Reynolds** as Council President.
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				✓

4. Request to approve Councilor Liaison appointments to the Tillamook Urban Renewal Agency (TURA) and the Planning Commission

City Manager George noted the bylaws of the TURA agency and Planning Commission regarding Council appointments. **Councilor Torres** volunteered for the Planning Commission. **Councilor Noffsinger** noted that he would be willing to continue his role on the TURA Board as would **Councilor Sandusky**. **Councilor Torres** asked about the council taking over TURA and if that is something the council would be willing to do. **City Manager George** noted that he would like to discuss that more at the scheduled Work Session on January 29, 2024. **Councilor Reynolds** stated he would be willing to fill in on the Planning Commission if **Councilor Torres** is unavailable as appointed by **Mayor Burris**.

Mayor Burris appointed **Councilor Torres** as the Council Liaison to the Planning Commission.
Mayor Burris re-appointed **Councilor Noffsinger** and **Councilor Sandusky** to TURA.

PENDING BUSINESS

None

REPORTS

1. **Mayor's Report** – **Mayor Burris** thanked everyone that participated in the Christmas lighting contest. The winners in the residential category were 1st place, Charity Applegate, 2nd place

Christina Fetzer and 3rd place, Sherry Mellow. The business winners were 1st place North Coast Door Company and 2nd place was Absolute Perfect Hair.

2. **City Manager City Operations Monthly Report – City Manager Georger** noted that staff will be participating in Public Relations training and Leadership training. Public Works is working with the Tillamook High School welding class to construct the “In God We Trust” sign to be displayed in the Council Chambers. **Mayor Burris** requested a flagpole for City Hall, it will be put on the agenda for future discussion and in the Capital Project request for future funding. A full-time Code Enforcement Officer position has been advertised along with a part-time Utility Clerk. Calls of service for the Police Department continue to be around 1000 calls per month.
3. **Financial Report** – Bank signature cards need to be filled out and returned. **Councilor Torres** asked about coming in over our projected revenues. **Assistant City Manager, Jamy Christensen** explained how the budget is an estimate of what is coming in with many things being unpredictable like fines and planning items that we don’t expect. A supplemental budget will be presented in February.
4. **Planning Commission Liaison Report – City Planner, Megan Carpenter** reported that Well No. 2 has been approved for the Water Treatment Plant.
5. **Tillamook Urban Renewal Agency (TURA) Liaison Report – Councilor Noffsinger** reported that they are in the process of hiring an administrator. **Councilor Torres** asked if TURA will be helping to fund the screw press for the sewer plant. **Councilor Noffsinger** stated it will be presented to the board at the next meeting in February. **City Manager George** stated that staff is working on getting exact numbers for cost on the screw press to present to TURA.
6. **Tillamook County Housing Commission Appointee Report – City Planner, Megan Carpenter** reported that in December they had four presentations from four developers plus four applicants in January that they heard. They will reconvene in February and make recommendations to the Board of County Commissioners for funding. **Megan** noted that there is only \$400,000 which can go very fast between applicants. They are always looking for funding sources.

PUBLIC COMMENTS (items not on the agenda)

None

CORRESPONDENCE/STAFF COMMUNICATION/DISCUSSION

None

COUNCIL COMMENTS (items not on the agenda)

Councilor Noffsinger asked about the tree removal in front of City Hall. **Assistant Public Works Director, Kyle Fetzer** stated it was because the trees had overgrown the tree grates, which caused a tripping hazard. He also thanked the Tillamook People’s Utility District (PUD) for the assistance with the removal. **Councilor Noffsinger** asked about the City’s Facebook page and if it had been removed. **City Manager George** reported on the issues we were having with posts. We do not have the staff to monitor the comments, so we chose to deactivate the page at this time. Once we get our records retention policy in place and can archive social media, we will turn it back on but not allow comments, rather it will be used strictly as a bulletin board for notifications and information only. **Councilor Torres** reported on the Veteran’s Memorial project. He stated that everything is still on track. **Councilor Reynolds** reported on the County

Health Department not using the St. John's church parking lot as they agreed. They are still using street parking on Eighth Street and Laurel Avenue which is causing a lot of congestion in that neighborhood and making it difficult for homeowners to find parking in front of their homes.

Councilor Reynolds would like staff to call the Director of Tillamook County Health Department and remind them of their verbal agreement to have employees park at the church. **City Planner Megan Carpenter** stated that she has followed up and further said that there are several employees who are not physically able to walk that far. We cannot discriminate with regards to public parking. Staff will follow up again. **Councilor Hopkins** thanked all the officers and Tillamook PUD workers for their hard work during the ice storm.

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 7:21 p.m.

Approved by:

Attest:

Aaron Burris, Mayor

Date

Tammy Heitsman, Deputy City Recorder

Date

CC REGULAR MEETING 1st MONDAY

Meeting Date: 02/05/2024

Information

Subject:

Monday, January 29, 2024, Work Session Minutes

Background:

Recommendation:

Motion:

Attachments

Minutes



City Council Work Session Minutes

January 29, 2024

Pursuant to public notice, the City of Tillamook City Council conducted a Work Session on January 29, 2024, which commenced at 6:15 pm. The session was a discussion on City revenues and sources.

Those in attendance were Mayor Aaron Burris; Councilor Jason Hopkins; Councilor Brian Reynolds; Councilor John Sandusky; Councilor Nicholas Torres; Councilor Garrett Noffsinger; City Manager, Nathan George; Assistant City Manager, Jamy Christensen; Deputy City Recorder, Tammy Heitsman; Public Works Project Manager, Madelyn Orton; Roy Ellerbroek; General Manager Port of Tillamook Bay, Michelle Bradley

The Work Session adjourned at 8:15 PM.

Approved by:

Attest:

Aaron Burris, Mayor

Date

Tammy Heitsman, Deputy City Recorder

Date

CC REGULAR MEETING 1st MONDAY

Meeting Date: 02/05/2024

Information

Subject:

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

Background:

Recommendation:

Motion:

Attachments

Council Action Form
Website Overview
Company Proposal



Council Action Form

MEETING DATE	2/5/2024		
ITEM TITLE	Request to approve a water leak protection program through HomeServe for residential and business properties within the City Tillamook		
SUBMITTED BY	Name & Title: Nathan George, City Manager Department: City Manager's Office		
MEETING TYPE	<input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Retreat <input type="checkbox"/> Executive Session		
AGENDA CLASSIFICATION	<input type="checkbox"/> Work Session <input type="checkbox"/> Quasi-Judicial	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Regular
ORDINANCE/RESOLUTION (New ordinances or resolutions are assigned a new number)	<input type="checkbox"/> 1 st Reading Ordinance #: N/A	<input type="checkbox"/> 2 nd Reading Resolution #: N/A	<input type="checkbox"/> Public Hearing
CONTRACTS (Contracts include other similar documents such as agreements or memorandum or understandings <u>Check all applicable boxes pertaining to contracts</u>)	<input type="checkbox"/> Contract required for this item <input checked="" type="checkbox"/> Not required for this item		<input type="checkbox"/> Copy of contract attached <input type="checkbox"/> Seeking award or another scenario and contract will be finalized separately
TILLAMOOK COUNTY (Some documents need recorded at the County Recorder's Office)	<input type="checkbox"/> Document must be recorded at the County Recorder's Office		<input checked="" type="checkbox"/> Document does not need recorded at the County Recorder's Office
APPROVALS/REVIEWS (Check all applicable boxes)	<input checked="" type="checkbox"/> Department Head <input checked="" type="checkbox"/> City Manager <input type="checkbox"/> Legal Counsel <i>Name of Reviewer: Click or tap here to enter text.</i>		<input checked="" type="checkbox"/> Finance Department <input type="checkbox"/> Planning Commission <input checked="" type="checkbox"/> Other: Public Works Department and Council Work Session on Monday, January 29, 2024
BACKGROUND (Includes description, background, and justification)	<p>The City of Tillamook has two separate utilities that it provides and charges customers for the service: (1) Potable water treatment and distribution and (2) Sanitary wastewater collection and treatment. The City has 1,764 water utility customers and 1,709 sewer utility customers. Most customers have both services. For Council's information, in addition to the aforementioned utility customers there are 28 fire waterlines and 57 sewer maintenance accounts. The sewer maintenance accounts are the sewer force mains on North Main Street.</p> <p>For a variety of reasons such as aging City infrastructure, homeowner neglect, or just plain accidents/incidents, frequent water leaks occur. When the leaks occur on the City side of the pipes/lines/valves, the Public Works Department fixes them. When the leaks occur on the private side, the customers are responsible not only to fix the leak, but to pay the City for the lost water. This can be quite expensive for the customer, especially if it goes undetected for very long.</p>		

Last Updated: 04/13/2023

	<p>HomeServe, the company that the City of Tillamook partnered with to provide sewer and water lateral protection warranties, has a program called ServLine. This is a leak protection program for all water and sewer utility customers that have up to a 2" water service line.</p> <p>When a leak occurs, ServLine will pay the City for the lost water revenue up to the amount for which that customer is insured. This is a one-time payment per year calculated on a rolling 12-month calendar. This allows the City to immediately recuperate its lost revenue on both the utility payment side and on the treatment side.</p> <p>The program is set up on an opt-out basis. Accordingly, all customers are provided leak protection, given the information, and then have 30 days to opt out. If a customer opts out, then they won't be charged for the water leak protection but will be responsible for any leaks that they have. The City chooses the amount of leak protection that it wants to put in place (see attachment for pricing). Any additional amount that the City places on each customer above the ServLine charge, the City can retain. This additional revenue could be placed in a fund to start a revolving loan or grant program to assist other water customers, or it can go towards City Water Division operations.</p> <p>A brief overview of this program was presented at the Council Work Session on Revenues on January 29, 2024, and has been placed on this agenda for further action. Attached is additional information as well as the proposal from ServLine, a division of HomeServe. Furthermore, this leak protection program is available for both water and sewer. Please see the attached proposal for all rates and additional information.</p>	
BUDGETING AND FINANCIAL IMPACT	Budgeted \$	N/A
	Expenditure \$	N/A
	Source of Funds:	N/A
	Narrative:	The leak protection program is paid for by the residents.
OPTIONS (Include <i>Deny Approval</i> Option)	1.	Approve the request for water and sewer and set a protection limit, plus an additional revenue amount.
	2.	Approve the request for one or both of the utilities, with or without an additional revenue amount.
	3.	Deny the request.
	4.	Request staff bring more information, if possible, or provide alternate direction.
PROJECT TIMELINE	3-6 months to put everything in place from notifications to the customers put allowing for an opt out period.	
STAFF RECOMMENDATION	Staff recommends adopting the leak protection program for just water at the third tier of \$2,500 in protection as establishing a \$1 additional charge and putting 50% into a water utility revolving fund to help other customers and 50% into a sewer utility revolving fund.	
SUPPLEMENTAL INFORMATION (List and number all attached documents)	<ol style="list-style-type: none"> 1. Information from the HomeServe website 2. Program Proposal from HomeServe 	

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ServLine Leak Protection

Serving Your Local Community

The ServLine Leak Protection Program is a win-win for water utilities and their customers. The program is designed to:

- Protect all qualifying customers from a potentially costly **excess water bill** due to a leak
- Help water utilities recapture lost revenue and bad debt associated with customer water leaks
- Unburden the utility from the stress, effort and time involved in the administration of the leak adjustment process

Once the partnership is established, setup and training is included during the launch process. A member of our **ServLine Team** personally guides the staff through this process and will continue to be a resource for the utility staff after launch. Once implemented, the program will simplify the utility staff's workload and should decrease the amount of time and effort spent on leak adjustments. We handle all leak-related calls, claims and questions.

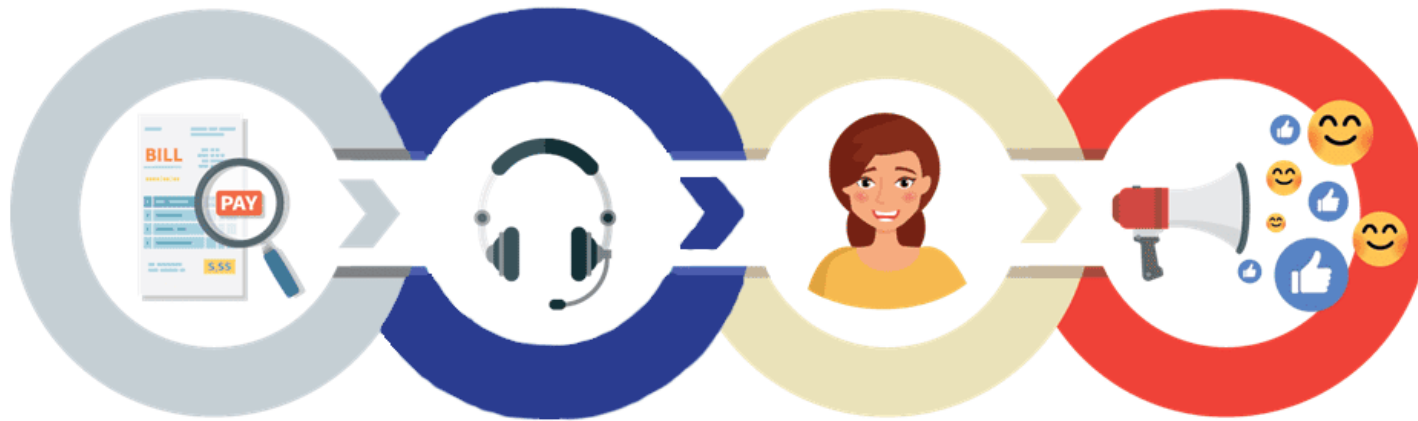
HomeServe is a leading provider of repair service programs with nearly 5 million customers in North America and over 1,200 municipal and utility partners. We are dedicated to providing best-in-class

services and an exceptional customer experience.

The Benefits of ServLine



02:49



Customer receives a \$1,000 water bills (normally \$50)

Customer calls the utility and learns they are covered with ServLine:

- Customer pays \$50
- ServLine pays Utility \$950
- Utility pays \$0

Customer is delighted with the Utility

Customer is an advocate for the Utility

The Hidden Cost of Water Leaks Explained



Water and sewer leaks are a constant concern for water utilities. The hidden costs disrupt the Utility's equity, affordability, and conservation efforts.

Public Relations Difficulties

- Negative press: Customers head to media and social media to voice complaints even when utility writes off portion of bill

Bad Debt

- Costs of water leaks end up in the customer's bill
- Not from leaks alone: Renters facing high water bills may move, and that debt is not part of the write-off

Utility Forced Into Banking Role

- Set up interest-free loans for payment plans
- Delinquency and bad debt occur
- Monitor payment plans

Increased Fuel Costs

- Usage and cost of trucks, equipment, and insurance
- High cost of fuel
- Manpower required to verify meter is correct with majority of customer water leak calls

Time Spent by Staff

- Customer leak complaint calls take 3-5 calls to resolve—more time, more money
- Utility's billing department fields high volume of calls—more time and money
- Multiple staff members needed to resolve complaints
- Customer service follows up on payment plans when they are not followed—more time and money

Staff Morale

- Dealing with angry customers' water/sewer leak calls can be draining for customer service representatives, managers, and supervisors

Overhead Costs

- All departments are affected by customer water leaks: Customer Service, Finance, Operations, Public Relations, Administration, Board/Council/Commission

Inconvenient

- Utility resources/staff focused on water leak complaints are not available for other projects/initiatives
- For both the customer and the Utility

“Union City offers both SLWA and ServLine. This has been a huge opportunity for a lot of folks; small business owners, the residents, and certainly the city. It goes without saying that if you don't do it, you will regret it.”

Honorable Vince R. Williams, Mayor of the City of Union City, GA



78% of homeowners believe the utility should educate them on repairs & preventative measures*



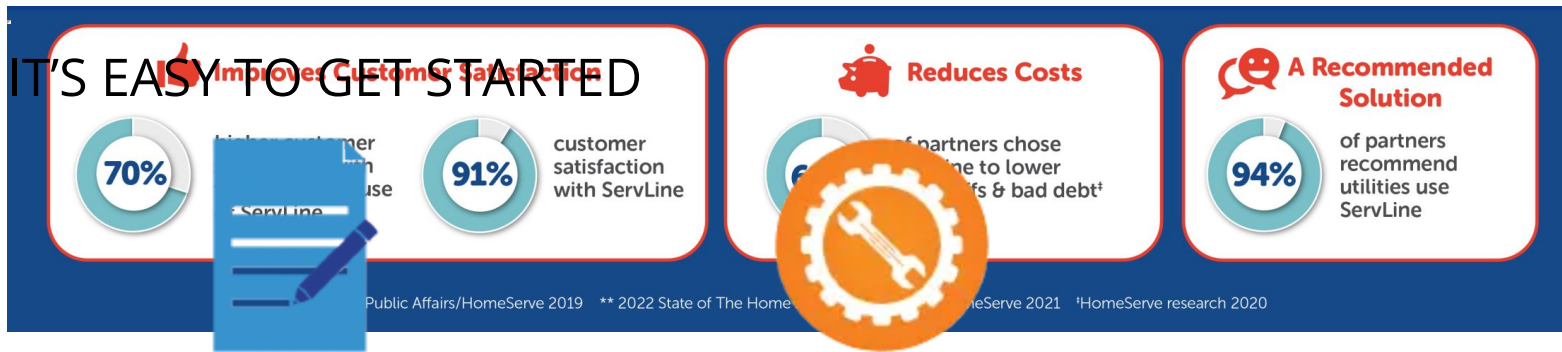
56% of homeowners have \$1,000 or less set aside for emergency repairs**



58% of homeowners have had an emergency repair in the last year†

Be a hero to the customer!

ServLine is the only solution that can eliminate a significant portion of your write-offs and bad debt, reduce administrative burden, and provide dedicated customer support. The customer's high water bill gets paid, and the utility recaptures lost revenue from adjustments and bad debts.



1.

2.

FILL OUT OUR QUESTIONNAIRE

WE CUSTOMIZE YOUR PROGRAM



3.

4.

YOU APPROVE US TO BEGIN SERVICE

WE EXECUTE AND MANAGE

[NLC Service Line Warranty Program \(SLWP\)](#)

[ServLine Leak Protection](#)

[National Partnerships](#)

[Business Development Team](#)

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[NLC Service Line Warranty Program \(SLWP\)](#) [ServLine Leak Protection](#) [National Partnerships](#)





PROPOSAL

SERVLINE UTILITIES PROTECTION

We pay for high water bills caused by customer leaks

HOMESERVE USA
7134 Lee Highway, Chattanooga, TN 37421
1 (866) 974-4801, info@servline.com, www.servline.com

Prepared For

CITY OF TILLAMOOK

210 Laurel Ave
Tillamook, OR 97141

Proposal Issued: January 29, 2024

Proposal Valid:
30 Days from Issue Date

This proposal shows the premiums for the general coverage described, but in no way changes or affects any terms, conditions or exclusions of policies as actually issued. Premiums shown are based on information furnished to the company. Insurance for the ServLine program is issued to utilities and placed through HomeServe Insurance Agency Corp., a licensed Insurance agency. ServLine is a registered trademark.

EXECUTIVE SUMMARY – UTILITY & COMMUNITY PROTECTION

CITY OF TILLAMOOK

We understand that you are tirelessly working to improve and supply the best overall product while also often thanklessly striving to offer excellent customer service.

DESPITE ALL YOUR EFFORT – CUSTOMER LEAKS STILL CAUSE

- Financial Strain
 - Administrative *and* Customer Burden
 - Issues to Undermine Public Perception
-

MEET SERVLIN BY HOMESERVE

ServLine is a full-service customer leak solution. We pay for high water bills caused by customer leaks by insuring the Utility. More specifically, by insuring the Leak Protection Program and then administering it on your behalf.

- Financial Assistance
- Administrative Support & Customer Relief
- Public Relations Credibility



PROTECTION PLANS PRICING SNAPSHOT

LEAK PROTECTION PLANS PRICING

WATER LEAK PROTECTION			
Limit	Residential	Commercial Single-Occupancy	Commercial 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

SEWER LEAK PROTECTION			
Limit	Residential	Commercial Single-Occupancy	Commercial 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

WATER & SEWER LEAK PROTECTION COMBINED RATES			
Limit	Residential	Commercial Single-Occupancy	Commercial Multiple-Occupancy
\$500	\$ 2.20	\$ 6.10	\$ 12.20
\$1,000	\$ 2.65	\$ 7.30	\$ 14.60
\$2,500	\$ 3.05	\$ 8.50	\$ 17.00

PROGRAM COMPARISON SIDE BY SIDE – LAP & LPP

COMPARISON TERMS

- LAP: Leak Adjustment Policy
- LPP: Leak Protection Program
- Frequency: Determined by the number of times an adjustment can be filed in a given time
- Qualifications: Determined by whether or not there is a limit that must be met prior to allowing for an adjustment
- Benefits are reflective of your current Leak Adjustment Policy & data
- Benefits are determined by how customer leaks are being adjusted. Unprovided benefits will not be covered

CITY OF TILLAMOOK - CURRENT LAP

BENEFIT FREQUENCY

No Written Leak Adjustment Policy
No billing cycle frequency allowance stated

BENEFIT QUALIFIER

No Written Leak Adjustment Policy

ADDITIONAL COVERED BENEFITS

No Benefit Exceptions

SERVLINE LEAK PROTECTION PROGRAM (LPP)

BENEFIT FREQUENCY

1 Occurrence/ 12-month
2 Consecutive billing cycles allowed per occurrence
Ex. 1 billing cycle (month bill), 2 billing cycles (months)

BENEFIT QUALIFIER

2X Average Bill

ADDITIONAL COVERED BENEFITS

Dripping/ Leaking Faucets
Running Toilets/ Commodes
Water Heaters



PROPOSED SAMPLE LEAK PROTECTION PROGRAM POLICY (LPP)

CITY OF TILLAMOOK

PROPOSED SAMPLE LEAK PROTECTION PROGRAM POLICY

City of Tillamook is changing our Leak Adjustment Policy effective DATE 1, 2024.

The following are qualifications for leak adjustments for the City of Tillamook:

1. It is the customer's responsibility to keep his plumbing system in good working order.
2. No customer shall receive more than one (1) leak adjustment that could incorporate a maximum of two (2) billing cycles during any twelve (12) month period.
3. To qualify for a leak adjustment, the eligible plumbing leak must generate a minimum additional charge of at least two (2) times the average of the past twelve (12) months' bills.
4. Adjustments on water bills will NOT be made on the following:
 - a. Residential Customers who do not have their own water meter.
 - b. *Commercial or Industrial Customers. (OPTIONAL)*
 - c. Premises left or abandoned without reasonable care for the plumbing system.
 - d. Leaks on irrigation systems or irrigation lines, leaks in water features such as fountains, etc., leaks on any water lines coming off the primary water service line, plumbing leaks in any structure other than the primary residence.
 - e. Negligent acts such as leaving water running.
 - f. Excess water charges not directly resulting from a qualifying plumbing leak.
 - g. Filling of swimming pools or leaks in swimming pools.
 - h. Watering of lawns or gardens.
 - i. *Master-metered multi-habitational accounts. (OPTIONAL)*
5. In the event of a qualifying leak adjustment, the customer will be responsible for paying their average bill. The average bill will be calculated using the previous twelve (12) months' bills, excluding the high bills pertaining to the qualifying leak. The leak adjustment amount will be reimbursed up to City of Tillamook's chosen protection limit less the customer's average bill.
6. The City of Tillamook shall not be obligated to make adjustments of any bills not submitted for adjustment within ninety (90) days from the billing date.
7. Customers must present proof that a leak has been repaired before an adjustment will be made. (i.e. copy of invoice for materials or bill from plumber)
8. In any case where a customer might incur a leak before there is three (3) months of average usage, an adjustment will not be made until they have established three (3) months of average usage.
9. Any enrolled customer may decline to participate in our ServLine Leak Protection Program by calling Phone Number. Any customer declining to participate in the program will be responsible for the full amount of their water bill with no adjustments being made. Our new City of Tillamook ServLine Program is the only way qualifying leak adjustments will be made for leaks occurring after DATE 1, 2024.





LEAK PROTECTION PROGRAM

Imagine what you could do if you were paid for every customer's high water bill – and no longer had to manage their frustration over having to pay for it.



WATER LEAK PROTECTION

Limit of Protection	Residential Rate	Commercial Rate Single-Occupancy	Commercial Rate Multiple-Occupancy
\$500 (Per Occurrence)	\$ 1.30	\$ 3.60	\$ 7.20
\$1,000 (Per Occurrence)	\$ 1.55	\$ 4.30	\$ 8.60
\$2,500 (Per Occurrence)	\$ 1.80	\$ 5.00	\$ 10.00

Deductible
Reporting Conditions
Reporting & Adjustment Period

Waived
Customer Schedule
Monthly

Special Terms and Conditions

- Coverage will be designed to reflect City of Tillamook's Leak Protection Guidelines and eligibility established with ServLine.
- Master Metered Habitational (Residential Only) \$2.50 per unit
 - Limit Applies to Property Only and does not apply to units directly.
- Charges will be applied to the customers' utility bill.
- Limit of protection to be selected by the Utility.

Note: 10% Discount on rates if the above coverages are offered by electing to include in your base rate rather than on the utility bill.



SEWER LEAK PROTECTION

Limit of Protection	Residential Rate	Commercial Rate Single-Occupancy	Commercial Rate Multiple-Occupancy
\$500 (Per Occurrence)	\$ 1.30	\$ 3.60	\$ 7.20
\$1,000 (Per Occurrence)	\$ 1.55	\$ 4.30	\$ 8.60
\$2,500 (Per Occurrence)	\$ 1.80	\$ 5.00	\$ 10.00

Deductible
Reporting Conditions
Reporting & Adjustment Period

Waived
Customer Schedule
Monthly

Special Terms and Conditions

- Coverage will be designed to reflect City of Tillamook's Leak Protection Guidelines and eligibility established with ServLine.
- Master Metered Habitational (Residential Only) \$2.50 per unit
 - Limit Applies to Property Only and does not apply to units directly.
- Charges will be applied to the customers' utility bill.
- Limit of protection to be selected by the Utility.

Note: 10% Discount on rates if the above coverages are offered by electing to include in your base rate rather than on the utility bill.



WATER & SEWER LEAK PROTECTION COMBINED

Limit of Protection	Residential Rate	Commercial Rate Single-Occupancy	Commercial Rate Multiple-Occupancy
\$500 (Per Occurrence)	\$ 2.20	\$ 6.10	\$ 12.20
\$1,000 (Per Occurrence)	\$ 2.65	\$ 7.30	\$ 14.60
\$2,500 (Per Occurrence)	\$ 3.05	\$ 8.50	\$ 17.00

Deductible
Reporting Conditions
Reporting & Adjustment Period

Waived
Customer Schedule
Monthly

Special Terms and Conditions

- Coverage will be designed to reflect City of Tillamook's Leak Protection Guidelines and eligibility established with ServLine.
- Master Metered Habitational (Residential Only) \$5.00 per unit
 - Limit Applies to Property Only and does not apply to units directly.
- Charges will be applied to the customers' utility bill.
- Limit of protection to be selected by the Utility.

Note: 10% Discount on rates if the above coverages are offered by electing to include in your base rate rather than on the utility bill.





APPENDIX



LEAK PROTECTION PROGRAM DEFINITIONS

- **Water Leak Protection**

Water Leak Protection covers excess water bills caused by a qualifying leak on the customer's side of the meter/point of responsibility. Developed in cooperation with ServLine and set according to the Utility's newly established Leak Protection Guidelines.

- **Sewer Leak Protection**

Sewer Leak Protection covers excess sewer bills in the event of a qualifying leak at the customer's point of responsibility. Developed in cooperation with ServLine and set according to the Utility's newly established Leak Protection Guidelines.

- **Residential**

Residential is defined as 2" meters or less with a single residential unit occupied as a residency. A qualifying unit must have a single meter to which it can be accounted for independently.

- **Commercial**

Commercial is defined as 2" meters or less with business or agricultural occupancy excluding master-metered habitational. A qualifying unit must have a single meter to which it can be accounted for independently.

Single Occupancy - Building has one business occupying space.

Multiple Occupancy - Building has more than one business occupying space.

- **Master-Metered Habitational**

Multi-Unit residential property with a master-meter measuring usage for all units.

- **Farms**

Residential Farm: Any farm that is a hobby or that does not derive additional income. There is no Agriculture meter or separate metered structures on the property and meets residential definition of the insurance company.

Commercial Farm: Any Farm that has an Agriculture meter/meter that services barns, cattle troughs, or other structures. Any Farm who derives income from the activities of the farm.

- **Rates w/ Data**

The rates furnished in this Proposal are determined by the data you have provided. It is mutually understood that the data produced, along with your explanation of how to interpret what is included in your data is done so in good faith and is complete and true to the best of your knowledge. All other factors have been determined in partnership with ServLine.

- **Leak Protection Program**

The ServLine Leak Protection Program enhances your current Leak Adjustment Policy and acts as a superseding document which will overlay your existing policy with the given enhancements. All qualifying customer leaks would adhere first to your ServLine Leak Protection Program and then would be addressed by your existing Leak Adjustment Policy. As a recommendation - Your Leak Adjustment Policy would be updated to address unqualifying leaks rather than qualifying customers who choose to decline protection.



SUMMARY FOR LEAK PROTECTION PROGRAM

BILLING

Agency

Monthly Reporting

PROJECT SCOPE & PROCESS

- Approval of ServLine
- Program Implementation
- Utility Staff Training
- Announcement Materials
- Setup and Integration
- ServLine Administers Leak Protection Program
- ServLine Handles Claims, Payments and Customer Service

TERMS AND CONDITIONS

Terms and conditions outlined in the quote may differ from the specifications submitted; please review the specific coverage part for details on coverage and exclusions.

Average claims payment is between 10 - 20 Days.

Claims volume is due to change with seasons or other unforeseen events.

Pricing does not include taxes.

Reports & Premium due by the 15th of the month following a reporting period.

Example: Participating customers for month of January would be due no later than February 15th.

Premium payments include all participating customers and are not dependent on customer payment to the utility nor pending claims payments.

This quote is valid for thirty (30) days from the date of this letter.

All rates are per participating customer per month.

THANK YOU

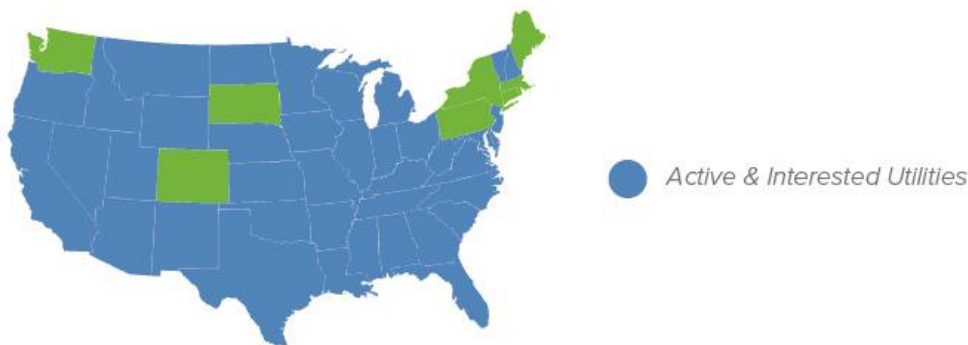
Thank you for your interest in becoming a valuable client of ServLine. We exist to make your Utility stronger and help you achieve your goals. One of our chief goals is to serve you and to earn the privilege of being one of your favorite service providers. The ServLine team is always looking to establish long-term meaningful relationships with the opportunity to serve your Utility and your customers with integrity and excellence.

DISCLAIMER

This proposal shows the premiums for the general coverage described, but in no way changes or affects any terms, conditions or exclusions of policies as actually issued. Premiums shown are based on information furnished to the company.



CLIENTS & PARTNERS



ASSOCIATION PARTNERS INCLUDE

National Rural Water Association (NRWA), Tennessee Association of Utility Districts (TAUD), Georgia Rural Water Association (GRWA), North Carolina Rural Water Association (NCRWA), Alabama Rural Water Association (ARWA), Alliance of Indiana Rural Water Association (AIRWA), Illinois Rural Water Association (IRWA), Iowa Rural Water Association (IRWA), Rural Water Association of Arizona (RWAA), Arkansas Rural Water Association (ARWA), California Rural Water Association (CRWA), Michigan Rural Water Association (MRWA), Delaware Rural Water Association (DRWA), Kentucky Rural Water Association (KRWA), Maryland Rural Water Association (MRWA), New Mexico Rural Water Association (NMRWA), Mississippi Rural Water Association (MRWA), Ohio Rural Water Association (ORWA), Virginia Rural Water Association (VRWA), Rural Water Association of Utah (RWAU), Idaho Rural Water Association (IRWA), New York Rural Water Association (NYRWA), (Nevada Rural Water Association (NvRWA), Montana Rural Water Systems (MRWS), Louisiana Rural Water Association (LRWA).



INSURANCE PROVIDERS INCLUDE

Hanover Insurance Company, Virginia Surety Company, Inc.



THANK YOU



CC REGULAR MEETING 1st MONDAY

Meeting Date: 02/05/2024

Information

Subject:

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

Background:

Recommendation:

Motion:

Attachments

Council Action Form

Amendment No. 2

Salary Study Results

Council Action Form

MEETING DATE	2/5/2024		
ITEM TITLE	Request to approve Amendment No. 2 to the City Manager Contract		
SUBMITTED BY	Name & Title: Nathan George, City Manager Department: City Manager's Office		
MEETING TYPE	<input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Retreat <input type="checkbox"/> Executive Session		
AGENDA CLASSIFICATION	<input type="checkbox"/> Work Session <input type="checkbox"/> Quasi-Judicial	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Regular
ORDINANCE/RESOLUTION (New ordinances or resolutions are assigned a new number)	<input type="checkbox"/> 1 st Reading Ordinance #: N/A	<input type="checkbox"/> 2 nd Reading Resolution #: N/A	<input type="checkbox"/> Public Hearing
CONTRACTS (Contracts include other similar documents such as agreements or memorandum or understandings <u>Check all applicable boxes pertaining to contracts</u>)	<input checked="" type="checkbox"/> Contract required for this item <input type="checkbox"/> Not required for this item		<input checked="" type="checkbox"/> Copy of contract attached <input type="checkbox"/> Seeking award or another scenario and contract will be finalized separately
TILLAMOOK COUNTY (Some documents need recorded at the County Recorder's Office)	<input type="checkbox"/> Document must be recorded at the County Recorder's Office		<input checked="" type="checkbox"/> Document does not need recorded at the County Recorder's Office
APPROVALS/REVIEWS (Check all applicable boxes)	<input checked="" type="checkbox"/> Department Head <input checked="" type="checkbox"/> City Manager <input type="checkbox"/> Legal Counsel <i>Name of Reviewer: Click or tap here to enter text.</i>		<input checked="" type="checkbox"/> Finance Department <input type="checkbox"/> Planning Commission <input type="checkbox"/> Other: Click or tap here to enter text.
BACKGROUND (Includes description, background, and justification)	<p>In 2023, the City of Tillamook completed its first ever comprehensive compensation study through the Lane Council of Governments (LCOG). The recommendations of the study were implemented to ensure that all employees were at a competitive wage. The only exception was the City Manager's salary.</p> <p>Attached are the results of the compensation study for the City Manager positions included in the survey. The ten (10) cities included in the study were chosen by the contractor performing the study based on several criteria such as population, employee base, coastal proximity when possible, services provided, etc.</p> <p>The results of the survey show that the City of Tillamook City Manager position is well below the median or even the average of the other City Managers. Nine of the cities do not have a salary scale for their City Manager, rather it is just by contract. Accordingly, you will note that the low, mid, and high salary numbers are all the same except for one city (Philomath). Here is the breakdown of the average and median salaries with the ranges:</p>		

	<table><tr><th colspan="4">Monthly Salary</th></tr><tr><th></th><th>Low</th><th>Mid</th><th>High</th></tr><tr><th>Average</th><td>\$ 10,932.08</td><td>\$ 11,110.93</td><td>\$ 11,289.78</td></tr><tr><th>Median</th><td>\$ 11,384.00</td><td>\$ 12,278.25</td><td>\$ 12,325.13</td></tr></table>			Monthly Salary					Low	Mid	High	Average	\$ 10,932.08	\$ 11,110.93	\$ 11,289.78	Median	\$ 11,384.00	\$ 12,278.25	\$ 12,325.13
	Monthly Salary																		
		Low	Mid	High															
	Average	\$ 10,932.08	\$ 11,110.93	\$ 11,289.78															
	Median	\$ 11,384.00	\$ 12,278.25	\$ 12,325.13															
<p>In addition to their salaries, some of the city managers have various additional benefits, one of these being a car allowance. Seven (7) of the ten (10) city managers have a monthly car allowance ranging from \$100 to \$400 a month. This is an additional annual amount of \$1,200 to \$4,800.</p>																			
<p>For your information, in Tillamook County, the City Managers of Bay City and Garibaldi have essentially the same salary as the City Manager of Tillamook, and the cities of Rockaway Beach and Manzanita both pay their managers \$26,500 to \$30,000 more annually.</p>																			
<p>To be placed in a competitive salary, I am requesting a change in <i>Section 3 of the contract</i>, to adjust the monthly salary to \$12,325.13, which is the higher end of the median from the study. The median salary is only the middle of all 10 cities, meaning five cities have higher city manager salaries and five cities have lower city manager salaries.</p>																			
<p>Furthermore, to provide more safety and protection for myself, my career, and my family, I am requesting a change in <i>Section 9 of the contract</i> from six (6) months severance payout to twelve (12) months severance payout if terminated <u>without</u> cause. This amount is very standard throughout the county for city managers.</p>																			
BUDGETING AND FINANCIAL IMPACT	Budgeted \$		Budgeted at current rate for the fiscal year.																
	Expenditure \$		An additional \$15,792.30 total for 5 months.																
	Source of Funds:		General Fund																
	Narrative:		This will only effect 5 months of the current Fiscal Year 2023-2024 budget. After that it will be included in the municipal budget.																
OPTIONS (Include <i>Deny Approval</i> Option)	1.	Approve the contract changes as requested for Section 3 and Section 9.																	
	2.	Approve a higher amount for each of the requested sections (3 and 9).																	
	3.	Approve a lower amount than proposed for each of the two sections (3 and 9).																	
	4.	Approve the requested or higher amount for one section and a lower amount than requested for the other section.																	
PROJECT TIMELINE	These changes are effective February 1, 2024, which is for the first payroll for the Month of February, to be paid on Thursday, February 15, 2024.																		
STAFF RECOMMENDATION	Staff recommends approving the contract changes as requested for Section 3 and Section 9.																		
SUPPLEMENTAL INFORMATION (List and number all attached documents)	<div>1. Contact Amendment No. 2.</div> <div>2. Lane Council of Governments raw data page for city manager compensation.</div>																		

EMPLOYMENT AGREEMENT AMENDMENT NO. 2

Effective February 1, 2024

The following sections shall replace the existing sections or subsections in their entirety from the employment agreement that was effective on January 31, 2023. All changes are indicated by strikethrough effects and the color red:

Section 3: Compensation

A. Employee's base salary for the period from ~~January 31, 2023, until January 31, 2024~~, **February 1, 2024, through January 31, 2025**, shall be ~~One Hundred and Ten Thousand Dollars (\$110,000) per year~~ **\$12,325.13 per month**, which is subject to all required state and federal withholdings. Employee's base salary for each subsequent period of the same length (February 1 through January 31 each year), as stated in Section 1, shall be in accordance with the next step increase delineated by the City's salary schedule and the cost-of-living adjustment if used for the other employees, subject to a satisfactory performance evaluation. Either party has the right at any time to request re-negotiation for an increased salary. Provided both parties agree to this, the final arrangement shall be attached to this contract as an addendum and shall be signed by both parties.

Section 9: Suspension and Termination Termination.

- 6.1 Without Cause by the City: Notwithstanding anything to the contrary, the City may, with a majority of the Council, terminate this agreement at any time upon sixty (60) days' written notice. In such event, Employee, if requested by the City, shall continue to render services and shall be paid regular compensation up to the date specified in the termination. If terminated without cause, Employee shall be paid on the date of termination a severance allowance amount equal to ~~six (6)~~ **twelve (12)** months of Employee's then base salary, less any amounts required to be withheld or deducted. In addition, Employee shall be entitled to compensation for all earned but unused ETO, subject to the policies of the City. Employee acknowledges that this contract provision cannot be changed or modified by any statement or policy of the City, which may indicate that he is not an at-will employee. Acceptance of severance pay by Employee shall constitute a waiver and release of all claims of Employee, or any persons legally entitled to assert claims as a result of the Employee's dismissal, against the City, its Councilors, employees, volunteers, agents, or representatives, whether known or unknown to the Employee at the time such severance pay is accepted. Prior to acceptance of any severance payment, Employee and the City shall agree upon and sign a severance agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed in its behalf by

its Mayor and Employee has signed and executed this Agreement, both in duplicate, the day and year first above-written.

CITY OF TILLAMOOK:

EMPLOYEE:

Aaron Burris	Date
Mayor	

Nathan George City Manager	Date
-------------------------------	------

Raw Data Report

City Manager / Recorder											
MONTHLY SALARY (PER 1.0 FTE)											
Organization	population	Title	MIN	MID	MAX	PERS	EE Ins Cost	ADJUSTED COMPENSATION			Comments
								MIN	MID	MAX	
Seaside	7,275	City Manager	13,293.75	13,293.75	13,293.75	7%	-167.02	14,057.29	14,057.29	14,057.29	Car Allowance = \$100/mo
Brookings	6,914	City Manager	13,177.00	13,177.00	13,177.00	6%	-236.28	13,731.34	13,731.34	13,731.34	Car Allowance = \$350/mo
Warrenton	6,421	City Manager	10,000.00	10,000.00	10,000.00	6%	-189.02	10,410.98	10,410.98	10,410.98	Car Allowance = \$400/mo
Winston	5,679	City Manager	7,500.00	7,500.00	7,500.00	0%	-160.69	7,339.31	7,339.31	7,339.31	Car Allowance = \$150/mo
Philomath	5,653	City Manager	10,518.00	12,306.50	14,095.00	6%	0.00	11,149.08	13,044.89	14,940.70	No car allowance; access to city-owned vehicle when needed
Reedsport	4,324	City Manager	8,075.00	8,075.00	8,075.00	6%	0.00	8,559.50	8,559.50	8,559.50	Car Allowance = \$200/mo
Boardman	4,116	City Manager	12,250.00	12,250.00	12,250.00	6%	-115.39	12,869.61	12,869.61	12,869.61	No car allowance; access to city-owned vehicle when needed
Coquille	4,023	City Manager	12,523.46	12,523.46	12,523.46	6%	0.00	13,274.87	13,274.87	13,274.87	No car allowance; IRS mileage rate reimbursement
Toledo	3,650	City Manager	9,583.33	9,583.33	9,583.33	6%	0.00	10,158.33	10,158.33	10,158.33	Car Allowance = \$300/mo
Bandon	3,541	City Manager	12,400.27	12,400.27	12,400.27	6%	0.00	13,144.28	13,144.28	13,144.28	Car Allowance = \$300/mo
		Average	10,932.08	11,110.93	11,289.78		-86.84	11,469.46	11,659.04	11,848.62	
		Median	11,384.00	12,278.25	12,325.13		-57.70	12,009.35	12,957.25	13,006.95	# of position matches
Tillamook	5,324	City Manager / Recorder	9,166.67	9,166.67	9,166.67	0%	-167.06	8,999.61	8,999.61	8,999.61	
		% difference from average	-19.28%	-21.21%	-23.16%		48.02%	-27.44%	-29.55%	-31.66%	NCC No Comparable Class
		% difference from median	-24.19%	-33.94%	-34.46%		65.46%	-33.44%	-43.98%	-44.53%	NR: No Response Received

CC REGULAR MEETING 1st MONDAY

Meeting Date: 02/05/2024

Information

Subject:

ORD 012224 – Request to hold second reading on an ordinance regulating shopping carts within the City of Tillamook corporate boundaries – **2nd Reading**

Background:

Recommendation:

Motion:

Attachments

Council Action Form
Ordinance



Council Action Form

MEETING DATE	2/5/2024		
ITEM TITLE	Request to hold second reading on an ordinance regulating shopping carts within the City of Tillamook		
SUBMITTED BY	Name & Title: Lt. Nick Troxel, Acting Chief of Police Department: Police		
MEETING TYPE	<input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Retreat <input type="checkbox"/> Executive Session		
AGENDA CLASSIFICATION	<input type="checkbox"/> Work Session <input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
ORDINANCE/RESOLUTION (New ordinances or resolutions are assigned a new number)	<input type="checkbox"/> 1 st Reading Ordinance #: ORD 012224	<input checked="" type="checkbox"/> 2 nd Reading	<input type="checkbox"/> Public Hearing Resolution #: Click or tap here to enter text.
CONTRACTS (Contracts include other similar documents such as agreements or memorandum or understandings Check all applicable boxes pertaining to contracts)	<input type="checkbox"/> Contract required for this item <input type="checkbox"/> Seeking award or other scenario and will provide contract at later date		<input type="checkbox"/> Signed copy of contract attached <input checked="" type="checkbox"/> No contract for this item
TILLAMOOK COUNTY (Some documents need recorded at the County Recorder's Office)	<input type="checkbox"/> Document must be recorded at the County Recorder's Office		<input checked="" type="checkbox"/> Document does not need recorded at the County Recorder's Office
APPROVALS/REVIEWS (Check all applicable boxes)	<input checked="" type="checkbox"/> Department Head <input checked="" type="checkbox"/> City Manager <input checked="" type="checkbox"/> Legal Counsel <i>Name of Reviewer:</i> Ross Williamson, Local Government Law Group, P.C.		<input type="checkbox"/> Finance Department <input type="checkbox"/> Planning Commission <input type="checkbox"/> Other: Click or tap here to enter text.
BACKGROUND (Includes description, background, and justification)	<p>The Police Department continues to improve our City's safety and livability for both residents and visitors. With that in mind, it was brought to staff's attention by the community and the City Council the need to have a better control and process for dealing with abandoned and stolen shopping carts. If approved this ordinance will allow our Officers to take enforcement action to ensure carts are returned to their owner.</p> <p>First reading was held a the January 22, 2024, Council Meeting. This ordinance is now before the City Council for second reading and adoption.</p>		
BUDGETING AND FINANCIAL IMPACT	Budgeted \$	N/A	
	Expenditure \$	N/A	
	Source of Funds:	N/A	
	Narrative:	This does not effect the City financially in terms of purchasing or contractual services; however, it will effect the time and	

		resources of staff to enforce the ordinance.
OPTIONS (Include <i>Deny Approval</i> Option)	1.	Hold second reading.
	2.	Not hold second reading.
	3.	Provide alternate direction.
	4.	Click or tap here to enter text.
PROJECT TIMELINE	This ordinance will go into effect 30 days after the second reading and adoption.	
STAFF RECOMMENDATION	Staff recommends holding first reading.	
SUPPLEMENTAL INFORMATION (List and number all attached documents)	1. Ordinance	

ORDINANCE NO. 012224

AN ORDINANCE ADDING A NEW SECTION 130.25 TO THE GENERAL OFFENSES/NUISANCES SUB-CHAPTER OF CHAPTER 130 OF THE CODE OF THE CITY OF TILLAMOOK (CCT) RELATED TO SHOPPING CARTS WITHIN THE CITY OF TILLAMOOK

WHEREAS, the City of Tillamook Council is experiencing multiple problems with shopping carts from grocery and other retailers being stolen from those retailers and then abandoned throughout the City; and

WHEREAS, the City Council wishes to implement regulations for shopping carts within the City to reduce the nuisance impacts of stolen shopping carts; and

WHEREAS, the City spends time and resources to frequently retrieve shopping carts, return shopping carts to their proper businesses, and clean-up or provide other actions in areas when shopping carts have been abandoned; and

WHEREAS, the City may support community volunteer programs aimed at collecting and returning abandoned shopping carts; and

WHEREAS, the City encourages collaboration between local government and private businesses to address shopping cart abandonment, with a focus on educational initiatives for customers. Incentives for businesses may include positive public recognition for their efforts in promoting responsible shopping cart use; and

WHEREAS, the City may conduct public awareness campaigns promoting responsible shopping cart use and aligning messaging with traditional values and community pride. Educational materials may be distributed to citizens to raise awareness about the impact of abandoned shopping carts on the community; and

WHEREAS, the purpose of this ordinance is to promote responsible shopping cart use within the City, emphasizing individual responsibility and community engagement through the imposition of fines.

NOW THEREFORE, the City of Tillamook ordains as follows:

Section 1: **CCT § 130.25 SHOPPING CARTS** shall be added to the Code as follows:

§ 130.25 SHOPPING CARTS

(A) **Definitions.** For purposes of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ABANDONED CART. Any cart that has been removed from the cart owner's premises without written consent of the owner and is located on either public or private property.

CART or SHOPPING CART. A basket that is mounted on wheels or a similar device that is provided by an owner to a customer for the purpose of transporting goods of any kind, including a basket used in a laundromat or similar business.

ENFORCEMENT OFFICER. Any officer or person designated with the authority to enforce the provisions of this chapter.

OWNER. Any person or entity that, in connection with the conduct of a business, provides carts available to the public for use at or in their business.

PREMISES. The entire area owned, occupied, or utilized by an owner, including any parking lot, loading area, and adjacent public rights-of-way, or any other property provided by or on behalf of an owner for customer parking or use.

(B) Cart removal warnings, cart identification, and reporting abandoned carts. An owner shall:

- (1) Post signs in sufficient number to give notice to members of the public entering onto or leaving the business premises that unauthorized appropriation of a shopping cart is a crime under ORS 164.015, and provide a toll-free or local telephone number, to the owner, that members of the public may use to report abandoned shopping carts.
- (2) Identify the owner's business on each shopping cart and post a sign on the shopping cart that:
 - a. Notifies any member of the public using the shopping cart that unauthorized appropriation of a shopping cart is a crime under ORS 164.015; and
 - b. Provides a toll-free or local telephone number for use in reporting an abandoned shopping cart to the owner.
- (3) Establish, maintain, and make available to the public, at the owner's own expense, a toll-free or local telephone line for the purpose of reporting abandoned shopping carts to the owner. The owner shall forward each report they receive concerning an abandoned shopping cart to the City's Code Enforcement Officer within one business day after the owner receives the report.

(C) Retrieval of abandoned shopping carts.

All owners shall implement a cart retrieval system to promptly collect and return abandoned shopping carts to designated areas on their premises.

The cart retrieval system shall involve business efforts to educate customers on the importance of returning carts and encouraging voluntary compliance.

- (1) When the owner receives a notice concerning an abandoned shopping cart, they must forward the report in accordance with § 130.25(B)(3), unless the City is providing the notice.
- (2) Once notice is given to the owner, they shall retrieve a shopping cart within 72 hours after receiving notification that the shopping cart has been abandoned.
- (3) If the City identifies, salvages, or reclaims an abandoned shopping cart, it shall report the existence and location of an abandoned shopping cart to the owner of the shopping cart, if the owner is identifiable.

(D) Custody, enforcement, and disposal of abandoned shopping carts.

- (1) The City may take custody of an abandoned shopping cart and impose a penalty under § 130.99 on the owner of the shopping cart if the owner does not retrieve the shopping cart within 72 hours after the City makes a report under division § 130.25(D)(3) or after the owner receives a report under division § 130.25(B)(3).
 - (2) The City may release a shopping cart held in the City's custody to the owner upon payment of the penalty under § 130.99.
 - (3) The City may take title to a shopping cart in the City's custody and dispose of the shopping cart as the City deems appropriate if the owner does not claim the shopping cart within 30 days.
- (E) **Unauthorized appropriation of shopping cart.** A person commits the violation of unauthorized appropriation of a shopping cart if the person, without written permission of the owner of the shopping cart, abandons or is in possession of a shopping cart off the premises of the retail establishment of the owner of the shopping cart.
- (F) **Rulemaking authority.** The City Manager or designee is authorized to promulgate any rules necessary for the implementation of this section.

Section 2: **Effective Date.** This ordinance shall take effect thirty (30) days after its adoption.

1st Reading held by the City Council the 22nd day of January, 2024.

2nd Reading held by the City Council the 5th day of February, 2024.

Passed and ADOPTED by the City Council this _____ day of _____, 2024.

Aaron Burris, Mayor

Dated: _____

ATTEST:

Tammy Heitsman, Deputy City Recorder

Dated: _____

CC REGULAR MEETING 1st MONDAY

Meeting Date: 02/05/2024

Information

Subject:

BATCH TYPE	DATE	CHECK RANGE	AMOUNT PAID
Accounts Payable	02/05/2024	49110-49146	\$200,139.71

Background:

Recommendation:

Motion:

Attachments

Proof List

Accounts Payable
To Be Paid Proof List

User: dwerner
Printed: 01/31/2024 - 1:01PM
Batch: 10205.01.2024 - AP BATCH 2.5.2024-10205



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-1-39596	1/20/2024	122.47	0.00	02/05/2024				No	0
010-07-53410 UNIFORM ALLOWANCE				Hero's name tape-Blank					
INV-1-39596 Total:		122.47							
911 Supply Inc Total:		122.47							
Adventist Health Tillamook									
PO BOX 888860									
Los Angeles, CA 90088-8860									
4814									
1553783	1/1/2024	300.00	0.00	02/05/2024				No	0
010-07-53380 TRAINING				TPD officer OCC med health audiology testing Dec 2023					
1553783 Total:		300.00							
Adventist Health Tillamook		300.00							
American Legal Publishing Corp.									
525 Vine Street									
Suite 310									
Cincinnati, OH 45202									
4940									
31422	1/29/2024	1,708.29	0.00	02/05/2024				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
010-10-53240 SERVICE CONTRACTS				2024 S-3 supplement pages					
31422 Total:		1,708.29							
31553	1/31/2024	169.65	0.00	02/05/2024				No	0
010-10-53240 SERVICE CONTRACTS				2024 S-3 supplement pages internet					
31553 Total:		169.65							
American Legal Publishing		1,877.94							
Axon Enterprise, Inc. PO Box 29661 Department 2018 Phoenix, AZ 85038-9661 0258									
*** INUS218469	1/22/2024	3,834.59	0.00	02/05/2024				No	0
010-07-54040 EQUIP/TASER/GUNS/RADIO/WI				Officer safety plan 10 body worn camera tap bundle camera					
*** INUS218469	1/22/2024	14,742.00	0.00	02/05/2024				No	0
010-07-55060 TASER FINANCING				Officer safety plan 10 body worn camera tap bundle camera					
INUS218469 Total:		18,576.59							
Axon Enterprise, Inc. Total		18,576.59							
Boatwright Engineering, Inc. 2613 12th Street SE Salem, OR 97302 4441									
22863	1/4/2024	20,116.50	0.00	02/05/2024				No	0
091-91-59135 CDBG WATER GRANT				Well 2 Resiliency project					
22863 Total:		20,116.50							
Boatwright Engineering, In		20,116.50							

Branom Instrument Co.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
P.O. Box 102995									
Pasadena, CA 91189-2995									
2012									
012324	1/2/2024	2,145.00	0.00	02/05/2024				No	0
022-22-53210 MAINT / EQUIP/BLDG				6 siemens magflo meters					
012324 Total:		2,145.00							
Branom Instrument Co. To		2,145.00							
Canon Financial Services, Inc									
14904 Collections Center Drive									
Chicago, IL 60693-0149									
0483									
*** 31900189	12/29/2023	312.97	0.00	02/05/2024				No	0
010-07-53240 MAINT / SERVICE CONTRACTS				Color Copier - PD					
*** 31900189	1/12/2024	313.06	0.00	02/05/2024				No	0
010-10-53240 SERVICE CONTRACTS				Color Copier - City					
*** 31900189	1/12/2024	312.97	0.00	02/05/2024				No	0
021-01-53250 MAINTENANCE AGREEMENTS				Color Copier - Public Works					
31900189 Total:		939.00							
31900190	1/12/2023	245.04	0.00	02/05/2024				No	0
010-10-53240 SERVICE CONTRACTS				Color Copier - City hall					
31900190 Total:		245.04							
Canon Financial Services,		1,184.04							
Centerlogic, Inc									
7414 NE Hazel Dell Avenue									
Suite B									
Vancouver, WA 98665									
7020									
*** 88959	12/4/2023	855.20	0.00	02/05/2024				No	0
010-10-53240 SERVICE CONTRACTS				Monthly billing for December 23- microsoft office 365					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

88959 Total:	855.20
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Centerlogic, Inc Total:	855.20
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CenturyLink Communications, Inc.
PO Box 2961
Phoenix, AZ 85062-2961
4478

***	1/31/2024	1.00	0.00	02/05/2024				No	0
021-01-53420 TELEPHONE				#314146376(503-842-3060) Filter Plant					
***	1/31/2024	1.00	0.00	02/05/2024				No	0
022-22-53420 UTILITIES / PHONE				#313702676(503-842-4155) WWTP					
***	1/31/2024	1.00	0.00	02/05/2024				No	0
022-22-53420 UTILITIES / PHONE				#313245010(503-842-7706) 12th St Lift St					
***	1/31/2024	1.00	0.00	02/05/2024				No	0
022-22-53420 UTILITIES / PHONE				#313364492(503-842-2091) Swr Lift Statio					
***	1/31/2024	1.00	0.00	02/05/2024				No	0
022-22-53420 UTILITIES / PHONE				#313436814(503-842-2578) Swr Lift St					

Total:	5.00
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CenturyLink Communicati	5.00
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Charter Communications
PO Box 7173
Pasadena, CA 91109-7173
4262

176553901011424	1/14/2024	34.09	0.00	02/05/2024				No	0
010-07-53420 UTILITIES / PHONE				Police Department 176554001		1			

176553901011424 Total:	34.09
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Charter Communications T	34.09
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CHS Northwest
402 Main St

AP-To Be Paid Proof List (01/31/2024 - 1:01 PM)

*** means this invoice number is a duplicate.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
Lynden, WA 98264 4894									
648270	1/24/2024	603.94	0.00	02/05/2024				No	0
022-22-53450 PROPANE				Propane 1.24.24					
648270 Total:		603.94							
648885	1/23/2024	408.50	0.00	02/05/2024				No	0
022-22-53450 PROPANE				Propane 1.22.24					
648885 Total:		408.50							
648948	1/29/2024	548.25	0.00	02/05/2024				No	0
022-22-53450 PROPANE				Propane 1.29.24					
648948 Total:		548.25							
CHS Northwest Total:		1,560.69							
<hr/>									
CNA Surety Direct Bill PO Box 957312 St Louis, MO 63195-7312 4737									
65770782	1/9/2024	100.00	0.00	02/05/2024				No	0
010-01-53060 CONTRACTUAL SERVICES				Bond # 65770782					
65770782 Total:		100.00							
CNA Surety Direct Bill To		100.00							
<hr/>									
Coastal Health Center 216 Cedar Avenue Tillamook, OR 97141 4058									
*** CIT00001	1/1/2024	120.00	0.00	02/05/2024				No	0
021-03-53140 VEHICLE OPERATING EXP/CDL				K. Oleman CDL physical					
CIT00001 Total:		120.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
Coastal Health Center Tota		120.00							
Columbia Fire & Safety, LLC 92228 Youngs River Road Astoria, OR 97103 0082									
012224	1/22/2024	38.00	0.00	02/05/2024				No	0
010-07-53210 MAINT / EQUIPMENT				2 1/2 # ABC recharge + owing service charge					
012224 Total:		38.00							
Columbia Fire & Safety, L		38.00							
Columbia Pacific Eco Dev. Dist PO Box 1535 St. Helens, OR 97051 4233									
1198	1/2/2024	6,205.00	0.00	02/05/2024				No	0
091-91-59135 CDBG WATER GRANT				CDBG Grant Admin Oct23-Dec23					
1198 Total:		6,205.00							
Columbia Pacific Eco Dev		6,205.00							
Colvin Oil I LLC 2801 3rd Street Tillamook, OR 97141 3094									
INV-110424	1/15/2024	840.74	0.00	02/05/2024				No	0
010-07-53140 FUEL / VEHICLE				PD Fuel 1.1.24-1.15.24					
INV-110424 Total:		840.74							
Colvin Oil I LLC Total:		840.74							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Conzor									
One SW Columbia Street									
Suite 1700									
Portland, OR 97204									
0570									
W239618OR.01-3	11/17/2023	51,741.51	0.00	02/05/2024				No	0
091-91-59132 CDBG SMALL BUSINESS GRAN				Water Rural Transmission Line Replacement phase 1					
W239618OR.01-3 Total:		51,741.51							
W239618OR.01-5	1/19/2023	10,549.83	0.00	02/05/2024				No	0
091-91-59132 CDBG SMALL BUSINESS GRAN				Water Rural Transmission Line Replacement phase 1					
W239618OR.01-5 Total:		10,549.83							
Conzor Total:		62,291.34							
EC Electrical Construction Co.									
PO Box 35146 #43035									
Seattle, WA 98124-5146									
4514									
258167	1/24/2024	296.00	0.00	02/05/2024				No	0
021-06-53020 SYSTEM REPAIRS/METER CHA				Well #2 trouble shooting controls					
258167 Total:		296.00							
EC Electrical Construction		296.00							
Ferguson Enterprises Inc.#3011									
PO Box 847411									
Dallas, TX 75284-7411									
4454									
1242877	1/18/2024	1,690.08	0.00	02/05/2024				No	0
022-22-53230 MAINT / MATERIALS				Grind pump/ Auto sew pump					
1242877 Total:		1,690.08							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
Ferguson Enterprises Inc.#		1,690.08							
Local Government Law Group PC 975 Oak Street Ste 700 Eugene, OR 97401 0703									
68172-68175	1/1/2024	2,041.50	0.00	02/05/2024				No	0
010-01-53060 CONTRACTUAL SERVICES				Legal services December 2023					
68172-68175 Total:		2,041.50							
Local Government Law Gr		2,041.50							
North Coast Lawn PO Box 1002 Tillamook, OR 97141 4698									
01232024	11/20/2023	120.00	0.00	02/05/2024				No	0
010-07-53060 CONTRACTUAL SERVICES				Contracted lawn service PD January 2024					
01232024 Total:		120.00							
85945	11/20/2023	120.00	0.00	02/05/2024				No	0
010-07-53060 CONTRACTUAL SERVICES				Contracted lawn service PD November 2023					
85945 Total:		120.00							
North Coast Lawn Total:		240.00							
Northstar Chemical, Inc. P.O. Box 35143 #6860 Seattle, WA 98124-5143 4041									
272409	1/19/2024	5,276.80	0.00	02/05/2024				No	0
022-22-53040 CHEMICALS/CHLORINE				Sodium Bisulfite					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
272409 Total:		5,276.80							
273390	1/30/2024	8,580.00	0.00	02/05/2024				No	0
022-22-53040 CHEMICALS/CHLORINE				Sodium Hypochlorite 12.5%					
273390 Total:		8,580.00							
Northstar Chemical, Inc. T		13,856.80							
OR Dept of Employment Attn. Employment Tax Unit 02 PO Box 4395 Portland, OR 97208-4395 0345									
L0002630278	1/16/2024	1,164.90	0.00	02/05/2024				No	0
010-10-52080 UNEMPLOYMENT				Quarterly start and end October 2023-December 2023					
L0002630278 Total:		1,164.90							
OR Dept of Employment T		1,164.90							
Polydyne, Inc. P.O. Box 404642 Atlanta, GA 30384-4642 4118									
1803516	1/23/2024	4,356.43	0.00	02/05/2024				No	0
022-22-53040 CHEMICALS/CHLORINE				Clarifloc WE-2394					
1803516 Total:		4,356.43							
Polydyne, Inc. Total:		4,356.43							
RJ's Lock & Key 2203 Main Ave N. Ste J Tillamook, OR 97141 0127									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
10014498	1/23/2024	5.00	0.00	02/05/2024				No	0
022-22-53270 OFFICE SUPPLIES				WWTP- C. Wolford					
10014498 Total:		5.00							
RJ's Lock & Key Total:		5.00							
Rose Harrell Cleaning Service									
905 Nestucca Ave, Apt B									
Tillamook, OR 97141									
0207									
269020	1/22/2024	400.00	0.00	02/05/2024				No	0
010-07-53060 CONTRACTUAL SERVICES				TPD Janitorial cleaning service					
269020 Total:		400.00							
Rose Harrell Cleaning Serv		400.00							
Rosenberg Builder's Supply Inc									
2 N Main Avenue									
Tillamook, OR 97141									
0407									
2312-649637	12/26/2024	12.05	0.00	02/05/2024				No	0
021-01-53260 MISC/OFFICE SUPPLIES				Mirror/ picture hanging kit					
2312-649637 Total:		12.05							
2401-652437	1/2/2024	65.33	0.00	02/05/2024				No	0
010-07-53350 SPECIAL PROGRAMS				Retirement plaque-PD					
2401-652437 Total:		65.33							
2401-655814	1/10/2024	221.08	0.00	02/05/2024				No	0
021-02-53211 SMALL TOOLS/RADIO REPAIR/P				Digital ceramic heater ped 29					
2401-655814 Total:		221.08							
2401-655883	1/10/2024	36.17	0.00	02/05/2024				No	0
070-70-53550 PARKS MATERIALS FENCING/S				750/1500W sm milkhouse heater					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	2401-655883 Total:	36.17							
2401-656530	1/11/2024	99.43	0.00	02/05/2024				No	0
020-20-53340 SIGNS & ROADMARKINGS				Duct tape/ concrete mix					
	2401-656530 Total:	99.43							
2401-657799	1/13/2024	92.54	0.00	02/05/2024				No	0
022-22-53230 MAINT / MATERIALS				WWTP supplies					
	2401-657799 Total:	92.54							
2401-658620	1/16/2024	84.33	0.00	02/05/2024				No	0
022-22-53230 MAINT / MATERIALS				satin painter touch masking tape					
	2401-658620 Total:	84.33							
2401-658986	1/17/2024	19.27	0.00	02/05/2024				No	0
020-20-53230 MAINT/MATERIALS				12 pc bungee cords					
	2401-658986 Total:	19.27							
2401-659521	1/18/2024	41.63	0.00	02/05/2024				No	0
020-20-53200 MAINT / BUILDING				materials to fix trip hazard at City Hall					
	2401-659521 Total:	41.63							
2401-661860	1/23/2024	29.12	0.00	02/05/2024				No	0
022-22-53270 OFFICE SUPPLIES				Trash can					
	2401-661860 Total:	29.12							
	Rosenberg Builder's Suppl	700.95							
Singer Lewak 10960 Wilshire Blvd, Suite 110 Los Angeles, CA 90024 9601									
449556	1/12/2024	15,750.00	0.00	02/05/2024				No	0
010-10-53065 AUDIT				Professional service through 12/31/2023					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
	449556 Total:	15,750.00							
<hr/>									
	Singer Lewak Total:	15,750.00							
<hr/>									
Teamsters #58									
2212 NE Andresen Road									
Vancouver, WA 98661									
0849									
Union dues 3.24	1/29/2024	629.00	0.00	02/05/2024				No	0
010-00-20380 UNION DUES PR PAYABLES				Union dues March 2024 TPD					
<hr/>									
	Union dues 3.24 Total:	629.00							
<hr/>									
	Teamsters #58 Total:	629.00							
<hr/>									
The Master's Touch, LLC									
1405 N Ash Street									
Spokane, WA 99201-2805									
0160									
*** 89316	12/29/2024	248.02	0.00	02/05/2024				No	0
021-01-53250 MAINTENANCE AGREEMENTS				Utility Billing Serv. December 2023					
*** 89316	1/3/2024	248.03	0.00	02/05/2024				No	0
022-22-53240 MNT/SERVICE CONTRACTS/GA				Utility Billing Serv. December 2023					
<hr/>									
	89316 Total:	496.05							
<hr/>									
*** P89316	12/29/2024	357.99	0.00	02/05/2024				No	0
021-01-53300 POSTAGE				Utility bills postage December 2023					
*** P89316	12/29/2024	357.99	0.00	02/05/2024				No	0
022-22-53300 POSTAGE / GIS				Utility bills postage December 2023					
<hr/>									
	P89316 Total:	715.98							
<hr/>									
	The Master's Touch, LLC T	1,212.03							

Tillamook Co. Emergency

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Communications District									
PO Box 911									
Tillamook, OR 97141									
4281									
2024-02	1/18/2024	450.00	0.00	02/05/2024				No	0
010-07-53060 CONTRACTUAL SERVICES				Internet reimb October, November, December 2023					
2024-02 Total:		450.00							
Tillamook Co. Emergency		450.00							
Tillamook Complete Janitorial									
506 Williams Avenue									
Tillamook, OR 97141									
0590									
*** 2064	1/23/2024	201.00	0.00	02/05/2024				No	0
010-03-53270 OFFICE SUPPLIES				Cleaning supplies @ City hall					
*** 2064	1/23/2024	570.00	0.00	02/05/2024				No	0
070-70-53385 JANITORIAL SERVICES				January 2024 janitorial services @ City hall					
2064 Total:		771.00							
Tillamook Complete Janito		771.00							
Tillamook PUD									
P.O. Box 433									
Tillamook, OR 97141									
0510									
*** 100391	1/17/2024	66.14	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				100391, 1st & Pacific Ave Signal Lights					
100391 Total:		66.14							
*** 100889	1/22/2024	103.12	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				100889, 1st & Pacific Ave Pedestrian light					
100889 Total:		103.12							
*** 100960	1/22/2024	87.25	0.00	02/05/2024				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
020-20-53430 POWER/STREET LIGHTING				100960, 1st & Main Ave-Pedestrian Lighting					
100960 Total:		87.25							
*** 102921	1/22/2024	36.00	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				102921, 1902 3rd St Charging Station					
102921 Total:		36.00							
*** 15557	1/17/2024	643.58	0.00	02/05/2024				No	0
022-22-53430 UTILITIES / POWER				15557, Lift Station 12th & Laurel					
15557 Total:		643.58							
*** 16663	1/22/2024	47.86	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				16663, Restrooms Goodspeed Park					
16663 Total:		47.86							
*** 16664	1/22/2024	36.00	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				16664, Goodspeed Park					
16664 Total:		36.00							
*** 17498	1/17/2024	61.21	0.00	02/05/2024				No	0
022-22-53430 UTILITIES / POWER				17498, Meadow Avenue Lift Station					
17498 Total:		61.21							
*** 17975	1/17/2024	604.29	0.00	02/05/2024				No	0
021-04-53430 WATER PRODUCTIONS				17975, 3610 Alder Lane Well #3					
17975 Total:		604.29							
*** 17990	1/17/2024	245.28	0.00	02/05/2024				No	0
021-04-53430 WATER PRODUCTIONS				17990, 3809 Alder Lane Well #2					
17990 Total:		245.28							
*** 18512	1/17/2024	50.32	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				18512, Coatsville Park					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	18512 Total:	50.32							
*** 19915	1/22/2024	155.28	0.00	02/05/2024				No	0
022-22-53430 UTILITIES / POWER				19915, Lift Station Front Street					
	19915 Total:	155.28							
*** 20274	1/17/2024	72.85	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				20274, 4th & Main-Traffic Lights					
	20274 Total:	72.85							
*** 20304	1/17/2024	43.91	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				20304, 3rd & Main-Signals					
	20304 Total:	43.91							
*** 20306	1/22/2024	58.98	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				20306, 3rd & Pacific-Signals					
	20306 Total:	58.98							
*** 20415	1/22/2024	812.35	0.00	02/05/2024				No	0
010-10-53430 UTILITIES / POWER				20415, 210 Laurel Ave, City Hall					
	20415 Total:	812.35							
*** 20432	1/17/2024	76.88	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				20432, 1st & Main Signal light					
	20432 Total:	76.88							
*** 35062	1/22/2024	61.81	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				35062, 1904 Front St Restrooms-Sue H Elmore Park					
	35062 Total:	61.81							
*** 35427	1/17/2024	152.07	0.00	02/05/2024				No	0
022-22-53430 UTILITIES / POWER				35427, Brookfield Rd Lift Station					
	35427 Total:	152.07							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
*** 53747	1/22/2024	68.08	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				53747, Wilson Rv Lp & Hwy 101 N Sgnl					
53747 Total:		68.08							
*** 65596	1/22/2024	172.04	0.00	02/05/2024				No	0
010-07-53420 UTILITIES / PHONE				65596, 2302 3rd St, Police Station					
65596 Total:		172.04							
*** 6779	1/17/2024	727.48	0.00	02/05/2024				No	0
021-04-53430 WATER PRODUCTIONS				6779, 7995 Killam Crk Rd					
6779 Total:		727.48							
*** 74209	1/17/2024	2,676.00	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				74209, City Lights					
74209 Total:		2,676.00							
*** 78075	1/22/2024	5,372.36	0.00	02/05/2024				No	0
022-22-53430 UTILITIES / POWER				78075, 845 3rd St, WWTP					
78075 Total:		5,372.36							
*** 85596	1/22/2024	71.29	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				85596, 1815 1st, pkg lot					
85596 Total:		71.29							
*** 89053	1/22/2024	785.49	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				89053, 4402 3rd St					
89053 Total:		785.49							
*** 99709	1/22/2024	64.65	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				99709, Pacific Ave @ 4th St Signal					
99709 Total:		64.65							
*** 99711	1/22/2024	70.17	0.00	02/05/2024				No	0
020-20-53430 POWER/STREET LIGHTING				99711, 2nd St & Pacific Ave Signal/2nd St Festiv					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
99711 Total:		70.17							
*** 99712	1/22/2024	46.22	0.00	02/05/2024	99712, 3rd & Delmonte/trail lighting @ Goodspeed			No	0
020-20-53430 POWER/STREET LIGHTING									
99712 Total:		46.22							
*** 99714	1/22/2024	68.00	0.00	02/05/2024	99714, Hoquarton Bridge lighting			No	0
020-20-53430 POWER/STREET LIGHTING									
99714 Total:		68.00							
*** 99715	1/22/2024	99.26	0.00	02/05/2024	99715, Hoquarton Park lighting			No	0
020-20-53430 POWER/STREET LIGHTING									
99715 Total:		99.26							
Tillamook PUD Total:		13,636.22							
Tillamook Tire Service, Inc. P.O. Box 278 Tillamook, OR 97141 0511									
K93782	1/25/2024	200.00	0.00	02/05/2024	Mount and Balance 4 new TPD			No	0
010-07-53250 MAINT / VEHICLE									
K93782 Total:		200.00							
K94058	1/25/2024	10.00	0.00	02/05/2024	TPD flat repair			No	0
010-07-53250 MAINT / VEHICLE									
K94058 Total:		10.00							
Tillamook Tire Service, Inc		210.00							
USA Bluebook Accounts Receivable Dept. PO Box 9004									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Gurnee, IL 60031-9004									
1065									
INV00244270	1/11/2024	2,136.60	0.00	02/05/2024				No	0
022-22-53440 SUPPLIES/LABORATORY				Water supplies					
INV00244270 Total:		2,136.60							
USA Bluebook Total:		2,136.60							
Verizon Wireless, Bellevue									
P.O. Box 660108									
Dallas, TX 75266-0108									
0713									
*** 9955187378	1/25/2024	990.78	0.00	02/05/2024				No	0
010-07-53420 UTILITIES / PHONE				964246907-00001 Police Cell Phone January2024					
*** 9955187378	1/25/2024	288.55	0.00	02/05/2024				No	0
010-10-53420 UTILITIES / PHONES				964246907-00001 General Cell Phones January 2024					
*** 9955187378	1/25/2024	123.87	0.00	02/05/2024				No	0
020-20-53420 UTILITIES / PHONE/ POSTAGE				964246907-00001 Street Cell Phones January 2024					
*** 9955187378	1/25/2024	350.72	0.00	02/05/2024				No	0
021-01-53420 TELEPHONE				964246907-00001 Water Cell Phones January 2024					
*** 9955187378	1/25/2024	311.88	0.00	02/05/2024				No	0
022-22-53420 UTILITIES / PHONE				964246907-00001 Sewer Cell Phones January 2024					
9955187378 Total:		2,065.80							
Verizon Wireless, Bellevue		2,065.80							
Xylem Water Solutions U.S.A., Inc.									
26717 Network Place									
Chicago, IL 60673-1267									
5002									
3556D07560	1/17/2024	22,154.80	0.00	02/05/2024				No	0
022-22-54060 SOLIDS HANDLING				WWTP pump					
3556D07560 Total:		22,154.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			

	Xylem Water Solutions U.S	22,154.80
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Report Total:		200,139.71