City of Tillamook
The Dairylands

AGENDA AND MEETING NOTICE

REGULAR SESSION
Tuesday, February 20, 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

PROCLAMATIONS/ANNOUNCEMENTS

1. American Red Cross Month

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. Temporary Councilor Appointment for Ward 6

NEW BUSINESS

1. Request to approve an appointment to the Planning Commission
2. Request to approve an OLCC License for the property located at 303 Pacific Avenue
3. Request to approve removal of five parking spaces on 4th Street between Nestucca Avenue and Ocean Place

PENDING BUSINESS

REPORTS

1. Mayor Report
2. City Manager City Operations Monthly Report
3. Financial Report

Posted February 15, 2024
Tillamook City Hall ~ Chamber Website: www.tillamookchamber.org/meetings-events/ ~
Tillamook City Website: www.tillamookor.gov

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	02/20/2024	49148-49186	$173,463.27

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 Oregón. 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 Oregón 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	03/04/2024	7:00pm	City Hall--Council Chamber
Tillamook Planning Commission	1st Thursday	03/07/2024	7:00pm	City Hall--Council Chamber
TURA Board Meeting	2nd Wednesday	03/13/2024	6:00pm	City Hall--Council Chamber
Tillamook City Council Regular Session	3rd Monday	03/18/2024	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 15, 2024
Tillamook City Hall ~ Chamber Website: www.tillamookchamber.org/meetings-events/ ~
Tillamook City Website: www.tillamookor.gov

CC REGULAR MEETING 3rd MONDAY
Meeting Date: 02/20/2024

Information

Subject:
American Red Cross Month

Background:

Recommendation:

Motion:

Attachments

Proclamation

City of Tillamook
The Dairylands

PROCLAMATION

American Red Cross Month

WHEREAS, In times of crisis, people in the City of Tillamook come together to care for one another. This humanitarian spirit is part of the foundation of our community and is exemplified by American Red Cross Cascades Region volunteers and donors; and

WHEREAS, In 1881, Clara Barton founded the American Red Cross, turning her steadfast dedication for helping others into a bold mission of preventing and alleviating people's suffering. Today, more than 140 years later, we honor the kindness and generosity of Red Cross volunteers here in the City of Tillamook who continue to carry out Clara's lifesaving legacy. They join the millions of people across the United States who volunteer, give blood, donate financially, or learn vital life-preserving skills through the Red Cross; and

WHEREAS, In the **Cascades Region**, serving Oregon and SW Washington, the contributions of more than **2,500** local Red Cross volunteers give hope to the most vulnerable in their darkest hours. The Red Cross does so by providing more than **600** emergency overnight shelter stays, along with food and comfort for families devastated by nearly **800** local disasters, like home fires; through the generosity of those donating more than **182,000** units of essential blood for accident and burn victims, heart surgery and organ transplant patients, and those receiving treatment for leukemia, cancer, or sickle cell disease; by supporting service members and veterans an average of **nine times a day**, along with their families and caregivers through the unique challenges of military life; by helping to save the lives of others with first aid, CPR and other skills; or delivering international humanitarian aid; and

WHEREAS, Their work to prevent and alleviate human suffering is vital to strengthening our community's resilience. We dedicate this month of March to all those who continue to advance the noble legacy of American Red Cross founder Clara Barton, who lived by her words, "You must never think of anything except the need, and how to meet it." We ask others to join in this commitment to give back in our community.

NOW, THEREFORE, We, The Mayor and Council of the City of Tillamook, Oregon hereby proclaim March 2024, to be American Red Cross Month in Tillamook, Oregon. We encourage all citizens of the City of Tillamook to reach out and support its humanitarian effort.

Aaron Burris, Mayor

John Sandusky, Councilor

Garrett Noffsinger, Councilor

Doug Henson, Councilor

Jason Hopkins, Councilor

Brian Reynolds, Councilor

Attest: _____
Tammy Heitsman, Deputy City Recorder

CC REGULAR MEETING 3rd MONDAY

Meeting Date: 02/20/2024

Information

Subject:

Temporary Councilor Appointment for Ward 6

Background:

Recommendation:

Motion:

Attachments

Press Release

City of Tillamook
The Dairylands

210 Laurel Avenue • Tillamook, OR 97141
phone 503-842-2472 • fax 503-842-3445

PRESS RELEASE

FOR IMMEDIATE RELEASE

February 6, 2024

Contact: Tammy Heitsman
Deputy City Recorder
(503) 842-2472
cityrecorder@tillamookor.gov

City Council Ward 6 Temporary Appointment Announcement

The Tillamook City Council is seeking interested applicants that live in Tillamook Ward 6 (see https://tillamookor.gov/elected-officials/ for information and location of Ward 6) to serve temporarily in the place of the regular Councilor. The service time is unknown but may be a few weeks to a few months. If interested, please submit a letter of interest to Tammy Heitsman, Deputy City Recorder, addressed to the City Council by Tuesday, February 20, 2024, at 5:00 PM. Anyone that submits a letter must also attend the February 20, 2024, Council Meeting and be prepared to publicly address the Council on their interest. That meeting starts at 7 PM in the Council Chambers located at City Hall, 210 Laurel Ave., Tillamook, OR 97141.

CC REGULAR MEETING 3rd MONDAY
Meeting Date: 02/20/2024

Information

Subject:
Request to approve an appointment to the Planning Commission

Background:

Recommendation:

Motion:

Attachments

Council Action Form
Application and Letter

Council Action Form

MEETING DATE	2/20/2024			
ITEM TITLE	Request to approve an appointee to the Tillamook Planning Commission			
SUBMITTED BY	Name & Title: Megan Carpenter, City Planner			
	Department: Planning			
MEETING TYPE	☐Work Session ☒Regular ☐Special ☐Retreat ☐Executive Session			
AGENDA CLASSIFICATION	☐Work Session	☐Ordinance	☐Resolution	☐Regular
	☐Quasi-Judicial			
ORDINANCE/RESOLUTION (New ordinances or resolutions are assigned a new number)	☐1st Reading	☐2nd Reading	☐Public Hearing	
	Ordinance #: Click or tap here to enter text.		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)	☐Contract **required** for this item		☐Copy of contract attached	
	☒ **Not required** for this item		☐ Seeking award or another scenario and contract will be finalized separately	
TILLAMOOK COUNTY (Some documents need recorded at the County Recorder's Office)	☐Document **must** be recorded at the County Recorder's Office		☒Document **does not need** recorded at the County Recorder's Office	
APPROVALS/REVIEWS (Check all applicable boxes)	☒Department Head		☐Finance Department	
	☐City Manager		☐Planning Commission	
	☐Legal Counsel *Name of Reviewer:* Click or tap here to enter text.		☐Other: Click or tap here to enter text.	
BACKGROUND (Includes description, background, and justification)	Per Planning Commission Bylaws: A. The Tillamook City Planning Commission shall consist of seven (7) members appointed by the Mayor, with the consent of the Council; plus a liaison from City Council, who shall be an ex-officio member and who will not have a vote. 1) Members shall meet at least one of the following criteria: a) Reside within the Urban Growth Boundary of the City of Tillamook. b) Own and operate a business with a physical location within the Urban Growth Boundary of the City of Tillamook and reside within the boundaries of Tillamook County. Members who qualify under only this criteria shall be named as business owners on a current and approved City of Tillamook Business Registration Application with a Business Street Address within the Urban Growth Boundary.			

	c) Reside within the boundaries of Tillamook School District 9. Not more than two (2) members shall qualify under only this criteria at any time. 2) Not more than two (2) members of the Planning Commission may engage principally in the buying, selling or developing of real estate for profit as individuals or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of occupation, business, trade, or profession. (ORS 227.030) … D. Appointed members' terms are for four (4) years or for the unexpired term of their predecessor. Terms shall begin on March 1 of the calendar year. […] Any vacancy shall be filled by the Mayor appointing a person for the unexpired portion of the term, subject to consent of the Council. One Planning Commissioner has reached the end of their term. The only applicant for the open position is the current incumbent, Dustin Johnson.	
BUDGETING AND FINANCIAL IMPACT	Budgeted $	Click or tap here to enter text.
	Expenditure $	Click or tap here to enter text.
	Source of Funds:	Click or tap here to enter text.
	Narrative:	Click or tap here to enter text.
OPTIONS (Include *Deny Approval* Option)	1.	Mayor reappoints Dustin Johnson to the open Planning Commissioner position, with consent of Council
	2.	Mayor choses an alternate appointment (a different candidate), with consent of Council
	3.	Direct staff to pursue additional recruitment for more candidates.
	4.	Click or tap here to enter text.
PROJECT TIMELINE	Commissioner will take their seat at the March 7th Planning Commission meeting.	
STAFF RECOMMENDATION	Council appoints as desired	
SUPPLEMENTAL INFORMATION (List and number all attached documents)	1. Dustin Johnson Application	

City of Tillamook
The Dairylands

APPLICATION FOR VOLUNTEER POSITION

Position: Planning Commission

Name: Dustin A. Johnson

Address: 2512 5th Street, Tillamook, OR 97141

Phone: [redacted] Email: [redacted]

Qualifications: *Please attach a letter of interest highlighting any special experience or talents related to the position.*

Registered Voter: X (yes) ____(no) Ward/Precinct: 3

All volunteers and elected officials seated on the TURA Board, Planning Commission, and City Council are required to submit a Statement of Economic Interest (SEI) to the Oregon Government Ethics Commission (OGEC) annually. This is a requirement of Oregon Government Ethics Laws. For more information go to the OGEC website at: http://www.oregon.gov/ogec/Pages/index.aspx

Are you available for evening meetings: X (yes) ____(no)

If there is a night when you would be unavailable, please specify: _____

If you were not selected for this position, would you be interested in accepting another volunteer position with Tillamook City? ____(yes) X (no) not at this time

If "yes" to the previous question, please specify which other volunteer position would interest you (City Council, Planning Commission, Budget Committee, Utility Rate Committee, etc.):

Signature: _____ Date: 1-9-2024

NOTE: Applicants will be required to attend a City Council meeting prior to appointment.

Haberlach Building
2406 Third Street
P.O. Box 544
Tillamook, Oregon 97141

Telephone: (503) 842-6601
Fax: (503) 842-6263
www.johntuthill.com

John H. Tuthill
Retired

Dustin A. Johnson
djohnson@johntuthill.com

Tuthill & Johnson, LLC
Attorneys at Law

January 9, 2024

Via Email

Tillamook City Council
Tillamook City Hall
210 Laurel Ave.
Tillamook, OR 97141

mcarpenter@tillamookor.gov

RE: Tillamook County Planning Commission Appointment

Dear City Council Members:

Please consider my application for reappointment to the Tillamook Planning Commission. I have enjoyed being a part of this body since 2019. I feel that in that time, we have addressed some much needed services to the City and improved development in order to better serve the people of Tillamook.

If reappointed to the Commission, I will continue to bring the level of preparation to each planning meeting. I believe not only is it important to review and consider the recommendations and suggestions of Tillamook City Staff, but also to work to ensure that the due process rights of every applicant are considered. My background as a lawyer, serving the people of our community, instills in me a strong belief in equality, fairness and rule enforcement.

I am also a citizen of our city. I live and work in the city of Tillamook. I am invested in this community, and I strive to constantly work to improve and maintain our community. I believe that my first hand experience as a member of the community gives me a different perspective and desire to advocate for the people of this community.

Thank you for your attention to this matter. I am more than willing to attend a City Council meeting to further discuss my qualifications.

Sincerely,

Dustin A. Johnson

CC REGULAR MEETING 3rd MONDAY
Meeting Date: 02/20/2024

Information

Subject:
Request to approve an OLCC License for the property located at 303 Pacific Avenue

Background:

Recommendation:

Motion:

Attachments

Council Action Form
Application

Council Action Form

MEETING DATE	2/20/2024			
ITEM TITLE	Request to approve an OLCC (Oregon Liquor & Cannabis Commission) Liquor License for Hasco Stations, LLC No. 8047 located at 303 Pacific Street, Tillamook, OR 97141			
SUBMITTED BY	Name & Title: Nathan George, City Manager			
	Department: City Manager's Office			
MEETING TYPE	☐Work Session ☒Regular ☐Special ☐Retreat ☐Executive Session			
AGENDA CLASSIFICATION	☐Work Session	☐Ordinance	☐Resolution	☒Regular
	☐Quasi-Judicial			
ORDINANCE/RESOLUTION (New ordinances or resolutions are assigned a new number)	☐1st Reading	☐2nd Reading	☐Public Hearing	
	Ordinance #: N/A		Resolution #: N/A	
CONTRACTS (Contracts include other similar documents such as agreements or memorandum or understandings Check all applicable boxes pertaining to contracts)	☐Contract **required** for this item		☐Copy of contract attached	
	☒ **Not required** for this item		☐ Seeking award or another scenario and contract will be finalized separately	
TILLAMOOK COUNTY (Some documents need recorded at the County Recorder's Office)	☐Document **must** be recorded at the County Recorder's Office		☒Document **does not need** recorded at the County Recorder's Office	
APPROVALS/REVIEWS (Check all applicable boxes)	☒Department Head		☐Finance Department	
	☒City Manager		☐Planning Commission	
	☐Legal Counsel *Name of Reviewer:* Click or tap here to enter text.		☒Other: Planning Department, Police Department, and Public Works Department	
BACKGROUND (Includes description, background, and justification)	The Hasco Stations, LLC. # 8047, located at 303 Pacific Avenue, Tillamook, Oregon, has submitted a license request with the OLCC (Oregon Liquor & Cannabis Commission) License to sell liquor at this location. This business is commonly known as a Shell Gas Station. Neither the building or the use has changed, only the ownership. The new ownership must submit for a new license to continue operating as it was previously doing. This request has been reviewed by the City's Planning, Police, Public Works Department, and City Manager. There are not any department concerns and all zoning/planning regulations have been met. The applicants have been invited to attend (in person or virtually) the Council Meeting to answer any questions, if needed.			
BUDGETING AND FINANCIAL IMPACT	Budgeted $	N/A		
	Expenditure $	N/A		

Last Updated: 01/31/2024

	Source of Funds:	N/A
	Narrative:	This does not effect the City financially.
OPTIONS (Include *Deny Approval* Option)	1.	Approve the request.
	2.	Deny the request.
	3.	Do nothing.
	4.	Provide alternate direction.
PROJECT TIMELINE	Upon adoption the applicant willl be able to complete the OLCC form with the signature of the City Manager and submit it to the OLCC.	
STAFF RECOMMENDATION	Staff recommends approval and authorization for the City Manager to sign the State OLCC form.	
SUPPLEMENTAL INFORMATION (List and number all attached documents)	1. Application	

LIQUOR LICENSE APPLICATION

Check the appropriate license request option:

☐ New Outlet | ☒ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available online.

Full On-Premises

☐Commercial

☐Caterer

☐Public Passenger Carrier

☐Other Public Location

☐For Profit Private Club

☐Nonprofit Private Club

Winery

☐Primary location

Additional locations: ☐2nd ☐3rd ☐4th ☐5th

Brewery

☐Primary location

Additional locations: ☐2nd ☐3rd

Brewery-Public House

☐Primary location

Additional locations: ☐2nd ☐3rd

Grower Sales Privilege

☐Primary location

Additional locations: ☐2nd ☐3rd

Distillery

☐ Primary location

Additional tasting locations: (Use the DISTT form **HERE**)

☐ **Limited On-Premises**

☒ **Off Premises**

☐ **Warehouse**

☐ **Wholesale Malt Beverage and Wine**

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

City of Tillamook

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below

RECEIVED
JAN 3 1 2024
City of Tillamook

☐ Recommend this license be granted

☐ Recommend this license be denied

☐ No Recommendation/Neutral

Printed Name Date

Signature

#8047

Trade Name

LIQUOR LICENSE APPLICATION

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:	Name of entity or individual applicant #2:
Hasco Stations LLC #8047	
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):
#8047

Premises street address (The physical location of the business and where the liquor license will be posted):
303 Pacific Ave

City:	Zip Code:	County:
Tillamook	97141	Tillamook

Business phone number:	Business email:
[redacted]	[redacted]

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1].):
2860 N. Santiago Blvd

City:	State:	Zip Code:
Orange	CA	92867-1722

Does the business address currently have an OLCC liquor license? ☐ Yes ☐ No	Does the business address currently have an OLCC marijuana license? ☐ Yes ☐ No

APPLICATION CONTACT INFORMATON – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:
Moe Harris

Phone number:	Email:
[redacted]	[redacted]

LIQUOR LICENSE APPLICATION

TERMS

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-005-0311 and attests that:

1. At least one applicant listed in the "Application Information" section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.

2. No person not listed as an applicant in the "Application Information" section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.

3. The licensed premises at the premises street address proposed to be licensed either:
   a. Does not include any common areas; or
   b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.

4. The licensed premises at the premises street address either:
   a. Has no area on property controlled by a public entity (like a city, county, or state); or
   b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

#8047

LIQUOR LICENSE APPLICATION

#8047

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Dakota Pederson		12/29/23
Applicant name	Signature	Date
Applicant name	Signature	Date
Applilcant name	Signature	Date
Applicant name	Signature	Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

CC REGULAR MEETING 3rd MONDAY

Meeting Date: 02/20/2024

Information

Subject:

Request to approve removal of five parking spaces on 4th Street between Nestucca Avenue and Ocean Place

Background:

Recommendation:

Motion:

Attachments

Council Action Form

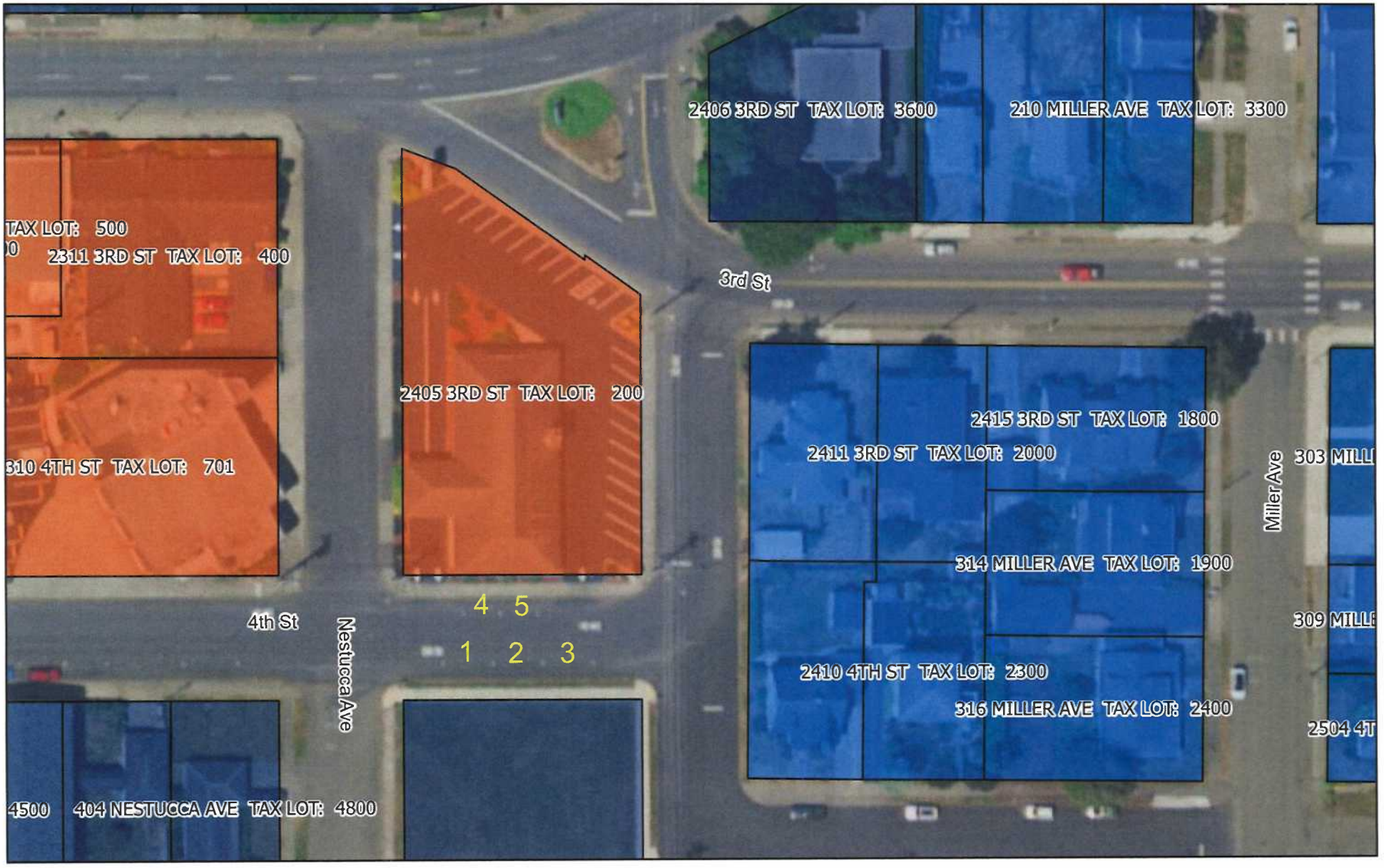
Exhibit A - Map

Council Action Form

MEETING DATE	2/20/2024			
ITEM TITLE	Request for approval to remove (5) five parking spaces from the north and south side of fourth street between Nestucca Avenue and Ocean Place.			
SUBMITTED BY	Name & Title: Megan Carpenter, City Planner			
	Department: Planning			
MEETING TYPE	☐Work Session ☒Regular ☐Special ☐Retreat ☐Executive Session			
AGENDA CLASSIFICATION	☐Work Session	☐Ordinance	☐Resolution	☒Regular
	☐Quasi-Judicial			
ORDINANCE/RESOLUTION (New ordinances or resolutions are assigned a new number)	☐1st Reading	☐2nd Reading	☐Public Hearing	
	Ordinance #: Click or tap here to enter text.		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)	☐Contract **required** for this item		☐Signed copy of contract attached	
	☐ Seeking award or other scenario and **will provide contract** at later date		☒ **No contract** for this item	
TILLAMOOK COUNTY (Some documents need recorded at the County Recorder's Office)	☐Document **must** be recorded at the County Recorder's Office		☒Document **does not need** recorded at the County Recorder's Office	
APPROVALS/REVIEWS (Check all applicable boxes)	☒Department Head		☐Finance Department	
	☒City Manager		☐Planning Commission	
	☐Legal Counsel *Name of Reviewer:* Click or tap here to enter text.		☒Other: Public Works Department and Tillamook City Police	
BACKGROUND (Includes description, background, and justification)	At the December 7, 2023 Planning Commission meeting, Commission Members brought up a vision clearance issue at the intersection of 4th Street and Ocean Avenue causing safety concern and requested action to be taken to mitigate the safety concerns at this busy and congested intersection. This area is congested due to (2) commercial driveways, multi-family housing access from both Nestucca and Ocean, (5) parking spaces in this already congested area, as well as emergency fire vehicles that frequently use this area. When cars are parked in this block between Nestucca and Ocean the visual clearance is reduced due to (2) commercial driveways and access points in and out of a multi-family complex are so closely compacted. Acting Police Chief Troxel, Acting Public Works Director Kyle Fetzer and City Planner, Megan Carpenter have discussed what could be done to alleviate the congestion and vision clearance issues. The consensus was the removal of (5) five parking spaces on the north and south side of Fourth Street, between Nestucca and			

	Ocean as a solution out of the safety concerns of pedestrians and to reduce vision clearance obstructions due to parked vehicles at these locations. Please refer to Exhibit A detailing the (5) five spaces to be removed and painted as no parking zones. As per CCT §71.015 the City Council has the authority to remove parking as shown below: (A) Subject to state laws, the City Council, on all highways, streets, roadways, alleys, city property, parks and city parking lots, shall exercise all road traffic and parking authority for the city except those powers expressly delegated by this chapter or another ordinance. (B) The powers of the Council include, but are not limited to: (3) Designation of parking meter zones, spaces, rates and space leases; (9) The regulation of all other vehicle and pedestrian uses of city property as reasonably necessary for the public's general health, safety and welfare, whether temporary or permanent. (C) Establishment, removal or alteration of the following traffic controls: (2) Parking areas, parking restrictions and time limitations, including the form of permissible parking. (D) All vehicle and pedestrian regulations apply 24 hours a day, seven days a week, uninterrupted, unless otherwise specified. (E) All vehicle and pedestrian traffic control shall be posted by signs reasonably calculated to inform the public of the regulation and of the time and place to which it applies. Signs conforming to federal and state highway standards meet this standard. (Ord. 1249a, passed 6-7-2010)
BUDGETING AND FINANCIAL IMPACT	Budgeted $ — 500.00 Expenditure $ — N/A Source of Funds: — Street Fund-Street Signage and Roadmarking removal **Narrative:** — All details are attached in: Exhibit A -map of parking spaces to be removed and street view of area.
OPTIONS (Include *Deny Approval* Option)	1. Approve this request.
	2. Deny this request.
	3. Provide alternate direction
	4. Click or tap here to enter text.
PROJECT TIMELINE	Public Works will complete the project as time permits, most likely within the next 30 days.
STAFF RECOMMENDATION	Staff recommends approval of the removal of (5) five parking spaces as shown in Exhibit A and authorization for the City Manager to execute the request. Public Works will fully implement the project under the direction of the City Manager.
SUPPLEMENTAL INFORMATION (List and number all attached documents)	1. Exhibit A-Detailed map of parking spaces to be removed

City of Tillamook Zoning Map



2/13/2024, 4:49:20 PM

City Limits

Urban Growth Boundary

Tax Lots

Tillamook Zoning

R-5 Single-Family and Duplex Residential

R-O Multiple Use Residential

Central Commercial

1:1,128

0 0.01 0.01 0.02 mi

0 0.01 0.02 0.04 km

Oregon Statewide Imagery Program (OSIP) - Oregon Imagery Framework Implementation Team, Maxar, Microsoft

City of Tillamook

Maxar, Microsoft | FAA | This LWI was conducted and developed by Loverna Wilson, Environmental Consultant, Corvallis, Oregon; Phil Scoles of Scoles Associates, Portland, Oregon, and Laura Brophy of Green Point Consulting, Corvallis, Oregon. |

Google Maps Ocean Ave

Tillamook, Oregon

Google Street View

Aug 2023 See more dates

Image capture: Aug 2023 © 2024 Google

CC REGULAR MEETING 3rd MONDAY
Meeting Date: 02/20/2024

Information

Subject:
City Manager City Operations Monthly Report

Background:

Recommendation:

Motion:

Attachments

CM Monthly Report
Exhibit A (PW)
Exhibit B - TPUD Easement Letter
Exhibit C - Council Approval Minutes

City Manager Operations Report for City Council: <u>Month of January 2024</u>

Tuesday, February 20, 2024

City Manager's Office

- Weekly Tuesday Morning 8:00 AM Countywide Government Radio Update:

    - <u>Tuesday, January 2, 2024</u>
        - Police Department (TPD):
            - Lt. Troxel attended Mornings On Main hosted by the Tillamook Chamber of Commerce. This monthly meeting is always a highlight as we get to hear all the great things happening and share about what is going on at the Police Department.
            - The monthly Local Public Safety Coordinating Council occurred and Lt. Troxel was in attendance. This opportunity to hear and share items of impact and improvement are one of the highlights of this group.
            - The City of Tillamook continues to work on our response to houselessness within our City and County at large. Lt. Troxel and City Manager George were able to attend a coordinating meeting discussing next steps regarding our coordinated response.
            - School Resource Officer Olson and Lt. Troxel continue to assist and work through the process of establishing a child forensic interview center.
            - Calls for service have been steady with an uptick in traffic during the holidays.
            - With the holidays in full gear, more people are celebrating with consumption of substances that impair driving, and unfortunately, this means an increase in impaired driving across the state. Please remember it's just not worth it. Plan ahead and don't drive when you have consumed anything that could impair you. Remember to stop others from leaving when you know they are under the influence.
            - Happy New Year from all of us at the Tillamook Police Department.
        - Public Works (PW):
            - Public Works crews are taking down Christmas lights at City Hall this week. We want to thank Tillamook County, Tillamook County Transportation District, and Tillamook People's Utility District for their assistance in this year's holiday light display.
            - Door hanger notices for water shut-offs due to late payments will be hung on doors around noon today, January 2, and shut-

offs will occur tomorrow, January 3, around noon. To pay your utility bill, please visit our website at tillamookor.gov or call (503) 842-2472.
    - The Trask River's consistent high water and flooding caused sediment and debris buildup at Carnahan Park and the boat ramp. Our Street Division crew is hard at work maintaining and repairing any damage caused by adverse weather. Carnahan Park is open, but please be mindful of employees, equipment, and debris.
    - Our Public Works Department wants to wish you a happy new year!
- Planning Commission is on Thursday, January 3, at 7 PM. We encourage anyone interested in your local planning commission to attend.
- 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, January 16, at 7 PM. We encourage everyone interested in your local government to attend virtually or in person.

- Tuesday, January 9, 2024
    - Police Department (TPD):
        - The holiday weekend last week was busy as usual yet manageable. Even with City offices closed for the New Year's Holiday, our officers were still very busy with calls for service.
        - Lt. Troxel was a guest on the Tillamook Today Show on KTIL 95.9 last Tuesday. Thank you to KTIL for the invitation and accessibility to share all the good things we are doing at the Police Department.
        - Executive Assistant Lacey Larson has been very busy working with the Tillamook County Sheriff's Office updating our Police Records Management System. We appreciate this partnership.
        - Lt. Troxel continues to partner with the Tillamook County Sheriff's Office and Manzanita Police Department on updating our Property and Evidence management system.
        - For your information, in the month of December the Tillamook Police Department took 976 calls for service, had 214 traffic stops, issued 186 citations, and had 16 arrests. These monthly reports are provided to the City Council and are available on the City's website. For your information, the monthly calls for service generally average over 1,000, which is over 12,000 a year.
    - Public Works (PW):

    - The Water Distribution Division staff are reading water meters this week. Please do not park on or block access to your water meter so we can ensure an accurate read. This is important for billing correctly and detecting inevitable water leaks that may not be visible. An unusually high read can often indicate a water leak or even a running toilet, which can unexpectedly spike your water bill. Utility payments are due on the 15th of this month, and charges can be made on our website at tillamookor.gov, by coming into City Hall in person, or over the phone by calling 503-842-2472.
    - Due to the stormy weather and high wind, we want to remind the public to use caution while driving, avoid roads with high water and debris, and be mindful of barricades and road-closed signs.
    - The Street Division will be sweeping the streets this week in our street sweeper. Please be mindful of equipment and staff.
    - For all Public Works inquiries, please contact publicworks@tillamookor.gov or call our main number 503-842-2472.
- 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.
- I would like to ask everyone to remember that today is Law Enforcement Appreciation Day. If you see or know someone serving, please thank them for their service. Law Enforcement is a very difficult and stressful field to serve in. If it wasn't for our officers, and all others that serve in Tillamook County, our nation, and even throughout the world, we would not have and be able to enjoy our freedom and safety.
- City Hall will be closed on Monday, January 15, 2023, in observance of Dr. Martin Luther King, Jr. Day and in honor of his vision and dream to make our nation a better and more respectful place.
- The next Council Meeting will be held on Tuesday, January 16, at 7 PM. We encourage everyone interested in your local government to attend virtually or in person. The agenda is posted online at City Hall on the Thursday before the meeting, by close of business. You can always contact our Deputy City Recorder, Tammy Heitsman, with any questions.

- Tuesday, January 16, 2024
    - County and City closed due to inclement weather.

- Tuesday, January 23, 2024

- Police Department (TPD):
    - The past few weeks have been busy with calls for service along with our ever-changing weather.
    - Lt. Troxel attended a meeting regarding how the Police Department can archive social media. This is one part of the entire plan for re-engaging with our community through social media. The City is working to hire a social media archiving company to provide this service. Once the City is able to procure a vendor for this service, it will be applied to all City of Tillamook social media sites.
    - Sgt. Hollis attended the Oregon Chief's of Police Executive Leadership Training Seminar in Seaside, Oregon. Continuing education is important and a pillar of success for law enforcement.
    - Sgt. Harrell received new equipment for our officer's holsters. This device ensures our officers' body cameras are activated once their pistol leaves their holster. This is an invaluable tool, and we are excited to have these additional tools.
    - Sgt. Harrell received our new body cameras. This is exciting as we continue to deploy the best equipment possible for our officers. Our department has been using body cameras for over 12 years. This is an invaluable tool, and we are excited to have the best equipment.
    - The 1st Seatbelt blitz is coming up. Beginning January 29, through February 11, your Tillamook Police Department Officers will be working overtime by using the Oregon Department of Transportation Grant for this purpose, to educate the public about safety belts and child seat laws.
- Public Works (PW):
    - Now that some of the weather has subsided, our Streets Division crews are back to filling potholes and continuing to sweep up the gravel and sand left over from the ice storm.
    - Due to the ice storm and wind event that the City experienced, our Street Division crew found broken tree limbs (commonly known as widow makers) hanging at Goodspeed Park and were able to successfully remove them.
    - Door hangers for water shut offs went out on Monday and all water shut offs for those applicable customers are today (Tuesday).
- 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, February 5, at 7 PM. We encourage everyone interested in your local government to attend virtually or in person. The agenda is posted online at City Hall on the Thursday before the meeting, by close of business. You can always contact our Deputy City Recorder, Tammy Heitsman, with any questions.
- On January 29, 2024, the City Council will have a Work Session starting at 6 PM to discuss City revenues. The discussion will involve a comprehensive look at revenue sources to help the City of Tillamook provide for and fund the many services in local government.

- Tuesday, January 30, 2024
  - Provided update on the January 29, 2024, Council Work Session regarding City revenues stating that in order to maintain services and fix infrastructure, it is imperative that the City look at and consider changes to its revenues.
  - Police Department (TPD):
    - Lt. Troxel had a nice chat with Tides of Change Director, Valerie Bundy. Relationships with community partners like Tides of Change, are priceless to us in better serving those in our community.
    - The Homeless Action Network came together and caught up with each other. Lt. Troxel is the homelessness liaison responsible for representing the City of Tillamook. Lt. Troxel is happy to report there is good progress being made regarding the response to our homeless community within the County. This coordinated response is just what has been needed.
    - The City of Tillamook supervisors and managers had leadership, supervisory and public information officer training. This training was well presented and accepted by all in attendance. Sgt. Hollis, Sgt. Harrell, and Lt. Troxel attended.
    - Tillamook County Emergency Management groups had a nice meeting in Bay City. Lt. Troxel attended the meeting. The City of Tillamook is committed to supporting our residents, visitors, and businesses during emergencies.
    - Last week we honored Code Enforcement Officer Debbie Coleman's retirement. First by City Council adopting a proclamation, proclaiming January 31, 2024, *Officer Debbie Coleman Day* in honor of her last day of employment before retirement. Our second chance to celebrate Coleman was later in the week with all staff, family, and friends. Congratulations Debbie on a well-deserved retirement.
  - Public Works (PW):

- The inauguration of the Wastewater Master Plan project marks a significant milestone, commencing today with an anticipated completion in the summer of 2025. This vital undertaking is poised to deliver a comprehensive and contemporary analysis of our wastewater system, offering insights into its current state, and mapping out a strategic blueprint for future enhancements. As we embark on this journey, the project is set to unravel the intricacies of our infrastructure, paving the way for informed decisions and targeted improvements. The Wastewater Master Plan is not merely a snapshot of our present circumstances but a forward-looking initiative that will play a pivotal role in shaping the trajectory of our wastewater management, ensuring a sustainable and resilient system for years to come.
- The Water Distribution Division took a proactive step in enhancing water capacity by thoroughly cleaning sediment in the Killam Creek intake pond. This meticulous effort not only ensures the optimization of water storage but also addresses potential challenges posed by sediment and debris accumulation. By removing these sediments, the division not only bolsters the overall capacity of the pond but also contributes to the efficiency and reliability of our water distribution system. This initiative reflects a commitment to maintaining the highest standards in water management, safeguarding the quality and availability of this essential resource for the community.
- 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.

- Last week, the City Executive Leadership Team (the department heads and supervisors) completed a day of Public Information Training and a day of leadership training. The training was excellent and will help

enable the City of Tillamook staff leadership to better support and provide services for our 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.
- The next Regular Council Meeting will be held on Monday, February 5, at 7 PM. We encourage everyone interested in your local government to attend virtually or in person. The agenda is posted online at City Hall on the Thursday before the meeting, by close of business. You can always contact our Deputy City Recorder, Tammy Heitsman, with any questions.

Mayor & Council Email Correspondence

- Emailed the following to the City Council on:
  - **From:** Nathan George
    Sent: Wednesday, January 24, 2024, 2:42 PM
    To: Nathan George <ngeorge@tillamookor.gov>
    Subject: Countywide Radio Updates for Tuesday, January 23, 2024
    - Below are the Tuesday Radio updates from this week. Please note that the radio tower was damaged in the storm, hence the updates were not broadcasted on Tuesday, but have been recorded and can be streamed online (you may need to check with Tillamook County on details regarding their podcasting services).
    - I was not able to email the update below yesterday due to the full day of P.I.O. (Public Information Officer) training attended by the Assistant City Manager, Acting Public Works Director, Acting Police Chief, and City Manager. This training was excellent and will greatly benefit our City government.
    - Also, all department heads, supervisors, Deputy City Recorder, and the City Manager also attended a half day of leadership training today (Wednesday). The Police Department leadership team (all supervisors) joined us for the half day. This afternoon they are attending an additional half day leadership training focused specifically on police leadership. All participants found all training received to be very beneficial to both ourselves and our City as we work both internally with employees and externally with customers and residents.

Other Updates

- The City Council had made an inquiry about the middle lane stripe on Front Street from the December 4, 2024, Council Meeting. I asked City Planner, Megan Carpenter to research the question and provide an answer. The following is her answer: "*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.*"
- The City's new website live date is Monday, March 4, 2024. Our Deputy City Recorder, Tammy Heitsman, is the project manager on this project and she is doing an excellent job working with the vendor, CivicPlus, the City's Information Technology Contractor CenterLogic, Inc., and the City Departments to get the website prepared and ready to go.
- On January 2, 2018, the City Council received a request to grant an easement to the Tillamook People's Utility District to construct a transmission line across Highway 101. Here is an excerpt from the letter that went to the City Council from the TPUD at that meeting (**Please see Exhibit B with this report for the entire letter**):

Tillamook People's Utility District (District) has proposed the siting of a 115-kilovolt transmission line from Bonneville Power Administration's Tillamook Substation to a new substation in Oceanside. The specific route of the transmission line follows a corridor identified in 2015 by the Citizen's Advisory Group. Permit applications have been submitted to the County and other agencies as required.

The property owned by the City of Tillamook (COT) has been identified as a property along the selected transmission line route that would require an easement. The District wishes to continue working with the COT to obtain an easement for that purpose. Specifically, the District would like to obtain an easement across the property located in the southeast corner of Goodspeed Road and Main Street. One pole would be located on the property and the easement would also include the overhead crossing of power line. The selected crossing was determined based on discussions with Paul Wyntergreen. Enclosed is a map showing the selected route of the transmission line crossing of the COT property and a draft easement for your review.

After discussions with the City Manager and feedback from City Council, the District is proposing an offer of $12,600 for the easement. The District will setup an internal account for use by the City at the discretion of the City Manager.

- At the Council Meeting on January 2, 2018, the City Council approved the request to grant the easement in exchange for a one-time payment of $12,600 and authorized the City Manager to carry out the transaction (**please see Exhibit C for a copy of the approved minutes**). Accordingly, the TPUD has submitted their paperwork, and I will be signing the agreement, and the City will collect the payment. For your information, the utility easement is under review by the City's legal counsel and will not be signed until legal counsel is satisfied. The following is the excerpt from those meetings pertaining to this item:

City of Tillamook
The Dairylands

Moved by Councilor John Sandusky, seconded by Councilor Aaron Burris

Councilor Sandusky moved to approve the request for easement on City Property from Tillamook PUD.

City Manager Wyntergreen will finalize paperwork with PUD when everything is in place.

Vote: 6 - 0 Carried - Unanimously

Upcoming Council Items

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

Topic	Summary	Month
Substance Use Disorder Presentation	Substance Use Disorder Presentation by Brandi Harris, Adventist Health Tillamook Nurse Practitioner, harrisbj01@ah.org.	March 18, 2024
Tourism Services Contract	Tourism Services Contract Annual Report from the Tillamook Greater Area Chamber of Commerce.	March 18, 2024
Ordinance for transfer of property from pedestrians to cars	This is an ordinance to regulate items being transferred from vehicles to pedestrians.	Summer 2024
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

Finance/Human Resources

- The monthly Financial Report is included in your packet.
- The City is pleased to announce that it has hired a new part-time utility clerk.
- The City is also in the background process for hiring a new Code Enforcement Officer.

Planning Department

January started off the year busy as usual for the planning department. In the fall of 2023, the planning department took on the task of reviewing all permitting and licensing that goes through the City such as business licenses, dog licensing, and garage sale permits. These additional permitting and record keeping processes have added quite a bit of workload to our already busy department, but we felt that by consolidating all permitting to one department it

creates a more streamline approach internally for staff, applicants, and the citizens of Tillamook rather than having two different offices that previously processed these permits. The planning department saw a decline in everyday permitting such as public works permitting and right-of-way permitting, however there have been several applications for zoning permits and administrative reviews, as well as a few pre-applications that were processed as shown in this month's summary below.

As mentioned in December, this new year will bring forward many changes to our land use planning laws. DLCD has offered Tillamook County a grant for technical assistance to help the City with making sure our land use codes are in line with the State requirements under Senate Bill 406 (SB406). DLCD will be hiring consultants assigned to the City of Tillamook that will perform an audit of our land use code, seek input from stakeholders, and by using the model code will assist with suggestions and changes to our code to come into compliance with the new State regulations passed under SB406. These suggestions and input will be prepared and presented within the year through several public meetings where the planning commission will have the opportunity to make recommendations to city council before final adoption. This will be a lengthy process over the course of the year and the planning department will continue to update the commission and council as we move forward with this process.

- **FEMA/Floodplain Management**
    - FHD-22-04, 1016 Main Ave, new parking area (pending fee payment)
- **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 3rd Street, expansion of additional storage units (pending additional information and resubmittal for new PC hearing)
    - SP-23-02/CU-23-03, tax lot 1S929CC0101 City Property on Alder Lane, well #2 expansion proposal of existing facility (approved)
    - ZP-23-17, 909 Williams Ave, accessory structure (pending fee payment)
    - ZP-23-29, 515 Linden Drive, remodel-expansion (approved)
    - ZP-23-46, 2515 N Main, Interior remodel (pending payment and review)
    - ZP-24-01, 303 Pacific Ave, accessory storage building (approved)
    - ZP-24-02, 201 Laurel Ave, Replacement of exterior doors (approved)
    - ZP-24-03, 1806 3rd Street, Commercial HVAC, ductless unit(approved)
    - V-24-01, 3315 3rd Street, Request for RV in a mobile home park (pending hearing March 7, 2024)
    - CU-23-05/S-23-13, 1112 6th Street, conditional signage through variance for non-conforming use (approved but pending hearing for amended final order February 1, 2024)

- **Inquiries & Pre-Application Meetings, Other Development**
- PX-23-11, 904 Main Ave, Interior remodel of health service administrative offices
- PX-24-01, 1 N Main Ave, drive thru restaurant, retail office space proposal
- The deadline for Pre-applications to be submitted for the February TAC meeting is February 1, 2024.

Updates on Local Concerns

- **Safety concerns at Umpqua Bank-a*ddressing (2) accesses to 4th 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 4th Street between Nestucca and Ocean Avenue to mitigate vision and safety issues in the congested area of concern. This will be taken before City Council in February to be discussed and voted on.*
- **Tree removal and sidewalk repairs outside of City Hall on Laurel:** Public works removed (2) trees with the help of Tillamook PUD and will be repairing the sidewalk damage caused by the tree's roots creating a safety issue. The trees will be replaced once sidewalk repairs are completed.
- **Additional complaints have been received regarding on-street parking on 8th Street near the Tillamook County Health Department:** Possible solutions to these complaints are pending discussions with planning commission, public works, and the director of the health department to find solutions to mitigate vision clearance, safety issues, and congestion while additionally enforcing the current parking agreement with the County Health Department.
- **Short Term Rentals in the City Limits:** Council members are concerned with the number of short-term rentals within the city limits. The planning department will be following the lead of other cities along the coast and creating a short-term rental policy for the City of Tillamook as well as looking into a capped amount allowed within the city limits. Further discussion will be brought forth to planning commission in the upcoming months.

Planning Commission

- The January Planning Commission meeting was held on January 4, 2024, at 7:00pm. Meeting agendas and minutes can be viewed online at the following link: Agenda - View Meetings (destinyhosted.com)
- The February Planning Commission meeting will be held on February 1, 2024. Agenda packets and public notification were sent out on January 25, 2024.

Police Department

Calls for Service:	802
Traffic Stops:	111
Citations:	108
Arrests:	15

- Hard to believe the 1st month of 2024 is behind us. The beginning of the year's holiday weekend was busy as usual yet manageable. Our office was closed on the 1st. Our Officers were busy this week with calls for service.
- Lt. Troxel was a guest on the Tillamook Today Show on KTIL 95.9. Thank you to KTIL for the invitation and accessibility to share all the good things we are doing at the Police Department.
- Executive Assistant Lacey Larson has been busy working with the Sheriff's Office updating our Police Records Management System.

- Lt. Troxel continues to partner with the Sheriff's Office and Manzanita Police Department on updating our Property and Evidence management system. We are making good progress and are encouraged by the accomplishments so far.
- This month provided us with some exciting and ever-changing weather. Thankfully those at the police department made it through with no injuries or damage to property.
- Lt. Troxel attended a meeting regarding how the police department can archive social media. This is one part of the entire plan for re-engaging with our community through social media.
- Sgt. Hollis attended the Oregon Chief's of Police Executive Leadership Training Seminar in Seaside. Continuing education is important and a pillar of success.
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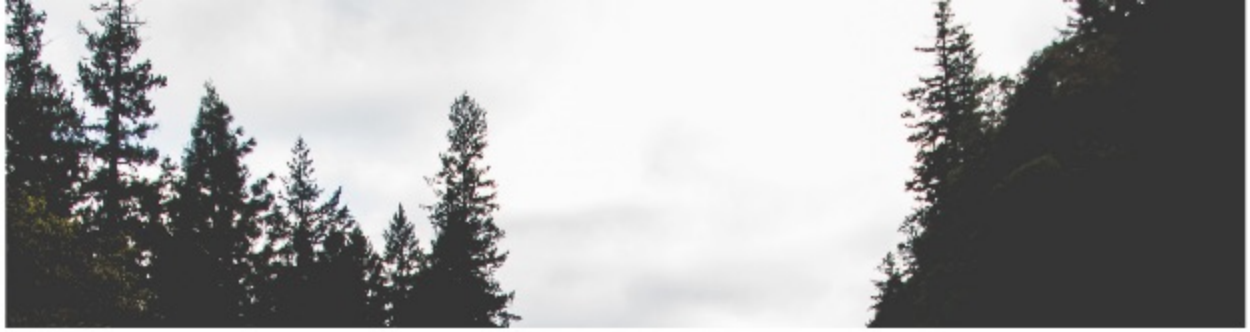
- Thank you to our City Manager, Mayor, and Council for their continued support.

Public Works

Please see **Exhibit A** for the report and pictures

JANUARY

2024



PUBLIC WORKS

January

PERFORMANCE

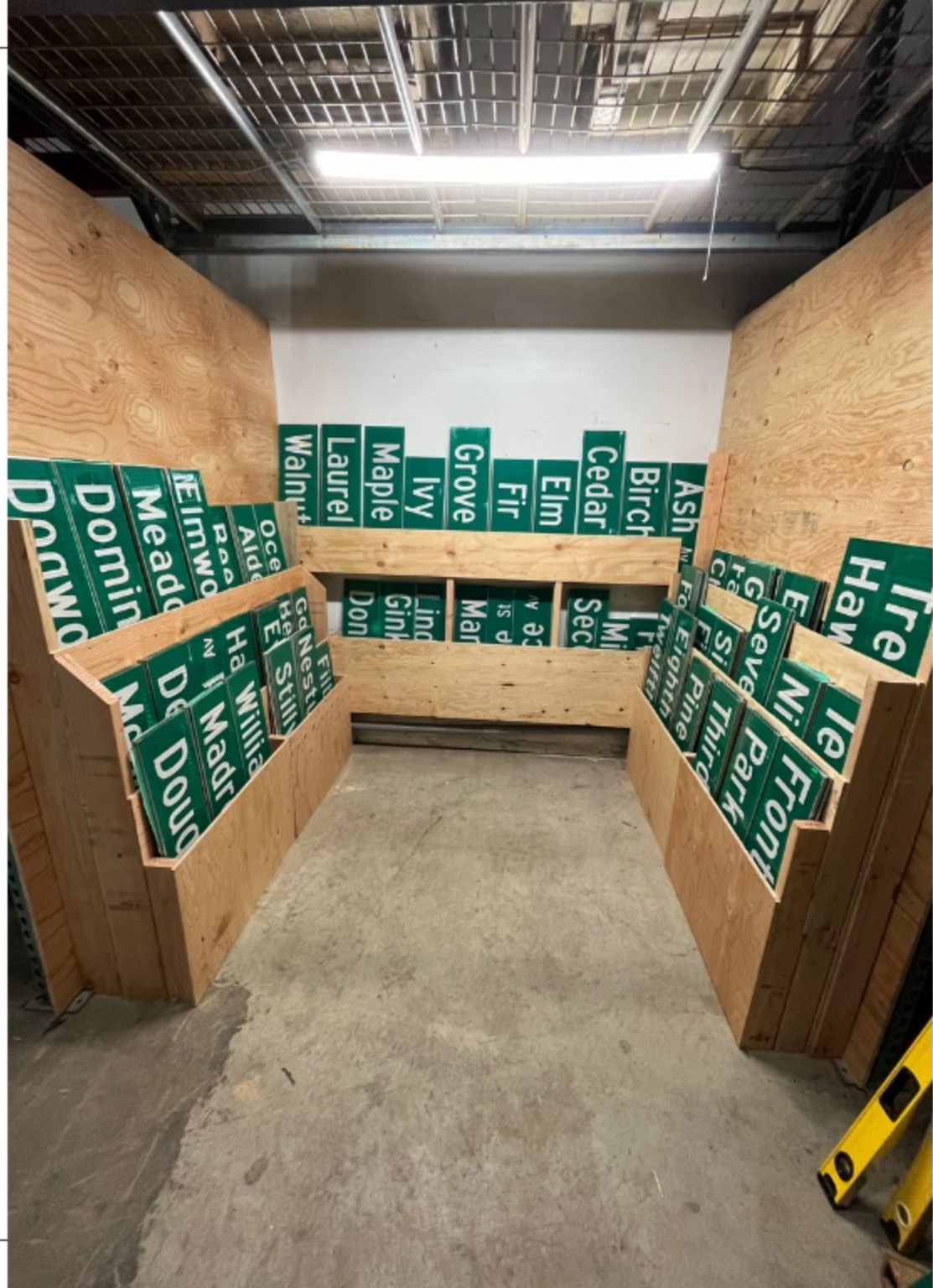
OPERATIONS

STREETS & PARKS DIVISION

POTHOLE *repairs*

Our dedicated Street Division employees work tirelessly to address the ongoing workload of repairing potholes throughout the town. So far, in 2024, the Street Division successfully repaired a total of 167 potholes using cold patch asphalt. This specific type of asphalt, also known as cold mix asphalt, serves as a reliable material for patching potholes and cracks on various surfaces, including roads, bridges, parking lots, and driveways.

Cold patch asphalt is created by combining bitumen emulsion or cutback with cold aggregates, and in some cases, polymers and other additives are included. This versatile asphalt proves particularly effective as a temporary patching material, especially during winter months, owing to its suitability for use in low temperatures.



WORKPLACE organization

To ensure a productive and sustainable crew, prioritizing the maintenance of our home base has been a priority. Over the past year, Public Works staff has dedicated efforts to declutter, organize, and clean the interior and exterior of the Public Works shop. This initiative aims to maximize productivity and boost morale among the team.

In addition to these efforts, the Streets Division crew has recently implemented a systematic approach to organizing street signs, ensuring easy access for repairs, and contributing to the overall efficiency of our operations.

With tools, supplies, and equipment now more readily accessible, tasks are completed more efficiently, boosting morale and overall productivity.

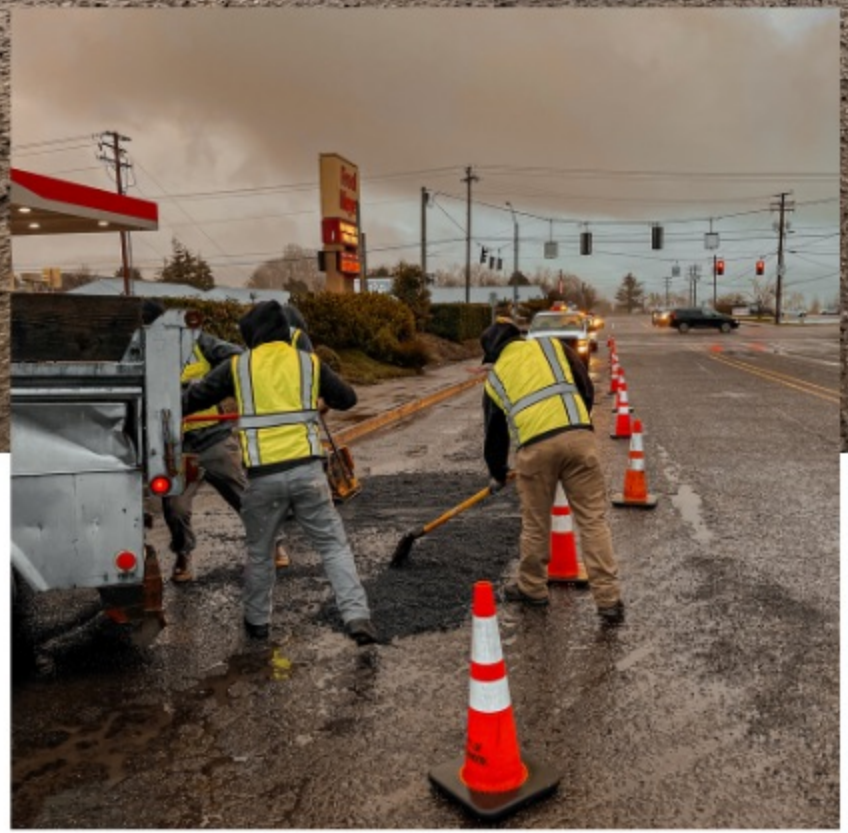
CITY HALL *improvements*

The Street Division recently tackled and rectified a trip hazard on the stairs at City Hall, prioritizing the safety of everyone who utilizes the facility. Our commitment to safety is integral to our work, and we take pride in maintaining a secure environment for all.

For all Streets Division inquiries, encompassing tasks such as maintenance striping, brush cutting, sanding, snow plowing, sign maintenance, gravel road grading, vegetation management, paving, and park maintenance, please reach out to us at (503) 842-2472 or via email at publicworks@tillamookor.gov. Our dedicated crew is available around the clock, 24 hours per day, to promptly address any other potential safety problems that may arise. The citizens of Tillamook's safety and concerns are our top priorities.

GOODSPEED *park*

The Street Division recently undertook the task of trimming a large tree at Goodspeed Park, addressing branches that posed a safety hazard to the community.



FUN *facts*

Asphalt stands out as America's most recycled product, with the asphalt industry boasting an impressive recycling rate of 99%, according to the National Asphalt Pavement Association. This high level of recycling underscores the industry's commitment to sustainability and the effective reuse of materials in the production of asphalt pavement.

WATER DISTRIBUTION DIVISION

KILLAM creek

The Water Distribution and Water Treatment Divisions took a proactive step in enhancing water capacity by thoroughly cleaning sediment in the Killam Creek intake pond. This meticulous effort ensures the optimization of water storage and addresses potential challenges posed by sediment and debris accumulation. By removing these sediments, the division not only bolsters the overall capacity of the pond but also contributes to the efficiency and reliability of our water distribution system. This initiative reflects a commitment to maintaining the highest standards in water management, safeguarding the quality and availability of this essential resource for the community.

WELL 3 *fire*

On Saturday, February 3rd, a short circuit occurred in the electrical meter on the wall at Well 3, causing the meter to fail and ultimately burn up. Observers quickly noticed smoke and promptly called 911. In a rapid response, Tillamook Police, Tillamook Public Works, Tillamook People's Utility District, and Tillamook Fire District employees were on the scene to ensure safety.

Due to the incident, Well 3 was temporarily non-operational for four days while repairs were undertaken. We are pleased to announce that Well 3 has been successfully fixed and is now operating smoothly again. Our gratitude goes to EC Electric for their invaluable assistance in facilitating the repairs. The collaborative efforts of all involved parties contributed to the swift resolution and restoration of normal operations.

FUN *fact*

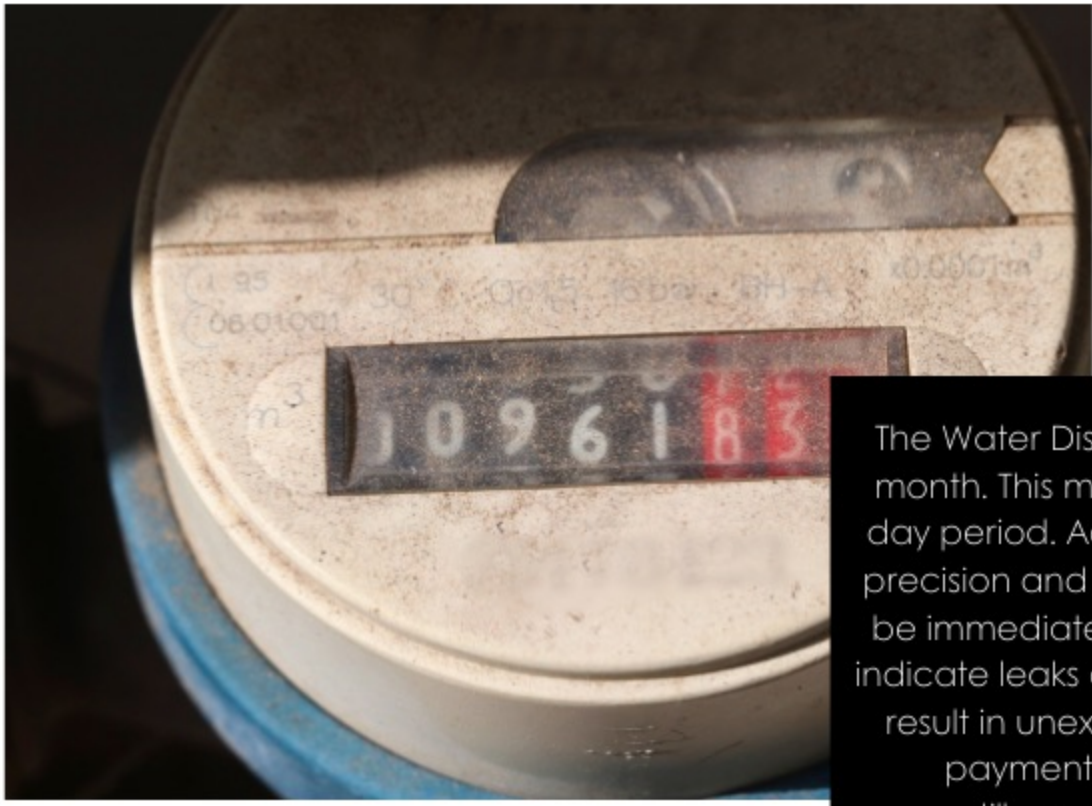
Water possesses a high heat capacity, meaning it can absorb a substantial amount of heat before experiencing a significant temperature increase. This quality renders water invaluable in various industries and as a coolant in car radiators. Additionally, the high heat capacity of water plays a role in 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.

WATER *leak*

On Sunday, February 11th, a water service line leak near Hadley Road occurred due to inadequate adhesion within the pipe fittings. An on-call staff member from the Water Distribution Division responded to the situation and promptly shut off the water to mitigate the issue until repairs could be undertaken. It's worth noting that this water service line is connected to the soccer field behind it, which typically receives irrigation during the summertime. Efforts to address the leak ensure the continuity and functionality of the irrigation system for the upcoming season.

WATER DISTRIBUTION DIVISION

WATER meters



The Water Distribution Division reads water meters once a month. This month, staff read 1,877 water meters in a two-day period. Accurate meter readings are crucial for billing precision and detecting potential water leaks that may not be immediately visible. Unusually high meter readings can indicate leaks or issues, such as a running toilet, which could result in unexpected spikes in your water bill. Convenient payment options are available on our website at tillamookor.gov or by phone at 503-842-2472.

WATER TREATMENT DIVISION

water production

38,536,000 GALLONS

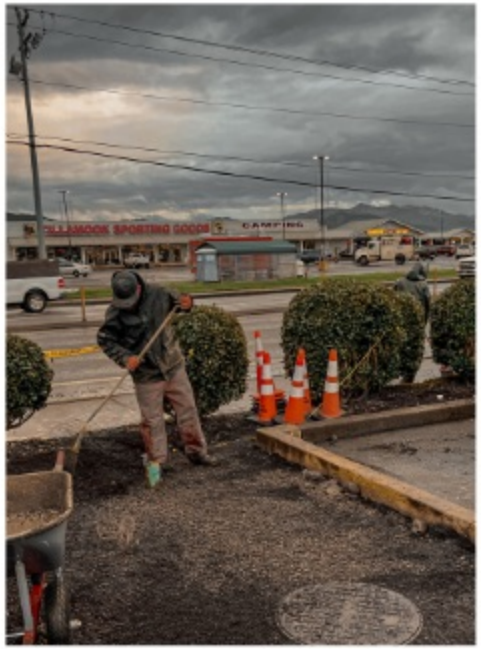
This month, the City of Tillamook produced a total of 38,536,000 gallons of drinking water to supply the citizens of Tillamook. This water is sourced from multiple sources, including the Water Treatment Plant, Well 2, and Well 3, ensuring a reliable and sustainable water supply for the community.

WATER TREATMENT PLANT	WELL 2	WELL 3
25,161,000 gallons	5,040,000 gallons	8,335,00 gallons

WASTEWATER TREATMENT DIVISION

WASTEWATER *master plan*

The inauguration of the Wastewater Master Plan project marks a significant milestone, commencing today with an anticipated completion in the summer of 2025. This vital undertaking is poised to deliver a comprehensive and contemporary analysis of our wastewater system, offering insights into its current state and mapping out a strategic blueprint for future enhancements. As we embark on this journey, the project is set to unravel the intricacies of our infrastructure, paving the way for informed decisions and targeted improvements. The Wastewater Master Plan is not merely a snapshot of our present circumstances but a forward-looking initiative that will play a pivotal role in shaping the trajectory of our wastewater management, ensuring a sustainable and resilient system for years to come.



PREVENTATIVE *maintenance*

Public Works crews recently installed an in-line pressure sewer main shut-off valve for emergency isolation purposes. This valve serves as a crucial measure in the event of potential overflows on any of the three services connected to it. Our ongoing collaboration with the Department of Environmental Quality (DEQ) underscores our commitment to proactively address sewage overflow issues on the Highway 101 N Septic Tank Effluent Pumping (STEP) System. We remain dedicated to implementing further solutions, including the installation of mainline valves, to prevent such occurrences and ensure the continued environmental integrity of our sewage systems.

ADMINISTRATIVE & MANAGEMENT

SAFETY committee

The City places significant emphasis on safety, evident in establishing a Safety Committee consisting of 7 dedicated employees. This committee convenes monthly to proactively address safety concerns, advocate for workplace safety measures, and identify and mitigate potential hazards. This ongoing commitment to safety underscores our dedication to creating a secure and healthy working environment for our teams.

Public Works staff recently underwent CPR/AED First Aid training, which was conducted by Officer Saddler and Officer Olson. The comprehensive course encompassed both online modules and in-person training sessions. Following the successful completion of the training, each employee received a certificate of completion, further enhancing their skills and preparedness to respond to emergencies effectively.

CPR/AED *training*

HAPPY anniversary

Madelyn Orton

1 YEAR | PROJECT MANAGER

Megan Kjenslee

2 YEARS | EXECUTIVE ASSISTANT

PREPARED BY

Megan Kjerglee

Exhibits B & C

Tillamook People's Utility District

Directors
Harry E. Hewitt
Edwin L. Jenkins
Doug Olson
Ken R. Phillips
Barbara A. Trout

A Customer-Owned Electric Utility Office: 503.842.2535 • Toll-free: 800.422.2535 • Fax: 503.842.4161 www.tpud.org

December 22, 2017

Todd Simmons
GENERAL MANAGER

City of Tillamook
Council Members
210 Laurel Ave.
Tillamook, OR 97141

Dear Council Members:

Tillamook People's Utility District (District) has proposed the siting of a 115-kilovolt transmission line from Bonneville Power Administration's Tillamook Substation to a new substation in Oceanside. The specific route of the transmission line follows a corridor identified in 2015 by the Citizen's Advisory Group. Permit applications have been submitted to the County and other agencies as required.

The property owned by the City of Tillamook (COT) has been identified as a property along the selected transmission line route that would require an easement. The District wishes to continue working with the COT to obtain an easement for that purpose. Specifically, the District would like to obtain an easement across the property located in the southeast corner of Goodspeed Road and Main Street. One pole would be located on the property and the easement would also include the overhead crossing of power line. The selected crossing was determined based on discussions with Paul Wyntergreen. Enclosed is a map showing the selected route of the transmission line crossing of the COT property and a draft easement for your review.

After discussions with the City Manager and feedback from City Council, the District is proposing an offer of $12,600 for the easement. The District will setup an internal account for use by the City at the discretion of the City Manager.

As you are aware, the transmission line is a critical project for the District. We have several approval processes to navigate before the line will be constructed. As such, we would like to have some agreement in principle in place with the COT even if we do not have all the terms of the easement finalized. Having COT's support in the form of an agreement will provide us with some certainty as we move forward with the remainder of the permitting process. Attached is an acknowledgement form where the COT can check the appropriate selection that represent your understanding and return the form to the District. Once the project permits are issues, the District will have the easement surveyed and the easement document will be finalized. We appreciate your ongoing engagement in this process, and look forward to your response to our offer.

If you have questions, I encourage you to contact me at 503-815-8628.

Sincerely,
TILLAMOOK PEOPLE'S UTILITY DISTRICT

KC Fagen
Engineering Manager

RECEIVED
DEC 26 2017
By_____

cc. Paul Wyntergreen, City of Tillamook

City Council Meeting Minutes

Tuesday, January 2, 2018

CALL TO ORDER

Mayor Weber called to order the regular meeting of the Tillamook City Council at 7:00 p.m. on Tuesday, January 2, 2018 in City Hall at 210 Laurel Avenue in Tillamook, Oregon, and lead the Pledge of Allegiance.

ROLL CALL

City Recorder Donowho conducted a roll call. The following persons were:

Present: Mayor Suzanne Weber; Councilor Jorge Rios; Councilor Adam Schwend; Councilor Aaron Burris; Councilor John Sandusky; Councilor Doug Henson

Staff Present: Paul Wyntergreen, City Manager; Abigail Donowho, City Recorder

ADDITIONAL ITEMS SUBMITTED AFTER PACKET DISTRIBUTION

1. Police Chief's Monthly Report (Exhibit A)
2. Map of PUD Service locations for item 6.3 (Exhibit B)

MINUTES--The minutes for the City Council Regular Session of December 18, 2017 were included with council packets and by this reference made a part of the record.

Moved by Councilor Jorge Rios, seconded by Councilor John Sandusky

Councilor Rios moved to approve the minutes of the December 18, 2017 City Council Meeting as submitted.

Vote: 6 - 0 Carried - Unanimously

CITIZENS HEARING/AUDIENCE COMMENTS--None

NEW BUSINESS

1. **Election of Council President--Councilor Henson nominated John Sandusky for Council President with an additional stipend**. Motion died for lack of a second.

   Moved by Councilor Adam Schwend, seconded by Councilor Jorge Rios

   Councilor Schwend nominated John Sandusky for Council President.

   Vote: 5 - 1 Carried
   NAY: Councilor Doug Henson

2. **2018 Committee Appointments and Recurring Meeting Days--Mayor Weber** stated she would like to reappoint all council chairs from the 2017 committees, and asked the Council to think about which committees they would like to serve on this year. Committee lists will be finalized at the next Council meeting.

The **Mayor** noted the need to have the appointment of council members who serve on the TURA Board ratified for the TURA meeting later this week.

Moved by Councilor John Sandusky, seconded by Councilor Aaron Burris

Councilor Sandusky moved to ratify the Mayor's appointment of Councilors Henson and Schwend to the TURA Board.

Vote: 6 - 0 Carried - Unanimously

3. **Request for Easement on City Property--Tillamook PUD--City Manager Wyntergreen** introduced KC Fagen to the Council. **Fagen** addressed the Council to discuss the monetary portion of the easement and engineering costs of $12,600 to cover the 50 foot wide easement on City property. PUD does not anticipate needing to make any changes to the property. All state and county permits have been obtained. Once all permits have been obtained from all property owners, then the formal adoption will be in place. The request is for the Council's consent, with the formally filed easement later.

Moved by Councilor John Sandusky, seconded by Councilor Aaron Burris

Councilor Sandusky moved to approve the request for easement on City Property from Tillamook PUD.

City Manager Wyntergreen will finalize paperwork with PUD when everything is in place.

Vote: 6 - 0 Carried - Unanimously

LEGISLATIVE

1. **Resolution 1746--A Resolution Amending the EThe Rmployee Handbook of the City of Tillamook--City Manager Wyntergreen** introduced the resolution to the Council. **City Recorder Donowho** explained the details included in the Council packet. The change is a result of House Bill 3008 and the impact it has on current payroll practices.Resolution 1746--A Resolution Amending the Employee Handbook of the City of Tillamook--City Manager Wyntergreen introduced the resolution to the Council.

Moved by Councilor Adam Schwend, seconded by Councilor Jorge Rios

Councilor Schwend moved to approve resolution 1746.

Vote: 5 - 0 Carried - Unanimously

MONTHLY REPORTS

1. **Public Works Director**--Director Lyda's monthly report was included with council packets and is made a part of the record by this reference. Mayor Weber stated her appreciation of the work with the street sweeper.

2. **City Manager**-- **City Manager Wyntergreen** reported that the Planning Commission will be looking at some code changes at their next meeting. The charging station property transfer has occurred. All of the operational bugs will be worked out over the next month. Several major projects will be presented to TURA from the City at the next meeting--two in partnership with the Chamber for some sidewalks and sewer work, and another partnership with the School District for sidewalks near the High School and Junior High. Four projects with funds to be spent by August if approved. The Architectural Resources Group will begin preliminary measurements, etc. next week. The Mid-County Parks and Recreation District order from the County has been passed and triggered two public hearings--the first one to be held at the end of January.

3. **Mayor**-- **Mayor Weber** was able to participate on the selection committee for the Chamber Banquet Awards. She has worked with the EDC and plan consolidation. Ricky Hatfield asked that the Mayor tell the Councilors Happy New Year and ask if there is some way to have a basketball hoop placed closer to the middle of the City. She thanked all of the

participants who helped light up the City with the lighting and decoration contest this year. The **Mayor** thanked Councilor Sandusky for his help as Council President in her absence to run the meeting.

4. **Police Chief's Report-**-The Police Chief submitted a report to the Council for review on Tuesday (Exhibit A),

   The **Mayor** commended him for the Shop with a Cop (SWAC) program. **Councilor Henson** also complimented the work done with SWAC by the Sheriff's department. **Councilor Henson** asked about the Police Department training on fentanyl. **Mayor Weber** noted his request for a tour of the evidence and archives room. **Wyntergreen** said there is nothing about the tree ordinance in the packet.

COUNCIL CONCERNS – Non-Agenda Items

Councilor Henson thanked the City Staff for all their hard work and for a wonderful 2017--he's looking forward to an even better 2018.

AUTHORIZATION TO PAY BILLS

The Finance Committee had reviewed the current bills prepared for payment. A copy of the voucher register is attached and by this reference is made a part of the record. **Councilor Rios moved to pay the bills approved by the Committee. Councilor Burris seconded. Motion carried five-to-zero (5-0) by the following roll call vote:**

Councilor Rios--Aye	Councilor Burris--Aye
Ward 2--Vacancy	Councilor Sandusky--Aye
Councilor Schwend--Aye	Councilor Henson--Aye

Bills were paid in the following total amounts:

Batch Type	Date	Check Range	Amount Paid
AP Batch	1/2/2018	39706 - 39728	$39,599.03
Special Batch	12/21/17	39696 - 39697	$14,226.97
Special Batch	1/2/2018	39735	$24,530.00

ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the Tillamook City Council Regular Meeting at 7:36 p.m.

Minutes approved by: Attest:

Suzanne Weber, Mayor Date Abigail Donowho, City Recorder Date

CC REGULAR MEETING 3rd MONDAY

Meeting Date: 02/20/2024

Information

Subject:

Financial Report

Background:

Recommendation:

Motion:

Attachments

Monthly Financial Report

Percentage of Fiscal Year 2023/2024
January 2024 58% of the year

General Fund				
Mayor and Council	**Budgeted Amount**	**YTD**	**YTD Variance**	**Percent Expended**
Mayor and Council Totals	82,848.00	53,469.96	29,378.04	65%
Admin Fund	**Budgeted Amount**	**YTD**	**YTD Variance**	**Percent Expended**
Admin Fund Totals	927,037.00	459,066.98	467,968.02	50%
Police Fund	**Budgeted Amount**	**YTD**	**YTD Variance**	**Percent Expended**
Police Fund Totals	1,971,372.00	1,138,763.89	832,609.11	58%
City Hall Fund	**Budgeted Amount**	**YTD**	**YTD Variance**	**Percent Expended**
City Hall Fund Totals	386,301.00	247,220.32	139,081.68	64%
Total General Fund Revenues	3,567,835.00	2,869,325.46	698,509.54	80%
Total General Fund Expenses	3,367,558.00	1,898,521.15	1,469,036.85	56%
	200,277.00	*970,804.31*		

Street Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
Total Street Fund Revenues	1,400,378.00	1,496,233.10	(95,855.10)	107%
Total Street Fund Expenses	1,358,243.00	421,183.99	937,062.01	31%
Revenues vs Expense	*42,135.00*	*1,075,049.11*		

Water Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Total Water Fund Revenues	6,521,932.00	7,754,932.56	(1,233,000.56)	119%
Total Water Fund Expenses	6,088,498.00	1,258,012.77	4,811,110.08	21%
Revenues vs Expense	433,434.00	6,496,919.79		

Sewer Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Total Sewer Fund Revenues	4,188,952.00	3,056,490.79	1,132,461.21	73%
Total Sewer Fund Expenses	4,187,577.00	2,518,339.36	1,669,239.64	60%
Revenues vs Expense	1,375.00	538,151.43		

TRT and Parks Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Total TRT and Parks Fund Revenue	598,900.00	568,689.99	20,601.21	95%
Total TRT and Parks Fund Expenses	598,900.00	291,586.95	202,313.05	49%
Revenues vs Expense	-	277,103.04		

Percentage of Fiscal Year 2023/2024
January 2024 58% of the year

General Fund Revenue Analysis				
City Hall Fund	**Budgeted Amount**	**YTD**	**YTD Variance**	**Percent Received**
Beginning Fund Balance *w/Audit*	600,000.00	**1,031,563.00**	(431,563.00)	171.93%
Animal Licenses	2,100.00	275.00	1,825.00	13.10%
Community Development Fees	100,000.00	23,628.13	76,371.87	23.63%
Cigarette Tax (Quarterly)	3,887.00	2,555.02	1,331.98	65.73%
Court Fines	115,000.00	62,874.01	52,125.99	54.67%
Investment Earnings	4,500.00	18,807.83	(14,307.83)	417.95%
Licenses	1,100.00	30.00	1,070.00	2.73%
Liquor Tax (qrtrly)	103,871.00	60,646.99	43,224.01	58.39%
Vehicle Impound	2,500.00	180.00	2,320.00	7.20%
Misc Fees/*TLT Grants (In & Out)*	20,000.00	28,532.00	(8,532.00)	142.66%
Misc Permits	410.00	13,520.00	(13,110.00)	3297.56%
Planning Fees	25,000.00	11,229.33	13,770.67	44.92%
Parking Space Rentals	3,300.00	2,100.00	1,200.00	63.64%
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 (qrtly)	45,778.00	12,874.53	32,903.47	28.12%
Franchise Cable/T.V. (semi-annual)	125,350.00	31,333.46	94,016.54	25.00%
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	260,529.08	222,009.92	53.99%
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	14,762.50	23,237.50	38.85%
CAMI/ODOT Grant	3,500.00	7,963.86	(4,463.86)	227.54%
Urban Renewal Admin Reimb.	45,000.00	15,243.93	29,756.07	33.88%
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 (qrtly)	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 (qrtrly)	724,500.00	362,250.00	362,250.00	50.00%
State Revenue Sharing (qrtrly)	61,912.00	34,301.02	27,610.98	55.40%
Total General Fund Revenues	**3,567,835.00**	**2,869,325.46**	**698,509.54**	**80.42%**

Percentage of Fiscal Year 2023/2024
January 2024 58% 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	33,700.60	11,299.40	74.89%
Conference/Promotional/Training/LOC	3,400.00	50.00	3,350.00	1.47%
Dues and Memberships	8,600.00	9,042.46	(442.46)	105.14%
Office Supplies	735.00	73.59	661.41	10.01%
Postage	452.00	125.00	327.00	27.65%
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%
Total Materials & Services	**69,306.00**	**47,111.85**	**22,194.15**	**67.98%**
Personnel Totals	**13,542.00**	**6,358.11**	**7,183.89**	**46.95%**
Totals	**82,848.00**	**53,469.96**	**29,378.04**	**64.54%**
Admin Fund	**Budgeted Amount**	**YTD**	**YTD Variance**	**Percent Expended**
Personnel Totals	***874,455.00***	***436,656.95***	***437,798.05***	***49.93%***
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	2,958.69	7,041.31	29.59%
Postage	2,315.00	806.66	1,508.34	34.84%
Training/Education	7,000.00	5,427.50	1,572.50	77.54%
Travel/Subsistance	7,500.00	10,108.00	(2,608.00)	134.77%
Recycling Program	232.00	-	232.00	0.00%
Misc.Expenditure / Recording Maint.	4,520.00	-	4,520.00	0.00%
Total Materials & Services	***52,580.00***	***22,410.03***	***30,169.97***	***42.62%***
Computer Upgrades	-	-	-	0.00%
Admin Fund Totals	**927,037.00**	**459,066.98**	**467,968.02**	**49.52%**

Percentage of Fiscal Year 2023/2024
January 2024 58% of the year

Police Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
Personnel Totals	***1,751,280.00***	***1,019,836.64***	***731,444.36***	***58.23%***
Communications/County Radio Supp.	500.00	-	500.00	0.00%
Contractual Services/Emerg.Flagging	35,000.00	31,479.91	3,520.09	89.94%
Dues & Memberships	1,200.00	612.06	587.94	51.01%
Fuel / Vehicle	30,000.00	15,501.28	14,498.72	51.67%
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	9,188.27	(688.27)	108.10%
Office Supplies	10,000.00	1,756.34	8,243.66	17.56%
Postage	1,000.00	890.68	109.32	89.07%
Special Programs	5,000.00	1,173.02	3,826.98	23.46%
Training	15,000.00	6,410.67	8,589.33	42.74%
Travel / Subsistance	4,000.00	378.60	3,621.40	9.47%
Uniform Allowance	20,000.00	9,871.21	10,128.79	49.36%
Utilities Phone	8,500.00	9,520.78	(1,020.78)	112.01%
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%
Total Materials and Services	***160,350.00***	***96,990.93***	***63,359.07***	***60.49%***
Equipment /Taser/Guns/Radios	45,000.00	7,194.32	37,805.68	15.99%
Total Capital Outlay	***45,000.00***	***7,194.32***	***37,805.68***	***15.99%***
Taser Financing	14,742.00	14,742.00	-	100.00%
Total Debt Service	***14,742.00***	***14,742.00***	-	100.00%
Police Fund Totals	**1,971,372.00**	**1,138,763.89**	**832,609.11**	**57.77%**

Percentage of Fiscal Year 2023/2024
January 2024 58% of the year

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	79,775.66	5,224.34	93.85%
Safety Improvements	2,205.00	-	2,205.00	0.00%
Utilities / Phone (from 010-07 and 010-03)	30,000.00	6,337.37	23,662.63	21.12%
Utilities / Power	25,000.00	4,284.69	20,715.31	17.14%
Total Materials and Services	***329,302.00***	***246,274.82***	***83,027.18***	**74.79%**
Equipment/Computer Server/Software	5,000.00	47.99	4,952.01	0.96%
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%
Total Capital Outlay	**57,000.00**	**945.50**	56,054.50	**1.66%**
City Hall Fund Totals	**386,301.00**	**247,220.32**	**139,081.68**	**64.00%**
Total General Fund Revenues	**3,567,835.00**	**2,869,325.46**	**698,509.54**	**80.42%**
Total General Fund Expenses	**3,367,558.00**	**1,898,521.15**	**1,469,036.85**	**56.38%**
Revenues vs Expense	***200,277.00***	***970,804.31***	***(770,527.31)***	

Percentage of Fiscal Year 2023-2024
January 2024 58% of the year

Street Fund
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	91,210.14	54,785.86	62.47%
Franchise Water/Sewer	112,037.00	72,486.54	39,550.46	64.70%
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%
Total Street Fund Revenues	**1,400,378.00**	**1,496,233.10**	**(95,855.10)**	**106.84%**

Percentage of Fiscal Year 2023-2024
January 2024 58% of the year

General Ledger
Expenses vs. Budget

Street Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
Total Personnel	***354,994.00***	***143,719.59***	***211,274.41***	**40.49%**
Equipment / Misc./Service Contracts	42,050.00	27,804.29	14,245.71	66.12%
Fuel / Vehicle	12,584.00	2,647.28	9,936.72	21.04%
Insurance (Semi-Annual)	11,246.00	12,291.00	(1,045.00)	109.29%
Maint / Building	3,859.00	2,824.29	1,034.71	73.19%
Maint / Equipment	33,737.00	5,073.14	28,663.86	15.04%
Maint / *Materials Street Trees Maint.*	49,613.00	7,062.32	42,550.68	14.23%
TBHEID Drainage Service Fee (Annual)	1,103.00	-	1,103.00	0.00%
Street Signs & Roadmarkings	11,025.00	10,187.94	837.06	92.41%
Training	11,025.00	5,600.36	5,424.64	50.80%
Travel / Subsistance	1,103.00	293.99	809.01	26.65%
Uniform Allowance	1,654.00	1,678.89	(24.89)	101.50%
Utilities / Phone	6,615.00	1,192.15	5,422.85	18.02%
Utilities / Power	67,473.00	32,865.70	34,607.30	48.71%
Internal Service Charge (qrtrly)	123,165.00	30,791.25	92,373.75	25.00%
Total Materials & Services	***376,249.00***	***140,312.60***	***235,939.40***	***37.29%***
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%
Total Capital Outlay	***577,000.00***	***137,151.80***	***439,848.20***	***23.77%***
Street Sweeper	50,000.00	-	50,000.00	0.00%
Total Debt Service	***50,000.00***	-	***50,000.00***	-
Total Street Fund Revenues	**1,400,378.00**	**1,496,233.10**	**(95,855.10)**	**106.84%**
Total Street Fund Expenses	**1,358,243.00**	**421,183.99**	**937,062.01**	**31.01%**
Revenues vs Expense	**42,135.00**	**1,075,049.11**	**(1,032,917.11)**	

Percentage of Fiscal Year 2023/2024
January 2024 58% of the year

Water Fund
Revenue Analysis

Water Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Beginning Fund Balance w/ Audit	4,000,000.00	5,709,234.00	(1,709,234.00)	142.73%
Water Revenues	2,443,875.00	1,887,266.13	556,608.87	77.22%
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	1,225.00	(143.00)	113.22%
Miscellaneous Income/Surplus Vehicles	5,500.00	28,158.15	(22,658.15)	511.97%
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%
Total Water Fund Revenues	***6,521,932.00***	***7,754,932.56***	***(1,233,000.56)***	***118.91%***

General Ledger
Expenses vs. Budget

Water Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
Total Personnel	***839,835.00***	***470,314.88***	***370,142.97***	***56.00%***

Water Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
Maintenance Agreements	17,199.00	9,719.47	7,479.53	56.51%
Misc/Office Supplies	573.00	248.60	324.40	43.39%
Permits and Licenses	6,284.00	797.00	5,487.00	12.68%
Postage	11,466.00	3,061.67	8,404.33	26.70%
Telephone	11,466.00	6,110.16	5,355.84	53.29%
Advertising	1,147.00	-	1,147.00	0.00%
Internal Service Fee to GF	300,668.00	150,334.00	150,334.00	50.00%
Utility Franchise fee to GF	48,878.00	38,101.75	10,776.25	77.95%
Credit Card Fees Utilities	25,000.00	13,221.14	11,778.86	52.88%
Meetings/Schools/Training	19,845.00	13,310.56	6,534.44	67.07%
Dues and Subscriptions	2,205.00	3,295.27	(1,090.27)	149.45%
Legal Fees ($5k Consolidation)	3,308.00	-	3,308.00	0.00%
General Insurance	32,524.00	70,577.60	(38,053.60)	217.00%
Repair/Janitorial/Garbage Service	3,418.00	1,510.63	1,907.37	44.20%
Small Tools/Radio Repair/Purchase	11,466.00	3,937.79	7,528.21	34.34%
Lights and Power	5,733.00	763.89	4,969.11	13.32%
Water Supplies	22,932.00	1,954.14	20,977.86	8.52%
Miscellaneous/Covid Supplies	57,330.00	3,033.27	54,296.73	5.29%
Fire Control Tax/Timber (annual)	9,041.00	10,186.96	(1,145.96)	112.68%
Vehicle Operating Expenses	34,398.00	9,419.65	24,978.35	27.38%
Equipment Maint.	57,330.00	13,422.25	43,907.75	23.41%
Chemicals Filter Plant	45,864.00	13,077.03	32,786.97	28.51%
Repairs Filter Plant	84,000.00	3,822.11	80,177.89	4.55%
Water Productions	114,660.00	67,359.47	47,300.53	58.75%
System Repairs/Meter Changes	220,500.00	13,341.29	207,158.71	6.05%
Engineering and Surveys	55,125.00	100.00	55,025.00	0.18%
Stock Purchases Shop	57,330.00	22,774.89	34,555.11	39.73%
Conservation Plan/GIS/CIP	55,125.00	-	55,125.00	0.00%
Total Materials and Services	***1,314,815.00***	***473,480.59***	***841,334.41***	***36.01%***

Percentage of Fiscal Year 2023/2024
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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	1,768.80	38,231.20	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	-	250,000.00	
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%
Total Capital Outlay	***3,755,000.00***	***230,509.66***	***3,524,490.34***	**6.14%**
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%
Total Debt Services	***178,850.00***	***158,874.64***	***(24.64)***	**88.83%**
Total Water Fund Revenues	**6,521,932.00**	**7,754,932.56**	**(1,233,000.56)**	**118.91%**
Total Water Fund Expenses	**6,088,498.00**	**1,333,179.77**	**4,735,943.08**	**21.90%**
Revenues vs Expense	**433,434.00**	**6,421,752.79**		

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Sewer Fund Revenue Analysis				
Sewer Fund	**Budgeted Amount**	**YTD**	**YTD Variance**	**Percent Received**
Beginning Fund Balance *w/ Audit*	879,000.00	***1,105,377.00***	(226,377.00)	125.75%
Connection Fees / Biosolids	10,296.00	125.00	10,171.00	1.21%
Investment Earnings	8,667.00	30,932.44	(22,265.44)	356.90%
Misc Fees/East Gate Lift Station (Ins.ck)	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	17,153.63	(6,753.63)	164.94%
TURA Grant Screw Press Building (In & Out)	100,000.00	-	100,000.00	0.00%
User Fees	2,980,069.00	1,832,920.72	1,147,148.28	61.51%
Total Revenues	***4,188,952.00***	***3,056,490.79***	***1,132,461.21***	***72.97%***

General Ledger Expenses vs. Budget				
Sewer Fund	**Budgeted Amount**	**YTD**	**YTD Variance**	**Percent Expended**
Total Personnel	***877,336.00***	***317,674.66***	***559,661.34***	***36.21%***
Credit Card Fees Utilities	20,948.00	13,221.14	7,726.86	63.11%
Chemicals/Chlorine	275,625.00	146,037.85	129,587.15	52.98%
Utility Franchise Fee to GF (monthly)	63,159.00	34,384.79	28,774.21	54.44%
Fuel / Vehicle	8,316.00	2,674.06	5,641.94	32.16%
Insurance (Semi-Annual)	38,588.00	38,588.00	-	100.00%
Maint / Equipment	57,330.00	21,986.42	35,343.58	38.35%
Maint / Lift Stations	12,000.00	5,675.90	6,324.10	47.30%
Maint / Materials	49,613.00	18,191.30	31,421.70	36.67%
Maint / Service Contracts/Garbage Svc.	56,000.00	5,920.48	50,079.52	10.57%
Maint / Vehicle	10,000.00	5.49	9,994.51	0.05%
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	2,047.29	8,977.71	18.57%
Training / Safety	17,464.00	11,661.97	5,802.03	66.78%
Uniform Allowance	2,756.00	2,349.29	406.71	85.24%
Utilities / Phone	9,360.00	5,586.39	3,773.61	59.68%
Utilities / Power	74,558.00	40,607.86	33,950.14	54.46%
Supplies / Laboratory	22,491.00	12,978.55	9,512.45	57.71%
Propane	33,075.00	24,083.71	8,991.29	72.82%
Bio Solids	88,200.00	41,103.08	47,096.92	46.60%
Pressure Sewer	22,050.00	16,413.79	5,636.21	74.44%
Internal Service fee to GF	300,668.00	150,334.00	150,334.00	50.00%
Total Supplies & Expense	***1,192,297.00***	***609,024.12***	***583,274.88***	***51.08%***

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	56,753.95	23,246.05	70.94%
Special Programs Cross Conn/ I&I/Blower	30,000.00	47,618.80	(17,618.80)	158.73%
Master Sewer Plan Match	350,000.00	1,700.00	348,300.00	0.49%
Capacity Study	50,000.00	18,260.83	31,739.17	36.52%
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%
Total Capital Outlay	***760,000.00***	***357,197.41***	***402,802.59***	***47.00%***
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%
OECDD 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%
Total Debt Services	***1,357,944.00***	***1,234,443.17***	***123,500.83***	***90.91%***
Total Revenues	**4,188,952.00**	**3,056,490.79**	**1,132,461.21**	**72.97%**
Total Sewer Fund Expenses	**4,187,577.00**	**2,518,339.36**	**1,669,239.64**	**60.14%**
Revenues vs Expense	**1,375.00**	**538,151.43**		

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TRT Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
TRT Fund				
Revenue Analysis				
Carry Over Reserves *w/ Audit*	30,000.00	224,526.00	(194,526.00)	
Hotel / Motel Tax (10%)	410,000.00	239,167.03	170,832.97	58.33%
Investment Earnings	2,500.00	7,210.25	(4,710.25)	288.41%
Business Surcharge	11,000.00	4,756.25	6,243.75	43.24%
Misc/Police Grants/TURA Landscapes	10,000.00	13,694.51	(3,694.51)	136.95%
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	38,891.20	(891.20)	102.35%
Property Tx from vendors	2,300.00	-	2,300.00	0.00%
Billboard	1,500.00	-	1,500.00	0.00%
Total TRT Revenues	***598,900.00***	***568,689.99***	***20,601.21***	**94.96%**

TRT Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
General Ledger				
Expenses vs. Budget				
Total Personnel	***73,998.00***	***44,068.21***	***29,929.79***	***59.55%***
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	11,717.21	24,084.79	32.73%
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	6,919.62	3,080.38	69.20%
Property Tax for Vending Sites	2,300.00	1,968.89	331.11	85.60%
Janitorial Services	20,000.00	4,560.00	15,440.00	22.80%
Bldg Maintenance	2,500.00	2,039.12	460.88	81.56%
Carnahan Park Marine Maint	10,000.00	5,090.94	4,909.06	50.91%
Total Supplies & Expense	***199,202.00***	***115,493.05***	***83,708.95***	***57.98%***
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%
Total Capital Outlay	***110,000.00***	-	***5,000.00***	***0.00%***
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%
Total Debt Service	**215,700.00**	**132,025.69**	**83,674.31**	
Total TRT Revenues	**598,900.00**	**568,689.99**	**20,601.21**	**94.96%**
Total TRT Fund Expenses	**598,900.00**	**291,586.95**	**202,313.05**	**48.69%**
Revenues vs Expense	**-**	**277,103.04**		

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SDC Fund 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 Drair	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	-	2,000.00	0.00%
Total SDC Revenues	***507,804.00***	***510,635.32***	***(2,831.32)***	***100.56%***

General Ledger 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 FEI	137,900.00		137,900.00	0.00%
SDC Sewer Expenses	121,050.00	-	121,050.00	0.00%
Total SDC Expenses	***507,804.00***	-	***507,804.00***	***0.00%***
Total SDC Expenses	***507,804.00***	-	***507,804.00***	**0.00%**
Total Water SDC Revenues	***248,854.00***	***256,466.81***	***(7,612.81)***	***100.56%***
Total Water SDC Expenses	**248,854.00**	-	**248,854.00**	**0.00%**
Revenues vs Expense	-	***256,466.81***		
Total Storm Drain Revenues	**137,900.00**	**133,279.09**	**4,620.91**	**96.65%**
Total Storm Drain Expenses	**137,900.00**	-	**137,900.00**	**0.00%**
Revenues vs Expense	-	***133,279.09***	-	
Total Sewer SDC Revenues	***121,050.00***	***120,889.42***	***160.58***	**99.87%**
Total Sewer SDC Expenses	***121,050.00***	-	***121,050.00***	**0.00%**
Revenues vs Expense	-	**120,889.42**		

Community Block Grant 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%
Total CDBG Revenues	**4,215,000.00**	**64,414.15**	**4,150,585.85**	**1.53%**

General Ledger Expenses vs. Budget				
CDBG GRANT EXPENSES	**Budgeted Amount**	**YTD**	**YTD Variance**	**Percent Expended**
CDBG WATER TRANSMISSION LINE	4,000,000.00	136,524.73	3,863,475.27	3.41%
CDBG WATER GRANT	215,000.00	60,651.65	154,348.35	28.21%
Total CDBG Expenses	**4,215,000.00**	**197,176.38**	**4,017,823.62**	**4.68%**

CC REGULAR MEETING 3rd MONDAY

Meeting Date: 02/20/2024

Information

Subject:

Tillamook County Housing Commission Appointee Report

Background:

Recommendation:

Motion:

Attachments

Housing Commission Report

City of Tillamook
The Dairylands

MEMO

TO: Planning Commission and City Council

FROM: Megan Carpenter, City Planner

RE: Tillamook County Housing Commission Held at POTB-January 4, 2024

DATE: January 24, 2024

This is an informative brief to the Tillamook County Housing Commission Meeting that was held at the Port of Tillamook Bay on January 4, 2024.

The Housing Commission was presented with the last round of applicants requesting funding under the Multifamily Rental Housing Fund as follows:

1. **Bay City** – Coastal Homes, LLC- A development for multi-family housing that will create 10-11 buildings that will allow for 29 units near Hobsonville Point.

2. **Rockaway** - A local citizen presented a property proposal near Rockaway's Fire Station that will provide (1) new structure to provide workforce housing in the upper level to help aid in several workers who commute from other cities all while providing a commercial workspace below the housing unit.

3. **Beaver** – A local citizen requested funding for a Blaine Rehab Project that consists of a large property near the Nestucca River which currently houses several residents in multiple single-family homes that are in need of repairs to create a more livable environment without displacing the citizens.

4. **Manzanita** – Home First, A developer from Oregon is requesting funding for a project called Manzanita Pines that will serve as workforce rentals for families with incomes at or below 60% AMI without the use of Section 8 vouchers. This developer plans to establish 10 new buildings accommodating 2 units per building in a range of options from 2-4 bedrooms per unit. This development plans to include community areas such as walking trails, garden area, playground, soccer field, and community building.

The Housing Commission scored the applicants based off a list of qualitative criteria and the commission will work with the finance committee in the upcoming February meeting to decide what funding amounts should be recommended based of quantitative criteria that need to be met by each applicant. The processed results will be presented in the upcoming meetings to help assist in making funding recommendations to the Board of County Commissioners in the early Spring of 2024.

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 under the housing commission tab.

CC REGULAR MEETING 3rd MONDAY

Meeting Date: 02/20/2024

Information

Subject:

BATCH TYPE	DATE	CHECK RANGE	AMOUNT PAID
Accounts Payable	02/20/2024	49148-49186	$173,463.27

Background:

Recommendation:

Motion:

Attachments

Proof List

Accounts Payable

Computer Check Proof List by Vendor

User: dwerner
Printed: 02/14/2024 - 9:14AM
Batch: 10220.02.2024 - AP BATCH 2.20.24-10220

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 0001	911 Supply Inc 4101 River Rd N Keizer, OR 97303			Check Sequence: 1	ACH Enabled: False
INV-1-40017	Nylon inner belts, Streamlight stinger 120V AC	453.24	02/20/2024	010-07-53410	
INV-1-40018	APEX PANTS	271.54	02/20/2024	010-07-53410	
	Check Total:	724.78			
Vendor: 4442	Astound Business Solutions by Wave PO Box 31001-2714 Pasadena, CA 91110-2714			Check Sequence: 2	ACH Enabled: False
121312301-00106	Dark fiber & internet January 2024	346.89	02/20/2024	010-10-53420	
121312301-00106	City Shops ethernet transport January 2024	106.43	02/20/2024	021-01-53420	
	Check Total:	453.32			
Vendor: 4441	Boatwright Engineering, Inc. 2613 12th Street SE Salem, OR 97302			Check Sequence: 3	ACH Enabled: False
22870	Review Tillamook Water Master plan January 20	755.00	02/20/2024	021-06-53060	
	Check Total:	755.00			
Vendor: 0028	Boyd's Implement Service, LLC 2850 Latimer Road Tillamook, OR 97141			Check Sequence: 4	ACH Enabled: False
01-29794	Sewer Vac truck	2,075.26	02/20/2024	022-22-53210	
01-29896	WWTP	117.17	02/20/2024	022-22-53210	
01-29984	Water vac truck	86.49	02/20/2024	021-03-53252	
01-29986	WWTP shop truck	2,038.81	02/20/2024	022-22-53250	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	4,317.73			
Vendor: 0692	Buss Welding & Machine, Inc.			Check Sequence: 5	ACH Enabled: False
	2175 Larson Road				
	Tillamook, OR 97141				
24-01673	Retro-fit WWTP garner denver blower	2,260.86	02/20/2024	022-22-53210	
	Check Total:	2,260.86			
Vendor: 7020	Centerlogic, Inc			Check Sequence: 6	ACH Enabled: False
	7414 NE Hazel Dell Avenue				
	Suite B				
	Vancouver, WA 98665				
20241082	Agreement cMSP+ Crypt + CSaaS + CSBb + Fa	3,724.00	02/20/2024	010-10-53240	
20241331	Network consultant remote work	375.00	02/20/2024	010-10-53240	
20241409	APC smart UPS 1500 VA Tower APC Back Swit	1,048.70	02/20/2024	010-10-53240	
2024726	Configure and deploy 2 switches at TPD	625.00	02/20/2024	010-07-53060	
2024971	Agreement offfice 365 CSP Monthly	865.20	02/20/2024	010-10-53240	
	Check Total:	6,637.90			
Vendor: 4478	CenturyLink Communications, Inc.			Check Sequence: 7	ACH Enabled: False
	PO Box 2961				
	Phoenix, AZ 85062-2961				
313245010	#313245010(503-842-7706) 12th St Lift St Janu	60.25	02/20/2024	022-22-53420	
313364492	#313364492(503-842-2091) Swr Lift Statio Janu	62.84	02/20/2024	022-22-53420	
313436814	#313436814(503-842-2578) Swr Lift St January	60.66	02/20/2024	022-22-53420	
313702676	#313702676(503-842-4155) WWTP January 202	232.74	02/20/2024	022-22-53420	
314146376	#314146376(503-842-3060) Filter Plant January	1,232.71	02/20/2024	021-01-53420	
	Check Total:	1,649.20			
Vendor: 4894	CHS Northwest			Check Sequence: 8	ACH Enabled: False
	402 Main St				
	Lynden, WA 98264				
649026	Propane	752.50	02/20/2024	022-22-53450	
649067	Propane	498.80	02/20/2024	022-22-53450	
	Check Total:	1,251.30			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 0587	Cintas			Check Sequence: 9	ACH Enabled: False
	P.O. Box 650838				
	Dallas, TX 75265-0838				
5182546129	eyewash inspection	54.16	02/20/2024	021-02-53070	
5183132186	back of shop stock, warehouse sink stock	153.02	02/20/2024	021-02-53070	
5192546129	eye wash inspection WWTP	54.16	02/20/2024	022-22-53380	
5195301033	eyewas inspection first aid fill bleeding control k	608.25	02/20/2024	021-02-53070	
5195320936	WWTP combo inspection	151.84	02/20/2024	022-22-53380	
5195320987	plumbd eyewash inspect front/ back of shop	32.64	02/20/2024	021-02-53070	
5195478207	WWTP combo inspections	219.21	02/20/2024	022-22-53380	
9257945384	Eyewash service agreement	95.76	02/20/2024	022-22-53380	
9257945386	WWTP AED Automatic agreement	130.50	02/20/2024	022-22-53380	
9258015981	AED automatic agreement	130.50	02/20/2024	021-02-53070	
	Check Total:	1,630.04			
Vendor: 0102	City Sanitary Service			Check Sequence: 10	ACH Enabled: False
	P.O. Box 486				
	Tillamook, OR 97141				
03619	4302 3rd St acct # 03619 January 2024	142.40	02/20/2024	021-02-53200	
04248	207 Madrona Ave acct# 04248 January 2024	59.15	02/20/2024	010-07-53060	
04498	Cans 17 locations acct #04498 January 2024	352.75	02/20/2024	020-20-53130	
05048	5th St Plant acct #05048 January 2024	240.10	02/20/2024	022-22-53240	
05835	798-900 5th St-Carnahan acct# 05835 January 2(	146.55	02/20/2024	070-70-53395	
	Check Total:	940.95			
Vendor: 4058	Coastal Health Center			Check Sequence: 11	ACH Enabled: False
	216 Cedar Avenue				
	Tillamook, OR 97141				
CIT00001	K Oleman, K Dalton, D. Lacock CLD physicals	360.00	02/20/2024	021-03-53140	
	Check Total:	360.00			
Vendor: 3094	Colvin Oil I LLC			Check Sequence: 12	ACH Enabled: False
	2801 3rd Street				
	Tillamook, OR 97141				
125027	PD Fuel January 15-31st 2024	630.78	02/20/2024	010-07-53140	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	630.78			
Vendor: 0002	Davison Auto Parts Inc. PO Box 27 McMinnville, OR 97128-0027			Check Sequence: 13	ACH Enabled: False
630683	Antifreeze Testing Ext life anti freeze	62.45	02/20/2024	022-22-53210	
630887	wiper blades -Dodge caravan	31.10	02/20/2024	010-07-53250	
630937	wiper blades 2018 Ford Explorer -PD	49.76	02/20/2024	010-07-53250	
631621	Premium capsules/ napa fshm 5w30 5qt	118.97	02/20/2024	021-03-53140	
632609	2yr WTY Battery	189.99	02/20/2024	021-03-53140	
632981	wiper blades 2017 Ford Explorer -PD	49.76	02/20/2024	010-07-53250	
	Check Total:	502.03			
Vendor: 4514	EC Electrical Construction Co. PO Box 35146 #43035 Seattle, WA 98124-5146			Check Sequence: 14	ACH Enabled: False
258377	Aeration basin project	3,538.00	02/20/2024	022-22-54100	
258646	Generator cords WWTP	529.17	02/20/2024	022-22-53240	
258647	Water plant air compressor	222.00	02/20/2024	021-04-53430	
258648	WWTP front st lift station	296.00	02/20/2024	022-22-53220	
	Check Total:	4,585.17			
Vendor: 4454	Ferguson Enterprises Inc.#3011 PO Box 847411 Dallas, TX 75284-7411			Check Sequence: 15	ACH Enabled: False
1244267	WTP Vault repair	1,082.31	02/20/2024	021-04-53200	
1244629	Pressure Tank	283.65	02/20/2024	021-06-53250	
	Check Total:	1,365.96			
Vendor: 0565	Grainger, Inc. Dept 816527170 P.O. Box 419267 Kansas City, MO 64141-6267			Check Sequence: 16	ACH Enabled: False
9964375902	Laser sheave alignment tool	1,728.79	02/20/2024	022-22-53230	
	Check Total:	1,728.79			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1019	Hach Company			Check Sequence: 17	ACH Enabled: False
	2207 Collections Center Drive				
	Chicago, IL 60693				
13918570	Lab supplies for WWTP	208.77	02/20/2024	022-22-53440	
	Check Total:	208.77			
Vendor: 0300	John R. Harrison, MS, PE			Check Sequence: 18	ACH Enabled: False
	1730 Pleasantdale Dr.				
	Encinitas, CA 92024				
8	Service period January 1-31 2024 WW Master pl	4,700.00	02/20/2024	022-22-54000	
	Check Total:	4,700.00			
Vendor: 0241	Kimmel's Hardwares & Houseware			Check Sequence: 19	ACH Enabled: False
	1816 1st Street				
	Tillamook, OR 97141				
A125011	Blt blk spr enamel	16.58	02/20/2024	021-02-53211	
a125145	1/2 Pully	15.99	02/20/2024	022-22-53230	
A125163	1-1/4" nail/brad	8.99	02/20/2024	021-02-53211	
A125176	AAA Battery	10.49	02/20/2024	010-03-53270	
A125264	Extention cord	13.98	02/20/2024	010-03-53270	
A125495	Granite paint spray grip can holder	14.08	02/20/2024	020-20-53200	
A125576	Rope for secondary sludge judges	13.72	02/20/2024	022-22-53230	
A125733	Front st lift station	5.58	02/20/2024	022-22-53220	
A125939	Deck screw	15.99	02/20/2024	021-04-53200	
	Check Total:	115.40			
Vendor: 6004	Net Assets Corporation			Check Sequence: 20	ACH Enabled: False
	109 River Avenue				
	Eugene, OR 97404				
11-202401	Title search for the month of January 2024	150.00	02/20/2024	010-10-53240	
	Check Total:	150.00			
Vendor: 4041	Northstar Chemical, Inc.			Check Sequence: 21	ACH Enabled: False
	P.O. Box 35143 #6860				
	Seattle, WA 98124-5143				
273686	Sodium Bisulfite- 38%	7,162.40	02/20/2024	022-22-53040	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	7,162.40			
Vendor: 4593	ODP Business Solutions, LLC PO Box 29248 Phoenix, AZ 85038-9248			Check Sequence: 22	ACH Enabled: False
352507309-001	HP LaserJet all in one color printer	682.60	02/20/2024	021-01-54050	
352507638-001	3 year protection for HP Laserjet color printer	69.99	02/20/2024	021-01-54050	
	Check Total:	752.59			
Vendor: 0336	OR Dept of Revenue P.O. Box 14730 Salem, OR 97309-0464			Check Sequence: 23	ACH Enabled: False
021224	Med. Liability/state period 02. to 08 2024	7.71	02/20/2024	010-00-41080	
	Check Total:	7.71			
Vendor: 4102	OR Dept of Transportation DMV Services 1905 Lana Ave NE Salem, OR 97314-0001			Check Sequence: 24	ACH Enabled: False
L0052603716	Balance for billing period Feb 2024	1.40	02/20/2024	010-07-53060	
	Check Total:	1.40			
Vendor: 0013	Oregon Peace Officers Association 4190 Aumsville Hwy SE Salem, OR 97317			Check Sequence: 25	ACH Enabled: False
02012024	St. C. Hollis Background training 2024	275.00	02/20/2024	010-07-53380	
02012024	St. J. Harrell Background training 2024	275.00	02/20/2024	010-07-53380	
	Check Total:	550.00			
Vendor: 4947	Pacific Office Automation Attn: Accounts Receivable 14747 NW Greenbrier Pkwy Beaverton, OR 97006			Check Sequence: 26	ACH Enabled: False
972371	City Hall meter rental January 2024	32.00	02/20/2024	010-10-53240	
	Check Total:	32.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 9533	Peterson Industrial Products, Inc.			Check Sequence: 27	ACH Enabled: False
	PO Box 10917				
	Portland, OR 97296				
424241-001	2" x100' gates plate master	1,668.93	02/20/2024	022-22-53230	
	Check Total:	1,668.93			
Vendor: 4472	PetroCard Inc.			Check Sequence: 28	ACH Enabled: False
	P.O. Box 34243				
	Seattle, WA 98124-1243				
C383692	Street dept Fuel Jan 15-31st 2024	427.16	02/20/2024	020-20-53140	
C383692	Water dept Fuel Jan 15-31st 2024	351.59	02/20/2024	021-03-53140	
	Check Total:	778.75			
Vendor: 0132	Pinpoint Stitches and Ink, LLC			Check Sequence: 29	ACH Enabled: False
	6500 Williams Ave				
	Bay City, OR 97107				
8607	TPD - Apparel, mouse pad, small cleaning cloths	583.17	02/20/2024	010-07-53270	
	Check Total:	583.17			
Vendor: 4397	Prevailing Communications			Check Sequence: 30	ACH Enabled: False
	14205 Ekroth Road				
	Bay City, OR 97107				
7735	Kenwood NX-5200 Portable Raidio Kits- TPD	7,329.00	02/20/2024	010-07-54040	
7736	Trouble shoot siren & replace PA microphone. w	185.00	02/20/2024	010-07-54040	
	Check Total:	7,514.00			
Vendor: 0409	Rental Center			Check Sequence: 31	ACH Enabled: False
	502 Main Avenue				
	Tillamook, OR 97141				
01-204856-04	lift 40' genie s-40	325.00	02/20/2024	070-70-53365	
	Check Total:	325.00			
Vendor: 0426	S-C Paving			Check Sequence: 32	ACH Enabled: False
	P.O. Box 535				
	Tillamook, OR 97141				
6482	Rock 3/4	207.50	02/20/2024	020-20-53230	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	207.50			
Vendor: 0559	Springbrook Holding Company LLC PO Box 200566 Dallas, TX 75320-0566			Check Sequence: 33	ACH Enabled: False
INV-016038	CivicPay Paypad Transaction Fee January 2024	67.00	02/20/2024	021-02-53080	
	Check Total:	67.00			
Vendor: 0862	TCCA Farmstore #4 Ivy Street Tillamook, OR 97141			Check Sequence: 34	ACH Enabled: False
585700/1	C. Brown PPE boots	89.99	02/20/2024	020-20-53410	
585814/1	PPE gloves & lab supplies WWTP	58.89	02/20/2024	022-22-53440	
K85968/1	Gloves	4.29	02/20/2024	021-02-53260	
	Check Total:	153.17			
Vendor: 4232	Teninty & Son, Inc. P.O. Box 475 Tillamook, OR 97141			Check Sequence: 35	ACH Enabled: False
44012	ADA portable restroom 5th Street January 2024	215.00	02/20/2024	070-70-53395	
44012	ADA portable restroom, Goodspeed, Sue Elmore	1,680.00	02/20/2024	070-70-53550	
	Check Total:	1,895.00			
Vendor: 0502	Tillamook Farmers' Co-op 1920 Main Avenue N Tillamook, OR 97141			Check Sequence: 36	ACH Enabled: False
472661	Fasteners	8.18	02/20/2024	022-22-53230	
473382	Wonder grip thermal gloves	13.49	02/20/2024	022-22-53380	
473390	Granyte Rain Jacket Black	43.19	02/20/2024	021-02-53070	
	Check Total:	64.86			
Vendor: 0670	Tommie's Cleaners 1111 4th Street Tillamook, OR 97141			Check Sequence: 37	ACH Enabled: False
100130402012024	Dry Cleanings for TPD	41.50	02/20/2024	010-07-53060	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	41.50			
Vendor: 4039	Waterlab Corp. 2603 12th Street SE Salem, OR 97302			Check Sequence: 38	ACH Enabled: False
89969	Water lab testing	240.00	02/20/2024	021-04-53430	
	Check Total:	240.00			
Vendor: 4217	Western Cascade Container 1808 Baker Way Po Box 818 Kelso, WA 98626			Check Sequence: 39	ACH Enabled: False
WCC124038	Hooklift system for new dump truck	36,927.00	02/20/2024	021-20-53506	
WCC124039	Hooklift system for new dump truck	79,523.31	02/20/2024	021-20-53506	
	Check Total:	116,450.31			
	Total for Check Run:	173,463.27			
	Total of Number of Checks:	39			