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GARIBALDI CITY COUNCIL REGULAR MEETING

Via Zoom	https://us02web.zoom.us/j/82565578218	Meeting ID:	825 6557 8218
Via Phone	253-215-8782	Password:	003407

FRIDAY, JULY 18, 2025: 12:00 PM

AGENDA SESSION – Informal question and answer session with the City Manager. Members of the public are invited to attend and participate. (A quorum of the City Council may be present, but no vote will be taken, decision made, nor deliberation held on any City matter at this meeting.) Any person wishing to attend remotely should contact the City Manager.

MONDAY, JULY 21, 2025: 5:30 PM

A. CONVENING OF MEETING/PLEDGE OF ALLEGIANCE

B. PRESENTATIONS

1. Wastewater Facility Master Plan – Civil West Engineering
2. Wildfire Update – Fire Department

C. ITEMS TO BE ADDED TO THE AGENDA

D. PUBLIC HEARINGS

E. CONSENT CALENDAR

1. City Council Meeting Minutes
 - a. June 16, 2025 Regular City Council Meeting
2. Checks issued.

F. PUBLIC COMMENTS ON AGENDA ITEMS – Members of the public will each get up to three minutes (maximum may be lowered with Council approval) to comment on items on this agenda (except for public hearing items, which may only receive comment at that public hearing). The Council will not engage in back-and-forth conversation during this meeting. If you wish to speak, please sign up on the provided roster.

G. OLD BUSINESS

1. Resolution Approving a Job Description for Fire Chief
2. Resolution Setting Transportation Utility Fee Rate
3. Resolution Authorizing City Staff to Process OLCC Special Event License Applications

H. NEW BUSINESS

1. Expectations of Council with Staff
2. OLCC Special Event License Application – Garibaldi Cellars
3. Surplus Property Disposition
4. Charter Update Process Discussion
5. Utility Undergrounding Discussion
6. City Manager Evaluation Process
7. Garibaldi Days Booth Signups

I. ITEMS REMOVED FROM CONSENT AGENDA

J. CITY MANAGER’S REPORT

K. DEPARTMENT HEAD MATTERS

L. COUNCIL REPORTS AND COMMENTS

M. PUBLIC COMMENTS ON NON-AGENDA ITEMS – Members of the public will each get up to three minutes (maximum may be lowered with Council approval) to comment on items not appearing on this agenda (except for public hearing items, which may only receive comment at that public hearing). The Council will not engage in back-and-forth conversation during this meeting. If you wish to speak, please sign up on the provided roster.

N. ADJOURNMENT

REGULAR CITY COUNCIL MEETING MINUTES

Monday, June 16, 2025 – 5:30 p.m.

A. CONVENING OF MEETING

Mayor Findling convened the meeting at 5:31 p.m. Present were Mayor Katie Findling and Council Members Cheryl Gierga, Sandy Tyrer, Linda Bade and Norman “Bud” Shattuck. Staff present were City Manager Jake Boone, Finance Officer Becca Harth, Interim Fire Chief Blake Paulsen, and Public Works Superintendent Nick Theoharis.

Mayor Findling gave a reminder to Council, Staff, and the Public that they are bound by the code to retain and preserve order and decorum during the meeting.

B. PRESENTATIONS - None

C. ITEMS TO BE ADDED TO THE AGENDA - None

D. PUBLIC HEARINGS

1. STATE REVENUE SHARING

Mayor Findling opened the State Revenue Sharing Public Hearing for Resolution 2025-07, a resolution declaring the City’s election to receive State Revenue for FY 2025-2026, and repealing Garibaldi Resolution 2024-11 at 5:32 p.m. City Manager Boone provided a summary of the proposed resolution.

Mayor Findling opened public comments at 5:33 p.m. No written comments were received. David Laine spoke on the state law regarding revenue sharing and asked how they intended to use the proposed funds and what is the amount of revenue sharing funds that will be received by the city and gave his recommendations on what they should do with the money.

Mayor Findling asked if there were any additional public comments, hearing none, she then closed the public hearing at 5:38 p.m.

2. 2025-26 BUDGET

Mayor Findling opened the Public Hearing for Resolution 2025-06 at 5:38 p.m., a resolution adopting the City of Garibaldi’s budget for FY 2025-2026, and repealing Garibaldi Resolution 2024-10. CM Jake Boone provided a summary of the resolution.

Public comment was opened at 5:39 p.m. No written comments were received. The following people spoke:

Tim Hall – Said he had previously requested a salary freeze. He spoke on contingency funds in the

budget and has never heard of putting in contingencies included in salaries instead of separating it out.

Ryan Corey – Does not know if Emergency Preparedness is included in the budget, but it should be. Games are stored on city property. Would like the City to unincorporate, the City could improve on services to every citizen in town by unincorporating. The County would love to take over water and sewer. The County would benefit by having Garibaldi as a municipality.

Judy Riggs – In three years \$300,000 more has been spent in wages and benefits. She talked about the increase in City Manager salaries since 2022. She agrees with Tim Hall, she thinks it would be prudent if they went ahead and stopped overspending until all the audits are caught up. She said to wait and freeze everything including water and the street fee. The increases will have a huge impact on senior citizens and the low income. She spoke on the defunding of the police. The financial statements need to be looked at. She suggests training from the LOC in reading financial statements.

David Laine – Spoke on process of eliminating the police presence. He spoke on the unappropriated fund balances included in the budget being unavailable to use. He said some of that money could be used to fund the contract with the Sheriff's department.

Carolee North – She stated she is opposed to having the Transportation Utility Fee as a line item in the budget. It needs to be investigated more before they commit part of the budget to it.

Mayor Findling closed the public hearing at 6:00 p.m.

E. CONSENT CALENDAR

1. CITY COUNCIL MEETING MINUTES

A. MAY 19, 2025 REGULAR CITY COUNCIL MEETING

2. CHECKS ISSUED

MOTION made by Cn Bade to approve the consent calendar as presented. Second by Cn Gierga.

Cn Bade asked a question about checks issued to 1st Security Bank, it is for charges made for credit Card purchases.

VOTE taken on motion. Motion passed unanimously.

F. PUBLIC COMMENTS ON AGENDA ITEMS

Mike from K & E Excavating gave an update on the Hwy 101 project. They hope to have the paving complete by the 4th of July. Stripping is scheduled to be done by the 22nd. All the planters should be done by Garibaldi Days. They will put the plants in the planters in September. They will be doing work on some of the side streets that have been damaged. There was talk about having a ribbon cutting and possibly a float in the parade to start Garibaldi Days.

Kathy Patterson – She had questions about the sewer line maintenance proposal coming up. They have an issue.

Tim Hall – The proposed changes to the sewer and water line puts the responsibility on the property owners from their property line to the street and he commented on how the lines were done years ago and what he believes the ordinance should say.

Kathy Patterson – City should assume some responsibility for streets when traffic is rerouted. She would like sewer lines researched.

Val Schumann – She thanked everyone who has worked on the financials and budgets, she understands that it is difficult and a challenge. It looks like they will pay an extra \$450 a year when audits are not done. She would like consideration to wait on the increases until the audits are done.

David Laine – He spoke about the sewer laterals and gave an example of what could happen. He said it is not right that the property owners would have to pay. He pointed out that the ordinances in tonight's meeting should have been on the May agenda. He talked about the Fire Chief's job description and what the municipal code says. He agrees imposing an increase on the water and sewer is just so extreme for not having any public input.

G. OLD BUSINESS

1. ORDINANCE ESTABLISHING A TRANSPORTATION UTILITY FEE

CM Boone gave a summary of the ordinance. This is the framework to be able to create the fee. The fee will be set by resolution. Council discussion followed. Cn Shattuck asked that they be given the denial letters for the SCA grants for the last few years at the next meeting. CM Boone said pointed out a Scribner's error and said the first Whereas should be crossed out. Cn Bade said she would like to make an amendment. On the third page of the Exhibit it talks about "plan", down below it also talks about the plan. She would like to see these two items tied together in an amendment. She still has problems with adding two new funds and discussed her reasons why. CM Boone said if the Council wanted, they could amend 3.30.040a the sentence that says the Transportation Utility Fee Fund shall be used only for street maintenance and streets identified in the plan, after the word plan a comma could be inserted and the words "as described in 3.30.050a1" and that would effectively put in a pointer to the other part.

MOTION made be Cn Bade to read Ordinance 337 an Ordinance adopting new Garibaldi Muncpal Code Chapter 3.30 Transportation Utility Fee, Establishing a Transportation Utility Fee for the City of Garibaldi to be read twice by title only. Second by Cn Tyrer. Motion passed unanimously.

CM Boone read Ordinance 337 twice be title only. Discussion and comments followed.

MOTION made by Cn Bade to adopt Ordinance 337 for the Transportation Utility Fee with the amendments discussed. Second by Cn Tyrer. VOTE – AYES: Bade, Gierga, Tyrer, Finding. NAYS: Shattuck. Motion passes.

MOTION made to adopt the amendment. VOTE – AYES: Bade, Gierga, Tyrer, Findling. NAYS: Shattuck. Motion passes.

MOTION made to adopt Ordinance 337 an Ordinance adopting new Garibaldi Muncpal Code Chapter 3.30. VOTE – AYES: Bade, Gierga, Tyrer, Findling. NAYS: Shattuck. Motion passes.

2. ORDINANCE ESTABLISHING RESPONSIBILITY FOR SEWER LINE MAINTENANCE

CM Boone provided a summary of the ordinance. Legal Counsel said they cannot draft the the requested language as it would run afoul of the prohibition of using public money for private benefit because only the homeowner gets benefit from the lateral. It would be illegal under State Law for the City to put that language in there. Therefore, this puts it back on the homeowner to be responsible for that line.

MOTION made by Cn Tyrer to read Ordinance 338 twice by title only. Second by Cn Gierga. Motion passed unanimously.

CM Boone read Ordinance 338 by title only.

MOTION made by Cn Bade to adopt Ordinance 338. Second by Cn Gierga.

Discussion followed. Superintendent Theoharis said that CIS requires us to clean 1/3 of the sewer mains each year. Per current code, if we continue it, we will be required to install sewer clean outs at every house that does not have one at the property line and make sure main and connection is good, and then we would have to clean those lines also. Discussion followed on problems that exist with lines now. Discussion followed that it would take 1.2 million to get the lateral lines with clean outs. Cn Tyrer said she would like to take more time on this and not make a decision tonight. She would like a presentation from Superintendent Theoharis to help understand this better. Heidi Parker spoke encouraging the Council to spend more time on this.

VOTE taken. Council unanimously voted Nays. Motion failed.

MOTION by Cn Bade to ask CM Boone to get the written legal opinion on this issue. Second by Cn Tyrer. Motion carried unanimously.

Mayor Findling recessed the meeting at 7:08 p.m. for a quick break. Mayor Findling reconvened the meeting at 7:19 p.m.

3. RESOLUTION SETTING WATER RATES AND CHARGES

CM Boone explained the resolution.

MOTION by Cn Bade to adopt Resolution 2025-03. Second by Cn Tyrer.

Discussion followed by Council. The Low Income Discount Program was discussed and Judy Riggs said the numbers are not adding up.

VOTE taken. AYES – Shattuck, Bade, Tyrer, Findling. NAY – Gierga. Motion passed.

4. RESOLUTION SETTING SEWER RATES AND CHARGES

CM Boone explained the resolution.

MOTION made by Cn Tyer to adopt Resolution 2025-04. Second by Cn Bade. Vote taken. AYES – Shattuck, Bade, Tyrer, Findling. NAY – Gierga. Motion passed.

H. NEW BUSINESS

1. OLCC SPECIAL EVENT LICENSE APPLICATION

CM Boone explained that Olea Vineyards, a vendor for Garibaldi Days, has applied for a Special Events Application from the OLCC. The council has the opportunity to recommend approval, disapproval, or stay neutral.

MOTION made by Cn Gierga to recommend approval the special event license for Olea Vineyards. Second by Cn Bade. Motion passed unanimously.

CM Boone said this application had arrived the day after the last council meeting therefore it has been waiting for a recommendation for a month. He said some city's allow staff to approve these applications without going before Council and it is up to Council if they would like to do that. This would be for special event licenses only. All other OLCC applications would still go before the Council. Discussion followed. Staff will put together a resolution to come before the Council allowing staff recommendation of OLCC Special Event Licenses.

2. 2020-21 CITY OF GARIBALDI FINANCIAL AUDIT

CM Boone explained this is the first of the back audits that needed to be done and gave kudos to the finance officer for getting this done. Linda Bade pointed out that the audit is fairly presented. Discussion followed. David Laine said that all the letters are not on the city website. He was told that they would be put on the website.

3. SUPPLEMENTAL BUDGET

CM Boone said the Garibaldi Fire Department had responded to conflagration in January and a supplemental budget is needed as the costs exceeded the budget. This is needed to transfer money and this resolution will make that happen.

David Laine said in the Supplemental Budget Fire increased by \$81,000 and asked what they meant by fire. Discussion followed.

MOTION made by Cn Bade to adopt the Supplemental Budget. Second by Cn Tyrer. Motion passed unanimously.

MOTION made by Cn Bade that Council adopt Resolution 2025-08 for the Supplemental Budget FY 2024-2025 and making appropriation transfers with the general fund. Second by Cn Gierga. Motion passed unanimously.

4. RESOLUTION 2025-07 TO RECEIVE STATE REVENUE

CM Boone said this is the Resolution to receive the shared revenues from the State of Oregon.

MOTION made by Cn Gierga to adopt Resolution 2025-07 to receive State Revenue Sharing. Second by Cn Tyrer. Motion passed unanimously.

5. BUDGET ADOPTION RESOLUTION 2025-06

CM Boone said this is the proposed 2025-2026 budget, recommended by the Budget Committee

on the 6th of May.

MOTION made by Cn Bade to adopt Resolution 2025-06. Second by Cn Tyrer. Discussion followed.

VOTE: AYE – Bade, Tyrer, Gierga, Findling. NAY – Shattuck.

MOTION made by Cn Bade to amend the last motion to accept the resolution with the amendments. Second by Tyrer. Motion passed unanimously.

6. JOB DESCRIPTIONS

CM Boone said they will be looking for a Fire Chief and City Recorder/Clerk for the front office. To do so, the council has to authorize job descriptions. Mr. Laine has said this must be done by resolution. CM Boone said he will look into that and if it is true he will put together a resolution for that. A special one item special meeting can be had if needed. Cn Tyrer complimented CM Boone for the job descriptions, they are very well written.

MOTION by Cn Tyrer to approve the job descriptions for Fire Chief and City Recorder/Clerk. Second by Cn Bade. Motion passed unanimously.

7. CITY “SWAG” DISCUSSION

At the last City Council meeting this was discussed. There is a line item in the TRT fund that could be used for swag. Cn Tyrer said she would like to promote Garibaldi being an official U.S. Coast Guard City. Things could be sold during Garibaldi Days. Cn Tyrer offered to work with the Coast Guard to help get the licensing needed to do this. Discussion followed. Further discussion was Postponed till next month.

I. ITEMS REMOVED FROM CONSENT AGENDA - None

J. CITY MANAGER’S REPORT

- 1. CITY MANAGER** – CM gave kudo’s to the entire staff who have worked very hard on the budget.
- 2. FINANCE** – Finance Officer Harth said she has been working on the audits and budgets.
- 3. SHERIFF** – Deputy Watters reminded everyone to contact dispatch with any emergencies.
- 4. PUBLIC WORKS** – PW Superintendent Theoharis asked if anyone had questions on his report.
- 5. FIRE** – Interim Chief Paulsen said they have received the permit for Western Fireworks display for Garibaldi Days. The Garibaldi Emergency Volunteers have been working with the fire department, collaborating on committee preparedness. On July 5th there will be an open house from 2 – 4 p.m. and will have community preparedness on to go bags, clean water and disaster survival response. They will also talk about fuel mitigation and what the outlook looks like for fire season.
- 6. PLANNING** – No report. Mayor Findling asked when the hearings are going to start on middle housing. CM Boone said he will talk to the planner. Mayor Findling also asked if Sarah Absher can give an update on FEMA.

7. LIBRARY - None

K. COUNCIL REPORTS AND COMMENTS

Gierga – None

Tyrer – None

Bade – Would like to get council protocols workshop scheduled for August.

Shattuck – He had a discussion with Mike from K&E and they would like to have a float at the lead of the parade. Cn Shattuck is going to contact Twins Ranch to cater, and he will fund it for K & E.

L. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jane Anderson – Ms. Anderson said she has given everyone a picture of the brush pile and shared her concerns with the council. She also spoke about the HOZ and that rules and not being followed and it is not functional.

Jack Anderson – Talked about the HOZ. He has talked to CM Boone. He said they do not agree on what is says. He said in July they will have an attorney with them.

Heidi Parker – Ms. Parker said she is also here is protest of the big berm and gave her ideas.

Ann Richards – She is an owner of the property their neighbors are discussing. They brought in equipment to remove the fire hazard. They have received a stop work order and were told not to remove dirt. They were told it has been deemed as not a fire hazard, and they are open to suggestions.

Ken Schultzmeier – They acquired five lots on Fir and plan on building a stick-built home and leaving the rest as open space for wildlife and vegetation for hillside stability. He said the pile being discussed would still not be there if the stop work order had not been issued. He spoke on the things that have been going on with the neighbors. They hired an arborist to determine which trees were a hazard and should be removed. He hopes that communication with the neighbors can be opened, they just want to do things right the first time.

Paul Daniels – He spoke on sewer laterals and a possible solution. He said the little dirty secret in budgets is that they are never correct, only accounting is correct. To blame somebody for a budget problem when they went through best managements practices to put it together, to him is way outside the scope of where we should be. He is the new president of the OCSR and they are undergoing reorganization. There have been some problems that were brought up by Councilor Kandle. They want to work with him starting in the near future to get the problems solved.

Tim Hall – He wants to recognize the hardships on residents and businesses. He wants to encourage the City Manager or Mayor to communicate with citizens who feel like they are being kept in the dark.

M. ADJOURNMENT

Mayor Findling adjourned the meeting at 8:50 p.m.

Katie Findling, Mayor

ATTEST:

Jake Boone, City Manager

7/10/2025
2:40 PM

General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,
Payments Journal
6/1/2025 to 6/30/2025

Account Number	Account	Amount
6/23/2025 Check / Ref #: Payee: Umpqua Bank		
6250	Bank Charges & Fees	56.39
	Check Amount	\$56.39
6/26/2025 Check / Ref #: 19189 Payee: EFTPS		
	EFTPS Payable	4,547.35
	Check Amount	\$4,547.35
1010 City Umpqua Checking Totals		\$4,603.74
6/5/2025 Check / Ref #: Payee: OR Unemployment Department		
	OR SUTA Taxes	12.34
	Check Amount	\$12.34
6/5/2025 Check / Ref #: Payee: Pace Payment Systems		
6250	Bank Charges & Fees	601.11
	Check Amount	\$601.11
6/5/2025 Check / Ref #: 20391 Payee: Joshua Gandy		
6300	Contracted Services	8,500.00
	Check Amount	\$8,500.00
6/5/2025 Check / Ref #: 20392 Payee: Centerlogic, Inc.		
6400	IT Services	1,136.35
	Check Amount	\$1,136.35
6/5/2025 Check / Ref #: 20393 Payee: Tillamook Tire		
6470	Minor Equipment	35.00
	Check Amount	\$35.00
6/5/2025 Check / Ref #: 20394 Payee: Consolidated Supply Co.		
6560	PW Shop Supplies,	160.46
6620	Tools. etc. System	870.67
	Maintenance & Repair	
	Check Amount	\$1,031.13
6/5/2025 Check / Ref #: 20395 Payee: Ferrellgas		
6680	Utilities	242.27
	Check Amount	\$242.27
6/5/2025 Check / Ref #: 20396 Payee: Mikael Hesse		
6455	Janitorial Services	1,400.00
	Check Amount	\$1,400.00
6/5/2025 Check / Ref #: 20397 Payee: Koontz, Blasquez & Associates, P.C.		
6240	Auditing & Accounting Services	6,000.00
	Check Amount	\$6,000.00
6/5/2025 Check / Ref #: 20398 Payee: Centurylink		
6630	Telephone/VOIP	66.92
	Check Amount	\$66.92
6/5/2025 Check / Ref #: 20399 Payee: Charter Communications		
6400	IT Services	170.00
	Check Amount	\$170.00
6/5/2025 Check / Ref #: 20400 Payee: Joseph Hittner		
6300	Contracted Services	199.72
	Check Amount	\$199.72
6/5/2025 Check / Ref #: 20406 Payee: Country Media		
6415	Legal Notices	204.60
6520	Printing, Advertising & Notice	302.25
	Check Amount	\$506.85

7/10/2025
2:40 PM

General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,

Payments Journal

6/1/2025 to 6/30/2025

6/5/2025 Check / Ref #: 20407 Payee: Oregon Coast Wireless

6680	Utilities	75.00
	Check Amount	\$75.00

6/5/2025 Check / Ref #: 20408 Payee: NAPA-Davison Auto Parts

6300	Contracted Services	9.63
6330	Equipment Repair	152.41
6380	Fuel & Oil	57.31
6610	Supplies & Services	13.06
	Check Amount	\$232.41

6/5/2025 Check / Ref #: 20409 Payee: Rosenberg Builders Supply

6610	Supplies & Services	2.01
6620	System Maintenance & Repair	20.48
	Check Amount	\$22.49

6/5/2025 Check / Ref #: 20410 Payee: Tillamook PUD

6680	Utilities	5,270.22
	Check Amount	\$5,270.22

6/6/2025 Check / Ref #: Payee: 1st Security Bank

4260	System Charges	116.65
	Check Amount	\$116.65

6/9/2025 Check / Ref #: Payee: 1st Security Bank

4260	System Charges	37.62
	Check Amount	\$37.62

6/9/2025 Check / Ref #: Payee: 1st Security Bank

4260	System Charges	104.07
	Check Amount	\$104.07

6/12/2025 Check / Ref #: 20411 Payee: Pacific Office Automation

6470	Minor Equipment	985.04
	Check Amount	\$985.04

6/12/2025 Check / Ref #: 20412 Payee: HASCO Stations, LLC

6380	Fuel & Oil	453.92
	Check Amount	\$453.92

6/12/2025 Check / Ref #: 20413 Payee: Pacific Office Automation

6500	Office Supplies	206.04
	Check Amount	\$206.04

6/12/2025 Check / Ref #: 20414 Payee: Port of Garibaldi

6690	Event Expenses	5,000.00
	Check Amount	\$5,000.00

6/12/2025 Check / Ref #: 20415 Payee: SeaWestern Fire Fighting Equipment

6610	Supplies & Services	3,509.41
	Check Amount	\$3,509.41

6/12/2025 Check / Ref #: 20416 Payee: C&S Fire-Safe Services, LLC

6300	Contracted Services	612.75
	Check Amount	\$612.75

6/12/2025 Check / Ref #: 20417 Payee: Tillamook County Sheriff

6315	Contracted Services	12,353.90
	POLICE	
	Check Amount	\$12,353.90

6/12/2025 Check / Ref #: 20418 Payee: Sherwin - Williams

6335	Contracted Services	418.81
	PROPERTY	
	Check Amount	\$418.81

6/12/2025 Check / Ref #: 20419 Payee: G3 Electric LLC

7/10/2025
2:40 PM

General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,
Payments Journal
6/1/2025 to 6/30/2025

6260	Building & Grounds	165.00
	Maint.	
	Check Amount	\$165.00
6/12/2025 Check / Ref #: 20420 Payee: AAngels Traffic Control		
6650	Travel & Training	700.00
	Check Amount	\$700.00
6/12/2025 Check / Ref #: 20421 Payee: One Call Concepts		
6320	Dues, Licenses &	15.40
	Subscriptions	
	Check Amount	\$15.40
6/12/2025 Check / Ref #: 20422 Payee: Local Government Law Group		
6410	Legal Services	4,696.00
	Check Amount	\$4,696.00
6/12/2025 Check / Ref #: 20423 Payee: 3J Consulting, Inc.		
6305	Contracted Services	5,381.30
	PLANNER	
	Check Amount	\$5,381.30
6/12/2025 Check / Ref #: 20424 Payee: Wave		
6400	IT Services	100.00
	Check Amount	\$100.00
6/12/2025 Check / Ref #: 20425 Payee: CIS		
6650	Travel & Training	30.00
	Check Amount	\$30.00
6/12/2025 Check / Ref #: 20426 Payee: Tillamook Bay Community College		
6650	Travel & Training	2,500.00
	Check Amount	\$2,500.00
6/12/2025 Check / Ref #: 20427 Payee: Walter E. Nelson		
6335	Contracted Services	259.79
	PROPFRTY	
	Check Amount	\$259.79
6/19/2025 Check / Ref #: Payee: 1st Security Bank		
6650	Travel & Training	359.95
	Check Amount	\$359.95
6/19/2025 Check / Ref #: Payee: 1st Security Bank		
6650	Travel & Training	367.28
	Check Amount	\$367.28
6/19/2025 Check / Ref #: Payee: 1st Security Bank		
6610	Supplies & Services	280.84
6650	Travel & Training	195.00
	Check Amount	\$475.84
6/19/2025 Check / Ref #: Payee: 1st Security Bank		
6240	Auditing &	247.00
	Accounting Services	
6310	Council Expense	160.00
6400	IT Services	169.97
6500	Office Supplies	39.78
6610	Supplies & Services	33.00
	Check Amount	\$649.75
6/26/2025 Check / Ref #: Payee: OR State Transit Tax		
	OR State Transit	59.28
	Tax	
	Check Amount	\$59.28
6/26/2025 Check / Ref #: Payee: OR State Withholding Tax Division		
	OR State Taxes	1,157.72
	Check Amount	\$1,157.72
6/26/2025 Check / Ref #: Payee: OR State Workers Comp		

7/10/2025
2:40 PM

General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,
Payments Journal
6/1/2025 to 6/30/2025

	Workers Benefit	6.22
	Fund Payable	
	Check Amount	\$6.22
6/26/2025	Check / Ref #: Payee: OR Unemployment Department	
	OR SUTA Taxes	302.01
	Check Amount	\$302.01
6/26/2025	Check / Ref #: Payee: CIS Trust	
	CIS Payable	16,150.26
	Check Amount	\$16,150.26
6/26/2025	Check / Ref #: Payee: OR State Withholding Tax Division	
	OR State Taxes	355.76
	Check Amount	\$355.76
6/26/2025	Check / Ref #: Payee: OR State Workers Comp	
	Workers Benefit	32.96
	Fund Payable	
	Check Amount	\$32.96
6/26/2025	Check / Ref #: Payee: OR State Withholding Tax Division	
	OR State Taxes	3,962.03
	Check Amount	\$3,962.03
6/26/2025	Check / Ref #: Payee: OR Unemployment Department	
	OR SUTA Taxes	1,141.04
	Check Amount	\$1,141.04
6/26/2025	Check / Ref #: Payee: EFTPS	
	EFTPS Payable	15,102.01
	Check Amount	\$15,102.01
6/26/2025	Check / Ref #: Payee: Umpqua Bank Cardmember Service	
6320	Dues, Licenses &	65.97
	Subscriptions	
6630	Telephone/VOIP	229.44
	Check Amount	\$295.41
6/26/2025	Check / Ref #: 20429 Payee: Consolidated Supply Co.	
6620	System	1,080.50
	Maintenance &	
	Repair	
6865	System	616.21
	Repair/Replace	
	Check Amount	\$1,696.71
6/26/2025	Check / Ref #: 20430 Payee: Oregon Coast Wireless	
6400	IT Services	65.00
	Check Amount	\$65.00
6/26/2025	Check / Ref #: 20431 Payee: Coastal Health Center,PC	
6300	Contracted Services	120.00
	Check Amount	\$120.00
6/26/2025	Check / Ref #: 20432 Payee: Valvoline Instant Oil Change	
6630	Telephone/VOIP	181.31
	Check Amount	\$181.31
6/26/2025	Check / Ref #: 20433 Payee: Verizon	
6630	Telephone/VOIP	406.79
	Check Amount	\$406.79
6/26/2025	Check / Ref #: 20434 Payee: Western Display Fireworks, LTD	
6360	Fireworks	2,375.00
	Check Amount	\$2,375.00
6/26/2025	Check / Ref #: 20435 Payee: Charter Communications	
6400	IT Services	340.00
	Check Amount	\$340.00
6/26/2025	Check / Ref #: 20436 Payee: Ferrellgas	

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General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,
Payments Journal
6/1/2025 to 6/30/2025

6680	Utilities	202.93
	Check Amount	\$202.93
6/26/2025	Check / Ref #: 20437	Payee: Centurylink
6630	Telephone/VOIP	133.84
	Check Amount	\$133.84
6/26/2025	Check / Ref #: 20438	Payee: Joseph Hittner
6650	Travel & Training	220.00
	Check Amount	\$220.00
6/26/2025	Check / Ref #: 20439	Payee: Brayden Myers
6320	Dues, Licenses & Subscriptions	50.00
	Check Amount	\$50.00
6/26/2025	Check / Ref #: 20440	Payee: CIS
6320	Dues, Licenses & Subscriptions	661.50
	Check Amount	\$661.50
6/26/2025	Check / Ref #: 20441	Payee: USA BlueBook
6660	Treatment Chemicals	277.83
	Check Amount	\$277.83
6/26/2025	Check / Ref #: 20442	Payee: OAWU
6320	Dues, Licenses & Subscriptions	381.50
	Check Amount	\$381.50
6/26/2025	Check / Ref #: 20443	Payee: Core & Main, LP
6620	System Maintenance & Repair	338.90
	Check Amount	\$338.90
6/26/2025	Check / Ref #: 20444	Payee: Connye Corey
6520	Printing, Advertising & Notice	108.79
	Check Amount	\$108.79
6/26/2025	Check / Ref #: 20445	Payee: Centerlogic, Inc.
6400	IT Services	398.75
	Check Amount	\$398.75
6/30/2025	Check / Ref #: 20450	Payee: One Call Concepts
6300	Contracted Services	30.80
	Check Amount	\$30.80
6/30/2025	Check / Ref #: 20451	Payee: United States Treasury
6010	Personnel Costs	43.85
	Check Amount	\$43.85
6/30/2025	Check / Ref #: 20452	Payee: Local Government Law Group
6410	Legal Services	1,385.00
	Check Amount	\$1,385.00
6/30/2025	Check / Ref #: 20453	Payee: HASCO Stations, LLC
6380	Fuel & Oil	1,038.33
	Check Amount	\$1,038.33
6/30/2025	Check / Ref #: 20454	Payee: Mikael Hesse
6455	Janitorial Services	1,750.00
	Check Amount	\$1,750.00
6/30/2025	Check / Ref #: 20455	Payee: Tillamook County Solid Waste
6680	Utilities	32.48
	Check Amount	\$32.48
6/30/2025	Check / Ref #: 20456	Payee: G3 Electric LLC
6260	Building & Grounds Maint.	231.08

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2:40 PM

General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,
Payments Journal
6/1/2025 to 6/30/2025

	Check Amount	\$231.08
6/30/2025	Check / Ref #: 20457	Payee: Mascot Equipment
6380	Fuel & Oil	316.78
	Check Amount	\$316.78
6/30/2025	Check / Ref #: 20458	Payee: Core & Main, LP
6865	System	995.10
	Renair/Renlace	
	Check Amount	\$995.10
6/30/2025	Check / Ref #: 20459	Payee: Oregon AFSCME
	OR AFSCME Payable	54.43
	Check Amount	\$54.43
6/30/2025	Check / Ref #: 20460	Payee: 3J Consulting, Inc.
6305	Contracted Services	4,005.90
	PLANNER	
	Check Amount	\$4,005.90
6/30/2025	Check / Ref #: 20461	Payee: Centerlogic, Inc.
6400	IT Services	145.00
6760	Office	2,733.24
	Equipment/Software	
	Check Amount	\$2,878.24
6/30/2025	Check / Ref #: 20462	Payee: Tillamook County Sheriff
6315	Contracted Services	10,173.80
	POLICE	
	Check Amount	\$10,173.80
6/30/2025	Check / Ref #: 20463	Payee: Melora Hitchman
6500	Office Supplies	36.99
	Check Amount	\$36.99
6/30/2025	Check / Ref #: 20464	Payee: WFCA: Daily Dispatch
6320	Dues, Licenses &	575.00
	Subscriptions	
	Check Amount	\$575.00
6/30/2025	Check / Ref #: 20465	Payee: Koontz, Blasquez & Associates, P.C.
6240	Auditing &	7,500.00
	Accounting Services	
	Check Amount	\$7,500.00
6/30/2025	Check / Ref #: 20466	Payee: Ferrellgas
6680	Utilities	229.91
	Check Amount	\$229.91
6/30/2025	Check / Ref #: 20467	Payee: Tillamook PUD
6680	Utilities	5,051.37
	Check Amount	\$5,051.37
6/30/2025	Check / Ref #: 20468	Payee: Rosenberg Builders Supply
6610	Supplies & Services	2.57
	Check Amount	\$2.57
6/30/2025	Check / Ref #: GJ-00025	Payee: Interfund Payroll Entries
2050	Payroll Due to	26,097.58
	General Fund	
	Check Amount	\$26,097.58
6/30/2025	Check / Ref #: GJ-00026	Payee: Interfund Payroll Entries
2050	Payroll Due to	224.19
	General Fund	
	Check Amount	\$224.19
6/30/2025	Check / Ref #: GJ-00026	Payee: Interfund Payroll Entries
2050	Payroll Due to	24,175.53
	General Fund	
	Check Amount	\$24,175.53

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2:40 PM

General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,
Payments Journal
6/1/2025 to 6/30/2025

6/30/2025 Check / Ref #: GJ-00027 Payee: Interfund Payroll Entries

2050	Payroll Due to	224.19
	General Fund	
	Check Amount	\$224.19

6/30/2025 Check / Ref #: GJ-00028 Payee: Interfund Payroll Entries

2050	Payroll Due to	9,816.40
	General Fund	
	Check Amount	\$9,816.40

6/30/2025 Check / Ref #: GJ-00028 Payee: Interfund Payroll Entries

2050	Payroll Due to	12,006.56
	General Fund	
	Check Amount	\$12,006.56

6/30/2025 Check / Ref #: GJ-00029 Payee: Interfund Payroll Entries

2050	Payroll Due to	179.36
	General Fund	
	Check Amount	\$179.36

6/30/2025 Check / Ref #: GJ-00029 Payee: Interfund Payroll Entries

2050	Payroll Due to	44.84
	General Fund	
	Check Amount	\$44.84

1050 1st Security Checking Totals	\$583,265.94
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Report Totals	\$587,869.78
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Records included in total = 147

Report Options

Check Date: 6/1/2025 to 6/30/2025

Display Notation: No

AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **Resolution Approving a Job Description for Fire Chief**
DATE: 14 July 2025

BACKGROUND

At the June 2025 City Council meeting, Council adopted job descriptions for a Fire Chief and for a City Recorder/Clerk. After that meeting, it was pointed out that City code requires that the Fire Chief job description be adopted via Resolution. The attached Resolution would adopt the job description as required.

RECOMMENDATION

Staff recommends that Council adopt Resolution 2025-06.

COST

None.



Jake Boone, City Manager

CITY OF GARIBALDI

RESOLUTION NO. 2025-06

A RESOLUTION APPROVING A JOB DESCRIPTION FOR FIRE CHIEF

WHEREAS, the City of Garibaldi operates a municipal fire department; and

WHEREAS, that department requires a fire chief for its administration; and

WHEREAS, Ordinance 301, passed in 2007, requires that a job description describing the fire chief's responsibilities be approved by Resolution; and

WHEREAS, the City Council of the City of Garibaldi wishes to approve the attached job description;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF GARIBALDI RESOLVES AS FOLLOWS:

1. The job description for fire chief of the Garibaldi Fire Department shall hereby be adopted as described in Appendix A, attached.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR, this ____ day of ____, 2025.

Katie Findling, Mayor

ATTEST:

Jake Boone, City Manager

APPENDIX A

Job Description: Fire Chief

Employment Status:

Regular full-time; exempt from overtime. Subject to the City's Personnel Policies.

Position Summary:

The Fire Chief is the highest-ranking officer in the Garibaldi Fire Department (GFD) and simultaneously serves as the Fire Chief for the Garibaldi Rural Fire Protection District (GRFPD) under intergovernmental agreement. The Chief is responsible for planning, organizing, administering, and directing the operations of the GFD in compliance with applicable local, state, and federal laws. This includes emergency response coordination, personnel management, departmental leadership, public communication, and fiscal oversight. The Fire Chief works under the direct supervision of the City Manager and provides executive-level leadership for all fire protection, prevention, and emergency services.

Essential Duties and Responsibilities:

Emergency Operations and Incident Command

- Responds to emergencies and assumes command as needed.
- Manages strategic and tactical objectives at incident scenes.
- Maintains operational readiness for fire suppression, EMS, hazardous materials, and disaster response.
- Oversees fire prevention programs, code enforcement, inspections, and fire investigations.
- Serves as Fire Marshal for both the City and the GRFPD.

Departmental Leadership and Personnel Management

- Recruits, supervises, and evaluates staff and volunteers.
- Ensures compliance with personnel policies and labor laws.
- Develops and implements training, performance evaluations, and succession planning.
- Administers disciplinary actions as necessary and in accordance with City policy.
- Maintains collaborative relationships with elected officials, staff, community partners, neighboring agencies, and members of the public.
- Conducts oneself at all times in accordance with all relevant ethical standards.

Risk Management and Safety

- Develops and enforces workplace health and safety policies.
- Ensures personnel are physically and mentally fit for duty.
- Monitors compliance with occupational safety standards.

Asset and Facility Oversight

- Manages maintenance and inventory of equipment, vehicles, and facilities.
- Develops procedures for proper use and upkeep of department assets.
- Coordinates capital improvement planning and implementation.

Fiscal Management

- Prepares and administers the department budget.
- Ensures procurement practices meet City financial policies.
- Seeks and applies for grants and other funding opportunities.

Public Relations and Interagency Coordination

- Serves as liaison to other fire departments, law enforcement, and public agencies.
- Attends public meetings, hearings, and community events.
- Develops public education and outreach programs.

Strategic Planning and Development Review

- Participates in emergency preparedness and long-range planning.
- Reviews land use applications for fire safety compliance.
- Coordinates with planning and development agencies.

Performs other duties as assigned by the City Manager.

Minimum Qualifications:

Minimum of eight (8) years of firefighting experience, including five (5) years in a supervisory role.

At least three (3) years of experience as a Fire Chief, Battalion Chief, or equivalent.

NFPA certifications: Firefighter II, Fire Officer I, Instructor I.

Valid Oregon driver's license with a safe driving record.

EMT Basic certification required within six months of hire.

Completion of ICS-100, 200, 300, 400, 700, and 800 courses.

Demonstrated ability to manage personnel, budgets, emergency operations, and interagency coordination.

Preferred Qualifications:

Associate's degree or better in Fire Science, Public Administration, or related field.

Physical Requirements:

Must meet the essential job tasks listed in NFPA 1582, Chapter 5. Must possess sufficient physical ability to operate equipment, perform emergency services, and lift heavy objects as needed. Reasonable accommodation will be made as required by law.

Working Conditions:

Work is performed in varied settings including office environments, emergency scenes, and public events. Exposure to smoke, chemicals, hazardous materials, extreme temperatures, and high-stress situations is common.

Supervision:

This position works under the general supervision of the City Manager.

AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **Resolution Setting Transportation Fee Rate**
DATE: 14 July 2025

BACKGROUND

At the June 2025 City Council meeting, Council adopted Ordinance 337, which amended City code and instituted a Transportation Utility Fee. The Transportation Utility Fee rate must be set by Resolution. The attached resolution would set the rate at \$10 per addressed unit (i.e. per residence or business).

Note that this is a “starting” amount, and will likely need to be further adjusted in the future.

RECOMMENDATION

Staff recommends that Council adopt Resolution 2025-07.

COST

None.



Jake Boone, City Manager

CITY OF GARIBALDI

RESOLUTION NO. 2025-07

A RESOLUTION SETTING A TRANSPORTATION UTILITY FEE RATE

WHEREAS, the City of Garibaldi has a Transportation Utility Fee for the purpose of securing revenue for use on Garibaldi's transportation infrastructure; and

WHEREAS, Garibaldi Municipal Code 3.30.050(B) requires that the rate for the Transportation Utility Fee be set by Resolution; and

WHEREAS, the Garibaldi Budget Committee recommended a fee of ten dollars (\$10.00) per month;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF GARIBALDI RESOLVES AS FOLLOWS:

1. The Transportation Utility Fee is hereby set at ten dollars (\$10.00) per unit per month.
2. This rate is effective upon passage of this Resolution.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR, this ____ day of ____, 2025.

Katie Findling, Mayor

ATTEST:

Jake Boone, City Manager

AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **Authorization of City Staff to Process OLCC Special Event License Applications**
DATE: 14 July 2025

BACKGROUND

Whenever a restaurant, tavern, or other purveyor of alcoholic beverages wishes to get a short term license to serve alcohol at a special event in the state of Oregon, the city in which the special event will be located has an opportunity to recommend to the Oregon Liquor Control Commission (OLCC) whether the license should be granted or denied. A third option – taking no stance whatsoever – is also possible.

While past practice of the City appears to have been to have staff process these special event license applications without taking them to Council, staff has as of yet found no specific authorization to do so. As a result, the attached Resolution has been prepared. This Resolution would authorize City staff to process OLCC special event license applications without the need to refer each one to a Council meeting.

RECOMMENDATION

Staff recommends that Council adopt Resolution _____.

COST

None.



Jake Boone, City Manager

CITY OF GARIBALDI

RESOLUTION NO. 2025-08

A RESOLUTION AUTHORIZING CITY STAFF TO PROCESS OLCC SPECIAL EVENT LICENSE APPLICATIONS

WHEREAS, the City of Garibaldi is charged with recommending approval or denial of alcohol permits to the Oregon Liquor and Cannabis Commission; and

WHEREAS, special event permit applications come before the City from time to time; and

WHEREAS, City Council meetings are generally held once per month; and

WHEREAS, the City Council of the City of Garibaldi wishes the special event permit application process to proceed with minimal delay;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF GARIBALDI RESOLVES AS FOLLOWS:

1. Applications for Oregon Liquor and Cannabis Commission Special Event Permit Applications shall be processed by the City Manager or the City Manager's designee.
2. Such permits shall recommend approval unless the City Manager has reason to recommend otherwise.
3. All Special Event Permit Application actions shall be reported to the City Council at its regular meetings, unless the Council otherwise directs.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR, this ____ day of ____, 2025.

Katie Findling, Mayor

ATTEST:

Jake Boone, City Manager

AGENDA ITEM

TO: Mayor and City Council
FROM: Katie Findling, Mayor
SUBJECT: **Expectations of Council with Staff**
DATE: 14 July 2025

BACKGROUND

The City of Garibaldi's governance is structured under a Council-Manager system as defined by the City Charter and the Garibaldi Municipal Code. In this form of government, the City Council is responsible for policy + legislative matters, while the City Manager serves as the administrative head of the city, with authority over personnel management, supervision of staff, & the implementation of council directives.

We will be scheduling a special session during this meeting (likely in August) to review council rules, roles, and expectations. In the meantime, recent patterns of interaction between individual council members and staff have highlighted the need to revisit and clarify these respective roles in the interim until that meeting can be held. In a few instances, councilors have directly approached staff with task / project requests or given direction about job duties and staffing decisions, including matters related to performance management and hiring.

While often well-intentioned, such interactions, especially when they involve requests that are time-intensive or that pertain to staffing decisions, can inadvertently overstep the roles set by the Charter and Municipal Code. This can result in confusion, inefficiency, and discomfort among staff, or even create a perception of undue influence or pressure.

To ensure a healthy and professional working environment, and not invite or create a hostile workplace, which could raise concerns under Oregon labor law or prompt scrutiny from agencies such as BOLI - it is important that all council members engage with staff through the appropriate channels. As the "council rules" session hasn't occurred yet, this agenda item time for council to discuss proper behavior regarding staff interactions, and **not** acting in a manner to invite lawsuits or BOLI complaints:

<https://www.oregon.gov/boli/employers/pages/workplace-bullying.aspx>

COST

None.

Katie Findling, Mayor

AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **OLCC Special Event License Application – Garibaldi Cellars**
DATE: 14 July 2025

BACKGROUND

Whenever a restaurant, tavern, or other purveyor of alcoholic beverages wishes to get a short term license to serve alcohol at a special event in the state of Oregon, the city in which the special event will be located has an opportunity to recommend to the Oregon Liquor Control Commission (OLCC) whether the license should be granted or denied. A third option – taking no stance whatsoever – is also possible.

Garibaldi Cellars has applied for an OLCC Special Event License in conjunction with Garibaldi Days. Staff is unaware of any reason to recommend anything but approval.

RECOMMENDATION

Staff recommends that Council recommend approval of the Special Event License for Garibaldi Cellars to the OLCC.

COST

None.



Jake Boone, City Manager



OREGON LIQUOR & CANNABIS COMMISSION

Instructions for Local Government Recommendation – Special Events License

The local government is as follows:

- (a) If the address of the event is within a city's limits, the local government is the city.
- (b) If the address of the event is not within a city's limits, the local government is the county.

The OLCC will accept local government recommendations for alcohol special events in two formats: the commission produced form, or a written endorsement produced by the local government that meets our standards described below. Annual Liquor License applications must have their recommendation given on their specific form, which is different from this special event form.

FORM INSTRUCTIONS:

- **Section 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county jurisdiction. Applicant verifies with the local government whether additional forms or fees are required. **Applicant completes payment to local jurisdiction for processing application if they require fees. This does not include OLCC license fees.**

- **Section 2: Local government** completes Section 2 of this form and returns it to the applicant. **Applicant** uploads the complete form and any supporting information provided by the city or county to CAMP.

WRITTEN RECOMMENDATION INSTRUCTIONS:

Instead of using this form, The OLCC will accept a written recommendation produced by the Local Government and given to the applicant to submit. The recommendation must be in written format such as letter or email, and includes the required information described below. Applicant uploads this recommendation and any supporting information provided by the city or county to CAMP.

Required Recommendation Information: The written recommendation must include the event applicant name, event name, event address, event license type, event dates, name of local government, name & title of reviewing official, date of review, and the recommendation outcome. Recommendation outcomes can be: Recommend Granting License, No Recommendation given/Neutral, or Recommend Denial. If recommending denial, please explain as to why it would meet the denial criteria in OAR 845-005-0308.

Special Event License Types	
Temporary Sales License, For Profit (TSL-FP)	Special Event Brewery-Public House (SEBPH)
Temporary Sales License, Non-Profit 1 (TSL-NP1)	Special Event Brewery (SEB)
Temporary Sales License, Non-Profit 2 (TSL-NP2)	Special Event Distillery (SED)
Temporary Use of Annual License – Limited (TUAL-L)	Special Event Grower Sales Privilege (SEG)
Temporary Use of Annual License – Full (TUAL-F)	Special Event Winery (SEW)

**Local Government Recommendation – Special Event License****Section 1 – Submission - To be completed by Applicant:****License Information**

Applicant Name(s): Garibaldi Cellars ☐ Annual Licensee
Event Name: Garibaldi Days
Event Address: 3rd ST & Jerry Creasy DR Ste: OR
City: Garibaldi County: Tillamook Zip: 97118
License Type: Special Event Licence (SEW) ☐ At Existing Licensed Premises

Application Contact Information

Contact Name: Josef Garibaldi Phone: 503-816-0426
Mailing Address: 8920 SW Edgewood ST
City: Tigard State: OR Zip: 97223
Email Address: garibaldij@gmail.com

Event Details

Event Dates: July 25 and July 26, 2025
Event Times: 7/25: 12PM-8PM, 7/26: 10AM-9PM
Expected Daily Attendance: 200 Peak Expected Attendance: 300
To the best of your knowledge, is this the only special event application for this event? Y/N?

Please check all that apply to your proposed event:

Off-Premises Sales:	<input type="checkbox"/> Beer/Wine/Cider	<input type="checkbox"/> Distilled Spirits
Tastings only:	<input checked="" type="checkbox"/> Beer/Wine/Cider	<input type="checkbox"/> Distilled Spirits
On-Premises Consumption:	<input type="checkbox"/> Beer/Wine/Cider	<input type="checkbox"/> Distilled Spirits
<input type="checkbox"/> Indoor Consumption	<input checked="" type="checkbox"/> Outdoor Consumption	

Food Service Available: Yes, full menu concessions from several restaurant/food vendors.

☒ Proposing to Allow Minors**Section 1 Continued on next page**



Local Government Recommendation – Special Event License

Section 1 Continued – Submission - To be completed by Applicant:

Applicant Name/Legal Entity Name: Garibaldi Cellars, LLC, Josef Garibaldi

Event Name: Garibaldi Days

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Recommendation - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **Surplus Property Disposition**
DATE: 14 July 2025

BACKGROUND

The City of Garibaldi owns several items of law enforcement equipment, specifically a firearm, a LIDAR unit, and a riot shield (specifics below). Garibaldi does not at present have use for these items. Law enforcement emergency response in Tillamook is at present provided by the Tillamook County Sheriff's Office. In order to keep these resources in use for law enforcement purposes, it would be appropriate to declare these items surplus and transfer their ownership to TCSO.

Bushmaster AR
Model XM15-E25
Caliber 223
Serial # L300932

Lidar:
Make - MPH
Model - 880010
Serial number - 10538

Shield:
Make - United Shield International
Size - 24" x 40" ASSAULT
Lot number - 2-SAL-0007926
Protection Level - 111A
Serial number - 001

RECOMMENDATION

Staff recommends that Council, by motion, declare the firearm, LIDAR unit, and riot shield as surplus property, and direct City staff to transfer ownership of those items to the Tillamook County Sheriff's Office.

COST

None.



Jake Boone, City Manager

AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **Charter Update Process**
DATE: 14 July 2025

BACKGROUND

One of the City Council's goals for 2025-26 is to undertake a full review and revision of the City's outdated Charter and Code. The first part of this process will be a review of the current Garibaldi Charter to propose any necessary and/or desired changes, which would eventually go before the voters for approval.

While there is no mandated process for performing such a review, it may be worthwhile to create a committee consisting of both Council members and local residents with relevant skills and/or interest in examining existing Charter language and in helping craft an update.

RECOMMENDATION

Staff recommends that Council discuss the desired Charter review framework and, by motion, direct staff accordingly.

COST

None.



Jake Boone, City Manager

1992 CITY OF GARIBALDI, OREGON CHARTER

PREAMBLE

We, the people of Garibaldi, Oregon, in order to avail ourselves of self-determination in municipal affairs to the fullest extent now or hereafter possible under the Constitutions and laws of the United States and the State of Oregon, through this charter confer upon the city the following powers, subject it to the following restrictions, prescribe for it the following procedures and governmental structure, and repeal all previous charter provisions of the city.

Chapter I NAMES AND BOUNDARIES

Section 1. Title of Charter. This Charter may be referred to as the 1992 City of Garibaldi Charter.

Section 2. Name of City. The City of Garibaldi, Oregon, continues under this charter to be a municipal corporation with the name City of Garibaldi.

Section 3. Boundaries. The city includes all territory within its boundaries as they now exist or hereafter are modified pursuant to state law. The custodian of the city's records shall keep an accurate, current description of the boundaries and make a copy of it available for public inspection in the city during regular city office hours.

Chapter II POWERS

Section 4. Powers of the City. The city has all powers that the Constitution, statutes, and common law of the United States and this state now or hereafter expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers.

Section 5. Construction of Powers. In this charter, no specification of a power is exclusive or restricts authority that the city would have if the power were not specified. The charter shall be liberally construed that the city may exercise fully all its powers possible under this charter and under United States and Oregon law. All powers are continuing unless a specific grant of power clearly indicates the contrary.

Section 6. Distribution of Powers. Except as this charter prescribes otherwise and as the Oregon Constitution reserves municipal legislative power to the voters of the city, all powers of the city are vested in the council.

Chapter III

FORM OF GOVERNMENT

Section 7. Council. The council consists of a mayor and four councilors nominated and elected from the city at large or, in case of one or more vacancies in the council, the council members whose offices are not vacant.

Section 8. Councilors. The term of office of a councilor in office when this charter is adopted is the term of office for which the councilor has been elected before adoption of the charter (or is elected at the time of the adoption). At each general election after the adoption, two councilors shall be elected, each for a four-year term.

Section 9. Mayor. The term of office of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after that time. At each subsequent general election, a mayor shall be elected for a two-year term.

Section 10. Terms of Office. The term of office of an elective officer who is elected at a general election begins at the first council meeting of the year immediately after the election and continues until the successor to the office assumes the office.

Section 11. Appointive Offices. A majority of the council may:

[1] Create, abolish, and combine appointive city offices,

[2] Except as the majority prescribes otherwise, fill such offices by appointment and vacate them by removal, and/or

[3] By ordinance, affirm the rights of any city personnel to participate in political activities, and may limit those activities to the extent necessary for orderly and effective operation of the city government.

Chapter IV COUNCIL

Section 12. Rules. The council shall, by ordinance, prescribe rules to govern its meetings and proceedings.

Section 13. Meetings. The council shall meet in the city regularly at least once a month at a time and place designated by council's rules, and may meet at other times in accordance with the rules.

Section 14. Quorum. A majority of the council constitutes a quorum for its business.

Section 15. Record of Proceedings. An accurate and comprehensive record of council proceedings shall be kept and authenticated in a book provided for that purpose.

Section 16. Mayor's Functions at Council Meetings.

[1] When present at council meetings the mayor shall:

- (a) Preside over deliberations of the council,
- (b) Preserve order,
- (c) Enforce council rules, and
- (d) Determine the order of business under the rules.

[2] The mayor is a voting member of the council.

Section 17. Council President and Vice President.

[1] At its first meeting after this charter takes effect and at its first meeting of each year, the council shall appoint a president and vice president from its councilors.

[2] Except in voting on questions before the council the president shall function as mayor when the mayor is:

- (a) Absent from a council meeting, or
- (b) Unable to function as mayor.

[3] The vice president shall function as mayor when the mayor and council president are:

- (a) Absent from a council meeting, or

- (b) Unable to function as mayor.

Section 18. Vote Required. Except as otherwise provided in this charter, the express concurrence of majority of the council members present and constituting a quorum is necessary to decide affirmatively a question before the council.

Section 19. Vacancies – Occurrence. The office of a member of the council becomes vacant:

[1] Upon the incumbent's:

- (a) Death,
- (b) Adjudicated incompetence, or
- (c) Recall from the office; or

[2] Upon declaration by the council of the vacancy in case of the incumbent's:

- (a) Failure, following election or appointment to the office, to qualify for the office within 10 days after the time for his or her term of office to begin,
- (b) Absence from the city for 30 days without the council's consent or from all meetings of the council within 60 days,
- (c) Ceasing to reside in the city,
- (d) Ceasing to be a qualified elector under state law,
- (e) Conviction of a felony punishable by loss of liberty,
- (f) Resignation from the office.

Section 20. Vacancies – Filling. The office of a member of the council becomes vacant:

[1] A vacancy in the council shall be filled by appointment by a majority of the council. The appointee's term of office runs from the time of his or her qualifying for the office after the appointment and until expiration of the term of the predecessor who has left the office vacant.

[2] During a council member's disability to serve on the council or during a member's absence from the city, a majority of the other council members may, by appointment, fill the vacancy pro tem.

Chapter V

POWERS AND DUTIES OF OFFICERS

Section 21. Mayor. The mayor shall:

- [1] Appoint the committees and department commissioners provided under the rules of the council,
- [2] Sign all approved records and proceedings of the council,
- [3] Sign all ordinances passed by the council,
- [4] Have no veto power, and
- [5] Upon approval of the council, endorse all bonds of officers of the city and for licenses, contracts and proposals.

Section 22. Municipal Court and Judge.

- [1] If the council creates the office of municipal judge and fills it by appointment, the appointee shall hold, within the city at a place and time that the council specifies, a court known as the Municipal Court for the City of Garibaldi, Tillamook County, Oregon.
- [2] Except as this charter or city ordinance prescribes to the contrary, proceedings of the court shall conform to general laws of this state governing justices of the peace and justice courts.
- [3] All area within the city and, to the extent provided by state law, area outside the city is within the territorial jurisdiction of the court.
- [4] The municipal court has original jurisdiction over every offense that an ordinance of the city makes punishable. The court may enforce forfeitures and other penalties that such ordinances prescribe.
- [5] The municipal judge may:
 - (a) Render judgments and, for enforcing them, impose sanctions on persons and property within the court's territorial jurisdiction;
 - (b) Order the arrest of anyone accused of an offense against the city;
 - (c) Commit to jail or admit to bail anyone accused of such an offense;

- (d) Issue and compel obedience to subpoenas;
- (e) Compel witnesses to appear and testify and jurors to serve in the trial of matters before the court;
- (f) Penalize contempt of court;
- (g) Issue process necessary to effectuate judgments and orders of the court;
- (h) Issue search warrants; and
- (i) Perform other judicial and quasi-judicial functions prescribed by ordinance.

[6] The council may authorize the municipal judge to appoint municipal judges pro tem for terms of office set by the judge or the council.

[7] Notwithstanding this section, the council may transfer some or all of the functions of the municipal court to an appropriate state court.

Section 23. Recorder. The recorder shall serve as an ex officio clerk to the council, attend all its meetings unless excused therefrom by the council, keep an accurate record of its proceedings in a book provided for that purpose, and sign all orders on the treasury. Upon the recorder's absence from a council meeting, the council shall appoint a clerk of the council pro tem, who, while acting in the capacity, shall have all the authority and duties of the recorder.

Section 24. City Manager.

[1] The office of City Manager is established as the administrative head of the city government. The City Manager is responsible to the mayor and council for the proper administration of all city business. The City Manager will assist the mayor and council in the development of city policies and will carry out policies established by ordinances and resolutions.

[2] A majority of the council shall appoint and may remove the Manager. The appointment shall be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.

[3] The Manager need not reside in the city.

[4] The Manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the council. The council shall fill the office by appointment as soon as practicable after the vacancy occurs.

[5] The Manager shall:

- (a) Attend all council meetings unless excused by the mayor or council;
- (b) Make reports and recommendations to the mayor and council about the needs of the city;
- (c) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
- (d) Appoint, supervise and remove city employees;
- (e) Organize city departments and administrative structure;
- (f) Prepare and administer the annual city budget;
- (g) Administer city utilities and property;
- (h) Encourage and support regional and intergovernmental cooperation;
- (i) Promote cooperation among the council, staff and citizens in developing city policies and building a sense of community;
- (j) Perform other duties as directed by the council; and
- (k) Delegate duties, but remain responsible for acts of all subordinates.

[6] The Manager has no authority over the council, the city attorney, or the judicial functions of the municipal judge.

[7] The Manager and other employees designated by the council may sit at council meetings but have no vote. The Manager may take part in all council discussions.

[8] When the Manager is temporarily unable to act as Manager or when the office of Manager becomes vacant, the council shall appoint a Manager pro tem. The Manager pro tem has the authority and duties of Manager, except that a pro tem Manager may appoint or remove employees only with council approval.

[9] No council member shall directly or indirectly attempt to coerce the Manager or a candidate for the office of Manager in the supervision, appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for removal of a council member from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the Manager relating to city business. (Added at November 2, 2010, election)

Chapter VI ELECTED OFFICERS

Section 25. Qualifications.

[1] An elective city officer shall be a qualified elector under the state constitution and shall have resided in the city during the 12 months immediately before filing a petition for elective office, or appointed to the office by the council. In this subsection, "city" means area inside the city limits at the time of the election or appointment.

[2] No person may be a candidate at a single election for more than one elective city office.

[3] An elective officer may be employed in a city position that is substantially volunteer in nature. Whether the position is so may be decided by the municipal court, or in some other manner, whichever the council prescribes.

[4] Except as subsection 3 of this section provides to the contrary, the council is the final judge of the election and qualifications of its members.

[5] The qualifications of appointive officers of the city are whatever the council prescribes or authorizes.

Section 26. Compensation. No council member shall receive compensation for holding an elected office. Council members may be reimbursed for expenses that they incur in serving the city.

Section 27. Oath. Before assuming city office, an officer shall take an oath or shall affirm that he or she will faithfully perform the duties of the office and support the Constitution and laws of the United States and of the State of Oregon.

Chapter VII ELECTIONS

Section 28. State Law. Except as this charter or a city ordinance prescribes to the contrary, a city election shall conform to state law applicable to the election.

Section 29. Nominations. A person may be nominated in a manner prescribed by general ordinance to run for an elective office of the city.

Chapter VIII ORDINANCES

Section 30. Ordaining Clause. The ordaining clause of an ordinance shall be “The City of Garibaldi ordains as follows:”

Section 31. Adoption by Council. An ordinance may be adopted by any one of the following procedures:

[1] By reading a proposed ordinance fully and distinctly in an open council meeting on two different days before adoptions;

[2] By reading a proposed ordinance fully and distinctly one time and a second time by title only at a single meeting upon the expressed unanimous vote of all council members present; or,

[3] Any reading of a proposed ordinance may be by title only if:

(a) No council member present at the reading requests that the proposed ordinance be read in full, and

(b) At least one week before the reading:

(i) A copy of the proposed ordinance is provided for each council member,

(ii) Three copies of the proposed ordinance are available for public inspection in the office of the city recorder, and

(iii) Notice of the availability of copies of the proposed ordinance is given by written notice posted at the city hall and two other public places in the city.

[4] A proposed ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed prior to the reading, unless each section so differing is read fully and distinctly in open council meeting before the council adopts the ordinance.

[5] Upon the adoption of an ordinance, the ayes and nays of the council members shall be entered in the record of council proceedings.

[6] After adoption of an ordinance, the city recorder shall endorse it with its date of adoption and the endorser's name and title of office, and seal the original with the City of Garibaldi seal.

Section 32. Effective Date. A non-emergency ordinance takes effect on the thirtieth day after its adoption or on a later day the ordinance prescribes. An ordinance adopted to meet an emergency may take effect as soon as adopted.

Chapter IX PUBLIC IMPROVEMENTS

Section 33. Procedure.

[1] The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by applicable state law. Proposed action on a public improvement that is not declared by two-thirds of the council present to be needed at once because of an emergency shall be suspended for six months upon remonstrance by owners of land to be specially assessed for the improvement. The number of owners necessary to suspend the action shall be prescribed by general ordinance. A second such remonstrance suspends the action only with the consent of the council.

[2] In this section "owner" means the record holder of legal title or, as to land being purchased under a land sale contract that is recorded or verified in writing by the record holder of legal title, the purchaser.

Section 34. Special Assessments. The procedure for fixing, levying, and collecting special assessments against real property for public improvements or other public services shall be governed by general ordinance.

Section 35. Condemnation. Any necessity of taking property for the city by condemnation shall be determined by the council and declared by a resolution of the council describing the property and stating the uses to which it is to be devoted.

Chapter X MISCELLANEOUS PROVISIONS

Section 36. Continuation of Ordinances. Insofar as consistent with this charter, and until amended or repealed, all ordinances in force when the charter takes effect retain the effect they have at that time.

Section 37. Repeal. All charter provisions adopted before this charter takes effect are hereby repealed.

Section 38. Severability. The terms of this charter are severable. If a part of the charter is held invalid, that invalidity does not affect another part of the charter, except as the logical relation between two parts requires.

Section 39. Time of Effect. This charter takes effect thirty days after passage by the people of Garibaldi.

Passed by vote of the people May 19, 1992.

AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **Franchise Agreement Discussion**
DATE: 14 July 2025

BACKGROUND

The City's franchise agreement with Tillamook Public Utility District is ready to be renewed. This is an opportunity for both parties to that agreement to renegotiate terms.

Specifically, should Council find it desirable, this may be an opportunity to add a requirement to place new and/or replacement utility lines underground once the new agreement is in place.

RECOMMENDATION

Staff recommends that Council discuss whether utility undergrounding would be desirable in the new franchise agreement with the Tillamook Public Utility District.

COST

None.



Jake Boone, City Manager

FRANCHISE AGREEMENT

THIS FRANCHISE AGREEMENT ("Agreement"), entered into and effective this 19 day of ~~November~~ 2020 ("Effective Date"), by and between the CITY OF GARIBALDI, a municipal corporation of the State of Oregon, hereinafter referred to as the "City," and the TILLAMOOK PEOPLE'S UTILITY DISTRICT, a people's utility district of the State of Oregon, hereinafter referred to as the "District."

WITNESSETH:

WHEREAS, the District is a people's utility district formed and operating within the City pursuant to ORS Ch. 261; and

WHEREAS, the City provides general governmental services to its residents; and as provided by ORS 221.410 to 221.475, ORS 758.210 to 758.270 and ORS 758.470, has the legal authority to regulate publicly owned right-of-way under its control and issue franchises and/or impose charges upon publicly and privately owned suppliers of electrical energy, as well as take any other action or activity specified therein and/or any other applicable Oregon or federal law; and

WHEREAS, the District is authorized by law to own and operate an electrical system within its territorial jurisdiction and service boundary, which authority includes constructing facilities across or along any street within the City after first obtaining consent from the City for such construction, and is authorized to enter into this Agreement with the City; and

WHEREAS, the Franchise Fee payable pursuant to this Agreement is intended to generate revenues used by the City for the provision of general governmental services to its residents; and

NOW, THEREFORE, the District and the City agree as follows:

Section 1 **Grant of Exclusive Franchise**

A. The District's authority to operate within the City shall be deemed an exclusive franchise for the purposes of conducting its electrical distribution business within the corporate limits of the City as the same now exist or may hereafter be constituted. However, nothing herein contained shall in any way limit the City's ability to grant easement and/or franchise rights to other entities providing services other than electrical distribution services.

B. The District's right to occupy City streets includes the right to construct, maintain, repair, replace, upgrade, and operate poles, wires, fixtures, transformers, substations, other equipment, including lawful pole attachments by third parties, underground ducts and circuits and any other facilities ("Facilities") necessary or convenient to provide services and products upon, over, along, under and across the streets, alleys, roads and other public places and rights-of-way within the corporate limits or under the control of the City ("City Rights-Of-Way") as the same now exist, or may be hereafter constituted.

C. All Facilities located within the corporate limits of the City as of the Effective Date of this Agreement shall be deemed to be covered by the terms of this Agreement, and the location and placement of such Facilities is hereby approved, unless such Facilities become subject to the requirements of Section 7 herein.

Section 2: Term and Termination

A. This Agreement shall be effective as of the Effective Date and shall terminate on September 1, 2025 ("Initial Term"), unless otherwise provided in this Agreement. No later than ninety (90) days prior to the expiration of the Initial Term, the Parties shall begin to discuss a successor agreement. If the Parties have not entered into a successor agreement prior to the expiration of the Initial Term, then this Agreement shall continue to be in effect for an additional six (6) months or until a successor agreement is adopted by the Parties, whichever occurs first. Either party may terminate the Agreement, effective on or after the expiration of the then-current term, by providing six (6) months advanced written notice to the other Party.

B. Notwithstanding any other term set forth in this Agreement, it is expressly agreed by the parties hereto that either party to this Agreement may at any time after giving sixty (60) days written notice to the other party requesting the opening of negotiations to amend or change any term of this Agreement, meet with the other party's representatives to review, negotiate and reach an agreement on the issues set forth in the aforesaid notice.

Section 3: Construction of District Facilities

A. The District will complete all construction, repair and replacement work in a reasonable and safe manner in compliance with the requirements of applicable Oregon laws and City ordinances. Upon request by the City, the District's four-year construction work plans will be submitted to the City as such work plans may be approved by the District.

B. New District poles or other "ground-mounted" facilities installed in the City during any term of this Agreement shall be located, where applicable, behind the sidewalk toward the property owner's side, unless otherwise directed by the City; provided, however, that such facility location shall be in accordance with prudent utility practice and not in violation of any applicable law, rule, code or ordinance. This paragraph shall not apply to the replacement or upgrading of any pole or ground-mounted facility existing as of the Effective Date of this Agreement. After the District completes any such construction work, the District will, upon written request by the City, provide the City with any "as built" drawings and maps and/or sketches. The District should notify the City prior to the installation of any new or replacement pole or other "ground-mounted" facility to ensure that such installation(s) will not interfere with any planned City infrastructure project, as described in Section 7 herein.

C. Upon written request by the City, current utility maps incorporating construction completed by the District within the City shall be provided to the City for the City's use, at no expense to the City. The District and the City shall use map information for their exclusive use only, and to the extent allowed by law, will not disclose that information to the public.

D. Upon written request by the District, current City maps regarding tax lots, roads, streets, alleys, and zoning shall be provided to the District for the District's use at no expense to the District.

E. The District may perform emergency construction, repair or replacement work on any Facilities located within the City without providing prior notice to, or obtaining prior approval from, the City. The District shall notify the City of necessary changes to electrical facilities resulting from such emergency work any time that the City's infrastructure is materially affected, not including detours of less than four (4) hours.

F. The District shall have the right, without notification, to cut, trim, and control the growth by chemical means, machinery or otherwise remove and dispose of trees, shrubbery, vegetation and undergrowth in any City Rights-Of-Way that interfere with the District's permitted use.

G. The District shall obtain prior written permission from the City before cutting, trimming or otherwise controlling in any way any tree, shrubbery, vegetation or undergrowth within the City Rights-Of-Way for reasons other than those specifically listed in subsection (F) above.

H. Any vegetation waste shall be disposed of by District consistent with applicable local, Oregon and federal laws.

Section 4: District Excavations of City Rights-Of-Way

A. The District may make all necessary excavations in the City Rights-Of-Way for the purpose of constructing, repairing, maintaining, replacing, removing and/or relocating any District Facilities. All excavation work shall be done at the District's sole expense and in compliance with applicable Oregon laws and the applicable rules and regulations of the District and the City.

B. Whenever the District performs an excavation pursuant to this Agreement, the District shall restore the affected portion of the City Rights-Of-Way to the same or better condition that it was in prior to the excavation.

Section 5: Work By City In City Rights-Of-Way

A. The City will provide advance notice to the District, as early as possible, of any City plans to widen streets, relocate public ways, or other major public improvements within the City that could require relocation of District Facilities.

B. The City will give notice of any plans to vacate any City Rights-Of-Way, if the District's Facilities are located within such City Rights-Of-Way. The City will cooperate with the District to avoid unnecessary relocation of such Facilities. In the event of such vacation by the City, the City shall provide the District with the first right of refusal to convert a portion of the vacated City Rights-Of-Way to a utility easement.

C. Nothing in this Agreement shall be construed as preventing the City from sewerage, grading, paving, planking, repairing, widening, altering, or doing any work that may be reasonably necessary within any City Rights-Of-Way.

D. All work by the City within the City Rights-Of-Way shall be done, to the extent possible, in such a manner so as not to obstruct or prevent the District from freely using and operating its Facilities.

Section 6: New Development Within The City

A. The City will provide the District with the opportunity to review all new street and subdivision designs prior to plat approval by the City.

B. The City and the District will work together to determine the best non-exclusive utility corridor in all new street layouts, whenever reasonably possible.

C. The City shall require building permit applicants to notify the District of building permit applications at the time of such permit application, if such permit is to construct a new structure.

D. The City will provide notice, as early as possible, of any new construction or any expansion of existing commercial or industrial properties that may significantly increase the need for electrical power within the City.

Section 7: Relocation of District Facilities

Notwithstanding Section 5(d) above, the City may cause the District to relocate any Facility within the City Rights-Of-Way to the same or another City Right-of-Way, whenever relocation is necessary as part of a City-related infrastructure project. For purposes of this Agreement, "City-related" shall mean a project that is funded in whole or in part by the City and to be used by the City, and shall not mean a project undertaken by a private party at the request of the City or a project undertaken to satisfy conditions of approval imposed by the City as part of its land use regulations. "Infrastructure project" shall mean: Widening or otherwise modifying or constructing streets; Installing or modifying sidewalks; or Installing or relocating water lines, fire hydrants, valves, blow-offs, storm drains or sewers. The expense of relocating such Facilities will be paid solely by the District. The District will respond with a plan to relocate within 60 days and complete construction within 180 days from the date of notification by the City, unless otherwise agreed to in writing by the District and the City. The location, design and construction specifications of any Facilities relocated pursuant to this Section shall be determined by the District in its sole discretion so long as such location, design and construction specifications otherwise comply with the provisions of this Agreement.

Section 8: Monthly Fee

A. In consideration of the rights and privileges granted in this Agreement, the District shall pay to the City, for each month during the life of this Agreement beginning the Effective Date, a Franchise Fee equal to 5% of the District's gross revenues, as defined below,

less adjustments described below, collected during the previous month from District customers whose meters are located within the City ("Franchise Fee").

B. The term "Gross Revenues" includes any amount billed to customers within the corporate limits of the City for the sale of electric energy by the District. Gross Revenues do not include sales of electric energy by the District to the City or any other municipal corporation, Oregon or federal governmental agency, or public taxing body within the corporate limits of the City. Gross Revenues do not include sales of electric energy by the District to any electric utility that is not the ultimate consumer. An electric utility, as used in this Agreement, is any individual, partnership, cooperative, corporation or government agency buying electric energy from the District for purposes of distributing such electric energy to retail customers outside of the City or for purposes of transferring such electric energy in wholesale electric markets. Gross Revenues also do not include proceeds received by the District from the sale of bonds, mortgages, securities or other evidences of indebtedness. Additionally, gross revenues earned in interstate commerce by the District or on the business of the United States Government shall not be included.

C. The District will withhold and retain 2.5% of the Franchise Fee as compensation for the administrative costs incurred by the District in calculating, billing, collecting and paying the Franchise Fee.

D. The City agrees that no other license, tax or charge shall be imposed upon, exacted from or required of the District by the City during the term of this Agreement, except that nothing in this Agreement shall exempt the property of the District from lawful *ad valorem* taxes. This provision does not apply, however, to District contractors working within the City who are required to have City licenses and permits, building permits issued directly to the District, or any utility charge (i.e., water, sewer, etc.) due to the City by the District as a utility customer of the City or any other fee for service owed to the City that is not directly attributable to the provisions contained within this Agreement.

E. The District shall, by policy and in its sole discretion, determine the method of allocating, billing and collecting from its customers the Franchise Fee imposed under this Agreement. The District may at any time, as determined by its Board of Directors, alter its policy for allocating or billing customers for the purpose of collecting the Franchise Fee. The City expressly acknowledges and agrees that all or part of the Franchise Fee may be allocated to and collected solely from District customers within the City as a separately identified item on the District's bills to such customers. The City agrees not to challenge, in a court of law, arbitration, mediation or otherwise, the District's method of allocating, billing or collecting the Franchise Fee from District customers as long as the District complies with applicable Oregon and/or federal law governing such matters. The District shall notify the City no less than 45 days prior to changing its method of allocating, billing or collecting the Franchise Fee before any such changes take effect.

F. At the City's request, the District shall provide a report to the City showing the District's Gross Revenues as defined herein for the previous calendar year and the amount of Franchise Fees due to the City. The District shall have an obligation to maintain financial records of its Gross Revenues and Franchise Fee payments for audit purposes for the term of this

Agreement, and the District will keep its books according to generally accepted accounting principles. The City may, at its own expense, and with five (5) business days' notice, audit those books that are maintained in the ordinary course of business at the District's Offices.

Section 9: Pole Attachments

A. If the City wishes to make any attachment of any type to the poles or other Facilities of the District, the City must execute a mutually agreeable pole attachment agreement with the District.

B. The City will notify the District of any request for new cable television or telecommunications franchises or expansion or renewal of existing cable television or telecommunications franchises with the City insofar as attachment of cable or wires to the District's poles is concerned.

Section 10: District Property Values

The franchise and privilege to operate in the City Rights-Of-Way shall not be an enhancement of the District's properties or values or qualify as an asset or item of ownership in any appraisal thereof.

Section 11: Dispute Resolution

Unless otherwise provided herein, in the event a dispute arises relative to any aspect of this Agreement, the parties shall make a good faith effort to resolve the same as follows:

A. First Step: Informal meetings between the managers of the parties, at which a simple statement of the issue or dispute is reduced to writing and an attempt made to resolve the same. If Agreement is reached and approved by the respective governing bodies of the parties, then no further action is required.

B. Second Step: If a resolution is not reached at the "First Step," then the statement of the dispute shall be referred to the respective governing bodies of the parties. A committee of four shall be appointed from the governing bodies of each party ("Dispute Resolution Committee"), with two being appointed by the Mayor of the City from its Council and two being appointed by the President of the District from its Board, at the next ensuing regular meetings of the District and the City. The Dispute Resolution Committee shall meet as soon as practicable following the completion of the appointment process, but in no event not later than forty-five (45) days after the last appointment is made. Said Committee shall attempt to reach a resolution of the issues and/or dispute.

C. Third Step: In the event a resolution is not reached at the "Second Step," then either party hereto may institute such legal action as may be deemed appropriate, whether in law, in equity or in both.

D. Litigation Costs: In the event suit, action or proceedings (other than the proceedings described in Sections 11 .A and 11 .B) are instituted or had to collect any sums payable under the terms of this Agreement, or to enforce any provision of this Agreement, or to

protect, assert or determine in any way, either party's rights, the prevailing party shall be entitled to collect as part of the costs in such suit, action or proceedings, the costs of collection in addition to such sum as the judge of the court may adjudge reasonable as attorneys' fees; and in the event of any appeal to an appellate court, the prevailing party shall be entitled to collect such sums as such court shall adjudge reasonable as attorneys' fees on said appeal.

Section 12: Miscellaneous Provision

A. **Amendment:** This Agreement may only be modified by written consent of both parties. This Agreement supersedes any existing or future ordinance or resolution enacted by either party that is inconsistent or conflicts with the provisions contained herein.

B. **Complete Integration:** This Agreement reflects the complete agreement of the parties with respect to the subject matter contained herein. This Agreement fully replaces any prior writing or representation made by either party with respect to the subject matter contained herein.

C. **Choice of Law:** The terms of this Agreement and the authority of each party hereto to execute and perform this Agreement shall be governed by the laws of the State of Oregon. The district shall comply with all applicable local state and federal law, ordinances rules and statutes.

D. **Reservation:** Except as otherwise expressly stated herein, the District and the City reserve all rights and powers granted them under state and/or federal law as the same may be amended from time to time.

E. **Severability:** If any of provision in this Agreement is determined by a court of law to be illegal or unenforceable then the remainder of the Agreement shall remain fully effective and enforceable.

Executed this 19th day of November 2020

Tillamook People's Utility District

City of Garibaldi




President, Board of Directors



Mayor



General Manager



Assistant City Manager

AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **City Manager Evaluation Process**
DATE: 14 July 2025

BACKGROUND

This month will mark the completion of the first year of my tenure as the City Manager of Garibaldi. It is, therefore, now time for the City Council to evaluate my job performance. The Council will need to decide whether it wishes to call a special meeting to perform the evaluation, or whether it wishes to perform the evaluation in conjunction with the regularly scheduled 18 August Council meeting.

The Council has previously adopted an evaluation form, which is included in the packet. It is also appropriate for the Council to decide if department heads should be solicited to fill out the same form, in order to provide the Council with their perspectives as my direct reports.

RECOMMENDATION

Staff recommends that Council schedule the City Manager's evaluation and decide whether input from department heads will be solicited as part of that process.

COST

None.



Jake Boone, City Manager

City Manager Performance Evaluation

City of Garibaldi, Oregon

Evaluation period: July 1, 2024 to June 30, 2025

Evaluator's Name

Each evaluator should complete this evaluation form, sign it in the space below, and return it to City Hall. The deadline for submitting this performance evaluation is _____ . Evaluations will be summarized and included on the agenda for discussion at the work session on _____ .

Mayor's Signature

Date

Evaluator's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and will to adapt

_____ Mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? _____

What performance area(s) would you identify as most critical for improvement? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____



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City Email: city@ci.garibaldi.or.us

AGENDA ITEM

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: **Garibaldi Days Booth Signups**
DATE: 14 July 2025

BACKGROUND

Garibaldi Days is scheduled to take place the 25th, 26th, and 27th of July this year. As last year, this year the City will have a booth at which Garibaldi Days apparel will be sold. Mayor Findling will lead a discussion about scheduling Council members for shifts at the booth.

RECOMMENDATION

Staff recommends that Council discuss booth scheduling.

COST

None.



Jake Boone, City Manager

DEPARTMENTAL REPORT

TO: Mayor and City Council
FROM: Jake Boone, City Manager
SUBJECT: June City Manager Report
DATE: 14 July 2025

CITY MANAGER'S REPORT

Garibaldi Days

Planning for Garibaldi Days continues, and it's down to the final weeks before the event itself. Please remember to stay hydrated... it looks like it may well be a real scorcher this year!

Hiring Process Underway

So far the City has received multiple applications for both the City Recorder/Clerk and Fire Chief positions. Applications close on Friday, July 18.

Public Records Requests

The City has been kept busy this month with multiple public records requests. As the cost for these requests is dependent on the amount of staff time it takes to fulfil them, requestors should be aware that City staff is happy to help refine the request to ensure you get the information you seek without having to pay too much for irrelevant data.

Retirement

Front office dynamo Melora Hitchman has officially retired, but the City is extra lucky in that she has agreed to stay on until her replacement is hired. Melora has done amazing work for the City, and has made great strides in creating document retention and organization systems, as well as being the pleasant face of the City whenever someone walks into City Hall. Please wish Melora all the best!

Water

Routine testing and maintenance were completed without issue. Staff repaired two service line leaks and continued inventory assessment of system parts. Watseco-Barview saw two service-related responses. The grindings received from ODOT continue to save costs on gravel and have proven effective for maintenance work.

Wastewater

All regulatory reporting is current. The effluent flow meter at WWTP was replaced after failing

calibration. Preparations are underway for biosolids hauling and digester cleaning. Joe Hittner has begun cross-training on DEQ-required sampling to serve as a backup operator.

Streets

Mowing continues citywide. As a reminder, not all rights-of-way are maintained by the city (GMC 12.30.050), and no occupation or encroachment is allowed without permission (GMC 12.30.040). Staff are also exploring asphalt recycling equipment to make further use of ODOT grindings.

WWFP & PFAS

Both grant-funded projects are now closed out. The Wastewater Facilities Plan has been completed; the Public Works Director will recommend its adoption and the use of SDC funds for implementation.

Staff Development

Joe Hittner earned his CDL with the help of a tuition grant. Brayden Meyers is enrolled in the next CDL course and seeking similar funding. Dillon Pierce is preparing for his wastewater certification exam later this year.

Finance Department Move

The City's Finance Director has moved her desk into the newly repainted front office of City Hall. She has temporarily taken over utility billing and accounts receivable while the hiring process is ongoing for a City Recorder/Clerk.

Budget Documents Submitted

The Finance Director has successfully submitted the City's fiscal year 2025-26 budget documents to the county clerk's office and the tax assessor's office, and is working on wrapping up fiscal year 2024-25.

A handwritten signature in dark ink, appearing to read 'JB', is written over a horizontal line.

Jake Boone, City Manager

General Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jun 2025 Actual	Year-To-Date Jul 2024 Jun 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
Resources						
4000	Available Cash on Hand	0.00	0.00	907,766.00	907,766.00	0.00%
4240	Business Licenses & Permits	130.00	9,324.00	13,000.00	3,676.00	71.72%
4570	DLCD Planning Staff Grants	0.00	0.00	1,000.00	1,000.00	0.00%
4110	FD Levy - Current Year	7,723.24	191,308.91	163,116.00	(28,192.91)	117.28%
4180	Fines & Forfeitures	41.00	644.50	4,000.00	3,355.50	16.11%
4230	Franchise Fees	5,161.63	84,485.41	85,000.00	514.59	99.39%
4740	From TRT to Gen.Fund	27,804.00	74,144.50	74,145.00	0.50	100.00%
4750	Grants - Fire Dep	35,000.00	35,000.00	35,000.00	0.00	100.00%
4370	GURA Contract	0.00	22,012.00	22,147.00	135.00	99.39%
4420	Hall Rent	0.00	530.00	500.00	(30.00)	106.00%
4470	Interest	2,516.92	31,592.44	28,248.00	(3,344.44)	111.84%
4440	Misc. Revenues	2,759.14	12,438.54	1,000.00	(11,438.54)	1,243.85%
4005	OSFM Recievables	0.00	131,066.39	78,000.00	(53,066.39)	168.03%
4220	Planning Fees	300.00	5,750.00	8,500.00	2,750.00	67.65%
4100	Property Taxes - Current Year	9,420.24	315,271.20	450,000.00	134,728.80	70.06%
4120	Property Taxes - Prior Years	948.96	7,652.19	6,713.00	(939.19)	113.99%
4380	Rural Fire District Contract	0.00	168,744.16	131,000.00	(37,744.16)	128.81%
4300	State Cigarette Tax Share	38.29	479.93	800.00	320.07	59.99%
4310	State Liquor Revenue Share	1,371.78	13,520.96	13,270.00	(250.96)	101.89%
4350	State Marijuana Tax Share	323.08	1,280.70	1,126.00	(154.70)	113.74%
4320	State Revenue Sharing	0.00	9,414.11	13,500.00	4,085.89	69.73%
	Transfer from LGIP to bank	0.00	250,000.00	0.00	(250,000.00)	0.00%
	Revenue	\$93,538.28	\$1,364,659.94	\$2,037,831.00	\$673,171.06	
	Gross Profit	\$93,538.28	\$1,364,659.94	\$2,037,831.00	\$0.00	
Expenses						
Administrative						
6030	Admin. Assistant I/II/III	1,232.74	24,307.31	33,081.00	8,773.69	73.48%
6240	Auditing & Accounting Services	2,837.50	13,210.75	28,587.00	15,376.25	46.21%
6250	Bank Charges & Fees	657.60	10,154.12	3,000.00	(7,154.12)	338.47%
6060	City Manager	2,500.00	33,845.50	30,000.00	(3,845.50)	112.82%
6310	Council Expense	160.00	825.00	3,000.00	2,175.00	27.50%
6320	Dues, Licenses & Subscriptions	286.47	4,485.68	6,500.00	2,014.32	69.01%
6070	Finance Director/Assn. Manager	2,018.25	23,809.50	23,826.00	16.50	99.93%

General Fund Statement of Revenue and Expenditures

		Current Period Jun 2025 Jun 2025 Actual	Year-To-Date Jul 2024 Jun 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Account Number						
6390	Insurance	0.00	12,178.79	13,300.00	1,121.21	91.57%
6400	IT Services	1,328.49	11,788.47	18,500.00	6,711.53	63.72%
6455	Janitorial Services	3,150.00	17,046.26	20,400.00	3,353.74	83.56%
6410	Legal Services	3,951.00	11,434.80	30,000.00	18,565.20	38.12%
6460	Meeting Expense/Admin Supplies	0.00	286.86	2,000.00	1,713.14	14.34%
6470	Minor Equipment	696.96	10,225.50	4,500.00	(5,725.50)	227.23%
6490	Office Equipment Repair	0.00	49.99	500.00	450.01	10.00%
6760	Office Equipment/Software	2,733.24	7,733.24	5,000.00	(2,733.24)	154.66%
6500	Office Supplies	282.81	6,948.80	7,000.00	51.20	99.27%
6010	Personnel Costs	39,648.19	84,131.68	52,814.00	(31,317.68)	159.30%
6510	Postage & Shipping Costs	0.00	954.30	1,500.00	545.70	63.62%
6520	Printing, Advertising & Notice	411.04	895.95	1,200.00	304.05	74.66%
6630	Telephone/VOIP	50.05	1,242.29	3,500.00	2,257.71	35.49%
6650	Travel & Training	367.28	5,258.03	4,000.00	(1,258.03)	131.45%
6200	Workers Comp	0.00	942.80	627.00	(315.80)	150.37%
Fire & Rescue						
6260	Building & Grounds Maint.	0.00	1,905.78	7,250.00	5,344.22	26.29%
6035	Conflag Reimbursed Payroll	(81,087.00)	61,366.66	39,000.00	(22,366.66)	157.35%
6300	Contracted Services	617.67	23,945.33	12,000.00	(11,945.33)	199.54%
6205	Division Chief-Training	8,104.80	87,708.06	86,840.00	(868.06)	101.00%
6320	Dues, Licenses & Subscriptions	575.00	1,300.27	7,500.00	6,199.73	17.34%
6685	Emergency Response Supplies	0.00	463.68	3,500.00	3,036.32	13.25%
6330	Equipment Repair	0.00	10,423.38	10,000.00	(423.38)	104.23%
6080	Fire Chief	0.00	51,436.16	60,632.00	9,195.84	84.83%
6090	Fire Department - Call Persons	530.00	13,441.00	35,000.00	21,559.00	38.40%
6395	Fire District Formation Fees	0.00	0.00	500.00	500.00	0.00%
6225	FTE Firefighter	4,507.28	57,328.08	51,456.00	(5,872.08)	111.41%
6380	Fuel & Oil	1,025.82	13,099.35	15,500.00	2,400.65	84.51%
6390	Insurance	0.00	13,298.00	13,298.00	0.00	100.00%
6400	IT Services	523.14	4,792.82	1,500.00	(3,292.82)	319.52%
6470	Minor Equipment	288.08	8,951.17	5,000.00	(3,951.17)	179.02%
6010	Personnel Costs	7,467.64	155,897.88	147,567.00	(8,330.88)	105.65%
6520	Printing, Advertising & Notice	0.00	115.70	1,000.00	884.30	11.57%
6550	Protective Clothing	0.00	15,417.00	28,000.00	12,583.00	55.06%
6610	Supplies & Services	3,558.04	12,885.97	16,650.00	3,764.03	77.39%
6630	Telephone/VOIP	611.51	2,533.31	800.00	(1,733.31)	316.66%
6235	Temporary Summer Firefighter	0.00	26,857.00	35,000.00	8,143.00	76.73%
6650	Travel & Training	359.95	9,036.42	6,750.00	(2,286.42)	133.87%

General Fund
Statement of Revenue and Expenditures

			Current Period Jun 2025 Jun 2025 Actual	Year-To-Date Jul 2024 Jun 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget	
Account Number								
Non Departmental	6200	Workers Comp	0.00	2,962.74	2,924.00	(38.74)	101.32%	
	8080	To PSE Fund for Police Vehicle	0.00	0.00	54,952.00	54,952.00	0.00%	
	8140	To Street Fund	0.00	83,750.00	83,750.00	0.00	100.00%	
Planning	6030	Admin. Assistant I/II/III	308.18	6,076.80	8,270.00	2,193.20	73.48%	
	6240	Auditing & Accounting Services	0.00	800.00	5,000.00	4,200.00	16.00%	
	6060	City Manager	1,000.00	11,692.12	12,000.00	307.88	97.43%	
	6305	Contracted Services PLANNER	9,387.20	55,494.92	55,000.00	(494.92)	100.90%	
	6325	Engineering Services	0.00	0.00	1,500.00	1,500.00	0.00%	
	6070	Finance Director/Assn. Manager	807.30	9,523.80	9,531.00	7.20	99.92%	
	6390	Insurance	0.00	9,400.00	9,400.00	0.00	100.00%	
	6420	Licenses, Dues & Subscriptions	0.00	36.25	250.00	213.75	14.50%	
	6470	Minor Equipment	0.00	0.00	375.00	375.00	0.00%	
	6010	Personnel Costs	1,320.19	17,013.04	18,623.00	1,609.96	91.35%	
	6520	Printing, Advertising & Notice	0.00	998.60	500.00	(498.60)	199.72%	
	6610	Supplies & Services	0.00	0.00	125.00	125.00	0.00%	
	6200	Workers Comp	0.00	656.56	499.00	(157.56)	131.58%	
	Police Dept	6315	Contracted Services POLICE	22,527.70	131,408.70	125,653.00	(5,755.70)	104.58%
		6330	Equipment Repair	0.00	0.00	4,200.00	4,200.00	0.00%
6380		Fuel & Oil	0.00	386.07	5,500.00	5,113.93	7.02%	
6390		Insurance	0.00	2,500.00	2,500.00	0.00	100.00%	
6470		Minor Equipment	0.00	0.00	1,100.00	1,100.00	0.00%	
6610		Supplies & Services	0.00	2,559.39	3,500.00	940.61	73.13%	
Property		6260	Building & Grounds Maint.	0.00	1,577.40	8,500.00	6,922.60	18.56%
	6335	Contracted Services PROPERTY	678.60	6,088.15	3,000.00	(3,088.15)	202.94%	
	6330	Equipment Repair	0.00	0.00	1,500.00	1,500.00	0.00%	
	6390	Insurance	0.00	0.00	11,698.00	11,698.00	0.00%	
	6470	Minor Equipment	0.00	34.86	175.00	140.14	19.92%	
	6010	Personnel Costs	36,896.36	54,169.05	35,255.00	(18,914.05)	153.65%	
	6150	Public Works Director	1,258.40	16,050.96	14,588.00	(1,462.96)	110.03%	
	6610	Supplies & Services	0.00	70.84	500.00	429.16	14.17%	
	6680	Utilities	1,235.06	3,561.42	12,750.00	9,188.58	27.93%	
	6190	Utility Worker II /Lead Worker	2,611.33	26,353.74	33,150.00	6,796.26	79.50%	
	6200	Workers Comp	0.00	1,432.55	1,432.00	(0.55)	100.04%	

General Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025	Jul 2024	Jul 2024	Jul 2024	Jun 2025
		Jun 2025	Jun 2025	Jun 2025	Jun 2025	Percent of
		Actual	Actual		Variance	Budget
Account Number						
Unallocated						
9000	Contingency	10,000.00	10,000.00	25,000.00	15,000.00	40.00%
6090	Fire Department - Call Persons	0.00	21.00	0.00	(21.00)	0.00%
6190	Utility Worker II /Lead Worker	0.00	(959.09)	0.00	959.09	0.00%
Expenses		\$97,423.87	\$1,307,618.51	\$1,430,278.00	\$122,659.49	
Revenue Less Expenditures		(\$3,885.59)	\$57,041.43	\$607,553.00	\$0.00	
Net Change in Fund Balance		(\$3,885.59)	\$57,041.43	\$607,553.00	\$0.00	

Fund Balances

Beginning Fund Balance	(268,076.92)	(329,003.94)	0.00	0.00	0.00%
Net Change in Fund Balance	(3,885.59)	57,041.43	607,553.00	0.00	0.00%
Ending Fund Balance	(271,962.51)	(271,962.51)	0.00	0.00	0.00%

Report Options
Fund: General Fund
Period: 6/1/2025 to 6/30/2025
Detail Level: Level 3 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Budget - Actual
Expense Reporting Method: Budget - Actual
Budget: GENERAL FUND MASTER

Street Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025 Jun 2025 Actual	Jul 2024 Jun 2025 Actual	Jul 2024 Jun 2025	Jul 2024 Jun 2025 Variance	Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4670	From Gen Fund to Street	0.00	83,750.00	83,750.00	0.00	100.00%
4650	From TRT to Street Cap. Imp.	32,133.00	85,688.50	85,689.00	0.50	100.00%
4440	Misc. Revenues	0.00	2,427.77	0.00	(2,427.77)	0.00%
4330	State Highway Fund Rev. Share	6,159.91	68,803.42	71,728.00	2,924.58	95.92%
	Revenue	\$38,292.91	\$240,669.69	\$241,167.00	\$497.31	
	Gross Profit	\$38,292.91	\$240,669.69	\$241,167.00	\$0.00	
Expenses						
6030	Admin. Assistant I/II/III	308.18	6,076.80	8,270.00	2,193.20	73.48%
6240	Auditing & Accounting Services	1,937.50	5,409.50	6,000.00	590.50	90.16%
6050	City Engineer	0.00	0.00	5,000.00	5,000.00	0.00%
6060	City Manager	1,000.00	11,692.12	12,000.00	307.88	97.43%
9000	Contingency	0.00	0.00	5,000.00	5,000.00	0.00%
6300	Contracted Services	0.00	2,785.67	5,500.00	2,714.33	50.65%
6320	Dues, Licenses & Subscriptions	50.00	219.74	500.00	280.26	43.95%
6755	Engineering	0.00	0.00	8,000.00	8,000.00	0.00%
6070	Finance Director/Assn. Manager	807.30	9,523.80	9,531.00	7.20	99.92%
6380	Fuel & Oil	282.99	4,544.10	2,500.00	(2,044.10)	181.76%
6390	Insurance	0.00	11,048.00	11,048.00	0.00	100.00%
6400	IT Services	33.33	995.35	3,200.00	2,204.65	31.10%
6410	Legal Services	608.00	1,877.06	750.00	(1,127.06)	250.27%
6470	Minor Equipment	35.00	2,729.06	4,500.00	1,770.94	60.65%
6490	Office Equipment Repair	0.00	12,809.79	5,500.00	(7,309.79)	232.91%
6500	Office Supplies	0.00	70.79	250.00	179.21	28.32%
6010	Personnel Costs	3,848.67	42,617.64	65,629.00	23,011.36	64.94%
6510	Postage & Shipping Costs	0.00	0.00	125.00	125.00	0.00%
6520	Printing, Advertising & Notice	0.00	207.50	300.00	92.50	69.17%
6150	Public Works Director	1,677.86	21,304.40	19,450.00	(1,854.40)	109.53%
6590	Street Lighting	0.00	7,238.56	8,000.00	761.44	90.48%
6610	Supplies & Services	81.71	2,576.22	2,200.00	(376.22)	117.10%
6620	System Maintenance & Repair	0.00	5,265.56	5,000.00	(265.56)	105.31%
6630	Telephone/VOIP	0.00	949.81	800.00	(149.81)	118.73%
8065	To Trails & Paths from Street	0.00	0.00	670.00	670.00	0.00%
6650	Travel & Training	1,067.00	1,265.90	400.00	(865.90)	316.48%
6680	Utilities	1,666.22	1,979.12	2,000.00	20.88	98.96%
6190	Utility Worker II /Lead Worker	3,481.77	33,956.45	44,200.00	10,243.55	76.82%

Street Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025	Jul 2024	Jul 2024	Jul 2024	Jun 2025
		Jun 2025	Jun 2025	Jun 2025	Jun 2025	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6200	Workers Comp	0.00	3,926.62	3,908.00	(18.62)	100.48%
	Expenses	\$16,885.53	\$191,069.56	\$240,231.00	\$49,161.44	
	Revenue Less Expenditures	\$21,407.38	\$49,600.13	\$936.00	\$0.00	
	Net Change in Fund Balance	\$21,407.38	\$49,600.13	\$936.00	\$0.00	

Fund Balances

Beginning Fund Balance	(12,961.49)	(41,154.24)	0.00	0.00	0.00%
Net Change in Fund Balance	21,407.38	49,600.13	936.00	0.00	0.00%
Ending Fund Balance	8,445.89	8,445.89	0.00	0.00	0.00%

Report Options
Fund: Street Fund
Period: 6/1/2025 to 6/30/2025
Detail Level: Level 3 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Budget - Actual
Expense Reporting Method: Budget - Actual
Budget: Street Budget

Sewer Discount Program Statement of Revenue and Expenditures

Account Number		Current Period Jun 2025 Actual	Year-To-Date Jul 2024 Jun 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	9,163.00	9,163.00	0.00%
4430	Donations	126.50	1,374.31	1,500.00	125.69	91.62%
4470	Interest	28.38	334.07	285.00	(49.07)	117.22%
	Revenue	\$154.88	\$1,708.38	\$10,948.00	\$9,239.62	
	Gross Profit	\$154.88	\$1,708.38	\$10,948.00	\$0.00	
Expenses						
8150	To Wastewater Fund	1,374.31	1,374.31	10,948.00	9,573.69	12.55%
	Expenses	\$1,374.31	\$1,374.31	\$10,948.00	\$9,573.69	
	Revenue Less Expenditures	(\$1,219.43)	\$334.07	\$0.00	\$0.00	
	Net Change in Fund Balance	(\$1,219.43)	\$334.07	\$0.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	16,843.68	15,290.18	0.00	0.00	0.00%
	Net Change in Fund Balance	(1,219.43)	334.07	0.00	0.00	0.00%
	Ending Fund Balance	15,624.25	15,624.25	0.00	0.00	0.00%

Report Options

Fund: Sewer Discount Program

Period: 6/1/2025 to 6/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Sewer Discount

Wastewater Fund

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025 Jun 2025 Actual	Jul 2024 Jun 2025 Actual	Jul 2024 Jun 2025	Jul 2024 Jun 2025 Variance	Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4584	Cash on Hand	0.00	0.00	198,795.00	198,795.00	0.00%
4500	Finance/Late Fees	272.44	3,434.43	3,000.00	(434.43)	114.48%
4730	From Sewer Discoun Fund To WW	1,374.31	1,374.31	10,948.00	9,573.69	12.55%
4780	From TRT to WW	0.00	10,992.00	12,948.00	1,956.00	84.89%
4550	Grants	8,788.00	81,969.00	85,000.00	3,031.00	96.43%
4470	Interest	549.35	14,052.39	6,186.00	(7,866.39)	227.16%
4440	Misc. Revenues	0.00	3,786.68	0.00	(3,786.68)	0.00%
4260	System Charges	52,976.50	647,226.46	647,725.00	498.54	99.92%
Revenue		\$63,960.60	\$762,835.27	\$964,602.00	\$201,766.73	
Gross Profit		\$63,960.60	\$762,835.27	\$964,602.00	\$0.00	
Expenses						
7130	WWTP-OECDD Loan -- Interest	0.00	3,660.75	3,661.00	0.25	99.99%
7140	WWTP-OECDD Loan -- Principal	0.00	30,625.00	30,625.00	0.00	100.00%
6030	Admin. Assistant I/II/III	1,540.92	30,553.83	41,352.00	10,798.17	73.89%
6240	Auditing & Accounting Services	4,487.50	9,021.28	23,750.00	14,728.72	37.98%
6260	Building & Grounds Maint.	313.58	6,187.71	1,500.00	(4,687.71)	412.51%
6060	City Manager	2,000.00	23,384.24	24,000.00	615.76	97.43%
9000	Contingency	0.00	0.00	5,000.00	5,000.00	0.00%
6300	Contracted Services	75.40	5,368.38	3,500.00	(1,868.38)	153.38%
6320	Dues, Licenses & Subscriptions	418.95	8,505.67	7,000.00	(1,505.67)	121.51%
6330	Equipment Repair	76.20	6,615.64	5,000.00	(1,615.64)	132.31%
6070	Finance Director/Assn. Manager	1,614.60	19,047.60	19,061.00	13.40	99.93%
6380	Fuel & Oil	278.77	5,735.51	3,000.00	(2,735.51)	191.18%
6750	Grants Expenses	0.00	36,880.15	85,000.00	48,119.85	43.39%
6820	Inflow/Infiltration Control	0.00	20,143.75	30,000.00	9,856.25	67.15%
6390	Insurance	0.00	14,016.00	12,848.00	(1,168.00)	109.09%
6400	IT Services	320.05	3,773.54	2,000.00	(1,773.54)	188.68%
6410	Legal Services	1,048.00	2,920.36	1,000.00	(1,920.36)	292.04%
6470	Minor Equipment	0.00	2,760.60	8,000.00	5,239.40	34.51%
6760	Office Equipment/Software	0.00	257.50	2,500.00	2,242.50	10.30%
6500	Office Supplies	0.00	752.06	500.00	(252.06)	150.41%
6010	Personnel Costs	7,498.90	88,808.80	132,020.00	43,211.20	67.27%
6510	Postage & Shipping Costs	0.00	1,150.00	3,000.00	1,850.00	38.33%
6520	Printing, Advertising & Notice	0.00	467.16	100.00	(367.16)	467.16%
6150	Public Works Director	2,936.26	37,282.72	34,038.00	(3,244.72)	109.53%

Wastewater Fund

Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025	Jul 2024	Jul 2024	Jul 2024	Jun 2025
		Jun 2025	Jun 2025	Jun 2025	Jun 2025	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6600	Sewer Discount	0.00	75.25	10,948.00	10,872.75	0.69%
6610	Supplies & Services	79.70	2,883.47	1,550.00	(1,333.47)	186.03%
6620	System Maintenance & Repair	464.30	5,933.02	35,000.00	29,066.98	16.95%
6865	System Repair/Replace	616.21	7,307.46	45,000.00	37,692.54	16.24%
6630	Telephone/VOIP	178.38	1,128.21	600.00	(528.21)	188.04%
6640	Testing & Sampling	0.00	11,132.65	15,000.00	3,867.35	74.22%
6650	Travel & Training	1,082.00	3,809.47	1,500.00	(2,309.47)	253.96%
6660	Treatment Chemicals	0.00	9,258.17	25,000.00	15,741.83	37.03%
6680	Utilities	4,843.62	29,420.66	30,000.00	579.34	98.07%
6190	Utility Worker II /Lead Worker	6,093.10	59,204.09	77,350.00	18,145.91	76.54%
6200	Workers Comp	0.00	3,214.48	3,195.00	(19.48)	100.61%
7100	WWTP-USDA -- Interest	0.00	45,477.00	45,477.00	0.00	100.00%
7110	WWTP-USDA -- Principal	0.00	31,466.00	31,466.00	0.00	100.00%
Expenses		\$35,966.44	\$568,228.18	\$800,541.00	\$232,312.82	
Revenue Less Expenditures		\$27,994.16	\$194,607.09	\$164,061.00	\$0.00	
Net Change in Fund Balance		\$27,994.16	\$194,607.09	\$164,061.00	\$0.00	

Fund Balances

Beginning Fund Balance	575,564.37	408,951.44	0.00	0.00	0.00%
Net Change in Fund Balance	27,994.16	194,607.09	164,061.00	0.00	0.00%
Ending Fund Balance	603,558.53	603,558.53	0.00	0.00	0.00%

Report Options

Fund: Wastewater Fund

Period: 6/1/2025 to 6/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Wastewater Budget

Water Fund

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025 Jun 2025 Actual	Jul 2024 Jun 2025 Actual	Jul 2024 Jun 2025	Jul 2024 Jun 2025 Variance	Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	205,050.00	205,050.00	0.00%
4581	Contract Services - WB	2,389.79	24,778.75	15,000.00	(9,778.75)	165.19%
4020	Debt Mgmt - Watseco Barview	0.00	6,674.59	12,000.00	5,325.41	55.62%
4500	Finance/Late Fees	191.20	3,053.78	3,200.00	146.22	95.43%
4790	From TRT To Water	0.00	10,992.00	10,992.00	0.00	100.00%
4550	Grants	54,867.00	54,867.00	195,000.00	140,133.00	28.14%
4470	Interest	640.90	5,415.32	6,381.00	965.68	84.87%
4440	Misc. Revenues	0.00	20,217.32	500.00	(19,717.32)	4,043.46%
4280	Shutff/Turn-on Fees	50.00	1,143.94	1,000.00	(143.94)	114.39%
4260	System Charges	37,437.56	485,061.36	411,890.00	(73,171.36)	117.76%
Revenue		\$95,576.45	\$612,204.06	\$861,013.00	\$248,808.94	
Gross Profit		\$95,576.45	\$612,204.06	\$861,013.00	\$0.00	
Expenses						
6030	Admin. Assistant I/II/III	1,540.92	30,529.59	41,352.00	10,822.41	73.83%
6240	Auditing & Accounting Services	4,484.50	8,993.19	23,750.00	14,756.81	37.87%
6260	Building & Grounds Maint.	82.50	2,680.55	2,500.00	(180.55)	107.22%
6060	City Manager	2,000.00	23,384.24	24,000.00	615.76	97.43%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6300	Contracted Services	279.83	4,199.02	4,500.00	300.98	93.31%
6320	Dues, Licenses & Subscriptions	418.95	4,675.06	1,500.00	(3,175.06)	311.67%
6755	Engineering	0.00	0.00	5,000.00	5,000.00	0.00%
6330	Equipment Repair	76.21	6,226.34	1,250.00	(4,976.34)	498.11%
6070	Finance Director/Assn. Manager	1,614.60	19,047.60	19,061.00	13.40	99.93%
6380	Fuel & Oil	278.76	5,940.47	4,550.00	(1,390.47)	130.56%
6705	Grants	0.00	52,700.20	195,000.00	142,299.80	27.03%
6990	IFA Loan - Principal	0.00	5,368.61	5,369.00	0.39	99.99%
6980	IFA-Loan Interest	0.00	1,305.98	1,306.00	0.02	100.00%
6390	Insurance	0.00	11,298.00	11,298.00	0.00	100.00%
6400	IT Services	320.06	5,483.32	3,500.00	(1,983.32)	156.67%
6410	Legal Services	474.00	2,145.28	1,000.00	(1,145.28)	214.53%
6470	Minor Equipment	0.00	4,312.57	4,200.00	(112.57)	102.68%
6490	Office Equipment Repair	0.00	1,479.81	1,250.00	(229.81)	118.38%
6760	Office Equipment/Software	0.00	0.00	2,500.00	2,500.00	0.00%
6500	Office Supplies	0.00	605.15	250.00	(355.15)	242.06%
6010	Personnel Costs	6,866.76	82,439.80	120,268.00	37,828.20	68.55%

Water Fund

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025 Jun 2025 Actual	Jul 2024 Jun 2025 Actual	Jul 2024 Jun 2025	Jul 2024 Jun 2025 Variance	Jun 2025 Percent of Budget
6510	Postage & Shipping Costs	0.00	1,150.00	3,500.00	2,350.00	32.86%
6520	Printing, Advertising & Notice	0.00	467.17	100.00	(367.17)	467.17%
6150	Public Works Director	2,516.80	31,956.66	29,175.00	(2,781.66)	109.53%
6560	PW Shop Supplies, Tools, etc.	160.46	1,407.69	3,000.00	1,592.31	46.92%
6610	Supplies & Services	121.44	7,344.67	3,000.00	(4,344.67)	244.82%
6620	System Maintenance & Repair	2,841.35	26,059.36	63,000.00	36,940.64	41.36%
6630	Telephone/VOIP	178.36	1,128.26	800.00	(328.26)	141.03%
6640	Testing & Sampling	0.00	3,543.47	3,000.00	(543.47)	118.12%
6650	Travel & Training	1,496.00	5,319.33	5,000.00	(319.33)	106.39%
6660	Treatment Chemicals	277.83	8,740.91	12,000.00	3,259.09	72.84%
6680	Utilities	3,359.28	20,316.92	22,000.00	1,683.08	92.35%
6190	Utility Worker II /Lead Worker	5,222.65	50,839.10	66,300.00	15,460.90	76.68%
6200	Workers Comp	0.00	3,136.29	3,117.00	(19.29)	100.62%
Expenses		\$34,611.26	\$434,224.61	\$697,396.00	\$263,171.39	
Revenue Less Expenditures		\$60,965.19	\$177,979.45	\$163,617.00	\$0.00	
Net Change in Fund Balance		\$60,965.19	\$177,979.45	\$163,617.00	\$0.00	

Fund Balances

Beginning Fund Balance	440,237.81	323,223.55	0.00	0.00	0.00%
Net Change in Fund Balance	60,965.19	177,979.45	163,617.00	0.00	0.00%
Ending Fund Balance	501,203.00	501,203.00	0.00	0.00	0.00%

Report Options

Fund: Water Fund

Period: 6/1/2025 to 6/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Water Budget

TRT Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jun 2025 Jun 2025 Actual	Year-To-Date Jul 2024 Jun 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
TRT Tourism						
4584	Cash on Hand	0.00	0.00	701,529.00	701,529.00	0.00%
4520	Event Revenue	0.00	13,853.75	8,000.00	(5,853.75)	173.17%
4535	Fees	0.00	0.00	1,000.00	1,000.00	0.00%
4470	Interest	2,105.82	9,097.88	21,831.00	12,733.12	41.67%
4440	Misc. Revenues	0.00	0.00	250.00	250.00	0.00%
4140	TRT - General Use	10,871.92	250,120.02	266,667.00	16,546.98	93.79%
4150	TRT - Tourism	849.45	20,602.97	33,333.00	12,730.03	61.81%
Revenue		\$13,827.19	\$293,674.62	\$1,032,610.00	\$738,935.38	
Gross Profit		\$13,827.19	\$293,674.62	\$1,032,610.00	\$0.00	
Expenses						
TRT Community						
6280	Community Expenses	0.00	11,228.83	12,500.00	1,271.17	89.83%
6300	Contracted Services	8,500.00	8,500.00	10,500.00	2,000.00	80.95%
6360	Fireworks	2,375.00	9,150.00	9,000.00	(150.00)	101.67%
6610	Supplies & Services	0.00	178.99	1,500.00	1,321.01	11.93%
8045	To Gen.Fund	27,804.00	74,144.50	74,145.00	0.50	100.00%
8080	To PSE Fund for Police Vehicle	0.00	3,988.00	15,952.00	11,964.00	25.00%
8140	To Street Fund	32,133.00	85,688.50	85,689.00	0.50	100.00%
8150	To Wastewater Fund	0.00	10,992.00	10,992.00	0.00	100.00%
8175	To Water Fund	0.00	10,992.00	10,992.00	0.00	100.00%
TRT Tourism						
6030	Admin. Assistant I/II/III	1,232.75	24,307.43	33,081.00	8,773.57	73.48%
6060	City Manager	1,500.00	17,538.18	18,000.00	461.82	97.43%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6690	Event Expenses	5,000.00	21,926.83	20,000.00	(1,926.83)	109.63%
6070	Finance Director/Assn. Manager	1,210.95	14,285.70	14,296.00	10.30	99.93%
6010	Personnel Costs	2,341.70	33,481.83	37,514.00	4,032.17	89.25%
6530	Promotional Media Reimb. Prgm.	0.00	4,931.25	900.00	(4,031.25)	547.92%
6540	Promotional Services	0.00	0.00	1,000.00	1,000.00	0.00%
6488	Refundable Deposits	0.00	0.00	1,000.00	1,000.00	0.00%
9020	Restricted to Tourism Promo	0.00	0.00	25,000.00	25,000.00	0.00%
9002	Unassigned/Unappropriated	0.00	0.00	639,678.00	639,678.00	0.00%

TRT Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025	Jul 2024	Jul 2024	Jul 2024	Jun 2025
		Jun 2025	Jun 2025	Jun 2025	Jun 2025	Percent of
		Actual	Actual		Variance	Budget
Account Number						
6200	Workers Comp	0.00	1,187.28	871.00	(316.28)	136.31%
	Expenses	\$82,097.40	\$332,521.32	\$1,032,610.00	\$700,088.68	
	Revenue Less Expenditures	(\$68,270.21)	(\$38,846.70)	\$0.00	\$0.00	
	Net Change in Fund Balance	(\$68,270.21)	(\$38,846.70)	\$0.00	\$0.00	

Fund Balances

Beginning Fund Balance	749,867.19	720,443.68	0.00	0.00	0.00%
Net Change in Fund Balance	(68,270.21)	(38,846.70)	0.00	0.00	0.00%
Ending Fund Balance	681,596.98	681,596.98	0.00	0.00	0.00%

Report Options
Fund: TRT Fund
Period: 6/1/2025 to 6/30/2025
Detail Level: Level 1 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Budget - Actual
Expense Reporting Method: Budget - Actual
Budget: Transient Room Tax MASTER BUDGET

Payroll Liability Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jun 2025 Actual	Year-To-Date Jul 2024 Jun 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	92,085.00	92,085.00	0.00%
4470	Interest	274.67	4,426.19	2,866.00	(1,560.19)	154.44%
	Revenue	\$274.67	\$4,426.19	\$94,951.00	\$90,524.81	
	Gross Profit	\$274.67	\$4,426.19	\$94,951.00	\$0.00	
Expenses						
6010	Personnel Costs	18,433.23	18,433.23	45,000.00	26,566.77	40.96%
	Expenses	\$18,433.23	\$18,433.23	\$45,000.00	\$26,566.77	
	Revenue Less Expenditures	(\$18,158.56)	(\$14,007.04)	\$49,951.00	\$0.00	
	Net Change in Fund Balance	(\$18,158.56)	(\$14,007.04)	\$49,951.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	101,389.48	97,237.96	0.00	0.00	0.00%
	Net Change in Fund Balance	(18,158.56)	(14,007.04)	49,951.00	0.00	0.00%
	Ending Fund Balance	83,230.92	83,230.92	0.00	0.00	0.00%

Report Options

Fund: Payroll Liability Fund

Period: 6/1/2025 to 6/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Payroll Liabilities Budget

PSE Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025 Jun 2025 Actual	Jul 2024 Jun 2025 Actual	Jul 2024 Jun 2025	Jul 2024 Jun 2025 Variance	Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4640	From TRT for Police Vehicles	0.00	3,988.00	15,952.00	11,964.00	25.00%
4005	OSFM Recievables	0.00	0.00	39,000.00	39,000.00	0.00%
Revenue		\$0.00	\$3,988.00	\$54,952.00	\$50,964.00	
Gross Profit		\$0.00	\$3,988.00	\$54,952.00	\$0.00	
Expenses						
6850	Police Equipment	0.00	0.00	70,000.00	70,000.00	0.00%
Expenses		\$0.00	\$0.00	\$70,000.00	\$70,000.00	
Revenue Less Expenditures		\$0.00	\$3,988.00	(\$15,048.00)	\$0.00	
Net Change in Fund Balance		\$0.00	\$3,988.00	(\$15,048.00)	\$0.00	
Fund Balances						
Beginning Fund Balance		(42,256.74)	(46,244.74)	0.00	0.00	0.00%
Net Change in Fund Balance		0.00	3,988.00	(15,048.00)	0.00	0.00%
Ending Fund Balance		(42,256.74)	(42,256.74)	0.00	0.00	0.00%

Report Options

Fund: PSE Fund

Period: 6/1/2025 to 6/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

PWE Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025	Jul 2024	Jul 2024	Jul 2024	Jun 2025
		Actual	Actual	Jun 2025	Jun 2025	Percent of Budget
					Variance	
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	55,000.00	55,000.00	0.00%
4470	Interest	183.12	8,645.24	1,712.00	(6,933.24)	504.98%
Revenue		\$183.12	\$8,645.24	\$56,712.00	\$48,066.76	
Gross Profit		\$183.12	\$8,645.24	\$56,712.00	\$0.00	
Expenses						
6810	Vehicles/Equipment	0.00	0.00	40,000.00	40,000.00	0.00%
Expenses		\$0.00	\$0.00	\$40,000.00	\$40,000.00	
Revenue Less Expenditures		\$183.12	\$8,645.24	\$16,712.00	\$0.00	
Net Change in Fund Balance		\$183.12	\$8,645.24	\$16,712.00	\$0.00	
Fund Balances						
Beginning Fund Balance		57,311.78	48,849.66	0.00	0.00	0.00%
Net Change in Fund Balance		183.12	8,645.24	16,712.00	0.00	0.00%
Ending Fund Balance		57,494.90	57,494.90	0.00	0.00	0.00%

Report Options
Fund: PWE Reserve Fund
Period: 6/1/2025 to 6/30/2025
Detail Level: Level 3 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Budget - Actual
Expense Reporting Method: Budget - Actual
Budget: PWE Reserve Budget

System Development Fund, Water SDC Fund Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2024
		Jun 2025 Jun 2025 Actual	Jul 2024 Jun 2025 Actual	Jul 2024 Jun 2025	Jul 2024 Jun 2025 Variance	Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4584	Cash on Hand	0.00	0.00	730,832.00	730,832.00	0.00%
4585	For Parks SDC	0.00	3,300.61	5,500.00	2,199.39	60.01%
4583	For Storm Sewer SDC	0.00	4,877.69	5,000.00	122.31	97.55%
4597	For Streets SDC	0.00	6,151.60	13,800.00	7,648.40	44.58%
4596	For Wastewater SDC	0.00	15,095.70	20,000.00	4,904.30	75.48%
4599	for Water SDC	0.00	33,350.06	25,000.00	(8,350.06)	133.40%
4470	Interest	2,307.24	27,157.41	22,743.00	(4,414.41)	119.41%
Revenue		\$2,307.24	\$89,933.07	\$822,875.00	\$732,941.93	
Gross Profit		\$2,307.24	\$89,933.07	\$822,875.00	\$0.00	
Expenses						
6835	Parks Dept. System Improvement	0.00	0.00	50,000.00	50,000.00	0.00%
6830	Stormwater Dept System Improv.	0.00	0.00	110,000.00	110,000.00	0.00%
6825	Street Dept. System Improvemen	0.00	0.00	135,000.00	135,000.00	0.00%
6840	Water Dept. System Improvement	0.00	0.00	150,000.00	150,000.00	0.00%
6815	WW Dept. System Improvement	0.00	0.00	150,000.00	150,000.00	0.00%
Expenses		\$0.00	\$0.00	\$595,000.00	\$595,000.00	
Revenue Less Expenditures		\$2,307.24	\$89,933.07	\$227,875.00	\$0.00	
Net Change in Fund Balance		\$2,307.24	\$89,933.07	\$227,875.00	\$0.00	
Fund Balances						
Beginning Fund Balance		1,281,714.39	1,194,088.56	0.00	0.00	0.00%
Net Change in Fund Balance		2,307.24	89,933.07	227,875.00	0.00	0.00%
Ending Fund Balance		1,284,021.63	1,284,021.63	0.00	0.00	0.00%

Report Options

Fund: System Development Fund, Water SDC Fund

Period: 6/1/2025 to 6/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: System Development Budget

WW Debt Bond Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jun 2025 Actual	Year-To-Date Jul 2024 Jun 2025 Actual	Annual Budget Jul 2024 Jun 2025	Annual Budget Jul 2024 Jun 2025 Variance	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures						
Revenue						
4000	Available Cash on Hand	0.00	0.00	175,195.00	175,195.00	0.00%
4470	Interest	549.35	7,046.52	5,452.00	(1,594.52)	129.25%
4100	Property Taxes - Current Year	0.00	39,005.56	55,527.00	16,521.44	70.25%
4120	Property Taxes - Prior Years	0.00	711.00	711.00	0.00	100.00%
	Revenue	\$549.35	\$46,763.08	\$236,885.00	\$190,121.92	
	Gross Profit	\$549.35	\$46,763.08	\$236,885.00	\$0.00	
Expenses						
9009	Restricted to Sewer Bond Pymt.	0.00	0.00	177,166.00	177,166.00	0.00%
7175	WW Bond Payment - Interest	0.00	6,907.00	6,907.00	0.00	100.00%
7180	WW Bond Payment - Principal	0.00	32,811.00	52,812.00	20,001.00	62.13%
	Expenses	\$0.00	\$39,718.00	\$236,885.00	\$197,167.00	
	Revenue Less Expenditures	\$549.35	\$7,045.08	\$0.00	\$0.00	
	Net Change in Fund Balance	\$549.35	\$7,045.08	\$0.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	230,578.54	224,082.81	0.00	0.00	0.00%
	Net Change in Fund Balance	549.35	7,045.08	0.00	0.00	0.00%
	Ending Fund Balance	231,127.89	231,127.89	0.00	0.00	0.00%

Report Options

Fund: WW Debt Bond Fund

Period: 6/1/2025 to 6/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Wastewater Debt Budget