



# TILLAMOOK COUNTY BOARD OF COMMISSIONERS

*Mary Faith Bell - Doug Olson - Erin Skaar*

---

## BOARD MEETING

**Wednesday, September 11, 2024, 9:00 AM**

### Join In Person:

County Courthouse, Board of Commissioners' Meeting Room 106, 201 Laurel Avenue, Tillamook

### Join Virtually:

[tillamookcounty.gov/bocc/page/meetings-agendas-minutes](https://tillamookcounty.gov/bocc/page/meetings-agendas-minutes) or 1-971-254-3149, ID: 866 914 607#

Additional viewing options are available at [tctvonline.com](https://tctvonline.com). Closed captioning and translation options are available for recorded videos at [www.youtube.com/@tillamookcounty1434](https://www.youtube.com/@tillamookcounty1434).

More detailed [meeting instructions](#) are available at [tillamookcounty.gov/bocc/page/meetings-agendas-minutes](https://tillamookcounty.gov/bocc/page/meetings-agendas-minutes). Call 503-842-1814 or send an email to [helpdesk@tillamookcounty.gov](mailto:helpdesk@tillamookcounty.gov) regarding any meeting technical issues.

---

### **2024-09-11 BOCC MEETING AUDIO.MP4**

**CALL TO ORDER** – Wednesday, September 11, 2024 9:00 am.

1. [Welcome & Request to Sign Guest List](#)  
02:55
2. [Pledge of Allegiance](#)  
03:09
3. [Public Comment](#): There were none.  
03:31
4. [Non-Agenda Items](#): There were none.  
03:33

### **LEGISLATIVE - ADMINISTRATIVE**

5. [Consideration of Administrative Standards for Social Media Use for County Accounts in the Clerk's Office/Christy Nyseth, Clerk](#)  
03:36

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Chair signed the administrative standards.

6. [Consideration of a Collective Bargaining Agreement with Tillamook County Sheriffs Teamsters Union Local 223/Jodi Wilson, Director, Human Resources](#)  
09:41

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board signed the agreement.

7. Consideration of the Adoption of a Tillamook County Local 223 Teamsters Union Salary Schedule for Fiscal Year 24-25, Effective July 1, 2024/Jodi Wilson, Director, Human Resources

20:56

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board approved the adoption of the salary schedule.

8. Consideration of the Adoption of a Tillamook County Justice Facility Hourly/Salary Schedule for Fiscal Year 24-25, Effective July 1, 2024/Jodi Wilson, Director, Human Resources

23:06

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board approved the adoption of the salary schedule.

9. Consideration of the Adoption of a Tillamook County 2024-2025 Part-Time/Temporary Salary Schedule for Fiscal Year 24-25, Effective July 1, 2024/Jodi Wilson, Director, Human Resources

31:29

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board approved the adoption of the salary schedule.

10. Consideration of State of Oregon Criminal Justice Commission Grant Agreement BHD-25-25 for the Behavioral Health Deflection Grant Program/Commissioner Erin Skaar

35:45

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Chair signed the agreement.

11. Consideration of an Oregon Department of Transportation Grant Application for the Oregon Community Paths Program/Rachel Hagerty, Chief of Staff

40:35

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board approved the application.

12. Board Concerns

44:52

TLT Cities Discussions, Radio Bond, Response to Timber Fund Reduction/Commissioner Mary Faith Bell  
Wave, Wind Energy/Forest Trust Land and FEMA BiOp Decision/Commissioner Doug Olson  
CJC Jail Medical Treatment Funding Grant, Council of Forest Trust Land Counties & BiOp Timber Fund Reduction Options/Commissioner Erin Skaar

## **OTHER MEETINGS AND ANNOUNCEMENTS**

01:30:22

The Commissioners will attend a Budget Committee Roundtable meeting on **Wednesday, September 11, 2024** at **1:00 p.m.** to discuss upcoming budget planning. The meeting will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The teleconference number is 1-971-254-3149, Conference ID: 866 914 607#.

There is **NO** Board Briefing scheduled for **Wednesday, September 11, 2024**.

The Commissioners will attend an Association of Oregon Counties District 7 Meeting on Monday, September 16, 2024 at **10:00 a.m.** at 857 Commercial Street, Astoria, Oregon. The teleconference number is 1-515-532-7525, PIN #: 220375983.

The Local Public Safety Coordinating Council (LPSCC) meeting will be held on Monday, September 16, 2024 at **12:00 p.m.** The meeting will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The teleconference number is 1-971-254-3149, Conference ID: 155 859 952#.

The Commissioners will attend an Oregon Department of Forestry Tillamook State Forest tour on Wednesday, September 18, 2024 at **1:00 p.m.**

There is **NO** Board Briefing scheduled for Wednesday, September 18, 2024.

**Chair Bell recessed the meeting at 10:30 a.m. to go into executive session pursuant to ORS 192.660(2)(h)**

**Chair Bell reconvened the meeting at 10:59 a.m.**

**ADJOURN – 10:59 a.m.**

# BOARD OF COMMISSIONERS' BOARD MEETING

Wednesday, September 11, 2024

|                 | Present                             | Absent                   |                | Present                             | Absent                   |
|-----------------|-------------------------------------|--------------------------|----------------|-------------------------------------|--------------------------|
| Mary Faith Bell | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rachel Hagerty | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Doug Olson      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Bill Sargent   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Erin Skaar      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                |                                     |                          |

PLEASE PRINT

| <u>Name</u>   | <u>Email or Address</u> | <u>Item of Interest</u> |
|---------------|-------------------------|-------------------------|
| RUTH LAFRANCE |                         | LIBRARY                 |
| Louise Lamb   |                         | Library                 |

**(Please use reverse if necessary)**

## TILLAMOOK COUNTY BOARD OF COMMISSIONERS' MEETING

**WEDNESDAY, September 11, 2024**

# PUBLIC COMMENT SIGN-IN SHEET

**PLEASE PRINT**

[illegible]

**TILLAMOOK COUNTY LOCAL 223 TEAMSTERS UNION SALARY SCHEDULE**  
**FISCAL YEAR 24-25 - EFFECTIVE JULY 1, 2024**  
2080 yearly base hours

| Table: T                        | Range | Union | O/T Eligible | Minimum  |          |          |          | Steps    |          |          |          |          | Maximum  |
|---------------------------------|-------|-------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| TITLE                           |       |       |              | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        | 9        | 10       |
| CORRECTIONS DEPUTY              | A     | T     | Y            | \$ 28.78 | \$ 29.64 | \$ 30.53 | \$ 31.44 | \$ 32.39 | \$ 33.36 | \$ 34.36 | \$ 35.39 | \$ 36.45 | \$ 37.55 |
| CRIMINAL DEPUTY                 | A     | T     | Y            | \$ 28.78 | \$ 29.64 | \$ 30.53 | \$ 31.44 | \$ 32.39 | \$ 33.36 | \$ 34.36 | \$ 35.39 | \$ 36.45 | \$ 37.55 |
| PAROLE AND PROBATION DEPUTY     | A     | T     | Y            | \$ 28.78 | \$ 29.64 | \$ 30.53 | \$ 31.44 | \$ 32.39 | \$ 33.36 | \$ 34.36 | \$ 35.39 | \$ 36.45 | \$ 37.55 |
| Table: T                        | Range | Union | O/T Eligible | Minimum  |          |          |          | Steps    |          |          |          |          | Maximum  |
| TITLE                           |       |       |              | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        |          |          |
| CORRECTIONS TECHNICIAN          | B     | T     | Y            | \$ 23.79 | \$ 24.51 | \$ 25.24 | \$ 26.00 | \$ 26.78 | \$ 27.58 | \$ 28.41 | \$ 29.26 |          |          |
| LAW ENFORCEMENT TECHNICIAN      | B     | T     | Y            | \$ 23.79 | \$ 24.51 | \$ 25.24 | \$ 26.00 | \$ 26.78 | \$ 27.58 | \$ 28.41 | \$ 29.26 |          |          |
| PAROLE AND PROBATION TECHNICIAN | B     | T     | Y            | \$ 23.79 | \$ 24.51 | \$ 25.24 | \$ 26.00 | \$ 26.78 | \$ 27.58 | \$ 28.41 | \$ 29.26 |          |          |
| Table: T                        | Range | Union | O/T Eligible | Minimum  |          |          |          | Steps    |          |          |          |          | Maximum  |
| TITLE                           |       |       |              | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        |          |          |
| <del>COOK</del>                 | C     | T     | Y            | \$ 20.36 | \$ 20.97 | \$ 21.60 | \$ 22.25 | \$ 22.92 | \$ 23.60 | \$ 24.31 | \$ 25.04 |          | Archive  |
| <del>COOK ASSISTANT</del>       | C     | T     | Y            | \$ 20.36 | \$ 20.97 | \$ 21.60 | \$ 22.25 | \$ 22.92 | \$ 23.60 | \$ 24.31 | \$ 25.04 |          | Archive  |
| Table: T                        | Range | Union | O/T Eligible | Minimum  |          |          |          | Steps    |          |          |          |          | Maximum  |
| TITLE                           |       |       |              | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        |          |          |
| RECORDS CLERK                   | D     | T     | Y            | \$ 19.45 | \$ 20.03 | \$ 20.63 | \$ 21.25 | \$ 21.89 | \$ 22.55 | \$ 23.22 | \$ 23.92 |          |          |

Revised and adopted by BOC 1/11/2023, Effective 1/1/2023 5% Market Adj.

Revised and adopted by BOC 6/28/2023, Effective 7/1/2023 3% COLA

Revised and adopted by BOC 1/17/2024, Effective 1/1/2024 .5% COLA.

Proposed to BOC 9/11/2024, Effective 7/1/2024 10% market adjustment.

**TILLAMOOK COUNTY JUSTICE FACILITY HOURLY/SALARY SCHEDULE**  
**FISCAL YEAR 24-25 - EFFECTIVE JULY 1, 2024**  
2080 yearly base hours

| Table: JF                   | Range | Union | O/T Eligib | Minimum     |             |             |             | Steps       |             |              |              | Maximum      |
|-----------------------------|-------|-------|------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|
| TITLE                       |       |       |            | 1           | 2           | 3           | 4           | 5           | 6           | 7            | 8            | 9            |
| No Assigned Classifications | 1     | N     | Y          | \$ 34.27    | \$ 35.64    | \$ 37.07    | \$ 38.55    | \$ 40.09    | \$ 41.70    | \$ 43.37     | \$ 45.10     | \$ 46.90     |
| Sergeant**                  | 2     | N     | Y          | \$ 35.64    | \$ 37.07    | \$ 38.55    | \$ 40.09    | \$ 41.70    | \$ 43.37    | \$ 45.10     | \$ 46.90     | \$ 48.78     |
| No Assigned Classifications | 3     | N     | Y          | \$ 37.07    | \$ 38.55    | \$ 40.09    | \$ 41.70    | \$ 43.37    | \$ 45.10    | \$ 46.90     | \$ 48.78     | \$ 50.73     |
| No Assigned Classifications | 4     | N     | Y          | \$ 38.55    | \$ 40.09    | \$ 41.70    | \$ 43.37    | \$ 45.10    | \$ 46.90    | \$ 48.78     | \$ 50.73     | \$ 52.76     |
|                             |       |       |            |             |             |             |             |             |             |              |              |              |
| Table: JF                   | Range | Union | O/T Eligib | Minimum     |             |             |             | Steps       |             |              |              | Maximum      |
| TITLE                       |       |       |            | 1           | 2           | 3           | 4           | 5           | 6           | 7            | 8            | 9            |
| Lieutenant                  | 5     | N     | N          | \$ 7,519.00 | \$ 7,820.00 | \$ 8,133.00 | \$ 8,458.00 | \$ 8,796.00 | \$ 9,148.00 | \$ 9,514.00  | \$ 9,895.00  | \$ 10,291.00 |
| Undersheriff                | 6     | N     | N          | \$ 7,820.00 | \$ 8,133.00 | \$ 8,458.00 | \$ 8,796.00 | \$ 9,148.00 | \$ 9,514.00 | \$ 9,895.00  | \$ 10,291.00 | \$ 10,703.00 |
| No Assigned Classifications | 7     | N     | N          | \$ 8,133.00 | \$ 8,458.00 | \$ 8,796.00 | \$ 9,148.00 | \$ 9,514.00 | \$ 9,895.00 | \$ 10,291.00 | \$ 10,703.00 | \$ 11,131.00 |

\*\*Indicates non-represented/non-exempt status. Eligible for DPSST Intermediate or Advance Certification pay.

Revised and adopted by BOC 1/19/2022

Revised and adopted by BOC 6/22/2022

Revised and adopted by BOC 1/11/2023. Effective 1/1/2023 5% Market Adj.

Revised and adopted by BOC 3/13/2024. Effective 1/1/2024 .5% COLA.

Revised and adopted by BOC 9/11/2024. Effective 7/1/2024 10% COLA.

**TILLAMOOK COUNTY 2024-2025 PART TIME / TEMPORARY SALARY SCHEDULE**  
**FISCAL YEAR 24-25 - EFFECTIVE JULY 1, 2024**

| Table: P                                     | Range | Union | O/T Eligible |          |           |          |
|----------------------------------------------|-------|-------|--------------|----------|-----------|----------|
|                                              |       |       |              | Minimum  | Mid-Point | Maximum  |
| TITLE                                        |       |       |              |          |           |          |
| BOOK MENDER                                  | 4     | N     | N            | \$ 15.77 | \$ 17.39  | \$ 20.13 |
| CUSTODIAN                                    | 4     | N     | N            | \$ 15.77 | \$ 17.39  | \$ 20.13 |
| ELECTIONS CLERK                              | 4     | N     | N            | \$ 15.77 | \$ 17.39  | \$ 20.13 |
| LIBRARY ASSISTANT 1                          | 4     | N     | N            | \$ 15.77 | \$ 17.39  | \$ 20.13 |
| OFFICE SPECIALIST 1                          | 4     | N     | N            | \$ 15.77 | \$ 17.39  | \$ 20.13 |
| PARK FEE COLLECTOR/COURIER                   | 4     | N     | N            | \$ 15.77 | \$ 17.39  | \$ 20.13 |
| PARK HOST                                    | 4     | N     | N            | \$ 15.77 | \$ 17.39  | \$ 20.13 |
| PARK LABORER                                 | 4     | N     | N            | \$ 15.77 | \$ 17.39  | \$ 20.13 |
| TRANSPORTATION COORDINATOR-VETERANS SERVICES | 4     | N     | N            | \$ 15.77 | \$ 17.39  | \$ 20.13 |
| VICTIM'S SPECIALIST                          | 5     | N     | N            | \$ 16.56 | \$ 18.26  | \$ 21.13 |
| FLAGGER                                      | 5     | N     | N            | \$ 16.56 | \$ 18.26  | \$ 21.13 |
| ACCOUNTING CLERK 1                           | 6     | N     | N            | \$ 17.39 | \$ 19.17  | \$ 22.19 |
| LIBRARY ASSISTANT 2                          | 6     | N     | N            | \$ 17.39 | \$ 19.17  | \$ 22.19 |
| PARKING AMBASSADOR                           | 6     | N     | N            | \$ 17.39 | \$ 19.17  | \$ 22.19 |
| RECORDS CLERK                                | T6    | N     | N            | \$ 19.45 | \$ 21.25  | \$ 23.92 |
| INTERPRETER                                  | 7     | N     | N            | \$ 18.26 | \$ 20.13  | \$ 23.30 |
| OFFICE SPECIALIST 2                          | 7     | N     | N            | \$ 18.26 | \$ 20.13  | \$ 23.30 |
| SOLID WASTE OUTREACH SPECIALIST              | 7     | N     | N            | \$ 18.26 | \$ 20.13  | \$ 23.30 |
| MARINE CADET                                 | 8     | N     | N            | \$ 20.03 | \$ 22.81  | \$ 25.57 |
| PARK RANGER                                  | 8     | N     | N            | \$ 20.03 | \$ 22.81  | \$ 25.57 |
| ACCOUNTING CLERK 2                           | 9     | N     | N            | \$ 20.13 | \$ 22.19  | \$ 25.69 |
| BUILDING & GROUNDS MAINTENANCE WORKER        | 9     | N     | N            | \$ 20.13 | \$ 22.19  | \$ 25.69 |
| LEGAL ASSISTANT 1                            | 9     | N     | N            | \$ 20.13 | \$ 22.19  | \$ 25.69 |
| LIBRARY ASSISTANT 3                          | 9     | N     | N            | \$ 20.13 | \$ 22.19  | \$ 25.69 |
| MEDICAL CLINIC ASSISTANT                     | 9     | N     | N            | \$ 20.13 | \$ 22.19  | \$ 25.69 |
| SIGN TECHNICIAN                              | 9     | N     | N            | \$ 20.13 | \$ 22.19  | \$ 25.69 |
| WIC PROGRAM ASSISTANT                        | 9     | N     | N            | \$ 20.13 | \$ 22.19  | \$ 25.69 |
| LAW ENFORCEMENT TECH/CODE ENFORCEMENT        | T10   | N     | N            | \$ 23.79 | \$ 26.00  | \$ 29.26 |
| ACCOUNTING TECHNICIAN                        | 11    | N     | N            | \$ 22.19 | \$ 24.47  | \$ 28.32 |
| CONFLICT SOLUTIONS COORDINATOR               | 11    | N     | N            | \$ 22.19 | \$ 24.47  | \$ 28.32 |
| GRANT COMPLIANCE ASSISTANT                   | 11    | N     | N            | \$ 22.19 | \$ 24.47  | \$ 28.32 |
| LEGAL ASSISTANT 2                            | 11    | N     | N            | \$ 22.19 | \$ 24.47  | \$ 28.32 |
| MOBILE CLINIC DRIVER                         | 11    | N     | N            | \$ 22.19 | \$ 24.47  | \$ 28.32 |
| PARK MAINTENANCE & OPERATIONS TECHNICIAN 2   | 11    | N     | N            | \$ 22.19 | \$ 24.47  | \$ 28.32 |
| MECHANIC 1                                   | 12    | N     | N            | \$ 23.30 | \$ 25.69  | \$ 29.74 |
| PARK ORDINANCE ENFORCEMENT OFFICER - ARMED   | 12    | N     | N            | \$ 23.30 | \$ 25.69  | \$ 29.74 |
| SENIOR PERMIT TECHNICIAN                     | 12    | N     | N            | \$ 23.30 | \$ 25.69  | \$ 29.74 |
| JAIL COOK                                    | T13   | N     | N            | \$ 20.36 | \$ 22.25  | \$ 25.04 |
| ENVIRONMENTAL HEALTH SPECIALIST 1            | 13    | N     | N            | \$ 24.47 | \$ 26.00  | \$ 29.26 |
| PROGRAM COORDINATOR                          | 13    | N     | N            | \$ 24.47 | \$ 26.00  | \$ 29.26 |
| BUILDING INSPECTOR 1                         | 14    | N     | N            | \$ 25.69 | \$ 28.32  | \$ 32.79 |
| ENVIRONMENTAL HEALTH SPECIALIST 2            | 15    | N     | N            | \$ 26.97 | \$ 29.74  | \$ 34.42 |
| CRIMINAL/CORRECTIONS/MARINE/P & P DEPUTY     | T15   | N     | N            | \$ 28.78 | \$ 32.39  | \$ 37.55 |
| ENGINEERING TECHNICIAN 2                     | 16    | N     | N            | \$ 28.32 | \$ 31.22  | \$ 36.15 |
| LIBRARIAN                                    | 16    | N     | N            | \$ 28.32 | \$ 31.22  | \$ 36.15 |
| BUILDING INSPECTOR 2                         | 17    | N     | N            | \$ 29.74 | \$ 32.79  | \$ 37.95 |

Archive

|                                 |     |   |   |          |          |          |
|---------------------------------|-----|---|---|----------|----------|----------|
| HHS ADMIN SPECIALIST            | 17  | N | N | \$ 29.74 | \$ 32.79 | \$ 37.95 |
| REGISTERED NURSE 1              | 18  | N | N | \$ 31.22 | \$ 34.42 | \$ 39.85 |
| REGISTERED NURSE 2              | 19  | N | N | \$ 32.79 | \$ 36.15 | \$ 41.84 |
| ACCOUNTING MANAGER              | N19 | N | N | \$ 31.75 | \$ 35.72 | \$ 43.47 |
| BUILDING INSPECTOR 3            | 20  | N | N | \$ 34.42 | \$ 37.95 | \$ 43.94 |
| ELECTRICAL INSPECTOR            | 20  | N | N | \$ 34.42 | \$ 37.95 | \$ 43.94 |
| REGISTERED NURSE 3              | 20  | N | N | \$ 34.42 | \$ 37.95 | \$ 43.94 |
| COMMUNITY HEALTH DENTAL MANAGER | N21 | N | N | \$ 35.40 | \$ 39.84 | \$ 48.48 |
| PROJECT MANAGER                 | N22 | N | N | \$ 24.37 | \$ 41.12 | \$ 57.87 |
| RETIRED/REHIRED 150 DEPT HEAD   | E23 | N | N | \$ 33.37 | \$ 46.77 | \$ 60.17 |

A Department Director may assign pay and/or hire temporary help at the range on this pay table as long as the rate is at or above the current Oregon minimum wage rate.

The Human Resources Director and Treasurer may add job titles and assign pay as needed by the County to be adopted by the Board of County Commissioners. Any pay range developed above 19 requires the approval of the Board of County Commissioners. All temporary employee (including retired employees rehired) require approval of the Board of County Commissioners.

Park Maintenance & Operations Tech 2 added to Range 11 effective 5/13/13

Engineering Technician 2 added to Range 16, Law Enforcement Technician/Code Enforcement added to Range 10 & WIC Program Coordinator added to Range 8 effective 7/18/13

Building Official added to Range 19 and Sign technician added to Range 9 effective 8/20/13

Payroll Specialist added to Range 18 effective 8/19/15

BOCC Secretary added to Range 14 effective 2/10/16

Added Range 20 for BOCC Project Manager 2/10/16

Moved Criminal/Corrections/Marine Deputy from Range 14 to Range 15 2/24/16

Moved Custodian from Range 1 to Range 3, Added Records Clerk to Range 6, Added Parole & Probation Deputy to Range 15 effective 6/21/17

Added Conflict Solutions Coordinator to Range 11 effective 7/26/17

Added Retired/Rehired 150 day Dept. Head-Manager to Range 20 effective 1/3/18

Added Jail Cook to Range 13 effective 3/21/18

Added Senior Permit Tech to Range 13 effective 11/16/18

Revised and adopted by BOC 1/2/19 updated hourly rates

Revised and adopted by BOCC 11/1/19 updated hourly rates

Revised and adopted by BOCC 11/1/19 updated hourly rates

Added Mobile Clinic Driver to Range 11 effective 12/1/19

Revised and adopted by BOCC 12/16/2021 updated hourly rates

Revised and adopted by BOCC 3/2/2022 (Added Parking Ambassador to R6)

Revised and adopted by BOCC 4/20/2022 (Updated Retired/Rehired 150 to reflect Executive Service pay table)

Revised and adopted by BOCC 6/22/2022

Revised and adopted by BOCC 6/22/2022

Revised and adopted by BOC 1/11/2023. Effective 1/1/2023 5% Market Adj.

Revised and adopted by BOC 3/13/2024 retro to 7/1/2023

Mechanic to Mechanic 1

Accounting Clerk 1 range 5 to 6

Building & Grounds Maintenance Worker range 7 to 9

Building Inspector 1 range 11 to 14

Environmental Health Specialist 1 range 12-13

Environmental Health Specialist 2 range 14 to 15

Grant Compliance Assistant range 10 to 11

Office Specialist 1 range 4 to 5

Victim's Specialist range 4 to 5

Archived Building Official

Archived Child Support Enforcement Agent

Archived Licensed Practical Nurse

Archived Human Resources Assistant

Archived Secretary

Archived Payroll Specialist

Structure Adjustment - Community Health Dental Manager Range 19 to N21

Revised and adopted by BOC 3/13/2024. Effective 1/1/2024 2% COLA.

**Revised and adopted by BOC 6/26/2024. Effective 7/1/2024 3% COLA (title change from Park Ordinance Enfo**

**OREGON DEPARTMENT OF TRANSPORTATION**  
**Oregon Community Paths Program**  
**Grant Application**

**One Sentence Project Description**

This project involves the planning and design of a realignment at the intersection of Cape Kiwanda Drive, Pacific Avenue, and Sunset Drive in Pacific City, Oregon, to improve traffic flow, safety, and connectivity for pedestrians, cyclists, and ADA users.

**Estimated project cost, (not including ODOT administrative fees or contingency costs)**

\$ 475,556.00

**ODOT Administrative Costs if uncertified (5% of estimated project cost)**

\$53,777.80

**Contingency (30% of estimated project cost)**

\$142,666.80

**Total Project cost (including administration and contingencies)**

\$672,000.60

**Amount of Grant funds requested (must be between \$400,000 and \$750,000)**

\$602,986.14

**Cash match amount (10.27% of total project cost)**

\$69,014.46

**Source of Match amount (10.27% of total project cost):**

Tillamook County Transit lodging tax funds and or Day use fees

**Project Location**

**Beginning Point (Latitude and Longitude)**

45.202265 – 123.965834

**End Point**

45.20265 – 123.966421

**Estimated Length of Project (Linear Feet)**

450 feet

**Government Support: I have endorsement from elected bodies along the length of the project**

Yes

**Transportation Purpose: Will the project, if constructed, primarily serve a transportation (versus recreation) purpose? Yes 1000-character limit**

The project will primarily serve transportation purposes by addressing critical issues at a key intersection in Pacific City, Oregon. The realignment of Cape Kiwanda Drive, Pacific Avenue, and Sunset Drive is designed to improve traffic flow, reduce congestion, and enhance safety for all users, including pedestrians, cyclists, and motorists. The project will also integrate active transportation facilities, such as bike lanes and crosswalks, to facilitate safer, more efficient travel within the community. While the area is near recreational sites, the primary focus is on improving transportation infrastructure to better serve residents, visitors, and local businesses.

**Regional Path: Will the project contribute to development of an ADA compliant continuous path made up of one or more connected segments that (Check all that apply)?\*(required)**

X Is primarily physically separated from the roadway

X Connects two or more communities, with each community no more than 15 miles apart, or traverses through a single large community with a path that is 10 miles or longer.

X Closes gap in a larger path network that connects two or more communities, or traverses a single large community

**Critical Link: Will the project contribute to development of an ADA compliant biking and/or walking path to high need locations (i.e. transportation disadvantaged areas, schools, shopping or employment centers, medical services, connections to transit and regional paths, and downtowns)? 1000-character limit**

Yes

The project will contribute to the development of an ADA-compliant biking and walking path that connects high-need locations. The realignment at Cape Kiwanda Drive, Pacific Avenue, and Sunset Drive will include the planning for accessible pedestrian pathways and bike lanes, ensuring connectivity to key destinations such as local businesses, the shoreline, and transit stops. By improving access to transportation-disadvantaged areas, schools, and shopping centers, the project will enhance mobility for all community members, including those with disabilities.

**Will the project contribute to development of an ADA compliant separated biking and/or walking path in areas where no connections exist, transportation options are limited, or significant safety concerns are addressed by the improvement? 1000-character limit**

Yes

The project will contribute to the development of an ADA-compliant separated biking and walking path in areas currently lacking connections and with limited transportation options. The planning includes the realignment of key intersections and the design of dedicated bike lanes and pedestrian pathways, addressing significant safety concerns in the area. These improvements will create safe,

accessible routes where none currently exist, enhancing mobility and safety for all users, including those with disabilities, and providing critical connections to local destinations and transit options.

**Why is this project needed? What problem are you trying to solve? 1000-character limit**

This project is essential to address traffic congestion, safety issues, and connectivity at a key intersection in Pacific City, Oregon, near Cape Kiwanda State Natural Area. The current layout causes traffic bottlenecks, poses risks to pedestrians and cyclists due to the lack of dedicated lanes and crosswalks, and limits community access to essential services and economic opportunities. By realigning the intersection, undergrounding utilities, and incorporating active transportation facilities, the project aims to enhance safety, reduce emissions, support local businesses, and improve overall community connectivity.

**How does your project answer/resolve the above problem statement? 1000-character limit**

Our project addresses the problem by realigning the key intersection at Cape Kiwanda Drive, Pacific Avenue, and Sunset Drive, reducing traffic congestion and improving safety for pedestrians and cyclists. By planning for dedicated bike lanes, enhanced crosswalks, and better lighting, we create a safer and more accessible environment for all users. The undergrounding of utilities will eliminate visual clutter and prepare the area for future improvements. These changes will enhance community connectivity, support local businesses, reduce emissions, and align with broader goals of sustainability and economic growth.

**Provide a summary of the project in a concise manner that can be used on a website or publication. E.g. construct a multi-use path 0.5 miles long between point A and B, connecting Amtrak station to bikeway network to city center. 1000-character limit**

This project involves the planning and design of a realigned intersection at Cape Kiwanda Drive, Pacific Avenue, and Sunset Drive in Pacific City, Oregon. The project aims to enhance traffic flow, reduce congestion, and improve safety for all road users by incorporating dedicated bike lanes, enhanced pedestrian crosswalks, and underground utilities. Located near the Pacific Ocean and Cape Kiwanda State Natural Area, the project will connect key community destinations, support local businesses, and improve access to essential services, making the area safer and more accessible for residents and visitors alike.

**Who benefits most from this project? 200-character limit**

This project primarily benefits residents of a disadvantaged community, including those with limited transportation options and people with disabilities, by providing safer, more accessible routes and enhanced connectivity for both residents and tourists.

**Where are they located in relation to project Location? 200-character limit**

They are located within and around the project site in Pacific City, including nearby residential neighborhoods and key destinations like schools, businesses, and recreational areas.

**Are they located within 1.5 miles from the project location?**

Yes

**Please use the Social Equity Index tool to locate the benefitted communities and provide the score.**

Low Medium Disparity

**Explain how this project will directly benefit transportation-disadvantaged communities. Include outcomes such as service to low-income housing, to shift-workers travelling in high-priority corridors, to people with limited English proficiency, and/or to historically marginalized populations. Limit 1,000 Characters**

This project will directly benefit transportation-disadvantaged communities by enhancing safe, accessible routes for low-income residents, shift workers, and people with limited transportation options in Pacific City. The improved infrastructure at the Cape Kiwanda Drive intersection will provide safer pedestrian crossings, ADA-compliant pathways, and dedicated bike lanes, supporting residents who rely on walking and cycling for daily commutes. By improving access to key destinations like jobs, schools, and services, the project will help historically marginalized populations and those with limited English proficiency by ensuring more reliable, equitable transportation options in high-priority corridors. The improved connectivity also supports economic opportunities, providing safer access for shift workers and those traveling during non-peak hours.

**Is this project specifically listed in an approved or adopted Transportation System Plan, Active Transportation Plan, Safe Routes to School Plan, transit plan, metropolitan transportation plan, or other plan?**

Yes

**If yes, please list the plan and page number**

KIWANDA CORRIDOR PROJECT PREFERRED CONCEPT pages 24 to 27

**Describe your community engagement practices in the project's planning process. How did the planning for this project engage historically-marginalized and transportation-disadvantaged populations in your service area?**

The Project Team led a comprehensive community engagement process, actively involving historically marginalized and transportation-disadvantaged populations. In July 2021, a planning charrette was held with key committees to set project goals. By August, wayfinding and park integration were discussed with the Parking Advisory Committee. In September, an online webinar introduced the project to the community, showcasing initial plans and key pedestrian crossings. From November 2021 to January 2022, consultations with stakeholder groups and Homeowners Associations provided crucial feedback. In April 2022, the Team held online and in-person open houses, followed by a survey to gather community input, which shaped the concept plan. Continued outreach through virtual meetings, a project website, email notifications, and local advertisements ensured ongoing engagement, leading to the concept plan's adoption in August 2022.

**How have (or will) historically excluded communities been informed, consulted, or involved in development of this program or proposed modifications as the program continues? What methods or tools were used (and/or will be used) for this engagement? Be specific**

Initial involvement included a planning charrette and advisory committee meetings in July and August 2021. In September 2021, an online webinar presented the project, with feedback collected via a community survey in April 2022 during online and in-person open houses. Continued engagement involved virtual meetings, a project website with comment forms, a 24/7 hotline, and local advertisements. Ongoing notifications through email, bulletin boards, and postcards ensured these communities remain informed and involved in project developments and modifications.

**Describe how you selected a diverse range of leaders and residents, businesses and community groups to assess needs, identify gaps, establish priorities, and develop solutions. If available, attach to this application any meeting minutes or other materials used for community engagement purposes:**

The selection of a diverse range of leaders, residents, businesses, and community groups was driven by a commitment to inclusivity and equity. The Project Team facilitated targeted outreach to ensure representation from historically marginalized communities and key stakeholders. Various methods, such as surveys, public meetings, and consultations with advisory committees, were used to identify community needs, gaps, and priorities. These efforts ensured that the project reflects the voices of all community members, particularly those traditionally underrepresented in transportation planning.

**In what ways does the program address the needs expressed by historically excluded communities? What are the benefits and burdens to those communities?**

The project addresses the needs of historically excluded communities by prioritizing equitable access to safe and efficient transportation options. It includes dedicated bike lanes, improved pedestrian crossings, and enhanced connectivity to essential services like jobs, schools, and healthcare. The benefits to these communities include increased safety, better access to opportunities, and improved quality of life. However, there may be temporary burdens during construction, such as disruptions to local traffic and accessibility, which the program aims to mitigate through careful planning and communication.