

# MEMO

**To:** Mayor and City Council  
**From:** Abigail Donowho  
**Date:** October 12, 2012  
**Re:** Codification Items for Council Review

## Message

We're getting closer! We had all hoped this process would not take as long as it has to codify our ordinances. I have attached several items from the Legal and Editorial Report from American Legal regarding our ordinances. There are several things that the Council will need to decide for the codification regarding policies or very old rules. I would like to propose a workshop on December 3<sup>rd</sup> in order for us to go through the information and decide how to proceed on the various sections I have included.

The following information may look somewhat "jumbled," but it was the easiest way to get the information in one place without jumping back and forth between documents to locate the sections discussed in the editorial report. The *italic* sections are excerpts from the legal and editorial report. Following each excerpt you will find the section it referred to from the codification draft. Please take the time over the next couple weeks to review the information and compile any questions or ideas you might have for each section.

I'm looking forward to finishing this project and working with you on it! Thanks!

42) § 110.064 Bond, liability insurance and hold harmless. This section cites O.R.S. 30.270, which no longer exists. The chapter from which it derives, O.R.S. Ch. 30, relates to liability of public bodies for claims or damages. We refer you to O.R.S. 30.273 for limitations on property damages, and O.R.S. 30.272 for personal injury and death claims. We particularly bring to your attention the rising scale of limitations in both statutes, all of which figures are greater than those set forth in this section. We recommend that your City Attorney review this section in light of current state law, and draft new legislation, if necessary, to meet your particular local needs. In the meantime, we suggest revising this section by (1) replacing the obsolete citations with a general citation to O.R.S. Ch. 30; and (2) raising the insurance requirements to the future maximums set forth in state law, being \$500,000 for property damage, and \$1,333,300 for personal injury or death. Do you wish to make these changes?

#### § 110.064 BOND, LIABILITY INSURANCE AND HOLD HARMLESS.

Prior to the issuance of a security service license, the applicant shall furnish and, at all times while the license is in force, shall maintain a license and permit bond in the amount of \$5,000 and a policy of liability insurance in the amount as is provided for in division (B) herein.

(A) (1) The bond shall be in favor of the city for the benefit of the city and any and all persons who are damaged by the theft, defalcation or other wrongful conduct of the applicant, his or her agents, employees or assigns in the conduct of the security service business.

(2) The bond shall be issued by a corporate surety licensed to do business in the state. In lieu of the corporate bond, the applicant may deposit with the city for those purposes cash or government Business Registration and Fees 19securities of not less than the amount set by the city or may establish a deposit account in an amount set by the city and assigned to the city.

(B) The policy of liability insurance shall insure the applicant against liability for property damage of not less than \$50,000 per single accident or occurrence as provided in O.R.S. 30.270, \$100,000 to anyone claimant for all other claims arising out of a single accident or occurrence, and \$300,000 for any number of claims arising out of a single accident or occurrence as provided in O.R.S. 30.270, arising out of the acts of commission or omission of the applicant, his or her agents, employees and assigns in the conduct of the security service business. The policy shall contain a provision that the insurer will notify the city of cancellation or nonrenewal of the policy not less than 30 days prior to termination of coverage. All insurance policies shall name the city, its officers, employees and agents as additional insured's.

(C) In addition to the insurance requirement, by applying for and being granted a license to conduct a security service business, the applicant agrees to hold the city, its officers, employees and agents harmless from any claims arising out of the conduct of the business.

(1977 Code, § 6-22) (Ord. 1054, passed 9-4-1984)

*43) §§ 110.085 through 110.091. These sections are derived from legislation passed over 20 years ago. Please review these sections to verify that they still accurately reflect current city practice and procedure. Please specify any changes you wish to make. Unless otherwise instructed, we will retain these sections as presently edited.*

**§ 110.085 AUTOMOBILE WRECKER'S LICENSE.**

It shall be unlawful for any person, firm or corporation to carry on or conduct, in the city, the business of wrecking, dismantling, permanently disassembling or substantially altering the form of any motor vehicle without first obtaining from the city a license therefor, the license to be identified as "automobile wrecker's license." Any license granted must be approved by the City Council and signed by the City Recorder.

(1977 Code, § 6-9) (Ord. 778, passed 9-19-1966) Penalty, see § 110.999

*45) Chapter 111: Amusements. Much of this chapter dates back to the 1940's, 1970's and 1980's. Please carefully review it to determine whether it still accurately reflects city policies and procedures. Please specify any changes or deletions you wish to make. Unless otherwise instructed, we will retain this chapter as presently edited.*

## CHAPTER 111: AMUSEMENTS

### Section

#### *Amusement Devices, Pinball Games and the Like*

- 111.001 Definition
- 111.002 Privilege license fee
- 111.003 License year defined
- 111.004 Receipt
- 111.005 Display of receipt
- 111.006 Effective date

#### *Social Games and Games of Chance*

- 111.020 Gambling prohibited; confiscation of property
- 111.021 Definitions
- 111.022 Application for license
- 111.023 Cardroom license not transferable
- 111.024 Granting and denial of application
- 111.025 Suspension and revocation of license
- 111.026 Regulations
- 111.027 Signs
- 111.028 Cardroom and card table fees
- 111.029 Exceptions to license

#### *Dance Halls*

- 111.045 Dance licenses; fees
- 111.046 Police service
- 111.047 Exclusions

#### *Circuses, Exhibitions, Shows and Certain Amusement Devices*

- 111.060 Definitions
- 111.061 Applications for license
- 111.062 Circuses
- 111.063 Animal show

- 111.064 Tent shows and the like
- 111.065 Merry-go-round
- 111.066 Sanitary conditions
- 111.067 Waiver of fees

*Occult Arts*

- 111.080 License required
- 111.081 Application; fees
  
- 111.999 Penalty

***AMUSEMENT DEVICES, PINBALL GAMES AND THE LIKE***

**§ 111.001 DEFINITION.**

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

***AMUSEMENT DEVICE.*** A device designed to be operated for music or amusement only or for playing a game by the insertion of legal tender of the United States in the machine, which amusement device is so designed and constructed that it cannot pay tokens, money or any other thing of value in violation of the laws of the state, and which can be operated, played or employed for amusement purposes only.

(Ord. 1123, passed 6-1-1992)

**§ 111.002 PRIVILEGE LICENSE FEE.**

There is hereby imposed on every music and amusement device of every description or designation a privilege license fee as follows: each music machine, \$50 annually; for every amusement device or game, \$100 annually; providing, however, that a maximum fee of \$1,000 shall be charged annually to any one licensee for amusement devices or games located at any one business location, notwithstanding the number of devices or games exceeding ten in number at one location.

(Ord. 1123, passed 6-1-1992)

**§ 111.003 LICENSE YEAR DEFINED.**

The fee as specified in § 111.02 shall be paid on an annual basis. The license year for the purposes of this subchapter shall begin on January 1 and end on December 31.

(Ord. 1123, passed 6-1-1992)

**§ 111.004 RECEIPT.**

Upon payment of the privilege license fee hereby imposed, the City Recorder shall issue to each applicant a receipt therefor. For each new amusement device or game acquired any time after January 1 of any year, the full fee as listed in § 111.002 shall be paid on a monthly proration to year end. All license fees paid shall be nonrefundable.

(Ord. 1123, passed 6-1-1992)

**§ 111.005 DISPLAY OF RECEIPT.**

It is hereby made unlawful for any person to display in any public or private place of amusement or business in the city any amusement device subject to the fee imposed by this subchapter unless there be affixed to the device subject to the fee, or posted in a conspicuous place in the room in which the device is displayed, a receipt of the City Recorder for payment of the fee. The receipt, sticker or label shall contain the name and address of the owner and operator thereof, the number of the device, the receipt number, the date issued and the year and months for which the same is issued, signed by the City Recorder. Absence of a duly issued receipt as herein provided shall be prima facie evidence that the fee has not been paid.

(Ord. 1123, passed 6-1-1992) Penalty, see § 111.999

**§ 111.006 EFFECTIVE DATE.**

This subchapter shall be in full force and effect 30 days from the date it is signed by the Mayor of the city.

(Ord. 1123, passed 6-1-1992)

***SOCIAL GAMES AND GAMES OF CHANCE*****§ 111.020 GAMBLING PROHIBITED; CONFISCATION OF PROPERTY.**

No person shall participate in, operate or assist in operating any gambling game or activity, including a lottery. No person shall have in his or her possession any property, instrument or device designed or adapted for use in any type of gambling activity. Any such property, instrument or device is a nuisance and may be summarily seized by any police officer. Property so seized shall be placed in the custody of the Chief of Police of the city. Upon conviction of the person owning or controlling the property for a violation of this section, the Municipal Judge shall order the property confiscated and destroyed.

(1977 Code, § 6-11) (Ord. 855, passed 1-3-1977) Penalty, see § 111.999

**§ 111.021 DEFINITIONS.**

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**CARDROOM.** Any place open to the public wherein any table is maintained upon which games of cards are played.

**GAMBLING.**

(1) Any contest, game, gaming scheme, gaming device or machine in which the outcome depends in a material degree upon an element of chance, notwithstanding the skill of the contestants may also be a factor therein.

(2) The term **GAMBLING** shall not include social games.

**SOCIAL GAMES.**

(1) A game involving the playing of cards only, which does not include lotteries or any game involving the use of any property, instrument or device designed or adapted for the use in any type of gambling activity, between players in a private home where no house player, house bank or house odds exist, and there is no house income from the operation of the **SOCIAL GAME**.

(2) A game involving the playing of cards only, which does not include lotteries or any game involving the use of any property, instrument or device designed or adapted for the use in any type of gambling activity, between players in a private business, private club or place of public accommodation, where no house player, house bank or house odds exist and there is no income from the operation of the **SOCIAL GAMES**.

(1977 Code, § 6-11) (Ord. 855, passed 1-3-1977)

**§ 111.022 APPLICATION FOR LICENSE.**

From and after this date, it shall be unlawful for any person, firm or corporation to engage in or carry on, or maintain or conduct any cardroom in the city without having valid license for the cardroom and licenses for the card tables therein. Any person desiring to obtain licenses under the provisions of this subchapter shall pay to the City Recorder fees as specified in § 111.028.

(1977 Code, § 6-11) (Ord. 855, passed 1-3-1977; Ord. 994, passed 5-4-1981) Penalty, see § 111.99

**§ 111.023 CARDROOM LICENSE NOT TRANSFERABLE.**

No cardroom license shall be assignable or transferable. A change of persons having a financial interest in a licensed business shall be reported immediately to the City Manager, who shall order an investigation by the Police Department and the changes approved or denied by the City Council.

Application for change of financial ownership shall be accompanied by a \$65 nonrefundable investigation fee.

(1977 Code, § 6-11) (Ord. 855, passed 1-3-1977; Ord. 994, passed 5-4-1981)

**§ 111.024 GRANTING AND DENIAL OF APPLICATION.**

(A) The City Council shall either approve the application and grant the license applied for or deny the application and refuse to grant the license.

(B) The above shall not be granted if:

(1) The applicant has been previously convicted of a felony within the last ten years;

(2) The applicant has been convicted of five misdemeanors, the last of which was within five years;

(3) The applicant has been convicted of or forfeited bail for any crime involving gambling within the last five years;

(4) The applicant has been directly or indirectly involved in a forfeiture proceeding regarding a gambling device as defined in state statutes where the gambling device has been ordered destroyed, or a bond has been forfeited in lieu of the gambling device being destroyed within the last five years;

(5) Any false or misleading information is supplied in the application or any information requested is omitted from the application;

(6) The applicant has had a license which was in his or her name revoked or suspended three times by the State Liquor Control Commission, the last of which was in the last five years;

(7) The applicant violates any section of this subchapter; or

(8) Any other conduct involving moral turpitude on the part of the applicant.

(1977 Code, § 6-11) (Ord. 855, passed 1-3-1977; Ord. 1027, passed 1-17-1983)

**§ 111.025 SUSPENSION AND REVOCATION OF LICENSE.**

(A) The City Manager shall temporarily suspend any cardroom license issued hereunder if:

(1) Any person who has any interest in the business has been previously convicted of a felony;

(2) Any person who has any interest in the business has been convicted of five misdemeanors, excepting minor traffic offenses;

(3) Any person who has any interest in the business has been convicted of or forfeited bail for any crime involving gambling;

(4) Any person who has any interest in the business has been directly or indirectly involved in a forfeiture proceeding regarding a gambling device as defined in the state statutes where the gambling device has been ordered destroyed or a bond has been forfeited in lieu of the gambling device being destroyed;

(5) Any false or misleading information is supplied in the application;

(6) Any person who has any interest in the business has had a license which was in his or her name revoked or suspended three times by the State Liquor Control Commission;

(7) Any person who has any interest in the business or any employee who violates any section of this subchapter; or

(8) Any other conduct involving moral turpitude on the part of any person who has any interest in the business.

(B) Action in this respect shall be subject to the right of appeal to the City Council meeting in regular Council session. Notice of the appeal shall be filed with the City Recorder within ten days or the action shall be deemed final and conclusive. A temporary suspension shall be 30 days.

(C) Permanent revocation may be made only by the City Council, and the revocation shall only take place at a City Council meeting in regular Council session upon application of the City Manager and only after the licensee has been served with notice at least 20 days prior to the City Council meeting. The notice shall include the time and date of the City Council meeting and the grounds upon which the permanent revocation is sought. Notice shall be deemed to have been received by the licensee if the City Manager mails the notice to the address listed by the licensee on his or her application for a license. (1977 Code, § 6-11) (Ord. 855, passed 1-3-1977; Ord. 1027, passed 1-17-1983)

#### § 111.026 REGULATIONS.

It shall be unlawful to operate a cardroom in violation of any of the following regulations and rules.

(A) With respect to the social games set forth in this subchapter, there shall be a limit on any bet of \$10 and a three-raise limit.

(B) Licensees holding or obtaining licenses under the provisions of this subchapter shall thereby automatically agree to be bound by and observe each and all of the terms, conditions and provisions of this subchapter and of the regulations and rules established thereby.

(C) Each and all of the games conducted or operated in the city pursuant to the provisions of this subchapter shall be conducted and operated in full conformity with, and subject to, all the provisions of the laws of this state and the city.

(D) No licensee shall allow the use of any cardroom between the hours of 2:30 a.m. and 8:00 a.m. of any day.

(E) All cardrooms shall be open to police inspection during all hours of operation. The cardroom license shall be available for inspection during all hours of operation.

(F) No person who has any direct financial interest in a business permitting social gaming, per this subchapter and state law, shall participate in any card game, procure players, back, farm out, assign or sublet any card games lawfully permitted on the premises in which the person has any interest or works. ***DIRECT FINANCIAL INTEREST*** means any interest, legal or equitable, of any person as an owner, co-owner, stockholder, officer or shareholder in any corporation, joint venture, partnership, trading company or association.

(G) The playing of all card games shall be so arranged as to provide free access and visibility to any interested party. Doors leading into the cardroom must remain unlocked during all hours of operation.

(H) No person under the age of 21 shall be permitted to participate in any card game or to enter or remain upon the premises.

(I) No charge shall be collected from any player for the privilege of participating in any game.

(J) With respect to tables at which any form of Blackjack or Twenty-one is played, there shall be a limit of three tables for the play in any licensed cardroom.

(K) To provide for special events and promotional programs temporary tables will be allowed. The following requirements for temporary tables shall apply in addition to regulations set forth in this subchapter for regular table operations:

(1) The maximum number of tables in operation shall not exceed six, including regularly licensed tables;

(2) Licenses must be issued prior to the use of the temporary tables;

(3) The license fee for temporary tables shall be per § 111.028;

(4) Temporary table licenses may be suspended or denied by the City Manager upon receiving a report from the Chief of Police of the city that the business establishment of a temporary license has become a law enforcement problem by reason of any of the following:

(a) Rowdy and/or disorderly conduct occurring on the premises of the licensed business;

(b) Drunkenness and/or being under the influence of intoxicants on the premises of the licensed business;

(c) The use, possession, sale, gifts, barter or exchange by any person on the premises of licensed business of any controlled substance as defined by O.R.S. 475.005 or any drug whose possession, sale, exchange, gift or use is made illegal by any law of this state or of the United States of America;

(d) Gambling occurring and/or permitted on the premises of the licensed business contrary to the law of the state and/or this subchapter; or

(e) Any lewd, lascivious or immoral conduct or act occurring upon the premise of the licensed business which is contrary to or offends the current moral standards of the community.

(5) Denial or suspension of all temporary table licenses may be made by the City Manager upon receiving a report by the Chief of Police that, on the dates of special promotional events, increased law enforcement demands occur within public or private properties within the city by reason of the following:

(a) Drunkenness and/or being under the influence of intoxicants;

(b) Rowdy and/or disorderly conduct;

(c) Lewd, lascivious or immoral conduct or acts; and/or

(d) Vandalism of public or private property.

(6) Upon suspension of a temporary license, the licensee may give notice of an appeal to the City Recorder within 24 hours of being advised by the City Manager of the suspension. Within 48 hours after an appeal is filed, a hearing shall be held before the City Recorder, at which time licensee shall show cause why the temporary license suspensions should not be made permanent. When the City Manager gives notice of the suspension to licensee, there shall be included with the notice the reason for the suspension. The burden of proof pertaining to a suspension of a license shall be by the preponderance of the evidence.

(1977 Code, § 6-11) (Ord. 855, passed 1-3-1977; Ord. 989, passed 2-3-1981; Ord. 1027, passed 1-17-1983; Ord. 1070, passed 5-19-1986; Ord. 1974, passed 7-21-1986) Penalty, see § 111.999

#### § 111.027 SIGNS.

(A) Signs advertising gambling, playing of cards or advertising specific forms of card playing or enticing players, shall not be displayed so as to be seen from outside the building housing the cardroom.

(B) Signs visible from inside the building, informing the public in which areas cards may be played and/or designating permitted games, will be allowed.

(C) Neon signs or flashing light signs will not be permitted.

(D) Signs, and the placement of same, shall first be approved by the City Manager.  
(1977 Code, § 6-11) (Ord. 855, passed 1-3-1977; Ord. 994, passed 5-4-1981)

**§ 111.028 CARDROOM AND CARD TABLE FEES.**

Any person who shall keep, maintain or operate any cardroom shall pay in advance a yearly cardroom license fee of \$50. Tables at which any form of Blackjack or Twenty-one is played shall be charged each quarter a table license fee of \$140, or once annually a table license fee of \$500, at the option of the applicant. Quarterly licenses shall expire on March 31, June 30, September 30 and December 31, respectively, during the year. Annual licenses shall expire on December 31 of the year for which it is issued. Card tables used for other card games shall be charged \$50 for each card table kept or maintained therein. Cardroom and table licenses shall expire on December 31 of the year for which they are issued.

(1977 Code, § 6-11) (Ord. 855, passed 1-3-1977; Ord. 975, passed 7-7-1980; Ord. 994, passed 5-4-1981; Ord. 1042, passed 2-7-1984)

**§ 111.029 EXCEPTIONS TO LICENSE.**

A nonprofit society, club or fraternal organization having adopted bylaws and duly elected directors and members may be granted a permit at an annual fee of \$500, expiring on December 31, when it appears that the tables are for the exclusive use of members of the society, club or fraternal organization, and no charge is made for participation. The society, club or fraternal organization shall have been in continuous existence, actively conducting its affairs in the city for a period of two years immediately preceding application for a license, and only if the conduct of a cardroom is not the primary reason for existence of the society, club or fraternal organization.

(1977 Code, § 6-11) (Ord. 855, passed 1-3-1977; Ord. 975, passed 7-7-1980)

***DANCE HALLS***

**§ 111.045 DANCE LICENSES; FEES.**

Hereafter it shall be unlawful for any person, firm or corporation to conduct, directly or indirectly, any public dance, regardless of the nature and the character of the invitation, in any public dance hall or building capable of being used for conduct of public dances and the city armory, without first submitting the proposed plans for the dance to the City Manager of this city, which plans shall include provision for sanitation and police supervision both inside and outside the dance hall. If the City Manager shall find that all of the foregoing requirements are met, he or she shall authorize the City



**TENT SHOW.** Any performance or show exhibiting, displaying or presenting for entertainment or instruction, either with or without an admission charge, held in a tent or in any place other than a building properly designed to accommodate public gatherings; provided, that this definition shall not include circuses.

(1977 Code, § 6-4) (Ord. 579, passed 8-5-1941)

#### § 111.061 APPLICATIONS FOR LICENSE.

It shall be unlawful for any person to set up, operate or conduct any circus, tent show, animal show, medicine show, carnival or merry-go-round without first making application for and obtaining a license as provided by this subchapter. Any person desiring to obtain a license under the provisions of this subchapter shall pay to the City Recorder the amount required to be paid for the license which he or she seeks. The City Recorder shall thereupon give a receipt to the person, indicating the amount of money received and the kind of license for which it was paid. The applicant for any license under this subchapter shall then submit his or her application, together with the receipt, to the City Council. If the City Council approves the application, the applicant shall present the receipt and the application to the recorder who shall issue a license in accordance with the terms of the receipt, but only if the applicant has complied with all conditions, ordinances, and rules which may now exist or which may hereafter be enacted relating to the enterprise or occupation for which the license is sought.

(1977 Code, § 6-4) (Ord. 579, passed 8-5-1941) Penalty, see § 111.999

#### § 111.062 CIRCUSES.

Any person who shall operate or conduct any circus shall pay a license fee of \$7.50 a day or \$30.00 for one week; provided, that no license shall ever be granted for a longer period than two weeks.

(1977 Code, § 6-4) (Ord. 579, passed 8-5-1941)

#### § 111.063 ANIMAL SHOW.

Any person who shall operate or conduct any animal show shall pay a license fee of \$7.50 a day or \$30.00 for one week; provided, that no license shall ever be granted for a longer period than two weeks.

(1977 Code, § 6-4) (Ord. 579, passed 8-5-1941)

#### § 111.064 TENT SHOWS AND THE LIKE.

Any person who shall operate or conduct any tent show, medicine show or carnival shall pay a license fee of \$50 for the first day the tent show, medicine show or carnival shall be operated, \$75 for the second day, and \$100 for each day thereafter; provided, that no tent show, medicine show or carnival shall be licensed for a longer period than one week.

(1977 Code, § 6-4) (Ord. 579, passed 8-5-1941)

**§ 111.065 MERRY-GO-ROUND.**

Any person who shall operate or cause to be operated any merry-go-round shall pay a license fee of \$5 for every day the merry-go-round is to be operated; provided, that no merry-go-round shall be licensed for a period longer than one week.

(1977 Code, § 6-4) (Ord. 579, passed 8-5-1941)

**§ 111.066 SANITARY CONDITIONS.**

Any person who obtains a license as provided by this subchapter to operate or conduct any of the shows or devices mentioned herein shall in all respects comply with the requirements of the State Health Division in regard to the maintenance of satisfactory sanitary conditions upon the premises occupied.

(1977 Code, § 6-4) (Ord. 579, passed 8-5-1941; Ord. 870, passed 3-28-1977)

**§ 111.067 WAIVER OF FEES.**

The city may, by majority vote of the City Council at any regular or special meeting, waive the license fees to be charged any nonprofit organization.

(1977 Code, § 6-4) (Ord. 659, passed 6-19-1930)

***OCCULT ARTS*****§ 111.080 LICENSE REQUIRED.**

It shall be unlawful from and after the passage of this subchapter for any person to engage in the business of telling fortunes or the practice of necromancy, conjuration, spiritualism, mesmerism or any of the occult arts or sciences for the purpose of healing or otherwise within the corporate limits of the city for a fee or consideration of any kind, without first having obtained a license from the City Recorder so to do.

(1977 Code, § 6-3) (Ord. 554, passed 10-16-1939) Penalty, see § 111.999

**§ 111.081 APPLICATION; FEES.**

Any person desiring to engage in the business of telling fortunes or the practice of necromancy, conjuration, spiritualism, mesmerism or any of the occult arts or sciences for the purpose of healing or otherwise, for a fee or consideration paid directly or indirectly, shall apply to the City Recorder for a license and at the time of making the application shall deposit with the City Recorder the sum of \$10, which application shall be presented to the City Council at its next regular meeting and shall be then considered by the City Council; and if the application be approved by the Council, the City Recorder

shall thereupon issue a license to the applicant upon the payment of \$10 license fee; and the license shall authorize the person to engage in the business or practice described in the license for a period of one week; provided, however, that the licensee prior to the expiration of the period of one week may pay an additional \$5 which will automatically extend the license period for an additional week; and the license may continue from week to week upon payment of the \$5 until the same shall be revoked by order of the City Council of this city. In the event the license be not granted, the City Recorder shall return the application, together with the \$10 fee paid.

(1977 Code, § 6-3) (Ord. 554, passed 10-16-1939)

***Cross-reference:***

*Occult arts, see also § 110.005*

**§ 111.999 PENALTY.**

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99.

(B) Any person violating any of the provisions of §§ 111.001 through 111.006, upon conviction thereof, shall be punished by a fine not to exceed the privilege license fee amount plus court costs.

(C) Violation of, or failure to comply with, any provision of §§ 111.020 through 111.029 is punishable, upon conviction, by a fine not to exceed \$1,000, or imprisonment in jail not to exceed one year, or both the fine and imprisonment.

(1977 Code, § 6-11)

(D) Violation of any provision of §§ 111.045 through 111.047 is punishable by a fine not to exceed \$150.

(1977 Code, § 6-5)

(E) Violation of any provision of §§ 111.060 through 111.067 is punishable by a fine not to exceed \$200, or by imprisonment not to exceed 60 days, or by both the fine and imprisonment.

(1977 Code, § 6-4)

(F) Violation of any provision of §§ 111.080 and 111.081 is punishable by a fine not to exceed \$100.

(1977 Code, § 6-3)

(Ord. 554, passed 10-16-1939; Ord. 579, passed 8-5-1941; Ord. 630, passed 10-18-1948; Ord. 855, passed 1-3-1977; Ord. 870, passed 3-28-1977; Ord. 871, passed 3-28-1977; Ord. 874, passed 3-28-1977; Ord. 1123, passed 6-1-1992)

*46) § 112.41 License for managers, entertainers required; fee. This section contains an internal reference to sections 9-110(b) and 9-111, which do not correspond to anything in the materials we received. We have left this highlighted in the draft; it may pertain to 112.44(A) and (B) but we were not completely sure. Please specify the correct replacement citations for this reference.*

**§ 112.41 LICENSE FOR MANAGERS, ENTERTAINERS REQUIRED; FEE.**

No person shall work as a manager or entertainer at an adult entertainment establishment without having first obtained a manager's or an entertainer's license from the City Recorder pursuant to sections 9-110(b) and 9-111. The annual fee for the license shall be \$50.

(Ord. 1145, passed 5-20-1996) Penalty, see § 112.99

**§ 112.42 DUE DATE FOR LICENSE FEES.**

(A) The license fee required by § 112.40 is due and payable to the City Recorder at least two weeks before the opening of the adult entertainment establishment.

(B) The license fees required by §§ 112.40 and 112.41 are due and payable to the City Recorder before the beginning of the entertainment or beginning employment.

(C) Every license issued or renewed pursuant to this chapter shall expire on December 31 of each year.

(D) The entire annual license fee shall be paid for the applicable calendar year regardless of when the application for license is made, and shall not be prorated for any part of the year, except that if the original application for license is made subsequent to June 30, the license fee for the remainder of that year shall be one-half of the annual license fee. Annual license renewals shall be required to be obtained and paid in full by January 31 of each respective calendar year.

(Ord. 1145, passed 5-20-1996)

**§ 112.43 RENEWAL OF LICENSE; LATE PENALTY.**

A late penalty shall be charged on all applications for renewal of a license received later than seven days after the expiration date of the license as set forth in the respective resolution or ordinance establishing the expiration date of the license. The amount of the penalty is fixed as follows:

<i>Days Past Due</i>	<i>Additional</i>
8 - 30	\$25
31 - 60	\$50
61 and over	\$100

(Ord. 1145, passed 5-20-1996)

**§ 112.44 LICENSE APPLICATIONS.**

(A) *Adult entertainment establishment license.*

(1) Required information: all applications for an adult entertainment establishment license shall be submitted to the City Recorder in the name of the person or entity proposing to conduct the adult entertainment establishment on the business premises and shall be signed by the person or his or her agent and notarized or certified as true under penalty of perjury. All applications shall be submitted on a form supplied by the city, which shall require the following information:

(a) The name of the applicant, location and doing-business-as name of the proposed adult entertainment establishment, including a legal description of the property, street address and telephone number, together with the name and address of each owner and lessee of the property;

(b) For the applicant and for each applicant control person, provide: names; any aliases or previous names; driver's license number, if any; Social Security number, if any; and business, mailing and residential address, and business telephone number;

(c) If the applicant is a partnership, whether general or limited; and if a corporation, date and place of incorporation, evidence that it is in good standing under the laws of this state, and name and address of any registered agent for service of process;

(d) For the applicant and each applicant control person, list any other licenses currently held for similar adult entertainment or sexually oriented businesses, including motion picture theaters and panoramas, whether from the city or another city, county, state and if so, the names and addresses of each other licensed business;

(e) For the applicant and each applicant control person, list prior licenses held for similar adult entertainment or other sexually oriented businesses, whether from the city or from another city, county or state, providing names, addresses and dates of operation for the businesses, and whether any business license or adult entertainment license has been revoked or suspended, and the reason therefor;

(f) For the applicant and all applicant control persons, any and all criminal convictions or forfeitures within five years immediately preceding the date of the application, other than parking offenses or minor traffic infractions including the dates of conviction, nature of the crime, name and location of court and disposition;

(g) For the applicant and all applicant control persons, a description of business, occupation or employment history for the three years immediately preceding the date of the application;

(h) Authorization for the city, its agents and employees to seek information to confirm any statements set forth in the application;

(i) Two 2-inch by two-inch photographs of the applicant and applicant control persons, taken within six months of the date of application showing only the full face;

(j) For the applicant or each applicant control person, a complete set of finger prints prepared at the City Police Department on forms provided by the Department; and

(k) A scale drawing or diagram showing the configuration of the premises for the proposed adult entertainment establishment, including a statement of the total floor space occupied by the business, and marked dimensions of the interior of the premises. Performance areas, seating areas, manager's office and stations, restrooms and service areas shall be clearly marked on the drawing. An application for a license for an adult entertainment establishment shall include building plans which demonstrate conformance with this chapter.

(2) The application must demonstrate compliance with the provisions of the city's zoning code concerning allowable locations for adult entertainment establishments.

(3) An application shall be deemed complete upon the applicant's provision of all information requested above, including identification of "none" where that is the correct response, and the applicant's verification that the application is complete. The City Recorder may request other information or clarification in addition to that provided in a complete application, where necessary to determine compliance with this chapter.

(4) A nonrefundable application fee in the amount of \$65 must be paid at the time of filing an application, in order to defray the costs of processing the application.

(5) Each applicant shall verify, under penalty of perjury, that the information contained in the application is true.

(6) If any person or entity acquires, subsequent to the issuance of an adult entertainment establishment license, a significant interest based on responsibility for management or operation of the licensed premises or the licensed business, notice of the acquisition shall be provided in writing to the City Recorder, no later than 21 days following the acquisition. The notice to the City Recorder shall include the same information required for an initial adult entertainment establishment license application.

(7) The adult entertainment establishment license, if granted, shall state on its face the name of the person or persons to whom it is issued, the expiration date, the doing-business-as name and the address of the licensed establishment. The license shall be posted in a conspicuous place at or near the entrance to the adult entertainment establishment so that it can be easily read at any time the business is open.

(8) No person granted an adult entertainment establishment license pursuant to this chapter shall operate the establishment under a name not specified on the license, nor shall any person operate the establishment at any location not specified on the license.

(9) Upon receipt of the complete application and the nonrefundable application fee, the City Recorder shall provide copies to the Police, Fire and Community Development Departments for their investigation and review to determine compliance of the proposed adult entertainment establishment with the laws and regulations which each department administers. Each department shall, within 25 days of the date of the application, inspect the application and premises and shall make a written report to the City Recorder whether the application and premises complies with the laws administered by each department.

(a) No license may be issued unless each department reports that the application and premises comply with the relevant laws. In the event the premises is not yet constructed, the departments shall base their recommendation as to premises compliance on their review of the drawings submitted in the application.

(b) Any adult entertainment establishment license approved prior to the premises construction shall contain a condition that the premises may be open for business until the premises have been inspected and determined to be in substantial conformance with the drawings submitted with the application.

(c) A department shall recommend denial of a license under this division (A)(9) if it finds that the proposed adult entertainment establishment is not in conformance with the requirements of this chapter or other law in effect in the city.

(d) A recommendation for denial shall cite the specific reason therefor, including applicable laws.

(10) An adult entertainment establishment license shall be issued by the City Recorder within 30 days of the date of filing a complete license application and nonrefundable application fee, unless the City Recorder determines that the applicant has failed to meet any of the requirements of this chapter or provide any information required under this division (A)(10), or that the applicant has made a false, misleading or fraudulent statement of material fact on the application for a license.

(a) The City Recorder shall notify the applicant within five working days of application submittal if the application is incomplete, and shall grant an applicant's request for a reasonable extension of time in which to provide all information required for a complete license application.

(b) If the City Recorder finds that the applicant has failed to meet any of the requirements for issuance of an adult entertainment establishment license, the City Recorder shall deny the application in writing and shall cite the specific reasons therefor, including applicable law.

(c) If the City Recorder fails to issue or deny the license within 30 days of the date of filing of a complete application and fee, the applicant shall be permitted, subject to all other applicable law, to operate the business for which the license was sought until notification by the City Recorder that the license has been denied, but in no event may the City Recorder extend the application review time for more than an additional 20 days.

*(B) Application for manager or entertainer license.*

(1) Required information: no person shall work as a manager/assistant manager or entertainer at an adult entertainment establishment without an adult entertainment manager or entertainer license from the city.

(a) All applications for a manager's or entertainer's license shall be signed by the applicant and notarized or certified to be true under penalty of perjury.

(b) All applications shall be submitted on a form supplied by the city, which shall require the following information:

1. The applicant's name, home address, home telephone number, date and place of birth, fingerprints taken by County Sheriff, Social Security number and any stage names or nicknames used in entertaining;
2. The name and address of each business at which the applicant intends to work;
3. Documentation that the applicant has attained the age of 18 years. Any two of the following shall be accepted as documentation of age:
  - a. A motor vehicle operator's license issued by any state bearing the applicant's photograph and date of birth;
  - b. A state-issued identification card bearing the applicant's photograph and date of birth;
  - c. An official passport issued by the United States of America;
  - d. An immigration card issued by the United States of America; and/or
  - e. Any other identification that the city determines to be acceptable.
4. A complete statement of all convictions of the applicant for any misdemeanor or felony violations in this or any other city, county or state within five years immediately preceding the date of the application, except parking violations or minor traffic infractions;
5. A description of the applicant's principal activities or services to be rendered;
6. Two 2-inch by two-inch photographs of the applicant, taken within six months of the date of application showing only the full face; and
7. Authorization for the city, its agents and employees to investigate and confirm any statements set forth in the application.

(2) The City Recorder may request additional information or clarification when necessary to determine compliance with this chapter.

(3) (a) A manager's or an entertainer's license shall be issued by the City Recorder within 14 days from the date the complete application and fee are received unless the City Recorder determines that the applicant has failed to provide any information required to be supplied according to this chapter, has made any false, misleading or fraudulent statement of material fact in the application, or has failed to meet any of the requirements for issuance of a license under this chapter.

(b) If the City Recorder determines that the applicant has failed to qualify for the license applied for, the City Recorder shall deny the application in writing and shall cite the specific reasons therefor, including applicable laws. If the City Recorder has failed to approve or deny an application

for a manager's license within 14 days of filing of a complete application, the applicant may, subject to all other applicable laws, commence work as a manager in a duly licensed adult entertainment establishment until notified by the City Recorder that the license has been denied, but in no event may the City Recorder extend the application review time for more than an additional 20 days.

(4) (a) Every adult entertainer shall provide his or her license to the adult entertainment establishment manager on duty on the premises prior to his or her performance.

(b) The manager shall retain the licenses of the adult entertainers readily available for inspection by the city at any time during business hours of the adult entertainment establishment.

(5) An applicant for an adult entertainer's license shall be issued a temporary license upon receipt of a complete license application and fee. The temporary license will automatically expire on the fourteenth day following the filing of the complete application and fee, unless the City Recorder has failed to approve or deny the license application, in which case the temporary license shall be valid until the City Recorder approves or denies the application, or until the final determination of any appeal from a denial of the application. In no event may the City Recorder extend the application review time for more than an additional 20 days.

(Ord. 1145, passed 5-20-1996)

#### **§ 112.45 MANAGER ON PREMISES.**

A licensed manager shall be on the premises of an adult entertainment establishment at all times that adult entertainment is being provided.

(Ord. 1145, passed 5-20-1996)

### ***REGULATIONS***

#### **§ 112.60 STANDARDS OF CONDUCT AND OPERATION.**

The following standards of conduct must be adhered to by employees of any adult entertainment establishment.

(A) No employee or entertainer shall be unclothed or in a less than opaque and complete attire, costume or clothing so as to expose to view any portion of the female breast below the top of the areola or any portion of the pubic region, anus, buttocks, vulva or genitals, except upon a stage at least 18 inches above the immediate floor level and removed at least eight feet from the nearest patron.

(B) No employee or entertainer mingling with patrons shall be unclothed or in less than opaque and complete attire, costume or clothing as described in division (A) of this section, nor shall any male

47) § 112.60 Standards of conduct and operation. Division (E) of this section contains an incomplete citation to O.R.S. Without additional context, we are unable to suggest the correct citation to complete this blank. If available, please provide the correct citation to complete this blank. Otherwise, we suggest simply deleting the last phrase of this text, containing the incomplete citation. Is this acceptable?

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*Research and analysis Responses*

(E) No employee or entertainer shall perform actual or simulated acts of sexual conduct as defined in this chapter, or any act which constitutes a violation of **O.R.S. \_**

48) §§ 113.20 through 113.38 Charitable Solicitations. Much of this subchapter dates back to 1949, and may be obsolete. It appears that, as currently written, this subchapter applies not only to religious and other charitable organizations, but also to individuals seeking benevolent contributions (begging). Please note that charitable solicitation ordinances are subject to frequent challenge and litigation. We recommend that your City Attorney review this subchapter in light of the below considerations and any other applicable state and federal case law. If you wish to make any revisions or deletions to this subchapter, please so specify. Unless otherwise instructed, we will retain this subchapter as presently edited.

a) The regulation of money solicitation poses federal constitutional problems, primarily concerning the freedoms of speech and religion. See, for example, *Lee v. International Society for Krishna Consciousness, Inc.*, 505 U.S. 672 (1992). The courts are split as to whether the full first amendment protection afforded to charitable solicitation also protects begging by individuals. Compare *Young v. New York City Transit Auth.*, 903 F.2d 146 (2nd Cir. 1990), cert. denied, 498 U.S. 984 (1990) (absolute ban on subways upheld), to *Loper v. New York City Police Dept.*, 999 F.2d 699 (2nd Cir. 1993) and *Blair v. Shanahan*, 775 F. Supp 1315 (N.D. Cal. 1991) (ban unconstitutional).

b) An ordinance prohibiting soliciting or canvassing without first registering with town officials and receiving a permit violates the First Amendment as it applies to religious proselytizing, anonymous political speech, and the distribution of handbills. *Watchtower Society v. Village of Stratton*, 536 U.S. 150 (2002).

c) Requiring applicants to furnish sufficient proof of “good moral character,” may be unconstitutionally vague if “good moral character” is not defined in the ordinance, therefore giving local officials unbridled discretion to make such determinations. See *Ohio Citizen Action v. City of Seven Hills*, 35 F. Supp. 2d 575 (N.D. Ohio 1999).

shall be taken by filing with the Council, within 14 days after notice of the action complained of has been mailed to the person's last known address, a written statement setting forth fully the grounds for the appeal. The Council shall set a time and place for a hearing on the appeal, and notice of the hearing shall be given to the appellant in the same manner as provided in § 113.07 for notice of hearing on revocation. The decision and order of the Council on the appeal shall be final and conclusive. (1977 Code, § 6-23) (Ord. 1080, passed 6-15-1987)

### § 113.09 ORDERS.

(A) All orders taken by licensed solicitors shall contain among other things, time and date of the order in writing in duplicate and shall have stated therein the name of the solicitor, the address of the solicitor and the name and address of the solicitor's employer, the terms of the order, the amount paid in advance, and shall state in boldface type the following:

This order may be cancelled by the purchaser at any time within three days after it is delivered to the purchaser if the subject matter of the order is delivered to the purchaser at the time the order is written; if the subject matter of the order is not delivered until a later date, then purchaser shall have three days after the subject matter of the order is delivered to purchaser, within which to cancel the order.

(B) A copy of the purchase order shall be delivered to the purchaser at the time the order is written. Any order not obtained in conformity with the terms of this subchapter shall not be enforceable against the purchaser.

(1977 Code, § 6-23) (Ord. 1080, passed 6-15-1987) Penalty, see § 113.99

## *CHARITABLE SOLICITATIONS*

### § 113.20 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**CHARITABLE.** Includes the words patriotic, philanthropic, social service, welfare, benevolent, educational, civic or fraternal, either actual or purported.

**CONTRIBUTIONS.** Includes the words alms, food, clothing, money, subscription, property or donations under the guise of a loan of money or property.

**MANAGER.** The City Manager.

**PERSON.** Any individual, firm, copartnership, corporation, company, association or joint stock association, church, religious sect, religious denomination, society, organization or league, and includes any trustee, receiver, assignee, agent or other similar representative thereof.

**PROMOTER.** Any person who promotes, manages, supervises, organizes or attempts to promote, manage, supervise or organize a campaign of solicitation.

**RELIGIOUS** and **RELIGION.** Shall not mean and include the word "charitable" as herein defined, but shall be given their commonly accepted definitions.

**SOLICIT** and **SOLICITATION.**

(1) The request directly or indirectly of money, credit, property, financial assistance or other thing of value on the plea or representation that the money, credit, property, financial assistance or other thing of value will be used for a charitable or religious purpose as those purposes are defined in this subchapter.

(2) These words shall also mean and include the following methods of securing money, credit, property, financial assistance or other thing of value on the plea or representation that it will be used for a charitable or religious purpose as herein defined:

(a) Any oral or written request;

(b) The distribution, circulation, mailing, posting or publishing of any handbill, written advertisement or publication;

(c) The making of any announcement to the press, over the radio, by telephone or telegraph concerning an appeal, assemblage, athletic or sports event, bazaar, benefit, campaign, contest, dance, drive, entertainment, exhibition, exposition, party, performance, picnic, sale or social gathering, which the public is requested to patronize or to which the public is requested to make a contribution for any charitable or religious purpose connected therewith; and

(d) The sale of, offer or attempt to sell any advertisement, advertising space, book, card, chance, coupon, device, magazine, membership, merchandise, subscription, ticket or other thing in connection with which any appeal is made for any charitable or religious purpose, or where the name of any charitable or religious person is used or referred to in any appeal as an inducement or reason for making the sale, or when or where in connection with any sale, any statement is made that the whole or any part of the proceeds from the sale will go or be donated to any charitable or religious purpose.

(3) A **SOLICITATION** as defined herein shall be deemed completed when made, whether or not the person making the same receives any contribution or makes any sale referred to in this section. (1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

**§ 113.21 CHARITABLE SOLICITATIONS PERMIT REQUIRED; EXEMPTIONS.**

No person shall solicit contributions for any charitable purpose within the city without a permit from the Manager authorizing the solicitation; provided, however, that the provisions of this section shall not apply to any established person organized and operated exclusively for religious or charitable purposes and not operated for the pecuniary profit of any person, if the solicitations by the established person are conducted among the members thereof by other members or officers thereof, voluntarily and without remuneration for making the solicitations, or if the solicitations are in the form of collections or contributions at the regular assemblies or services of the established person.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

**§ 113.22 APPLICATION FOR CHARITABLE SOLICITATIONS PERMIT.**

(A) An application for a permit to solicit as provided by § 113.21 shall be made to the Manager upon forms provided by the city.

(B) The application shall be sworn to and filed with the Manager at least 15 days prior to the time at which the permit applied for shall become effective; provided, however, that the Manager may for good cause shown allow the filing of an application less than 15 days prior to the effective date of the permit applied for. The application herein required shall contain the following information or, in lieu thereof, a detailed statement of the reason or reasons why the information cannot be furnished:

(1) The name, address or headquarters of the person applying for the permit;

(2) If applicant is not an individual, the names and addresses of the applicant's principal officers and managers and a copy of the resolution, if any, authorizing the solicitation, certified to as a true and correct copy of the original by the officer having charge of the applicant's records;

(3) The purpose for which the solicitation is to be made, the total amount of funds proposed to be raised thereby, and the use or disposition to be made of any receipts therefrom;

(4) A specific statement, supported by reasons and, if available, figures, showing the need for the contributions to be solicited;

(5) The names and addresses of the person or persons by whom the receipts of the solicitations shall be disbursed;

(6) The name and address of the person or persons who will be in direct charge of conducting the solicitation and the names of all promoters connected or to be connected with the proposed solicitation;

(7) An outline of the method or methods to be used in conducting the solicitations;

(8) The time when the solicitations shall be made, giving the preferred dates for the beginning and ending of the solicitation;

(9) The estimated cost of the solicitation;

(10) The amount of any wages, fees, commissions, expenses or emoluments to be expended or paid to any person in connection with the solicitations, and the names and addresses of all those persons;

(11) A financial statement for the last preceding fiscal year of any funds collected for charitable purposes by the applicant, the statement giving the amount of money so raised, together with the cost of raising it, and final distribution thereof;

(12) A full statement of the character and extent of the charitable work being done by the applicant within the city;

(13) A statement that the actual cost of the solicitation will not exceed 25% of the total amount to be raised;

(14) A statement to the effect that if a permit is granted, it will not be used or represented in any way as an endorsement by the city, or by any department or officer thereof; and

(15) Any other information as may be reasonably required by the Manager in order for him or her to determine the kind and character of the proposed solicitation and whether the solicitation is in the interest of, and not inimical to, the public welfare.

(C) If, while any application is pending or during the term of any permit granted thereon, there is any change in fact, policy or method that would alter the information given in the application, the applicant shall notify the Manager in writing thereof within 24 hours after the change.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

### **§ 113.23 INVESTIGATION BY MANAGER OF CHARITABLE SOLICITATION PERMIT APPLICATIONS.**

The Manager shall examine all applications filed under § 113.22 and shall make, or cause to be made, any further investigation of the application and the applicant as the Manager shall deem necessary in order for him or her to perform his or her duties under this subchapter. Upon request by the Manager, the applicant shall make available for inspection by the Manager, or any person designated in writing by the Manager as his or her representative for that purpose, all of the applicant's books, records and papers at any reasonable time before the application is granted, during the time a permit is in effect or after a permit has expired.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

**§ 113.24 STANDARDS FOR MANAGER'S ACTION IN GRANTING OR DENYING APPLICATIONS FOR CHARITABLE SOLICITATION PERMITS.**

(A) The Manager shall issue the permit provided for in § 113.20 whenever he or she shall find the following facts to exist.

(1) All of the statements made in the application are true.

(2) The applicant has a good character and reputation for honesty and integrity or, if the applicant is not an individual person, that every member, managing officer or agent of the applicant has a good character or reputation for honesty and integrity.

(3) The control and supervision of the solicitation will be under responsible and reliable persons.

(4) The applicant has not engaged in any fraudulent transaction or enterprise.

(5) The solicitation will not be a fraud on the public.

(6) The solicitation is prompted solely by a desire to finance the charitable cause described in the application and will not be conducted primarily for private profit.

(7) The cost of raising the funds will be reasonable. Any cost in excess of 25% of the amount collected shall be considered to be unreasonable unless special facts are presented showing that peculiar reasons make a cost higher than 25% reasonable in the particular case.

(B) The Manager shall file in his or her office for public inspection, and shall serve upon the applicant by registered mail, a written statement of his or her finding of facts and his or her decision upon each application.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

**§ 113.25 FEE FOR CHARITABLE SOLICITATIONS PERMIT.**

Before a permit is issued, there shall be paid to the city the sum of \$5 to cover the costs of investigation and permit issuance. An amount of \$1 shall be paid for each additional copy of the permit that is desired.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949; Ord. 898, passed 5-23-1977)

**§ 113.26 CHARITABLE SOLICITATIONS PERMIT, FORM OF; GRANTING OF IS NOT ENDORSEMENT BY CITY; TIME LIMIT ON.**

Permits issued under this subchapter shall bear the name and address of the person by whom the solicitation is to be made, the number of the permit, the date issued, the dates within which the permit

holder may solicit and a statement that the permit does not constitute an indorsement by the city or by any of its departments, officers or employees of the purpose, nor of the person conducting the solicitation. All permits must be signed by the Manager. No permit may grant the right to solicit longer than 90 days from its date, but the Manager may extend any permit for not more than 90 additional days upon a showing that unnecessary hardship would be created by a failure to extend the original 90 days' period for the additional days.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

#### **§ 113.27 PERMIT NONTRANSFERABLE; RETURN OF UPON EXPIRATION.**

Any permit issued under this subchapter shall be nontransferable and shall be returned to the Manager within two days of its date of expiration, together with all facsimile copies thereof.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

#### **§ 113.28 AGENTS AND SOLICITORS FOR CHARITABLE SOLICITATION PERMIT HOLDERS.**

(A) All persons to whom permits have been issued under this subchapter shall furnish proper credentials to their agents and solicitors for the solicitation. These credentials shall include the name of the permit holder, the date, a statement describing the holder's charitable activity, a description of the purpose of the solicitation, the signature of the permit holder or of the holder's chief executive officer; and the name, address, age, sex and signature of the solicitor to whom the credentials are issued and the specific period of time during which the solicitor is authorized to solicit on behalf of the permit holder. A copy of the credentials must be filed with the Manager at the time the application for a permit is filed and must be approved by him or her as conforming to the requirements of this section before the permit is issued. No person shall solicit under any permit granted under this subchapter without the credentials required by this section and a facsimile copy of the permit in his or her possession. The credentials and the facsimile copy of the permit must be shown, upon request, to all persons solicited and to any police officer of the city.

(B) No agent or solicitor shall solicit contributions for any charitable purpose for any person in the city unless the person has been granted a permit under the provisions of this subchapter.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

#### **§ 113.29 WRITTEN RECEIPTS REQUIRED.**

Any person receiving money or anything having a value of \$1 or more from any contributor under solicitation made pursuant to a permit granted under this subchapter shall give to the contributor a written receipt signed by the solicitor showing plainly the name and permit number of the person under whose permit the solicitation is conducted, the date and the amount received; provided, however, that this section shall not apply to any contributions collected by means of a closed box or receptacle used

in solicitation with the written approval of the Manager, where it is impractical to determine the amount of the contributions.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

### **§ 113.30 HEARING AFTER DENIAL OF APPLICATION FOR A PERMIT; EXCEPTIONS; DECISIONS.**

Within five days after receiving notification by registered mail that his or her application for a permit to solicit under this subchapter has been denied, any applicant may file a written request for a public hearing on the application before the Manager, together with written exceptions to the findings of fact upon which the Manager based his or her denial of the application. Upon the filing of a request, the Manager shall fix a time and place for the hearing and shall notify the applicant thereof. The hearing shall be held within five days after the request is filed. At the hearing the applicant may present evidence in support of his or her application and exceptions. Any interested person may, in the discretion of the Manager, be allowed to participate in the hearing and present evidence in opposition to the application and exceptions. Within ten days after the conclusion of the hearing, the Manager shall render a written report either granting or denying the application for a permit. In this report the Manager shall state the facts upon which his or her decision is based and his or her ruling upon any exceptions filed to his or her original findings of fact upon the application. This report shall be filed in the Manager's office for public inspection, and a copy shall be served by registered mail upon the applicant and all parties to the hearing.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

### **§ 113.31 REVOCATION OF PERMITS; HEARING; DECISION.**

Whenever it shall be shown, or whenever the Manager has knowledge, that any person to whom a permit has been issued under this subchapter has violated any of the provisions of this subchapter, or that any promoter, agent or solicitor of a permit holder has misrepresented the purpose of the solicitation, the Manager shall immediately suspend the permit and give the permit holder written notice by registered, special delivery mail of a hearing to be held within two days of the suspension to determine whether or not the permit should be revoked. This notice must contain a statement of the facts upon which the Manager has acted in suspending the permit. At the hearing the permit holder, and any other interested person, shall have the right to present evidence as to the facts upon which the Manager based the suspension of the permit and any other facts which may aid the Manager in determining whether this subchapter has been violated and whether the purpose of the solicitation has been misrepresented. If, after the hearing, the Manager finds that this subchapter has been violated or the purpose of the solicitation has been misrepresented, he or she shall within two days after the hearing file in his or her office for public inspection and serve upon the permit holder, and all interested persons participating in the hearing, a written statement of the facts upon which he or she bases the finding and shall immediately revoke the permit. If, after the hearing, the Manager finds that this subchapter has not been violated and the purpose of the solicitation has not been misrepresented, he or she shall within two days after the

hearing give to the permit holder a written statement canceling the suspension of the permit and stating that no violation or misrepresentation was found to have been committed.  
(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

### **§ 113.32 NOTICE OF SUSPENSION OR REVOCATION OF PERMIT TO CHIEF OF POLICE.**

The Chief of Police shall be notified forthwith by the Manager of the suspension or revocation of any permit issued under this subchapter.  
(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

### **§ 113.33 BOOKS AND RECORDS OF PERMIT HOLDERS.**

No person shall solicit any contributions for any charitable purpose without maintaining a system of accounting whereby all donations to it and all disbursements are entered upon the books or records of the person's treasurer or other financial officer.  
(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949) Penalty, see § 113.99

### **§ 113.34 REPORT REQUIRED FROM PERMIT HOLDER.**

It shall be the duty of all persons issued permits under this subchapter to furnish to the Manager, within 30 days after the solicitation has been completed, a detailed report and financial statement showing the amount raised by the solicitation, the amount expended in collecting the funds, including a detailed report of the wages, fees, commissions and expenses paid to any person in connection with the solicitation, and the disposition of the balance of the funds collected by the solicitation. This report shall be available for public inspection at the Manager's office at any reasonable time; provided, however, that the Manager may extend the time for the filing of the report required by this section for an additional period of 30 days upon proof that the filing of the report within the time specified will work unnecessary hardship on the permit holder. The permit holder shall make available to the Manager, or to any person designated in writing by the Manager as his or her representative for that purpose, all books, records and papers whereby the accuracy of the report required by this section may be checked.  
(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

### **§ 113.35 RELIGIOUS SOLICITATIONS; REGISTRATION AND CERTIFICATE REQUIRED; CREDENTIALS FOR SOLICITORS.**

(A) No person shall solicit contributions for any religious purpose within the city without a certificate from the Manager. Application for a certificate shall be made to the Manager upon forms provided by the city. The application shall be sworn to, or affirmed, and shall contain the following information or, in lieu thereof, a statement of the reason or reasons why the information cannot be furnished:

- (1) The name and address of headquarters of the person applying for the permit;
  - (2) If applicant is not an individual, the names and addresses of the applicant's principal officers and managers and a copy of the resolution, if any, authorizing the solicitation, certified to as a true and correct copy of the original by the officer having charge of the applicant's records;
  - (3) The purpose for which the solicitation is to be made, the total amount of funds proposed to be raised thereby, and the use or disposition to be made of any receipts therefrom;
  - (4) A specific statement, supported by reasons and, if available, figures, showing the need for the contributions to be solicited;
  - (5) The name and address of the person or persons by whom the receipts of the solicitations shall be disbursed;
  - (6) The name and address of the person or persons who will be in direct charge of conducting the solicitation and the names of all promoters connected or to be connected with the proposed solicitation;
  - (7) An outline of the method or methods to be used in conducting the solicitation;
  - (8) The time when the solicitation shall be made, giving the preferred dates for the beginning and ending of the solicitation;
  - (9) The estimated cost of the solicitation;
  - (10) The amount of any wages, fees, commissions, expenses or emoluments to be expended or paid to any person in connection with the solicitations, and the names and addresses of all the persons;
  - (11) A financial statement for the last preceding fiscal year of any funds collected for religious purposes by the applicant, the statement giving the amount of money so raised, together with the cost of raising it, and final distribution thereof;
  - (12) A full statement of the character and extent of the religious work being done by the applicant within the city;
  - (13) A statement to the effect that if a permit is granted, it will not be used or represented in any way as an indorsement by the city, or by any department or officer thereof; and
  - (14) Any other information as may be submitted to the Manager in order for him or her to determine the kind and character of the proposed solicitation.
- (B) (1) If, while any application is pending, or during the term of any certificate granted thereon, there is any change in fact, policy or method that would alter the information given in the application, the applicant shall notify the Manager in writing thereof within 24 hours after the change.

(2) Upon receipt of the application, the Manager shall forthwith issue the applicant a certificate of registration. The certificate shall remain in force and effect for a period of six months after the issuance thereof and shall be renewed upon the expiration of this period upon the filing of a new application as provided for in this section. Certificates of registration shall bear the name and address of the person by whom the solicitation is to be made, the number of the certificate, the date issued and a statement that the certificate does not constitute an endorsement by the city, or by any of its departments or officers, of the purpose or of the person conducting the solicitation. All persons to whom certificates of registration have been issued shall furnish credentials to their agents and solicitors, which credentials to conform to the requirements specified for credentials in § 113.27; and a copy of the credentials shall be filed with the Manager at the time of the filing of the application for a certificate. No person shall solicit for any religious cause without having these credentials in his or her possession, together with a copy of the certificate of registration under which the solicitation is being conducted; and the person shall, upon demand, present these credentials and this copy of the certificate to any person solicited or to any police officer of the city; provided, however, that the provisions of this section shall not apply to any established person organized and operated exclusively for religious purposes and not operated for the pecuniary profit of any person if the solicitations by the established person are conducted among the members thereof by other members or officers thereof, voluntarily and without remuneration for making the solicitations, or if the solicitations are in the form of collections or contributions at the regular assemblies or services of the established person.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949) Penalty, see § 113.99

#### **§ 113.36 INVESTIGATION OF AFFAIRS OF PERSONS SOLICITING FOR RELIGIOUS PURPOSES AND PERSONS EXEMPT FROM PERMIT AND CERTIFICATE REQUIREMENTS; PUBLICATION OF FINDINGS.**

The Manager is authorized to investigate the affairs of any person soliciting for religious purposes under a certificate issued under § 113.35, and the affairs of any person exempted from the requirement of a permit under § 113.21 or exempted from the requirement of a certificate under § 113.35, and make public his or her written findings in order that the public may be fully informed as to the affairs of any of the persons. The persons shall make available to the Manager, or to any representative designated by the Manager in writing for this specific purpose, all books, records or other information reasonably necessary to enable the Manager to fully and fairly inform the public of all facts necessary to a full understanding by the public of the work and methods of operation of the persons; provided, that five days before the public release of any findings under this section, the Manager must first serve a copy of the findings upon the person investigated; and at the time of the release of his or her findings, he or she must release a copy of any written statement the person may file with the Manager in explanation, denial or confirmation of the findings.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

#### **§ 113.37 SOLICITATIONS ADVISORY BOARD.**

There is hereby created a Solicitations Advisory Board which shall consist of seven citizens of the city, appointed by the Mayor. The members of this Board shall be appointed to serve for a period of

four years, and any vacancy occurring shall be filled in the same manner as provided for the original appointment. The Mayor shall designate one member of this Board to serve as chairperson. The members of this Board shall serve without remuneration and any member thereof may be removed by the Mayor. The Board is authorized to advise and submit recommendations to the Manager regarding the issuance of permits and certificates under this subchapter. The Manager may refer any application for a permit under this subchapter to the Board for its recommendations thereon.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949)

**§ 113.38 USE OF FICTITIOUS NAME; FRAUDULENT MISREPRESENTATION AND MISSTATEMENTS PROHIBITED.**

No person shall directly or indirectly solicit contributions for any purpose by misrepresentation of his or her name, occupation, financial condition, social condition or residence; and no person shall make or perpetrate any other misstatement, deception or fraud in connection with any solicitation of any contribution for any purpose in the city, or in any application or report filed under this subchapter.

(1977 Code, § 6-7) (Ord. 648, passed 10-3-1949) Penalty, see § 113.99

**§ 113.99 PENALTY.**

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99.

(B) Any person, firm or corporation violating the terms of §§ 113.01 through 113.09 shall, upon conviction, be fined in any sum not less than \$25, nor more than \$200, for each offense. Every day upon which the violation shall occur or upon which the violation shall continue shall constitute a separate offense.

(1977 Code, § 6-23)

(D) Violations of any provision of §§ 113.20 through 113.38, or filing or causing to be filed an application for a permit or certificate under this subchapter containing false or fraudulent misstatements, is punishable by a fine not less than \$25, nor more than \$100, or by imprisonment for not more than 30 days, or by both the fine and imprisonment.

(1977 Code, § 6-7)

(Ord. 648, passed 10-3-1949; Ord. 898, passed 5-23-1977; Ord. 1080, passed 6-15-1987)

50) §§ 131.01 – 131.03 Curfew. Prevailing case law holds that an ordinance which prohibits any minor under the age of 18 from being on the streets during restrictive hours unless accompanied by a person over 18 is invalid under the U.S. Constitution for being overbroad, because it prohibits return from employment or attendance at religious or social activities which are a part of the growing-up process. See, for example, *Johnson v. City of Opelousas*, 658 F.2d 1065 (5th Cir. 1981).

*These sections allow movement for some of the constitutionally-protected activities, but may fall short if challenged. We therefore recommend replacing the second part of the first sentence in § 131.01 (beginning with, "...provided, however that the provisions of this section do not apply to a minor while actually engaged in....") with the following text: "...provided, however that the provisions of this section do not apply under any of the exceptions listed in § 131.02...." We then suggest adding the below new § 131.02(A), completely replacing your current § 131.02(A). Do you wish to make these changes?*

*(A) Section 131.01 does not apply to a minor who is:*

- (1) Accompanied by the minor's parent or guardian;*
- (2) On an errand at the direction of the minor's parent or guardian, without any detour or stop;*
- (3) In a motor vehicle involved in interstate travel;*
- (4) Engaged in an employment activity, or going to or returning home from an employment activity, without any detour or stop;*
- (5) Involved in an emergency;*
- (6) On the sidewalk abutting the minor's residence or abutting the residence of a next-door neighbor if the neighbor did not complain to the police department about the minor's presence;*
- (7) Attending an official school, religious, or other recreational activity supervised by adults and sponsored by the city, a civic organization, or another similar entity that takes responsibility for the minor, or going to or returning home from, without any detour or stop, an official school, religious, or other recreational activity supervised by adults and sponsored by the city, a civic organization, or another similar entity that takes responsibility for the minor;*
- (8) Exercising First Amendment rights protected by the United States Constitution, such as the free exercise of religion, freedom of speech, and the right of assembly; or*
- (9) Married or had been married or had disabilities of minority removed in accordance with state law.*

#### **§ 131.01 CURFEW HOURS; PARENTAL RESPONSIBILITY.**

(A) It shall be unlawful for any person under the age of 18 years to be upon any street, alley, avenue, park or any other public place in the city between the hours of 10:30 p.m. and 4:00 a.m. of the

following morning, unless the person shall be accompanied by a parent, legal guardian or other adult person lawfully and properly accompanying the minor person; provided, however, that the provisions

of this section do not apply to a minor while actually engaged in traveling to and from a place of employment, school class, religious meeting or while upon any errand of mercy or emergency under the direction of his or her parent, legal guardian or other adult person having the legal care and custody of the minor person. Persons 16 years of age and under 18 years may be upon any street, alley, avenue, park or any other public place in the city until 12:00 midnight on Fridays and Saturdays, subject to the provisions of § 131.02(A).

(B) It shall be unlawful for any parent, legal guardian or any other adult person having the legal care and custody of any minor person under the age of 18 years to permit the minor to be in violation of the provisions of division (A) of this section.

(1977 Code, § 4-3) (Ord. 637, passed 2-7-1949; Ord. 887, passed 4-25-1977) Penalty, see § 131.99

#### § 131.02 EXCEPTION TO REGULATION; PARENTAL RESPONSIBILITY.

(A) It shall be unlawful for any person under the age of 18 years to loiter upon any street, alley, avenue, park or public place in the city between the hour of 9:00 p.m. and the hour when the curfew provided for in § 131.01(A) commences, unless the person shall be accompanied by a parent, legal guardian or any other adult person lawfully and properly accompanying the minor person.

(B) It shall be unlawful for any parent, legal guardian or any other adult having the legal care and custody of any minor person under the age of 18 years to permit the minor to be in violation of the provisions of division (A) of this section.

(1977 Code, § 4-3) (Ord. 637, passed 2-7-1949; Ord. 887, passed 4-25-1977) Penalty, see § 131.99

#### § 131.03 POLICE CUSTODY.

Any police officer or any other law enforcement officer is hereby authorized and empowered by virtue of his or her office to take charge of any persons under the age of 18 years violating the provisions

of this subchapter; and it shall be the duty of the officer taking charge of the person to take the person to the police station and to thereafter notify the parents or guardian of the person, as soon as possible, of the violation of the terms of this subchapter, and to notify the parent or legal guardian that the minor person will be held in custody at the police station until the person can come to the police station to get the minor person, and the minor person shall be held at the police station pending the arrival of the parent or guardian.

(1977 Code, § 4-3) (Ord. 637, passed 2-7-1949)

# TURA STREETSCAPES COMMITTEE

## 2nd Street Pilot Program Recommendations

Second Street between Laurel & Stillwell is recommended as the Town Center Pilot Program area. This program will develop designs and characteristics for use by TURA on multiple east/west streets. The resulting designs can also be used by ODOT in their design work for the north/south US 101 couplet which commences winter 2013 and for the reconstruction of Highways 101 & 6 in 2015.

The Second Street Pilot Program would be divided into three phases:

- Phase I: *Design & approval of streetscape concepts and typicals*
- Phase II: *Design development & lower cost initial projects*
- Phase III: *Higher cost projects*

In Phase I architectural/street characteristics are developed considering Tillamook's historical qualities and present needs. Phase II contains the easy-to-do, inexpensive, 'low-hanging fruit' and Phase III the more expensive, capital projects.

PROPOSED PILOT PROGRAM AREA



Tillamook Town Center Plan  
image credit: OTAK

## PHASE I – STREET CONCEPTS AND TYPICALS

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### CONCEPT STATEMENT:

The Tillamook Town Center Streetscape Standards are inspired by the look and feel of Tillamook in the 1930s and 1940s, but introduce contemporary street infrastructure improvements. Consequently, the town center experience will evoke Tillamook in its heyday while remaining relevant to contemporary needs. The city is often identified by its connection to the dairy industry, therefore the plan seeks to also actualize the local legacy of creativity and forestry. The goal of this effort is to achieve a lively and inviting environment, which authentically reflects the welcoming character of the city.



Historic Tillamook

### GENERAL DESCRIPTION:

The streetscape standards preserve existing historical elements and specify a number of character-building features: historically inspired furnishings, soft “pops” of color, use of local wood, and richly textured materials that patina well. The standards also improve wayfinding, reduce visual clutter, and promote street safety.

### TYPICALS:

#### SIDEWALK ZONES

The Tillamook Town Center Plan establishes sidewalk zones: ***Building Front Zone, Through Zone and Furnishing Zone***. The Pilot Program specifies the boundaries for these zones and which features shall be located in each zone:

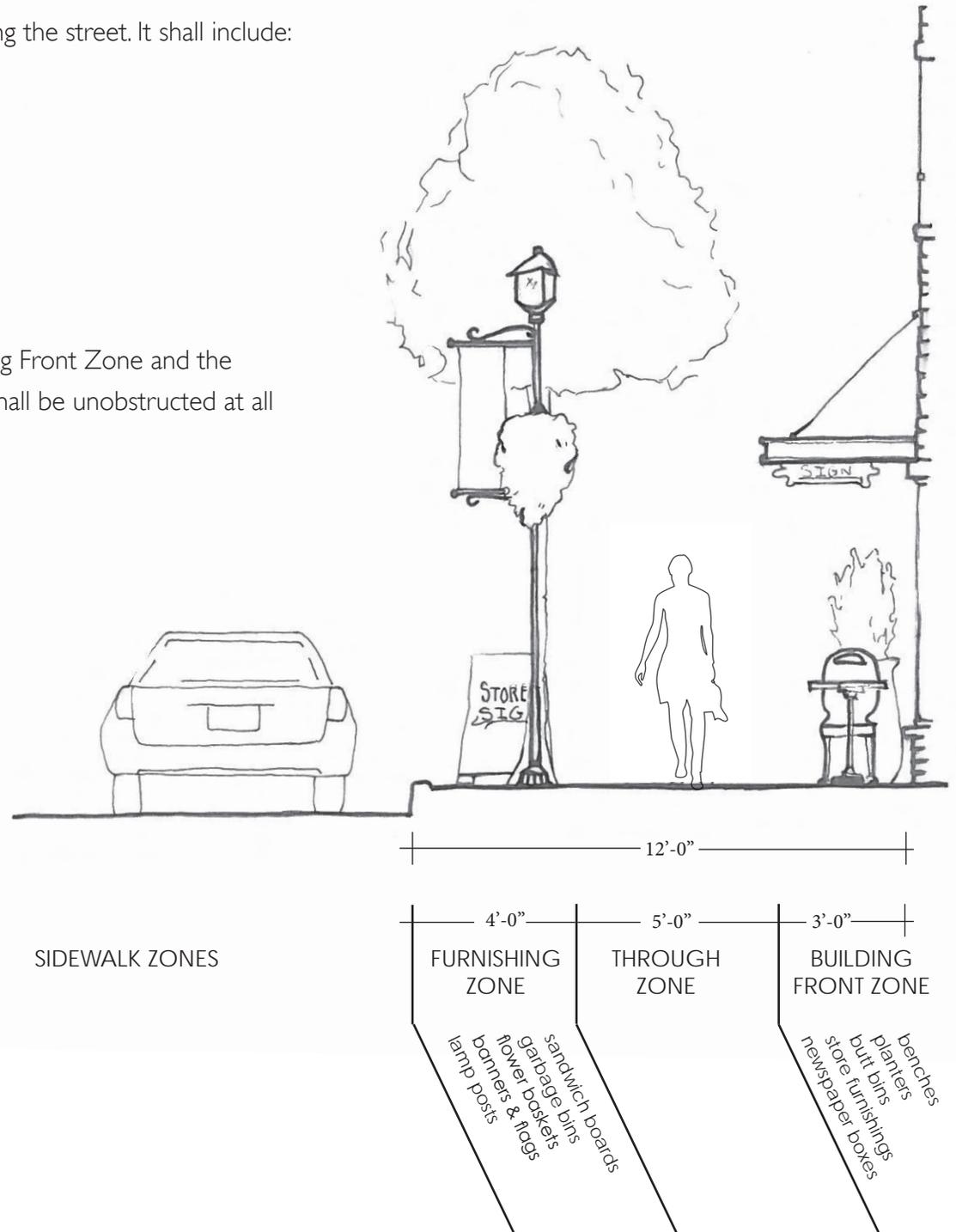
***Building Front Zone*** is defined as a 3' strip of sidewalk directly in front the building facade. It shall include:

- Newspaper boxes
- Groupings of standard planters, benches
- Business owned furnishing
- Butt bins

**Furnishing Zone** is defined as a 4' strip of sidewalk abutting the street. It shall include:

- Garbage bins
- Sandwich boards
- Season/event banners
- Hanging flower baskets
- Street Lamps
- Street and traffic signs

**Through Zone** is defined as a 5' strip between the Building Front Zone and the Furnishing Zone. It is solely for pedestrian passage and shall be unobstructed at all times.



## INFRASTRUCTURE

- Preservation of existing stamped curbing with old street names on street corners
- Curb extensions without integrated plantings in key locations for ease and safety of pedestrian crossing; consider turning radii and lane widths for trucks
- Burnt red colored and stamped asphalt crosswalks across 2nd street
- Paint fire hydrant barrels chrome yellow with caps to be color coded as required by National Fire Protection Association (NFPA)
- Sidewalk paver pattern: strip of pavers parallel to curb edge for ease of underground utility access; unitized design for easy sponsorship of customized decorative units

## PUBLIC ART PROGRAM

- Public art program including
  - Street sculptures
    - Flush, no-trip attachment system in sidewalks for public sculpture installation
  - A mural program that encourages content inspired by local history and quilting traditions
  - A window painting program

## FURNISHINGS AND SIGNAGE

- Low maintenance, durable street screens to continue the street wall and shield pedestrians from parking lots
- Low maintenance, durable dumpster screens for dumpsters abutting sidewalks
- Standard black powder-coated garbage bins: Timberform 2834- AT Ash/Dome Top (or comparable); 10 bins have already been purchased and installed in the city by TURA
- Standards for business-owned furnishings in the Building Front Zone (to be developed by TURA)
- Standardized sign poles into 4" black powder coated steel with flush no trip bases (for ease of replacement) and base covers with a minimum 4" height
- Locate and group signage so visual clutter is minimized and clarity to travelers is maximized



Example customized unit:  
Mount Sterling,  
Kentucky  
image credit:  
Creating Vibrant  
Public Spaces,  
Ned Crankshaw



Mural content  
may compliment  
the Tillamook  
County Quilt Trail



Example no-trip  
Base  
Portland, OR



Existing garbage  
bins

- Standardized traffic and street signs inspired by the historic street signs
- Accepted tree program compliant with Town Center Plan: tree canopy at a minimum of 10'; 2'- 6'' to 3'-0'' tree trunk set back from street
- Bike racks installed along the Tillamook Bike Routes
- Required covers for meters located along the street wall; to comply with PUD standards
- Standard Street Lamp
  - o Post: minimum of 5'' diameter; fluted with black finish
  - o Base Cover: minimum of 18'' high, fluted with black finish
  - o Arms for season/event banners and hanging flower baskets
  - o Luminaire: black finish
    - Acorn style with lid and finial
- Standards for blade signs, projecting & marquee signs and sandwich boards
  - o Encourage use of locally/regionally-made wood signs or aesthetically comparable material
  - o Incentivized through a program where UR offers to pay for such signs subject to certain restrictions (similar to existing blade sign program)
- Standard butt bins in key locations
- Specifications for marquees and awnings
  - o exclusively support straight slope awnings and flat marquees

*Standard pairings of the following may be privately sponsored. This sponsorship can be commemorated with a standard plaque mounted on the bench.*

- Concrete round or half-round planters with Intregal color; minimum 2'-6'' in height, color options selected by TURA
- 5' Exterior wood benches with black cast iron or aluminum sides



Example Luminaire: Acorn style with Lid and finial



Planter Shape: Round

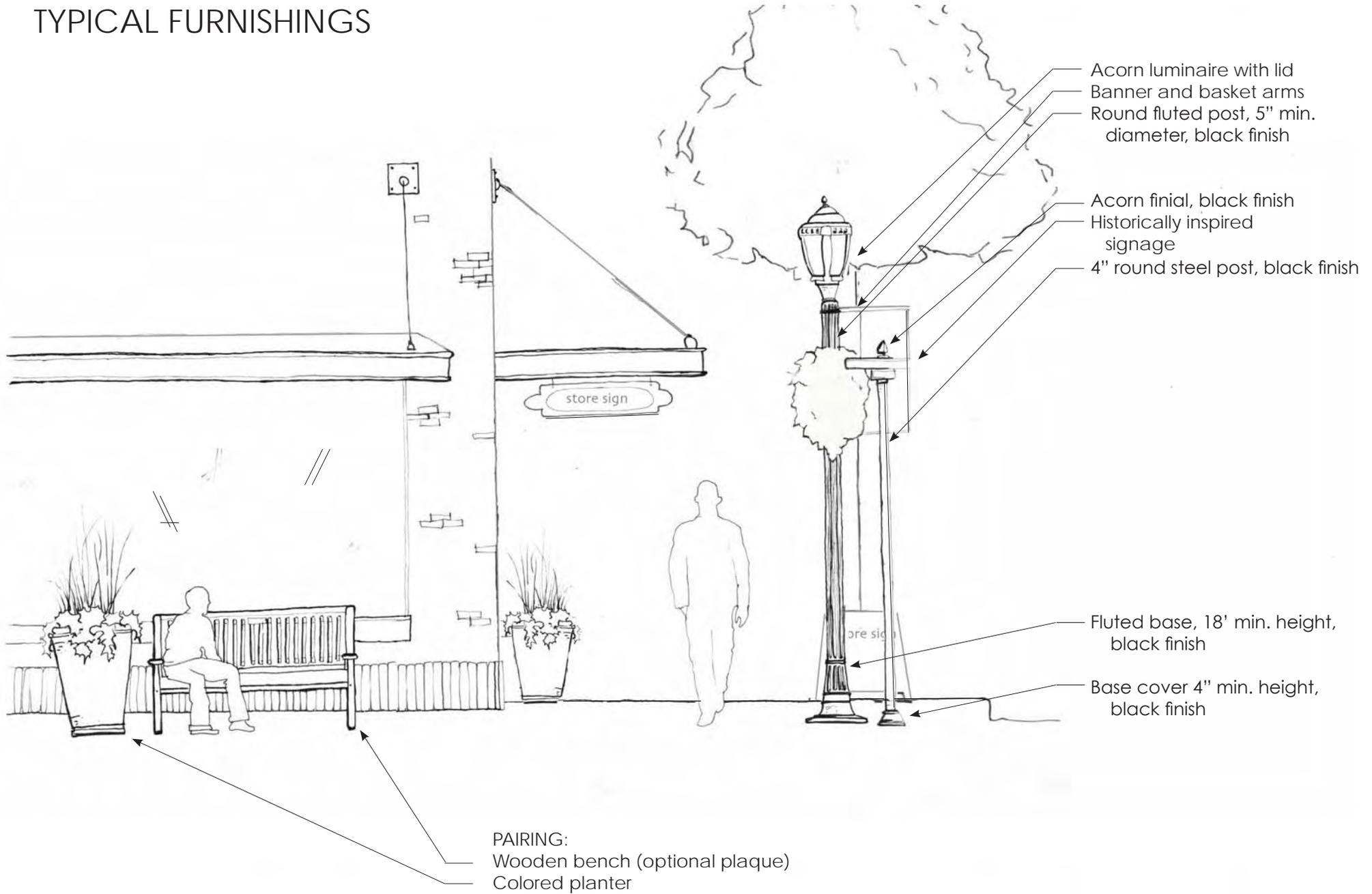


Planter Shape: Half-Round

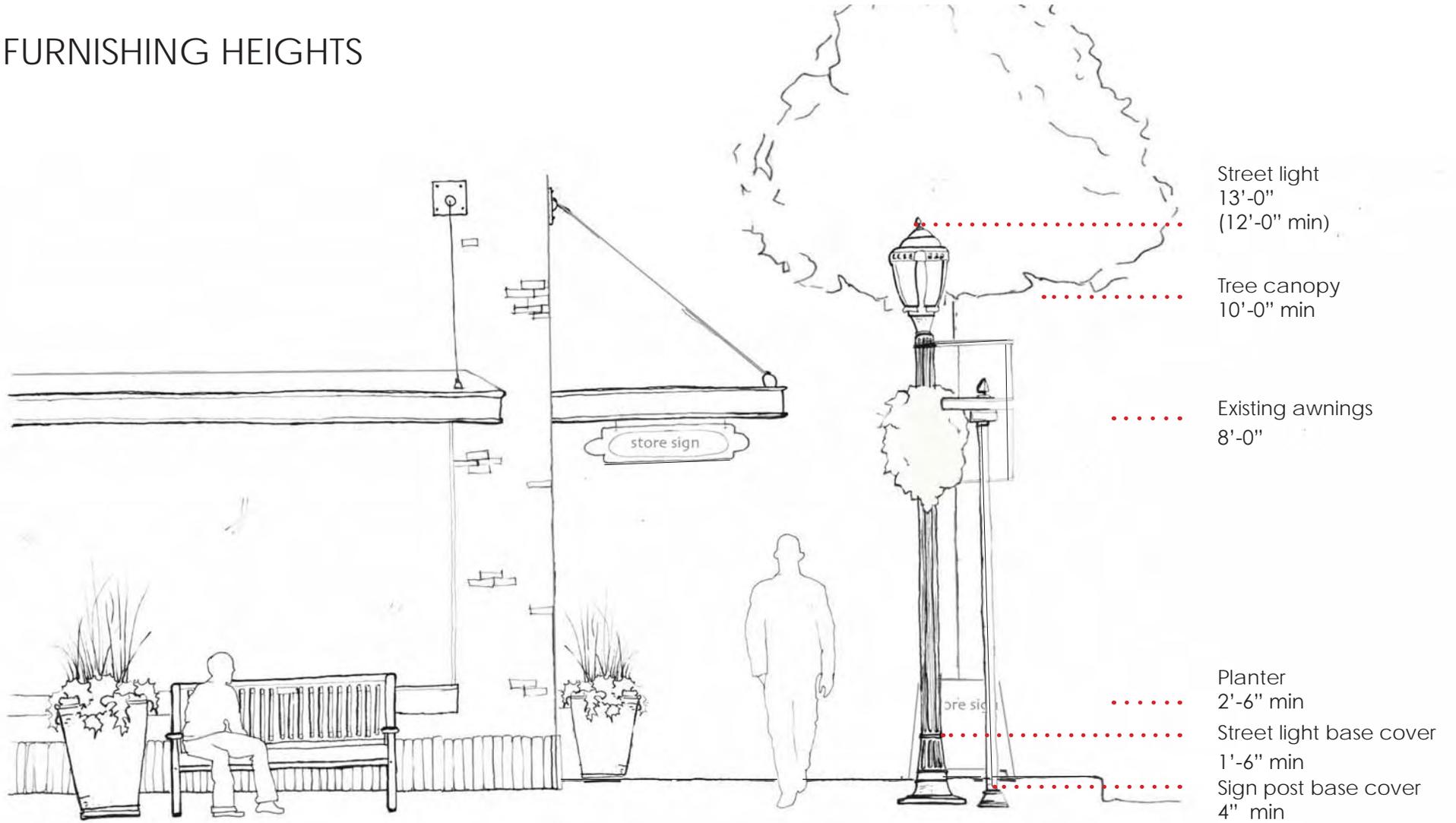


Example Bench: Exterior wood bench with cast aluminum sides

# TYPICAL FURNISHINGS

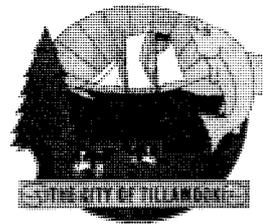


# FURNISHING HEIGHTS



# Memo

City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141



**To:** Honorable Mayor and Members of the City Council  
**From:** Jamy Wilson / Finance Officer  
**Date:** November 19, 2012  
**Re:** TLC Water Bond Refinance / Filter Plant

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TLC Credit union requested that we needed collateral to proceed with the Water Bonds Refinance. After discussion we have decided to use the Water Filter Plant as collateral for the Refinance. We have forwarded the necessary documentation to TLC, and are currently waiting on the review of the Business Loan Committee. We would like to move forward with this as we expect to hear back from them early Monday morning.

I have attached the Tillamook County Assessor's Summary.

# TILLAMOOK County Assessor's Summary Report

## Real Property Assessment Report

FOR ASSESSMENT YEAR 2013

**NOT OFFICIAL VALUES**

November 13, 2012 2:10:55 pm

<b>Account #</b> 390531 <b>Map #</b> 2S0916-00-02501 <b>Code - Tax #</b> 0912-390531  <b>Legal Descr</b> PARTITION PLAT 1994-40 Lot - PARCEL 1  <b>Mailing Name</b> CITY TILLAMOOK <b>Agent</b> <b>In Care Of</b> %TILLAMOOK CITY WATER COMMISSION <b>Mailing Address</b> 210 LAUREL AVE TILLAMOOK, OR 97141  <b>Prop Class</b> 941 <b>MA</b> <b>SA</b> <b>NH</b> <b>Unit</b> <b>RMV Class</b> 201      07   01   303   2472-1	<b>Tax Status</b> NONASSESSABLE <b>Acct Status</b> ACTIVE <b>Subtype</b> NORMAL  <b>Deed Reference #</b> See Record <b>Sales Date/Price</b> See Record <b>Appraiser</b> KARI FLEISHER
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<b>Situs Address(s)</b>	<b>Situs City</b>
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		Value Summary					
Code Area	AV	RMV	MAV	RMV Exception	CPR %		
0912	Land	0	10,180	0	Land	0	
	Impr.	0	3,031,480	0	Impr.	0	
<b>Code Area Total</b>		<b>0</b>	<b>3,041,660</b>	<b>0</b>		<b>0</b>	
<b>Grand Total</b>		<b>0</b>	<b>3,041,660</b>	<b>0</b>		<b>0</b>	

Land Breakdown											
Code Area	ID#	RFD	Ex	Plan Zone	Value Source	TD%	LS	Size	Land Class	Irr Class	Irr Size
0912	1	R		F-1	Market	100	A	4.53			
<b>Grand Total</b>								<b>4.53</b>			<b>0.00</b>

Improvement Breakdown											
Code Area	ID#	Yr Built	Stat Class	Description	TD%	Total Sq. Ft.	Ex% MS	Acct #	Trended RMV		
0912	1	1994	569	Public - Water Systems	100	0			3,031,480		
<b>Grand Total</b>								<b>0</b>	<b>3,031,480</b>		

Exemptions/Special Assessments/Potential Liability												
Code Area	Type											
0912	<b>EXEMPTION:</b>											
	■ CITY GOVERNMENT 307.090	Amount										0

**Comments:** 10/22/09 Added RMV PCA. Updated RMV. KF 10/20/10 Added back 2010 trends. KF 11/18/11 Commercial stat class conversion to 569. KF 11/13/12 Revalued imps based on owner request. Property remains exempt. KF

# Memo

City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141



**To: City Council**  
**From: Paul Wyntergreen**  
**Date: November 15, 2012**  
**Re: State Transportation Improvement Program (STIP) application**

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The City's STIP application, which is due on November 27<sup>th</sup>, is being shaped up based upon your prior direction and the requirements of the new Enhance-It process from ODOT. If you have any further guidance, the 19<sup>th</sup> meeting will be your last chance to provide it.

The project concept is currently contemplating the construction of new sidewalks and lighting, and streetscape improvements on Second Street from Stillwell to Laurel; some improvements on Main and Pacific that won't be included in the ODOT project; three transit shelters; and a bicycle/pedestrian pathway from Highway 101 to Goodspeed Park. A project map is under development; however, a narrative description of the current application configuration is as follows:

- 1) The working title for the application is the Multimodal Town Center Revitalization project in the approximate amount of the \$900,000, which require a minimum match of \$92,430. It will be requested for funding in the years 2016/2017 in order to dovetail with the ODOT Hwy. 6/101 project which is already funded and going into design this Spring.
- 2) In response to your previous direction to use the STIP funds to improve pedestrian safety on 2<sup>nd</sup> Street and to support the Second Street Pilot project that is being developed by the Tillamook Urban Renewal Agency (TURA), they have agreed to partner on our application in order to leverage their funds and have committed \$50,000 in match to accompany the application.

- 3) Our partner potentials are expanding by the day. As you know, the Port of Tillamook Bay (POTB) has agreed to provide a pedestrian/bicycle easement from Highway 101 to Goodspeed Park. The WAVE has now also joined in with the hopes of locating transit shelters at both Goodspeed and Hoquarton Interpretive Parks, along with one near Marie Mills, facilitate multimodal transfers from train to bus to trail (see attached letter of support). The “purchase and installed prices of such shelters, which include shelter, bench, bike rack, poles, and signage, are \$35,000 per stop. I am currently negotiating with the WAVE to see if they can offer up any match. The Oregon Coast Scenic Railroad will be approached next week to inquire about their support for a platform at Goodspeed that can tie into that transit shelter and the parks/trails system, along with the PUD for lighting assistance along the POTB Right-of-way.
- 4) The STIP project would complement a number of other initiatives in that area that will receive funding from other sources. The most obvious is the ODOT Hwy. 6/101 project which is already funded and will cover most streetscape changes on Pacific and Main (north/south) while the STIP application would cover improvements that key into ODOT’s project on the east/west dimension. A Recreational Trails Grant, due in January, is being prepared for improvements to Sue H. Elmore Park. Elements that may not fit any of the above funding sources, such as the stamped crosswalks on the side streets and the landscaping and artwork in the non-utile triangle north of the Shell station formed by the new ‘Y’ couplet and in the remnant piece in front of the Pioneer Museum will probably be seeking non-profit foundation funding.
- 5) Our RARE assistant, Terra Wilcoxson, with the assistance of the Public Works Department and our Engineer of Record, are working up cost estimates based upon linear foot of pathway construction and sidewalk replacement, as well as number of lighting fixtures, trees, sign locations, and bike racks in our project area that will not be provided by the ODOT project. Any differential between costs and required match not already provided would have to be made up by the City through financial programming that allows for budgeting that remainder in 2016.

In other related matters, the downtown Streetscapes concepts prepared by Terra have been reviewed and approved by the Urban Renewal Agency and are now ready for review by the Council at their December 3<sup>rd</sup> meeting. On 12<sup>th</sup> Street, we are coordinating with County Public Works in the preparation of a sidewalk grant that would address the inadequacies in related to pedestrians in the High School area. The Planning commission should be finalizing their Parks Master Plan recommendations on December 6<sup>th</sup> so that you can hold a hearing on the draft in January. The PUD transmission line CUP affecting the POTB Right-of-way will probably be scheduled for a Planning Commission hearing on January 3<sup>rd</sup>.



## Tillamook County Transportation District

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November 13, 2012

Paul Wyntergreen, City Manager  
City of Tillamook  
210 Laurel Avenue  
Tillamook, OR

Re: State Transportation Improvement Program

Dear Paul,

The Tillamook County Transportation District fully supports funding the City of Tillamook's "Multimodal Town Center Revitalization Project" in the ODOT Enhancement Funding STIP 2016-17 funding cycle.

The District, is particularly interested in constructing the proposed transit shelters at Hwy 101 and Front Street (near Marie Mills), near the entrance to the Hoquarton Interpretive Park and on 3rd Street at Goodspeed Park. In addition, the District fully supports the proposed pedestrian safety and circulation enhancements in the downtown areas.

All of these locations are currently serviced by the District's Route 1 where the Hwy 101 SB stop at Front Street will vastly improve safety for Marie Mills clients and local employees. In addition to providing local commuters safer and convenient access to jobs the proposed bus stops at Hoquarton and Goodspeed Park will result in out-of-the-area visitors having safe and comfortable access public transportation services where they can be picked-up or dropped-off the Oregon Coast Scenic Railroad.

Thank you for providing Tillamook County Transportation District the opportunity to support **the City's** "Multimodal Town Center Revitalization Project".

Sincerely,

Doug Pilant,  
General Manager

Abigail Donowho  
City Recorder/Treasurer/Human Resources  
City of Tillamook  
e-mail: [adonowho@tillamookor.gov](mailto:adonowho@tillamookor.gov)

210 Laurel Avenue  
Tillamook, OR 97141  
(503) 842-3450  
Fax: (503) 842-3445

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**Date:** 11/19/2012  
**To:** City Council  
**Re:** Monthly Report October/November 2012

It's been a year! Saturday the 17<sup>th</sup> marked one year with the City. Bernie stopped by this week to say hello and I'm sure you'll all be glad to know she is enjoying her retirement and spending time with her sister and taking various mini-vacations.

The projects abound as we move toward the end of the calendar year! Looking toward budgeting has made the salary schedule project an even hotter topic for me. It's hard to believe we've been working on it most of the year! But we're so close to finishing with a schedule we can really use.

We had a meeting with a representative from the VEBA Trust Fund who explained all of the ins and outs for the employees. Paperwork is moving forward and we will have employee accounts established for January 1, 2013. This is a great way for the employees to utilize alternate payment solutions for healthcare—and also an encouragement to be more proactive with healthcare expenses.

I attended a Benefit Advisory Committee meeting with CIS on November 8<sup>th</sup>. The information was beneficial—their wellness grant program has changed and has a much broader scope than previous years. We will be eligible for a level 1 wellness grant simply by having a policy in place that is supported by management. I will add this to my "to-do" list. CIS will be implementing some new software for their online enrollment system that will require some training over the next year as well. I am looking forward to the CIS conference in February as they will also address the changes coming to healthcare with the Cover Oregon initiative and training for members with 50 or fewer employees.

I am working on a comparison for the phone system costs to continue with the County or branch out on our own. As staff has worked to consolidate cell phone expenses we also learned of some options through Verizon for the various field offices/plants that could double as emergency management solutions for communications. This is another big project that takes a lot of research but I am excited to see some savings in the future.

As charged, Paul and I are working on the final details for Arley's retirement proposal as accepted by the Council.

The City Website is in need of updating, and Debbi Reeves and I are starting the process of getting costs together and working on an RFP if necessary.

Christmas is coming and with it comes a lot of fun and excitement for the City! We are moving full-steam ahead on the Christmas Program. It was fantastic that Chief Wright and Mayor Weber got things rolling and everything is coming together nicely. Advertising is scheduled and the final Costco run is Friday.

Just a quick note that we didn't forget the Volunteer Luncheon that has annually been in November, we decided that January would be better timing and will send out invitations then. I hope each of you has a wonderful Thanksgiving! As always, my door is open if you have any questions or concerns! Thanks!



# Staff Report City Of Tillamook

**Date:** November 19, 2012  
**To:** Honorable Mayor and Members of City Council  
**From:** Jamy Wilson, Finance Officer  
**RE:** Finance Reports

Below is a summary of our **General Checking and Investment Accounts** current through October 2012. Also the current **Transient Room Tax Table** is also attached with the Chamber 18% portion included.

LGIP #4455 (0.60%)	\$1,337,807.93
<b>Bank Of Astoria Accounts</b> General Checking (0.10%)	\$ 777,541.48
<b>Water SDC</b> (0.60%)	\$ 203,369.31
<b>Sewer Fees</b> (0.60%)	\$ 87,305.37
<b>Bicycle/Pedways</b> (0.60%)	\$ 9,048.40
<b>Debt Reserve</b> (0.60%)	\$ 276,951.63
<b>Water Bonds</b> (0.15%)	\$ 186,473.53
<b>Totals</b>	\$2,878,500.65

City Of Tillamook TRT Monthly Revenue									
Hotel/Motel	Jul-12		Aug-12		Sep-12		Oct-12		Nov-12
Total Tax	36,930.89		41,367.30		53,530.91		37,432.69		13,225.20
<b>18 % Of Tax</b>	6,647.56		7,446.10		9,635.56		6,737.88		2,380.54
Checks to Chamber	3693.11	8/6	7,446.10	9/17	9635.56	10/12	6737.88	11/5	
	2954.45	8/20							
TRT Monthly Revenue w/18% Tillamook Chamber breakdown									

If you have any questions, please let me know.

**Percentage Of Fiscal Year 2012/2013  
October 2012 33% of the year**

<b>General Fund Revenue Analysis</b>				
<b>City Hall Fund</b>	<b>Budgeted Amount</b>	<b>YTD</b>	<b>YTD Variance</b>	<b>Percent Received</b>
Beginning Fund Balance	185,000.00	257,242.00	(72,242.00)	139.05%
Animal Licenses	2,400.00	181.00	2,219.00	7.54%
Bldg Permits/Comm Dev Fee	5,000.00	24,789.14	(19,789.14)	495.78%
Cigarette Tax (Quarterly)	6,769.00	2,535.54	4,233.46	37.46%
Court Fines	57,500.00	11,894.10	45,605.90	20.69%
Equipment Sales / Used	2,000.00	-	2,000.00	0.00%
Grants	30,000.00	2,500.00	27,500.00	8.33%
Investment Earnings	200.00	(8.47)	208.47	-4.24%
Land Sales / Police Bldg Surplus	83,000.00	-	83,000.00	0.00%
Licenses	1,111.00	16.00	1,095.00	1.44%
Liquor Tax (qtrly)	64,108.00	22,520.21	41,587.79	35.13%
Vehicle Impound	1,515.00	900.00	615.00	59.41%
Misc Fees	2,020.00	7,161.32	(5,141.32)	354.52%
Misc Permits	808.00	385.00	423.00	47.65%
Parking Fines	6,060.00	95.00	5,965.00	1.57%
Planning Fees	15,150.00	5,531.50	9,618.50	36.51%
Parking Space Rentals	10,000.00	4,830.00	5,170.00	48.30%
Property Tax (Feb thru March)	540,750.00	9,120.49	531,629.51	1.69%
Property Tax Prior	15,150.00	7,053.23	8,096.77	46.56%
Lien Search Revenue	400.00	150.00	250.00	37.50%
Transit/Visitor Center Rental	8,484.00	2,800.00	5,684.00	33.00%
Franchise / TPUD (quarterly)	388,850.00	111,914.03	276,935.97	28.78%
Franchise / Telephone (bi-annual)	90,000.00	40,146.92	49,853.08	44.61%
Franchise / Water-Sewer Utilities	74,357.00	26,738.03	47,618.97	35.96%
CAMI	15,000.00	6,250.00	8,750.00	41.67%
County Animal Control	16,000.00	6,666.70	9,333.30	41.67%
Urban Renewal Admin Reimb.	40,055.00	17,406.75	22,648.25	43.46%
Internal Service Charge (qtrly)	192,626.00	-	192,626.00	0.00%
State Revenue Sharing (qtrly)	44,886.00	10,708.75	34,177.25	23.86%
<b>Total General Fund Revenues</b>	<b>1,899,199.00</b>	<b>579,527.24</b>	<b>1,319,671.76</b>	<b>30.51%</b>
<b>General Ledger Expenses vs. Budget</b>				
<b>Mayor and Council</b>	<b>Budgeted Amount</b>	<b>YTD</b>	<b>YTD Variance</b>	<b>Percent Expended</b>
Communications	6,600.00	3,188.42	3,411.58	48.31%
Contractual Services	15,000.00	83.25	14,916.75	0.56%
Conference and Promotional	5,000.00	1,910.23	3,089.77	38.20%
Dues and Memberships	4,750.00	4,517.69	232.31	95.11%
Office Supplies	508.00	79.23	428.77	15.60%
Periodicals and Publications	102.00	-	102.00	0.00%
Postage	406.00	2.65	403.35	0.65%
Special Projects	1,200.00	125.00	1,075.00	10.42%
Travel/Subsistance	406.00	1,452.92	(1,046.92)	357.86%
Committee Mtgs Business	1,015.00	48.32	966.68	4.76%
Council Stipend	4,200.00	1,375.00	2,825.00	32.74%
<b>Totals</b>	<b>39,187.00</b>	<b>12,782.71</b>	<b>26,404.29</b>	<b>32.62%</b>
<b>Admin Fund</b>	<b>Budgeted Amount</b>	<b>YTD</b>	<b>YTD Variance</b>	<b>Percent Expended</b>
City Manager	91,703.00	30,116.00	61,587.00	32.84%
City Recorder	55,000.00	19,948.48	35,051.52	36.27%
Finance Officer	52,000.00	18,331.92	33,668.08	35.25%
Finance Assistant	38,640.00	12,688.00	25,952.00	32.84%
Executive Assistant	36,540.00	15,226.61	21,313.39	41.67%
Clerk	3,600.00	4,543.88	(943.88)	126.22%
Longevity	1,800.00	-	1,800.00	0.00%
Social Security	21,365.00	7,469.43	13,895.57	34.96%
Workers Comp	2,000.00	530.98	1,469.02	26.55%
PER'S	39,000.00	11,921.41	27,078.59	30.57%
Medical Insurance	64,000.00	17,964.72	46,035.28	28.07%
Dental Insurance	7,933.00	2,361.30	5,571.70	29.77%
Life Insurance	363.00	121.00	242.00	33.33%
<b>Payroll Totals</b>	<b>413,944.00</b>	<b>141,223.73</b>	<b>272,720.27</b>	<b>34.12%</b>
Conference and Promotional	3,553.00	2,185.72	1,367.28	61.52%
Dues and Memberships	1,500.00	405.00	1,095.00	27.00%
Election Notices	1,000.00	-	1,000.00	0.00%
Equipment / Office	2,030.00	150.80	1,879.20	7.43%

**Percentage Of Fiscal Year 2012/2013**

**October 2012 33% of the year**

Legal Notices	2,741.00	571.60	2,169.40	20.85%
Office Supplies	4,060.00	1,188.65	2,871.35	29.28%
Periodicals & Publications	100.00	-	100.00	0.00%
Postage	1,523.00	454.77	1,068.23	29.86%
Training/Education	2,030.00	434.00	1,596.00	21.38%
Travel/Subsistance	1,117.00	1,163.50	(46.50)	104.16%
Pymnt to Wtr/II Risk Mgmt	10,000.00	-	10,000.00	0.00%
Utilities / Phone	5,000.00	597.12	4,402.88	11.94%
Misc.Expenditure	508.00	757.78	(249.78)	149.17%
<b>Total Supplies &amp; Expense</b>	<b>35,162.00</b>	<b>7,908.94</b>	<b>27,253.06</b>	<b>22.49%</b>
Computer Upgrades	-	2,489.57	(2,489.57)	0.00%
<b>Admin Fund Totals</b>	<b>449,106.00</b>	<b>151,622.24</b>	<b>297,483.76</b>	<b>33.76%</b>

<b>Planning Department</b>	<b>Budgeted Amount</b>	<b>YTD</b>	<b>YTD Variance</b>	<b>Percent Expended</b>
Planner	58,655.00	19,264.00	39,391.00	32.84%
Longevity	500.00	-	500.00	0.00%
Social Security	4,525.00	1,473.68	3,051.32	32.57%
Workers Comp	1,300.00	573.48	726.52	44.11%
PERS	11,362.00	3,677.48	7,684.52	32.37%
Medical Insurance	15,032.00	4,685.80	10,346.20	31.17%
Dental Insurance	2,273.00	742.40	1,530.60	32.66%
Life Insurance	73.00	24.20	48.80	33.15%
<b>Payroll Totals</b>	<b>93,720.00</b>	<b>30,441.04</b>	<b>63,278.96</b>	<b>32.48%</b>

Contractual Services	25,000.00	-	25,000.00	0.00%
Conference & Promotional	305.00	-	305.00	0.00%
Dues & Memberships	102.00	-	102.00	0.00%
Legal Notices	914.00	346.50	567.50	37.91%
Office Supplies	1,320.00	171.51	1,148.49	12.99%
Periodicals & Publications	102.00	-	102.00	0.00%
Postage	406.00	29.76	376.24	7.33%
Training	1,421.00	415.00	1,006.00	29.20%
Training/Subsistance	203.00	-	203.00	0.00%
Recycling Program	200.00	-	200.00	0.00%
<b>Total Supplies &amp; Expense</b>	<b>29,973.00</b>	<b>962.77</b>	<b>29,010.23</b>	<b>1.04%</b>
<b>Planning Department Totals</b>	<b>123,693.00</b>	<b>31,403.81</b>	<b>92,289.19</b>	<b>25.39%</b>

<b>Police Department</b>	<b>Budgeted Amount</b>	<b>YTD</b>	<b>YTD Variance</b>	<b>Percent Expended</b>
Police Chief	75,000.00	25,652.92	49,347.08	34.20%
Police Officer	50,628.00	16,464.00	34,164.00	32.52%
Police Officer	44,000.00	-	44,000.00	0.00%
Police Officer	56,628.00	19,556.00	37,072.00	34.53%
Police Officer	68,000.00	22,948.00	45,052.00	33.75%
Secretary	40,978.00	13,456.00	27,522.00	32.84%
Overtime	35,000.00	14,996.52	20,003.48	42.85%
Animal Control	36,795.00	12,084.00	24,711.00	32.84%
Police Officer	48,000.00	15,908.00	32,092.00	33.14%
Police Officer	62,856.00	20,952.00	41,904.00	33.33%
Longevity	11,000.00	-	11,000.00	0.00%
Certification Pay	15,036.00	2,636.00	12,400.00	17.53%
Cell Phone Reimbsmt	4,200.00	1,123.00	3,077.00	26.74%
Shift Differential	2,500.00	900.00	1,600.00	36.00%
Social Security	42,123.00	12,973.05	29,149.95	30.80%
Workers Comp	23,000.00	11,688.17	11,311.83	50.82%
PERS	82,000.00	27,136.22	54,863.78	33.09%
Downtown Resource Aide	-	2,520.00	(2,520.00)	0.00%
Medial/Dental/Vision	77,520.00	20,447.90	57,072.10	26.38%
Medical Insurance	42,677.00	13,278.92	29,398.08	31.11%
Dental Insurance	5,660.00	1,838.80	3,821.20	32.49%
Life Insurance	726.00	194.97	531.03	26.86%
<b>Payroll Totals</b>	<b>824,327.00</b>	<b>256,754.47</b>	<b>567,572.53</b>	<b>31.15%</b>
Communications	1,523.00	173.12	1,349.88	11.37%
Contractual Services	12,000.00	7,850.42	4,149.58	65.42%
Dues & Memberships	305.00	-	305.00	0.00%
Fuel / Vehicle	29,000.00	8,474.35	20,525.65	29.22%
Investigation	500.00	-	500.00	0.00%
Maint / Building	5,000.00	1,787.96	3,212.04	35.76%
Maint / Equipment	1,015.00	825.12	189.88	81.29%
Maint / Service Contracts	4,060.00	919.87	3,140.13	22.66%

**Percentage Of Fiscal Year 2012/2013**

**October 2012 33% of the year**

Maint / Vehicle	10,150.00	4,623.63	5,526.37	45.55%
Illamook Narcotics Team	100.00	-	100.00	0.00%
Office Supplies	6,000.00	1,978.74	4,021.26	32.98%
Postage	2,030.00	365.57	1,664.43	18.01%
Special Programs	1,000.00	2,028.56	(1,028.56)	202.86%
Training	4,060.00	1,000.00	3,060.00	24.63%
Travel / Subsistence	305.00	33.83	271.17	11.09%
Uniform Allowance	6,500.00	7,405.93	(905.93)	113.94%
Utilities / Phone	2,533.00	1,819.46	713.54	71.83%
Targets & Ammunition	3,500.00	927.75	2,572.25	26.51%
Animal Control	3,045.00	42.00	3,003.00	1.38%
LEDS	508.00	38.00	470.00	7.48%
<b>Total Supplies &amp; Expense</b>	<b>93,134.00</b>	<b>40,294.31</b>	<b>52,839.69</b>	<b>43.26%</b>
Equipment / General	5,000.00	-	5,000.00	0.00%
PD Building Payments	83,000.00	-	83,000.00	0.00%
Vehicle	5,300.00	-	5,300.00	0.00%
<b>Total Capital Outlay</b>	<b>93,300.00</b>	<b>-</b>	<b>93,300.00</b>	<b>0.00%</b>
<b>Police Department Totals</b>	<b>1,010,761.00</b>	<b>297,048.78</b>	<b>713,712.22</b>	<b>29.39%</b>
<b>City Hall Fund</b>	<b>Budgeted Amount</b>	<b>YTD</b>	<b>YTD Variance</b>	<b>Percent Expended</b>
Unemployment	10,000.00	3,927.00	6,073.00	39.27%
<b>Payroll Totals</b>	<b>10,000.00</b>	<b>3,927.00</b>	<b>6,073.00</b>	<b>39.27%</b>
Vacations Payable	10,000.00	-	10,000.00	0.00%
Audit	8,364.00	5,821.60	2,542.40	69.60%
Insurance Bldg./Vehicles	11,165.00	28,250.92	(17,085.92)	253.03%
Maint./Materials	3,045.00	526.58	2,518.42	17.29%
Maint./Service Contracts	29,000.00	9,882.82	19,117.18	34.08%
Safety Improvements	3,000.00	-	3,000.00	0.00%
Web Services	6,000.00	637.70	5,362.30	10.63%
Bldg.Maint.	3,500.00	1,027.74	2,472.26	29.36%
Utilities / Power	7,613.00	2,512.74	5,100.26	33.01%
<b>Total Supplies &amp; Expense</b>	<b>81,687.00</b>	<b>48,660.10</b>	<b>33,026.90</b>	<b>59.57%</b>
Transfer to Water Fund (bi-annual)	78,000.00	-	78,000.00	0.00%
<b>Total Transfers Out</b>	<b>78,000.00</b>	<b>-</b>	<b>78,000.00</b>	<b>0.00%</b>
<b>City Hall Fund Totals</b>	<b>169,687.00</b>	<b>52,587.10</b>	<b>117,099.90</b>	<b>30.99%</b>
<b>Total General Fund Revenues</b>	<b>1,899,199.00</b>	<b>579,527.24</b>	<b>1,319,671.76</b>	<b>30.51%</b>
<b>Total General Fund Expenses</b>	<b>1,792,434.00</b>	<b>545,444.64</b>	<b>1,246,989.36</b>	<b>30.43%</b>
<b>Revenues vs Expense</b>	<b>106,765.00</b>	<b>34,082.60</b>	<b>72,682.40</b>	



Tillamook Revitalization Association  
2003 2<sup>nd</sup> Street  
Tillamook OR 97141

(503) 842-9797 (Office)  
(503) 812-2209 (Alt.)

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November 14, 2012

To: the Tillamook City Council  
Reg. Tillamook Revitalization Association Report

Councilors:

The following activities and accomplishments of the Tillamook Revitalization Association for April through September are as follows.

**TRA Downtown Promotion/Activities/Administration:**

- *Co-sponsored the first "Company's Coming" clean-up June 16*
  - ❖ In cooperation with the City of Tillamook and strongly supported by the Headlight Herald, June 16 saw an army of volunteers out cleaning up downtown Tillamook. More than 20 volunteers were registered, but additional shopkeepers, employees, passers-by and elected officials joined in on the project. Thank you to all who helped.
  
- *2nd Street Public Market Street Faire*
  - ❖ Began the 2<sup>nd</sup> Street Public Market Street Faire running concurrently with the Tillamook Farmers' Market. The goal was to stop traffic on Hwy 101 to visit the Street Faire, the Farmers' Market and downtown businesses. Cooperative signage was placed by both events to circulate shoppers within the downtown area. We had moderate success for the first year. 14 vendors and two business owners (other than public market shopkeepers) participated.
  
- *Sponsored Moonlight Madness August 3*
  - ❖ Implemented some new attractions such as bouncy houses, a downtown car show and more music to increase attendance at this event. And it worked. An estimated 1123 people attended and downtown merchants reported sales were up from last year's event. **The TRA succeeded in reaching the benchmark set for Moonlight Madness at the time of the business surcharge renewal.**

- *Downtown planters*
  - ❖ This partnership with the Chamber and Associations Committee to put uniform flower planters along the streets of the downtown area is still in process. The TRA board voted to support this project with a \$1,000 contribution.
  
- *Restructured employee wage distribution*
  - ❖ This was a cost cutting measure. Since a part-time Public Market employee is covered by workman's comp through the TRA, the TRA administrative assistant is also covered, which makes the use of a temp agency unnecessary. The bookkeeper for the Public Market handles the paperwork, and TRA funds are transferred to cover the administrative assistant's wages, taxes, etc.
  
- *Renewed membership in the Economic Development Council*
- *Transferred TRA assets to the Tillamook Farmers' Market who secured an independent 501 c-6 non-profit status.*
- *Met all State and Federal requirements for taxes and licensing.*

**Second Street Public Market status:**

1. We are presently at 95% capacity and have picked up several consignment people who are doing pretty well in a short period of time.
2. The market continues to hold its own financially.
3. We have a new sandwich shop at the end of "restaurant row" that is starting strong by offering super fresh sandwiches with LOTS of meat on them.
4. The market continues to host community groups, additional classes and entertainers.
5. We have restructured the advisory board of the market with new board members and committees with the goal of focusing on making the market sustainable well into the future.

Respectfully submitted,  
 Chris Kell  
 Administrative Assistant

## FOURTH & FIRST QUARTERS FINANCIAL REPORT

<b>Tillamook Revitalization Association</b>			
4 <sup>th</sup> & 1 <sup>st</sup> Quarter Financial Report 2012			
<b>INCOME</b>			
DATE	VENDOR	LINE ITEM	AMOUNT
8/20/12	City of Tillamook	Business License Surcharge, 1/30 thru 8/9/12	\$1,243.75
		<b>TOTAL</b>	<b>\$1,243.75</b>
<b>EXPENSES</b>			
DATE	VENDOR	LINE ITEM	AMOUNT
5/4/12	Workforce Consolidation team	Wages/Temp agency fees	\$680.40
7/5/12	Workforce Consolidation team	Wages/Temp agency fees	\$756.00
9/4/12	Second Street Public Market	TRA Administrative Asst. Wages	\$537.19
9/15/12	Oregon Department of Justice	Taxes	\$95.00
10/2/12	Robert Weitman, E.A.	Prof & legal fees (taxes)	\$1,480.00
10/3/12	Oregon Corporation Division	Taxes/licenses	\$50.00
		<b>TOTAL</b>	<b>\$3,598.59</b>



CITY OF TILLAMOOK

# Christmas Lighting & Decoration Contest

**Entry Deadline:** Wednesday, December 12, 2012 by 4:00 p.m.

*Contest is open to all businesses and residents  
within the Tillamook City Limits.*

Prizes will be awarded for 1st, 2nd, and 3rd place winners  
in both residential and business category entries.

Please have lights on from 4:30-8:00 p.m. Judging will be  
Friday, December 14, 2012. Winners will be  
announced the following week.

**ENTRY FORM**  
CITY OF TILLAMOOK  
**CHRISTMAS LIGHTING & DECORATION CONTEST**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DIRECTIONS: \_\_\_\_\_

Send or drop off your entry form to: Tillamook City Hall, 210 Laurel  
Avenue, Tillamook, OR 97141. Questions? Call: 503-842-3450



# A Special Invitation

Please join the City of Tillamook  
on Saturday, December 1, 2012  
for the

## 10th Annual Christmas Tree Lighting Ceremony and Festivities

*New This Year: Christmas Light Parade!*

**Where:** Tillamook City Hall, 210 Laurel Avenue  
**When:** Festivities begin at 3:30 p.m.!

**3:30 p.m.:** Christmas entertainment, free pictures with Santa, and free food including: hot dogs, chili, coffee, and hot chocolate. A coloring contest (with prizes!) and cookie decorating will also be available for the kids.

**5:30 p.m.:** Gather in front of City Hall for the newest addition to the program—the Christmas Light Parade and the Tree Lighting Ceremony!

**6:00 p.m.:** Santa will join the parade and continue with photography and refreshments at Fred Meyer.

For more information please contact Abby Donowho at City Hall: 503-842-3450.

# Accounts Payable

## Computer Check Proof List



User: adm  
 Printed: 11/15/2012 - 5:05 PM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4924 2771.Oct '12 2771.Oct 2012	Blue Heron Vending & Coffee Se October 2012 rental, 4 wtr-City Hall Oct 2012 cooler rental-St Div Check Total:	38.00 10.00 48.00	11/19/2012 11/19/2012	Check Sequence: 1 010-10-53240 020-20-53200	ACH Enabled: No
Vendor:3075 959818	Blumenthal Uniform & Equipment 2 shirts, emblems etc-Wright Check Total:	261.65 261.65	11/19/2012	Check Sequence: 2 010-07-53410	ACH Enabled: No
Vendor:4529 1230001157-2012	Business Oregon Anderson Prop Loan #J06002 Check Total:	15,175.00 15,175.00	11/19/2012	Check Sequence: 3 022-10-56160	ACH Enabled: No
Vendor:3076 1902-259156 1902-259163 1902-259209 1902-259215 1902-259259	Carquest Auto Parts Stores Filters & oil for dump truck-St Div 2 complete filter sets/all St Div vehs Oil/dump trk,fuel line tool,air fltr-St PCV valves-both St Div. Rangers Oil for 97 Ford Ranger-St Div Check Total:	113.11 378.28 71.53 5.65 17.95 586.52	11/19/2012 11/19/2012 11/19/2012 11/19/2012 11/19/2012	Check Sequence: 4 020-20-53210 020-20-53210 020-20-53210 020-20-53210 020-20-53210	ACH Enabled: No
Vendor:4546 1211930-IN	Carson Oil Company Bal on cs of Penray fuel prep-WW Div Check Total:	32.45 32.45	11/19/2012	Check Sequence: 5 022-22-53140	ACH Enabled: No
Vendor:4262 11/3/12 stmt-1 11/3/12 stmt-2	Charter Communications 503-842-2161, 11/13 to 12/12/12 503-842-8339 11/13 to 12/12/12	31.87 32.15	11/19/2012 11/19/2012	Check Sequence: 6 022-22-53420 021-01-53420	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	64.02			
Vendor:4894 974747	CHS Propane-263.9 @ \$1.32/gal -WW Div Check Total:	348.35 348.35	11/19/2012	Check Sequence: 7 022-22-53450	ACH Enabled: No
Vendor:0103 00226175	Clyde West Street sweeper maintenance/repair Check Total:	1,291.43 1,291.43	11/19/2012	Check Sequence: 8 020-20-53210	ACH Enabled: No
Vendor:0089 H7312 H7337 H7351	Coast Printing and Stationary 4 Rite in Rain notebooks-Wtr Div Card stock/Parks comment cards-Planning 2 comp books/St Shop records Check Total:	21.80 17.40 7.00 46.20	11/19/2012 11/19/2012 11/19/2012	Check Sequence: 9 021-03-53140 010-05-53270 020-20-53200	ACH Enabled: No
Vendor:0090 19651	Coast Wide Ready Mix Haul cold mix asphalt Portland to Tillam Check Total:	450.00 450.00	11/19/2012	Check Sequence: 10 020-20-54070	ACH Enabled: No
Vendor:4442 7651	CoastCom, Inc. Nov 2012 Internet & dark fiber lease-PD Check Total:	100.00 100.00	11/19/2012	Check Sequence: 11 010-07-53420	ACH Enabled: No
Vendor:6000 67857-103112	DMV Records Policy Unit DMV records ordered Oct 2012 Check Total:	9.00 9.00	11/19/2012	Check Sequence: 12 010-07-53720	ACH Enabled: No
Vendor:6047 11.16.12 11.7.12	Abigail Donowho OAMR Reg 1 mtg/mi reimb-AD CIS Benefits Advisory mtg/mi. reimb-AD Check Total:	67.06 67.37 134.43	11/19/2012 11/19/2012	Check Sequence: 13 010-03-53400 010-03-53400	ACH Enabled: No
Vendor:0714 11.06.12 11.06.2012 11.6.12	EBS Trust Life Ins-Sept/Oct '12-Harrell Life Ins-Sept/Oct '12-Vanderhoff Insurance premium-Sept/Oct '12-Kyte	6.05 6.05 2,570.42	11/19/2012 11/19/2012 11/19/2012	Check Sequence: 14 070-70-52130 070-70-52130 021-02-52110	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	2,582.52			
Vendor:4514 95543	EC Electrical Construction Co. Electrical Research/generator-Brookfield Check Total:	138.09 138.09	11/19/2012	Check Sequence: 15 022-22-53210	ACH Enabled: No
Vendor:4454 330725 331917 331952	FEI #3011 Waterworks Couplers,fittings etc-Wtr Div 2 LMI pumps-Wtr plant 35 meter radios/3rd Street-Wtr Div Check Total:	2,955.89 1,465.18 4,935.00 9,356.07	11/19/2012 11/19/2012 11/19/2012	Check Sequence: 16 021-06-53250 021-04-53200 021-06-55065	ACH Enabled: No
Vendor:0162 1072703740	Ferrellgas Propane remove str markings/Ivy-St Div Check Total:	10.34 10.34	11/19/2012	Check Sequence: 17 020-20-53140	ACH Enabled: No
Vendor:0196 63263 65084	Hallowell Loggers Supply, Inc. 2-6pks gas mix for weedeaters-Parks Weedeater string for Parks Check Total:	26.10 13.95 40.05	11/19/2012 11/19/2012	Check Sequence: 18 020-20-53350 020-20-53350	ACH Enabled: No
Vendor:0198 89003-Cust 4920 90035-Cust 4920 90036-Cust 4924	Headlight Herald Fall Leaf Cleanup Ad-10.31.12 Fall Leaf Cleanup Ad-11.7.12 Pub Ntc-Variance V-12-02 Rodeo Stk Hs Check Total:	143.85 143.85 136.50 424.20	11/19/2012 11/19/2012 11/19/2012	Check Sequence: 19 010-01-53070 010-01-53070 010-05-53190	ACH Enabled: No
Vendor:4378 Jan 2012	Doug Henson Council stipend Jan 3 & 17, 2012 Check Total:	50.00 50.00	02/06/2012	Check Sequence: 20 010-01-53415	ACH Enabled: No
Vendor:4948 2013	ICMA ICMA membership 2013-Wyntergreen Check Total:	722.00 722.00	11/19/2012	Check Sequence: 21 010-03-53080	ACH Enabled: No
Vendor:4393 87582	Jordan Ramis, PC, Attys at Law WWTP Legal Sept 16 thru Oct 15, 2012	2,812.00	11/19/2012	Check Sequence: 22 022-22-53370	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	2,812.00			
Vendor:5093 11015223MB	Lakeside Industries 32.43 tons EZ Street Asphalt-St Div Check Total:	3,437.58 3,437.58	11/19/2012	Check Sequence: 23 020-20-54070	ACH Enabled: No
Vendor:4472 CL06691 CL06691 CL06691	Marc Nelson Oil Products 01-0006091, Street fuel 10/16 - 10/31/12 01-0006091, Wtr fuel 10/16 to 10/31/12 01-0006091, WWTP fuel 10/16 to 10/31/12 Check Total:	536.55 463.81 210.03 1,210.39	11/19/2012 11/19/2012 11/19/2012	Check Sequence: 24 020-20-53140 021-03-53140 022-22-53140	ACH Enabled: No
Vendor:0889 12233	Med-Tech Resource, Inc. 40 bx various sizes exam gloves-Police Check Total:	459.41 459.41	11/19/2012	Check Sequence: 25 010-07-53270	ACH Enabled: No
Vendor:0290 055924 055927 056400 056891 057026	NAPA Seaside Auto Parts 2-spark plugs,fuel filter-WW Div Exchange fuel filter-WW Div 1 gal hydraulic fluid-Paint machine-St D Replacement gauge-WW Div Hose clamps (2)-WW Div Check Total:	7.67 0.30 21.19 18.49 10.44 58.09	11/19/2012 11/19/2012 11/19/2012 11/19/2012 11/19/2012	Check Sequence: 26 022-22-53250 022-22-53250 020-20-53210 022-22-53210 022-22-53230	ACH Enabled: No
Vendor:6004 11-201210	Net Assets Corporation Title Searches for the month of Oct '12 Check Total:	20.00 20.00	11/19/2012	Check Sequence: 27 010-10-53240	ACH Enabled: No
Vendor:4489 3962	New Age Car Wash Touch free wash-Wtr Div Check Total:	9.00 9.00	11/19/2012	Check Sequence: 28 021-03-53252	ACH Enabled: No
Vendor:4041 36496	Northstar Chemical, Inc. 15456 lbs sodium bisulfite-WW Div Check Total:	4,522.24 4,522.24	11/19/2012	Check Sequence: 29 022-22-53040	ACH Enabled: No
Vendor:4609 409	Northwest Media Consultants Web services, October 2012	69.50	11/19/2012	Check Sequence: 30 010-10-53370	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	69.50			
Vendor:4656	Norwest Safety			Check Sequence: 31	ACH Enabled: No
207489	Hard hats & accessories-Wtr Div	463.90	11/19/2012	021-02-53250	
207489A	Climbing Harness-Wtr Div	596.13	11/19/2012	021-02-53250	
207571	2 ea rain coats & bibs-Wtr Div	789.60	11/19/2012	021-02-53250	
	Check Total:	1,849.63			
Vendor:4926	NW Engineers			Check Sequence: 32	ACH Enabled: No
10-12-#1768	Reimb Fee Study/Murray Way - Oct '12	275.00	11/19/2012	010-05-53060	
10-12-#1768	Sanitary Sewer grant services Oct '12	2,242.50	11/19/2012	022-22-53360	
10-12-#1768	Storm Drainage SDC Asst - Oct '12	2,419.00	11/19/2012	020-20-53240	
	Check Total:	4,936.50			
Vendor:4081	OfficeMax Incorporated			Check Sequence: 33	ACH Enabled: No
043072	Lg envelopes for Council pkts	33.25	11/19/2012	010-01-53270	
893334	Coffee,ppr plates,cups,garbage bgs-PD	142.23	11/19/2012	010-07-53270	
	Check Total:	175.48			
Vendor:0125	OR Dept of Environmental Qual			Check Sequence: 34	ACH Enabled: No
WQ13DOM-0827	NPDES-DOM-C2a permit-sewage disposal '13	5,947.00	11/19/2012	022-22-53290	
	Check Total:	5,947.00			
Vendor:4033	OR Dept of Forestry			Check Sequence: 35	ACH Enabled: No
	Fire protection FY 2012-2013	5,557.36	11/19/2012	021-02-58020	
	Check Total:	5,557.36			
Vendor:4915	Oregon Health Authority			Check Sequence: 36	ACH Enabled: No
41-00893.2013	2013 Cross Conn/Backflow Prevention fee	200.00	11/19/2012	021-01-53290	
	Check Total:	200.00			
Vendor:4375	Oregon PERS			Check Sequence: 37	ACH Enabled: No
Coleman/Aug '12	PERS, Aug 2012 - Coleman	107.82	11/19/2012	010-07-52060	
Coleman/Jy '12	PERS, July 2012 - Coleman	116.11	11/19/2012	010-07-52060	
Coleman/Oct '12	PERS, Oct 2012 - Coleman	50.22	11/19/2012	010-07-52060	
Coleman/Sep '12	PERS, Sept 2012 - Coleman	99.52	11/19/2012	010-07-52060	
Harrell/Sep '12	PERS, Sept 2012 - Harrell	491.66	11/19/2012	010-07-52060	
Manning/My '12	PERS, May 2012 - Manning	484.45	11/19/2012	022-22-52050	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,349.78			
Vendor:4447	Pauly, Rogers, and Co., P.C.			Check Sequence: 38	ACH Enabled: No
5462	June 30,2012 Audit,Financial Stmt Prep	1,172.30	11/19/2012	022-22-53065	
5462	June 30,2012 Audit,Financial Stmt Prep	2,344.60	11/19/2012	010-10-53065	
5462	June 30,2012 Audit,Financial Stmt Prep	1,172.30	11/19/2012	020-20-53065	
5462	June 30,2012 Audit,Financial Stmt Prep	1,480.80	11/19/2012	021-01-53065	
5463	June 30,2012 Audit,Financial Stmt Prep	381.90	11/19/2012	022-22-53065	
5463	June 30,2012 Audit,Financial Stmt Prep	381.90	11/19/2012	020-20-53065	
5463	June 30,2012 Audit,Financial Stmt Prep	763.80	11/19/2012	010-10-53065	
5463	June 30,2012 Audit,Financial Stmt Prep	482.40	11/19/2012	021-01-53065	
	Check Total:	8,180.00			
Vendor:4470	PostaBox			Check Sequence: 39	ACH Enabled: No
24802	Return Levi's cell phone case/warranty	3.50	11/19/2012	021-01-53300	
25423	Ship Comp Plan to Dept of Land Conserv	12.10	11/19/2012	010-05-53270	
	Check Total:	15.60			
Vendor:0426	SC Paving			Check Sequence: 40	ACH Enabled: No
33933	Rock for shop & streets-St Div	600.00	11/19/2012	020-20-54070	
	Check Total:	600.00			
Vendor:0434	Scientific Supply & Equipment			Check Sequence: 41	ACH Enabled: No
31230322	Electrode pH combo-WW Div lab	101.71	11/19/2012	022-22-53440	
	Check Total:	101.71			
Vendor:3094	Sheldon Oil Company			Check Sequence: 42	ACH Enabled: No
00593-10.31.12	Police fuel, October 2012	1,942.08	11/19/2012	010-07-53140	
63948	Diesel fuel addative-Wtr Dump Truck	186.37	11/19/2012	021-03-53140	
	Check Total:	2,128.45			
Vendor:0422	Springbrook Software, Inc.			Check Sequence: 43	ACH Enabled: No
INV23717	Water stmt changes & maint. to 6/30/12	1,884.91	11/19/2012	021-01-53250	
	Check Total:	1,884.91			
Vendor:4879	The Bank of New York Mellon			Check Sequence: 44	ACH Enabled: No
1230001075-2012	WWTP G07001, 2012	73,677.74	11/19/2012	022-10-56180	
	Check Total:	73,677.74			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:5034	Tillamook Co. Assessor			Check Sequence: 45	ACH Enabled: No
12-36	Cartography Services 9/21/12	40.00	11/19/2012	010-05-53270	
12-41	Cartography Services 10/3/12	6.50	11/19/2012	010-05-53270	
12-42	Cartography Services 10/10/12	13.00	11/19/2012	010-05-53270	
12-42A	Cartography Services 10/8/12	19.50	11/19/2012	010-05-53270	
12-45	Cartography Services 10/11/12	13.00	11/19/2012	010-05-53270	
	Check Total:	92.00			
Vendor:0862	Tillamook Co. Creamery Assoc			Check Sequence: 46	ACH Enabled: No
66556/1-66563/1	2-15 gal chlorine,cs kitchen towels-Wtr	133.40	11/19/2012	021-04-53040	
67019/1	Lawn seed 50 lb-Carnahan Park	75.95	11/19/2012	020-20-53250	
67138/1	(3) 15 gal chlorine-Wtr Div	101.85	11/19/2012	021-04-53040	
67328/1	5 gloves,ext poles,floor brush-Wtr plant	97.77	11/19/2012	021-04-53250	
67367/1	Bale wheat straw-erosion control/shop-St	6.49	11/19/2012	020-20-53200	
67609/1	(4) 15 gal chlorine-Wtr Div	135.80	11/19/2012	021-04-53040	
67855/1	(2) cold weather gloves-St Div	35.98	11/19/2012	020-20-53230	
68219/1	(4) 15 gal chlorine-Wtr Div	135.80	11/19/2012	021-04-53040	
	Check Total:	723.04			
Vendor:4191	Tillamook Co. Dept. Comm. Dev.			Check Sequence: 47	ACH Enabled: No
2012-05	Parks map, 10/1/12	25.00	11/19/2012	010-05-53270	
2012-06	Parks map, 10/9/12	25.00	11/19/2012	010-05-53270	
	Check Total:	50.00			
Vendor:0498	Tillamook Co. Solid Waste			Check Sequence: 48	ACH Enabled: No
1001-236511	Trash run 10/4/12 Tkt 236511	17.00	11/19/2012	020-20-53350	
1001-237238	Trash run 10/12/12 Tkt 237238	17.00	11/19/2012	020-20-53350	
1001-238017	Trash run 10/25/12 Tkt 238017	17.00	11/19/2012	020-20-53350	
	Check Total:	51.00			
Vendor:0525	Tillamook Co. Treasurer			Check Sequence: 49	ACH Enabled: No
Oct 2012 Stmt	Portion County Phone Bill	81.16	11/19/2012	010-03-53420	
Oct 2012 Stmt	Portion County Phone Bill	70.92	11/19/2012	010-07-53420	
Oct 2012 Stmt	Portion County Phone Bill	20.29	11/19/2012	021-01-53420	
Oct 2012 Stmt	Portion County Phone Bill	8.25	11/19/2012	020-20-53420	
Oct 2012 Stmt	Portion County Phone Bill	8.25	11/19/2012	022-22-53420	
	Check Total:	188.87			
Vendor:0502	Tillamook Farmer's Co-op			Check Sequence: 50	ACH Enabled: No
135405	Deck scrub brush-Water plant	8.99	11/19/2012	021-04-53250	
135716	Shop bathroom cleaner-St Div	8.99	11/19/2012	020-20-53200	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
136024	Rain bib&jacket,flashlight,PVC slip cap	66.38	11/19/2012	022-22-53230	
136094	PVC slip cap-WW Div	15.29	11/19/2012	022-22-53230	
136264	209 ft Polydac 1/2" rope,quick link-WW D	72.12	11/19/2012	022-22-53230	
	Check Total:	171.77			
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Vendor:0670	Tommie's Cleaners			Check Sequence: 51	ACH Enabled: No
B044130	Dry cleaning, 3 pcs, Olson	15.00	11/19/2012	010-07-53410	
B044141	Dry cleaning, 2 pcs, Coleman	10.00	11/19/2012	010-07-53410	
B044171	Dry cleaning, 5 pcs, Olson	24.50	11/19/2012	010-07-53410	
B044191	Dry cleaning, 2 pcs, Harrell	10.00	11/19/2012	010-07-53410	
B044193	Dry cleaning, 2 pcs, Miller	6.00	11/19/2012	010-07-53410	
B044216	Dry cleaning, 2 pcs, Coleman	10.00	11/19/2012	010-07-53410	
B044220	Dry cleaning, 8 pcs, Bomar	40.00	11/19/2012	010-07-53410	
B044260	Dry cleaning, 2 pcs, Miller	6.00	11/19/2012	010-07-53410	
B044263	Dry cleaning, 2 pcs, Harrell	10.00	11/19/2012	010-07-53410	
B044297	Dry cleaning, 4 pcs, Miller	18.00	11/19/2012	010-07-53410	
B044300	Dry cleaning, 4 pcs, Wright	20.00	11/19/2012	010-07-53410	
B044307	Dry cleaning, 2 pcs, Harrell	10.00	11/19/2012	010-07-53410	
B044359	Dry cleaning, 6 pcs, Bomar	30.00	11/19/2012	010-07-53410	
B044360	Dry cleaning, 2 pcs, Miller	10.00	11/19/2012	010-07-53410	
	Check Total:	219.50			
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Vendor:1066	U.S. Postal Service			Check Sequence: 52	ACH Enabled: No
Nov 2012	Postage/Nov '12 water/sewer bills	400.00	11/19/2012	021-01-53300	
	Check Total:	400.00			
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Vendor:0014	University of Oregon			Check Sequence: 53	ACH Enabled: No
37854L-01	1st Qtr FY12-13, RARE/Wilcoxson	4,750.00	11/19/2012	020-20-53245	
	Check Total:	4,750.00			
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Vendor:0713	Verizon Wireless, Bellevue			Check Sequence: 54	ACH Enabled: No
1131991499	964246907-0001 Police Cell Phones11/12	21.16	11/19/2012	010-07-53420	
1131991499	964246907-00001 Admin Cell Phones11/12	80.91	11/19/2012	010-03-53420	
1131991499	964246907-00001 Street Cell Phones11/12	83.38	11/19/2012	020-20-53420	
1131991499	964246907-00001 Water Cell Phones11/12	340.03	11/19/2012	021-01-53420	
1131991499	964246907-00001 Sewer Cell Phones11/12	140.88	11/19/2012	022-22-53420	
	Check Total:	666.36			
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Vendor:4039	Waterlab Corp.			Check Sequence: 55	ACH Enabled: No
60151	Routine water testing 10/2/12-Wtr Div	210.00	11/19/2012	021-06-58010	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	210.00			
Vendor:4398 34447 35645	West Coast Linen Red shop towel service 10/11/12-St shop Red shop towel service 10.25.12-St shop Check Total:	17.49 17.49 34.98	11/19/2012 11/19/2012	Check Sequence: 56 020-20-53230 020-20-53230	ACH Enabled: No
Vendor:0853 11.12.12	Terry Wright Mi reimb/DPSST graduation-TW Check Total:	88.00 88.00	11/19/2012	Check Sequence: 57 010-07-53140	ACH Enabled: No
Vendor:6044 11.13.12 11/13/12	Paul Wyntergreen Meal reimb-Eco Dev/Salem/Wyntergreen Reimb Mi 300 @ .555-Salem & Astoria Check Total:	31.00 166.50 197.50	11/19/2012 11/19/2012	Check Sequence: 58 010-03-53400 010-03-53400	ACH Enabled: No
	Total for Check Run:	158,915.71			
	Total Number of Checks:	58			

# Accounts Payable

## Computer Check Proof List



User: adm  
Printed: 11/06/2012 - 12:21 PM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4054 2012-13/416235	Tillamook Co. Tax Collector Prop taxes-Pkg lot 1st & Ivy-Acct 416235 Check Total:	165.75 165.75	11/06/2012	Check Sequence: 1 010-10-53240	ACH Enabled: No
	Total for Check Run:	165.75			
	Total Number of Checks:	1			