

AGENDA AND MEETING NOTICE
REGULAR TILLAMOOK CITY COUNCIL MEETING
~ Monday, March 18, 2013 AT 7:00 p.m. ~
TILLAMOOK CITY HALL, 210 LAUREL AVENUE
www.tillamookor.gov

WORKSHOP - 6:00 P.M. - Helmick Reimbursement District

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

CITIZENS HEARING/AUDIENCE COMMENTS-- Non-Agenda Items

This is the time reserved for citizens to address the Council on matters related to city government and properly the object of Council consideration. Time is limited to five (5) minutes for each speaker, unless the Council decides prior to the citizen hearings period to allocate more or less time. The purpose of the citizen hearings period is to provide citizens an opportunity to be heard by the council, primarily on issues not on the agenda.

PUBLIC HEARINGS

1. OLCC Licensing for a Brewery--de GARDE, LLC, dba de GARDE Brewing
2. Parks and Recreation Master Plan - Planning Commission Recommendation

NEW BUSINESS

1. Flower Basket Bid
2. Amendment to City Manager Contract
3. Appointment of Certifying Officer
4. Finance Committee Recommendation for City Telephones

LEGISLATIVE

1. Ordinance 1273 - Second Reading - An Ordinance Relating to Business Registration
2. Resolution 1628--City-Leased Reserved Parking
3. Ordinance 1274--Repealing Various Ordinance due to Codification

COUNCIL CONCERNS – Non-Agenda Items

MONTHLY REPORTS

1. Public Works Director
2. City Recorder
3. Finance Officer

4. City Manager - verbal
5. Mayor - verbal

COMMITTEE REPORTS

1. Holden Creek Working Group
2. Personnel Committee
3. Associations Committee
4. Urban Renewal

CORRESPONDENCE/STAFF COMMUNICATION/DISCUSSION

AUTHORIZATION TO PAY BILLS

ADJOURNMENT

THIS IS A PUBLIC MEETING PER ORS CHAPTER 192. THE CITY COUNCIL RESERVES THE RIGHT TO CALL AN EXECUTIVE SESSION PER ORS 192.660. CITY HALL IS HANDICAP ACCESSIBLE. PLEASE CONTACT THE OFFICE OF THE CITY MANAGER SHOULD SPECIAL ACCOMMODATIONS BE REQUIRED. CITIZENS WITH VISUAL OR MANUAL IMPAIRMENTS MAY CONTACT THE OREGON

RELAY SERVICE BY PHONING 1-800-648-3458 (TDD) OR 1-800-848-4442 (VOICE). THE CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

Upcoming City Meetings:

- Beautification Committee - March 19, 2013 @ 10:00 a.m.
- Public Safety Committee - March 26, 2013 @ 9:00 a.m.
- City Council Meeting - April 1, 2013 @ 7:00 p.m.
- Public Works Committee - April 15, 2013 @ 8:30 a.m.

Posted March 15, 2013

Tillamook City Hall ~ Tillamook Co. Court House ~ Tillamook Fire District ~ Tillamook Co. Library Main Branch



NW Engineers, LLC
3409 NW John Olsen Place
Hillsboro, OR 97124
Phone (503) 601-4401
Fax (503) 601-4402
Email gregt@nw-eng.com
Website www.nw-eng.com

January 31, 2013

Tillamook City Council
City Hall
210 Laurel Avenue
Tillamook, OR 97141

Subject: Helmick Sanitary Sewer Reimbursement District

Dear Council Members:

In 2007, Don Helmick developed property in Tillamook north of 12th Street and west of Murray Way (Tax Lot 2915 and 2921). In order to provide sanitary sewer to these properties, it was necessary to extend the interceptor sanitary sewer (15-inch diameter) easterly from its then upstream end on the Five Rivers property along the south side of Holden Creek to Murray Way. An 8-inch diameter sewer was also constructed in the 20-foot wide easement area (access road area to Lots 2915 and 2921) to the southern boundary of Tax Lot 2921. Then in 2010, in order to serve another Helmick property (Tax Lot 3401 on Murray Way), an 8-inch diameter sanitary sewer was constructed in Murray Way from the upstream end of the new interceptor sewer extension southerly to the south side of Tax Lot 3401. All costs related to the planning, designing and construction of these sanitary sewers were paid for by Don Helmick.

Don Helmick has requested that a reimbursement district for these sanitary sewers be created. City Ordinance No. 1254 covers the formation of a reimbursement district of this type. The reimbursement district, after its formation, provides a mechanism whereby the properties served by these public improvements may share in the cost of those improvements at the time the properties receive a tangible benefit from the improvements-in this case actual connection of the property to the sanitary sewer included in the reimbursement district. See Exhibit 1 for the locations of the new sanitary sewers covered by the reimbursement district. It should be noted that under an agreement dated October 31, 2012, Don Helmick has assigned all rights and obligations available or conferred upon him via this reimbursement district to Helmick Reimbursement, LLC.

The referenced ordinance calls for an engineering report concerning the proposed reimbursement district be prepared. Section 3 of the ordinance covers what is to be included in the engineering report. This letter will serve as the engineering report.

Following is a summary of the costs submitted by Don Helmick for planning, designing and constructing the sanitary sewers to be included in the sanitary sewer reimbursement district. The total costs submitted and verified by the City, and the allowable costs to be included in the reimbursement district cost basis are as follows:

	<u>Total</u>	<u>Allowable</u>	<u>Note</u>
Easements-2007 project	\$21,000.00	\$ 2,079.73	1
Construction-2007 project	\$55,624.00	\$ 51,224.00	2
Construction-2010 project	\$13,695.80	\$13,695.80	
Legal project-2007 project	\$ 1,575.00	\$ 1,575.00	
Engineering-2007 project	\$17,214.00	\$ 8,343.60	3
Engineering-2010 project	\$ 6,984.00	\$ 2,054.25	3
Total	\$116,093.80	\$78,972.38	

Notes

1. Allowable easement cost for area within the easement is based on the average cost per square foot of the land as on the county assessor's tax rolls times 15%
2. Service lateral costs not allowable in reimbursement district costs
3. Engineering costs limited to 15% of eligible construction cost per ordinance

Refer to Exhibit 2 which shows the properties which are currently or can be served by the sewer lines installed by Don Helmick. These properties are as follows (all on Tax Map 1S0930DD)

<u>Tax Lot</u>	<u>Address</u>
2917	--
2901	3662 12 th Street
2915	3664 12 th Street
2921	3666 12 th Street
2904	3668 12 th Street
2903	3660 12 th Street
3200	1030 Murray Way
3100	1040 Murray Way`
3400	1035 Murray Way
3401	1045 Murray Way
3402	1055A & B Murray Way

All of the properties are served by the interceptor sewer equally, and it is recommended that the portion of the allowable project costs allotted to the interceptor sewer be shared equally by the owner of each property. An analysis of the 2007 project construction costs (under which all of the interceptor sewer and one of the collector sewers were constructed) was done. This analysis determined that 51% of these costs are related to the interceptor sewer work and 49% are related to the collector sewer work (recommendation based on footage of each sewer type included in the project). The easements and legal costs associated with the 2007 project are all related to the interceptor sewer portion of the project.

The following table shows a breakdown of the allowable costs separated out by interceptor and collector sewer classification.

	<u>Allowable Cost</u>	<u>Interceptor Cost</u>	<u>Collector Cost</u>
Easements-2007 project	\$ 2,079.73	\$ 2,079.73	\$0.00
Construction-2007 project	\$ 51,224.00	\$26,124.24	\$24,099.76
Construction-2010 project	\$13,695.80	\$ 0.00	\$13,695.80
Legal project-2007 project	\$ 1,575.00	\$ 1,575.00	\$0.00
Engineering-2007 project	\$ 8,343.60	\$ 4,255.24	\$ 4,088.36
Engineering-2010 project	\$ 2,054.25	\$ 0.00	\$ 2,054.25
Total	\$78,972.38	\$34,034.21	\$ 44,938.17

Based on the above cost breakdown, it is recommended that each of the 11 properties in the reimbursement district be assessed $\$34,034.21/11 = \$3,094.02$ for the interceptor sewer portion of the costs when they connect to the sanitary sewer system.

Some of the properties can be served by the interceptor sewer directly, but most of the properties are served by the collector sewers running southerly from the interceptor sewer. It is recommended that all properties share in the cost of the collector sewers, in relation to the front footage length of the individual properties adjacent to the collector sewer. At the upstream end of the collector sewer, where the collector does not extend along the entire length of the property, the entire length of the property will be utilized in the apportioning calculations. The following table shows the assessments recommended for the collector sewer assessment and the total construction assessment (which includes the interceptor sewer assessment indicated above).

<u>Tax Lot</u>	<u>Collector Front Footage</u>	<u>Interceptor Sewer Assessment</u>	<u>Collector Sewer Assessment</u>	<u>Total Constr. Assessment</u>
2917	170 (10.62%)	\$3,094.02	\$4,772.43	\$7,866.45
2901	174 (10.87%)	\$3,094.02	\$4,884.78	\$7,978.80
2915	162 (10.12%)	\$3,094.02	\$4,547.74	\$7,641.76
2921	132 (8.24%)	\$3,094.02	\$3,702.91	\$6,796.93
2904	120 (7.50%)	\$3,094.02	\$3,370.36	\$6,464.38
2903	250 (15.61)	\$3,094.02	\$7,014.86	\$10,108.88
3200	157 (9.81%)	\$3,094.02	\$4,408.43	\$7,502.45
3100	140 (8.74%)	\$3,094.02	\$3,927.60	\$7,021.62
3400	120 (7.50%)	\$3,094.02	\$3,370.36	\$6,464.38
3401	53 (3.31%)	\$3,094.02	\$1,487.45	\$4,581.47
3402	123 (7.68%)	\$3,094.02	\$3,451.25	\$6,545.27

In addition to the above construction assessments, the City shall charge \$250.00 for its cost in administering the reimbursement district. This charge will be added to the total construction assessment at the time a particular property owner makes application to connect their property to the sanitary sewer system.

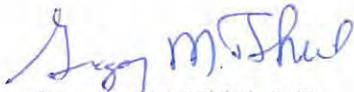
Whenever one of the properties included in the reimbursement district is connected to the sanitary sewer, the total construction assessment cost for this property as listed in the above table plus the City's administrative fee is to be paid by the then current property owner to the City of Tillamook. The City will then transfer this payment to the Helmick Reimbursement, LLC (less the \$250 administration fee which is to be kept by the City). It should also be noted that other fees relating to the sanitary sewer system (i.e. system development charges) will also be paid to the City at that time.

The situation may arise where a property owner cannot pay the entire reimbursement district assessment as listed herein. In this case, with the approval of the City Council the amount not able to be paid by the property owner may be paid by the City to the reimbursement district. In this case a lien would be recorded against the subject property until the entire balance is repaid to the City. This lien amount shall bear interest at the rate established by the City Council. Additional administrative fees may also be established and assessed by the City Council for setting up this financial arrangement for the property owner. At the time the entire balance is repaid, including the interest charges which have accrued, the lien will be removed from the property. The property owner shall bear all costs of lien recording and removal, which costs shall be added to their balance due the City.

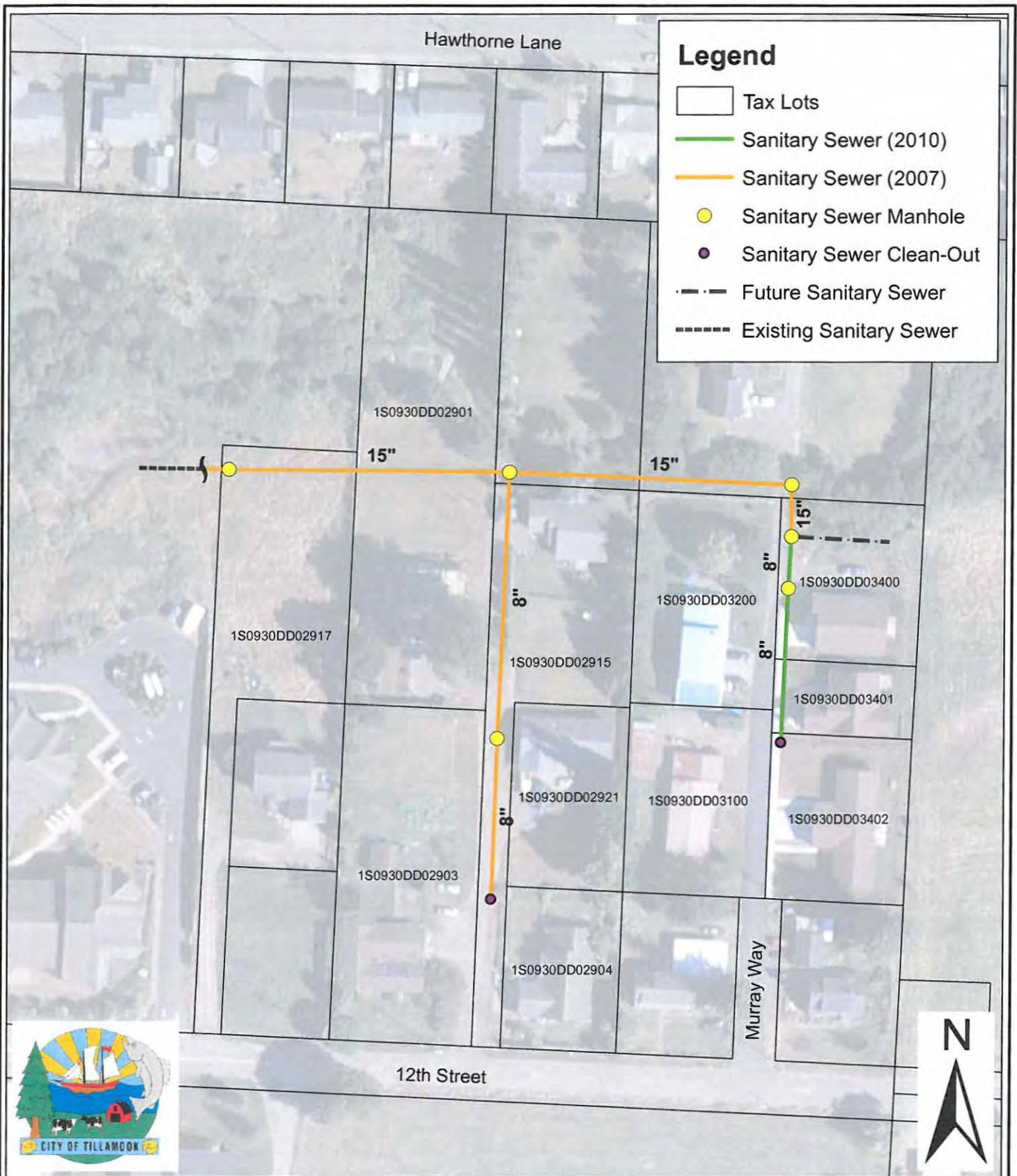
It is recommended that the term of the reimbursement district be set at ten (10) years from the official date of formation of the district by the City Council, as allowed in Ordinance #1254.

After examining all of the data submitted by Don Helmick I have found that the information required by Ordinance #1254 has been submitted and is satisfactory. I have reviewed the documentation of this construction and determined that all of the public improvements meet City standards. I believe that it is fair and in the public interest to create the Helmick Sanitary Sewer Reimbursement District.

Sincerely,


Gregory M. Thiel, P.E.
Engineer of Record



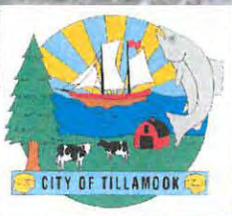


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 T: 503.601.4401
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 W: www.nw-eng.com

Aerial Overlay of Helmick Sanitary Sewer Reimbursement District City of Tillamook, Oregon

Source:
 Tillamook County Tax Lots and ESRI Basemap Bing Maps Aerial.

Date:
 12/19/2012
 Scale:
 1 in. = 100 ft.
 Project #:
 N0182
 Drawn By: CEB



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**Aerial Overlay of
 Helmick Sanitary Sewer Reimbursement District
 City of Tillamook, Oregon**

Source:
 Tillamook County Tax Lots and ESRI Basemap Bing Maps Aerial.

Date:	12/19/2012
Scale:	1 in. = 100 ft.
Project #:	N0182
Drawn By:	CEB

Debbi Reeves

From: Greg Thiel <GregT@nw-eng.com>
Sent: Monday, February 11, 2013 3:39 PM
To: Debbi Reeves
Cc: Paul Wyntergreen
Subject: RE: Helmick Reimbursement District

Debbie/Paul—In answer to the questions posed, if the property owner could not pay and the City would not authorize the City financing, then there would be no connection authorized. This is problematic though in that under an emergency like a failed septic system—which is the most likely situation where they would request a sewer connection—a sewer connection would be really necessary.

As far as the documentation of the inability to pay the fully assessment, that is left up to the discretion of the City—as are the terms, interest rates etc. of this loan.

The 10 year term of the reimbursement district is just that—after 10 years it would not exist and if connection was made to the sewer after the 10 year period it could be made at no additional cost to the property owner. I suppose that if the City wanted they could amend this ordinance to allow for an extension of the term—but that is a City Attorney question.

Let me know if I need to furnish any additional info on these questions. Thanks.

Greg



Greg Thiel, PE
Principal
Cell 503.913.8098
gregt@nw-eng.com
www.nw-eng.com

NW Engineers, LLC
3409 NW John Olsen Place
Hillsboro, Oregon 97124
T 503.601.4401
F 503.601.4402

From:
Debbi
Reeves
[mailto:
dreeves@tillamook.gov
]]
Sent:
Monday,

This message is intended for the sole use of the individual to whom it is addressed. It may contain information that is privileged, confidential or exempt from disclosure under applicable laws. If you are not the intended addressee you are hereby notified that you may not use, disclose or distribute to anyone this message or any information contained within this message. If you have received this message in error, please notify immediately the sender by replying to this e-mail and delete this message.

♻ Please consider the environment before printing this email

February 11, 2013 10:31 AM

To: Greg Thiel

Subject: Helmick Reimbursement District

Hi Greg,

Paul asked me to get the attached memo from Don Helmick to you with his attorney questions to respond to.

Thank you!

~ ~ Debbi

Debbi Reeves

Executive Assistant to the City Manager
and Tillamook Urban Renewal Agency (TURA)
City of Tillamook
210 Laurel Avenue



don Helmick < don.helmick@gmail.com >

Review

2 messages

Joseph Domingo < jdomingo@domingolaw.com >
To: don Helmick < don.helmick@gmail.com >

Fri, Feb 8, 2013 at 4:37 PM

Mr. Helmick:

I reviewed the report prepared by Mr. Thiel. Everything looks, overall, to be in order and I will defer to his expertise/knowledge regarding the amounts and technical details.

Questions for clarification/discussion are the following scenarios, which do not seem to be addressed in the report:

1. If a property does not connect to the sewer for 10 years (the expiration of the reimbursement district), is the assessment waived?
2. If a property owner "cannot pay the entire reimbursement district assessment as listed herein" and the City Council does not approve payment to the reimbursement district by the City, where does that leave you?
 - a. How is an inability to pay the entire reimbursement district assessment determined (standards/criteria)?

Looking forward to your thoughts,

Joseph Domingo
Attorney at Law

The Law Office of Joseph M.V. Domingo, P.C.
PO Box 786
Sherwood, Oregon 97140

Direct: 503.475.8850

Phone: 503.272.1LAW (1529)
Fax: 503.894.5011

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Don Helmick
Farmers Insurance
12700 SW Pacific Highway
Tigard, OR 97223

Phone: (503)639-0515
Fax: (503)403-1062

DATE: 2/11/13

TIME: 0825

TO: Paul Wintergreen

FAX: 503-842-3445

COMPANY: City of Tillamook

FROM: Don Helmick

RE: Helmick Reimbursement Plan

Pages including cover sheet: 2

MESSAGE: Paul; Could you please relay the answers to questions from my attorney. I believe that you stated that the meeting on the 19th. would be at 7PM. Please confirm..

Regards,
Don Helmick

AUTO

HOME

LIFE

COMMERCIAL



Gets you back where you belong. SM

City Council Regular Session

7. 1.

Meeting Date: 03/18/2013

Information

Subject:

OLCC Licensing for a Brewery--de GARDE, LLC, dba de GARDE Brewing

Background:

The application from DeGarde Brewing's OLCC licensing is for a brewery only. No adverse information was found during Chief Wright's background check. He has recommended approval of the license.

City Council Regular Session

7. 2.

Meeting Date: 03/18/2013

Information

Subject:

Parks and Recreation Master Plan - Planning Commission Recommendation

Attachments

Memo

Chapter 1

Chapter 2

Chapter 3

Chapter 4

City Council Regular Session

1.

Meeting Date: 03/18/2013

Information

Subject:

Flower Basket Bid

Background:

One bid was received for the flower basket program this year that bid on all three schedules of the project.

Attachments

Hidden Acres



FLOWER BASKET PROGRAM BID

To
 City of Tillamook
 Attn: Abigail Donowho
 210 Laurel Ave
 Tillamook, Oregon 97141
 (503) 842-3450



Date: 3/12/2013

INVOICE # 1102

Salesperson	Job	Payment Terms	Due Date
Jill	Flower Basket Program	Due on receipt	

Qty	Description	Unit Price	Line Total
110	Schedule A: 18 inch Hanging Baskets (details next page)	48.50	5335.00
4	Schedule B: 4 planters	700.00	700.00
1	Schedule C:	8500.00	8500.00
			Subtotal
			14535.00
			Sales Tax
			Total
			14535.00

Quotation prepared by

This is a quotation on the goods named, subject to the conditions noted below (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return

Thank you for your business!

Hidden Acres Garden Center, Inc. 6760 S. Prairie RD, Tillamook, OR 97141
 Phone 503-842-1197 Fax 503-842-1193 jillythegardenlady@gmail.com

March 12, 2012

Abigail Donowho

City of Tillamook

210 Laurel Avenue

Tillamook, Oregon 97141

Dear Abigail,

In advance I would like to thank you for the opportunity to bid on the hanging basket program.

All our planters, hanging baskets, etc. are treated with care. In all our baskets and planters we use professional potting soil, fertilized with time release fertilizer and treated with a long acting systemic bug killer. We feel by doing all this we are allowing the plants to grow at their optimal level. Although fertilizing with time release fertilizer we still would require a water soluble fertilizer as well. Annuals are extremely heavy feeders and require both.

Schedule A: Ten plants will be planted in each hanging basket. We will fertilize with a time release fertilizer and treat with a systemic bug killer. All will be grown at Hidden Acres until time of delivery. All baskets will have bright complementing colors.

Schedule B: Other Plantings. We will plant and treat all planters add soil and fertilize all planters. We will use bright complementary colors.

Schedule C: We will deliver, place and remove 110 hanging baskets. We will maintain all hanging baskets and planters. We will supply all water, fertilizer and any other equipment necessary for the maintenance of the planters and hanging

baskets. We will clean and deadhead as necessary. We will return all baskets and winter clean planters by mid-October.

Again, we would like to thank you for the opportunity to serve you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jill Johnston". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jill Johnston

Owner

Hidden Acres Garden Center, Inc.

Meeting Date: 03/18/2013

Information

Subject:

Amendment to City Manager Contract

Recommendation:

The Personnel Committee met on March 7, 2013 to review the City Manager contract pertaining to Section 14: Residency. The Personnel Committee would like to recommend the ten mile limitation shown on Page 6 of the contract, in Section 14, be replaced with a 30 minute limitation.

Attachments

CM Amendment

EMPLOYMENT AGREEMENT

CITY OF TILLAMOOK and Paul Wyntergreen, C.M.

Effective December 6th, 2010

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Employment Agreement

City of Tillamook

and

Paul Wyntergreen, Tillamook City Manager

Introduction

Adopted by the City Council on _____, this Agreement is made and entered into this _____ day of _____, 2010, by and between the City of Tillamook, a municipal corporation, (hereinafter called "Employer") and Paul Wyntergreen, (hereinafter called "Employee", an individual who has the education, training and experience in local government management).

Section 1: Term, Initial Agreements, and Employment in General

A. The term of this Agreement shall be for an initial period of 2 years from February 1, 2011 or until renewed. This Agreement shall automatically renew at the end of the initial term for 2 years unless notice that the Agreement shall terminate is given at least 2 months before the expiration date. The Agreement shall not automatically renew after this initial renewal. In the event the Agreement is not renewed, all compensation, benefits, and requirements of the Agreement shall remain in effect until the expiration of the term of the Agreement unless the Employee voluntarily resigns.

B. In order to honor the notice requirements of the Employee's previous employment contract, the start date for the Employee's duties shall be on either February or March 1st, 2011. Employee shall endeavor to secure the earlier start date, but may have to resort to the latter should a release of that contract provision not be granted. If parttime employment of the Employee prior to those dates is desired by the Employer, the Employee is willing to work on pro-rata basis during that transition period and a separate agreement can be arranged.

C. The Employer will provide a one-time allowance for moving expenses receipts of up to \$4,000 as a transition incentive.

D. The Employee shall serve at the will of Employer. In the event that Employee is terminated, as defined in Section 9 of this Agreement, Employee shall be paid for all salary and benefits accrued through the date of termination and, if applicable, all severance as set forth in Section 10 of this Agreement.

E. If the Agreement is not renewed and the term expires, the Employee shall continue to be employed by the City subject to all compensation, benefits, and requirements of the Agreement, except that the Employee may be terminated at will and is not entitled to any severance pay.

Section 2: Duties and Authority

Employer agrees to employ Paul Wyntergreen as City Manager to perform the functions and duties specified in the City of Tillamook Charter and to perform other legally permissible and proper duties and functions as assigned by the Employer.

Section 3: Compensation

A. Base Salary: Employer agrees to pay Employee an annual base salary of \$90,348 payable in installments at the same time that the other employees of Employer are paid.

B. This Agreement shall be automatically amended to reflect any salary adjustments that are provided or required by Employer's compensation policies.

C. Consideration shall be given on an annual basis to adjust compensation.

Section 4: Health, Disability and Life Insurance Benefits

A. Employer agrees to provide and to pay the premiums for health, hospitalization, surgical, vision, dental and comprehensive medical insurance for Employee and his dependents in the same manner as and equal to that which is provided to all other employees of the City of Tillamook.

B. Employer agrees to make required premium payments for Workers Compensation Insurance and AD & D disability insurance for Employee in the same manner as for all other employees of the City of Tillamook.

C. Employer shall pay the amount of premium due for basic life insurance in the amount of \$25,000. Employee shall name the beneficiary of the life insurance policy.

Section 5: Vacation, Sick, and Administrative Leave

Employee is entitled to accrue all unused vacation and sick leave subject to the same limitations as other employees of the City of Tillamook, and in the event Employee's employment is terminated, either voluntarily or involuntarily, Employee shall be compensated for all accrued vacation time, paid holidays, and unused administrative leave to the date of termination. Employee administrative leave cannot be carried over from fiscal year to fiscal year.

Section 6: Automobile and Mobile Communication Device

A. Employee shall furnish his own transportation for business purposes. The cost of such transportation shall be born by Employee. Employer shall reimburse Employee at the IRS standard mileage rate for any business use of the vehicle.

B. Employer shall provide a \$45 per month mobile communication device allowance to the Employee. The City shall add the designated mobile communication device allowance to the employee's base salary and pay said allowance as part of the monthly payroll. The allowance will be accounted for as taxable wages and will appear on the payroll stub as regular wages. The employee's base salary, (excluding the allowance) will be used to calculate other benefits calculated from base salary such as, but not limited to vacation.

Section 7: Retirement

Employer agrees to make all the appropriate contributions on Employee's behalf, for both Employer and Employee, into the PERS retirement system.

Section 8: General Business Expenses

A. Employer agrees to pay for professional dues and subscriptions of Employee necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for Employee's continued professional participation, growth, and advancement, and for the good of Employer.

B. Employer agrees to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer, including but not limited to the

ICMA Annual Conference, the League of Oregon Cities Annual Conference, and such other functions of national, regional, state, and local governmental groups and committees in which Employee serves as a member.

C. Employer also agrees to pay for travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for Employee's professional development and for the good of Employer.

D. Employer acknowledges the value of having Employee participate and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay for the reasonable membership fees and/or dues to enable Employee to become an active member in local civic clubs or organizations.

E. Payment of any of the general business expenses identified in this Section shall be subject to approval through the City budget process.

Section 9: Suspension and Termination

A. Employer may suspend Employee with full pay and benefits at any time during the term of this Agreement.

B. For the purpose of this agreement, termination shall occur when:

1. The majority of the Council, as defined in the City of Tillamook Charter, votes to terminate Employee at a duly authorized public meeting.
2. If the Employer, citizens or legislature acts to amend any provisions of the City of Tillamook Charter or the Code of Tillamook pertaining to the role, powers, duties, authority, responsibilities of Employee's position that substantially changes the form of government, Employee shall have the right to declare that such amendments constitute a termination. *However, Employee may declare that such amendments constitute a termination only if Employee also reasonably declares that such amendments result in a material negative change to Employee in Employee's employment with Employer, such as the duties to be performed, the conditions under which the duties are to be performed, or the compensation to be received for employment with Employer.*
3. If Employer reduces the base salary, compensation or any other financial benefit of Employee, unless it is applied in no greater percentage than the average reduction of all other employees, such action shall constitute a breach of this agreement and will be regarded as a termination.
4. Breach of contract may be declared by either party with a thirty (30) day cure period for either Employee or Employer. Written notice of a breach of contract shall be provided in accordance with the provisions of Section 18, provided, however, a material breach of the contract by the employee which the employee fails to cure within the thirty (30) day period shall not be a termination for which severance pay shall be paid.

Section 10: Severance

A. Severance shall be paid to Employee when employment is terminated as defined in Section 9.

B. Employer shall provide a minimum severance payment equal to 6 months salary at the current rate of pay, including the cost of health insurance. This severance shall be paid in six equal monthly installments, unless otherwise agreed to by Employer and Employee.

C. Employee shall also be compensated for all accrued vacation time, paid holidays, and unused administrative leave.

D. If Employee is terminated because of an indictment or charge of a felony, conviction of any felony or conviction of any misdemeanor involving moral turpitude or malfeasance in office, then Employer is not obligated to pay severance under this Section. However, if Employee is adjudged 'not guilty' or is otherwise acquitted within 2 years of the crimes alleged (including any lesser offense), severance pay shall be paid.

Section 11: Resignation

In the event that Employee voluntarily resigns his position with Employer, Employee shall provide a minimum of 60 days notice unless the parties agree otherwise. Employee may not use accrued vacation time during the 60 day notice period.

Section 12: Performance Evaluation

A. During the first year of this contract, the Employee shall receive a performance review between the first six (6) to eight (8) months.

B. Employer shall annually review the performance of Employee subject to a process, form, criteria, and format for the evaluation, which shall be mutually agreed upon by Employer and Employee. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to Employee within 20 days of the evaluation meeting, unless otherwise agreed.

Section 13: Hours of Work

It is recognized that Employee must devote a great deal of time outside the normal office hours on business for Employer, and to that end Employee shall be allowed to establish an appropriate work schedule.

Section 14: Residency

30 minutes

Employee shall maintain his residence within **ten miles** of the corporate limits of the City of Tillamook. Employer shall have the sole right to approve any exception to this requirement. Failure of Employee to observe this requirement is grounds for termination. Such termination is not subject to the payment of severance as provided for in Section 10 of this Agreement.

Section 15: Indemnification

Beyond that required under Federal, State or Local Law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager or resulting from his exercise of judgment or discretion in connection with the performance of his duties or responsibilities, unless the act or omission involved willful or wanton conduct. Employee may request and Employer shall not unreasonably refuse to provide independent legal representation at Employer's expense. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. Employer shall indemnify Employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorneys fees, and any other

liabilities incurred by, imposed upon, or suffered by Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his duties, unless the claim, action, suit or proceeding arises as a result of willful or wanton conduct. Any settlement of any claim must be made with prior approval of Employer in order for indemnification, as provided in this Section, to be available.

Section 16: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of Employee under any law or ordinance.

Section 17: Other Terms and Conditions of Employment

A. Employer may, upon agreement with Employee, fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Tillamook Charter or any other law.

B. Except as otherwise provided in this Agreement, Employee shall be entitled to the same level of benefits that are enjoyed by other employees as provided in the City of Tillamook Charter, Code of Tillamook, City of Tillamook Personnel Rules and Regulations or by practice.

C. Except as otherwise provided in Agreement, Employee is bound by the City of Tillamook Personnel Rules and Regulations (Employee Manual).

Section 18: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) EMPLOYER: Mayor and Council
City of Tillamook
210 Laurel Avenue
Tillamook, OR 97141
(503) 842-2472

- (2) EMPLOYEE: Name (TO BE PROVIDED WITHIN SIX MONTHS OF DATE OF SIGNATURE)
Address 5300 Trillium Drive
City State Zip Tillamook, OR. 97141
Phone (503) 812-6133

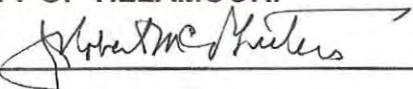
Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 19: General Provisions

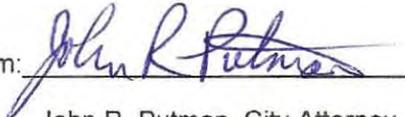
- A. **Integration.** This Agreement sets forth and establishes the entire understanding between Employer and Employee relating to the employment of Employee by Employer. Any prior agreements, discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of this Agreement. Such amendments shall be incorporated into and made a part of this Agreement.
- B. **Binding Effect.** This Agreement shall be binding on Employer and Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. **Effective Date.** This Agreement shall become effective on December 6th, 2010.
- D. **Severability.** The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.
- E. **Ambiguity.** The parties have attempted to draft a clear and unambiguous document. In the event they have been unsuccessful, any ambiguity shall be resolved without resort to the presumption that either party drafted any particular section and that any ambiguities in that specific section should thus be construed against that party.
- F. **Governing Law.** This agreement, its interpretation and enforcement shall at all times be subject to Oregon law and jurisdiction. Venue shall be the county where Employer is located, unless otherwise agreed.
- G. **Employee Acknowledgment.** Employee acknowledges that Employee has read and understands this agreement. Employee acknowledges the right to obtain independent legal advice before Employee signs this Agreement. Employee either has consulted an attorney before signing this agreement or now waives that right.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed in its behalf by its Mayor and Employee has signed and executed this Agreement, both in duplicate, the day and year first above-written.

CITY OF TILLAMOOK:

by  12/6/10

J. Robert McPheeters Date
Mayor

Approved as to content & form: 
John R. Putman, City Attorney

Attest: 
Bernadette Sorensen, City Recorder

EMPLOYEE:

 12/9/10
Name Date
City Manager

12/9/10
Date

Community Facility grant recipients, exercising a trust deed to ensure the facility will meet the five year continued use period, are advised to not enter into the trust deed prior to the Release of Funds (ROF) being issued by the State or to ensure that the trust deed is contingent upon successful completion of the environmental review process.

Certifying Officer

An entity receiving CDBG funding must designate a “Certifying Officer.” The Certifying Officer is attesting to the Recipient’s compliance with HUD’s environmental review procedures and will be held legally responsible for defending the environmental clearance if it is challenged. The responsibilities of the certifying officer are described in §58.13.

The Certifying Officer is the Recipient’s chief elected official. If any person other than the chief elected official is the Certifying Officer, the city council or county board must officially designate a person, such as the city manager, city administrator, city recorder and county administrator. A copy of the resolution designating someone other than the chief elected official and or the minutes from the meeting that describe the designation must be submitted to the department. A copy of this documentation must also be kept in the Recipient’s environmental review record. Failure to document the authority of the certifying officer can be the basis for a legal objection to the Recipient’s Request for Release of Funds. Consulting engineers, architects, and staff of another unit of government or persons employed by agencies providing grant administration services cannot be certifying officers.

Environmental data gathering and analysis may be done by consultants, with the exception of the historic preservation requirements, but the Recipient’s federal certifying officer is responsible for the accuracy and validity of the data and the conclusions drawn.

Environmental Review Record (ERR)

The Recipient is required to establish and maintain an *Environmental Review Record (ERR)* for each project, according to §58.38. The purpose of this record is to document the environmental review decision-making process and all actions taken during the course of the environmental review, regardless of the funding source of the activity. At a minimum, the ERR must include the following:

- Description of the project and all related activities
- All environmental review documents
- Documentation of Public Involvement/Public Notices
- Public comments and responses to them
- Written determinations and findings
- Verifiable source documentation and relevant data
- Request for Release of Funds and Certification
- Release of Funds issued by the state

MEMO

To: Mayor and Council
From: Abigail Donowho
Date: March 13, 2013
Re: Telephone System Recommendation from the Finance Committee

Message

Tillamook County has graciously carried us along with their phone system for many years. This year, they sent out an RFQ for a new phone system. We were invited to tag along, but initial estimates showed an 800% increase in cost for phone services. Tagging along with the County has also proven to be a non-user friendly system with many complaints from citizens about not getting a person when they call.

The Finance Committee reviewed comparisons of the County's chosen system, Inflow Communications, and Coast Com's hosted system. It was apparent that the County system is not a viable option for us due to the initial cost (they wanted a \$13,300 payment up front), and a hosted system carries too much long-term cost. Having a separate phone system is also more practical for City purposes. We are currently receiving multiple calls each day for the County simply because we are part of their auto-attendant and citizens don't know which extension to choose.

After more research and obtaining lower pricing, the Committee is supporting the staff recommendation to go with Inflow Communications and Coast Com, Inc.

The new proposed phone system is a Voice-Over-Internet Protocol (VoIP) that utilizes internet broadband for telephony. It is reliable and offers many functions that are not otherwise available with a standard analog telephone line. The software system is managed via computer—not the old “box” on the wall with wires and circuitry that older phone systems had. We have been using a VoIP system through the County but have not been able to utilize it to its full extent.

Infrastructure costs: First, a Primary Rate Interface (PRI) line needs to be installed. This line is a dedicated phone line that enables multiple extensions and direct-inward-dial (DID's) throughout the phone system. There were only two vendors to contact in the area for this service: Charter Communications and Coast Comm, Inc. Initial estimates for installation were \$1000 with each vendor. After further discussion, both vendors are willing to waive the initial \$1000 installation fee.

Some hardware components are also needed to get started with our own phone system including a dedicated, dual core processing server that houses the software to run the system, voice mail and other settings; and three Power-Over-Ethernet (POE) switches to route the individual phones through the network to the server. CS&S supplied us with a quote and two comparisons from HP and Dell. CS&S's quote was much lower than either of the larger companies.

Telephones: Pricing on the phones varies when comparing vendor and internet pricing. When charged with looking for more savings, I was able to get a lower price from Inflow Communications on the original proposed

package. The lower amount is comparable to the cost of refurbished or internet purchased phones. Inflow Communications felt that it was more important to give the City a comparable cost with a better product. They have had clients in the past that purchased phones elsewhere and were “stuck” with merchandise that did not work or had to be replaced fairly often. If we purchase our phones through Inflow Communications, they will replace the hardware for the *life of the system* with the *latest and greatest model* phone (or other necessary hardware). Unlimited software upgrades for the phones system are also included with the support package. If we buy our phones somewhere else, phone hardware support and replacement phones will not be part of the support package. Investing in quality products now will insure we have a good system for years to come.

Consolidation of telephone hardware is not viable at this time for City Hall or the Police Department. The old phones we are currently using are not compatible with the new system (they are too outdated and no longer made). Old hardware can be surplus and sold.

Monthly Cost: Although there will be a larger monthly cost for the phones in general, that cost will go down over time. The financing package is a 60-month contract with a \$1 buy-out. We will own the equipment after 5 years, lowering our monthly recurring cost to the phone line amount only.

*Some additional costs will be incurred with the changing of any business cards that carry the old County main line with an extension.

STAFF RECOMMENDATION:

After careful consideration of current financing options, product quality, and keeping future costs down, Staff recommends the ShoreTel system that Inflow Communications is offering with the reduced prices. Although we could purchase phones online at a slightly lower cost, the quality is not guaranteed. Inflow Communications is a ShoreTel dedicated vendor, specializing in the phone systems they sell. As the numbers show, with the lower-priced option from Inflow, they are willing work with our budget and still strive to offer us a quality product with a low failure risk. They are standing behind their products and service.

As for the Infrastructure, I propose that the City use the quote from our currently contracted computer support company, CS&S to obtain the necessary server and switches. As for the PRI installation and service, I would recommend the offer from Coast Com. It is slightly less per month, is a more “local” vendor (Newport-based and serves the coast), and also offers other services we would like to take advantage of such as fiber internet for a fraction of the cost that Charter Business can offer.

Thank you for your consideration of the pricing. I am looking forward to discussing it further and answering any questions you may have. Thanks!

- Option 1: Inflow Communications' lowered pricing for 60-month financing
- Option 2: Pricing new phones online (Inflow pricing not lowered)
- Option 3: Pricing refurbished phones online (Inflow pricing not lowered)

Staff Recommendation

		INFLOW	NEW ONLINE	REFURBISHED
		Option 1	Option 2	Option 3
CS&S INFRASTRUCTURE				
	POE SWITCH--24 Port (City Hall)	\$ 744.00	\$ 744.00	\$ 744.00
	POE SWITCH--12 Port (City Hall)	\$ 450.00	\$ 450.00	\$ 450.00
	POE SWITCH--12 Port (Police)	\$ 450.00	\$ 450.00	\$ 450.00
	Wndows 2008 Server	\$ 2,262.01	\$ 2,262.01	\$ 2,262.01
PRI LINE INSTALLATION				
	COAST COM/CHARTER	\$ -	\$ -	\$ -
PHONE COSTS				
	Inflow	<i>Financed All</i>		
	Online--NEW		\$ 2,958.00	
	Online--REFURBISHED			\$ 1,853.00
	SUBTOTAL	\$ 3,906.01	\$ 6,864.01	\$ 5,759.01
	BUDGET	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
	UP FRONT COST	\$ (3,906.01)	\$ (6,864.01)	\$ (5,759.01)
	AVAILABLE DOWNPAYMENT	\$ 3,093.99	\$ 135.99	\$ 1,240.99

(Contract Payment to Inflow Communications depending on which phones are purchased.)

RECURRING MONTHLY COSTS--60 MONTHS

8-10%

	Option 1	Option 2	Option 3
	\$3000.00 Down	\$135.99 Down	\$1200.00 Down
	\$ 309.84	\$ 342.66	\$ 316.06
	<i>(given by Inflow)</i>	<i>Options 2 &3: 10% annual interest,</i>	

RECURRING MONTHLY COSTS--PHONE LINES/INTERNET

	EXPIRING CURRENT COST	CHARTER	COAST COM
PRI LINE (phones)	\$ 190.15	\$ 450.00	\$ 384.00
30 DID's		\$ 8.00	\$ 5.00
Long Distance		\$ 32.00	\$ 23.52
Fax Lines (analog)	\$ 88.00	\$ 40.00	\$ 40.00
Pager Services	\$ 79.39	\$ 79.39	\$ 79.39
TOTAL	\$ 357.54	\$ 609.39	\$ 531.91

Total Monthly Cost per Recommendation: \$ 841.75

ORDINANCE NO. 1273

AN ORDINANCE AMENDING ORDINANCE NO. 1175 RELATED TO BUSINESS REGISTRATION UPON TRADES, PROFESSIONS, OCCUPATIONS, BUSINESSES AND SHOPS FOR THE CITY OF TILLAMOOK; AND PROVIDING FOR THE METHOD OF ISSUING A BUSINESS REGISTRATION AND COLLECTING FEES.

WHEREAS, Ordinance No. 1175 provides for a business registration upon trades, professions, occupations, businesses, and shops for the purpose of providing for the health, safety and welfare of the citizens of the City of Tillamook; and

WHEREAS, the City of Tillamook has found certain unclarities and inconsistencies in this Ordinance that need rectification for equity in issuing a business registration, collecting fees, and imposing penalties for violation thereof; and

WHEREAS, the Tillamook City Council wishes to amend the ordinance in order to provide for clarification and consistency.

NOW THEREFORE, THE CITY OF TILLAMOOK ORDAINS AS FOLLOWS:

Corresponding sections of Ordinance No. 1175 are hereby amended in accordance with the sections, pertaining to Business Registration and Fees, in the attached "Exhibit A" with additions shown in bold and deletions with a strike-through.

PASSED 1st reading this ____ day of _____, 2013.

PASSED 2nd reading this ____ day of _____, 2013.

PASSED by the Tillamook City Council this ____ day of _____, 2013.

Mayor

ATTEST:

City Recorder

Exhibit A

Section 2: Definitions:

- b) "Business" as a noun, shall mean all manufacturers, professions, trades, occupations and shops of all and every kind carried on for a profit, and as a verb shall mean any lawful activity or enterprise engaged in for gain, benefit, advantage or livelihood. **A "Business" shall also be determined by the discrete location(s) which are encompassed by the enterprises accounting records.**

- j) "Umbrella Registration" shall mean a single business registration for a number of businesses or activities on special occasions. Examples include, but are not limited to, the following:
 - 1) Insurance, real estate, or other agency-type where brokers supervise independent agents
 - 2) The Chamber of Commerce's June Dairy Parade
 - 3) Tillamook **Revitalization** ~~Downtown~~ Association's **events and/or** Tillamook Farmer's Market

Section 5: Peddlers, Solicitors, Hawkers and Occult Arts:

~~Peddlers, Solicitors, Hawkers and Occult Artists shall, prior to issuance of the registration required by Section 3, furnish a good faith bond to the City in the amount of \$1,000.00.~~

Each ~~such~~ person, firm or salesman shall make written application to the City Recorder at least 10 days prior to the date the registration is to be effective and supply to the City Recorder the name of the company or companies to be represented and furnish the City Recorder with at least three names as personal references. All Peddlers, Solicitors, Hawkers and Occult Artists shall provide the City with their current, physical residence or principal place of business address and peddlers, solicitors and hawkers shall promptly within 30 days notify the City of any change of address. Post office box addresses shall not be accepted to meet this requirement. In addition, peddlers, solicitors, hawkers and Occult Artists shall provide a mailing address, if different from the physical address provided. A copy of the business registration so issued shall be carried at all times by each peddler, solicitor and hawker when conducting business in the city and shall be exhibited when requested to do so by any person subjected to soliciting, peddling and hawking. The business registration, photo identification, and proof of employment, will be presented or be on display in each instance when selling takes place.

Section 9: Exempt Businesses:

The following are exempt from the provisions of this ordinance:

- a) Government agencies.
- b) Non-profit organizations which are federally tax exempt **unless the Non-Profit organization is acting as an umbrella for a profitable business.**
- c) Home based businesses operated solely by the owner with no employees (i.e. babysitting/childcare where the individual either goes to the person's home or does babysitting in their home, music teachers, house cleaning, cosmetic sales, yard care, odd jobs, mending, etc. if the average weekly hours for any given month do not exceed 10 hours) Daycare facilities as defined by the zoning ordinance do not qualify for this exemption.

- d) Individuals below the age of 18 who do not operate a commercial business establishment or have other employees.
- e) Garage sales permitted under City Ordinance ~~No. 890~~.
- f) Non resident businesses offering merchandise by catalog or by ~~internet~~ **telecommunications** for future delivery to the customer.
- g) Construction subcontractors working under a General Contractor who possess a valid business license.**
- h) Any agent or business specifically exempted by State Law.**
- i) Delivery services unless the deliverer operates from a facility based within the city's jurisdiction.**

RESOLUTION NO. 1628

A RESOLUTION PROVIDING FOR A RESERVED PARKING PERMIT SYSTEM IN ALL OFF STREET CITY PARKING LOTS WHERE RESERVED PARKING IS PROVIDED, PROVIDING FEES FOR THE SAME, AMENDING RESOLUTION NO. 1564 AND REPEALING RESOLUTION NO. 1320 AND 1596

WHEREAS, the Common Council is authorized through City Vehicular and Traffic Ordinance #1159, Section 26, to establish and manage off-street parking areas, and

WHEREAS, the Finance Committee on March 13, 2013, modified the staff recommendation so as to reserve parking spaces through the use of a permit system in the Old Library Lot at 2nd Street and Ivy Avenue which is owned by the City.

NOW, THEREFORE, the Tillamook City Council resolves as follows:

Section 1: The above referenced parking spaces shall be reserved for permit parking using an administrative system to be established by the City Manager at a cost of \$30.00 per month.

APPROVED by the Tillamook City Council this _____ day of _____, 2013.

Mayor Suzanne Weber

ATTEST:

Abigail Donowho, City Recorder

Paul Wyntergreen

From: Mary Tucker
Sent: Thursday, March 07, 2013 8:52 AM
To: Paul Wyntergreen
Subject: City Parking Lot Expenses/Income

Dear Paul,

As per your request I have figured out the income and expenses connected with our City Parking Lots.

Old Library Lot: (Calculations are based on occupied spaces. There has been no rental status change in the last 8 months of this fiscal year)

41 spaces, 10 currently empty

Projected Income: \$11,160.00

Taxes: \$1,670.97

Net income: \$9,489.03

1st & Ivy Lot (TURA lot is divided into two tax lots):

0 spaces rented. Miscommunication with Assesors Office so we were required to pay taxes for FY12-13.

Loss: \$170.88

1st & Stillwell Lot: (2nd TURA tax lot):

13 available spaces, 11 empty

Projected Income: \$720.00

Taxes: \$825.51

Loss: \$105.51

Please let me know if you need any further information.

Best Regards,

Mary Tucker

Accounting Clerk

City of Tillamook

503-842-4861 ext 3461

Ordinance 1274

AN ORDINANCE REPEALING ORDINANCES 614, 637, 674, 676, 771, 778, 799, 804, 808, 818, 860, 864, 887, 944, 985, 1021, 1054, AND 1085 WHICH ARE NO LONGER VALID OR NECESSARY ORDINANCES FOR THE CITY OF TILLAMOOK

WHEREAS, the City of Tillamook is in the process of codifying all ordinances, and

WHEREAS, during the process, the City of Tillamook has identified certain ordinances that either need to be repealed or have been repealed but there is no available documentation, and

WHEREAS, a brief explanation of each repealed Ordinance is listed below.

NOW THEREFORE, the City of Tillamook, through this ordinance, repeals the following ordinances in entirety:

Ordinance 614, passed in 1946, Discharge of Soot and Cinders, relating to damage caused. **This is covered in other ordinance(s) and state ORS and OAR.**

Ordinance 637, passed in 1949, Curfew, relating to times and ages and punishment for curfew. **Parts of this ordinance are covered by State ORS. In addition, other parts have been ruled unconstitutional and the penalty in this ordinance is a crime. All punishments for violations of City ordinance are violations.**

Ordinance 674 passed in 1952, regulating truck traffic. **This ordinance was replaced by our new Truck Route Ordinance because of requirements by the State, prior to having a truck ordinance.**

Ordinance 676, passed in 1953, relating to regulation and control of traffic. **Primary parts of this ordinance as they relate to powers of council live in the current parking and traffic ordinances. In addition the penalty section shows some violations as crimes. We would never want any violation to be a crime. We would then have to provide counsel, hold our own trials and possibly pay for incarceration. In addition, we would be responsible for any medical costs while the person is in custody.**

Ordinance 771, passed in 1965, providing for disposition of bicycles. **This ordinance is covered by State ORS and OAR. The city has a policy for disposal of all property, through auction, depending on value and other issue or concern.**

Ordinance 778, passed in 1966, regulating the wrecking of vehicles. **The issues identified in this ordinance are covered by State OAR and ORS as well as nuisance ordinance, business registration ordinance and zoning regulations.**

Ordinance 799, passed in 1969, regarding inhalation of toxic fumes for the purpose of intoxication. **These issues are covered by State ORS and in addition there is the same penalty issue.**

Ordinance 804, passed in 1970, relating to payment of legal counsel to defend indigents. **We do not have nay ordinance(s) that is not a violation so there would be no trial or requirement to provide counsel. This is one of the many reasons we only have violation punishment for our ordinances. The cost of having misdemeanor trials would be cost prohibitive for our city.**

Ordinance 808, passed in 1971, regulating parking on Tillamook School District 9 property. **Parking issues are resolved through State ORS, OAR or school policy. In addition, the penalty section again is inappropriate. There has never been an issue in resolving any parking issue on school district property.**

Ordinance 818 passed in 1972, regulating assessment of costs, method of payment and collection of fines for Municipal Court. **The city has had Municipal Court Policy, approved by its judge and much of the information in this ordinance is outdated. Information in this ordinance should and does live in city policy and some of this policy and procedure has also followed the Municipal Court into its contract court, Justice Court with Tillamook County. There is no purpose or need for this ordinance.**

Ordinance 860, passed in 1977, regarding right to trial by jury in Municipal Court. **Again, all violations of city ordinance are violations, not misdemeanors, so there are no jury trials and this ordinance also, has no purpose.**

Ordinance 864, passed in 1977, relating to impounding and disposition of abandoned vehicles. **We use State ORS and OAR. Attempting to follow this ordinance would be too cumbersome, especially for eventual disposition of seized vehicles. The cost of towing, storing and then eventually selling would be prohibitive.**

Ordinance 887, passed in 1979, relating to curfew and amending Ordinance 637. **This ordinance amends 637 which we are also repealing. Again, we use current ORS for violations of curfew.**

Ordinance 944, passed in 1979, relating to prohibited parking. **Most of this ordinance is covered in current parking and traffic ordinances. In addition, this ordinance does not allow parking between 3 AM and 5:30 AM on any paved city street less than 36 feet wide. In addition the penalty section is not current.**

Ordinance 985, passed in 1980, adopting ORS relating to liquor control. **For some reason the city adopted ORS relating to liquor control, requiring the city follow and use ORS and possibly OAR relating to Liquor Control and violations and doing this in perpetuity. We all ready follow all ORS and OAR and cannot adopt an ORS in perpetuity. There is no reason now for this ordinance.**

Ordinance 1021 passed in 1982, amending the penalty section of ordinance 944. **This ordinance amends the above ordinance 944 which would be repealed and only relates to the penalty section and again is not current with current language in the parking and traffic ordinances now in use.**

Ordinance 1054, passed in 1984 establishing security services. **This ordinance is covered by State OAR, ORS and this service is regulated by the State through the Department of Public safety Standards and Training and therefore has no value.**

Ordinance 1085, passed in 1988, regarding service of jurors in Municipal Court. **As stated before, our court only resolves violation issues and therefore has no requirement or need for jurors so this ordinance is moot. This ordinance also amends Ordinance 860 which is listed in this ordinance, to be repealed.**

PASSED 1st reading this ____ day of _____, 2013.

PASSED 2nd reading this ____ day of _____, 2013.

PASSED by the Tillamook City Council this ____ day of _____, 2013.

Mayor

ATTEST:

City Recorder

City of Tillamook
210 Laurel Ave.
Tillamook, OR 97141



Memo

To: Paul Wyntergreen, City Manager
From: Arley Sullivan, Public Works Director 
Date: February 14, 2013
Re: Director's Report for January 2013

- All City divisions are in the process of reviewing the new Public Works Standards document received from the City Engineer.
- Drafted an RFP for a Water Master Plan and Rate Study
- Presented grant/loan application to IFA for funding assistance of the Water Master Plan and Rate Study.
- Working on developing a gant chart (scheduling chart) for the 9th Street (Coatsville) Park Project for timeline control and scheduling purposes.
- The WWTP is continuing to increase septage hauling customers.
- Crew met with the design engineer and contractor at Fawcett Creek diversion pond to consider solution for pond liner failure.
- Have been busy on various incidental projects.

City of Tillamook
210 Laurel Ave.
Tillamook, OR 97141



Memo

To: Paul Wyntergreen, City Manager
From: Arley Sullivan, Public Works Director 
Date: 11 March 2013
Re: Director's Report for February 2013

- The old 9th St. Park restroom has been demoed in preparation of a new restroom at the (Coatsville) park.
- Preparing to request quotes for the Tennis and Basketball courts as well as the concrete paths to be installed at the Coatsville Park Project.
- We are looking into a modular restroom instead of a design build unit for the park project. The modular units are solid concrete (including the roof) with stainless steel sinks and toilets that are built for durability.
- Designed a spread sheet that will automatically calculate labor and equipment costs on a monthly basis as well as calculate a running total for the Coatsville Park Project.
- Have been working closely with Terra Wilcoxson on the design elements for the park project as well as scheduling timelines for the project.
- Have been working with the City Engineer on concepts for the 101 N. STEP System upgrades, Front Street upgrades and slip lining or the First Street to Fourth Street interceptors.
- The Street crew has been working on cleaning catch basins and storm lines throughout the City.

To: Mayor and Council
From: Abigail Donowho, City Recorder/Treasurer/Human Resources
Date: March 15, 2013
Re: Monthly Report—February/March 2013

Researching new phone systems has been quite a learning experience! I will be excited to use all of the new features that come with a newer system. I appreciate the time and thought that went into the system with the Finance Committee as well—once I went back to the various participating vendors, EVERYONE was willing to lower pricing for us!

I had a chance to get some training done for the Minutes portion of the agenda management program we have been working with. I think it will be easy to use once I get a few sets of minutes done—as with any computer program, the more I use it the easier it is! I will train Debbi and help her as much as I can too. At times it has been a little overwhelming to add another thing to the list, but the end product will save us time. Does anyone have any comments, suggestions, or questions about the current format of the agenda? I plan to have some minutes ready for your to look at on Monday—they don't have to be approved Monday, but I want you to know that I am working on them and will endeavor to be caught up by our April 1st meeting.

I had a good time putting together the flower basket invitation to bid as decided on by the Beautification Committee. It was a slightly new process this year, but I was able to get out advertisements and mailed out the invitation to bid to the area nurseries and landscape maintenance places.

Work on our new website is beginning! We had a meeting with Brandon Parmley of Tillamook Design and talked about different photos and styles to look at. He will be trying to schedule a time to take your photo in your ward—so please think of an area of your ward that you'd like to show off on our website. We'll also have him take a picture of the Council as a whole at the dais during a meeting. If you would like an updated short biography on the site just let me know and we'll work something up. Now is the time to revise any copy on the Council page of the website, and your input and information is needed to get that together. We'll have a new and improved “face of the city” in June!

I have many organizational and records projects to work on over the next few weeks. There are many records with retention periods that are complete to dispose of, and many files that need to be moved to archives.

I have been participating in a Bureau of Labor and Industries (BOLI) class once per month in Portland that deals with many legal issues for Human Resources: New Supervisor Training. I have attended classes on the basics (discussion of effective supervisory practices, at will-employment and its exceptions, Civil Rights laws and protected classes, and understanding and avoiding workplace harassment) and hiring (effective and legal hiring practices, starting employees on the right foot, employee orientation, the use of employee handbooks and policies, and setting goals and expectations). On the 20th I have my next session with BOLI that will talk about protected leave. The class on hiring was fortuitous timing as we are now in the advertising phase for a part-time utility clerk and Public Works Technician IV.

Worksource is putting on a supervisor class at TBCC at the end of the month and into April. Several of the supervisors here at the City are signed up and excited to get a good training session in our own neighborhood! Each of the four classes covers pertinent topics for our work environment including generations in the workplace, coaching, and leading.

I will be focusing on many HR projects next week as we move forward in the hiring process. I have many new things to institute from classes and have been looking over our forms and documents to ensure they are not a potential risk or liability for the City.

I have attached an informational sheet regarding the SEI filing requirement classes taking place next week. This is the annual report you, as a Councilor, fill out to identify any potential ethical risk areas in your daily duties. When you receive the form, if you need any help, please let me know.

I am continuing in my service to serve you however I can—please let me know if you have any questions or need any help.
Thanks!

OGEC training webinars to help you complete your SEI!

Do you have questions about filling out your SEI?

The SEI training webinar can help!

SEI Webinar

This short training is presented live by an OGEC trainer over the internet. This class offers step-by-step instructions on how to complete the Annual Verified Statement of Economic Interest (SEI) form. Find out who has to file, what does not need to be reported on your SEI, what the two most common mistakes are. Ask questions you might have and hear questions asked by others. This training is available to all at no charge. 45 minutes long.

SEI Webinar Schedule

March

Tuesday - March 19, 2:00 pm

Thursday - March 21, 10:00 am

Wednesday - March 27, 2:00 pm

Friday - March 29, 10:00 am

April

Monday - April 1, 2:00 pm

Wednesday - April 3, 10:00 am

Wednesday - April 10, 2:00 pm

Friday - April 12, 10:00 am

Class size is limited, so please register at least one day in advance by emailing OGEC.Training@state.or.us. Reserve your space today!

In addition, a recording of the training will be available for review at any time. Please email OGEC to request the link to the recording: OGEC.Training@state.or.us.

Oregon Government Ethics Commission

3218 Pringle Rd SE, Suite 220

Salem, OR 97302

Phone: 503-378-5105

Fax: 503-373-1456

Email: OGEC.training@state.or.us

Website: www.oregon.gov/ogec

Percentage Of Fiscal Year 2012/2013
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General Fund					
Revenue Analysis					
City Hall Fund	Budgeted Amount	YTD	YTD Variance	Percent Received	
Beginning Fund Balance	185,000.00	254,044.00	(69,044.00)	137.32%	
Animal Licenses	2,000.00	1,915.75	84.25	95.79%	
Bldg Permits/Comm Dev Fee	30,000.00	26,428.14	3,571.86	88.09%	
Cigarette Tax (Quarterly)	6,769.00	4,300.99	2,468.01	63.54%	
Court Fines	57,500.00	22,071.35	35,428.65	38.38%	
Equipment Sales / Used	2,000.00	-	2,000.00	0.00%	
Grants	30,000.00	4,750.00	25,250.00	15.83%	
Investment Earnings	200.00	28.25	171.75	14.13%	
Land Sales / Police Bldg Surplus	-	-	-	0.00%	
Licenses	200.00	750.00	(550.00)	375.00%	
Liquor Tax (qtrly)	64,108.00	44,751.25	19,356.75	69.81%	
Vehicle Impound	2,000.00	1,980.00	20.00	99.00%	
Misc Fees	9,000.00	8,946.73	53.27	99.41%	
Misc Permits	808.00	425.00	383.00	52.60%	
Parking Fines	1,000.00	391.17	608.83	39.12%	
Planning Fees	15,150.00	8,456.50	6,693.50	55.82%	
Parking Space Rentals	10,000.00	9,305.00	695.00	93.05%	
Property Tax (Feb thru March)	540,750.00	479,210.68	61,539.32	88.62%	
Property Tax Prior	15,150.00	15,583.63	(433.63)	102.86%	
Lien Search Revenue	400.00	800.00	(400.00)	200.00%	
Transit/Visitor Center Rental	8,484.00	5,600.00	2,884.00	66.01%	
Franchise / TPUD (quarterly)	388,850.00	262,309.68	126,540.32	67.46%	
Franchise / Telephone (bi-annual)	90,000.00	70,407.22	19,592.78	78.23%	
Franchise / Water-Sewer Utilities	74,357.00	50,446.14	23,910.86	67.84%	
CAMI	15,000.00	11,250.00	3,750.00	75.00%	
County Animal Control	16,000.00	12,000.06	3,999.94	75.00%	
Urban Renewal Admin Reimb.	40,055.00	35,945.08	4,109.92	89.74%	
Internal Service Charge (qtrly)	192,626.00	96,312.00	96,314.00	50.00%	
State Revenue Sharing (qtrly)	44,886.00	34,876.21	10,009.79	77.70%	
Total General Fund Revenues	1,842,293.00	1,463,284.83	379,008.17	79.43%	

General Ledger					
Expenses vs. Budget					
Mayor and Council	Budgeted Amount	YTD	YTD Variance	Percent Expended	
Communications	7,500.00	6,148.34	1,351.66	81.98%	
Contractual Services	15,000.00	605.25	14,394.75	4.04%	
Conference and Promotional	5,000.00	2,686.78	2,313.22	53.74%	
Dues and Memberships	4,750.00	4,608.69	141.31	97.03%	
Office Supplies	508.00	128.99	379.01	25.39%	
Periodicals and Publications	102.00	-	102.00	0.00%	
Postage	406.00	4.39	401.61	1.08%	
Special Projects/Beaut.Awards	3,600.00	125.00	3,475.00	3.47%	
Travel/Subsistence	2,000.00	1,533.06	466.94	76.65%	
Committee Mtgs Business	1,015.00	48.32	966.68	4.76%	
Council Stipend	4,200.00	2,550.00	1,650.00	60.71%	
Totals	44,081.00	18,438.82	25,642.18	41.83%	

Admin Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended	
City Manager	93,058.00	60,684.00	32,374.00	65.21%	
City Recorder	55,000.00	39,896.96	15,103.04	72.54%	
Finance Officer	52,000.00	36,913.82	15,086.18	70.99%	
Finance Assistant	39,206.00	25,566.00	13,640.00	65.21%	
Executive Assistant	40,170.00	31,568.79	8,601.21	78.59%	
Clerk	4,543.00	4,543.88	(0.88)	100.02%	
Longevity	2,320.00	2,320.00	-	100.00%	
Social Security	21,365.00	14,943.52	6,421.48	69.94%	
Workers Comp	2,000.00	754.44	1,245.56	37.72%	
PERS	39,000.00	24,205.42	14,794.58	62.07%	
Medical Insurance	64,000.00	38,297.40	25,702.60	59.84%	
Dental Insurance	7,933.00	4,649.30	3,283.70	58.61%	
Life Insurance	363.00	242.00	121.00	66.67%	
Payroll Totals	420,958.00	284,585.53	136,372.47	67.60%	
Conference and Promotional	4,000.00	2,870.72	1,129.28	71.77%	

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Dues and Memberships	1,500.00	1,177.00	323.00	78.47%
Election Notices	1,000.00	-	1,000.00	0.00%
Equipment / Office	2,030.00	150.80	1,879.20	7.43%
Legal Notices	2,741.00	1,214.31	1,526.69	44.30%
Office Supplies	4,060.00	1,705.32	2,354.68	42.00%
Periodicals & Publications	100.00	130.00	(30.00)	130.00%
Postage	1,523.00	874.85	648.15	57.44%
Training/Education	3,000.00	679.00	2,321.00	22.63%
Travel/Subsistance	1,117.00	2,027.56	(910.56)	181.52%
Pymnt to Wtr/IT Risk Mgmnt	10,000.00	-	10,000.00	0.00%
Utilities / Phone	5,000.00	1,188.32	3,811.68	23.77%
Misc.Expenditure	508.00	1,117.76	(609.76)	220.03%
Total Supplies & Expense	36,579.00	13,135.64	23,443.36	35.91%
Computer Upgrades	3,000.00	2,489.57	510.43	82.99%
Admin Fund Totals	460,537.00	300,210.74	160,326.26	65.19%

Planning Department	Budgeted Amount	YTD	YTD Variance	Percent Expended
Planner	58,655.00	39,038.28	19,616.72	66.56%
Longevity	500.00	-	500.00	0.00%
Social Security	4,525.00	2,986.40	1,538.60	66.00%
Workers Comp	1,300.00	789.96	510.04	60.77%
PERS	11,362.00	7,452.38	3,909.62	65.59%
Medical Insurance	15,032.00	9,354.05	5,677.95	62.23%
Dental Insurance	2,273.00	1,467.34	805.66	64.56%
Life Insurance	73.00	47.83	25.17	65.52%
Payroll Totals	93,720.00	61,136.24	32,583.76	65.23%
Contractual Services	30,000.00	2,200.00	27,800.00	7.33%
Conference & Promotional	305.00	-	305.00	0.00%
Dues & Memberships	102.00	-	102.00	0.00%
Legal Notices	1,000.00	705.60	294.40	70.56%
Office Supplies	1,320.00	479.60	840.40	36.33%
Periodicals & Publications	102.00	-	102.00	0.00%
Postage	406.00	58.39	347.61	14.38%
Training	1,421.00	415.00	1,006.00	29.20%
Training/Subsistance	203.00	51.00	152.00	25.12%
Recycling Program	200.00	20.29	179.71	10.15%
Total Supplies & Expense	35,059.00	3,929.88	31,129.12	1.04%
Planning Department Totals	128,779.00	65,066.12	63,712.88	50.53%

Police Department	Budgeted Amount	YTD	YTD Variance	Percent Expended
Police Chief	75,000.00	53,453.07	21,546.93	71.27%
Police Officer	50,628.00	32,928.00	17,700.00	65.04%
Police Officer	44,000.00	-	44,000.00	0.00%
Police Officer	56,628.00	39,112.00	17,516.00	69.07%
Police Officer	68,000.00	47,693.00	20,307.00	70.14%
Secretary	40,978.00	27,114.00	13,864.00	66.17%
Overtime	40,000.00	29,239.28	10,760.72	73.10%
Animal Control	36,795.00	24,350.00	12,445.00	66.18%
Police Officer	48,000.00	31,955.00	16,045.00	66.57%
Police Officer	62,856.00	41,904.00	20,952.00	66.67%
Longevity	11,000.00	6,469.00	4,531.00	58.81%
Certification Pay	15,036.00	5,514.00	9,522.00	36.67%
Cell Phone Reimbsmt	4,200.00	2,273.00	1,927.00	54.12%
Shift Differential	2,500.00	1,600.00	900.00	64.00%
Social Security	42,123.00	26,508.01	15,614.99	62.93%
Workers Comp	23,000.00	16,045.09	6,954.91	69.76%
PERS	82,000.00	57,022.77	24,977.23	69.54%
Downtown Resource Aide	-	2,520.00	(2,520.00)	0.00%
Medial/Dental/Vision	77,520.00	39,894.48	37,625.52	51.46%
Medical Insurance	42,677.00	26,833.16	15,843.84	62.87%
Dental Insurance	5,660.00	3,677.60	1,982.40	64.98%
Life Insurance	726.00	388.84	337.16	53.56%
Payroll Totals	829,327.00	516,494.30	312,832.70	62.28%
Communications	1,523.00	452.20	1,070.80	29.69%
Contractual Services	12,000.00	10,187.42	1,812.58	84.90%

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Dues & Memberships	305.00	275.00	30.00	90.16%
Fuel / Vehicle	29,000.00	15,924.00	13,076.00	54.91%
Investigation	500.00	188.72	311.28	37.74%
Maint / Building	5,000.00	3,215.83	1,784.17	64.32%
Maint / Equipment	1,400.00	1,196.28	203.72	85.45%
Maint / Service Contracts	4,060.00	1,508.10	2,551.90	37.15%
Maint / Vehicle	10,150.00	6,988.13	3,161.87	68.85%
Tillamook Narcotics Team	500.00	402.95	97.05	80.59%
Office Supplies	6,000.00	4,288.92	1,711.08	71.48%
Postage	2,030.00	956.15	1,073.85	47.10%
Special Programs	2,500.00	2,735.86	(235.86)	109.43%
Training	4,060.00	3,569.39	490.61	87.92%
Travel / Subsistence	305.00	49.91	255.09	16.36%
Uniform Allowance	10,000.00	9,962.70	37.30	99.63%
Utilities / Phone	3,500.00	3,498.34	1.66	99.95%
Targets & Ammunition	3,500.00	1,011.00	2,489.00	28.89%
Animal Control	3,045.00	42.00	3,003.00	1.38%
LEDS	508.00	47.00	461.00	9.25%
Total Supplies & Expense	99,886.00	66,499.90	33,386.10	66.58%
Equipment / General	5,000.00	-	5,000.00	0.00%
PD Building Payments	83,000.00	-	83,000.00	0.00%
Vehicle/ Van Pay down	5,300.00	5,272.70	27.30	99.48%
Total Capital Outlay	93,300.00	5,272.70	88,027.30	5.65%
Police Department Totals	1,022,513.00	582,994.20	434,246.10	57.02%
City Hall Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
Unemployment	10,000.00	8,794.00	1,206.00	87.94%
Payroll Totals	10,000.00	8,794.00	1,206.00	87.94%
Vacations Payable	10,000.00	-	10,000.00	0.00%
Audit	9,000.00	8,930.00	70.00	99.22%
Insurance Bldg./Vehicles	23,000.00	22,726.91	273.09	98.81%
Maint./Materials	3,045.00	947.49	2,097.51	31.12%
Maint./Service Contracts	29,000.00	14,742.08	14,257.92	50.83%
Codification	5,000.00	30.00	4,970.00	0.60%
Safety Improvements	3,000.00	-	3,000.00	0.00%
Web Services	6,000.00	1,281.45	4,718.55	21.36%
Bldg.Maint.	3,500.00	1,283.74	2,216.26	36.68%
Utilities / Power	7,613.00	6,146.15	1,466.85	80.73%
Total Supplies & Expense	99,158.00	56,087.82	43,070.18	56.56%
Equipment/Telephone system	7,000.00	-	7,000.00	0.00%
Bldg Remodel/Property Purchase	10,000.00	2,297.53	7,702.47	22.98%
Total Capital Outlay	17,000.00	2,297.53	19,297.53	13.51%
Transfer to Water Fund (bi-annual)	45,954.00	-	45,954.00	0.00%
Total Transfers Out	45,954.00	-	45,954.00	0.00%
City Hall Fund Totals	155,112.00	64,881.82	90,230.18	41.83%
Total General Fund Revenues	1,842,293.00	1,463,284.83	379,008.17	79.43%
Total General Fund Expenses	1,811,022.00	1,031,591.70	779,430.30	56.96%
Revenues vs Expense	31,271.00	431,693.13	(395,149.43)	

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Street Fund Revenue Analysis					
Street Fund	Budgeted Amount	YTD	YTD Variance	Percent Received	
Beginning Fund Balance	138,627.00	114,487.00	24,140.00	82.59%	
Investment Earnings	175.00	27.67	147.33	15.81%	
Misc./Surplus City Shops	202.00	2,035.26	(1,833.26)	1007.55%	
State Gas Tax	159,265.00	124,823.70	34,441.30	78.37%	
City Sanitary Franchise (bi-annual)	33,936.00	26,457.36	7,478.64	77.96%	
Franchise / Charter (Parks biannual)	30,300.00	24,078.19	6,221.81	79.47%	
SCA Grant	50,000.00	72,085.04	(22,085.04)	144.17%	
From Local Fuel Tx Fund #2	120,000.00	82,530.17	37,469.83	68.78%	
Flood Mitigation Reimb.	72,830.00	72,830.00	-	100.00%	
Carnahan Park User Fees	2,600.00	2,681.45	(81.45)	103.13%	
Transfer from Carnahan Park	6,500.00	6,400.00	100.00	98.46%	
Linden Drive LID Assessments	4,200.00	2,590.78	1,609.22	61.69%	
Trans in from TRT Events, Labor	25,000.00	-	25,000.00	0.00%	
OTIA I,II,III	116,886.00	61,480.29	55,405.71	52.60%	
Property Lease Income	15,000.00	11,645.00	3,355.00	77.63%	
Property Tax from Vendors	1,515.00	1,039.83	475.17	68.64%	
Balance from Fuel Fund / Billboard	3,500.00	-	3,500.00	0.00%	
Total Street Fund Revenues	780,536.00	605,191.74	175,344.26	77.54%	
General Ledger Expenses vs. Budget					
Street Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended	
Street Supervisor	51,000.00	35,445.98	15,554.02	69.50%	
Equipment Operator / Laborer	45,176.00	28,808.00	16,368.00	63.77%	
PW Technician	40,978.00	30,203.44	10,774.56	73.71%	
Laborer	21,289.00	13,677.93	7,611.07	64.25%	
O/T	8,000.00	613.96	7,386.04	7.67%	
Longevity	7,100.00	7,021.00	79.00	98.89%	
Social Security	14,852.00	8,969.45	5,882.55	60.39%	
Workers Comp	13,230.00	8,684.91	4,545.09	65.65%	
PERS	30,439.00	22,445.14	7,993.86	73.74%	
Medical Insurance	40,135.00	25,620.44	14,514.56	63.84%	
Dental Insurance	7,200.00	3,867.54	3,332.46	53.72%	
Life Insurance	223.00	171.62	51.38	76.96%	
Unemployment	10,000.00	-	10,000.00	0.00%	
Vacations Payable	5,560.00	-	5,560.00	0.00%	
Total Payroll	295,182.00	185,529.41	109,652.59	62.85%	
Audit	4,500.00	4,465.00	35.00	99.22%	
Equipment / Misc	4,060.00	4,018.92	41.08	98.99%	
Fuel / Vehicle	15,000.00	8,885.61	6,114.39	59.24%	
Insurance	4,500.00	4,499.41	0.59	99.99%	
Maint / Building	4,000.00	1,213.96	2,786.04	30.35%	
Maint / Equipment	12,000.00	9,438.51	2,561.49	78.65%	
Maint / Materials	9,000.00	2,019.40	6,980.60	22.44%	
IFA / Storm Master Plan	14,000.00	12,463.01	1,536.99	89.02%	
RARE Intern (quarterly)	13,000.00	9,500.00	3,500.00	73.08%	
Carnahan Park Marine Maint.	11,517.00	2,600.45	8,916.55	22.58%	
TBHEID Drainage Service Fee	1,000.00	-	1,000.00	0.00%	
Signs & Roadmarkings	14,000.00	10,947.73	3,052.27	78.20%	
Parks Materials	4,568.00	3,715.77	852.23	81.34%	
Training	2,030.00	1,311.52	718.48	64.61%	
Travel / Subsistance	1,523.00	158.90	1,364.10	10.43%	
Uniform Allowance	1,500.00	400.00	1,100.00	26.67%	
Property Tx for Vendor Sites	1,515.00	1,039.83	475.17	68.64%	
Utilities / Phone	2,800.00	2,425.53	374.47	86.63%	
Utilities / Power	44,254.00	28,309.49	15,944.51	63.97%	
Internal Service Charge (qtrly)	33,705.00	16,852.50	16,852.50	50.00%	
Flood Mitigation Expenses	72,830.00	72,830.00	-	100.00%	
Total Supplies & Expense	271,302.00	197,095.54	74,206.46	72.65%	
Bicycle / Pedestrian Facilities	1,592.00	-	1,592.00	0.00%	
Equipment / Misc	1,000.00	-	1,000.00	0.00%	

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February 2013 66% of the year

Road Improvements	62,930.00	10,624.69	52,305.31	16.88%
Preventative Maintenance	30,450.00	6,753.06	23,696.94	22.18%
SCA Grant Project (annual)	50,000.00	28,036.04	21,963.96	56.07%
Parks Grant Match	5,400.00	-	5,400.00	0.00%
Property Purchase	33,650.00	25,458.25	8,191.75	75.66%
Total Capital Outlay	185,022.00	70,872.04	114,149.96	38.30%
Linde Drive LID Loan Pmt (Annual)	12,630.00	12,630.00	-	100.00%
Loan Repay to Swr Fund (Annual)	12,240.00	-	12,240.00	0.00%
Total Debt Service	24,870.00	12,630.00	12,240.00	50.78%
Total Street Fund Expenses	776,376.00	466,126.99	310,249.01	60.04%
Total Street Fund Revenues	780,536.00	605,191.74	175,344.26	77.54%
Total Street Fund Expenses	776,376.00	466,126.99	310,249.01	60.04%
Revenues vs Expense	4,160.00	139,064.75	(134,904.75)	

Percentage of Fiscal Year 2012/2013
February 2013 66% of the year

Water Fund Revenue Analysis				
Water Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Beginning Fund Balance	763,000.00	628,902.00	134,098.00	82.42%
Pmt. from Sewer Fund	34,510.00	-	34,510.00	0.00%
Internal Service Charge IT Risk	10,000.00		10,000.00	0.00%
Interest Income	505.00	87.69	417.31	17.36%
Water Revenues	1,446,887.00	1,478,092.52	(31,205.52)	102.16%
Connection Fees	1,500.00		1,500.00	0.00%
Labor and Equipment	1,000.00		1,000.00	0.00%
Reconnects	350.00	835.86	(485.86)	238.82%
Miscellaneous Income	11,200.00	14,226.67	(3,026.67)	127.02%
Loan Repayment from GF (May)	45,954.00		45,954.00	0.00%
Flood Mitigation Reimb.	100.00		100.00	0.00%
FEMA Bay City Intertie Reimb.	81,202.00		81,202.00	0.00%
Council Beautification Awards	1,200.00		1,200.00	0.00%
IFA Water Masterplan Grant	60,000.00		60,000.00	0.00%
Total Water Fund Revenues	2,457,408.00	2,122,144.74	335,263.26	86.36%

General Ledger Expenses vs. Budget				
Water Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
Public Works Director	67,406.00	44,115.46	23,290.54	65.45%
Asst.PW Director	66,553.00	34,208.92	32,344.08	51.40%
Field Supervisor	47,804.00	27,593.00	20,211.00	57.72%
Lead Op	45,000.00	18,200.00	26,800.00	40.44%
Utility Worker I	35,048.00	22,006.84	13,041.16	62.79%
Lead Op	45,000.00	25,810.00	19,190.00	57.36%
Water Clerk	35,000.00	20,561.81	14,438.19	58.75%
OT	25,000.00	26,378.73	(1,378.73)	105.51%
Longevity	3,891.00	5,523.00	(1,632.00)	141.94%
Standby Time	5,400.00	3,173.25	2,226.75	58.76%
Social Security	28,722.00	16,374.87	12,347.13	57.01%
Workers Comp	15,000.00	11,857.16	3,142.84	79.05%
PERS	50,317.00	25,937.20	24,379.80	51.55%
Unemployment	15,000.00	-	15,000.00	0.00%
Vacations Payable	15,560.00	-	15,560.00	0.00%
Health Insurance Shop	74,087.00	45,269.69	28,817.31	61.10%
Dental	12,600.00	5,633.26	6,966.74	44.71%
Life	508.00	275.28	232.72	54.19%
Total Payroll	587,896.00	332,918.47	203,400.76	56.63%
Audit	5,150.00	5,640.00	(490.00)	109.51%
Legals	1,000.00	379.50	620.50	37.95%
Repairs	203.00	-	203.00	0.00%
Maintenance Agreements	9,000.00	3,992.41	5,007.59	44.36%
Misc Copier	1,000.00	370.27	629.73	37.03%
Bank Charges	305.00	-	305.00	0.00%
Permits and Licenses	5,075.00	569.80	4,505.20	11.23%
Postage	8,120.00	4,721.26	3,398.74	58.14%
Office Mileage	102.00	-	102.00	0.00%
Telephone	12,000.00	6,030.87	5,969.13	50.26%
Office Lights and Power	500.00	-	500.00	0.00%
Advertising	1,015.00	-	1,015.00	0.00%
Internal Service Fee to GF	73,851.00	36,925.50	36,925.50	50.00%
Total Supplies & Expense Office	117,321.00	58,629.61	58,691.39	49.97%
Meetings/Schools/Training	15,000.00	4,778.95	10,221.05	31.86%
Dues and Subscriptions	4,000.00	564.00	3,436.00	14.10%
General Insurance	21,000.00	18,560.99	2,439.01	88.39%
Repairs Janitorial	500.00	-	500.00	0.00%
Shop Building and Yard repair	1,000.00	387.91	612.09	38.79%
Radio Repairs and replacement	3,000.00	-	3,000.00	0.00%
Small tool repair & purchase	5,075.00	618.95	4,456.05	12.20%
Lights and Power	3,000.00	1,033.75	1,966.25	34.46%
Shop Operating Supplies	10,000.00	9,814.60	185.40	98.15%

Percentage of Fiscal Year 2012/2013
February 2013 66% of the year

Freight	500.00	-	500.00	0.00%
Miscellaneous	1,750.00	-	1,750.00	0.00%
Office Supplies	7,105.00	4,840.27	2,264.73	68.12%
Flood Mitigation Expenses	100.00	-	100.00	0.00%
Fire Control Tax/Timber (annual)	6,000.00	5,557.36	442.64	92.62%
Total Supplies & Expense Shop	78,030.00	46,156.78	31,873.22	59.15%
Vehicle Operating Expenses	30,000.00	14,705.42	15,294.58	49.02%
Equipment Maint.	30,000.00	23,958.11	6,041.89	79.86%
Portable Vac	500.00	-	500.00	0.00%
Total Vehicle Expenses	60,500.00	38,663.53	21,836.47	63.91%
Chemicals Filter Plant	27,000.00	8,531.96	18,468.04	31.60%
Repairs Filter Plant	30,000.00	9,927.68	20,072.32	33.09%
Supplies Filter Plant	3,000.00	1,051.40	1,948.60	35.05%
Miscellaneous	1,000.00	-	1,000.00	0.00%
Power Filter Plant	15,000.00	13,137.76	1,862.24	87.59%
Propane Filter Plant	5,075.00	-	5,075.00	0.00%
Total Filter Plant Expenses	81,075.00	32,648.80	48,426.20	40.27%
Well #1	1,000.00	261.92	738.08	26.19%
Well #2	20,000.00	8,667.85	11,332.15	43.34%
Well #3	20,000.00	15,588.60	4,411.40	77.94%
Total Wells Operation Expenses	41,000.00	24,518.37	16,481.63	59.80%
System Repairs	90,000.00	30,131.38	59,868.62	33.48%
Meter Test / Repair	10,000.00	1,493.41	8,506.59	14.93%
Engineering and Surveys	150,000.00	18,237.23	131,762.77	12.16%
Stock Purchases Shop	40,000.00	38,003.00	1,997.00	95.01%
IFA Masterplan Rate Study	60,000.00	-	-	0.00%
System Upgrade	115,000.00	116,728.01	(1,728.01)	101.50%
Trask River Crossing	1,000.00	-	1,000.00	0.00%
Water Testing	28,000.00	9,910.00	18,090.00	35.39%
Total System Repair Expenses	494,000.00	214,503.03	219,496.97	43.42%
Office Equipment	1,015.00	-	1,015.00	0.00%
Computer Expense	2,030.00	342.73	1,687.27	16.88%
GIS System	5,000.00	-	5,000.00	0.00%
Port Water Line	500.00	-	500.00	0.00%
Port Meter	500.00	-	500.00	0.00%
Hwy 101 South Line	1,000.00	-	1,000.00	0.00%
Capital Auto Meter Read	1,000.00	-	1,000.00	0.00%
Service Truck Replacement	30,000.00	-	30,000.00	0.00%
New Office Building	50,000.00	27,056.15	22,943.85	54.11%
Forklift	20,000.00	20,409.50	(409.50)	102.05%
Reserves for Replacement	255,000.00	-	255,000.00	0.00%
Intertie	126,000.00	-	126,000.00	0.00%
Total Capital Outlay	492,045.00	47,808.38	444,236.62	9.72%
Principal Bond #2	128,374.00	128,374.16	(0.16)	100.00%
Interest Bond #2	28,392.00	28,392.84	(0.84)	100.00%
Principal Bond #3	81,594.00	81,593.85	0.15	100.00%
Interest Bond #3	18,046.00	18,046.15	(0.15)	100.00%
Principal Bond #4	28,476.00	-	28,476.00	0.00%
Interest Bond #4	10,922.00	-	10,922.00	0.00%
Total Debt Services	295,804.00	256,407.00	39,397.00	86.68%
Total Water Fund Expenses	2,247,671.00	1,052,253.97	1,083,840.26	46.82%
Total Water Fund Revenues	2,457,408.00	2,122,144.74	335,263.26	86.36%
Total Water Fund Expenses	2,247,671.00	1,052,253.97	1,083,840.26	46.82%
Revenues vs Expense	209,737.00	1,069,890.77	(748,577.00)	

Percentage of Fiscal Year 2012/2013
February 2013 66% of the year

Sewer Fund Revenue Analysis					
Sewer Fund	Budgeted Amount	YTD	YTD Variance	Percent Received	
Beginning Fund Balance	1,000,000.00	1,807,382.00	(807,382.00)	180.74%	
Connection Fees	5,050.00	-	5,050.00	0.00%	
Investment Earnings	2,000.00	927.43	1,072.57	46.37%	
Misc.Fees/Biosolids	10,000.00	27,222.50	(17,222.50)	272.23%	
Special Revenues	44,000.00	5,040.61	38,959.39	11.46%	
User Fees	1,962,313.00	1,999,003.23	(36,690.23)	101.87%	
Loan Repayment from Street Fund	12,240.00	-	12,240.00	0.00%	
Total Revenues	3,035,603.00	3,839,575.77	(803,972.77)	126.48%	

General Ledger Expenses vs. Budget					
Sewer Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended	
Sewer Plant Supervisor	55,346.00	37,017.23	18,328.77	66.88%	
PW Laborer	21,288.00	13,678.07	7,609.93	64.25%	
City Manager	20,000.00	-	-	0.00%	
City Recorder	15,200.00	-	-	0.00%	
Overtime	32,000.00	20,722.90	11,277.10	64.76%	
WWTP Operator II	32,480.00	31,456.67	1,023.33	96.85%	
WWTP Supervisor	59,233.00	41,138.00	18,095.00	69.45%	
Longevity	4,677.00	2,726.00	1,951.00	58.29%	
Social Security	13,933.00	11,934.13	1,998.87	85.65%	
Workers Comp	13,500.00	6,044.60	7,455.40	44.77%	
PERS	40,000.00	22,797.38	17,202.62	56.99%	
Medical Insurance	34,513.00	25,408.80	9,104.20	73.62%	
Dental Insurance	4,346.00	3,592.06	753.94	82.65%	
Life Insurance	290.00	176.25	113.75	60.78%	
Unemployment	17,000.00	-	17,000.00	0.00%	
Vacations Payable	14,000.00	-	14,000.00	0.00%	
Standby Time	5,400.00	3,933.09	1,466.91	72.84%	
Total Payroll	383,206.00	220,625.18	94,913.91	57.57%	
Chemicals/Chlorine	114,000.00	56,734.31	57,265.69	49.77%	
Audit	4,500.00	4,465.00	35.00	99.22%	
Utility Franchise Fee to GF (qtrly)	38,125.00	28,886.64	9,238.36	75.77%	
Fuel / Vehicle	7,000.00	5,290.14	1,709.86	75.57%	
Insurance	27,405.00	17,072.88	10,332.12	62.30%	
Maint / Equipment	51,000.00	61,124.48	(10,124.48)	119.85%	
Maint / Lift Stations	10,000.00	3,734.50	6,265.50	37.35%	
Maint / Materials	15,000.00	14,065.37	934.63	93.77%	
Maint / Service Contracts	500.00	845.00	(345.00)	169.00%	
Maint / Vehicle	30,450.00	2,321.04	28,128.96	7.62%	
Office Supplies	2,538.00	298.42	2,239.58	11.76%	
Permits / Licenses	9,000.00	7,713.00	1,287.00	85.70%	
Postage	1,015.00	800.22	214.78	78.84%	
Special Projects	15,000.00	17,298.76	(2,298.76)	115.33%	
WWTP Upgrade Legal Fees	60,000.00	62,794.02	(2,794.02)	104.66%	
Training	3,000.00	1,118.20	1,881.80	37.27%	
Travel/Subsistance	500.00	50.71	449.29	10.14%	
Uniform Allowance	2,500.00	817.62	1,682.38	32.70%	
Utilities / Phone	7,000.00	4,111.71	2,888.29	58.74%	
Utilities / Power	55,000.00	43,321.03	11,678.97	78.77%	
Supplies / Laboratory	18,000.00	4,310.69	13,689.31	23.95%	
Propane	10,000.00	4,230.43	5,769.57	42.30%	
Bio Solids	31,500.00	12,108.66	19,391.34	38.44%	
Pressure Sewer	4,000.00	1,301.00	2,699.00	0.00%	
Internal Service fee to GF	81,049.00	40,524.50	40,524.50	50.00%	
Total Supplies & Expense	598,082.00	395,338.33	202,743.67	66.10%	
Equipment / Miscellaneous	5,000.00	1,331.20	3,668.80	26.62%	
Special Programs / Cross Connect	80,000.00	5,100.00	74,900.00	6.38%	
Total Capital Outlay	85,000.00	6,431.20	78,568.80	7.57%	
Hwy 101 Gravity Line Financing	-	-	-	0.00%	
Principal Loan #1 (timing)	166,126.00	166,125.51	0.49	100.00%	

Percentage of Fiscal Year 2012/2013
February 2013 66% of the year

Interest Loan #1	11,213.00	11,213.09	(0.09)	100.00%
Fees	1,281.00	640.72	640.28	50.02%
Principal Loan #2	22,149.00	22,149.00	-	100.00%
Interest Loan #2	9,471.00	9,471.00	-	100.00%
Fees	1,457.00	729.00	728.00	50.03%
Principal Loan #4	36,349.00	36,349.00	-	100.00%
Interest Loan #4	917.00	917.00	-	100.00%
Principal Loan #5	9,195.00	9,195.00	-	100.00%
Interest Loan #5	3,929.00	3,929.00	-	100.00%
Fees	688.00	344.00	344.00	50.00%
Anderson Loan	15,175.00	15,175.00	-	100.00%
Principal Loan #6 R91567	635,830.00	635,830.00	-	100.00%
Interest Loan #6	449,030.00	449,030.00	-	100.00%
Fees	77,439.00	73,677.74	3,761.26	95.14%
Principal Loan #7 R91568	9,218.00	9,218.00	-	100.00%
Interest Loan #7	13,939.00	22,076.00	(8,137.00)	158.38%
Fees	2,500.00	1,250.00	1,250.00	50.00%
OECDD Loan	73,678.00	73,677.74	0.26	100.00%
Total Debt Services	1,539,584.00	1,540,996.80	(1,412.80)	100.09%
Total Sewer Fund Expenses	2,640,382.00	2,163,391.51	409,323.58	81.93%
Transfer to Water Department	34,510.00	-	34,510.00	0.00%
Total Transfers	34,510.00	-	34,510.00	0
Total Revenues	3,035,603.00	3,839,575.77	(803,972.77)	126.48%
Total Sewer Fund Expenses	2,640,382.00	2,163,391.51	409,323.58	81.93%
Revenues vs Expense	395,221.00	1,676,184.26	(1,213,296.35)	

Percentage of Fiscal Year 2012/2013
February 2013 66% of the year

SDC Fund Revenue Analysis				
SDC Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Beginning Fund Balance Wtr SDC	-	202,961.00	(202,961.00)	0.00%
Interest Earnings Water	100.00	-	100.00	0.00%
SDC Water Income	5,000.00	-	5,000.00	0.00%
Interest Earnings Storm Drain	1,000.00	-	1,000.00	0.00%
SDC Storm Drain Income	100.00	-	100.00	0.00%
Beginning Fund Balance Swr SDC	-	276,394.00	(276,394.00)	0.00%
Interest Earnings Sewer	1,000.00	-	1,000.00	0.00%
SDC Sewer Income	100.00	-	100.00	0.00%
Total SDC Revenues	7,300.00	479,355.00	(472,055.00)	6566.51%

General Ledger Expenses vs. Budget				
SDC Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
SDC Water Expenses	5,100.00	-	5,100.00	0.00%
SDC Storm Drain Expenses	1,100.00	-	1,100.00	0.00%
SDC Sewer Expenses	1,100.00	-	1,100.00	0.00%
Total SDC Expenses	7,300.00	-	7,300.00	0.00%
Total Water SDC Revenues	5,100.00	202,961.00	(197,861.00)	6566.51%
Total Water SDC Expenses	5,100.00	-	5,100.00	0.00%
Revenues vs Expense	-	202,961.00	(202,961.00)	
Total Sewer SDC Revenues	1,100.00	276,394.00	(275,294.00)	25126.73%
Total Sewer SDC Expenses	1,100.00	-	1,100.00	0.00%
Revenues vs Expense	-	276,394.00	(276,394.00)	
Total Storm Drain Revenues	1,100.00	-	1,100.00	0.00%
Total Storm Drain Expenses	1,100.00	-	1,100.00	0.00%
Revenues vs Expense	-	-	-	

**Percentage of Fiscal Year 2012/2013
December 50% of the year**

TRT Fund				
Revenue Analysis				
TRT Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Cash Carry Over	-	43,049.00	(43,049.00)	0.00%
Hotel / Motel Tax	309,995.00	214,642.16	95,352.84	69.24%
State Regulated Hotel/Motel 2%	-	-	-	0.00%
Investment Earnings	40.00	3.23	36.77	8.08%
Misc Fees	10.00	-	10.00	0.00%
Add'l 10% TRT Tax	-	-	-	0.00%
Business Registration Fees	36,000.00	10,396.25	25,603.75	28.88%
Business Surcharge	10,000.00	3,300.00	6,700.00	33.00%
Total TRT Revenues	356,045.00	228,341.64	127,703.36	64.13%
General Ledger				
Expenses vs. Budget				
TRT Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
TRT Officer	47,222.00	30,736.00	16,486.00	65.09%
TRT Officer	47,222.00	23,862.00	23,360.00	50.53%
Overtime	10,000.00	8,411.52	1,588.48	84.12%
Social Security	7,990.00	4,754.12	3,235.88	59.50%
Workers Comp	6,000.00	36.36	5,963.64	0.61%
PERS	12,032.00	3,722.70	8,309.30	30.94%
Medical/Dental Insurance	31,680.00	16,694.44	14,985.56	52.70%
Life Insurance	218.00	58.86	159.14	27.00%
Vacations Payable	200.00	5.89	194.11	2.95%
Total Payroll	162,564.00	88,281.89	74,088.00	54.31%
Business License Surcharge / TRA	18,000.00	11,487.50	6,512.50	63.82%
Farmer's Market/Office Supplies	9,450.00	6,302.78	3,147.22	66.70%
Chamber Promotion (qtrly)	56,700.00	40,960.90	15,739.10	72.24%
Council Priorities	39,014.00	24,747.38	14,266.62	63.43%
Total Supplies & Expense	123,164.00	83,498.56	39,665.44	67.79%
PD Property Purchase	25,300.00	18,972.00	6,328.00	74.99%
Unrestricted Reserves	48,988.00	-	48,988.00	0.00%
Total Capital Outlay	48,988.00	-	48,988.00	0.00%
Transfer to Streets-Unrestricted	25,000.00	-	25,000.00	0.00%
Total Transfers	25,000.00	-	25,000.00	0.00%
Total TRT Fund Expenses	359,716.00	171,780.45	187,741.44	1.22
Total TRT Revenues	356,045.00	228,341.64	127,703.36	64.13%
Total TRT Fund Expenses	359,716.00	171,780.45	187,741.44	47.75%
Revenues vs Expense	(3,671.00)	56,561.19	(60,038.08)	

City Council Regular Session

Meeting Date: 03/18/2013

Information

Subject:

AUTHORIZATION TO PAY BILLS

Fiscal Impact

Fiscal Year: 2012/13

Fiscal Impact:

<u>Batch Type</u>	<u>Date</u>	<u>Check Range</u>	<u>Amount Paid</u>
Special Batch	3/6/2013	33357	\$136.02
Special Batch	3/14/2013	33415-33416	\$316.40
A/P Batch	3/14/2013	33358-33414	\$43,810.80
Special Batch Online Payments	3/14/2013	999931814	\$3,640.82

Attachments

Special Batch 3.6.13

Online Pmt Batch

A/P Batch 3.14.13

Special Batch 3.15.13

Accounts Payable

Computer Check Proof List



User: adm
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Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0021	Matt Gifford, dba DTR Racing			Check Sequence: 1	ACH Enabled: No
1.31.13	E. Manning, 1/31/13	45.34	03/06/2013	010-00-20399	
12.31.12	E. Manning, 12/31/12	45.34	03/06/2013	010-00-20399	
2.28.13	E. Manning, 2/28/13	45.34	03/06/2013	010-00-20399	
	Check Total:	136.02			
	Total for Check Run:	136.02			
	Total Number of Checks:	1			

Accounts Payable

Computer Check Proof List



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Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4517	De Lage Landen Public Finance			Check Sequence: 1	ACH Enabled: No
17217652	Oce 3522-C Hall 25014782, Mar 2013	179.75	03/18/2013	010-10-53240	
17217652	Oce 2522-PD 25014782, Mar 2013	186.68	03/18/2013	010-10-53240	
	Check Total:	366.43			
Vendor:4826	First Bankcard			Check Sequence: 2	ACH Enabled: No
02846048	Meal-New supervisors training-VR	16.00	03/18/2013	022-22-53400	
02846048	Meal-New supervisors training-TL	16.00	03/18/2013	021-02-53070	
02846048	Meal-New supervisors training-AD	16.00	03/18/2013	010-03-53400	
1.31.13	2013-2014 VISA membership, PW	15.00	03/18/2013	010-03-53080	
1024943	Breakfast-CIS Conf- AD	7.00	03/18/2013	010-03-53400	
1248	Certified catch basin lifting sling-St D	449.95	03/18/2013	020-20-53230	
137729	Portion of rigging class	41.68	03/18/2013	021-02-53070	
137729	Portion of rigging class	41.66	03/18/2013	022-22-53380	
137729	Portion of rigging class	41.66	03/18/2013	020-20-53380	
137891	Climbing rigging/cleaning tanks-Wtr Div	293.58	03/18/2013	021-02-53250	
177836	Lunch w/TCCA eng.re: WW-PW	26.00	03/18/2013	010-03-53400	
2.05.13	13-14 IRSPM Membership-PW	140.06	03/18/2013	010-03-53080	
2.5.13	Circuit breaker-Wtr Div	925.00	03/18/2013	021-06-53020	
20113	Cooler rental Jan '13, Water-WW Div	25.17	03/18/2013	022-22-53230	
2013 Dues	2012-2013 VISA membership-TW	15.00	03/18/2013	010-07-53060	
2013 VISA	2013-2014 VISA membership-AD	15.00	03/18/2013	010-03-53080	
23139	Keys-Wtr Div	51.75	03/18/2013	021-02-53250	
256740	Rm paper-WW Div	10.99	03/18/2013	022-22-53230	
309767	Parking-New supervisors training-VR	3.00	03/18/2013	022-22-53400	
309767	Parking-New supervisors training-TL	3.00	03/18/2013	021-01-53400	
309767	Parking-New supervisors training-AD	3.00	03/18/2013	010-03-53400	
449505	Dell ink ctgs 2 clr, 1 blk-St Div	71.99	03/18/2013	020-20-53200	
526680	Meal-Small Cities Mtg-PW&SW	27.00	03/18/2013	010-03-53400	
574490	Dinner-CIS Conf-JW & AD	6.00	03/18/2013	010-03-53400	
583842	Room/CIS Conf-PW	288.78	03/18/2013	010-03-53070	
605115	Dinner-CIS Conf-JW & AD	51.45	03/18/2013	010-03-53400	
7000624158	Lets Talk Safety/training material-Wtr D	66.50	03/18/2013	021-02-53070	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
75515725-715724	Arbor Day Foundation membership-2013	10.00	03/18/2013	010-01-53080	
7648	Room-CIS Conf - JWilson	288.42	03/18/2013	010-03-53070	
79807	Utility Notification class-DH less cre	20.97	03/18/2013	021-02-53070	
79808	Utility Notification class-SB less cre	20.97	03/18/2013	021-02-53070	
8691	Motel-CIS Conf-AD	127.91	03/18/2013	010-03-53070	
8995	Room/CIS Conf-YU	127.91	03/18/2013	010-03-53070	
957431	Gorilla tape-Wtr Div	9.99	03/18/2013	021-02-53250	
	Check Total:	3,274.39			
		<hr/>			
	Total for Check Run:	3,640.82			
	Total Number of Checks:	2			

Accounts Payable

Computer Check Proof List



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Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0001 15609 15701	911 Supply 10 Pepper spray - PD Trousers-Troxel Check Total:	151.50 85.49 236.99	03/18/2013 03/18/2013	Check Sequence: 1 010-07-53270 010-07-53410	ACH Enabled: No
Vendor:4924 3.7.13 3.7.13	Blue Heron Vending & Coffee Se 2-5gal water, cooler rental, Feb 2013-CH Cooler rental, Feb 2013-Str Shop Check Total:	24.00 10.00 34.00	03/18/2013 03/18/2013	Check Sequence: 2 010-10-53240 020-20-53200	ACH Enabled: No
Vendor:0008 3.1.13	Bob Christensen's Plumbing 4" cast iron dischg line locate-WW Div Check Total:	184.50 184.50	03/18/2013	Check Sequence: 3 022-22-53210	ACH Enabled: No
Vendor:0028 12-57118 12-57151 12-57240 12-57244 12-57253 12-57267	Boyd's Implement Service, LLC (5) 4" cam locks-WW Div Service St Div lawn mower Fitting-WW Div (3) cam locks-WW Div 2 spray cans of fluid film-St Div Repair hose on sweeper-St Div Check Total:	113.31 312.59 2.75 49.75 17.00 100.03 595.43	03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013	Check Sequence: 4 022-22-53230 020-20-53210 022-22-53230 022-22-53230 020-20-53210 020-20-53210	ACH Enabled: No
Vendor:6003 81130A 81130A	Canon Solutions America Portion of staples for copy machine Portion of staples for copy machine Check Total:	35.84 71.66 107.50	03/18/2013 03/18/2013	Check Sequence: 5 010-05-53270 010-03-53270	ACH Enabled: No
Vendor:3076 1902-268114	Carquest Auto Parts Stores Headlight & oil /sweeper-St Div	82.94	03/18/2013	Check Sequence: 6 020-20-53210	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1902-268538	Ford dump truck wiper blades-St Div	17.98	03/18/2013	020-20-53210	
1902-268588	7 qts 5W-30 motor oil-St Div	26.04	03/18/2013	020-20-53210	
	Check Total:	126.96			
Vendor:4262	Charter Communications			Check Sequence: 7	ACH Enabled: No
2/25/13 Stmt	503-815-8217, 3/5 to 4/4/13	154.93	03/18/2013	010-01-53050	
2/26/13 Stmt	503-815-1900, 3/5 to 4/4/13	33.63	03/18/2013	010-07-53420	
3/3/13 Stmt	503-842-2161, 3/13/13 to 4/12/13	31.62	03/18/2013	022-22-53420	
3/3/13 Stmt-1	503-842-8339, 3/13/13 to 4/12/13	31.62	03/18/2013	021-01-53420	
	Check Total:	251.80			
Vendor:4894	CHS			Check Sequence: 8	ACH Enabled: No
976505	Propane 98.3 Gal @ \$1.53-WW Div	150.40	03/18/2013	022-22-53450	
976697	Propane 238.5 Gal @ \$1.64-WW Div	391.14	03/18/2013	022-22-53450	
	Check Total:	541.54			
Vendor:4094	City County Ins. Services			Check Sequence: 9	ACH Enabled: No
TIL-W2012-00-4	W/C 4th Qtr FY12-13, Less credit	1,878.75	03/18/2013	022-22-52050	
TIL-W2012-00-4	W/C 4th Qtr FY12-13, Less credit	5,438.34	03/18/2013	010-07-52050	
TIL-W2012-00-4	W/C 4th Qtr FY12-13, Less credit	2,951.99	03/18/2013	020-20-52050	
TIL-W2012-00-4	W/C 4th Qtr FY12-13, Less credit	4,021.05	03/18/2013	021-02-52050	
TIL-W2012-00-4	W/C 4th Qtr FY12-13, Less credit	264.15	03/18/2013	010-05-52050	
TIL-W2012-00-4	W/C 4th Qtr FY12-13, Less credit	225.95	03/18/2013	010-03-52050	
	Check Total:	14,780.23			
Vendor:0102	City Sanitary Service			Check Sequence: 10	ACH Enabled: No
3.11.13	20 yd drop box 3/6 to 3/8/13-Coatesville	405.99	03/18/2013	020-20-54085	
	Check Total:	405.99			
Vendor:0089	Coast Printing and Stationary			Check Sequence: 11	ACH Enabled: No
H7761	100 Abandoned Vehicle labels-PD	44.50	03/18/2013	010-07-53270	
H8770	24x36 print-Planning	2.00	03/18/2013	010-05-53270	
H8807	Glue-Admin	2.95	03/18/2013	010-03-53270	
	Check Total:	49.45			
Vendor:4442	CoastCom, Inc.			Check Sequence: 12	ACH Enabled: No
8232	PD Internet & dark fiber lease, Mar '13	100.00	03/18/2013	010-07-53420	
	Check Total:	100.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4804	Computer Support & Services, L			Check Sequence: 13	ACH Enabled: No
2273	IT Serv Cont,backup,exchg server 2/13	270.30	03/18/2013	010-10-53240	
2273	Exchange server, 2/13	9.00	03/18/2013	010-01-53060	
2273	IT Serv Cont,backup,exchg server 2/13	263.85	03/18/2013	022-22-53210	
2273	IT Serv Cont,backup,exchg server 2/13	269.00	03/18/2013	021-06-53020	
2273	Exchange server, 2/13	1.25	03/18/2013	020-20-53130	
2273	Exchange server, 2/13	11.60	03/18/2013	010-07-53240	
	Check Total:	825.00			
Vendor:0002	Davison Auto Parts Inc.			Check Sequence: 14	ACH Enabled: No
62680	Screw drivers for Wtr Div shop truck	17.07	03/18/2013	021-03-53252	
63271	Wiper blade-1996 F150-WW Div	13.98	03/18/2013	022-22-53250	
63747	Hydraulic fluid-Sweeper	46.99	03/18/2013	020-20-53210	
63886	Gauge, 12 oz Fluid Dot-WW Div	27.60	03/18/2013	022-22-53250	
64374	Wiper motor, plier-WW Div	97.42	03/18/2013	022-22-53250	
	Check Total:	203.06			
Vendor:0714	EBS Trust			Check Sequence: 15	ACH Enabled: No
3.8.13	Medical rates increase	660.15	03/18/2013	022-22-52110	
3.8.13	Medical rates increase	660.15	03/18/2013	010-07-52110	
3.8.13	Medical rates increase	660.18	03/18/2013	021-02-52110	
3.8.13	Medical rates increase	660.15	03/18/2013	020-20-52110	
3.8.13	Medical rates increase	660.15	03/18/2013	010-03-52110	
	Check Total:	3,300.78			
Vendor:4514	EC Electrical Construction Co.			Check Sequence: 16	ACH Enabled: No
99063	Misc labor various proj-12/12 to 2/13	909.81	03/18/2013	022-22-53210	
99065	1085 N Main-Rplcd pump&floats-WW Div	332.85	03/18/2013	022-22-53210	
99165	Check & repair sampler outlet-WW Div	285.30	03/18/2013	022-22-53210	
	Check Total:	1,527.96			
Vendor:4490	Enviro-Clean Equipment, Inc.			Check Sequence: 17	ACH Enabled: No
S13-031107	Catch basin tube 8"x 6.5' - WW Div	203.52	03/18/2013	022-22-53210	
	Check Total:	203.52			
Vendor:4454	FEI #3011 Waterworks			Check Sequence: 18	ACH Enabled: No
344519	Sewer alarm-WW Div	183.15	03/18/2013	022-22-53210	
	Check Total:	183.15			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4907 20130304-01DM	Geophysical Survey Systems, In UtilityScan course-DK&DH 5/20&21/13 Check Total:	1,600.00 1,600.00	03/18/2013	Check Sequence: 19 021-02-53070	ACH Enabled: No
Vendor:0198 100188	Headlight Herald Flower bskt call to bid 3/6/13 Check Total:	43.05 43.05	03/18/2013	Check Sequence: 20 070-70-53365	ACH Enabled: No
Vendor:0022 3.4.13	IRS Environmental of Portland Paint assessment/Coatesville restroom Check Total:	260.00 260.00	03/18/2013	Check Sequence: 21 020-20-54085	ACH Enabled: No
Vendor:4231 3581	Jeff Naegeli's Tillamook Plumb Repair vandalized restroom-Goodspeed Check Total:	355.40 355.40	03/18/2013	Check Sequence: 22 020-20-53350	ACH Enabled: No
Vendor:0241 17448 17790 17890 17919 17965 17982	Kimmel's Hardwares & Houseware 2 Pyrex measuring cups & pans-Wtr Div (2) 24pk bottled water,cable ties-Wtr Di (2) C batteries 4pk-Wtr Div Nozzle-Wtr Div Rust converter(Ospho),blade-St Div Cleaners, wood glue, ratchet clamp-Wtr D Check Total:	44.96 13.38 15.98 9.29 12.48 32.26 128.35	03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013	Check Sequence: 23 021-04-53250 021-02-53250 021-02-53250 021-02-53250 020-20-53200 021-07-55900	ACH Enabled: No
Vendor:0255 13948	League of Oregon Cities City Hall Day at the Capitol-SW Check Total:	20.00 20.00	03/18/2013	Check Sequence: 24 010-01-53070	ACH Enabled: No
Vendor:4472 CL19050 CL19050 CL19050	Marc Nelson Oil Products 01-0006091, Wtr fuel 2/15 to 2/28/13 01-0006091, Street fuel 2/15 to 2/28/13 01-0006091, WWTP fuel 2/15 to 2/28/13 Check Total:	583.99 435.20 126.43 1,145.62	03/18/2013 03/18/2013 03/18/2013	Check Sequence: 25 021-03-53140 020-20-53140 022-22-53140	ACH Enabled: No
Vendor:0306 356581	National Band & Tag Co. Dog License tags Check Total:	55.18 55.18	03/18/2013	Check Sequence: 26 010-07-53270	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:6004 11-201302	Net Assets Corporation Title Searches for the month of Feb 2013 Check Total:	60.00 60.00	03/18/2013	Check Sequence: 27 010-10-53240	ACH Enabled: No
Vendor:4609 425	Northwest Media Consultants Web services, Feb 2013 Check Total:	134.50 134.50	03/18/2013	Check Sequence: 28 010-10-53370	ACH Enabled: No
Vendor:4824 3805-262876	O'Reilly Automotive Stores, In 2 headlight bulbs, Car 7-PD Check Total:	8.42 8.42	03/18/2013	Check Sequence: 29 010-07-53250	ACH Enabled: No
Vendor:4593 645554241001	Office Depot 50 pk/white CD envelopes-All Check Total:	3.01 3.01	03/18/2013	Check Sequence: 30 010-03-53270	ACH Enabled: No
Vendor:4081 677727 816536 816734	OfficeMax Incorporated 10 rm HP all-in-one 8.5x11 ppr-WW Div 1 ream 11x17 copy paper-Terra Wireless keyboard & mouse-Tucker Check Total:	27.30 6.18 46.54 80.02	03/18/2013 03/18/2013 03/18/2013	Check Sequence: 31 022-22-53270 010-03-53270 010-03-53270	ACH Enabled: No
Vendor:0799 3020172 3020172 3020172	One Call Concepts, Inc. Utility Notification - Month of Feb '13 Utility Notification - Month of Feb '13 Utility Notification - Month of Feb '13 Check Total:	31.87 31.87 31.87 95.61	03/18/2013 03/18/2013 03/18/2013	Check Sequence: 32 021-02-53260 020-20-53420 022-22-53420	ACH Enabled: No
Vendor:4085 ARG55195 ARG55195	OR Dept of Administrative Ser Food warmer,storage container-Wtr Div Fireproof locking file cabinets(2)-AD Check Total:	100.00 100.00 200.00	03/18/2013 03/18/2013	Check Sequence: 33 021-02-53250 010-03-53110	ACH Enabled: No
Vendor:0336 2/13 2/2013	OR Dept of Revenue UA, Feb 2013 LEMLA/Other State Taxes, Feb 2013 Check Total:	185.00 46.20 231.20	03/18/2013 03/18/2013	Check Sequence: 34 010-00-41110 010-00-41080	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4507 8310724-MR13	Pitney Bowes Mailer ServCont, 12/30/12 to 3/30/13 Check Total:	600.00 600.00	03/18/2013	Check Sequence: 35 010-10-53240	ACH Enabled: No
Vendor:4688 50529429-3/13	Protection One Alarm Monitorin Security Service 3/17 to 4/16/13 Check Total:	54.95 54.95	03/18/2013	Check Sequence: 36 010-07-53240	ACH Enabled: No
Vendor:4702 3.7.13	Vern Ressler Reimb/temp reader on personal VISA Check Total:	314.21 314.21	03/18/2013	Check Sequence: 37 022-22-53230	ACH Enabled: No
Vendor:0407 1301-631776 1301-633163 1302-633832 1302-634611 1302-635598 1302-635693 1302-636324 1302-638709 1302-639590 1302-639654 1302-639842 1302-642418 1302-643092 1302-643275 1302-643466 1302-643784 1302-645134	Rosenberg Builder's Supply Inc (3) 60# concrete mix-Signs Soap & bleach-City Hall steps 3/4" PVC-WW Div Tow strap w/hook-WW Div 60# concrete mix-3 hr parking sign 1-1/4" PVC conduit body,adptr-WW Div Fittings-WW Div Extension cord, screws-WW Div Grip clips, PVC cement,adptr-WW Div Fittings,washers,nuts,bolts-WW Div Wire connectors-WW Div Paper towels-St Div shop restrm 3" crimped wire brush-vandalism removal Grind wheel, recip blade-Dock maint. Jasco paint & epoxy remover-vandalism Makita grinder nut,cut-off wheel-St Div Bx flat head philips screws-St Signs Check Total:	8.67 11.26 1.72 21.99 2.89 6.48 5.09 7.49 11.77 8.90 11.97 3.00 15.99 9.37 7.69 13.88 56.99 205.15	03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013	Check Sequence: 38 020-20-53340 010-10-53230 022-22-53230 022-22-53230 020-20-53340 022-22-53230 022-22-53230 022-22-53230 022-22-53230 022-22-53230 020-20-53200 020-20-53230 020-20-53250 020-20-53230 020-20-53230 020-20-53340	ACH Enabled: No
Vendor:0437 38615 38701 38707	S & W Electric Works, Inc. 1HP & 1.5 H Goulds pumps - WW Div Rebuilt 2 HP Myers pump-WW Div Rebuilt 1.5 HP FE Myers pit pump-WW Div Check Total:	1,862.00 527.00 497.00 2,886.00	03/18/2013 03/18/2013 03/18/2013	Check Sequence: 39 022-22-53210 022-22-53210 022-22-53210	ACH Enabled: No
Vendor:0434 31306642	Scientific Supply & Equipment pH electrode,buffer sol,vinyl tubing-WW	213.86	03/18/2013	Check Sequence: 40 022-22-53440	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	213.86			
Vendor:3094 2113	Sheldon Oil Company PD Fuel, Feb 2013 Check Total:	1,725.22 1,725.22	03/18/2013	Check Sequence: 41 010-07-53140	ACH Enabled: No
Vendor:4819 3.6.13	Tillamook Animal Shelter, Inc. Animal Shelter July '12 thru Sept '12 Check Total:	150.00 150.00	03/18/2013	Check Sequence: 42 010-07-53710	ACH Enabled: No
Vendor:0526 Feb 2013	Tillamook Chamber of Commerce TRT Distribution, Feb 2013 Check Total:	2,175.08 2,175.08	03/18/2013	Check Sequence: 43 070-70-53360	ACH Enabled: No
Vendor:0862 74201/1 74427/1 74541/1 74579/1 74822/1 74824/1 74902/1 75002/1 75450/1 75784/1	Tillamook Co. Creamery Assoc (3) 15 gal chlorine-Wtr Div Folding saw for F250 truck-St Div (3) 15 gal chlorine-Wtr Div Cs kitchen towels-Wtr Div Rat poison for plant-Wtr Div 5 Atlas garden gloves-Wtr Div Wheat straw bale-St Div ditch cover (3) 15 gal chlorine-Wtr Div (2) 15 gal chlorine-Wtr Div Glove - St Div Check Total:	101.85 13.99 121.85 32.75 39.35 21.45 6.59 101.85 67.90 4.99 512.57	03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013	Check Sequence: 44 021-04-53040 020-20-53230 021-04-53040 021-02-53250 021-02-53250 020-20-53230 021-04-53040 021-04-53040 020-20-53230	ACH Enabled: No
Vendor:0498 1060-243952 1060-244284 1060-244399 1060-244705	Tillamook Co. Solid Waste City trash run 2/1/13 City trash run 2/7/13 Water plant trash run 2/8/13 City trash run 2/14/13 Check Total:	17.00 17.00 22.82 17.00 73.82	03/18/2013 03/18/2013 03/18/2013 03/18/2013	Check Sequence: 45 020-20-53350 020-20-53350 021-04-53200 020-20-53350	ACH Enabled: No
Vendor:0525 Feb 2013 Feb 2013 Feb 2013 Feb 2013 Feb 2013	Tillamook Co. Treasurer Portion County Phone Bill Portion County Phone Bill Portion County Phone Bill Portion County Phone Bill Portion County Phone Bill	69.82 8.25 21.21 8.25 81.16	03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013	Check Sequence: 46 010-07-53420 020-20-53420 021-01-53420 022-22-53420 010-03-53420	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	188.69			
Vendor:0525 2/13	Tillamook Co. Treasurer LEMLA Assessment, Feb 2013 Check Total:	40.80 40.80	03/18/2013	Check Sequence: 47 010-00-41090	ACH Enabled: No
Vendor:4334 10114907 10115092	Tillamook Radio Shack Cell phone car charger-WW Div Cell phone wall charger-WW Div Check Total:	19.99 19.99 39.98	03/18/2013 03/18/2013	Check Sequence: 48 022-22-53230 022-22-53230	ACH Enabled: No
Vendor:1061 42144 42147	TJ's Lock & Key Meter padlocks,locker repair-Wtr Div Restroom keys for St Div dump trk Check Total:	35.00 18.00 53.00	03/18/2013 03/18/2013	Check Sequence: 49 021-02-53250 020-20-53230	ACH Enabled: No
Vendor:0670 B045393 B045415 B045459 B045471 B045521 B045553 B045555 B045559 B045588 B045603 B045627 B045633 B045696 B045703	Tommie's Cleaners Dry cleaning 2 pcs - Troxel Dry cleaning 2 pcs - Miller Dry cleaning 2 pcs - Harrell Dry cleaning 2 pcs - Troxel Dry cleaning 5 pcs - Olson Dry cleaning 2 pcs - Harrell Dry cleaning 2 pcs - Troxel Dry cleaning 4 pcs - Miller Dry cleaning 5 pcs - Bomar Dry cleaning 2 pcs - Harrell Dry cleaning 2 pcs - Troxel Dry cleaning 4 pcs - Olson Dry cleaning 4 pcs - Olson Dry cleaning 4 pcs - Miller Check Total:	10.00 6.00 10.00 10.00 25.00 10.00 10.00 12.00 25.00 10.00 10.00 20.00 20.00 20.00 198.00	03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013	Check Sequence: 50 010-07-53410 010-07-53410 010-07-53410 010-07-53410 010-07-53410 010-07-53410 010-07-53410 010-07-53410 010-07-53410 010-07-53410 010-07-53410 010-07-53410 010-07-53410 010-07-53410	ACH Enabled: No
Vendor:1066 March 2013	U.S. Postal Service #168/Postage - water/sewer bills-Mar '13 Check Total:	400.00 400.00	03/18/2013	Check Sequence: 51 021-01-53300	ACH Enabled: No
Vendor:0014 37854L-03	University of Oregon RARE Prog 3rd Qtr FY2012-2013	4,750.00	03/18/2013	Check Sequence: 52 020-20-53245	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	4,750.00			
Vendor:1065 890509	USA Bluebook Water Treatment Made Simple-Wtr Div Check Total:	91.98 91.98	03/18/2013	Check Sequence: 53 021-02-53070	ACH Enabled: No
Vendor:0713 9700608158 9700608158 9700608158 9700608158 9700608158	Verizon Wireless, Bellevue 964246907-00001 Street Cell Phones 964246907-00001 Admin Cell Phones 964246907-00001 Police Cell Phones 964246907-00001 Sewer Cell Phones 964246907-00001 Water Cell Phones Check Total:	68.93 51.17 33.52 101.45 307.02 562.09	03/18/2013 03/18/2013 03/18/2013 03/18/2013 03/18/2013	Check Sequence: 54 020-20-53420 010-03-53420 010-07-53420 022-22-53420 021-01-53420	ACH Enabled: No
Vendor:4039 60961	Waterlab Corp. Various wtr tests&locations 2/14/13 Check Total:	240.00 240.00	03/18/2013	Check Sequence: 55 021-06-58010	ACH Enabled: No
Vendor:4381 1/10/13 1/25/13 2/27/13	Suzanne Weber Mileage reimb. COLPAC/Scappoose-SW Mileage reimb. Rails&Trails/Banks-SW Mileage reimb. Capitol City Day/Salem-SW Check Total:	84.52 54.91 82.77 222.20	03/18/2013 03/18/2013 03/18/2013	Check Sequence: 56 010-01-53400 010-01-53400 010-01-53400	ACH Enabled: No
Vendor:4398 45094 46284	West Coast Linen Red shop towel service 2/14/13 Red shop towel service 2/28/13 Check Total:	17.49 17.49 34.98	03/18/2013 03/18/2013	Check Sequence: 57 020-20-53230 020-20-53230	ACH Enabled: No
	Total for Check Run:	43,810.80			
	Total Number of Checks:	57			

Accounts Payable

Computer Check Proof List



User: adm
 Printed: 03/15/2013 - 9:59 AM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:2028 2013	Shawn Burge' Mileage reimb/Eugene/2013 AWWA Conf Check Total:	158.20 158.20	03/18/2013	Check Sequence: 1 021-02-53070	ACH Enabled: No
Vendor:2076 2013	Tim Lyda Mileage reimb/Eugene/2013 AWWA Conf Check Total:	158.20 158.20	03/18/2013	Check Sequence: 2 021-02-53070	ACH Enabled: No
	Total for Check Run:	316.40			
	Total Number of Checks:	2			