

**AGENDA**  
**REGULAR CITY OF TILLAMOOK COUNCIL MEETING**  
**~ MONDAY, JULY 18<sup>th</sup>, 2011 AT 7:00 P.M. ~**  
**TILLAMOOK CITY HALL, 210 LAUREL AVENUE**  
**[www.tillamookor.gov](http://www.tillamookor.gov)**

**6:30 P.M. EXECUTIVE SESSION** ORS 192.660 (2) (d) – Pending Litigation and ORS 192.660 (2) (e)  
Property Negotiations

**7:00 P.M. CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**MINUTES:** July 5, 2011

**PROCLAMATIONS:**

1. Geography Awareness Week August 1-7, 2011

**PRESENTATIONS/UPDATES/REQUESTS:**

1. Eagle Lodge request for Charity Event

**PUBLIC HEARINGS:** None

**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).

**PENDING BUSINESS:** None

**NEW BUSINESS:**

1. Tillamook County letter Regarding Mutual Termination of Carlich House Agreement
2. Port of Tillamook Bay – Development of Port Property along Highway 101
3. Tillamook-Bay City Intertie Agreement
4. Staff Report: Visioning
5. Letter of Resignation from City Recorder
6. Set Workshop Date on Employee Benefits

**LEGISLATIVE:**

1. Resolution and Application for 2012 SCA Grant
2. Resolution Adopting Organizational Chart
3. Resolution Adopting Fiscal Policies
4. Ordinance Adopting Council Rules

**COUNCIL CONCERNS – Non-Agenda Items**

**MONTHLY REPORTS:**

1. City Recorder
2. Mayor

**COMMITTEE REPORTS:**

1. Personnel Committee
2. Finance Committee
3. Urban Renewal Agency

**STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION**

1. Beautification Award Nomination Form

**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.**

**City Meetings coming up in July & August 2011 at City Hall:**

1. City Council: Tuesday, August 1 & 15, 2011 @ 7:00 pm
2. Tillamook Urban Renewal Agency (TURA): July 27, August 10 & 24, 2011 @ 5:30 pm
3. Tillamook Planning Commission: July 21 & August 4, 2011 @ 7:00 pm

**POSTED: July 14<sup>th</sup>, 2011**

City Hall \* Tillamook County Courthouse \* Tillamook Fire District \* Tillamook County Library

**TILLAMOOK CITY COUNCIL MEETING  
TUESDAY, JULY 5, 2011  
CITY HALL, 210 LAUREL AVENUE**

**COUNCIL WORKSHOP:** 6:00 P.M. – Council and Tillamook Urban Renewal Agency regarding 1<sup>st</sup> Street Parking Lot.

**CALL TO ORDER/FLAG SALUTE:**

**Mayor Weber** called the regular City Council meeting to order at 7:00 P.M. and led the Pledge of Allegiance.

**ROLL CALL:**

**Those present for roll call:**

Mayor Suzanne Weber  
Councilor Joe Martin  
Councilor Matt Harris  
Councilor Cheryl Davy  
Councilor Steven Forster  
Councilor Doug Henson

**Absent:**

Councilor John Sandusky (Excused)

**Staff Present:**

Paul Wyntergreen, City Manager  
Tim Lyda, Assistant Public Works Director  
Bernadette Sorensen, City Recorder

**AGENDA:**

The posted agenda for the meeting of July 5, 2011 is attached and by this reference is made a part of the record.

**ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED:** None.

**BEAUTIFICATION AWARD:** **Mayor Weber** announced that Grace Ellerbrook, 508 Birch Avenue, Tillamook was the winner of the Beautification Award for property improvement. Her home was submitted by Councilor Joe Martin. As winner she will receive one month free water and sewer service, value up to \$100. Councilor Henson said that he would like to see the City publicize the winners more, perhaps via advertisement with picture in the Headlight-Herald and/or Shopper papers. Sorensen suggested posting the winners on the City website. Councilor Davy said the owners would have to give permission to have a picture of their home in the paper. Cost of advertising was discussed.

**MINUTES:**

Council minutes of March 21, 2011 were included in Council packets. **Councilor Forster made a motion to approve the Council minutes of March 21, 2011 as presented. Councilor Harris seconded the motion. There were no additions, deletions or corrections. Motion carried unanimously by Council seated.**

**PRESENTATIONS:** None

**PUBLIC HEARINGS:** None

**NEW BUSINESS:**

1. **Janitorial Request for Services – City Manager Wyntergreen** told the Council that the City had put out a Request for Proposals for janitorial services for City Hall, Police Department building and the Wastewater Treatment Plant building. The City received three proposals. A panel consisting of Councilor Martin, Chief Wright, Sewer Plant Supervisor Vern Ressler, City Recorder Sorensen and A/P clerk Mary Tucker met on June 23, 2011 to discuss the proposals. It was the recommendation of the committee that the Police Department and Sewer Plant keep the services of Mary Veek-Kendrick and that City Hall retain the services of A Affordable Carpet Cleaning Service. **Councilor Martin moved the award for cleaning the Police Department and Sewer Plant buildings to Mary Veek-Kendrick and the City Hall cleaning to A Affordable Carpet Cleaning Service, Inc. Councilor Forster seconded the motion. Motion carried unanimously by Council seated.**
2. **3<sup>rd</sup> Street Waterline Engineering Services –** In the absence of Public Works Director Arley Sullivan **Tim Lyda, Assistant Public Works Director**, went over the staff report provided in Council packets. He stated that Federal regulations will not allow the required waterline upgrade to be bid with the street project. Under OAR 137-048-0200 (1) (e) a local contracting agency may directly award an engineering or related Personal Services contract if the services are substantially related to those services that were previously studied in an earlier contract with the same consultant and the agency originally used the standard selection procedure in effect at the time the previous contract was awarded. Because time is of the essence staff recommends that Council approve the direct appointment of NW Engineering especially in view of the fact that they are the principle engineer of the entire 3<sup>rd</sup> Street Improvement Project. **Councilor Martin moved the approval of the direct appointment of NW Engineering for the 3<sup>rd</sup> Street waterline engineering project. Councilor Forster seconded the motion. Motion carried unanimously by Council seated.**

**LEGISLATIVE**

1. **RESOLUTION ADOPTING EMPLOYEE HANDBOOK**

**City Manager Wyntergreen** updated the Council on the process of putting together the document before them. Department Heads, employees and the Personnel Committee have all reviewed the document. **Councilor Forster**, as a member of the Personnel Committee, stated that he would like to see all new hires after July 1, 2011 be responsible for 10% of their medical premium. He stated that Teamsters union members of the police department are responsible for a portion of their medical costs as well as the employee portion (6%) of PERS. The County pays 10% of their medical costs. **Councilor Davy**, also a member of the Personnel Committee, said she would be in favor of a percentage of the cost paid by employees to help offset rising insurance premiums. **Wyntergreen** said that the Employee Handbook did not include language for the increase because the recommendation of the majority of the committee was to not include it at this time but to reconsider it in the near future. **Councilor Harris** said he was not ready to decide on passing a portion of the medical costs onto employees but was ready to vote on the document as presented. He also wanted to make sure that a process was in place for review of the document so it did not become outdated. **Councilor Henson** applauded the committee for their hard work and stated he could accept the handbook as is.

**Wyntergreen** said that the provision for a \$200 annual uniform allowance for public works employees was inadvertently left out of the document. The document could be passed with the inclusion of that provision if the Council would like.

**Councilor Henson moved approval of the resolution adopting a revised Employee Handbook of procedures and conditions of City employment of the City of Tillamook, and repealing Resolutions No. 1251, No. 1295, No. 1327, No. 1426, No. 1465 and No. 1551 to include the provision for Uniform Allowance. Councilor Harris seconded the motion. Under discussion Councilor Forster called for a workshop on employee benefits and ramifications. Councilor agreed. There being no further comments the motion carried unanimously by Council seated.**

**Tillamook City Council Meeting  
July 5, 2011**

**COUNCIL CONCERNS:**

**Councilor Davy** asked what is being done on the sidewalk improvement issue. Wyntergreen said he would report back to Council at the next meeting.

**Councilor Forster** voiced concern that the City has not contacted Elaine Cogan and Rob Drake after their presentation on a Visioning process for the City of Tillamook. Council discussed the cost of the project (\$40,000-\$50,000) and the fact there is not enough money for the entire process. Consideration for cutting back the project or planning for it in the future as it was not budgeting for currently was discussed. Councilor Forster wanted to direct the City Manager to look hard in the current budget to find the dollars for the project. It was agreed that Cogan and Drake should be contacted to let them know where the City is at.

**Councilor Henson** mentioned the beautiful fireworks display at the Blue Heron and gave kudos to the Gary Wright family. The event brought in many out-of-towners to Tillamook.

**CITIZENS CONCERNS: None**

**MONTHLY REPORTS:**

**City Planner, Police Chief and Public Works Director** reports were included in Council packets.

**MAYOR REPORT:**

**Mayor Weber** reported that the June Dairy Parade was wonderful. The music was exceptional this year. She met with U.S. Representative Kurt Schrader after the parade. They spoke about the location of the Pelican Pub Brewery at the Port of Tillamook Bay. She also met with the County and Tillamook County General Hospital regarding the expansion of the clinic.

**COMMITTEE REPORTS:**

**Personnel Committee:** Work on the Employee Handbook has been completed with the adoption of the resolution tonight.

**Finance Committee: Chair Councilor Martin** said that the committee is meeting on July 11, 2011 at 2 P.M. at City Hall to continue the review of City Fiscal Policy.

**AUTHORIZATION TO PAY BILLS:**

The Finance Committee had reviewed the current bills prepared for payment. **Councilor Martin moved to pay the bills approved by the Committee. A second was made by Councilor Davy. Council seated approved the motion unanimously.** Bills were paid in the following total amount. A copy of the voucher register is attached and by this reference is made a part of the record.

**GENERAL CHECKING ACCOUNT**

Special Batch 6/24/2011	Check #30891-30894	\$ 26,343.41
Special Batch 6/28/2011	Check #30895	\$ 700.00
Special Batch 6/29/2011	Check #30896-30897	\$ 7,819.49
Special Batch 6/30/2011	Check #30898	\$ 209.34
A/P Batch 7/5/2011	Checks # 30899-30942	\$ 213,059.33

**Tillamook City Council Meeting  
July 5, 2011**

**ADJOURNMENT:**

**There being no further business Mayor Suzanne Weber adjourned the meeting at 8:20 P.M.**

**APPROVED:**

\_\_\_\_\_  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
**City Recorder**

# ***PROCLAMATION***

## ***To designate the week of August 1 through 7, 2011 as Geography Awareness Week***

**WHEREAS**, the National Council for Geographic Education is holding its annual geography conference in Portland, Oregon from August 1 to August 7, 2011; and

**WHEREAS**, geography teachers from throughout the State of Oregon are invited to participate in the national meeting; and

**WHEREAS**, the study of geography is essential to understanding our relationship with our environment and the world around us; and

**WHEREAS**, the State of Oregon is dedicated to ensuring the study of geography is properly emphasized at all levels of our education system and communities; and

**WHEREAS**, our city and state strive to have the nation's best educated workforce; and

**WHEREAS**, we encourage all teachers to take advantage of the many resources available at the conference and in professional organizations to become more knowledgeable about geography as we go forward in an ever-changing world.

**NOW, THEREFORE**, I, Mayor Suzanne Weber, of the City of Tillamook, Oregon do hereby proclaim August 1 through 7, 2011 as:

### **GEOGRAPHY AWARENESS WEEK**

in the City of Tillamook and urge all our citizens to join in this observance.

Dated this \_\_\_\_\_ day of July, 2011

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Suzanne Weber, Mayor  
Tillamook City

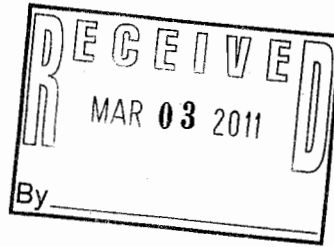
# Oregon Geographic Alliance

Post Office Box 751  
Portland, Oregon 97207-0751

503-725-5864 tel  
503-725-3166 fax  
geogall@pdx.edu  
[www.geog.pdx.edu/oga](http://www.geog.pdx.edu/oga)

1 March 2011

The Honorable Suzanne Weber  
Mayor of Tillamook  
210 Laurel Ave  
Tillamook, OR 97141



Dear Mayor Weber:

## RE: Geography Awareness Week Proclamation

I am writing on behalf of the Oregon Geographic Alliance, a not-for-profit organization dedicated to improving geographic knowledge and awareness in Oregon. We work with schools, teachers, parents and students to increase our citizens' understanding of Oregon geography and Oregon's connections to the world beyond our state borders.

In August this year, the National Council for Geographic Education will hold its annual national conference in Portland, Oregon. We will invite teachers from around the state, including from your community, to attend the meeting, and will be subsidizing the cost of the meeting for hundreds of teachers.

The purpose of this letter is to ask you to join your fellow Oregon mayors in declaring the first week of August "Geography Awareness Week" in your town. We attach a draft proclamation for your consideration. We will post all of the mayoral proclamations at the conference, demonstrating to attendees from around the United States that Oregon is dedicated to improving our students' understanding of our state and the world.

We hope you will join us in this statewide effort. Please do not hesitate to contact us if you have questions. If you would like a digital version of the enclosed draft proclamation, please contact our office; we'll be glad to send it to promptly!

Sincerely,

*Teresa L. Bulman*

Teresa L. Bulman  
Co-Coordinator  
[geogall@pdx.edu](mailto:geogall@pdx.edu)  
503-725-5864

CITY OF \_\_\_\_\_  
**PROCLAMATION**  
OFFICE OF THE MAYOR

**WHEREAS:** The National Council for Geographic Education is holding its annual geography conference in Portland, Oregon, from August 1 to August 7, 2011; and

**WHEREAS:** Geography teachers from throughout the State of Oregon are invited to participate in the national meeting; and

**WHEREAS:** The study of geography is essential to understanding our relationship with our environment and the world around us; and

**WHEREAS:** The State of Oregon is dedicated to ensuring the study of geography is properly emphasized at all levels of our education system and communities; and

**WHEREAS:** Our city and state strive to have the nation's best educated workforce; and

**WHEREAS:** We encourage all teachers to take advantage of the many resources available at the conference and in professional organizations to become more knowledgeable about geography as we go forward in an ever-changing world.

**NOW,  
THEREFORE:** I, \_\_\_\_\_, Mayor of \_\_\_\_\_,  
hereby proclaim **August 1 through 7, 2011** to be

**GEOGRAPHY AWARENESS WEEK**

in our city and encourage all Oregonians to join in this observance.

IN WITNESS WHEREOF, I hereunto set  
my hand and cause the Great Seal of the  
City of \_\_\_\_\_ to be affixed. Done at the  
City Hall in the City of \_\_\_\_\_ in  
the State of Oregon on this day, \_\_\_\_\_,  
2011.

\_\_\_\_\_, Mayor

July 8, 2011

Paul:

This sorta explains the attached.

On July 5<sup>th</sup> Carl Wilson, from the Eagles Lodge, came in to ask about requirements to have an event to benefit Marie Mills. They want to use the City's parking lot on 2<sup>nd</sup> & Ivy (Westside). To be held 8/20/11 (daytime hours into evening).

There will be food and a beer garden. Carl indicated that the beer garden would be a roped-off area.

They want to use the entire lot – I told him that the parking spaces are rented out to individuals and that some of these individuals use their spaces on Saturday. Carl told me he would like to get in touch with them to notify them & ask if they could perhaps park elsewhere on this Saturday.

**\*\*Would I have to get a list of these individuals together and find out if their information – names & addresses or phone numbers – could be given?**

After checking with Bernie, she asked that Mr. Wilson do the following:

- \*Submit a written proposal to you
- \*Check with OLCC re: selling of alcohol outside their facility (Eagles already has an OLCC license)
- \*Obtain something in writing from the individuals whose parking will be displaced on the date of event and submit to City.

And from David: a zoning permit upon approval of event (or not).

Lynda

**PROPOSAL FOR TEMPORARY USE OF A CITY OWNED  
PARKING LOT FOR A CHARITY EVENT.**

**\*Description of Location:** The parking lot is bordered by Second St. on the north, Ivy St on the east, the back of the Tillamook Eagles Lodge #2144 building on the West, and North Coast Home Care building on the South.

**\*Description of Event:** This will be a fund raiser, presented by the Tillamook Eagles Lodge #2144, as the current presidents charity. Featuring several live bands and single acts, in a beer garden setting.

There will be several barbeque's cooking a variety of foods. Temporary fencing for the north and east sides will be used. Security will be provided as required. Liquor License will be provided by the Eagles. Insurance will be provided by the Eagles.

**\*Purpose of Event:** A benefit for Marie Mills, to raise money for the wonderful work they do in our community.



\*Timeline for Event: Sat. Aug. 20<sup>th</sup>, from 9am to 9pm.

We ask for permission to do this event, and the opportunity to give back to our community.

Respectfully, Carl Wilson Secretary of the Tillamook Eagles Lodge #2144 503 961-3167

# Tillamook County



*Land of Cheese, Trees and Ocean Breeze*

Board of Commissioners  
Charles J. Hurliman, Tim Josi, Mark Labhart  
201 Laurel Avenue  
Tillamook, Oregon 97141  
Phone 503-842-3403  
Fax 503-842-1384  
TTY Oregon Relay Service

July 6, 2011



Paul Wyntergreen  
City Manager  
City of Tillamook  
201 Laurel Avenue  
Tillamook OR 97141

RE: Mutual Termination of October 20, 2003 Memorandum of Understanding

Dear Paul:

On October 20, 2003, the County entered into an Agreement with the City of Tillamook concerning the county-owned property located on First Street, East of the Post Office. The agreement provided for the use of this parcel and the old house thereon ("Carlich" house) by the City and its volunteers in connection with the Hoquarten Slough Interpretative Trail.

More particularly the agreement provided that the City would make some immediate structural repairs to the house so that it could be used on an interim basis. Although these immediate structural repairs may have been made, little else has been completed and the cadre of trail volunteers appears to have dwindled. Consequently, the structure has continued to deteriorate to the point of becoming an "eye sore" and source of increasing public complaints. Transients intermittently take up residence under the structure.

Under Section 11A of the agreement, provision is made for terminating the agreement by mutual consent. The purpose of this letter is to determine the City Council's interest in such a mutual termination. The Board of Commissioners believes it would be in everyone's best interest to do so.

If the agreement were terminated, the County would remove the house and convert the parcel to parking. While we understand there are some who believe that the structure has historical or architectural significance, opinions are divided on that matter.

Paul Wyntergreen  
July 6, 2011  
Page 2

However, in the interests of preservation and/or recycling the County would first offer the structure for sale at a nominal price so that it could be relocated to another site or at least be salvaged to the extent possible. Failing that, the building would be demolished.

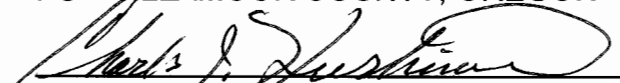
Parking within the downtown core is critical and will only get worse with planned improvements to the Highway 6/101 intertie. On any given week day there is the potential for 40-80 members of jury pools with parking passes that use the limited public parking surrounding the courthouse and City Hall. Other members of the public who have county or city business during scheduled jury trials often have to park blocks away. Parking during the Farmer's Market is also at a premium.

Once the old house is removed, the County will begin the process of planning, designing, budgeting and constructing additional public parking at the site. Although completion of the additional parking lot is several years away, the County will work with the City to develop parking facilities that will serve the public well into the future. As part of this process we have the opportunity to consider connectivity to the Hoquarten Interpretive Trail which was the vision that first drove the October 20, 2003 agreement.

Thank you for your assistance with this agreement.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

  
\_\_\_\_\_  
Charles J. Hurliman, Chairperson

  
\_\_\_\_\_  
Tim Josi, Vice Chairperson

  
\_\_\_\_\_  
Mark Labhart, Commissioner

# Tillamook County



*Land of Cheese, Trees and Ocean Breeze*

Board of Commissioners  
Charles J. Hurliman, Tim Josi, Mark Labhart  
201 Laurel Avenue  
Tillamook, Oregon 97141  
Phone 503-842-3403  
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TTY Oregon Relay Service

July 6, 2011

Paul Wyntergreen  
City Manager  
City of Tillamook  
201 Laurel Avenue  
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More particularly the agreement provided that the City would make some immediate structural repairs to the house so that it could be used on an interim basis. Although these immediate structural repairs may have been made, little else has been completed and the cadre of trail volunteers appears to have dwindled. Consequently, the structure has continued to deteriorate to the point of becoming an "eye sore" and source of increasing public complaints. Transients intermittently take up residence under the structure.

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July 6, 2011  
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Thank you for your assistance with this agreement.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

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Charles J. Hurliman, Chairperson

---

Tim Josi, Vice Chairperson

---

Mark Labhart, Commissioner

10/20/2003

OCT 29 2003

TASSI O'NEIL  
COUNTY CLERK

MEMORANDUM OF AGREEMENT # 3484

This Memorandum of Agreement (MOA) is made and entered into this 20th day of October, 2003 by and between Tillamook County, acting by and through its Board of Commissioners, hereafter referred to as COUNTY and the City of Tillamook, acting by and through its City Council, hereinafter referred to as CITY.

**RECITALS**

Whereas, COUNTY is the owner of the parcel described in Exhibit "A", attached hereto and incorporated herein by reference.

Whereas, CITY is working with a group of volunteers identified as the Hoquarten Slough Interpretive Trail Committee to develop a vision and concept for a nature trail along the Slough as part of CITY'S Revitalization Plan.

WHEREAS, the proposed Hoquarten Slough Interpretive trail would originate in proximity to the above described COUNTY property and provide important elements for education and low impact recreational opportunities.

WHEREAS, CITY desires to use the above-described parcel together with the victorian style house situated thereon, on an interim basis for temporary storage, occasional meetings and shared community space in conjunction with the trail project.

WHEREAS, COUNTY is willing to make the above described premises available to CITY on an interim basis for such uses as described above until such time as COUNTY needs the premises for COUNTY use.

WHEREAS, CITY has obtained a \$5,575 grant from Tillamook PUD for the purpose of undertaking preliminary structural work on said house.

WHEREAS, the purpose of this agreement is to set forth the rights and responsibilities of the parties in undertaking and carrying out the uses of said premises described above. NOW THEREFORE

IT IS UNDERSTOOD by and between the parties as follows:

1. At its own expense, CITY may undertake and complete the structural repairs described within the attached Exhibit B, incorporated herein by reference.
2. CITY will obtain all necessary permits and land use approvals required for its repair and use of the premises.
3. CITY will provide worker compensation insurance coverage for all volunteers involved in the repair and use of the premises.
4. CITY will repair at its own expense the existing broken waterline serving the premises or otherwise provide for the necessary sanitary facilities as required by law.

5. Utilities. CITY shall promptly pay any charges for sewer, water, electricity, telephone, and all other charges for utilities which may be furnished to the premises at CITY's order or consent.

6. CITY's use of the premises will be for temporary storage, occasional meetings and shared community space insofar as such uses are related to the Hoquarten Slough Interpretive Trail project.

7. CITY's said use of the premises shall not interfere with the COUNTY's use of the easterly parking area for parking during regular courthouse hours of operation.

8. CITY will provide and maintain general liability insurance coverage on the premises for the duration of its use with COUNTY named as an additional insured. CITY will provide COUNTY with a certificate of such coverage. COUNTY will continue to provide fire insurance on the structure but CITY will provide such coverage on contents belonging to CITY.

9. INDEMNIFICATION. Each party shall indemnify and defend the other from any claim, loss or liability arising out of, or related to, any activity of that party on the premises or any condition of the premises in the possession or under the control of that party, including any such claim, loss or liability that may be caused or contributed to in whole or in part by that party's own negligence or failure to effect any repair or maintenance required by this agreement. Neither party shall have any liability to the other for any injury, loss or damage caused by third parties, or by any condition of the premises, except as otherwise set forth by this agreement.

10. TERM. Subject to Section 11 of this agreement, the initial term of this agreement is five years from the date upon which this agreement is fully executed. Thereafter this agreement will be considered to be automatically renewed for additional one-year periods unless otherwise terminated pursuant to Section 11 of this agreement.

*Oct 20, 2012*

11. TERMINATION. At any time during the initial 5-year term or subsequent one-year renewal, this agreement may be terminated:

- A. By mutual consent of the parties; —
- B. By COUNTY upon 5 days written notice in the event COUNTY requires the immediate use of the property as the result of a natural disaster, catastrophic event or national emergency; or
- C. By COUNTY upon a one-year written notice in the event the property is needed by COUNTY for a planned use.

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DATED THIS <sup>29</sup> ~~30th~~ DAY OF <sup>Oct</sup> ~~June~~, 2003.

Dated this 20<sup>th</sup> day of October, 2003.

THE BOARD OF COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

CITY OF TILLAMOOK

*Tim Josi*  
Tim Josi, Chair

*J. Robert McPheeters*  
J. Robert McPheeters, Mayor

*Paul A. Hanneman*  
Paul Hanneman, Vice-Chair

*Charles J. Hurliman*  
Charles Hurliman, Commissioner

ATTEST: Tassi O'Neil,  
County Clerk

APPROVED AS TO FORM:

By *Mary Sargent*  
Special Deputy

*William K. Sargent*  
William K. Sargent, County Counsel



PARCEL NO. 1:

Beginning at a point on the North side of the County Road 392.34 feet South and South 77 degrees East 729.76 feet from the Northeast corner of the Edrick Thomas Donation Land Claim in Section 30, Township 1 South, Range 9 West of the Willamette Meridian; thence North 77 degrees West along the North side of the County Road 63.10 feet; thence North to Hoquarton Slough; thence Easterly along said Slough to land formerly owned by A.G. Beals, being about 64 feet; thence South along the West side of said land formerly owned by A.G. Beals to the place of beginning; ALSO, a certain strip of land 15 feet wide, extending along the West side of the following described tract of land, to-wit: Beginning at a point 392.34 feet South and 729.60 feet South 77 degrees East from the Northeast corner of the Edrick Thomas Donation Land Claim in Section 30, Township 1 South, Range 9 West of the Willamette Meridian; thence South 77 degrees East 145 feet along the North side of the County Road; thence North to Hoquarton Slough; thence Westerly along said Slough to the East line of the land formerly owned by J.A. Monroe; thence South on said line to the place of beginning, all in the County of Tillamook, State of Oregon. EXCEPTING, HOWEVER, from said tracts of land, all that portion thereof lying North of the South boundary line of the right of way heretofore conveyed to Pacific Railway and Navigation Company (now Southern Pacific Company) being all in Tillamook County, in the State of Oregon.

PARCEL NO. 2:

Beginning at a point on the Northerly right-of-way line of First Street in the City of Tillamook, 392.34 feet South and 744.34 feet South 76 degrees 57 minutes East from the Northeast corner of the Edrick Thomas Donation Land Claim in Section 30, Township 1 South, Range 9 West of the Willamette Meridian, Tillamook County, Oregon, said beginning point being the Southeast corner of a tract conveyed to Gertrude H. Teeters, by deed recorded November 10, 1942, in Book 84 at page 62, Deed Records, thence North 0 degrees 03 minutes East for a distance of 227.5 feet, along the East line of said Teeter's tract to the Southerly right-of-way line of the Southern Pacific Company railroad to a point which is South 76 degrees 57 minutes East along said First Street 50 feet and North 0 degrees 03 minutes East 220.8 feet from the point of beginning; thence South 0 degrees 03 minutes West for a distance of 220.8 feet, to the Northerly right-of-way line of said First Street; thence North 76 degrees 57 minutes West 50 feet to the point of beginning.

December 6, 2002

TO: Hoquarton Trail Project Committee

FROM: Jan Stewart

SUBJECT: Estimated costs for preliminary repairs to Carlich House

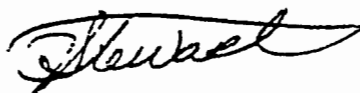
As requested, I am providing a preliminary estimate of repair costs necessary for a group of artists to temporarily, and incidentally, occupy Carlich House. This estimate is based on my September 26, 2002, letter and schematic drawing of existing structural and construction concerns. - as provided to the Tillamook County Commissioners and you. This estimate represents structural safety concerns and is not intended to supplant any future historical preservation.

This estimate of immediate and critical repairs is based upon rear entry to the property - with the specific intent of preserving the front entry doors and porch for a more comprehensive preservation and restoration effort. Also, the estimate presumes the second floor of Carlich House would be open only for access to the sole bathroom. This estimate does not reflect electrical or plumbing repairs that may be required prior to occupancy.

WORK ITEM	ESTIMATED COST
Remove and replace rear porch decking, including stairs and rails	\$1250
Secure ancillary rooms on both sides of rear porch	725
Repair and repaint or replace rear entry door, including framing, threshold, and locks	325
Secure sagging flooring through first floor from rear entry to interior staircase	650
Remove existing floor finish from living room, and refinish for artists' use	350
Brace first floor dining room area to temporarily secure sagging in second floor	400
Repair broken glass and inoperable windows in kitchen and living room	275
Repair stairs to second floor and install railing	375
Cordon off second floor NE bedroom from access	300
Temporarily secure West wall supporting beam	275
Close off access to front porch and entry doors	400
Lift sod and place paving blocks from front sidewalk to rear entry	250
Total estimated costs	<u>\$5575</u>

This repair estimate is not to be construed as a bid or contract for services. This estimate does not include cleanup costs, which could be accomplished through volunteer efforts rather than contracted service payments

If you have questions concerning this repair estimate, please call me at 842-1259.





June 17, 2011

***Sent by e-mail and U.S. Mail***

Paul Wyntergreen, City Manager  
City of Tillamook  
City Hall  
210 Laurel Avenue  
Tillamook, Oregon 97141

RE: Development of Port Property along Highway 101.

Dear Paul,

This letter will serve to follow up on my earlier message left today.

The Port of Tillamook Bay ("Port") needs to know whether or not the City of Tillamook ("City") is willing to provide water and sewer infrastructure for the development of Port property along Highway 101. As you know, the Port is M-1 (Industrial) zoned property. In order for continued development to occur, the Port requires additional water and sewer services.

A recent proposal by the Pelican Pub & Brewery provides the Port with an opportunity to reexamine its vision for the Highway 101 area and the industrial type uses development in this area could provide. Here, the Pelican project alone could bring immediate and substantial water and sewer revenues to City.

At the June 8 Regional Solutions Team meeting, wherein Pelican's proposal was discussed amongst multiple state agencies, City's Public Works Director Arley Sullivan requested engineered plans be provided him prior to examining the availability of water or sewer services. The Port cannot financially support project engineering without first obtaining an agreement from City to provide these services.

What the Port can provide to City, in addition to what has previously been provided (e.g. the Port's current and future water and sewer figures), are very rough project-required elements

for City's examination of the rough project costs involved: Approximately 3 to 4 miles of piping (dependent upon connection to connection locations; i.e., Port to 12<sup>th</sup> Street, or Port to the Plant); associated pressure devices; et cetera.

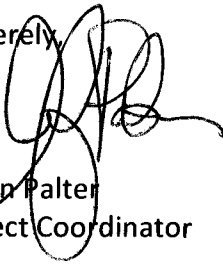
The Port also needs to know if City is willing to commit financial support to this development. There are state funds available in the form of grants and/or loans (including forgivable loans); and the Port would like to discuss with City how to utilize these moving forward.

The Port continues to examine other issues related to development (i.e., land use, right-of-way access, et cetera); and there has been a lot of work done and a lot of work to do. However, the Port views City's willingness to provide water and sewer infrastructure as the primary step in this process to move the project forward.

Please contact me should you require any additional information to provide the Port with an answer to these questions. I can be reached at 503-842-2413, Ext. 116 or by email at [apalter@potb.org](mailto:apalter@potb.org).

Thanks, Paul.

Sincerely,


A handwritten signature in black ink, appearing to read 'AP', with a large, stylized flourish extending to the right.

Aaron Palter  
Project Coordinator

**City of Tillamook  
210 Laurel Ave.  
Tillamook, OR 97141**



# Memo

**To: Paul Wytergreen, City Manager**  
**From: Arley Sullivan, Director**   
**Date: July 11, 2011**  
**Re: Tillamook-Bay City Waterline Inter-tie Agreement**

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Please find attached an agreement outlining responsibilities and agreement between the City of Bay City and the City of Tillamook concerning a waterline inter-tie between the two. The agreement appears to be appropriate for its' purpose. For convenience I have produced two sets for signing by Mayor Weber. If you approve the agreement please have the mayor sign and return to me for further processing.

Thank You,  
Arley

## INTERGOVERNMENTAL AGREEMENT

### City of Tillamook/City of Bay City

This Agreement is entered into by and between the City of Tillamook, an Oregon Municipal Corporation, acting by and through its' City Council, hereinafter referred to as Tillamook and the City of Bay City, an Oregon municipal corporation, acting by and through its' City Council, hereinafter referred to as Bay City.

WHEREAS there exists an association of small water districts, together with the City of Bay City, that is called the Kilchis Regional Water District. The Kilchis Regional Water District, hereinafter called District, is comprised of the City of Bay City, the Tillamook County Creamery Association (TCCA), Northwood Water District, Cole Creek Improvement District, Latimer Road Water Association and Juno Nonprofit Water Company. Improvements of any water service between the District member boundaries are the responsibility of the City of Bay City.

WHEREAS Tillamook and Bay City have an interest in a cooperative project to connect the water lines of the City of Tillamook and of the City of Bay City and the water districts and TCCA, comprising the Kilchis Regional Water District, for use by each party, in emergency circumstances, by connecting an 12" water main approximately 2000 feet along Highway 101 from 230 feet south of Latimer Road on the west side of Highway 101 to Makinster Road on the west side Highway 101, and

WHEREAS Tillamook, Bay City and District members all believe that the project is necessary to ensure the availability of potable water to its citizens and customers, especially in light of the floods, tsunamis, vandalism, earthquake and terrorist attacks, which at any time could render, in whole or in part, one of the participating entities' water distribution systems unusable. By connecting the water systems of the Bay City, the entities comprising the Kilchis Regional Water District and the City of Tillamook, the parties minimize any future adverse impact on their citizens and customers, and

WHEREAS the City of Bay City is primarily responsible for the operation of the Kilchis Regional Water District and Bay City will be the entity responsible under this Agreement relative to payment of the District's share of the costs and expenses of construction and future maintenance. However, nothing in the Agreement is intended to govern allocation of Bay City's share of the construction and maintenance expenses amongst the other members of the Kilchis Regional Water District.

WHEREAS the Cities of Tillamook and Bay City have applied for funding to cover their respective share of expenses for this cooperative project,

NOW THEREFORE, the parties hereby agree as follows:

(1) The project shall include an extension of an 12" water main approximately 2000 feet in length along Highway 101 from 230 feet south of Latimer Road on the west

side of Highway 101 to Makinster Road on the west side Highway 101 to connect the City of Bay City and the District members with the City of Tillamook water system. The project shall include meters and backflow prevention devices located in a control building, together with bypass and blow-off valving.

(2) Tillamook shall be deemed the owner of all line installed by it from its' system to the middle of the Highway 101 Wilson River Bridge. District shall be deemed the owner of all lines installed by it from its current system south to the middle of the Highway 101 Wilson River Bridge. Each entity shall be solely responsible for the maintenance on their respective portions of the line during and after construction of the line.

(3) The City of Tillamook shall pay for all costs associated with the extension of the water line from its current water system to the middle of the Highway 101 Wilson River Bridge. The District, through the City of Bay City, shall pay for all costs associated with the extension of the waterline from the District's line to the middle of the Highway 101 Wilson River Bridge.

(4) No construction shall begin until all financing is in place. Tillamook and Bay City shall utilize their best efforts to secure financing by December 31, 2012.

(5) Construction on the project will include a controls building which will house the meter and backflow devices. It is expected that this building will be located on the south side of the Wilson River Bridge. The cost of construction of building construction, meters and backflow devices shall be split equally between Tillamook and Bay City. Any future replacement and repair costs of the building, meters and backflow devices shall be split equally between the cities.

(6) Once the water line extension is complete, the parties agree that at no time will the lines be open to one another except:

- (A) in the event of an emergency. An emergency may include, but not be limited to a drought, flood, tsunami, earthquake or other disaster, where one municipality's water will not adequately provide water for its citizenry and customers, including the District members served by the City of Bay City water, or
- (B) acts of terrorism which may shut down one or the other water systems, or
- (C) acts of God, including fire and flood, which may result in inadequate water by one entity or the other, or
- (D) in the event of transmission line repair, or
- (E) except as otherwise mutually agreed between the City Councils of the respective parties. The parties may decide to enter into an operating agreement with each other that provides for additional terms and conditions.

In the event that one party is in need of using the other party's water, the responding party only need provide water which is in excess of the daily use for its own citizenry and users. In the event of any emergency, the Mayor for Tillamook, the Mayor of the City of Bay City, or their designees, are authorized to open the lines, subject to later ratification by their respective Councils.

(7) Whichever entity is receiving water shall pay the regular rate then in effect of the body providing the water. Payment shall be paid within 60 days of the billing for such water usage.

(8) GENERAL PROVISIONS:

(A) Term. Once the project is completed, this Agreement shall be effective perpetually and shall become effective on the date which all parties have executed this instrument below. Termination of this agreement may occur in the following instances:

- (1) If the project isn't funded by both parties by December 31, 2012, or
- (2) If the parties mutually agree to terminate this agreement, in writing.

(B) Entire agreement. This writing expresses the entire agreement of the parties as of the first date of signing by any party below and supersedes all other existing and prior agreements, written or oral, on the matters expressed herein only.

(C) Severability. In case any one or more of the provisions contained in this Intergovernmental Agreement should be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provision contained herein shall not in any way be affected or impaired thereby.

(D) Notice. Any notice required or permitted under this Agreement shall be in writing and deemed given when actually delivered, or three days after deposit in United States certified mail, postage prepaid, addressed to the other party at the following address:

City of Tillamook  
210 Laurel Ave.  
Tillamook, OR 97141

City of Bay City  
P. O. Box 3309  
Bay City, OR 97107-3309

(E) Modification. The parties may amend, modify, supplement, revise, alter or extend this Agreement by subsequent written agreement executed by all parties.

(F) Legal Representation. In entering into this agreement, each party has relied solely upon the advice of their respective attorneys. Each party has had the opportunity to consult with legal counsel or now waives the right. Each party represents and warrants to the other that they are fully satisfied with the representation received from their respective attorneys.

(G) Language. The headings of the contract paragraphs are intended for information only and shall not be used to interpret paragraph contents. All masculine, feminine and neuter genders are interchangeable. All singular and plural nouns are interchangeable, unless the context requires otherwise.

(H) Jurisdiction; Law. This Agreement is executed in the State of Oregon, and is subject to Tillamook County and Oregon law and jurisdiction. Venue shall be in Tillamook County, Oregon, unless otherwise agreed by the parties.

(I) Indemnity. Each party shall indemnify and hold harmless the other party from all claims, costs, damages, or expenses of any kind, including attorneys' fees and other costs and expenses of litigation, for personal or property damage arising out of the party's performance or non performance required by this agreement.

CITY OF TILLAMOOK

CITY OF BAY CITY

By: \_\_\_\_\_  
Suzanne Weber, Mayor

By: \_\_\_\_\_  
Shaena E. Peterson, Mayor

ATTEST: \_\_\_\_\_  
Paul Wyntergreen, City Manager

ATTEST: \_\_\_\_\_  
Linda Downey, City Recorder



# STAFF REPORT CITY OF TILLAMOOK

**TO:** Honorable Mayor and Members of City Council

**FROM:** Paul Wyntergreen, City Manager

**DATE:** July 14, 2011

**SUBJECT:** **OPTIONS AND IMPLICATIONS OF VISIONING**

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## **ISSUE BEFORE THE COUNCIL:**

*Whether the City should proceed with a Visioning process this year or delay until next fiscal year and however you chose to proceed, how will the process be funded?*

## **EXECUTIVE SUMMARY:**

- At the July 5th Council meeting, the concept of visioning was again discussed and you directed me to prepare a staff report for your next meeting on various options for proceeding with a visioning process. Some of the options thrown out for analysis included:
  - 1) Proceed with a full visioning process now.
  - 2) Proceed with a focused visioning process now that targets a single topic or geographic area.
  - 3) Defer a full visioning process until next fiscal year.
  - 4) Proceed with a preliminary visioning process conducted by staff now that is augmented by an outside consultant next fiscal year.
- After that meeting, I did contact Rob Drake for his input on those various options and his response is attached for your review.
- The costs for the four options range from **1)** \$40,000 to \$50,000 for the full visioning process, which will consume roughly a year in time to achieve final product; **2)** \$15,000 to \$20,000 for a limited scope visioning process with a similar timeline; **3)** the same cost as #1, only postponed to next year's budget; and **4)** \$15,000 for the first year with an unknown amount for the second year (not including the cost of staff time). There is a fifth option of conducting the Visioning process entirely in-house using staff and citizen volunteer efforts; this option would probably entail the equivalent of about one eighth of the City Planner's time for a year and a sixteenth of my time, plus cost of materials.
- The current budget contains a \$5,000 set-aside for visioning; this does not fund any of the first four options above but would probably cover materials, advertising, and other outreach costs affiliated with the fifth option.

- You should note that Rob Drake has graciously offered to donate a day of his time to approach key businesses about helping fund the visioning process. Given his considerable persuasive skills, this could provide substantial leverage in funding options #1, 2, or 4 (he is not in support of option #3 and therefore, would probably not make the same offer for that choice). This leverage, however, is an unknown quantity at this time.
- In order to support proceeding with Visioning options #1, 2, or 4, you asked that I research potential additional sources of funding from within our current fiscal budget. The long and the short of it is that some other program will have to be cut in order to support this program, whatever its shape.
- It has been suggested that the money designated for Codification (\$20,000), also a Strategic Plan priority, be diverted to Visioning. This would increase the amount available to \$25,000 thereby enabling options #2 or 4 to proceed. A request for quotes was already issued after the budget was passed, but the deadline for receipt has not yet occurred and so we don't have actual cost numbers to provide to you. They may come in under the \$20,000, but I doubt that you would exceed \$5,000 in overage, which may allow for options #2 or 4 to proceed, if Mr. Drake is successful in garnering an additional \$5,000 in support. Staff believes codification to be a critical and immediate area for redress both for internal efficiency & legality and public transparency reasons.
- Additionally, you could trim elements here and there such as tightly monitoring the City Attorney expenses; eliminating the televising of Council sessions; reducing the Conference/Promotional/Training expenses; eliminating the Council Stipend; freezing all computer/recording upgrades; not assisting the Police Cadets in the van paydown; cutting web services; eliminating the City Hall bathroom remodel; and/or a grant request from the TRT fund. However, in order to fund option #1, you would probably be looking at more drastic measures such as not hiring the sixth Police Officer or doing all of the above actions in order to aggregate the amount. Support for Visioning could not be taken from the Streets, Water, or Sewer funds due to their source restrictions.
- Next is the matter of directly awarding a contract on any type to Cogan Owens Cogan. You could potentially premise an award on a 'sole source' basis if Mr. Drake were to bring a certain amount of dollars to the table, but I believe that it would be somewhat tenuous legally for the Council to award this particular Personal Service Contract through a direct appointment process rather than a full request for proposal process since there was no previous City contract with their firm related to this matter and they are not the sole source in the area of providing visioning services. I have already been contacted by a different firm that is interested in providing such services and, if advertised, I feel confident that we would receive a lively response.

#### **FINANCIAL IMPLICATIONS:**

These are discussed above and depending upon which option is chosen, staff would need direction as to the target areas for cutting or other actions. This would probably require that a detailed funding package based upon the preferred option be brought back at a future Council meeting for approval before proceeding. The City Recorder/Treasurer also cautions that contract timing would be important in that our Cash flow is low through the Fall until property tax receipts start coming in in November.

**RECOMMENDATION:**

- I believe that the City already identified a large number of pressing action areas which have been launched by the Council and that need timely attention. Many are critical internal housekeeping reconstructions, such as the Fiscal Policies, Organizational Chart, Codification, Council Rules, and Asset Management Planning, but there are also external initiatives such as the Holden Creek Working Group's efforts to develop a Revitalization Plan for that corridor, the Planning Commission's work program focusing on the development of a Parks Master Plan and a Comp Plan overhaul, and the Associations Committee's outreach to develop a cohesive regional economic development strategy. Launching a year-long vision process at this time may actually serve to slow some of this momentum down under the premise that the resulting Vision Statement will dictate certain specific outcomes.
  - My experience with visioning (I have conducted two such exercises in-house in my career), is that the results do not dictate specific outcomes, but rather general directions. From my brief tenure here, I would observe that the action areas that are already underway are, in all likelihood, not going to run against the current of any Vision Statement that may be developed one year from now. Even a overhaul of the Comprehensive Plan at this time will largely serve to correct existing incongruities and inefficiencies that if left in place serve to burden impending present-day actions; if clarification changes are adopted this year and then a Vision Statement next year identifies additional direction, the Comp Plan can be amended again in year three to incorporate those elements.
  - Therefore, I recommend that a Visioning initiative be deferred to next Spring (along with the Charter amendment initiative from the 2011-2012 Strategic Plan) for a more complete funding discussion as part of next year's budgeting process and an evaluation of the pros and cons of conducting the process using internal resources versus going out for RFPs.
-

## Debbi Reeves

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**From:** Paul Wyntergreen [pwyntergreen@tillamookor.gov]  
**Sent:** Wednesday, July 13, 2011 5:11 PM  
**To:** Debbi Reeves (E-mail)  
**Subject:** FW: Visioning Options

Please attach to the Visioning Staff Report

-----Original Message-----

**From:** Rob Drake [mailto:drarej@comcast.net]  
**Sent:** Monday, July 11, 2011 2:37 PM  
**To:** pwyntergreen@tillamookor.gov  
**Cc:** [suzannetom@embarqmail.com](mailto:suzannetom@embarqmail.com); 'David Mattison (E-mail)'; 'Elaine Cogan'  
**Subject:** Visioning Options

Hi Paul,

Thank you for asking us to comment on the options for a visioning process in Tillamook. I have given your previous e-mail a great deal of thought and consulted with Elaine Cogan, drawing from her expertise and experience guiding public processes and visioning for many communities such as Tillamook. I'll focus on the four areas of consideration you indicated the Mayor and City Council would like analyzed for comment:

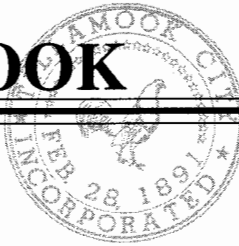
1. A full visioning process would cost somewhere between \$40-50,000. It would take approximately one year and you would have dedicated support from Cogan Owens Cogan and me. It would entail full open and transparent community participation and ensure you and the City Council would know exactly which directions your citizens, business community and partners would like Tillamook to pursue in the next five to ten years. The final results would be your "marching orders" the community can support to help make exciting, innovative things happen in Tillamook.
2. Targeting a single topic or geographic area is normally a by-product of a visioning process that identifies a complete range of community needs and desires. For example, conducting a Hoquarten Slough and/or Highway 101 North design and project plan would likely be some of the priorities your community concludes needs improvement and a design plan. However, this is no substitute for asking everyone what they would like to see Tillamook become, what directions need to be taken and how to accomplish them. As you know, there was recent discussion in the community about a senior center, but no actual place or building to implement the idea. This, too, could be a logical long term idea resulting from a full visioning process. If, however, the City Council ultimately decides to conduct a topic or geographic area process, we would be happy to assist. The cost is likely to be in the \$15-20,000 price range.
3. Deferring a visioning process simply delays broader planning and action for another year. With leadership from a new Mayor, City Manager and a number of Councilors, now is the time to excite the community with a productive discussion. I believe this is a rare window of opportunity. A year from now, the community will have formed its opinions about this new team and it may be more difficult to promote the idea of visionary directions for Tillamook. In other words, I strongly advise against deferring visioning because it may likely get "thrown under the bus" for other priorities a year from now.
4. A preliminary visioning process conducted by City staff is no substitute for a professionally conducted visioning process. I know from first-hand experience the City staff are excellent, but I also recognize they aren't visioning professionals and already have limited time available, due to short staffing levels. In this alternate approach, we could train City staff and even the Mayor and City Council in advance for approximately \$15,000 and monitor their progress on a regular basis to keep the program moving forward. Under separate contract, we could then conduct a phase two wrap-up to pull the data together and meet with the community to verify the initial phase one findings. Phase two would require a separate contract and price structure.

As you know, I have offered to donate my time for a day in the community to assess interest in a visioning process and help raise funds from key business leaders and government partners.

Please contact Elaine Cogan or me if you have further questions. I look forward to hearing from the Mayor, City Council and you.

Best regards, Rob Drake

# CITY OF TILLAMOOK



**Tillamook City Hall**

210 Laurel Avenue

Tillamook, OR 97141

Telephone: (503) 842-2472

Fax: (503) 842-3445

July 14, 2011

Dear Mayor and City Council,

Please accept this letter as my official resignation letter effective December 31, 2011. I cannot overstate what a pleasure it has been working for you and the City of Tillamook over the last 15 years.

It is my understanding that my position will remain as non-exempt until I leave.

The opportunities, education and training afforded to me by the Council have been very much appreciated.

I will leave my position knowing that I have done this job to the best of my ability. I will take with me fond memories to last a lifetime.

I will not be falling off the face of the earth after retirement so I hope to see you all often.


Thank you again. And, as always, my door will remain open through December.

Sincerely,

Bernadette M. Sorensen, CMC  
City Recorder/Treasurer/Finance Officer  
Human Resource Director/Municipal Court Administrator



# STAFF REPORT CITY OF TILLAMOOK

**TO:** Honorable Mayor and Members of City Council  
**THROUGH:** Paul Wyntergreen, City Manager  
**FROM:** Arley Sullivan, Public Works Director   
**DATE:** July 13, 2011  
**SUBJECT:** TITLE: 2012 SCA GRANT APPLICATION

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**ISSUE BEFORE THE COUNCIL:**

2012 SCA GRANT Application for an combination reconstruction - A/C asphalt street overlay for Stillwell Ave. - from Front Street to Third Street.

**EXECUTIVE SUMMARY:**

- This project was recommended to Council February 16<sup>th</sup>, 2010 but a funding shortfall put it on hold until present.
- Past direction of Council. The Council has historically approved such grant applications.
- Criteria applied: Annually the State sends out grant application requests.
- Stillwell Ave. from Front Street to Third Street meets the criteria for the grant that is why the Public Works Committee approved it to Council.

**RECOMMENDATION:**

Staff's recommendation is for Council to approve the Special City Allotment Grant Resolution and request that the Mayor and City Recorder sign the application for processing.

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**FINANCIAL IMPLICATIONS:**

The SCA Grant is for **\$50,000.00** to assist the City in street reconstruction and overlays. This is a \$25,000.00 increase from past grant applications.

**DISCUSSION:** *(Optional)*

**PUBLIC INVOLVEMENT:** None required.

**Attachments:**

- A. 2012 SCA Grant Application**
- B. Grant Resolution**
- C. Project Location Map**

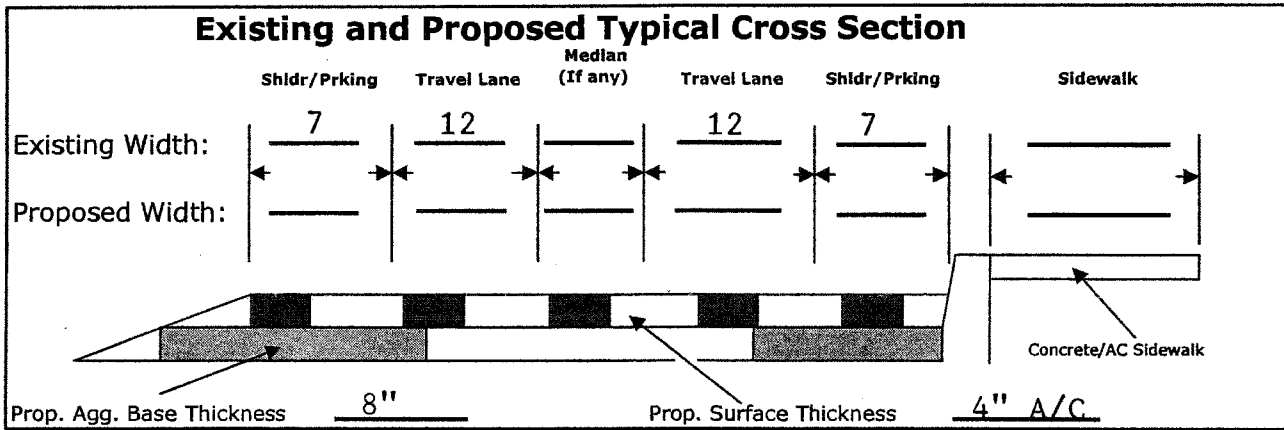
# Special City Allotment (SCA) Application ATTACHMENT "A"

CITY OF Tillamook DATE July 18, 2011

STREET NAME Stillwell Avenue FROM Front Avenue TO 3rd Street

(Attach map showing project limits.)

Project Length <u>740'</u>	Est. Project Cost <u>\$ 71,493.00</u>	Avg. Daily Cars (Current) <u>3000±</u>	Avg. Daily Trucks (Current) <u>Alt. Truck Rt.</u>
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**Pavement**  
Surface Type A/C Asph.  
Existing: A/C  
Proposed: A/C  
Proposed Thickness: 4"

**Storm Sewer**  
Existing (Y/N): Yes  
Proposed (Y/N): No  
Pipe Diameter: \_\_\_\_\_  
Pipe Length: \_\_\_\_\_

**Adjustments:** Valve 3  
Inlets #: 5  
Manholes #: 3  
Pipes #: \_\_\_\_\_

**Right-of-Way**  
Existing Width: 60  
Adequate? (Y/N): Yes  
Proposed Width: \_\_\_\_\_

	<u>Left Side</u>	<u>Right Side</u>
<b>Sidewalks</b>		
Existing (Y/N):	<u>Yes</u>	<u>Yes</u>
Prop. (Y/N):	<u>No</u>	<u>No</u>
Proposed Length:	_____	_____
Proposed Width:	_____	_____
<b>Curbs</b>		
Existing (Y/N):	<u>Yes</u>	<u>Yes</u>
Prop. (Y/N):	<u>No</u>	<u>No</u>
Length:	<u>600'±</u>	<u>600'±</u>
Type:	<u>Conc.</u>	<u>Conc.</u>
<b>Bridge</b>		
Name & Bridge #:	<u>N/A</u>	
Length:	_____	
Width:	_____	
Type of Structure:	_____	
Sufficiency Rating #:	_____	
Name of Stream:	_____	

**Remarks:** Stillwell is a truck/bus/bike and Hwy 101 South alternate. Heavy local use. Agriculture, shopping, public school and YMCA. This is a combination surface reconstruction/preservation project.

By: _____	Date: _____
Mayor	
By: _____	Date: _____
City Recorder	
By: _____	Date: _____
City Administrator	

## RESOLUTION No. \_\_\_\_

## SPECIAL CITY ALLOTMENT

**UNDER THE PROVISIONS OF ORS 366.800 AND 366.805, THERE HAS BEEN WITHDRAWN FROM STATE HIGHWAY FUNDS APPROPRIATED FOR ALLOCATION TO THE SEVERAL CITIES OF THE STATE OF OREGON THE SUM OF FIVE HUNDRED THOUSAND AND NO/100 (\$500,000.00) DOLLARS, AND IN ADDITION THERE HAS BEEN WITHDRAWN FROM MONIES AVAILABLE TO THE DEPARTMENT OF TRANSPORTATION FROM THE STATE HIGHWAY FUND THE SUM OF FIVE HUNDRED THOUSAND AND NO/100 (\$500,000.00) DOLLARS. AS PROVIDED IN ORS 366.805, SAID SUMS HAVE BEEN SET UP IN A SEPARATE ACCOUNT TO BE ADMINISTERED BY THE OREGON TRANSPORTATION COMMISSION AND TO BE ALLOTTED EACH YEAR BY SAID COMMISSION TO BE SPENT, WITHIN CITIES OF 5,000 OR FEWER PERSONS, UPON STREETS NOT A PART OF THE STATE HIGHWAY SYSTEM THAT ARE INADEQUATE FOR THE CAPACITY THEY SERVE, OR ARE IN A CONDITION DETRIMENTAL TO SAFETY.**

**THEREFORE**, the City of Tillamook is an incorporated city of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following street of said City: Stillwell Avenue from Front Street to Third Street meet the conditions required in ORS.366.805.

**NOW, THEREFORE**, members of the City Council, in regular or special session assembled, do hereby find, declare, and resolve:

1. That the aforementioned named street of said City is inadequate for the capacity it serves or is in a condition detrimental to safety.
2. That said street of said City is in need of repair, reconstruction, or other major improvement.
3. That said street is not a part of the state highway system, and is under the jurisdiction and control of the City.
4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said street as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said \$1,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.
5. That the City of Tillamook does hereby offer to Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation; and therefore does designate Mayor Suzanne Weber as the official representative of the City in all negotiations resulting from this request.

**PASSED AND APPROVED** by the Tillamook City Council this 18<sup>th</sup> day of July, 2011.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Recorder

\*\*\*\*\*

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of Tillamook at a regular or special meeting of said Council, held on the 18<sup>th</sup> day of July, 2011 and the above copy is a true and correct copy of the original and of the whole thereof.

Dated this 18<sup>th</sup> day of July, 2011

\_\_\_\_\_  
City Recorder



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ADOPTING THE CITY OF TILLAMOOK  
ORGANIZATIONAL CHART**

**WHEREAS**, the City of Tillamook Employee Handbook adopted July 5, 2011 references the Organizational Chart, and

**WHEREAS**, said Organizational Chart has been considered and reviewed by the Personnel Committee and the Council, and

**WHEREAS**, the Organizational Chart clarifies Chain of Command, "Exempt" and "Non-Exempt" employees of the City of Tillamook,

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

**Section 1:**

The City of Tillamook Organizational Chart is attached and referenced as Exhibit "A" and is incorporated herein by this reference and is located at Tillamook City Hall.

**Section 2:**

Exhibit "A" is hereby adopted.

**Section 3:**

This Resolution shall take effect immediately upon its approval by the City Council.

PASSED by the Common Council this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

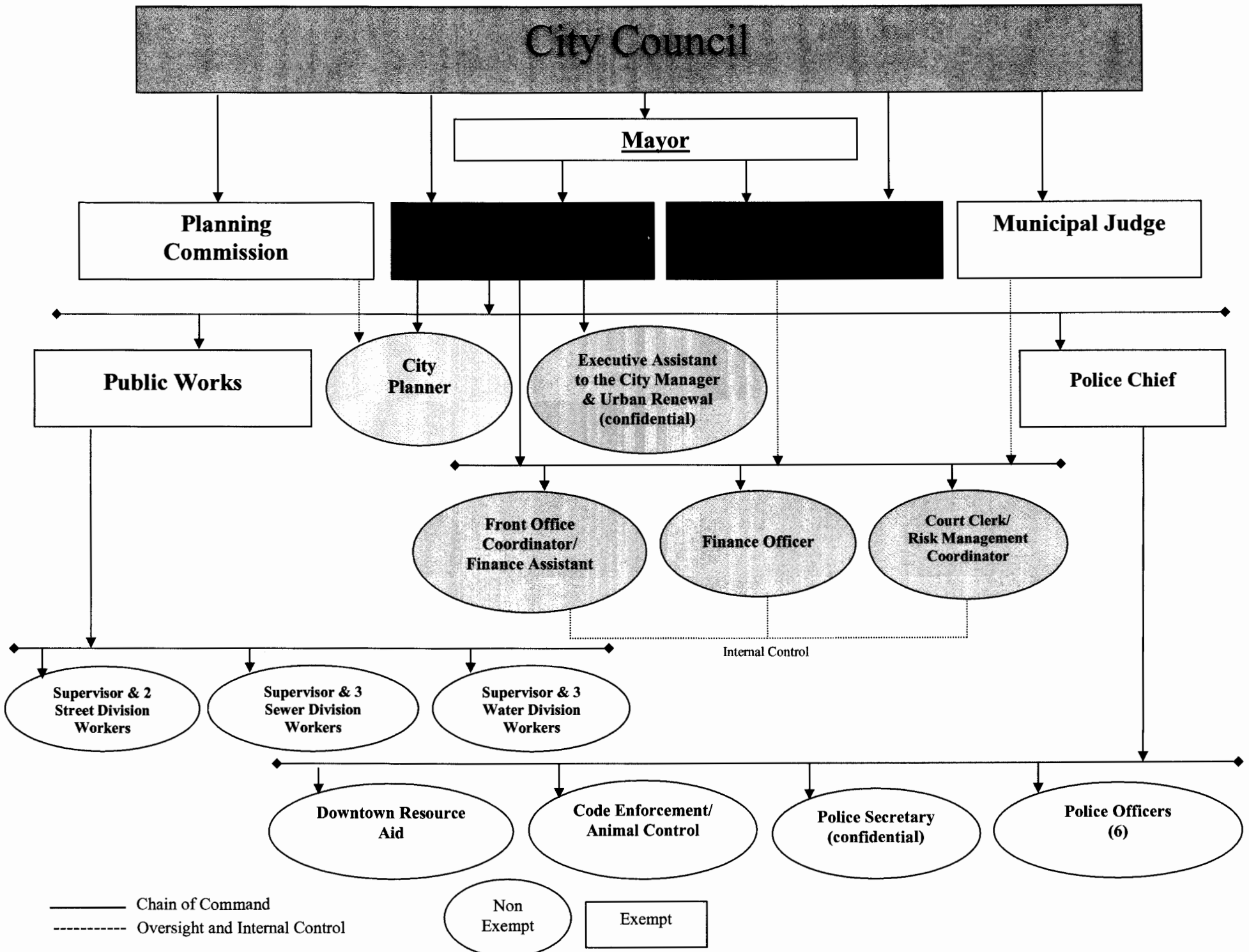
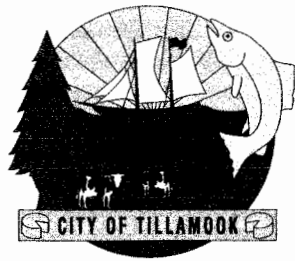


Exhibit "A"



## STAFF REPORT CITY OF TILLAMOOK

**TO:** Honorable Mayor and Members of City Council

**FROM:** Paul Wyntergreen, City Manager

**DATE:** July 13, 2011

**SUBJECT:** **COUNCIL RULES ADOPTION**

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### **ISSUE BEFORE THE COUNCIL:**

*The adoption of Council Rules to replace the 1941 version now in effect.*

### **EXECUTIVE SUMMARY:**

- The 1999 City Charter directs the City Council to, “by ordinance, prescribe rules to govern its meetings and proceedings”. The last set of Council Rules were prescribed in 1941, seventy years ago.
- The current Council Rules draft, before you at the July eighteenth meeting in Ordinance form for your consideration as a first reading, has been reviewed by you multiple times in both workshop and regular agenda item formats. At your last workshop on this matter on June 21, 2011, you completed review of all items (including the appendices) with the exception of sections 250, 260, and 270. I don’t believe that there were any outstanding issues with 260, Representing the City, or 270, Rules in General, but the key remaining issue relates to Section 250, Use of Legal and Professional Services.
- This issue revolves around how to provide adequate Council and staff access to legal services, and all other professional services such as engineering, IT, Auditor, etc. Personal Service Contracts, in balance with providing adequate cost control of those contracts.
- You may recall that the draft Council Rules will delegate review of Personal Service Contracts to the Personnel Committee. Currently, there is no such delegation, only the Charter provision (section 24 (k)) that charges the City Manager to “supervise city contracts”. As such, current practices are such that, after Council award of proposals, the City Manager has been directed to negotiate and supervise Personal Services contract as was recently done with the IT and Janitorial contracts.
- This customary practice broke down somewhat with the April award of the City Attorney contract, after which the City Manager was directed to negotiate the affiliated Personal Services contract. Negotiations ceased after a May 3<sup>rd</sup> proposal from the City, which was never responded to despite repeated oral and written requests to do so. Now the previous contract has lapsed. The matter has been referred to the Personnel Committee for further discussion.

- I believe that this closure of negotiations resulted largely due to the lack of resolution in the discussion regarding this last aspect of the Council Rules. Therefore, prompt clarification would help the Personnel Committee to proceed with some firm direction in mind.
- The following Background section provides some argument as to basis for my staff recommendation; however, ultimately, the final structure of the City/Attorney relationship (and all other Personal Service contractual relationships) will be determined through the final approved Council Rules in accordance with the Charter provision (Chapter 3, Section 14), “the City Council shall be the primary interpreter of this charter”.

**RECOMMENDATION:**

In order to address the concern about ensuring the Council’s reasonable access to legal opinion while maintaining budgetary cost control on an hourly rate contract, I would recommend that Section 250 be revised to expand authorization power to three persons instead of the original draft version of two as follows:

(A) All requests for legal opinion and information to and from the City Attorney or other Personal Service contractors shall be channeled through the Mayor, Council President, or City Manager. If three or more Councilors request certain professional services, the Council President shall authorize such use.

(B) All requests for legal or other professional opinion shall be submitted in writing.

(C) The City Attorney shall not deal directly with developer’s legal agents or other individuals desiring to initiate actions requiring Council and/or Planning Commission approval, unless directed to do so by the City Council.

(D) Attorneys representing developers and/or other parties shall direct all matters regarding the City to the attention of City staff for routing through established procedural protocols. Should there be any question of proceeding outside of established protocols, the City Council of the City will determine the appropriate disposition of the referenced matter and whether the matter is capable of being resolved by City Council action or requiring legal services.

(E) All records of billing submitted to the city for professional services shall reflect the subject and topic of each and every topic area (for example, phone call re: (topic) and to whom. Conference/meeting re: (topic and purpose)).

**FINANCIAL IMPLICATIONS:**

While the cost control aspect, particularly as relates to City Attorney services, has not been at issue before, the previous contracts have been based upon a retainer system, which is largely a fixed cost item. By transitioning to a variable cost hourly rate system, the Council now stands to save a significant amount, but only if a solid cost control system is in place.

---

**BACKGROUND:**

You have all been copied on the various City/Attorney emails relating the basis for an Attorney/Client relationship with a municipality that occurred prior to the expiration of the previous contract and I refer you to them for your edification. They wrestled with interpretations of the Oregon State Bar (OSB) Rules of Professional Conduct (RPC) Rule 1.13 (a), which states that “A lawyer employed or retained by an organization represents the organization acting through its duly authorized constituents.”

In the former City Attorney’s efforts to clarify the hierarchy of authority among City’s various constituents in order to further define our “attorney-client” relationship, he predicates his interpretation that the City Council is City’s “highest, duly authorized authority” on the excerpt “[A]ll powers of the city are vested in the council.” Tillamook City Charter, Section 15. This sentence segment does not include the qualifying phrase “except as this charter prescribes otherwise...”. The Charter prescribes otherwise in three ways:

- 1) Under the heading "Form of Government", Chapter 2, the people of the City of Tillamook have constituted a form of government comprised of a Council (in Section 4), a Mayor (in Section 6), and Appointive Offices" (in Section 8). These offices represent a potential set of ‘duly authorized constituents’ made up of the various parts of the government of the 'City' as constituted by the people of Tillamook and there is no ranking, chain-of-command, or hierarchy prescribed. Nor are such prescribed in Chapters 4 and 5 that the Attorney cited. Each have their separate powers and duties without ranking.
  - 2) The Charter (Section 24 (k)) goes on to state that the City Manager, an appointive office, is charged to "supervise city contracts". The City Attorney relationship is established through a Personal Services contract. Therefore, this is the only section of the Charter which provides a direct guidance on the administration of a contractual relationship.
  - 3) Finally, and most importantly, the City Charter, Section 15, directs the City Council to, “by ordinance, prescribe rules to govern its meetings and proceedings”. Therefore, in order to clarify all potential interpretive issues, the Council Rules is the place to resolve all chain-of-command and authorization protocols for professional services.
-

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REPEALING ORDINANCES NO. 568, 569, 720, 858, 983, 1220, 1229, & 1240, AND REPLACING THEM WITH NEW COUNCIL RULES AS PROVIDED BY THE CITY OF TILLAMOOK CHARTER CHAPTER 4, SECTION 15**

**WHEREAS**, Chapter 4, Section 15 of the City of Tillamook Charter states that “the council shall, by ordinance, prescribe rules to govern its meetings and proceedings”; and

**WHEREAS**, the existing Council Rules were adopted in 1941 through Ordinance #569 and, while amended multiple times since, those antiquated Rules still serve as the formal basis for council procedures; and

**WHEREAS**, current decision making procedures differ dramatically from the processes observed seventy years ago; and

**WHEREAS**, the current Charter sometimes conflicts with Ordinance #569; and

**WHEREAS**, the multiple amendments sometimes conflict with each other and the base Ordinance #569; and

**WHEREAS**, the City Council has launched a large number of initiatives that will need a clear set of process protocols in place in order to bring those initiatives to successful and timely completion; and

**WHEREAS**, the Tillamook City Council has reviewed and reworked the attached Rules to ensure an equitable and orderly platform for the discussion of and deliberation on diverse opinions.

**NOW THEREFORE**, the City Council of the City of Tillamook hereby ordains that Ordinances #568, 569, 720, 858, 983, 1220, 1229, & 1240 are repealed and replaced by the new Council Rules contained in the attached Exhibit A, which are hereby incorporated by reference and adopted herein.

**PASSED** 1<sup>st</sup> reading by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**PASSED** 2<sup>ND</sup> reading by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**ADOPTED** by the Tillamook City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

## CHAPTER 2.36: CITY COUNCIL

### Section

- 010 Regular meeting times
- 020 Special meetings
- 030 Emergency meetings
- 040 Executive sessions
- 050 Conference calls
- 060 Study sessions
- 070 Meeting conduct
- 080 Quorum
- 090 Agenda
- 100 Suggested order of business
- 110 Voting
- 120 Reconsideration of actions taken
- 130 Public hearings
- 140 Sergeant-at-arms
- 150 Designation of hearings officer
- 160 Speaking by Council members generally
- 170 Public members addressing the Council
- 180 Order and decorum
- 190 Picture taking or filming
- 200 Flags, signs and posters
- 210 News media
- 220 Council committees
- 230 Chain of command
- 240 Annual position review
- 250 Use of legal and professional services
- 260 Representing the city
- 270 Rules in general

### **§ 010 REGULAR MEETING TIMES.**

The City Council shall meet on the first and third Monday of each month at the Tillamook City Hall. In the event of a holiday, the meeting shall take place the day following or on a day agreed upon by the Council at the meeting prior to the holiday.

### **§ 020 SPECIAL MEETINGS.**

The Mayor, or in his or her absence, the President of the Council, may, or at the request of three members of the Council shall, by giving notice thereof to all members of the Council then in the city, call a special meeting of the Council by giving 24 hours' advance notice to members of the Council, the media and other interested persons, and the public. No other business shall be transacted other than that for which the meeting was called. All proceedings of the meeting must be reviewed at the next regular council meeting.

**§ 030 EMERGENCY MEETINGS.**

An emergency meeting is a special meeting called on less than 24 hours notice. There must be an actual emergency and the minutes must describe the emergency justifying less than 24 hours notice. The governing body must attempt to notify the media and other interested persons, generally by telephone. No other business shall be transacted other than that for which the meeting was called. All proceedings of the meeting must be reviewed at the next regular council meeting.

**§ 040 EXECUTIVE SESSIONS.**

Executive sessions may be held during any meeting of the Council providing all applicable statutory limitations are met. Any member of the Council may call for an executive session at a regular, special or emergency meeting for which notice has already been given in accordance with public meetings law requirements.

**§ 050 CONFERENCE CALLS.**

Notice and opportunity for the media and public to be present must be provided when meetings are conducted by conference calls. For non-executive sessions, meetings held by telephone or other electronic means of communication, the public must be provided at least one place where its members may listen to the meeting by speakers or other devices. The media must be provided access to such facilities even for executive sessions, except where those sessions are exempt from the media.

**§ 060 STUDY SESSIONS.**

A meeting held solely for the purpose of receiving information, except an on-site inspection, is subject to the public meetings law and must be advertised the same as regular meetings.

**§ 070 MEETING CONDUCT.**

A) *Robert's Rules of Order Revised* (the most current version) shall be used as a guide in the conduct of Council meetings. These rules of order may be relaxed at the discretion of the presiding officer to simplify and clarify matters before the Council.

B) Each session is limited to three hours in length unless there is a unanimous vote of the Council to continue beyond that duration.

**§ 080 QUORUM.**

The Mayor, or in his or her absence the President of the Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the Recorder or designee

shall immediately notify the absent member(s), except those known to be unavoidably detained or absent, that their presence is required. If there are three Council members present, they may order an officer of the town to direct any available absent member to attend the meeting. If a quorum cannot be obtained, the members present shall adjourn until another specified time or until the next regular meeting.

**§ 090 AGENDA.**

(A) The Mayor and the City Manager shall prepare together the agenda for each meeting. In the absence of the Mayor or City Manager, or their official designees, the other may set the agenda individually.

(B) Any person desiring inclusion of agenda items (including Councilors, Committees, the City Attorney, and City Recorder) shall direct these to the Mayor and City Manager. This agenda shall be closed for further items at 5:00 p.m. on the Tuesday preceding the meeting except in the case of special meetings. All background materials shall be submitted by the following day, unless otherwise authorized by the Mayor or Manager.

(C) No vote shall be allowed on items not on the published agenda with the exception of an emergency. Any member of the Council may introduce an item not on the agenda if it constitutes an emergency. Emergency placement of an item onto the agenda requires a unanimous vote of the Council members present.

(D) A majority of the Council may approve the placement of a non-emergency item on the agenda; however, in order to provide adequate public notice, all non-emergency items shall be placed on the next regular agenda.

**§ 100 SUGGESTED ORDER OF BUSINESS.**

The suggested order of business is as follows:

- (A) Call to order;
- (B) Approval of minutes of the previous meeting;
- (C) Proclamations and presentations;
- (D) Audience comments;
- (E) Noticed Public hearings;
- (F) Old business;
- (G) New business;
- (H) Committee, Council, & Staff reports;

- (I) Bills against the city;
- (J) Adjournment.

**§ 110 VOTING.**

(A) A vote on every motion or question relating to the expenditure of funds shall be by roll call vote conducted by the City Recorder or designee.

(B) Written ballots are not prohibited but each ballot must identify the member voting and the vote must be announced by the City Recorder or designee. Secret ballots are prohibited. In the event of a unanimous vote, it may be entered into the record as “unanimously approved/disapproved.”

(C) A Council member may not indicate his or her vote during the course of discussion.

(D) A Council member may change his or her vote before the next item of business is taken.

(E) A member may not vote on any issue or matter in which he or she may have a potential conflict of interest, as defined by O.R.S. 244.020(8).

(F) A member may request to be excused from voting for special reason when approved by a majority of the Council. A member who abstains from voting must state the reason for their abstention.

**§ 120 RECONSIDERATION OF ACTIONS TAKEN.**

Any member who voted with the majority may move for a reconsideration of the action during the meeting at which the vote was taken. If the action is reconsidered, no further reconsideration may take place without the majority consent of Council.

**§ 130 PUBLIC HEARINGS.**

When a public hearing or a bid opening is scheduled, any agenda items in progress shall be recessed to comply with the advertised time. In the case of a public hearing, the presiding officer (hearing officer), upon completion of required announced information, shall call upon the members of the audience to come forth to be heard. If appropriate, the presiding officer may first ask those persons in favor of the stated matter to come forward with those speaking in opposition to come after. The presiding officer may limit the time and number of speakers at the public hearing. In such an event, the presiding officer shall announce these restrictions prior to commencement of the hearing.

**§ 140 SERGEANT-AT-ARMS.**

The sergeant-at-arms shall be the Chief of Police, if present, or an appropriate designate.

**§ 150 DESIGNATION OF HEARINGS OFFICER.**

A hearings officer may be appointed by the presiding officer to conduct special public hearings, when appropriate.

**§ 160 SPEAKING BY COUNCIL MEMBERS GENERALLY.**

Every Council member desiring to speak shall address the chair. Upon recognition, he or she shall confine remarks to the issue under debate.

**§ 170 PUBLIC MEMBERS ADDRESSING THE COUNCIL.**

(A) Any person who may wish to address the Council may be asked to stand and wait to be recognized by the presiding officer. After recognition, the person's name and address shall be stated for the record and the remarks shall be limited to the question under discussion. (All remarks and questions shall be addressed to the presiding officer and not to an individual councilor, staff person or other individual.) No person may enter into any discussion without first being recognized by the chair.

(B) Persons addressing the Council shall be limited to five minutes or less, unless a longer or shorter time has been granted by the presiding officer and announced before the proceeding takes place. No public member may speak twice on any one subject until every other public member wishing to speak has been heard. The second address shall be limited to three minutes unless permission is otherwise granted by the presiding officer.

**§ 180 ORDER AND DECORUM.**

(A) **Code of Conduct:** The council commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as council members. Accordingly:

1. Council members will represent the interests of the citizens of the entire city. This accountability to the whole city supersedes:
  - a. Any conflicting loyalty a member may have to other advocacy or interest groups.
  - b. Loyalty based upon membership on other councils or staffs.
  - c. Conflicts based upon the personal interest of any council member.
  - d. Conflicts based upon being a relative of an employee of the city.
  - e. Any other conflicts of interest as outlined by the Oregon Standards and Practices Commission.

2. Council members will not attempt to exercise individual authority over the organization.
3. Council members may not attempt to exercise individual authority over the organization. As such:
  - a. Council member interaction with the City Manager, City Recorder or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by the council, and
  - b. Council member interaction with the public, press or other entities must recognize the same limitation and the inability of any council member to speak for the council except to repeat explicitly stated council decisions.
4. Council members shall maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the council and/or city, especially those matters discussed in closed session.

(B) The job of the council is to represent the citizens and taxpayers and to lead the city by determining and requiring appropriate and excellent organizational performance. To distinguish the council's own unique job from the jobs of the City Manager and staff, the council will concentrate its efforts on the following:

1. Determining and using proactive strategies to ensure constructive two-way dialogue for input from staff and citizens as a means to link the entire city around goal achievement; and
2. Developing written policies which, at the broadest levels, address:
  - a. Council Process Policies: how the council will conceive, carry out and monitor its own work;
  - b. Council/Executive Relationship Policies: how authority is delegated and its proper use monitored; the City Manager role, the City Recorder role and their authority and accountability (See Appendix A, which may be amended by Resolution);
  - c. Executive Accountability Policies: constraints on executive authority which establish the practical, ethical and legal boundaries within which all staff activity and decision-making will take place and be monitored (See Appendix B, which may be amended by Resolution); and
  - d. Strategic Direction Policies: what the council intends for the city to achieve (See Appendix C, which may be amended by Resolution).
3. Ensuring City Manager performance by monitoring of the Annual Performance Plan.
4. Ensuring City Recorder performance by monitoring of the City Recorder's Annual Performance Plan Objectives.
5. Ensuring that the Annual Performance Plan is the focus of organizational performance.

Unless expressly stated otherwise, nothing in this or any other City Council Rule or Policy shall change any collective bargaining agreement, employment contract or "at will" employment of any city employee.

(C) (1) actions, which cause the Council or general public to be unable to comfortably hear or see or breathe, or to experience unwelcomed physical contact, or pose any threat to the health, welfare, or safety of attendees, shall be sufficient cause for the sergeant-at-arms, at the direction of the chair, to remove a person from the Council chambers or meeting hall for the duration of the meeting. Such actions may include, but are not limited to

- (a) The use of unreasonably loud or disruptive language;
- (b) Making loud or disruptive noises, flashes, or light;
- (c) Engaging in violent or distracting actions;
- (d) The willful injury to City property of any kind.
- (e) Refusal to obey any rules of conduct provided within this chapter, including limitation on occupancy or seating capacity;
- (f) Refusal to obey an order of the presiding officer; or
- (g) Refusal to obey an order by a Council member, which has been approved by a majority of the Council members present.

(2) In subsection (A)(1) of this section, **UNREASONABLY LOUD OR DISRUPTIVE** means any noise, light, odor, or conduct that intentionally or negligently disrupts or obstructs the ability of one or more Councilors to receive any communication from another during work or conduct of the business of the Council.

(D) Before the sergeant-at-arms is directed to remove a person(s) from the Council chambers or meeting place for conduct described in division (B) of this section, that person shall be given warning by the presiding officer to cease his or her disruptive conduct, unless such conduct poses an immediate threat to the health, welfare, or safety of any person or city property.

(E) If a meeting is disrupted by members of the audience, a majority of the Council members present may order that the Council chamber or meeting hall be cleared. \*[Note: Oregon public meeting law will still apply. This will not allow the Council to deliberate toward a decision or to hold a closed or executive session except as provided in that law. A recess of the meeting should be considered to allow matters to calm down.]

(F) Signs or other devices which obstruct the ability of the Council and the general public to see each other are not allowed. Nor shall signs or devices be adhered to the Chamber walls, with the exception of those needed as part of agenda presentations.

## **§ 190 PICTURE TAKING OR FILMING.**

The taking of photographs or filming in the Council chambers or meeting hall shall be allowed except when it is done in violation of § 180.

## **§ 200 FLAGS, SIGNS AND POSTERS.**

No flags, signs, posters or placards, unless authorized by the presiding officer, may be carried, displayed or placed within the Council chambers or meeting hall in which the Council is officially meeting. This restriction shall not apply to arm bands, emblems, badges or other articles worn on personal clothing of individuals, providing that such devices are of such size and nature as not to interfere with the vision of other persons attending the meeting, and provided that such devices do not extend from the wearer in such a manner as to present a possible cause of injury to another.

## **§ 210 NEWS MEDIA.**

The provisions of these rules shall not be construed to prevent news media representatives from performing their duties as long as the manner of performance is not unreasonably disruptive to the conduct of the meeting.

## **§ 220 COUNCIL COMMITTEES.**

(A) The Mayor, at his or her discretion, may also convene special ad hoc committees of limited duration with the consent of a majority of the Council. These committees shall be charged with making recommendations regarding to the Council.

(B) Members of all standing committees shall be appointed by the Mayor, with the consent of a majority of the council, at the second council meeting in January of each year or as soon thereafter as convenient. Members of standing committees must reside or own a business within the City Limits of Tillamook.

- (1) The Mayor shall also designate Council members to serve as chair, vice-chair, and liaison between the standing committees and the City Council. Each council member should expect to serve on not less than two standing committees.
- (2) Each member of a committee shall hold office for two years and until a successor is appointed.
- (3) If a vacancy occurs in a committee, the Mayor, at the next succeeding regular meeting of the council, with the consent of a majority of the council, shall appoint a member of the council to fill the vacancy. Any member so appointed shall hold office until January of the year following the appointment or as soon thereafter as convenient and until a successor is duly appointed.
- (4) The committees, which are limited to a maximum of seven members (excluding staff), shall annually select a Chair and Vice Chair to serve for one

year. The member limitation does not apply to the Associations Committee, whose purpose is to be inclusive. The Chair shall set the agenda in conference with staff.

- (5) A majority of a quorum of a committee is sufficient to conduct committee business. Business shall be conducted in a manner similar to that proscribed in Sections 070 and 160 through 210 above.
- (6) The City Staff will provide staff support and input and may make recommendations to committees but shall not have a vote on the committee.
- (7) At the regular meeting of the council following a committee meeting, the committees shall make a report, written or oral, of their activities or as soon thereafter as convenient.

(C) The common council may establish or abolish standing committees by Resolution in order to: 1) report and make appropriate recommendations to the Council: and 2) recommend adoption of ordinances and/or resolutions that it considers necessary for the welfare of the City. At the time of the ratification of these rules, the following standing committees shall be considered in place:

**(1) Committee on Personnel.**

The Committee on personnel shall:

- (a) Coordinate City Manager, City Recorder, and Municipal Judge annual evaluations.
- (b) Coordinate and make recommendations for changes to the employee handbook.
- (c) Periodically evaluate all Personal Service Contracts.

**(2) Committee on Beautification/Parks/Open Space.**

The Committee on city beautification, parks and open spaces shall:

Consider all matters relating to parks, open space, seasonal street decoration, and uses of city beautification funds, city beautification needs and holiday celebrations and matters that are referred to it by the Mayor.

**(3) Committee on Finance.**

The Committee on finance shall:

Consider all matters relating to city budget, city fiscal affairs, loans, grants, assessment impacts and government grants and matters that are referred to it by the Mayor.

**(4) Committee on Public Safety.**

The Committee on public safety shall:

Consider all matters relating to public health and safety, City Police, intergovernmental relations with the Fire District, 911, County Sheriff, State Police and out-reach, schools, youth and elderly.

**(5) Committee on Public Works.**

The committee on public works shall:

- a. Consider all matters relating to streets, on-street parking, parking district, sewers, alleys, sidewalks, public ways, water facilities and public buildings and matters that are referred to it by the Mayor.
- b. Recommend rates to be charged for city water and sewer services.
- c. Propose improvements to streets, on-street parking, parking district, sewer facilities, alleys, sidewalks, public ways, water facilities and public buildings.

**(6) Committee on Associations.**

The committee on associations shall:

Consider all matters relating to city visioning, downtown development, and city partnerships.

(D) Notwithstanding the above subsections A through C, the following commissions and committees shall require Council consent for membership and shall be guided by the requirements of State Law and any supplemental bylaws that they may adopt:

- (1) Planning Commission;
- (2) Budget Committee.

(E) City Councilors appointed to any committee or commission, which may from time to time request and/or require municipal funds, shall work with the committee in the formation of its budget and be prepared to support and explain the budget items presented to the City Council.

(F) All committees shall keep action minutes or shall electronically record the proceedings of their meetings. The committee chair or his or her designate shall be responsible for turning the record into City Hall.

**§ 230 CHAIN OF COMMAND.**

(A) No elected or appointed official shall issue directives individually to department heads or city employees. Complaints about an employee's job performance are to be directed to the City Manager. Complaints about the City Recorder or City Manager's job performance are to be directed to the Personnel Committee.

1. The City Manager and City Recorder are the council's only links to operational achievement and conduct; all authority and accountability of employees, as far as the council is concerned, is considered the authority and accountability of the City Manager. Accordingly:
  - a. The council will not give instructions to persons who report directly or indirectly to the City Manager.
  - b. The council will not evaluate the performance of any employee other than the City Manager and the City Recorder.
  - c. The council will review City Manager and City Recorder performance annually and will consider City Manager performance as identical to city performance. This includes achievement of the Strategic Direction Policies, and financial performance as identified in the approved budget.

(B) No department head or employee, with the exception of the City Recorder and Municipal Judge, shall present requests to elected or appointed officials except in an emergency. All nonemergency requests are to be submitted first to the appropriate department head before submission to the City Manager. The City Manager shall determine which requests are forwarded to the City Council. This subsection shall not pertain to grievance or 'whistleblowing' concerns, which shall be subject to the processes described in the Employee Handbook and any relevant Union contract.

## **§ 240 ANNUAL POSITION REVIEW**

While the council is encouraged to communicate with staff, the council's connection to the city's daily operations, its achievements, and conduct will be through the City Manager [except for those areas of responsibility that are the City Recorder's where it will be through the City Recorder].

- A. Systematic and rigorous monitoring of City Manager and City Recorder job performance will be against the expected progress and eventual results of the Annual Performance Plan and in compliance with the boundaries specified in Executive Accountabilities Policies. The council will acquire monitoring data by one or more of three methods:
  1. By internal report, in which the City Manager or City Recorder discloses compliance information to the council.
  2. By external report, in which an external, disinterested third party selected by the council assesses compliance with city policy.
  3. By direct council member inspection, in which the member assesses compliance with the appropriate policy criteria.
- B. All policies that set boundaries for the City Manager and City Recorder will be monitored at a frequency and by a method recommended and approved by the council. The council can monitor any policy at any time by any method.

## **§ 250 USE OF LEGAL AND PROFESSIONAL SERVICES.**

(A) All requests for legal opinion and information to and from the City Attorney or other Personal Service contractors shall be channeled through the Mayor (Council President) or City Manager.

(B) All requests for legal or other professional opinion shall be submitted in writing. If three or more Councilors request certain professional services, the Mayor (Council President) shall authorize such use.

(C) The City Attorney shall not deal directly with developer's legal agents, or individuals desiring to initiate actions requiring Council and/or Planning Commission approval, unless directed to do so by the City Council.

(D) Attorneys representing developers and/or others shall direct all matters regarding the city to the attention of the Tillamook City Council. The City Council of the city will determine the appropriate disposition of the referenced matter and whether the matter is capable of being resolved by City Council action or requiring legal services.

(E) All records of billing submitted to the city for professional services shall reflect the subject and topic of each and every topic area (for example, phone call re: (topic) and to whom. Conference/meeting re: (topic and purpose)).

## **§ 260 REPRESENTING THE CITY.**

(A) City stationery and an official's title shall be used when stating previously expressed (verbal or written) city policy or when requesting information or assistance, except as so directed at a public meeting by a majority of Council members present.

(B) The Mayor, as a chief elected official, and thus spokesperson for the city, along with the City Manager, shall additionally be allowed to use city stationery to extend invitations to city related functions and to send letters of appreciation or condolence. The Mayor or City Council may delegate this authority to another.

(C) No elected or appointed official shall use city stationery to express personal viewpoints or for private correspondence.

## **§ 270 RULES IN GENERAL.**

(A) In the event any rule established by Council is found to be contrary to the Municipal Charter, state or federal law, the appropriate Charter provisions or laws shall take precedence.

(B) If any rule within these rules is found to be in conflict with previous Council rules, said previous Council rules shall be amended to resolve the conflict.

(C) As needed or required by law or administrative order, the Council rules shall be revised, deleted or new rules introduced by amendment or revision. Modification or changing of one or more rules shall have no effect upon the other rules of Council.

(D) The Appendices to these Rules may be modified by Resolution.

## **APPENDIX A**

### **Delegation of Authority to the City Manager and City Recorder Policy**

The council will instruct the City Manager and City Recorder through written policies that prescribe the city goals to be achieved and describe organizational situations and actions to be avoided. The council will support any reasonable interpretation of those policies by the City Manager or City Recorder respective to their assigned responsibilities. Accordingly:

1. Council will develop policies instructing the City Manager or City Recorder to achieve defined goal results. These policies will be developed systematically from the broadest, most general level to more defined levels, and may be called Strategic Direction Policies.
2. Council will develop policies that limit the latitude the City Manager or City Recorder may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they may be called Executive Accountability Policies.
3. As long as the City Manager or City Recorder uses any reasonable interpretation of the council's Strategic Direction Policies and Executive Accountability Policies, the City Manager or City Recorder is authorized to establish all further policies, make all decisions, establish all practices and develop all activities they deems appropriate to achieve the council's goals.
4. The council may change its Strategic Direction Policies and/or Executive Accountability Policies at any time, thereby shifting the boundary between council and City Manager/City Recorder domains. By doing so, the council changes the latitude of choice given to the City Manager or City Recorder. However, as long as any council-specified delegation of authority is in place, the council will respect and support any reasonable interpretation of its policies.

## APPENDIX B

### **Policy I: City Manager Executive Accountability Policy**

**The City Manager shall ensure that all City practices, activities, decisions, and organizational circumstances are lawful, prudent, and in conformance with commonly accepted business and professional ethics including but not limited to the following:**

3. The City Manager shall ensure the City's assets are protected, adequately maintained, and risked only as necessary. Accordingly the City Manager shall:
  - a. Allow only authorized personnel access to material amounts of funds.
  - b. monitor facilities or equipment for improper wear and tear or insufficient routine maintenance.
  - c. Protect the city, council, or staff from unnecessary claims of liability.
  - d. assure that any non-inventory purchase (1) of over \$5,000 has obtained at least three comparative prices and qualities where brand consistency is not a consideration (i.e. Dell/Gateway/Apple Computers); (2) of over \$150,000 has utilized a stringent method of assuring the balance of long-term quality and cost through a formal bidding process.
  - e. Be limited in authority to only purchases under \$5,000 without council approval with the exception of *budgeted* maintenance items.
  - f. protect intellectual property, information, and files from loss or significant damage, or access by unauthorized persons.
  - g. Receive, distribute and/or account for funds under controls that are sufficient to meet standard accounting practices and/or to protect the city.
  - h. Invest or hold operating capital in secure instruments, including insured checking accounts or in interest-bearing accounts except where necessary to facilitate ease in operational transactions or where it benefits the city.
  - i. Enhance the city's image or credibility, particularly in ways that would facilitate its accomplishment of its mission.
  - j. Timely provide council, City Recorder, staff, contract vendors and the public with the information necessary to carry on the city's business.
4. With respect to the treatment of employees, the City Manager shall cause or allow conditions that are fair or dignified. Accordingly, the City Manager shall:
  - a. Operate by following written personnel policies that clarify personnel rules for employees, provide for effective handling of complaints and protect against wrongful or illegal conditions.
  - b. Protect all employees from discrimination at any time for any reason.
  - c. Facilitate employees in taking a complaint to the council when internal complaint procedures have been exhausted.
  - d. Acquaint staff with this policy.
5. Financial planning in any fiscal year mandates that actual expenditures remain within the budget parameters, except for approved budget adjustments. Accordingly, the City Manager shall provide a budget that:

- a. Contains sufficient information to enable credible projection of revenues and expenses, separation of capital and operational items, cash flows and disclosure of planning assumptions.
- b. Acquires, encumbers or disposes of real property with the council's approval.
- 6. Regarding employment, compensation and benefits to employees, consultants, and contract workers, the City Manager shall protect the City's fiscal integrity and image. Accordingly the City Manager may not:
  - a. Change his/her own compensation and/or benefits.
  - b. Promise or imply benefits that are outside approved benefit policies.
  - c. Promise or imply permanent or guaranteed employment.
  - d. Establish compensation that deviates materially from the geographic or professional market for the skills employed and/or that is outside of the approved budget.
- 7. The City Manager shall keep the council informed and supported in its work. Accordingly, the City Manager shall :
  - a. Submit monitoring data, status reports, financial information or other pertinent information required by the council in a timely, accurate, and understandable manner.
  - b. Let the council be aware of relevant trends or significant changes of any kind that could [or have] negatively impact[ed] the city.
  - c. Report in a timely manner an actual or anticipated non-compliance with any council-approved policy.
- 8. Regarding city insurance, employee benefit providers and employee wages, the City Manager shall:
  - a. Review annually, all benefits providers for cost, and comparative services.
  - b. Do bi-annual wage research and analysis.

Staff Treatment: With respect to treatment of paid and volunteer staff, the City Manager shall cause or allow conditions, procedures, actions or decisions which are lawful, ethical, safe, respectful, dignified, moral, reputable and in accordance with council policy. Accordingly, the City Manager shall:

- 1. develop procedures for reasonable background inquiries and checks prior to hiring any paid personnel or utilizing the services of any volunteers;
- 2. Operate within the parameters of written personnel and administrative policies which:
  - a. Clarify personnel rules and procedures for staff.
  - b. Provide for effective handling of grievances.
  - c. Include adequate job descriptions for all staff positions.
  - d. Include salary and compensation plans that comply with state law.
  - e. Include an effective personnel performance evaluation system.
  - f. Establish procedures for reductions in force.
  - g. Protect against sexual harassment.
  - h. Protect against racial, religious, gender, age, disability and ethnic bias or discrimination.
  - i. Provide for a drug, smoke, and alcohol free workplace.
- 3. facilitate employees in grieving to the council when internal grievance procedures have been exhausted and the employee alleges that council policy has been violated;

4. protect confidential information;
5. provide for open communication and the sharing of ideas; and
6. provide staff with an opportunity to become familiar with the provisions of this policy.

## **Policy II: City Recorder Executive Accountability Policy**

**The City Recorder shall help to ensure that all City practices, activities, decisions, or organizational circumstances are lawful, prudent, and in conformance with commonly accepted business and professional ethics including but not limited to the following:**

1. The City Recorder shall assure that the City's assets are protected, adequately maintained, and risked only as necessary. Accordingly the City Recorder shall:
  - a. Insure against theft and casualty losses to at least 100% percent of replacement value and against liability losses to the city, employees, and the organization itself in an amount greater than the average for comparable organizations.
  - b. Allow only authorized personnel access to material amounts of funds.
  - c. Protect the city, council, or staff from unnecessary claims of liability.
  - d. assure that any non-inventory purchase of over \$5,000 has obtained at least three comparative prices and qualities where brand consistency is not a consideration (i.e. Dell/Gateway/Apple Computers).
  - e. Be limited in authority to only purchases under \$5,000 without council approval with the exception of ***budgeted*** maintenance items.
  - f. Protect intellectual property, information, and files from loss or significant damage, or access by unauthorized persons.
  - g. Receive, distribute and/or account for funds under controls that are sufficient to meet standard accounting practices and/or to protect the city.
  - h. Invest or hold operating capital in secure instruments, including insured checking accounts or in interest-bearing accounts except where necessary to facilitate ease in operational transactions or where it benefits the city.
  - i. Protect the city's image or credibility, particularly in ways that would enhance its accomplishment of its mission.
  - j. Timely provide council, City Manager, staff, contract vendors and the public with the information necessary to carry on the city's business.
2. With respect to the treatment of employees, the City Recorder shall ensure conditions that are fair or dignified. Accordingly, the City Recorder shall :
  - a. Operate within the written personnel policies that clarify personnel rules for employees, provide for effective handling of complaints and protect against wrongful or illegal conditions.
  - b. Protect against discrimination toward any employee at any time for any reason.
  - c. facilitate employees in taking a complaint to the council when internal complaint procedures have been exhausted.
  - d. acquaint staff with this policy.

3. Financial planning in any fiscal year mandates that actual expenditures remain within the budget parameters, except for approved budget adjustments. Accordingly, the City Recorder shall assist in budgeting that:
  - a. Settles payroll and debts in a timely manner.
  - b. Assures that tax payments or other government ordered payments or filings will not become overdue or inaccurately filed.
  - c. Aggressively pursues receivables after a reasonable grace period.
4. Regarding employment, compensation and benefits to employees, consultants, and contract workers, the City Recorder shall protect the City's fiscal integrity or image. Accordingly the City Recorder may not:
  - a. Change her/his own compensation and/or benefits.
  - b. Promise or imply benefits that are outside approved benefit policies.
5. The City Recorder shall keep the council informed or supported in its work. Accordingly, the City Recorder shall:
  - a. Submit monitoring data, status reports, financial information or other pertinent information required by the council in a timely, accurate, and understandable manner.
  - b. Make the council aware of relevant trends or significant changes of any kind that could [or have] negatively impact[ed] the city.
  - c. Report in a timely manner any actual or anticipated non-compliance with any council-approved policy.
6. Regarding city insurance, employee benefit providers and employee wages, the City Recorder shall:
  - a. Get bi-annual bids from insurance broker.

## **APPENDIX C**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING THE FISCAL POLICIES FOR THE CITY OF  
TILLAMOOK, AND REPEALING RESOLUTION NO. 1468**

**WHEREAS,** The Tillamook City Council has identified the need to adopt Fiscal Policies to govern it's financial planning and administration, and

**WHEREAS,** said policies have been formulated, considered and reviewed by the Finance Committee and the Council,

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

**Section 1:**

The City's Fiscal Policies are attached and referenced as Exhibit "A" and is incorporated herein by this reference and is located at Tillamook City Hall.

**Section 2:**

Exhibit "A" is hereby adopted.

**Section 3:**

Resolution No. 1468 is hereby repealed and all affiliated past practices related to fiscal policies of the City of Tillamook are hereby repealed.

**Section 4:**

This Resolution shall take effect immediately upon its approval by the City Council.

PASSED by the Common Council this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

**CITY OF TILLAMOOK  
FISCAL POLICIES**



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# PURPOSE

The City of Tillamook is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and full disclosure. The broad purpose of the Fiscal Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by Council as the basic framework for overall financial management of the City, to guide day-to-day and long-range fiscal planning and decision making, and to achieve the following general financial goals:

1. Provide an adequate financial base to sustain a sufficient level of municipal services to maintain the social well-being and physical conditions of the City.
2. Deliver cost effective and efficient services to citizens.
3. Provide and maintain essential public facilities, utilities, and capital equipment.
4. Protect and enhance the City's credit rating so as to obtain the lowest cost of borrowing and also to assure taxpayers and the financial community that the City is well-managed and financially sound.
5. Provide the financial stability needed to navigate through economic downturns, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.
6. Adhere to the standards of financial management and reporting practices as set by the Government Finance Officers Association, the Governmental Accounting Standards Board and other professional standards.
7. Fully comply with finance related legal mandates, laws and regulations

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting, financial planning and forecasting, investment and asset management, debt management, accounting and financial reporting, reserves and internal controls. These policies are reviewed and updated every other year as part of the biennial budget preparation process.

# REVENUE POLICIES

1. The City will strive for and maintain a diversified and stable revenue system to prevent undue or unbalanced reliance on any one source of funds. This revenue diversity will shelter the City from short-run fluctuations in any one revenue source.
2. One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream services or for budget balancing purposes.
3. User fees and charges will be established for services provided that benefit specific individuals or organizations. User fees and charges will be set at a level sufficient to recover full cost of service whenever practical to minimize subsidization by taxpayers. The City will systematically review user fees and charges to take into account the effects of additional service costs and inflation.

Unless prohibited by law, certain fees may be deferred by Council action when it can be demonstrated that a direct public benefit will be obtained. In addition, the Council may direct that certain fees be paid on behalf of applicants and Council's action will include a determination of the source of funds to pay such fees.

5. All fees, charges or assessments that are deferred for later payment will be evidenced by a promissory note or agreement. The City may charge periodic interest, processing fees and additional interest and penalties for delinquencies as appropriate.
6. Water, Water Reclamation (Sewer) and Stormwater funds will strive to be self-supporting through user fees. Fee adjustments will be based on five-year financial plans.
7. All potential grants shall be evaluated for matching requirements and on-going resource requirements before acceptance. Grants may be rejected to avoid commitments beyond available funding.
8. The City will not respond to long-term revenue shortfalls with deficit financing and borrowing to support on-going operations. Expenses will be reduced to conform to the long-term revenue forecasts and/or revenue increases will be considered.
9. Revenues will be estimated realistically and prudently. Revenues of a volatile nature will be estimated conservatively. The City will estimate its revenues by an objective, analytical process.

# OPERATING BUDGET POLICIES

1. The City will prepare an annual budget with the participation of all Departments.
2. All budgetary procedures will conform to existing state and local regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and 2) the total of all resources of the district must equal the total of all expenditures and all requirements for the district.
3. The budget process will be coordinated so that major policy issues and department goals and objectives are identified and incorporated into the budget.
4. A cost allocation plan will be developed and incorporated into the City budget. The cost allocation plan will be the basis for distribution of general government and internal service costs to other funds and capital projects.
5. The operating budget will be constrained to the total amount approved by the Budget Committee and as adjusted and adopted by the City Council.
6. The City Council shall adopt the budget at the fund, departmental or program level as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.
7. The full time equivalent (FTE) for each operating fund or department shall be brought before City Council for adoption with the budget, and any changes mid-budget cycle shall also be authorized by the City Council. *This will include funding for employee liabilities such as accumulated comp and vacation time that are probable pay-outs.*
8. All supplemental appropriations for programs or additional personnel (appropriations requested after the original budget is approved) will be analyzed by the City Manager and will only be approved after consideration of availability of revenues.
9. Oregon budget law provides a means to adjust the budget for emergency expenditures or unforeseen circumstances. All resolutions adjusting the budget will be prepared by the City Manager for Council approval to ensure compliance with budget laws.
10. Monthly reports comparing actual to budgeted expenditures will be prepared by the Finance Officer and distributed to the City Manager and City Council. Significant budget to actual variances will be investigated.
11. The City Council hereby authorizes the City Manager to develop, approve and change Administrative Policies as needed that reflect procedures and directives concerning financial management that support or clarify Fiscal Management Policies approved by the City Council.

## **EXPENDITURE CONTROL POLICIES**

1. Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each Department or Division Manager or Officer will be responsible for the administration of his/her department/division budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limitations.
2. The City Manager will administer expenditure control at the category level and program or divisional level. Additionally, the City Manager may give authorization to mandate this level of control down to any line item level. Expenditures anticipated to be in excess of these levels require approval of the City Manager.
3. All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations.
4. Before the City purchases any major asset or undertakes any operating or capital arrangements that create fixed costs or ongoing operational expenses, the implications of such purchases or arrangements will be fully determined for current and future years.
5. All compensation planning and collective bargaining will include analyses of total cost of compensation which includes analysis of salary increases, health benefits, pension contributions, fringe benefits and other personnel costs. This will include employee liabilities such as accumulated comp and vacation time that are probable pay-outs. The City will only propose operating personnel costs, which can be supported by on-going operating revenues.
6. The City will make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient.
7. The City Manager is hereby authorized to surplus unneeded assets of under \$3,000 in value through whichever venue provides the best value to the community. Surplusing of items of greater value shall be brought to the Council for approval.
8. In 2011, the City shall prepare and review an Asset Management Plan that analyzes all City real property, fleet and rolling stock, and information system assets in order to establish a rotational program that optimizes useful life cycles, eliminates redundancies, and maximizes customer service.

## CAPITAL IMPROVEMENT POLICIES

1. Starting in 2012 a five-year Capital Improvement Program (GIP) encompassing all City facilities shall be prepared and updated every two years. A public hearing will be held to provide for public input on the CIP. The five-year CIP will be incorporated into the City's budget and long-range financial planning processes.
2. Projects included in the CIP shall have complete information on the need for the project, description and scope of work, total cost estimates, future operating and maintenance costs and how the project will be funded.
3. An objective process for evaluating CIP projects with respect to the overall needs of the City will be established through a ranking of CIP projects. The ranking of projects will be used to allocate resources to ensure priority projects are completed effectively and efficiently.
4. Changes to the CIP such as addition of new projects, changes in scope and costs of a project or reprioritization of projects will require City Council or City Manager approval.
5. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future operating maintenance and replacement costs. The City recognizes that deferred maintenance increases future capital costs, thus placing a burden on future residents. Therefore, the budget will provide for adequate maintenance and the orderly replacement of capital plant and equipment from current revenues when possible.
6. The City will determine the least costly funding method for its capital projects and will obtain grants, contributions and low cost state or federal loans whenever possible.
7. The City will establish capital equipment reserves to provide for funding of vehicles and equipment. The City will also establish major repairs and replacement reserves to provide for funding of major repairs and replacements.
8. The City will utilize "pay-as-you-go" funding for capital improvement expenditures considered recurring, operating or maintenance in nature. The City may also utilize "pay- as-you-go" funding for capital improvements when current revenues and adequate fund balances are available or when issuing debt would adversely affect the City's credit rating.
9. The City will consider the use of debt financing for capital projects under the following circumstances:

- \* When the project's useful life will exceed the terms of the financing
- \* When resources are deemed sufficient and reliable to service the long-term debt
- \* When market conditions present favorable interest rates for City financing
- \* When the issuance of debt will not adversely affect the City's credit rating and coverage ratios

## **FINANCIAL PLANNING POLICIES**

- 1.. The City will prepare a long term financial plan to promote responsible planning for the use of resources. The long-term financial plan will include projected revenues, expenditures and reserve balances for the next five years.
2. The City's financial plan should be strategic, reflecting the Council's and the community's priorities for service while providing resources that realistically fund routine operations.
3. Long term projections of revenues and expenditures will be realistic and conservative.

## **ECONOMIC DEVELOPMENT FUNDING POLICIES**

1. The City may employ economic development incentives to encourage value-added development and accrue public benefits to the City of Tillamook. Public benefits may include but not limited to, the following:
  - a. A benefit that materially enhances the financial position of the City by increasing its employment base or assessed valuation.
  - b. A contribution to the basic infrastructure of the City that is greater than that which would be required of the development alone.
  - c. A benefit that increases access to other public services.
2. Economic development incentives may include formation of improvement or redevelopment districts, reimbursement, deferral of certain fees and charges, use of discount lease rates or other forms of financial incentives. All such incentives will be fully evaluated by the City Manager as to the costs, risks and level of benefit as well as the financial impact of such incentives on the City's operating and capital budgets.
3. The fiscal impact evaluation will be presented to Council along with City Manager's recommendation. The City Council shall make the final decision concerning proposed economic development incentives including any repayment of incentives if performance requirements are not met.
4. Funding for economic development incentives must be identified before approval of all such incentives.
5. A development incentive shall not be provided if the development does not provide

sufficient public benefit or if the cost and risks to the City will have a materially adverse impact on the City's finances or operations.

## **CASH MANAGEMENT AND INVESTMENT POLICIES**

1. The Finance Officer or their designee shall invest all City funds according to four criteria, in order of their importance: (1) legality, (2) safety, (3) liquidity, and (4) yield.
2. The City will consolidate or pool cash balances from various funds for investment purposes and will allocate investment earnings to each participating fund by percentage of that fund's participation.
3. The City's investment securities will be protected through third party custodial safekeeping.
4. Annual investment reports summarizing investment holdings and compliance with the City's Investment Policy will be provided to City Council.

## **ACCOUNTING AND FINANCIAL POLICIES**

1. The City will utilize the cash basis of accounting.
2. Monthly financial reports summarizing financial activity by fund will be presented to the City Manager and City Council.
3. A system of internal controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions and compliance with applicable laws and regulations.
4. In accordance with State law, a comprehensive financial audit, including an audit of federal grants as required by law, will be performed annually by an independent public accounting firm with the objective of expressing an opinion on the City's financial statements and assessing the accounting principals used and evaluating the internal controls in place.
5. The City will prepare its financial statements and maintain its accounting and internal control systems in accordance with applicable standards with the goal of obtaining an unqualified opinion from its auditors.
6. The City's asset capitalization policy is to capitalize and depreciation assets greater than \$1,500 with a useful life beyond one year. Capital assets costing less than \$1,500 or having a useful life of one year or less will be treated as operating expenditure.

# DEBT MANAGEMENT POLICIES

1. The City Manager structures all debt issuances and oversees the on-going management of all City debt. Debt includes general obligation bonds, lease purchase obligations, revenue bonds, special assessment obligations, promissory notes, equipment financing agreements and any other contractual arrangements that obligate the City to make future principal and interest payments.
2. No debt shall be issued for which the City is not confident that a sufficient specifically identified revenue source is available for repayment. The City Manager shall prepare an analysis of the source of repayment prior to issuance of any debt.
3. The City will not use long-term debt to fund current operations, to balance the budget or to fund projects that can be funded from current resources.
4. The City may utilize short-term debt or interfund loans as permitted, to cover temporary shortage due to timing of cash flows which may result from delay in receipting grant proceeds or other revenues and delay in issuance of long term debt.
5. When issuing long-term debt, the City will ensure that the debt is soundly financed by:
  - a. Incurring debt only when necessary for capital improvements too large to be financed from current available resources,
  - b. Insuring that capital projects financed through long term debt shall be financed for a period not to exceed the useful life of the project,
  - c. Determining that the benefits of the project financed exceed the cost of financing including interest costs,
  - d. Analyzing source of repayment, debt coverage ratios and the impact of debt service on annual fixed costs prior to issuance of long term debt.
6. All bond issuances and promissory notes will be authorized by resolution of the City Council.
7. The City will comply with all statutory debt limitations imposed by the Oregon Revised Statutes.

# RESERVE POLICIES

- 1.. The City will maintain sufficient contingency and reserves in each fund for the ability to:
  - a. Mitigate short-term volatility in revenues
  - b. Mitigate short-term economic downturns (2 years or less)
  - c. Absorb unanticipated operating needs that arise during the fiscal year but were not anticipated during the budget process
  - d. Sustain city services in the event of an emergency
  - e. Meet operating cash flow requirements before the collection of property taxes, grant proceeds and other operating revenues
  - f. Absorb unexpected claim or litigation settlements
  - g. Purchase vehicle and equipment without the need to finance such purchases
  - h. Meet major facility and equipment repair and replacement needs
  - i. Meet future capital project needs so as to minimize future debt obligations and burden on future citizens
  - j. Meet requirements for debt reserves
2. General Fund Reserves — the City will strive to maintain General Fund undesignated reserves of at least 10% of the operating budget of the General Fund.
3. All Other Operating Funds — The City will strive to maintain undesignated reserves of at least 10% of the operating budget in all other operating funds unless it can be demonstrated that less than 10% is adequate to meet the needs of the operation.
4. The City will use reserves on a one-time or temporary basis for purposes described above. In the event that reserve funds decrease to levels below the levels established by this policy, the City will develop a plan to restore reserves to the required levels.
5. In accordance with Government Accounting Standards Board (GASB) Statement No. 54, titled Fund Balance Reporting and Governmental Fund Type Definitions, the City of Tillamook does hereby recognize and confirm the following GASB 54 classifications of fund balances which consider “the extent to which the government is bound to honor constraints on the specific purposes for which amounts in the fund can be spent.” The new categories are listed below:
  - **Non-Spendable** – funds that cannot be spent because these are not cash or have legal restrictions, such as prepaid items or inventory, or legally or contractually, required to be maintained intact, such as the principal amount on an endowment.
  - **Restricted** – funds that cannot be spent because of external legal or contractual restrictions such as those imposed by grantors, contributors, or governmental regulations.
  - **Committed** – funds that can be spent only with the same executive action taken by the elected board that imposed the restriction such as a reserve for specific use.

- **Assigned** – funds that can be spent with action taken by an individual or governing body, itself, or by an official or officers to which authority is delegated by the governing body such as a reserve for specific use like a housing program.
- **Unassigned** – funds deemed to be residual net resources (amounts in excess of the above four categorizations) found in the General Fund.

6. The City Council adopts the guidelines provided in the GASB No. 54 for accounting and reporting of governmental type funds effective with the fiscal year ending June 30, 2011. The existing funds and elements of fund balance that are thought to be subject to changes by this implementation include, but are not limited to:

Fund Number & Name	Category	Constrained By
010 General Fund	Unassigned	
020 Street Fund	Restricted	State Statute
021 Water Fund	Restricted	Enterprise Fund
022 Sewer Fund	Restricted	Enterprise Fund
070 TRT Fund	Restricted	Council Ordinance
091 Community Block Grant Fund	Restricted	Grantor
096 9-1-1 Communications Fund	Restricted	State Statute

## GENERAL FUND STABILIZATION FUND POLICY

1. The City will strive to maintain and manage a General Fund Stabilization Fund in accordance with this policy.
2. The purpose of the General Fund Stabilization Fund will be to provide for severe economic downturns or major unforeseen events (as determined by Council action) where a significant portion of revenues supporting critical basic operations are projected to decline for more than 2 years or permanently, and such decline cannot be absorbed by the department or fund. In these events, the City will need time to affect reductions, consolidate operations, reprioritize critical programs or implement an alternate revenue source. The General Fund Stabilization Fund will provide temporary support to minimize the impacts to citizens who rely on these critical operations.
3. The General Fund Stabilization Fund will also be maintained to protect and enhance the City's credit rating. In the event that the City's General Fund Reserves temporarily fall below desired levels, the General Fund Stabilization Fund will serve to ensure that the City's credit rating is not adversely affected.

4. Once established, the General Fund Stabilization Fund will be funded annually as follows:
  - 50% of investment earnings of the General Fund
  - 50% of investment earnings of all other funds except as prohibited by law
  - Excess revenues and/or additional allocations from the General Fund as recommended by the Finance Officer and/or City Manager and approved by City Council. Examples of excess revenues include one-time payments from franchisees as a result of an audit, refunds or other one-time discretionary payments not anticipated to be needed for current operations.
5. The General Fund Stabilization Fund will only be used to provide temporary support for critical basic services and operations meeting the criteria established by this policy. In no event will the General Fund Stabilization Fund be used to fund new programs or to fund expenditures that should otherwise be funded with operating revenues, contingencies and reserves.
6. All request for use of the General Fund Stabilization Fund will include the following:
  - Projection of revenues indicating decline for more than 2 years or permanent decline as a result of economic downturn or unforeseen event
  - Analysis that revenue decline is so significant that it cannot be absorbed in the department or fund's operating budget through increases in other revenues or reduction of current expenditures
  - Determination that critical basic services and operations will be affected and citizens will be negatively impacted
  - Determination that request meets any other criteria determined by Council
  - Plan of action and long-term financial solution to address the revenue shortfall
7. All requests for use of the General Fund Stabilization Fund will be presented to Council along with City Manager's recommendation. The City Council shall make the final decisions concerning appropriation of funds from the General Fund Stabilization Fund.

Bernadette M. Sorensen, CMC  
City Recorder/Treasurer  
City of Tillamook  
E-mail: [bsorensen@tillamookor.gov](mailto:bsorensen@tillamookor.gov)

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

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**Date:** July 8, 2011  
**To:** City Council  
**From:** Bernadette Sorensen, CMC, City Recorder  
**Re:** June 2011 Report



Attached are copies of Revenue and Expenditure reports for June 2011.

This is what our accounts looked like at the end of June 2011. We had \$ 2,341,496 in our LGIP Account #4455 with an interest rate of 0.50% for both pool accounts. LGIP Account #3737 WWTP Construction Retainage had a balance of \$ 1,465. Bank of Astoria General Account had a balance of \$ 716,378 with an interest rate matching LGIP. Water Department SDC account had \$ 195,615; Bicycle/Pedways had a balance of \$ 8,982, Sewer SDC had a balance of \$ 85,442. The Sewer Debt Reserve account had \$274,941.

For the month of June 2011 the Visa terminal at the Water Department (432) had 57 transactions and took in \$ 6,497. Processing fee and equipment rental cost \$ 161. For the Municipal Court window (433) they had 30 transactions and took in \$ 2,157 at a cost of \$ 83.

We have received \$2,128 from Credits, Inc., our Municipal Court collection agency for the month of June 2011.

You all should have received your League of Oregon Cities 86<sup>th</sup> Annual Conference book. They were placed in your mail slots at City Hall. Please complete your registration form (front and back) and return to me no later than July 25, 2011. I will register everyone on-line. If we get our registrations in before July 31<sup>st</sup> we will save \$30 per registration. You know how I am about saving money!!!

FYI - Per request from Councilor Henson regarding photo advertising of Beautification property award winner would be \$82.20 for Headlight-Herald and \$40.00 for Shopper.

Last month I attended six meetings on the Employee Handbook draft, two Department Head meetings, two Council meetings with workshops, Finance Committee meeting on fiscal policies, meeting with John Zakariassen, Risk Management Consultant with City County Insurance Services, and Agent of Record Tony Veltri regarding the updating of our insurance coverage.

I prepared the advertisement for my replacement to present to the Personnel Committee for their review when we meet on Thursday, July 14, 2011 along with recommendations for where to place the advertisement.

If you need anything, my door is always open.

# General Ledger Revenue Analysis



User: administrator  
Printed: 07/12/2011 - 4:17 P  
Period 12, 2011

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
010	GENERAL					
010-00-35000	SUPPLEMENTAL BUDGET REVEN	0.00	0.00	0.00	0.00	0.00
010-00-41010	COURT ASSMTS/STATE	0.00	0.00	0.00	0.00	0.00
010-00-41015	ALARM FEES	0.00	0.00	0.00	0.00	0.00
010-00-41020	ANIMAL / LICENSES	2,300.00	149.75	2,637.25	(337.25)	114.66
010-00-41030	MARIJUANA DIV/STATE	0.00	0.00	0.00	0.00	0.00
010-00-41035	SECURITY COURT FEE	2,500.00	201.00	2,563.00	(63.00)	102.52
010-00-41040	BUILDING PERMIT SURCHRG/STA	0.00	0.00	0.00	0.00	0.00
010-00-41050	BUILDING PERMITS	0.00	0.00	0.00	0.00	0.00
010-00-41060	BLD.PERMIT/COUNTY 75% COLL.	0.00	0.00	0.00	0.00	0.00
010-00-41070	OHSU/AUTHORITATIVE PARENTI	0.00	0.00	0.00	0.00	0.00
010-00-41075	CIGARETTE TAX	6,300.00	0.00	6,687.78	(387.78)	106.16
010-00-41080	MED.LIABILITY/STATE	0.00	(24.00)	(5.00)	5.00	0.00
010-00-41085	COMPRESSOR FEES	0.00	0.00	0.00	0.00	0.00
010-00-41090	MED.LIABILITY/COUNTY	0.00	(13.00)	44.00	(44.00)	0.00
010-00-41100	MED.LIABILITY/ADMIN FEE	800.00	47.00	606.00	194.00	75.75
010-00-41105	COURT FINES/FORFEITURES	125,000.00	9,285.00	121,153.20	3,846.80	96.92
010-00-41110	UNITARY ASSESSMENT	0.00	(377.00)	253.00	(253.00)	0.00
010-00-41115	EQUIPMENT SALES/USED	1,000.00	0.00	341.80	658.20	34.18
010-00-41150	GRANTS	5,000.00	0.00	10,490.00	(5,490.00)	209.80
010-00-41160	HOQUARTON TRAIL PROJECT	0.00	0.00	0.00	0.00	0.00
010-00-41170	INVESTMENT EARNINGS	500.00	24.12	211.11	288.89	42.22
010-00-41180	LAND SALES	300.00	0.00	0.00	300.00	0.00
010-00-41190	LICENSES	1,200.00	0.00	1,152.00	48.00	96.00
010-00-41200	LIQUOR TAX	66,000.00	4,535.25	60,476.60	5,523.40	91.63
010-00-41210	VEHICLE IMPOUND	2,000.00	0.00	1,080.00	920.00	54.00
010-00-41220	MISC. FEES	7,000.00	293.86	4,333.09	2,666.91	61.90
010-00-41230	MISC. PERMITS	1,000.00	90.00	710.00	290.00	71.00
010-00-41240	PARKING FINES	7,500.00	925.00	6,754.50	745.50	90.06
010-00-41250	PARKING DISTRICT	0.00	0.00	0.00	0.00	0.00
010-00-41260	PLANNING FEES	15,000.00	1,475.00	14,231.35	768.65	94.88
010-00-41270	PARKING METERS/RENTAL SPAC	15,000.00	860.00	14,712.98	287.02	98.09
010-00-41280	POLICE RESERVE FEES	0.00	0.00	0.00	0.00	0.00
010-00-41281	Business Registration Fees	36,000.00	22,393.70	36,178.95	(178.95)	100.50

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
010-00-41282	BUSINESS REGISTRATION SURCH	10,000.00	6,625.00	10,956.25	(956.25)	109.56
010-00-41285	Admin Fee Muni Court	7,000.00	480.00	6,221.00	779.00	88.87
010-00-41290	INSURANCE/PROPERTY DAMAGE	1,000.00	0.00	313.43	686.57	31.34
010-00-41300	PROPERTY TAX / CURRENT	500,000.00	22,581.39	510,438.83	(10,438.83)	102.09
010-00-41310	PROPERTY TAX / PRIOR	15,000.00	2,234.47	18,428.98	(3,428.98)	122.86
010-00-41360	RURAL FIRE DISTRICT	0.00	0.00	0.00	0.00	0.00
010-00-41370	FIRE RESCUE FEES	0.00	0.00	0.00	0.00	0.00
010-00-41390	SPECIAL REVENUES	1,000.00	0.00	511.87	488.13	51.19
010-00-41410	Lien Search Revenue	600.00	100.00	1,850.00	(1,250.00)	308.33
010-00-41420	Property Purch./Bldg.Res.Bal.	0.00	0.00	0.00	0.00	0.00
010-00-41425	Transit/Visitor Center Rent	0.00	0.00	0.00	0.00	0.00
010-00-41430	TRANSFERS	0.00	0.00	0.00	0.00	0.00
010-00-41440	USER FEES	0.00	0.00	0.00	0.00	0.00
010-00-41460	OCD GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
010-00-41470	FRANCHISE/CITY SANITARY	0.00	0.00	0.00	0.00	0.00
010-00-41480	FRANCHISE/CABLE T.V.	29,000.00	0.00	29,271.67	(271.67)	100.94
010-00-41490	FRANCHISE/TILLAMOOK PUD	300,000.00	22,862.97	282,759.32	17,240.68	94.25
010-00-41500	FRANCHISE/UNITED TELEPHONE	42,000.00	0.00	39,559.76	2,440.24	94.19
010-00-41505	Franchise/Water-Sewer Util	60,000.00	5,308.41	65,894.81	(5,894.81)	109.82
010-00-41510	GRANT/MARINE BRD/CARNAHAN	0.00	0.00	0.00	0.00	0.00
010-00-41560	GRANT/TRAFFIC SAFETY	0.00	0.00	0.00	0.00	0.00
010-00-41570	FEMA/DAYCARE/HEADSTART DA	0.00	0.00	0.00	0.00	0.00
010-00-41575	COPS GRANT	0.00	0.00	0.00	0.00	0.00
010-00-41590	FROM SEWER DEPT. 2200	0.00	0.00	0.00	0.00	0.00
010-00-41610	CAMI	15,000.00	1,250.00	15,000.00	0.00	100.00
010-00-41615	TNT Officer O/T Reimbsmt	0.00	0.00	0.00	0.00	0.00
010-00-41620	SCHOOL DIST #9	0.00	0.00	0.00	0.00	0.00
010-00-41625	PROPERTY INCOME	20,000.00	1,060.00	27,115.00	(7,115.00)	135.57
010-00-41630	Police/Special Projects	1,000.00	0.00	0.00	1,000.00	0.00
010-00-41640	COUNTY ANIMAL CONTROL	16,000.00	1,333.26	16,000.00	0.00	100.00
010-00-41650	URBAN RENEWAL ADMIN REIMB	15,000.00	1,141.14	15,393.34	(393.34)	102.62
010-00-41660	Internal Service Charges	0.00	0.00	0.00	0.00	0.00
010-00-41960	STATE REV SHARING	38,300.00	0.00	37,162.30	1,137.70	97.03
010-00-41970	FROM TRANS ROOM TAX	130,700.00	99,999.00	100,000.00	30,700.00	76.51
010-00-41980	FROM CARNAHAN PARK	0.00	0.00	0.00	0.00	0.00
010-00-41990	TRANS FROM TRT UNRESTRICTE	14,280.00	0.00	14,280.00	0.00	100.00
	010 Totals:	1,510,280.00	204,841.32	1,475,768.17	34,511.83	97.71
020	STREETS					
020-00-41170	INVESTMENT EARNINGS	50.00	28.19	29.51	20.49	59.02
020-00-41220	MISC. FEES	100.00	0.00	750.56	(650.56)	750.56
020-00-41400	STATE GAS TAX	151,340.00	12,900.95	168,663.14	(17,323.14)	111.45
020-00-41410	CITY SANITARY FRANCHISE	26,250.00	0.00	34,019.92	(7,769.92)	129.60

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
020-00-41430	TRANSFERS FROM GENERAL FUN	0.00	0.00	0.00	0.00	0.00
020-00-41440	Franchise/Charter (for Parks)	0.00	0.00	0.00	0.00	0.00
020-00-41450	Balance from Bike/Ped Fund	0.00	0.00	0.00	0.00	0.00
020-00-41460	SCA Grant	0.00	0.00	0.00	0.00	0.00
020-00-41470	IFA Planning Grant	0.00	0.00	0.00	0.00	0.00
020-00-41480	Fuel Bus.Lic.Fund Balance	0.00	0.00	0.00	0.00	0.00
020-00-41500	FROM LOCAL FUEL TAX FUND #2	12,000.00	9,208.20	12,000.00	0.00	100.00
020-00-41550	FLOOD MITIGATION REIMBSMT	10.00	0.00	664.40	(654.40)	6,644.00
020-00-41570	TRANSFER IN FROM SEWER 2200	3,000.00	0.00	3,000.00	0.00	100.00
020-00-41580	TRANSFER FROM PROPERTY PUR	6,300.00	0.00	1,242.46	5,057.54	19.72
020-00-41585	Carnahan Park Balance	0.00	0.00	0.00	0.00	0.00
020-00-41586	Carnahan Park User Fees	0.00	0.00	0.00	0.00	0.00
020-00-41590	TRANSFER FROM CARNAHAN PA	3,000.00	756.99	2,322.49	677.51	77.42
020-00-41595	Linden Drive LID Assesments	0.00	0.00	0.00	0.00	0.00
020-00-41600	TRANS IN FROM TRT-Events Labor	2,000.00	2,000.00	2,000.00	0.00	100.00
020-00-41610	PUD 1%	46,000.00	4,570.39	56,524.69	(10,524.69)	122.88
020-00-41615	OTIA I & II, 2009 Transp Pkg	59,580.00	2,933.37	15,307.72	44,272.28	25.69
	020 Totals:	309,630.00	32,398.09	296,524.89	13,105.11	95.77
021	WATER FUND					
021-00-41440	SDC Reserve	0.00	0.00	0.00	0.00	0.00
021-00-41570	FROM SEWER FUND	34,000.00	0.00	0.00	34,000.00	0.00
021-00-41580	FROM STREET FUND	0.00	0.00	0.00	0.00	0.00
021-01-40000	AVAILABLE FUND BALANCE	1,384,966.00	0.00	0.00	1,384,966.00	0.00
021-01-41160	Anticipated SDC Income	9,000.00	80.36	4,152.28	4,847.72	46.14
021-01-41170	INTEREST INCOME	10.00	138.81	881.10	(871.10)	8,811.00
021-01-41200	EQUIP PURCHASE BY STREET FU	0.00	0.00	0.00	0.00	0.00
021-01-41220	EQUIP PURCHASE BY STREET FU	0.00	0.00	0.00	0.00	0.00
021-01-41400	WATER REVENUE	1,195,775.00	99,779.23	1,266,703.59	(70,928.59)	105.93
021-01-41410	CONNECTION FEES	2,000.00	0.00	811.00	1,189.00	40.55
021-01-41415	LABOR AND EQUIP	500.00	0.00	0.00	500.00	0.00
021-01-41420	RECONNECTS	1,000.00	200.00	1,500.00	(500.00)	150.00
021-01-41425	GIS GRANT	0.00	0.00	0.00	0.00	0.00
021-01-41430	MISCELLANEOUS INCOME	5,000.00	121.25	6,899.78	(1,899.78)	138.00
021-01-41445	LOAN REPAYMENT FROM GEN F	14,280.00	0.00	14,280.00	0.00	100.00
021-01-41500	TRANSFER FROM GEN FUND	0.00	0.00	0.00	0.00	0.00
021-01-41550	FLOOD MITIGATION REIMBSMT	100.00	0.00	11,294.49	(11,194.49)	11,294.49
021-01-41570	TRANSFER FROM SEWER FUND	0.00	0.00	0.00	0.00	0.00
021-10-40000	AVAILABLE FUND BALANCE	0.00	0.00	0.00	0.00	0.00
021-20-41440	SYSTEM DEVELOPMENT CHARGE	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
	021 Totals:	2,646,631.00	100,319.65	1,306,522.24	1,340,108.76	49.37
022	SEWER					
022-00-41080	Loan Reserve Carryover	0.00	0.00	0.00	0.00	0.00
022-00-41090	CONNECTION FEE	10,000.00	0.00	2,450.00	7,550.00	24.50
022-00-41150	SPECIAL PW LOAN/ANDERSON P	0.00	0.00	0.00	0.00	0.00
022-00-41170	INVESTMENT EARNINGS	2,000.00	523.33	3,565.93	(1,565.93)	178.30
022-00-41220	MISC. FEES	1,200.00	0.00	420.00	780.00	35.00
022-00-41390	SPECIAL REVENUES	6,000.00	822.87	7,526.65	(1,526.65)	125.44
022-00-41440	USER FEES	1,847,160.00	165,541.19	2,014,627.27	(167,467.27)	109.07
022-00-41445	LOAN REPAYMENT FROM STREE	12,240.00	9,180.00	12,240.00	0.00	100.00
022-00-41450	DEQ MANDATED SVC. #2	0.00	0.00	0.00	0.00	0.00
022-00-41460	DEQ FACILITIES PLAN #3	0.00	0.00	0.00	0.00	0.00
022-00-41470	DEQ LOAN #4 - ENG.-R91565	0.00	0.00	0.00	0.00	0.00
022-00-41480	DEQ LOAN #5-R91566	0.00	0.00	0.00	0.00	0.00
022-00-41490	DEQ LOAN #6	0.00	24,339.00	1,399,351.00	(1,399,351.00)	0.00
022-00-41500	CDBG GRANT	0.00	0.00	0.00	0.00	0.00
022-00-41550	OECD LOAN	0.00	0.00	0.00	0.00	0.00
022-00-41600	OECD GRANT	0.00	0.00	0.00	0.00	0.00
	022 Totals:	1,878,600.00	200,406.39	3,440,180.85	(1,561,580.85)	183.12
024	FUEL BUSINESS LICENSE					
024-00-41140	FUEL BUSINESS LIC. TAX	120,000.00	9,648.64	121,954.26	(1,954.26)	101.63
024-00-41150	Local Street Network Grant	0.00	0.00	0.00	0.00	0.00
024-00-41160	ODOT GRANT/SIDEWALK HOQUA	0.00	0.00	0.00	0.00	0.00
024-00-41170	INVESTMENT EARNINGS	100.00	0.00	81.55	18.45	81.55
024-00-41180	Linden Dr LID Assessments	8,400.00	0.00	5,181.56	3,218.44	61.69
024-00-41220	MISC. FEES	100.00	0.00	1,442.49	(1,342.49)	1,442.49
024-00-41390	Special Revenues/SCA grant	25,000.00	0.00	25,000.00	0.00	100.00
024-00-41400	OTIA III	24,200.00	3,525.91	37,798.50	(13,598.50)	156.19
024-00-41430	TRANSFERS	0.00	0.00	0.00	0.00	0.00
024-00-41450	Loan Repayment from #9800	0.00	0.00	0.00	0.00	0.00
	024 Totals:	177,800.00	13,174.55	191,458.36	(13,658.36)	107.68
026	BICYCLE/PEDWAYS FUND					
026-00-41170	INTEREST EARNINGS	10.00	3.69	62.67	(52.67)	626.70
026-00-41220	Miscellaneous Revenue	10.00	0.00	0.00	10.00	0.00
026-00-41580	State Gas Tax 1% Transfer	1,529.00	195.56	5,439.30	(3,910.30)	355.74

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
	026 Totals:	1,549.00	199.25	5,501.97	(3,952.97)	355.19
050	URBAN RENEWAL DISTRICT					
050-00-41150	GRANTS & DONATIONS	0.00	0.00	0.00	0.00	0.00
050-00-41170	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
050-00-41190	SHORT TERM LOAN	0.00	0.00	0.00	0.00	0.00
050-00-41300	PROPERTY TAXES CURRENT	0.00	0.00	0.00	0.00	0.00
050-00-41310	PROPERTY TAXES PRIOR	0.00	0.00	0.00	0.00	0.00
	050 Totals:	0.00	0.00	0.00	0.00	0.00
055	URBAN REN DIST DEBT SERVICE					
055-00-41150	GRANTS & DONATIONS	0.00	0.00	0.00	0.00	0.00
055-00-41170	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
055-00-41180	LAND SALES	0.00	0.00	0.00	0.00	0.00
055-00-41190	SHORT TERM LOAN	0.00	0.00	0.00	0.00	0.00
055-00-41300	PROPERTY TAXES (CURRENT)	0.00	0.00	0.00	0.00	0.00
055-00-41310	PROPERTY TAXES PRIOR	0.00	0.00	0.00	0.00	0.00
	055 Totals:	0.00	0.00	0.00	0.00	0.00
060	PROPERTY PURCHASE					
060-00-35000	SUPPLEMENTAL BUDGET REVEN	0.00	0.00	0.00	0.00	0.00
060-00-41030	INTEREST/ MISC.	0.00	0.00	0.00	0.00	0.00
060-00-41040	PRINCIPAL / MISC.	0.00	0.00	0.00	0.00	0.00
060-00-41150	MISC. GRANT REVENUES	0.00	0.00	0.00	0.00	0.00
060-00-41170	INVESTMENT EARNINGS	0.00	0.00	1.09	(1.09)	0.00
060-00-41220	MISC. FEES	0.00	0.00	1,576.71	(1,576.71)	0.00
060-00-41230	McGregor Parking Lot	0.00	0.00	0.00	0.00	0.00
060-00-41430	TRANSFERS	0.00	0.00	0.00	0.00	0.00
060-00-41970	TRANSFER/TRANS.RM.TAX	25,300.00	25,299.00	25,300.00	0.00	100.00
060-00-41980	TRANSIT/VISITOR CTR RENT	8,400.00	700.00	8,400.00	0.00	100.00
	060 Totals:	33,700.00	25,999.00	35,277.80	(1,577.80)	104.68
070	TRANSIENT ROOM TAX					
070-00-35000	SUPPLEMENTAL BUDGET REVEN	0.00	0.00	0.00	0.00	0.00
070-00-41150	MISC. GRANTS	0.00	0.00	0.00	0.00	0.00
070-00-41160	HOTEL/MOTEL TAX	280,000.00	32,261.87	284,325.88	(4,325.88)	101.54
070-00-41170	INVESTMENT EARNINGS	100.00	29.37	141.09	(41.09)	141.09

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
070-00-41200	TRANSIT/VISITOR CTR RENT	0.00	0.00	0.00	0.00	0.00
070-00-41220	MISC. FEES	100.00	0.00	6.23	93.77	6.23
070-00-41230	ADD'L 1% TRT TAX	28,000.00	900.52	28,587.24	(587.24)	102.10
070 Totals:		308,200.00	33,191.76	313,060.44	(4,860.44)	101.58
075	CARNAHAN PARK					
075-00-41150	GRANTS, MAP	6,500.00	0.00	6,500.00	0.00	100.00
075-00-41170	INVESTMENT EARNINGS	10.00	0.00	5.05	4.95	50.50
075-00-41430	TRANSFERS	0.00	0.00	0.00	0.00	0.00
075-00-41440	USER FEES	2,500.00	0.00	2,617.23	(117.23)	104.69
075 Totals:		9,010.00	0.00	9,122.28	(112.28)	101.25
090	EQUIPMENT RESERVE					
090-00-41110	EQUIPMENT SALES/USED	1,000.00	0.00	0.00	1,000.00	0.00
090-00-41170	INVESTMENT EARNINGS	0.00	0.00	0.06	(0.06)	0.00
090-00-41220	MISC. FEES	0.00	0.00	0.00	0.00	0.00
090-00-41900	TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	0.00	0.00
090 Totals:		1,000.00	0.00	0.06	999.94	0.01
091	COM DEV BLOCK GRANT					
091-00-41170	INVESTMENT EARNINGS	0.00	0.00	0.00	0.00	0.00
091-00-41200	WCC PROPERTY INCOME	0.00	0.00	0.00	0.00	0.00
091-00-41400	CDBG - WOMEN'S CRISIS CENTER	0.00	0.00	0.00	0.00	0.00
091-00-41415	FEMA	0.00	0.00	0.00	0.00	0.00
091-00-41425	WCC C06015 CDBG	0.00	0.00	0.00	0.00	0.00
091-00-41430	C.A.R.E./FAMILY RESOURCE CTR.	0.00	0.00	0.00	0.00	0.00
091 Totals:		0.00	0.00	0.00	0.00	0.00
095	EMPLOYEE HEALTH					
095-00-41170	INVESTMENT EARNINGS	0.00	0.00	0.00	0.00	0.00
095-00-41430	TRANSFERS	0.00	0.00	0.00	0.00	0.00
095 Totals:		0.00	0.00	0.00	0.00	0.00
096	911 COMMUNICATIONS					
096-00-41390	SPECIAL REVENUES	23,500.00	0.00	17,369.90	6,130.10	73.91

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
	096 Totals:	23,500.00	0.00	17,369.90	6,130.10	73.91
100 100-00-41220	BAIL MISC. FEES	0.00	0.00	0.00	0.00	0.00
	100 Totals:	0.00	0.00	0.00	0.00	0.00
	Report Totals:	6,899,900.00	610,530.01	7,090,786.96	(190,886.96)	102.77

<u>Account</u>	<u>Description</u>	<u>Budgeted Amount</u>	<u>Beginning Balance</u>	<u>Debit This Period</u>	<u>Credit This Period</u>	<u>Ending Balance</u>
010	GENERAL					
010-01	MAYOR AND COUNCIL	73,500.00	57,735.49	3,240.88	0.00	60,976.37
010-02	CITY MANAGER	81,480.00	64,150.75	6,820.26	0.00	70,971.01
010-03	CITY RECORDER	130,981.00	102,747.58	8,787.10	0.00	111,534.68
010-04	MUNICIPAL COURT	59,905.00	50,197.56	4,273.76	0.00	54,471.32
010-05	PLANNING	92,537.00	82,206.67	7,033.87	0.00	89,240.54
010-07	POLICE	1,038,250.00	885,294.76	83,619.21	0.00	968,913.97
010-09	PARKS AND RECREATION	9,600.00	4,505.69	411.79	0.00	4,917.48
010-10	CITY HALL	129,527.00	105,391.40	17,122.86	0.00	122,514.26
	010 Totals:	1,615,780.00*	1,352,229.90*	131,309.73*	0.00*	1,483,539.63*
020	STREETS					
020-20	Expense	377,064.00	265,359.05	64,811.71	3,539.27	326,631.49
	020 Totals:	377,064.00*	265,359.05*	64,811.71*	3,539.27*	326,631.49*
021	WATER FUND					
021-01	OFFICE OPERATING	278,881.00	213,083.00	19,850.67	0.00	232,933.67
021-02	SHOP OPERATING	455,640.00	357,251.72	30,192.03	0.00	387,443.75
021-03	VEHICLE MTCE	205,500.00	40,199.31	3,069.82	0.00	43,269.13
021-04	FILTER PLANT OPS	78,500.00	52,752.01	3,641.31	0.00	56,393.32
021-05	WELLS OPERATION	15,000.00	9,317.80	167.42	0.00	9,485.22
021-06	SYSTEM REPAIR/UPGRADE	887,000.00	129,395.47	30,465.88	0.00	159,861.35
	021 Totals:	2,655,641.00*	1,202,526.64*	87,387.13*	0.00*	1,289,913.77*
022	SEWER					
022-22	EXPENSE	1,526,048.00	1,148,507.33	95,084.66	0.00	1,243,591.99
	022 Totals:	3,287,057.00*	1,513,871.63*	95,084.66*	0.00*	1,608,956.29*
024	FUEL BUSINESS LICENSE					
024-24	EXPENSE	227,913.00	192,078.39	23,235.42	11,138.21	204,175.60
	024 Totals:	227,913.00*	192,078.39*	23,235.42*	11,138.21*	204,175.60*
026	BICYCLE/PEDWAYS FUND					
050	URBAN RENEWAL DISTRICT					
055	URBAN REN DIST DEBT SERVICE					
060	PROPERTY PURCHASE					
060-60	EXPENSE	43,470.00	33,597.25	2,162.95	0.00	35,760.20
	060 Totals:	43,470.00*	33,597.25*	2,162.95*	0.00*	35,760.20*
070	TRANSIENT ROOM TAX					

General Ledger  
 Expenditure Summary

<u>Account</u>	<u>Description</u>	<u>Budgeted Amount</u>	<u>Beginning Balance</u>	<u>Debit This Period</u>	<u>Credit This Period</u>	<u>Ending Balance</u>
070-70	EXPENSE	310,340.00	139,881.92	157,644.85	17,677.43	279,849.34
	070 Totals:	310,340.00*	139,881.92*	157,644.85*	17,677.43*	279,849.34*
075	CARNAHAN PARK					
075-75	EXPENSE	10,321.00	4,665.24	5,100.26	0.00	9,765.50
	075 Totals:	10,321.00*	4,665.24*	5,100.26*	0.00*	9,765.50*
090	EQUIPMENT RESERVE					
091	COM DEV BLOCK GRANT					
096	911 COMMUNICATIONS					
100	BAIL					
	Report Totals:	8,566,486.00**	4,721,579.92**	566,736.71**	32,354.91**	5,255,961.72**

# City of Tillamook

## Beautification, Property Improvement Nomination Form

The Mayor and each City Council Member may nominate one Residential or Commercial property each month for consideration for beautification, property improvement property of the month. Councilor(s) nominate properties from the ward they represent. If selected as the monthly winner, by the Beautification Selection Committee, the property will receive (1) One month of free water and sewer service from the City (not to exceed \$100.00). The Beautification Selection Committee shall be person(s) appointed by the Beautification Committee.

Completed Nomination Forms need to be submitted to the City Manager at the first City Council meeting of each month. The completed forms will then be forwarded to the Selection Committee for review and selection of winner for the month. The Committee Chair at the second Council Meeting of that month will announce the winner. Those properties not being selected, as a winner shall be reconsidered for each of the next two months, in addition to any new properties nominated, no matter which ward. After the two additional months, the property nomination form shall be pulled from the process until a new form is completed and submitted.

Property Address \_\_\_\_\_

Property Owner/Resident(s) \_\_\_\_\_

Ward# \_\_\_\_\_ Mayor/Councilor Submitting \_\_\_\_\_ Date \_\_\_\_\_

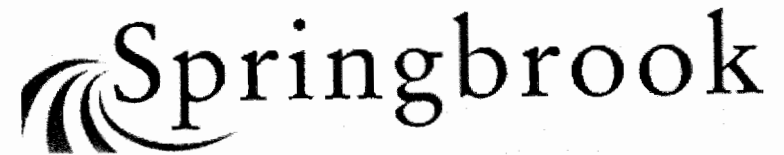
**Reason for Submission** (Include description of work done, history, repair and other information helpful to Review Committee)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
Date Reviewed (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accounts Payable  
Computer Check Proof List



User: adm  
Printed: 07/14/2011 - 4:29 PM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:2000 6.29.11	Anderson Florists Flowers for Carolyn Decker Check Total:	50.00 50.00	07/18/2011	Check Sequence: 1 010-03-53800	ACH Enabled: No
Vendor:4671 13378.00-01	Anderson Geological 108-116 Birch-phase 1 site assessment Check Total:	2,600.00 2,600.00	07/18/2011	Check Sequence: 2 021-06-53060	ACH Enabled: No
Vendor:0041 11044	Bell's Office Machines 5 large format 18x24 copies-PD Check Total:	8.75 8.75	07/18/2011	Check Sequence: 3 010-07-53170	ACH Enabled: No
Vendor:0028 12-50303 12-50318 12-50395 12-50400 12-50432 12-50437 12-50544 12-50615	Boyd's Implement Service, LLC Camlock & fitting-WWTP Check out vactor truck-WWTP Backhoe light-St Div. Sweeper repair/oil seal, pump-St Div. Upgrading trailer-Wtr Div. Work on winch, washer-WWTP Work on winch-WWTP Upgrading trailer-Wtr Div. Check Total:	72.00 30.00 64.00 557.00 2,069.50 45.20 30.00 1,279.53 4,147.23	07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011	Check Sequence: 4 022-22-53230 022-22-53250 020-20-53210 020-20-53210 021-03-53252 022-22-53210 022-22-53210 021-03-53252	ACH Enabled: No
Vendor:0692 110663	Buss Welding & Machine, Inc. (2)1.5" alum pipe extensions 6'6"-WWTP Check Total:	87.34 87.34	07/18/2011	Check Sequence: 5 022-22-53230	ACH Enabled: No
Vendor:4546 1069128-IN 1070671-IN	Carson Oil Company (12) 12 oz fuel prep-St Div. (2) Chev SRI grease #2 tubes-WWTP	33.00 6.60	07/18/2011 07/18/2011	Check Sequence: 6 020-20-53140 022-22-53230	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	39.60			
Vendor:4894 960026 966792	CHS Propane 47.4 gal @\$2.10 gal-WWTP Propane 81.6 gal @\$2.11 gal-WWTP Check Total:	99.54 172.18 271.72	07/18/2011 07/18/2011	Check Sequence: 7 022-22-53450 022-22-53450	ACH Enabled: No
Vendor:0102 June '11 Stmt-1 June '11 Stmt-2 June '11 Stmt-3 June '11 Stmt-4 June '11 Stmt-5	City Sanitary Service WWTP garbage, Acct 05048, Jn '11 17 City Garbage cans, Acct 04498, Jn '11 Police Garbage, Acct 04248 June 2011 Carnahan Pk, Acct 03154, June 2011 Goodspeed Pk, Acct 05835, June 2011 Check Total:	167.35 268.60 45.60 112.90 23.18 617.63	07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011	Check Sequence: 8 022-22-53210 070-70-53370 010-07-53200 020-20-53250 020-20-53350	ACH Enabled: No
Vendor:0089 H1055 H1055 H1055 H1055 H1215 H1232 H1232 H1275	Coast Printing and Stationary Portion of envelopes Portion of envelopes Portion of envelopes Portion of envelopes 1 ream parchment-Bus Lic certificates Report cover for new budget-TL Report cover for new budget-MT 2 bxs white chalk/street painting-St Div Check Total:	23.27 23.27 23.27 46.54 23.95 1.60 1.60 2.02 145.52	07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011	Check Sequence: 9 010-05-53270 010-04-53270 010-01-53270 010-03-53270 010-10-53250 021-02-53270 010-03-53270 020-20-53230	ACH Enabled: No
Vendor:4442 5523	CoastCom, Inc. July '11 internet & dark fiber lease-PD Check Total:	100.00 100.00	07/18/2011	Check Sequence: 10 010-07-53420	ACH Enabled: No
Vendor:4694 CQ0148530	Diskeeper Corp. PD Diskeeper Software maint 10/11-10/12 Check Total:	315.89 315.89	07/18/2011	Check Sequence: 11 010-07-53060	ACH Enabled: No
Vendor:6000 67857-063011	DMV Records Policy Unit DMV records ordered June 2011 Check Total:	9.00 9.00	07/18/2011	Check Sequence: 12 010-07-53720	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4347 S378036 S379045	Fluid Connector Products, Inc. Valves for vactor truck-Wtr Div Fitting-Water Plant Check Total:	264.97 11.96 276.93	07/18/2011 07/18/2011	Check Sequence: 13 021-03-53252 021-04-53200	ACH Enabled: No
Vendor:0196 56526 62980	Hallowell Loggers Supply, Inc. Weedeater line-Parks 6 pk gas mix-Parks Check Total:	13.95 13.05 27.00	07/18/2011 07/18/2011	Check Sequence: 14 020-20-53350 020-20-53350	ACH Enabled: No
Vendor:4182 14030	John H. Tuthill, Atty Fawcett Crk Intake legal/June '11 Stmt Check Total:	131.25 131.25	07/18/2011	Check Sequence: 15 021-01-53190	ACH Enabled: No
Vendor:4393 73933	Jordan Ramis, PC, Attys at Law WWTP legal 5/15 to 6/15/11 Check Total:	4,562.80 4,562.80	07/18/2011	Check Sequence: 16 022-22-53370	ACH Enabled: No
Vendor:0241 7038 7102 7166 7171 7261 7286 7310 7316 7317 7379 7384 7546	Kimmel's Hardwares & Houseware 4pk D batteries, fittings-Water Plant (2)Mini-Maglite, 2 cs water-Water Div Batteries, fittings-Water Plant Fittings-Water Plant 2 compression tees(fittings)-Water Plant 4 rubber straps,(2)2"cplg,measure tape Maglite-Water Div Hose repair-replace customer hose Mini-Maglite-Water Div Flashlight-Wtr Div 6 duct tape-Water Plant (4) 24 pk water -Wtr Div Check Total:	18.31 68.36 18.31 6.78 10.98 32.53 26.99 32.99 26.99 26.99 50.94 28.76 348.93	07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011 07/18/2011	Check Sequence: 17 021-04-53250 021-02-53250 021-04-53250 021-04-53250 021-04-53250 021-02-53250 020-20-53230 021-02-53250 021-02-53250 021-04-53250 021-02-53250	ACH Enabled: No
Vendor:4472 CL58800 CL58800 CL58800	Marc Nelson Oil Products 01-0006091, Street fuel 6/15 to 6/30/11 01-0006091, Wtr fuel 6/15 to 6/30/11 01-0006091, WWTP fuel 6/15 to 6/30/11 Check Total:	443.86 640.27 292.21 1,376.34	07/18/2011 07/18/2011 07/18/2011	Check Sequence: 18 020-20-53140 021-03-53140 022-22-53140	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0290 024587	NAPA Auto Parts Duct tape-St Div.	9.29	07/18/2011	Check Sequence: 19 020-20-53230	ACH Enabled: No
025446	Nuts,bolts&hardware to repair coal chute	18.75	07/18/2011	020-20-53230	
025448	Bolt to repair coal chute-St Div.	12.94	07/18/2011	020-20-53230	
025537	Hose clamp-Wtr Div.	27.99	07/18/2011	021-06-53020	
026531	Trailer connect kit/backhoe lights-St	2.42	07/18/2011	020-20-53210	
	Check Total:	71.39			
Vendor:6004 11-201106	Net Assets Corporation Title Searches for the month of June '11	30.00	07/18/2011	Check Sequence: 20 010-10-53350	ACH Enabled: No
	Check Total:	30.00			
Vendor:4489 3571/3556	New Age Car Wash 2 touch free washes Truck #1-Wtr Div	14.00	07/18/2011	Check Sequence: 21 021-03-53252	ACH Enabled: No
	Check Total:	14.00			
Vendor:4041 22663	Northstar Chemical. Inc. 10377.6 lbs sodium bisulfite-38%-WWTP	4,294.82	07/18/2011	Check Sequence: 22 022-22-53040	ACH Enabled: No
	Check Total:	4,294.82			
Vendor:4609 310	Northwest Media Consultants Web Services June 2011	65.50	07/18/2011	Check Sequence: 23 010-10-53370	ACH Enabled: No
	Check Total:	65.50			
Vendor:4824 3805-169242	O'Reilly Automotive, Inc. Replacement battery-#209 JW truck	84.74	07/18/2011	Check Sequence: 24 020-20-53210	ACH Enabled: No
	Check Total:	84.74			
Vendor:4242 FY11-12	OACC Membership dues OACC FY11-12	65.00	07/18/2011	Check Sequence: 25 010-07-53080	ACH Enabled: No
	Check Total:	65.00			
Vendor:4593 569273001001 570130536001	Office Depot Name plate-Wyntergreen File storage boxes, med binder clips-CR	5.23 13.82	07/18/2011 07/18/2011	Check Sequence: 26 010-03-53270 010-03-53270	ACH Enabled: No
	Check Total:	19.05			
Vendor:4081 608535	OfficeMax - A Boise Company Portion of paper	21.34	07/18/2011	Check Sequence: 27 010-05-53270	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
608535	Portion of paper	47.11	07/18/2011	010-01-53270	
608535	Portion of paper	2.56	07/18/2011	022-22-53270	
608535	Portion of paper	80.51	07/18/2011	010-03-53270	
608535	6x9 envelopes-Business licenses	31.88	07/18/2011	010-10-53250	
608535	Portion of paper	2.11	07/18/2011	021-01-53270	
608535	2 pk pen refills-Muni	1.34	07/18/2011	010-04-53270	
608535	Portion of paper	7.80	07/18/2011	010-04-53270	
608535	Bx multicolored folders,no clips-St Div	13.58	07/18/2011	020-20-53230	
608535	Portion of paper	13.47	07/18/2011	020-20-53230	
	Check Total:	221.70			
<hr/>					
Vendor:5007 1933389	Oil Can Henry's #26 Blue Ford PU oil change-WWTP	52.99	07/18/2011	Check Sequence: 28 022-22-53250	ACH Enabled: No
	Check Total:	52.99			
<hr/>					
Vendor:0799 1060188 1060188 1060188	One Call Concepts, Inc. One Call TKWC01 - Month of June '11 One Call TILL02 - Month of June '11 One Call TILL01 - Month of June '11	14.52 10.56 10.56	07/18/2011 07/18/2011 07/18/2011	Check Sequence: 29 021-02-53260 020-20-53420 022-22-53420	ACH Enabled: No
	Check Total:	35.64			
<hr/>					
Vendor:0125 8.1.11 8.1.2011	OR Dept of Environmental Qual Principal on Loan R91565 Interest on Loan R91565	17,925.00 708.00	07/18/2011 07/18/2011	Check Sequence: 30 022-10-56140 022-10-56145	ACH Enabled: No
	Check Total:	18,633.00			
<hr/>					
Vendor:0336 June '11 June 2011	OR Dept of Revenue LEMLA Assesment - June 2011 UA Assesment - June 2011	62.00 1,718.00	07/18/2011 07/18/2011	Check Sequence: 31 010-00-41080 010-00-41110	ACH Enabled: No
	Check Total:	1,780.00			
<hr/>					
Vendor:0857 80138962 93776160 93776500	Pepsi-Cola Jn '11 rental-Street Div Jn '11 rental, 3 wtr, 3 returns-City H 4 water, 4 returns-City Hall	10.00 31.00 28.00	07/18/2011 07/18/2011 07/18/2011	Check Sequence: 32 020-20-53200 010-10-53230 010-10-53230	ACH Enabled: No
	Check Total:	69.00			
<hr/>					
Vendor:4388 7.14.11 7.14.11	Pitney Bowes Reserve Account Prepaid Postage - Machine Prepaid Postage - Machine	0.89 131.30	07/18/2011 07/18/2011	Check Sequence: 33 021-01-53300 010-10-53250	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
7.14.11	Prepaid Postage - Machine	1.77	07/18/2011	010-01-53300	
7.14.11	Prepaid Postage - Machine	46.13	07/18/2011	010-04-53300	
7.14.11	Prepaid Postage - Machine	3.67	07/18/2011	010-05-53300	
7.14.11	Prepaid Postage - Machine	2.66	07/18/2011	020-20-53300	
7.14.11	Prepaid Postage - Machine	36.86	07/18/2011	010-07-53300	
7.14.11	Prepaid Postage - Machine	89.12	07/18/2011	010-03-53300	
7.14.11	Prepaid Postage - Machine	187.60	07/18/2011	022-22-53300	
	Check Total:	500.00			
<hr/>					
Vendor:4118 617268	Polydyne, Inc. 2300 lb tote Clarifloc (R) C-6264-WWTP	2,645.00	07/18/2011	Check Sequence: 34 022-22-53040	ACH Enabled: No
	Check Total:	2,645.00			
<hr/>					
Vendor:4840 2102	Precise Builders, LLC Bal/install new City Hall front doors	3,846.00	07/18/2011	Check Sequence: 35 010-10-53240	ACH Enabled: No
	Check Total:	3,846.00			
<hr/>					
Vendor:0409 01-118070-02	Rental Center Removable stairs-Spring Cleanup	29.15	07/18/2011	Check Sequence: 36 070-70-53370	ACH Enabled: No
	Check Total:	29.15			
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Vendor:0426 32688-88784 32688-88816	SC Paving Rock to repair Elm St sinkhole Rock to repair Elm St sinkhole	150.00 85.00	07/18/2011 07/18/2011	Check Sequence: 37 020-20-54065 020-20-54065	ACH Enabled: No
	Check Total:	235.00			
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Vendor:3094 June '11	Sheldon Oil Company Police fuel, Acct 593, June 2011	1,777.14	07/18/2011	Check Sequence: 38 010-07-53140	ACH Enabled: No
	Check Total:	1,777.14			
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Vendor:4164 FY2011-2012	Tillamook Bay Habitat & FY11-12 membership dues TBHEID	1,000.00	07/18/2011	Check Sequence: 39 010-01-53080	ACH Enabled: No
	Check Total:	1,000.00			
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Vendor:0499 64279	Tillamook Co. Clerk Copies for Planning Dept.	11.50	07/18/2011	Check Sequence: 40 010-05-53270	ACH Enabled: No
	Check Total:	11.50			
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Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0862	Tillamook Co. Creamery Assoc			Check Sequence: 41	ACH Enabled: No
31321/1	15 gal chlorine,cs kitchen towels-Wtr Di	97.49	07/18/2011	021-04-53040	
32299/1	15 gal chlorine-Wtr Div.	31.99	07/18/2011	021-04-53040	
32510/1	Gloves for Holden Crk work-St Div.	5.98	07/18/2011	020-20-53230	
33312/1	Gloves for temp worker-St Div.	4.99	07/18/2011	020-20-53230	
33518/1	Weed sprayer repair-Parks	18.99	07/18/2011	020-20-53350	
33518/1	20 scouring pads for painting-St Div.	18.80	07/18/2011	020-20-53230	
33550/1	Rope & clamp for TV truck-St Div.	17.50	07/18/2011	020-20-53230	
	Check Total:	195.74			
Vendor:0498	Tillamook Co. Solid Waste			Check Sequence: 42	ACH Enabled: No
747-197543	City trash run	15.00	07/18/2011	020-20-53350	
747-198196	City trash run	15.00	07/18/2011	020-20-53350	
747-198796	City trash run	15.00	07/18/2011	020-20-53350	
747-198822	WWTP trash disposal	15.00	07/18/2011	022-22-53230	
747-198849	WWTP trash disposal	15.70	07/18/2011	022-22-53230	
747-198864	WWTP trash disposal	16.45	07/18/2011	022-22-53230	
747-199391	City trash run	15.00	07/18/2011	020-20-53350	
747-200019	City trash run	15.00	07/18/2011	020-20-53350	
	Check Total:	122.15			
Vendor:0525	Tillamook Co. Treasurer			Check Sequence: 43	ACH Enabled: No
June 2011	Portion County Phone Bill June 2011	22.77	07/18/2011	021-01-53420	
June 2011	Portion County Phone Bill June 2011	20.29	07/18/2011	010-04-53420	
June 2011	Portion County Phone Bill June 2011	40.58	07/18/2011	010-03-53420	
June 2011	Portion County Phone Bill June 2011	8.25	07/18/2011	020-20-53420	
June 2011	Portion County Phone Bill June 2011	69.82	07/18/2011	010-07-53420	
June 2011	Portion County Phone Bill June 2011	8.25	07/18/2011	022-22-53420	
June 2011	Portion County Phone Bill June 2011	20.29	07/18/2011	010-05-53420	
	Check Total:	190.25			
Vendor:0525	Tillamook Co. Treasurer			Check Sequence: 44	ACH Enabled: No
June '11	LEMLA Assesment - June 2011	794.00	07/18/2011	010-00-41090	
	Check Total:	794.00			
Vendor:0502	Tillamook Farmer's Co-op			Check Sequence: 45	ACH Enabled: No
101438	Contractor bags,ties-Parade	19.77	07/18/2011	020-20-53350	
101886	Tie wraps-Parade	15.64	07/18/2011	020-20-53350	
102065	8 hose clamps,male adptr-Wtr Div.	10.18	07/18/2011	021-04-53200	
102066	Wash plus wax concentrate-St Div.	15.29	07/18/2011	020-20-53230	
102251	60 yd utility duct tape-Parade signs	8.08	07/18/2011	020-20-53230	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	68.96			
Vendor:4334	Tillamook Radio Shack			Check Sequence: 46	ACH Enabled: No
10095908	Spotlight for Tahoe-PD	6.69	07/18/2011	010-07-53250	
10096006	Casio scientific calculator-Wtr Div.	18.99	07/18/2011	021-02-53270	
	Check Total:	25.68			
Vendor:0670	Tommie's Cleaners			Check Sequence: 47	ACH Enabled: No
B038256	Dry cleaning, 6 pcs, Bomar	28.50	07/18/2011	010-07-53410	
B038266	Dry cleaning, 7 pcs, Wagner	27.85	07/18/2011	010-07-53410	
B038283	Dry cleaning, 2 pcs, Coleman	7.70	07/18/2011	010-07-53410	
B038335	Dry cleaning, 4 pcs, Wright	18.70	07/18/2011	010-07-53410	
B038362	Dry cleaning, 2 pcs, Coleman	5.50	07/18/2011	010-07-53410	
B038364	Dry cleaning, 2 pcs, Olson	9.50	07/18/2011	010-07-53410	
B038419	Dry cleaning, 4 pcs, Bomar	19.00	07/18/2011	010-07-53410	
B038455	Dry cleaning, 2 pcs, Wright	9.50	07/18/2011	010-07-53410	
B038481	Dry cleaning, 3 pcs, Coleman	8.25	07/18/2011	010-07-53410	
B038504	Dry cleaning, 1 pc, Olson	4.75	07/18/2011	010-07-53410	
B038558	Dry cleaning, 2 pcs, Coleman	5.50	07/18/2011	010-07-53410	
B038565	Dry cleaning, 2 pcs, Bower	9.50	07/18/2011	010-07-53410	
B038570	Dry cleaning, 7 pcs, Bomar	33.25	07/18/2011	010-07-53410	
B038586	Dry cleaning, 2 pcs, Olson	9.50	07/18/2011	010-07-53410	
B038599	Dry cleaning, 4 pcs, Troxel	19.00	07/18/2011	010-07-53410	
	Check Total:	216.00			
Vendor:0485	Traffic Safety Supply Co., Inc			Check Sequence: 48	ACH Enabled: No
944917	Customer Pkg Only Signs-Riggert to reimb	82.35	07/18/2011	020-20-53340	
	Check Total:	82.35			
Vendor:1066	U.S. Postal Service			Check Sequence: 49	ACH Enabled: No
7.12.11	Postage for July 2011 water/sewer bills	370.00	07/18/2011	021-01-53300	
	Check Total:	370.00			
Vendor:0541	United Pipe & Supply			Check Sequence: 50	ACH Enabled: No
8653602	Duplex electrical panel-WWTP	636.00	07/18/2011	022-22-53470	
8684058	18" Accy pk-Fawcett Crk	1,973.00	07/18/2011	021-06-55065	
8684063	18" Reducer, DI accy pk, etc-Fawcett Crk	1,886.30	07/18/2011	021-06-55065	
8691480	18" DI tee & field lok gasket-Fawcett Cr	2,151.00	07/18/2011	021-06-55065	
8693460	18" waterous gate valve-Wtr Div.	8,752.00	07/18/2011	021-06-55065	
8693705	(4) 1" meters-Wtr Div.	803.83	07/18/2011	021-06-53020	
8694491/8691484	Repair Clamps, meter yokes-Wtr Div.	2,400.89	07/18/2011	021-06-53250	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
8704953	10 meter boxes,9 meter lids-Wtr Div.	1,090.28	07/18/2011	021-06-53020	
8704959	10 meter boxes, lids & covers-Wtr Div.	748.79	07/18/2011	021-06-53020	
8707424	8 meter yokes,5 mtr exp conn.-Wtr Div.	156.14	07/18/2011	021-06-53020	
	Check Total:	20,598.23			
Vendor:0713	Verizon Wireless, Bellevue			Check Sequence: 51	ACH Enabled: No
0989636774	964246907-00001 Sewer Cell Phones	110.25	07/18/2011	022-22-53420	
0989636775	964246907-00003 Water Cell Phones	268.52	07/18/2011	021-01-53420	
0989636776	964246907-00004 Street Cell Phones	94.65	07/18/2011	020-20-53420	
	Check Total:	473.42			
Vendor:4039	Waterlab Corp.			Check Sequence: 52	ACH Enabled: No
56412	Various tests & locations-City	350.00	07/18/2011	021-06-58010	
56424	Routine water test-Fitzpatrick 6/20/11	35.00	07/18/2011	021-06-58010	
56431	Routine water test-Hunt Water 6/20/11	35.00	07/18/2011	021-06-58010	
56483	Routine water test-Tillamook Rvr 6/20/11	35.00	07/18/2011	021-06-58010	
	Check Total:	455.00			
Vendor:4216	Wells Fargo Securities, LLC			Check Sequence: 53	ACH Enabled: No
0011-886840AA5	Linden Drive LID, pmt 11,	12,207.50	07/18/2011	020-20-53560	
	Check Total:	12,207.50			
Vendor:4398	West Coast Linen			Check Sequence: 54	ACH Enabled: No
92221	Shop towel service	17.33	07/18/2011	020-20-53230	
93531	Shop towel service	17.33	07/18/2011	020-20-53230	
	Check Total:	34.66			
Vendor:4895	WorkForce Consolidation Team			Check Sequence: 55	ACH Enabled: No
11-0368	Pengelly, for period 6/27 to 7/3/11	814.80	07/18/2011	022-22-53365	
11-0368	Kephart, for period 6/20 to 7/3/11	1,015.00	07/18/2011	020-20-53440	
11-0389	Pengelly, for period 7/4 to 7/10/11	651.84	07/18/2011	022-22-53365	
11-0389	Kephart, for period 7/4 to 7/10/11	464.00	07/18/2011	020-20-53440	
	Check Total:	2,945.64			
	Total for Check Run:	89,376.13			
	Total Number of Checks:	55			