

**AGENDA**  
**REGULAR CITY OF TILLAMOOK COUNCIL MEETING**  
**~ MONDAY, AUGUST 1, 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** – Property Negotiations

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**MINUTES:**

**PROCLAMATIONS:**

1. Tillamook Day at the Tillamook County Fair – August 12, 2011

**PRESENTATIONS/UPDATES/REQUESTS:**

1. Fred Meyer Presentation to Police Cadets
2. Department of Environmental Quality RE: Schmidt Property by Rebecca Wells-Albers

**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. Ivy Street Closure Request
2. Tillamook Revitalization Association Proposed Program – Chris Kell
3. Succession Plan for City Recorder
4. Initiation of amendments to City/County Urban Growth Management Agreement and City Comprehensive Plan

**LEGISLATIVE:**

1. Ordinance Adopting Council Rules - Second Reading

**COUNCIL CONCERNS** – Non-Agenda Items

**MONTHLY REPORTS:**

1. Police Chief
2. City Planner
3. Public Works Department
4. Mayor

**COMMITTEE REPORTS:**

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

**STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION**

**AUTHORIZATION TO PAY BILLS**

**ADJOURNMENT**

**THIS IS A PUBLIC MEETING PER ORS CHAPTER 192. THE CITY COUNCIL RESERVES THE RIGHT TO CALL AN EXECUTIVE SESSION PER ORS 192.660. CITY HALL IS HANDICAP ACCESSIBLE. PLEASE CONTACT THE OFFICE OF THE CITY MANAGER SHOULD SPECIAL ACCOMMODATIONS BE REQUIRED. CITIZENS WITH VISUAL OR MANUAL IMPAIRMENTS MAY CONTACT THE OREGON RELAY SERVICE BY PHONING 1-800-648-3458 (TDD) OR 1-800-848-4442 (VOICE). THE CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

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

1. City Council: Tuesday, August 15, 2011 @ 7:00 pm
2. Tillamook Urban Renewal Agency (TURA): August 10 and 24, 2011 @ 5:30 pm
3. Tillamook Planning Commission: August 4 and August 18, 2011 @ 7:00 pm

**POSTED: July 28<sup>th</sup>, 2011**

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

# **PROCLAMATION**

## **“TILLAMOOK DAY”**

### **August 12, 2011**

**WHEREAS**, the 12<sup>th</sup> day of August, 2011 has been designated “Tillamook Day” at the Tillamook County Fair, and

**WHEREAS**, the City of Tillamook encourages all Tillamook City residents to attend the Fair

**NOW, THEREFORE**, I, Suzanne Weber, Mayor of the City of Tillamook, do hereby proclaim Friday, August 12<sup>th</sup>, 2011 as:

**“Tillamook Day” at the Tillamook County Fair**

**DATED** this 1<sup>st</sup> day of August, 2011

Signed,

---

Suzanne Weber, Mayor  
City of Tillamook



State of Oregon  
Department of  
Environmental  
Quality

**Northwest Region  
Cleanup Section**

2020 SW 4<sup>th</sup> Avenue,  
Suite 400,

Portland, OR 97201

Phone: (503) 229-5585

(800) 452-4011

Fax: (503) 229-6899

Contact: Rebecca Wells-  
Albers

Brownfields Coordinator  
(503) 229-5585

Email: wells-  
albers.rebecca@deq.state.or  
.us

[www.oregon.gov/DEQ](http://www.oregon.gov/DEQ)

## Soil and Groundwater Tests at Schmidt Property

**Project Description:** Today, DEQ is overseeing environmental tests on and near this property to determine if there is contamination in the groundwater and soil. A contractor is taking groundwater and soil samples. The contractor will analyze the samples for petroleum hydrocarbons, volatile organic compounds, semi-volatile organic compounds, metals and PCBs.

**Background:** The Beatrice Schmidt Trust offered to donate this 0.68-acre property to the City of Tillamook. The city would like to redevelop the property as part of a proposed water trail system that would include a canoe and kayak launch at Hoquarten Slough.

Before accepting this property donation from the Schmidt family, the city wants to know if the site has any environmental liabilities. The city requested assistance from the DEQ Brownfields Program for this assessment.

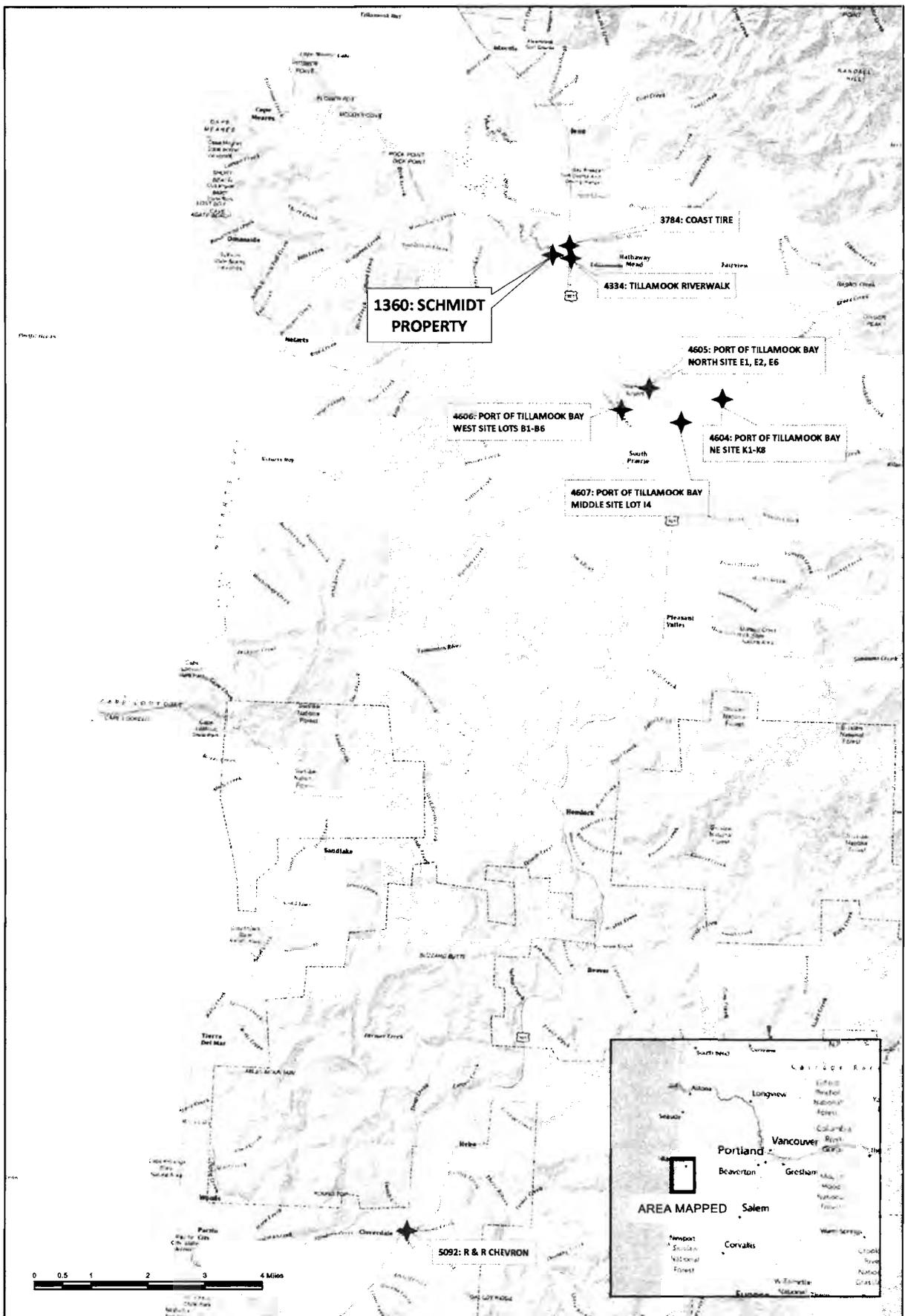
The site is undeveloped land with uncontrolled access. The property has been filled with large pieces of broken concrete and concrete pour waste. Other minor unauthorized garbage dumping of scrap lumber, automobile parts and scrap plastic has occurred over the years on the south portion of the property.

**Funding:** DEQ is doing this investigation with funds from a U.S. Environmental Protection Agency Brownfields Grant. A brownfield is property where redevelopment is complicated by actual or perceived environmental contamination.

**The next step:** By June 30, 2011, the contractor will complete a report of today's investigation and sampling activities. The report will identify if the property needs more investigation and potential environmental cleanup, or if no further action is required.

**For more information:** Contact Rebecca Wells-Albers, Northwest Region Brownfields Coordinator, 503-229-5585, [wellsalbers.rebecca@deq.state.or.us](mailto:wellsalbers.rebecca@deq.state.or.us)

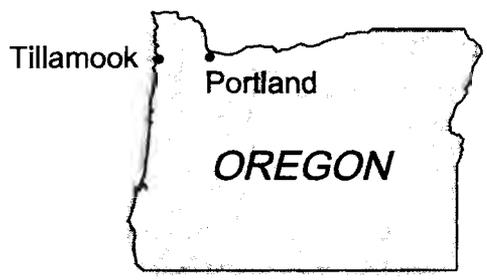
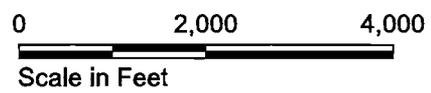
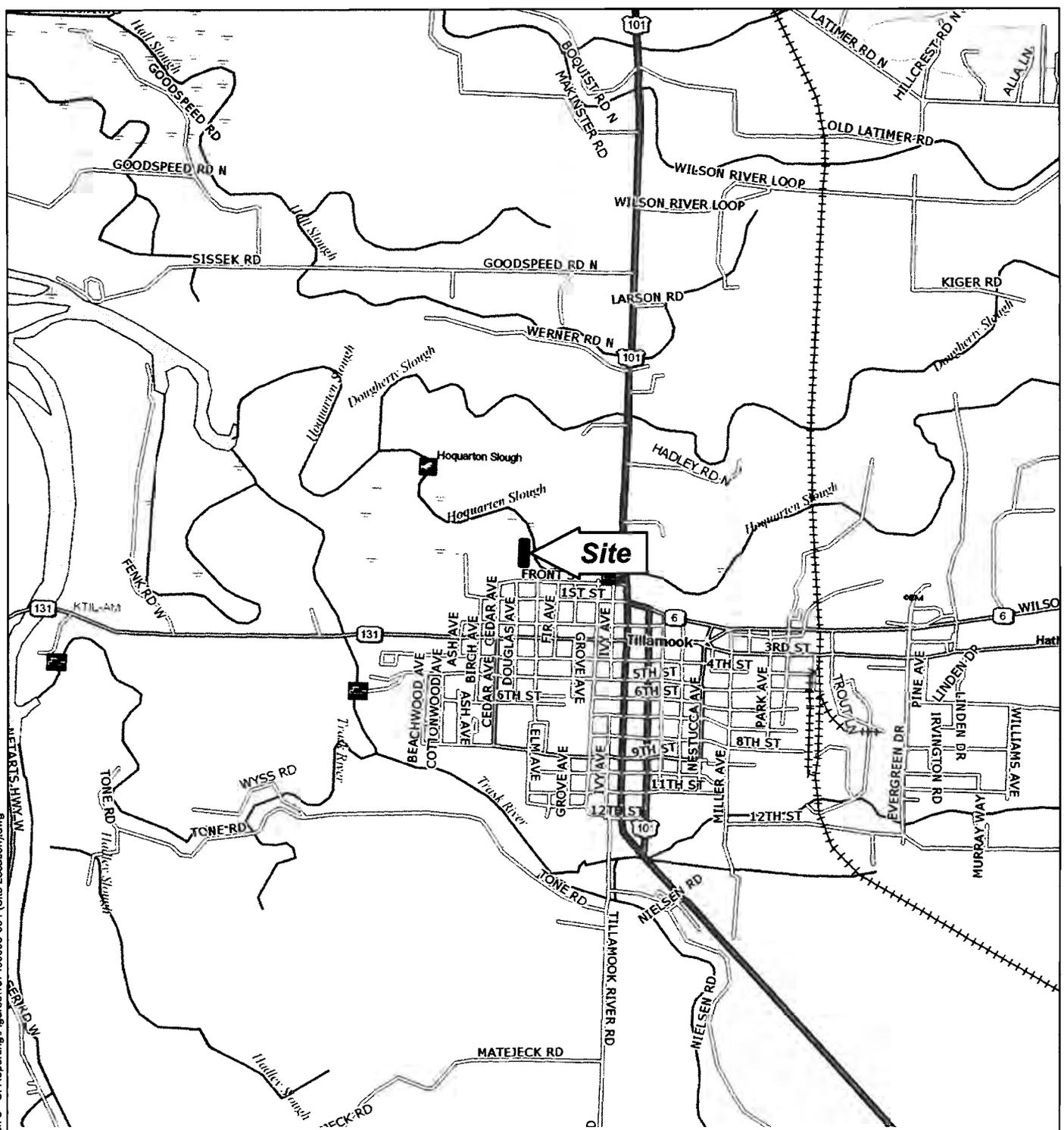
[www.deq.state.or.us/lq/cu/brownfields/](http://www.deq.state.or.us/lq/cu/brownfields/)



# TILLAMOOK COUNTY BROWNFIELDS SITES

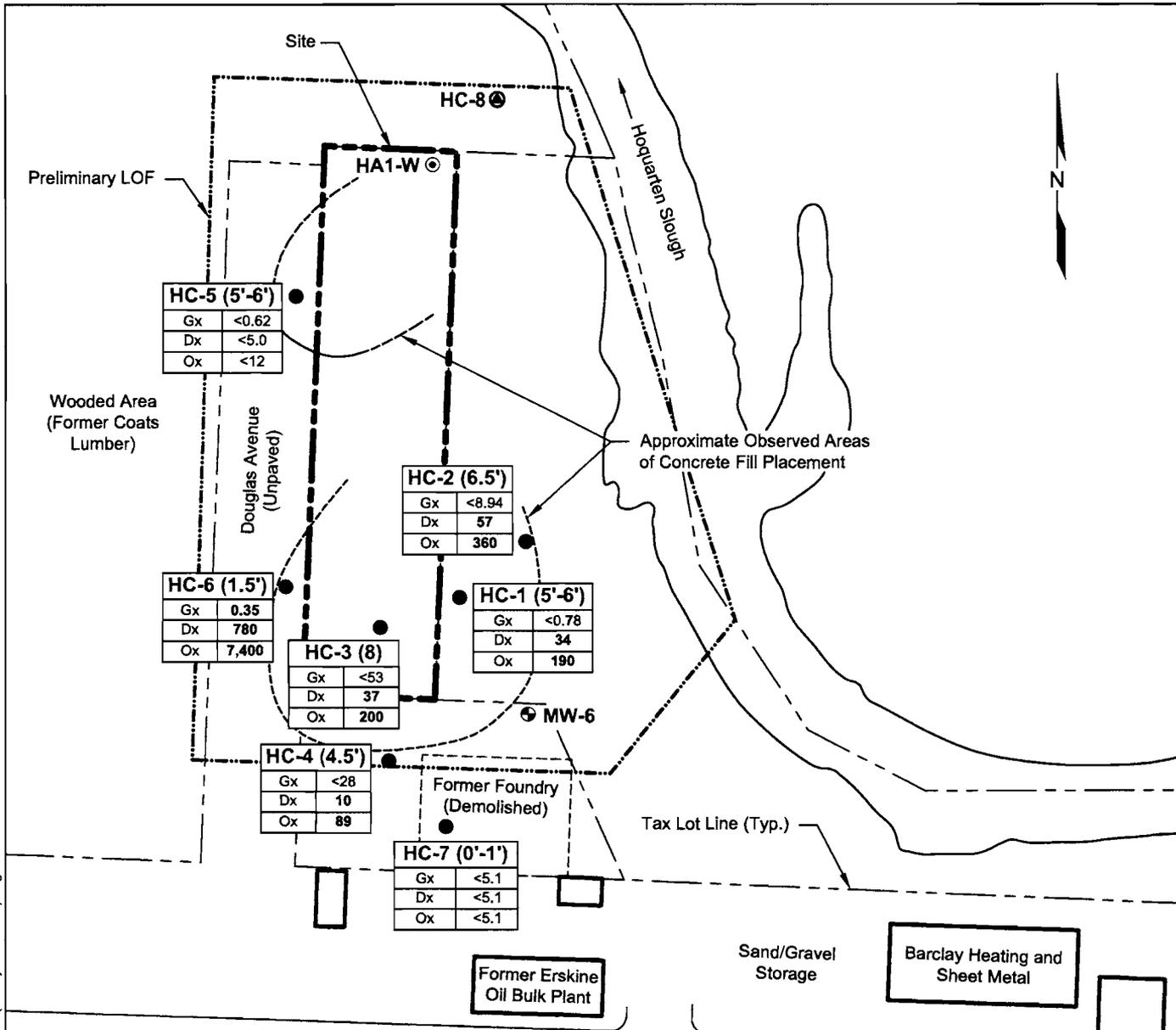
Basemap from ESRI Topographic web service.

F:\Data\Jobs\DEQ\15740 Schmidt Property\Task 5 - SI Reporting\Figures\157400005-001 (Site Location).dwg  
 JAB 06/01/11



Schmidt Property Tillamook, Oregon	
<b>Site Location Map</b>	
15740-00	6/11
 <b>HARTCROWSER</b>	Figure <b>1</b>

Source: DeLorme Topo USA®.



<b>HC-5 (5'-6')</b>	
Gx	<0.62
Dx	<5.0
Ox	<12

<b>HC-2 (6.5')</b>	
Gx	<8.94
Dx	57
Ox	360

<b>HC-6 (1.5')</b>	
Gx	0.35
Dx	780
Ox	7,400

<b>HC-1 (5'-6')</b>	
Gx	<0.78
Dx	34
Ox	190

<b>HC-3 (8)</b>	
Gx	<53
Dx	37
Ox	200

MW-6

<b>HC-4 (4.5')</b>	
Gx	<28
Dx	10
Ox	89

<b>HC-7 (0'-1')</b>	
Gx	<5.1
Dx	<5.1
Ox	<5.1

<b>HC-1 (5'-6')</b>	
Gx	<0.78
Dx	34
Ox	190

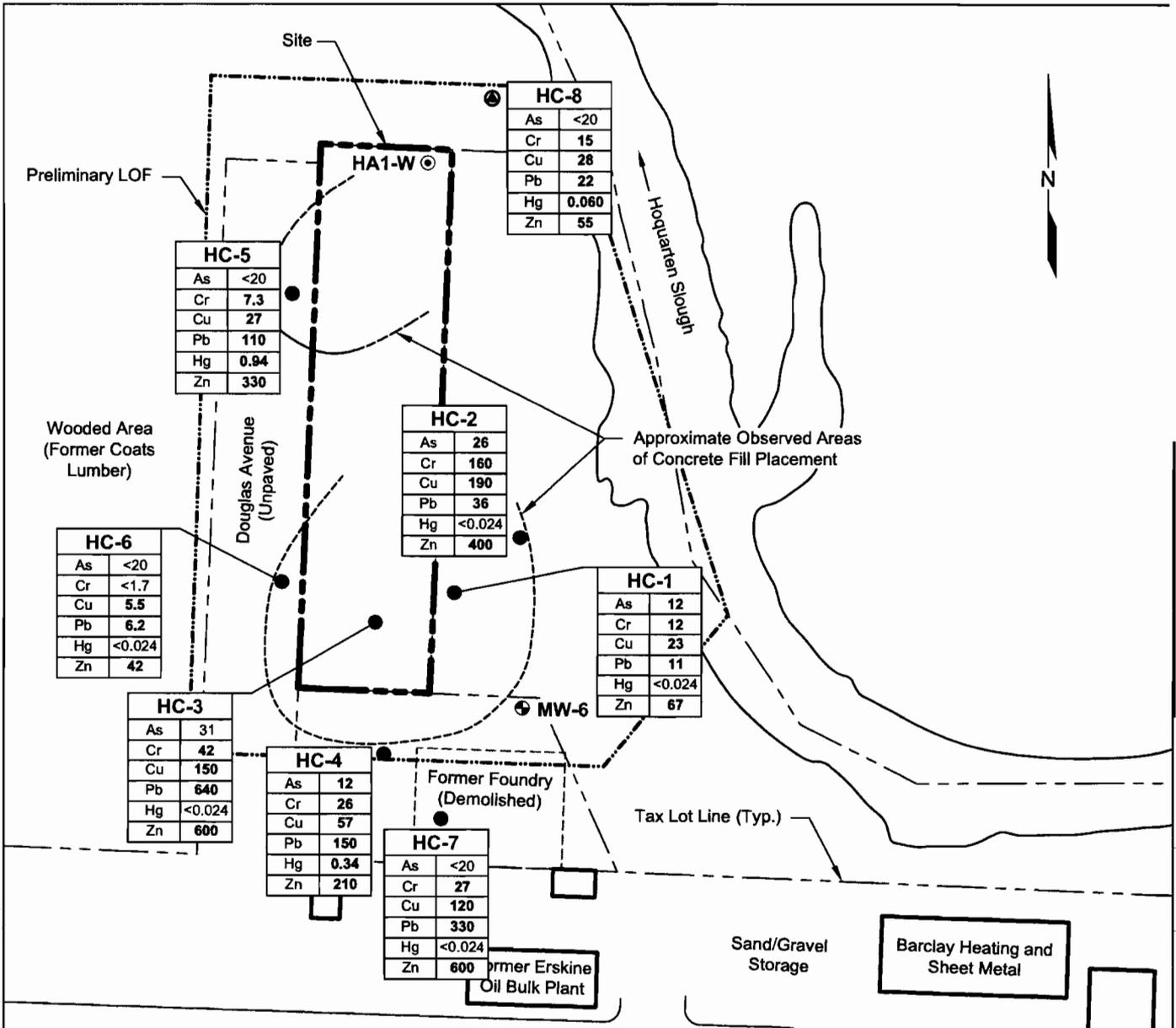
Exploration Name and (Depth of Sample in Feet)  
 Gasoline-Range Hydrocarbons in mg/kg  
 Diesel-Range Hydrocarbons in mg/kg  
 Oil-Range Hydrocarbons in mg/kg  
 < = Analyte Not Detected at Posted Reporting Limit



- HC-6 ● Sonic Boring Location and Number (2011)
- HC-8 ⊕ Hand-Augered Boring Location and Number (2011)
- HA1-W ⊙ Hand-Augered Boring Location and Number (2009)
- MW-6 ⊕ Groundwater Monitoring Well Location and Number (from Erkin Oil Co. Remediation)

Source: Anderson Geological Site and Vicinity Plan and a Google Earth aerial photograph.

Schmidt Property Tillamook, Oregon	
<b>Total Petroleum Hydrocarbons in Soil</b>	
15740-00	6/11
<b>HARTCROWSER</b>	
Figure <b>3</b>	



<b>HC-1</b>		Exploration Name
As	12	Concentration of Total Arsenic in µg/L
Cr	12	Concentration of Total Chromium in µg/L
Cu	23	Concentration of Total Copper in µg/L
Pb	11	Concentration of Total Lead in µg/L
Hg	<0.024	Concentration of Total Mercury in µg/L
Zn	67	Concentration of Total Zinc in µg/L

< = Analyte Not Detected at Posted Reporting Limit



- HC-6 ●** Sonic Boring Location and Number (2011)
- HC-8 ⊕** Hand-Augered Boring Location and Number (2011)
- HA1-W ⊙** Hand-Augered Boring Location and Number (2009)
- MW-6 ⊕** Groundwater Monitoring Well Location and Number (from Erkin Oil Co. Remediation)

**Source:** Anderson Geological Site and Vicinity Plan and a Google Earth aerial photograph.

Schmidt Property Tillamook, Oregon	
<b>Selected Total Metals in Groundwater</b>	
15740-00	6/11
	Figure <b>4</b>

To: Paul Wyntergreen  
Tillamook City Manager



My name is Shannon Ayers and I live at 1816 10<sup>th</sup> st in Tillamook

This is a letter to request permission to close off traffic on Ivy, between 9<sup>th</sup> and 10<sup>th</sup> st for 3 hours on Sunday August 28<sup>th</sup> for a neighborhood block party from 3:00pm-5:00 pm.

I have consulted with the neighbors whose drive way access is on this block and they have consented and are excited to participate

This in the spirit of community and making safer our neighborhood for our children.

Thank you

Shannon Ayers  
503-842-7613  
1816 10<sup>th</sup> st  
Tillamook OR 97141

**TILLAMOOK REVITALIZATION ASSOCIATION  
THREE YEAR ACTION PLAN PER  
BUSINESS SURCHARGE RESOLUTION  
JULY 28, 2011**

Attached you will find our budget for the 2011-2012 fiscal year. As you can see, our wishes fall short of what we can realistically expect to receive through the Business Surcharge Funding. However, since we are a 501 c3 we are eligible for grants. Our hope is that through grants and fundraisers we will be able to secure the funding to do all the things we find important to the revitalization of Tillamook.

Over the next three years, we will carry on our traditional events such as Moonlight Madness (great plans for this year, don't miss it) and the Halloween Downtown Trick or Treat.

We want to take an active part in the city's Promotions Committee and help with at least one project.

Stable funding for both the Farmers' Market and Second Street Public Market by the end of 2014 is a high priority. Both of these projects bring people downtown and definitely add to the livability of our community.

**Public Market:** In the first year, the market has generated enough income to hire a 15 hr. per week employee. Volunteers continue to come forward to both serve on the advisory board and volunteer at the front desk. The market is, as of this time, close to capacity. I say close, as we are still trying to carve out additional space for vendors and consignees.

In the next three years, we hope to 1) bring the market to a point where it can sustain a 20 hour per week manager. 2) Fine tune our consignee base to generate additional income for both the market and the consignee. 3) Implement a "Made in Tillamook County" section with produce, value added products and specific items generic to the area. 4) We have partnered with the new local music store and hope to feature after hour concerts as fundraisers on a regular basis.

**Farmers' Market:** By their very nature, Farmers' Markets are funded by vendor fees, grants and fundraisers. (There is a complete study done by Garry Stevenson, Larry Lev and Linda Brewer of OSU on how Farmers' Market operate, the hours that market managers work per size of market and just about anything else you want to know about a farmers' market and were afraid to ask. This information can be found at <http://extension.oregonstate.edu/catalog/details.php?search=farmers+market&submit.x=12&submit.y=6>) The Tillamook Revitalization Association and the Second Street Public Market venue are willing to join the Farmers' Market Advisory Board in fundraising activities.

A big undertaking? You bet, but with work and perseverance, we can do it.

Respectfully Submitted,

Chris Kell

Administrative Assistant to the TRA

TRA BUDGET CORRESPONDING WITH THE CITY OF TILLAMOOK 2001-12 FISCAL YEAR

INCOME	LINE ITEM BUDGETED	TOTAL BUDGETED	COMMENTS
City of Tillamook, 2011-12 Surcharge	\$12,000.00		
Second Street Public Market	\$2,400.00		In-Kind office space
	<b>INCOME TOTAL</b>	<b>\$14,400.00</b>	
<b>EXPENSES</b>	<b>LINE ITEM BUDGETED</b>	<b>BUDGETED</b>	<b>COMMENTS</b>
<b>OPERATIONS TOTAL</b>			
Employee wages, 10 hrs per week @ \$12 per hour	\$6,240.00		
Workforce Consolidation Team/Payroll expenses	\$700.00		
Liability Insurance	\$950.00		
Legal fees	\$500.00		
Office Expense, Rent @ \$200 per month	\$2,400.00		
Office Expense, supplies/copies/faxes	\$300.00		
Accounting/corporate fees	\$2,000.00		Review of TRA, Tillamook Farmers' Market and the Second Street Public Market books and filing of the appropriate returns with the IRS and Oregon Department of Revenue
EDCTC Dues	\$35.00		
	<b>OPERATIONS TOTAL</b>	<b>\$13,125.00</b>	
<b>SHOP LOCAL PROMOTION</b>			
Advertising with local media	\$300.00		
Halloween Downtown Trick or Treat Promotional items	\$300.00		
Moonlight Madness, Entertainment	\$600.00		
Moonlight Madness, Promotion giveaways	\$1,000.00		
Shop Local Christmas Promotion, entertainment/giveaways	\$800.00		
	<b>SHOP LOCAL PROMOTION TOTAL</b>	<b>\$3,000.00</b>	
<b>REVITALIZATION</b>			
Paint Program @ 2.5 businesses	\$1,500.00		20 gal per building @ \$30 a gal.
	<b>REVITALIZATION TOTAL</b>	<b>\$1,500.00</b>	
<b>ASSOCIATIONS COMMITTEE PARTICIPATION</b>			
2011-12 project	\$700.00		
	<b>ASSOCIATIONS TOTAL</b>	<b>\$700.00</b>	
	<b>GRAND TOTAL</b>	<b>\$18,325.00</b>	

## **City Recorder/Treasurer/Human Resource Director**

City of Tillamook, pop. 4,920. Salary \$40,000 - \$55,000 DOQ plus excellent benefits. Position performs various duties as City Recorder, including records retention/destruction, elections, attends City Council meetings and maintains minutes of proceedings. Prepare and compile documents for annual and periodic audits. Supervise department personnel in the performance of their duties. As Human Resource Director coordinate and supervise personnel-related activities involving recruitment, selection, job classification, compensation and benefits. Position plans, directs and oversees the operations of the Finance Dept., including financial reporting and billing systems, budget development, and investments. Oversees City Payroll Department. Requires thorough knowledge of duties of City Recorder and Human Resource Director. Equivalent to High School education plus related work experience, typically three years of increasingly responsible professional experience in city government. City Recorder works under the direct supervision of the City Council. Knowledge of Springbrook Software a plus. Closes September 15, 2011, 2:00 P.M.

Deadline for Local Focus (LOC) is August 20, 2011 for September issue.

**ORGANIZATION:** City of Tillamook

**DATE:** July 2011

**LOCATION:** Tillamook, Oregon

**DEPARTMENT:** Administration

**JOB TITLE:** Human Resource Director

**PURPOSE OF POSITION:** Plan, direct and oversee the operations of the Human Resource Department. Coordinates and supervises personnel-related activities which involve other departments such as recruitment, selection, job classification, compensation and benefits.

**ESSENTIAL JOB FUNCTIONS:** Establish departmental goals and objectives. Ensure City compliance with all federal, state and local laws, regulations and rules affecting the employer-employee relationship. Maintain knowledge of changes affecting the City and notify others as appropriate. Serve as City Equal Employment Opportunity Officer. Provide benefit information and assist employees and providers in resolving problems as they occur. Maintain effective new employee orientation program and conduct orientations as needed. Conduct exit interviews of departing employees. Analyze responses. Alert city management of surfacing issues and make appropriate recommendations for correction. Administer the maintenance of human resource files and records, e.g. confidential personnel files, risk management. Research, compile and analyze data and prepare report and summaries related to personnel issues.

Research, develop and implement employee handbooks, personnel policies, and informational notices on personnel-related topics. Manage the classification and compensation plans for all City positions; evaluates salary surveys; oversees the revision of class specifications, the reclassification of positions, and the development of new titles and specifications.

Serves as liaison for the Employee Assistance Program and Employee Wellness Program. Administers the Employee Benefits Program to provide health insurance coverage, various leave policies, deferred compensation and retirement plans.

Develops and maintains cooperation and communication between employee bargaining units and management; advises managers and supervisors on labor relations matters; coordinates City responses to grievances, participates in, or coordinates contract negotiations.

Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and economic, legislative and judicial influences to provide appropriate and effective financial services for the City. Perform new employee orientation. Assign, supervise and evaluate work of subordinates. Resolve employee complaints. Ensure provision of adequate training within department.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:** Maintain personnel and payroll records. Oversee payroll records and reports. Maintain and process workers compensation, unemployment, other fringe benefits, and all insurance records. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:** Thorough knowledge of the principles, methods and practices related to duties of Human Resource Director. Knowledge of the principles of supervision, personnel practices, public relations methods and techniques, governmental regulatory processes and controls, conflict resolution, benefits administration, risk management, computer software applications, and office practices. Equivalent to high school education plus related work experience, typically three years of increasingly responsible professional experience in public administration, or any combination of experience and training that provides the required knowledge, skills and abilities to perform the above duties. One year of supervisory experience.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of or ability to obtain a valid Oregon Driver's License and safe driving record.

**DESIRABLE REQUIREMENTS:** Completion of a four-year university education in business or public administration.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Reasonable accommodations will be made for special needs.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:** Responsible for seldom over two FTE for partial duties.

**SUPERVISION RECEIVED:** Works under the direction of the City Manager.

**ORGANIZATION:** City of Tillamook

**DATE:** July 2011

**LOCATION:** Tillamook, Oregon

**DEPARTMENT:** Administration

**JOB TITLE:** City Recorder/Treasurer

**PURPOSE OF POSITION:** Plan, direct and oversee the operations of the Finance Department, including financial reporting and billing systems, budget development, and investments, with accountability for results in terms of costs, personnel and methods. Supervise department personnel in the performance of their duties. Communicate with public on financial matters and concerns. Perform various duties as City Recorder.

**ESSENTIAL JOB FUNCTIONS:** Establish departmental goals and objectives. Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and economic, legislative and judicial influences to provide appropriate and effective financial services for the City. Perform new employee orientation. Assign, supervise and evaluate work of subordinates. Resolve employee complaints. Ensure provision of adequate training within department.

Serve as City Treasurer. Develop budgeting, accounting, and reporting systems in compliance with professional standards. Prepare initial department budget request and monitor approved department budget. Review and approve expenditures. Prepare and compile documents for annual and periodic audits.

Provide general assistance on a City-wide basis related to budgeting, financial reporting, financing options, and general accounting. Ensure compliance to related policies. Research, analyze and assemble information, and make recommendations for grants, loans, rate studies and other matters related to the finance area.

Oversee City's cash flow to meet operational needs and maximize interest revenues within policy guidelines. Develop, monitor and maintain long-term investment policies, procedures and practices.

Oversee records of assessment liens and collections. Monitor receipts of licenses including Transient Room Tax and Business License fees.

As City Recorder, perform specialized administrative work involving the recording of City Council proceedings, and custody of official City records and correspondence. Attend meetings of the City Council and oversee preparation of minutes and journals of Council proceedings. Process and sign official documents of the City.

Attend various community groups, professional and civic organization meetings to communicate City goals, programs, and policies.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:** Oversee payroll records and reports. Maintain and process workers compensation, unemployment, other fringe benefits, and all insurance records. Provide input on policies and procedures for municipal court. Oversee municipal court functions and resolve complaints. Maintain general ledger and accounts receivable for municipal court. Serve as City Elections Officer performing duties as specified by Oregon's Elections laws with respect to elections, including referendum and initiative petitions, candidates for City offices, political parties reporting requirements, measures and tax levy elections. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:** Thorough knowledge of the principles, methods and practices related to duties of City Recorder, municipal government organization, accounting and budgeting, financial reporting, internal controls and auditing procedures, cash management, investments, and various laws affecting public accounting and budgeting. Knowledge of the principles of supervision, personnel practices, computer software applications, and office practices. Equivalent to high school education supplemented by additional training equal to two years of college in accounting, and over four years experience which includes supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** None.

**DESIRABLE REQUIREMENTS:** Completion of a four-year university education in business or public administration.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Reasonable accommodations will be made for special needs.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:** Responsible for seldom over two FTE for partial duties.

**SUPERVISION RECEIVED:** Works under the direction of the City Council.

**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
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- 110 Voting
- 120 Reconsideration of actions taken
- 130 Public hearings
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- 150 Designation of hearings officer
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- 170 Public members addressing the Council
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- 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 formal 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. This does not preclude an individual Councilor from contacting the City Attorney for a brief informal legal opinion that must then be promptly communicated to the entire Council.

(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)).

## **§ 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 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

# STRATEGIC PLAN FOR 2011 - 2012

### COUNCIL GOALS

#### **CITY COUNCIL GOAL 1**

*PROMOTE QUALITY OF LIFE THROUGH SAFE CITY, SCHOOLS AND STREETS.*

Develop Optimal Police Structure

**Public Safety Committee: 9 months/no cash – staff time**

Explore Alternative Funding for Police Department

*Public Safety Committee: 12 months/no cash – staff time*

#### **CITY COUNCIL GOAL 2**

*MANAGED GROWTH AND ECONOMIC DEVELOPMENT.*

Promote Industry for Economic Driver

**Associations Committee: full year/no cash – staff time**

North 101 Enhancement

*Associations & Beautification Committees: full year + /no cash – staff time  
(if outside consultant, \$30,000 to \$50,000)*

Webpage Update

*Full council: 3 months/\$5,000 to \$10,000 – staff time*

#### **CITY COUNCIL GOAL 3**

*AFFORDABLE, QUALITY HOUSING AND INFRASTRUCTURE.*

Storm Drain Plan update with potential SDC & surcharge

*Public Works Committee: 9 months/\$30,000 to \$50,000 – staff time*

Elimination of Sewer Cross Connections

*Public Works Committee: 6 months/\$50,000 to \$70,000 – staff time*

Explore the potentials for assisting in the development of a homeless shelter with Community Development Block Grant or other grant funding

*Associations Committee: 9 months/no cash – staff time*

#### **CITY COUNCIL GOAL 4**

*A CLEAN, ATTRACTIVE OUTDOOR LIVING ENVIRONMENT.*

Holden Creek Enhancement

*Associations Committee: 12 months/no cash –  
staff & machine time*

**CITY COUNCIL GOAL 5**

***A CITY WORKPLACE THAT ENCOURAGES EMPLOYEES AND REWARDS THEIR CREATIVITY AND INNOVATION.***

Reorganization of City Staffing structure

*Personnel Committee: 2 months/no cash – staff time*

Update of Personnel Manual

*Personnel Committee: 2 months/no cash – staff time*

**CITY COUNCIL GOAL 6**

***EFFECTIVE LOCAL, STATE AND REGIONAL PARTNERSHIPS.***

Develop Partnership for Jobs

*Associations Committee: full year + /no cash – staff time*

**CITY COUNCIL GOAL 7**

***LONG TERM FINANCIAL STABILITY.***

Codification of Ordinances

*Full Council: 6 months/\$10,000 to \$20,000 – staff time*

Redo Charter

*Special Committee: must be drafted by August to place on November ballot and then public education for three months/\$2,000 – staff time*

Vision Plan Update

*Planning Commission: 1 year + /no cash – staff time (if outside consultant, \$20,000 to \$30,000)*

Comp. Plan Update

*Planning Commission: multiple years (Parks Plan 6 months) /no cash – staff time (if outside consultant, \$250,000 to \$350,000)*

**Monthly Report to Mayor and Council**  
**Police Department**  
**July 2011**

- Aaron Miller starts August 1<sup>st</sup> as our 7<sup>th</sup> Police Officer. He will start the academy on 8/22/11. We plan to have a swearing in at the Council Meeting on 8/15/11 so that you may meet him. I will keep you updated on his progress.
- I still have one Officer out on Family Leave.
- We are working on updating the Incident Response Plan. The Safety Committee will be reviewing the plan in the near future and then we will have training and a drill. We are still working on adding the new Public Works channel to all the radios and then doing training. (Pending Safety Committee and installation of channel).
- We have been busy with investigations to include the Burglary and assisting the county with a robbery involving the same suspect.
- The 4<sup>th</sup> of July went well with no issues. We have been busy this month with DUII's and other calls and arrests..
- With the help of Public Works we cleaned the basement. We then moved everything out of the shed that we were renting, back down into the basement. This will save us \$2,400 a year in rent. It was very handy having close storage but using the basement will also work fine.
- We have been busy working with people and ordinance violations. In some cases letters were sent. I have included a list to date of what Resource Aide Bower has worked on in regards to nuisance issues. Some have been difficult because of people walking away from properties but Bower has been able to work on most of these to date.



	Inoperable Vehicles	Junk/Debris	Tall Grass	Graffiti	Letter Sent	Done
			X			X
			Tree		X	X
			X		X	X
			X		X	X
			X		X	X
			X		X	X
			X		X	X
		X			X	X
		X			X	X
			X		X	X
	X				X	X
		X			X	X
		X			X	X
			X	X	X	
			X		X	X
			X		X	X

# Memo

City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141



**To:** Honorable Mayor and City Council Members  
**From:** David Mattison, City Planner   
**Date:** July 28, 2011  
**Re:** July 2011 Monthly Report City Planning Department

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- ◆ **Building/Zoning Permits issued:**
  - ▶ Temporary Use (Fireworks Stand) at Tillamook Sporting Goods at 2205 North Main Ave,
  - ▶ Demolition of Church and Residence at 2105 and 2109 Seventh Street,
  - ▶ Dryrot replacement at 3506 Walnut Lane,
  - ▶ Reroof at 904 Elm Avenue,
  - ▶ Accessory structure at 520 Douglas Avenue,
  - ▶ Dryrot replacement at 3500 Alder Lane,
  - ▶ Reroof at Kichis House, 4212 Marolf Place.
- ◆ **Sign Permits issued:**
  - ▶ Wall signs (Fireworks Stand) at 2205 North Main.
- ◆ **Public Works Permits issued:**
  - ▶ Sidewalk Construction at 2510 First Street.
- ◆ **Electrical/Mechanical/Plumbing Permits issued:**

**PENDING  
COUNTY  
SUBMITTAL**
- ◆ **Special Projects:**
  - ▶ Planning Commission Project Timeline development,
  - ▶ City Parks and Recreation Master Plan development/presentation/edit work,
  - ▶ City Parks and Recreation Master Plan community outreach/citizen participation plan development,
  - ▶ Planning Commission Bylaws amendment development
  - ▶ City Comprehensive Plan update/edit work.
- ◆ **Meetings/Correspondence:**
  - ▶ Administrative staff meeting/Department Head meeting (07/07/11),
  - ▶ Attendance of meeting regarding potential site development of ETM (Energy Transfer Merchant) (07/07/11),
  - ▶ Planning Commission Hearing regarding discussion on timeline for and prioritization of City planning projects and potential land use application hearings (7/07/11) (06/01/11),

- ▶ Attendance of Planning Commission subcommittee meeting regarding Parks and Recreation Master Plan community outreach and citizen involvement outline development (07/11/11),
- ▶ Attendance of meeting with Jennifer Purcell, County Solid Waste Coordinator regarding County Comprehensive materials and solid waste management plan development (07/12/11),
- ▶ Presentation of City Parks and Recreation Master Plan Introduction to TURA (07/13/11),
- ▶ DLCD Semi-Annual Coastal Grant Application completion and submittal to DLCD (07/18 /11),
- ▶ Meeting and correspondence with POTB regarding potential POTB development and use of City services (sanitary sewer and water) outside of City Limits (07/19/11),
- ▶ Attendance of Mayor Manager meeting (7/20/11),
- ▶ Attendance of Discovery Risk Map meeting and correspondence with DOGAMI and DLCD regarding Flood Map Modernization project (07/20/07),
- ▶ Department Head meeting (07/21/11),
- ▶ Correspondence with Bill Jackson, Safeway, regarding Urban Renewal projects (07/21/11),
- ▶ Attendance of Introduction to Office 2010 Training meeting (07/21/11),
- ▶ Planning Commission Hearing regarding approval of timeline for and prioritization of City planning projects and potential land use application hearings, Planning Commission Bylaws amendments and report from subcommittee (07/21/11),
- ▶ Correspondence with Chad Biasi regarding potential sites for ETM location (07/22/11),
- ▶ Meeting with Bill Adams regarding TURA Third Street Improvement project (07/22/11),
- ▶ Correspondence with Jan Stewart, Planning Commission Chair, regarding debrief July 21 Planning Commission Hearing (07/22/11),
- ▶ Correspondence with Annette Pampush regarding solid waste accumulation on private property (07/22/11),
- ▶ Review of POTB amendments to City Comprehensive Plan (07/22/11 & 07/28/11),
- ▶ Attendance of meeting with POTB regarding State Goal 11 and Goal 14 exceptions and potential POTB development and use of City services (sanitary sewer and water) outside of City Limits (07/25/11),
- ▶ Meeting and correspondence with Robin Smith regarding areas for low-income housing/senior housing in the City (07/25/11 & 07/26/11),
- ▶ Correspondence with PKA Architects regarding expansion of the Tillamook County General Hospital (07/26/11),
- ▶ Meeting with Joe Jacob, Redeemer Lutheran Church, regarding request for alley vacation (07/26/11),
- ▶ Development of Parks and Recreation Master Plan community outreach/citizen involvement questionnaire for Planning Commission review (07/28/11).

◆ **Upcoming Planning Commission Meeting:**

- ▶ Parks and Recreation Master Plan community outreach/citizen involvement, Planning Commission Bylaws amendments, and Comprehensive Plan Amendments (08/04/11).

City of Tillamook  
210 Laurel Ave.  
Tillamook, OR 97141



# Memo

**To:** Paul Wyntergreen, City Manager  
**From:** Arley Sullivan, Public Works Director *(AS)*  
**Date:** July 25, 2011  
**Re:** Director's Report for July, 2011

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## **Water Division:**

Working with Roger's Line Water District to replace their leaking main line. Continuing to work with Bay City on the waterline inter-tie. Continuing to work on utility easement for waterline at Hwy. 101 N. and McKinster. Continuing to prepare for the raw waterline relocation on the Hurliman property.

## **Street Division:**

Sent off the Council approved 2012 SCA grant application. Working with S.C. Paving for doing overlay on Stillwell from 5<sup>th</sup> to 9<sup>th</sup> Streets. Setting up agreement with contractor for street preservation slurry seal. Staff will be working on the Miller Ave. culverts at Holden Creek.

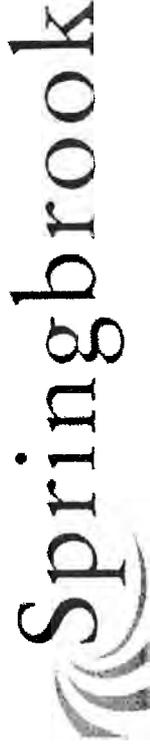
## **Sewer Division:**

The wastewater operator position will be re-advertised. Nine applicants applied but failed to include required information for proper evaluation. These folks were asked to reapply. The plant digester is operating on methane gas, because of that we have not had to purchase propane.

## **General:**

The June Dairy Parade went off without a hitch from the Street Divisions perspective. The IGA for the waterline inter-tie has been delivered to the City of Bay City for their approval. Both the grant fund and loan funds for the storm water master plan update have been approved by Infrastructure Finance Authority (IFA). The professional services contract has been signed and mailed to NW Engineers for their records and one was retained for ours.

# Accounts Payable Computer Check Proof List



User: adm

Printed: 07/28/2011 - 9:07 AM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4814 103263902	AH Tillamook Medical Group Employee physical-Miller Check Total:	100.00 100.00	08/01/2011	Check Sequence: 1 010-07-53350	ACH Enabled: No
Vendor:3075 885892 887899-01 887899/873749-8	Blumenthal Uniform & Equipment 100 Tillamook Police Dept. emblems 2 LS shirts, emblems etc. - A. Miller Gear - A. Miller less Cr.873749-80 - PD Check Total:	252.00 135.90 784.24 1,172.14	08/01/2011 08/01/2011 08/01/2011	Check Sequence: 2 010-07-53410 010-07-53410 010-07-53410	ACH Enabled: No
Vendor:4478 175226853 175226853 175226853	CenturyLink Communications, In Long Distance Through July 19, 2011 Long Distance Through July 19, 2011 Long Distance Through July 19, 2011 Check Total:	3.50 0.60 8.86 12.96	08/01/2011 08/01/2011 08/01/2011	Check Sequence: 3 010-07-53420 021-01-53420 022-22-53420	ACH Enabled: No
Vendor:4094 TIL-I2011-00GL TIL-I2011-00GL TIL-I2011-00GL TIL-I2011-00GL TIL-I2011-00PL TIL-I2011-00PL TIL-I2011-00PL TIL-I2011-00PL TIL-W201100QTR1 TIL-W201100QTR1 TIL-W201100QTR1 TIL-W201100QTR1 TIL-W201100QTR1	City County Ins. Services FY2011-2012 General Liability Ins FY2011-2012 General Liability Ins FY2011-2012 General Liability Ins FY2011-2012 General Liability Ins FY2011-2012 Property Liability Ins FY2011-2012 Property Liability Ins FY2011-2012 Property Liability Ins FY2011-2012 Property Liability Ins Worker's Comp - 1st Qtr Worker's Comp - 1st Qtr Worker's Comp - 1st Qtr Worker's Comp - 1st Qtr Worker's Comp - 1st Qtr	488.00 8,695.29 8,695.29 6,494.18 4,241.00 265.00 4,241.00 4,505.81 2,000.00 2,903.51 17.00 4,100.00 3,200.00 166.00	08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011	Check Sequence: 4 020-20-53160 021-02-53160 022-22-53160 010-10-53160 022-22-53160 020-20-53160 021-02-53160 010-10-53160 022-22-52050 020-20-52050 010-04-52050 010-07-52050 021-02-52050 010-03-52050	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
TIL-W201100QTR1	Worker's Comp - 1st Qtr Check Total:	12.00 50,024.08	08/01/2011	010-05-52050	
Vendor:4920 15356 15356	Clyde's Lock & Safe Duplicate keys-City Hall janitorial Duplicate keys-Lyda/Burge office Check Total:	15.00 11.00 26.00	08/01/2011 08/01/2011	Check Sequence: 5 010-10-53230 021-02-53270	ACH Enabled: No
Vendor:4921 Saari	Credits, Inc. Client overpd James A. Saari#08-T-02813D Check Total:	15.00 15.00	08/01/2011	Check Sequence: 6 010-04-53430	ACH Enabled: No
Vendor:4892 July 2011	Cheryl Davy Council stipend July 2011 Check Total:	50.00 50.00	08/01/2011	Check Sequence: 7 010-01-53415	ACH Enabled: No
Vendor:4514 82298 82300	EC Electrical Construction Co. Replc float-1180 Hwy 101 N-WWTP Repair digester flare controls-WWTP Check Total:	180.98 539.34 720.32	08/01/2011 08/01/2011	Check Sequence: 8 022-22-53470 022-22-53210	ACH Enabled: No
Vendor:4752 July 2011	Steve Forster Council stipend July 2011 Check Total:	50.00 50.00	08/01/2011	Check Sequence: 9 010-01-53415	ACH Enabled: No
Vendor:0565 9591410700	Grainger, Inc. Marking chalk (36) -Water Div. Check Total:	179.64 179.64	08/01/2011	Check Sequence: 10 021-02-53250	ACH Enabled: No
Vendor:6038 July 2011	Matthew Harris Council stipend July 2011 Check Total:	50.00 50.00	08/01/2011	Check Sequence: 11 010-01-53415	ACH Enabled: No
Vendor:0198 0033257 Police	Headlight Herald 1 yr subscription-Headlight Herald-PD Check Total:	29.50 29.50	08/01/2011	Check Sequence: 12 010-07-53270	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4378 July 2011	Doug Henson Council stipend July 2011 Check Total:	50.00 50.00	08/01/2011	Check Sequence: 13 010-01-53415	ACH Enabled: No
Vendor:4901 7/1-15/11 7/15-31/11	Lonnie Jenck Flower bskt care 7/1 to 7/15/11 Flower bskt care 7/15 to 7/31/11 Check Total:	1,428.00 1,428.00 2,856.00	08/01/2011 08/01/2011	Check Sequence: 14 070-70-53375 070-70-53375	ACH Enabled: No
Vendor:0255 7.27.11 7.27.2011	League of Oregon Cities LOC Conf registration,Mayor&3 councilors LOC Conf registration-PW Check Total:	1,735.00 390.00 2,125.00	08/01/2011 08/01/2011	Check Sequence: 15 010-01-53070 010-03-53070	ACH Enabled: No
Vendor:4631 5719	Lexipol LLC Daily Training Bulletins&testing data-PD Check Total:	1,000.00 1,000.00	08/01/2011	Check Sequence: 16 010-07-53060	ACH Enabled: No
Vendor:4472 CL60141 CL60141 CL60141	Marc Nelson Oil Products 01-0006091, Wtr fuel 7/1 to 7/17/11 01-0006091, Street fuel 7/1 to 7/17/11 01-0006091, WWTP fuel 7/1 to 7/17/11 Check Total:	442.50 571.15 258.65 1,272.30	08/01/2011 08/01/2011 08/01/2011	Check Sequence: 17 021-03-53140 020-20-53140 022-22-53140	ACH Enabled: No
Vendor:0958 July 2011	Joseph Martin Council stipend July 2011 Check Total:	50.00 50.00	08/01/2011	Check Sequence: 18 010-01-53415	ACH Enabled: No
Vendor:4440 1055 1056	Mary Veek-Kendrick Wastewater janitorial, July 2011 Police Janitorial, July 2011 Check Total:	400.00 250.00 650.00	08/01/2011 08/01/2011	Check Sequence: 19 022-22-53210 010-07-53200	ACH Enabled: No
Vendor:4782 2231292-00 2231292-01	Northwest Pump & Equipment Co. 2 air blower filters(Kaeser filters)WWTP 2 air blower filters(Kaeser filters)WWTP Check Total:	131.13 116.00 247.13	08/01/2011 08/01/2011	Check Sequence: 20 022-22-53210 022-22-53210	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:6003	Oce Imagistics			Check Sequence: 21	ACH Enabled: No
035508	Copies W2522-PD, 6/18 to 7/18/11	57.43	08/01/2011	010-10-53240	
035608	Copies W3522-Front, 6/18 to 7/18/11	241.74	08/01/2011	010-10-53240	
035744	Copies WZB45-CR, 6/18 to 7/18/11	11.50	08/01/2011	010-10-53240	
	Check Total:	310.67			
Vendor:4081	OfficeMax - A Boise Company			Check Sequence: 22	ACH Enabled: No
654861	(2) 12 digit calculators-Water Div	17.74	08/01/2011	021-02-53270	
689184	(7) 1" binders -Employee Handbooks-Wtr	31.15	08/01/2011	021-02-53270	
689184	(1) 1" binder -Employee Handbook-Muni Ct	4.45	08/01/2011	010-04-53270	
689184	2 pk laser business cards-PW	12.60	08/01/2011	010-03-53270	
697771	Epson toner,kraft env.,HP92 ctg,etc.-PD	96.28	08/01/2011	010-07-53270	
709442	Rolodex-bus. cards-City Recorder	6.70	08/01/2011	010-03-53270	
709442	3 pk Dryline correction tape-WWTP	9.09	08/01/2011	022-22-53270	
799903	Ink ctg. folders, etc. - PD	81.67	08/01/2011	010-07-53270	
813942	Wireless keyboard&mouse,rpt covers	46.12	08/01/2011	010-03-53270	
813942	Epson blk ink ctg T097120-S-Casey	19.27	08/01/2011	010-04-53270	
879722	High capacity cyan toner-PD	73.89	08/01/2011	010-07-53270	
879740	8 digit desktop calculator-PD	5.76	08/01/2011	010-07-53270	
	Check Total:	404.72			
Vendor:4085	OR Dept of Administrative Ser			Check Sequence: 23	ACH Enabled: No
ARQ10496	OR Cooperative Procurement Prog 11-12	225.00	08/01/2011	022-22-53080	
ARQ10496	OR Cooperative Procurement Prog 11-12	225.00	08/01/2011	010-07-53060	
ARQ10496	OR Cooperative Procurement Prog 11-12	225.00	08/01/2011	010-03-53080	
ARQ10496	OR Cooperative Procurement Prog 11-12	225.00	08/01/2011	021-02-53080	
	Check Total:	900.00			
Vendor:0345	OR Dept of Employment			Check Sequence: 24	ACH Enabled: No
Bin#0502112-0	Unemployment benefits 2nd Qtr '11-Thomas	105.64	08/01/2011	021-02-52080	
	Check Total:	105.64			
Vendor:4845	OR Dept of Revenue			Check Sequence: 25	ACH Enabled: No
2nd Qtr 2011	W/C 2011 - 2nd Qtr	412.41	08/01/2011	010-00-20305	
	Check Total:	412.41			
Vendor:4116	OR Municipal Judges Assoc.			Check Sequence: 26	ACH Enabled: No
FY11-12	FY2011-12 OMJA membership-Dolan	95.00	08/01/2011	010-04-53080	
	Check Total:	95.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4922 7.26.11	Oregon Utility Notification Ce Utility Locator training-Medford-SB & LB Check Total:	200.00 200.00	08/01/2011	Check Sequence: 27 021-02-53070	ACH Enabled: No
Vendor:5024 7/15/11	Petty Cash - PD-Maria Grzelak Police petty cash - postage Check Total:	100.00 100.00	08/01/2011	Check Sequence: 28 010-07-53300	ACH Enabled: No
Vendor:4061 0043248-IN	Pumpteck, Inc. 8 hr serv tech w/truck/service pump-WWTP Check Total:	840.00 840.00	08/01/2011	Check Sequence: 29 022-22-53210	ACH Enabled: No
Vendor:4385 July 2011	Raul Ramirez Spanish Court interpreter 7/13/11 Check Total:	25.00 25.00	08/01/2011	Check Sequence: 30 010-04-53060	ACH Enabled: No
Vendor:4391 August 2011	Robert W. Riggert Property Purchase Pmt 70/2302 3rd St Check Total:	2,108.00 2,108.00	08/01/2011	Check Sequence: 31 010-07-54050	ACH Enabled: No
Vendor:4728 July 2011	John Sandusky Council stipend July 2011 Check Total:	25.00 25.00	08/01/2011	Check Sequence: 32 010-01-53415	ACH Enabled: No
Vendor:4764 July 2011	Shawna Lowy Police storage rental July 2011 Check Total:	200.00 200.00	08/01/2011	Check Sequence: 33 010-07-53060	ACH Enabled: No
Vendor:4923 77572	Smith & Loveless, Inc. Thomas air compressor 115V-WWTP Check Total:	498.75 498.75	08/01/2011	Check Sequence: 34 022-22-53210	ACH Enabled: No
Vendor:4919 205177	Syracuse Castings West Corp. Materials to seal 7 manholes-WWTP Check Total:	4,623.00 4,623.00	08/01/2011	Check Sequence: 35 022-22-53350	ACH Enabled: No
Vendor:4128 6484	Tillamook Precision Machine PVC for sleeve for camera-WWTP	77.63	08/01/2011	Check Sequence: 36 022-22-53210	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Check Total: 77.63					
Vendor:0510	Tillamook PUD			Check Sequence: 37	ACH Enabled: No
July '11 Stmt-1	12874-512, 3497 Kephart Rd Wtr Dept	35.00	08/01/2011	021-05-58110	
July '11 Stmt-2	15557-508, Lift Station 12th & Laurel	190.77	08/01/2011	022-22-53430	
July '11 Stmt-3	16663-510, Restrooms Goodspeed Park	48.50	08/01/2011	020-20-53430	
July '11 Stmt-4	16664-510, Goodspeed Park	21.38	08/01/2011	020-20-53430	
July '11 Stmt-5	16709-510, 4th & Pacific signals	34.08	08/01/2011	020-20-53430	
July '11 Stmt-6	17498-511, Meadow Avenue	31.03	08/01/2011	022-22-53430	
July '11 Stmt-7	17975-511, 3610 Alder Lane Well #3	316.67	08/01/2011	021-05-58130	
July '11 Stmt-8	17990-511, 3809 Alder Lane Well #2	205.18	08/01/2011	021-05-58120	
July '11 Stmt-9	18512-512, 9th Street Park	24.30	08/01/2011	020-20-53430	
July '11 Stmt-10	19915-515, Lift Station Front Street	54.37	08/01/2011	022-22-53430	
Jy '11 Stmt-11	74209-515, City Lights	2,601.00	08/01/2011	020-20-53430	
Jy '11 Stmt-12	20215-515, 108 Birch	59.80	08/01/2011	020-20-53430	
Jy '11 Stmt-13	20216-515, 108 Birch	23.41	08/01/2011	020-20-53430	
Jy '11 Stmt-14	20217-515, 116 Birch-Warehouse	23.73	08/01/2011	021-02-53240	
Jy '11 Stmt-15	20218-515, 116 Birch-Warehouse	26.97	08/01/2011	021-02-53240	
Jy '11 Stmt-16	20274-515, 4th & Main-Traffic Lights	37.13	08/01/2011	020-20-53430	
Jy '11 Stmt-17	20304-515, 3rd & Main-Signals	29.19	08/01/2011	020-20-53430	
Jy '11 Stmt-18	20306-515, 3rd & Pacific Signals	28.43	08/01/2011	020-20-53430	
Jy '11 Stmt-19	20414-515, 210 Laurel Ave, City Hall	73.07	08/01/2011	010-10-53430	
Jy '11 Stmt-20	20415-515, 210 Laurel Ave, City Hall	220.39	08/01/2011	010-10-53430	
Jy '11 Stmt-21	20432-515, 1st & Main Avenue	38.34	08/01/2011	020-20-53430	
Jy '11 Stmt-22	35062-515, Marine Park Front Street	21.00	08/01/2011	020-20-53430	
Jy '11 Stmt-23	35427-509, Brookfield Rd Lift Station	65.99	08/01/2011	022-22-53430	
Jy '11 Stmt-24	53747-501, Wilson Rv Lp & Hwy 101 N Sgnl	52.69	08/01/2011	020-20-53430	
Jy '11 Stmt-25	74417-510, 2210 1st St, Cartich House	15.12	08/01/2011	020-20-53430	
Jy '11 Stmt-26	65596-510, 2302 3rd St, Police Station	162.13	08/01/2011	010-07-53420	
Jy '11 Stmt-27	75272-515, 210 Laurel, Transit Cntr	105.77	08/01/2011	010-10-53430	
Jy '11 Stmt-28	78075-507, 845 3rd St, WWTP	2,615.15	08/01/2011	022-22-53430	
Jy '11 Stmt-29	6779-401, 7995 Killam Crk Rd	440.72	08/01/2011	021-04-53430	
Check Total: 7,601.31					
Vendor:0511	Tillamook Tire Service, Inc.			Check Sequence: 38	ACH Enabled: No
J03768	Used tire for sweeper	40.00	08/01/2011	020-20-53210	
Check Total: 40.00					
Vendor:0485	Traffic Safety Supply Co., Inc			Check Sequence: 39	ACH Enabled: No
944695	Camahan Pk/WWTP entrance sign	74.40	08/01/2011	022-22-53230	
944695	4 special signs for TURA pkg lot, freight	209.96	08/01/2011	020-20-53340	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	284.36			
Vendor:4381 July 2011	Suzanne Weber Council stipend July 2011 Check Total:	50.00 50.00	08/01/2011	010-01-53415	ACH Enabled: No
Vendor:4895 11-0411 11-0411 11-0430 11-0430	WorkForce Consolidation Team Kephart, for period 7/11 to 7/17/11 Pengelly, for period 7/11 to 7/17/11 Pengelly, for period 7/18 to 7/24/11 Kephart, for period 7/18 to 7/24/11 Check Total:	580.00 814.80 814.80 580.00 2,789.60	08/01/2011 08/01/2011 08/01/2011 08/01/2011	020-20-53440 022-22-53365 022-22-53365 020-20-53440	ACH Enabled: No
	Total for Check Run: Total Number of Checks:	82,371.16 41			