

**AGENDA**  
**CITY OF TILLAMOOK COUNCIL MEETING**  
**~ MONDAY, SEPTEMBER 17, 2012 AT 7:00 P.M. ~**  
**TILLAMOOK CITY HALL, 210 LAUREL AVENUE**  
**[www.tillamookor.gov](http://www.tillamookor.gov)**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**MINUTES**

**PROCLAMATIONS - None**

**PRESENTATIONS**

1. Oath of Office – Officer James Harrell
2. 15 Year Service Award – Bryan Durbin
3. Introduction of Terra Wilcoxson RARE Intern

**CITIZENS HEARING/AUDIENCE COMMENTS – Non Agenda Items**

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

**PUBLIC HEARINGS**

1. Comprehensive Plan Amendments
2. 2<sup>nd</sup> Street and Ivy Avenue Directional Traffic Changes

**NEW BUSINESS**

1. 2<sup>nd</sup> Street and Ivy Avenue Directional Traffic Changes
2. Comprehensive Plan Amendments

**PENDING BUSINESS -**

1. Aero Vironment Electric Car Charging Counter Offer

**LEGISLATIVE**

1. Resolution 1619 Regarding Earned Time Off (ETO) Amending the Employee Handbook

**COUNCIL CONCERNS - Non-Agenda Items**

**MONTHLY REPORTS**

1. City Recorder
2. Finance Officer
3. Mayor - Verbal Report

## **COMMITTEE REPORTS**

1. Personnel Committee
2. Beautification Committee
3. Planning Commission
4. Tillamook Urban Renewal Agency

## **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.**

### **Upcoming City Related Meetings:**

1. City Council: October 1 and October 15, 2012 @ 7:00 p.m.
2. TURA Streetscapes Committee: October 2, 2012 @ 11:30 a.m.
3. Beautification Committee: October 2, 2012 @ 1:00 p.m.
4. Planning Commission: October 4, 2012 @ 7:00 p.m.
5. Personnel Committee: October 9, 2012 @ 2:00 p.m.
6. Tillamook Urban Renewal Agency: October 10, 2012 @ 5:30 p.m.
7. Associations Committee: October 16, 2012 @ 5:30 p.m.
8. Holden Creek Working Group: October 30, 2012 @ 10:00 a.m.

**POSTED: September 14, 2012**

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

**CITY OF TILLAMOOK**  
City Hall, 210 Laurel Avenue  
**City Council Meeting Minutes**  
Tuesday September 4, 2012

**VII. WORKSHOP**—Oregon STIP Funding Options

**VIII. EXECUTIVE SESSION**—ORS 192.660(2)(h)—Legal Counsel/Pending Litigation

**IX. CALL TO ORDER**

**Mayor Weber** called to order the regular meeting of the **Tillamook City Council** at **7:00 p.m.** on **Monday, August 20, 2012** in **City Hall at 210 Laurel Avenue in Tillamook, Oregon.**

**X. ROLL CALL**

**City Recorder Donowho** conducted a roll call. The following persons were present:

Mayor Suzanne Weber  
Councilor Joe Martin  
Councilor Matt Harris  
Councilor Cheryl Davy  
Councilor John Sandusky  
Councilor Doug Henson

**Absent:** Councilor Steven Forster (Excused)

**Staff Present:**

Paul Wyntergreen, City Manager  
David Mattison, City Planner  
Abigail Donowho, City Recorder

**XI. AGENDA**

The posted agenda for the meeting of September 4, 2012 is attached and by this reference is made a part of the record.

**XII. ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED: (Copies attached)**

a) Special A/P Batches for 08/31/2012 Proof List (Exhibit A)

**XIII. MINUTES**

Council minutes for the August 20, 2012 Regular City Council Meetings were provided in Council Packets. **Councilor Martin moved to approve the minutes for August 20, 2012 as submitted. Councilor Sandusky seconded. The minutes were approved as submitted in Council packets unanimously by Council seated.**

**XIV. PRESENTATIONS**

a) **Beautification Award**—Mayor Weber

b) **Third Street Update**—**Tillamook County Public Works Director** thanked all of the citizens and businesses who have been patient throughout construction on Third Street this summer. The utility conflicts have been resolved. She commended City employees Arley Sullivan, Tim Lyda, and Shawn Burge' for their excellent work on the project. Currently, the subgrade is being worked on. On September 9<sup>th</sup> the curbs will be started, and paving is scheduled September 19-26<sup>th</sup>. Paving will begin on the east end to the west end to keep the project in good shape as the trucks come and go. The traffic flow will be opened to two-way traffic after paving. Street lights are in place, and the flow system for the storm water is in place. With school starting, she encouraged safe travel through the construction zone. Businesses are still open—please continue to support them. She asked the Council for questions regarding the project. **Councilor**

**Sandusky** asked how long the paving will take. **Welch** stated that the goal to complete paving is September 26<sup>th</sup>. **Mayor Weber** asked about the process of curbs and paving as well as the reasoning behind starting on the east end rather than the west end. **Welch** explained that the sequencing of the paving is a priority in the direction of paving.

**XV. CITIZEN COMMENT-None**

**XVI. NEW BUSINESS**

**a) Public Works Committee Recommendations**

- a. Bus Stop at Champion Park Apartments—City Manager Wyntergreen** called attention to the memo included in the packet regarding the Tillamook County Transportation District. The request included came from a petition of the residents in the complex. The Public Works Committee recommends approval of the shelter bus stop installation. **Councilor Sandusky moved to approve the Transportation District’s request for the sheltered bus stop on the west end of the Champion Park Apartments. Councilor Harris seconded. Motion carried unanimously by Council seated.**
- b. Loading Zone on the south end of Beals Alley—City Manager Wyntergreen** introduced the item stating that it is a pedestrian oriented alley. The Public Works Committee recommended that the south end of the alley be approved as a loading only zone for goods to be off-loaded, without long-term parking. **Councilor Harris moved to designate the south end of Beals Alley as a loading only zone. Councilor Sandusky seconded. Motion carried unanimously by Council seated.**
- c. One-Way Street Reconfiguration—City Manager Wyntergreen** explained the segments of one-way streets on the west end of town between First and Third Streets. The Public Works Committee recommended the Council set a hearing to review the one-way street reconfiguration proposal. **Councilor Henson** noted that this had been addressed in the past and the one-way streets had been changed and undone because of public comment after implementation. He believes it will make traffic less confusing. **Henson** also noted they should speak with Chief Wright regarding the changes. **Wyntergreen** said he spoke with Chief Wright and his main concern was exiting from Ivy onto Third Street. It would work best as a *right-turn only*. **Mayor Weber** noted that the business owners will be notified for the hearing. The Council agreed that this should be brought forward as a public hearing. The hearing was set for September 17, 2012.
- d. Truck Route Ordinance—Mayor Weber** addressed the recommendation for a hearing on the Truck Route Ordinance number 1269. **City Manager Wyntergreen** added that the notice should be more general for the community. The Council agreed to have a public hearing on October 1, 2012 regarding the Truck Route Ordinance.

- b) Matching Funds for Holden Creek Study—City Manager Wyntergreen** addressed the Council regarding last week’s meeting with a Hydrogeomorphologist. The information regarding his findings was included in the packet. The technical memo did not prioritize anything. **Wyntergreen** sat down with Lisa Phipps to discuss the next steps in the project to prioritize the options at Holden Creek. The additional cost for the study and list will be \$4800.00. The Estuary Project is willing to pay half. **Wyntergreen** asked the Council if they would like to fund the project and addressed where the funding could come from. After much discussion of the Council, **Councilor Sandusky moved to find \$2,400.00 to use to further the formation of a plan for Holden Creek. Councilor Harris seconded.** More discussion and public comment followed. **Tilda Jones** from TBHEID addressed the Council with her concerns regarding the Council utilizing a manufactured process to further the project. It was clarified that this study would lay the groundwork for further action and at Holden Creek. **Motion carried unanimously by Council seated.**

## XVII. PENDING BUSINESS

- a) **Aero Vironment Electric Car Charging Station Request for Five Spaces**—**City Manager Wyntergreen** stated that there are two separate car charging stations in the works. The first is underway, and this is a second request from Aero Vironment to place a station on the City lot at the corner of Ivy and Third. This charging station would consume more spaces—five instead of three spaces. Discussion followed. **Councilor Henson moved to deny the request of Aero Vironment to utilize 5 spaces at the aforementioned parking lot. Councilor Martin seconded. Councilor Harris** added that he would be in favor if the project materialized elsewhere. **Henson** added that he does support the car charging stations, but the amount and location are not ideal for this project. **Motion carried unanimously by Council seated.**
- b) **One-way Street Reconfiguration**—This item was addressed with the Public Works Committee recommendations.

## XVIII. COUNCIL CONCERNS-None

## XIX. MONTHLY REPORTS

- a) **Police Chief**—**Police Chief Wright's** report was included with the Council packets. **Mayor Weber** noted that Kurt Vanderhoff has started the academy. **City Manager Wyntergreen** added that James Harrell has been sworn in as a police officer for the City. The Police Department is only down one officer. **Mayor Weber** added that the police now have an area to store stolen bicycles at the new City Shop property.
- b) **City Planner**—**City Planner Mattison's** monthly report was included with Council packets. **Wyntergreen** added that the timeline is aggressive for the changes the Planning Commission is working on. He asked that the Council keep an eye out for the many projects coming to the Council soon. Planning Commission hearings will be in November and the Council will be able to review the recommendations in December. Council goals will be met through this process.
- c) **Public Works Director**—**Director Sullivan's** monthly report was included in Council packets. **Wyntergreen** added that Public Works Director Sullivan was able to secure the grant funding for the 9<sup>th</sup> Street Park project.
- d) **City Manager**—**City Manager Wyntergreen** told the Council that a lot of good things and changes are happening. Today he received a message regarding North Coast Lawn doing maintenance on Sue H. Elmore Park. Human Resources have been bustling. Dave Kyte is now on board for the Public Works Department. **Wyntergreen** attended the LGIP conference last week. He said that the salary schedules are being worked on and coming along. Terra Wilcoxson with the RARE program will be coming on board on September 10<sup>th</sup>. She will have many projects to work on for the eleven months she is contracted through RARE. The City is looking at refinancing water bonds through local banks for better rates. Storm Drain Master Plan was recently adopted and is going to be put into an SDC package. The DEQ cross-connection issues are being addressed as well. Recycling goals are moving forward. The Chamber of Commerce agreement is finished. The Farmer's Market contract will be up for revision soon. The LOC Conference is at the end of the month and voting delegation will need to be addressed. **Mayor Weber** added that Councilor Sandusky would be a good voting delegate as Council President and Councilor Forster as an alternate and assigned these roles for the Conference.
- e) **Mayor**—**Mayor Weber** announced that the Farmer's Market has been gathering lots of data. Wesley Stirt is to be congratulated for becoming an Eagle Scout. One of the City employees, Bryan Durbin, has hit a milestone of 15 year of service with the City and will be recognized at the next meeting. The Nazarene Church's 100<sup>th</sup> year anniversary will have lots of activities happening on September 9<sup>th</sup>. She thanked Terry Phillips from North Coast Lawns for volunteering to care for Sue H. Elmore and mowing the City Lawn. He has also been maintaining the TURA parking lot. She added that the SOLVE clean up will happen on





## **CITY OF TILLAMOOK**

### **NOTICE OF PUBLIC HEARING**

The Tillamook City Council will hold a public hearing and consider approval of proposed changes to the directional configurations on Second Street and Ivy Avenue, west of Main Avenue in Tillamook.

**WHERE: City Hall, Council Chambers, 210 Laurel Avenue, Tillamook**

**WHEN: Monday, September 17, 2012 at 7:00 p.m.**

A copy of the proposed changes is attached. (See the reverse side of this notice.) For further information, please contact:

**Debbi Reeves, Executive Assistant to the City Manager**  
503-842-2472 #3463,  
210 Laurel Avenue, Tillamook, OR 97141  
[dreeves@tillamookor.gov](mailto:dreeves@tillamookor.gov)

**The location of the hearing is accessible to persons with disabilities. Please contact City hall at (503) 842-2472 at least 48 hours before the meeting if you will need any special accommodations to attend or participate in this meeting.**

**Posted: September 10, 2012**

**Tillamook City Hall, Tillamook County Courthouse, Tillamook County Main Library  
Tillamook Fire District**



**From:** Jeff Colantino [<mailto:jeff.colantino@CascadiaPM.com>]  
**Sent:** Thursday, September 13, 2012 8:28 AM  
**To:** Paul Wyntergreen  
**Subject:** RE: Underlying Lease Term

Hello Paul,

Do you think that the Council would be willing to split the difference at four spaces? We'll need two for the pad-mounted transformer that is required; the other two would be converted into a single ADA-compliant space for the vehicle; unfortunately we'd only have one reserved space for cars to park while charging.

***Jeff Colantino***

***Site Acquisition Manager***

***Cascadia PM, LLC***

***5501 NE 109<sup>th</sup> Court, Suite A-2***

***Vancouver, WA 98662***

***360-450-8697 (mobile)***

***[jeff.colantino@cascadiapm.com](mailto:jeff.colantino@cascadiapm.com)***

***[www.cascadiapm.com](http://www.cascadiapm.com)***

**From:** Paul Wyntergreen [<mailto:pwyntergreen@tillamookor.gov>]  
**Sent:** Tuesday, September 04, 2012 9:08 PM  
**To:** Jeff Colantino; Zeb Brittsan  
**Subject:** RE: Underlying Lease Term

Tonight I reviewed your proposal with the Council, and while they are very supportive of your project, they do not wish to lose five parking spaces. Are we at an impasse here? Is there a way to get it back to three or look at other options for timed use so that they can have parking available during certain periods of time?

***Paul Wyntergreen***

***City Manager***

***City of Tillamook***

***210 Laurel Avenue***

***Tillamook, OR 97141***

***(503) 842-2472 Ext. 3460***

***FAX (503) 842-3445***

***Email: [pwyntergreen@tillamookor.gov](mailto:pwyntergreen@tillamookor.gov)***

## RESOLUTION NO. 1619

### A RESOLUTION REVISING THE CITY'S EMPLOYEE HANDBOOK OF PROCEDURES AND CONDITIONS OF CITY EMPLOYMENT OF THE CITY OF TILLAMOOK, AND AMENDING RESOLUTION NO. 1586

**WHEREAS**, the Employee Handbook was adopted by Resolution #1586 on July 5, 2011; and

**WHEREAS**, the Employee Handbook stated, "*Over the next year, staff would like to explore the concept of changing to a program of "earned time off" ("ETO") that combines vacation and sick time into a single ETO bank;*" and

**WHEREAS**, those revisions have been reviewed, considered and partially modified by the staff, to include certain provisions of the current handbook and to fit the needs of the City of Tillamook; and

**WHEREAS**, the Personnel Committee has reviewed the proposed amendment to the handbook regarding ETO and has recommended it to the City Council for approval; and

**WHEREAS**, said revisions have been considered and reviewed by the Council.

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

#### **Section 1:**

The Employee Vacation Leave benefit accrual and policy are addressed on Pages 48 and 49 of the Employee Handbook Adopted July 5, 2011; and the Employee Sick Leave Benefit accrual and policy are addressed on Pages 52 and 53 of the Employee Handbook Adopted July 5, 2011.

#### **Section 2:**

Effective September 17, 2012, the Employee Vacation Leave and Sick Leave Benefit sections, as stated above, shall be repealed and replaced with the Earned Time Off policy, as attached and recorded herein as Exhibit A.. This revision shall be added to the Employee Handbook, as a new section: Earned Time Off on page 50, following the Paid Holiday section.

#### **Section 3:**

Effective September 17, 2012, any and all references to "sick leave" and "vacation" in the Employee Handbook shall be replaced with "ETO" as appropriate.

#### **Section 4:**

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

**PASSED** by the Common Council this 17<sup>th</sup> day of September, 2012.

---

Suzanne Weber, Mayor

ATTEST:

---

Abigail Donowho, City Recorder

## Earned Time Off (ETO)

---

The CITY provides a program of “earned time off” (“ETO”) that combines vacation and sick time into a single ETO bank.

All employee balances of vacation and sick time existing as of September 17, 2012 shall/will be converted to ETO on an hour for hour basis.

ETO shall accrue at the following rates:

<b>Length of Service</b>	<b>Full-Time Accrual Per Month</b>	<b>Full-Time Days Per Year</b>
Less than 1 year (hire after 7/5/11)	11.33 hours	17 days
1 year to 5 years (hire after 7/5/11)	14.66 hours	22 days
Less than 5 years (hire before 7/5/11)	16 hours	24 days
6 years to 10 years	18.00 hours	27 days
11 years to 20 years	20.00 hours	30 days
21 years plus	24.00 hours	36 days

Continuous service is defined as uninterrupted service with the City to include approved paid, unpaid, or other leave as defined in this manual.

Part-time employees shall accrue ETO on a pro-rated basis for actual hours worked.

ETO will not accrue from a paid holiday or when utilizing existing ETO. ETO will not be earned for overtime hours or for unpaid leave of absence.

ETO begins accruing on the first day of employment. However, it can only be used for sick leave purposes until the completion of the sixth month of employment. After that point in time, ETO may be used for sick leave or vacation time. Each use has different prerequisites and reporting requirements. No vacation time will be authorized during the introductory period, unless specific arrangements have been made at the time of hire.

ETO time accumulated will not exceed ninety (90) working days (720 hours). ETO benefits will stop accruing once the maximum has been reached. When this total is reduced below the maximum allowable, the benefit will begin accruing again.

You must use accumulated ETO in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

ETO is paid at the employee's base pay rate at the time leave is taken. In the event that available ETO is not used by the end of the calendar year, employees must carry unused time forward to the next calendar year with a cap of 720 hours. ETO balances are accumulated and deducted based upon the time period used to calculate your paycheck.

ETO is not accumulated while an employee is on a leave of absence without pay. In the case of a work-related accident or injury, you may use ETO to offset any hours not paid through Workers' Compensation, or to offset the reduction in regular pay until accumulated ETO is used. However, at no time can the combination of these exceed normal earnings, nor can you use more ETO than that accumulated. (*See the Worker's Compensation Time Loss section below.*)

## **ETO as Vacation**

Any employee wishing to use ETO as vacation time should request vacation hours as early as possible so that arrangements for coverage can be made. We encourage all employees to be aware of the critical times for their work groups (i.e. periods of intense seasonal work, audit periods, annual conferences) during the year and to avoid taking any routine or expected time off during these periods. Requests for vacation time are to be made in writing and given to your supervisor. Every attempt will be made to grant each request; however, no guarantees can be offered.

ETO hours utilized for vacation time are intended to provide time away from work for rest and recreation. If budget allows, and the City Manager approves, an ETO cash out may be taken in lieu of time off. It is understood that the concept of "cash out" of accrued leave time (ETO, holiday, and compensatory time) does not constitute hours worked or compensated hours. A cash out is when an employee receives payment for accrued leave without actually taking the paid time off on termination from employment or other pre-approved instances.

A full-time employee who separates from service shall receive a cash out payment for up to two hundred-forty (240) hours of accrued ETO. The remaining ETO balance shall be considered sick leave for PERS sick leave conversion purposes. Any employee, for any reason except death, who does not complete the probationary period, shall receive no credit or compensation whatsoever for ETO. Upon an employee's death, earned but unused ETO shall be paid in the same manner as salary compensation due the decedent as authorized by law.

## **ETO as Sick Leave**

An employee may utilize ETO when absent from work by reason of illness, injury, necessity for medical care, or exposure to contagious disease under circumstances by which the health of the employees with whom associated or members of the public necessarily dealt with would be endangered by the attendance of the employee. Employees may also utilize ETO for illness or injury of a member of the employee's immediate family if required to make arrangements for care or providing initial attention to the family member.

Time for routine medical or dental appointments should be charged to ETO unless other arrangements have been made with your supervisor. You are encouraged to schedule such appointments to occur outside of work hours.

An employee who is ill and unable to report to work shall notify his/her supervisor with as much advanced notice as reasonably possible. A minimum of one hour advance notice is the preferred practice. In the case of continuing illness, the employee shall continue to notify his supervisor of inability to work. Exceptions to this include a serious accidental injury, hospitalization or when it is known in advance that you will be absent for an extended period of time.

For absences of three (3) days or more, a physician's statement indicating the nature of the illness, that the illness required, or will continue to require, the employee to be absent from duty; and the estimated duration of the absence, and/or a physician's release indicating the employee's fitness to return to work may be required by the supervisor. For absence of greater duration, a Medical Release Statement and Fitness for Duty Examination may be requested for review before you return to work in certain situations.

Although the CITY realizes that an employee with temporary illnesses such as influenza, colds and other viruses often need to continue with normal life activities, including working, your supervisor may require you to go home from work if you appear to be too ill to be at work or if you are unable to perform normal job duties and meet regular performance standards. If, in the judgment of the supervisor, your continued presence poses no risk to your health, other employees or customers, you may be allowed to work. However, if this is not the case, and your supervisor requires you to go home, you are expected to do so. If you dispute your supervisor's decision to send you home, then you must submit a statement from your attending health care provider that your continued presence in the workplace poses no significant risk to you, other employees or customers.

If you have been ill or injured, have missed time from work and have a release from your doctor to return to temporarily modified work, please contact the CITY before returning to work. The CITY will determine whether you may return to work in a temporarily modified job.

Without regard to the circumstances described above, should the Department Head have reasonable cause to question an employee's physical or mental fitness for the job, he may require the employee to obtain an examination. In this event, such an examination shall be limited to those areas that affect the employee's fitness to perform his/her job assignment. The City shall pay for the cost of such an examination. This section does not pertain to OFLA medical examinations. Please refer to the OFLA section of this handbook, for ETO use when on OFLA leave.

## **Workers Compensation Time Loss Injury and ETO**

If a CITY employee is injured on the job and his/her workers' compensation claim is accepted, the employee may request that the CITY pay the employee the difference between time loss wages received under workers' compensation and his/her regular salary rate.

The dollar value paid by the CITY will be converted to the employee's hourly wage rate and charged on an hourly basis against the employee's accrued leave. Wages paid by the CITY for a leave period covered by workers' compensation will be paid first from accrued ETO. Upon exhaustion of the employee's ETO, the employee may choose to use his/her compensatory leave. Upon exhaustion of the employee's ETO or compensatory time, the CITY's supplemental payments will stop.

If an employee has received accrued leave from the CITY while waiting for a time loss payment, then he/she must reimburse the CITY any pay overages.

If the employee does not request leave use, then it will be assumed that the employee does not want to use his/her leave accruals, and no accruals will be paid.

If the workers' compensation claim is denied, all future use of accrued leave for the time loss event will revert to the leave policies as written in the Employee Handbook.

## **ETO Donation and Use**

---

The purpose of donated ETO leave is to assist any eligible employees with additional leave through the donations of eligible co-workers. All full-time regular employees are eligible to request or donate vacation time in cases deemed as “hardship” by the City Manager. All donations will be kept confidential and donors will remain anonymous.

In order to qualify for a leave donation, an employee must meet the eligibility requirements of the Oregon Family Leave Act.

An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability insurance or other supplemental income is not eligible to receive donated leave.

Donated hours must not be processed in an amount greater than that which is approximately necessary to cover the employee’s next occurring pay period.

If otherwise qualifying, donated leave may be used to provide paid Family & Medical Leave that would otherwise be unpaid, but may not extend the length of Family & Medical Leave entitlement.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

**The Requesting Employee (Recipient) Must:**

- Provide documentation for a non-work related seriously disabling illness or injury, as certified by a physician.
- Have exhausted all ETO and compensatory accrued leave and not be on, or eligible for, disability leave or pay.
- Have worked one full year at the CITY and have received satisfactory performance evaluations.
- Submit a request for donated leave to their immediate supervisor indicating reason and anticipated amount of lost work time.

**The Donating Employee:**

- Must complete and submit a designated form, indicating the desire to donate, to the City Supervisor with supervisor approval.

- May donate up to a maximum of forty (40) hours of ETO per calendar year, but must retain a minimum of forty (40) hours of ETO.

Any decision by the City Manager regarding ETO Donation will be binding. Donated time is calculated using the number of hours donated, the donator's hourly wage, and the recipient's hourly wage.

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

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

---

Date: 9/17/2012  
To: City Council  
Re: Monthly Report August/September 2012

Well, it's almost time for the LOC conference and I have great news for those who are attending this year! The hotel where the conference will be had some cancellations and we now have rooms reserved at the conference location. There will be no need to drive back and forth to another hotel. Hopefully that will make your conference more enjoyable. If you have any logistics questions about the conference please feel free to give me a call or stop by. I will have a packet of information ready for each attendee before I leave for my conference this week. I will also be available at the beginning of the following week if you need anything else before your trip.

I will leave this Wednesday for Ontario, Oregon to attend the OAMR conference. I have been assigned to some volunteer positions during the conference to check people into classes. I am excited because some of the courses are approved for credit toward my CMC designation. Thank you again for making education possible—it is very valuable to me in order to become a better City Recorder.

The Codification project has been very long—but we're nearing the end! In the review process it became apparent that several ordinances were not included in the initial shipment. (This accounts for the zoning ordinance being adopted by reference only.) I will be focusing on locating any ordinances listed in the reference and forwarding them to American Legal to get the zoning ordinance codified in full, not by reference. There are a few other minor issues that I will bring to you at the next Council meeting. Although the changes made with the codification can be addressed in one large smattering, there are a few outdated or unenforceable ordinances that could be addressed before the final code is released. American Legal has offered some verbiage to take care of any inconsistencies in the code; however they also recommend certain items be addressed by legal counsel. As I forward the missing ordinances to them, I will make a comprehensive list of items the Council should review before we're finished.

All current Councilors up for reelection have filed their paperwork. Everyone is running unopposed.

We are gearing up for our second open enrollment for employee benefits that will finish CIS's transition from a fiscal to calendar plan year. We will have at least one meeting for the employees to become familiar with the VEBA accounts that will be instituted in January.

I have been working on acknowledgment of employee tenure as anniversaries come throughout the year. My goal is to let the employees know that they are appreciated and valuable to the City. For milestones (like Bryan Durbin's 15 year service award) I have been able to award them with something fun like lunch out or a certificate for dinner with their spouse. The budget does not currently allow for discretionary spending, but I have received some donations for employee appreciation that have been used for this and other small recognition purposes.

I am working toward a better system and checklist for onboarding and separation of employees. I was able to attend a few of the free webinars offered through the Institute of Human Resources and earned a few educational credits. Many of the classes offer great information for HR matters. The handbook revisions we are working toward have been a good way for me to practice resolution drafting—it is all a great learning experience!

Please know that my door is open if you have any questions or concerns! Thanks!



# Staff Report City Of Tillamook

**Date:** September 17, 2012  
**To:** Honorable Mayor and Members of City Council  
**From:** Jamy Wilson, Finance Officer  
**RE:** Finance Reports

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

LGIP #4455 (0.60%)	\$1,236,565.60
<b>Bank Of Astoria Accounts</b> General Checking (0.10%)	\$ 580,466.68
<b>Water SDC</b> (0.60%)	\$ 203,166.09
<b>Sewer Fees</b> (0.60%)	\$ 87,218.13
<b>Bicycle/Pedways</b> (0.60%)	\$ 9,039.35
<b>Debt Reserve</b> (0.60%)	\$ 276,534.36
<b>Water Bonds</b> (0.15%)	\$ 186,449.48
<b>Totals</b>	\$2,579,439.69

City Of Tillamook TRT Monthly Revenue					
Hotel/Motel	Jun-12	Jul-12	Aug-12	Sep-12	
Total Tax	14,880.39	36,930.89	28,468.79	8,397.94	
<b>18 % Of Tax</b>	1,488.00	6,647.56	5,124.38	1,511.63	
Checks to Chamber	1,488.00	7/16 3693.11	8/6 2954.45		
			8/20		
TRT Monthly Revenue w/10% Tillamook Chamber breakdown					

If you have any questions, please let me know.

---

City Manager  
842-2472 ext \*3460

City Recorder  
842-3450

Building/Planning  
842-3443

Municipal Court  
842-4861 ext 3

City Police  
842-2522

Public Works  
842-2343

Water Department  
842-2343

**Percentage of Fiscal Year 2012/2013  
September 2012 16% of the year**

<b>TRT Fund Revenue Analysis</b>					
<b>TRT Fund</b>	<b>Budgeted Amount</b>	<b>YTD</b>	<b>YTD Variance</b>	<b>Percent Expended</b>	
Hotel / Motel Tax	213,885.00	68,893.92	144,991.08	32.21%	
State Regulated Hotel/Motel 2%	61,110.00	-	61,110.00	0.00%	
Investment Earnings	40.00	-	40.00	0.00%	
Misc Fees	10.00	-	10.00	0.00%	
Add'l 10% TRT Tax	35,000.00	3,384.41	31,615.59	9.67%	
Business Registration Fees	36,000.00	7,000.00	29,000.00	19.44%	
Business Surcharge	10,000.00	2,250.00	7,750.00	22.50%	
<b>Total TRT Revenues</b>	<b>356,045.00</b>	<b>81,528.33</b>	<b>274,516.67</b>	<b>22.90%</b>	
<b>General Ledger Expenses vs. Budget</b>					
<b>TRT Fund</b>	<b>Budgeted Amount</b>	<b>YTD</b>	<b>YTD Variance</b>	<b>Percent Expended</b>	
IRI Officer	47,222.00	7,684.00	39,538.00	16.27%	
IRI Officer	47,222.00	-	47,222.00	0.00%	
Overtime	10,000.00	365.72	9,634.28	3.66%	
Social Security	7,990.00	615.81	7,374.19	7.71%	
Workers Comp	6,000.00	4.95	5,995.05	0.08%	
PERS	12,032.00	-	12,032.00	0.00%	
Medical/Dental Insurance	31,680.00	2,485.95	29,194.05	7.85%	
Life Insurance	218.00	11.95	206.05	5.48%	
Vacations Payable	200.00	366.36	(166.36)	183.18%	
<b>Total Payroll</b>	<b>162,564.00</b>	<b>11,534.74</b>	<b>151,195.62</b>	<b>7.10%</b>	
Business License Surcharge / TRA	10,000.00	1,095.16	8,904.84	10.95%	
Office Supplies	9,450.00	-	9,450.00	0.00%	
Special Projects	56,700.00	-	56,700.00	0.00%	
Council Priorities	39,014.00	14,874.73	24,139.27	38.13%	
<b>Total Supplies &amp; Expense</b>	<b>115,164.00</b>	<b>15,969.89</b>	<b>99,194.11</b>	<b>13.87%</b>	
Unrestricted Reserves	50,000.00	6,324.00	43,676.00	12.65%	
<b>Total Capital Outlay</b>	<b>50,000.00</b>	<b>6,324.00</b>	<b>43,676.00</b>	<b>12.65%</b>	
Transfer to Streets-Unrestricted	25,000.00	-	25,000.00	0.00%	
<b>Total Transfers</b>	<b>25,000.00</b>	<b>-</b>	<b>25,000.00</b>	<b>0.00%</b>	
<b>Total TRT Fund Expenses</b>	<b>276,578.00</b>	<b>32,733.47</b>	<b>244,010.89</b>	<b>11.84%</b>	
<b>Total TRT Revenues</b>	<b>356,045.00</b>	<b>81,528.33</b>	<b>274,516.67</b>	<b>22.90%</b>	
<b>Total TRT Fund Expenses</b>	<b>276,578.00</b>	<b>32,733.47</b>	<b>244,010.89</b>	<b>11.84%</b>	
<b>Revenue vs Expense</b>	<b>79,467.00</b>	<b>48,794.86</b>	<b>30,672.14</b>		

# Accounts Payable

## Computer Check Proof List



User: adm  
 Printed: 09/11/2012 - 12:43 PM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4826	First Bankcard			Check Sequence: 1	ACH Enabled: No
014889	Lunch-Garibaldi WW tour-VR & DP	17.40	09/11/2012	022-22-53400	
07.31.12	2012-2013 Visa membership fee-Ukhach	15.00	09/11/2012	010-03-53080	
116669	DVD discs for TV truck-WW Div	12.99	09/11/2012	022-22-53270	
13311930	OPI 2012 Conf-Stewart	250.00	09/11/2012	010-05-53380	
13311933	OPI 2012 Conf-Mattison	165.00	09/11/2012	010-05-53380	
143205	Lunch meeting-Wyntergreen	27.00	09/11/2012	010-03-53400	
17776	Meal-candidate testing-Police	51.02	09/11/2012	010-07-53050	
23	Meal-2 trailer blowouts/picking up equip	39.65	09/11/2012	021-03-53140	
25900	Materials for Parks plan	25.40	09/11/2012	010-05-53270	
286295	Coffee maker & creamer for City Hall	34.24	09/11/2012	010-10-53230	
354866	Gift card/fuel/candidate testing-Police	125.00	09/11/2012	010-07-53140	
387430	Chair, 6 frames for certificates-WW Div	142.43	09/11/2012	022-22-53270	
4	50 wet paint signs for cones,chalk,etc	770.93	09/11/2012	020-20-53340	
411410	2012-13 TILLAMOOKOR.GOV renewal	125.00	09/11/2012	010-10-53240	
45398	Room-candidate testing-Police	122.10	09/11/2012	010-07-53050	
49GSWW	Plane tckt-OAMR Conf-Ontario/Donowho	117.60	09/11/2012	010-03-53400	
531464	Cleaners for City Hall	8.21	09/11/2012	010-10-53230	
63758	Room-LGPI Conf.-Wyntergreen	261.80	09/11/2012	010-03-53070	
69855	Room-LGPI Conf.-Wilson	122.32	09/11/2012	010-03-53070	
69855-1	Room-LGPI Conf.-Wilson	122.32	09/11/2012	010-03-53070	
7.31.12	2012-2013 Visa membership fee-Wilson	15.00	09/11/2012	010-03-53080	
759668	Lunch-Samples delivered to Corvallis-WW	8.79	09/11/2012	022-22-53400	
79185	Small claims filing/Young-WW Div	48.00	09/11/2012	022-22-53370	
8.17.12	Cooler rental, water-WW Div	51.98	09/11/2012	022-22-53230	
918193	Cable to download pictures-Wtr Div	19.99	09/11/2012	021-02-53270	
	Check Total:	2,699.17			
	Total for Check Run:	2,699.17			
	Total Number of Checks:	1			

# Accounts Payable

## Computer Check Proof List



User: adm  
 Printed: 09/13/2012 - 5:16 PM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:6021 42258	A and A Drilling Service, Inc. Tapping sleeve, valve 6"hot tap-Hospital Check Total:	2,715.00 2,715.00	09/17/2012	Check Sequence: 1 021-06-55065	ACH Enabled: No
Vendor:0041 012620	Bell's Office Machines 2 GB USB drive,4 scans,email-Hosp Main Check Total:	14.00 14.00	09/17/2012	Check Sequence: 2 021-06-55065	ACH Enabled: No
Vendor:4924 2044-Aug '12 2044-Aug 2012	Blue Heron Vending & Coffee Se Ag '12 rental, 3 wtr-City Hall Water cooler rental Aug '12 -Street Div Check Total:	31.00 10.00 41.00	09/17/2012 09/17/2012	Check Sequence: 3 010-10-53240 020-20-53200	ACH Enabled: No
Vendor:3075 955310 955310-1	Blumenthal Uniform & Equipment Outfit(shirts,pants,etc.) Harrell Pager/glove pouch,etc.- Harrell Check Total:	766.69 29.00 795.69	09/17/2012 09/17/2012	Check Sequence: 4 010-07-53410 010-07-53410	ACH Enabled: No
Vendor:0028 12-55284 12-55406 12-55491 12-55507 12-55508 12-55519	Boyd's Implement Service, LLC Service roller-Wtr Div Change oil in #2110&219,oil,filters-Wtr Hitch pin for dump trk gate-St Div Pick up forklift for repair/maint. Labor on forklift-Wtr Div Paint machine/front wheel bearing-St Div Check Total:	97.50 208.50 21.00 390.00 19.50 74.00 810.50	09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012	Check Sequence: 5 021-03-53140 021-03-53140 020-20-53210 021-07-55910 021-07-55910 020-20-53210	ACH Enabled: No
Vendor:3076 1902-254755 1902-255540	Carquest Auto Parts Stores Infrared Thermometer-PD Parts/front wheel bearing paint machine	57.99 38.20	09/17/2012 09/17/2012	Check Sequence: 6 010-07-53270 020-20-53340	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	96.19			
Vendor:4546	Carson Oil Company			Check Sequence: 7	ACH Enabled: No
1187219-IN	5 gal AW 46 Hydraulic oil-St Div backhoe	41.25	09/17/2012	020-20-53210	
1190098-IN	1cs(12) diesel fuel conditioner-St Div	35.40	09/17/2012	020-20-53210	
	Check Total:	76.65			
Vendor:4262	Charter Communications			Check Sequence: 8	ACH Enabled: No
8151900-9/12	503-815-1900, 9/6 thru 10/5/12	34.05	09/17/2012	010-07-53420	
8422161-9/12	503-842-2161, 9/13 thru 10/12/12	31.76	09/17/2012	022-22-53420	
8428339-9/12	503-842-8339, 9/13 thru 10/12/12	31.76	09/17/2012	021-01-53420	
	Check Total:	97.57			
Vendor:4094	City County Ins. Services			Check Sequence: 9	ACH Enabled: No
TIL-W2012-00-2N	W/C 2nd Qtr	5,803.41	09/17/2012	010-07-52050	
TIL-W2012-00-2N	W/C 2nd Qtr	4,290.98	09/17/2012	021-02-52050	
TIL-W2012-00-2N	W/C 2nd Qtr	2,004.87	09/17/2012	022-22-52050	
TIL-W2012-00-2N	W/C 2nd Qtr	281.88	09/17/2012	010-05-52050	
TIL-W2012-00-2N	W/C 2nd Qtr	3,150.16	09/17/2012	020-20-52050	
TIL-W2012-00-2N	W/C 2nd Qtr	241.15	09/17/2012	010-03-52050	
	Check Total:	15,772.45			
Vendor:0102	City Sanitary Service			Check Sequence: 10	ACH Enabled: No
Aug '12-Stmt-1	WWTP garbage, Acct 05048, Aug '12	203.60	09/17/2012	022-22-53210	
Aug '12-Stmt-2	17 City Garbage cans, Acct 04498 Aug '12	277.10	09/17/2012	070-70-53365	
Aug '12-Stmt-3	Police Garbage, Acct 04248, Aug '12	47.00	09/17/2012	010-07-53200	
Aug '12-Stmt-4	Goodspeed Pk, Acct 05835, Aug '12	116.30	09/17/2012	020-20-53350	
Aug '12-Stmt-5	4402 3rd, Acct 03619, Jy/Aug '12	96.67	09/17/2012	021-02-53201	
Aug '12-Stmt-5	4402 3rd, Acct 03619, Jy/Aug '12	96.66	09/17/2012	020-20-53200	
	Check Total:	837.33			
Vendor:0089	Coast Printing and Stationary			Check Sequence: 11	ACH Enabled: No
H6088	1000 #10 window env w/water return	91.20	09/17/2012	021-02-53270	
H6093	Carnahan Park signs	42.00	09/17/2012	020-20-53250	
H6094	500 -2 part work orders-Wtr Div	42.50	09/17/2012	021-02-53270	
H6152	1000 #10 window envelopes w/City retrn	91.70	09/17/2012	010-03-53270	
H6153	500 #10 regular envelopes w/City retrn	64.40	09/17/2012	010-03-53270	
H6733	Pkg rubber bands-St Div painting cones	3.15	09/17/2012	020-20-53230	
H6935	Matte photo paper/photos for Lobby	10.59	09/17/2012	010-03-53270	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	345.54			
Vendor:4442 7358	CoastCom, Inc. Sept '12 Internet & dark fiber lease-PD Check Total:	100.00 100.00	09/17/2012	Check Sequence: 12 010-07-53420	ACH Enabled: No
Vendor:4804 1858 1858 1858 1858 1858 1858 1858	Computer Support & Services, L Computer equip chgs Aug '12 Exchange server, serv hrs, Aug '12 Exchange server, serv hrs, Aug '12 IT Serv Cont,backup,exchg server Aug '12 Hours over contract Aug '12 Exchange server, Aug '12 IT Serv Cont,backup,exchg server Aug '12 IT Serv Cont,backup,exchg server Aug '12 Check Total:	114.74 65.25 67.85 263.85 224.25 1.25 325.62 289.43 1,352.24	09/17/2012	Check Sequence: 13 021-01-54090 010-01-53060 010-07-53240 022-22-53210 010-03-54090 020-20-53130 021-06-53020 010-10-53240	ACH Enabled: No
Vendor:4583 4517	David M. Corey, Ph.D., ABPP Post-offer psych eval-Harrell Check Total:	420.00 420.00	09/17/2012	Check Sequence: 14 010-07-53060	ACH Enabled: No
Vendor:4517 15008731 15008731	De Lage Landen Public Finance Oce 3522-C Hall 25014782, 9/1-9/30/12 Oce 2522-PD 25014782, 9/1-9/30/12 Check Total:	179.75 186.68 366.43	09/17/2012	Check Sequence: 15 010-10-53240 010-10-53240	ACH Enabled: No
Vendor:6000 67857-083112	DMV Records Policy Unit Records ordered from DMV Aug '12 Check Total:	11.50 11.50	09/17/2012	Check Sequence: 16 010-07-53720	ACH Enabled: No
Vendor:4514 93652	EC Electrical Construction Co. Clarifier controls/temp relay reset-WW D Check Total:	92.06 92.06	09/17/2012	Check Sequence: 17 022-22-53210	ACH Enabled: No
Vendor:4490 316830	Enviro-Clean Equipment, Inc. Manhole top roller assy-WW Div Check Total:	256.49 256.49	09/17/2012	Check Sequence: 18 022-22-53210	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4990 0200700-8/12 0200700-8/12	Fairview Water District #0200700-4402 3rd Water, Aug 2012 #0200700-4402 3rd Water, Aug 2012 Check Total:	15.60 15.60 31.20	09/17/2012 09/17/2012	Check Sequence: 19 020-20-53420 021-02-53240	ACH Enabled: No
Vendor:4454 0315278-1 0320939 0321367 0322095 0322098 0322165 0322199 0322470 0322957 0322981 0323408 0323410 0325328 0327036	FEI #3011 Waterworks 70 rdr lids-Wtr Div Coupler adapter, grip ring accy pk-N101 Hydrant N 101 intertie Pipe thread tape-Wtr shop 10 couplers-Wtr Div Hard Copper piping-Wtr Div Saddle, ells & gate valve-Wtr Div stock 32 oz primer,PVC cement-WW Div Fittings less credits-Wtr Div Stock (20) 3/4 -90 ells-Wtr Div stock 23 valves-Wtr Div stock Fittings-Wtr Div stock Float cords-WW Div 200 rubber washers-3rd St Proj-Wtr Div Check Total:	1,005.44 343.12 1,874.86 176.80 538.00 566.75 3,097.52 35.50 1,052.90 121.40 924.33 3,201.15 384.90 77.70 13,400.37	09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012	Check Sequence: 20 021-06-55065 021-06-55065 021-06-55065 021-02-53250 021-06-53250 021-06-53250 022-22-53230 021-06-53250 021-06-53250 021-06-53250 021-06-53250 022-22-53210 021-06-55065	ACH Enabled: No
Vendor:4752 Forster 9.11.12	Steve Forster Per diem/Loc Conf/2 dinners x 2 attendee Check Total:	64.00 64.00	09/17/2012	Check Sequence: 21 010-01-53400	ACH Enabled: No
Vendor:6038 Harris9.11.12	Matthew Harris Per diem/LOC Conf/2 dinners/Harris Check Total:	32.00 32.00	09/17/2012	Check Sequence: 22 010-01-53400	ACH Enabled: No
Vendor:4901 Sept 1-15,2012	Lonnie Jenck Flower bskt care 9/1 to 9/15/12 Check Total:	1,285.71 1,285.71	09/17/2012	Check Sequence: 23 070-70-53365	ACH Enabled: No
Vendor:4393 86425	Jordan Ramis, PC, Attys at Law WWTP legal July 16 to Aug 15, 2012 Check Total:	3,365.12 3,365.12	09/17/2012	Check Sequence: 24 022-22-53370	ACH Enabled: No
Vendor:0241 14036	Kimmel's Hardwares & Houseware DeWalt socket set-Wtr Div	39.99	09/17/2012	Check Sequence: 25 021-02-53250	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
14087	Paint supplies-Hoquarton Docks	3.77	09/17/2012	020-20-53350	
14107	2 weather strips for Well #2	17.98	09/17/2012	021-04-53200	
14134	2 cases bottled water-Wtr Div	15.38	09/17/2012	021-02-53250	
14546	Bottled water, trash bags-Wtr Div	41.36	09/17/2012	021-02-53250	
14563	Deadbolt,chisel,batteries,12 locks-Wtr D	503.45	09/17/2012	021-02-53250	
14614	Air conditioner-City Recorder's office	99.99	09/17/2012	010-10-53420	
14844	2 hoses&nozzles,3 deadbolts,mouse traps	237.40	09/17/2012	021-07-55900	
	Check Total:	959.32			
<hr/>					
Vendor:4472	Marc Nelson Oil Products			Check Sequence: 26	ACH Enabled: No
CL00382	01-0006091, Street fuel, 8/16 to 8/31/12	406.77	09/17/2012	020-20-53140	
CL00382	01-0006091, WWTP fuel, 8/16 to 8/31/12	458.21	09/17/2012	022-22-53140	
CL00382	01-0006091, Wtr fuel, 8/16 to 8/31/12	1,033.97	09/17/2012	021-03-53140	
	Check Total:	1,898.95			
<hr/>					
Vendor:4347	Motion & Flow Control Products			Check Sequence: 27	ACH Enabled: No
S407580	Vactor hose & fittings-Wtr Div	503.78	09/17/2012	021-04-53250	
	Check Total:	503.78			
<hr/>					
Vendor:0290	NAPA Auto Parts			Check Sequence: 28	ACH Enabled: No
052606	Noncontact temp gun-WW Div	64.99	09/17/2012	022-22-53210	
053059	Oil for cut-off saw-St Div	3.99	09/17/2012	020-20-53210	
053148	Fan belts(2)-WW Div	27.48	09/17/2012	022-22-53250	
053404	Hose clamp & hose-WW Div	24.77	09/17/2012	022-22-53230	
053443	Oil absorbent for 1st St oil spill	31.25	09/17/2012	020-20-53230	
053817	Pin stripping-WW Div	13.25	09/17/2012	022-22-53230	
054187	Touch up paint-Wtr Div	6.99	09/17/2012	021-03-53252	
	Check Total:	172.72			
<hr/>					
Vendor:6004	Net Assets Corporation			Check Sequence: 29	ACH Enabled: No
11-201208	Title Searches for the month of Aug '12	20.00	09/17/2012	010-10-53240	
	Check Total:	20.00			
<hr/>					
Vendor:4489	New Age Car Wash			Check Sequence: 30	ACH Enabled: No
3912	2 touch free washes-Wtr Div	16.00	09/17/2012	021-03-53140	
	Check Total:	16.00			
<hr/>					
Vendor:4997	Norlift of Oregon, Inc.			Check Sequence: 31	ACH Enabled: No
14121104	Forklift PM service Ser#11094	159.00	09/17/2012	021-03-53252	
14121175	Forklift PM service Ser#12204	173.00	09/17/2012	021-03-53252	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	332.00			
Vendor:4609 396	Northwest Media Consultants Web services, Aug 2012 Check Total:	119.20 119.20	09/17/2012	Check Sequence: 32 010-10-53370	ACH Enabled: No
Vendor:4926 08-12#1722 08-12#1722	NW Engineers Storm Drainage SDC Asst-Aug '12 Study fee-Murray Way-Aug '12 Check Total:	500.00 350.00 850.00	09/17/2012 09/17/2012	Check Sequence: 33 020-20-53240 010-10-53240	ACH Enabled: No
Vendor:4824 3805-232493 3805-236124	O'Reilly Automotive Stores, In Adapter, socket-Wtr Div Torx socket set-Wtr Div Check Total:	10.98 4.99 15.97	09/17/2012 09/17/2012	Check Sequence: 34 021-03-53252 021-02-53211	ACH Enabled: No
Vendor:4593 622386957001	Office Depot Sign holder-City Hall front door Check Total:	3.23 3.23	09/17/2012	Check Sequence: 35 010-10-53230	ACH Enabled: No
Vendor:5007 2427154	Oil Can Henry's #26 1995 F150-Oil change,rear diff serv-WW Check Total:	134.57 134.57	09/17/2012	Check Sequence: 36 022-22-53250	ACH Enabled: No
Vendor:0336 Aug '12 Aug 2012	OR Dept of Revenue Other State Fees, Aug 2012 UA Assessments, Aug 2012 Check Total:	23.71 344.21 367.92	09/17/2012 09/17/2012	Check Sequence: 37 010-00-41080 010-00-41110	ACH Enabled: No
Vendor:4766 GE 108076	OR Government Ethics Commissio OR Government Ethics Comm 2012-13 Check Total:	390.23 390.23	09/17/2012	Check Sequence: 38 010-01-53070	ACH Enabled: No
Vendor:4947 S15450	Pacific Office Automation Magenta ctg-Wtr Office Check Total:	188.00 188.00	09/17/2012	Check Sequence: 39 021-02-53270	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4999 9.10.12	Planet Gold, Inc. Refund duplicate Bus Lic 12-432 Check Total:	100.00 100.00	09/17/2012	Check Sequence: 40 010-03-53800	ACH Enabled: No
Vendor:4688 50529429-Sept '	Protection One Alarm Monitorin Security Service 9/17 to 10/16/12 Check Total:	54.95 54.95	09/17/2012	Check Sequence: 41 010-07-53240	ACH Enabled: No
Vendor:0396 30889 30908	Quality Control Services On site service WWTP equip Calibrate thermometer WWTP Check Total:	760.00 123.25 883.25	09/17/2012 09/17/2012	Check Sequence: 42 022-22-53440 022-22-53440	ACH Enabled: No
Vendor:0409 01-126183-08 01-126912-03	Rental Center Forklift rental for shop move Pressure washer for Parks graffitti Check Total:	547.62 60.00 607.62	09/17/2012 09/17/2012	Check Sequence: 43 021-07-55900 020-20-53350	ACH Enabled: No
Vendor:4728 Sandusky9.11.12	John Sandusky Per diem/LOC Conf/1 dinner-Sandusky Check Total:	16.00 16.00	09/17/2012	Check Sequence: 44 010-01-53400	ACH Enabled: No
Vendor:0426 33812 33822 33826	SC Paving Paving Stillwell/Front to 3rd-SCA 5th & Grove remove oil mat/rerock AC ditch patch on Walnut x 2 Check Total:	28,036.04 2,220.00 300.00 30,556.04	09/17/2012 09/17/2012 09/17/2012	Check Sequence: 45 020-20-54075 020-20-54070 021-06-53020	ACH Enabled: No
Vendor:3094 593-8/12 Stmt	Sheldon Oil Company Police fuel Aug 2012 Check Total:	2,429.48 2,429.48	09/17/2012	Check Sequence: 46 010-07-53140	ACH Enabled: No
Vendor:4214 09010	The Radar Shop Radars recertified-PD Check Total:	561.00 561.00	09/17/2012	Check Sequence: 47 010-07-53210	ACH Enabled: No
Vendor:0526 Aug 2012	Tillamook Chamber of Commerce Chamber 18% of Aug 2012 TRT	7,446.10	09/17/2012	Check Sequence: 48 070-00-41230	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	7,446.10			
Vendor:0862	Tillamook Co. Creamery Assoc			Check Sequence: 49	ACH Enabled: No
62527/1	3-15 gal chlorine-Wtr Div	98.97	09/17/2012	021-04-53040	
62960/1	3-15 gal chlorine-Wtr Div	98.97	09/17/2012	021-04-53040	
62963/1	5 gal bucket empty-WW Div	9.90	09/17/2012	022-22-53230	
63495/1	3-15 gal chlorine-Wtr Div	98.97	09/17/2012	021-04-53040	
63803/1	4-15 gal chlorine-Wtr Div	131.96	09/17/2012	021-04-53040	
64059/1	4 brushes for graffiti removal-Parks	16.36	09/17/2012	020-20-53350	
64145/1	Gloves for parks volunteers	17.77	09/17/2012	020-20-53350	
64210/1	3-15 gal chlorine-Wtr Div	104.85	09/17/2012	021-04-53040	
	Check Total:	577.75			
Vendor:0498	Tillamook Co. Solid Waste			Check Sequence: 50	ACH Enabled: No
230959/970	City Trash Run	17.00	09/17/2012	020-20-53350	
231567/970	City Trash Run	17.00	09/17/2012	020-20-53350	
232316/970	City Trash Run	17.00	09/17/2012	020-20-53350	
232852/970	City Trash Run	17.00	09/17/2012	020-20-53350	
233552/970	City Trash Run	17.00	09/17/2012	020-20-53350	
	Check Total:	85.00			
Vendor:0525	Tillamook Co. Treasurer			Check Sequence: 51	ACH Enabled: No
Aug 2012	Portion County Phone Bill	69.82	09/17/2012	010-07-53420	
Aug 2012	Portion County Phone Bill	81.16	09/17/2012	010-03-53420	
Aug 2012	Portion County Phone Bill	21.31	09/17/2012	021-01-53420	
Aug 2012	Portion County Phone Bill	8.25	09/17/2012	022-22-53420	
Aug 2012	Portion County Phone Bill	8.25	09/17/2012	020-20-53420	
	Check Total:	188.79			
Vendor:0525	Tillamook Co. Treasurer			Check Sequence: 52	ACH Enabled: No
Aug '12	LEMLA Assessments, Aug 2012	17.10	09/17/2012	010-00-41090	
	Check Total:	17.10			
Vendor:0502	Tillamook Farmer's Co-op			Check Sequence: 53	ACH Enabled: No
130497	Fittings for repair at 8th & Nestucca	1.66	09/17/2012	020-20-53340	
130673	Bungee cords,6' T posts-Parks	39.22	09/17/2012	020-20-53350	
130746	Stakes,paint solvent,danger tape-St Div	31.55	09/17/2012	020-20-53340	
130758	Socket cap screws,stop nuts-Swr Camera	65.82	09/17/2012	022-22-53210	
130763	Repair Carnahan water line	29.74	09/17/2012	020-20-53250	
130824	Stand pipe cover-Carnahan Pk	8.09	09/17/2012	020-20-53250	
131286	5" PVC pipe and ells-3rd St line repair	116.22	09/17/2012	022-22-53210	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
131329	Bx star drive screws-St Div	17.99	09/17/2012	020-20-53200	
131408	Chalk refill 8oz red-St Div	3.92	09/17/2012	020-20-53340	
131452	5pk Sawzall blades-St Div	21.59	09/17/2012	020-20-53230	
132289	Gloves & safety glasses-Wtr Div shop	51.74	09/17/2012	021-02-53250	
	Check Total:	387.54			
<hr/>					
Vendor:0505	Tillamook Motor Company			Check Sequence: 54	ACH Enabled: No
137506	Repair door check assembly-Levi truck	32.42	09/17/2012	021-03-53252	
88819	E227839-Lube,oil,filter,headlight-PD	198.57	09/17/2012	010-07-53250	
89044	E227839-Replaced heater blower mtr-PD	175.84	09/17/2012	010-07-53250	
89295	E241036-Lube,oil,filter-PD	42.95	09/17/2012	010-07-53250	
	Check Total:	449.78			
<hr/>					
Vendor:4334	Tillamook Radio Shack			Check Sequence: 55	ACH Enabled: No
10108799	2 new computer monitors-PD	299.98	09/17/2012	010-07-53270	
10109681	Cable,wireless routeR,USB&link sys-Wtr	139.96	09/17/2012	021-07-55900	
	Check Total:	439.94			
<hr/>					
Vendor:1061	TJ's Lock & Key			Check Sequence: 56	ACH Enabled: No
41864	8 duplicate keys,5 rings&tags-WW Div	21.25	09/17/2012	022-22-53230	
	Check Total:	21.25			
<hr/>					
Vendor:0670	Tommie's Cleaners			Check Sequence: 57	ACH Enabled: No
B043383	Dry cleaning, 2 pcs, Coleman	10.00	09/17/2012	010-07-53410	
B043420	Dry cleaning, 3 pcs, Olson	15.00	09/17/2012	010-07-53410	
B043422	Dry cleaning, 5 pcs, Bomar	26.00	09/17/2012	010-07-53410	
B043463	Dry cleaning, 4 pcs, Miller	12.00	09/17/2012	010-07-53410	
B043464	Dry cleaning, 3 pcs, Bomar	15.00	09/17/2012	010-07-53410	
B043465	Dry cleaning, 2 pcs, Coleman	10.00	09/17/2012	010-07-53410	
B043487	Dry cleaning, 2 pcs, Wright	10.00	09/17/2012	010-07-53410	
B043498	Dry cleaning, 2 pcs, Miller	10.00	09/17/2012	010-07-53410	
B043517	Dry cleaning, 2 pcs, Olson	10.00	09/17/2012	010-07-53410	
B043561	Dry cleaning, 2 pcs, Miller	10.00	09/17/2012	010-07-53410	
B043570	Dry cleaning, 2 pcs, Coleman	10.00	09/17/2012	010-07-53410	
B043577	Dry cleaning, 3 pcs, Bower	15.00	09/17/2012	010-07-53410	
B043594	Dry cleaning, 2 pcs, Wright	11.00	09/17/2012	010-07-53410	
B043595	Dry cleaning, 6 pcs, Wright	30.00	09/17/2012	010-07-53410	
B043624	Dry cleaning, 4 pcs, Troxel	12.00	09/17/2012	010-07-53410	
B043669	Dry cleaning, 2 pcs, Coleman	10.00	09/17/2012	010-07-53410	
B043696	Dry cleaning, 2 pcs, Troxel	10.00	09/17/2012	010-07-53410	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	226.00			
Vendor:1066 Sept '12 Wtr/Sw	U.S. Postal Service #168/Postage - water/sewer bills- 9/12 Check Total:	400.00 400.00	09/17/2012	Check Sequence: 58 021-01-53300	ACH Enabled: No
Vendor:0713 1114189781 1114189781 1114189781 1114189781 1114189781	Verizon Wireless, Bellevue 964246907-00001 Sewer Cell Phones 964246907-00001 Admin Cell Phones 964246907-00001 Police Cell Phones 964246907-00001 Street Cell Phones 964246907-00001 Water Cell Phones Check Total:	140.51 75.73 21.10 83.14 369.83 690.31	09/17/2012 09/17/2012 09/17/2012 09/17/2012 09/17/2012	Check Sequence: 59 022-22-53420 010-03-53420 010-07-53420 020-20-53420 021-01-53420	ACH Enabled: No
Vendor:4381 9.11.12 9.11.2012	Suzanne Weber Reimb mi. 98.94@\$ .555-Mtg/Banks/Weber Per diem/LOC Conf/2 dinners-Weber Check Total:	54.92 32.00 86.92	09/17/2012 09/17/2012	Check Sequence: 60 010-01-53400 010-01-53400	ACH Enabled: No
	Total for Check Run: Total Number of Checks:	94,575.75 60			