



City of Bay City

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CITY COUNCIL WORKSHOP

The Bay City Council will hold a Workshop on Monday, December 12, 2016, at 5:30 p.m. to discuss the agenda items for the Tuesday, December 13, 2016, City Council meeting. The Workshop will be held in the Council Chambers located at 5525 B Street, Bay City, Oregon.

The public is welcome to attend.

Linda Downey
City Recorder

CITY COUNCIL WORKSHOP

Council members will meet and hold a Workshop on Tuesday, December 13, 2016, at 9:00 a.m. to review the bills against the City. The Workshop will be held in the Council Chambers located at 5525 B Street, Bay City, Oregon.

The public is welcome to attend.

Linda Downey
City Recorder

**AGENDA
BAY CITY COUNCIL MEETING
DECEMBER 13, 2016**

1. CALL TO ORDER / FLAG SALUTE / ROLL CALL / WELCOME – 6.00 P.M.
2. VISITOR'S PROPOSITIONS
3. COMMITTEE REPORTS
 - A. Administrative
 - Fire Report
 - City Hall Report
 - B. Community Development
 - Planner's Report
 - C. Public Works
 - Public Works Report
 - City Engineer Steve Donovan
 - SCA Grant
4. MINUTES OF THE 11-07-2016 Council Workshop, 11-09-2016 Regular Council Meeting and 11/30/2016 Special Workshop.
5. TREASURER'S REPORT
6. BILLS AGAINST THE CITY
7. UNFINISHED BUSINESS
 - A. Consideration of Fire District
 - B. Emergency Management
8. NEW BUSINESS
 - A. 7th Street Culvert
 - B. Ratify *The Landing* OLCC License Application Approval
9. MAYOR'S PRESENTATION
 - A. Council and Planning Commission Vacancies
 - B. Boosters Christmas Party
10. CITY COUNCIL PRESENTATION
11. CITY ATTORNEY PRESENTATION
 - A. January Council Meeting Date
12. AJOURNMENT

In accordance with Federal Law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.



Fire Department Report, December 2016

In November, We responded to 12 calls for service; 7 Medical, 1 Fire, 2 Assist Citizen, 1 False Alarm, and 1 Nuisance. The Department completed 305 training and response hours in November. Additionally, I completed 160 admin hours bringing the departments total hours for November to 470. I completed a total of 196 hours for the month.

Fire District Formation Committee:

In October, I wrote an addendum to a report offered by the Fire Chief of Garibaldi with regard to the conclusion of Garibaldi's Steering Committee. In that report I stated my recommendation that we form a district with the City of Garibaldi, and the Garibaldi Rural District. Here is my opinion of the options that we currently face.

The Committee did look at several options in the process of our meetings.

Option #1 Regional district. This is my recommended option. I feel that this option gives the citizens of a Bay City a sustainable model for fire protection for at least 15 to 20 years.

This will result in a special district with a tax rate, and to fulfill the current level of service it will cost the rate payers a bit more money. In the case of Bay City we would go from our current \$1.28 per thousand (General Fund and Levy) to approximately \$1.78 per thousand. Can it be done? It will be hard, but maybe we could get a commitment from the city to not asses the \$0.81 per thousand portion of the general fund for a few years to mitigate costs? **This is still my recommendation.**

Option #2 Contract with another agency. For Bay City this may be possible. It will also have a cost that may exceed our current general fund budget allocation and the levy that is set to expire next year.

This option can also lead to reduction in services as the closest Fire agency does not respond to medical call as we do. We can also expect to lose the identity and eventually many of our volunteers as we become a substation of a larger organization. And the contracted agency will be free to move our equipment to areas that they feel meets their response requirements and that may be outside of the City of Bay City.

Option#3 Establish a Fee based system. In what I read about these entities they are problematic in the extreme. And I would have several questions. 1) How do we collect and manage enrollment. 2) Who funds the agency if not enough people enroll 3) Do we simply watch houses burn down, or refuse to respond to John Doe's house if he didn't pay his membership?

Option #4 **No Fire Protection** This would be a disaster for our community and citizens. All of our residents and businesses would eventually pay more for insurance than we would be asking for the most expensive plan option considered. This insurance coverage would also be far less comprehensive than everyone's current fire policy. We would basically be paying a high risk pool rate to cover our mortgage requirement with almost no protection for our personal property absent extremely costly policies with secondary carriers.

And, beyond the cost of insurance, what is our personal safety worth. No initial response for medical calls so we will be waiting for an ambulance from either Garibaldi or Tillamook? We currently have the quickest response times in the county. But that would all change. And there are many other things our department and volunteers offer to the community, Emergency response in disasters to citizens assists for anything you could imagine.

And one more point. **Tillamook County's Emergency Response Systems** would all take a hit if Garibaldi or Bay City discontinued fire protection. Here are several secondary concerns. The current Ambulance Service Agreement requires response from Fire Agencies to augment their ambulance pool. For example we have 4 scheduled ambulances at most times and it is not uncommon to have more than one and often several ambulance runs occurring simultaneously. Many calls would require more than one ambulance to complete once fire resources were not available for lift assistance or other help. Neighboring Fire agencies would take a hit in ISO ratings, and in their response capabilities as Automatic and Mutual Aid would no longer be available from the areas with no fire protection. Police matters would also increase. We can and do respond to calls that are more police related than fire related. This would also place an increased burden on Law Enforcement, especially at times when there are no deputies on duty.

Where are we now? I am hearing from Garibaldi that they were prepared to follow the committee's recommendation until Bay City began negotiations with Tillamook Fire District.

In October, I reported that the Garibaldi Steering Committee and I recommended that the City proceed with the formation of a Fire District to include Bay City, Garibaldi, and the Garibaldi Rural District. The Garibaldi steering committee and I have more than a year invested in this process, and we made our recommendation to the Council. If another option is being considered, shouldn't our volunteers and citizens be included. Our past process was a bottom up process from the departments and volunteers with as much input as we could garner from the councils and citizens at large. We currently face a couple of issues of time pressure. 1) Our Public Safety Levy will expire with the next budget, and we will not be able to continue to function anywhere near our current service level without that funding. 2) What is the time frame of the considered options? This is important as I am hearing the possibility of the formation of a regional district. What will this district look like? If it is Garibaldi, and Bay City, we can proceed at our discretion.

If we are considering a larger District such as the Tillamook Fire District, that will take some time. I am not entirely convinced that Tillamook will even begin to consider the re-formation of their district in the near term. This would be a huge undertaking for Chief Adams and I don't believe that he was planning for anything like this before his retirement. Also, steering our fire protection in to a larger district may reduce the overall cost, but with that cost reduction, we will face a reduction of services. We are currently providing the vast majority of our administrative, training, maintenance, and outreach entirely on the back of volunteers, Namely the Volunteer/Part Time Fire Chiefs. As we transition to paid staff how can we provide that same level of service for less cost? I don't think that it is possible. A large district can reduce administrative cost by streamlining functions, but there will be a tradeoff. Also, geographically what will the size of the district be? What is the expected call volume, and response times? I understand the need to save money and reduce cost, but please be aware that a reduction in our funding level will result in a reduction of services, and we in good conscious need to include the public in this discussion as soon as possible.

City Ordinances:

Has there been any progress or movement on our current ordinances with regard to personnel procedures for volunteers. Also, has there been any further discussion of where the Department ends and the Association begins, particularly with regard to liability. This is still a large concern for my Officers and the Association Officers.

On 11/16, I emailed the following to members of the Administrative Committee; "During last year's update of the personnel ordinance this was questioned by I believe the Auditors, and our Attorney as to whether I had had just arbitrarily set the volunteer reimbursement rates outside of council involvement. I had assumed that this was ok, as the budget to support this guideline was approved by the budget committee and council through the budget process. As my memory serves, we were to address this issue via a resolution, but I cannot remember that ever occurring. Perhaps we could complete this during the Administrative Committees review of the Departments authorizing Ordinances." Is there any action required on this matter?

Road side Conditions and Access: (All of these concerns remain the same)

*) Is there currently a plan for the mitigation of the slide on Portland Ave.? It appears to me to be moving with this recent rain. I have a concern that this slide could severely impact our response to a few residences in the area as it will exacerbate the closure of 9th St.

*) Access to 14th St, North of Spruce St. I have in the past asked about maintenance of Williams between 16th and 14th. This road was closed and gated due to concerns of vehicle traffic and mud. We have placed a frangible gate along the road way to block vehicle access. This road has overgrown to a point that it is impassable for fire apparatus. Would it be possible to clear the road and place some of our ODOT gravel in the roadway? The gate would continue to stop un-wanted vehicle traffic, and I would have a secondary access to several residences. This is a concern due to the fact that residences on 14th and 15th are accessible by less than standard roads. 14th is narrow and the initial Apparatus may entirely block this road. We had a structure fire here and experienced this very issue. Luckily, we were able to mitigate the fire in the vehicle before the exposure of the house was fully involved. Had the house required more water, we would have been hard pressed to supply the required water do to the Hydrant on 14th and no access to secondary hydrants on 16th street. Regarding 15th St, there are two residences that we will have to fight from quite a distance away. 15th St is so narrow that it is nearly a tunnel of brush, and we will not be able to approach from within that roadway. Currently, we would have to hand carry hose from Spruce St, and 16th St. this will result in an extreme delay, and the distinct possibility that we will have to fight defensively and simply protect exposures.

*) Access to Main St. east of 9th, including the Dew point area. In the process of the Patterson creek project, and our near miss of last December, I would like to ask about the possibility of secondary access to this area. Should Main between 7th and 9th experience any issues with trees, and or the adjoining creek, we will have no access to the residences (Approx. 37) that are in this area. ***Additional re Main and 9th: The recent rain has shown an additional weakness of this area, we had water over topping the intersection of 9th and Main, and this would add to the need for secondary egress into this area. We have now had a partial failure of the culvert on 7th street south of Main. This failure has been plated for the individual access of the residents, but no emergency vehicles will be able to cross this plate. My current concern is with the stability of the culvert under this driveway and the possibility of this affecting Main St.***

Emergency Preparedness:

Our preparedness functions have been limited to Fire Department Operations.

Recruiting:

We are nearly fully staffed, we could however use another good volunteer or two. We have begun the online training program, and I am working out a system to document training and to incorporate this program into our overall program.

Respectfully,

Darrell Griffith
Fire Chief
Bay City Fire Department
firedept@ci.bay-city.or.us
503 377-0233

December Administrative Report for the month of November 2016

Linda Downey, City Recorder

Fire Department Ordinance / CIS:

As directed by the Council in November I contacted City County Insurance Services for information on insurance status for the Fire Department and Fire Association. I contacted Tamara Jones and she recommended I speak with John Zakariassen because he was scheduled to visit the City.

During John's visit he assured me that the Fire Department Chief and volunteers are completely covered while acting as firefighters and while conducting city business. He felt the Association was a social group and not part of the City therefor would not be covered under the City's insurance and recommended the Association obtain their own insurance. He also stated that the City could not add them to the City's insurance.

We discussed the City's Fire Ordinances and the reference to the Association in the ordinance. John suggested the City consider removing the reference to the Association.

John now has a copy of both ordinances and will make suggestions for revisions.

CIS Ergonomic Assessments: John Zakariassen from CIS visited City Hall on Wednesday, November 16, 2016, to perform an Ergonomic Assessment of each Workstation. Debbie was out of the office that day. Her assessment will be re-scheduled. John is recommending the use of phone headsets and ergonomic chairs for the workstations. I am working with CIS to determine qualified suppliers.

Easement for Wastewater Outfall: To date the City has not received the easement from the Confederated Tribes of the Grand Ronde for the wastewater outfall.

Land Use and Planning:

The City will hold a Conditional Use Public Hearing on Wednesday, December 14, 2016, on an application from The Tillamook Country Smoker. The Smoker is requesting to expand their business facility by installing a new 18' X 22' addition to house a new boiler room.

There were no building Permits issued in the month of November.

1. City Work:
Provide Weekly communication with City Staff, Angie Cherry and Linda Downey about status of current permits, applications, processes and ordinances. Continue working with Angie to communicate knowledgeably with applicants.
2. Conduct Inspections of Development Sites in Hazard Zones
Inspect development sites within the Hazard Overlay Zone as required by Bay City Development Ordinance #374 Section 1.7 and 3.257. Spend 10 minutes for each site in plan review, site visit, and record documentation in Billing Report for each site.
3. Coordinate Timely Inspection Reports by Qualified Professionals for Approved Permits
Work with Angie Cherry, to document and communicate with applicants when timely reports are delayed. The goal of our communication is to help applicants meet criteria, assure hazard mitigation, and avoid any unnecessary costs of an additional professional. The City issued permits for development in the Hazard Overlay Zone where reports required by the ordinance have not been filed yet structures are occupied. Bay City Development Ordinance #374 Section 1.703(c) states: *"If timely submittal of requested reports is not provided, commensurate with the hazard, the City may hire its own appropriately qualified professional to provide addendum to or review of reports and plan submitted and shall bill the cost to the developer."*
4. Process New Applications:
 1. Conditional Use Permit Application #2016-09 Tillamook Country Smoker, Addendum to Conditional Use Permit #2002-04, Purpose: Boiler Room Addition.
Public Hearing scheduled for December 14, 2016 (Special Date).
 2. Zoning Permit Application for Christine Crossley for a Manufactured Dwelling and Detached Garage in Hazard Zone at vacant land 1S10W2A Tax Lot 3900. Survey Record Incomplete. Wetlands on site appear to be avoided by development. File Wetland Notice with Oregon Department of State Lands.
 3. Zoning Permit Application for Single Family Dwelling in Hazard Zone at 1S10W2A Tax Lot 1401 and 1402, Partition Plat 2011-17 Parcels 1 and 2 Tiffany and Gary Wright. Previously deemed Incomplete, New Engineered Site Plan, Engineers Report, Geologic Report provided.
Only incomplete item: Full size "for construction" engineered site plan.
 4. Property Line Adjustment Application at 1S10W2A Tax Lot 1401 and 1402, Partition Plat 2011-17 Parcels 1 and 2. Prepare Findings of Fact to support decision however it is made. Prepare recommendations about amending the current conditional use process that addresses concerns raised about the need for a clear list of criteria and issues to be addressed in the approval.
 5. Answer questions about development criteria for two hazard lots (sinkhole, slope, drainage) about process and standards.
 6. Answer questions about the process to approve a Private Utility.

I appreciate the opportunity to provide services to Bay City, Oregon.

Thank you sincerely,
Sabrina Pearson, CFM



City of Bay City

December 2016

The contracts for the well pump are completed.

We need to raise the 6" pipe in the wells 1" for the new pump we have to install a shut off valve outside the wall for isolation, we have to cut a hole in the wall for the 4" overflow pipe and then a coupler on the outside for the 4" to gain that inch back

7th street culvert failed I have contacted DSL and filled out an emergency request form I have also contacted ODFW and they will type us a letter of support for a temporary repair they just want to know timeline we do have a 8x20 foot steel plate over it

ODOT sent a letter saying we did get the SCA grant. The other agency that originally got it can't complete it so since we were number 2 on the list we received it

Brian Bettis
Public Works Director

**DEPARTMENT OF STATE LANDS
EMERGENCY AUTHORIZATION APPLICATION**

APPLICANT NAME: City of Bay City

ADDRESS: P.O. BOX 3309

Bay City Oregon 97107

PHONE: 503-377-4121 **FAX:** 503-377-4044 **OTHER CONTACT PHONE:** 503-377-2288

PROJECT LOCATION INFORMATION:

Type of Water :creek If applicable, Name of Waterway Patterson Creek River Mile:

Township: 1N Range: 10 Section: 34DA Tax Lot: County: Tillamook

Latitude: Longitude: Nearest City:

Federal Wild/Scenic River? Y N State Scenic Waterway? Y N Essential Salmon Habitat? Y N

[NOTE: If State Scenic Waterway, contact with Oregon Department of Fish & Wildlife and Oregon Parks and Recreation Department is required.]

Driving Directions: from HWY 101 turn onto 5th street in Bay city then turn right onto main street head east until you reach 7th street

DESCRIBE NEED FOR THE PROJECT AND POTENTIAL CONSEQUENCES OF NO ACTION:

For homeowners to access their homes and for emergency personnel to reach the residence if required

PROPOSED PROJECT INFORMATION:

Activity Type: dig and replace culvert Waste Material Disposal Location: city public works

Estimated Impact Dimensions (ft): 30' L 15'W 8' Depth Acres of Impact:

Estimated Volume of Material being filled and/or removed (cubic yds): 133

Type of Material to be used as Fill and/or being removed: ¾ minus

Brief Description of Project: dig to remove existing culvert and replace with a new one

Attach Photos, project location map and drawings showing proposed work plan.

OTHER AGENCY NOTIFICATION

Oregon Dept. of Fish and Wildlife Biologist: Date Contacted: 12-2-2016
Phone No. Fax No.

Oregon Parks & Recreation Department: Name: Date contacted:

Brian Bettis

12-5-2016

Applicant Signature

Date

Send or fax your application to the following address/fax number:

West of the Cascades:

State of Oregon

Department of State Lands

775 Summer Street NE Suite 100

Salem, OR 97301-1279

503-986-5200

FAX 503-378-4844

OR

East of the Cascades:

State of Oregon

Department of State Lands

1645 NE Forbes Road, Suite 112

Bend, Oregon 97701

541-388-6112

FAX 541-388-6480

You may also call the coordinator for the county of the project location and relay the above information. To find the coordinator and number to call, go to website "Directory" on left, click "Contact Us" and "Removal-Fill Permits." Feb 09

**BAY CITY COUNCIL WORKSHOP
NOVEMBER 07, 2016
5:30 P.M.**

Members Present: Shaena Peterson, Robert Pollock, Kari Fleisher, Crystal Killion, David Olson and Dee Harguth.

Staff Present: Darrell Griffith and Linda Downey.

Others present: David McCall

1. VISITORS PROPOSITIONS

2. COMMITTEE REPORTS

A. Administrative

Planners Report:

Kari acknowledged the Administrative meeting with Sabrina. The Administrative Committee will continue to meet with Sabrina on simplifying her reports and billings.

Robert recommended Sabrina answer directly to Angie.

Fire Department Report:

Darrell reviewed his report.

Darrell noted the meeting with the Administrative Committee and his request for the ordinance revisions. He would like to know where the Fire Department ends and the Firefighters Association begins. He would like to see the disciplinary actions he is to use spelled out. He also has concerns about the association's liability insurance.

Darrell reported on the storm that happened on October 14, 2016. The City of Manzanita was hit by a tornado causing major damage. Darrell had concerns about lack of sandbags and high water signs in Bay City. He was also dissatisfied that City Hall closed during the storm.

Darrell noted several areas in the City that storm drainage caused potential concerns with the roadway.

City Hall Report:

Linda reviewed the City Hall Report.

Robert requested a building and development report be included to inform them of the properties are being developed.

B. Community Development

TLT Funding

Dee acknowledged the Tillamook County Commissioners would like Tillamook County Cities' input on how to spend tourism money. Shaena will attend the meeting.

Discussion was held on the projects wanted in Bay City.

Dee noted the need to start applying for grants for culverts along Patterson Creek.

C. Public Works
SCA Grant

Unfortunately the City did not receive the SCA grant for Warren Street. Brian will contact the State to find out why the project was not awarded.

Knotweed Control

Kari provided information on Knotweed Control. There are grants available to help control Knotweed.

4. MINUTES REVIEW

Minutes reviewed included the minutes for:
10/10/2016 Council Workshop
10/11/2016 Regular Council Meeting

5. TREASURER'S REPORT
No Comments were made.

6. BILLS AGAINST THE CITY
The bills will be reviewed tomorrow at 9:00 a.m.

7. UNFINISHED BUSINESS

A. Consideration of Fire District

Shaena spoke with George Dunkel from Special Districts Association of Oregon. He has agreed to attend a workshop with the Council on November 30, 2016, to discuss the process of creating a district. Kari spoke about the Fire District Boundaries and some discrepancies that have been identified.

B. Well Pump Contract / Revisions

The change in the contract will allow the new pump to be installed in well 2 rather than well 1.

8. NEW BUSINESS

A. Village Lights

The Council will ratify the Tillamook County Economic Development Council agreement. The agreement is for village light to be displayed during the holiday season for the next three years. The light will be provided by Economic Development Council, purchased with Tillamook County Transient Lodging Tax grant money.

B. Tillamook PUD Easement

The agreement for the PUD easement at the Watt Family Park will need to be ratified by the Council.

- C. FEMA ICS/NIMS Classes & Emergency Management
Discussion was held on the need for training in the ICS/NIMS classes by all Councilors and staff.

Shaena would like the Council and an even number of residents on the Emergency Preparedness Committee.

9. MAYOR AND COUNCIL PRESENTATIONS

- A. January / February Meetings

Shaena informed the Council that she would like a planning meeting in January and a town hall meeting in February.

- B Gantt Chart

Shaena would like to see a Gantt chart used for projects. The chart would make it easy to follow the progress of a project.

11. CITY COUNCIL PRESENTATION

David McCall is running a write in campaign for the open Council position.

David McCall informed the Council that the recycle shed will be getting a facelift. During the project the shed will not be available for three days.

12. ADJOURNMENT

The workshop was adjourned at 6:49 p.m.

Linda Downey, City Recorder

**CITY COUNCIL MEETING
NOVEMBER 09, 2016**

CALL TO ORDER/ROLL CALL/WELCOME - 6:00 P.M.

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Mayor Peterson called the Bay City Council meeting to order at 6:00 p.m. She asked that everyone stand and join her in the Flag Salute. The following Council members were present: Robert Pollock, Kathy Baker, Kari Fleisher and Dee Harguth. Others in attendance were Attorney Lois Albright and City Recorder Linda Downey. See an attached list of visitors.

VISITORS' PROPOSITIONS

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None

COMMITTEE REPORTS

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A. Administrative:

Planners Report

Councilor Fleisher acknowledged the Administrative Committee meeting held with staff and City Planner, Sabrina Pearson on November 2, 2016. The Committee is working with the planner to improve communications with the City and make changes in Planner's monthly report and billing formats.

Councilor Fleisher noted that the Administration Committee also met with Fire Chief Darrell Griffith and discussed his concerns on two of the City's Fire Ordinances.

Discussion was held on liability coverage for the Firefighter's Associations. The Council requested that City Recorder Linda Downey contact City County Insurance services to ask about the coverage.

Fire Report

Fire Chief Darrell Griffith submitted a report to the Council. A brief discussion was held.

City Hall Report

City Recorder Linda Downey provided a report to the Council.

Recorder Linda Downey informed the Council that the City's Code Enforcement Officer Employee has not reported in to the City since the first week of October. The Code Enforcement Officer works under the direction of the Public Works Director Brian Bettis. Director Bettis has been off work most of the month due to family medical concerns. Bettis was contacted and has had no contact with the employee.

Discussion was held on the absence and lack of contact with the Code Enforcement Officer. The employee was still within her 6 month probationary

period.

Motion by Councilor Pollock and second by Councilor Fleisher to terminated Code Enforcement Officer Janelle Allen immediately and request she return her phone and any other City equipment. Motion carried 4-0.

B. Community Development:

Councilor Harguth noted that Tillamook County Commissioners will be holding a series of county-wide meetings to gather ideas for the use of the Transient Lodging Tax (TLT) funds. Mayor Peterson will attend the meeting next week in Rockaway.

Attorney Albright spoke about the use of TLT money by the city. She was asked by Council to determine if the City was eligible to apply for the Bay City TLT fund for tourist projects. Attorney Albright felt the City could go through the same application process and review as others in the City.

C. Public Works:

Small Cities Allotment Grant (SCA)

The City was not awarded the SCA grant for the paving of Warren Street. Public Works Director Bettis will contact the State to determine the reason the grant was not awarded.

Knotweed Control

Councilor Fleisher provided information to the Council for services to control knotweed. There is a grant available from the Oregon State Weed Board for a knotweed control project.

Councilor Fleisher volunteered to complete the grant application on the project.

MINUTES REVIEW

=====

Minutes were reviewed for the 10/10/2016 Council Workshop and 10/11/2016 Regular Council Meeting.

Motion by Councilor Baker and second by Councilor Harguth, to approve the minutes for the 10/10/2016 Council Workshop and 10/11/2016 Regular Council Meeting as presented. Motion carried 4-0.

TREASURER'S REPORT

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With no questions or corrections Mayor Peterson asked the report be filled for audit.

BILLS AGAINST THE CITY

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Councilor Pollock reviewed the bills with City Recorder Linda Downey.

Motion by Councilor Pollock and second by Councilor Baker to approve payment of the bills against the City in the amount of \$53,052.44. Motion carried 4-0.

UNFINISHED BUSINESS

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- A. Consideration of Fire District
Mayor Peterson spoke with George Dunkel, a retired firefighter and member of the Special Districts Association of Oregon. He is willing to attend a workshop with the Council on November 30, 2016, at 6 p.m. to discuss the formation of a district.

Discussion was held on the boundaries for the fire districts. Councilor Fleisher stated that the Tillamook County GIS mapping shows the boundaries. There has been a discrepancy identified and corrections will be made.

- B. Well Pump Contract / Revisions
Attorney Albright provided a revised contract for the well pump. The City has decided to install a new pump in well 2 and install a new well.

Motion by Councilor Fleisher and second by Councilor Pollock to approve the revised contract with Whitney Equipment Company for the installation of the pump in well number 2. Motion carried 4-0.

NEW BUSINESS

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- A. Village Lights
Tillamook County Economic Development Council (EDC) was awarded a grant through Tillamook County TLT funds to provide Village Lights to the cities within Tillamook County. The Bay City / EDC agreement required approval by October 31, 2016. Recorder Linda Downey poled the Council and the agreement was approved.

Motion by Councilor Pollock and second by Councilor Baker to ratify the EDC contract for the Village Lights. Motion carried 4-0.

- B. Tillamook PUD Easement
The easement for electricity at the Watt Family Park was approved by the City Attorney and the Council.

Motion by Councilor Baker and second by Councilor Fleisher to approve the overhead underground easement with PUD. Motion carried 4-0.

- C. FEMA ICS/NIMS Classes & Emergency Management
Mayor Peterson spoke about the need for the Council to become involved in Emergency Preparedness.

Mayor Peterson would like to have the Council and an equal number of residents

on the Emergency Preparedness Committee.

The Council was asked to take the ICS/NIMS classes. 100, 200, 700 & 800.

MAYOR'S PRESENTATION

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- A. January / February Meetings
Mayor Peterson would like to hold a meeting in January to help identify projects for the coming fiscal year.

A Town Hall meeting would be held in February for the citizen's input on projects.

- B. Gantt Chart
Mayor Peterson would like to use a Gantt chart for projects the City is working on. She would like to chart displayed in the Council Chambers.

- C. Councilor Olson Resignation.
Councilor Olson submitted his resignation for his position on the Council. His work schedule will not permit him to continue to service.

Motion by Councilor Pollock and second by Councilor Fleisher to accept Councilor Olson's letter of resignation. Motion carried 4-0.

- D. Mayor Peterson acknowledged Friday November 11, 2016 is Veteran's Day. She acknowledged the local ceremonies being held in the County.

CITY COUNCIL PRESENTATION

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Councilor Baker asked about the progress on the 9th Street repair project. The contracts were received today and given to the attorney for review.

FEMA is reviewing the request for increase funding for the project when bids were received higher than projected.

ATTORNEY PRESENTATION

=====

None

ADJOURNMENT

=====

Motion by Councilor Baker and second by Councilor Fleisher to adjourn the meeting at 7:14 p.m. Motion carried 4-0.

Shaena E. Peterson, Mayor

Linda S. Downey, City Recorder

**BAY CITY COUNCIL SPECIAL WORKSHOP
NOVEMBER 30, 2016**

Special Workshop began at - 6:00 P.M.

=====

The Council held a special workshop to discuss the process and requirements in forming a Fire District with George Dunkel. Mr. Dunkel is a consultant with Special Districts Association of Oregon.

Council members present were Shaena Peterson and Robert Pollock,
Staff present: Linda Downey.

Also present: George Dunkel and Bill Anderson from Special Districts Association of Oregon.

1. INTRODUCTIONS

Shaena introduced George Dunkel and Bill Anderson with Special Districts Association of Oregon.

2. FIRE DISTRICT

A discussion was held on the process to form a fire district. Mr. Dunkel reviewed the process that was used in other Fire District such as Columbia County and Tualatin Valley.

Shaena informed Mr. Dunkel that she will be meeting with the Mayors of Garibaldi and Rockaway as requested by the Council to discuss the district.

Mr. Dunkel expressed the importance for speaking directly with the fire department volunteers to ask for their input on the process.

Mr. Dunkel noted that most districts begin operation on July 1st following the election.

Mr. Dunkel provided the attached document to assist the Council in the district forming process.

3. ADJOURNMENT

The Workshop was adjourned at 6:45 PM.

Linda S. Downey, City Recorder

City of Bay City 503-377-2288
Statement of Revenue and Expenditures

Revised Budget
 For General Fund (100)
 For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
100-00-4005 Property Taxes - Current	\$ 0.00	\$ 143,182.02	\$ 163,084.00	\$ 143,182.02	12.20%
100-00-4010 Property Taxes - Prior Years	0.00	766.85	6,000.00	3,850.16	35.83%
100-00-4105 Liquor Tax	0.00	1,921.59	15,000.00	8,068.63	46.21%
100-00-4110 Cigarette Tax	0.00	148.61	1,200.00	1,038.54	13.46%
100-00-4205 Licenses	0.00	0.00	100.00	0.00	100.00%
100-00-4210 Dog Licenses/Fines	0.00	0.00	450.00	45.00	90.00%
100-00-4305 Franchise Fees	0.00	5,588.59	30,000.00	17,772.12	40.76%
100-00-4510 State Revenue Sharing	0.00	3,284.79	10,000.00	9,157.08	8.43%
100-00-4605 Hall Rental	0.00	400.00	800.00	725.00	9.38%
100-00-4650 Transient Lodging Tax	0.00	917.60	3,600.00	4,308.34	(19.68%)
100-00-4800 Miscellaneous	0.00	74.52	1,200.00	674.08	43.83%
100-00-4805 Earnings on Investments	0.00	195.34	800.00	902.60	(12.83%)
100-00-4850 Code Enforcement Fines	0.00	0.00	100.00	0.00	100.00%
100-00-4990 Beginning Fund Balance	0.00	0.00	185,000.00	243,745.27	(31.75%)
Total Non-Departmental Revenues	0.00	156,479.91	417,334.00	433,468.84	(3.87%)
Fire Revenues					
100-30-4005 Property Taxes - Current	0.00	43,686.53	49,854.00	43,686.53	12.37%
100-30-4010 Property Taxes - Prior Years	0.00	233.50	1,900.00	1,176.74	38.07%
100-30-4520 Intergovernmental Agreements	0.00	0.00	1,500.00	750.00	50.00%
100-30-4800 Miscellaneous	0.00	0.00	500.00	0.00	100.00%
100-30-4805 Earnings on Investments	0.00	47.40	0.00	217.99	0.00%
100-30-4930 Transfers In	0.00	76,297.94	89,934.00	77,932.14	13.35%
100-30-4990 Beginning Fund Balance	0.00	0.00	59,244.00	62,782.70	(5.97%)
Total Fire Revenues	0.00	120,265.37	202,932.00	186,546.10	8.07%
Recreation Revenues					
100-50-4430 Local Grants	0.00	0.00	4,795.00	0.00	100.00%
100-50-4630 Park Camping	0.00	0.00	4,000.00	3,681.00	7.98%
100-50-4990 Beginning Fund Balance	0.00	0.00	0.00	4,774.08	0.00%
Total Recreation Revenues	0.00	0.00	8,795.00	8,455.08	3.86%
Transient Lodging Tax Revenues					
100-60-4650 Transient Lodging Tax	0.00	2,141.07	9,000.00	10,052.94	(11.70%)
100-60-4990 Beginning Fund Balance	0.00	0.00	9,000.00	10,194.51	(13.27%)
Total Transient Lodging Tax Revenues	0.00	2,141.07	18,000.00	20,247.45	(12.49%)
Planning Revenues					
100-70-4310 Planning Fees	0.00	0.00	5,000.00	4,000.00	20.00%
100-70-4315 Land Use Fees	0.00	0.00	1,000.00	822.28	17.77%
Total Planning Revenues	0.00	0.00	6,000.00	4,822.28	19.63%
Total General Fund Revenues	\$ 0.00	\$ 278,886.35	\$ 653,061.00	\$ 653,539.75	(0.07%)

City of Bay City 503-377-2288

Statement of Revenue and Expenditures

12/6/2016 10:58am

Revised Budget

For General Fund (100)

For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Expenditures						
Administration Expenditures						
100-10-5105	Full-Time Employees - Regular	\$ 0.00	\$ 3,522.78	\$ 42,980.00	\$ 17,968.29	58.19%
100-10-5115	Part-Time Employees	0.00	0.00	5,400.00	780.00	85.56%
100-10-5205	Employer FICA Taxes	0.00	269.52	3,800.00	1,434.22	62.26%
100-10-5210	Unemployment Insurance	0.00	3.48	765.00	26.36	96.55%
100-10-5215	Workers' Compensation Insurance	0.00	2.44	825.00	813.05	1.45%
100-10-5305	Employer PERS Contributions	0.00	318.48	4,500.00	1,630.62	63.76%
100-10-5405	Health Insurance	0.00	1,443.50	23,500.00	8,157.50	65.29%
100-10-5415	Life Insurance	0.00	13.13	250.00	65.74	73.70%
100-10-5420	Disability Insurance	0.00	0.00	100.00	0.00	100.00%
100-10-6105	Office Supplies & Equipment	0.00	300.87	6,000.00	1,297.31	78.38%
100-10-6305	Building Repairs & Maintenance	0.00	63.99	8,000.00	63.99	99.20%
100-10-6405	Dues & Subscriptions	0.00	290.00	3,500.00	2,633.12	24.77%
100-10-6410	Training	0.00	139.78	1,500.00	256.42	82.91%
100-10-6605	Electricity	0.00	247.30	7,000.00	1,039.45	85.15%
100-10-6620	Telecommunications	0.00	192.67	2,500.00	887.80	64.49%
100-10-6700	Insurance	0.00	0.00	4,500.00	4,002.00	11.07%
100-10-6825	Advertising/Publishing	0.00	0.00	1,500.00	0.00	100.00%
100-10-6830	Janitorial Services	0.00	210.00	6,000.00	1,050.00	82.50%
100-10-6850	Dog Licenses/Catching	0.00	0.00	600.00	0.00	100.00%
100-10-6860	Computers/Software/Services	0.00	76.39	5,000.00	1,555.74	68.89%
100-10-6870	Pre-Hazard Preparedness	0.00	0.00	2,000.00	0.00	100.00%
100-10-6880	Ordinance Enforcement	0.00	0.00	2,000.00	43.15	97.84%
100-10-6990	Other Miscellaneous Expenses	0.00	457.79	15,000.00	3,349.79	77.67%
100-10-8700	Community Hall/Office	0.00	0.00	15,000.00	0.00	100.00%
Total Administration Expenditures		0.00	7,552.12	162,220.00	47,054.55	70.99%
Police Expenditures						
100-20-6820	Police Patrol/Public Protection	0.00	0.00	100.00	0.00	100.00%
Total Police Expenditures		0.00	0.00	100.00	0.00	100.00%
Fire Expenditures						
100-30-5105	Full-Time Employees - Regular	0.00	1,474.66	18,103.00	7,424.25	58.99%
100-30-5115	Part-Time Employees	0.00	90.00	26,000.00	460.00	98.23%
100-30-5205	Employer FICA Taxes	0.00	112.80	4,000.00	567.90	85.80%
100-30-5210	Unemployment Insurance	0.00	1.48	800.00	10.50	98.69%
100-30-5215	Workers' Compensation Insurance	0.00	1.60	1,400.00	882.44	36.97%
100-30-5305	Employer PERS Contributions	0.00	161.22	2,500.00	811.34	67.55%
100-30-5405	Health Insurance	0.00	92.76	1,200.00	523.80	56.35%
100-30-5415	Life Insurance	0.00	1.12	25.00	5.60	77.60%
100-30-5420	Disability Insurance	0.00	0.00	8,000.00	8,909.68	(11.37%)
100-30-6105	Office Supplies & Equipment	0.00	0.00	2,500.00	16.05	99.36%
100-30-6115	First Aid Supplies	0.00	0.00	1,000.00	444.94	55.51%
100-30-6140	Fuel/Lubes/Etc.	0.00	70.76	3,000.00	144.04	95.20%
100-30-6205	Accounting & Auditing	0.00	0.00	1,200.00	833.33	30.56%
100-30-6220	Legal Fees	0.00	100.00	1,200.00	670.00	44.17%
100-30-6305	Building Repairs & Maintenance	0.00	866.70	4,400.00	1,876.69	57.35%

City of Bay City 503-377-2288

Statement of Revenue and Expenditures

Revised Budget

For General Fund (100)

For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-30-6340	Radios & Radio Repair	0.00	239.72	3,000.00	662.13	77.93%
100-30-6345	Operational Equipment & Repairs	0.00	175.06	12,500.00	5,602.30	55.18%
100-30-6350	Personal Protective Equipment	0.00	481.18	15,000.00	5,454.27	63.64%
100-30-6405	Dues & Subscriptions	0.00	50.00	1,000.00	655.00	34.50%
100-30-6410	Training	0.00	0.00	5,000.00	4,674.20	6.52%
100-30-6605	Electricity	0.00	218.40	4,000.00	952.84	76.18%
100-30-6620	Telecommunications	0.00	134.20	1,500.00	595.84	60.28%
100-30-6700	Insurance	0.00	0.00	12,000.00	10,551.00	12.08%
100-30-6840	Printing & Copying	0.00	3.02	300.00	36.19	87.94%
100-30-6860	Computers/Software/Services	0.00	0.00	300.00	185.00	38.33%
100-30-6990	Other Miscellaneous Expenses	0.00	99.12	2,000.00	916.69	54.17%
100-30-9400	Transfer to Capital Projects Funds	0.00	0.00	35,000.00	0.00	100.00%
100-30-9800	Contingency	0.00	0.00	11,004.00	0.00	100.00%
100-30-9900	Unappropriated Ending Fund Balance	0.00	0.00	25,000.00	0.00	100.00%
Total Fire Expenditures		0.00	4,373.80	202,932.00	53,866.02	73.46%
Recreation Expenditures						
100-50-5105	Full-Time Employees - Regular	0.00	506.06	6,340.00	2,477.54	60.92%
100-50-5205	Employer FICA Taxes	0.00	38.70	500.00	189.57	62.09%
100-50-5210	Unemployment Insurance	0.00	0.50	150.00	3.41	97.73%
100-50-5215	Workers' Compensation Insurance	0.00	0.58	975.00	951.75	2.38%
100-50-5305	Employer PERS Contributions	0.00	35.26	500.00	172.67	65.47%
100-50-5405	Health Insurance	0.00	269.70	5,000.00	1,936.50	61.27%
100-50-5415	Life Insurance	0.00	0.48	20.00	2.40	88.00%
100-50-6145	Tourism	0.00	0.00	200.00	119.09	40.46%
100-50-6190	Other Supplies	0.00	0.00	2,000.00	608.62	69.57%
100-50-6310	Grounds Maintenance	0.00	41.71	5,000.00	2,921.22	41.58%
100-50-6311	Contracted Ground Maintenance	0.00	2,050.00	13,000.00	5,125.00	60.58%
100-50-6605	Electricity	0.00	75.26	1,400.00	491.36	64.90%
100-50-8300	Improvements Other Than Buildings	0.00	0.00	15,000.00	0.00	100.00%
Total Recreation Expenditures		0.00	3,018.25	50,085.00	14,999.13	70.05%
Transient Lodging Tax Expenditures						
100-60-6145	Tourism	0.00	0.00	18,000.00	0.00	100.00%
Total Transient Lodging Tax Expenditures		0.00	0.00	18,000.00	0.00	100.00%
Planning Expenditures						
100-70-6220	Legal Fees	0.00	0.00	2,000.00	0.00	100.00%
100-70-6240	Comprehensive Planning	0.00	2,230.16	24,000.00	8,230.16	65.71%
100-70-6865	Building Inspector/Inspections	0.00	0.00	1,000.00	0.00	100.00%
Total Planning Expenditures		0.00	2,230.16	27,000.00	8,230.16	69.52%
General Service Expenditures						
100-90-6205	Accounting & Auditing	0.00	0.00	4,000.00	833.35	79.17%
100-90-6220	Legal Fees	0.00	312.50	15,000.00	2,241.25	85.06%
100-90-6805	Mayor	0.00	1,187.20	5,000.00	2,749.01	45.02%
100-90-6910	Fee Refunds	0.00	0.00	300.00	0.00	100.00%
100-90-6990	Other Miscellaneous Expenses	0.00	0.00	500.00	0.00	100.00%
100-90-9000	Transfers Out	0.00	76,297.94	89,934.00	77,932.14	13.35%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For General Fund (100)
 For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-90-9800 Contingency	0.00	0.00	35,000.00	0.00	100.00%
100-90-9900 Unappropriated Ending Fund Balance	0.00	0.00	42,990.00	0.00	100.00%
Total General Service Expenditures	0.00	77,797.64	192,724.00	83,755.75	56.54%
Total General Fund Expenditures	\$ 0.00	\$ 94,971.97	\$ 653,061.00	\$ 207,905.61	68.16%
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ 183,914.38	\$ 0.00	\$ 445,634.14	0.00%

City of Bay City 503-377-2288

Statement of Revenue and Expenditures

Revised Budget

For Street and Road Fund (200)

For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
200-00-4115 State Highway Tax	\$ 0.00	\$ 6,940.35	\$ 67,000.00	\$ 34,002.93	49.25%
200-00-4420 State Grants	0.00	0.00	50,000.00	40,920.00	18.16%
200-00-4800 Miscellaneous	0.00	0.00	500.00	0.00	100.00%
200-00-4805 Earnings on Investments	0.00	15.29	120.00	69.59	42.01%
200-00-4990 Beginning Fund Balance	0.00	0.00	35,000.00	20,248.05	42.15%
Total Non-Departmental Revenues	0.00	6,955.64	152,620.00	95,240.57	37.60%
Total Street and Road Fund Revenues	\$ 0.00	\$ 6,955.64	\$ 152,620.00	\$ 95,240.57	37.60%
Expenditures					
Non-Departmental Expenditures					
200-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 1,934.04	\$ 24,320.00	\$ 9,504.62	60.92%
200-00-5115 Part-Time Employees	0.00	0.00	5,400.00	780.00	85.56%
200-00-5205 Employer FICA Taxes	0.00	147.90	2,100.00	786.64	62.54%
200-00-5210 Unemployment Insurance	0.00	1.94	500.00	13.75	97.25%
200-00-5215 Workers' Compensation Insurance	0.00	1.56	2,500.00	2,413.20	3.47%
200-00-5305 Employer PERS Contributions	0.00	142.08	2,500.00	700.29	71.99%
200-00-5405 Health Insurance	0.00	876.14	14,700.00	4,467.94	69.61%
200-00-5415 Life Insurance	0.00	2.48	100.00	12.26	87.74%
200-00-6105 Office Supplies & Equipment	0.00	0.00	500.00	17.03	96.59%
200-00-6125 Shop Supplies & Small Tools	0.00	24.90	1,500.00	432.76	71.15%
200-00-6140 Fuel/Lubes/Etc.	0.00	0.00	3,000.00	567.20	81.09%
200-00-6205 Accounting & Auditing	0.00	0.00	1,000.00	833.33	16.67%
200-00-6215 Engineering Fees	0.00	0.00	5,000.00	120.00	97.60%
200-00-6220 Legal Fees	0.00	0.00	1,000.00	0.00	100.00%
200-00-6305 Building Repairs & Maintenance	0.00	0.00	3,000.00	0.00	100.00%
200-00-6315 Street Repairs & Maintenance	0.00	5,368.10	10,000.00	7,572.93	24.27%
200-00-6335 Vehicle Repairs & Maintenance	0.00	406.72	5,000.00	1,905.96	61.88%
200-00-6390 Other Repairs & Maintenance	0.00	0.00	3,000.00	1,292.68	56.91%
200-00-6410 Training	0.00	0.00	1,000.00	0.00	100.00%
200-00-6605 Electricity	0.00	705.91	10,000.00	3,487.15	65.13%
200-00-6700 Insurance	0.00	0.00	2,500.00	2,183.00	12.68%
200-00-8300 Improvements Other Than Buildings	0.00	0.00	50,000.00	0.00	100.00%
200-00-9400 Transfer to Capital Projects Funds	0.00	0.00	2,000.00	0.00	100.00%
200-00-9800 Contingency	0.00	0.00	2,000.00	0.00	100.00%
Total Non-Departmental Expenditures	0.00	9,611.77	152,620.00	37,090.74	75.70%
Total Street and Road Fund Expenditures	\$ 0.00	\$ 9,611.77	\$ 152,620.00	\$ 37,090.74	75.70%
Street and Road Fund Excess of Revenues Over Expenditur	\$ 0.00	\$ (2,656.13)	\$ 0.00	\$ 58,149.83	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Housing Rehabilitation Fund (201)
 For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Housing Rehabilitation Revenues					
201-18-4805 Earnings on Investments	\$ 0.00	\$ 39.87	\$ 150.00	\$ 184.23	(22.82%)
201-18-4825 Loan Payback	0.00	0.00	90,000.00	0.00	100.00%
201-18-4990 Beginning Fund Balance	0.00	0.00	52,000.00	52,800.95	(1.54%)
Total Housing Rehabilitation Revenues	0.00	39.87	142,150.00	52,985.18	62.73%
Total Housing Rehabilitation Fund Revenues	\$ 0.00	\$ 39.87	\$ 142,150.00	\$ 52,985.18	62.73%
Expenditures					
Housing Rehabilitation Expenditures					
201-18-6890 Other Administration Expenses	\$ 0.00	\$ 0.00	\$ 4,000.00	\$ 0.00	100.00%
201-18-6920 Housing Rehab Loan Disbursements	0.00	0.00	138,150.00	0.00	100.00%
Total Housing Rehabilitation Expenditures	0.00	0.00	142,150.00	0.00	100.00%
Total Housing Rehabilitation Fund Expenditures	\$ 0.00	\$ 0.00	\$ 142,150.00	\$ 0.00	100.00%
Housing Rehabilitation Fund Excess of Revenues Over Exp	\$ 0.00	\$ 39.87	\$ 0.00	\$ 52,985.18	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures

Revised Budget
For Kilchis Water Bond Fund (300)
For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Bond Payment Revenues					
300-11-4005 Property Taxes - Current	\$ 0.00	\$ 27,447.04	\$ 31,140.00	\$ 27,447.04	11.86%
300-11-4010 Property Taxes - Prior Years	0.00	141.42	1,000.00	649.49	35.05%
300-11-4611 Water User Charges - Capital	0.00	2,128.55	20,940.00	8,725.35	58.33%
300-11-4805 Earnings on Investments	0.00	69.48	150.00	321.06	(114.04%)
300-11-4990 Beginning Fund Balance	0.00	0.00	84,520.00	92,024.27	(8.88%)
Total Bond Payment Revenues	0.00	29,786.49	137,750.00	129,167.21	6.23%
Total Kilchis Water Bond Fund Revenues	\$ 0.00	\$ 29,786.49	\$ 137,750.00	\$ 129,167.21	6.23%
Expenditures					
Bond Payment Expenditures					
300-11-7010 Principal Payments - General Obligation B	\$ 0.00	\$ 0.00	\$ 45,000.00	\$ 0.00	100.00%
300-11-7015 Interest Payments - General Obligation Bo	0.00	5,808.48	13,100.00	5,808.48	55.66%
Total Bond Payment Expenditures	0.00	5,808.48	58,100.00	5,808.48	90.00%
Bond Reserve Expenditures					
300-12-9900 Unappropriated Ending Fund Balance	0.00	0.00	79,650.00	0.00	100.00%
Total Bond Reserve Expenditures	0.00	0.00	79,650.00	0.00	100.00%
Total Kilchis Water Bond Fund Expenditures	\$ 0.00	\$ 5,808.48	\$ 137,750.00	\$ 5,808.48	95.78%
Kilchis Water Bond Fund Excess of Revenues Over Expend	\$ 0.00	\$ 23,978.01	\$ 0.00	\$ 123,358.73	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Sewer Bond Fund (301)
 For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Bond Payment Revenues					
301-11-4005 Property Taxes - Current	\$ 0.00	\$ 14,409.68	\$ 16,415.00	\$ 14,409.68	12.22%
301-11-4010 Property Taxes - Prior Years	0.00	111.32	1,000.00	552.11	44.79%
301-11-4805 Earnings on Investments	0.00	33.44	120.00	154.50	(28.75%)
301-11-4990 Beginning Fund Balance	0.00	0.00	43,153.00	44,283.32	(2.62%)
Total Bond Payment Revenues	0.00	14,554.44	60,688.00	59,399.61	2.12%
Total Sewer Bond Fund Revenues	\$ 0.00	\$ 14,554.44	\$ 60,688.00	\$ 59,399.61	2.12%
Expenditures					
Bond Payment Expenditures					
301-11-7010 Principal Payments - General Obligation B	\$ 0.00	\$ 0.00	\$ 9,300.00	0.00	100.00%
301-11-7015 Interest Payments - General Obligation Bo	0.00	0.00	15,500.00	0.00	100.00%
301-11-9900 Unappropriated Ending Fund Balance	0.00	0.00	35,888.00	0.00	100.00%
Total Bond Payment Expenditures	0.00	0.00	60,688.00	0.00	100.00%
Total Sewer Bond Fund Expenditures	\$ 0.00	\$ 0.00	\$ 60,688.00	\$ 0.00	100.00%
Sewer Bond Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ 14,554.44	\$ 0.00	\$ 59,399.61	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For DEQ Loan Repayment Fund (302)
 For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Loan Reserve Revenues					
302-21-4620 Sewer User Charges	\$ 0.00	\$ 4,014.00	\$ 40,000.00	\$ 19,548.00	51.13%
302-21-4990 Beginning Fund Balance	0.00	0.00	40,000.00	41,004.00	(2.51%)
Total Loan Reserve Revenues	0.00	4,014.00	80,000.00	60,552.00	24.31%
Total DEQ Loan Repayment Fund Revenues	\$ 0.00	\$ 4,014.00	\$ 80,000.00	\$ 60,552.00	24.31%
Expenditures					
Loan Expenditures					
302-22-7040 Principal Payments - Notes Payable	\$ 0.00	\$ 0.00	\$ 22,000.00	0.00	100.00%
302-22-7045 Interest Payments - Notes Payable	0.00	0.00	2,500.00	0.00	100.00%
302-22-9900 Unappropriated Ending Fund Balance	0.00	0.00	55,500.00	0.00	100.00%
Total Loan Expenditures	0.00	0.00	80,000.00	0.00	100.00%
Total DEQ Loan Repayment Fund Expenditures	\$ 0.00	\$ 0.00	\$ 80,000.00	\$ 0.00	100.00%
DEQ Loan Repayment Fund Excess of Revenues Over Expe	\$ 0.00	\$ 4,014.00	\$ 0.00	\$ 60,552.00	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures

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Revised Budget
For Street Reserve Fund (400)
For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
400-13-4305 Franchise Fees	\$ 0.00	\$ 0.00	\$ 3,000.00	2,063.93	31.20%
400-13-4320 Street Maintenance Fees	0.00	3,988.76	43,000.00	20,775.83	51.68%
400-13-4805 Earnings on Investments	0.00	210.31	600.00	971.76	(61.96%)
400-13-4930 Transfers In	0.00	0.00	89,079.00	0.00	100.00%
400-13-4990 Beginning Fund Balance	0.00	0.00	5,000.00	277,186.15	(5443.72%)
Total Reserve Revenues	0.00	4,199.07	140,679.00	300,997.67	(113.96%)
Street Trust Revenues					
400-17-4805 Earnings on Investments	0.00	232.18	0.00	1,077.21	0.00%
400-17-4990 Beginning Fund Balance	0.00	0.00	307,000.00	309,095.58	(0.68%)
Total Street Trust Revenues	0.00	232.18	307,000.00	310,172.79	(1.03%)
Street Maintenance Fee Revenues					
400-24-4990 Beginning Fund Balance	0.00	0.00	130,000.00	0.00	100.00%
Total Street Maintenance Fee Revenues	0.00	0.00	130,000.00	0.00	100.00%
FEMA Projects Revenues					
400-25-4410 Federal Grants	0.00	0.00	250,000.00	0.00	100.00%
Total FEMA Projects Revenues	0.00	0.00	250,000.00	0.00	100.00%
Total Street Reserve Fund Revenues	\$ 0.00	\$ 4,431.25	\$ 827,679.00	\$ 611,170.46	26.16%
Expenditures					
Reserve Expenditures					
400-13-6315 Street Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00	100.00%
400-13-6910 Fee Refunds	0.00	0.00	500.00	0.00	100.00%
400-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	81,179.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	82,679.00	0.00	100.00%
Street Trust Expenditures					
400-17-9000 Transfers Out	0.00	0.00	89,079.00	0.00	100.00%
400-17-9900 Unappropriated Ending Fund Balance	0.00	0.00	217,921.00	0.00	100.00%
Total Street Trust Expenditures	0.00	0.00	307,000.00	0.00	100.00%
Street Maintenance Fee Expenditures					
400-24-6314 Street Overlay	0.00	16,087.40	188,000.00	16,087.40	91.44%
Total Street Maintenance Fee Expenditures	0.00	16,087.40	188,000.00	16,087.40	91.44%
FEMA Projects Expenditures					
400-25-6315 Street Repairs & Maintenance	0.00	0.00	250,000.00	1,207.50	99.52%
Total FEMA Projects Expenditures	0.00	0.00	250,000.00	1,207.50	99.52%
Total Street Reserve Fund Expenditures	\$ 0.00	\$ 16,087.40	\$ 827,679.00	\$ 17,294.90	97.91%
Street Reserve Fund Excess of Revenues Over Expenditure	\$ 0.00	\$ (11,656.15)	\$ 0.00	\$ 593,875.56	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures

Revised Budget
For Bay City Equipment Reserve Fund (401)
For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
401-13-4805 Earnings on Investments	\$ 0.00	\$ 67.51	\$ 250.00	\$ 311.97	(24.79%)
401-13-4930 Transfers In	0.00	0.00	15,000.00	0.00	100.00%
401-13-4990 Beginning Fund Balance	0.00	0.00	88,900.00	89,420.14	(0.59%)
Total Reserve Revenues	0.00	67.51	104,150.00	89,732.11	13.84%
Total Bay City Equipment Reserve Fund Revenues	\$ 0.00	\$ 67.51	\$ 104,150.00	\$ 89,732.11	13.84%
Expenditures					
Reserve Expenditures					
401-13-8400 Machinery & Equipment	\$ 0.00	\$ 0.00	\$ 75,000.00	0.00	100.00%
401-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	29,150.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	104,150.00	0.00	100.00%
Total Bay City Equipment Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 104,150.00	\$ 0.00	100.00%
Bay City Equipment Reserve Fund Excess of Revenues Ove	\$ 0.00	\$ 67.51	\$ 0.00	\$ 89,732.11	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Fire Apparatus Reserve & Building Reserve Fund (402)
For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
402-13-4805 Earnings on Investments	\$ 0.00	\$ 36.44	\$ 200.00	\$ 167.33	16.34%
402-13-4930 Transfers In	0.00	0.00	35,000.00	0.00	100.00%
402-13-4990 Beginning Fund Balance	0.00	0.00	48,000.00	48,261.89	(0.55%)
Total Reserve Revenues	0.00	36.44	83,200.00	48,429.22	41.79%
Building Fund Revenues					
402-19-4890 Fire Department Relocation	0.00	2,048.69	15,000.00	9,484.92	36.77%
402-19-4990 Beginning Fund Balance	0.00	0.00	4,300.00	8,432.57	(96.11%)
Total Building Fund Revenues	0.00	2,048.69	19,300.00	17,917.49	7.16%
Total Fire Apparatus Reserve & Building Reserve Fund Re	\$ 0.00	\$ 2,085.13	\$ 102,500.00	\$ 66,346.71	35.27%
Expenditures					
Reserve Expenditures					
402-13-7050 Capital Lease Payments	\$ 0.00	\$ 0.00	\$ 24,500.00	\$ 24,219.78	1.14%
402-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	58,700.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	83,200.00	24,219.78	70.89%
Building Fund Expenditures					
402-19-9900 Unappropriated Ending Fund Balance	0.00	0.00	19,300.00	0.00	100.00%
Total Building Fund Expenditures	0.00	0.00	19,300.00	0.00	100.00%
Total Fire Apparatus Reserve & Building Reserve Fund Ex	\$ 0.00	\$ 0.00	\$ 102,500.00	\$ 24,219.78	76.37%
Fire Apparatus Reserve & Building Reserve Fund Excess of \$	0.00	\$ 2,085.13	\$ 0.00	\$ 42,126.93	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Storm Drainage Reserve Fund (403)
For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
403-13-4805 Earnings on Investments	\$ 0.00	\$ 3.92	\$ 0.00	18.12	0.00%
403-13-4930 Transfers In	0.00	0.00	2,000.00	0.00	100.00%
403-13-4990 Beginning Fund Balance	0.00	0.00	3,000.00	5,197.98	(73.27%)
Total Reserve Revenues	0.00	3.92	5,000.00	5,216.10	(4.32%)
Total Storm Drainage Reserve Fund Revenues	\$ 0.00	\$ 3.92	\$ 5,000.00	\$ 5,216.10	(4.32%)
Expenditures					
Reserve Expenditures					
403-13-6390 Other Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	5,000.00	0.00	100.00%
Total Storm Drainage Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	100.00%
Storm Drainage Reserve Fund Excess of Revenues Over Ex	\$ 0.00	\$ 3.92	\$ 0.00	\$ 5,216.10	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Park & Recreation Reserve Fund (404)
 For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
404-13-4420 State Grants	\$ 0.00	\$ 0.00	\$ 27,000.00	\$ 0.00	100.00%
404-13-4805 Earnings on Investments	0.00	3.85	0.00	17.80	0.00%
404-13-4820 Sale of Rock - Dill Bar	0.00	0.00	1,000.00	8,014.50	(701.45%)
404-13-4990 Beginning Fund Balance	0.00	0.00	1,000.00	5,103.33	(410.33%)
Total Reserve Revenues	0.00	3.85	29,000.00	13,135.63	54.70%
Total Park & Recreation Reserve Fund Revenues	\$ 0.00	\$ 3.85	\$ 29,000.00	\$ 13,135.63	54.70%
Expenditures					
Reserve Expenditures					
404-13-8300 Improvements Other Than Buildings	\$ 0.00	\$ 0.00	\$ 8,000.00	\$ 0.00	100.00%
404-13-8310 Buildings / Structures	0.00	0.00	21,000.00	14,310.53	31.85%
Total Reserve Expenditures	0.00	0.00	29,000.00	14,310.53	50.65%
Total Park & Recreation Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 29,000.00	\$ 14,310.53	50.65%
Park & Recreation Reserve Fund Excess of Revenues Over	\$ 0.00	\$ 3.85	\$ 0.00	\$ (1,174.90)	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Footpaths and Bicycle Trails Reserve (405)
 For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
405-13-4115 State Highway Tax	\$ 0.00	\$ 70.10	\$ 500.00	\$ 343.44	31.31%
405-13-4805 Earnings on Investments	0.00	2.99	10.00	13.82	(38.20%)
405-13-4990 Beginning Fund Balance	0.00	0.00	3,800.00	3,965.41	(4.35%)
Total Reserve Revenues	0.00	73.09	4,310.00	4,322.67	(0.29%)
Total Footpaths and Bicycle Trails Reserve Revenues	\$ 0.00	\$ 73.09	\$ 4,310.00	\$ 4,322.67	(0.29%)
Expenditures					
Reserve Expenditures					
405-13-9900 Unappropriated Ending Fund Balance	\$ 0.00	\$ 0.00	\$ 4,310.00	\$ 0.00	100.00%
Total Reserve Expenditures	0.00	0.00	4,310.00	0.00	100.00%
Total Footpaths and Bicycle Trails Reserve Expenditures	\$ 0.00	\$ 0.00	\$ 4,310.00	\$ 0.00	100.00%
Footpaths and Bicycle Trails Reserve Excess of Revenues	\$ 0.00	\$ 73.09	\$ 0.00	\$ 4,322.67	0.00%

City of Bay City 503-377-2288

Statement of Revenue and Expenditures

Revised Budget

For Bay City Water Fund (600)

For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Non-Departmental Revenues						
600-00-4610	Water User Charges	\$ 0.00	\$ 27,610.61	\$ 280,000.00	\$ 144,581.55	48.36%
600-00-4615	Water Deposits	0.00	417.75	3,000.00	2,813.79	6.21%
600-00-4800	Miscellaneous	0.00	61.50	1,000.00	460.42	53.96%
600-00-4805	Earnings on Investments	0.00	163.06	400.00	753.47	(88.37%)
600-00-4815	Sale of Pipe/Supplies	0.00	0.00	500.00	810.58	(62.12%)
600-00-4930	Transfers In	0.00	0.00	40,000.00	0.00	100.00%
600-00-4990	Beginning Fund Balance	0.00	0.00	104,000.00	215,965.19	(107.66%)
Total Non-Departmental Revenues		0.00	28,252.92	428,900.00	365,385.00	14.81%
Reserve Revenues						
600-13-4710	SDC - Improvement Fees	0.00	0.00	9,244.00	4,622.00	50.00%
600-13-4720	SDC - Reimbursement Fees	0.00	0.00	4,954.00	2,477.00	50.00%
600-13-4805	Earnings on Investments	0.00	253.04	900.00	1,169.27	(29.92%)
600-13-4990	Beginning Fund Balance	0.00	0.00	309,000.00	335,136.85	(8.46%)
Total Reserve Revenues		0.00	253.04	324,098.00	343,405.12	(5.96%)
Total Bay City Water Fund Revenues		\$ 0.00	\$ 28,505.96	\$ 752,998.00	\$ 708,790.12	5.87%

Expenditures

Non-Departmental Expenditures

600-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 7,964.62	\$ 99,583.00	\$ 40,028.10	59.80%
600-00-5115	Part-Time Employees	0.00	0.00	5,400.00	780.00	85.56%
600-00-5205	Employer FICA Taxes	0.00	609.40	8,100.00	3,122.13	61.46%
600-00-5210	Unemployment Insurance	0.00	7.98	1,800.00	56.89	96.84%
600-00-5215	Workers' Compensation Insurance	0.00	6.72	2,900.00	2,876.43	0.81%
600-00-5305	Employer PERS Contributions	0.00	587.98	8,000.00	2,960.18	63.00%
600-00-5405	Health Insurance	0.00	3,549.64	60,000.00	20,132.02	66.45%
600-00-5415	Life Insurance	0.00	16.81	350.00	84.69	75.80%
600-00-6105	Office Supplies & Equipment	0.00	23.08	3,000.00	937.03	68.77%
600-00-6125	Shop Supplies & Small Tools	0.00	17.30	2,000.00	481.79	75.91%
600-00-6130	Customer Meters & Supplies	0.00	0.00	16,000.00	0.00	100.00%
600-00-6140	Fuel/Lubes/Etc.	0.00	0.00	3,000.00	1,169.99	61.00%
600-00-6190	Other Supplies	0.00	0.00	500.00	0.00	100.00%
600-00-6205	Accounting & Auditing	0.00	0.00	3,000.00	833.33	72.22%
600-00-6220	Legal Fees	0.00	312.50	5,000.00	2,241.25	55.18%
600-00-6225	Laboratory Fees	0.00	23.00	1,500.00	124.99	91.67%
600-00-6305	Building Repairs & Maintenance	0.00	89.04	10,000.00	849.61	91.50%
600-00-6325	Utility System Repairs	0.00	0.00	15,000.00	10,795.15	28.03%
600-00-6335	Vehicle Repairs & Maintenance	0.00	415.11	5,000.00	1,900.88	61.98%
600-00-6345	Operational Equipment & Repairs	0.00	177.01	5,000.00	2,168.47	56.63%
600-00-6410	Training	0.00	0.00	2,000.00	491.73	75.41%
600-00-6605	Electricity	0.00	38.29	800.00	148.70	81.41%
600-00-6620	Telecommunications	0.00	227.51	3,000.00	1,031.91	65.60%
600-00-6700	Insurance	0.00	0.00	7,500.00	6,548.62	12.69%
600-00-6830	Janitorial Services	0.00	0.00	1,000.00	0.00	100.00%
600-00-6860	Computers/Software/Services	0.00	5.56	11,500.00	899.93	92.17%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Bay City Water Fund (600)
 For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
600-00-6905 Deposit Refunds	0.00	68.83	1,000.00	683.86	31.61%
600-00-6910 Fee Refunds	0.00	0.00	300.00	0.00	100.00%
600-00-6990 Other Miscellaneous Expenses	0.00	0.00	2,000.00	98.41	95.08%
600-00-8200 Buildings & Structures	0.00	0.00	10,000.00	0.00	100.00%
600-00-9400 Transfer to Capital Projects Funds	0.00	0.00	5,000.00	0.00	100.00%
600-00-9500 Transfer to Enterprise Funds	0.00	0.00	109,367.00	0.00	100.00%
600-00-9800 Contingency	0.00	0.00	20,300.00	0.00	100.00%
Total Non-Departmental Expenditures	0.00	14,140.38	428,900.00	101,446.09	76.35%
Reserve Expenditures					
600-13-6910 Fee Refunds	0.00	0.00	7,099.00	0.00	100.00%
600-13-9500 Transfer to Enterprise Funds	0.00	0.00	40,000.00	0.00	100.00%
600-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	276,999.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	324,098.00	0.00	100.00%
Total Bay City Water Fund Expenditures	\$ 0.00	\$ 14,140.38	\$ 752,998.00	\$ 101,446.09	86.53%
Bay City Water Fund Excess of Revenues Over Expenditure	\$ 0.00	\$ 14,365.58	\$ 0.00	\$ 607,344.03	0.00%

City of Bay City 503-377-2288

Statement of Revenue and Expenditures

Revised Budget

For Kilchis Water Fund (601)

For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
601-00-4610 Water User Charges	\$ 0.00	\$ 19,126.37	\$ 198,579.00	\$ 81,798.88	58.81%
601-00-4800 Miscellaneous	0.00	0.00	1,000.00	0.00	100.00%
601-00-4805 Earnings on Investments	0.00	148.91	0.00	688.08	0.00%
601-00-4930 Transfers In	0.00	0.00	109,367.00	0.00	100.00%
601-00-4990 Beginning Fund Balance	0.00	0.00	68,000.00	197,219.75	(190.03%)
Total Non-Departmental Revenues	0.00	19,275.28	376,946.00	279,706.71	25.80%
Reserve Revenues					
601-13-4800 Miscellaneous	0.00	0.00	20,000.00	0.00	100.00%
601-13-4805 Earnings on Investments	0.00	118.49	0.00	547.52	0.00%
601-13-4930 Transfers In	0.00	0.00	50,000.00	0.00	100.00%
601-13-4990 Beginning Fund Balance	0.00	0.00	140,000.00	156,930.41	(12.09%)
Total Reserve Revenues	0.00	118.49	210,000.00	157,477.93	25.01%
Total Kilchis Water Fund Revenues	\$ 0.00	\$ 19,393.77	\$ 586,946.00	\$ 437,184.64	25.52%

Expenditures

Non-Departmental Expenditures

601-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 5,949.12	\$ 74,685.00	\$ 29,920.82	59.94%
601-00-5205 Employer FICA Taxes	0.00	455.12	5,800.00	2,289.05	60.53%
601-00-5210 Unemployment Insurance	0.00	5.96	1,300.00	41.95	96.77%
601-00-5215 Workers' Compensation Insurance	0.00	4.72	2,900.00	2,865.54	1.19%
601-00-5305 Employer PERS Contributions	0.00	442.02	5,600.00	2,227.40	60.23%
601-00-5405 Health Insurance	0.00	2,664.18	39,500.00	15,119.45	61.72%
601-00-5415 Life Insurance	0.00	9.88	160.00	49.72	68.93%
601-00-6105 Office Supplies & Equipment	0.00	3.02	1,500.00	167.38	88.84%
601-00-6125 Shop Supplies & Small Tools	0.00	17.30	1,500.00	121.95	91.87%
601-00-6135 Chemical/Lab Supplies	0.00	3,547.06	20,000.00	7,569.20	62.15%
601-00-6140 Fuel/Lubes/Etc.	0.00	0.00	4,000.00	567.21	85.82%
601-00-6205 Accounting & Auditing	0.00	0.00	3,000.00	833.33	72.22%
601-00-6215 Engineering Fees	0.00	0.00	10,000.00	0.00	100.00%
601-00-6220 Legal Fees	0.00	0.00	4,000.00	1,658.75	58.53%
601-00-6225 Laboratory Fees	0.00	1,773.00	1,500.00	1,874.99	(25.00%)
601-00-6305 Building Repairs & Maintenance	0.00	76.15	3,000.00	836.72	72.11%
601-00-6325 Utility System Repairs	0.00	4,302.15	10,000.00	4,302.15	56.98%
601-00-6335 Vehicle Repairs & Maintenance	0.00	406.72	5,000.00	1,880.81	62.38%
601-00-6345 Operational Equipment & Repairs	0.00	130.73	15,000.00	3,384.76	77.43%
601-00-6410 Training	0.00	0.00	2,000.00	320.70	83.97%
601-00-6605 Electricity	0.00	1,776.01	25,000.00	9,622.04	61.51%
601-00-6620 Telecommunications	0.00	502.09	3,000.00	1,423.29	52.56%
601-00-6700 Insurance	0.00	0.00	7,500.00	6,548.62	12.69%
601-00-6860 Computers/Software/Services	0.00	0.00	5,000.00	249.17	95.02%
601-00-6990 Other Miscellaneous Expenses	0.00	0.00	2,000.00	91.16	95.44%
601-00-9000 Transfers Out	0.00	0.00	55,000.00	0.00	100.00%
601-00-9900 Unappropriated Ending Fund Balance	0.00	0.00	69,001.00	0.00	100.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Kilchis Water Fund (601)
 For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Non-Departmental Expenditures	0.00	22,065.23	376,946.00	93,966.16	75.07%
Reserve Expenditures					
601-13-8000 Capital Outlay	0.00	0.00	55,000.00	315.00	99.43%
601-13-8200 Equipment	0.00	0.00	10,000.00	0.00	100.00%
601-13-8400 Machinery & Equipment	0.00	0.00	50,000.00	12,223.97	75.55%
601-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	95,000.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	210,000.00	12,538.97	94.03%
Total Kilchis Water Fund Expenditures	\$ 0.00	\$ 22,065.23	\$ 586,946.00	\$ 106,505.13	81.85%
Kilchis Water Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (2,671.46)	\$ 0.00	\$ 330,679.51	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures

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Revised Budget
 For Bay City Sewer Fund (602)
 For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
602-00-4420 State Grants	\$ 0.00	\$ 0.00	\$ 161,216.00	\$ 0.00	100.00%
602-00-4620 Sewer User Charges	0.00	28,659.10	290,000.00	145,712.11	49.75%
602-00-4625 Sewer Deposits	0.00	798.75	3,000.00	3,851.16	(28.37%)
602-00-4800 Miscellaneous	0.00	0.00	1,000.00	510.32	48.97%
602-00-4805 Earnings on Investments	0.00	110.33	300.00	509.84	(69.95%)
602-00-4990 Beginning Fund Balance	0.00	0.00	120,000.00	146,129.90	(21.77%)
Total Non-Departmental Revenues	0.00	29,568.18	575,516.00	296,713.33	48.44%
Reserve Revenues					
602-14-4710 SDC - Improvement Fees	0.00	0.00	12,338.00	0.00	100.00%
602-14-4720 SDC - Reimbursement Fees	0.00	0.00	1,250.00	0.00	100.00%
602-14-4805 Earnings on Investments	0.00	552.21	2,000.00	2,551.69	(27.58%)
602-14-4990 Beginning Fund Balance	0.00	0.00	720,485.00	731,376.27	(1.51%)
Total Reserve Revenues	0.00	552.21	736,073.00	733,927.96	0.29%
Reserve Revenues					
602-15-4805 Earnings on Investments	0.00	36.28	0.00	167.64	0.00%
602-15-4930 Transfers In	0.00	0.00	10,000.00	0.00	100.00%
602-15-4990 Beginning Fund Balance	0.00	0.00	27,772.00	48,051.83	(73.02%)
Total Reserve Revenues	0.00	36.28	37,772.00	48,219.47	(27.66%)
Reserve Revenues					
602-16-4805 Earnings on Investments	0.00	32.14	0.00	148.49	0.00%
602-16-4930 Transfers In	0.00	0.00	5,000.00	0.00	100.00%
602-16-4990 Beginning Fund Balance	0.00	0.00	41,113.00	42,355.51	(3.02%)
Total Reserve Revenues	0.00	32.14	46,113.00	42,504.00	7.83%
Total Bay City Sewer Fund Revenues	\$ 0.00	\$ 30,188.81	\$ 1,395,474.00	\$ 1,121,364.76	19.64%

Expenditures

Non-Departmental Expenditures

602-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 9,196.72	\$ 114,185.00	\$ 46,183.38	59.55%
602-00-5115 Part-Time Employees	0.00	0.00	5,400.00	780.00	85.56%
602-00-5205 Employer FICA Taxes	0.00	703.50	9,200.00	3,592.59	60.95%
602-00-5210 Unemployment Insurance	0.00	9.20	2,000.00	65.61	96.72%
602-00-5215 Workers' Compensation Insurance	0.00	6.88	4,000.00	3,751.66	6.21%
602-00-5305 Employer PERS Contributions	0.00	673.80	9,000.00	3,389.05	62.34%
602-00-5405 Health Insurance	0.00	3,814.02	60,000.00	21,612.49	63.98%
602-00-5415 Life Insurance	0.00	18.06	350.00	91.04	73.99%
602-00-6105 Office Supplies & Equipment	0.00	154.29	1,500.00	1,039.87	30.68%
602-00-6125 Shop Supplies & Small Tools	0.00	0.00	1,500.00	399.22	73.39%
602-00-6135 Chemical/Lab Supplies	0.00	0.00	10,000.00	3,185.99	68.14%
602-00-6140 Fuel/Lubes/Etc.	0.00	33.89	3,000.00	643.51	78.55%
602-00-6190 Other Supplies	0.00	0.00	500.00	23.32	95.34%
602-00-6205 Accounting & Auditing	0.00	0.00	2,500.00	833.33	66.67%
602-00-6220 Legal Fees	0.00	0.00	5,000.00	1,658.75	66.83%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures

Revised Budget
For Bay City Sewer Fund (602)
For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
602-00-6225 Laboratory Fees	0.00	0.00	1,000.00	215.00	78.50%
602-00-6305 Building Repairs & Maintenance	0.00	38.45	2,000.00	736.51	63.17%
602-00-6325 Utility System Repairs	0.00	461.99	15,000.00	2,842.78	81.05%
602-00-6335 Vehicle Repairs & Maintenance	0.00	0.00	5,000.00	1,599.75	68.01%
602-00-6345 Operational Equipment & Repairs	0.00	1,240.00	30,000.00	20,787.99	30.71%
602-00-6410 Training	0.00	0.00	1,500.00	1,369.54	8.70%
602-00-6605 Electricity	0.00	2,084.64	27,000.00	8,595.32	68.17%
602-00-6620 Telecommunications	0.00	540.01	3,000.00	1,614.39	46.19%
602-00-6700 Insurance	0.00	0.00	7,500.00	6,548.62	12.69%
602-00-6830 Janitorial Services	0.00	0.00	1,000.00	0.00	100.00%
602-00-6855 Permit Fees	0.00	1,833.00	2,000.00	1,861.60	6.92%
602-00-6860 Computers/Software/Services	0.00	5.56	4,500.00	962.42	78.61%
602-00-6905 Deposit Refunds	0.00	98.37	1,000.00	855.57	14.44%
602-00-6910 Fee Refunds	0.00	0.00	300.00	0.00	100.00%
602-00-6990 Other Miscellaneous Expenses	0.00	0.00	500.00	32.17	93.57%
602-00-6995 Feasibility Studies / Projects	0.00	0.00	161,216.00	31,925.88	80.20%
602-00-9000 Transfers Out	0.00	0.00	20,000.00	0.00	100.00%
602-00-9800 Contingency	0.00	0.00	64,865.00	0.00	100.00%
Total Non-Departmental Expenditures	0.00	20,912.38	575,516.00	167,197.35	70.95%
Reserve Expenditures					
602-14-9900 Unappropriated Ending Fund Balance	0.00	0.00	736,073.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	736,073.00	0.00	100.00%
Reserve Expenditures					
602-15-6590 Other Equipment	0.00	0.00	20,000.00	0.00	100.00%
602-15-9900 Unappropriated Ending Fund Balance	0.00	0.00	17,772.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	37,772.00	0.00	100.00%
Reserve Expenditures					
602-16-9900 Unappropriated Ending Fund Balance	0.00	0.00	46,113.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	46,113.00	0.00	100.00%
Total Bay City Sewer Fund Expenditures	\$ 0.00	\$ 20,912.38	\$ 1,395,474.00	\$ 167,197.35	88.02%
Bay City Sewer Fund Excess of Revenues Over Expenditure \$	0.00	\$ 9,276.43	\$ 0.00	\$ 954,167.41	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2017-5 Ending November 30, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 418,990.08	\$ 5,034,326.00	\$ 4,108,147.52	18.40%
Total Expenditures	\$ 0.00	\$ 183,597.61	\$ 5,034,326.00	\$ 681,778.61	86.46%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 235,392.47	\$ 0.00	\$ 3,426,368.91	0.00%

**Review of Regional Opportunities
For
Providing Improved Fire and Medical Services
June 2012**

Challenges:

- Maintaining Compliance with State/National Training Standards
- Ability to maintain/improve fire and EMS training, KSA's
- Maintaining and acquiring facilities and apparatus, capital items.
- Recruiting and Maintaining Volunteers
- Burnout of vital personnel
- Maintaining a reliable Standard of Cover
- Maintaining Compliance with State/National Safety Standards

Opportunities:

- Cost sharing of:
 - Training Officer
 - Administrative Services
 - Joint Safety Committees
 - Etc.
- Standardization of :
 - Training
 - Policies
 - Equipment
 - Operations
 - Etc.
- Regional Approaches can include:
 - Expanded Mutual Aid
 - Automatic Response
 - Contracts for services, menu approach
 - Multiple mergers/consolidations/annexations
 - One large Fire District

Weaknesses:

- A feeling of a loss of local control
- Cost increase for tax payers
- Loss of community identity

Strengths:

- Expanded resources/diversity of resources
- Reduces duplication of resources
- Improves response times and number of personnel responding.
- Some economies of scale
- Improve consistency of performance
- Financial stability, one mission for governing body

Regional Services Approach

Fire and Emergency Medical Services

To accomplish the goal of providing effective fire and medical emergency services to a regional area the members of the community must be assured that the proposal will provide the services the community desires at an acceptable cost. Value and political will are key elements for success.

Conduct a Financial Analysis

Combined Resources

Potential Permanent Rate

Potential Operating Budget

Long term financial health

Evaluate Operational Needs

Desired Standard of Cover

Current Standard of Cover

Level of Service/Staffing Model

Board and City Council Actions

Desire to form new district

Desire to merge/consolidate

Desire to annex into existing Fire District

Define New District

Work with County Assessor for Maps etc.

Develop new legal description of new district

Determine estimated valuation of New District (RMV and AV)

Develop ballot title with help from County Clerk

Interact with State Dept. of Revenue to assure permanent rate is estimated correctly.

Recruit Political Action Committee to support proposal

Volunteers must be sold that it is the "right thing" to do.

Board Members and Council Members must be part of support group

Tillamook Regional Fire District

Assessed Area	Assessed Value*	@\$1/1000	@\$1.50/1000
City of Bay City	119,099,575	119,100	178,649
City of Garibaldi	96,931,826	96,932	145,398
Garibaldi RFD	108,250,093	108,250	162,375
Tillamook Fire District	1,050,108,032	1,050,108	1,575,162
Area Totals	\$1,374,389,526	\$1,374,390	\$2,061,584

*Summary of Assessment and Tax Roll-Tillamook County, Oregon 2016-17 Tax Year



State of Oregon

State Emergency Response Commission

LOCAL EMERGENCY PLANNING COMMITTEE MEMBER APPLICATION

Submit completed application to:

State Emergency Response Commission
Office of State Fire Marshal
4760 Portland Rd. NE
Salem OR 97305-1760
Email: OR_SERC@state.or.us
FAX: 503-373-1825

Please print clearly

LEPC for which you are applying for membership _____

Circle the discipline you are representing: *(more than one may apply)*

Elected Official	Emergency Management	Law Enforcement
Emergency Medical Services	Firefighting	Public Health
Environmental	Hospital	Transportation
Broadcast/Print Media	Community Group	HazMat facility
Public Works	Public at Large	Other _____

Applicant Name: _____ Preferred Title: Mr. ___ Mrs. ___ Ms. ___ Miss. ___

Applicant Signature: _____ Date: _____

Please provide an address where you would prefer to receive mail related to the SERC and LEPC.

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip Code: _____

Email: _____ *(not required)*

**TILLAMOOK COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
(LEPC)**

BYLAWS

ARTICLE 1 - NAME

The name of this organization shall be the "Tillamook County Local Emergency Planning Committee", hereinafter referred to as "LEPC".

ARTICLE 2 – PURPOSE

The principal purposes of the Tillamook County Local Emergency Planning Committee (LEPC) are to:

- 2.1** Assist industry, local government, and the greater community to comply with the federal standards established in the Superfund Amendments and Reauthorization Act (SARA) Title III, Section 303(c), LEPC Planning Provisions (See Attachment A).
- 2.2** Assist industry, local governments, and emergency response agencies to prepare, plan, and manage resources for emergencies.
- 2.3** Assist members with risk management planning, designs of worst-case scenarios, and presentations as related to hazardous substances and other risks that may cause them to face an emergency situation and especially as related to extremely hazardous substance (EHS) releases.
- 2.4** Work with Tillamook County Emergency Management to advance county-wide emergency preparedness and Emergency Operations Center capabilities.
- 2.5** Increase meeting attendance and foster awareness throughout the greater community.
- 2.6** Encourage and facilitate appropriate, applicable training and certifications for members of the greater community.

ARTICLE 3 – MEMBERSHIP

- 3.1** LEPC membership shall be open to the public. Prospective members must complete a State of Oregon LEPC member application, which will be registered with the State of Oregon Fire Marshal's Office. Members are designated as

Agents of the State when performing within the scope of their duties with the LEPC.

3.2 LEPC members will be drawn from the following disciplines, allowing others at the pleasure of the committee:

- Industry: Facilities with extremely hazardous substances (EHS facilities) shall participate as described in US Code Title 42, Chapter 116, Subchapter I § 11003(d)(1).
- Law Enforcement
- Emergency Response Organizations such as fire and EMS
- American Red Cross
- 9-1-1/Dispatch
- School, Community College, and Educational Service Districts
- Hospitals and Healthcare Organizations
- Elected County and City Government Officials
- Emergency Management
- Utilities
- Transportation
- Public Health
- Broadcast and print media
- General Public

3.3 Each private entity, for example, processing plant, power generation plant, storage facility, commercial supplier, etc.; public entity, for example, emergency responder, public official, environmental agency, safety agency, etc.; and other entity, for example, hospitals, community groups, media and broadcast groups, etc., which have more than one member on the LEPC shall have a single vote for the entity. Individual members from the public will have a single vote.

An entity that has more than one facility in the LEPC area may have a member with voting rights from each one if those facilities are geographically separated. An entity that has more than one facility in the same location is entitled to a single vote.

3.4 Normal communication with members outside of meetings will be by e-mail. If a member does not have an e-mail address, he/she will specify another method of communication and provide such to the Information Officer.

- 3.5** A member entity is considered in good standing on acceptance of their individual representative's application by the LEPC.

The entity remains in good standing as long as an individual LEPC member representing that entity is present at meetings. If at least one member from the entity is not present for Two (2) consecutive meetings, that entity will be considered not in good standing and will lose voting privileges until they return to good standing.

An entity will return to good standing when at least one LEPC member representing their entity is present at two (2) consecutive regular meetings of the LEPC. The entity will be considered in good standing at the beginning of the second meeting.

ARTICLE 4 – OFFICE:

The principal office of the LEPC shall be at a location designated by the Board.

ARTICLE 5 – OFFICERS AND APPOINTED POSITION

- 5.1** LEPC Board shall be elected from and by the LEPC membership and consist of the following officers' positions:

- Chair
- Co-Chair
- Treasurer (if needed)
- Information Coordinator

- 5.2** **Appointed Position:** The Secretary shall be appointed by and serve at the discretion of the Board Chair. The Secretary may be chosen from the above list of officers of the LEPC.

- 5.3** **Elected Officer Duties:**

- **Chair:** The Chair shall:
 - Be the principal executive officer of the Board.
 - Supervise and oversee all affairs of the Board.
 - Perform all duties of the Chair's office and such other duties as may be prescribed by the membership or Board.
 - When present, preside over all Board meetings and membership meetings.
 - Sign any document that the Board has authorized to be executed.

- **Co-Chair:** The Co-Chair shall:
 - Perform the duties of the Chair in the event of the absence, death, or inability of the Chair and when so acting, shall have all the powers, limitations, and restrictions of the Chair.
 - If necessary, and in the Chair's absence, sign any instrument that the Board has authorized to be executed.
- **Treasurer:** The Treasurer shall:
 - Chair the Finance Workgroup and exercise general financial oversight of the workgroup.
 - Sign any financial document that the Board has authorized to be executed.
- **Information Coordinator:** The Information Coordinator shall:
 - Coordinate information dissemination to the membership and the public at large.
- This group of elected officers will be referred to collectively as the Board.

5.4 **Appointed Position Duties:**

- **Secretary:** The Secretary shall:
 - Cause the minutes of the meetings of the membership and Board to be kept and disseminated.
 - See that all notices are given in accordance with these Bylaws and as required by law.
 - Be custodian of any administrative records.
 - Perform all duties as may be assigned by the Chair.
 - Sign any document that the Board has authorized to be executed.

5.5 **General Powers:** The Board of the LEPC shall have reasonable authority to execute and manage the business and operational affairs of the LEPC, subject to general LEPC membership notification and approval.

- The Board will make notification within three to five business days by e-mail to the membership of such decisions.
- Material decisions shall be raised as questions at the next general or special meeting.

5.6 Election and Term: An election to fill any vacancy or expiring term of an elected officer will be held at the annual meeting and will be conducted by the Nominating Committee.

- Newly elected officer(s) will take office following the election and announcement of the election results by the Nominating Committee at the annual meeting, or such time as an election is conducted for an officer's position vacated before the normal period of appointment.
- **Committee Chair** will serve until the second annual meeting following initial election. Thereafter, the individual then elected will serve for a period of three years.
- **Committee Co-Chair** will serve until the first annual meeting following initial election. Thereafter, the individual then elected will serve for a period of three years.
- **Committee Treasurer** will serve until the first annual meeting following initial election. Thereafter, the individual then elected will serve for a period of three years.
- **Committee Information Coordinator** will serve until the second annual meeting following initial election. Thereafter, the individual then elected will serve for a period of three years.
- Committee officers may serve for three (3) consecutive terms of any length, unless extended by a vote of the LEPC membership.

5.7 Secretary Appointment Period: The Secretary will serve until replaced by the Board.

5.8 Nominating Committee:

- The Chair shall solicit volunteers from the LEPC to form a Nominating Committee.
- The Nominating Committee shall be appointed by the Chair and will consist of at least three LEPC members, but no more than five.
- The appointment will occur at a membership meeting at least two months before the term of the elected officer expires or as soon as practical after the resignation of an officer.
- The Nominating Committee shall select at least one nominee for each position for which there is a vacancy or a term of office that will expire.
- The Nominating Committee shall report their nominations, either orally or in writing, for each vacancy or expiration at the LEPC meeting before the meeting in which the election is to be held.

5.9 Removal: Any elected officer of the LEPC may be removed from that position by a majority vote of the membership.

5.10 Vacancies: A vacancy occurs when an elected officer leaves that office before his/her term has expired. The term of any officer elected to fill any vacancy shall be the unexpired portion of the term of his/her predecessor.

ARTICLE 6 – MEETINGS

6.1 Membership Meeting Quorum: A quorum of any LEPC meeting shall consist of a simple majority of registered LEPC member entities in good standing. If a member cannot attend a meeting, he/she may appoint a delegate to fill their roll in that meeting and vote in their place.

6.2 Regular Membership Meetings:

- The LEPC membership will establish a schedule for regular meetings.
- In no case shall meetings be held less frequently than one per quarter.
- Participation by the public at a regular LEPC meeting will take place during the time on the agenda for public comment but may also be solicited or allowed during discussion of agenda items throughout the meeting.
- The Chair has the authority and responsibility to limit public comment in the interest of good order.
- Any measure or issue requiring a vote of the membership may be adopted by a simple majority of the members present.

6.3 Special Meetings:

- Special meetings may be called by the Board to carry out the business of the LEPC.
- If the membership is not previously notified about the special meeting at a regularly scheduled membership meeting, the Board must make an effort to notify the membership by telephone, e-mail, or other means.
- Any measure or issue requiring a vote of the membership may be adopted by a simple majority of the members present.

6.4 Annual Meeting: The first regular meeting of the LEPC after January 1 will be designated as the annual meeting.

6.5 Committee and Workgroup Meetings: Meetings of any of the committees, subcommittees, and workgroups established for the benefit of the LEPC, including the Board, may establish (by consensus of the committee/workgroup members) the meeting place, date, and time.

6.6 Special Meeting of the Board: Special meetings of the Board may be held at any place or time, whenever called by any officer to carry out the business of the Board, except that, any business requiring a decision and vote by the LEPC membership will be presented by the Board to the membership at the next annual meeting, regular meeting, or special meeting of the membership.

6.7 Notice of Meetings: LEPC members and other interested persons will be provided notice of the time and place of any special or regular meeting. Two-day notice of special meetings shall be given by the Secretary or Information Coordinator. Public notice of meetings will be made in accordance with statutes.

ARTICLE 7 - COMMITTEES AND WORKGROUPS

7.1 Committees and Workgroups: The LEPC may have the following committees and workgroups as well as others deemed necessary by the Board or the LEPC membership. The workgroups shall meet on a regularly scheduled basis, as determined by the Board or the workgroup chair.

- **Board:** The Board shall consist of the Chair, Co-Chair, Information Coordinator, and Treasurer. The Board may only exercise those powers granted by these Bylaws and the LEPC membership.
- **Emergency Plan Review Workgroup (This is a required function of the LEPC):** The workgroup shall consist of a workgroup leader and as many other workgroup members as determined necessary by the workgroup leader.
- **Public Outreach Workgroup (This is a required function of the LEPC):** The workgroup shall consist of the Information Coordinator and as many other workgroup members as determined necessary by the workgroup leader.
- **Finance Workgroup:** The workgroup will consist of the Treasurer and at least two LEPC members who are not elected LEPC officers. The two members may be appointed by the Treasurer upon an expression of interest in serving.
- **Planning Workgroup:** The workgroup shall consist of a workgroup leader and as many other workgroup members as determined necessary by the workgroup leader. The function of this workgroup shall be to:
 - Review the site-specific Hazardous Materials Response Plans submitted for each facility with EHS.
 - Establish a vulnerability zones for public outreach activities.
 - Monitor completion of Action Items identified during plan reviews, and
 - Identify non-EHS facilities with large amounts of hazardous substances that the LEPC may choose to perform some preplanning activities with.
- **Membership Workgroup:** The workgroup shall consist of a workgroup leader and as many other workgroup members as determined necessary by the workgroup leader. The function of this workgroup shall be to:

- Self-education to learn about the Emergency Planning and Community Right-to-
 - Know Act (EPCRA), LEPCs, and the mandates and requirements of the law.
 - Research and be familiar with all resources in the planning district that could benefit from LEPC participation.
 - Review current membership and determine those organizations that should be in attendance and are not represented based on the review mentioned above.
 - Solicit participation of those not in attendance by providing background, benefits, requirements, answering questions, etc.
 - Report results to the membership and solicit input about how to address any organization not willing to participate.
 - If needed, recommend that the Board request assistance from the State Emergency Response Commission (SERC) Advisory Board to solicit participation.
- **Resource Assessment Workgroup:** The workgroup shall consist of a workgroup leader and as many other workgroup members as determined necessary by the workgroup leader. The function of this workgroup shall be to:
 - Research existing condition of emergency response community to identify what additional resources and training are needed and develop a report for the committee.
 - Identify costs associated with addressing response needs for submission to the SERC on the LEPC annual business plan.
 - Research community resources, other than emergency response organizations, both public and private, that might be available in an emergency situation (e.g., various types of equipment, facilities, and expertise available).
 - Develop and keep current the local resource inventory based on the review mentioned above.
 - Identify out-of-area resources upon which the community may draw in time of major emergency or disaster.
 - **Presentation Workgroup:** The workgroup shall consist of a workgroup leader and as many other workgroup members as determined necessary by the workgroup leader. The function of this workgroup shall be to:
 - Survey committee members to identify areas of training that would be of value.

- Identify resources that can provide that information in a presentation format.
 - Solicit and schedule those resources to attend and provide a presentation to the group.
 - Keep abreast of regulation changes affecting anyone in the group (public or private) and coordinate a presentation by the appropriate organization to update the committee on those changes.
 - Keep the LEPC Chair and Secretary informed of upcoming presentations and provide scheduling information for inclusion in the agenda.
 - Follow up with presenters (letters of appreciation that could be forwarded to presenter's supervisor, etc.).
- **Other Workgroups:** The membership may designate or appoint one or more additional workgroups on a temporary or permanent basis as deemed necessary. The function of this workgroup shall be to:
 - Each workgroup will consist of at least two members, one of which is the Workgroup Leader.
 - The Board may invest workgroups with such powers as it sees fit, subject to any conditions prescribed by the membership and by any applicable laws.
 - Delegating authority to any workgroup does not relieve the LEPC of any responsibility imposed by law.

7.2 Reports: All workgroups shall take notes of their meetings and report at the next membership meeting. Notes of all meetings of workgroups will be submitted to the LEPC Secretary or Information Officer for retention.

ARTICLE 8 - ADMINISTRATIVE AND FINANCIAL PROVISIONS

8.1 Branding and Service Mark: Distinctive recognition graphics, a logo, and/or other mark may be designed at the direction and approval of the LEPC membership.

8.2 LEPC Records:

- The Board shall maintain current and complete books and records of accounts and minutes of all meetings of the LEPC, the Board and all workgroups.
- Books and records of the LEPC shall be subject to the applicable laws regarding records, public reports, and meetings.

8.3 Bylaws Amendments: These Bylaws may be altered, amended, or repealed by the LEPC membership at any duly constituted regular or special meeting of the

membership. The Board shall provide notice of any membership meetings at which an amendment is to be approved.

8.4 Rules of Procedure: The rules of procedure at meetings of the Board and LEPC membership shall be governed generally by the form of the agenda and common form of public meeting process so far as applicable and when not inconsistent with these Bylaws, resolutions of the Board, or laws of the State of Oregon.

8.5 Distribution of Assets upon Dissolution of the LEPC: In the event of dissolution of the LEPC, the Board shall first pay or make provisions for paying all of the liabilities of the LEPC. If there are assets remaining after liabilities are satisfied, the Board shall dispose of all remaining assets to an organization or organizations operated for the same or similar purposes as the LEPC and for the public benefit.

The foregoing Bylaws were adopted by the Tillamook County Local Emergency Planning Committee Membership on the _____ day of _____, _____.

Chair

Date

Vice-Chair

Date

ATTACHMENT A

LEPC PLAN PROVISIONS

As stated in SARA Title III, Section 303 (c)

Each emergency plan shall include (but is not limited to) each of the following:

- 1) Identification of facilities subject to the requirements of this subtitle that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 302 (a), and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subtitle, such as hospitals or natural gas facilities.
- 2) Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.
- 3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.
- 4) Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 304).
- 5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such a release.
- 6) A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subtitle, and an identification of the persons responsible for such equipment and facilities.
- 7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
- 8) Training programs, including schedules for training of local emergency response and medical personnel.
- 9) Methods and schedules for exercising the emergency plan.

ATTACHMENT B

304 Reporting Requirements

Overview:

The Emergency Planning Community Right-to-Know Act (EPCRA) requires facilities to provide an emergency notification and written follow-up report to the Local Emergency Planning Committee (LEPC). Guidance is provided in the Oregon Emergency Release Notification Guidance Document provided by the State Fire Marshal's Office.

Procedure:

The following procedures are established to assist facilities in meeting the reporting requirements for notifying the LEPC:

1. Initial Notification:

If a facility notifies either NFR or OERS of an EHS release, within two hours of the notification the facility shall convey information about the release to the Public Safety Answering Point (PSAP) in the relevant jurisdiction, calling either 9-1-1- or a non-emergency business line. This call to the PSAP shall constitute notification to the LEPC.

2. Required Written Follow-up Report:

The Tillamook County LEPC's follow-up report should be mailed to the SERC at the address listed below at the same time you send your follow-up report to Oregon Emergency Response System (OERS).

*State Emergency Response Commission (SERC)
Attn: Sue Otjen
4760 Portland Road NE
Salem, OR 97305-1760*

Completing these procedures meets the intent of the required 304 reporting to the Tillamook County LEPC.

FY 2016 - 2017
October 1, 2016 - September 30, 2017
Application Kit for Sub-grantees

Hazardous Materials Emergency Preparedness Grant Program

U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration



Grant administered by
Oregon State Police
Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305
www.oregon.gov/osp/sfm

Application Due Date: 5:00 p.m., Tuesday, March 15, 2016

Submit completed application by mail, fax or as an email attachment
Fax: 503-373-1825 sue.otjen@state.or.us

Hazardous Materials Emergency Preparedness Grant Program FY2016 - 2017

Introduction

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the U.S. Department of Transportation to provide assistance to public sector employees through training and planning grants for emergency response. The purpose of this grant program is to increase effectiveness in safely and efficiently handling hazardous materials transportation accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986, and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.

This document is intended to guide agencies (sub-grantees) in applying for planning and training and exercise grants under the Hazardous Materials Emergency Preparedness (HMEP) program.

Important Changes to the HMEP Grant

In December 2015, Congress enacted the FAST Act (Fixing America's Surface Transportation Act). The FAST Act made changes to the way the Pipeline and Hazardous Materials Safety Administration (PHMSA) administers the grant.

- The planning and training grants are combined into one grant, allowing states more flexibility in funding planning, training and exercise activities.
- The requirement for the 75% pass-through of funds to Local Emergency Planning Committees (LEPC) and local agencies has been removed. It is the intent of the Oregon State Emergency Response Commission (SERC) to continue to give priority consideration to applications submitted by LEPCs.

Additionally, the grant now has a three year performance period. The performance period will be 9/30/2016 through 9/30/2019. The grant will have funding available on the following schedule:

- Year 1 – September 30, 2016
- Year 2 – September 30, 2017
- Year 3 – September 30, 2018

This will allow additional time to complete projects, if necessary. It also gives an opportunity sub-grantees to take a phased-in approach to larger projects.

Please be sure you read this application guidance carefully, as it has changed from previous grant cycles. Due to changes new requirements under the FAST Act it is necessary to provide PHMSA with more detailed information about the projects submitted in Oregon's application.

Application Period

Thursday, January 28, 2016 – Tuesday, March 15, 2016 at 5:00 p.m.

Duration of Funding

It is anticipated that successful applicants will be awarded a grant for a period of 12 months (October 1, 2015 – September 30, 2016). The HMEP grant is a reimbursement grant. Reimbursement grants require you to spend some or the entire grant amount before requesting payment. Expenses accrued outside the approved grant project period will not be reimbursed.

Eligibility

Eligible applicants include state, local, and tribal units of government. Priority consideration will be given to applications from LEPCs. A list of Oregon LEPCs can be found at http://www.oregon.gov/OSP/SFM/pages/Local_Emergency_Planning_Committees.aspx.

Funding Priorities

Requirements for hazardous materials planning, training, and exercises

- See U.S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA), Eligible/Low Priority/Ineligible Planning and Training Expenditures and Activities
http://www.phmsa.dot.gov/pv_obj_cache/pv_obj_id_641C28DE450BD454E730448041C1CEA37D720200/filename/HMEP_Expenditures_Guide.pdf.
- See Appendix A (included): Hazardous Materials Public Sector Training and Planning Grants, Code of Federal Regulations.
- Additional training requirements:
 - Use Oregon Department of Public Safety Standards and Training (DPSST) approved instructors, when applicable.
- Additional exercise requirements:
 - The grantee is to work with the OSFM and the LEPC Training and Exercise Workgroup, if applicable. Representatives of the LEPC may attend the exercise as observers, participants and/or evaluators.
 - Use of the Federal Emergency Management Agency *Hazardous Materials Exercise Evaluation Methodology* manual and the National Response Team *Developing a Hazardous Materials Exercise Program – A Handbook for State and Local Officials (NRT-2)* is recommended, but not required.
 - If you wish to use the exercise to fulfill the Oregon Emergency Management's (OEM) requirements for the four-year Emergency Management Program Grant exercise cycle, contact OEM directly for exercise requirements.

Application Submission Requirements

Submit one copy (electronic, fax, or hard copy) of the following documents for a complete application:

1. Coversheet
2. Budget summary
3. Project narrative
4. Attachments (not required)

The complete application must be submitted by 5:00 p.m., Tuesday, March 15, 2016, February 26, 2015.

Submit the application to:

Sue Otjen
State Emergency Response Commission
Oregon State Police, Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305
Fax: 503-373-1825

sue.otjen@state.or.us

Application Evaluation

The State Emergency Response Commission (SERC) will conduct a review of applications to determine whether the proposal meets the U.S. DOT PHMSA's requirements. Approved projects will be included in the OSFM's federal grant application and will be pending final approval by the U.S. DOT PHMSA.

Award Notification

Final allocations (grant award) will not be announced until approximately September 30, 2016.

For additional information, please contact Sue Otjen at 503-934-8227 or sue.otjen@state.or.us.

Application Instructions

1. COVERSHEET

Project title

Assign a project title that accurately describes the project. If you are requesting funds for multiple activities, you can incorporate them under one title. Example: *Marion County Hazardous Materials Training*.

Project period

The project period must fall within October 1, 2016 – September 30, 2017. *Please note: If we receive late notification of grant award, the project start date will be adjusted accordingly.*

Applicant agency

Provide an agency name (and mailing address) that will serve as the sub-grantee and will accept the federal grant funds. The applicant agency will need to enter into an intergovernmental agreement (IGA) with the OSP/OSFM.

Federal Tax Identification Number

Provide the Federal Tax Identification Number of the applicant agency.

Data Universal Numbering System (DUNS) Number

Provide the DUNS Number of the applicant agency. The OSFM is unable to award grant funds to subrecipients unless the agency has provided a DUNS number.

Dun and Bradstreet (D&B) provides a DUNS Number, a unique nine digit identification number, for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the U.S. federal government for contracts or grants. If your agency does not have a DUNS Number (or you do not know if you have one), have the appropriate person (typically accounting or finance) from your agency go to the D&B website (<http://fedgov.dnb.com/webform>) or call the DUNS Number request line at 1-866-705-5711.

Project contact

List the primary contact (and title, phone, and email address) for this project.

Local Emergency Planning Committee

If you are applying on behalf of an Oregon LEPC, please list the LEPC.

Total project funding

The project funding must equal the budget summary for project total – (federal grant funds requested and matching funds required). Provide a total project amount. See Section 2 for Budget Summary details.

Agency Authorized Official

Provide the name and title of the authorized official for the applicant agency. Please have them sign and date the coversheet.

2. BUDGET SUMMARY

Budget Category

Select the appropriate budget category listed (travel, equipment, supplies, contractual, or other).

- **Planning/Description of Activities - Expense**
- **Training Course Activities Item - Expense**
- **Exercise/Description of Activities – Expense**

What do you plan to purchase, rent, or contract? What is travel needed for?

Federal Grant Funds Requested/Matching Funds Required

The budget summary must include proposed budgets for the Federal Grant Funds Requested. You may use cash (hard match), in-kind (soft match) contributions including staff time, or a combination of both to meet this requirement.

Calculating the Match

Example:

Total Federal HMEP Grant Funds Requested	\$10,000
Total Matching Funds Required (Total Federal HMEP Grant Funds Requested x .25)	+ \$2,500
Total Project (Total Federal HMEP Grant Funds Requested + the Total Matching Funds Required)	\$12,500

The required match is equal to 25% of the Grant Funds Requested ($\$10,000 \times .25 = \$2,500$).

The required match is also equal to 20% of the Total Project ($\$12,500 \times .20 = \$2,500$).

Planning Subtotal/Training Subtotal/Exercise Subtotal/PROJECT TOTAL

Provide a subtotal for each section and a project total.

3. Budget Detail

The budget detail sheet must show line item detail for all costs included in each project Federal Grant Funds are requested for. Additional budget detail sheets may be used if necessary.

EXAMPLE

Expenditure	Description	Amount
Personnel		\$0.00
Fringe Benefits		\$0.00
Travel	\$110 lodging (includes tax) x 5 days x 2 people = \$1,100 \$61 meals x 6 days x 2 people = \$732 \$270 round trip airfare x 2 people = \$540 \$390 registration x 2 people = \$780 \$.565 mileage rate x 30 miles round trip x 2 people = \$34 \$10 per day airport parking x 6 days x 2 people = \$120 \$50 per day rental car x 5 days x 1 car (2 people) = \$250 \$10 hotel parking x 5 days x 1 car (2 people) = \$50	\$3,606.00
Equipment		\$0.00
Supplies		\$0.00
Contractual		\$0.00
Construction		\$0.00
Other		\$0.00
Total		\$3,606.00

3. PROJECT NARRATIVE

Project type

Select one or more (Planning, Training, Exercise, Commodity Flow Study, or Other).

Project description

Provide a detailed description of the project. What is the purpose? Provide a description of how the project(s) relates to improving the ability to respond to transportation incidents. Identify what will be accomplished or furthered by this project. Identify capabilities that this will create or enhance. What emergency response plans are under evaluation? Provide specific name of training, etc. All activities must meet the requirements of funding priorities on page 3. Please be sure you address the following questions in the project description

Who –Who will be performing the task or activity?

What –What task or activity is being performed?

Why –Why is the task or activity being performed?

Where –Where will the task or activity take place?

When –When is the task or activity projected to be performed?

How Many – What is the projected number participants involved in the task or activity?

If you are requesting funds for multiple activities, please list them separately and number or letter them. Example: *A. HazMat Training and B. HazMat Exercise.*

Collaboration - Area of benefit and partners

List the cities, counties, etc. that will be served by the proposed project. Indicate who you will partner with to conduct this project. Memorandums of Understanding or letters of support from other agencies are encouraged, but not required.

Overall contribution

How does the project contribute to the overall effort of addressing the local hazardous materials planning and training? How does the activity address a need or provide a solution to the problem (e.g. long-range plans, etc.)?

Match Requirement

Project management - Itemize the tasks and include a timetable

Who is supervising the project? Who is responsible for managing the grant? Who will do the work? How will you make sure timelines and tasks are being met? What plans, strategies, or practices are you using to reach the project objectives? Have all pertinent parties agreed to these plans, strategies, and practices?

Objectives, project outcomes, results, and evaluation

List and prioritize the specific measurable and obtainable objectives. Discuss project objectives to be accomplished. What capabilities will be created or enhanced?

Outcomes describe the intended impact of the project on the preparedness environment. This often includes the ways in which the project has enhanced or developed the capability or capacity to serve the public. Outcomes described should demonstrate progress toward the overall objective of the

project. Describe how these outcomes will mitigate risks. Describe the tangible outcomes that will demonstrate that the project has been successful.

What are the expectations of the project? Is the project a continuation of a past HMEP grant funded project? If so, report briefly on the accomplishments of the previous project.

How will you evaluate project results in the short and long-term? How will you define and measure the project's success?

Match Requirement

Year 2 and 3 projects

Justification, comments, and additional information

Why should the review committee approve your project request? Explain if, or how this proposal addresses hazardous materials or the community's right to know.

4. ATTACHMENTS (NOT REQUIRED)

Please attach additional documentation, if necessary.

The complete application must be submitted by 5:00 p.m., Tuesday, March 15, 2016.

Submit the application to:

Sue Otjen
State Emergency Response Commission
Oregon State Police, Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305
Fax: 503-373-1825
sue.otjen@state.or.us

**FY 2016 – 2017 Hazardous Materials Emergency Preparedness Grant
Program
COVERSHEET**

Project title: _____

Project period: _____

Applicant agency: _____

Mailing address: _____

Federal Tax Identification Number: _____

Data Universal Numbering System (DUNS) Number: _____

Project contact: _____ **Title:** _____

Phone: _____ **Email:** _____

Local Emergency Planning Committee

Are you applying on behalf of a Local Emergency Planning Committee (LEPC)? _____

If yes, what LEPC?: _____

Total project funding

Refer to Calculating the Match on page 5 or the Budget Summary worksheet.

The Match is **25%** of the **Requested** Amount. The Match is also equal to **20%** of the **Total Project**

Total Federal HMEP Grant Funds Requested

Total Matching Funds Required

Total Project:

Agency Authorized Official: _____

Title: _____

Signature: _____

Date: _____

Application Due Date: 5:00 p.m., Tuesday, March 15, 2016

FY 2016-17 Hazardous Materials Emergency Preparedness Grant Program BUDGET SUMMARY

	A	B			C	
	Budget Category	Planning/Description of Activities - Expense			Grant Request	
1	Travel				\$	
2	Equipment				\$	
3	Supplies				\$	
4	Contractual				\$	
5	Other				\$	
6	Other				\$	
7		Planning Subtotal			\$	
	Budget Category	Training Course Activities	Item/Expense	Estimated # Training	Grant Request	
8	Travel				\$	
9	Equipment				\$	
10	Supplies				\$	
11	Contractual/Trainer				\$	
12	Other				\$	
13	Other				\$	
14		Training Subtotal			\$	
	Budget Category	Exercise/Description of Activities - Expense			Grant Request	
15	Travel				\$	
16	Equipment				\$	
17	Supplies				\$	
18	Contractual				\$	
19	Other				\$	
20	Other				\$	
21		Exercise Subtotal			\$	
22	Total Federal HMEP Grant Funds Requested = the sum of Column C, Rows 7, 14, and 21				TOTAL GRANT REQUEST	\$
23	Total Matching Funds Required = the Total Grant Request x .25				MATCH	\$
24	Total Project = the sum of the Total Grant Request + the Match				TOTAL PROJECT	\$

FY 2016-2017 Hazardous Materials Emergency Preparedness Grant Program

PROJECT BUDGET DETAIL

Project 1		
Expenditure	Description	Amount
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Total		

Project 2		
Expenditure	Description	Amount
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Total		

Project 3		
Expenditure	Description	Amount
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Total		

FY 2016-2017 Hazardous Materials Emergency Preparedness Grant Program

PROJECT NARRATIVE

Project type (select one or more)

- Planning Training Exercise Commodity Flow Study Other

Project Description

Collaboration - Area of benefit and partners

Overall contribution

Project management - Itemize the tasks and include a timetable

Objectives, project outcomes, results, and evaluation

Match Requirement

Proposed HMEP Projects for FY 2017-2018, and FY2018-2019

Proposed HMEP Projects for FY 2017-2018, and FY2018-2019

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Appendix A

Hazardous Materials Public Sector Planning and Training Grants

Code of Federal Regulations, Title 49, § 110.40

Activities eligible for funding

(a) *Planning*. Eligible State applicants may receive funding for the following activities:

(1) Development, improvement, and implementation of emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises which test the emergency plan. Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.

(2) An assessment to determine flow patterns of hazardous materials within a State, between a State and another State or Indian country, and development and maintenance of a system to keep such information current.

(3) An assessment of the need for regional hazardous materials emergency response teams.

(4) An assessment of local response capabilities.

(5) Conduct of emergency response drills and exercises associated with emergency preparedness plans.

(6) Provision of technical staff to support the planning effort.

(7) Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project plan and approved in the grant.

(b) *Training*. Eligible State and Indian tribe applicants may receive funding for the following activities:

(1) An assessment to determine the number of public sector employees employed or used by a political subdivision who need the proposed training and to select courses consistent with the National Curriculum.

(2) Delivery of comprehensive preparedness and response training to public sector employees. Design and delivery of preparedness and response training to meet specialized needs. Financial assistance for trainees and for the trainers, if appropriate, such as tuition, travel expenses to and from a training facility, and room and board while at the training facility.

(3) Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.

(4) Expenses associated with training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques and instructor evaluations.

(5) Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.

(6) Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project and approved in the grant.

[Amdt. 110-1, 57 FR 43067, Sept. 17, 1992, as amended by 66 FR 45377, Aug. 28, 2001]



Tillamook County

Local Resources for Local Issues

OREGON LOCAL EMERGENCY PLANNING COMMITTEES

Meeting Agenda

Monday, August 15, 2016
10:00am – 12:00 pm

Tillamook County Emergency Communications District
2311 3rd Street, Tillamook, Oregon 97141

Meeting Called to Order	<i>Rick Adams</i>
Welcome & Introductions	<i>All Present</i>
Election of Officers	<i>All Present</i>
Bylaws Review / Adoption	<i>Rick Adams</i>
LEPC Membership Application	<i>Terry Wolfe</i>
HMEP Grant Update	<i>Terry Wolfe</i>
Understanding Your LEPC Role	<i>All Present</i>
Who's Missing	<i>All Present</i>
Questions/Discussion/Next Agenda.....	<i>All Present</i>
Adjournment	



Tillamook County

Local Resources for Local Issues

OREGON LOCAL EMERGENCY PLANNING COMMITTEES

Meeting Minutes

The first scheduled meeting for Tillamook County LEPC was held on Monday, August 15, 2016 at 10:00 a.m. at the Tillamook County Emergency Communications District, 2311 Third Street, Tillamook, Oregon.

Members Present

Rueben Descloux, TFD; Doug Kettner, 9-1-1; Darrell Griffith, BCFD; Tim Lyda, City of Tillamook; Chris Meyer, CHS Propane; Crystal Killion, Bay City Councilor; Jeanette Steinbach, TCPW; Tim Carpenter, NORFPD; Terry Wolfe, OSFM; Rick Adams, TFD; Shelly Ward, TCCA

Call to Order

The meeting was called to order by Chief Adams at 10:00 a.m.

Introductions

Participants in the meeting introduced themselves as there were some unfamiliar faces in the group.

Bylaws / Adoption

Chief Adams drafted up bylaws as have been created by other existing LEPCs in the state. The only changes to the body language made were to reflect the local agencies and region. Short discussion was held regarding content as well as review of the attachments for reporting and planning.

A motion to approve the bylaws as presented was made by Darrell Griffith and seconded by Tim Carpenter. Ayes were received from all members present and the motion carried.

Election of Officers

Darrel Griffith nominated Chief Adams as the LEPC chair. Ayes were received from all regarding the nomination and it carried.

Darrell Griffith volunteered to be the LEPC co-chair. Ayes were received from all regarding the position and it carried.

Jeanette Steinbach volunteered to be the LEPC information coordinator. Ayes were received from all regarding the position and it carried.

The secretary position for minutes is assigned per meeting and the treasurer position is not required per discussion with OSFM.

LEPC Applications

Applications were submitted to the group and others not in attendance. There have been only a few completed applications received and will be forwarded to OSFM.

HMEP Grant

Terry Wolfe with OSFM indicated that nearly every LEPC in the State of Oregon has applied for an HMEP grant this year. All projects applied for are in-line with what the grants are earmarked for and as such will most likely be funded. The local grant application for the TC LEPC is to hire a contractor to develop the LEPC plan. Terry encourages everyone to review the plan to ensure it meets the agency needs. Grant monies should be available in mid-October once grants are approved. This will allow time to encourage other agencies to participate in LEPC to review the Nine Planning Elements. The project (plan development) will be required to be completed by September 2017. Grant requests for the following year are due next January. Our existing grant is for \$12,500 with \$10,000 as the actual grant and \$2,000 a matching fund through Tillamook Fire District. Albany LEPC have RFPs on file if the TC LEPC would like to get a copy for review.

LEPC Roles

Shelly Ward with TCCA is a participant in LEPC due to the large quantities of Anhydrous Ammonia, LPG and other EHS chemicals on site at the creamery. They have an internal HazMat response team which can mitigate spills and releases at the plant. Most of their HazMat team members are also maintenance personnel familiar with product use in the facility. There are quarterly training drills conducted internally as well as with the local Tillamook Fire District personnel. Tualatin Valley F&R is the regional HazMat response team for the area. Chief Adams indicated there have been releases in the facility resulting in injuries and hospitalizations for employees but that was more than twenty-five years ago.

Doug Kettner with Tillamook 9-1-1 indicated that they have Everbridge, similar to a reverse 911 system, it notifies citizens in the immediate area if there is a spill or release from TCCA. They can also notify citizens in other locales for given emergencies. As the communication hub, they will be coordinating emergency communications for emergency responders.

Tim Lyda with the City of Tillamook said that their employees are ready to handle the water and sewer needs in the event of an emergency and assist with local road travel signage.

Chris Meyer with CHS said they only have the two bulk tanks out at POTB but can respond to residential tank concerns.

Bay City Councilor, Crystal Killion stated that the council will support their local Fire Department and that she participated in Map your Neighborhood.

Tillamook County Public Works representative Jeanette Steinbach stated that their people can assist with controlling access along the roadways.

Netarts Fire Chief, Tim Carpenter will provide mutual aid and support to the local Tillamook Fire District for local events.

Terry Wolfe, OSFM shared that even though we may constitute some of the EHS facilities a threat, we must remember that they are also some of our biggest assets.

EHS facilities from North to South County include processing, manufacturing, phone battery storage facilities and waste water treatment. It is possible that there are still facilities not reporting EHS quantities to CR2K, OSFM will look into it.

Missing Members

There was discussion regarding agencies who should be participating and they included in no particular order, Tillamook PUD, School Districts (N, C, S), Media, Health Department, USCG, Red Cross and City Government.

Next Agenda

The grant notifications may be announced in September. A list will be put together with contact information for distribution. The next meeting will be held sometime in October to discuss the potential grant reception.

Adjournment

The first Tillamook County LEPC meeting was adjourned at 1:12 p.m.

Respectfully submitted,
Rueben Descloux
Fire Marshal

LEPC Chair Rick Adams