



# City of Bay City

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## **CITY COUNCIL WORKSHOP**

Council members will meet and hold a Workshop on Monday, May 13, 2019, at 5:00 p.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

## **CITY COUNCIL WORKSHOP**

The Bay City Council will hold a Workshop on Monday, May 13, 2019, at 5:30 p.m. to discuss the agenda items for the Tuesday, May 14, 2019, 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

**AGENDA**  
**BAY CITY COUNCIL MEETING**  
**MAY 14, 2019**

1. CALL TO ORDER / FLAG SALUTE / ROLL CALL / WELCOME – 6.00 P.M
2. VISITORS PROPOSITIONS
3. DEPARTMENT REPORTS
  - A. Fire
  - B. City Hall
  - C. Public Works
  - D. Police
4. COMMITTEE REPORTS
  - A. Administrative Committee
  - B. Community Development
    - a. City Planner’s Report
  - C. Emergency Management
  - D. Parks
  - E. Public Safety
5. MINUTES  
04/08/2019 Council Workshop, 04/09/2019 Regular Council Meeting and Council Special Meeting 04/23/2019
6. TREASURER’S REPORT
7. BILLS AGAINST THE CITY
8. UNFINISHED BUSINESS
  - A. Policies and Procedures for Department Head Complaints / In Committee
  - B. PUD Substation Property / SHN Contract Review
  - C. Revisions of Ordinance 380 / In Committee
  - D. Social Media Administrative Policies / Draft Ordinance
  - E. Charter Franchise Agreement
  - F. Resolution No. 19-11 Enterprise Zone Re-designation
9. NEW BUSINESS
  - A. Resolution No. 19-12 Supplemental Budget / SCA Grant
  - B. State of Oregon SCA Contract
  - C. SHN Contract Hobsonville Point Road
  - D. Part-time Fire Chief Position
10. MAYOR’S PRESENTATION
11. CITY COUNCIL PRESENTATION
12. CITY ATTORNEY PRESENTATION
13. AJOURNMENT

# Public Works Director's Report

## May 2019

### **Administration & Finance**

#### *Public Works Committee*

Capital Assets & Pavement Services presented the recently completed Pavement Management Plan presented on April 22<sup>nd</sup>. It was a small turnout but had a lively discussion on financing maintenance and improvement projects and impacts to the city street system. The current funding level is inadequate to maintain the existing street pavement at the current condition. CAPS recommended an EDU rate of \$9.15 to maintain the same condition over the next 5 years. The rate has not been raised since it was initially adopted. Looking at the historical asphalt prices for project here in Bay City, the inflation rate has been about 4.5% over the last 24 years and 4.6% for the last 10 years. Increasing the rate based on the historical rate would raise the fee to \$10.11. using a 3% inflation factor would bring the rate to \$8.02. I would suggest that the council consider raising the street maintenance fee to \$9.00 so that we can continue to maintain our streets to at least the same condition we currently enjoy.

#### *Organizational Assessment*

PARC Resources is near completing their draft report. They have completed: SWOT Analysis, PEST Analysis, Pay Equity Comparisons, Budget Analysis and are working on Policy Analysis. Budget recommendations were also prepared and submitted for the budget committee's consideration.

#### *Emergency Management*

Need the Emergency Management Committee to meet to discuss two items: 1. Community outreach program for wayfinding signage program, and 2. Review placement of storage containers.

Public Works Emergency Plan - Primary role public works will have will be to clear streets of debris. Probably would need temporary water and sewer facilities, until water system repaired and sewer treatment plant and collector system operational. Working on repairs to one of our old utility trucks with a tool box, that I would like to stock with supplies and leave up at the Pennsylvania Reservoir site, in case of an emergency. With all of our equipment down at the Public Works/WWTP site if earthquake/tsunami occurred I doubt we would be able to get to it. So thinking about where we could store excavator/ loader/dump truck etc. that will be accessible when needed.

#### *City Engineer Contract*

The City Engineers Contract expires end of June. I met with Ron Stillmaker at SHN regarding this, and recommend that we retain SHN for City Engineer services. We have a lot of work going on right now and feel that it would be in the best interest to maintain continuity. There have been some issues to work on and I believe that SHN is making good faith effort towards meeting our service goals.

### *2019/20 Budget Preparation*

Prepared proposed budget for the 2019/20 Fiscal Year. Our department is involved in several large high priority projects: WWTP Facility Plan Update, New Water Well Facility Plan/Water Rights Extension, Patterson Creek Fish Passage & Sewer Relocation Project; and several operational and maintenance projects. Currently reviewing proposed budget with the Budget Committee May 6 through the 8<sup>th</sup>.

## **Engineering & Planning Division**

### *New Well Facility Plan-Water Rights Extension*

SHN is working on Facility Plan for the well field to determine location for new well #3 and other site improvements. Received letter from Water Resources Department regarding the Water Right Permit extension and issue with fish persistence and requesting an administrative hold on application until the aquifer can be studied and evaluated for connectivity and impact to the adjacent stream. Met with Engineers and Geologists to develop monitoring well plan. Monitoring wells are scheduled to be installed sometime between May 13<sup>th</sup> and 16<sup>th</sup>, with corresponding testing program over the next 6 months.

### *Patterson Creek Project*

SHN is working on preliminary design, as soon as that is completed they will be working with TEP for environmental reviews of the proposed project improvements.

### *Transportation System Plan Update*

Discussed Technical Assistance for several transportation related issues with ODOT senior Planner. Discussed new access project and maybe tie into the realignment project for McCoy shown in the current TSP. He thought the Quick Response program would not be the right route for that, possibly other programs such as Travel Oregon grant that due in Mid-June or to wait till when Highway 101 is resurfaced which would be the time to do the realignment projects. Referred me to program manager at DLCD to discuss Code Assistance Projects. Talked with Program manager at DLCD about combining work to update transportation functional classification map, update street design cross sections and review of development code to include public facilities. She has done street cross section update along with code changes but hasn't done street classification map updates before. They try to stay out of planning in their program, she was going to look into if this would work for us or if we would have to narrow application to just street cross-section and code review. We may need to do the planning work for functional classification ourselves. Application for the TSP grant is June 6<sup>th</sup>, without progress identified in current plan and very little growth in town our application doesn't look promising for selection.

## **Parks Division**

### *Al Griffin Memorial Park*

Park Campground was opened April 29<sup>th</sup>. The weather turned nice and the ground was drying out enough for use. We will bring in large dumpster this year along with the port-a-potties sometime in next week or two.

## **Water Division**

### *GIS for Managing Water System Assets*

Gartrell Group has developed a draft GIS Model and Implementation Plan that they would like to meet with me next week to review.

Included will be:

- Options for implementing a secure, cloud-based file sharing network among City buildings and departments
- Options and recommendations for implementing GIS server infrastructure
- Recommendations for GIS software products to support geospatial data creation, data maintenance and data sharing among City staff, other jurisdictions and the public.
- Recommendations for some initial data development / creation and maintenance sub-tasks.

### *Bay City Water System (aka Kilchis Regional Water System)*

Held annual advisory workshop on May 7th with the members of the water supply agreements, Tillamook County Creamery Assoc. Cole Creek, Juno Hill, Latimer, Northwood water districts to discuss the proposed budget and the expiration of the water service agreements. Consensus from group was to look into the district consolidation/formation again, try to address the concerns from attempted formation a few years ago, and see if its feasible. Talked with SHN and previous work done would need to be updated but some benefit gained by having a lot of that work done before. Would like to schedule a public workshop to review previous work, discuss continued interest in formation and potential impacts, and process moving forward.

## **Wastewater Division**

### *WWTP Facility Plan Update*

Received the draft report for the WWTP Facility Plan. Reviewed comments with SHN and they are finalizing. There are a lot of improvements included, some of them may be required by our permit with DEQ such as the relocation of the outfall structure, and some will help benefit our operations and reduce cost associated with wear and tear on equipment and operator time such as installing a pre-treatment headworks, and some are to help with capacity issues such as improvements to the collections system to reduce infiltration & inflow (I/I), or second truck line into plant and relocating influent pump station instead of enlarging the trunk line into the plant. According to the Engineer relocating the outfall is not a priority issue and would like to put off for a while, but DEQ is waiting for this report to finalize the discharge permit and may be including it as a condition of the permit. So we'll see.

### *New Industrial User Permit*

Still waiting for SHN to help with industrial user permit for Jacobsen Salt Co.

## **Streets & Stormwater Division**

### *ROW Maintenance Work*

Crew started on mowing of the City's ROW's. This time of year it seems as though they get done and have to start all over again. Tractor really needs some new tires and work on transmission, the costs associated with this may warrant replacing the tractor, instead of putting all that money into it. It had previously been identified on the fleet/equipment replacement plan for 2020 and was included in the FY19/20 budget.

### *ODOT Speed Zone*

We have received complaints about the 55 MPH speed zone change at Spruce Street. Did some research and found that when the speed zone through town was reduced to 45 MPH in 1999 it was for within the city limits. Technically the city limits cross the highway on the north side of the Spruce Street ROW, not where the city limit sign is. I submitted Speed Zone Request to reduce speed from 55 MPH to 45 MPH from Spruce Street to approximately where the city limit sign is located south of Alderbook Rd. ODOT will investigate.

## **Code Enforcement Division**

### *Code Enforcement:*

City Attorney, Councilor Baker and myself met with the Justice of the Peace Ryan Connell to discuss the use of justice court and issuing citations in our city ordinances. It was a great meeting and helped our City Attorney with direction to take with City ordinances that specify procedures including citations and summons to justice court.

Working with the Admin. Committee and City Attorney on revision to nuisance ordinance. There are several other ordinances that will also need to be reviewed and updated especially given the changes to having code enforcement officers and having prescribed procedures incorporated into the ordinances.

Councilor McCall was contacted by Sheriff's department to meet to go over city ordinance requirements and duties of their officers. Our contract is through July 2019, so we will need to decide to extend as is, make some adjustments or allow to run out. We included continuing in the budget, but we really need to find other sources of revenue if this is to be sustainable.

Respectfully Submitted,

Chance Steffey, P.E.

# Street Overlay Project

## Asphalt Concrete Historical Cost

Year	AC Installation (\$/Ton)			Notes
	3"	2"	1"-leveling	
1996	\$ 40.00			Spruce St.
2001	\$ 49.75			15th St
2006	\$ 59.75			Ocean/Seattle/13th
2008	\$ 83.00			E St/14th
2009		\$ 69.95	\$ 69.95	Spruce/Hare/Salmon/Main/etc.
2010		\$ 84.00	\$ 90.00	Bewley (Baseline-Tillamook)
2011	\$ 93.07			Seattle
2016	\$ 89.00			Bewley (Tillamook-Vaughn)
2019	\$ 110.00			Bayview Asphalt Estimate (April 22, 2019)

### Inflation Rate

1996 to 2019	2009-2019
4.5%	4.6%

### Maintenance Fee \$5-2003

4.5%	\$10.11
3.0%	\$8.02

Bay City Administrative Committee Meeting  
May 1 2019 5:30 pm  
Notes (Action items in **bold**)

Kathy called meeting to order at 5:35 pm.

Agenda:

Unfinished Business:

1. Nuisance Ordinances

Following the discussion with the Justice of the Peace, Lois has better direction as to how our nuisance ordinance could best be modified to have better procedure, as well as how to adjudicate issues. **Lois is working on this big task.**

**Chance is working on some type of job description to be interjected into a modified contract.** Lt. Horton is anxious to start discussing modifications to the contract.

2. Social Media Policies

Rather than "City Recorder," we need to have the title reflect the City Administrator or City Manager, assuming we may at some time hire a city manager or administrator. There should be multiple administrators for each page or account: The appropriate department head (Public Works & Fire) and the City Recorder. The PW Director will be the secondary administrator for the city's account(s).

Each department can designate contributor(s) and/or user(s), whose postings are overseen by the department head. Authorized contributors can be elected and appointed officials or volunteers as long as they have signed a declaration of understanding of the regulations contained in the ordinance.

Section III.B remove his/her

In Section IV where "City Administrator" occurs, delete "City," since it then pertains to the social media account's administrator.

Delete IV.B.3.

On page 5, subsection 8, "ODF" should be changed to "City."

In Section IV.A.1.d) should reference Section IV.A.3. for the definition of inappropriate postings or comments.

The method of documenting postings and comments removed or users blocked should be included somewhere.

Section IV.A.4.a) (1): delete "appointed by the City Recorder"

3. RFPs

SHN: Chance had a really good meeting with Ron, and they are committed to working with Bay City. We have a lot going on. Chance recommends not putting out an RFP at



this time, but continuing with SHN. Chance is working on a list of qualified firms for projects.

Attorney: We need a good template to work from Chance will contact CIS for a template. Chance will also ask Rockaway Beach for a copy of their recent RFP.

Code Enforcement: Chance is putting together items for modification. Question will be whether we have the budget for continuation.

Audit: We have a good working relationship. Chance will check with LOC and CIS for templates.

Planner: We have time to consider the best path forward, whether that be an RFP or potentially an IGA with the county, as other cities have done.

Our Purchasing Ordinance is somewhat out of date and needs to be updated to conform with state requirements.

Meeting adjourned at 7:15 pm.

TO: The City Council of Bay City, Oregon  
FROM: The Bay City Planning Commission and City Planner  
RE: Kennel Work Plan Recommendation

## COUNCIL AGREEMENT REQUESTED

First, the Planning Commission requests the City Council agreement to schedule the amendments for a public hearing.

The discussion is that since the amendment package is “directed” by the City Council, the Planning Commission wants to assure that they have written an ordinance that is acceptable to the City Council.

In addition, the Planning Commission wants to have Council agreement to a public hearing schedule so that we can notify the public of the two meeting public hearing schedule and avoid public confusion about the process and avoid the need to notice the entire city twice.

The Planning Commission and City Council can always “reschedule the date of the hearing” to a date, time and place certain, and they often do, but with their concurrence, we can just announce and we will likely post but we won’t have to mail out notice twice.

If the Council has no comment and states that they are fine with the proposed amendments, the Planning Commission has stated that they will feel comfortable with moving forward.

## CITY ATTORNEY REVIEW AND ORDINANCE PREPARATION REQUESTED

Second, the Planning Commission requests City Council direction for Lois Albright to review the proposed amendments and prepare an ordinance for the public hearing process as imperative to assure that she has no concerns with its regulatory authority.

The Planning Commission forwarded this packet of amendments to Lois Albright on April 21, 2019 and requested her review by May 8, 2019 with a hope that the City could begin the hearing process in June, but staff feels that may be appropriate or required that she receive Council direction for the expenditure. Completion of this work by Lois is imperative to assure that the amendments that go through the public hearing process have full City support.

## PUBLIC HEARING DATE CONSIDERATIONS

The timeline requested by the Council and agreed to for Lois to complete her review and prepare the ordinance help define the potential public hearing dates.

The other thing that helps define the public hearing dates is that the City is required to mail notice to all affected property owners 20-40 days prior to the first evidentiary public hearing. The City is also required to mail notice to DLCD no less than 35 days prior to the first evidentiary public hearing.

## POTENTIAL PUBLIC HEARING DATES

If Lois completes her review and prepares an ordinance by June 3, 2019 and 35-day notice can be mailed to DLCD by June 12, 2019 and 20-40 day notice can be mailed to property owners by June 20, 2019, the first evidentiary public hearing can be held on July 17, 2019 with a City Council hearing date of August 13, 2019.

## QUESTIONS

I will attend the May 14, 2019 City Council meeting to answer your questions and describe your response to the Planning Commission at their regular meeting on May 15, 2019.

Thank you sincerely,  
Sabrina Pearson, City Planner  
City of Bay City, Oregon

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Sabrina Pearson, Plan Development LLC  
(503) 440-3015 / [plandevelopment@msn.com](mailto:plandevelopment@msn.com)

ASFPM Certified Floodplain Manager  
FEMA Certified Hazard Mitigation Plan Writer (Author 17 acknowledged plans)

Eastern Oregon University:  
Bachelor of Science  
Geography and Regional Land Use Planning

Oregon State University:

Masters Degrees:  
Master of Natural Resources Degree (MNR)  
Education Master Degree (EdM)  
Professional Science Master Degree  
Fisheries and Wildlife Administration (PSMFWA) (Est. 2019)

Graduate Degree Certificates:  
Water Conflict Management and Transformation (WCMT)  
Urban Forestry (UF)  
Geographic Information Systems (GIS) (Est. 2019)

Candidate: PhD Environmental Science  
Ecology and Environmental Education (Est. 2020)



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1 Outcome of the April 17, 2019 Planning Commission Meeting DRAFT STAFF REPORT AND FINDINGS OF FACT

## 2 PROPOSED KENNEL AND ANIMAL ORDINANCE AMENDMENTS

3 Proposed Planning Commission Public Hearing June 5, 2019

4 Potential City Council Public Hearing June 11, 2019

### 5 I. DESCRIPTION OF THE DEVELOPMENT ORDINANCE AMENDMENT PROCESS:

6  
7 Initiation: An Amendment to the Bay City Development Ordinance may be initiated by the Bay City, Oregon Planning  
8 Commission, City Council or a Property Owner. This Amendment to the Bay City Development Ordinance is initiated by  
9 both the Bay City, Oregon Planning Commission and the Bay City, Oregon City Council. The Bay City Planning Commission  
10 sought to provide clear and objective standards for kennels and the care of animals. The City Council sought to differentiate  
11 private ownership of animals from commercial businesses that provide animal care. The City Planner led discussions and  
12 provided reports at City Council and Planning Commission meetings from August through April. Planning Commission  
13 meetings included special workshops to accommodate their public hearing schedule. All meetings were noticed to the  
14 public.  
15  
16

17  
18 Findings: Before an amendment to the text of the Development Ordinance is approved, findings must be made that the  
19 following criteria are satisfied: (1) the amendment is consistent with the Comprehensive Plan; and (2) the amendment will  
20 not adversely affect the ability of the City to satisfy land and water use needs.  
21

22 Public Hearings: Public Hearings shall be held by both the Planning Commission and the City Council. The Planning  
23 Commission shall provide a recommendation for findings that satisfy the applicable criteria to the City Council. The City  
24 Council shall decide whether to adopt the amendments and whether the findings satisfy the criteria.  
25

26 Public Notice: Public notice about the dates for the public hearings and the proposed amendments shall be emailed to the  
27 Oregon Department of Land Conservation and Development (DLCD) 35 days prior to the first evidentiary public hearing,  
28 mailed to Bay City, Oregon property owners 20 – 40 days prior to the first public hearing at the Real Property Tax record  
29 addresses listed with the office of the Tillamook County Tax Assessor, and posted at City Hall, the Bay City Library and the  
30 Bay City Post Office.  
31

### 32 II. POTENTIAL APPLICABLE CRITERIA

33  
34 Bay City, Oregon Development Ordinance Article 8 Amendments: Section 1.3 Allowable Use Matrix; Section 1.35 Allowable  
35 Uses; Article 2 Conditional Uses; Article 3 Supplementary Provisions, Section 3.1 Buffers and Screens; Article 8  
36 Amendments, Section 8.020 Authorization to Initiate, Section 8.070 Criteria; Article 10 Public Deliberations and Hearings;  
37 Section 13.010 Definitions. Bay City Comprehensive Plan Goal 1 Quality of Life, Policies 1, 2, 3, 4, 5, 6, 7; Goal 3  
38 Residential Nature, Policies 3, 4; Goal 4 Industry, Policies 1, 2, 3; Land Use Categories. Bay City, Oregon Public Works  
39 Standards. Oregon Fire Code. Oregon Building Code.  
40  
41  
42



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## III. LANGUAGE OF PROPOSED DEVELOPMENT ORDINANCE AMENDMENTS

### §1. AMEND: Section 1.3 Allowable Use Matrix

		SL1	SL2	SL3	NHI	SHI	EHI	MI	LI
x.	Agriculture	NP	NP	[C]NP	NP	NP	[C]NP	[C]NP	C

### § 2. ADD TO: Section 1.3 Allowable Use Matrix

		SL1	SL2	SL3	NHI	SHI	EHI	MI	LI
x.	Animal Breeding	NP	NP	NP	NP	NP	NP	NP	C

### § 3. ADD TO: Section 1.3 Allowable Use Matrix

		SL1	SL2	SL3	NHI	SHI	EHI	MI	LI
x.	Animal Daycare	NP	NP	NP	NP	NP	NP	NP	C

### § 4. ADD TO: Section 1.3 Allowable Use Matrix

		SL1	SL2	SL3	NHI	SHI	EHI	MI	LI
x.	Animal Grooming	NP	NP	NP	NP	NP	NP	C	C

### § 5. ADD TO: Section 1.3 Allowable Use Matrix

		SL1	SL2	SL3	NHI	SHI	EHI	MI	LI
x.	Animal Training	NP	NP	NP	NP	NP	NP	NP	C

### §6. AMEND: Section 1.35 Allowable Uses:

2. Agriculture:

Examples include farming, pasturing, dairying, mink ranching, community garden, nursery activities, horticulture, and similar uses. Processing, slaughtering, large scale poultry-raising and similar high impact uses are not permitted. **Agriculture that is regulated as a conditional use by this ordinance does not include horticulture and the tilling of soil for the use by residents and their sharing with community, family and friends. Agriculture that is regulated as a conditional use is agriculture that is conducted as a commercial business. Animal uses for the purposes of agriculture as a commercial business shall be regulated as a conditional use and shall comply with local, state, and federal ordinances that govern the care of animals.**

Reference: Section 1.3 Allowable Use Matrix (2) Agriculture.



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1 **X. Animal Breeding:**

2  
3 Animal Breeding that is regulated by this ordinance as a conditional use is the breeding of more than two  
4 litters of animals in a twelve-month period. The breeding of a family pet or pets which produces two or  
5 fewer litters on a single property during a twelve-month period is an outright permitted use. The act of  
6 caring for animals during the breeding of their litters which are bred for the purpose of sale, show,  
7 performance, events, exhibitions, hunting or tracking activities requires compliance with animal care  
8 ordinances.

9  
10 Whether governed as an outright or permitted use, animal breeding facilities shall be operated consistent  
11 with applicable local, state, and federal laws including and not limited to: Bay City Comprehensive Plan,  
12 Development Ordinance, and City Ordinances, as well as Oregon Administrative Rules Chapter 603  
13 Division 15 Care of Pet and Captive Animals 603-015-0025 to 603-015-0060 and Oregon Revised Statutes  
14 Chapter 167.305 to 167.390 Offenses Against Animals.

15  
16 Reference: Section 1.3 (xx) Animal Breeding.

17  
18 **X. Animal Daycare:**

19  
20 An Animal Daycare that is regulated by this ordinance as a conditional use is a commercial business that  
21 regularly provides animal care for the purposes of compensation. The occasional care of animals by a  
22 neighbor, friend or relative that is not conducted as a commercial business is an outright permitted use. An  
23 animal daycare is limited to provide daycare between the hours of 7 am and 6 pm.

24  
25 Animal Daycare shall be operated consistent with applicable local, state, and federal laws including and not  
26 limited to: Bay City Comprehensive Plan, Development Ordinance, and City Ordinances, as well as Oregon  
27 Administrative Rules Chapter 603 Division 15 Care of Pet and Captive Animals 603-015-0025 to 603-015-  
28 0060 and Oregon Revised Statutes Chapter 167.305 to 167.390 Offenses Against Animals. Owner occupied  
29 premises shall not include the use of vacant property that is located across public rights of way.

30  
31 Reference: Section 1.3 (xx) Animal Daycare.

32  
33 **X. Animal Kennel:**

34  
35 An Animal Kennel regulated by this ordinance as a conditional use is an animal facility that cares for  
36 animals that are not owned by the residents or resident property owners for the purposes of compensation  
37 or to perform as a non-profit animal shelter facility. An Animal Kennel may board animals overnight.

38  
39 An Animal Kennel shall be operated consistent with applicable local, state, and federal laws including and  
40 not limited to: Bay City Comprehensive Plan, Development Ordinance, and City Ordinances, as well as  
41 Oregon Administrative Rules Chapter 603 Division 15 Care of Pet and Captive Animals 603-015-0025 to 603-  
42 015-0060 and Oregon Revised Statutes Chapter 167.305 to 167.390 Offenses Against Animals.



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1        **Reference: Section 1.3 (xx) Animal Kennel**

2  
3        **X. Animal Training:**

4  
5        **Animal Training governed as a conditional use by this ordinance is the act of holding classes to teach**  
6        **animals to have specific response to specific conditions or stimuli as a commercial business for**  
7        **compensation. The education of animals owned by the residents is an outright permitted use. Animal**  
8        **training may be for purposes such as companionship, detection, protection and entertainment.**

9  
10       **Animal training facilities shall be operated consistent with applicable local, state, and federal laws**  
11       **including and not limited to: Bay City Comprehensive Plan, Development Ordinance, and City Ordinances,**  
12       **as well as Oregon Administrative Rules Chapter 603 Division 15 Care of Pet and Captive Animals 603-015-**  
13       **0025 to 603-015-0060 and Oregon Revised Statutes Chapter 167.305 to 167.390 Offenses Against Animals.**

14  
15       **Reference: Section 1.3 (xx) Animal Training.**

16  
17       **§. 7. AMEND Article 2 Conditional Uses**

18  
19       **[FINDINGS: The purpose of amendments to this section is to (1) renumber Section 2.215 General Conditional Use**  
20       **Standards to 2.104 General Conditional Use Standards to immediately follow 2.103 Conditional Use Considerations to**  
21       **ensure that they are clearly identified; (2) to renumber 2.104 Construction of a Conditional Use to 2.106 to follow Section**  
22       **2.105 Conditional Use Procedure to ensure that the order of administration is clearly identified; and to correct the titling of a**  
23       **State Goal reference in Section 2.103 to ensure clear identification of the applicable criterion.]**

24  
25       **Article 2 Conditional Uses**

26  
27       **Section 2.1 Purpose**

28       **The purpose of the conditional use process is to review various uses in a public hearing and to apply criteria or standards in**  
29       **order to prevent future conflicts. The Development Ordinance allows a wide range of uses in each zone. The criteria and**  
30       **standards are intended to be applied fairly in order to carry out the goals and policies of the Comprehensive Plan and this**  
31       **Ordinance.**

32  
33       **Section 2.101 Planning Commission Authority**

34       **The Planning Commission shall have the authority to approve, approve with conditions, or disapprove conditional use permit**  
35       **applications in accordance with the criteria and standards set forth. Decisions for the Planning Commission may be**  
36       **appealed to the City Council in accordance with Article 10 Public Deliberations and Hearings.**

37  
38       **Section 2.102 Time Limit on Conditional Uses**

39       **The Planning Commission may set a time limit for the operation or continuance of conditional uses. The time limit shall be**  
40       **automatically renewed without complaint being registered or violation of the conditions of approval. Complaints signed by**  
41       **three or more persons shall be filed with the City Recorder, who shall then schedule a public hearing for the review of the**  
42       **conditional uses. After the hearing, the Planning Commission shall determine if (1) the conditional use may be allowed to**  
43       **continue; (2) additional conditions are necessary for the continuation of the use; or (3) the use shall be discontinued. All**

44       **Kennel Work Plan. City Planner Report Date April 19, 2019. Planning Commission Meeting Date April 17, 2019**

45       **Existing Language is in regular font. **New Language is bold font.** [*Deleted language is in italic font within brackets.*]**



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standards established by this Ordinance or required as a condition in granting a conditional use permit must be met prior to occupancy of the building, structure, or addition or as required by the City as a condition of approval.

## Section 2.103 Conditional Use Considerations

In permitting a new conditional use or the alteration or extension of an existing conditional use, the Planning Commission shall use the following considerations in review of applications:

1. Conformance with the goals and policies of the Comprehensive Plan and the standards and policies of the zone.
2. Compatibility of the conditional use with the surrounding area or neighborhood in terms of lot size, building height or bulk, traffic circulation, parking, provision of signs, buffering screening, landscaping, open space, control of smoke, glare, noise and hours of operation.

This consideration shall not be applicable to manufactured dwelling parks or other housing that is defined as a needed housing type by **Oregon Statewide [Policy] Planning Goal 10**.

## Section [2.215] 2.104 General Conditional Use Standards

The following conditional use standards shall apply to all activities listed in the use matrix as a conditional use:

### a. Traffic Generation Standards:

- 1) Uses with high traffic generation, as determined by the Planning Commission using acceptable traffic generation documents, shall be located in the high intensity areas of the City or within 100 feet of the intersection of two arterial streets.
- 2) Uses which would generate moderately greater traffic volumes than residential uses occupying the same land area at allowable densities shall be located on arterial streets.
- 3) Uses which generate no more traffic than a residential use occupying the same land area at allowable density levels (calculated without bonus density) may be located on residential or collector streets.
- 4) Uses locating in the vicinity of US Highway 101 shall have their access onto public streets other than US Highway 101 in order to limit access points along the main highway. New access points may be allowed onto US Highway 101 only where no alternative exists, as determined by the Planning Commission and with the prior approval of the [State Highway Division] Oregon Department of Transportation.

### b. Public Facilities and Services:

- 1) Public facilities and services including sewer, water, storm drainage, fire protection, electrical service, and schools shall have adequate capacity to serve projected needs of the proposed conditional use.
- 2) The person(s) requesting the conditional use permit shall be responsible for all costs associated with the extension of public facilities or services including system improvement charges.

### c. General Environmental Standards:

- 1) No noise, smoke, heat, odor, fumes, dust glare, vibration or water pollution shall not be detectable beyond the property line of the proposed use except for occasional maintenance such as lawn care or for normal emissions such as from wood burning stoves or fireplaces. Glare from street lights or floodlights shall be shielded from adjacent uses and shall be the minimum necessary to illuminate the property.
- 2) Variances from the above standards shall be granted only with the demonstration that: (a) the discharge would be

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Existing Language is in regular font. **New Language is bold font.** *[Deleted language is in italic font within brackets.]*





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1 within current state and federal standards; (b) there is a demonstrated hardship or public need which the variance  
2 would satisfy; and (c) adjacent properties or wildlife habitat would not be adversely affected.

3  
4 Goals and Policies of the Comprehensive Plan and other Standards of this Ordinance shall be adhered to in the granting of  
5 Conditional Uses.

## 6 7 Section 2.105 Conditional Use Procedure

8 The following procedures shall be used in applying for and acting on a Conditional Use Application:

- 9
- 10 a. A property owner or his/her agent may request a conditional use or modification of an existing conditional use by filing  
11 an application with the City Recorder using forms prescribed by the City.
  - 12
  - 13 b. The City shall schedule a hearing before the Planning Commission within 30 days of the receipt of a complete  
14 application or at the next regular meeting if there is sufficient time for the notice of public hearing.
  - 15
  - 16 c. The Planning Commission shall make a decision on the request within thirty (30) days after a public hearing and shall  
17 express in the record of the meeting the findings of fact supporting the decision, the criteria used in support of the  
18 application, based on the criteria contained in this Ordinance and the goals and policies of the Comprehensive Plan.
  - 19
  - 20 d. Within five (5) days after a decision has been reached by the Planning Commission, the City shall provide the applicant  
21 with written notice of the decision, the criteria used in support or denial of the request and notice ...that the decision of  
22 the Planning Commission may be appealed to the City Council within fifteen (15) days of notification of the applicant,  
23 and no more than thirty (30) days from the Planning Commission decision.
  - 24

## 25 Section [2.104] 2.106 Construction of a Conditional Use

- 26
- 27 1. *[Work shall commence]* **Conditions of approval shall be met** within six months of the granting of a conditional use  
28 permit. **The computation of six months shall begin from the date that the decision is final.**  
29 *[Findings: The "fences" language above is the current language of Bay City Development Ordinance Section 3.210.]*
  - 30
  - 31 2. *[Upon application,]* The Planning Commission may grant one six-month extension **if a property owner submits a**  
32 **written petition to the City accompanied by documentation of the progress towards meeting the conditions**  
33 **of approval not less than 10 days prior to the expiration of the six-month timeline.**
  - 34
  - 35 3. **If the applicant requests to propose an amendment to an approved Conditional Use Permit Application and**  
36 **/ or to the conditions of approval after the decision is final, the request shall be processed as an**  
37 **amendment to the conditional use application.**
  - 38
  - 39 4. **A Conditional Use shall not begin until after the City verifies in writing that conditions of approval are met.**
  - 40
  - 41
  - 42
  - 43



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## § 8. ADD Section 2.2 Additional Conditional Use Standards: **Section 2.201 Animals**; **Renumber Section**

### Section 2.201 Animals

This Section applies to the care of animals by commercial businesses or non-profit organizations that are regulated by this Ordinance as Conditional Uses.

#### 1. Animal Care:

- a. Each animal shall be provided with suitable exercise of not less than one hour of exercise each day in a suitable exercise facility.
- b. At least one employee shall be on duty at all times during operating hours of the facility. An employee is required to feed, water, and clean up after all animals.
- c. Animals under quarantine or treatment for illness shall be kept separate from other animals.
- d. Animals shall be provided with adequate food and water in containers appropriate for animal use. Food and water receptacles shall be cleaned and sanitized daily.
- e. Empty enclosures must be cleaned and sanitized daily and prior to introduction of a new animal.
- f. Every enclosure must have an infection control checklist completed daily. Records shall contain a list of the name and address of each person from whom each animal is received and to whom each animal is returned, transition times indicating the time an animal is received and a time returned, and current shot records from a licensed veterinary professional.
- g. The animal facility shall maintain records on all animals for a period of three years. Records shall remain available for immediate review by staff members, administrative staff, and customers.

#### 2. Site Development Requirements:

- a. Adequate space shall be provided to allow each animal private housing with space to turnaround freely, stand, sit and lie down on a platform elevated above the ground. The floor of each facility shall be constructed and maintained in a condition to protect each animal's feet and legs from injury. Each animal must be able to lie down while fully extended without the animal's head, tail, legs, or feet touching any side of the enclosure or any other animal. The height of the enclosure must be a minimum of 7 feet 6 inches for small animals and 9 feet for large animals. In making the decision about the space required for the care of animals, the Planning Commission shall use as guidance for the space required, the industry standards for free range animals.
- b. Sufficient lighting shall provide for observation at any time of day or night.



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- 1 c. Sufficient ventilation shall provide for: minimization of odors and drafts, safe ammonia levels and  
2 the prevention of moisture condensation.  
3  
4 d. Sufficient heating shall be provided to maintain the kennel at a temperature suitable for the health  
5 of the animal.  
6  
7 e. Hot water facilities, cold water facilities, and wastewater facilities consistent with Building Code  
8 Standards, Public Works Standards, and where allowed standards for on-site septic, shall be  
9 continuously maintained in working condition.  
10  
11 f. Animal facilities must enable all animals to remain dry and clean and at a comfortable temperature.  
12 Animals shall be protected from extreme temperatures and weather conditions that may be  
13 uncomfortable or hazardous.  
14  
15 g. Animal facilities shall be structurally sound. The property owner shall document, to the written  
16 satisfaction of the City, compliance with Oregon Building Code and the Oregon Fire Code to the  
17 satisfaction of the City.  
18  
19 h. Housing and primary enclosures must be kept in clean and sanitary conditions. Food and bedding  
20 shall be stored in a dry area which is adequate to provide protection against mildew, infestation or  
21 contamination.  
22  
23 i. Animal enclosures and exercise yards shall be kept free from excrement and waste. Feces, hair,  
24 debris, food waste, and disposable materials must be removed from the enclosure at least once  
25 daily and as necessary to reduce environmental hazards, insects, pests, odors, and to maintain  
26 sanitary conditions.  
27  
28 j. Water and wastewater facilities and heat and electrical services shall be continuously maintained in  
29 an operational state to all Animal facilities. Prior to caring for animals, the property owner shall  
30 submit plans to the City that documents to the City satisfaction compliance with the Oregon  
31 Building Code, the Oregon Fire Code, the Public Works Standards including, where allowed,  
32 standards for on-site septic. Water service shall have adequate pressure and quantity to clean  
33 Kennel facilities. Wastewater facilities shall be suitable to manage the quantity of wastewater  
34 created. Handwashing facilities shall be provided with soap and hot and cold running water.  
35  
36 k. Prior to caring for animals, the property owner shall submit a smoke alarm and fire evacuation plan  
37 to the City that is, to the satisfaction to the City, consistent with Oregon Fire Code shall be provided  
38 with the application. Smoke alarms shall be maintained continuously in an operational state. Areas  
39 devoted to use in evacuation plans shall be continuously maintained in an operational state.  
40 Evacuation drills shall be practiced not less than every 6 months with the participation of the Fire  
41 Chief or designee. Three years of evacuation drill and smoke alarm evaluation records shall be  
42 continuously maintained.  
43



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## 3. Environmental Impact Requirements:

- a. All wastewater and disinfection system facilities approved by the City shall be continuously maintained in an operational state and connected to the City's wastewater collection system.
- b. Noise from the animals shall not create a public nuisance and shall not annoy, interfere, or endanger the health, comfort, or safety of residents in or visitors to the neighborhood. The general criterion is sustained barking that continues without successful intervention for a period of more than 5 minutes.  
[Findings: This noise ordinance definition applies only to commercial animal uses. Noise for private property uses are regulated under the noise ordinance.]
- c. Animal enclosures and exercise yards shall be screened by a solid fence six (6) feet in height that is set back from property lines and public rights-of-way by a 25-foot wide buffer.  
[Consistent with Section 3.104 Buffers and Screens; and 3.210 Fences.]
- d. Animal facilities shall have sufficient parking to meet the needs of clients as determined by the Planning Commission.

## 4. Grooming Services.

- a. Grooming Services shall be provided only by property owners on their owner-occupied single-family dwelling premises.
- b. The grooming facility may only keep each animal for a reasonable time to perform the business of grooming, generally during the grooming activity.
- c. Grooming facilities shall not provide daycare or kennel facilities unless the facility is concurrently approved as a kennel or animal daycare.
- d. Animals must be suitably restrained so that they do not fall or hang.
- e. All equipment shall be cleaned and sanitized after use on each animal and prior to use on a new animal.
- f. Grooming operators shall notify the City about animal care certifications at the time of application, when certifications change, and annually. The property owner shall maintain three years of certification records shall remain continuously available for review.
- g. Grooming facilities shall have sufficient parking to serve the needs of grooming clients.



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1     **5.     Animal Training Services.**

- 2
- 3     a.     **Animal Training shall be provided only by property owners on their owner-occupied single-family**
- 4     **dwelling premises.**
- 5
- 6     b.     **Animal training facilities shall have sufficient area to meet the needs of training clients as**
- 7     **determined by the Planning Commission based on the types of animal intended to receive training**
- 8     **and training received.**
- 9
- 10    c.     **Animal Training operators shall notify the City about animal care certifications at the time of**
- 11    **application, when certifications change, and annually. The property owner shall continuously**
- 12    **maintain three years of certification records shall remain available for review.**
- 13
- 14    d.     **Animal facilities for training purposes shall not provide kennel or daycare services unless the**
- 15    **facility is concurrently approved as a kennel or animal daycare.**

16

17    **6.     Animal Breeding:**

- 18
- 19    a.     **Animal Breeding regulated by this ordinance as a conditional use shall be conducted only by**
- 20    **property owners on their owner-occupied single-family dwelling premises.**
- 21

22    **7.     Animal Kennel:**

- 23
- 24    a.     **Animal Kennels regulated by this ordinance as a conditional use shall be provided only by property**
- 25    **owners on their owner-occupied single-family dwelling premises.**
- 26

27    **8.     Animal Daycare:**

- 28
- 29    a.     **Animal Daycare regulated by this ordinance as a conditional use shall can only be conducted**
- 30    **property owners on their owner-occupied single-family dwelling premises.**
- 31
- 32
- 33
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## § 9. AMEND Section 3.1 Buffers and Screens

[FINDINGS: "Animal" buffer and screen standards are proposed and shown integrated into Buffer and Screen standards.]

### Section 3.1 Buffers and Screens

#### Section 3.101 Purpose:

The Bay City Development Ordinance allows uses normally considered to be incompatible within the same zone. To reduce the impact of adjacent uses on each other, the Planning Commission may require buffers and screens in certain circumstances. Generally, more intensive uses require greater amounts of buffering and screening than less intensive uses.

#### Section 3.103 Appropriateness of Buffers and Screens.

The Planning Commission shall require buffers and screens only in locations and dimensions necessary to perform a stated function. The width of buffers may be adjusted to take into account natural features, traffic features, traffic volumes, proposed setback or design, flow or natural values of streams, or other factors. The general criterion is the more intensive the proposed use and its potential for adverse impact, the greater the buffer or screen requirements.

#### Section 3.102 Buffer and Screen Requirements:

##### a. Planning Commission Authority:

The Planning Commission may require buffering and screening of proposed subdivisions, planned developments, and non-residential uses where they adjoin existing residential uses, undeveloped lands, parks, recreation, or other uses which in the opinion of the Planning Commission, may be incompatible with existing uses.

The Planning Commission shall consider the total open space or landscaped area of the proposed use, the purpose and effectiveness of a buffer or screen, and its maintenance. Buffers and screens may constitute part of the required open space, open area or setbacks of a proposed use. Buffers and screens shall be required where the Planning Commission finds that the proposed use will be incompatible with existing uses, to block or reduce noise, glare or other emissions, or to maintain privacy. Buffers and screens may be required jointly or separately.

##### b. Planning Commission Review

The Planning Commission shall review any proposed development within one hundred (100) feet of either side of Larson Creek in order to determine its impact on the creek and its associated riparian and wetland area. Based on this site-specific review the Planning Commission may permit development up to fifty feet from either side of Larson Creek where it determines such development will not adversely impact wetlands



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1 or necessary riparian vegetation.

2  
3 [d.] c. Screens:

4  
5 Screens may be required in a limited space (10 feet or less) to visually separate incompatible uses.  
6 Screens may consist of existing or planted vegetation, attractive sight obscuring fencing, hedges, walls or  
7 similar techniques. Planted screens should be sufficient to obscure the proposed use within two (2) years.

8  
9 **A solid fence 6 feet in height shall be required at the boundary of the 25-foot buffer required for  
10 animal and agricultural uses that are commercial businesses regulated by this ordinance as a  
11 conditional use.**

12  
13 [c.] d. Buffers:

14  
15 [a.] **A buffer is defined as the** horizontal distance from an adjoining use, included on a proposed  
16 development property. May be part of open space or common open space.

17 [Findings: Relocated from Section 3.104 Illustrations of Buffers and Screens (a) because this is a definition,  
18 not an illustration.]

19  
20 Buffers may be required where the proposed site is large enough or where the buffer can be part of  
21 required open space. Buffers are preferred in areas where existing trees or vegetation may be retained or  
22 other natural features such as streams or the bay and the space can be useful for residents or the public.

23  
24 1. Required buffers:

25  
26 a. **Animal Uses: The buffer between animal uses operated as commercial businesses  
27 regulated as conditional uses by this ordinance shall be 25 feet.**

28  
29 b. **Stream Side Setback buffers: 25 feet. All structures and uses shall be setback a minimum  
30 of 25 feet from Patterson and Jacoby Creek. A stream side setback shall be measured  
31 from the bank or mean high water line of the stream and shall be mapped to measurable  
32 scale on the site plan **concurring with by the Oregon Department of State Lands.**  
33 [Findings: Relocated from Section 3.102(f) Stream Side Setback for clarity.]**

34  
35 c. **Wetland buffers: 15 feet. The buffer shall be measured from the delineated boundary  
36 concurring with by the Oregon Department of State Lands.**  
37 [Findings: This setback is required in the Bay City Comprehensive Plan Wetland Policies  
38 (3). Its location here makes it easier to find.]

39  
40  
41 [c.] d. Riparian Areas:

42  
43 1) A required setback shall be measured from the ordinary mean high water line on



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the bank of the stream or from the delineated wetland boundary **concurred with by the Oregon Department of State Lands.**

- 2) Riparian vegetation shall be protected and retained within the identified setback with the following exceptions.
  - (a) The removal of dead, diseased or dying trees which pose an erosion or safety hazard. The city may require that a report be submitted by an appropriately qualified forester or arborist. In geologic hazard areas, hazard overlay ordinance requirements apply.
  - (b) Vegetation removal necessary to provide direct water access for a water dependent use with a valid development permit approved by the City.
  - (c) Prior to the removal of non-native vegetation in a riparian setback area, a re-planting plan for replanting native vegetation may be required by the City.
  - (d) Prior to vegetation removal in wetland areas, a wetland land use notification form shall be submitted, and reply received from the Oregon Department of State Lands. Replanting of native wetland vegetation may be required by the City.

## 2. Recommended Buffers:

- a. Residential from Major Streets:  
Residential subdivisions and planned developments should be buffered from arterials and collector streets by a minimum of twenty-five feet.
- b. Residential from Low Intensity Uses:  
Residential subdivision or developments should be buffered from adjacent low intensity uses by a minimum of twenty-five feet.
- c. Residential from High Intensity Uses:  
Residential developments should be separated from high intensity uses by a minimum of fifty feet and screened where necessary.  
NOTE: The proposed use is responsible for the inclusion of the buffer.
- d. Other Incompatible Uses:  
Other incompatible uses, as may be determined by the Planning Commission, may have up to fifty feet of buffer as required by the Planning Commission (with adequate findings of fact) for uses other than those listed on the previous pages which may be incompatible.





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## § 10. AMEND: Section 3.210. **Fences.**

FINDINGS: This is the current language of Section 3.210. Titles are proposed to be added to this section for clarification.

### Section 3.210 **Fences:**

1. **Height:** Fences shall not exceed six (6) feet in height above finished grade. In clear vision areas and all areas within 25 feet of an existing public right-of-way, fences shall be no more than three (3) feet in height above finished grade, or if the fences are constructed of unobscured open wire or chain link fencing that does not obscure views of oncoming traffic, then the fences may be up to six (6) feet in height. *[However,]* Open wire or split rail fencing which does not obscure views of oncoming traffic may be permitted up to six feet in height.
2. **Solar Access:** Fences shall not block views or solar access to adjacent property.
3. **Materials:** Fences shall be constructed of attractive material, such as wood or chain link fencing. Materials such as barbed wire, electric fences, or used material originally intended for other purposes shall not be allowed.

## § 11. ADD TO: Article 4: Information Required for Land Use Planning Applications

### Section 4.1051 **Limitations on Applications**

**The City shall not accept an application from a property owner who has not met conditions of approval on an active permit until the property owner brings the property into compliance with conditions of approval. The only exception to this rule is for application(s) necessary to bring property development into compliance with applicable criteria.**

## § 12. AMEND: Section 13.010 Definitions: Delete (5) Agriculture and (66) Kennel.

**[FINDINGS:** The Planning Commission intends to differentiate “Section 13.010 Definitions” from “Section 1.35 Allowable Uses”. In this proposed amendment package, the “Uses” “Agriculture” and “Kennel” are explained in Section 1.35.]

### Section 13.010 Definitions.

As used in this Ordinance, the following words and phrases shall mean:

...  
[(5) **Agriculture:**  
*The tilling of the soil, the raising of crops, dairying or animal husbandry.]*

[66. **Kennel**  
*A lot or premises on which four or more dogs more than six months old are kept, whether by owners of the dogs or*

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Existing Language is in regular font. **New Language is bold font.** *[Deleted language is in italic font within brackets.]*



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1 *by persons providing facilities and care for compensation.]*

2 [FINDINGS: It is the Planning Commission goal to recommend to the City Council that private animal ownership is  
3 not regulated by this Development Ordinance. The Planning Commission recommends that this amendment is  
4 consistent with the Comprehensive Plan and fits with the current pattern of land use in the City.]  
5

## 6 V. TEXT OF CRITERIA APPLICABLE TO THE PROCESSING OF DEVELOPMENT ORDINANCE AMENDMENTS:

### 7 BAY CITY, OREGON DEVELOPMENT ORDINANCE AMENDMENT PROCEDURE

#### 8 Article 8 Amendments

##### 9 Section 8.010 Purpose

10 Periodically, as local goals and needs change and new information is obtained, the zoning ordinances  
11 codified in this title should be updated. The purpose of the zoning ordinance amendment process is to  
12 provide a method for carefully evaluating potential changes to ensure that they are beneficial to the City.  
13

##### 14 Section 8.020 Authorization to Initiate

15 An amendment to the text of the ordinance codified by this title may be initiated by the City Council, the  
16 Planning Commission, a person owning property in the city, or a city resident. An amendment to a Zone  
17 boundary may only be initiated by the City Council, Planning Commission, or the owner or owners of the  
18 property for which the change is proposed.  
19

##### 20 Section 8.030 Application

21 Property owners or local residents which are eligible to initiate an amendment, or their designated  
22 representatives, may begin a request for an amendment by filing an application with the City recorder,  
23 using forms prescribed by the City.  
24

##### 25 Section 8.040 Investigation and Report

26 The City Recorder shall make or cause to be made an investigation to provide necessary information on  
27 the consistency of the proposal with the comprehensive plan and the criteria in Section 1.2. The report shall  
28 provide a recommendation to the planning commission on the proposed amendment.  
29

##### 30 Section 8.050 Classification of Actions

31 a. The following amendment actions are considered legislative under this title:

32 1) An amendment to the text of the ordinance in this title.

33 ...

##### 34 Section 8.070 Criteria

35 a. Before an amendment to the text of the ordinance codified in this title is approved, findings will be made  
36 that the amendment is consistent with the City's Comprehensive Plan.  
37



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§. 13. AMEND: Article 10 Public Deliberations and Hearings:

[FINDINGS: The text of this section is included for two reasons: first, to depict the amendment process required and currently practiced by the City and second to propose amendments that are necessary for consistency with the process required and currently practiced.]

## Article 10 Public Hearings and Deliberations

### Section 10.010 Procedure for Mailed Notice

- a. Mailed notice shall be sent to property owners within the following distances from the exterior boundary of the subject property:
  - 1) Legislative [change to the zoning] Amendment to the Development Ordinance:  
[Where] **Owners of property who are required to receive mailed notice** by local, state or federal law;
  - ...
- b. Mailed notice shall be sent to the applicant.
- c. Addresses for a mailed notice required by this title shall be obtained from the County Assessor's Real Property Tax Records. The failure of a property owner to receive notice shall not invalidate an action if a good faith attempt was made to comply with the requires of this title for notice.
- d. Mailed notice shall contain the information contained in Section 10.020. **Notice of Hearing.**

### Section 10.016 Procedure for Posted Notice

- a. **Notice for all public hearings shall be Posted at three public locations in the City at least twenty days prior to the public hearing date. In general, these locations are the Bay City, Oregon: City Hall, Post Office, and Library.**
- b. **For Quasi-Judicial Applications, Notice shall be Posted on the property that is the subject of the application.**

### Comprehensive Plan Procedural Policies

- ...
2. The Planning Commission is responsible for developing land use policies, mainly based on needs brought forward by the public; the City Council must formally adopt, by ordinance, policies to be included in the Comprehensive Plan. ...
3. ...Changing the Comprehensive Plan is not a trivial matter. Not only must adequate finding of public need be established, and factual information developed for such a change, but the Plan and Zoning Ordinance must agree, and surrounding jurisdictions must be involved. All policies within the Plan must also be compatible.

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Existing Language is in regular font. **New Language is bold font.** [Deleted language is in italic font within brackets.]



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- 1 ...
- 2 5. The Plan is to be used for normal land use decisions, such as development control ... In short, the Plan is to be
- 3 used as an active tool. Implementation of the Plan shall be through the Development Ordinance ... or other City
- 4 ordinance relating to land use.
- 5 ...
- 6 8. Goal statements are intended to be broad and directive, suggesting purpose and intent of the City. Policies are
- 7 more specific, but still must be considered directive subject to interpretation of the Planning Commission and City
- 8 Council. The standards contained in the Development Ordinance are to be applied as they are written, unless the
- 9 Planning Commission or City Council grants a variance from them.
- 10
- 11 9. Findings of fact for land use decisions must include the following points:
- 12 A. Which of the criteria, policies or standards in the Plan or Ordinance are applicable.
- 13 B. Which facts, instead of conclusions or assumptions, are used in making a decision; and
- 14 C. Why the decision being reached will serve the appropriate goals, policies or standards.
- 15

## Bay City Comprehensive Plan

17

18 FINDINGS: The following Comprehensive Plan policies are recommended and have been reviewed by the Planning

19 Commission to have the potential to apply to the Development Ordinance Amendments proposed in this amendment

20 package. As an outcome of the Public Hearing process required, the Planning Commission shall confirm their

21 recommendation for determination of applicability.]

22

### Goal 1 Quality of Life

23 To maintain a high quality of life in keeping with the natural environment.

#### Policies.

- 24
- 25
- 26 1. The Plan and City Ordinances shall promote development that complements and protects the Bay City Environment.
- 27 2. These documents shall be developed for flexibility in regulating growth; to direct growth into areas that can best support
- 28 it based on the physical suitability of the land and availability of public facilities.
- 29 3. Social, environmental, and economic considerations should guide the land use decisions of the City.
- 30 4. The best use of the land is that which is best for the community at large rather than special interests.
- 31 5. Long range benefits and costs must be considered in all planning decisions.
- 32 6. The City shall promote the use of natural topography and the retention of trees, compatible with development, through
- 33 the City's Development Ordinance in both public and private development.
- 34 7. The desires and needs of the townspeople of Bay City shall be considered in the application of all development policies.
- 35

### Goal 3 Residential Nature

36 To maintain the quiet residential nature of Bay City.

#### Policies:

- 37
- 38
- 39 ...
- 40 3. The physical capabilities of the land, as indicated by the Physical Inventory section of the Plan, should be a controlling
- 41 factor in designating the types of development that occurs. Particular attention should be paid to flood and landslide
- 42 potential, steep slopes, lowlands, and the scenic nature of the area.
- 43 4. Flexible development approaches should be promoted to reduce the removal of trees ... (Amended Ord. #630, 05-07).

Kennel Work Plan. City Planner Report Date April 19, 2019. Planning Commission Meeting Date April 17, 2019

Existing Language is in regular font. **New Language is bold font.** [*Deleted language is in italic font within brackets.*]



# BAY CITY, OREGON

City Hall 5525 B Street, Mail: Post Office Box 3309, Bay City, OR 97107  
Phone: (503) 377-2288 Fax: (503) 377-4044 Web: www.ci.bay-city.or.us

## Goal 4 Industry

To support the efforts of Tillamook County in attracting industry which is compatible with the environment and is supportive of the natural resources of the area.

### Policies.

1. Industries locating in the area should be consistent with the marine orientation, agricultural, or forest resources of the area.
2. There should be a favorable ratio of jobs to investment for industries locating here, that is, industry should be labor intensive rather than capital intensive.
3. Protection of the existing quality of air, water and land should be assured prior to the establishment of any new industry in the area.

## Land Use Categories

...

The overall purpose of the land use categories is to designate land areas where various uses can be carried out in a manner that protects the character and environment of Bay City.

...

### The Moderate Intensity Zone:

- A. The purpose of this category is to designate a large area of mostly platted (subdivided) land within the City limits. The largest land use is residential, with a few scattered pastures and other uses.  
...
- D. Other allowable uses in the moderate intensity zone shall be those not capable of locating in the high intensity areas, can meet the standards established in the Development Ordinance, and above all are compatible with the surrounding neighborhoods.
- E. Carefully-devised standards to ensure that these uses are compatible with the areas in which they are located should be included in the Development Ordinance. The Planning Commission shall be empowered to review any new development other than a single-family dwelling or duplex to ensure that the standards are applied and that the development is harmonious with Bay City's character.
- F. Permitted uses should include a wide range of activities, but the Planning Commission should be empowered to not permit those uses which do not meet the performance standards.
- G. Development Ordinance standards shall be devised to control the design, traffic generation, lot coverage, buffering and other impacts of uses in this area.

### The Low Intensity Zone:

- A. The purpose of this category is to identify the lands within the Urban Service Area which are less developable due to their physical limitations (flooding, slope etc.), their distance from City services such as sewer and water, or their present use for agricultural purposes.
- B. These areas constitute the phased growth portion of Bay City; as vacant lands in the Moderate Intensity Zone become developed, it is anticipated that these areas will become more built up, subject to their physical limitations.  
...
- E. Permitted uses in the low intensity zone shall include single family, duplex, and multi-family dwellings, agricultural, aqua-cultural and horticultural activities, cottage industries, home occupations, and other non-residential uses with careful review of the Planning Commission.



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## Bay City Development Ordinance

### Section 1.2 Criteria for the Establishment and Alteration of Plan/Zone Designations, Intensity Zones reads:

“Plan / Zone Designations or Intensity Zones, hereinafter referred to as Intensity Zones, are areas of land within the City which have different performance standards and criteria in order to separate potentially incompatible uses and to retain the character of the community. Although their boundaries are fixed by law, they are not intended to be static through time. Intensity zones may be changed by amending the Comprehensive Plan and Development Ordinance through the normal amendment process (Article 8), if findings of fact are presented and accepted in support of such a change. In making the decision to amend the boundary of an intensity zone, or the standards or policies within a zone the following considerations shall be addressed by the Planning Commission and City Council.”

### Section 1.22 Moderate Intensity Zone (MI)

- a. Proximity to developed areas, such as existing moderate or high intensity zones.
- b. Availability of public services and utilities, including adequate sewer and water capacity for the density or intensity or development proposed, and properly sized lines.
- c. Adequacy of the street system to support development and consideration of the access onto existing streets.
- d. Consideration of impacts on adjacent land uses, including residential areas, shorelands, public recreation areas, schools and historic or scenic areas.
- e. Demonstrated need of the area for proposed development or use rather than speculative or long-range future uses.

### Section 1.23 Low Intensity (LI)

- a. Presence of special resource lands, such as agriculture, wetlands, timber lands, or steep slopes.
- b. Distance from developed areas of the City, and lack of public utilities or services, areas of land which may be developed in the future which may be developed in the future but are outside of the existing built up areas.

	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
3	<b>CITYWORK</b>			<b>DESCRIPTION</b>
	Planning Commission	City Jurisdiction		<p><u>STATUS</u>: Planning Commission Unfinished Business: (1) Kennel / Animal Ordinances: Sent to the City Attorney and the City Council for evaluation at their May 2019 City Council meeting. (2) Administrative Ordinances and Processes anticipated for evaluation at the May 2019 Planning Commission Meeting. <u>WORK THIS MONTH</u>: 4/13: Meet with Planning Commissioners Imhoff, Gloria, and Vining re: Kennel Work Plan report. 4/17: Attend Planning Commission Meeting. 4/21: Review requested amendments from Public Works Director Chance Steffey and Tom Imhoff. 4/28: Prepare Administrative process amendments for City Council and Planning Commission review This will either be a separate public hearing process or combined with the Kennel / Animal Ordinances; if necessary, according to the Planning Commission, it will be separate to avoid overwhelming the Public. 5/1: Review amendments, comments from staff and the Planning Commission, and the amendments process with Angie. Angie will communicate with Lois Albright to continue to request her report prior to next Wednesday in timely manner for the City Council meeting as requested last week. I am in agreement with Angie that we the Ag. Amendments are intended to differentiate personal use and farmer market level sales from high intensity commercial uses that impact the neighborhood beyond regular environmental impacts.</p> <p><u>BACKGROUND</u>: The Planning Commission is working on the following items: (1) Kennel work plan to include animal care ordinances; (2) Administrative Ordinances, to update and reorganize the development ordinances for consistency and clarity; (3) providing a clear and transparent reporting process for the status of all development; (4) Evaluating how to efficiently and effectively support the implementation of conditions of approval in light of the extent to which they are not being met. This report is part of the Planning Commission evaluation process.</p>
4	City Council: Amendments (Kennel Work Plan including Animal Amendments) and Amendments to clarify Administrative Processes	City Jurisdiction		<p><u>THIS MONTH</u>: Prepare the updated (final?) Kennel Work Plan document from edits at the 3.20.2019 Planning Commission meeting for Staff, Commission and Public Review. 4/10: Review comments from Commissioner Imhoff. Meet with Commissioners Imhoff, Vining, and Weichmann re: Kennel Work Plan, Animal Work Plan completion proposal. 4/15: Updated Report to the Planning Commission. 4/18: Updated Report to the City Staff / Planning Commission for the City Council Packet, review by Lois Albright and DLCDC pending the setting of a public hearing schedule (June 5 Planning Commission special meeting date for a public hearing and June 11 City Council hearing on the date of their regular meeting).. <u>BACKGROUND</u>: The City is working on the following items: (1) Kennel work plan to include animal care ordinances; (2) Administrative Ordinances, to update and reorganize the development ordinances for consistency and clarity; (3) providing a clear and transparent reporting process for the status of all development; (4) Evaluating how to efficiently and effectively support the implementation of conditions of approval in light of the extent to which they are not being met.</p>
5				

	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
6	NMFS - NFIP Biological Opinion NFIP violates the Endangered Species Act: Development in the Special Flood Hazard Area causes adverse habitat modification and jeopardy to listed species.	Flood (SFHA) Zone properties	NFIP FIRM Flood (SFHA) Zone Properties. Bay City Ordinance #682	<u>THIS MONTH</u> : The City is awaiting a request likely from a Federal Emergency Management Agency (FEMA) Community Assistance Visit to determine any changes to the Flood Development Permit program and ordinance that will be requested to meet the findings of the National Marine Fisheries Service (NMFS). <u>BACKGROUND</u> : In April 2016 FEMA and NOAA NMFS notified Bay City as a participant in the National Flood Insurance Program (NFIP), in the SFHA (Special Flood Hazard Area, or Regulated Flood Zone) under City Ordinance #682 Flood Damage Protection Ordinance, the NFIP, and 44 CFR 60.3 that it is City responsibility to ensure decisions comply with local, state, and federal law and that this mandate includes the responsibility to ensure compliance with the Endangered Species Act. On April 16, 2016, NOAA NMFS identified in a Biological Opinion that all development in the SFHA causes take of 19 listed species and on the same date NOAA NMFS issued a Reasonable and Prudent Alternative (RPA) with options for ensuring compliance. This would potentially prohibit all new development in the SFHA. In general, the RPA affects new development as defined and permits habitat restoration activities. Bay City has little development in the SFHA. The City may seek approval of a Habitat Conservation Plan from NOAA NMFS that allows incidental development with appropriate mitigation of take with documentation of offsetting habitat conservation. On her own time, City Planner Pearson served as an appointee on the DLCDC Ordinance Evaluation committee and at her own request met with the National Marine Fisheries Service (NMFS) Oregon Biological Opinion Author Bonnie Shorin. Pearson proposed that a jurisdiction could work with NMFS to prepare a Habitat Conservation Plan that appropriately mitigated incidental take to allow continued development of properties that are already committed to development. In early 2018, NMFS and FEMA have vocalized support to Pearson for this option and even invited Pearson to meet with the City of Portland Bureau of Environmental Services in June 2018 to share her idea. However, in April 2019, FEMA sent a letter to all SFHA jurisdictions stating that they do not anticipate completing their agency response to NMFS for at least another three years and action remains at the City discretion. Meanwhile, NMFS has also issued a National declaration that development in the SFHA causes jeopardy to listed Endangered Species. Pearson continues to work toward a recommendation on her own time as part of her PhD studies.
7	<b>CITY WORK</b>			
8	<b>ABATEMENT</b>			<b>DESCRIPTION</b>
9	MARY MANLEY: ABATEMENT: KENNEL	Not NFIP FIRM Flood (SFHA) Zone Properties. Bay City Ordinance #682	Not NFIP FIRM Flood (SFHA) Zone Properties. Bay City Ordinance #682	<u>STATUS</u> : The issue of Mary Manley compliance and abatement is handled separate from the animal and kennel ordinance issue and separate from the Conditional Use Permits for two Cottage Industries: 2018-18 Grooming and 2018-19 Agriculture and Egg Sales. The City Council will want to know what Mary Manley's goals are because they have determined that she is currently not in compliance with the ordinance. While the City Council gave Mary Manley time to work toward compliance, Mary will need to take steps to come into compliance based on a timeline agreed to by the City Council. <u>THIS MONTH</u> : Prepare a City Planner Report for the City Council with a recommendation regarding Mary Manley that will be presented for Council Packets on May 8, 2019. <u>BACKGROUND</u> : On August 14, 2018, the City Council responds to a complaint from the fire chief and the Public Works Director - Code Enforcement Officer citing that Mary is operating a Kennel without a license. The City Council requests that the City Planner work with the City Planning Commission to examine Kennel. On August 15, 2018, at the Planning Commission meeting, the Planning Commission discusses separating the definition of Kennel into that which applies to private use and commercial use and decides to add discussion about the governance of "animals" as Kennels may not be just for dogs.



	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
10	CUP 2019-02: DEVELOPMENT OF SLOPES 25% OR GREATER 1.3(14). PRONDZINSKI	1S10W3AA Tax Lot 500; Fuller's Addition, Block 4, Lot 8	MI Moderate Intensity Zone; Hazard Overlay Zone (Slopes are 25% or greater for the entire 50-foot length of the proposed / constructed retaining wall).	<p><u>STATUS:</u> On April 17, 2019, the property owner discussed concerns about the finished product at the Planning Commission meeting. On May 7, 2019 the property owner submitted a written "request" for installation of a wall that is substantively taller than her current structure, most notably taller than 4 feet, initiating the Building Department's process. This will require, at minimum, the property owner to pay for a structurally engineered retaining wall design that was not required for a wall under 4 feet, to repeat the PE and CEG plan reviews that were the only documentation previously required by the City, and to apply for and receive a Building Permit from Tillamook County that was not required for a wall under 4 feet, substantively more cost. <u>THIS MONTH:</u> 4/17: Mavis expresses her request for evaluation of the work conducted on her site. 4/23 and 4/29: Site visit and discussion of administration requirements with City Staff. Recommend that IF this has gone to the attorney's, that City Staff, including the City Planner, need guidance from the City Attorney. 4/30: Speak with PE for the project, Jason Morgan, re: any concerns he has regarding the project outcome. City Planner has not observed any concerns that would require the PE on Ms. Prondzinski's property; Ms. Prondzinski has stated concerns. Ms. Prondzinski is past the appeal period for her permit application. No decisions subject to appeal are eligible for appeal. <u>BACKGROUND:</u> 1/18/2019: The property owner approved an excavator (Bro's and Hoe's) to excavate a 25% or greater / nearly vertical slope on two properties observed as conducted without required permits. Public Works / Code Enforcement posted a Stop Work Order on 1/19/2019. City Planner report provided a report on the matter and an incomplete determination on 1/22/2019: City Planner Report and Incomplete determination emailed to the City: Due to 25% or greater slopes for a 50-foot long 4 foot high retaining wall, PE and CEG reports, plan reviews, and inspections are required and a Conditional Use Permit is required. Speak with the property owner: Ms. Prondzinski submits the required Application for Conditional Use Permit received from Mavis on 1/28/2019 with a request for the City to hold a Public Hearing at the City's earliest opportunity. Since the slope excavation is a hazardous condition, schedule the public hearing for 2/20/2019 Planning Commission and request that a site development plan, and PE and CEG reports and plan reviews are provided to the City as soon as possible, prior to the public hearing if possible. On 2/20/2019: Jason Morgan PE Report and Warren Krager CEG Report (Section 1.702) and Plan Review (Section 1.703(d)(1) received regarding wall design proposed by Bros and Hoes, contractor for Mavis. the Planning Commission authorizes the work provided that Mavis complete the administrative application processes. The City approves the Zoning Permit and</p>
11	ABATEMENT			
12	<b>PUBLIC HEARINGS</b>		<b>DESCRIPTION</b>	
13				
14	<b>PUBLIC HEARINGS</b>			
15	<b>ZONING PERMITS</b>		<b>DESCRIPTION</b>	
16	GRADING AND EROSION CONTROL / ZONING PERMIT: John Kirby: 8995 7th Street		MI Moderate Zone; HZ Hazard Overlay Zone: Slopes 12-25%; PE Reports Required.	<p><u>STATUS:</u> Approved. <u>THIS MONTH:</u> 4/3, 4/13, 4/17, 4/23: Review plans prepared for John Kirby. Require drainage. Require site plan, the wall plans have been in preapplication and need to be depicted on a site plan. The concerns that the City Planner is evaluating with the property owner is whether a PE and / or CEG is required to replace the wall. The "slope" appears more to be landscaping delineations, not a cut bank. While engineering was provided for the wall located more than 50 feet to the north, none was required for this structure at the time of its construction. City Ordinance #374 Section 3.25 states that if unanticipated hazards occur or become known before, during or after construction, the City can require hazard analysis. This condition is included on the permit application that the property owner signs. On 4/23, the plan submitted shows drainage behind the wall, I determine that it is reasonable to send the plans to the County for structural engineering analysis. Approve with this condition of approval that is already specified on the permit application in Ordinance.</p>

	A	B	C	D
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17	ZONING PERMIT and GRADING AND EROSION CONTROL PERMIT: KENNY KENT: Replace MFD (24x48) ADD detached garage.	7980 16th Street;	MI Moderate Intensity Zone. Development is not proposed in the Hazard Overlay Zone.	<u>STATUS</u> : APPROVED. <u>THIS MONTH</u> : 4/23: Review revised garage plan. Discuss required application documentation with Angie: Site Plan, Drainage Plan (Rain Garden details); Grading and Erosion Control Plan. Engineered Plans because of the proximity to the Tillamook Bay. 5/1: Review submitted application dated 4/29. It includes all "pre-application" documentation previously requested. It is complete. Approve the application. <u>BACKGROUND</u> : 1/14: Review Application Materials; Site Visit; Map Review; 1/15: Review additional application materials. 1/16: Phone call with Kenny Kent. Phone calls with Signatory Staff: City Planner, Public Works, Fire Chief and Angie. Property currently has a Manufactured Home on the site. The Building Department has stated to the property owner (testimony of Angie Cherry) that the existing pad can be used for a new Manufactured Dwelling. Continuously update this Report for the Public Record. Deemed INCOMPLETE in January: Zoning Permit Application; Grading and Erosion Control Permit Application and Documentation required by DO Section 3.25.
18	ZONING PERMIT REQUIRED FOR CUP #2018-17 KILCHIS RIVER LLC to ADD 5 Yurts. Wetland Verification Required (CUP Approved 11.14.18).	1S10W2CD.TL. 1200; Lot of Record. City Limits.	MI Moderate Intensity Zone. Development is not proposed in the Local Wetland Inventory mapped Wetlands; it is proposed on already developed RV sites.	<u>STATUS</u> : Zoning Permit Application Received (4/20), Reviewed (4/23 and 5/1) and Approved (5/1). <u>THIS MONTH</u> : On 4/23 the City receives a Zoning Permit application to place five yurts. 5/1: Review and approve the Zoning Permit Application for this application approved by the Planning Commission on November 14, 2019. <u>BACKGROUND</u> : On November 14, 2018, the Planning Commission approved Conditional Use Permit 2018-17 to allow the addition of five yurts to the RV Park that already has 5 yurts.
19	<b>ZONING PERMITS</b>			
20	<b>PREAPPLICATIONS</b>			<b>DESCRIPTION</b>
21	PRE-APPLICATION DUE DILIGENCE: JASON SCALABRIN: New single family dwelling: Zoning Permit, Grading and Erosion Control Permit, Flood Development Permit, Hazard Overlay Zone Permit required.	1S10W2CC Tax Lot 3305	MI Moderate Intensity Zone; Special Flood Hazard Area Flood Zone Map: 41057C0394F; Tidal Flat Soil Hazard Zone	<u>TO DATE</u> : 1/22: Receive request from City to contact Jason Scalabrin to answer development questions. Requirements for development in the Velocity Flood Zone, requires CEG and PE, and PLS certifications. 2/15: Discuss with Angie after she returns from surgery. She will coordinate with Jason. <u>BACKGROUND</u> : Hours have been unavailable to bill for until this month. No application has yet been received.

	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
	PRE-APPLICATION DUE DILIGENCE: BO. New Single Family Dwelling and Accessory Structure. : Zoning Permit, Grading and Erosion Control Permit, Flood Development Permit, Hazard Overlay Zone Permit required.	1S10W2A Tax Lot 400	UGB: Low Intensity Zone; Slope 12% - 25%	<u>STATUS:</u> 1/22: Because Angie is out for surgery for ten days, receive request from Public Works to contact Bo in Montana to answer development questions. Return call to Bo. He has two questions: <u>FIRST:</u> Section 3.7 Accessory Uses, the permitted height and size for a garage that is detached or attached, if he incorporates his garage into his single family dwelling it is limited in size or not. Answer: Section 3.7 states that it applies only to accessory structures that are <u>not</u> incorporated into the garage and that structures that are incorporated into the garage are governed by the height standards of the zone. <u>SECOND:</u> the requirements of the Hazard Overlay Zone based on slopes that are 12% or greater. I explain that the City is authorized to tell him (a) from which professionals the City has accepted reports and provide him copies of reports of properties developed in the area and (b) the websites for OSBGE (Oregon State Board of Geologist Examiners) and OSBEELS (Oregon State Board of Examiners for Engineers and Land Surveyors) where he can find a database of licensed professionals: PE and CEG (slopes 25% or greater, within 50 feet of a sinkhole, and in areas of landslide or where recommended by the PE). 2/15: Discuss with Angie after she returns from surgery. She will coordinate with Bo. <u>BACKGROUND:</u> Hours have been unavailable to bill for until this month. No application has yet been received.
22	PRE-APPLICATION CONDITIONAL USE PERMIT: Auto Repair in the low intensity zone; the only potential use in the current ordinance appears to be as a Cottage Industry IF the use can meet City Cottage Industry criteria. The City - County Intergovernmental Agreement states that land use administration is governed by the City process and by the City; the entire frontage portion of the property and the structures proposed for use appear to be within the City Urban Growth Boundary.	1N10W35 Tax Lot 1600; 6.92 acres, with three structures located in the Bay City Urban Growth Boundary: 2,640 square foot single family dwelling and two outbuildings 940 and 3,560 square feet in area.	Urban Growth Boundary: Bay City Low Intensity Zone. The City - County Intergovernmental Agreement provides Bay City UGB governance administration to the City of Bay City.	<u>STATUS:</u> A site plan, a narrative, and a fee for time is requested to meet and discuss this at the pre-application stage. As it is a hazard due to a mapped drainage. <u>NEW THIS MONTH:</u> Receive and review email coorespondence regarding a request for a "cottage industry" on a property where the frontage, the entirety of the access portion is located in the City Limits and the structures for which access is provided from a City Street, Baseline Road. At minimum, the City must review the proposed use to determine if the requested use is and can be allowed. It appears that the use, if the conditions proposed for its use have a minimum residential appearance environmental and traffic impact, could be allowed as a cottage industry. In agreement with the emailed request of the City Planner citing Bay City Development Ordinance criteria, prior to scheduling for hearing, and accepting an application and fees, Angie will request a site plan and a narrative describing how the use will meet the Cottage Industry criteria in Article 2 Conditional Uses and review it with the City Planner. This will assure that the use is consistent with the applicable criteria.
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	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
	PRE-APPLICATION FOR A ZONING PERMIT FOR MONA ROSE Single Family Dwelling	1N10W35CC.T L.4100; Bayview Addition, Block 14, Portion Lots 4-8	MI Moderate Zone. Hazard Zone; Slopes 12-25%. PE Subgrade and Final Inspection Required: Ord. 374 Sec.1.703(d)(2) and 3.	<u>STATUS:</u> Application is incomplete: A lot line adjustment application for this area with slopes 12% - 25% and 25% and greater (a small portion of cut bank), requires at minimum a PE report. The PE Report may be sufficient if the slope is recommended to be a cut bank within the PE qualifications. The lot line adjustment tentative plat needs to depict the private street proposed to serve as access to the lower three lots to avoid the concerns that the Public Works Director has expressed about E Street that led to this request. <u>THIS MONTH:</u> 4/3: Discuss Mona Rose's request for a Lot Line Adjustment application hearing. Explain that monuments are not usually set until the lot line adjustment is approved and the construction of improvements is completed. 4/10: Meet with Mona Rose and Rick. 4/17, 4/23: Discuss application documentation and potential hearing dates. 4/30: Discuss with the PE Jason Morgan, the requirements for the public hearing, the division of lots and the depiction of the access where not from the public rights of way. It should include the recommendation for all lots involved in the parcel because of the slope, we are reducing the lot size below the recommended area required unless a PE supports the reduction. 5/1: Confirm the timing with Angie. <u>BACKGROUND:</u> The slope of the lots, except for a single vertical cut in the topography where the slope is 25% or greater, is between 12% and 25%. Development of the 12%-25% area is known to be proposed. The applicant is trying to avoid working in the 25% or greater sloped area. The applicant has been notified in writing that Section 1.7 Hazards Overlay Zone requires a PE Report, Analysis, and Plan review for proposed development where slope is 12%-25% and a CEG where slope is 25% or greater. These analyses must be part of the Lot Line Adjustment application to ensure feasibility. In addition, the City Public Works Department Director has expressed support for a private road, shared access instead of access from E Street for at least the potential three lot line adjusted lots and that this may relieve the property owners from improving E Street. The benefit to the City is that E Street could be designed to meet appropriate access management standards. If the lots accessed onto E Street, they would be required to access directly onto an intersection, in contradiction to access management standards recommended by the Public Works Director. This design needs to be represented in the application submitted for Planning Commission review. The Public Works Director will be requested to comment at the time of staff report, however, it is likely prudent to request analysis prior to setting of the public hearing. The applicant explains that the documentation for the hearing could be ready in time for the June Planning Commission meeting.
24				
25	<b>PRE-APPLICATIONS</b>			
26	<b>APPEALS</b>		<b>DESCRIPTION</b>	
27	None			
28	<b>APPEALS</b>			
29				
30	<b>INCOMPLETE</b>		<b>DESCRIPTION</b>	
	INCOMPLETE ZONING PERMIT APPLICATION: BRUNEAU Section 1.3(4) Duplex: Outright in the MI Zone	1N10W35CC TL 4100; Bayview Block 10, Lots 5,6, 7, 8	Moderate Intensity Zone. Not in the Flood Hazard Overlay Zone.	<u>STATUS:</u> APPLICATION DEEMED INCOMPLETE on February 28, 2019. By Statute if the incomplete documentation is not resolved to the satisfaction of the City, it will expire by Statute 180 days after its receipt. <u>BACKGROUND:</u> Application received for review on January 29, 2019. Plans not drawn to scale and two application forms: Zoning Permit and Grading and Erosion Control Permit without accompanying documentation required by Bay City Development Ordinance Section 3.25 Grading and Erosion Control Permit. The City Planner worked with Public Works and the Fire Chief and provided an incomplete analysis and determination report on February 28, 2019. The Public Works Director cites the requirement for street improvement plans.
31				

	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
	INCOMPLETE ZONING PERMIT APPLICATION REQUIRED FOR Conditional Use Permit #2018-18 Animal Grooming as a Cottage Industry Approved by the Planning Commission on November 14, 2018.	Assessor Map: 1S10W2BD Tax Lot 1500; JJ.McCoy Subdivision Addition to Bay City, a portion Lot 40.	Moderate Intensity Zone. BCDO Section 1.7: Hazard Overlay Zone: Mapped Drainage (known sinkhole) requires PE Report and Plan Review and Subgrade and Final Inspections Required.	<p><u>STATUS</u>: INCOMPLETE APPLICATION: Although the Planning Commission . <u>THIS MONTH</u>: Update this report to inform the City of the project status. The Zoning Permit Application required to be submitted by the property owner has NOT yet been received. The Planning Commission gave Mary Manley a time limit of one year to make progress on completing the Zoning Permit process. A report prepared by the City Planner is due to the Planning Commission citing progress at six months. Time limits are counted from the date the decision was final. The applicable Planning Commission meeting at which the City Planner will submit a report is in June 2019.</p> <p><u>BACKGROUND</u>: On July 27, 2018, after speaking with City Staff, the Bay City Fire Chief filed a written complaint with the City stating that the property owner is operating a grooming business without required City Land Use and Zoning Permits. The Fire Chief is concerned about whether the business complies with Oregon Fire Code and needs to have the use approved as a non-residential use to inspect it for compliance with non-residential fire code. On August 2, 2018, the Bay City Public Works Director (also the Code Enforcement Officer) provided a "Stop Work Order" to Mary Manley stating that the Grooming and Kennel Ordinance she is operating at the site requires the City to issue permits prior to their operation. On August 14, 2018, the City Council agreed to allow an extension of time to abatement of the Violation Order filed by the Code Enforcement Officer IF: (1) Mary Manley works with the City Planner to address the required application processes; and (2) the City Planner works with the Planning Commission and City Council to update the Animal Ordinance standards to ensure clear and objective standards. On November 14, 2019, the Planning Commission approved a "Cottage Industry" "Conditional Use Permit" for the property owner to conduct "Grooming" with Conditions: (1) the use must meet the criteria for Cottage Industry; (2) the applicant must obtain a Zoning Permit from the City which requires the City Planner to certify that the Planning Standards (survey, setbacks, height, lot coverage) are met; the Fire Chief to certify that the Fire Code is met; and the Public Works Director to certify that the Public Works Standards are met; and (3) the property owner to obtain a special inspection from the Building Department that certifies that the Oregon Building Code is met.</p>
32				

	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
	INCOMPLETE ZONING PERMIT APPLICATION REQUIRED FOR Conditional Use Permit #2018-19 MANLEY Egg Sales Approved by the Planning Commission on November 14, 2018.	Assessor Map: 1S10W2BD Tax Lot 1500; JJ.McCoy Subdivision Addition to Bay City, a portion Lot 40.	Moderate Intensity Zone. BCDO Section 1.7: Hazard Overlay Zone: Mapped Drainage (known sinkhole) requires PE Report and Plan Review and Subgrade and Final Inspections Required.	<u>STATUS</u> : INCOMPLETE. <u>THIS MONTH</u> : Update this report to inform the City of the project status. The Zoning Permit Application required to be submitted by the property owner has NOT yet been received. The Planning Commission gave Mary Manley a time limit of one year to make progress on completing the Zoning Permit process. A report prepared by the City Planner is due to the Planning Commission citing progress at six months. Time limits are counted from the date the decision was final. The applicable Planning Commission meeting at which the City Planner will submit a report is in June 2019. <u>BACKGROUND</u> : On July 27, 2018, after speaking with City Staff, the Bay City Fire Chief filed a written complaint with the City stating that the property owner is operating a grooming business without required City Land Use and Zoning Permits. The Fire Chief is concerned about whether the business complies with Oregon Fire Code and needs to have the use approved as a non-residential use to inspect it for compliance with non-residential fire code. On August 2, 2018, the Bay City Public Works Director (also the Code Enforcement Officer) provided a "Stop Work Order" to Mary Manley stating that the Grooming and Kennel Ordinance she is operating at the site requires the City to issue permits prior to their operation. On August 14, 2018, the City Council agreed to allow an extension of time to abatement of the Violation Order filed by the Code Enforcement Officer IF: (1) Mary Manley works with the City Planner to address the required application processes; and (2) the City Planner works with the Planning Commission and City Council to update the Animal Ordinance standards to ensure clear and objective standards. On November 14, 2019, the Planning Commission approved a "Cottage Industry" "Conditional Use Permit" for the property owner to conduct "Grooming" with Conditions: (1) the use must meet the criteria for Cottage Industry; (2) the applicant must obtain a Zoning Permit from the City which requires the City Planner to certify that the Planning Standards (survey, setbacks, height, lot coverage) are met; the Fire Chief to certify that the Fire Code is met; and the Public Works Director to certify that the Public Works Standards are met; and (3) the property owner to obtain a special inspection from the Building Department that certifies that the Oregon Building Code is met.
33	INCOMPLETE ZONING PERMIT APPLICATION for Conditional Use Permit# 2019-01: "Commercial Recreation: Clubhouse" under Bay City Development Ordinance Section 1.3(12) Commercial Recreation - Low Traffic Generation.	Tax Assessor Map: 1S10W2CC Tax Lot 1102. Cone and McCoy's Addition to the City of Bay City. Block 10. Lots 2 and 3 and a Portion of Lot 4.	SL3; Coastal Shoreland; Hazard Zone: Tideflats. PE / CEG Reports Required. NFIP FIRM Flood Zone (SFHA). Flood Development Permit and Inspections Required.	<u>STATUS</u> : INCOMPLETE. <u>THIS MONTH</u> : NO Application for Zoning Permit has yet been received. <u>BACKGROUND</u> : Pre-Application Meeting held November 2018. Conditional Use Permit Application received January 10, 2019. Planning Commission Public Hearing Scheduled for the February 20, 2019. Application approved with Conditions: (1) Apply for a Zoning Permit from the City of Bay City and receive certification from the City Planner that the application meets the Zoning Standards, certification from the Public Works Director that the application meets public works standards for streets, sewer, water, and off-site stormwater drainage, and certification from the Fire Chief that the application meets the Oregon Fire Code standards; and (2) Apply for and receive a Building Permit from the County Building Department with whom the City is required to contract to assure consistency with the Oregon Building Code standards including structural, electrical and plumbing codes.
34				

	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
35	INCOMPLETE ZONING PERMIT and INCOMPLETE FLOOD DEVELOPMENT PERMIT REQUIRED for SMOKER PROPANE TANKS: INSTALLED Prior to Permits.	1S10W2CB Tax Lot 3100	SHI Zone; Hazard Zone: NFIP FIRM Flood Zone (SFHA). Flood Development Permit and Inspections Required.	<u>THIS MONTH</u> : Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND</u> : This property is located in the mapped Special Flood Hazard Area and site work requires a conditional use permit. The property owners placed Propane Tanks without a Zoning Permit from the City. Under the NFIP, it is the City responsibility to ensure that all sites in the SFHA (flood zone) meet the NFIP and City Ordinance #684 Flood Damage Protection Ordinance. The property owners are working with the City to resolve these compliance issues. <u>INCOMPLETE</u> : A Flood Development Permit with a Flood Elevation Certificate that shows that the tanks required to be at a minimum elevation of 13 feet are at 9.3 feet. On August 16, 2018: Notify the applicants that the structures are required to either elevated above the Base Flood Elevation or to be certified by a report from a qualified professional engineer and plans to show how the structure has been appropriately anchored floodproofed to avoid adverse impacts, i.e. loss of fuel into floodwaters. Work with the applicants to complete the plans consistent with the applicable criteria.
36	INCOMPLETE ZONING PERMIT AND INCOMPLETE GRADING and EROSION CONTROL PERMIT REQUIRED for CUP 2018-04 SMOKER Parking Lot. (CUP Approved 3.21.18).	1S10W2BC Tax Lot 1600	SHI Zone.	<u>THIS MONTH</u> : Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND</u> : The planning commission approved the Conditional Use Permit Application 2018-04 on March 21, 2018. <u>STATUS</u> : Grading and Erosion Control Permit Site Work is Incomplete. No stormwater drainage improvements are yet installed. Vegetation is not installed on 25% of the site. 6/20: Notify code enforcement, Chance Steffey that the site work is not consistent with the conditions of approval. Stormwater drainage is necessary and vegetation must be installed on 25% of the site.
37	INCOMPLETE ZONING PERMIT APPLICATION REQUIRED FOR CUP 2018-12 HARGUTH to AMEND CUP 2015-04 (CUP Approved 9.19.18) for a 440 sq ft Accessory Structure to serve Transient Lodging "Tiny Homes" development	1S10W2CC Tax Lot 1102. Cone and McCoy's Addition. Block 10. Lots 2 and 3 and a Portion of Lot 4.	SL3; Coastal Shoreland; Hazard Zone: Tideflats. PE / CEG Reports Required. NFIP FIRM Flood Zone (SFHA). Flood Development Permit and Inspections Required.	<u>THIS MONTH</u> : Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND</u> : The Applicant requested to amend Conditional Use Permit #2015-04 to allow for a 440 square foot 11' x 40' accessory structure to store equipment for the Tiny Homes Transient Lodging Business. <u>STATUS</u> : The Planning Commission made a DECISION of APPROVAL on June 20, 2018. Final Order and Notice of Decision signed June 21, 2018. Appeal period ends July 9, 2018. Zoning Permit is a separate process that the property owner needs to complete before construction can begin.
38	INCOMPLETE ZONING PERMIT APPLICATION REQUIRED FOR THE SMOKER CUP 2018-14: OFFICE / STORAGE (CUP Approved 9.19.18).	1S10W2CA Tax Lot 1600. Cone and McCoy's Addition, Block 4, a Portion of Lot 6.	SHI Zone.	<u>THIS MONTH</u> : Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND</u> : Use of structure requires a Parking Plan meeting the requirements of Bay City Development Ordinance Section 3.050 Parking Standards and Section 3.6 Design Standards for Off-Street Parking. Since Off-Street Parking for the employees will be provided on a separate lot in a separate parking lot, sidewalks that provide a safe travel route between the uses are required prior to occupancy.

	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
39	INCOMPLETE ZONING PERMIT APPLICATION REQUIRED FOR CUP #2018-15 SMOKER NEW RETAIL. (CUP Approved 10.17.18).	1S10W2CB Tax Lot 3001	SHI ZONE; Hazard Zone: NFIP FIRM Flood Zone (SFHA). Flood Development Permit and Inspections Required.	<u>THIS MONTH</u> : Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND</u> : The Tillamook Country Smoker received a Conditional Use Permit to remodel the existing building. Now, because business was a much greater volume than anticipated from the combination of the two businesses, they want to rebuild the structure. The existing building is 1200 square feet, the new building is 3,400 square feet. The new design will be significantly changed from the approved reconstruction.
40	INCOMPLETE ZONING PERMIT and INCOMPLETE GRADING AND EROSION CONTROL PERMIT REQUIRED FOR CUP #2018-16 SMOKER Parking Lot located East of Warren Street. (CUP Approved 11.14.18).	1S10W2CB Tax Lot 1410, Cone & McCoys Addition, Block 4, Lots 1, 2, 4. City Limits.	SHI Zone. Hazard Zone: Slopes 12-25% and >25%; mapped drainage. PE (and CEG) Reports and Inspections Required.	<u>THIS MONTH</u> : Update Monthly Report to provide information to City Officials and the Application Record. 11/1: Email the Applicant (David Bissett) and request final documentation for the application and site plan. 11/5 - 11/7: Prepare Staff Report. <u>BACKGROUND</u> : On 11.14.2018, the Planning Commission approved Conditional Use Permit (CUP) #2018-16 as an amendment to CUP #2018-13 approved by the Planning Commission on 9.19.2018. Installation will require a Grading and Erosion Control Permit and a Zoning Permit approved by both the City Planner and the Public Works Director.
41	<b>INCOMPLETE</b>			
42	<b>INSPECTIONS REPORT</b>			
43	<b>INSPECTIONS REQUIRED</b>	<b>DESCRIPTION</b>		
44	INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR RAY PROHASKA (Approved 4.3.13): New Single Family Dwelling; Annual Inspections Required.	1N10W35CC-3600; Barview, B.11, L.2-4, 7-13	MI Zone; Hazard Zone: Mapped Sinkhole within 50 feet of development; Slope exceeds 25%; Mapped Drainage. PE and CEG Reports and Inspections Required	<u>STATUS</u> : INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(3) Final Inspection. <u>THIS MONTH</u> : Update Monthly Report to provide information to City Officials and the Application Record. Report finds that the: Required Subgrade and Final Inspections required to be submitted for this multi-year development by the PE of Record Jason Morgan, PE, Morgan Civil engineering each year, September 30 have not been submitted. City has a right to request the report be completed and billed to the property owner if not completed in a timely manner. <u>BACKGROUND</u> : On April 3, 2013, the City approved Ray Prohaska working to complete the construction of a home over a period of 6 years. As a condition of approval, Mr. Prohaska is required, in addition to providing timely inspection reports 1.703.d.2 Subgrade Inspection and 3 Final Inspection from R. Warren Krager, CEG and Jason Morgan, PE, to submit site inspection reports in September of each year that ensure that the site is appropriately protected from erosion hazards and that there are not foreseeable hazards occurring.



	A	B	C	D
1	Bay City, Oregon			
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45	INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR TONY TROYER/APERICO (4.23.17 Approved 7.19.17): New Single Family Dwelling.	1N 10W 35CC Tax Lot 4303	MI Zone; Not Flood (SFHA); Hazard Zone: Slopes 25%+; Mapped Sinkhole within 50 feet of development; Mapped Drainage. PE and CEG Reports and Inspections Required	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> On July 19, 2017 the Planning Commission approved Conditional Use Permit 2017-04 to permit the placement of a new single family dwelling where slopes exceed 25% for part of the site. The City approved the Zoning Permit for the site development on August 23, 2018. Inspection reports are required by Bay City Development Ordinance Section 1.703.d.2 and 3. The property owner is required to contact Richard G. Gitschlag, PE, of record and R. Warren Krager, CEG of record, to provide the required inspection reports: 1.703.d.2 Subgrade Inspection and 1.703.d.3. Final Inspection Report.
46	INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR KNODE (3.21.18 approved 4.23.18) New Single Family Dwelling.	1N 10W 34DB Tax Lot 11000, Bayridge Lot 61.	MI Zone; Hazard Zone: Slope 25%+; PE and CEG Reports and Inspections Required	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> On March 21, 2018, the Planning Commission approved Conditional Use Permit 2018-02 to permit the placement of a new single family dwelling where slopes exceed 25% for part of the site. The City approved the Zoning Permit for the site development on April 23, 2018. City Inspections required under Section 3.25; Inspection reports by qualified professionals of required by Bay City Development Ordinance Section 1.703.d.2 and 3. The property owner is required to contact Jason Morgan, PE, of record and R. Warren Krager, CEG of record, to provide the required inspections.
47	INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR BARBARA STRINGHAM: New Single Family Dwelling.	1N10W34AC Tax Lot 4500	MI Zone; Hazard Zone: Slope 12%-25%; PE Reports and Inspections Required.	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> Inspection reports are required by Bay City Development Ordinance Section 1.703.d.2 and 3. The property owner is required to contact Richard G. Gitschlag, PE, of record to provide written, signed, stamped inspection reports required by Bay City Development Ordinance Section 1703(d)(2) Subgrade Inspection Reports and Section 1.703(d)(3) Final Inspection Reports.
48	INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR SMOKER BOILER ROOM	1S 10W 2BC Tax Lot 3302	SHI Zone; Hazard Zone: NFIP FIRM Flood Zone (SFHA). Flood Development Permit and Inspections Required.	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> The applicant submitted engineered site development plans from Stricker Engineering and a pre-construction flood elevation certificate and the City approved the permit to begin work. Work has not yet begun on the Boiler Room. The property owner is required to submit Section 1.703(d)(2) subgrade inspection report for the engineered fill from Stricker Engineering and a "Lowest Floor" Flood Elevation Certificate and a "Post Construction Flood Elevation Certificate completed by a Professional Land Surveyor.

	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
49	INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR ROB COLLINS (5.11.18): New Single Family Dwelling.	1S10W2CC Tax Lot 1000	SL3 Zone; Coastal Shoreland Area. Hazard Zone: Tide Flats. Piers Required by CEG for foundation support in mudflat. NFIP FIRM SFHA Flood Zone	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> The applicant provided a report from R. Warren Krager, CEG, and Structural Engineering for the home from Andy Stricker, PE. On May 11, 2018, the City approved the construction of a home in the special flood hazard area and an area with soil hazards. Mr. Collins is required to provide BCDO Section 1.703(d)(2) subgrade inspection reports signed and stamped by professionals of record R. Warren Krager, CEG, and Andy Stricker, Stricker Engineering, a Section 1.703(d)(3) Final Inspection Report from R. Warren Krager, CEG, and a Post Construction Flood Elevation Certificate prior to occupancy.
50	INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR SLAWSON (5.29.18) New Single Family Dwelling	1N10W34DD Tax Lot 11200;	MI Zone; Hazard Zone: Slopes 12-25%. PE Reports and Inspections Required.	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> The property owner submitted an application for Zoning Permit accompanied by a Geologic Site Investigation report prepared by Tom Horning, CEG, non-engineered elevations, and engineered structural engineering prepared by Stricker Engineering. On 6/8 Stricker Engineering certifies in writing that all engineering has been incorporated into non-engineered development plans. Stricker Engineering and Horning, CEG agree to be responsible for inspections required by Bay City Development Ordinance Section 1.703.d.2 and 1.703.d.3. <u>STATUS:</u> Work has not yet begun on the site. Mr. Slawson is required to provide BCDO Section 1.703(d)(2) Subgrade Inspection Reports signed and stamped by Tom Horning, CEG and BCDO Section 1.703(d)(3) Final Inspection Reports signed and stamped by Tom Horning, CEG, and Andy Stricker, PE, Stricker Engineering.
51	INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR FREY (5.25.18) New Single Family Dwelling Inspections Required by City BCDO Section 3.257 and PE and CEG of Record BCDO 1.703(d)(2) and (3)	1N10W34DD Tax Lot 6400; Original Bay City Block 28, Lots 5 and 6	MI Zone; Hazard Zone: Slope exceeds 25%. PE Reports and CEG Reports and Inspections Required.	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> The property owner submitted an application for Zoning Permit accompanied by a Geologic Site Investigation prepared by R. Warren Krager, and an Engineering Report and Plans prepared by Jason Morgan, PE. Because the site where the structure is proposed has slopes that exceed 25%, the property owner is required to receive approval of a Conditional Use Permit from the Planning Commission. In addition, the property owner is required to improve access and utilities to the site. <u>STATUS:</u> APPROVED with conditions to submit (1) Section 1.703(d)(2) Subgrade Inspection Report, (2) Section 1.703(d)(3) Final Inspection Report and (3) Public Facility As-Built Plans and (4) to complete public facility improvements. On (date) Section 1.703(d)(2) subgrade inspection reports submitted to City by Warren Krager, CEG, and Jason Morgan, PE.
52	POST CONSTRUCTION FLOOD ELEVATION CERTIFICATE by a Professional Land Surveyor REQUIRED FOR ZONING PERMIT FOR PACIFIC OYSTER		Shoreland 2 Zone; Hazard Zone: Hazard Zone: NFIP FIRM Flood Zone (SFHA). Flood Development Permit and Inspections Required.	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> Permits are received by the City. Review is requested. The site is in the SFHA. A Bay City Flood Development Permit with a flood elevation certificate is provided and identify that the site is located above the Base Flood Elevation. A Post Construction Flood Elevation Certificate is required.

	A	B	C	D
1	Bay City, Oregon			
2	<b>PROJECT</b>	<b>LOCATION</b>	<b>HAZARDS / FLOOD</b>	<b>DESCRIPTION OF PROJECT: 'STATUS', 'WORK THIS MONTH', and 'BACKGROUND'</b>
53	<b>INSPECTIONS REQUIRED</b>			
54	<b>INSPECTIONS INCOMPLETE</b>		<b>DESCRIPTION</b>	
55	STRUCTURE OCCUPIED WITHOUT INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR SMOKER OVEN ROOM. ABATEMENT RECOMMENDED.	1S10W2BC Tax Lot 3301	SHI Zone; Hazard Zone: Hazard Zone: NFIP FIRM Flood Zone (SFHA). Flood Development Permit and Inspections Required.	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> The applicant submitted engineered site development plans from Stricker Engineering and a pre-construction flood elevation certificate and the City approved the permit to begin work. The property owner is required to submit a BCDO Section 1.703(d)(2) subgrade inspection report of the engineered fill from Stricker Engineering, and a "Lowest Floor" Flood Elevation Certificate and a "Post Construction Flood Elevation Certificate completed by a Professional Land Surveyor.
56	OCCUPIED WITHOUT INSPECTION REPORTS REQUIRED FOR TEMPORARY USE PERMIT 2016-03 (Approved 3.16.16).	1S10W2BD-601, 1500; JJ McCoy. Por.L.40, L.13	MI Zone; Hazard Zone: Mapped Sinkhole within 50 feet of development; Mapped Drainage. PE Reports Required; CEG Reports Required.	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> The Planning Commission approved the temporary use of a trailer for storage while site clean up occurred. The Planning Commission approved the temporary use for a period of one year and required that the property owner return to the Planning Commission if more time is requested. The property owner has not applied for an extension and is currently out of compliance with this directive. Compliance requires a request from the property owner and approval by the Planning Commission. BCDO Section 1.703(d)(2) Subgrade Inspection and (3) Final Inspection by PE of Record Richard G. Gitschlag.
57	OCCUPIED WITHOUT INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR HELEN GIENGER: New Single Family Dwelling (Approved 8.23.13).	1N10W34AC-6700; Bay Ridge L.17	MI Zone; Hazard Zone: Slope >25%. PE Reports and Inspections Required	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> New house construction began in 2013. Inspection reports required by Bay City Development Ordinance Section 1.703.d.2,3 were submitted 10-26-2015. The report prepared by Jason Morgan, PE, indicated that additional site work is needed to ensure that site hazards are mitigated. Updated Inspection reports required by Bay City Development Ordinance Section 1.703.d.2 and 3 were not submitted to date. The property owner is required to contact Jason Morgan the Professional Engineer of record to provide the required inspections.
58	OCCUPIED WITHOUT INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR STEVE WARNEKE. New Single Family Dwelling Approved 2016.	1N10W34AD-4400; Central, B.23, L.1-4	MI Zone; Hazard Zone: Slope 12-25%, Mapped Drainage; Wetlands. PE Reports and Inspections Required	<u>STATUS:</u> INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH:</u> Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND:</u> The property owners submitted a report and plans from Jason Morgan, PE and completed home construction in 2014. Inspection reports required by Bay City Development Ordinance Section 1.703.d.2 and 3 were not submitted to date. The property owner is required to contact Jason Morgan the Professional Engineer of record to provide the required inspections.

	A	B	C	D
1	Bay City, Oregon			
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59	OCCUPIED WITHOUT INSPECTION REPORTS REQUIRED FOR ZONING PERMIT FOR MARY AND ALLEN DIAL: New Single Family Dwelling (Approved 3.01.16).	1N10W34DB-300; Pacific-B.32, L.12-13	MI Zone; Hazard Zone: Slope >12%; PE Reports and Inspections Required.	<u>STATUS</u> : INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH</u> : Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND</u> : The Property Owners submitted Plans and Reports from Jason Morgan, PE. Inspection reports required by Bay City Development Ordinance Section 1.703(d)(2) Subgrade Inspection Report and 1.703(d)(3) Final Inspection Report were not submitted to date. The property owner is required to contact Jason Morgan, PE, to provide the required inspection reports.
60	OCCUPIED WITHOUT INSPECTION REPORTS REQUIRED FOR DAM VO for GRADING (Approved 7.24.17)	1S10W2BD; Tax Lot 1608; Spruce Rose, L.8	MI Zone; Hazard Zone: Slope 12%-25% PE Reports and Inspections Required	<u>STATUS</u> : INSPECTIONS INCOMPLETE: Bay City Development Ordinance Sections 1.703(d)(2) and 1.703(d)(3). <u>THIS MONTH</u> : Update Monthly Report to provide information to City Officials and the Application Record. <u>BACKGROUND</u> : The property owner conducted the work on-site with plans prepared by Jason Morgan, PE and a report from Warren Krager, CEG. Inspection reports required by Section 1.703(d)(2) Subgrade Inspection Report and 1.703(d)(3) prepared by PE of record Jason Morgan, PE, have not been submitted to date. The property owner is required to contact Jason Morgan, PE to provide required inspection reports.
61	<b>INSPECTIONS INCOMPLETE</b>			
62	<b>TOTAL BILLING</b>			

**BAY CITY COUNCIL WORKSHOP**  
**APRIL 8, 2019**  
**5:30 P.M.**

Members Present: Christopher Kruebbe, Melissa Rondeau, Kathy Baker, Helen Wright, David McCall and Crystal Killion.

Staff Present: Darrell Griffith, Chance Steffey and Linda Downey.

Others present: Sandy DeLoe, Tom Imhoff, Robert and Kathy Pollock.

**Visitor's Proposition**

Sandy DeLoe attended the meeting to discuss a nuisance violation.

Unfinished Business Item 7E. The DeLoes have two move vehicles and a riding lawnmower to remove from the property. They are arrainging to borrow a tractor to assist them in removing them.

Discussion was held.

Tom Imhoff felt the property owners have shown a good faith effort to bring the property into compliance.

The Council will consider a time extension on the abatement.

Officer Michael Arnold wished to discuss the IGA with Tillamook Justice Court.

New Business item 8F. IGA Tillamook Justice Court.

David spoke with the court in Tillamook and they indicated that the current IGA was in effect.

Officer Michael Arnold noted that the police call volume has increased significantly.

Discussion was held.

Chris asked Officer Arnold about the SCAN program. Officer Arnold will get some information for the Council.

Kathy Pollock spoke about the resolution for the hall rental. She asked for clarification on the hall rental.

Discussion was held on the resolution and the wording for hall usage for non-profit organization. The Council may revisit the resolution for revisions.

**Committee Reports**

- A. Fire Department
  - Darrell reviewed his report with the Council.

Darrell spoke about the call volume of the department. Training is on going. The department gained two new volunteers.

Discussion was held on the process for screening volunteers.

Darrell spoke about the conditional use permits that were approved by the Planning Commission with conditions. They were given approval however the conditions have not been met.

Discussion was held on the IGA with the County's Building Official.

As Fire Code Official, Darrell is required to review for fire, life and safety. He is required to review new construction and/or a change of occupancy. Darrell recommended city fees be charged for fire review.

B. City Hall

Linda reviewed her report for the Council.

Discussion was held on the purchase of an event tent. Linda applied with the Transient Lodging Advisory Committee for the tent and came back to the Council with questions from the committee.

Discussion was held on possible rental of the tent.

C. Police

This item was discussed under Visitor's Proposition.

D. Public Works

Chance reviewed his report.

The City purchased four shipping containers for Emergency Supplies. The containers are 8'x8' in size and were used to ship food. Discussion was held on the placement of the units.

The Emergency Management Committee will discuss the placement of the units. Helen volunteered to place one in her side yard.

The City Engineer's contract will expire at the end of June. A decision to continue with SHN or go out for RFP will need to be decided.

Discussion was held on the Union Street access.

The public works department has vehicles that no longer run and Chance would like to dispose of them. They do not run and have values less than \$500.00.

Chance asked the Council if they would allow the public works department to work 4, 10 hour days. Discussion was held. Concerns were expressed for scheduling due to the small number of employees. The Council may allow a trial run of the 10 hour shift schedule.

Chance noted that on April 22, 2019, the Pavement Management Plan will be reviewed.

- E. Community Development  
No report

**4. Minutes**

Minutes of the 03/11/2019 Council Workshop, 03/12/2019 Regular Council Meeting and 3/26/2019 Special Council Meeting/Workshop were reviewed.

Minor errors were identified. Corrections will be made.

**5. Treasure's Report**

No comments

**6. Bills Against the City**

Melissa, Helen, Chance and Linda reviewed bills prior to the workshop. Total bills were \$131,184.05.

**7. Unfinished Business**

- A. Policies and Procedures for Department Head Complaints.  
This is being reviewed with the Administrative Committee and the City Attorney.

- B. PUD Substation Property  
Chance is working with the City Engineer on this project for a feasibility study.

- C. Revisions of Ordinance 380  
This is being reviewed with the Administrative Committee and the City Attorney.

- D. Social Media Administrative Policies  
A draft was provided by the Attorney and the Administrative Committee. The Administrative Committee will workshop the draft.

Tom recommended all affected staff members review the draft.

- E. DeLoe Violation  
This item was discussed under Visitor's Propositions.

- F. Charter Franchise Agreement  
Lois will provide information on the Charter Agreement.

**8. New Business**

- A. Kiosk Agreement.  
The land agreement for the placement of a Kiosk was discussed.

- B. CoastWide Ready-Mix Gravel Removal Lease  
CoastWide Ready-Mix is requesting to renew their lease to remove gravel from the dill bar.
- C. Resolution No. 19-10 Supplement Budget  
A resolution for moving contingency funds in the general fund to the legal fees line.
- D. Speed Reduction at City Limits / Gateway Project  
Discussion was held a gateway project for the City. This may help to reduce the speed on the south end of Bay City.
- E. Enterprise Zone Re-Designation  
The City was invited to attend a meeting to discuss the Enterprise Zone on April 25, 2019. Discussion was held.
- F. IGA Tillamook Justice Court  
This item was discussed under Visitor's Propositions.

**9. Mayor's Presentation**

- A. LOC Conference in Ashland  
Chris will be attending the LOC Conference in Ashland OR.
- B. Neighborhood Watch/S.C.A.N. (Security Cameras Assisting Neighbors)  
Chris was interesting in using the S.C.A.N program to register the City's and neighborhood cameras and encouraged others to register their cameras as well.

**10. City Council Presentation**

Kathy noted the cleanup on the roadways along Hwy 101 between Tillamook and Bay City. Clean up is complete. Gary Baker placed many calls to ODOT to prompt ODOT's action.

Crystal recommended Lois and Darrell work together on Darrell's job description.

**11. City Attorney Presentation**

Fire Levy Legal Opinion Letter  
Minor discussion was held.

**13. Adjournment**

The workshop was adjourned at 8:31 p.m.

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Linda Downey, City Recorder



**CITY COUNCIL MEETING  
APRIL 9, 2018**

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

=====

Mayor Christopher Kruebbe Called the Bay City Council meeting to order at 6:00 p.m. He invited everyone to stand and join him in the Flag Salute. The following Council members were present: David McCall, Kathy Baker, Helen Wright, Melissa Rondeau, Wendy Krostag and Crystal Killion. Others in attendance were City Attorney Lois Albright, Public Works Chance Steffey, Fire Chief Darrell Griffith, Officer Scott Griffith and City Recorder Linda Downey.

See an attached list of visitors.

**VISITOR'S PROPOSITIONS**

=====

Mayor Kruebbe moved item 3. A. Fire Report forward on the agenda. Chief Griffith reviewed his report for the Council.

Chief Griffith reviewed call out numbers, volunteer hours and training schedule. Following up on Conditional Use permits is a concern to insure conditions of approval are met. He noted that applicants are not complying with the conditions of approval.

Mayor Kruebbe moved City Attorney Presentation 11. A. Fire Levy Legal Opinion Letter forward on the agenda.

Attorney Albright was asked by the Council if the Fire Levy could be used to fund the Fire Chief's part-time position.

Attorney Albright reviewed election and levy laws. After reviewing case law she determined that the wording in the levy was very specific and would be unable to be used for the Fire Chief's pay. However the City provides 53% of property taxes from the General Fund to the Fire Department. The property tax could be used to pay the Fire Chief's salary and possibly a part time person could be hired as support staff to help with filing and general office work.

Mayor Kruebbe presented a slide show of Fire Department pictures from the past year. He wished to show the slide show to show the activity of the Fire Department and service to the community.

Ada Harris noted that they also train businesses on the use of fire extinguishers.

Mark Killion spoke as a firefighter. He acknowledged the training that Chief Griffith provided. Mark provided a training schedule to the Council. He noted the large fires and EMT calls they have responded to. He stressed the importance of the Fire Department and the asset Chief Griffith has provided to the Community.

Jim Wakefield spoke about Chief Griffith and his dedication to the department. He asked the Council to find a way to fund the part time position for Chief Griffith.

Councilor Krostag personally thanked all the members of the Fire Department for their service to the community.

Councilor McCall stated that he believed that all of the people present were in support of the Fire Department. He acknowledged the service of the Fire Department.

The Council's concerns is the legal away to use levy funds as presented to the voters.

Councilor Rondeau encouraged members in attendance to be involved in the Budget Committee. The City has three vacancies on the committee. Mark Killion and Shane Silva volunteered to serve on the Budget Committee. Josh Gingerich volunteered to serve. However he lives outside the City limits and was not eligible to serve.

Motion by Councilor Krostag and second Councilor Rondeau to appoint Mark Killion and Shane Silva to the Budget Committee. Motion carried 6-0.

Jody Daily spoke about the tent for the Pearl Festival. The City applied to the Transient Lodging Advisory Committee for the purchase of a 40'x 60' frame tent. The Advisory Committee had several questions. Jody researched the rental of a tent.

Councilor Wright was concerned it was too late to purchase a tent. She recommended the City rent a tent this year and purchase one next year.

Councilor McCall asked for the public input on the purchase and the permitted use of the tent.

Shane Silva thought the purchase of a tent was a good idea. Shane also recommended other places to obtain tents.

Ada Harris thought the purchase was better than renting a tent.

Mark Killion thought the purchase of the tent was an excellent idea.

Jody Daily felt that eventually the City will want to own the tent.

Discussion was held on renting the tent. The consensus was to not rent the tent to private parties but used for community events and emergency

Motion by Councilor Wright and second by Councilor McCall to purchase a tent with the allowed TLT funds.

Motion by Councilor McCall and second by Councilor Wright to amend the motion to pay the City portion of the tent with emergency preparedness fund. Amended motion carried 6-0.

Motion carried 6-0.

## **COMMITTEE REPORTS**

=====

- A. Fire Department:  
This item was moved forward on the agenda.

Councilor McCall expressed his disappointment that the City Planner was not in attendance and did not provide a recommendation to the City Council on the Kennel Ordinance. Pat Vining speaking as a citizen stated he believed the Council asked for a definition and that there would be something before the Council next month.

- B. City Hall:  
Recorder Linda Downey reviewed her report to the Council.

- C. Police  
Officer Scott Griffith was in attendance. He expressed that he had no specific concerns.

- D. Public Works:  
Public Works Director Chance Steffey reviewed his report.

Wayfinding signs will be received for tsunami excavation routes. He informed the citizens there will be an outreach to the community on emergency preparedness.

The City has received a draft of the Wastewater Facilities Plan. The

Gary Frey questioned Director Steffey on the Union Street access that was in his report.

Attorney Albright explained that surrounding property owners and the City will need to assert their rights to have access.

Chief Griffith requested the City take action to provide access on 17th Street in the time being for emergency access.

Councilor McCall recommended a special meeting be called when information is received on the legal process.

- E. Community Development  
No report

## **MINUTES REVIEW**

=====

Minutes of the 03/11/2019 Council Workshop, 03/12/2019 Council Regular Meeting and 03/26/2019 Special Council Workshop/Meeting.

Minutes were reviewed. Minor errors were identified and corrections made.

Motion by Councilor McCall and second by Councilor Baker to approve the minutes of the 03/11/2019 Council Workshop, 03/12/2019 Council Regular Meeting and 03/26/2019 Special Council Workshop/Meeting with minor corrections. Motion carried 6-0.

### **TREASURER'S REPORT**

=====

With no questions or corrections the report be filed for audit.

### **BILLS AGAINST THE CITY**

=====

Councilor Rondeau and Councilor Wright reviewed bills with staff prior to the Monday night Council Workshop.

Motion by Councilor Rondeau and second by Councilor Baker to approve payment of the bills against the City in the amount of \$131,184.05. Motion carried 6-0.

### **UNFINISHED BUSINESS**

=====

- A. Policies and Procedures for Department Head Complaints / In Committee
- B. PUD Substation Property / Pending Information from SHN  
Scope of work and estimate for the feasibility study has been received from SHN. Director Steffey requested SHN research financial assistance from ODOT and other agencies for the project.
- C. Revisions to Ordinance No. 380 / In Committee
- D. Social Media Administrative Policies / In Committee  
Attorney Albright provided a draft policy. The Administrative Committee will review the proposed draft.
- E. DeLoe Violation  
Sandy DeLoe attended the Workshop and informed the Council they had two more vehicles and a riding lawnmower to remove. They are going to borrow a tractor to remove the vehicles. They need to wait until the tractor is available.

Councilor Baker noted the good faith effort by the DeLoes to bring the property into compliance.

Motion by Councilor Wright and second by Councilor Baker to extend the deadline for completion of the cleanup on the DeLoe property until May 1, 2019. Motion carried 6-0.

- F. Charter Franchise Agreement  
Attorney Albright is reviewing the franchise agreement.  
This item will remain on the agenda.

## **NEW BUSINESS**

=====

- A. Kiosk Agreement  
Discussion was held on the use of the property that the City has a lease for a kiosk for a reader board.

The City sign ordinance will need to be visited to insure compliance.

Mark Killion and Jody Daily expressed support for the placement of a reader board.

- B. CoastWide Ready-Mix Gravel Removal Lease  
Discussion was held on the contract for the

Councilor Krostag momentarily left the meeting.

Motion by Councilor Baker and second by Councilor Wright to approve the CoastWide Ready-Mix Gravel Removal Lease with a recalculation of the rates as researched and recommended by Public Work Director. Motion carried 5-0. Councilor Krostag abstained from the vote.

- C. Resolution No. 19-10 Supplemental Budget  
Resolution No. 19-10 to move General Fund Contingencies to the Legal Fees line in General Fund in the amount of \$13,169.

Motion by Councilor McCall and second by Councilor Rondeau to approve Resolution No. 19-10 for the Supplemental Budget. Motion carried 6-0.

- D. Speed Reduction at City Limits / Gateway Project  
Discussion was held on the speed limit at the south city limits. A request to reduce the speed was discussed. Director Chance acknowledged the possibility using the Gateway Project at the entrance of the City to help reduce the speed limit.

Motion by Councilor Baker and second by Councilor McCall to have staff write a letter on behalf of the City Council requesting ODOT lower the speed limit to 45 at the south City limits of Bay City. Motion carried 6-0.

Mark Killion expressed his desire to see the speed limit be reduced to 35 through Bay City.

- E. Enterprise Zone Re-Designation  
Councilor Krostag and Councilor Killion will attend the meeting on April 25, 2019 as their schedule allows.

F. IGA Tillamook Justice Court

Discussion was held on the IGA with Tillamook Justice Court.

Motion by Councilor Wright and seconded by Councilor McCall to have Attorney Albright, Councilor Baker and Director Steffey talk with the Tillamook County Justice Court to update the current intergovernmental Agreement. Motion carried 6-0.

**MAYOR’S PRESENTATION**

=====

- A. LOC Conference in Ashland  
Mayor Kruebbe will be attending the League of Oregon Cities Conference in Ashland.
- B. Neighborhood Watch /S.C.A.N. (Security Cameras Assisting Neighbors)  
Mayor Kruebbe would like the City and citizens become involved with Tillamook County S.C.A.N program and register their security cameras.

**CITY COUNCIL PRESENTATION**

=====

Councilor McCall spoke on behalf of the Tillamook Master Recyclers and invited the public and specifically Mayor Kruebbe to attend a Plastic Pollution Awareness Day on April 22, 2019 in Tillamook.

Discussion was held on the use of single use plastic bags regulations.

**ATTORNEY PRESENTATION**

=====

- A. Fire Levy Legal Opinion Letter  
This item was discussed earlier in the meeting.

**ADJOURNMENT**

=====

Motion by Councilor Wright second by Councilor Baker to adjourn at 8:22 p.m. Motion carried 6-0.

\_\_\_\_\_  
Christopher Kruebbe, Mayor

\_\_\_\_\_  
Linda Downey, City Recorder

BAY CITY COUNCIL SPECIAL MEETING  
APRIL 23, 2019

CALL TO ORDER/WELCOME - 5:30 P.M.

=====

Mayor Christopher Kruebbe called the Special Council meeting to order at 5:35 p.m. The following Council members were present: David McCall, Kathy Baker, Melissa Rondeau and Crystal Killion.

Staff members in attendance were Public Works Director Chance Steffey, Fire Chief Darrell Griffith and City Recorder Linda Downey.

Councilor Wendy Krostag joined the meeting at 5:38.

See an attached list of visitors.

1. SEGREGATION OF DUTIES

The City's audit as in previous year identified significant deficiencies due to the lack of segregation of duties.

The City's Audit identified significant deficiencies due to the segregation of duties. The audit stated:

*"Due to the limited number of available personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and related accounting records or all phases of transaction. Consequently, the possibility exists that unintentional or intentional errors or irregularities could exist and not be promptly detected. We recommend that the board and management remain diligent in monitoring the financial activities of the City."*

Discussion was held.

The new law implemented by the Oregon legislature requires the governing body to respond to audit findings. The governing body is required to respond to a letter from the Secretary of State acknowledging that the governing body is aware of the audit findings.

The letter to the Secretary of State was reviewed.

Councilor McCall recommended that the letter include the information that the City is having an occupational assessment completed and once it is complete the City may be better prepared to further address the deficiencies.

2. CITY CONSULTANT /SERVICES CONTRACTS

Discussion was held on the contracts that will be up for renewal in the very near future. Contracts included the City Engineer, Contracted Mowing, City Attorney and Police/Code Enforcement Services.

Discussion was held.

Motion by Councilor Killion and second by Councilor Baker to go out for RFP for Attorney Services. Motion carried 5-0.

Other contracts up for renewal in 2020 included the Auditing Firm and City Planner Contract.

Discussion was held on the process. The Administrative Committee will work on the RFPs. Tom Imhoff recommended the committee that reviews the bids include a citizen.

Motion by Councilor McCall and second by Councilor Krostag to proceed with preparing an RFP for contracts for a City Planner and Auditing Firm. Motion carried 5-0.

3. EXECUTIVE SESSION

Executive Session Pursuant to ORS 192.660(1)(H) consult with Legal Counsel.

The Council entered in to Executive Session at 6:08 p.m.

Mayor Kruebbe turned the meeting over to Council President Kathy Baker as he and Fire Chief Griffith left the Executive Session at 6:25 p.m. for a Fire Department call.

The Council returned to Regular Session at 6:39 p.m.

Motion by Councilor Killion and Second by Councilor Krostag to enter into an agreement for legal representation for a property dispute from Attorney Daniel L. Duyck with Duyck & Associates, LLC. Motion Carried 5-0.

Councilor Killion left the meeting at 6:40 p.m.

4. ADJOURNMENT

Motion by Councilor McCall and second by Councilor Rondeau to adjourn the meeting at 6:42 p.m.

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Christopher Kruebbe, Mayor

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Linda Downey, City Recorder



**City of Bay City 503-377-2288**

5/10/2019 3:15pm

**Statement of Revenue and Expenditures**

Page 1

Revised Budget

For General Fund (100)

For the Fiscal Period 2019-10 Ending April 30, 2019

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Non-Departmental Revenues</b>						
100-00-4005	Property Taxes - Current	\$ 0.00	\$ 616.20	\$ 174,168.00	\$ 179,621.01	(3.13%)
100-00-4010	Property Taxes - Prior Years	0.00	230.44	7,000.00	6,377.06	8.90%
100-00-4105	Liquor Tax	0.00	1,608.67	16,000.00	21,991.98	(37.45%)
100-00-4110	Cigarette Tax	0.00	0.00	1,300.00	976.88	24.86%
100-00-4205	Licenses	0.00	0.00	10.00	10.00	0.00%
100-00-4210	Dog Licenses/Fines	0.00	41.25	450.00	650.25	(44.50%)
100-00-4305	Franchise Fees	0.00	3,063.07	35,000.00	36,522.96	(4.35%)
100-00-4510	State Revenue Sharing	0.00	0.00	11,000.00	10,363.03	5.79%
100-00-4605	Hall Rental	0.00	150.00	1,000.00	1,250.00	(25.00%)
100-00-4650	Transient Lodging Tax	0.00	2,723.54	12,000.00	15,536.86	(29.47%)
100-00-4800	Miscellaneous	0.00	40.50	1,500.00	1,000.63	33.29%
100-00-4805	Earnings on Investments	0.00	2,055.84	2,500.00	9,019.94	(260.80%)
100-00-4850	Code Enforcement Fines	0.00	0.00	500.00	0.00	100.00%
100-00-4990	Beginning Fund Balance	0.00	0.00	181,230.00	334,918.48	(84.80%)
<b>Total Non-Departmental Revenues</b>		<b>0.00</b>	<b>10,529.51</b>	<b>443,658.00</b>	<b>618,239.08</b>	<b>(39.35%)</b>
<b>Police Revenues</b>						
100-20-4990	Beginning Fund Balance	0.00	0.00	2,100.00	2,100.00	0.00%
<b>Total Police Revenues</b>		<b>0.00</b>	<b>0.00</b>	<b>2,100.00</b>	<b>2,100.00</b>	<b>0.00%</b>
<b>Fire Revenues</b>						
100-30-4005	Property Taxes - Current	0.00	360.40	101,952.00	105,055.07	(3.04%)
100-30-4010	Property Taxes - Prior Years	0.00	70.39	1,500.00	1,947.89	(29.86%)
100-30-4520	Intergovernmental Agreements	0.00	0.00	1,500.00	750.00	50.00%
100-30-4800	Miscellaneous	0.00	0.00	1,000.00	0.00	100.00%
100-30-4805	Earnings on Investments	0.00	314.65	650.00	1,373.93	(111.37%)
100-30-4930	Transfers In	0.00	0.00	96,009.00	96,009.00	0.00%
100-30-4990	Beginning Fund Balance	0.00	0.00	63,933.00	69,097.62	(8.08%)
<b>Total Fire Revenues</b>		<b>0.00</b>	<b>745.44</b>	<b>266,544.00</b>	<b>274,233.51</b>	<b>(2.88%)</b>
<b>Recreation Revenues</b>						
100-50-4430	Local Grants	0.00	0.00	0.00	607.00	0.00%
100-50-4630	Park Camping	0.00	20.00	5,500.00	5,892.00	(7.13%)
100-50-4930	Transfers In	0.00	0.00	5,000.00	0.00	100.00%
100-50-4990	Beginning Fund Balance	0.00	0.00	1,995.00	6,787.90	(240.25%)
<b>Total Recreation Revenues</b>		<b>0.00</b>	<b>20.00</b>	<b>12,495.00</b>	<b>13,286.90</b>	<b>(6.34%)</b>
<b>Transient Lodging Tax Revenues</b>						
100-60-4650	Transient Lodging Tax	0.00	6,355.00	27,000.00	37,311.37	(38.19%)
100-60-4990	Beginning Fund Balance	0.00	0.00	35,638.00	47,227.87	(32.52%)
<b>Total Transient Lodging Tax Revenues</b>		<b>0.00</b>	<b>6,355.00</b>	<b>62,638.00</b>	<b>84,539.24</b>	<b>(34.96%)</b>
<b>Planning Revenues</b>						
100-70-4310	Planning Fees	0.00	1,000.00	6,000.00	5,650.00	5.83%
100-70-4315	Land Use Fees	0.00	150.00	3,000.00	4,050.00	(35.00%)

**City of Bay City 503-377-2288**

5/10/2019 3:15pm

**Statement of Revenue and Expenditures**

Page 2

*Revised Budget*

*For General Fund (100)*

*For the Fiscal Period 2019-10 Ending April 30, 2019*

<b>Account Number</b>	<b>Current Budget</b>	<b>Current Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget %</b>
<b>Total Planning Revenues</b>	<b>0.00</b>	<b>1,150.00</b>	<b>9,000.00</b>	<b>9,700.00</b>	<b>(7.78%)</b>
<b>Total General Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 18,799.95</b>	<b>\$ 796,435.00</b>	<b>\$ 1,002,098.73</b>	<b>(25.82%)</b>

**Expenditures**

**Administration Expenditures**

100-10-5105 Full-Time Employees - Regular	\$ 0.00	\$ 4,637.96	\$ 68,027.00	\$ 46,457.46	31.71%
100-10-5205 Employer FICA Taxes	0.00	354.84	4,800.00	3,554.38	25.95%
100-10-5210 Unemployment Insurance	0.00	4.66	1,000.00	46.53	95.35%
100-10-5215 Workers' Compensation Insurance	0.00	2.08	900.00	367.99	59.11%
100-10-5305 Employer PERS Contributions	0.00	577.98	8,200.00	5,748.73	29.89%
100-10-5405 Health Insurance	0.00	1,496.46	20,000.00	15,608.24	21.96%
100-10-5415 Life Insurance	0.00	12.89	300.00	139.82	53.39%
100-10-5420 Disability Insurance	0.00	0.00	100.00	0.00	100.00%
100-10-6105 Office Supplies & Equipment	0.00	389.91	6,000.00	6,897.88	(14.96%)
100-10-6305 Building Repairs & Maintenance	0.00	4,240.79	10,000.00	6,759.80	32.40%
100-10-6311 Contracted Ground Maintenance	0.00	230.00	2,640.00	2,300.00	12.88%
100-10-6405 Dues & Subscriptions	0.00	0.00	3,500.00	3,342.99	4.49%
100-10-6410 Training	0.00	403.93	1,500.00	1,000.93	33.27%
100-10-6605 Electricity	0.00	514.19	7,000.00	3,299.58	52.86%
100-10-6620 Telecommunications	0.00	129.88	2,500.00	3,235.09	(29.40%)
100-10-6700 Insurance	0.00	0.00	5,000.00	4,810.85	3.78%
100-10-6825 Advertising/Publishing	0.00	0.00	1,500.00	584.35	61.04%
100-10-6830 Janitorial Services	0.00	210.00	4,700.00	2,100.00	55.32%
100-10-6850 Dog Licenses/Catching	0.00	0.00	450.00	126.55	71.88%
100-10-6860 Computers/Software/Services	0.00	0.00	6,000.00	5,571.88	7.14%
100-10-6870 Pre-Hazard Preparedness	0.00	1,000.00	10,000.00	1,652.83	83.47%
100-10-6880 Ordinance Enforcement	0.00	0.00	0.00	33.92	0.00%
100-10-6990 Other Miscellaneous Expenses	0.00	589.20	12,000.00	4,961.05	58.66%
100-10-8700 Community Hall/Office	0.00	0.00	15,000.00	0.00	100.00%
<b>Total Administration Expenditures</b>	<b>0.00</b>	<b>14,794.77</b>	<b>191,117.00</b>	<b>118,600.85</b>	<b>37.94%</b>

**Police Expenditures**

100-20-6820 Police Patrol/Public Protection	0.00	3,231.68	50,000.00	22,234.11	55.53%
<b>Total Police Expenditures</b>	<b>0.00</b>	<b>3,231.68</b>	<b>50,000.00</b>	<b>22,234.11</b>	<b>55.53%</b>

**Fire Expenditures**

100-30-5105 Full-Time Employees - Regular	0.00	1,502.80	5,191.00	15,085.50	(190.61%)
100-30-5115 Part-Time Employees	0.00	90.00	35,000.00	9,805.00	71.99%
100-30-5120 Temporary Employees - Regular	0.00	0.00	28,000.00	0.00	100.00%
100-30-5205 Employer FICA Taxes	0.00	114.98	5,171.00	1,839.64	64.42%
100-30-5210 Unemployment Insurance	0.00	1.50	1,126.00	24.08	97.86%
100-30-5215 Workers' Compensation Insurance	0.00	1.16	1,400.00	569.39	59.33%
100-30-5305 Employer PERS Contributions	0.00	223.72	5,907.00	2,522.68	57.29%
100-30-5405 Health Insurance	0.00	67.28	13,740.00	699.52	94.91%
100-30-5415 Life Insurance	0.00	7.00	375.00	75.71	79.81%
100-30-5420 Disability Insurance	0.00	0.00	9,000.00	7,689.75	14.56%
100-30-6105 Office Supplies & Equipment	0.00	26.97	10,000.00	847.64	91.52%

**City of Bay City 503-377-2288**

5/10/2019 3:15pm

**Statement of Revenue and Expenditures**

Page 3

*Revised Budget*

*For General Fund (100)*

*For the Fiscal Period 2019-10 Ending April 30, 2019*

<b>Account Number</b>	<b>Current Budget</b>	<b>Current Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget %</b>
100-30-6115 First Aid Supplies	0.00	0.00	1,500.00	461.38	69.24%
100-30-6140 Fuel/Lubes/Etc.	0.00	0.00	3,000.00	1,389.75	53.68%
100-30-6205 Accounting & Auditing	0.00	0.00	1,200.00	1,000.00	16.67%
100-30-6220 Legal Fees	0.00	100.00	1,200.00	1,000.00	16.67%
100-30-6305 Building Repairs & Maintenance	0.00	0.00	13,000.00	2,604.37	79.97%
100-30-6340 Radios & Radio Repair	0.00	0.00	2,000.00	0.00	100.00%
100-30-6345 Operational Equipment & Repairs	0.00	1,874.00	15,000.00	11,751.82	21.65%
100-30-6350 Personal Protective Equipment	0.00	400.90	15,000.00	7,527.29	49.82%
100-30-6405 Dues & Subscriptions	0.00	100.00	1,900.00	1,397.50	26.45%
100-30-6410 Training	0.00	0.00	5,000.00	4,813.67	3.73%
100-30-6605 Electricity	0.00	337.68	4,200.00	2,524.80	39.89%
100-30-6620 Telecommunications	0.00	65.62	3,000.00	1,439.85	52.01%
100-30-6700 Insurance	0.00	0.00	13,000.00	11,225.34	13.65%
100-30-6840 Printing & Copying	0.00	122.47	300.00	184.22	38.59%
100-30-6860 Computers/Software/Services	0.00	0.00	500.00	466.20	6.76%
100-30-6990 Other Miscellaneous Expenses	0.00	589.20	2,000.00	3,113.84	(55.69%)
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	9,834.00	0.00	100.00%
100-30-9900 Unappropriated Ending Fund Balance	0.00	0.00	25,000.00	0.00	100.00%
<b>Total Fire Expenditures</b>	<b>0.00</b>	<b>5,625.28</b>	<b>266,544.00</b>	<b>90,058.94</b>	<b>66.21%</b>
<b>Recreation Expenditures</b>					
100-50-5105 Full-Time Employees - Regular	0.00	557.92	6,858.00	5,585.21	18.56%
100-50-5205 Employer FICA Taxes	0.00	42.70	600.00	427.44	28.76%
100-50-5210 Unemployment Insurance	0.00	0.56	150.00	5.62	96.25%
100-50-5215 Workers' Compensation Insurance	0.00	0.42	1,050.00	177.16	83.13%
100-50-5305 Employer PERS Contributions	0.00	56.96	750.00	570.22	23.97%
100-50-5405 Health Insurance	0.00	269.70	5,100.00	3,958.85	22.38%
100-50-5415 Life Insurance	0.00	0.52	50.00	5.42	89.16%
100-50-6145 Tourism	0.00	0.00	300.00	194.25	35.25%
100-50-6190 Other Supplies	0.00	203.64	3,000.00	1,743.14	41.90%
100-50-6310 Grounds Maintenance	0.00	5,740.81	15,000.00	10,617.86	29.21%
100-50-6311 Contracted Ground Maintenance	0.00	1,025.00	12,300.00	10,250.00	16.67%
100-50-6605 Electricity	0.00	93.74	1,500.00	1,173.55	21.76%
100-50-8300 Improvements Other Than Buildings	0.00	96.80	15,000.00	9,159.13	38.94%
<b>Total Recreation Expenditures</b>	<b>0.00</b>	<b>8,088.77</b>	<b>61,658.00</b>	<b>43,867.85</b>	<b>28.85%</b>
<b>Transient Lodging Tax Expenditures</b>					
100-60-6145 Tourism	0.00	5,604.50	62,638.00	21,938.50	64.98%
<b>Total Transient Lodging Tax Expenditures</b>	<b>0.00</b>	<b>5,604.50</b>	<b>62,638.00</b>	<b>21,938.50</b>	<b>64.98%</b>
<b>Planning Expenditures</b>					
100-70-6220 Legal Fees	0.00	0.00	2,000.00	2,000.00	0.00%
100-70-6240 Comprehensive Planning	0.00	2,000.00	26,000.00	21,440.00	17.54%
100-70-6290 Other Professional Fees	0.00	0.00	1,000.00	0.00	100.00%
100-70-6865 Building Inspector/Inspections	0.00	0.00	1,000.00	0.00	100.00%
<b>Total Planning Expenditures</b>	<b>0.00</b>	<b>2,000.00</b>	<b>30,000.00</b>	<b>23,440.00</b>	<b>21.87%</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
*For General Fund (100)*  
*For the Fiscal Period 2019-10 Ending April 30, 2019*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>General Service Expenditures</b>					
100-90-6205 Accounting & Auditing	0.00	0.00	4,000.00	2,250.00	43.75%
100-90-6220 Legal Fees	13,169.00	3,117.00	28,169.00	15,085.25	46.45%
100-90-6805 Mayor	0.00	0.00	5,000.00	5,750.47	(15.01%)
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	1,000.00	0.00	100.00%
100-90-9000 Transfers Out	0.00	0.00	96,009.00	96,009.00	0.00%
100-90-9800 Contingency	(13,169.00)	0.00	0.00	0.00	0.00%
<b>Total General Service Expenditures</b>	<b>0.00</b>	<b>3,117.00</b>	<b>134,478.00</b>	<b>119,094.72</b>	<b>11.44%</b>
<b>Total General Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 42,462.00</b>	<b>\$ 796,435.00</b>	<b>\$ 439,234.97</b>	<b>44.85%</b>
<b>General Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (23,662.05)</b>	<b>\$ 0.00</b>	<b>\$ 562,863.76</b>	<b>0.00%</b>

**City of Bay City 503-377-2288**

5/10/2019 3:15pm

**Statement of Revenue and Expenditures**

Page 5

*Revised Budget*

*For Street and Road Fund (200)*

*For the Fiscal Period 2019-10 Ending April 30, 2019*

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Non-Departmental Revenues</b>						
200-00-4115	State Highway Tax	\$ 0.00	\$ 5,368.19	\$ 75,000.00	\$ 80,596.65	(7.46%)
200-00-4420	State Grants	0.00	0.00	50,000.00	0.00	100.00%
200-00-4800	Miscellaneous	0.00	50.00	0.00	4,176.22	0.00%
200-00-4805	Earnings on Investments	0.00	363.76	200.00	1,588.39	(694.20%)
200-00-4930	Transfers In	0.00	0.00	40,000.00	0.00	100.00%
200-00-4990	Beginning Fund Balance	0.00	0.00	21,916.00	79,882.55	(264.49%)
<b>Total Non-Departmental Revenues</b>		<b>0.00</b>	<b>5,781.95</b>	<b>187,116.00</b>	<b>166,243.81</b>	<b>11.15%</b>
<b>Total Street and Road Fund Revenues</b>		<b>\$ 0.00</b>	<b>\$ 5,781.95</b>	<b>\$ 187,116.00</b>	<b>\$ 166,243.81</b>	<b>11.15%</b>
<b>Expenditures</b>						
<b>Non-Departmental Expenditures</b>						
200-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 2,661.04	\$ 32,740.00	\$ 25,590.48	21.84%
200-00-5205	Employer FICA Taxes	0.00	203.57	2,748.00	1,957.60	28.76%
200-00-5210	Unemployment Insurance	0.00	2.68	570.00	25.72	95.49%
200-00-5215	Workers' Compensation Insurance	0.00	1.32	2,600.00	2,085.44	19.79%
200-00-5305	Employer PERS Contributions	0.00	282.14	3,900.00	2,601.42	33.30%
200-00-5405	Health Insurance	0.00	1,043.66	17,350.00	10,738.57	38.11%
200-00-5415	Life Insurance	0.00	3.68	200.00	39.11	80.45%
200-00-6105	Office Supplies & Equipment	0.00	55.07	500.00	55.07	88.99%
200-00-6125	Shop Supplies & Small Tools	0.00	164.97	3,000.00	1,197.99	60.07%
200-00-6140	Fuel/Lubes/Etc.	0.00	867.90	3,200.00	1,577.23	50.71%
200-00-6205	Accounting & Auditing	0.00	0.00	1,000.00	1,000.00	0.00%
200-00-6215	Engineering Fees	0.00	0.00	500.00	0.00	100.00%
200-00-6220	Legal Fees	0.00	0.00	1,000.00	1,000.00	0.00%
200-00-6305	Building Repairs & Maintenance	0.00	0.00	500.00	125.50	74.90%
200-00-6315	Street Repairs & Maintenance	0.00	5,878.45	10,000.00	9,842.27	1.58%
200-00-6335	Vehicle Repairs & Maintenance	0.00	247.18	2,000.00	2,032.33	(1.62%)
200-00-6350	Personal Protective Equipment	0.00	0.00	200.00	271.83	(35.92%)
200-00-6390	Other Repairs & Maintenance	0.00	0.00	15,158.00	104.13	99.31%
200-00-6410	Training	0.00	0.00	1,000.00	637.05	36.30%
200-00-6605	Electricity	0.00	727.05	10,000.00	7,227.60	27.72%
200-00-6700	Insurance	0.00	0.00	3,000.00	2,405.42	19.82%
200-00-6860	Computers/Software/Services	0.00	9.81	2,500.00	267.11	89.32%
200-00-8300	Improvements Other Than Buildings	0.00	0.00	50,000.00	0.00	100.00%
200-00-9800	Contingency	0.00	0.00	23,450.00	0.00	100.00%
<b>Total Non-Departmental Expenditures</b>		<b>0.00</b>	<b>12,148.52</b>	<b>187,116.00</b>	<b>70,781.87</b>	<b>62.17%</b>
<b>Total Street and Road Fund Expenditures</b>		<b>\$ 0.00</b>	<b>\$ 12,148.52</b>	<b>\$ 187,116.00</b>	<b>\$ 70,781.87</b>	<b>62.17%</b>
<b>Street and Road Fund Excess of Revenues Over Expen</b>		<b>\$ 0.00</b>	<b>\$ (6,366.57)</b>	<b>\$ 0.00</b>	<b>\$ 95,461.94</b>	<b>0.00%</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Housing Rehabilitation Fund (201)**  
**For the Fiscal Period 2019-10 Ending April 30, 2019**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Housing Rehabilitation Revenues</b>					
201-18-4805 Earnings on Investments	\$ 0.00	\$ 434.37	\$ 500.00	\$ 1,896.73	(279.35%)
201-18-4990 Beginning Fund Balance	0.00	0.00	81,797.00	95,390.11	(16.62%)
<b>Total Housing Rehabilitation Revenues</b>	<b>0.00</b>	<b>434.37</b>	<b>82,297.00</b>	<b>97,286.84</b>	<b>(18.21%)</b>
<b>Total Housing Rehabilitation Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 434.37</b>	<b>\$ 82,297.00</b>	<b>\$ 97,286.84</b>	<b>(18.21%)</b>
<b>Expenditures</b>					
<b>Housing Rehabilitation Expenditures</b>					
201-18-6890 Other Administration Expenses	\$ 0.00	\$ 0.00	\$ 1,297.00	\$ 0.00	100.00%
201-18-6920 Housing Rehab Loan Disbursements	0.00	0.00	81,000.00	0.00	100.00%
<b>Total Housing Rehabilitation Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>82,297.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Housing Rehabilitation Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 82,297.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Housing Rehabilitation Fund Excess of Revenues Over</b>	<b>\$ 0.00</b>	<b>\$ 434.37</b>	<b>\$ 0.00</b>	<b>\$ 97,286.84</b>	<b>0.00%</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Kilchis Water Bond Fund (300)  
 For the Fiscal Period 2019-10 Ending April 30, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Bond Payment Revenues</b>					
300-11-4005 Property Taxes - Current	\$ 0.00	\$ 83.68	\$ 23,617.00	\$ 24,391.34	(3.28%)
300-11-4010 Property Taxes - Prior Years	0.00	37.60	1,000.00	1,149.90	(14.99%)
300-11-4611 Water User Charges - Capital	0.00	1,745.07	20,941.00	17,550.76	16.19%
300-11-4805 Earnings on Investments	0.00	429.72	500.00	1,876.37	(275.27%)
300-11-4990 Beginning Fund Balance	0.00	0.00	90,592.00	94,366.32	(4.17%)
<b>Total Bond Payment Revenues</b>	<b>0.00</b>	<b>2,296.07</b>	<b>136,650.00</b>	<b>139,334.69</b>	<b>(1.96%)</b>
<b>Total Kilchis Water Bond Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 2,296.07</b>	<b>\$ 136,650.00</b>	<b>\$ 139,334.69</b>	<b>(1.96%)</b>
<b>Expenditures</b>					
<b>Bond Payment Expenditures</b>					
300-11-7010 Principal Payments - General Obligatio	\$ 0.00	\$ 49,000.00	\$ 49,000.00	\$ 49,000.00	0.00%
300-11-7015 Interest Payments - General Obligation	0.00	227.56	8,000.00	3,893.00	51.34%
<b>Total Bond Payment Expenditures</b>	<b>0.00</b>	<b>49,227.56</b>	<b>57,000.00</b>	<b>52,893.00</b>	<b>7.21%</b>
<b>Bond Reserve Expenditures</b>					
300-12-9900 Unappropriated Ending Fund Balance	0.00	0.00	79,650.00	0.00	100.00%
<b>Total Bond Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>79,650.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Kilchis Water Bond Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 49,227.56</b>	<b>\$ 136,650.00</b>	<b>\$ 52,893.00</b>	<b>61.29%</b>
<b>Kilchis Water Bond Fund Excess of Revenues Over Exp</b>	<b>\$ 0.00</b>	<b>\$ (46,931.49)</b>	<b>\$ 0.00</b>	<b>\$ 86,441.69</b>	<b>0.00%</b>

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

*Revised Budget*  
**For Sewer Bond Fund (301)**  
**For the Fiscal Period 2019-10 Ending April 30, 2019**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Bond Payment Revenues</b>					
301-11-4005 Property Taxes - Current	\$ 0.00	\$ 76.63	\$ 21,606.00	\$ 22,336.64	(3.38%)
301-11-4010 Property Taxes - Prior Years	0.00	28.28	500.00	806.23	(61.25%)
301-11-4805 Earnings on Investments	0.00	177.41	200.00	774.67	(287.34%)
301-11-4990 Beginning Fund Balance	0.00	0.00	37,582.00	38,959.55	(3.67%)
<b>Total Bond Payment Revenues</b>	<b>0.00</b>	<b>282.32</b>	<b>59,888.00</b>	<b>62,877.09</b>	<b>(4.99%)</b>
<b>Total Sewer Bond Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 282.32</b>	<b>\$ 59,888.00</b>	<b>\$ 62,877.09</b>	<b>(4.99%)</b>
<b>Expenditures</b>					
<b>Bond Payment Expenditures</b>					
301-11-7010 Principal Payments - General Obligatio	\$ 0.00	\$ 0.00	\$ 8,000.00	\$ 7,926.00	0.93%
301-11-7015 Interest Payments - General Obligation	0.00	0.00	16,000.00	16,000.00	0.00%
<b>Total Bond Payment Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>	<b>23,926.00</b>	<b>0.31%</b>
<b>Bond Reserve Expenditures</b>					
301-12-9900 Unappropriated Ending Fund Balance	0.00	0.00	35,888.00	0.00	100.00%
<b>Total Bond Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>35,888.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Sewer Bond Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 59,888.00</b>	<b>\$ 23,926.00</b>	<b>60.05%</b>
<b>Sewer Bond Fund Excess of Revenues Over Expenditur</b>	<b>\$ 0.00</b>	<b>\$ 282.32</b>	<b>\$ 0.00</b>	<b>\$ 38,951.09</b>	<b>0.00%</b>



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

*Revised Budget*  
 For DEQ Loan Repayment Fund (302)  
 For the Fiscal Period 2019-10 Ending April 30, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Loan Reserve Revenues</b>					
302-21-4620 Sewer User Charges	\$ 0.00	\$ 4,212.00	\$ 40,000.00	\$ 41,224.50	(3.06%)
302-21-4990 Beginning Fund Balance	0.00	0.00	126,000.00	126,279.00	(0.22%)
<b>Total Loan Reserve Revenues</b>	<b>0.00</b>	<b>4,212.00</b>	<b>166,000.00</b>	<b>167,503.50</b>	<b>(0.91%)</b>
<b>Total DEQ Loan Repayment Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 4,212.00</b>	<b>\$ 166,000.00</b>	<b>\$ 167,503.50</b>	<b>(0.91%)</b>
<b>Expenditures</b>					
<b>Loan Expenditures</b>					
302-22-7040 Principal Payments - Notes Payable	\$ 0.00	\$ 0.00	\$ 25,000.00	\$ 0.00	100.00%
302-22-7045 Interest Payments - Notes Payable	0.00	0.00	3,500.00	0.00	100.00%
302-22-9900 Unappropriated Ending Fund Balance	0.00	0.00	137,500.00	0.00	100.00%
<b>Total Loan Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>166,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total DEQ Loan Repayment Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 166,000.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>DEQ Loan Repayment Fund Excess of Revenues Over E</b>	<b>\$ 0.00</b>	<b>\$ 4,212.00</b>	<b>\$ 0.00</b>	<b>\$ 167,503.50</b>	<b>0.00%</b>

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

*Revised Budget*  
*For Street Reserve Fund (400)*  
*For the Fiscal Period 2019-10 Ending April 30, 2019*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
400-13-4305 Franchise Fees	\$ 0.00	\$ 1,628.95	\$ 3,800.00	\$ 5,090.59	(33.96%)
400-13-4805 Earnings on Investments	0.00	1,169.05	1,000.00	5,104.77	(410.48%)
400-13-4990 Beginning Fund Balance	0.00	0.00	18,240.00	164,807.21	(803.55%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>2,798.00</b>	<b>23,040.00</b>	<b>175,002.57</b>	<b>(659.56%)</b>
<b>Street Trust Revenues</b>					
400-17-4805 Earnings on Investments	0.00	988.15	3,000.00	4,314.85	(43.83%)
400-17-4990 Beginning Fund Balance	0.00	0.00	217,000.00	222,681.80	(2.62%)
<b>Total Street Trust Revenues</b>	<b>0.00</b>	<b>988.15</b>	<b>220,000.00</b>	<b>226,996.65</b>	<b>(3.18%)</b>
<b>Street Maintenance Fee Revenues</b>					
400-24-4320 Street Maintenance Fees	0.00	4,319.41	43,000.00	43,885.90	(2.06%)
400-24-4990 Beginning Fund Balance	0.00	0.00	84,258.00	79,881.37	5.19%
<b>Total Street Maintenance Fee Revenues</b>	<b>0.00</b>	<b>4,319.41</b>	<b>127,258.00</b>	<b>123,767.27</b>	<b>2.74%</b>
<b>FEMA Projects Revenues</b>					
400-25-4990 Beginning Fund Balance	0.00	0.00	0.00	6,356.97	0.00%
<b>Total FEMA Projects Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,356.97</b>	<b>0.00%</b>
<b>Total Street Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 8,105.56</b>	<b>\$ 370,298.00</b>	<b>\$ 532,123.46</b>	<b>(43.70%)</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
400-13-6315 Street Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 50,000.00	\$ 0.00	100.00%
400-13-6910 Fee Refunds	0.00	0.00	500.00	0.00	100.00%
400-13-9400 Transfer to Capital Projects Funds	0.00	0.00	40,000.00	0.00	100.00%
400-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	9,798.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>100,298.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Street Trust Expenditures</b>					
400-17-9900 Unappropriated Ending Fund Balance	0.00	0.00	220,000.00	0.00	100.00%
<b>Total Street Trust Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>220,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Street Maintenance Fee Expenditures</b>					
400-24-6314 Street Overlay	0.00	0.00	50,000.00	0.00	100.00%
<b>Total Street Maintenance Fee Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Street Reserve Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 370,298.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Street Reserve Fund Excess of Revenues Over Expendi</b>	<b>\$ 0.00</b>	<b>\$ 8,105.56</b>	<b>\$ 0.00</b>	<b>\$ 532,123.46</b>	<b>0.00%</b>

**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 2019-10 Ending April 30, 2019**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
401-13-4805 Earnings on Investments	\$ 0.00	\$ 451.90	\$ 500.00	\$ 1,973.22	(294.64%)
401-13-4930 Transfers In	0.00	0.00	20,000.00	0.00	100.00%
401-13-4990 Beginning Fund Balance	0.00	0.00	96,000.00	99,236.62	(3.37%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>451.90</b>	<b>116,500.00</b>	<b>101,209.84</b>	<b>13.12%</b>
<b>Total Bay City Equipment Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 451.90</b>	<b>\$ 116,500.00</b>	<b>\$ 101,209.84</b>	<b>13.12%</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
401-13-8400 Machinery & Equipment	\$ 0.00	\$ 0.00	\$ 116,500.00	\$ 3,949.86	96.61%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>116,500.00</b>	<b>3,949.86</b>	<b>96.61%</b>
<b>Total Bay City Equipment Reserve Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 116,500.00</b>	<b>\$ 3,949.86</b>	<b>96.61%</b>
<b>Bay City Equipment Reserve Fund Excess of Revenues</b>	<b>\$ 0.00</b>	<b>\$ 451.90</b>	<b>\$ 0.00</b>	<b>\$ 97,259.98</b>	<b>0.00%</b>

**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 2019-10 Ending April 30, 2019**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
402-13-4805 Earnings on Investments	\$ 0.00	\$ 256.00	\$ 0.00	\$ 1,117.86	0.00%
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	55,826.00	56,219.12	(0.70%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>256.00</b>	<b>90,826.00</b>	<b>57,336.98</b>	<b>36.87%</b>
<b>Building Fund Revenues</b>					
402-19-4890 Fire Department Relocation	0.00	2,616.42	26,000.00	22,351.59	14.03%
402-19-4990 Beginning Fund Balance	0.00	0.00	62,073.00	60,433.31	2.64%
<b>Total Building Fund Revenues</b>	<b>0.00</b>	<b>2,616.42</b>	<b>88,073.00</b>	<b>82,784.90</b>	<b>6.00%</b>
<b>Total Fire Apparatus Reserve &amp; Building Reserve Fun</b>	<b>\$ 0.00</b>	<b>\$ 2,872.42</b>	<b>\$ 178,899.00</b>	<b>\$ 140,121.88</b>	<b>21.68%</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
402-13-7050 Capital Lease Payments	\$ 0.00	\$ 0.00	\$ 24,220.00	\$ 24,219.78	0.00%
402-13-8200 Equipment	0.00	0.00	19,100.00	19,075.00	0.13%
402-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	47,506.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>90,826.00</b>	<b>43,294.78</b>	<b>52.33%</b>
<b>Building Fund Expenditures</b>					
402-19-9900 Unappropriated Ending Fund Balance	0.00	0.00	88,073.00	0.00	100.00%
<b>Total Building Fund Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>88,073.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Fire Apparatus Reserve &amp; Building Reserve Fun</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 178,899.00</b>	<b>\$ 43,294.78</b>	<b>75.80%</b>
<b>Fire Apparatus Reserve &amp; Building Reserve Fund Exces</b>	<b>\$ 0.00</b>	<b>\$ 2,872.42</b>	<b>\$ 0.00</b>	<b>\$ 96,827.10</b>	<b>0.00%</b>

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

*Revised Budget*  
**For Park & Recreation Reserve Fund (404)**  
**For the Fiscal Period 2019-10 Ending April 30, 2019**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
404-13-4805 Earnings on Investments	\$ 0.00	\$ 89.89	\$ 10.00	\$ 392.49	(3824.90%)
404-13-4890 Other Revenue	0.00	0.00	0.00	1,261.10	0.00%
404-13-4990 Beginning Fund Balance	0.00	0.00	5,000.00	19,739.07	(294.78%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>89.89</b>	<b>5,010.00</b>	<b>21,392.66</b>	<b>(327.00%)</b>
<b>Total Park &amp; Recreation Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 89.89</b>	<b>\$ 5,010.00</b>	<b>\$ 21,392.66</b>	<b>(327.00%)</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
404-13-9000 Transfers Out	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	100.00%
404-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	10.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>5,010.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Park &amp; Recreation Reserve Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,010.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Park &amp; Recreation Reserve Fund Excess of Revenues O</b>	<b>\$ 0.00</b>	<b>\$ 89.89</b>	<b>\$ 0.00</b>	<b>\$ 21,392.66</b>	<b>0.00%</b>

**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 2019-10 Ending April 30, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
405-13-4115 State Highway Tax	\$ 0.00	\$ 54.22	\$ 700.00	\$ 814.09	(16.30%)
405-13-4805 Earnings on Investments	0.00	26.04	35.00	113.69	(224.83%)
405-13-4990 Beginning Fund Balance	0.00	0.00	5,510.00	5,717.71	(3.77%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>80.26</b>	<b>6,245.00</b>	<b>6,645.49</b>	<b>(6.41%)</b>
<b>Total Footpaths and Bicycle Trails Reserve Revenues</b>	<b>\$ 0.00</b>	<b>\$ 80.26</b>	<b>\$ 6,245.00</b>	<b>\$ 6,645.49</b>	<b>(6.41%)</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
405-13-9900 Unappropriated Ending Fund Balance	\$ 0.00	\$ 0.00	\$ 6,245.00	\$ 0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>6,245.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Footpaths and Bicycle Trails Reserve Expenditu</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 6,245.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Footpaths and Bicycle Trails Reserve Excess of Revenu</b>	<b>\$ 0.00</b>	<b>\$ 80.26</b>	<b>\$ 0.00</b>	<b>\$ 6,645.49</b>	<b>0.00%</b>

**City of Bay City 503-377-2288**

5/10/2019 3:15pm

Page 15

**Statement of Revenue and Expenditures**

*Revised Budget*

*For Bay City Water Fund (600)*

*For the Fiscal Period 2019-10 Ending April 30, 2019*

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Non-Departmental Revenues</b>						
600-00-4610	Water User Charges	\$ 0.00	\$ 28,522.41	\$ 300,000.00	\$ 308,736.08	(2.91%)
600-00-4615	Water Deposits	0.00	167.90	4,000.00	3,135.88	21.60%
600-00-4800	Miscellaneous	0.00	80.00	11,500.00	1,564.21	86.40%
600-00-4805	Earnings on Investments	0.00	1,375.45	2,000.00	6,006.04	(200.30%)
600-00-4815	Sale of Pipe/Supplies	0.00	0.00	500.00	2,596.61	(419.32%)
600-00-4990	Beginning Fund Balance	0.00	0.00	212,540.00	302,054.28	(42.12%)
<b>Total Non-Departmental Revenues</b>		<b>0.00</b>	<b>30,145.76</b>	<b>530,540.00</b>	<b>624,093.10</b>	<b>(17.63%)</b>
<b>Reserve Revenues</b>						
600-13-4710	SDC - Improvement Fees	0.00	0.00	9,750.00	4,794.56	50.83%
600-13-4720	SDC - Reimbursement Fees	0.00	0.00	5,250.00	2,569.44	51.06%
600-13-4805	Earnings on Investments	0.00	1,387.63	8,600.00	6,059.25	29.54%
600-13-4990	Beginning Fund Balance	0.00	0.00	293,000.00	304,730.31	(4.00%)
<b>Total Reserve Revenues</b>		<b>0.00</b>	<b>1,387.63</b>	<b>316,600.00</b>	<b>318,153.56</b>	<b>(0.49%)</b>
<b>Total Bay City Water Fund Revenues</b>		<b>\$ 0.00</b>	<b>\$ 31,533.39</b>	<b>\$ 847,140.00</b>	<b>\$ 942,246.66</b>	<b>(11.23%)</b>

**Expenditures**

**Non-Departmental Expenditures**

600-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 10,415.31	\$ 128,218.00	\$ 99,938.90	22.06%
600-00-5205	Employer FICA Taxes	0.00	796.68	9,400.00	7,644.41	18.68%
600-00-5210	Unemployment Insurance	0.00	10.38	2,000.00	99.69	95.02%
600-00-5215	Workers' Compensation Insurance	0.00	5.38	3,100.00	2,475.50	20.15%
600-00-5305	Employer PERS Contributions	0.00	1,110.41	14,000.00	10,270.54	26.64%
600-00-5405	Health Insurance	0.00	3,956.55	60,000.00	42,283.41	29.53%
600-00-5415	Life Insurance	0.00	20.37	620.00	218.55	64.75%
600-00-6105	Office Supplies & Equipment	0.00	239.54	3,000.00	2,567.21	14.43%
600-00-6125	Shop Supplies & Small Tools	0.00	211.17	5,000.00	3,030.81	39.38%
600-00-6130	Customer Meters & Supplies	0.00	0.00	20,000.00	10,844.40	45.78%
600-00-6140	Fuel/Lubes/Etc.	0.00	867.90	3,200.00	3,096.11	3.25%
600-00-6190	Other Supplies	0.00	0.00	1,000.00	0.00	100.00%
600-00-6205	Accounting & Auditing	0.00	0.00	3,000.00	2,250.00	25.00%
600-00-6215	Engineering Fees	0.00	518.34	10,000.00	3,311.26	66.89%
600-00-6220	Legal Fees	0.00	0.00	5,000.00	5,050.93	(1.02%)
600-00-6225	Laboratory Fees	0.00	25.00	2,000.00	390.00	80.50%
600-00-6305	Building Repairs & Maintenance	0.00	36.22	10,000.00	4,520.02	54.80%
600-00-6311	Contracted Ground Maintenance	0.00	150.00	1,800.00	1,350.00	25.00%
600-00-6325	Utility System Repairs	0.00	0.00	10,000.00	2,264.86	77.35%
600-00-6335	Vehicle Repairs & Maintenance	0.00	247.18	5,000.00	3,179.41	36.41%
600-00-6345	Operational Equipment & Repairs	0.00	0.00	5,000.00	7,932.78	(58.66%)
600-00-6350	Personal Protective Equipment	0.00	165.86	200.00	513.27	(156.64%)
600-00-6410	Training	0.00	297.94	4,000.00	2,893.99	27.65%
600-00-6605	Electricity	0.00	52.19	800.00	355.08	55.62%
600-00-6620	Telecommunications	0.00	201.25	3,000.00	2,923.25	2.56%
600-00-6700	Insurance	0.00	0.00	7,500.00	7,216.29	3.78%

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

*Revised Budget*  
*For Bay City Water Fund (600)*  
*For the Fiscal Period 2019-10 Ending April 30, 2019*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
600-00-6830 Janitorial Services	0.00	35.00	550.00	350.00	36.36%
600-00-6860 Computers/Software/Services	0.00	13.25	7,000.00	4,831.56	30.98%
600-00-6905 Deposit Refunds	0.00	0.00	1,000.00	463.88	53.61%
600-00-6910 Fee Refunds	0.00	0.00	100.00	0.00	100.00%
600-00-6990 Other Miscellaneous Expenses	0.00	589.20	33,600.00	22,244.62	33.80%
600-00-8800 Utility System	0.00	268.03	0.00	268.03	0.00%
600-00-9400 Transfer to Capital Projects Funds	0.00	0.00	10,000.00	0.00	100.00%
600-00-9500 Transfer to Enterprise Funds	0.00	0.00	123,078.00	0.00	100.00%
600-00-9800 Contingency	0.00	0.00	38,374.00	0.00	100.00%
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>20,233.15</b>	<b>530,540.00</b>	<b>254,778.76</b>	<b>51.98%</b>
<b>Reserve Expenditures</b>					
600-13-6910 Fee Refunds	0.00	0.00	7,500.00	0.00	100.00%
600-13-8800 Utility System	0.00	1,846.70	150,000.00	103,762.70	30.82%
600-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	159,100.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>1,846.70</b>	<b>316,600.00</b>	<b>103,762.70</b>	<b>67.23%</b>
<b>Total Bay City Water Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 22,079.85</b>	<b>\$ 847,140.00</b>	<b>\$ 358,541.46</b>	<b>57.68%</b>
<b>Bay City Water Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 9,453.54</b>	<b>\$ 0.00</b>	<b>\$ 583,705.20</b>	<b>0.00%</b>



**City of Bay City 503-377-2288**

5/10/2019 3:15pm

Page 17

**Statement of Revenue and Expenditures**

*Revised Budget*

*For Kilchis Water Fund (601)*

*For the Fiscal Period 2019-10 Ending April 30, 2019*

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Non-Departmental Revenues</b>						
601-00-4610	Water User Charges	\$ 0.00	\$ 19,035.54	\$ 228,426.00	\$ 192,252.64	15.84%
601-00-4800	Miscellaneous	0.00	50.00	10,000.00	1,396.00	86.04%
601-00-4805	Earnings on Investments	0.00	1,562.98	2,200.00	6,824.90	(210.22%)
601-00-4930	Transfers In	0.00	0.00	123,078.00	0.00	100.00%
601-00-4990	Beginning Fund Balance	0.00	0.00	317,000.00	343,235.15	(8.28%)
<b>Total Non-Departmental Revenues</b>		<b>0.00</b>	<b>20,648.52</b>	<b>680,704.00</b>	<b>543,708.69</b>	<b>20.13%</b>
<b>Reserve Revenues</b>						
601-13-4400	Grant Revenue	0.00	0.00	20,000.00	0.00	100.00%
601-13-4805	Earnings on Investments	0.00	915.54	1,500.00	3,997.77	(166.52%)
601-13-4930	Transfers In	0.00	0.00	339,003.00	0.00	100.00%
601-13-4990	Beginning Fund Balance	0.00	0.00	193,000.00	201,054.76	(4.17%)
<b>Total Reserve Revenues</b>		<b>0.00</b>	<b>915.54</b>	<b>553,503.00</b>	<b>205,052.53</b>	<b>62.95%</b>
<b>Total Kilchis Water Fund Revenues</b>		<b>\$ 0.00</b>	<b>\$ 21,564.06</b>	<b>\$ 1,234,207.00</b>	<b>\$ 748,761.22</b>	<b>39.33%</b>

**Expenditures**

**Non-Departmental Expenditures**

601-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 8,032.46	\$ 99,181.00	\$ 76,900.26	22.46%
601-00-5205	Employer FICA Taxes	0.00	614.51	7,800.00	5,883.57	24.57%
601-00-5210	Unemployment Insurance	0.00	8.06	1,700.00	77.03	95.47%
601-00-5215	Workers' Compensation Insurance	0.00	3.92	3,200.00	2,459.70	23.13%
601-00-5305	Employer PERS Contributions	0.00	859.28	12,000.00	7,897.59	34.19%
601-00-5405	Health Insurance	0.00	3,071.41	48,300.00	33,026.06	31.62%
601-00-5415	Life Insurance	0.00	13.04	520.00	139.89	73.10%
601-00-6105	Office Supplies & Equipment	0.00	204.53	2,000.00	1,058.71	47.06%
601-00-6125	Shop Supplies & Small Tools	0.00	211.11	2,000.00	3,034.09	(51.70%)
601-00-6135	Chemical/Lab Supplies	0.00	229.98	20,000.00	12,166.55	39.17%
601-00-6140	Fuel/Lubes/Etc.	0.00	867.91	3,200.00	2,534.85	20.79%
601-00-6205	Accounting & Auditing	0.00	0.00	3,000.00	2,250.00	25.00%
601-00-6215	Engineering Fees	0.00	378.34	10,000.00	455.01	95.45%
601-00-6220	Legal Fees	0.00	0.00	4,000.00	4,000.00	0.00%
601-00-6225	Laboratory Fees	0.00	25.00	3,000.00	515.00	82.83%
601-00-6305	Building Repairs & Maintenance	0.00	36.22	10,000.00	4,618.56	53.81%
601-00-6325	Utility System Repairs	0.00	0.00	10,000.00	876.00	91.24%
601-00-6335	Vehicle Repairs & Maintenance	0.00	247.19	5,000.00	3,179.39	36.41%
601-00-6345	Operational Equipment & Repairs	0.00	0.00	15,000.00	8,842.10	41.05%
601-00-6350	Personal Protective Equipment	0.00	165.86	200.00	513.24	(156.62%)
601-00-6410	Training	0.00	297.94	5,000.00	2,880.36	42.39%
601-00-6605	Electricity	0.00	1,800.29	25,000.00	18,713.77	25.14%
601-00-6620	Telecommunications	0.00	129.72	4,000.00	3,567.54	10.81%
601-00-6700	Insurance	0.00	0.00	7,500.00	7,216.29	3.78%
601-00-6830	Janitorial Services	0.00	35.00	600.00	350.00	41.67%
601-00-6860	Computers/Software/Services	0.00	9.81	5,000.00	1,513.71	69.73%
601-00-6905	Deposit Refunds	0.00	0.00	0.00	209.73	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 2019-10 Ending April 30, 2019*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601-00-6990 Other Miscellaneous Expenses	0.00	589.20	22,000.00	9,148.36	58.42%
601-00-9000 Transfers Out	0.00	0.00	344,003.00	0.00	100.00%
601-00-9800 Contingency	0.00	0.00	7,500.00	0.00	100.00%
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>17,830.78</b>	<b>680,704.00</b>	<b>214,027.36</b>	<b>68.56%</b>
<b>Reserve Expenditures</b>					
601-13-8000 Capital Outlay	0.00	0.00	60,000.00	10,459.49	82.57%
601-13-8200 Equipment	0.00	0.00	10,000.00	0.00	100.00%
601-13-8400 Machinery & Equipment	0.00	0.00	10,000.00	0.00	100.00%
601-13-8800 Utility System	0.00	0.00	60,000.00	8,787.50	85.35%
601-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	413,503.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>553,503.00</b>	<b>19,246.99</b>	<b>96.52%</b>
<b>Total Kilchis Water Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 17,830.78</b>	<b>\$ 1,234,207.00</b>	<b>\$ 233,274.35</b>	<b>81.10%</b>
<b>Kilchis Water Fund Excess of Revenues Over Expendit</b>	<b>\$ 0.00</b>	<b>\$ 3,733.28</b>	<b>\$ 0.00</b>	<b>\$ 515,486.87</b>	<b>0.00%</b>

**City of Bay City 503-377-2288**

5/10/2019 3:15pm

**Statement of Revenue and Expenditures**

Page 19

*Revised Budget*

*For Bay City Sewer Fund (602)*

*For the Fiscal Period 2019-10 Ending April 30, 2019*

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Non-Departmental Revenues</b>						
602-00-4420	State Grants	\$ 0.00	\$ 0.00	\$ 44,000.00	\$ 0.00	100.00%
602-00-4421	Loans/ Special Projects	0.00	0.00	225,000.00	0.00	100.00%
602-00-4620	Sewer User Charges	0.00	33,619.29	343,532.00	328,511.61	4.37%
602-00-4625	Sewer Deposits	0.00	356.05	4,000.00	5,047.43	(26.19%)
602-00-4800	Miscellaneous	0.00	1,172.50	1,000.00	7,669.54	(666.95%)
602-00-4805	Earnings on Investments	0.00	1,964.47	1,500.00	8,577.99	(471.87%)
602-00-4990	Beginning Fund Balance	0.00	0.00	188,400.00	305,122.56	(61.95%)
<b>Total Non-Departmental Revenues</b>		<b>0.00</b>	<b>37,112.31</b>	<b>807,432.00</b>	<b>654,929.13</b>	<b>18.89%</b>
<b>Reserve Revenues</b>						
602-14-4710	SDC - Improvement Fees	0.00	0.00	12,799.00	6,399.73	50.00%
602-14-4720	SDC - Reimbursement Fees	0.00	0.00	1,296.00	648.27	49.98%
602-14-4805	Earnings on Investments	0.00	3,568.26	7,000.00	15,581.13	(122.59%)
602-14-4990	Beginning Fund Balance	0.00	0.00	770,900.00	783,600.28	(1.65%)
<b>Total Reserve Revenues</b>		<b>0.00</b>	<b>3,568.26</b>	<b>791,995.00</b>	<b>806,229.41</b>	<b>(1.80%)</b>
<b>Reserve Revenues</b>						
602-15-4805	Earnings on Investments	0.00	316.13	250.00	1,380.42	(452.17%)
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	69,000.00	69,422.49	(0.61%)
<b>Total Reserve Revenues</b>		<b>0.00</b>	<b>316.13</b>	<b>79,250.00</b>	<b>70,802.91</b>	<b>10.66%</b>
<b>Reserve Revenues</b>						
602-16-4805	Earnings on Investments	0.00	243.93	400.00	1,065.11	(166.28%)
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	53,239.00	53,566.22	(0.61%)
<b>Total Reserve Revenues</b>		<b>0.00</b>	<b>243.93</b>	<b>58,639.00</b>	<b>54,631.33</b>	<b>6.83%</b>
<b>Total Bay City Sewer Fund Revenues</b>		<b>\$ 0.00</b>	<b>\$ 41,240.63</b>	<b>\$ 1,737,316.00</b>	<b>\$ 1,586,592.78</b>	<b>8.68%</b>

**Expenditures**

**Non-Departmental Expenditures**

602-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 12,208.01	\$ 145,162.00	\$ 114,175.19	21.35%
602-00-5205	Employer FICA Taxes	0.00	933.95	12,000.00	8,734.43	27.21%
602-00-5210	Unemployment Insurance	0.00	12.18	2,400.00	114.08	95.25%
602-00-5215	Workers' Compensation Insurance	0.00	5.50	4,100.00	3,166.90	22.76%
602-00-5305	Employer PERS Contributions	0.00	1,293.37	16,500.00	11,900.20	27.88%
602-00-5405	Health Insurance	0.00	4,186.76	66,200.00	43,996.08	33.54%
602-00-5410	Dental Insurance	0.00	0.00	720.00	0.00	100.00%
602-00-5415	Life Insurance	0.00	20.95	0.00	225.06	0.00%
602-00-6105	Office Supplies & Equipment	0.00	360.37	2,000.00	2,866.56	(43.33%)
602-00-6125	Shop Supplies & Small Tools	0.00	198.55	3,000.00	3,694.86	(23.16%)
602-00-6135	Chemical/Lab Supplies	0.00	566.43	10,000.00	12,242.12	(22.42%)
602-00-6140	Fuel/Lubes/Etc.	0.00	905.81	3,200.00	2,709.71	15.32%
602-00-6190	Other Supplies	0.00	0.00	1,000.00	57.87	94.21%

**City of Bay City 503-377-2288**

5/10/2019 3:15pm

Page 20

**Statement of Revenue and Expenditures**

*Revised Budget*

*For Bay City Sewer Fund (602)*

*For the Fiscal Period 2019-10 Ending April 30, 2019*

<b>Account Number</b>	<b>Current Budget</b>	<b>Current Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget %</b>
602-00-6205 Accounting & Auditing	0.00	0.00	2,500.00	2,250.00	10.00%
602-00-6215 Engineering Fees	0.00	378.35	10,000.00	455.01	95.45%
602-00-6220 Legal Fees	0.00	0.00	5,000.00	5,000.00	0.00%
602-00-6225 Laboratory Fees	0.00	0.00	1,000.00	25.00	97.50%
602-00-6305 Building Repairs & Maintenance	0.00	36.21	10,000.00	5,536.12	44.64%
602-00-6325 Utility System Repairs	0.00	512.50	20,000.00	3,498.33	82.51%
602-00-6335 Vehicle Repairs & Maintenance	0.00	247.20	5,000.00	3,182.03	36.36%
602-00-6345 Operational Equipment & Repairs	0.00	0.00	48,000.00	27,686.49	42.32%
602-00-6350 Personal Protective Equipment	0.00	165.85	200.00	513.26	(156.63%)
602-00-6410 Training	0.00	297.94	3,000.00	2,497.45	16.75%
602-00-6605 Electricity	0.00	2,052.29	30,000.00	20,132.11	32.89%
602-00-6620 Telecommunications	0.00	171.25	3,500.00	3,357.38	4.07%
602-00-6700 Insurance	0.00	0.00	8,000.00	7,216.29	9.80%
602-00-6830 Janitorial Services	0.00	35.00	550.00	350.00	36.36%
602-00-6855 Permit Fees	0.00	0.00	2,500.00	2,120.00	15.20%
602-00-6860 Computers/Software/Services	0.00	13.25	6,000.00	2,966.36	50.56%
602-00-6905 Deposit Refunds	0.00	0.00	1,500.00	476.18	68.25%
602-00-6910 Fee Refunds	0.00	0.00	100.00	0.00	100.00%
602-00-6990 Other Miscellaneous Expenses	0.00	589.20	100.00	1,470.74	(1370.74%)
602-00-6995 Feasibility Studies / Projects	0.00	7,622.75	44,200.00	7,622.75	82.75%
602-00-6996 Engineering Study / Special projects	0.00	30,598.92	225,000.00	60,757.74	73.00%
602-00-8800 Utility System	0.00	5,345.70	95,000.00	9,216.37	90.30%
602-00-9000 Transfers Out	0.00	0.00	20,000.00	0.00	100.00%
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>68,758.29</b>	<b>807,432.00</b>	<b>370,212.67</b>	<b>54.15%</b>
<b>Reserve Expenditures</b>					
602-14-9900 Unappropriated Ending Fund Balance	0.00	0.00	791,995.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>791,995.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Reserve Expenditures</b>					
602-15-8300 Improvements Other Than Buildings	0.00	0.00	50,000.00	0.00	100.00%
602-15-9900 Unappropriated Ending Fund Balance	0.00	0.00	29,250.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>79,250.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Reserve Expenditures</b>					
602-16-9900 Unappropriated Ending Fund Balance	0.00	0.00	58,639.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>58,639.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Bay City Sewer Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 68,758.29</b>	<b>\$ 1,737,316.00</b>	<b>\$ 370,212.67</b>	<b>78.69%</b>
<b>Bay City Sewer Fund Excess of Revenues Over Expendi</b>	<b>\$ 0.00</b>	<b>\$ (27,517.66)</b>	<b>\$ 0.00</b>	<b>\$ 1,216,380.11</b>	<b>0.00%</b>

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

*For the Fiscal Period 2019-10 Ending April 30, 2019*

<b>Account Number</b>	<b>Current Budget</b>	<b>Current Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget %</b>
Total Revenues	\$ 0.00	\$ 137,744.77	\$ 5,924,001.00	\$ 5,714,438.65	3.54%
Total Expenditures	\$ 0.00	\$ 212,507.00	\$ 5,924,001.00	\$ 1,596,108.96	73.06%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (74,762.23)	\$ 0.00	\$ 4,118,329.69	0.00%

**Council Approval Report**  
**(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>163 Albright &amp; Kittell, PO Box 939, Tillamook, OR, 97141</b>		21388	05/10/19	Legal Fees	05/15/19	\$3,288.00	\$3,288.00	100-90-6220	Legal Fees	\$28,169.00	\$13,083.75
							<b>\$3,288.00</b>				
<b>39 Bay City Firefighters Association, PO Box 3309, Bay City, OR, 97107</b>		5072019	05/10/19	Part-Time Employees	05/15/19	\$95.00	\$95.00	100-30-5115	Part-Time Employees	\$35,000.00	\$25,195.00
5072019	05/10/19	Dues & Subscriptions	05/15/19	\$100.00	\$100.00	100-30-6405	Dues & Subscriptions	\$1,900.00	\$502.50		
							<b>\$195.00</b>				
<b>733 Capitol Asset &amp; Pavement Services, 204 N 1st Street Suite C, Silverton, OR, 97381</b>		608	05/10/19	Street Repairs & Maintenance	05/15/19	\$6,250.00	\$6,250.00	400-13-6315	Street Repairs & Mainten	\$50,000.00	\$50,000.00
							<b>\$6,250.00</b>				
<b>177 Cascade Fire Equipment Company, PO Box 4248, Medford, OR, 97501</b>		098721	05/10/19	Operational Equipment & Repairs	05/15/19	\$295.00	\$295.00	100-30-6345	Operational Equipment &	\$15,000.00	\$3,248.18
							<b>\$295.00</b>				
<b>180 CenturyLink, PO Box 2961, Phoenix, AZ, 85062-2961</b>		April 2019	05/08/19	Telecommunications	05/15/19	\$133.78	\$133.78	100-10-6620	Telecommunications	\$2,500.00	(\$735.09)
April 2019	05/08/19	Telecommunications	05/15/19	\$64.42	\$64.42	100-30-6620	Telecommunications	\$3,000.00	\$1,560.15		
April 2019	05/08/19	Telecommunications	05/15/19	\$121.68	\$121.68	600-00-6620	Telecommunications	\$3,000.00	\$76.75		
April 2019	05/08/19	Telecommunications	05/15/19	\$81.12	\$81.12	601-00-6620	Telecommunications	\$4,000.00	\$432.46		
April 2019	05/08/19	Telecommunications	05/15/19	\$121.68	\$121.68	602-00-6620	Telecommunications	\$3,500.00	\$142.62		
							<b>\$522.68</b>				
<b>673 Christopher Kruebbe, , 9465 3trd Street, Bay City, OR, 97107</b>		Reimbursement Ap	05/08/19	Mayor	05/15/19	\$374.68	\$374.68	100-90-6805	Mayor	\$5,000.00	(\$750.47)
							<b>\$374.68</b>				
<b>735 Coast Garage Door, 835 Avenue S Unit #A, Seaside, OR, 97138</b>		54746	05/10/19	Building Repairs & Maintenance	05/15/19	\$246.50	\$246.50	100-30-6305	Building Repairs & Maint	\$13,000.00	\$10,395.63
							<b>\$246.50</b>				
<b>184 Coast Printing &amp; Stationery, 2106 Third Street, Tillamook, OR, 97141</b>		H12871	05/08/19	Office Supplies & Equipment	05/15/19	\$24.90	\$24.90	100-10-6105	Office Supplies & Equipm	\$6,000.00	(\$897.88)
							<b>\$24.90</b>				
<b>544 CoastCom, Inc., 151 E Olive Street, Newport, OR, 97365</b>		April 2019	05/08/19	Telecommunications	05/15/19	\$75.00	\$75.00	100-10-6620	Telecommunications	\$2,500.00	(\$735.09)
April 2019	05/08/19	Telecommunications	05/15/19	\$75.00	\$75.00	100-30-6620	Telecommunications	\$3,000.00	\$1,560.15		
							<b>\$150.00</b>				
<b>334 Computer Support &amp; Services, LLC, 110 Pacific Avenue, Tillamook, OR, 97141</b>		8891	05/08/19	Computers/Software/Services	05/15/19	\$30.00	\$30.00	100-10-6860	Computers/Software/Ser	\$6,000.00	\$428.12
9002	05/08/19	Computers/Software/Services	05/15/19	\$30.00	\$30.00	100-10-6860	Computers/Software/Ser	\$6,000.00	\$428.12		



**Council Approval Report  
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>730</b>	<b>Joanne Danzer, 1209 Lemon Avenue, Lompoc, CA, 93436</b>										
Refund	05/08/19	Deposit Refunds	05/15/19	\$16.87	\$16.87	600-00-6905	Deposit Refunds	\$1,000.00	\$536.12		
Refund	05/08/19	Deposit Refunds	05/15/19	\$26.55	\$26.55	602-00-6905	Deposit Refunds	\$1,500.00	\$1,023.82		
<b>\$43.42</b>											
<b>483</b>	<b>L.N. Curtis &amp; Sons, Dept 34921, PO Box 39000, San Francisco, CA, 94139</b>										
275679	05/10/19	Operational Equipment & Repairs	05/15/19	\$133.00	\$133.00	100-30-6345	Operational Equipment &	\$15,000.00	\$3,248.18		
277044	05/10/19	Personal Protective Equipment	05/15/19	\$2,833.29	\$2,833.29	100-30-6350	Personal Protective Equi	\$15,000.00	\$7,472.71		
278022	05/10/19	Personal Protective Equipment	05/15/19	\$127.24	\$127.24	100-30-6350	Personal Protective Equi	\$15,000.00	\$7,472.71		
<b>\$3,093.53</b>											
<b>729</b>	<b>Matt Dayton, 12177 SW Quail Creek Lane, Tigard, OR, 97223</b>										
Deposit Refund	05/08/19	Deposit Refunds	05/15/19	\$30.18	\$30.18	600-00-6905	Deposit Refunds	\$1,000.00	\$536.12		
Deposit Refund	05/08/19	Deposit Refunds	05/15/19	\$47.54	\$47.54	602-00-6905	Deposit Refunds	\$1,500.00	\$1,023.82		
<b>\$77.72</b>											
<b>44</b>	<b>Napa Auto Parts, , PO Box 27, McMinnville, OR, 97128</b>										
April 2019	05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$167.13	\$167.13	200-00-6335	Vehicle Repairs & Mainte	\$2,000.00	(\$32.33)		
April 2019	05/10/19	Machinery & Equipment	05/15/19	\$1,412.38	\$1,412.38	401-13-8400	Machinery & Equipment	\$116,500.00	\$112,550.14		
April 2019	05/10/19	Shop Supplies & Small Tools	05/15/19	\$14.39	\$14.39	600-00-6125	Shop Supplies & Small T	\$5,000.00	\$1,969.19		
April 2019	05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$167.14	\$167.14	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,820.59		
April 2019	05/10/19	Shop Supplies & Small Tools	05/15/19	\$14.38	\$14.38	601-00-6125	Shop Supplies & Small T	\$2,000.00	(\$1,034.09)		
April 2019	05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$167.14	\$167.14	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,820.61		
April 2019	05/10/19	Shop Supplies & Small Tools	05/15/19	\$14.38	\$14.38	602-00-6125	Shop Supplies & Small T	\$3,000.00	(\$694.86)		
April 2019	05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$167.13	\$167.13	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,817.97		
<b>\$2,124.07</b>											
<b>523</b>	<b>North Coast Lawn, PO Box 1002, Tillamook, OR, 97141</b>										
65886	05/08/19	Contracted Ground Maintenance	05/15/19	\$230.00	\$230.00	100-10-6311	Contracted Ground Maint	\$2,640.00	\$340.00		
65886	05/08/19	Contracted Ground Maintenance	05/15/19	\$1,025.00	\$1,025.00	100-50-6311	Contracted Ground Maint	\$12,300.00	\$2,050.00		
65886	05/08/19	Contracted Ground Maintenance	05/15/19	\$150.00	\$150.00	600-00-6311	Contracted Ground Maint	\$1,800.00	\$450.00		
<b>\$1,405.00</b>											
<b>562</b>	<b>Northstar Chemical, Inc., PO Box 35143 #6860, Seattle, WA, 98124-5143</b>										
142740	05/10/19	Chemical/Lab Supplies	05/15/19	\$1,292.62	\$1,292.62	601-00-6135	Chemical/Lab Supplies	\$20,000.00	\$7,833.45		
<b>\$1,292.62</b>											
<b>25</b>	<b>Oregon Mayors Association, 1201 Court Street NE, Suite 200, Salem, OR, 97301</b>										
OMA19-222776	05/08/19	Dues & Subscriptions	05/15/19	\$106.00	\$106.00	100-10-6405	Dues & Subscriptions	\$3,500.00	\$157.01		
<b>\$106.00</b>											
<b>718</b>	<b>PARC Resources, LLC, 64644 Cook Avenue, Bend, OR, 97703</b>										
04-19-631	05/10/19	Other Miscellaneous Expenses	05/15/19	\$589.20	\$589.20	100-10-6990	Other Miscellaneous Exp	\$12,000.00	\$7,038.95		
04-19-631	05/10/19	Other Miscellaneous Expenses	05/15/19	\$589.20	\$589.20	100-30-6990	Other Miscellaneous Exp	\$2,000.00	(\$1,113.84)		



**Council Approval Report  
(Council Approval Report)**

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
04-19-631	05/10/19	Other Miscellaneous Expenses	05/15/19	\$589.20	\$589.20	600-00-6990	Other Miscellaneous Exp	\$33,600.00	\$11,355.38
04-19-631	05/10/19	Other Miscellaneous Expenses	05/15/19	\$589.20	\$589.20	601-00-6990	Other Miscellaneous Exp	\$22,000.00	\$12,851.64
04-19-631	05/10/19	Other Miscellaneous Expenses	05/15/19	\$589.20	\$589.20	602-00-6990	Other Miscellaneous Exp	\$100.00	(\$1,370.74)
				<b>\$2,946.00</b>					
<b>106</b>	<b>Pollardwater.com, 17515 NE 67th Court, Redmond, WA, 98052</b>								
0134767	05/10/19	Street Repairs & Maintenance	05/15/19	\$15.31	\$15.31	200-00-6315	Street Repairs & Mainten	\$10,000.00	\$157.73
0136467	05/10/19	Street Repairs & Maintenance	05/15/19	\$19.59	\$19.59	200-00-6315	Street Repairs & Mainten	\$10,000.00	\$157.73
0134715	05/10/19	Customer Meters & Supplies	05/15/19	\$981.23	\$981.23	600-00-6130	Customer Meters & Supp	\$20,000.00	\$9,155.60
0134767	05/10/19	Utility System Repairs	05/15/19	\$15.31	\$15.31	600-00-6325	Utility System Repairs	\$10,000.00	\$7,735.14
0136467	05/10/19	Utility System Repairs	05/15/19	\$19.58	\$19.58	600-00-6325	Utility System Repairs	\$10,000.00	\$7,735.14
0136414	05/10/19	Operational Equipment & Repairs	05/15/19	\$801.76	\$801.76	600-00-6345	Operational Equipment &	\$5,000.00	(\$2,932.78)
0134767	05/10/19	Utility System Repairs	05/15/19	\$15.31	\$15.31	601-00-6325	Utility System Repairs	\$10,000.00	\$9,124.00
0136467	05/10/19	Utility System Repairs	05/15/19	\$19.58	\$19.58	601-00-6325	Utility System Repairs	\$10,000.00	\$9,124.00
0136414	05/10/19	Operational Equipment & Repairs	05/15/19	\$801.75	\$801.75	601-00-6345	Operational Equipment &	\$15,000.00	\$6,157.90
0134767	05/10/19	Utility System Repairs	05/15/19	\$15.32	\$15.32	602-00-6325	Utility System Repairs	\$20,000.00	\$16,501.67
0136467	05/10/19	Utility System Repairs	05/15/19	\$19.58	\$19.58	602-00-6325	Utility System Repairs	\$20,000.00	\$16,501.67
				<b>\$2,724.32</b>					
<b>207</b>	<b>Portland Engineering Inc., 7675 High Banks Road #1, Central Point, OR, 97502</b>								
08630	05/10/19	Telecommunications	05/15/19	\$30.00	\$30.00	600-00-6620	Telecommunications	\$3,000.00	\$76.75
08630	05/10/19	Telecommunications	05/15/19	\$30.00	\$30.00	600-00-6620	Telecommunications	\$3,000.00	\$76.75
08630	05/10/19	Telecommunications	05/15/19	\$30.00	\$30.00	601-00-6620	Telecommunications	\$4,000.00	\$432.46
08630	05/10/19	Telecommunications	05/15/19	\$30.00	\$30.00	602-00-6620	Telecommunications	\$3,500.00	\$142.62
				<b>\$120.00</b>					
<b>115</b>	<b>R Sanitary Service, PO Box 198, Garibaldi, OR, 97118</b>								
April 2019	05/10/19	Building Repairs & Maintenance	05/15/19	\$36.22	\$36.22	600-00-6305	Building Repairs & Maint	\$10,000.00	\$5,479.98
April 2019	05/10/19	Building Repairs & Maintenance	05/15/19	\$36.22	\$36.22	601-00-6305	Building Repairs & Maint	\$10,000.00	\$5,381.44
April 2019	05/10/19	Building Repairs & Maintenance	05/15/19	\$36.21	\$36.21	602-00-6305	Building Repairs & Maint	\$10,000.00	\$4,463.88
				<b>\$108.65</b>					
<b>113</b>	<b>Rental Center, 502 Main Avenue, Tillamook, OR, 97141</b>								
01-171482-02	05/10/19	Utility System Repairs	05/15/19	\$63.75	\$63.75	600-00-6325	Utility System Repairs	\$10,000.00	\$7,735.14
				<b>\$63.75</b>					
<b>114</b>	<b>Rosenberg Bldrs. Supply, 2 N. Main Avenue, Tillamook, OR, 97141</b>								
1904-221219	05/10/19	Office Supplies & Equipment	05/15/19	\$10.99	\$10.99	100-30-6105	Office Supplies & Equipm	\$10,000.00	\$9,152.36
1904-221219	05/10/19	Grounds Maintenance	05/15/19	\$18.23	\$18.23	100-50-6310	Grounds Maintenance	\$15,000.00	\$4,382.14
1904-221219	05/10/19	Grounds Maintenance	05/15/19	\$24.58	\$24.58	100-50-6310	Grounds Maintenance	\$15,000.00	\$4,382.14
1904-221219	05/10/19	Shop Supplies & Small Tools	05/15/19	\$26.98	\$26.98	200-00-6125	Shop Supplies & Small T	\$3,000.00	\$1,802.01
1904-221219	05/10/19	Street Repairs & Maintenance	05/15/19	\$37.16	\$37.16	200-00-6315	Street Repairs & Mainten	\$10,000.00	\$157.73
1904-221219	05/10/19	Street Repairs & Maintenance	05/15/19	\$41.97	\$41.97	200-00-6315	Street Repairs & Mainten	\$10,000.00	\$157.73

**Council Approval Report  
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		1904-221219	05/10/19	Shop Supplies & Small Tools	05/15/19	\$4.33	\$4.33	600-00-6125	Shop Supplies & Small T	\$5,000.00	\$1,969.19
		1904-221219	05/10/19	Shop Supplies & Small Tools	05/15/19	\$5.78	\$5.78	600-00-6125	Shop Supplies & Small T	\$5,000.00	\$1,969.19
		1904-221219	05/10/19	Other Supplies	05/15/19	\$7.90	\$7.90	600-00-6190	Other Supplies	\$1,000.00	\$1,000.00
		1904-221219	05/10/19	Other Supplies	05/15/19	\$4.05	\$4.05	600-00-6190	Other Supplies	\$1,000.00	\$1,000.00
		1904-221219	05/10/19	Utility System Repairs	05/15/19	\$150.73	\$150.73	600-00-6325	Utility System Repairs	\$10,000.00	\$7,735.14
		1904-221219	05/10/19	Utility System Repairs	05/15/19	\$14.99	\$14.99	600-00-6325	Utility System Repairs	\$10,000.00	\$7,735.14
		1904-221219	05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$9.50	\$9.50	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,820.59
		1904-221219	05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$5.05	\$5.05	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,820.59
		1904-221219	05/10/19	Shop Supplies & Small Tools	05/15/19	\$4.33	\$4.33	601-00-6125	Shop Supplies & Small T	\$2,000.00	(\$1,034.09)
		1904-221219	05/10/19	Shop Supplies & Small Tools	05/15/19	\$5.79	\$5.79	601-00-6125	Shop Supplies & Small T	\$2,000.00	(\$1,034.09)
		1904-221219	05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$9.49	\$9.49	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,820.61
		1904-221219	05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$5.05	\$5.05	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,820.61
		1904-221219	05/10/19	Other Miscellaneous Expenses	05/15/19	\$4.05	\$4.05	601-00-6990	Other Miscellaneous Exp	\$22,000.00	\$12,851.64
		1904-221219	05/10/19	Other Miscellaneous Expenses	05/15/19	\$7.90	\$7.90	601-00-6990	Other Miscellaneous Exp	\$22,000.00	\$12,851.64
		1904-221219	05/10/19	Shop Supplies & Small Tools	05/15/19	\$5.79	\$5.79	602-00-6125	Shop Supplies & Small T	\$3,000.00	(\$694.86)
		1904-221219	05/10/19	Shop Supplies & Small Tools	05/15/19	\$4.32	\$4.32	602-00-6125	Shop Supplies & Small T	\$3,000.00	(\$694.86)
		1904-221219	05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$9.49	\$9.49	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,817.97
		1904-221219	05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$5.06	\$5.06	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,817.97
							<b>\$423.51</b>				
<b>101</b>	<b>Sabrina Pearson, PO Box 3272, Bay City, OR, 97107</b>										
April 2019		05/10/19	Comprehensive Planning	05/15/19	\$1,975.00	\$1,975.00	100-70-6240	Comprehensive Planning	\$26,000.00	\$4,560.00	
							<b>\$1,975.00</b>				
<b>122</b>	<b>Sheldon Oil Company, 2801 Third Street, Tillamook, OR, 97141</b>										
40859		05/10/19	Fuel/Lubes/Etc.	05/15/19	\$38.00	\$38.00	100-30-6140	Fuel/Lubes/Etc.	\$3,000.00	\$1,610.25	
							<b>\$38.00</b>				
<b>217</b>	<b>SHN Consulting Engineers &amp; Geologists Inc., 812 W. Wabash Avenue, Eureka, CA, 95501</b>										
100483		05/10/19	Other Professional Fees	05/15/19	\$925.00	\$925.00	100-70-6290	Other Professional Fees	\$1,000.00	\$1,000.00	
100516		05/10/19	Engineering Fees	05/15/19	\$32.50	\$32.50	600-00-6215	Engineering Fees	\$10,000.00	\$6,688.74	
100484		05/10/19	Engineering Study / Special projects	05/15/19	\$47,084.87	\$47,084.87	602-00-6996	Engineering Study / Spec	\$225,000.00	\$164,242.26	
							<b>\$48,042.37</b>				
<b>31</b>	<b>S-R Repair, LLC, 2101 7th Street, Tillamook, OR, 97141</b>										
RO-3186		05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$100.44	\$100.44	200-00-6335	Vehicle Repairs & Mainte	\$2,000.00	(\$32.33)	
3604		05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$448.48	\$448.48	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,820.59	
RO-3186		05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$100.44	\$100.44	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,820.59	
3604		05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$448.48	\$448.48	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,820.61	
RO-3186		05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$100.44	\$100.44	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,820.61	
3604		05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$448.48	\$448.48	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,817.97	
RO-3186		05/10/19	Vehicle Repairs & Maintenance	05/15/19	\$100.44	\$100.44	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,817.97	

**Council Approval Report**  
**(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							<b>\$1,747.20</b>					
<b>648</b>	<b>State of Oregon, Department of Environmental Quality, 700 NE Multnomah Street. STE 600, Portland, OR, 97232</b>											
WQ2OWSC-0184	05/10/19	Laboratory Fees	05/15/19	\$100.00	\$100.00	602-00-6225	Laboratory Fees	\$1,000.00	\$975.00			
							<b>\$100.00</b>					
<b>315</b>	<b>Tillamook Complete Janitorial, 506 Williams Avenue, Tillamook, OR, 97141</b>											
1314	05/08/19	Janitorial Services	05/15/19	\$210.00	\$210.00	100-10-6830	Janitorial Services	\$4,700.00	\$2,600.00			
1314	05/08/19	Janitorial Services	05/15/19	\$35.00	\$35.00	600-00-6830	Janitorial Services	\$550.00	\$200.00			
1314	05/08/19	Janitorial Services	05/15/19	\$35.00	\$35.00	601-00-6830	Janitorial Services	\$600.00	\$250.00			
1314	05/08/19	Janitorial Services	05/15/19	\$35.00	\$35.00	602-00-6830	Janitorial Services	\$550.00	\$200.00			
							<b>\$315.00</b>					
<b>245</b>	<b>Tillamook County Creamery Association Farm Store, #4 Ivy Avenue, Tillamook, OR, 97141</b>											
April 2019	05/10/19	Other Repairs & Maintenance	05/15/19	\$32.98	\$32.98	200-00-6390	Other Repairs & Mainten	\$15,158.00	\$15,053.87			
							<b>\$32.98</b>					
<b>714</b>	<b>Tillamook County Sheriff's Office, 5995 Long Prairie Road, Tillamook, OR, 97141</b>											
April 2019	05/08/19	Police Patrol/Public Protection	05/15/19	\$4,316.08	\$4,316.08	100-20-6820	Police Patrol/Public Prote	\$50,000.00	\$27,765.89			
							<b>\$4,316.08</b>					
<b>37</b>	<b>Tillamook Farmers Coop, 1920 Main Street North, Tillamook, OR, 97141</b>											
April 2019	05/10/19	Other Repairs & Maintenance	05/15/19	\$19.50	\$19.50	200-00-6390	Other Repairs & Mainten	\$15,158.00	\$15,053.87			
April 2019	05/10/19	Other Repairs & Maintenance	05/15/19	\$53.99	\$53.99	200-00-6390	Other Repairs & Mainten	\$15,158.00	\$15,053.87			
April 2019	05/10/19	Shop Supplies & Small Tools	05/15/19	\$2.21	\$2.21	600-00-6125	Shop Supplies & Small T	\$5,000.00	\$1,969.19			
April 2019	05/10/19	Fuel/Lubes/Etc.	05/15/19	\$21.59	\$21.59	602-00-6140	Fuel/Lubes/Etc.	\$3,200.00	\$490.29			
							<b>\$97.29</b>					
<b>27</b>	<b>Tillamook PUD, PO Box 433, Tillamook, OR, 97141-0433</b>											
April 2019	05/08/19	Electricity	05/15/19	\$370.92	\$370.92	100-10-6605	Electricity	\$7,000.00	\$3,700.42			
April 2019	05/08/19	Electricity	05/15/19	\$266.68	\$266.68	100-30-6605	Electricity	\$4,200.00	\$1,675.20			
April 2019	05/08/19	Electricity	05/15/19	\$132.76	\$132.76	100-50-6605	Electricity	\$1,500.00	\$326.45			
April 2019	05/08/19	Electricity	05/15/19	\$717.43	\$717.43	200-00-6605	Electricity	\$10,000.00	\$2,772.40			
April 2019	05/08/19	Electricity	05/15/19	\$42.37	\$42.37	600-00-6605	Electricity	\$800.00	\$444.92			
April 2019	05/08/19	Electricity	05/15/19	\$1,793.95	\$1,793.95	601-00-6605	Electricity	\$25,000.00	\$6,286.23			
April 2019	05/08/19	Electricity	05/15/19	\$2,115.16	\$2,115.16	602-00-6605	Electricity	\$30,000.00	\$9,867.89			
							<b>\$5,439.27</b>					
<b>728</b>	<b>Timothy M. Dolan, PO Box 455, Garibaldi, OR, 97118</b>											
April 16, 2019	05/08/19	Legal Fees	05/15/19	\$300.00	\$300.00	100-90-6220	Legal Fees	\$28,169.00	\$13,083.75			
							<b>\$300.00</b>					
<b>734</b>	<b>Timothy Wakefield, 9775 7th Street, Bay City, OR, 97107</b>											
Reimbursement Ap	05/10/19	Training	05/15/19	\$55.00	\$55.00	100-30-6410	Training	\$5,000.00	\$186.33			

**Council Approval Report  
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							<b>\$55.00</b>					
<b>731</b>	<b>Toby Harrison, 4760 Brickyard Road, Tillamook, OR, 97141</b>											
Refund	05/08/19	Unapplied Cash			05/15/19	\$2.82	\$2.82	100-00-1090	Unapplied Cash	\$0.00	\$123,574.24	
Refund	05/08/19	Deposit Refunds			05/15/19	\$80.79	\$80.79	600-00-6905	Deposit Refunds	\$1,000.00	\$536.12	
Refund	05/08/19	Deposit Refunds			05/15/19	\$101.85	\$101.85	602-00-6905	Deposit Refunds	\$1,500.00	\$1,023.82	
							<b>\$185.46</b>					
<b>56</b>	<b>Traffic Safety Supply Inc., 2324 SE Umatilla Street, Portland, OR, 97202</b>											
INV013492	05/10/19	Utility System Repairs			05/15/19	\$132.29	\$132.29	600-00-6325	Utility System Repairs	\$10,000.00	\$7,735.14	
							<b>\$132.29</b>					
<b>145</b>	<b>US Bank, PO Box 790408, St. Louis, MO, 63179-0408</b>											
April 2019	05/10/19	Office Supplies & Equipment			05/15/19	\$60.28	\$60.28	100-10-6105	Office Supplies & Equipm	\$6,000.00	(\$897.88)	
April 2019	05/10/19	Office Supplies & Equipment			05/15/19	\$350.58	\$350.58	100-10-6105	Office Supplies & Equipm	\$6,000.00	(\$897.88)	
April 2019	05/10/19	Other Miscellaneous Expenses			05/15/19	\$609.80	\$609.80	100-10-6990	Other Miscellaneous Exp	\$12,000.00	\$7,038.95	
April 2019	05/10/19	Office Supplies & Equipment			05/15/19	\$64.80	\$64.80	100-30-6105	Office Supplies & Equipm	\$10,000.00	\$9,152.36	
April 2019	05/10/19	Office Supplies & Equipment			05/15/19	\$199.94	\$199.94	100-30-6105	Office Supplies & Equipm	\$10,000.00	\$9,152.36	
April 2019	05/10/19	Office Supplies & Equipment			05/15/19	\$333.67	\$333.67	100-30-6105	Office Supplies & Equipm	\$10,000.00	\$9,152.36	
April 2019	05/10/19	Office Supplies & Equipment			05/15/19	\$554.98	\$554.98	100-30-6105	Office Supplies & Equipm	\$10,000.00	\$9,152.36	
April 2019	05/10/19	Radios & Radio Repair			05/15/19	\$1,721.75	\$1,721.75	100-30-6340	Radios & Radio Repair	\$2,000.00	\$2,000.00	
April 2019	05/10/19	Computers/Software/Services			05/15/19	\$99.99	\$99.99	100-30-6860	Computers/Software/Ser	\$500.00	\$33.80	
April 2019	05/10/19	Other Supplies			05/15/19	\$43.95	\$43.95	100-50-6190	Other Supplies	\$3,000.00	\$1,256.86	
April 2019	05/10/19	Other Supplies			05/15/19	\$83.82	\$83.82	100-50-6190	Other Supplies	\$3,000.00	\$1,256.86	
April 2019	05/10/19	Mayor			05/15/19	\$133.04	\$133.04	100-90-6805	Mayor	\$5,000.00	(\$750.47)	
April 2019	05/10/19	Computers/Software/Services			05/15/19	\$3.74	\$3.74	200-00-6860	Computers/Software/Ser	\$2,500.00	\$2,232.89	
April 2019	05/10/19	Computers/Software/Services			05/15/19	\$3.75	\$3.75	600-00-6860	Computers/Software/Ser	\$7,000.00	\$2,168.44	
April 2019	05/10/19	Computers/Software/Services			05/15/19	\$3.75	\$3.75	601-00-6860	Computers/Software/Ser	\$5,000.00	\$3,486.29	
April 2019	05/10/19	Computers/Software/Services			05/15/19	\$3.75	\$3.75	602-00-6860	Computers/Software/Ser	\$6,000.00	\$3,033.64	
							<b>\$4,271.59</b>					
<b>133</b>	<b>USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004</b>											
878426	05/10/19	Utility System Repairs			05/15/19	\$87.88	\$87.88	600-00-6325	Utility System Repairs	\$10,000.00	\$7,735.14	
878426	05/10/19	Utility System Repairs			05/15/19	\$87.87	\$87.87	601-00-6325	Utility System Repairs	\$10,000.00	\$9,124.00	
873398	05/10/19	Chemical/Lab Supplies			05/15/19	\$953.00	\$953.00	602-00-6135	Chemical/Lab Supplies	\$10,000.00	(\$2,242.12)	
							<b>\$1,128.75</b>					
<b>143</b>	<b>USTI Inc., PO Box 744850, Atlanta, GA, 30374-4850</b>											
235429	05/08/19	Computers/Software/Services			05/15/19	\$3.72	\$3.72	600-00-6860	Computers/Software/Ser	\$7,000.00	\$2,168.44	
235429	05/08/19	Computers/Software/Services			05/15/19	\$3.72	\$3.72	602-00-6860	Computers/Software/Ser	\$6,000.00	\$3,033.64	
							<b>\$7.44</b>					
<b>215</b>	<b>Vanir Broadband, Inc., 2203 Main Avenue N, Suite J, Tillamook, OR, 97141</b>											
21225	05/08/19	Telecommunications			05/15/19	\$16.65	\$16.65	600-00-6620	Telecommunications	\$3,000.00	\$76.75	

**Council Approval Report**  
**(Council Approval Report)**

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
21225	05/08/19	Telecommunications	05/15/19	\$16.65	\$16.65	601-00-6620	Telecommunications	\$4,000.00	\$432.46
21225	05/08/19	Telecommunications	05/15/19	\$16.65	\$16.65	602-00-6620	Telecommunications	\$3,500.00	\$142.62
					<b>\$49.95</b>				
<b>472</b>	<b>Verizon Wireless, PO Box 660108, Dallas, TX, 75266-0108</b>								
April 2019	05/08/19	Telecommunications	05/15/19	\$78.00	\$78.00	600-00-6620	Telecommunications	\$3,000.00	\$76.75
April 2019	05/08/19	Telecommunications	05/15/19	\$78.00	\$78.00	601-00-6620	Telecommunications	\$4,000.00	\$432.46
April 2019	05/08/19	Telecommunications	05/15/19	\$78.00	\$78.00	602-00-6620	Telecommunications	\$3,500.00	\$142.62
					<b>\$234.00</b>				
<b>477</b>	<b>WL Construction Supply, 12328 Gladstone Ave. Unit 1, Sylmar, CA, 91342</b>								
21780	05/10/19	Operational Equipment & Repairs	05/15/19	\$265.91	\$265.91	100-30-6345	Operational Equipment &	\$15,000.00	\$3,248.18
					<b>\$265.91</b>				
<b>Total Bills To Pay:</b>					<b>\$98,591.30</b>				

**CITY OF BAY CITY**

**SHN CONSULTING ENGINEERS AND GEOLOGISTS, INC.**

**PUD Substation Property Feasibility Study**

This Contract is made by and between the City of Bay City, hereinafter referred to as City and SHN Consulting Engineers and Geologists, Inc., an Oregon corporation, hereinafter referred to as SHN. SHN is also the City Engineer and this contract is considered an extension of the employment of SHN as the City Engineer. In consideration of the promises, covenants conditions, terms, stipulations and payments hereinafter set forth herein, City and SHN agree to the following terms and conditions of SHN to provide consulting Engineering services to the City.

**1.0 SCOPE OF WORK**

SHN will perform work for the City to perform a feasibility analyses for acquiring the PUD substation property and developing a new access to the Wastewater Treatment Plant and Public Works Facility. The contract is broken down into four tasks:

TASK	FEE	COMPLETION DATE
Task 1: Survey	\$ 6,000.00	May 15, 2019
Task 2: 30% Design	\$ 6,500.00	June 15, 2019
Task 3: ODOT Application	\$ 3,500.00	June 15, 2019
Task 4: Letter Report	\$ 2,500.00	August 1, 2019

Exhibit A attached hereto has a more complete description of the Scope of Work for the Project, which is included as part of this contract.

This Contract, together with all Exhibits and all change orders authorized hereunder, shall be referred to as the Contract.

The contract amount with SHN shall be a total amount, time and materials basis, not to exceed \$18,500.00, broken down as per Exhibit A.

**2.0 TIME FOR PROJECT**

SHN Consulting Engineers shall begin work immediately, in accordance with the terms set forth herein. The entire project shall be completed on or before August 1, 2019. The project will be considered completed when:

- a. Task #1: When the surveying has been completed and a survey base map has been prepared for design purposes.

- b. Task #2: When 30% design plans have been drawn through collaborative effort with City staff, to include a site plan and plan/profile sheets depicting alignment, grade and access road features.
- c. Task #3: After consultation with appropriate resource agencies, prepare a draft rail crossing application.
- d. Task #4: Prepare and deliver a report containing findings and recommendations related to feasibility of pursuing land acquisition and estimated project costs for completion of ODOT application process (90% plans).

### **3.0 BILLING AND PAYMENT**

The total cost for the project is a time and materials contract, with the overall costs not to exceed \$18,500.00, broken down by the Tasks so that each task cost is to not exceed the amount set forth for that task

- a. Task #1: \$6,000.00 to be completed on or before May 15, 2019.
- b. Task #2: \$6,500.00 to be completed on or before June 15, 2019.
- c. Task #3: \$3,500.00 to be completed on or before June 15, 2019.
- d. Task #4: \$2,500.00 to be completed on or before August 1, 2019.

The City shall pay all submitted bills and invoices not later than the 30 days after submission of the bill, provided the bill is received by the City by the Friday before the monthly regularly scheduled council meeting, otherwise the bill shall be paid within 5 days following the next regular council meeting of the following month. In the event that the City requests additional services, all additional services shall be a written change order signed by both parties. All additional services and expenses shall be billed to the City, as per the attached Fee Schedule, Exhibit B.

### **4.0 LIMITED WARRANTY**

SHN Consulting Engineers shall perform the Work consistent with the skill and care ordinarily exercised by other professional consultants practicing in the same locality under similar conditions for similar services as of the time SHN performs the Work. All engineers and any other persons working on any project for the City, who are required to be licensed by the State of Oregon, shall maintain their licenses in good standing during the time of this contract.

### **5.0 CITY OBLIGATIONS.**

City shall furnish to SHN all documents and information in the possession of City that relates to this project, as well as providing all City regulations and standards that apply to the issue. SHN shall be entitled to rely on City-supplied documents and information in performing the work. SHN assumes no responsibility or liability for their accuracy or completeness and has a right to rely upon the information provided by the City.

**6.0 LIABILITY OF SHN CONSULTING ENGINEERS.** SHN shall procure and maintain insurance policies with such coverage and in such amounts and for such period of time as required by and set forth in this Agreement.

**7.0 INSURANCE**

Prior to the performance of any work under this Agreement, SHN shall purchase and maintain from company or companies lawfully authorized to do business in the State of Oregon, such insurance for the work to be performed under this Agreement as will protect SHN and City from claims set forth below which may arise out of or result from the acts, errors, omissions, or operations of SHN under this Agreement or those of its employees or sub-vendors, or anyone else for whose acts, errors, omissions, or operation SHN may be liable.

The insurance required herein shall not be written for less than the following amounts:

Worker's Compensation	Statutory
Employer's Liability	\$1,000,000
Commercial General Liability	\$1,000,000 per occurrence \$1,000,000 aggregate
Business Automobile Liability	\$1,000,000
Professional Liability	\$1,000,000

**8.0 OWNERSHIP OF DATA**

All materials resulting from SHN's work under this Agreement, or its subcontractors, shall, when paid for in accordance with this contract, become the property of City. SHN retains the sole and exclusive right of ownership with respect to any patentable concepts, copyrightable expressions or other proprietary information. However, all reports, documents, maps and underlying data shall be provided to the City, in both hard copy and electronic format designated by the City and shall become City property to be utilized by City in any way City deems appropriate and as outlined in Exhibit A.

**9.0 SUSPENSION OF WORK**

City may, upon two (2) days' written notice to SHN, suspend all or any part of the work to be performed hereunder for either or both projects, for such period of time as City may direct. City shall be responsible for payment of all SHN's reasonable charges incurred up to the time of suspension, in accordance with the terms of this agreement.

**10.0 TERMINATION**

The City may terminate this Contract in whole or in part, upon five (5) days advance written notice to SHN. Upon termination, the City may take over the project and



complete the project. City may pay SHN only amounts that are due and owing as of the date of termination, however, no payment is required until SHN delivers to City all data and reports that it has obtained, and/or compiled on this project, all materials, mapping and electronic data obtained and formulated on this project through the date of termination.

### **11.0 DISPUTES**

Any dispute relating to this Agreement may be submitted to mediation or arbitration by mutual consent of the parties. The costs associated with the mediator or the arbitrator shall be split equally between the parties, with each party responsible for their respective attorney's fees, if any. Any arbitration shall be before a single arbitrator, and no written or oral representation made during the course of any settlement shall be deemed a party admission. The arbitration shall be conducted in accordance with the Portland Arbitration Service rules. The award rendered by the arbitrator shall not include any punitive damages and shall be considered binding; judgment may be entered upon it in accordance with the applicable law in any court having jurisdiction. However, in the event either party chooses to not mediate or arbitrate any dispute, both parties shall have all remedies available to them, in law and in equity.

### **12.0 INDEPENDENT CONTRACTOR**

SHN shall be fully independent in performing the work and shall not act as an agent or employee of City. SHN shall be solely responsible for its employees, subcontractors, and agents and for their compensation, benefits, contributions, and taxes, if any, under both state and federal law. SHN shall not be eligible for any benefits as a result of payments made pursuant to this contract including, but not limited to: Social Security, Public Employee Retirement System benefits, health insurance coverage and unemployment benefits.

SHN intends to subcontract portions of this project. SHN is solely responsible for payment to any subcontractor, which costs are included in the project cost. Failure by SHN to pay any required subcontractor or expense authorized by SHN shall be grounds for immediate termination of this contract, unless there is a contested bill or charge with the subcontractor.

### **13.0 ASSIGNMENT**

This Contract is personal between the parties. Neither party to this Agreement shall assign its duties and obligations hereunder without the prior written consent of the other party. In the event that Engineer believes other expert services are required, Engineer may request approval from the City Council for hiring the expert services or the Council may hire the expert on its own.

### **14.0 SURVIVAL**

Neither completion of the services hereunder nor any termination or cancellation of this Agreement shall be deemed to relieve SHN or City of any obligations hereunder that by

their nature survive such completion, termination or cancellation including but not limited to payment, warranties, indemnities, and confidentiality.

**15.0 GOVERNING LAW, JURISDICTION**

This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Oregon, with venue in Tillamook County.

**16.0 SEVERABILITY**

In the event that any provision herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in full force and effect and binding upon the parties hereto.

**17.0 ATTORNEY'S FEES**

In the event of a dispute between the parties to this Agreement that results in a lawsuit and a final judgment or decision is rendered in favor of one party, the prevailing party shall be entitled to recover from the other party, all reasonable costs and attorney's fees, at trial or any appeal therefrom.

**18.0 INTEGRATION AND ENTIRE AGREEMENT**

This Agreement and the documents attached hereto, and which are incorporated herein, constitute the entire Agreement between the parties and cannot be changed except by a written instrument signed by SHN and City. This Agreement is intended by the parties as the final, complete and exclusive expression of the terms and conditions of their agreement. No prior dealings between the parties and no usage of the trade shall be relevant to supplement this Agreement, and this Agreement shall supersede all other written and/or oral agreements between SHN and City.

**19. THIRD PARTY RIGHTS**

Nothing herein shall be construed as giving any third party any rights and no action based on a contractual theory of recovery may be brought against SHN, its officers, directors, agents, employees or subcontractors by any third party claiming as a third-party beneficiary to this Agreement.

**20. INDEMNIFICATION**

Each party shall indemnify and hold the other party harmless from all liability or loss and against all claims and actions based upon or resulting from any damage or injury to persons or property caused by or sustained in connection with the performance of services rendered by Engineer on behalf of the City. SHN shall be solely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of services for the City.

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SHN CONSULTING ENGINEERS

CITY OF BAY CITY

\_\_\_\_\_  
By: Ronald Stillmaker      Date  
Regional Representative  
Authorized Representative

\_\_\_\_\_  
By: Christopher K. Kruebbe, Mayor      Date

ATTEST:

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

## Task Order No. 191

THIS TASK ORDER is executed under the terms of the agreement between Bay City and SHN Consulting Engineering & Geologists, Inc. (SHN).

### Project Understanding

SHN will provide services for the City of Bay City to perform a feasibility analyses for acquiring the PUD substation property and developing a new access to the Wastewater Treatment Plant and Public Works Facility.

### Scope of Services

Consultant shall perform the following services for the initial phase of the project

#### Topographic, Boundary and Feature Survey

- Perform necessary research preparing for survey
- Perform on-site boundary, topographic and feature survey
- Prepare survey base map for design purposes

#### 30% Plans

- Prepare 30% design plans through collaborative effort with City Staff's input for project to include:
  - Site Plan
  - Plan/Profile sheet(s) depicting alignment, grade and access road features

#### Draft Rail Crossing Application

- Prepare draft rail crossing application
- Consult with ODOT's Rail Crossing Section to determine feasibility of project and issues to further address.
- Consult with resource agencies regarding stream crossing.

#### Letter Report of Project Feasibility

- Prepare and deliver a letter report containing project findings and recommendations related to feasibility of pursuing land acquisition and estimated project costs for Completion of ODOT application process (90% plans)

**Cost**

SHN proposes to perform the Scope of Work on a time and expenses basis with a not to exceed maximum of \$18,000. A breakdown of cost estimates along with projected schedule is presented on the following page:

	<b>Estimated Fee</b>	<b>Completion Date</b>
Survey	\$6,000	05/15/2019
30% Design	\$6,500	06/15/2019
Draft ODOT Application	\$3,500	06/15/2019
Letter Report	\$2,500	08/01/2019
<hr/>		
Sub-total	\$18,500	

**Schedule**

SHN proposes to finish the project by August 1, 2019.

In Witness Whereof, the parties have executed this Agreement the day and year first set forth.

**SHN Consulting Engineers & Geologists, Inc.**

**Address: 275 Market Avenue  
Coos Bay, OR 97420-2228**

**CLIENT:**

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

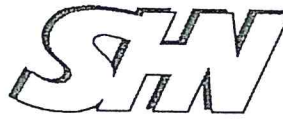
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**License #:** \_\_\_\_\_





Consulting Engineers & Geologists, Inc.

Fee Schedule  
January 1, 2019

When accurate definition of the proposed work is not possible, an hourly charge out rate for determining compensation shall be used. Hourly charge rates include payroll costs, overhead, and profit. Hourly services are billed portal to portal and are subject to a 2-hour minimum. Current rates are as follows:

Hourly Charge Rates		
Position <sup>1</sup>	Hourly Rates	
Senior Engineer	\$ 140.00	- \$ 175.00
Senior Geotechnical Engineer	\$ 140.00	- \$ 160.00
Senior Engineering Geologist	\$ 140.00	- \$ 175.00
Senior Geologist	\$ 135.00	- \$ 170.00
Senior Planner	\$ 120.00	- \$ 160.00
Senior Environmental Scientist	\$ 130.00	- \$ 175.00
Senior Land Surveyor	\$ 130.00	- \$ 170.00
Project Manager	\$ 100.00	- \$ 170.00
Project Engineer	\$ 110.00	- \$ 140.00
Project Geologist	\$ 110.00	- \$ 150.00
Project Land Surveyor	\$ 100.00	- \$ 130.00
Associate Planner	\$ 90.00	- \$ 120.00
Associate Environmental Scientist	\$ 110.00	- \$ 140.00
Staff Engineer	\$ 90.00	- \$ 120.00
Staff Geologist	\$ 90.00	- \$ 120.00
Staff Planner	\$ 80.00	- \$ 115.00
Staff Environmental Scientist	\$ 90.00	- \$ 120.00
Staff Land Surveyor <sup>3</sup>	\$ 90.00	- \$ 220.00 <sup>3</sup>
Certified Industrial Hygienist	\$ 110.00	- \$ 155.00
GIS/UAV Specialist	\$ 80.00	- \$ 135.00
Construction Inspector <sup>3</sup>	\$ 90.00	- \$ 240.00 <sup>3</sup>
Lab/Field Technician <sup>3</sup>	\$ 90.00	- \$ 220.00 <sup>3</sup>
Survey Technician <sup>3</sup>	\$ 80.00	- \$ 220.00 <sup>3</sup>
Engineering Technician/Draftsperson	\$ 70.00	- \$ 100.00
Technical Writer	\$ 65.00	- \$ 80.00
Clerical	\$ 65.00	- \$ 80.00
Expert Witness <sup>2,4</sup>	\$ 175.00	- \$ 275.00

1 Incidental expenses, i.e., lodging, meals, airplane tickets, etc., are billed at cost plus 15%.  
 2 Minimum daily charge is four hours.  
 3 Rates depend on the specific personnel assigned and if **prevailing wage rates are required in the area of work.**  
 4 Rates for Expert Witness are charged for preparation and testimony for both deposition(s) and trial(s).

**Reimbursables**

The following direct charges are charged in addition to the hourly charge rates set forth above.

**Direct Charges:**

CADD plots (black & white)	\$ 0.40/sq. ft.
CADD plots (color)	\$ 0.90/sq. ft.
Copies	\$ .15/ea.
Equipment and other expenditures (required for projects)	Cost + 15%
Field office	Cost + 15%
Filing fees, telephone expense, etc.	Cost + 15%
Iron pipe, monuments, flagging, etc.	Cost + 15%
Mylars	\$ 15.00
Services of other consultants	Cost + 15%
Stakes, hubs, lath, etc.	Cost + 15%
Subsistence, air travel, etc.	Cost + 15%
Vehicles	\$ 50.00/day

**Field Testing and Equipment:**

Anchor bolt tension testing	\$ 80.00/day plus operator
CO <sub>2</sub> Meter	\$ 10.00/day
Concrete Compression Impact Hammer	\$ 25.00/day*+
Core Drilling Machine	\$ 75.00/day + \$3.00/inch cored
Dissolved Oxygen Meter	\$ 58.00/day*+
Expendable Supplies	\$ 40.00/day*+
Fyrite Meter	\$ 33.00/day*+
Generator	\$ 58.00/day*+
Geophysical Equipment	By Quotation
Grundfos Controller & Pump	\$275.00/day
Hand Auger	\$ 36.00/day
Health & Safety Level D	\$ 35.00/day*+
Health & Safety Level C	\$ 60.00/day*+
High Pressure Controller	\$ 60.00/day*+
Inclinometer	\$200.00/day*
LEL Meter	\$ 73.00/day*+
Nuclear Density Testing	\$ 25.00/hour plus operator
Other equipment including drill rigs, backhoes, etc.	Cost + 15%
ORP Meter	\$ 15.00/day
OVA	\$145.00/day*+
Peristaltic Pump	\$ 50.00/day*+
pH/Conductivity Meter	\$ 58.00/day*+
Pumps	\$ 45.00/day*+
Quad (ATV)	\$150.00/day
Rebar Locating Device	\$ 40.00/day plus operator

\* 1/2 Day Minimum Charge.

+ 25% Weekly Discount, 40% Monthly Discount.

(1) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

**Reimbursables, Continued**

**Field Testing and Equipment, Continued:**

Roto-hammer	\$ 50.00/day*+
Skidmore-Wilhelm Bolt Tension Calibration	\$ 50.00/day
Soil/Gas Purge Pumps	\$ 30.00/day*+
Soil Gas Probes	\$200.00/day*+
Torque Wrench (0 to 250 ft lbs)	\$ 25.00/day
Torque Wrench (250 to 1,000 ft lbs)	\$ 50.00/day
Turbidity Meter	\$ 29.00/day*+
Ultrasonic Test Device	\$ 20.00/hour plus operator
Vapor Extraction System	\$500.00/day*+
Water Level Data Logger	\$ 60.00/day*+
Water Level Meter	\$ 36.00/day*+
Well Point	\$ 50.00/day

**Survey Equipment:**

GPS Station	\$300.00/day*
Level	\$ 25.00/day*
Resource GPS	\$ 150.00/day*
Robotic Total Station	\$ 200.00/day
Total Station	\$ 7.50/hour
Total Station w/Data Collector	\$ 100.00/day
Toughbook	\$ 150.00/day*
Trimble GeoXT GPS Unit	\$ 150.00/day*

**Laboratory Tests:**

Asphalt Briquette Compaction	\$ 50.00/ea. <sup>(1)</sup>
Asphalt Bulk Specific Gravity	\$ 30.00/ea.
Asphalt Content by Nuclear Method	\$ 75.00/test
Asphalt Content Gauge Calibration	\$200.00/ea.
Asphalt Extraction (% Bitumen)	On Request
Asphalt (Hveem) Mix Design	On Request
Brass Tube (Liner)	\$ 5.00/ea.
Cleanness Value (CT 227)	\$ 75.00/ea.
Compaction Curves (ASTM D 1557 or Caltrans CT216):	
4-inch Mold	\$200.00/ea.
6-inch Mold	\$200.00/ea.
Check Point	\$ 75.00/ea.
Concrete Compressive Strength (CT 521 or ASTM C39)	\$ 25.00/ea. <sup>(2)</sup>
Concrete Linear Shrinkage (3 Bars)	\$200.00
Concrete Moisture	\$ 25.00/test (floor test)
Consolidation Test	\$300.00/ea.
Direct Shear, per point: (ASTM D3080)	
Consolidated-Drained (CD)	\$145.00/point
Unconsolidated-Undrained (UU) (Modified ASTM)	\$115.00/point
Consolidated-Undrained (CU) (Modified ASTM)	\$130.00/point
Additional cycles (each)	\$ 65.00/ea.
Disposable Concrete Molds	\$ 3.00/ea.

\* 1/2 Day Minimum Charge.

+ 25% Weekly Discount, 40% Monthly Discount.

(1) If asphalt is delivered to SHN lab unmixed, add \$75.00/ea. for processing and mixing per Caltrans CT304.

(2) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.



**Reimbursables, Continued**

**Laboratory Tests, Continued:**

Durability Index	\$ 75.00/ea.
Expansion Index	\$175.00/test
Fireproofing Density	\$ 50.00/ea.
Grout Compressive Strength	\$ 40.00/ea.
LA Rattler (abrasion resistance)	\$200.00/test
Liquid Limit	\$100.00/ea.
Masonry Block Compressive Strength	\$ 65.00/ea.
Masonry Block Linear Shrinkage	\$ 85.00/ea.
Masonry Block Prism Compressive Strength	\$125.00/ea.
Masonry Core Shear Test	\$ 50.00/core
Moisture Content	\$ 20.00/ea.
Moisture-Density Test	\$ 30.00/ea.
Particle Size Analysis (ASTM 422)	\$115.00/ea.
Percent Crushed Particles	\$125.00/ea.
Percent Organics	\$ 50.00/ea.
Plastic Limit	\$ 50.00/ea.
Plasticity Index	\$150.00/ea.
R-Value	\$300.00/ea.
Rice Specific Gravity of Asphalt (ASTM D2041)	\$ 75.00/ea.
Sand Equivalent	\$ 50.00/ea.
Sawing Rocks and Concrete Cores	\$ 30.00/unit
Sieve Analysis--Coarse	\$ 50.00/ea.
Sieve Analysis--Fine	\$ 60.00/ea.
Sieve Analysis--Passing 200	\$ 45.00/ea.
Specific Gravity, Rock	\$ 45.00/ea.
Stabilometer of Premixed AC	\$ 75.00/ea.
Sulfate Soundness	\$ 80.00/cycle
Swell Test	\$ 55.00/point
Triaxial Compression	
Unconsolidated Undrained (TXUU) (ASTM D2850)	\$115.00/point
Consolidated Undrained (TXCU) (ASTM D4767)	\$385.00/point
Consolidated Drained (TXCD) (ACOE)	\$500.00/point
Consolidated Undrained (TXCU-3 stage) (ASTM D4767)	\$810.00/test
Consolidated Drained (TXCD-3 stage) (ACOE)	\$860.00/test
USDA Bulk Density Test	\$ 30.00/ea.
USDA Textural Suitability Test	\$ 60.00/ea.
Unconfined Compression	\$ 65.00/ea.
Unit Weight of Lightweight Concrete	\$ 50.00/unit

**Notes:**

All samples of soil or rock from physical testing are discarded 30 days after submission of final report unless prior arrangements are made. Samples of soil or rock submitted for testing for hazardous substances will be returned to the Client, who is responsible for proper disposal.

This fee schedule is subject to review and adjustment, as required.

Certain services may require prevailing wages or overtime at premium pay to SHN employees. In such circumstances, fees will be adjusted to reflect increased labor costs.

## ORDINANCE 380

AN ORDINANCE COMPELLING ATTENDANCE OF COUNCIL 1-MEMBERS. The City of Bay City ordains as follows:

Section 1. Council Meeting Attendance. It shall be the duty of all members of the Council to attend all meetings at the hour appointed for the meeting and to remain until the close of the session unless excused. The Council, when in session or when any three members are present at the appointed hour for a meeting, may compel attendance of the absent members in the following manner:

- (a) Calling the absent member by telephone and requesting their attendance or explanation;
- (b) Direct that a deputy sheriff or some other peace officer bring the absent Council member before the Council. Such direction shall be by a written order signed by the Mayor.

Section 2. Vacancies. In the event any Council member fails, neglects or refuses to attend the meetings of the Council for two consecutive meetings or four meetings in six months without excuse, the member's office shall be declared vacant by the Council and filled in the manner provided by the City Charter.

Section 3. Excused Absences. The City Council members shall be the final judges as to what constitutes an excused absence.

Section 4. Meetings. The term "meeting" means all regular meetings of the City Council, all special meetings and workshops where the members have actual notice of the meeting 48 or more hours in advance.

Passed and adopted by the City Council this 3rd day of May, 1979, and approved by the Mayor this 3rd day of May, 1979.

/s/ Virgil M. Simmons  
Virgil M. Simmons, Mayor

ATTEST:

/s/ D.L. Carver  
Dallas Carver, City Recorder

**BAY CITY ORDINANCES**  
**ORDINANCE NO. \_\_\_\_**

AN ORDINANCE REGULATING THE USE OF SOCIAL  
MEDIA ON BEHALF OF THE CITY.

The City Council of the City of Bay City ordains as follows:

**I. Purpose**

This Ordinance provides direction, expectations and standards for social media use by employees and elected officials of the City of Bay City.

**II. Scope**

This Ordinance applies to all City employees (permanent and temporary), as well as those persons elected or appointed in an official capacity in representing the City of Bay City. This Ordinance provides a common framework for the acceptable business and personal use of social media. This Ordinance addresses four broad subjects related to social media and networking:

- A. Acceptable use of City Social Media Accounts,
- B. Acceptable use of non-City and/or personal social media accounts,
- C. Accessing social media during City work time or while using City-owned resources, and
- D. Public records, photos, and copyrighted information.

This document provides guidance for behavior and responsibilities, both professional and personal, and addresses information confidentiality, integrity, transparency, and availability when accessing data or distributing City information. Because technology evolves rapidly, this document pertains to all platforms currently in use by the City and those that may come in use by the City, rather than specific platforms and/or accounts.

**III. Definitions**

- A. **Acceptable Use:** Best practices or policies created within an organization outlining what is and is not allowable content or behavior on social media, in accordance with this Ordinance.
- B. **City Administrator:** The City Recorder, City Manager or City Administrator or its designees, control content and has authority over operation of a social media tool or account on behalf of the City.
- C. **Authorized Contributor:** City personnel designated by the Administrator, together with the City Public Works Director and the City Fire Chief to post content to a specific page or social media account belonging to City. Elected and appointed officials may submit their content to the City Administrator for determination if the

information meets the criteria set forth herein, at which point, the City Administrator or the appropriate Department Head may post the requested information.

- D. Best Practices:** Common procedures and policies recognized by communication professionals as successful methods to employ social media tools to meet established objectives.
- E. Comment:** A response to an article or social media content posted online by a commenter.
- F. Content Management:** Best practices or guidelines outlining timing, engagement, and ultimately what an organization will and will not allow on its social media site(s).
- G. City Social Media Account:** Any social media or network account that represents, or gives the appearance of representing the City or any of its parts or program and is administered by any City employee.
- H. Department Head:** The Public Works Director shall be an authorized user for the City's main page and both the Public Works Director and the Fire Chief shall be authorized users for content applicable to their own departments.
- I. Designated Contributor:** Each Department Head may have Designated Contributor to that Department's content. Any Designated Contributor shall first read this Ordinance and sign a form stating that they understand the Ordinance and the content limitations. Each Department Head shall provide their list and the authorized form to the City Administrator so that all Authorized and Designated Contributors are on file at the City Hall.
- J. Post:** Information placed on a social media site by an organization or individual.
- K. Social Media or Social Networks:** Websites or services enabling users to create and share content. Types of social media tools includes but is not limited to: blogs, micro-blogs, social and professional networks, video or photo sharing, and social bookmarking. Examples are: Youtube, Facebook, Twitter, Instagram, Snapchat, LinkedIn, WordPress, etc.
- L. Subject Matter Expert (SME):** A person who is an authority in a particular area or topic.

- M. Confidential Information:** That which is intended for or restricted to the use of a particular person, group, or class, or which contains information whose unauthorized disclosure could be prejudicial. Personal information such as home addresses, home phone or cell phone numbers, marital status, family information, etc. should never be shared on social media without the specific authorization of the person whose information is being shared.

#### IV. Guidance & Expectations

##### A. City Social Media Accounts

1. General Guidelines for City Accounts: *applies to City-specific social media.*
  - a) In order to ensure streamlined messaging and consistent outgoing communications to employees, citizens, media, and the public; all City Media Accounts must be reviewed and approved by the City's Administrative Committee, with final approval for the accounts to be granted by the City Council, prior to their creation.
  - b) All accounts will follow a consistent naming convention using the City of Bay City as the identifier.
  - c) Only the City Administrator, Authorized Contributors and Designated Contributors may post to City Social Media Accounts.
  - d) The City Administrator has the authority to remove inappropriate or inaccurate postings and comments from all City Social Media accounts. Postings and/or comments may be removed for reasons including but not limited to:
    - (1) Violating this Ordinance, or any state or federal regulations or laws, including Section IV(A)(3).
    - (2) Using controversial or offensive material as determined by the City Administrator, or
    - (3) Other legitimate and business-related reasons deemed appropriate by the City Administrator, including notices of events or meetings that have already occurred.
    - (4) The City Administrator has the authority to remove inappropriate comments made by members of the public that violate the City's Social Media Standard Commenting Policy.
    - (5) The Standard Comment Policy must be posted on each City Social Media Account.
  - e) All logos used to represent or brand City Social Media Accounts must be approved City logos.
  - f) The City of Bay City reserves the right to suspend and/or close any City Social Media Accounts at its option or rescind an employee's Authorized Contributor or an employee's or a volunteer's Designated Contributor status without notice. This process will include involvement of the employee's direct supervisor, and if appropriate, will follow the City's Personnel Policy, if applicable.

## **2. City Authorized and Designated Contributors**

- (1) When serving in their role as Authorized or Designated Contributors, City employees must:
  - Ensure all social media content meets the standards of this Ordinance.
  - Coordinate closely with the Administrative Committee regarding any active incidents.
  - Ensure all social media content and interactions represent the City. Posts, responses, and/or comments must not represent the person's personal opinions or positions.
  - Never disclose confidential information. When in doubt regarding confidentiality, always contact the City Administrator or the Department Head before posting.

## **3. Content Management of City Social Media Accounts**

- a) Content posted to City Social Media Accounts must not contain or promote:
  - (1) Vulgar or abusive language or obscene material;
  - (2) Personal attacks of any kind or offensive terms targeting individuals or groups;
  - (3) Discrimination on the basis of race, creed, color, sex, age, national origin, religion, disability, or sexual orientation;
  - (4) Sexual harassment or sexual misconduct;
  - (5) Endorsement of commercial products, services, or entities;
  - (6) Endorsement or lobby of political beliefs, parties, figures, candidates, or groups;
  - (7) Any unlawful activity;
  - (8) Political speech of any kind other than providing background information as to any city issue for which there is a public hearing, town hall meeting or election measure.

## **4. Deleted/Removed Content.** All media content deleted or removed by the City shall be retained in a searchable format in accordance with the Public Records Law.

## **5. Administration of City Social Media Accounts**

- a) Each City social media platform will:
  - (1) Provide one primary and at least one secondary administrator.
  - (2) Grant Administrative rights to the secondary administrator.
  - (3) Comply with this Ordinance.

**B. Non-City and/or Personal Social Media Accounts**

1. City employees and elected and appointed city officials are free to express themselves as private citizens on social media to the degree that their content does not impair professional relationships in the workplace, impede the performance of their job duties, or negatively affect the public perception of the City.
2. When posting content in an unofficial capacity, City employees and elected and appointed city officials must never give the impression that they are speaking on behalf of the City.
3. City employees and City elected and appointed city officials will not post derogatory, offensive, discriminatory, threatening or otherwise unprofessional behavior toward other employees, other elected or appointed officials or any member of the public via personal social media accounts.
4. City employees and City elected or appointed officials will not post or convey derogatory, offensive, discriminatory, threatening or otherwise unprofessional comments toward other employees, other elected or appointed officials or any member of the public via personal social media accounts
5. No confidential or personally identifying information about employees, elected or appointed officials or any member of the public.
6. City employees and City elected or appointed officials, by virtue of their position, must consider whether personal thoughts they publish, even in clearly personal venues, may be misunderstood as expressing City positions. Posting content in an unofficial capacity runs the risk of giving the impression of speaking on behalf of City. City employees, elected or appointed officials should consider including a disclaimer such as, "This posting is my own and does not represent City positions, strategies, or opinions."
7. City employees, elected or appointed officials should assume their supervisors, coworkers, and the public may see all content they post and share on social media. It is best practice to assume all social media postings and comments are in the public domain and can be published or discussed in all forms of media. In essence, there is no expectation of privacy on social media.
8. City employees and elected and appointed officials may always consult the City Administrator for questions about appropriate content and use of City content on social media and networks.

**C. Accessing Social Media During City Work Time and/or on City-owned Resources**

1. Accessing social media and networking platforms for personal use during work time or while using City-owned resources is a privilege. Abuse of these privileges may result in blocked access or suspension of any or all technology use and connectivity privileges.
2. City employees are prohibited from using any City-owned electronic devices including, but not limited to, City computers, cell phones or systems to transmit or receive any data, which is offensive, defamatory, harassing, illegal, in

violation of any Rules and Regulations, or would bring discredit upon the integrity of City.

## **D. Public Records, Photos, and Copyrighted Information.**

### **1. Public Records**

- a) City employees should not use social media to respond to requests for public records. All public records requests must be made to the City Hall, in writing.
- b) City employees, City elected and appointed officials are responsible for the information posted/shared on their personal social media accounts and the associated risks. The City of Bay City is not responsible or liable for the confidentiality of any personal data transmitted nor is it responsible for any damages which may result from any posting on a private social media account.
- c) To ensure all City social media accounts comply with Oregon Public Records law, all accounts must utilize an archiving vendor chosen by the City Administrator. The City Administrator is the administrator for the agency's social media archiving account. Each account Administrator must work directly with the City Administrator to coordinate archiving for their platform.

### **2. Photos**

- a) Photographs taken while on the job can be powerful aids in our work and communication efforts. However, there are potential risks associated with posting photographs. Before posting photos:
  - (1) Consider the implications for yourself, the subject(s) of the photos and the City as a whole.
  - (2) Determine whether the photo(s) may pose risks to reputation, privacy, and/or ongoing investigations.
  - (3) Ensure any image demonstrates proper use of personal protective equipment (PPE), safety measures, and compliance with applicable laws and/or policy prior to posting.
- b) City employees and elected or appointed officials should avoid posting photos depicting sensitive subjects. Such subjects may include but are not limited to:
  - (1) Paperwork containing personal information;
  - (2) License Plate or distinguishing markings on a vehicle;
  - (3) Evidence of potential violations, and/or pending investigations;
  - (4) Victims (including injuries and fatalities);
  - (5) Addresses, location or other identifying features.



- c) No posting of any person should be posted without prior written consent of the person in the picture.
- d) All photos taken on City-owned cell phones or other equipment may be considered Public Records and therefore subject to public disclosure pursuant to Oregon Public Record Law.

3. **Copyrighted and Confidential Information**

City employees must comply with copyright, fair use, and financial disclosure laws. Protect sensitive information, such as protected acquisition and personally identifiable information (PII). (i.e., names, addresses, or logos)

V. **Severability.** If any provisions, clause, sentence, paragraph, or phrase of this Ordinance or the application thereof to be invalid or unconstitutional, is held, for any reason by a court of competent jurisdiction, such decision shall not affect the validity of other provisions or applications of the provisions of this Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are hereby declared to be severable.

VI. **Violation.** Violation of this Ordinance is subject to disciplinary action under the City Personnel Ordinance for all employees of the City and by removal from their volunteer positions, if applicable. Further sanctions as allowed by law may be imposed.

PASSED and ADOPTED by the City Council this \_\_\_\_ day of \_\_\_\_\_ 2019 and APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2019.

By: \_\_\_\_\_  
Christopher K. Kuebbe, Mayor

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

**FRANCHISE EXTENSION AGREEMENT**

**BAY CITY, OREGON**

**WHEREAS**, Falcon Telecable, a California Limited Partnership, locally known as CHARTER COMMUNICATIONS, (“CHARTER”) currently holds a cable franchise with Bay City Oregon (“City”) which became effective June 10, 2014; and

**WHEREAS**, the City and Charter have begun informal renewal negotiations in accordance with Section 626 (h) of the Title VI of the Communications Act of 1934, as amended and the parties continue to reserve all rights under the formal procedures of Section 626 of Title VI of the Communications Act of 1934, as amended and do not waive any rights related thereto; and

**WHEREAS**, it is in the public interest to further extend the current Franchise for an additional period of time so that cable service to the public will not be interrupted.

NOW THEREFORE the parties agree that the Franchise of Charter shall:

1. Be extended through May 31, 2024, or until a new Franchise Agreement is negotiated, whichever comes first;
2. All other terms and conditions of the existing Franchise Agreement shall remain unchanged and in full force and effect;
3. The parties continue to reserve all rights under the formal procedures of Section 626 of Title VI of the Communications Act of 1934, as amended and do not waive any rights related thereto; and
4. Charter further affirms that its operations within the City of Bay City will comply with the Oregon Net Neutrality Law (HB 4155) during the term of this Franchise; and
5. In addition, the New Development Underground clause is amended as shown below:

**“6.3 New Development Underground.** In cases of new construction or property development where utilities are to be placed underground, the Grantor agrees to require as a condition of issuing a permit for open trenching to any developer or property owner that such developer or property owner give Grantee at least thirty (30) days prior written notice of such construction or development, and of the particular dates on which open trenching will be available for Grantee’s installation of conduit, pedestals and/or vaults, and laterals to be provided at Grantee’s expense. Grantee shall also provide specifications as needed for trenching. Costs of trenching and easements required to bring service to the development shall be borne by the developer or property owner; except that if Grantee fails to install its conduit, pedestals and/or vaults, and laterals within fifteen (15) working days of the date the trenches are available, as designated in the written notice given by the developer or property owner, then should the trenches be closed after the fifteen day period, the cost of new trenching is to be borne by Grantee.”

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2019.

City of Bay City, Oregon

By: \_\_\_\_\_  
Christopher K. Kruebbe, Mayor

ATTEST:

\_\_\_\_\_  
Linda Downey, City Recorder

Falcon Telecable, a California Limited Partnership  
By: Charter Communications VII, LLC, its General Partner  
By: Charter Communications, Inc., its Manager

\_\_\_\_\_  
Print Name:  
Title:

**CITY OF BAY CITY Resolution for Enterprise Zone  
Boundary Change**

**In the matter of Re-Designating        )        **RESOLUTION 19-11****  
**The String of Pearls Enterprise        )**  
**Zone    )**

The City of Bay City jointly with the cities of Garibaldi, Rockaway Beach, and Tillamook, Tillamook County, the Port of Tillamook Bay as well as the consenting Port of Garibaldi is sponsoring the Tillamook String of Pearls enterprise zone re-designation.

The City of Bay City along with the cities of Garibaldi, Rockaway Beach, and Tillamook, Tillamook County, the Port of Tillamook Bay as well as the consenting Port of Garibaldi has formally advised and received consultation from the Oregon Business Development Department (OBDD) according to ORS 285C.078.

The municipal corporations, school districts, special service districts, that receive operating revenue through the levying of ad valorem taxes on real and personal property in any area of this enterprise zone were sent notice and invited to a public meeting on April 25, 2019 regarding its re-designation, in order for the sponsoring governments to effectively consult with these other local taxing districts.

The enterprise zone has a total area of 5,934 square miles; it meets other statutory limitations on size and configuration, and its depicted here on a drawn-to-scale map (Exhibit 1), and its boundary is here described (Exhibit 2).

The City of Bay City shall fulfill its duties and implement provisions (jointly with the other co-sponsors) under ORS 285C.105 or elsewhere in ORS Chapter 285C and related parts of Oregon Law, including but limited to (having appointed/promptly appointing) a local enterprise zone manager, and to preparing a list or map official, publicly owned lands and buildings in the enterprise zone for purposes of ORS 285C.110.

Re-designation of this enterprise zone does not grant or imply permission to develop land inside it without complying with jurisdictional zoning, regulatory and permitting processes and restrictions; nor does it indicate any intent to alter those processes or restrictions, except as otherwise done in accordance with Comprehensive Plans as acknowledged by the state of Oregon Land Conservation and Development Commission (LCDC).

The availability of enterprise zone exemptions to businesses that operate hotels, motels or destination resorts helps to diversify the local economic activity and facilitate the expansion of accommodations for visitors, who in turn will spend time and money in the area for business, recreation or other purposes.

The City of Bay City is interested in encouraging new business investment, job creation, higher incomes for local residents, greater diversity of economic activity, and appreciates the impact that the re-designated enterprise zone would have and the property tax exemptions that eligible business firms might receive therein.

**NOW, THEREFORE IT IS RESOLVED that:**

Under ORS [285C.065/285C.245], City of Bay City does hereby re-designates the Tillamook String of Pearls Enterprise Zone [jointly with the Cities of Garibaldi, Rockaway Beach, and Tillamook, Tillamook County, the Port of Tillamook Bay and the consenting Port of Garibaldi], the boundary and area which are described in the exhibits.

The Director of The Economic Development Council of Tillamook County is authorized to submit documentation of this enterprise zone re-designation to OBDD on behalf of the zone sponsor(s) for purposes of a positive determination in favor of ORS 285C.074.

Re-designation of the String of Pearls Enterprise Zone takes effect on July 1, 2019 or the date that the latest resolution of a sponsoring or consenting government is adopted or later, as so stipulated by OBDD in its determination pursuant to any revision and resubmission of documentation.

The Director of the Economic Development Council of Tillamook County is appointed as the local zone manager for the Tillamook String of Pearls Enterprise Zone.

Subject to the approval by the director of OBDD, the City of Bay City would jointly with the Cities of Garibaldi, Rockaway Beach, and Tillamook, Tillamook County, the Port of Tillamook Bay and the consenting Port of Garibaldi waive the distance maximum of 25/20 miles overall and 15 miles between separate areas within the Tillamook String of Pearls Enterprise Zone under ORS 285C.120 (2) for purposes of the re-designation.

The City of Bay City as a sponsor of the Tillamook String of Pearls Enterprise Zone exercises its option herewith under ORS 285C.070 that qualified property of and operated by a qualified business as a hotel, motel or destination resort shall receive the property tax exemption in the Zone, and that such business firms are eligible for purposes of authorization in the Zone.

**PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR**, this 14<sup>th</sup> day of May, 2019.

---

Christopher Kruebbe, Mayor

ATTEST:

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Linda Downey, Recorder

# Exhibit 2

## Map & Legal Description of Zone Boundary and other Information

Tillamook County Application for Enterprise Zone Re-Designation  
June 30, 2019

### **Legal description - Port of Tillamook Bay (Revised Feb 22, 2010)**

Beginning at the point where the south line of Long Prairie Rd meets east line of Hwy 101; thence south along the east line of Hwy 101 to the north line of South Prairie Rd.; thence south and east along South Prairie Rd to Brickyard Rd.; thence north and east along the north and west line of Brickyard Rd to the southeast corner of Sec. 9, Township 2 South, Range 9 West of the Willamette Meridian; thence north along said section line to Brickyard Rd.; thence following the west line of Brickyard Rd. north to the south line of Long Prairie Rd.; thence west to the point of beginning.

EXCEPTING THEREFROM the SE ¼ of the SE ¼ of Sec. 9 Township 2 South Range 9 West of the Willamette Meridian.

### **Legal Description - Tillamook County Creamery:**

See attached tax lot card - most recent description is on 11/17/1964 Book 120 Page 182

### **All Other Legal Descriptions:**

City of Bay City's corporate limits as most recently established by city ordinance # 424 adopted on 9/13/83 (annexed one [I] residential lot in 1990 - and nothing more since).

City of Garibaldi's corporate limits as most recently established by city ordinance #290 adopted on 6/21/06.




City of Rockaway Beach's corporate limits south of the east-west line of 24th Avenue) to the exclusion of any area Inside the Port of Nehalem's district boundary) as most recently established by city ordinance #95-322 adopted on 4/3/95.

City of Tillamook's urban growth boundary as most recently established by city ordinance #1215 adopted on 11/6/06.



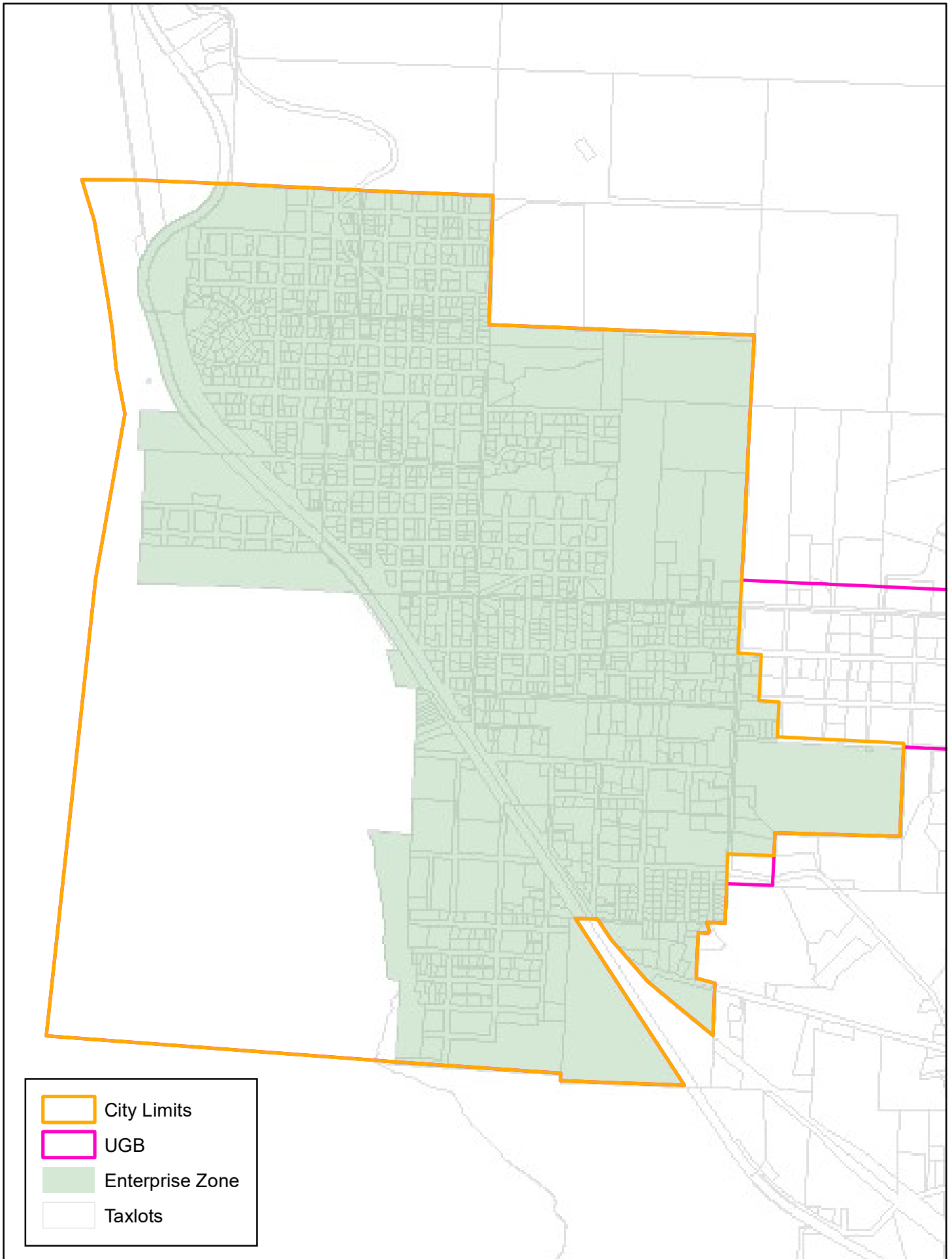
# Tillamook County Enterprise Zones



-  Enterprise Zones
-  Highways
-  County Border



# Bay City Enterprise Zone Map





**CITY OF BAY CITY  
RESOLUTION 19-12**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET  
AND MAKING APPROPRIATIONS**

WHEREAS the City of Bay City budgeted \$50,000 for the 2018-19 Fiscal Year in anticipation of receiving the State of Oregon Small City Allotment Grant for street improvements, and

WHEREAS the State of Oregon increased the amount of the Small City Allotment Grant to \$100,000 and awarded the Grant to the City of Bay City in the amount of \$100,000, and

WHEREAS ORS 294.471(1)(a) allows a supplemental budget to be made for an occurrence or condition which had not been ascertained at the time of the preparation of a budget for this current year, which requires a change in financial planning, and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Bay City hereby adopts the supplemental budget approved by the City Council on May 14, 2019, which is now on file in the office of the City Recorder.

BE IT FURTHER RESOLVED that the amounts for the purposes shown below are hereby appropriated.

**STREET AND DRAINAGE FUND**

Resources

200-00-4420 State Grants (SCA Grant)

<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
\$50,000	\$50,000	\$100,000

Expenditures / Capital

200-00-8300 Improvements other than buildings

\$50,000	\$50,000	\$100,000
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ADOPTED by the City Council this 14<sup>th</sup> day of May, 2019 and approved by the Mayor of Bay City this 14<sup>th</sup> day of May, 2019.

\_\_\_\_\_  
Christopher Kruebbe, Mayor

ATTEST:

\_\_\_\_\_  
Linda Downey, City Recorder

A051-G041918

2019 SMALL CITY ALLOTMENT AGREEMENT  
Hobsonville Point Drive - Paving Project  
City of Bay City

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" and City of Bay City, acting by and through its elected officials, hereinafter referred to as "Agency," each herein referred to individually as "Party" and collectively as "Parties."

**RECITALS**

1. Hobson Point Drive is part of the city street system under the jurisdiction and control of Agency.
2. By the authority granted in Oregon Revised Statutes (ORS) 190.110, 366.800 and 366.805, there has been withdrawn from State Highway Funds appropriated for allocation to cities of the State of Oregon the sum of \$2,500,000 and an additional \$2,500,000 available to the Oregon Department of Transportation from the State Highway Fund. These sums have been set up in a separate account to be administered by the Department of Transportation for the Small City Allotment (SCA) Program ("the Account"). The \$5,000,000 shall be allotted each year by State for use upon streets that are not a part of the state highway system, that are within cities with populations of 5,000 or fewer persons, and that are inadequate for the capacity they serve or are in a condition detrimental to safety. No single project may receive more than \$100,000 in SCA funds.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**TERMS OF AGREEMENT**

1. By the authority granted in ORS 366.805(2), Agency has requested monies from the Account for Hobsonville Point Drive: Fourth Street to City Limits hereinafter referred to as "Project." Said Project improvements shall consist of asphalt overlay and shoulder repairs. Agency acknowledges that such Project improvements funded under this Agreement may trigger other Agency responsibilities under the Americans with Disabilities Act. Agency agrees that it is solely responsible for ensuring Americans with Disabilities Act compliance pursuant to Agency Obligations, Paragraph 15. The total estimated cost of this Project is \$116,867.00

## **IGA No. 33163**

2. State has considered Agency's request for the Project and has determined that this Project is eligible for funding under the Small City Allotment (SCA) Program.
3. The Parties hereto mutually agree and understand that the cost of the Project will be paid for with SCA funds and by Agency as follows:
  - a. SCA funds will pay for eligible Project costs up to an amount not to exceed \$100,000.00.
  - b. Agency shall pay all Project costs in excess of the SCA funds.
  - c. State may, upon request by Agency after execution of this Agreement, and upon receipt and review of the Project plans and specifications, advance to Agency 50% of the Award Amount, not to exceed \$25,000 in SCA funds.
  - d. Only expenses incurred after the Effective Date of this Agreement are eligible for reimbursement with SCA funds.
  - e. To qualify for reimbursement, each expenditure must be an Eligible Project Cost. Eligible Project Costs are documented costs of preliminary engineering and construction engineering services performed by the Agency or the Agency's consultant in performance of the Project, after the effective date of this Agreement, and that comply with the requirements of Article IX, Section 3a of the Oregon Constitution.
4. The term of this Agreement will begin on the date all required signatures are obtained herein referred to as "Effective Date" and will terminate two (2) years following the Effective Date unless extended by an executed amendment.

## **AGENCY OBLIGATIONS**

1. Agency shall conduct all right of way activities in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35, Federal-Aid Policy Guide, Code of Federal Regulations (CFR) and the ODOT Right of Way Manual, and Title 23 CFR Part 710 and Title 49 CFR Part 24.
2. Agency shall, at its own expense, acquire all right of way. Right of way may be acquired by State on behalf of Agency (by consultants or State) at Agency's choice. If State performs the acquisition, a right of way services agreement shall be executed setting forth the responsibilities of each party.
3. Agency shall, at its own expense, adjust, reconstruct, and relocate utility installations, as necessary for the Project.
4. Agency shall prepare, or cause to be prepared, the plans and specifications for the Project, advertise the Project, contract the work, perform the construction engineering, and make the necessary contract payments.

**IGA No. 33163**

5. If work will occur on or along the state highway, Agency shall obtain a miscellaneous permit to occupy State right of way through the State's District Permitting Office prior to the commencement of construction.
6. If Agency enters into a contract for performance of Project work on or along a State highway, then Agency will require its contractor to provide the following:
  - a. Contractor shall indemnify, defend and hold harmless State from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under the resulting contract.
  - b. Contractor and Agency shall name State as a third party beneficiary of the resulting contract.
  - c. Commercial General Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to State. This insurance will include personal and advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence will not be less than;  **\$1,000,000**  **\$2,000,000**  **\$5,000,000** for each job site or location. Each annual aggregate limit shall not be less than  **\$1,000,000**  **\$2,000,000**  **\$4,000,000**  **10,000,000**.
  - d. Automobile Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than \$1,000,000.
  - e. Additional Insured. The liability insurance coverage, except Professional Liability, Errors and Omissions, or Workers' Compensation, if included, required for performance of the resulting contract will include State and its divisions, officers and employees as Additional Insured but only with respect to Contractor's activities to be performed under the resulting contract. Coverage will be primary and non-contributory with any other insurance and self-insurance.
  - f. Notice of Cancellation or Change. There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from Contractor's or its insurer(s) to State. Any failure to comply with the reporting provisions of this clause will constitute a material breach of the resulting contract and will be grounds for immediate termination of the resulting contract and this Agreement.

**IGA No. 33163**

7. If the Project includes traffic control devices (see ODOT's Traffic Manual, Chapter 5, for a description of traffic control devices) on or along a state highway, Agency shall, pursuant to Oregon Administrative Rule (OAR) 734-020-0430, obtain the approval of the State Traffic Engineer prior to the design and construction of any traffic control device to being installed.
8. Agency shall enter into a separate traffic signal agreement with State to cover obligations for any traffic signal being installed on a state highway.
9. Agency shall ensure its electrical inspectors possess a current State Certified Traffic Signal Inspector certificate, in order to inspect electrical installations on State highways. The State District Permitting Office shall verify compliance with this requirement prior to construction. The permit fee should also cover the State electrician's supplemental inspection.
10. Upon completion of the Project and at its own expense, Agency shall maintain the pavement surrounding the vehicle detector loops installed in the Agency's street(s), if any, in such a manner as to provide adequate protection for said detector loops. Failure to do so may result in State requiring Agency to repair or replace the damaged loops at Agency's expense. Future Agency roadwork activities involving the detector loops may also result in the same State requirements. Agency shall also adequately maintain any pavement markings and signing installed, in accordance with the approved signal plan sheets for the signal installation or current Manual on Uniform Traffic Control Devices standards.
11. Agency shall, during the course of the work, accumulate and retain documentation of all Project costs.
12. Agency shall, upon completion of Project, certify to State that Project is complete and in substantial conformance with the plans and controlling specifications.
13. Agency shall, no later than ninety (90) days after the completion of the Project or the Termination Date, whichever occurs earlier, submit an invoice for the remaining eligible costs of Project which, when added to any amount previously advanced by State, shall not exceed the actual total cost of Project or \$100,000.00, whichever is less. Such invoices shall be on Agency letterhead and shall identify the Project, Agreement number, Project start and end dates and itemize all expenses for which reimbursement is claimed, as well as provide a detailed breakdown of Project Costs expended and funds reimbursed to date. Upon request by ODOT, Agency shall provide to ODOT proof of payment and backup documentation supporting Agency's invoice.
14. Agency shall, at its own expense, maintain, operate, and provide power as needed upon Project completion at a minimum level that is consistent with normal depreciation and/or service demand and throughout the useful life of the Project. State and Agency agree that the useful life of this Project is defined as 7 years. Maintenance and power responsibilities shall survive any termination of this

## IGA No. 33163

Agreement. If Project is canceled by Agency after Agency has received payment of any SCA funds from State, or not completed within the time requirements or in accordance with the terms of this Agreement, Agency shall immediately repay to State the full amount of SCA funds received by Agency.

### 15. **Americans with Disabilities Act Compliance:**

#### a. **State Highway:** For portions of the Project located on or along the State Highway System or a State-owned facility (“state highway”):

- i. Agency shall utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, “ADA”), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards;
- ii. Agency shall follow ODOT’s processes for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
- iii. At Project completion, Agency shall send a completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form and to State’s Project Manager for each curb ramp constructed, modified, upgraded, or improved as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT’s fillable Curb Ramp Inspection Form and instructions are available at the following address:

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/HwyConstForms1.aspx>

- iv. Agency shall promptly notify ODOT of Project completion and allow ODOT to inspect Project sidewalks, curb ramps, and pedestrian-activated signals located on or along a state highway prior to acceptance of Project by Agency and prior to release of any Agency contractor.
- v. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations at least 10 days prior to the start of construction, to the greatest extent possible.

b. **Local Roads:** For portions of the Project located on Agency roads or facilities that are not on or along a state highway:

- i. Agency shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian-activated signals, is designed, constructed and maintained in compliance with the ADA.
- ii. Agency may follow its own processes or may use ODOT's processes for design, modification, upgrade, or construction of Project sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/HwyConstForms1.aspx>;

Additional ODOT resources are available at:

<http://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

ODOT has made its forms, processes, and resources available for Agency's use and convenience.

- iii. Agency assumes sole responsibility for ensuring that the Project complies with the ADA, including when Agency uses ODOT forms and processes. Agency acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect the completed Project to confirm ADA compliance.
  - iv. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs and include accessibility features equal to or better than the features present in the existing pedestrian route. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations prior to the start of construction, to the greatest extent possible.
- c. Agency shall ensure that any portions of the Project under Agency's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Agency ensuring that:
- i. Pedestrian access is maintained as required by the ADA,

**IGA No. 33163**

- ii. Any complaints received by Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
    - iii. Any repairs or removal of obstructions needed to maintain Project features in compliance with the ADA requirements that were in effect at the time of Project construction are completed by Agency or abutting property owner pursuant to applicable local code provisions,
    - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
    - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
  - d. Maintenance obligations in this section shall survive termination of this Agreement.
16. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability Insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its contractors complies with these requirements.
17. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS [279C.505](#), [279C.515](#), [279C.520](#), [279C.530](#) and [279B.270](#) incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) [Title VI of Civil Rights Act of 1964](#); (ii) [Title V and Section 504 of the Rehabilitation Act of 1973](#); (iii) the [Americans with Disabilities Act of 1990](#) and ORS [659A.142](#); (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
18. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
19. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency,



## **IGA No. 33163**

under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.

20. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260 (Claims), to the extent such Claims are caused, or alleged to be caused by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor. It is the specific intention of the Parties that State shall, in all instances, except to the extent Claims arise from the negligent or willful acts or omissions of State, be indemnified for all Claims caused or alleged to be caused by the contractor or subcontractor.
21. Any such indemnification shall also provide that neither Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.
22. Agency's Project Manager for this Project is Chance Steffey, Public Works Director, 5525 B St, Bay City, OR 97107, (503)812-4918 or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

## **STATE OBLIGATIONS**

1. State shall administer the funds in the SCA Account in the following manner:
  - a. At Agency's request, State may, upon execution of this Agreement, and after receipt and review of the Project plans and specifications, forward to the Agency an advance payment of 50% of the Award Amount, not to exceed \$25,000.
  - b. State shall make final payment to Agency for all remaining eligible Project costs upon satisfactory final review of the Project, and after receipt of the certification of acceptance of work by the Agency accompanied by documentation of all Project costs. Total payments to Agency, including any advance deposit payment, shall not exceed the actual total cost of the Project or \$100,000.00, whichever is less.

## **IGA No. 33163**

2. State's Project Manager for this Project is Shelly White-Robinson, Special Program Coordinator, 3700 SW Philomath Blvd, Corvallis, OR 97333, (541)757-4199 or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

### **GENERAL PROVISIONS**

1. This Agreement may be terminated by mutual written consent of both Parties.
2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
  - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
  - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
  - c. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
  - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
5. With respect to a Third Party Claim for which the State is jointly liable with Agency (or would be if joined in the Third Party Claim ), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in

## IGA No. 33163

settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if the State had sole liability in the proceeding.

6. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
9. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

**SIGNATURE PAGE TO FOLLOW**

**IGA No. 33163**

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that its signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

The Project was approved on November 15, 2018, by the Program and Funding Services Manager.

**City of Bay City**, by and through its elected officials

By \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL (If required in Agency's process)**

By \_\_\_\_\_  
Agency Counsel

Date \_\_\_\_\_

**Agency Contact:**  
Chance Steffey  
Public Works Director  
5525 B St  
Bay City, OR 97107  
(503)812-4918  
scteffey@ci.bay-city.or.us

**STATE OF OREGON**, by and through its Department of Transportation

By \_\_\_\_\_  
Jerri Bohard, TDD Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_  
State Traffic Roadway Engineer

Date \_\_\_\_\_

**State Contact:**  
Shelly White-Robinson  
Special Program Coordinator  
3700 SW Philomath Blvd  
Corvallis, OR 97333  
(541)757-4199  
Shelly.white-robinson@odot.state.or.us

**CITY OF BAY CITY**

**SHN CONSULTING ENGINEERS AND GEOLOGISTS, INC.**

**Hobsinville Point Overlay Project**

This Contract is made by and between the City of Bay City, hereinafter referred to as City and SHN Consulting Engineers and Geologists, Inc., an Oregon corporation, hereinafter referred to as SHN. SHN is also the City Engineer and this contract is considered an extension of the employment of SHN as the City Engineer. In consideration of the promises, covenants conditions, terms, stipulations and payments hereinafter set forth herein, City and SHN agree to the following terms and conditions of SHN to provide consulting Engineering services to the City.

**1.0 SCOPE OF WORK**

SHN will perform work for the City to prepare the project bid package, assist with bidding and provide construction period services for the City’s Small City Allotment Program to overlay Hobsonville Point Drive. The contract is broken down into three tasks:

TASK	FEE	COMPLETION DATE
Task 1: Design	\$10,500.00	May 22, 2019
Task 2: Bid Period	\$ 1,550.00	June 26, 2019
Task 3: Construction Period	\$ 6,600.00	October 1, 2019

Exhibit A attached hereto has a more complete description of the Scope of Work for the Project, which is included as part of this contract.

This Contract, together with all Exhibits and all change orders authorized hereunder, shall be referred to as the Contract.

The contract amount with SHN shall be a total amount, time and materials basis, not to exceed \$18,650.00, broken down as per Exhibit A.

**2.0 TIME FOR PROJECT**

SHN Consulting Engineers shall begin work immediately, in accordance with the terms set forth herein. The entire project shall be completed on or before October 1, 2019. The project will be considered completed when:

- a. Task #1: When the City Council/Public Works Director has approved the design.
- b. Task #2: When the bid has been approved and the contract signed.

- c. Task #3: Construction through substantial and final completion; submission of record drawings.

### **3.0 BILLING AND PAYMENT**

The total cost for the project is a time and materials contract, with the overall costs not to exceed \$18,650.00, broken down by the Tasks so that each task cost is to not exceed the amount set forth for that task

- a. Task #1: \$10,500.00 to be completed on or before May 22, 2019.
- b. Task #2: \$1,550.00 to be completed on or before June 26, 2019.
- c. Task #3: \$6,600.00 to be completed on or before October 1, 2019.

The City shall pay all submitted bills and invoices not later than the 30 days after submission of the bill, provided the bill is received by the City by the Friday before the monthly regularly scheduled council meeting, otherwise the bill shall be paid within 5 days following the next regular council meeting of the following month. In the event that the City requests additional services, all additional services shall be a written change order signed by both parties. All additional services and expenses shall be billed to the City, as per the attached Fee Schedule, Exhibit B.

### **4.0 LIMITED WARRANTY**

SHN Consulting Engineers shall perform the Work consistent with the skill and care ordinarily exercised by other professional consultants practicing in the same locality under similar conditions for similar services as of the time SHN performs the Work. All engineers and any other persons working on any project for the City, who are required to be licensed by the State of Oregon, shall maintain their licenses in good standing during the time of this contract.

### **5.0 CITY OBLIGATIONS.**

City shall furnish to SHN all documents and information in the possession of City that relates to this project, as well as providing all City regulations and standards that apply to the issue. SHN shall be entitled to rely on City-supplied documents and information in performing the work. SHN assumes no responsibility or liability for their accuracy or completeness and has a right to rely upon the information provided by the City.

**6.0 LIABILITY OF SHN CONSULTING ENGINEERS.** SHN shall procure and maintain insurance policies with such coverage and in such amounts and for such period of time as required by and set forth in this Agreement.

### **7.0 INSURANCE**

Prior to the performance of any work under this Agreement, SHN shall purchase and maintain from company or companies lawfully authorized to do business in the State of Oregon, such insurance for the work to be performed under this Agreement as will

protect SHN and City from claims set forth below which may arise out of or result from the acts, errors, omissions, or operations of SHN under this Agreement or those of its employees or sub-vendors, or anyone else for whose acts, errors, omissions, or operation SHN may be liable.

The insurance required herein shall not be written for less than the following amounts:

Worker's Compensation	Statutory
Employer's Liability	\$1,000,000
Commercial General Liability	\$1,000,000 per occurrence \$1,000,000 aggregate
Business Automobile Liability	\$1,000,000
Professional Liability	\$1,000,000

#### **8.0 OWNERSHIP OF DATA**

All materials resulting from SHN's work under this Agreement, or its subcontractors, shall, when paid for in accordance with this contract, become the property of City. SHN retains the sole and exclusive right of ownership with respect to any patentable concepts, copyrightable expressions or other proprietary information. However, all reports, documents, maps and underlying data shall be provided to the City, in both hard copy and electronic format designated by the City and shall become City property to be utilized by City in any way City deems appropriate and as outlined in Exhibit A.

#### **9.0 SUSPENSION OF WORK**

City may, upon two (2) days' written notice to SHN, suspend all or any part of the work to be performed hereunder for either or both projects, for such period of time as City may direct. City shall be responsible for payment of all SHN's reasonable charges incurred up to the time of suspension, in accordance with the terms of this agreement.

#### **10.0 TERMINATION**

The City may terminate this Contract in whole or in part, upon five (5) days advance written notice to SHN. Upon termination, the City may take over the project and complete the project. City may pay SHN only amounts that are due and owing as of the date of termination, however, no payment is required until SHN delivers to City all data and reports that it has obtained, and/or compiled on this project, all materials, mapping and electronic data obtained and formulated on this project through the date of termination.



### **11.0 DISPUTES**

Any dispute relating to this Agreement may be submitted to mediation or arbitration by mutual consent of the parties. The costs associated with the mediator or the arbitrator shall be split equally between the parties, with each party responsible for their respective attorney's fees, if any. Any arbitration shall be before a single arbitrator, and no written or oral representation made during the course of any settlement shall be deemed a party admission. The arbitration shall be conducted in accordance with the Portland Arbitration Service rules. The award rendered by the arbitrator shall not include any punitive damages and shall be considered binding; judgment may be entered upon it in accordance with the applicable law in any court having jurisdiction. However, in the event either party chooses to not mediate or arbitrate any dispute, both parties shall have all remedies available to them, in law and in equity.

### **12.0 INDEPENDENT CONTRACTOR**

SHN shall be fully independent in performing the work and shall not act as an agent or employee of City. SHN shall be solely responsible for its employees, subcontractors, and agents and for their compensation, benefits, contributions, and taxes, if any, under both state and federal law. SHN shall not be eligible for any benefits as a result of payments made pursuant to this contract including, but not limited to: Social Security, Public Employee Retirement System benefits, health insurance coverage and unemployment benefits.

SHN intends to subcontract portions of this project. SHN is solely responsible for payment to any subcontractor, which costs are included in the project cost. Failure by SHN to pay any required subcontractor or expense authorized by SHN shall be grounds for immediate termination of this contract, unless there is a contested bill or charge with the subcontractor.

### **13.0 ASSIGNMENT**

This Contract is personal between the parties. Neither party to this Agreement shall assign its duties and obligations hereunder without the prior written consent of the other party. In the event that Engineer believes other expert services are required, Engineer may request approval from the City Council for hiring the expert services or the Council may hire the expert on its own.

### **14.0 SURVIVAL**

Neither completion of the services hereunder nor any termination or cancellation of this Agreement shall be deemed to relieve SHN or City of any obligations hereunder that by their nature survive such completion, termination or cancellation including but not limited to payment, warranties, indemnities, and confidentiality.

### **15.0 GOVERNING LAW, JURISDICTION**

This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Oregon, with venue in Tillamook County.

**16.0 SEVERABILITY**

In the event that any provision herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in full force and effect and binding upon the parties hereto.

**17.0 ATTORNEY'S FEES**

In the event of a dispute between the parties to this Agreement that results in a lawsuit and a final judgment or decision is rendered in favor of one party, the prevailing party shall be entitled to recover from the other party, all reasonable costs and attorney’s fees, at trial or any appeal therefrom.

**18.0 INTEGRATION AND ENTIRE AGREEMENT**

This Agreement and the documents attached hereto, and which are incorporated herein, constitute the entire Agreement between the parties and cannot be changed except by a written instrument signed by SHN and City. This Agreement is intended by the parties as the final, complete and exclusive expression of the terms and conditions of their agreement. No prior dealings between the parties and no usage of the trade shall be relevant to supplement this Agreement, and this Agreement shall supersede all other written and/or oral agreements between SHN and City.

**19. THIRD PARTY RIGHTS**

Nothing herein shall be construed as giving any third party any rights and no action based on a contractual theory of recovery may be brought against SHN, its officers, directors, agents, employees or subcontractors by any third party claiming as a third-party beneficiary to this Agreement.

**20. INDEMNIFICATION**

Each party shall indemnify and hold the other party harmless from all liability or loss and against all claims and actions based upon or resulting from any damage or injury to persons or property caused by or sustained in connection with the performance of services rendered by Engineer on behalf of the City. SHN shall be solely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of services for the City.

SHN CONSULTING ENGINEERS

CITY OF BAY CITY

\_\_\_\_\_  
By: Ronald Stillmaker      Date  
Regional Representative  
Authorized Representative

\_\_\_\_\_  
By: Christopher K. Kruebbe, Mayor      Date

ATTEST:

---

By: Linda Downey, City Recorder

## Task Order No. 192

THIS TASK ORDER is executed under the terms of the agreement between Bay City and SHN Consulting Engineering & Geologists, Inc. (SHN).

### Project Understanding

SHN will provide services for the City of Bay City to prepare project bid package, assist with bidding and provide construction period services for the City's Small City Allotment Program to overlay Hobsonville Point Drive.

### Scope of Services

Consultant shall perform the following services in 3 tasks as directed by the City of Bay City.

### Design Services

Prepare final construction plans fully dimensioned and conforming to all federal, state, county and local authorities' requirements, and best management practices. Final design services to include the following items:

- Perform site visit/survey to map repair improvement locations and limits of asphalt overlay
- Prepare plans and specifications for overlay project
- Prepare project bidding documents which include plans, specifications, contract documents and bid form

### Bid Period Services

- Prepare bid documents and advertise the project for bid with Quest CDN online bidding services. (additional bid advertising can be provided by Client if desired).
- Respond to bidder's questions through the Quest CDN bidding site.
- Facilitate a pre-bid conference.
- Preparing one addendum (less than 5 pages).
- Attend bid opening, review bids received, and make recommendation of award.
- Prepare contract documents for signature and issue a notice to proceed.

### Construction Period/ Project Closeout Services

- Pre-Construction Conference - SHN will prepare a checklist of project requirements, which will include up front items such as bonds and insurance, notifications, etc. SHN will coordinate a time and place for the preconstruction meeting, develop an agenda with input from all parties, and facilitate a preconstruction meeting with the City, contractor and other stakeholders as required.

- Construction Management - SHN will review construction progress at the project site on a periodic basis, and at a minimum on a monthly basis. To minimize travel cost, SHN will coordinate visits with meetings and inspections to the extent possible.
- Submittal Review - SHN will work with the contractor to receive and track, review, distribute and respond to submittals from the contractor. Questions and clarifications are inherent in construction projects, and we will work to quickly respond to questions in many cases working with the contractor for collaborative solutions. SHN will provide thorough and timely submittal review and response for the construction project, and we have developed a submittal tracking work sheet that will be constantly updated as submittals are received and reviewed.
- Pay Request Review - SHN will review the contractors proposed pay quantities each month with regard to progress of the work for approval and processing by the District.
- Construction Observation - SHN will monitor the progress of the work and the construction schedule. SHN will coordinate on-site observation services with the contractors schedule to optimize site visits with required observation periods. SHN will collect delivery certifications and material testing' as required, and will spot check that materials are conforming to those specified.
- Change Orders - In the event that changes in the work result in additional costs, SHN will review the contractor's documentation and the contract documents, and make a recommendation to the District as to the justification for additional compensation.
- Substantial and Final Completion- As construction nears completion, SHN will collaborate with the District staff to prepare preliminary and final punch lists for the project. SHN will prepare notices for substantial and final completion and receipt of all contractor submittals required to demonstrate contractor's payment to subcontractors, prevailing wage, and related close-out items. SHN will prepare and submit to the District the engineer's certification of final project completion.
- Record Drawings - At the close of construction SHN will update the plan set, using AutoCAD files to assemble As-built information. SHN will provide the District with a complete set of As-Constructed Record Drawings and AutoCAD files.

## Cost

SHN proposes to perform the Scope of Work on a time and expenses basis with a not to exceed maximum of \$18,650. A breakdown of cost estimates along with projected schedule is presented below:

	Estimated Fee	Completion Date
Design	\$10,500	05/22/2019
Bid Period	\$1,550	06/26/2019
Construction Period	\$6,600	10/01/2019
<b>Sub-total</b>	<b>\$18,650</b>	

## Schedule

SHN proposes to finish the project by October 1<sup>st</sup>, 2019.

In Witness Whereof, the parties have executed this Agreement the day and year first set forth.

**SHN Consulting Engineers & Geologists, Inc**

Address: 275 Market Avenue  
Coos Bay, OR 97420

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

License #: \_\_\_\_\_

Client: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





**Consulting Engineers & Geologists, Inc.**

**Fee Schedule  
January 1, 2019**

When accurate definition of the proposed work is not possible, an hourly charge out rate for determining compensation shall be used. Hourly charge rates include payroll costs, overhead, and profit. Hourly services are billed portal to portal and are subject to a 2-hour minimum. Current rates are as follows:

Hourly Charge Rates		
Position <sup>1</sup>	Hourly Rates	
Senior Engineer	\$ 140.00	- \$ 175.00
Senior Geotechnical Engineer	\$ 140.00	- \$ 160.00
Senior Engineering Geologist	\$ 140.00	- \$ 175.00
Senior Geologist	\$ 135.00	- \$ 170.00
Senior Planner	\$ 120.00	- \$ 160.00
Senior Environmental Scientist	\$ 130.00	- \$ 175.00
Senior Land Surveyor	\$ 130.00	- \$ 170.00
Project Manager	\$ 100.00	- \$ 170.00
Project Engineer	\$ 110.00	- \$ 140.00
Project Geologist	\$ 110.00	- \$ 150.00
Project Land Surveyor	\$ 100.00	- \$ 130.00
Associate Planner	\$ 90.00	- \$ 120.00
Associate Environmental Scientist	\$ 110.00	- \$ 140.00
Staff Engineer	\$ 90.00	- \$ 120.00
Staff Geologist	\$ 90.00	- \$ 120.00
Staff Planner	\$ 80.00	- \$ 115.00
Staff Environmental Scientist	\$ 90.00	- \$ 120.00
Staff Land Surveyor <sup>3</sup>	\$ 90.00	- \$ 220.00 <sup>3</sup>
Certified Industrial Hygienist	\$ 110.00	- \$ 155.00
GIS/UAV Specialist	\$ 80.00	- \$ 135.00
Construction Inspector <sup>3</sup>	\$ 90.00	- \$ 240.00 <sup>3</sup>
Lab/Field Technician <sup>3</sup>	\$ 90.00	- \$ 220.00 <sup>3</sup>
Survey Technician <sup>3</sup>	\$ 80.00	- \$ 220.00 <sup>3</sup>
Engineering Technician/Draftsperson	\$ 70.00	- \$ 100.00
Technical Writer	\$ 65.00	- \$ 80.00
Clerical	\$ 65.00	- \$ 80.00
Expert Witness <sup>2,4</sup>	\$ 175.00	- \$ 275.00

1 Incidental expenses, i.e., lodging, meals, airplane tickets, etc., are billed at cost plus 15%.  
 2 Minimum daily charge is four hours.  
 3 Rates depend on the specific personnel assigned and if **prevailing wage rates are required in the area of work**.  
 4 Rates for Expert Witness are charged for preparation and testimony for both deposition(s) and trial(s).

EXHIBIT B

**Reimbursables**

**The following direct charges are charged in addition to the hourly charge rates set forth above.**

**Direct Charges:**

CADD plots (black & white)	\$ 0.40/sq. ft.
CADD plots (color)	\$ 0.90/sq. ft.
Copies	\$ .15/ea.
Equipment and other expenditures (required for projects)	Cost + 15%
Field office	Cost + 15%
Filing fees, telephone expense, etc.	Cost + 15%
Iron pipe, monuments, flagging, etc.	Cost + 15%
Mylars	\$ 15.00
Services of other consultants	Cost + 15%
Stakes, hubs, lath, etc.	Cost + 15%
Subsistence, air travel, etc.	Cost + 15%
Vehicles	\$ 50.00/day

**Field Testing and Equipment:**

Anchor bolt tension testing	\$ 80.00/day plus operator
CO <sub>2</sub> Meter	\$ 10.00/day
Concrete Compression Impact Hammer	\$ 25.00/day*+
Core Drilling Machine	\$ 75.00/day + \$3.00/inch cored
Dissolved Oxygen Meter	\$ 58.00/day*+
Expendable Supplies	\$ 40.00/day*+
Fyrite Meter	\$ 33.00/day*+
Generator	\$ 58.00/day*+
Geophysical Equipment	By Quotation
Grundfos Controller & Pump	\$275.00/day
Hand Auger	\$ 36.00/day
Health & Safety Level D	\$ 35.00/day*+
Health & Safety Level C	\$ 60.00/day*+
High Pressure Controller	\$ 60.00/day*+
Inclinometer	\$200.00/day*
LEL Meter	\$ 73.00/day*+
Nuclear Density Testing	\$ 25.00/hour plus operator
Other equipment including drill rigs, backhoes, etc.	Cost + 15%
ORP Meter	\$ 15.00/day
OVA	\$145.00/day*+
Peristaltic Pump	\$ 50.00/day*+
pH/Conductivity Meter	\$ 58.00/day*+
Pumps	\$ 45.00/day*+
Quad (ATV)	\$150.00/day
Rebar Locating Device	\$ 40.00/day plus operator

\* 1/2 Day Minimum Charge.

+ 25% Weekly Discount, 40% Monthly Discount.

**(1)** If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.



**Reimbursables, Continued**

**Field Testing and Equipment, Continued:**

Roto-hammer	\$ 50.00/day*+
Skidmore-Wilhelm Bolt Tension Calibration	\$ 50.00/day
Soil/Gas Purge Pumps	\$ 30.00/day*+
Soil Gas Probes	\$200.00/day*+
Torque Wrench (0 to 250 ft lbs)	\$ 25.00/day
Torque Wrench (250 to 1,000 ft lbs)	\$ 50.00/day
Turbidity Meter	\$ 29.00/day*+
Ultrasonic Test Device	\$ 20.00/hour plus operator
Vapor Extraction System	\$500.00/day*+
Water Level Data Logger	\$ 60.00/day*+
Water Level Meter	\$ 36.00/day*+
Well Point	\$ 50.00/day

**Survey Equipment:**

GPS Station	\$300.00/day*
Level	\$ 25.00/day*
Resource GPS	\$ 150.00/day*
Robotic Total Station	\$ 200.00/day
Total Station	\$ 7.50/hour
Total Station w/Data Collector	\$ 100.00/day
Toughbook	\$ 150.00/day*
Trimble GeoXT GPS Unit	\$ 150.00/day*

**Laboratory Tests:**

Asphalt Briquette Compaction	\$ 50.00/ea. <sup>(1)</sup>
Asphalt Bulk Specific Gravity	\$ 30.00/ea.
Asphalt Content by Nuclear Method	\$ 75.00/test
Asphalt Content Gauge Calibration	\$200.00/ea.
Asphalt Extraction (% Bitumen)	On Request
Asphalt (Hveem) Mix Design	On Request
Brass Tube (Liner)	\$ 5.00/ea.
Cleanness Value (CT 227)	\$ 75.00/ea.
Compaction Curves (ASTM D 1557 or Caltrans CT216):	
4-inch Mold	\$200.00/ea.
6-inch Mold	\$200.00/ea.
Check Point	\$ 75.00/ea.
Concrete Compressive Strength (CT 521 or ASTM C39)	\$ 25.00/ea. <sup>(2)</sup>
Concrete Linear Shrinkage (3 Bars)	\$200.00
Concrete Moisture	\$ 25.00/test (floor test)
Consolidation Test	\$300.00/ea.
Direct Shear, per point: (ASTM D3080)	
Consolidated-Drained (CD)	\$145.00/point
Unconsolidated-Undrained (UU) (Modified ASTM)	\$115.00/point
Consolidated-Undrained (CU) (Modified ASTM)	\$130.00/point
Additional cycles (each)	\$ 65.00/ea.
Disposable Concrete Molds	\$ 3.00/ea.

\* 1/2 Day Minimum Charge.

+ 25% Weekly Discount, 40% Monthly Discount.

(1) If asphalt is delivered to SHN lab unmixed, add \$75.00/ea. for processing and mixing per Caltrans CT304.

(2) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

**Reimbursables, Continued**

**Laboratory Tests, Continued:**

Durability Index	\$ 75.00/ea.
Expansion Index	\$175.00/test
Fireproofing Density	\$ 50.00/ea.
Grout Compressive Strength	\$ 40.00/ea.
LA Rattler (abrasion resistance)	\$200.00/test
Liquid Limit	\$100.00/ea.
Masonry Block Compressive Strength	\$ 65.00/ea.
Masonry Block Linear Shrinkage	\$ 85.00/ea.
Masonry Block Prism Compressive Strength	\$125.00/ea.
Masonry Core Shear Test	\$ 50.00/core
Moisture Content	\$ 20.00/ea.
Moisture-Density Test	\$ 30.00/ea.
Particle Size Analysis (ASTM 422)	\$115.00/ea.
Percent Crushed Particles	\$125.00/ea.
Percent Organics	\$ 50.00/ea.
Plastic Limit	\$ 50.00/ea.
Plasticity Index	\$150.00/ea.
R-Value	\$300.00/ea.
Rice Specific Gravity of Asphalt (ASTM D2041)	\$ 75.00/ea.
Sand Equivalent	\$ 50.00/ea.
Sawing Rocks and Concrete Cores	\$ 30.00/unit
Sieve Analysis--Coarse	\$ 50.00/ea.
Sieve Analysis--Fine	\$ 60.00/ea.
Sieve Analysis--Passing 200	\$ 45.00/ea.
Specific Gravity, Rock	\$ 45.00/ea.
Stabilometer of Premixed AC	\$ 75.00/ea.
Sulfate Soundness	\$ 80.00/cycle
Swell Test	\$ 55.00/point
Triaxial Compression	
Unconsolidated Undrained (TXUU) (ASTM D2850)	\$115.00/point
Consolidated Undrained (TXCU) (ASTM D4767)	\$385.00/point
Consolidated Drained (TXCD) (ACOE)	\$500.00/point
Consolidated Undrained (TXCU-3 stage) (ASTM D4767)	\$810.00/test
Consolidated Drained (TXCD-3 stage) (ACOE)	\$860.00/test
USDA Bulk Density Test	\$ 30.00/ea.
USDA Textural Suitability Test	\$ 60.00/ea.
Unconfined Compression	\$ 65.00/ea.
Unit Weight of Lightweight Concrete	\$ 50.00/unit

**Notes:**

All samples of soil or rock from physical testing are discarded 30 days after submission of final report unless prior arrangements are made. Samples of soil or rock submitted for testing for hazardous substances will be returned to the Client, who is responsible for proper disposal.

This fee schedule is subject to review and adjustment, as required.

Certain services may require prevailing wages or overtime at premium pay to SHN employees. In such circumstances, fees will be adjusted to reflect increased labor costs.

Fire Chief Job description;

Current Personnel Ordinance

3. Fire Chief (\$1,200.00/month)

- a) Description. The Fire Chief position is recommended by the Bay City Volunteer Firefighter's Association and hired by the City Council and is under the direction and supervision of the Bay City Council. The Bay City Fire Chief is primarily a volunteer position, however, in recognition of the required reports and recordkeeping, there is a set monthly amount paid to assist in compensating for said duties. However, the Fire Chief is paid as a part-time, non-regular employee, subject to his/her own hours, as needed, to carry out his/her job duties in completing required reports. The position is not eligible for any employee benefits other than worker's compensation coverage, Public Employee Retirement System contributions and federal social security coverage. The Fire Chief is responsible to the City Council to provide on-going leadership and supervision of the City Fire Department, including but not limited to: provide job descriptions for all members of the department; provide training for all members in basic fire tactics; provide safety training for all department members; provide documentation of training for future use of the department and the firemen; prepare office procedures manual for required reports; timely file all required reports; recruit and train additional members for the Bay City Department; develop and initiate a cross training program with neighboring public safety agencies; maintain all department records in a current condition; assist in grant writing and procurement when possible; keep the City Council informed of successes and problems within the department; and attend monthly City Council meetings and provide monthly written reports on the Department's activities. Code enforcement duties are limited to fire issues as set forth as an assistant to the State Fire Marshall as defined in ORS 476.060 and to other fire and life safety issues if an immediate danger to life and/or property exists.
- b) Desired Qualifications. Applicants must have seven (7) years of Fire Department experience with increasing responsibilities and at least 2 years at the Captain's position or higher. Demonstrated leadership qualities required. Management and/or budget responsibilities with the fire fighting organization or in a related organization desirable. Must have a valid Oregon's driver's license.

Suggested for upcoming half time Fire Chief.

3. Fire Chief (\$3,300.00/month)

- a) Description. The Fire Chief Position is recommended by the Bay City Volunteer Firefighter's Association and hired by the City Council and is under the direction and supervision of the Bay City Council. The Bay City Fire Chief is a half time exempt employee, subject to his/her own hours, as needed, to carry out his/her job duties in completing the duties of Fire Chief. The position is eligible for employee benefits at a rate of half time as covered under part time benefits within this ordinance. The Fire Chief is responsible to the City Council to provide on-going leadership and supervision of the City Fire Department, including but not limited to: provide job descriptions for all members of the department; provide training for all members in basic fire tactics; provide safety training for all department members; provide documentation of training for future use of the department and the firemen; prepare office procedures manual for required reports; timely file all required reports; recruit and train additional members for the Bay City Department; develop and initiate a cross training program with neighboring public safety agencies; maintain all department records in a current condition; assist in grant writing and procurement when possible; keep the City Council informed of successes and problems within the department; and attend monthly City Council meetings and provide monthly written reports on the Department's activities. Code enforcement duties are limited to fire issues as set forth as an assistant to the State Fire Marshall as defined in ORS 476.060 and to other fire and life safety issues if an immediate danger to life and/or property exists.
- b) Desired Qualifications. Applicants must have seven (7) years of Fire Department experience with increasing responsibilities and at least 2 years at the Captain's position or higher. Demonstrated leadership qualities required. Management and/or budget responsibilities with the fire fighting organization or in a related organization desirable. Must have a valid Oregon's driver's license.