



City of Bay City

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CITY COUNCIL WORKSHOP

Council members will meet and hold a Workshop on Monday, February 10, 2020, 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, February 10, 2020, at 5:30 p.m. to discuss the agenda items for the Tuesday, February 11, 2020, 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
FEBRUARY 11, 2020

1. CALL TO ORDER / FLAG SALUTE / ROLL CALL / WELCOME – 6.00 P.M
2. PUBLIC HEARING
 - A. Ordinance No. 690 Citations
 - B. Ordinance No. 691 Nuisances
3. PUBLIC COMMENTS
 - A. Jody Daily
4. DEPARTMENT REPORTS
 - A. Police
 - B. Fire
 - C. City Manager
 - D. Public Works
5. COMMITTEE REPORTS
 - A. Administrative Committee
 - B. Community Development
 - a. Business Licenses
 - C. Emergency Management
 - D. Fire Committee
6. MINUTES
11/11/2019 Council Workshop, 11/12/2019 Council Meeting (Amended), 12/09/2019 Council Workshop, 12/10/2019 Regular Council Meeting and 12/23/2019 Special Council.
7. TREASURER’S REPORT
8. BILLS AGAINST THE CITY
9. UNFINISHED BUSINESS
 - A. Reader Board /Fire Station
 - B. Bay City Water System
 - C. Council Vacancy
 - D. John Gettman Award
10. NEW BUSINESS
 - A. Resolution 20-06 Budget Appropriations
 - B. Resolution 20-07 Unanticipated Revenue & Budget Appropriations
 - C. Transient Lodging Advisory Committee Recommendations
 - D. Transient Lodging Advisory Committee Appointment
11. MAYOR’S PRESENTATION
 - A. Regular Monthly Workshop Schedule
 - B. Mayor’s Charter May 2020 Ballot Proposal
12. CITY COUNCIL PRESENTATION
13. ATTORNEY PRESENTATION
14. AJOURNMENT

ORDINANCE NO. 690

AN ORDINANCE PRESCRIBING CIVIL INFRACTIONS;
PROVIDING PENALTIES AND ENFORCEMENT;
REPEALING CITY ORDINANCE #348

THE CITY OF BAY CITY ORDAINS AS FOLLOWS:

SECTION 1: Repeal. Bay City Ordinance #348, adopted January 22, 1976, is hereby repealed in its entirety.

SECTION 2: Purpose.

The purpose of this Ordinance is to establish a civil infraction procedure for enforcement of City Ordinances. The City may use the civil infraction procedure for any infraction. The civil infraction procedure is not a criminal procedure. The civil infraction procedure is not exclusive, and the City may use any other procedure for enforcement authorized by law. The civil infraction procedure may be used in conjunction with other enforcement actions or procedures.

SECTION 3: Definitions.

The following definitions apply in this Ordinance:

- A. **Code Enforcement Officer** means the Public Works Director, the Fire Department Chief, the Building Inspector, the City Manager, and all other persons designated by the City Manager to serve as Code Enforcement Officers.
- B. **Civil Penalty** means the monetary payment imposed for violation of a City ordinance.
- C. **Infraction** means an action or failure to act in violation of any City ordinance, or any order, permit, license, approval, or condition of any type authorized by City ordinance.
- D. **Responsible Party** means the person responsible for curing or remedying an infraction. "Responsible Party" includes:
 - 1. The person alleged to have committed or authorized the infraction; and/or
 - 2. If an infraction involves a condition of or on real property, the property owner, any agent of the property owner, and any person occupying or having possession of the property.
- E. **Respondent** means the person to whom a citation or summons is issued.
- F. **Municipal Court** means Justice of the Peace Court of Tillamook County.

SECTION 4: No Mental State Required.

A culpable mental state is not required to establish an infraction unless a culpable mental state is required under the code provision, ordinance, or other requirement alleged to have been violated.

SECTION 5: Civil Infraction Pre-Citation Procedures.

A. Reporting. All reports or complaints of infractions shall be referred to the appropriate Code Enforcement Officer.

B. Review of Facts. The appropriate Code Enforcement Officer may investigate the facts and circumstances surrounding any infraction reported or otherwise made known to the Code Enforcement Officer.

C. Prior Contact. Before a civil infraction citation is issued, the Code Enforcement Officer may contact a Responsible Party and may give the Responsible Party a reasonable opportunity to cure or remedy the alleged infraction. Contact prior to issuance of a citation is solely within the discretion of the Code Enforcement Officer. If prior contact is made, the Code Enforcement Officer shall provide the following information to the Responsible Party:

1. Description of the activity constituting the alleged infraction and identification of the recipient as the alleged Responsible Party for the infraction;
2. A statement that the Code Enforcement Officer has determined the activity to be an infraction;
3. A statement of the action required to remedy the infraction and the time and/or date by which the remedy must be completed;
4. A statement advising that if the required remedy or cure is not completed within the time specified, a citation will be issued and that a civil penalty in the maximum amount provided for the particular infraction may be imposed.

SECTION 6: Voluntary Compliance Agreement.

The City and a Responsible Party may enter into a written voluntary compliance agreement to attempt to resolve the alleged infraction. The fact that a person alleged to have committed a civil infraction enters into such an agreement shall not be considered an admission of having committed an infraction for any purpose. The City will not serve or file a citation while a voluntary compliance agreement is in effect and is being complied with. If the terms of the voluntary compliance agreement are satisfied, the City shall take no further action concerning the alleged infraction other than those steps necessary to terminate the matter. If the voluntary compliance agreement is not complied with, the Code Enforcement Officer shall issue a citation for the infraction. Nothing in this section precludes informal resolution without a written agreement.

SECTION 7: Right of Entry.

When a Code Enforcement Officer has reasonable cause to believe that a condition or activity on private property constitutes an imminent danger to the public health, safety, and welfare, the Code Enforcement Officer may enter the property to abate the dangerous condition or activity. When a Code Enforcement Officer has reasonable cause to believe that a structure, activity, or condition on property is in violation of a City Ordinance, he or she may enter the property at reasonable times to inspect or to perform the duties imposed by City Ordinances, provided that if such building or premises is occupied, that credentials be presented to the occupant and entry requested. If such building or premises is unoccupied, the authorized Code Enforcement Officer shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If entry is refused, the authorized Code Enforcement Officer shall have recourse to the remedies provided by law to secure entry.

SECTION 8: Stop Order.

A Code Enforcement Officer may issue a Stop Order if a Responsible Party allows real property, personal property, a building, or a structure to be used in a manner causing an infraction. A Code Enforcement Officer may also issue a Stop Order if a Responsible Party allows any work regulated by any City ordinance to be performed in a manner that causes an infraction. The Code Enforcement Officer shall post the Stop Order on the property and shall, if possible, serve a copy of the order on any Responsible Party in the manner provided in Section 14 of this Ordinance. The Stop Order shall fix a time limit within which compliance must be achieved.

SECTION 9: Violation of Stop Order.

If the infraction continues after the issuance of a Stop Order, a Code Enforcement Officer may issue a civil infraction citation under this Ordinance to the Responsible Party. Violations of this section constitute a Class C Civil Infraction.

SECTION 10: Work Without a Permit.

Whenever any work for which a permit is required by City Ordinances has commenced without proper City authorization, a Code Enforcement Officer may issue a civil infraction citation under this Ordinance to the Responsible Party. Payment of penalties resulting from the infraction shall not exempt a Responsible Party from compliance with any other provisions of City Ordinances nor from any other penalties.

SECTION 11: Authority to Disconnect Utilities in Emergencies.

The Enforcement Officer shall have the authority to disconnect utility services, and/or other energy supplies to a building, structure, premises or equipment regulated by City Ordinances when necessary to eliminate an immediate hazard to life or property. The Enforcement Officer shall, whenever possible, notify the serving utility, the owner and occupant of the building, structure or premises of the decision to disconnect prior to taking such action, and shall notify such serving utility, owner and occupant of the building, structure or premises in writing of such disconnection within a reasonable time thereafter.

SECTION 12: Citation Issuance and Form.

A. Issuance. A civil infraction citation may be issued any time after discovery of an infraction. Only an authorized Code Enforcement Officer may issue citations for City ordinance violations.

B. Form of Citation. The City may use any form sufficient to inform the Respondent of the nature of the alleged infraction and the necessary remedy. The citation must include, at a minimum:

1. A description of the infraction;
2. Date and location of the infraction(s) and approximate time the infraction(s) was observed;
3. Code section(s), ordinance(s), order(s), permit(s), license(s), approval(s), or condition(s) violated;
4. Description of the corrective action required;
5. A statement explaining that each day the infraction continues constitutes a separate infraction;
6. The amount of the civil penalty imposed for the infraction(s), which the Code Enforcement Officer may determine and the Municipal Judge may subsequently modify within the limits prescribed by City Ordinance, with a notation that civil penalties may continue to accrue until the infraction(s) is remedied;
7. The period of time, if any, to remedy the infraction(s);
8. Remedies to cure the infraction(s);
9. That any civil penalty shall be paid to the City within thirty (30) days of its final assessment by the Municipal Judge, the procedure for payment, and the consequences of failure to pay;

10. A statement indicating that the Responsible Party is entitled to request a Municipal Court hearing and is entitled to present arguments and evidence in his or her defense at the hearing;
11. A statement indicating the time, date, and location of the hearing, if requested;
12. A statement indicating that the Responsible Party may submit a written response to the citation in lieu of appearing at a hearing;
13. A statement describing the Responsible Party's right to appeal the decision of the Municipal Court;
14. The signature of the Code Enforcement Officer who issues the citation.
15. The name of the person cited;
16. The date on which the citation was issued;

SECTION 13: Service of Citation.

Service of citations on individuals may be made by any of the following means:

A. Personal Service. A Code Enforcement Officer may personally serve a Responsible Party with a citation by hand-delivering the citation to the person. However, no Code Enforcement Officer shall unlawfully trespass on private property to deliver a citation.

B. Service by Mail. Service may be made by mailing a copy of the citation by certified mail, return receipt requested, to the Responsible Party's last known mailing address. Service by mail shall be deemed to occur three days after mailing within the State, and seven days after mailing outside the State. Default may be entered against a person served by mail on submission of evidence of receipt, non-acceptance, or rejection of the certified mail.

C. Service by Posting. If the alleged infraction relates to real property, the citation may be served by posting the citation at the main entry to an occupied residence or office on the property if the person to whom the citation is issued is not present. A copy of the citation shall be mailed by certified mail, return receipt requested, to the responsible person at the mailing address of the property no later than the end of the business day following posting. For the purpose of this section, Saturdays, Sundays, and Federal or City holidays shall not be considered business days. If service is made in accordance with this subsection, service shall be at least ten days before the court appearance date contained in the summons. Service shall be completed upon mailing.

SECTION 14: Filing of Citation.

The Code Enforcement Officer shall file the original citation and a return of service showing service as authorized in Section 13 of this Ordinance with the Municipal Court.

SECTION 15: Response, Answer and Appearance.

- A. Response Options. The Respondent shall respond to the citation either by appearing in court as specified in the citation or by submitting a written answer that must be received by the Municipal Court prior to the scheduled appearance. Answers and appearances may be through legal counsel. A Respondent who submits a written answer received by the City prior to the scheduled appearance is not required to appear at the scheduled appearance. It is the Respondent's responsibility to assure that any written answer is received by the court prior to the appearance date.

- B. Written Answer. The Respondent's written answer may take three forms:
 - 1. A written explanation, with payment of the amount stated in the citation. The statement shall constitute a waiver of hearing and consent to judgment. The written information may contain evidence that the violation has been corrected. The court shall review the written statement, the citation and any other evidence that may be available, including any written submission of the Code Enforcement Officer. The court shall issue a judgment based on the record and may notify the Code Enforcement Officer and the Responsible Party of the decision. The court may refund some or all of the amount submitted.

 - 2. An admission of the infraction, accompanied by payment of the amount stated in the citation. On receipt of an answer admitting the civil infraction, the court shall enter judgment in the amount stated in the citation.

 - 3. A denial of the infraction and statement indicating whether the Respondent will appear at the scheduled hearing.

- C. A written explanation without payment shall be treated as a denial.

- D. Appearance. If the Respondent does not file an answer before the scheduled appearance date, the Respondent must appear in court as scheduled. At the in-court appearance, the Respondent may admit the infraction, not contest the infraction, or deny the infraction. If the Respondent admits or does not contest the infraction, the Respondent will be allowed to provide an explanation, including evidence that the violation has been cured, and may request that the penalty be reduced or waived. Appearances may be rescheduled for good cause by agreement of the court and Respondent prior to the date scheduled for the hearing. Requests for rescheduling shall be in writing and should normally be made at least seven days prior to the scheduled hearing. If the Respondent does not deny the infraction, the Municipal Judge shall determine the amount of the penalty to be imposed and shall enter a judgment.

SECTION 16: Hearing.

- A. If the Respondent's request for a hearing is received by the court prior to the scheduled appearance, a hearing date will be set by the Municipal Court. The Municipal Court shall notify the Respondent by mail of the date and time of the hearing.

B. The Respondent may be represented by a lawyer at Respondent's expense. Respondent or Respondent's lawyer shall provide written notice to the court that Respondent will be represented. If notice of appearance by a lawyer has not been provided the Judge at the hearing shall give the Code Enforcement Officer the option of proceeding or postponing the hearing so that the City Attorney may be consulted.

C. The City Attorney may appear at any hearing and may assist the Code Enforcement Officer in all cases.

D. Each party shall have the right to present evidence and witnesses, to cross-examine the other party's witnesses, and to submit rebuttal evidence.

E. If the Respondent wishes to compel the attendance of witnesses, the Respondent must submit a written request to the court at least 10 days prior to the scheduled hearing, accompanied by a reasonable fee set by Council resolution, to cover the costs of preparing the subpoena. The Code Enforcement Officer or the City Attorney may also request that the court subpoena witnesses. Signed subpoenas shall be given to the party seeking the subpoena, who shall be responsible for serving the subpoena and for paying each subpoenaed witness a witness fee of \$35.00 per day.

SECTION 17: Evidence at Hearings.

A. Only evidence relevant to the infraction alleged in the citation will be considered or admitted.

B. Oral evidence shall be taken on oath or affirmation.

C. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a decision unless it would be admissible under the Oregon Rules of Evidence.

D. Any relevant evidence shall be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.

E. Irrelevant and unduly repetitious evidence shall be excluded.

F. The City shall have the burden of proving the alleged infraction by a preponderance of the evidence.

G. The City shall not call the Respondent as a witness, but if the Respondent chooses to be a witness, the City may examine the Respondent and shall not be limited to cross-examination.

SECTION 18: Decision and Appeal.

A. The court shall determine whether the infraction alleged in the citation was committed and shall enter judgment accordingly, including the amount of any penalty imposed. A copy of the judgment shall be delivered to the Respondent personally or by mail.

The judgment may provide that payment be suspended or reduced if the violation is cured within a specified time.

B. The decision of the Municipal Court shall be final. Judicial review of the Municipal Court decision shall be by writ of review under ORS Chapter 34.

SECTION 19: Enforcement.

A. Failure to Appear or Answer. If a cited person fails to respond to a citation as required by this chapter, a default judgment shall be entered in the amount of the scheduled penalty.

B. Payment of Penalty and Fees. Any penalty or fee shall be paid no later than 10 days after entry of the judgment or at such later time as authorized by the Municipal Judge or by agreement with the City.

C. Enforcement Mechanisms. If a Responsible Party fails to satisfy his or her obligations pursuant to a Municipal Court judgment and the judgment meets the requirements of ORS 221.351(1), the City may levy a lien against the real property of the Responsible Party in accordance with the provisions of ORS 221.351. The City may also pursue any other enforcement options authorized by law, including, but not limited to the proceedings detailed in ORS 221.346.

D. Licenses and Permits. The City may deny or revoke any City license or permit held by or applied for by a person who has not paid a Municipal Court judgment imposing a civil penalty within the time provided in the judgment.

SECTION 20: Civil Penalty.

The Council may designate violations of the Bay City Code as particular classes of infractions and establish maximum penalties for each class by ordinance. The Municipal Judge may determine the amount required to be paid as a civil penalty within any maximum limits set for each class of infraction. The Municipal Judge may also determine the amount to be paid as a civil penalty for infractions that do not have not been designated as a particular class.

SECTION 21: Schedule of Penalties.

A. Infractions for violations of the Bay City Code are classified as follows:

- 1. Class A civil infractions with a maximum civil penalty of \$1,000.00.
- 2. Class B civil infractions with a maximum civil penalty of \$750.00.
- 3. Class C civil infractions with a maximum civil penalty of \$500.00.
- 4. Class D civil infractions with maximum civil penalty of \$250.00

PASSED FIRST READING by the Council this ___ day of _____, 2020.

PASSED SECOND READING by the Council this __ day of _____, 2020.

APPROVED by the Mayor this __ day of _____, 2020.

Christopher K. Kruebbe, Mayor

ATTEST:

Linda Downey, City Recorder

BAY CITY ORDINANCES
ORDINANCE NO. 691

AN ORDINANCE DEFINING NUISANCES; PROVIDING
FOR THEIR ABATEMENT; PROVIDING PENALTIES; AND
REPEALING PRIOR ORDINANCE #672.

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

Section 1. REPEAL. Bay City Ordinance #672, adopted October 11, 2016, is hereby repealed in its entirety.

Section 2. PURPOSE. The purpose of this ordinance is to protect the public health and safety and to improve the aesthetics of the City by eliminating health and safety hazards and prohibiting or restricting conditions and acts that adversely impact the beauty and livability of the City. The Nuisance process described in this ordinance is intended to abate ongoing conditions, but some Nuisances may be of short duration and the City may also use the civil infraction process in Ordinance #690 to abate violations of this ordinance.

Section 3. DEFINITIONS.

3.1. Council. The City Council of the City of Bay City.

3.2. Chronic Nuisance. Any condition(s) on any real property which is a Nuisance under this Ordinance and has resulted in three violation letters issued by the City within any consecutive 24-month period.

3.3. Dangerous Animal. An animal reasonably considered as wild or exotic which has the ability to harm or to frighten people. Dangerous animals include, but are not necessarily limited to, the following:

- 3.3.1 Venomous snakes capable of inflicting serious physical harm or death to human beings;
- 3.3.2. Non-human primates and prosimians;
- 3.3.3 Non-domesticated species of canines and their hybrids, including wolf and coyote hybrids;
- 3.3.4 Crocodiles, alligators, caiman and gavials;
- 3.3.5 Non-domesticated species including; but not limited to: lions, tigers, lynx, leopards, cougars and bobcats;
- 3.3.6 Raccoons, wolverines and weasels;
- 3.3.7 Any animal reasonably considered a pest, dangerous, or which has threatened or attacked persons or domesticated pets within the City of Bay City.

3.3.8 Any animal that creates conditions which endanger the public health, safety, or welfare.

3.4 Code Enforcement Officer. The City Manager, Public Works Director, Fire Chief, City Planner, Building Inspector, and all other persons designated by the City Manager to serve as Code Enforcement Officer.

3.5 Inoperable or Abandoned Vehicle. Any vehicle which has no current valid state vehicle license, or which cannot be moved without being repaired or dismantled, or which is no longer usable for the purpose for which it was intended, and which has been in that condition for at least 15 days.

3.6 Junk. The term “junk” is personal property, waste, or material that in the sole discretion of the Enforcement Officer should be discarded and includes, but is not limited to:

3.6.1 Refuse, garbage, glass, scrap metal, paper products, scrap lumber, concrete or asphalt chunks, cans and tires.

3.6.2 Abandoned or unused furniture, machinery, toys, stoves, sinks, toilets, cabinets or other fixtures, appliances or equipment or any parts thereof.

3.6.3 Combustible material likely to become easily ignited or debris resulting from any fire or any material which constitutes a fire hazard, as defined in the Uniform Fire Code.

3.6.4 Inoperative, abandoned, or dismantled motor vehicles, trailers, campers and boats or any parts thereof.

3.7 Municipal Court. The Tillamook County Justice Court, which provides municipal court services to the City pursuant to an agreement under ORS 51.037.

3.8 Municipal Judge. The Tillamook County Justice of the Peace or other judge providing court services to the City.

3.9 Noxious Vegetation. Noxious vegetation is any vegetation that is, or is likely to become:

3.9.1 A health hazard;

3.9.2 A fire hazard

3.9.3 A traffic hazard because it impairs the view of the public thoroughfare, or otherwise makes the thoroughfare hazardous;

3.9.4 Poison Oak;

3.9.5 Poison Ivy;

3.9.6 Blackberry bushes that extend into a public way or pathway frequented by children, cross a property line, or are used for habitation by trespassers;

3.9.7 Grass or weeds more than 12 inches high;

3.9.8 Scotch Broom, English Ivy, Hogwood, Knotweed, and Purple Loosestrife; and

3.9.9 All other vegetation included in the State Department of Agriculture “Oregon Department of Agriculture Noxious Weed Control Policy and Classification System”.

3.10 Nuisance. A thing, condition, substance or activity which is injuring or endangering the public peace, health, safety or welfare; including, but not limited to, the things, conditions, substances and activities specified in this ordinance.

3.11. Responsible Party. The Responsible Party for abating a nuisance may include:

3.11.1 The owner of the property;

3.11.2 Any agent of the owner, lessee, occupant, contract purchaser, tenant, or other person having possession or control of the property; and

3.11.3 The person who caused a nuisance to come into or to continue in existence.

3.12 Right-of-way. All property dedicated to the public for transportation and public utilities and administered by the city, including: City streets, roads, highways, alleys, sidewalks, public easements, and other similar public ways generally open to vehicular or non-vehicular transit, including the subsurface under and air space over these ways; but does not include parks, parkland, bridges unless pre-approved, or other City property not generally open to public transit or to vehicular transit.

ANIMALS

Section 4. Animals. No person shall possess a dangerous animal, as defined above, within the City.

4.1. No owner or caretaker of domesticated animals shall allow such animals to be at large in the City or to enter or remain on any private property without the consent of the Responsible Party for the property.

4.2. No Responsible Party shall feed non-domesticated animals or keep food available out of doors, where it can be reached by raccoons, rats or other nuisance type animals.

4.3. A Code Enforcement Officer may destroy a dangerous animal at large in the City if the animal is too hazardous to apprehend.

Section 5. Removal of Carcasses. No Responsible Party shall permit an animal carcass owned or controlled by the person to remain upon public property, or to remain outdoors on private property, for more than 24 hours from the time of death.

NUISANCES AFFECTING PUBLIC HEALTH

Section 5. Nuisances Affecting Public Health. No Responsible Party shall cause or permit any Nuisance that affects public health to exist. The following are Nuisances that affect public health, which the City may abate as provided in this Ordinance:

- 5.1. **Offensive Substances.** No, human or animal excrement, sewage, industrial waste or any putrid, nauseous, decaying, deleterious, offensive, hazardous or dangerous substance shall be allowed in a stream, well, spring, brook, ditch, pond, body of water, river or other inland or tidal waters within the City, nor shall it be allowed if the location of such substances creates a risk that high water or natural seepage will carry the same into such waters; nor shall such substances be allowed to pool or remain on the surface of any land, whether it be in public or private ownership.
- 5.2. **Human remains.** No Responsible Party shall bury human remains other than in designated and approved cemeteries.
- 5.3. **Privies.** No Responsible Party shall maintain an open vault, privy, or portable toilet, except those constructed or maintained in connection with construction projects or City-approved events and in accordance with State Health Division regulations. No Responsible Party shall maintain any open vault, privy, or portable toilet longer than one (1) week after the conclusion of the project or event without the written permission of the City.
- 5.4. **Surface drainage.** No Responsible Party shall allow drainage of liquid wastes, commonly known as “gray water,” to pool or become stagnant in a manner that affords a breeding place for mosquitoes and other insect pests.
- 5.5. **Cesspools.** No Responsible Party shall maintain a cesspool or septic tank on his or her property without the prior written permission of the City.
- 5.6. **Odors.** No Responsible Party shall cause or permit offensive odors to spread from his or her property.
- 5.7. **Food Storage.** No Responsible Party shall store food in a manner that makes it available to rats, raccoons or other wild scavengers.
- 5.8. **Slaughterhouses, etc.** No Responsible Party shall operate a slaughterhouse or tannery without the prior written permission of the City.
- 5.9. **Animal Cages.** No Responsible Party shall maintain a barn, stable or corral, pen, chicken coop, rabbit hutch, pigsty or other place where animals are caged or housed, in an unsanitary condition or in a condition that creates an offensive odor.
- 5.10. **Obstruction of drains.** No Responsible Party shall obstruct or interfere with the flow of water in any ditch, drain or catch basin located in a public Right-of-Way or on public property or which causes water to flood public Rights-of-Way or public property.
- 5.11. **Insectaries.** No Responsible Party shall operate an insectary of any kind for commercial purposes within the City. An insectary does not include bee hives or bee keeping within the City.

NUISANCES AFFECTING PUBLIC SAFETY

Section 6. Abandoned Refrigerators. No Responsible Party shall leave in a place accessible to children an abandoned or discarded icebox, freezer, refrigerator or similar container or appliance of more than 1.5 cubic feet capacity without first removing the door.

Section 7. Attractive Nuisances. No Responsible Party shall permit thereon:

7.1 Unguarded machinery, equipment or other devices which are attractive, dangerous and accessible to children.

7.2 Lumber, logs or pilings placed or stored in a manner so as to be attractive, dangerous and accessible to children.

7.3 An open pit, quarry, cistern, cesspool or other excavation or hole of a depth of 4 feet or more and a top width of 12 inches or more without safeguards, fencing, covers or barriers to prevent such places from being used by children.

7.4 This section shall not apply to authorized construction projects with reasonable safeguards to prevent injury or death to playing children.

Section 8. Dangerous Excavations.

8.1. No Responsible Party shall allow an excavation to remain unguarded by suitable barriers.

8.2. Any obstruction on a Right-of-Way shall be marked by red or yellow warning lights during the hours of darkness. It shall be the responsibility of the person creating, maintaining or in charge of such obstruction to ensure the installation and operation of the warning lights.

8.3 No excavations shall be done in a Right-of-Way unless permitted or authorized in writing by the Bay City Public Works Director.

Section 9. Snow and Ice Removal.

9.1. A Responsible Party shall maintain the sidewalk abutting his or her property in a reasonably good condition that allows for safe and unobstructed pedestrian traffic.

9.2. No Responsible Party shall allow ice to remain on the sidewalk for more than two hours of daylight after the ice has formed unless covered with ash, sand, salt or other suitable materials.

Section 10. Public Rights of Way.

10.1 No person shall place in a public Right-of-Way any bushes, trees, structures including park benches, play structures, storage sheds and animal shelters or coops, unless the person obtains ROW permit from the City.

10.2 No person shall obstruct, partially or fully, passage of any person or vehicle on a public Right-of-Way, whether improved or unimproved. Obstruction includes, but is not limited to: planting of hedges, ropes, barriers, fences, cement blocks, storing of disabled

equipment or vehicles or any other activity which inhibits the free movement of a person walking or, if improved, riding in a vehicle over the Right-of-Way.

10.3 On any dirt, gravel or unimproved Right-of-Way, no person shall operate any motorized bicycle, dirt bike or other motorized vehicle in a manner that causes road gravel to scatter, that degrades the Right-of-Way, or creates or causes potholes or other dangerous conditions in the Right-of-Way.

Section 11. Trees.

11.1 No Responsible Party shall allow any brush, bushes, trees, limbs, shrubbery, flowers or other growth, whether grown for food, fuel, shade or ornamentation, to project over a sidewalk at an elevation of less than eight feet above the level of the sidewalk, or over a street at an elevation of less than 18 feet above the level of the public way.

11.2 No Responsible Party shall allow a dead or decaying tree to stand that is a hazard to the public or to persons or other property on or near the property.

11.3 A tree is considered a hazard if its condition would allow the tree to fall during winds normally experienced in the area and it is foreseeable that damage would result to a person or other property from the fall of the tree.

11.4 No Responsible Party shall plant or keep trees or bushes over water lines or sewer lines servicing the property, or in close proximity to any fire hydrants where the plant growth would inhibit use of the hydrant.

11.5 Nothing in this ordinance shall be deemed to impose any liability upon the City, its officers or employees. Nothing in this ordinance shall be deemed to relieve a Responsible Party from the duty to keep trees and shrubs and other vegetation upon private property or under the owner or occupier's care and control in a safe condition.

Section 12. Grass, Shrubby, Weeds and Noxious Growth. No Responsible Party shall permit weeds or other Noxious Vegetation to grow upon their property, or onto the public Right-of-Way abutting their property. It shall be the duty of a Responsible Party to cut down or to destroy grass, shrubbery, brush, bushes, weeds or other noxious vegetation as often as needed.

Section 13. Junk and Debris.

13.1. No Responsible Party shall keep or cause to be deposited on their property any Junk, as defined in this Ordinance, for a period of more than ten (10) consecutive days, without preventing visibility from public Rights-of-Way.

13.2. A Responsible Party may have Junk on their property, so long as said Junk is wholly blocked from public view and meets the requirements of Section 3.1 of City Ordinance #374 (Development Ordinance).

13.3. A Responsible Party shall be responsible for removing Junk from the premises if it is visible from a public Right-of-Way, if it constitutes a hazard or Nuisance.

13.4. This Section 13 shall not apply to:

13.4.1 Junk kept in a duly licensed junkyard, automobile wrecking house, automobile sales lot or automobile repair shop.

13.4.2 Stacked firewood.

13.4.3 Construction debris occurring pursuant to a valid building permit, provided it does not constitute a threat to public health and safety.

Section 14. Scattering Rubbish. No person shall deposit upon public or upon private property any kind of rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench or fire hazard, detract from the cleanliness or safety of the property, or would be likely to injure a person, animal or vehicle traveling upon a public way.

Section 15. Fences.

15.1. No person in charge or control of property shall construct or maintain a barbed-wire or razor-wire fence thereon, or permit barbed or razor-wire fences to remain as part of a fence along a Right-of-Way.

15.2. No person in charge of property shall construct, maintain or operate an electric fence along a Right-of-Way or along the adjoining property line of another person.

15.3. No person in charge of property shall construct, maintain or operate an electric fence within 10 feet of a property line unless a solid barrier fence is located on the outer perimeter of the electric fence.

Section 16. Surface Waters, Drainage and Culverts.

16.1. No Responsible Party shall direct or redirect rainwater, wetlands, streams or intermittent water sources onto another person's property, or onto a Right-of-Way, other than incidental runoff.

16.2. A Responsible Party shall install and maintain, in proper state of repair, adequate drainpipes or drainage system so that any overflow water accumulating on the roof or about the building is not carried across or upon Right-of-Way or neighboring property, unless a stormwater easement is provided .

16.3. A Responsible Party shall not remove snow or ice from his or her property and cast it or deposit it onto Right-of-Way or onto the property of another.

16.4. A Responsible Party shall not fill or divert any natural drainage ways existing on their property, unless authorized by the City in writing.

16.6 A Responsible Party shall not cover, obstruct, or interfere with any components of sewer or drainage systems in the public Right-of-Way.

NUISANCES AFFECTING THE PUBLIC PEACE

Section 17. Notices and Advertisements.

17.1. This provision only covers signage not addressed under the City's sign ordinance, if any. No person shall affix or cause to be affixed a placard, bill, notice, advertisement poster or sign of any kind upon real or personal property, public or private, without first securing permission from the owner or person in control of the property. All such temporary placards, bills, notices, advertisement posters or signs of any kind shall be removed within twenty-four (24) hours after the close of the event being advertised. This section shall not be construed as an amendment to or a repeal of any regulation now or hereafter adopted by the City regulating the use of and the location of signs and advertising.

17.2 A Responsible Party shall not allow any sign to obstruct the Right-of-Way and shall not allow any sign to be affixed to public property.

17.3 This section does not prohibit the distribution of advertising material during a parade or approved public gathering.

Section 18. Unreasonably Loud Noise. No person shall cause unreasonably loud or raucous noise that disturbs, injures, or endangers the comfort, peace, and safety of reasonable individuals of ordinary sensitivity within the City without written permission from the City.

ABATEMENT PROCEDURE

Section 19. Declaration of Nuisance; Unenumerated Nuisances.

19.1 The acts or conditions specified in Sections 3 through 18 of this Ordinance are declared Nuisances and such acts or conditions may be abated by any of the procedures set forth in Section 19 through 26 of this Ordinance.

19.2 In addition to the Nuisances specifically provided and identified within this ordinance, every other thing, substance, or act which is determined by the Code Enforcement Officer to be injurious or detrimental to the public health, safety or welfare of the City, or any of its citizens, is declared a Nuisance and may be abated as provided in this Ordinance.

Section 20. Abatement Citation.

20.1 Upon determination by the Code Enforcement Officer that a Nuisance exists, the Officer shall issue a citation consistent with Section 20.3 of this Ordinance directing the Responsible Party to abate the Nuisance within thirty (30) days of the date of posting. The Code Enforcement Officer shall serve the citation to the Responsible Party in accordance with Section 13 of City Ordinance No. 690.

20.2. At the time of posting, the Code Enforcement Officer shall cause a copy of such citation to be mailed by registered or certified mail, postage prepaid, to the Responsible Party

at his or her last known address and to the address shown on the county tax records. After posting and mailing a copy of the citation, the Code Enforcement Officer shall also file a copy of the citation and a return of service with the Municipal Judge.

20.3. The citation shall include all the information specified in Section 12(B) of City Ordinance No. 690 (Civil Infractions).

20.4. Upon completion of the posting and mailing, the person posting and mailing the citation shall execute and file a certificate stating the date and place of the mailing and posting.

20.5. An error in the name or address of the owner or person in charge or control of the property or the use of name other than that of an owner or other person shall not make the notice void, and in such case, the posted citation shall be sufficient.

Section 21. Abatement by the Responsible Party.

21.1. Within the time allowed after posting and mailing of such citation, as provided in Section 19 of this Ordinance, or a different period of time authorized in writing by the City Manager, the Responsible Party shall abate the nuisance or show cause that no Nuisance exists.

21.2. Within ten (10) days of posting the citation under Section 20.1, a Responsible Party may respond in the manner provided in Section 15 of City Ordinance No. 690 to either protest that no Nuisance exists or admit the infraction. If a Responsible Party protests, the Municipal Judge shall schedule a hearing of the Municipal Court.

21.3. The Responsible Party's appearance in Municipal Court shall be governed by Section 15(D) of City Ordinance No. 690. The Responsible Party may request a hearing with the Municipal Judge in accordance with Sections 16 and 17 of City Ordinance No. 690 and the Municipal Judge shall thereupon determine whether or not a Nuisance in fact exists. If the Municipal Judge determines that a Nuisance exists, he or she may issue a judgment directing the Responsible Party to abate the Nuisance. If the Municipal Judge issues a judgment to abate, the City shall also mail a copy of the judgment to the last known address of the Responsible Party or to the address listed in the county tax records for that person.

21.4. If the Municipal Judge determines that a Nuisance does in fact exist, the Responsible Party shall, within the time specified in the judgment to abate, abate the Nuisance. The judgment of the Municipal Court is final. The Responsible Party may appeal the judgment by filing a writ of review with Tillamook County Circuit Court under ORS Chapter 34.

Section 22. Joint Responsibility.

If more than one person or entity is a Responsible Party, they shall each be jointly and severally liable for abating the Nuisance, or for the costs incurred by the City in abating the Nuisance.

Section 23. Abatement by the City.

23.1 If, within the time allowed, the Nuisance has not been abated, the City may cause the nuisance to be abated.

23.2 The Code Enforcement Officer charged with abatement of the Nuisance shall have the right at reasonable times to enter into or upon property to investigate or cause the removal of a Nuisance subject to applicable laws.

23.3 The City shall keep an accurate record of the expenses incurred in abating the Nuisance, including the City's attorney's fees, staff time and out-of-pocket expenses and in addition, there may be a surcharge of twenty (20) percent of the total costs to the City for reimbursement of administrative overhead.

Section 24. Assessment of Costs.

24.1 The City, by registered or certified mail, postage prepaid, shall forward a notice to the Responsible Party stating:

24.1.1 The total cost of abatement, including the administrative overhead, the City's attorney's fees and civil fines, if any.

24.1.2 The cost, as indicated, will be assessed to and become a lien against the property unless paid within thirty days from the date of notice.

24.1.3 A statement that upon the recording of the abatement lien, that interest will accrue at the rate of 9% per annum.

24.1.4 If the owner or person in charge or control of the property objects to the cost of the abatement as indicated, that person may file a written notice of objection with the City Recorder not more than ten days from the date of the notice.

24.2. Upon the expiration of ten days after the date of the notice, the Municipal Judge, in the regular course of business, shall hear and determine the objections to the costs to be assessed.

24.3. If the costs of the abatement are not paid within thirty days from the date of the citation, an assessment of the costs as stated or as determined by the Municipal Judge shall be made by order and shall thereupon be entered in the lien docket of the City; and upon such entry being made, shall constitute a lien upon the property from which the Nuisance was removed or abated by the City.

24.4. The lien shall be enforced in the same manner as set forth in ORS 223.510 et. seq.

24.5. An error in the name of the Responsible Party shall not void the assessment, nor will a failure to receive the notice of the proposed assessment render the assessment void; but it shall remain a valid lien against the property.

Section 25. Emergency Abatement.

25.1 The City Manager, Chief of the Fire Department, the Code Enforcement Officer, or other person designated by the Council or City Manager, may proceed summarily to abate a Nuisance which imminently endangers human life, health or property.

25.2 Summary abatement may be performed immediately by a Code Enforcement Officer subject to applicable law and without notice by the City to a Responsible Party.

Section 26. Penalties. A violation of this Ordinance constitutes a Class C Violation under City Ordinance No. 690 (Civil Infractions). However, the City Council may designate any violation of this Ordinance as a different class under Ordinance No. 690 by resolution. This penalty shall be in addition to and unaffected by any other remedy taken by the City. Each day's violation of a provision of this ordinance constitutes a separate violation.

26.1 The imposition of a penalty under this Ordinance does not relieve a person of the duty to abate the Nuisance.

26.2 The City shall have all other remedies available to it allowed by law. The remedies provided in this Ordinance are nonexclusive and the City may seek and impose more than one remedy for any Nuisance.

Section 27. Severability. The sections and subsections of this ordinance are severable. The invalidity of one section or subsection shall not affect the validity of the remaining sections of subsections.

Section 28. Repeal. Ordinance No. 672 is hereby repealed in its entirety.

PASSED and ADOPTED by the City Council this ____ day of _____ 2020 and APPROVED by the Mayor this ____ day of _____, 2020.

By: _____
Christopher K. Kruebbe, Mayor

ATTEST: _____
Linda Downey, City Recorder

First Reading: _____

Second Reading: _____

Adoption: _____

Ayes: _____
Nays: _____
Abstentions: _____

BAY CITY JANUARY 2020 UPDATE

During the month of January 2020, the Tillamook County Sheriff's Office responded to a similar number of incidents in Bay City as the month prior. As most of you are aware the sheriff's office fell victim to a cyber-attack and was held ransom for about 10 days. While our computers and other electronic software were not available, we were able to maintain our presence and effectiveness in the community by answering calls and attending to the needs of citizens.

We are also pleased to announce that we will have our mobile radar trailer available in in the coming weeks. This trailer will be placed on various streets that receive the heaviest traffic and will help serve as a reminder to the community regarding vehicle speed.

The Sheriff's Office will have a team participating in "Donkey Basketball" on Monday, February 11th, at the Tillamook High School. This is part of the charity fundraiser that takes place every February.



Fire Department Report, February 2020

In January, we responded to 15 calls for service; 10 Medical, 4 Mutual Aid, and 1 Public Education Event. We had 118 response hours and 239 training hours. The Department's total hours for the month were 513.

Volunteer Activity and Status:

In January we had a total of 20 volunteers that participated in January drills and/or calls for service. Firefighter Jacob Griffith responded to 92% of our calls for service followed by Captain Kapiniak and Firefighter Stacey who each responded to 57% of our calls for service. Firefighter Jacob Griffith had a total of 75 hours for the month followed by Firefighter Worel with 58, and Firefighter Stacey with 47 hours for the month.

We will be losing a few volunteers and are currently recruiting for positions from Firefighter, to Fire medic and driver operator. We also continue to have a need for non-response volunteers to support our operational activity in various station duties.

Training Program:

Three Volunteers Participated in Rockaway Beach's Fire Academy and will continue with Hazardous Materials training in March.

We have changed our drill structure to be more representative of actual calls for service. We are beginning to focus on Fire, and other skills. We are building from Personal Protective Equipment, Fire Hose Stretches, Ventilation control, Ground Ladders, and into Firefighter Safety and Survival as we conduct all of our drills.

Online training is continuing as trainees complete basic entry level classes, and Officers complete ICS and incident operations classes.

The Officer's Corps are also focusing on skill development with regard to Incident Management, including Size up and Initiating Incident command.

Administrative:

In January, I worked a total of 155 hours in the station, meetings, and assisting with Rockaway's Fire Academy. I also completed an additional 31 hours in training, calls for service, and drills. My total hours for January were 186.

Duty Officer Coverage was difficult to maintain, and I had to cover more shifts than is usually. I am still struggling with taking days off as there are often no coverage options to simply staying available. I will be taking a long weekend in February.

I am beginning to take full advantage of the new computers, and have begun training Captain Kapiniak in Fire Bridge as well as further delegating Human Resource documentation and applications to Assistant Chief Bentley.

I have been in discussion with an entity that may be able to provide a scholarship toward the implementation of an Electronic Suite to manage all of our Fire Department needs. I am hoping to be able to move toward this system in the early months of 2020 so as not to have to reenter too many events.

We have one maintenance opportunity that was found when we conducted training on Pump Transmissions. There is an issue with Engine 41-13 that will require a seal replacement in the near future. I have requested quotes and estimates to have this work completed before it grows into a more expensive problem. I anticipate requiring a budget change to allow moving funds from contingency to Operation Equipment and repair for this project.

Permits, Development, and Fire Life Safety:

In meeting with the New Planner, I foresee an intake procedure in the very near future. I believe we will begin with the zoning permit before proceeding with more complex reviews, this simple act will allow for me to be involved at nearly the same time with each application, and generally at a point where required information such as a site plan have been provided to the city.

I have begun to familiarize myself with the 2019 Oregon Fire Code, and will be attending a mandatory training in May for code changes.

Recruiting:

We are once again looking for volunteers. If you know of anyone interested in providing service to their community, and interested in the Fire Service, Please invite them to visit one of our weekly fire drills. Drills are held each Wednesday at 7:30 pm, and the community is always welcome to attend.

Respectfully,

Darrell Griffith
Fire Chief
Bay City Fire Department

Date	D=Drill, OM= Officer's MITG, T=train n = No Points	Call Type	Anderson Karl	Bentley, Aaron	Gingerich, Joshua	Gingerich, Sammie	Griffith, Darrell A	Griffith, Darrell M	Griffith, Jacob	Harris, Aaron	Harris, Brandi	Harris, David	Huseby, Jace	Kapiniak, Jon	Nelson, Cutter	O'Brian, Kaitlin	Sigman, Bridget	Stacey, David	Thrall, James	Wakefield, James Jr	Wakefield, Timothy	Watson, Kaz	Worel, Larry		
1/8/2020	D		2	2				2	2			2	2	2		2	2	2	2				2		
1/15/2020	D		2	2			2	2	2	2	2			2	2	2	2	2	2	2			2		
1/22/2020	D		2	2				2	2					2			2	2	2		2		2		
1/29/2020	D		2	2	2	2		2	2	2				2					2	2			2		
1/8/2020	OM			1				1						1											
1/15/2020	OM			1				1						1						1	1				
1/22/2020	OM			1				1						1							1				
1/29/2020	OM			1	1			1						1						1					
Rockaway Academy									48									32					48	235	
on line training																	2						2	4	
1/2/2020	C	MA-31-F			2			2	2					2	2			2	2						
1/2/2020	C	Med	1		1			1	1					1				1							
1/6/2020	C	MA-71-F		3				3	3	3				3					3						
1/9/2020	C	Med						1	1					1											
1/16/2020	C	MA-21-F	2					2	2	2				2		2							2		
1/17/2020	C	Med						1	1						1				1	1			1		
1/18/2020	C	Med		1				1						1											
1/19/2020	C	Med						1	1										1			1			
1/19/2020	C	Med						1	1										1	1		1			
1/21/2020	C	Med	1					1	1	1			1					1	1						
1/21/2020	C	Med	1	1				1	1										1	1		1			
1/22/2020	C	MA-71-F						1	1					1											
1/26/2020	C	Med	1	1				1	1										1						
1/27/2020	E	Pub Ed						2	2									2	2						
1/27/2020	C	Med	1					1	1					1											118
Station/Meetings									155										1						156
Hours			15	18	6	2	2	186	75	11	2	2	3	24	5	4	11	47	14	8	20	0	58		513
% of calls			42%	28%	14%	0%	0%	92%	92%	28%	0%	0%	7%	57%	14%	7%	14%	57%	35%	14%	85%	0%	0%		
Min Drills			y	y	n	n	n	NA	y	n	n	n	n	y	no	n	y	y	y	y	n	n	n	y	
W/C #			y	ac	y	y	y	fc	y	y	y	y	y	y	y	y	y	y	y	y	y	n	y		18
RATE			EL	A.Chief	LT		FF1	N/A	EMR			EL		OPS			FF1			Capt.	Lt.		EMR		
Stipend amount			20	500	0	0	0	N/A	20	0	0	0	0	400	0	0	25	0	0	0	0	0	20		985
Point @ \$5 ea			10	8	4	1	1	18	30	6	1	1	2	12	3	2	5	18	8	4	14	0	16	164	820
Duty @ \$50				4.75	2.50			5.75						3.00							1.25	0.50		17.75	887.50

City Managers Report February 2020

Even though we are in the middle of the fiscal year, it is the start of a new year, 2020, and there is so much to be looking forward too. There seems to be a lot of transitions and changes that are much needed but also can take more energy than maintaining the status quo. Some of these changes are within our control and some are outside of our control. I have been reminded more than once that I can't control many things, but I can control how I respond. I have a gift that someone gave me a long time ago that has a saying engraved on it that I am reminded of. It says,

*God, grant me peace to accept the things I cannot change,
Courage to change the things I can,
And wisdom to know the difference.*

I am thankful that Linda was able to continue to help us through this time of transition with her retirement and finding a new City Recorder/Treasurer. It would have been very difficult to pull off what needed to be done without her, specifically end of the year reporting including inputting the new w-4's into the account system, and preparing W-2's and 1099's. This was not as easy as you might think, and our accounting program and support I think is something we need to look at after we get our new City Recorder/Treasurer on board. Which by the way will be sooner than later. Our interview team reviewed applications and interviewed six candidates, of which we were able to come to a consensus on one who we offered the position and was accepted. We are in the process of doing background checks, so hopefully within a couple of weeks we will have our new City Recorder/Treasurer joining us and will be at our next Council Workshop and Meeting.

My next goal is to develop a plan to reconfigure the interior layout of City Hall to meet the needs of the new Office of City Manager and provide a more conducive environment for city services to be provided. Hopefully I can get someone in to figure this out, at least for budget purposes, before April's budget meetings, so we can have a good idea of what costs could be.

We also are working on updating many of the ordinances that the City requires to operate. The Citation and Nuisance Ordinances are scheduled for hearings at this upcoming Council Meeting. The Admin Committee just started working through the new employee handbook which will replace the Personnel Ordinance. DLCD/ODOT recently sent me the final scope of work for the review and update of the Development Ordinance. So we will be starting that process here very soon. And, the Industrial Sewer Users ordinance was recently presented in the Public Works Committee, while new industrial users applications and model permits will be developed to address better management and enforcement of industrial discharges.

There was so much more that this format doesn't allow for me to go into. I'm happy to answer question and always have an open door.

Sincerely,

Chance Steffey, P.E.
City Manager/Public Works Director

Public Works Director's Report

December 2019

Public Works Department

Administration & Finance

IT Support Services

Met with Marcus Smith and Bryce Gartrell to review needs for implementing GIS and Network support. Did some tests on the capacity of our network at the WWTP & Public Works offices and discovered the current internet connection is too slow to base the GIS server at Public Works. Upload speeds are extremely slow and really no way to increase with current internet service provider. The high speed fiber-optic line is not that far away in Hwy 101 ROW, but do too the cost we will probably need to get some grant funding to help install. There is a USDA-Rural Development grant program available for broadband infrastructure in rural areas. We will try to see if we can access this and work on updating internet service. Talked to Scott Fregonese and Bryce Gartrell about implementing GIS for planning services. We already have base system and many of the GIS data sets for planning is available through other agencies, just a matter of linking in our existing system. Will need to create some data files for our comprehensive plan zones and specific land use requirements. Will work on estimates for upcoming budget session.

Emergency Management

Have been collecting blankets at City Hall and the Fire Station and picked up two large boxes of donated blankets from Goodwill in Tillamook. We will need to get some vacuum pack bags and our Fire Chief has coordinated with the Coast Guard to use their sealer. I took a trip up to McRae's to ask about placing container on their site, but no one was around. I will need to call ahead but have been so busy, haven't had time. Need to purchase other supplies and place inside containers, but need to fix problem with condensation or we are going to have mold problem. Brian cleared brush along the 3rd & High St. ROW at the location of assembly point. Plan on preparing site as soon as weather allows.

Engineering & Planning Division

New Well Facility Plan-Water Rights Extension

I have had a couple of conversations with Oregon Water Resources staff regarding the water rights extension and its impact on the progress of the facility plan for the well field and plans for the new well. I contacted SHN with the findings I have from my conversations, but need to follow up regarding completing the facility plan as a priority so we can move forward with preparing grant applications for the design and construction of the new well.

SHN has been working on developing an aquifer study and the impact of the withdrawal on the river. The thought was that the withdrawal from the wells is primarily taking water from the ground and not impacting the river. This was to rebut the concern that ODFW has with not having an adequate amount of water available for fish habitat, particularly during the late summer/early fall. ODFW has recommended that we would only be allowed 1.92 cfs during these months of low flow, which was the amount of water we were taking as of Oct. 1, 2000 (C-Date) even though we have a 20 cfs permit. This whole thing is very complicated and quite confusing as to compliance with multiple agency requirements and meeting the current and future needs for water for City of Bay City and the other customers we serve. We need to untangle some of the confusion and get moving on a plan to get the new well installed so we can investigate Well #1 and if we can rehabilitate or abandon.

Patterson Creek Project

Waiting on the draft Preliminary Engineering Report.

Parks Division

Al Griffin Memorial Park & Campground & Watt Family Park

Coordinating with Shapiro-Didway on preparing grant applications for the Park projects. Collecting data to be included in grant requests.

Water Division

Waterline break

Crew worked on waterline break on 14th street near McCoy Ave. A service line tap and corp stop was damaged and had been leaking for quite some time, but had just gotten to the point of failing. We had to cut in section of new water main and replace the water service line.

Electrical Power Outage at Well

Winter storm caused a power outage at well site which initiated controls to turn on our emergency generator but failed. After getting repaired, had failure of heat control switch on generator. Discovered low engine oil. Made all necessary repairs and everything back online within a few hours. We have had several power issues lately and I'm afraid that we are in need of some work on the electrical system. When we install the new well, it might be a good time to review the whole system and make some improvements at that time.

Wastewater Division

Tillamook Country Smoker Discharge Violation

Discharge violations continuing. We have also had several complaints about bad smell coming from the facility. Our staff investigated and took samples at the discharge point into our sewer collection system. Found effluent to be black in color and rancid smell. This usually indicates that the wastewater is anoxic and anaerobic bacteria are present generating hydrogen sulfide. We are still waiting for results from our reference lab. I contacted TCS to let them know of the problems with the discharge and how its impacting our WWTP. After meeting with them, we were asked about discharging directly from the DAF instead of after the SBR. I contacted our Engineers to see about this as an option. I was told that it wouldn't be a good idea, it may make things worse. I informed them of our engineers thoughts and reminded them that its their responsibility to meet their permit requirements. Due to the significant concern with potential for losing both of our SBR cells and meeting our NPDES permit requirements and now the complaints, we may need to take stronger measures beyond fines and surcharges. The new aeration tank that they had proposed to help alleviate problem with insufficient dissolved oxygen levels is to be delivered by Friday, February 7, 2020. We are continuously monitoring this situation and will keep the Mayor and Council informed of any significant developments.

Streets & Stormwater Division

SCA-Hobsonville Dr. Paving Project

SHN is working on contract negotiations with low bidder Big River. The bids we received were above our budget for this project, so we need to remove or reduce some of the work anticipated. Plan to have contracts ready for execution at our March Council Meeting.

Code Enforcement Division

Code Enforcement:

The Citation and Nuisance Ordinance revisions have been scheduled for public hearing at the February Council Meeting. They have been available for the public and advertised and posted to meet public notice requirements. This should help with the problems we have been having with having enforceable ordinances and giving us some discretion to gain compliance through voluntary mean. The question I have for the Council is what is the expectations for enforcement within the City of Bay City? Are we going to enforce city codes based on complaints only or are we to patrol the city and initiate contact when we see code violations? We really need to have some clear direction on this. Either way, with the updated ordinances we need to be educating our community on what is acceptable behavior, especially when some things have been overlooked for so long.

Respectfully Submitted,

Chance Steffey, P.E.

Bay City Administrative Committee Meeting
January 30, 2020 5:30 pm

Kathy called the meeting to order at 5:30 pm.

Agenda: Review of Employee Handbook

We have been presented with two drafts for our review. Copies were distributed to all those present. We will start with the January 2020 CIS template.

Section I

This version includes the updates to Pay Equity.

Discussion was held on the No-Bullying Policy. Consensus around leaving language but including some emphasis (underlining, bold text) around guiding terms like “repeated, unreasonable actions.”

Section F (p. 7) No Discrimination, 2nd paragraph change to “... employee to use ~~[sick leave]~~ ~~[OFLA]~~ ~~[FMLA]~~ if a reasonable ...”

Section II

Consensus on having separate Volunteer Policies for Volunteer Firefighters and other City Volunteers, separate from this Employee Handbook. The Employee Handbook should include a reference to the existence of those other policies and handbooks, and that volunteers are thus not considered employees covered in this handbook.

Under II.B.2. Need to change to reflect that regular part-time employees may be eligible for benefits.

II.C. Workweek: City Hall and Public Works have different hours. Business hours. Include shift hours may be staggered or modified by supervisors in various departments.

Need provision for “on call, standby” work assignments. Look at Tillamook, County, Manzanita. Call out needs to be actual call out, not just a phone call.

Chance will come back with a proposal.

Need to limit amount of comp time that can be accrued, to be used (encouraged) within 120 days, and not-taken comp to be paid at the end of December each year.

OT to be assigned based on rotation schedule (no seniority) unless specific skills are needed.

G.: Take out “non-exempt”. Chance sentence about “leaving the building” to “leaving their work station” Remove final sentences (beginning “Salaried exempt employees”)

I: Discussion about cut off dates, automated systems, bi-monthly vs monthly payroll, draws, direct deposit. Chance will check around for some other options.

L.: If there is a discrepancy, then it will be sent to the next level of supervision for review.

Meeting adjourned at 7:50 pm.

Bay City Emergency Management Committee
Monday, February 3, 2020 6:00 pm
Notes (Action items in **bold**)

Agenda:

1. David opened the meeting promptly at 6:00 pm.
Welcome and Introductions were made by all.

2. Street Captains
Two street captains were present. Discussion was held on Dave & Diane becoming captains for their neighborhood. They have essentially done the research for being street captains.
Discussion on radio communications, medications, phone trees.
Dave will “relay the message” about setting up the radio for emergency information.

3. Storage Container status
The containers are painted and labeled. We have MREs. We need to get them sited and filled with basic supplies: tarps, blankets, water purification equipment, and perhaps some basic hand tools.
The containers have been placed (thus far empty) at Watt Park and next to the Pennsylvania Reservoir. Condensation has been an issue already.
Chance will check with Cathy Manis and the Red Cross about them placing emergency medical supplies in our containers.
Gary has talked to chance about clearing the 3rd & High site, but Chance has not heard back from him yet. **Chance will follow up with Gary.**
The blanket drive has been successful. We have blankets at City Hall and two boxes of blankets from Goodwill. The Coast Guard has procured a commercial vacuum sealer. **Darrell will check into the use of it.**
Chance will talk to Precision Woodworking about placing a container on their site.

4. ShakeAlert
This alert is designed to send an alert before an earthquake. The alert could be as short as a few seconds and as long as two minutes. TCCA is procuring a shutdown for their ammonia storage. Darrell suggests we draft a letter of support for the council to sign, stating that we are interested in this project. **Darrell will write up a draft.** We could identify some potential target hazards that would be addressed through a system like this. This will give us an outline of what incidents we have in the city to be included, and drive the application/usage this way. **Darrell will write a letter to the local businesses to ask them for their input on alert activities.**

5. Newsletter

We're moving the newsletter back a couple weeks so that we can include some introductions.

Articles:

- Public Safety (Wendy)
- Fire Department (Darrell)
- City/Admin/PW: 1-2 articles (Chance)
- Helen's Corner (Helen)
- New council member
- New city recorder

Next meeting: The next scheduled meeting will be **Monday, March 2, 2020 at 6:00 pm.**

David adjourned meeting at 7:09 pm.

FIVE YEAR LOCAL LEVY FOR ALL HAZARDS FIRE DEPARTMENT PROTECTION

REPLACES PRESENT FIRE PROTECTION LEVY

CITY OF BAY CITY SPECIAL ELECTION { }

Notice is hereby given that on {date of election}; an election will be held in the City of Bay City, Tillamook County, Oregon. This is a vote by mail election. The following question shall be submitted to the qualified voters thereof:

QUESTION: Shall Bay City impose a five-year all-hazards protection levy for {\$.90} per \$1000.00 of assessed value beginning {date of levy beginning}?

SUMMARY: This measure may be passed by majority vote. This measure replaces the City's current local levy which supports the Bay City Volunteer Fire Department. The approval of this levy would allow the City to continue to provide its citizens all-hazards protective services by providing support for Fire Department staff, equipment, planning and training. The proposed levy maintains the effective rate of the current local levy.

The proposed rate will raise approximately {year one}, {year two}, {year three}, {year four} and {year five}.

The local option is subject to the limits of Section 11(b) of the Oregon Constitution and may reduce tax collections for other units of government. For a \$100,000 assessed value house, the estimated total cost would be {\$.90} per \$1000.00 assessed value, or {\$90.00} per year. The estimated tax cost for this measure is an ESTIMATE ONLY. The estimate is based on the best information available from the Tillamook County Assessors Office at the time of estimate and may reflect the impact of early payment discounts, compression and the collection rate.

This legal notice is to be published in the Headlight Herald in Tillamook City, Oregon.

DATED this { } day of { }.

CITY OF BAY CITY

Other than the effective levy dates, the ONLY language change would be under the SUMMARY. This language change is to clarify the application of levy funds to: PROVIDE ITS CITIZENS ALL-HAZARDS PROTECTIVE SERVICES BY PROVIDING SUPPORT FOR FIRE DEPARTMENT STAFF, EQUIPMENT, PLANNING AND TRAINING.

BAY CITY COUNCIL WORKSHOP
NOVEMBER 11, 2019
3:30 P.M.

Members Present: David McCall, Kathy Baker, Helen Wright, Melissa Rondeau and Christopher Kruebbe. Wendy Krostag joined the meeting already in progress.

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

Others present: Gary and Hilda Frey, Mona Rose and Rick Kneeland

1. Attorney Monson Council Training Session

New City Attorney Christy Monson provided a brief Council training.

She spoke about the purpose of the Council regardless of the reason they ran for public office. She spoke about setting aside their own interest and putting the City's best interest as a priority.

Christy reviewed the ethics law, the roll of the Council for goal setting and policy making.

Christy explained that calling a public meeting is a big deal. The City Council can only make decisions with a quorum and a majority vote. She spoke about the importance of staying with an agenda and not adding additional items or discussions during the meeting.

She cautioned Council and the Mayor to stay within the scope of their duties. Outside the scope of the duties or authority puts them at risk of personal liability.

Christy explained that Ordinances made laws, Resolutions are temporary in nature giving formal approval of something, Policies are administrative sometimes they are adopted by resolution. Working rules set procedural rules and Christy recommended the Council review them annually. The Council should discuss the expectations of the rules. How are the meeting going? Are the meetings running too long? Are they starting on time? Are people interrupting each other? Create the rules to address the expectations of the Council.

Public meeting law was discussed.

Wendy Krostag joined the meeting at 4:10 p.m.

Christy spoke about Executive Session. There are only a few reasons that allow an Executive Session. No final decision can be made during an Executive Session. Motions and decisions must be made in a public hearing. Salaries can not be discussed in an Executive Session.

Gary Frey acknowledged the Visitors' Propositions at the beginning of each meeting. Gary asked what was the public's roll is after the Visitors Proposition portion of the meeting. Christy said the audience's job is to listen to the meeting. Some agencies allow comments if they are allowed by the Mayor or the person running the meeting. Comments from the audience should be brief not create an additional agenda item.

2. Proposed Organizational Transition Plan

Christy reviewed the process of creating a City Manager position.

Chris asked about the requirement to advertise the position. Christy stated that there is some conflict in the personnel ordinance. However Section 8 allows the Council to hire from within.

David noted his support to create a City Manager position. David was concerned with the City Manager also doing the majority of the Public Works Director's position. Chance agreed that the work load would be significant and it is only proposed as a transitional plan.

Helen felt Chance would be more than capable as a City Manager. She was concerned about the hiring and the time involved if the City chose to advertise for the position.

Kathy was in support of creating a City Manager position. She also acknowledged the support of Brian, as the previous Public Works Director would assist in the transition period.

Chance felt the current Public Works staff was more than capable of accomplishing the daily tasks of the department. However Chance recommended that he remain involved with the large projects.

Discussion was held on the transition to replace Linda as City Recorder when she retires November 30, 2019. Linda is willing to stay and help for a time during the transition. The city personnel ordinance should be repealed and a handbook adopted.

Chris called for a 5 minute recess at 5:53 p.m.

Christy left the meeting at 6:00 p.m.

3. Visitors Propositions

Julian Macassey from Rockaway Beach spoke about broadband internet access. He would like to see if the City or the County would be interested in owning an internet provider service. He will return with additional information for the City.

4. Department Reports

A. Police

The police report was provided in the council packet. Kathy noted that she was please to have a report and not just a list of calls.

B. Fire Department

Darrell reviewed his report with the Council. The Fire Department remains very busy. There are currently 15 active volunteers.

Darrel spoke about his concern for the public safety radio system. Funding of the radio system is being discussed at the County. Darrell also noted that the Tillamook ambulance is struggling to provide service. Ambulance staffing is low.

Fire Department recruiting is going well but volunteers are still needed.

C. City Hall

Linda reviewed her report for the Council.

The 2018-19 Audit is available and posted at the city website.

The City Hall took part in the Great Shake exercise as well as the Public Works and Fire Department.

Linda has been working with Angie on some cross training. Angie is currently the Deputy City Recorder.

D. Public Works

Chance reviewed the Public Works Report.

Chance is working with Scott Fregonese at Fregonese Associates on the Planner's contract. The City Attorney made some revisions to the contract.

Chance spoke about the replacement of water meters. The difficulties is getting the meters installed. Chance is proposing the meter readings be estimated every other month which would allow the week normally spent reading meters to be spent installing the meters. Discussion was held.

Chance reviewed the remainder of his report.

The Tillamook County Smoker is having difficulties with their discharge. They have been fined. The Smoker has hired an engineer to address the issue and are planning to put a temporary treatment systems in the right of way.

Chris was contacted by a concerned citizen regarding the way finding signage. They felt like there was more signs in some areas and not enough in other areas. Chance believed all the signs have been installed with the exception of the assembly site at the Watt Family Park. Chance will review the plan. More signs could budgeted as needed.

3. Committee Reports

A. Administrative Committee

Kathy spoke about the Administrative Committee Workshop. The Planner's contract and the City Recorder retirement and transition was discussed.

Discussion was also held on the replacement of the water meters.

B. Community Development

Wendy spoke about the workshop held for Community Development Committee. The Committee met and discussed the possibility of having business license in Bay City.

They also discussed how to get the most public involvement in the development of standards for the additional dwelling units (ADUs) issue.

C. Emergency Management

Melissa discussed the workshop held November 4, 2019.

Minutes were provided to the Council.

Melissa originally volunteered to chair the Emergency Management Workshop. However her schedule will not allow her to continue as chair. Helen Wright has volunteered to chair the committee. Melissa thanked Helen for chairing the committee.

Helen noted a group met to paint the emergency supplies containers. The signs will be placed on the containers.

Gary Oldenkamp has agreed to look at the location and excavation for the placement of one of the containers.

Helen is working with Darrell to map out the block captains for the neighborhood watch groups.

Linda noted that there is not a formal agreement with Precision Wood Works to place an emergency container. The location has been identified as an assemble site for years.

D. Public Safety

No report

E. Fire Committee

Pat Vining will attend tomorrow night's meeting and will speak about the Fire Committee Workshop.

4. Minutes

Minutes of the 10/07/2019 Council Workshop and 10/08/2019 Regular Council Meeting and 10/29/2019 Council Special Meeting.

The minutes were reviewed.

Helen announced the retirement party for Linda on November 22, 2019 and invited everyone to attend.

5. Treasure's Report

No comments.

6. Bills Against the City

Bills will be reviewed following the workshop.

7. Unfinished Business

A. City Planners Position

A brief discussion was held. The planning firm is reviewing the proposed contract.

B. Bay City Water System

The city attorney is reviewing the issue and plans to provide the Council with options for the water system.

C. Watt Family Park Playground & Day Use Area Improvement Project:
Notice of Award and Contract.

Chance noted Shapiro Didway a Portland landscape architecture firm was chosen to work on the park projects. The notice of award and contract is needed.

D. Organizational Transitional Plan

This issue was discussed earlier in the workshop.

8. New Business

A. Resolution 19-24 Budget Appropriations

This resolution moves General Fund contingency funds to the legal fees line in the budget.

B. TLT Grant Application/Advisory Committee Recommendations

David asked for clarification of the TLT application. There were changes made to the application. Linda explained that the applicant made changes to the application when he was informed that the Council had changed the allowed percent from 25% of the project to 75% of the project.

Discussion was held. David requested Linda find out before the Council meeting if the applicant provided all required information from the last awarded grant and if the purchase of the business cards had already been made. TLT grants have not been awarded to reimburse expenses.

- C. SHN Contract Addendum/ Pavement Maintenance Project
Additional pavement maintenance is being proposed with the Hobsonville paving project and an addendum is required.
- D. The Gartrell Group Contract Addendum/Phase II implantation GIS Project.
Phase I of the GIS project has been completed. This addendum is to update the contract phase II of the project.
- E. Internet Infrastructure Proposal / Computer Support & Services
This is a proposal from Computer Support & Services to increase their internet services by placing an antenna at the Public Works facility and in exchange provide services to the Public Works buildings.
- F. Planning Commission Member Recommendation
Kathy explained that the past City Planner Sabrina Pearson applied to serve on the Planning Commission. The vote was not unanimous to appoint her to the Commission and the Commission sent the recommendation on to the City Council for a decision.

Kathy noted she felt that Sabrina was a fine individual and had a lot of historical knowledge of the City. However Kathy had concerns about appointing her to the Planning Commission without a 6 to 12 month wait from her being let go as the City's Planner.

Kathy felt that Sabrina had a bit of a confrontational attitude when people questioned her or her decisions at the last Planning Commission in which Sabrina was a land use applicant.

When discussion was held on Sabrina's application to serve on the Planning Commission, Sabrina stated that if she was not appointed she would take her work product and go along her merry way. Kathy acknowledged that Sabrina was instructed to provide the City all work product following her termination. To date she has not provided any information or records to the City.

Developer Mona Rose worked with Sabrina on a recent project. She stated that Sabrina was very smart but indicated that she would be very intimidated if she had to go before her at the Planning Commission with Sabrina on the Commission. Mona felt a waiting period was very appropriate.

David noted the City should have a policy in place addressing terminated contractors or employees. They should be required a wait time before serving on any City board or committee.

9. Mayor's Presentation

- A. Chris would like to see a new Vision Plan completed for the City.

10. City Council Presentation

- A. Councilor Killion / Resignation
Chris acknowledged Crystal's letter of resignation.
- B. David asked that the John Gettman Award Committee be added to the agenda. It was not added to this agenda as moved last month. Linda will revise the agenda.
- C. David asked if the Reader Board could be added back to the agenda as well.

11. Adjournment

The workshop was adjourned at 7:38 p.m.

Linda Downey, City Recorder

**CITY COUNCIL MEETING
NOVEMBER 12, 2019**

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 and Wendy Krostag.

Others in attendance were Public Works Director Chance Steffey, Fire Chief Darrell Griffith, Officer Scott Griffith and City Recorder Linda Downey.

See an attached list of visitors.

Mayor Kruebbe acknowledged Veteran's Day and thanked all Veteran's for their service to our Country.

1. PUBLIC COMMENTS

Citizens Bob Miles and Randy Stevenson thanked the Council for the Veteran's Day cards they receive each year from the City.

Jody Daily informed the Council that the Oyster Club meeting was held and 27 people attended. The group would like to work as a formal or informal chamber for Bay City. They are researching the process.

Randy Stevenson spoke about his concerns of a few vehicles left in the right of way. Director Steffey will look into his concerns.

2. DEPARTMENT REPORTS

A. Police

Officer Griffith reviewed his report for the Council.

Officer Griffith informed the Council that they have been watching to insure vehicles stop at the stop signs. They have had fewer "Zombie RVs" and less trash dumping in the forest behind Bay City. The officers have been completing a drive through the forest area to keep a closer watch on it.

Officer Griffith reminded everyone as the cold weather is here, to not leave their car running unattended. Too many vehicles have been stolen in these situation.

November 30, 2019 is the annual Search and Rescue Banquet \$25 per person. The banquet is how they raise funding for search and

rescue program.

- B. Fire Department
Chief Griffith reviewed his report for the Council.

Call volume is high. Mutual aid calls are down and vehicle accidents have increased.

There is a concern with the current radio system in the County. Due to low staffing there is also a shortage and concern with the ambulance service.

- C. City Hall
Recorder Downey reviewed her report for the Council.

Recorder Downey requested assistance from Councilor Rondeau with the City's Facebook page. Councilor Rondeau reviewed the page settings and recommends the City start a new page that originates from a City email and not through an individual's private Facebook page.

- D. Public Works
Director Chance Steffey reviewed his report for the Council.

December 5, 2019 at 5:30 p.m. the Park Committee will hold a Town Hall meeting to discussed park ideas.

The Smoker is working to resolve the issue with the treatment of their wastewater. The Smoker is requesting a temporary tank in the right of way while they work on the treatment system.

The perspective City Planner was unable to attend tonight's meeting due to a conflict in schedules.

Director Steffey noted that he will have an arborist inspect a tree in the Park that Mayor Kruebbe brought to his attention.

Discussion was held on the Hobsonville Point Road improvements.

Director Steffey is proposing that the water meters be read every other month. An estimated reading can be used for billing on the months that the meters are not read. This will allow more time for the public works department to work on the installation of additional radio read meters

Motion by Councilor McCall and second by Councilor Rondeau to

support the Director's recommendation to read water meters every other month with an estimate bill in between. Motion carried 5-0.

3. COMMITTEE REPORTS

A. Administrative Committee

Councilor Baker reviewed the Administrative Committee Workshop.

Organizational assessment decisions were discussed. There will be several changes coming up including the new Planner's position, Recorder Downey's retirement and restructure with a City Manager and reorganization of the office.

B. Community Development

Councilor Krostag reviewed the items discussed in the Community Development Workshop.

Business licenses were discussed. More research is required.

The issue of ADU's were also discussed the Community Development Committee will coordinate with the Planning Commission and would also like to receive public input.

C. Emergency Management Committee

Councilor Wright reviewed the Emergency Management Committee Workshop.

A meeting was held. The emergency containers have been painted.

The next meeting will be held December 2, 2019 at 6:00 p.m.

Councilor Wright spoke about the need for block captains and community members to become involved to prepare for emergencies.

a.) Councilor Rondeau noted that she had agreed to chair the Committee. However has since decided she would be unable to commit to the position at this time. Councilor Wright has agreed to chair the Committee.

Motion by Councilor Rondeau and second by Councilor Krostag to appoint Councilor Wright as the Emergency Management Chair. Motion carried 5-0.

Mayor Kruebbe thanked Councilor Rondeau and Councilor Killion for serving as chair on the Committee.

D. Public Safety

Motion by Councilor McCall and second by Councilor Baker

to merge the Public Safety into the Emergency Management Committee. Motion carried 5-0.

E. Fire Committee

Pat Vining chair of the Fire Committee reviewed the Fire Committee Workshop.

The Committee is looking at the wording for a new fire levy after the current levy is finished. The new levy would be revised with explaining the use of the funds. Including identifying stipends.

Fire Chief Griffith explained that the Department of Labor and FLSA allows the City to give a nominal amount to a volunteer and the court cases so far have ruled that the 20% threshold is the threshold you do not want to violate or it is no longer a nominal amount.

The Committee is looking at a recommendation of a new levy and possibly of a new fire district.

Pat encouraged the Council to attend the next Fire Committee workshop.

6. MINUTES

10/07/2019 Council Workshop, 10/08/2019 Regular Council Meeting and 10/29/2019 Special Council Meeting.

Minutes were reviewed.

Motion by Councilor Krostag and second by Councilor McCall to approve the minutes as presented. Motion carried 5-0.

7. TREASURER'S REPORT

Recorder Downey will file the report for audit.

8. BILLS AGAINST THE CITY|

Bills were reviewed after the workshop.

Motion by Councilor Krostag and second by Councilor McCall to approve the bills in the amount of \$63,363.86. Motion carried 5-0.

9. UNFINISHED BUSINESS

A. City Planner Position

Director Steffey acknowledged the Planner's contract in the Council Packet.

Motion by Councilor McCall and second by Councilor Baker to approve the Contact for Planning Services with Fregonese Associates, Inc. Motion carried 5-0.

- B. Bay City Water System
This item will remain on the agenda.
- C. Watt Family Park Playground & Day Use Area Improvement Project Notice. |

Motion by Councilor McCall and second by Councilor Baker to approve the personal service contract with indemnity between the City of Bay City and Shapiro Didway, LLC for the Watt Family Park & Day Use Area Improvements. Motion carried 5-0.

Mayor Kruebbe thanked Frank Moran for his donation of trees for the Park.

- D. Organizational Transisiton Plan
Motion by Councilor McCall and second by Councilor Baker to approve Resolution 19-25 a Resolution creating a City Manager position and delegating certain administrative and supervisory authority and duties to the City Manager. Motion carried 5-0.

10. NEW BUSINESS

- A. Resolution 19-24 Budget Appropriations

City Recorder Linda Downey explained the Resolution was to move contingency money in the General Fund into the Legal Services line item.

Motion by Councilor Baker and second by Councilor Rondeau to approve Resolution No. 19-24 A resolution providing for budget appropriation changes for fiscal year 2019-2020. Motion carried 5-0.

- B. TLT Grant Application / Advisory Committee Recommendations.

Discussion was held on the TLT Grant application from Tillamook Bay City RV Park.

Motion by Councilor McCall and second by Councilor Krostag to approve the TLT Grant request to Tillamook Bay City RV Park in the amount of \$7332.75. Motion carried 5-0.

C. SHN Contract

Director Steffey explained they have incorporated other similar projects into the Hobsonville project.

Motion by Councilor Baker and second by Councilor Rondeau to approve the SHN Contract Addendum #192.

Discussion was held on the difficulties to obtain bids for paving projects.

Motion carried 5-0.

D. The Gartrell Group Contract Addendum

Director Steffey explained the addendum to the Gartrell contract was to continue developing the GIS program.

Motion by Councilor Krostag and second by Councilor McCall to approve The Gartrell Group contract change order #1. Motion carried 5-0.

E. Internet Infrastructure Proposal / Computer Support & Services.

Discussion was held on the request received from Eric Lessor from *Computer Support and Services* to place an internet tower for services.

Discussion was held. Council members requested additional information regarding the location and if an enclosure is required.

This item will be tabled until more information is received.

F. Planning Commission Member Recommendation

The Planning Commission made the recommendation with a 3-2 vote to appoint Sabrina Pearson to the Planning Commission.

Councilor McCall was very disappointed that Ms. Pearson submitted her application to serve on the Planning Commission. Ms. Pearson was the previous City Planner and to appoint her to a position directly overseeing the exact same position especially after her contract was terminated by

the City was inappropriate. Councilor McCall felt it would be better for anyone serving as an employee or contractor to have a time of separation before serving on a committee that oversees the exact position they held.

Councilor Krostag was disappointed that the City had no written policy requiring any individual a time of separation from terminated contracted services before serving on a committee.

Tom Imhoff acknowledged the decision was difficult for the Planning Commission. Ms. Pearson's is a resident that offered to volunteer in her field of expertise. However he also agreed the City should have a policy requiring a time of separation before serving in this capacity.

Pat Vining spoke in favor of Ms. Pearson's appointment. He noted her knowledge of Bay City. He did not feel Ms. Pearson would serve with any vengeance.

Mayor Kruebbe felt the concerns the Council has included Ms. Pearson's promise to provide a buildable lands inventory to the City and then did not provide the information.

Councilor Baker acknowledged Ms. Pearson's work and knowledge of the City. However she was very disappointed at her comments made at the Planning Commission meeting that if the Council did not approve her appointment she would take all of her information with her and leave. Councilor Baker felt that her care for the City only went as far as her position with the City. Her actions disappointed Councilor Baker. The City had required her to provide a copy of all Bay City files. She has not yet provided the information.

Mayor Kruebbe felt the contingency was a bit upsetting and disturbing. Mayor Kruebbe felt that she was putting contingencies on her being appointed. Mayor Kruebbe suggested this issue be tabled and allow her to come to the meeting to discuss the concerns. The Council did not feel this issue needed to be tabled.

Councilor Rondeau acknowledged Ms. Pearson's ability to reapply to the Planning Commission. She is a very intelligent individual and is more than welcome to reapply.

Motion by Councilor Wright to not accept her appointment to the Planning Commission. Motion died for lack of a second.

- G. John Gettman Award Committee
Councilor McCall acknowledged the need to appoint members to the John Gettman Award Committee.

Councilor McCall nominated Gretchen Power. Councilor Baker volunteered to be a representative on the Committee. Councilor Rondeau volunteered to be on the Committee. Councilor Krostag volunteered and nominated Jody Daily. Bob Miles volunteered to serve on the Committee.

Motion by Councilor McCall and second by Councilor Baker to appoint Gretchen Power, Councilor Baker, Councilor Rondeau, Councilor Krostag and Bob Miles to the John Gettman Award Committee. Motion carried 5-0.

- H. Reader Board / Kiosk
Discussion was held on the placement of a reader board on leased property next to the Post Office.

Councilor McCall recommend the City contact Tillamook PUD, and Tillamook Coast to obtain additional information on signs.

Tom Imhoff noted the development ordinance does not allow off premise signs. There are other development standards that should possibly be changed.

Discussion was held on possible locations to place the sign. The Fire Department was identified an appropriate location.

Motion by Councilor Baker and second by Councilor Krostag to Have Councilor McCall pursue information from Tillamook PUD on the sign and research placement possibilities for a double sided sign. Motion carried 5-0.

11. MAYOR'S PRESENTATION

- A. Mayor Kruebbe spoke about his research for building a boardwalk. He contacted Gary and Karla Albright with the Pioneer Museum and the Confederated Tribes of Grande Ronde concerning the boardwalk. They were interested in the creation of the boardwalk.
- B. Mayor Kruebbe noted he felt the City should begin a revised Vision Plan.

Randy Stevenson spoke in favor and recommended Town Halls meetings be held.

Pat Vining noted that the last Vision Plan was completed in 2000 and it is time to revise the plan.

- C. Mayor Kruebbe stated that each day 22 Veteran's commit suicide due to PTSD. He had cards if anyone was interested in contributing to a program to provide service dogs for Veterans and First Responders with PTSD.

12. CITY COUNCIL PRESENTATION

- A. Councilor Wright announced the retirement party for City Recorder Linda Downey on November 22, 2019 at 6:00 p.m. in the Ad Montgomery Hall.
- B. Councilor Killion /Resignation
Councilor Killion submitted her resignation for her position on the Council.

Motion by Councilor McCall and second by Councilor Baker to accept Councilor Killion's resignation effective today. Motion carried 5-0.

Motion by Councilor McCall and second by Councilor Krostag to announce the Council vacancy and accept applications from qualified applicants and bring applications received back to the Council for review. Motion carried 5-0.

13. CITY ATTORNEY PRESENTATION

Attorney Monson was not in attendance.

14. AJOURNMENT

Motion by Councilor Wright and second by Councilor McCall to adjourn the meeting at 8:10 p.m. Motion carried 5-0.

Christopher Kruebbe, Mayor

Linda Downey, City Recorder

BAY CITY COUNCIL WORKSHOP
DECEMBER 9, 2019
5:30 P.M.

Members Present: Kathy Baker, David McCall, Helen Wright, Melissa Rondeau and Chris Kruebbe.

Staff Present: Chance Steffey, Darrell Griffith and Angie Cherry

Others Present: Jodi Daily, Tom Imhoff, Gary Frey and Hilde Frey

1. Visitors Proposition

Jodi Daily expressed her concerns about not being able to serve on the City Council as she lives in the Urban Growth Boundary (UBG). The City Charter does not allow for any persons living in the UBG to serve on City Council as stated by Chris. Jody would like to see persons living in the UBG have representation in the City.

There was a discussion concerning Chris running the Workshop as a formal meeting. Councilors did not agree and requested an open discussion. The workshop continued to be held as a meeting instead of a workshop.

Darrell discussed annexation for Fire Protection. Chance discussed annexation of the UBG into City limits. It would require the extension of the sewer system into the UBG. Chance stated this would be a major undertaking. It would require a Local Improvement District and put to a vote. Discussion was held on the possibility of adding a Council member from the UBG. Dave mentioned that the City should be receiving a Buildable Lands Inventory (BLI) soon that would indicate how much property is available in the City and if there is enough. This may indicate whether the City would need annexation for more BLI. Dave also stated that annexation process and fees can happen over a period of time.

Tom stated that there would be an election involved in an annexation. He also thought that sewer may not need to be completed immediately, but over a period of time.

Helen asked Darrell if an exception could be made for persons living in the UBG. Darrell thought that would not work. Chris stated there were other persons that maybe interested that live in the City limits. Angie stated applications that could be received, however they would not be submitted until the following Council Meeting as there were not included in the current council packet. Chris stated as Mayor, he could make a nomination for City Council. No further public comment was made.

2. Department Reports

A. Police Report – The Police report was submitted for the City Council packets. Chance stated there was a summary and an incident report. Darrell asked for an electronic copy of the spread sheet in the future. Chance stated the report was in an Excel program. Discussion was held.

B. Fire Report – Darrell submitted a report for the packet. He reviewed the Fire Department Report for December 2019, the Training Program and the Administrative Report. There was also discussion regarding the Zoning Permits and Fire Code that needs to be met. Reference was made to Bayfront Lane and the hazards created by parking on the street. Discussion was also held about EMS Advisory board and the issues with the Ambulance Service. Dave asked about the stipends for covering duty shifts at the Fire Department.

C. City Manager – Chance wrote his first City Manager report which was included in the Council packet. He attended the Tillamook County Housing Commission meeting and reviewed the Housing Needs Analysis. Discussion was held.

Tom asked if there was a risk of the City losing its waste water discharge permit because of the issues at the Tillamook Country Smoker (TCS). Chance stated not at the moment. There was a potential issue recently, but the Waste Water Treatment Plant typically keeps everything low. Discussion was held regarding the current issues. TCS was recently issued a Right of Way permit to install a new pre-treatment system to be installed. Tom asked about an estimated timeline of installation. TCS has not given Chance an exact date, but TCS is currently being charged monthly in fines.

D. Public Works Report – Chance reported that the new City Planner, Scott Fregonese and DLCDC Representative Lisa Phipps would attend the Planning Commission meeting on December 18, 2019 to discuss a new Accessory Dwelling Unit (ADU) ordinance.

Chance reported that Public Works is busy installing new water meters in the City. Meter reads will be estimated and read every other month until all new meters are installed. Tom asked if there would be forgiveness for leaks that go undetected in the interim. There is a process at City Hall for exception on leaks and forgiveness.

3. COMMITTEE REPORTS

- A. Administrative Committee - Kathy stated there was not a meeting in December.
- B. Community Development - There was not a meeting in December.
- C. Emergency Management – Helen reviewed the Emergency Management progress. They are currently working on a blanket drive and looking for Block Captains. Dave informed the Council that a newsletter will be going out in February and he would request submission by the end of January. Jody will be writing for the Headlight Herald Fencepost. Please keep her informed of requests to be posted.
- D. Fire Committee – Met and discussed a funding option for a new Fire Levy and or a Fire District. The committee will be meeting again on December 16, 2019 at 5:30 p.m. discussion was held.

4. **MINUTES** – Minutes of the 11/11/2019 Workshop, 11/12/2019 Regular Council Meeting and 11/22/2019 Special Council Meeting. Minutes that were available were reviewed and corrections were requested.

5. **TREASURER'S REPORT** – No Comments

6. **BILLS AGAINST THE CITY** – David and Melissa reviewed bills with staff at 5:00 p.m. Total bills were \$56,736.69

7. UNFINISHED BUSINESS

- A. **Reader Board/Fire Station** - Discussion was held on the cost and placement of a Reader Board for the City of Bay City. Dave talked to Nan Devlin Visit the Tillamook Coast for possible assistance in the cost of Reader Boards from TLT funds.
Dave requested that items from previous meetings be placed back on unfinished business which included; Bay City Water System, Internet Infrastructure Proposal / Computer Support & Services, John Gettman Award Committee and NLC Service Line Warranty Program.

8. NEW BUSINESS

A. Planning Commission Member Recommendation

Tom reviewed the Planning Commission Recommendation for Rick Knode and Dan Overholser. Kathy requested that both applicants attend the Council Meeting on December 10, 2019.

Discussion was held.

B. Resolution 19-26 Interfund Loan –

Chance reviewed the resolution for City Council and where the funds would come from. Discussion was held regarding the loan.

C. Resolution 19-27 Reallocation of General Funds for Professional Services –

Chance explained this resolution is an accounting issue. If approved, funds would be transferred from Personnel Services to Contract Services.

D. City Recorder / Hiring an Exempt Employee –

Chance explained the current personnel ordinance and the need to repeal and replace with an updated ordinance. The City is currently in transition between approvals by City Council versus the City Manager. Discussion was held.

E. Habitat for Humanity / SDC Exemption Request –

Dave asked if anyone from Habitat would be attending the City Council meeting. Dave stated that he had some concerns regarding an exemption request. Tom was concerned that the City cannot afford this. Discussion was held regarding SDC fees and how these are specifically used. Chance stated he would ask if someone would be available to attend City Council meeting to answer the concerns of City Council.

9. MAYOR'S PRESENTATION

A.

Chris wanted to submit for the record that he handed Helen a copy of Ordinance 679 and she tore it up.

B. ShakeAlert: An Earthquake Early Warning System for the West Coast of the United States

<https://www.shakealert.org/> Melissa asked Chris to clarify what the ShakeAlert and explain a little more. Chris gave a description of ShakeAlert. Discussion was held.

10. CITY COUNCIL PRESENTATION –

Kathy attended several events in the city and appreciated the involvement of the City Council, the Mayor and citizens.

11. CITY ATTORNEY PRESENTATION –

None

12. ADJOURNMENT –

The workshop was adjourned at 7:26 p.m.

**CITY COUNCIL MEETING
DECEMBER 10, 2019**

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

=====

Mayor Christopher Kruebbe called the Bay City Council meeting to order at 5:35 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, and Melissa Rondeau. Council member Wendy Krostag arrived at 6:00 p.m.

Others in attendance were City Manager / Public Works Director Chance Steffey, Fire Chief Darrell Griffith, Officer Mike Arnold and Deputy City Recorder Angie Cherry.

See an attached list of visitors.

1. EXECUTIVE SESSION

Executive Session Pursuant to ORS 192.660(2) Consult with Legal Counsel

Mayor Kruebbe

The City Council went into Executive Session at 5:37 p.m.
The Council returned to Regular Session at 6:17 p.m.

No action was taken.

2. PUBLIC COMMENTS

Randy Stevenson neighbors what they would to see in the Parks. Councilor Wright didn't hear the request and made a comment. Mayor Kruebbe reminded Councilor Wright not to interrupt. Randy stated he would personally do a Park Survey. Chance stated there was a Park Survey available at the City Hall counter. Pat Vining thanked Councilor Wright for her volunteer efforts in our City Parks.

3. DEPARTMENT REPORTS

A. Police

Officer Arnold reviewed his report for the Council. Officer Arnold reminded everyone to not leave their car running attended.

Officer Arnold reminded everyone it is the holiday season and try not to leave delivered packages unattended and not be a victim. He also stated the Tillamook County Sheriff was participating in a canned food drive.

Tom Imhoff asked if the camping was still occurring in the woods in Bay

City. Officer Arnold stated the camping has subsided. Council Baker asked if any complaints had been received regarding Watt Family Park. Officer Arnold suggested to call the non-emergency dispatch at 503-815-1911 if there concerns. Officer Arnold left at 6:30 p.m.

B. Fire Department

Chief Griffith reviewed his report for the Council.

The Fire Department is currently recruiting for new members due to the loss of several members. November is generally difficult for staffing. Chief Griffith summarized the completion of installation of new computers and network storage. Installation of the video security system is moving forward.

Fire lane access was discussed on Bayfront Lane because of parking and building permits-zoning permits.

C. City Manager

City Manager Steffey briefly reviewed his first City Manager report for the Council. With new transitions in the City, things have been very busy. There are very many projects that are going on. Discussion was also held on the Bayfront Lane project and responsibility of improvements.

D. Public Works

City Manager / Public Works Director Chance Steffey reviewed his Report for the Council.

Tom Imhoff requested an update on the Well Pump Test. Director Steffey reviewed information provided by the engineers. Councilor McCall complemented Direct Steffey on the Parks Town Hall Meeting.

4. COMMITTEE REPORTS

A. Administrative Committee

Councilor Baker stated Administrative Committee did not meet.

B. Community Development

Councilor Krostag stated Community Development did not meet.

C. Emergency Management Committee

Councilor Wright reviewed the Emergency Management Committee Workshop. Councilor Wright stated a meeting will be held on January 6, 2020 6:00 p.m. at City Hall. Helen stated Chief Griffith will taking her out around the City to find more Block Captains. They are also conducting a blanket drive. Councilor Wright has contacted local motels and businesses for additional blankets to be donated. Discussion was held.

Chief Griffith stated the Fire Department will be delivering candy canes on December 15, 2019. They will hand out cards asking for blankets and block captains. They will also be looking for a commercial vacuum to seal the blankets.

D. Fire Committee

Pat Vining Chair of the Fire Committee reviewed the Fire Committee Workshop. George Duncal will be attending the next workshop on December 16, 2020 at 5:30 p.m. to offer advice on Rural Fire Districts and terminology for a Tax Levy. Pat is hoping to make a presentation by April. Discussion was held.

5. MINUTES

11/11/2019 Council Workshop, 11/12/2019 Regular Council Meeting and 11/22/2019 Special Council Meeting.

The minutes of the 11/11/2019 Council Workshop were unavailable. Councilor McCall made a motion to table the minutes until the January meeting, second by Councilor Baker. Motion carried 5-0.

Councilor McCall made a request to add items to the unfinished business on the agenda for the 11/12/2019 regular meeting. There was a second request to add comments to the minutes of 11/22/2019 Special Council Meeting.

Motion by Councilor McCall for corrections to amend minutes and second by Councilor Rondeau to approve corrections. Motion carried 5-0.

Motion by Councilor McCall and second by Councilor Krostag to approve minutes as corrected. Motion carried 5-0

6. TREASURER'S REPORT

Deputy Recorder Cherry stated the report was in the packet and will filed the report for audit.

7. **BILLS AGAINST THE CITY**

Bills were reviewed prior to the Council workshop.

Motion by Councilor Rondeau and second by Councilor Wright to approve the bills in the amount of \$56,736.69 Motion carried 5-0. Councilor Rondeau recommended the public attend the Workshop to review bills to the City previous to Regular Council Workshop.

8. **UNFINISHED BUSINESS**

A. Reader Board / Fire Station

Councilor McCall reviewed the Reader Board information. Discussion was held.

B. Bay City Water System

Director Steffey stated City Attorney Munsell was going to give a presentation, but has been very busy with other activities. Director Steffey requested this to be tabled until further notice.

C. Internet Infrastructure Proposal / Computer Support & Services

Request from Director Steffey to table until more information is available.

D. John Gettman Award Committee - Committee has not met.

E. NLC Service Line Warranty Program - request from Mayor Kruebbe to table this item.

9. **NEW BUSINESS**

A. Planning Commission Member Recommendation

Planning Commission Chair Tom Imhoff introduced Rick Knode to the City Council.

Motion by Councilor McCall second by Councilor Krostag to approve Rick Knode to the Planning Commission. Motion carried 5-0.

Motion by Councilor Krostag second by Councilor Rondeau to approve Dan Overholser to the Planning Commission. Motion carried 5-0.

B. Resolution No. 19-26 Interfund Loan

Motion by Councilor McCall and second by Councilor Krostag to advertise Resolution No. 19-26 for an Interfund Loan for a meeting scheduled on December 23, 2019 at 5:30 p.m.

Motion carried 5-0.

C. Resolution No. 19-27 Reallocation of General Funds for Professional Services

Motion by Councilor McCall and second by Councilor Baker to advertise Resolution No.19-27 for the Reallocation of General Funds for Professional Services for a meeting scheduled on December 23, 2019 at 5:30 p.m.

Motion carried 5-0.

D. City Recorder / Hiring an Exempt Employee

City Manager Steffey requested City Council to approve his ability to hire a City Recorder. Discussion was held.

Motion Councilor Baker and second by Councilor McCall to allow City Manager to take the position of soliciting and hiring a City Recorder with consultation of the City Attorney and giving authority at the City Manager.

Motion carried 5-0

E. Habitat for Humanity / SDC Exemption Request.

Cami Aufdermauer from Habitat for Humanity requested a System Development Charges (SDC) Exemption Request for a possible new development in the City of Bay City. Discussion was held at length. Consensus was that the community would need to be involved with this decision. Tom Imhoff suggested this be tabled until the community can be involved. Councilor McCall suggested that information could be shared in the February newsletter.

10. MAYOR'S PRESENTATION

A. Mayor Kruebbe

Mayor Kruebbe made a presentation on ShakeAlert: An Earthquake Early Warning System for the West Coast of the United States. Discussion was held. Chief Griffith suggested this might be a project for Tillamook County and Gordon McGraw so that all that Emergency Management is involved. Mayor Kruebbe stated he would do more research.

11. CITY COUNCIL PRESENTATION

A. Council McCall shared a copy of the Tillamook County TLT ordinance that was recently adopted and how projects would be scored for TLT funds. Councilor McCall stated the Ordinance will be available on the Tillamook County website.

B. Councilor Wright shared that Rob Trost had passed away. She suggested reaching out to Rob Trost Realty in regards to property located within the City limits. Councilor McCall suggested putting it on the agenda.

C. Councilor Baker noted that Director Steffey is working on new streets signs and stop signs for the City. Thank you Chance!

D. Jodi Daily asked if anyone information in the Headlight Herald Fencepost to please email her before Saturdays.

12. CITY ATTORNEY PRESENTATION
Attorney Monson was not in attendance.

13. AJOURNMENT
Motion by Councilor Baker and second by Councilor Wright to adjourn the meeting at 7:50 p.m. Motion carried 5-0.

Christopher Kruebbe, Mayor

Angie Cherry, Deputy City Recorder

**CITY COUNCILSPECIAL MEETING
DECEMBER 23, 2019**

CALL TO ORDER/ROLL CALL/WELCOME – 5:34 P.M.

=====

Mayor Christopher Kruebbe called the Bay City Council meeting to order at 5:34 p.m. The following Council members were present: David McCall, Kathy Baker, Helen Wright, Melissa Rondeau.

Others in attendance were City Manager / Public Works Director Chance Steffey and Deputy City Recorder Angie Cherry.

1. PUBLIC HEARING A Special Meeting to consider:
 - A. Resolution 19-26 - A Resolution Authorizing a Loan from the Street Trust Fund to the General Fund, Establishing Terms of Repayment, Directing Fund Allocation of One-Half of PUD Franchise Fee Payments and Adopting a Supplemental Budget and Making Appropriations for Fiscal Year 2019-2020.
 - B. Resolution 19-27 – A Resolution Providing for Budget Appropriations Changes and Adopting a Supplemental Budget for Fiscal Year 2019-2020.

Motion to reschedule meeting until January 6, 2020 at 5:30 p.m. for Resolution 19-29 and Resolution 19-27 by Councilor Baker, second by Councilor McCall. Motion carried 4-0.

2. AJOURNMENT
Motion by Councilor McCall and second by Councilor Baker to adjourn the meeting at 5:40 p.m. Motion carried 4-0.

Christopher Kruebbe, Mayor

Angie Cherry, Deputy City Recorder

Memorandum

To: Mayor Kruebbe and Bay City Council

From: Linda Downey

Date: 2/7/2020

Re: Minutes

The minutes of the 12/23/2019 Special Council Meeting, 01/13/2020 Council Workshop and 01/14/2020 Council Meeting will be available by Monday and emailed to you. I will update website packet when the minutes are completed. Sorry for the delay.

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

Revised Budget
For General Fund (100)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
100-00-4005 Property Taxes - Current	\$ 0.00	\$ 2,596.87	\$ 181,805.00	\$ 188,706.26	(3.80%)
100-00-4010 Property Taxes - Prior Years	0.00	194.90	7,000.00	5,960.87	14.84%
100-00-4105 Liquor Tax	0.00	2,367.56	20,000.00	13,763.37	31.18%
100-00-4110 Cigarette Tax	0.00	170.72	1,300.00	985.87	24.16%
100-00-4205 Licenses	0.00	10.00	10.00	10.00	0.00%
100-00-4210 Dog Licenses/Fines	0.00	191.25	500.00	289.00	42.20%
100-00-4305 Franchise Fees	0.00	368.57	40,000.00	21,469.64	46.33%
100-00-4510 State Revenue Sharing	0.00	0.00	15,000.00	9,830.10	34.47%
100-00-4605 Hall Rental	0.00	0.00	1,200.00	650.00	45.83%
100-00-4650 Transient Lodging Tax	0.00	2,885.41	13,000.00	14,354.34	(10.42%)
100-00-4800 Miscellaneous	0.00	146.11	1,000.00	936.39	6.36%
100-00-4805 Earnings on Investments	0.00	0.00	3,000.00	4,516.67	(50.56%)
100-00-4850 Code Enforcement Fines	0.00	49.50	100.00	49.50	50.50%
100-00-4990 Beginning Fund Balance	0.00	0.00	225,000.00	305,014.26	(35.56%)
Total Non-Departmental Revenues	0.00	8,980.89	508,915.00	566,536.27	(11.32%)
Fire Revenues					
100-30-4005 Property Taxes - Current	0.00	1,517.95	106,422.00	110,304.92	(3.65%)
100-30-4010 Property Taxes - Prior Years	0.00	94.05	1,500.00	2,800.12	(86.67%)
100-30-4520 Intergovernmental Agreements	0.00	0.00	1,500.00	1,500.00	0.00%
100-30-4800 Miscellaneous	0.00	0.00	1,000.00	45.20	95.48%
100-30-4805 Earnings on Investments	0.00	0.00	1,100.00	1,630.91	(48.26%)
100-30-4930 Transfers In	0.00	1,479.65	100,056.00	95,114.82	4.94%
100-30-4990 Beginning Fund Balance	0.00	0.00	115,224.00	129,319.75	(12.23%)
Total Fire Revenues	0.00	3,091.65	326,802.00	340,715.72	(4.26%)
Recreation Revenues					
100-50-4430 Local Grants	0.00	0.00	0.00	140.25	0.00%
100-50-4630 Park Camping	0.00	0.00	6,000.00	4,982.00	16.97%
Total Recreation Revenues	0.00	0.00	6,000.00	5,122.25	14.63%
Transient Lodging Tax Revenues					
100-60-4650 Transient Lodging Tax	0.00	6,732.73	38,000.00	33,493.79	11.86%
100-60-4990 Beginning Fund Balance	0.00	0.00	52,000.00	52,787.83	(1.52%)
Total Transient Lodging Tax Revenues	0.00	6,732.73	90,000.00	86,281.62	4.13%
Planning Revenues					
100-70-4310 Planning Fees	0.00	900.00	5,500.00	2,425.00	55.91%
100-70-4315 Land Use Fees	0.00	0.00	4,000.00	1,700.00	57.50%
100-70-4420 State Grants	0.00	0.00	0.00	1,000.00	0.00%
Total Planning Revenues	0.00	900.00	9,500.00	5,125.00	46.05%
Total General Fund Revenues	\$ 0.00	\$ 19,705.27	\$ 941,217.00	\$ 1,003,780.86	(6.65%)

City of Bay City 503-377-2288

2/6/2020 4:32pm

Statement of Revenue and Expenditures

Page 2

Revised Budget

For General Fund (100)

For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Expenditures						
Administration Expenditures						
100-10-5105	Full-Time Employees - Regular	\$ 0.00	\$ 3,699.40	\$ 75,309.00	\$ 34,338.57	54.40%
100-10-5205	Employer FICA Taxes	0.00	283.04	5,800.00	2,626.98	54.71%
100-10-5210	Unemployment Insurance	0.00	3.67	1,200.00	34.38	97.14%
100-10-5215	Workers' Compensation Insurance	0.00	1.48	1,000.00	440.10	55.99%
100-10-5305	Employer PERS Contributions	0.00	459.31	13,500.00	5,648.60	58.16%
100-10-5405	Health Insurance	0.00	745.21	24,000.00	9,888.49	58.80%
100-10-5415	Life Insurance	0.00	4.75	350.00	69.53	80.13%
100-10-5420	Disability Insurance	0.00	0.00	100.00	0.00	100.00%
100-10-6105	Office Supplies & Equipment	0.00	0.00	6,000.00	2,247.27	62.55%
100-10-6305	Building Repairs & Maintenance	0.00	0.00	10,000.00	369.23	96.31%
100-10-6311	Contracted Ground Maintenance	0.00	0.00	5,000.00	2,130.00	57.40%
100-10-6405	Dues & Subscriptions	0.00	0.00	3,500.00	2,399.94	31.43%
100-10-6410	Training	0.00	0.00	2,000.00	355.78	82.21%
100-10-6605	Electricity	0.00	0.00	5,500.00	1,408.69	74.39%
100-10-6620	Telecommunications	0.00	0.00	3,500.00	989.17	71.74%
100-10-6700	Insurance	0.00	0.00	5,000.00	4,923.66	1.53%
100-10-6825	Advertising/Publishing	0.00	0.00	1,600.00	996.37	37.73%
100-10-6830	Janitorial Services	0.00	0.00	4,500.00	1,260.00	72.00%
100-10-6850	Dog Licenses/Catching	0.00	0.00	450.00	0.00	100.00%
100-10-6860	Computers/Software/Services	0.00	0.00	12,000.00	1,960.66	83.66%
100-10-6870	Pre-Hazard Preparedness	0.00	0.00	10,000.00	5,432.33	45.68%
100-10-6880	Ordinance Enforcement	0.00	0.00	500.00	50.05	89.99%
100-10-6990	Other Miscellaneous Expenses	0.00	0.00	10,000.00	5,495.84	45.04%
100-10-8700	Community Hall/Office	0.00	0.00	10,000.00	0.00	100.00%
Total Administration Expenditures		0.00	5,196.86	210,809.00	83,065.64	60.60%
Police Expenditures						
100-20-6820	Police Patrol/Public Protection	0.00	0.00	50,000.00	11,880.00	76.24%
100-20-6880	Ordinance Enforcement	0.00	0.00	500.00	0.00	100.00%
Total Police Expenditures		0.00	0.00	50,500.00	11,880.00	76.48%
Fire Expenditures						
100-30-5105	Full-Time Employees - Regular	0.00	3,556.45	5,300.00	24,547.56	(363.16%)
100-30-5115	Part-Time Employees	0.00	2,322.50	39,600.00	17,235.00	56.48%
100-30-5118	Volunteer Stipends	0.00	0.00	42,000.00	0.00	100.00%
100-30-5205	Employer FICA Taxes	0.00	449.78	6,700.00	3,196.64	52.29%
100-30-5210	Unemployment Insurance	0.00	5.93	1,450.00	42.14	97.09%
100-30-5215	Workers' Compensation Insurance	0.00	4.93	1,500.00	1,365.96	8.94%
100-30-5305	Employer PERS Contributions	0.00	701.28	9,000.00	5,018.62	44.24%
100-30-5405	Health Insurance	0.00	0.00	13,800.00	357.76	97.41%
100-30-5415	Life Insurance	0.00	3.00	400.00	43.53	89.12%
100-30-5420	Disability Insurance	0.00	0.00	10,000.00	8,033.36	19.67%
100-30-5425	Health Reviews	0.00	0.00	4,200.00	0.00	100.00%
100-30-6105	Office Supplies & Equipment	0.00	0.00	10,000.00	5,601.77	43.98%
100-30-6115	First Aid Supplies	0.00	0.00	1,500.00	487.02	67.53%
100-30-6140	Fuel/Lubes/Etc.	0.00	0.00	3,000.00	392.48	86.92%

City of Bay City 503-377-2288

2/6/2020 4:32pm

Statement of Revenue and Expenditures

Page 3

Revised Budget

For General Fund (100)

For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-30-6205 Accounting & Auditing	0.00	0.00	1,200.00	1,200.00	0.00%
100-30-6220 Legal Fees	0.00	0.00	1,800.00	0.00	100.00%
100-30-6305 Building Repairs & Maintenance	0.00	0.00	13,000.00	1,480.19	88.61%
100-30-6340 Radios & Radio Repair	0.00	0.00	3,000.00	3,203.05	(6.77%)
100-30-6345 Operational Equipment & Repairs	0.00	0.00	16,000.00	9,095.97	43.15%
100-30-6350 Personal Protective Equipment	0.00	0.00	16,000.00	11,239.12	29.76%
100-30-6405 Dues & Subscriptions	0.00	0.00	2,000.00	975.00	51.25%
100-30-6410 Training	0.00	0.00	8,000.00	5,696.03	28.80%
100-30-6605 Electricity	0.00	0.00	4,200.00	1,257.28	70.06%
100-30-6620 Telecommunications	0.00	0.00	3,000.00	605.18	79.83%
100-30-6700 Insurance	0.00	0.00	13,000.00	11,107.67	14.56%
100-30-6840 Printing & Copying	0.00	0.00	300.00	147.34	50.89%
100-30-6860 Computers/Software/Services	0.00	0.00	3,400.00	1,705.67	49.83%
100-30-6990 Other Miscellaneous Expenses	0.00	0.00	3,000.00	1,891.19	36.96%
100-30-9400 Transfer to Capital Projects Funds	0.00	0.00	45,000.00	0.00	100.00%
100-30-9800 Contingency	0.00	0.00	20,452.00	0.00	100.00%
100-30-9900 Unappropriated Ending Fund Balance	0.00	0.00	25,000.00	0.00	100.00%
Total Fire Expenditures	0.00	7,043.87	326,802.00	115,925.53	64.53%
Recreation Expenditures					
100-50-5105 Full-Time Employees - Regular	0.00	438.30	6,500.00	2,447.75	62.34%
100-50-5205 Employer FICA Taxes	0.00	33.54	500.00	187.35	62.53%
100-50-5210 Unemployment Insurance	0.00	0.43	150.00	2.40	98.40%
100-50-5215 Workers' Compensation Insurance	0.00	0.26	1,000.00	414.90	58.51%
100-50-5305 Employer PERS Contributions	0.00	47.08	1,000.00	232.79	76.72%
100-50-5405 Health Insurance	0.00	180.78	4,000.00	1,877.52	53.06%
100-50-5415 Life Insurance	0.00	0.40	40.00	2.05	94.88%
100-50-6145 Tourism	0.00	0.00	300.00	168.07	43.98%
100-50-6190 Other Supplies	0.00	0.00	3,000.00	1,235.90	58.80%
100-50-6310 Grounds Maintenance	0.00	0.00	20,000.00	2,730.03	86.35%
100-50-6311 Contracted Ground Maintenance	0.00	0.00	12,300.00	6,150.00	50.00%
100-50-6605 Electricity	0.00	0.00	1,700.00	1,281.76	24.60%
100-50-8200 Buildings & Equipment	0.00	0.00	10,000.00	0.00	100.00%
100-50-8300 Improvements Other Than Buildings	0.00	0.00	8,000.00	283.14	96.46%
Total Recreation Expenditures	0.00	700.79	68,490.00	17,013.66	75.16%
Transient Lodging Tax Expenditures					
100-60-6145 Tourism	0.00	0.00	90,000.00	7,332.75	91.85%
Total Transient Lodging Tax Expenditures	0.00	0.00	90,000.00	7,332.75	91.85%
Planning Expenditures					
100-70-6215 Engineering Fees	0.00	0.00	1,500.00	768.88	48.74%
100-70-6220 Legal Fees	0.00	0.00	2,000.00	0.00	100.00%
100-70-6240 Comprehensive Planning	0.00	0.00	38,000.00	10,121.99	73.36%
100-70-6290 Other Professional Fees	0.00	0.00	1,000.00	4,121.88	(312.19%)
100-70-6865 Building Inspector/Inspections	0.00	0.00	500.00	0.00	100.00%
Total Planning Expenditures	0.00	0.00	43,000.00	15,012.75	65.09%

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

Revised Budget
For General Fund (100)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
General Service Expenditures					
100-90-6205 Accounting & Auditing	0.00	0.00	4,000.00	3,050.00	23.75%
100-90-6220 Legal Fees	0.00	0.00	39,760.00	46,031.66	(15.77%)
100-90-6805 Mayor	0.00	0.00	6,500.00	2,942.48	54.73%
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	520.00	48.00%
100-90-9000 Transfers Out	0.00	1,479.65	100,056.00	95,114.82	4.94%
Total General Service Expenditures	0.00	1,479.65	151,616.00	147,658.96	2.61%
Total General Fund Expenditures	\$ 0.00	\$ 14,421.17	\$ 941,217.00	\$ 397,889.29	57.73%
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ 5,284.10	\$ 0.00	\$ 605,891.57	0.00%

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Statement of Revenue and Expenditures

Revised Budget

For Street and Road Fund (200)

For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Non-Departmental Revenues						
200-00-4115	State Highway Tax	\$ 0.00	\$ 8,344.38	\$ 100,000.00	\$ 58,100.82	41.90%
200-00-4420	State Grants	0.00	0.00	100,000.00	0.00	100.00%
200-00-4800	Miscellaneous	0.00	0.00	4,000.00	0.00	100.00%
200-00-4805	Earnings on Investments	0.00	0.00	1,500.00	1,766.61	(17.77%)
200-00-4990	Beginning Fund Balance	0.00	0.00	110,000.00	140,077.98	(27.34%)
Total Non-Departmental Revenues		0.00	8,344.38	315,500.00	199,945.41	36.63%
Total Street and Road Fund Revenues		\$ 0.00	\$ 8,344.38	\$ 315,500.00	\$ 199,945.41	36.63%
Expenditures						
Non-Departmental Expenditures						
200-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 3,567.75	\$ 42,450.00	\$ 19,211.16	54.74%
200-00-5115	Part-Time Employees	0.00	0.00	0.00	425.75	0.00%
200-00-5205	Employer FICA Taxes	0.00	272.94	3,250.00	1,502.29	53.78%
200-00-5210	Unemployment Insurance	0.00	3.57	700.00	19.70	97.19%
200-00-5215	Workers' Compensation Insurance	0.00	1.81	2,800.00	2,452.42	12.41%
200-00-5305	Employer PERS Contributions	0.00	403.02	6,600.00	2,535.88	61.58%
200-00-5405	Health Insurance	0.00	1,366.06	20,200.00	7,464.77	63.05%
200-00-5415	Life Insurance	0.00	3.83	200.00	24.41	87.80%
200-00-6105	Office Supplies & Equipment	0.00	0.00	500.00	17.47	96.51%
200-00-6125	Shop Supplies & Small Tools	0.00	0.00	2,000.00	434.97	78.25%
200-00-6140	Fuel/Lubes/Etc.	0.00	0.00	2,500.00	710.09	71.60%
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	5,000.00	0.00	100.00%
200-00-6220	Legal Fees	0.00	0.00	1,000.00	260.00	74.00%
200-00-6305	Building Repairs & Maintenance	0.00	0.00	500.00	0.00	100.00%
200-00-6315	Street Repairs & Maintenance	0.00	0.00	20,000.00	4,766.78	76.17%
200-00-6335	Vehicle Repairs & Maintenance	0.00	0.00	2,000.00	3,468.72	(73.44%)
200-00-6350	Personal Protective Equipment	0.00	0.00	500.00	157.72	68.46%
200-00-6390	Other Repairs & Maintenance	0.00	0.00	20,000.00	35.00	99.83%
200-00-6410	Training	0.00	0.00	1,500.00	690.13	53.99%
200-00-6605	Electricity	0.00	0.00	10,000.00	4,296.94	57.03%
200-00-6700	Insurance	0.00	0.00	3,000.00	2,477.42	17.42%
200-00-6860	Computers/Software/Services	0.00	0.00	2,000.00	101.94	94.90%
200-00-6990	Other Miscellaneous Expenses	0.00	0.00	10,000.00	2,197.30	78.03%
200-00-6995	Feasibility Studies / Projects	0.00	0.00	20,000.00	0.00	100.00%
200-00-8300	Improvements Other Than Buildings	0.00	0.00	120,000.00	10,669.34	91.11%
200-00-8400	Machinery & Equipment	0.00	0.00	2,000.00	0.00	100.00%
200-00-9800	Contingency	0.00	0.00	15,800.00	0.00	100.00%
Total Non-Departmental Expenditures		0.00	5,618.98	315,500.00	64,920.20	79.42%
Total Street and Road Fund Expenditures		\$ 0.00	\$ 5,618.98	\$ 315,500.00	\$ 64,920.20	79.42%
Street and Road Fund Excess of Revenues Over Expen		\$ 0.00	\$ 2,725.40	\$ 0.00	\$ 135,025.21	0.00%

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

Revised Budget
For Housing Rehabilitation Fund (201)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Housing Rehabilitation Revenues					
201-18-4805 Earnings on Investments	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 1,232.48	17.83%
201-18-4990 Beginning Fund Balance	0.00	0.00	90,000.00	97,728.22	(8.59%)
Total Housing Rehabilitation Revenues	0.00	0.00	91,500.00	98,960.70	(8.15%)
Total Housing Rehabilitation Fund Revenues	\$ 0.00	\$ 0.00	\$ 91,500.00	\$ 98,960.70	(8.15%)
Expenditures					
Housing Rehabilitation Expenditures					
201-18-6890 Other Administration Expenses	\$ 0.00	\$ 0.00	\$ 19,000.00	\$ 0.00	100.00%
201-18-6920 Housing Rehab Loan Disbursements	0.00	0.00	72,500.00	0.00	100.00%
Total Housing Rehabilitation Expenditures	0.00	0.00	91,500.00	0.00	100.00%
Total Housing Rehabilitation Fund Expenditures	\$ 0.00	\$ 0.00	\$ 91,500.00	\$ 0.00	100.00%
Housing Rehabilitation Fund Excess of Revenues Over	\$ 0.00	\$ 0.00	\$ 0.00	\$ 98,960.70	0.00%

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

Revised Budget
For Kilchis Water Bond Fund (300)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Bond Payment Revenues					
300-11-4005 Property Taxes - Current	\$ 0.00	\$ (28.86)	\$ 19,343.00	\$ 20,054.88	(3.68%)
300-11-4010 Property Taxes - Prior Years	0.00	28.86	1,200.00	871.21	27.40%
300-11-4611 Water User Charges - Capital	0.00	1,882.59	21,000.00	28,173.34	(34.16%)
300-11-4805 Earnings on Investments	0.00	0.00	1,500.00	1,153.08	23.13%
300-11-4990 Beginning Fund Balance	0.00	0.00	89,500.00	91,433.25	(2.16%)
Total Bond Payment Revenues	0.00	1,882.59	132,543.00	141,685.76	(6.90%)
Total Kilchis Water Bond Fund Revenues	\$ 0.00	\$ 1,882.59	\$ 132,543.00	\$ 141,685.76	(6.90%)
Expenditures					
Bond Payment Expenditures					
300-11-7010 Principal Payments - General Obligatio	\$ 0.00	\$ 0.00	\$ 48,042.00	\$ 0.00	100.00%
300-11-7015 Interest Payments - General Obligation	0.00	0.00	4,851.00	2,396.90	50.59%
Total Bond Payment Expenditures	0.00	0.00	52,893.00	2,396.90	95.47%
Bond Reserve Expenditures					
300-12-9900 Unappropriated Ending Fund Balance	0.00	0.00	79,650.00	0.00	100.00%
Total Bond Reserve Expenditures	0.00	0.00	79,650.00	0.00	100.00%
Total Kilchis Water Bond Fund Expenditures	\$ 0.00	\$ 0.00	\$ 132,543.00	\$ 2,396.90	98.19%
Kilchis Water Bond Fund Excess of Revenues Over Exp	\$ 0.00	\$ 1,882.59	\$ 0.00	\$ 139,288.86	0.00%

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

Revised Budget
For Sewer Bond Fund (301)
 For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
301-00-4805 Earnings on Investments	\$ 0.00	\$ 0.00	\$ 700.00	\$ 0.00	100.00%
Total Non-Departmental Revenues	0.00	0.00	700.00	0.00	100.00%
Bond Payment Revenues					
301-11-4005 Property Taxes - Current	0.00	275.57	19,314.00	20,024.58	(3.68%)
301-11-4010 Property Taxes - Prior Years	0.00	23.65	800.00	788.14	1.48%
301-11-4805 Earnings on Investments	0.00	0.00	0.00	505.67	0.00%
301-11-4990 Beginning Fund Balance	0.00	0.00	39,000.00	40,097.39	(2.81%)
Total Bond Payment Revenues	0.00	299.22	59,114.00	61,415.78	(3.89%)
Total Sewer Bond Fund Revenues	\$ 0.00	\$ 299.22	\$ 59,814.00	\$ 61,415.78	(2.68%)
Expenditures					
Bond Payment Expenditures					
301-11-7010 Principal Payments - General Obligatio	\$ 0.00	\$ 0.00	\$ 10,376.00	\$ 0.00	100.00%
301-11-7015 Interest Payments - General Obligation	0.00	0.00	13,550.00	0.00	100.00%
301-11-9900 Unappropriated Ending Fund Balance	0.00	0.00	35,888.00	0.00	100.00%
Total Bond Payment Expenditures	0.00	0.00	59,814.00	0.00	100.00%
Total Sewer Bond Fund Expenditures	\$ 0.00	\$ 0.00	\$ 59,814.00	\$ 0.00	100.00%
Sewer Bond Fund Excess of Revenues Over Expenditur	\$ 0.00	\$ 299.22	\$ 0.00	\$ 61,415.78	0.00%

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

Revised Budget
For DEQ Loan Repayment Fund (302)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Loan Reserve Revenues					
302-21-4620 Sewer User Charges	\$ 0.00	\$ 0.00	\$ 19,500.00	\$ 21,757.50	(11.58%)
302-21-4990 Beginning Fund Balance	0.00	0.00	175,500.00	176,013.00	(0.29%)
Total Loan Reserve Revenues	0.00	0.00	195,000.00	197,770.50	(1.42%)
Loan Revenues					
302-22-4620 Sewer User Charges	0.00	4,338.00	25,500.00	8,761.50	65.64%
Total Loan Revenues	0.00	4,338.00	25,500.00	8,761.50	65.64%
Total DEQ Loan Repayment Fund Revenues	\$ 0.00	\$ 4,338.00	\$ 220,500.00	\$ 206,532.00	6.33%
Expenditures					
Loan Reserve Expenditures					
302-21-7040 Principal Payments - Notes Payable	\$ 0.00	\$ 0.00	\$ 190,000.00	\$ 0.00	100.00%
302-21-7045 Interest Payments - Notes Payable	0.00	0.00	5,000.00	0.00	100.00%
Total Loan Reserve Expenditures	0.00	0.00	195,000.00	0.00	100.00%
Loan Expenditures					
302-22-9900 Unappropriated Ending Fund Balance	0.00	0.00	25,500.00	0.00	100.00%
Total Loan Expenditures	0.00	0.00	25,500.00	0.00	100.00%
Total DEQ Loan Repayment Fund Expenditures	\$ 0.00	\$ 0.00	\$ 220,500.00	\$ 0.00	100.00%
DEQ Loan Repayment Fund Excess of Revenues Over E	\$ 0.00	\$ 4,338.00	\$ 0.00	\$ 206,532.00	0.00%

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

Revised Budget
For Street Reserve Fund (400)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
400-13-4305 Franchise Fees	\$ 0.00	\$ 0.00	\$ 3,500.00	\$ 2,299.70	34.29%
400-13-4805 Earnings on Investments	0.00	0.00	4,000.00	1,718.87	57.03%
400-13-4990 Beginning Fund Balance	0.00	0.00	110,000.00	136,297.44	(23.91%)
Total Reserve Revenues	0.00	0.00	117,500.00	140,316.01	(19.42%)
Street Trust Revenues					
400-17-4805 Earnings on Investments	0.00	0.00	4,500.00	2,875.37	36.10%
400-17-4825 Loan Payback	0.00	5,236.93	0.00	5,236.93	0.00%
400-17-4990 Beginning Fund Balance	0.00	0.00	228,000.00	228,000.73	0.00%
Total Street Trust Revenues	0.00	5,236.93	232,500.00	236,113.03	(1.55%)
Street Maintenance Fee Revenues					
400-24-4320 Street Maintenance Fees	0.00	10,929.20	50,000.00	53,518.00	(7.04%)
400-24-4805 Earnings on Investments	0.00	0.00	0.00	1,690.29	0.00%
400-24-4990 Beginning Fund Balance	0.00	0.00	130,000.00	134,029.34	(3.10%)
Total Street Maintenance Fee Revenues	0.00	10,929.20	180,000.00	189,237.63	(5.13%)
Total Street Reserve Fund Revenues	\$ 0.00	\$ 16,166.13	\$ 530,000.00	\$ 565,666.67	(6.73%)
Expenditures					
Reserve Expenditures					
400-13-6315 Street Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 140,000.00	\$ 3,478.13	97.52%
400-13-6910 Fee Refunds	0.00	0.00	500.00	0.00	100.00%
400-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	37,000.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	177,500.00	3,478.13	98.04%
Street Trust Expenditures					
400-17-9900 Unappropriated Ending Fund Balance	0.00	0.00	232,500.00	0.00	100.00%
Total Street Trust Expenditures	0.00	0.00	232,500.00	0.00	100.00%
Street Maintenance Fee Expenditures					
400-24-6314 Street Overlay	0.00	0.00	120,000.00	3,478.12	97.10%
Total Street Maintenance Fee Expenditures	0.00	0.00	120,000.00	3,478.12	97.10%
Total Street Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 530,000.00	\$ 6,956.25	98.69%
Street Reserve Fund Excess of Revenues Over Expendi	\$ 0.00	\$ 16,166.13	\$ 0.00	\$ 558,710.42	0.00%

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

Revised Budget
For Bay City Equipment Reserve Fund (401)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
401-13-4805 Earnings on Investments	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 1,403.78	43.85%
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	120,000.00	111,312.93	7.24%
Total Reserve Revenues	0.00	0.00	142,500.00	112,716.71	20.90%
Total Bay City Equipment Reserve Fund Revenues	\$ 0.00	\$ 0.00	\$ 142,500.00	\$ 112,716.71	20.90%
Expenditures					
Reserve Expenditures					
401-13-8400 Machinery & Equipment	\$ 0.00	\$ 0.00	\$ 130,000.00	\$ 77,916.14	40.06%
401-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	12,500.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	142,500.00	77,916.14	45.32%
Total Bay City Equipment Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 142,500.00	\$ 77,916.14	45.32%
Bay City Equipment Reserve Fund Excess of Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,800.57	0.00%

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

Revised Budget
For Fire Apparatus Reserve & Building Reserve Fund (402)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
402-13-4805 Earnings on Investments	\$ 0.00	\$ 0.00	\$ 900.00	\$ 621.75	30.92%
402-13-4930 Transfers In	0.00	0.00	45,000.00	0.00	100.00%
402-13-4990 Beginning Fund Balance	0.00	0.00	48,916.00	49,302.33	(0.79%)
Total Reserve Revenues	0.00	0.00	94,816.00	49,924.08	47.35%
Building Fund Revenues					
402-19-4805 Earnings on Investments	0.00	0.00	0.00	1,099.91	0.00%
402-19-4890 Fire Department Relocation	0.00	0.00	22,000.00	11,793.20	46.39%
402-19-4990 Beginning Fund Balance	0.00	0.00	84,000.00	87,217.01	(3.83%)
Total Building Fund Revenues	0.00	0.00	106,000.00	100,110.12	5.56%
Total Fire Apparatus Reserve & Building Reserve Fun	\$ 0.00	\$ 0.00	\$ 200,816.00	\$ 150,034.20	25.29%
Expenditures					
Reserve Expenditures					
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	0.00	100.00%
402-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	51,496.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	94,816.00	24,219.78	74.46%
Building Fund Expenditures					
402-19-9900 Unappropriated Ending Fund Balance	0.00	0.00	106,000.00	0.00	100.00%
Total Building Fund Expenditures	0.00	0.00	106,000.00	0.00	100.00%
Total Fire Apparatus Reserve & Building Reserve Fun	\$ 0.00	\$ 0.00	\$ 200,816.00	\$ 24,219.78	87.94%
Fire Apparatus Reserve & Building Reserve Fund Exces	\$ 0.00	\$ 0.00	\$ 0.00	\$ 125,814.42	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Park & Recreation Reserve Fund (404)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
404-13-4805 Earnings on Investments	\$ 0.00	\$ 0.00	\$ 500.00	\$ 207.89	58.42%
404-13-4990 Beginning Fund Balance	0.00	0.00	16,000.00	16,484.00	(3.03%)
Total Reserve Revenues	0.00	0.00	16,500.00	16,691.89	(1.16%)
Total Park & Recreation Reserve Fund Revenues	\$ 0.00	\$ 0.00	\$ 16,500.00	\$ 16,691.89	(1.16%)
Expenditures					
Reserve Expenditures					
404-13-8300 Improvements Other Than Buildings	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	100.00%
404-13-8310 Buildings / Structures	0.00	0.00	5,000.00	0.00	100.00%
404-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	6,500.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	16,500.00	0.00	100.00%
Total Park & Recreation Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 16,500.00	\$ 0.00	100.00%
Park & Recreation Reserve Fund Excess of Revenues O	\$ 0.00	\$ 0.00	\$ 0.00	16,691.89	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Footpaths and Bicycle Trails Reserve (405)
 For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
405-13-4115 State Highway Tax	\$ 0.00	\$ 84.28	\$ 800.00	\$ 586.88	26.64%
405-13-4805 Earnings on Investments	0.00	0.00	150.00	86.23	42.51%
405-13-4990 Beginning Fund Balance	0.00	0.00	6,600.00	6,837.24	(3.59%)
Total Reserve Revenues	0.00	84.28	7,550.00	7,510.35	0.53%
Total Footpaths and Bicycle Trails Reserve Revenues	\$ 0.00	\$ 84.28	\$ 7,550.00	\$ 7,510.35	0.53%
Expenditures					
Reserve Expenditures					
405-13-9900 Unappropriated Ending Fund Balance	\$ 0.00	\$ 0.00	\$ 7,550.00	\$ 0.00	100.00%
Total Reserve Expenditures	0.00	0.00	7,550.00	0.00	100.00%
Total Footpaths and Bicycle Trails Reserve Expenditu	\$ 0.00	\$ 0.00	\$ 7,550.00	\$ 0.00	100.00%
Footpaths and Bicycle Trails Reserve Excess of Revenu	\$ 0.00	\$ 84.28	\$ 0.00	\$ 7,510.35	0.00%

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Statement of Revenue and Expenditures

Revised Budget

For Bay City Water Fund (600)

For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Non-Departmental Revenues						
600-00-4610	Water User Charges	\$ 0.00	\$ 36,348.56	\$ 350,000.00	\$ 226,258.43	35.35%
600-00-4615	Water Deposits	0.00	275.85	4,000.00	2,639.24	34.02%
600-00-4800	Miscellaneous	0.00	0.00	1,500.00	10,131.83	(575.46%)
600-00-4805	Earnings on Investments	0.00	0.00	6,000.00	3,163.39	47.28%
600-00-4815	Sale of Pipe/Supplies	0.00	0.00	2,500.00	0.00	100.00%
600-00-4990	Beginning Fund Balance	0.00	0.00	175,000.00	250,838.85	(43.34%)
Total Non-Departmental Revenues		0.00	36,624.41	539,000.00	493,031.74	8.53%
Reserve Revenues						
600-13-4710	SDC - Improvement Fees	0.00	0.00	15,405.00	15,113.99	1.89%
600-13-4720	SDC - Reimbursement Fees	0.00	0.00	8,295.00	8,099.01	2.36%
600-13-4805	Earnings on Investments	0.00	0.00	7,500.00	2,716.38	63.78%
600-13-4990	Beginning Fund Balance	0.00	0.00	195,000.00	215,392.85	(10.46%)
Total Reserve Revenues		0.00	0.00	226,200.00	241,322.23	(6.69%)
Total Bay City Water Fund Revenues		\$ 0.00	\$ 36,624.41	\$ 765,200.00	\$ 734,353.97	4.03%

Expenditures

Non-Departmental Expenditures

600-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 10,258.33	\$ 118,200.00	\$ 68,276.76	42.24%
600-00-5115	Part-Time Employees	0.00	0.00	0.00	1,689.90	0.00%
600-00-5205	Employer FICA Taxes	0.00	784.65	9,100.00	5,351.95	41.19%
600-00-5210	Unemployment Insurance	0.00	10.24	1,900.00	69.84	96.32%
600-00-5215	Workers' Compensation Insurance	0.00	5.08	3,000.00	2,554.80	14.84%
600-00-5305	Employer PERS Contributions	0.00	1,337.11	18,600.00	9,702.96	47.83%
600-00-5405	Health Insurance	0.00	3,548.39	56,000.00	25,687.12	54.13%
600-00-5415	Life Insurance	0.00	17.61	600.00	129.24	78.46%
600-00-6105	Office Supplies & Equipment	0.00	0.00	3,250.00	1,705.59	47.52%
600-00-6125	Shop Supplies & Small Tools	0.00	0.00	4,000.00	837.77	79.06%
600-00-6130	Customer Meters & Supplies	0.00	0.00	40,000.00	1,694.77	95.76%
600-00-6140	Fuel/Lubes/Etc.	0.00	0.00	4,000.00	1,199.99	70.00%
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	2,500.00	2,000.00	20.00%
600-00-6215	Engineering Fees	0.00	0.00	25,000.00	237.50	99.05%
600-00-6220	Legal Fees	0.00	0.00	5,000.00	500.00	90.00%
600-00-6225	Laboratory Fees	0.00	0.00	1,000.00	402.50	59.75%
600-00-6305	Building Repairs & Maintenance	0.00	0.00	5,000.00	503.58	89.93%
600-00-6311	Contracted Ground Maintenance	0.00	0.00	1,800.00	900.00	50.00%
600-00-6325	Utility System Repairs	0.00	0.00	10,000.00	2,475.20	75.25%
600-00-6335	Vehicle Repairs & Maintenance	0.00	0.00	5,000.00	3,527.02	29.46%
600-00-6345	Operational Equipment & Repairs	0.00	0.00	10,000.00	738.95	92.61%
600-00-6350	Personal Protective Equipment	0.00	0.00	750.00	335.68	55.24%
600-00-6410	Training	0.00	0.00	5,000.00	1,503.19	69.94%
600-00-6605	Electricity	0.00	0.00	750.00	233.58	68.86%
600-00-6620	Telecommunications	0.00	0.00	3,500.00	1,591.53	54.53%

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

Revised Budget
For Bay City Water Fund (600)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
600-00-6700 Insurance	0.00	0.00	7,500.00	6,977.40	6.97%
600-00-6830 Janitorial Services	0.00	0.00	600.00	226.67	62.22%
600-00-6860 Computers/Software/Services	0.00	0.00	7,500.00	4,676.42	37.65%
600-00-6905 Deposit Refunds	0.00	0.00	1,000.00	175.70	82.43%
600-00-6910 Fee Refunds	0.00	0.00	100.00	0.00	100.00%
600-00-6990 Other Miscellaneous Expenses	0.00	0.00	15,000.00	6,659.12	55.61%
600-00-8200 Buildings & Structures	0.00	0.00	20,000.00	0.00	100.00%
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	135,739.00	0.00	100.00%
600-00-9800 Contingency	0.00	0.00	6,611.00	0.00	100.00%
Total Non-Departmental Expenditures	0.00	15,961.41	539,000.00	152,564.73	71.69%
Reserve Expenditures					
600-13-6910 Fee Refunds	0.00	0.00	7,900.00	0.00	100.00%
600-13-8800 Utility System	0.00	0.00	200,000.00	222.50	99.89%
600-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	18,300.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	226,200.00	222.50	99.90%
Total Bay City Water Fund Expenditures	\$ 0.00	\$ 15,961.41	\$ 765,200.00	\$ 152,787.23	80.03%
Bay City Water Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ 20,663.00	\$ 0.00	\$ 581,566.74	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 2020-7 Ending January 31, 2020

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Non-Departmental Revenues						
601-00-4610	Water User Charges	\$ 0.00	\$ 22,481.21	\$ 261,481.00	\$ 133,817.99	48.82%
601-00-4800	Miscellaneous	0.00	0.00	1,500.00	11,977.25	(698.48%)
601-00-4805	Earnings on Investments	0.00	0.00	6,000.00	1,358.06	77.37%
601-00-4930	Transfers In	0.00	0.00	135,739.00	0.00	100.00%
601-00-4990	Beginning Fund Balance	0.00	0.00	50,000.00	107,687.00	(115.37%)
Total Non-Departmental Revenues		0.00	22,481.21	454,720.00	254,840.30	43.96%
Reserve Revenues						
601-13-4400	Grant Revenue	0.00	0.00	40,000.00	0.00	100.00%
601-13-4805	Earnings on Investments	0.00	0.00	3,500.00	6,588.52	(88.24%)
601-13-4930	Transfers In	0.00	0.00	15,000.00	0.00	100.00%
601-13-4990	Beginning Fund Balance	0.00	0.00	510,000.00	522,431.34	(2.44%)
Total Reserve Revenues		0.00	0.00	568,500.00	529,019.86	6.94%
Total Kilchis Water Fund Revenues		\$ 0.00	\$ 22,481.21	\$ 1,023,220.00	\$ 783,860.16	23.39%

Expenditures

Non-Departmental Expenditures

601-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 7,816.19	\$ 87,400.00	\$ 51,408.31	41.18%
601-00-5115	Part-Time Employees	0.00	0.00	0.00	1,480.30	0.00%
601-00-5205	Employer FICA Taxes	0.00	597.96	6,700.00	4,046.17	39.61%
601-00-5210	Unemployment Insurance	0.00	7.84	200.00	53.07	73.47%
601-00-5215	Workers' Compensation Insurance	0.00	3.66	3,200.00	2,544.40	20.49%
601-00-5305	Employer PERS Contributions	0.00	977.34	14,000.00	7,210.18	48.50%
601-00-5405	Health Insurance	0.00	2,696.38	38,100.00	19,378.28	49.14%
601-00-5415	Life Insurance	0.00	10.22	450.00	79.01	82.44%
601-00-6105	Office Supplies & Equipment	0.00	0.00	2,000.00	650.92	67.45%
601-00-6125	Shop Supplies & Small Tools	0.00	0.00	5,000.00	902.10	81.96%
601-00-6135	Chemical/Lab Supplies	0.00	0.00	16,000.00	7,927.73	50.45%
601-00-6140	Fuel/Lubes/Etc.	0.00	0.00	3,500.00	767.29	78.08%
601-00-6205	Accounting & Auditing	0.00	0.00	2,500.00	2,000.00	20.00%
601-00-6215	Engineering Fees	0.00	0.00	10,000.00	0.00	100.00%
601-00-6220	Legal Fees	0.00	0.00	5,000.00	640.00	87.20%
601-00-6225	Laboratory Fees	0.00	0.00	1,500.00	502.50	66.50%
601-00-6305	Building Repairs & Maintenance	0.00	0.00	10,000.00	4,999.54	50.00%
601-00-6325	Utility System Repairs	0.00	0.00	40,000.00	3,990.97	90.02%
601-00-6335	Vehicle Repairs & Maintenance	0.00	0.00	5,000.00	3,527.08	29.46%
601-00-6345	Operational Equipment & Repairs	0.00	0.00	15,000.00	11,747.16	21.69%
601-00-6350	Personal Protective Equipment	0.00	0.00	1,000.00	358.15	64.19%
601-00-6410	Training	0.00	0.00	5,000.00	1,503.18	69.94%
601-00-6605	Electricity	0.00	0.00	26,000.00	11,634.72	55.25%
601-00-6620	Telecommunications	0.00	0.00	4,200.00	1,349.41	67.87%
601-00-6700	Insurance	0.00	0.00	7,800.00	7,277.40	6.70%
601-00-6830	Janitorial Services	0.00	0.00	600.00	226.67	62.22%
601-00-6860	Computers/Software/Services	0.00	0.00	5,000.00	1,527.58	69.45%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Kilchis Water Fund (601)
 For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601-00-6990 Other Miscellaneous Expenses	0.00	0.00	20,000.00	7,086.31	64.57%
601-00-8200 Buildings & Structures	0.00	0.00	15,000.00	0.00	100.00%
601-00-8400 Machinery & Equipment	0.00	0.00	10,000.00	1,608.12	83.92%
601-00-8700 Office Equipment	0.00	0.00	5,000.00	0.00	100.00%
601-00-8800 Utility System	0.00	0.00	50,000.00	0.00	100.00%
601-00-9000 Transfers Out	0.00	0.00	20,000.00	0.00	100.00%
601-00-9800 Contingency	0.00	0.00	19,570.00	0.00	100.00%
Total Non-Departmental Expenditures	0.00	12,109.59	454,720.00	156,426.55	65.60%
Reserve Expenditures					
601-13-6990 Other Miscellaneous Expenses	0.00	0.00	20,000.00	0.00	100.00%
601-13-8000 Capital Outlay	0.00	0.00	50,000.00	35,904.35	28.19%
601-13-8200 Equipment	0.00	0.00	15,000.00	0.00	100.00%
601-13-8400 Machinery & Equipment	0.00	0.00	5,000.00	0.00	100.00%
601-13-8800 Utility System	0.00	0.00	120,000.00	7,480.00	93.77%
601-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	358,500.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	568,500.00	43,384.35	92.37%
Total Kilchis Water Fund Expenditures	\$ 0.00	\$ 12,109.59	\$ 1,023,220.00	\$ 199,810.90	80.47%
Kilchis Water Fund Excess of Revenues Over Expendit	\$ 0.00	\$ 10,371.62	\$ 0.00	\$ 584,049.26	0.00%

City of Bay City 503-377-2288

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Statement of Revenue and Expenditures

Revised Budget

For Bay City Sewer Fund (602)

For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Non-Departmental Revenues						
602-00-4420	State Grants	\$ 0.00	\$ 0.00	\$ 165,000.00	\$ 0.00	100.00%
602-00-4620	Sewer User Charges	0.00	47,920.40	375,000.00	253,920.59	32.29%
602-00-4625	Sewer Deposits	0.00	388.80	4,000.00	3,912.41	2.19%
602-00-4800	Miscellaneous	0.00	392.00	5,000.00	2,649.98	47.00%
602-00-4805	Earnings on Investments	0.00	0.00	7,500.00	5,925.30	21.00%
602-00-4850	Code Enforcement Fines	0.00	20,100.78	0.00	85,930.17	0.00%
602-00-4990	Beginning Fund Balance	0.00	0.00	275,500.00	293,828.90	(6.65%)
Total Non-Departmental Revenues		0.00	68,801.98	832,000.00	646,167.35	22.34%
Reserve Revenues						
602-14-4710	SDC - Improvement Fees	0.00	0.00	20,440.00	47,675.46	(133.25%)
602-14-4720	SDC - Reimbursement Fees	0.00	0.00	2,270.00	4,830.54	(112.80%)
602-14-4805	Earnings on Investments	0.00	0.00	14,000.00	10,213.29	27.05%
602-14-4990	Beginning Fund Balance	0.00	0.00	804,500.00	809,855.21	(0.67%)
Total Reserve Revenues		0.00	0.00	841,210.00	872,574.50	(3.73%)
Reserve Revenues						
602-15-4805	Earnings on Investments	0.00	0.00	1,250.00	1,023.07	18.15%
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	80,750.00	81,124.13	(0.46%)
Total Reserve Revenues		0.00	0.00	92,000.00	82,147.20	10.71%
Reserve Revenues						
602-16-4805	Earnings on Investments	0.00	0.00	1,000.00	755.14	24.49%
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	58,500.00	59,879.19	(2.36%)
Total Reserve Revenues		0.00	0.00	64,500.00	60,634.33	5.99%
Total Bay City Sewer Fund Revenues		\$ 0.00	\$ 68,801.98	\$ 1,829,710.00	\$ 1,661,523.38	9.19%

Expenditures

Non-Departmental Expenditures

602-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 15,820.51	\$ 177,300.00	\$ 85,806.44	51.60%
602-00-5115	Part-Time Employees	0.00	0.00	0.00	4,919.05	0.00%
602-00-5205	Employer FICA Taxes	0.00	1,210.32	13,600.00	6,940.76	48.97%
602-00-5210	Unemployment Insurance	0.00	15.84	2,800.00	90.58	96.77%
602-00-5215	Workers' Compensation Insurance	0.00	7.70	4,100.00	4,205.78	(2.58%)
602-00-5305	Employer PERS Contributions	0.00	1,939.41	27,500.00	12,082.16	56.06%
602-00-5405	Health Insurance	0.00	6,221.54	75,200.00	35,538.90	52.74%
602-00-5415	Life Insurance	0.00	23.78	800.00	150.42	81.20%
602-00-6105	Office Supplies & Equipment	0.00	0.00	3,500.00	1,723.46	50.76%
602-00-6125	Shop Supplies & Small Tools	0.00	0.00	4,000.00	1,471.03	63.22%
602-00-6135	Chemical/Lab Supplies	0.00	0.00	12,500.00	7,157.29	42.74%
602-00-6140	Fuel/Lubes/Etc.	0.00	0.00	4,000.00	1,144.22	71.39%
602-00-6190	Other Supplies	0.00	0.00	1,000.00	0.00	100.00%

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

Revised Budget
For Bay City Sewer Fund (602)
For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %	
602-00-6205	Accounting & Auditing	0.00	0.00	2,500.00	2,000.00	20.00%
602-00-6215	Engineering Fees	0.00	0.00	10,000.00	0.00	100.00%
602-00-6220	Legal Fees	0.00	0.00	5,000.00	500.00	90.00%
602-00-6225	Laboratory Fees	0.00	0.00	1,000.00	0.00	100.00%
602-00-6305	Building Repairs & Maintenance	0.00	0.00	10,000.00	1,117.58	88.82%
602-00-6325	Utility System Repairs	0.00	0.00	50,000.00	1,138.36	97.72%
602-00-6335	Vehicle Repairs & Maintenance	0.00	0.00	5,000.00	3,527.06	29.46%
602-00-6345	Operational Equipment & Repairs	0.00	0.00	35,000.00	23,364.92	33.24%
602-00-6350	Personal Protective Equipment	0.00	0.00	1,000.00	621.36	37.86%
602-00-6410	Training	0.00	0.00	5,000.00	1,504.21	69.92%
602-00-6605	Electricity	0.00	0.00	30,000.00	12,389.89	58.70%
602-00-6620	Telecommunications	0.00	0.00	3,800.00	1,471.50	61.28%
602-00-6700	Insurance	0.00	0.00	8,000.00	7,477.40	6.53%
602-00-6830	Janitorial Services	0.00	0.00	600.00	226.66	62.22%
602-00-6855	Permit Fees	0.00	0.00	2,500.00	2,081.00	16.76%
602-00-6860	Computers/Software/Services	0.00	0.00	5,000.00	2,609.14	47.82%
602-00-6905	Deposit Refunds	0.00	0.00	1,500.00	107.25	92.85%
602-00-6910	Fee Refunds	0.00	0.00	100.00	0.00	100.00%
602-00-6990	Other Miscellaneous Expenses	0.00	0.00	5,000.00	467.22	90.66%
602-00-6996	Engineering Study / Special projects	0.00	0.00	165,000.00	37,165.10	77.48%
602-00-8300	Improvements Other Than Buildings	0.00	0.00	5,000.00	0.00	100.00%
602-00-8700	Office Equipment	0.00	0.00	5,000.00	785.52	84.29%
602-00-8800	Utility System	0.00	0.00	50,000.00	0.00	100.00%
602-00-9000	Transfers Out	0.00	0.00	20,000.00	0.00	100.00%
602-00-9800	Contingency	0.00	0.00	50,000.00	0.00	100.00%
602-00-9900	Unappropriated Ending Fund Balance	0.00	0.00	29,700.00	0.00	100.00%
Total Non-Departmental Expenditures		0.00	25,239.10	832,000.00	259,784.26	68.78%
Reserve Expenditures						
602-14-6215	Engineering Fees	0.00	0.00	10,000.00	0.00	100.00%
602-14-8800	Utility System	0.00	0.00	50,000.00	0.00	100.00%
602-14-9900	Unappropriated Ending Fund Balance	0.00	0.00	781,210.00	0.00	100.00%
Total Reserve Expenditures		0.00	0.00	841,210.00	0.00	100.00%
Reserve Expenditures						
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	42,000.00	0.00	100.00%
Total Reserve Expenditures		0.00	0.00	92,000.00	0.00	100.00%
Reserve Expenditures						
602-16-9900	Unappropriated Ending Fund Balance	0.00	0.00	64,500.00	0.00	100.00%
Total Reserve Expenditures		0.00	0.00	64,500.00	0.00	100.00%
Total Bay City Sewer Fund Expenditures		\$ 0.00	\$ 25,239.10	\$ 1,829,710.00	\$ 259,784.26	85.80%
Bay City Sewer Fund Excess of Revenues Over Expendi						
		0.00	\$ 43,562.88	\$ 0.00	\$ 1,401,739.12	0.00%

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

For the Fiscal Period 2020-7 Ending January 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 178,727.47	\$ 6,276,570.00	\$ 5,744,677.84	8.47%
Total Expenditures	\$ 0.00	\$ 73,350.25	\$ 6,276,570.00	\$ 1,186,680.95	81.09%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 105,377.22	\$ 0.00	\$ 4,557,996.89	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
164	Alexin Analytical, Inc., 13035 SW Pacific Hwy., Tigard, OR, 97223										
38661		02/09/20	Laboratory Fees	02/12/20	\$800.00	\$800.00	600-00-6225	Laboratory Fees	\$1,000.00	\$597.50	
38661		02/09/20	Laboratory Fees	02/12/20	\$800.00	\$800.00	601-00-6225	Laboratory Fees	\$1,500.00	\$997.50	
											\$1,600.00
39	Bay City Firefighters Association, PO Box 3309, Bay City, OR, 97107										
2042020		02/09/20	Dues & Subscriptions	02/12/20	\$100.00	\$100.00	100-30-6405	Dues & Subscriptions	\$2,000.00	\$1,025.00	
											\$100.00
173	Boyd's Implement Service, 2850 Latimer Rd., Tillamook, OR, 97141										
01-445		02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$9.00	\$9.00	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.98	
01-772		02/09/20	Operational Equipment & Repairs	02/12/20	\$191.25	\$191.25	601-00-6345	Operational Equipment &	\$15,000.00	\$3,252.84	
											\$200.25
180	CenturyLink, PO Box 2961, Phoenix, AZ, 85062-2961										
January 2020		02/09/20	Telecommunications	02/12/20	\$119.31	\$119.31	100-10-6620	Telecommunications	\$3,500.00	\$2,510.83	
January 2020		02/09/20	Telecommunications	02/12/20	\$62.11	\$62.11	100-30-6620	Telecommunications	\$3,000.00	\$2,394.82	
January 2020		02/09/20	Telecommunications	02/12/20	\$127.77	\$127.77	600-00-6620	Telecommunications	\$3,500.00	\$1,908.47	
January 2020		02/09/20	Telecommunications	02/12/20	\$85.18	\$85.18	601-00-6620	Telecommunications	\$4,200.00	\$2,850.59	
January 2020		02/09/20	Telecommunications	02/12/20	\$127.77	\$127.77	602-00-6620	Telecommunications	\$3,800.00	\$2,328.50	
											\$522.14
184	Coast Printing & Stationery, 2106 Third Street, Tillamook, OR, 97141										
H15285, H15490		02/09/20	Office Supplies & Equipment	02/12/20	\$56.00	\$56.00	600-00-6105	Office Supplies & Equipm	\$3,250.00	\$1,544.41	
											\$56.00
334	Computer Support & Services, LLC, 110 Pacific Avenue, Tillamook, OR, 97141										
10377		02/09/20	Computers/Software/Services	02/12/20	\$30.00	\$30.00	100-10-6860	Computers/Software/Ser	\$12,000.00	\$10,039.34	
10377		02/09/20	Computers/Software/Services	02/12/20	\$15.00	\$15.00	100-30-6860	Computers/Software/Ser	\$3,400.00	\$1,694.33	
10377		02/09/20	Computers/Software/Services	02/12/20	\$35.00	\$35.00	600-00-6860	Computers/Software/Ser	\$7,500.00	\$2,823.58	
10377		02/09/20	Computers/Software/Services	02/12/20	\$35.00	\$35.00	601-00-6860	Computers/Software/Ser	\$5,000.00	\$3,472.42	
10377		02/09/20	Computers/Software/Services	02/12/20	\$88.20	\$88.20	602-00-6860	Computers/Software/Ser	\$5,000.00	\$2,390.86	
											\$203.20
556	Debra Pohs, 6160 DewPointe Drive, Bay City, OR, 97107										
January 2020		02/09/20	Training	02/12/20	\$39.10	\$39.10	100-10-6410	Training	\$2,000.00	\$1,644.22	
											\$39.10
781	Dick Knotts, 3435 5th Street NW, Tillamook, OR, 97141										
Refund		02/09/20	Unapplied Cash	02/12/20	\$96.64	\$96.64	100-00-1090	Unapplied Cash	\$0.00	\$71,683.02	
											\$96.64
369	Ferguson Enterprises Inc. #3011, PO Box 847411, Dallas, TX, 75284-7411										
0840814		02/09/20	Customer Meters & Supplies	02/12/20	\$1,232.64	\$1,232.64	600-00-6130	Customer Meters & Supp	\$40,000.00	\$38,305.23	
0844444		02/09/20	Customer Meters & Supplies	02/12/20	\$1,615.40	\$1,615.40	600-00-6130	Customer Meters & Supp	\$40,000.00	\$38,305.23	

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		0845158	02/09/20	Customer Meters & Supplies	02/12/20	\$807.70	\$807.70	600-00-6130	Customer Meters & Supp	\$40,000.00	\$38,305.23
		0845160	02/09/20	Customer Meters & Supplies	02/12/20	\$242.31	\$242.31	600-00-6130	Customer Meters & Supp	\$40,000.00	\$38,305.23
		0845161	02/09/20	Customer Meters & Supplies	02/12/20	\$257.31	\$257.31	600-00-6130	Customer Meters & Supp	\$40,000.00	\$38,305.23
		\$4,155.36									
771	Fregonese Associates, 1525 SW Park Ave. Suite 200, Portland, OR, 97201										
480-006	02/09/20	Comprehensive Planning	02/12/20	\$900.00	\$900.00	100-70-6240	Comprehensive Planning	\$38,000.00	\$27,878.01		
		\$900.00									
80	Hallowell Logger Supply, PO Box 787, Tillamook, OR, 97141										
826997	02/09/20	Street Repairs & Maintenance	02/12/20	\$28.00	\$28.00	200-00-6315	Street Repairs & Mainten	\$20,000.00	\$15,233.22		
		\$28.00									
727	Impact Office Systems, 3095 Hwy 101 N, Suite D43-393, Seaside, OR, 97138										
IMP683-C171-1-IN	02/09/20	Office Supplies & Equipment	02/12/20	\$7.60	\$7.60	100-10-6105	Office Supplies & Equipm	\$6,000.00	\$3,752.73		
IMP683-C171-1-IN	02/09/20	Office Supplies & Equipment	02/12/20	\$7.58	\$7.58	100-30-6105	Office Supplies & Equipm	\$10,000.00	\$4,398.23		
IMP683-C171-1-IN	02/09/20	Office Supplies & Equipment	02/12/20	\$7.58	\$7.58	600-00-6105	Office Supplies & Equipm	\$3,250.00	\$1,544.41		
IMP683-C171-1-IN	02/09/20	Office Supplies & Equipment	02/12/20	\$7.58	\$7.58	601-00-6105	Office Supplies & Equipm	\$2,000.00	\$1,349.08		
IMP683-C171-1-IN	02/09/20	Office Supplies & Equipment	02/12/20	\$7.58	\$7.58	602-00-6105	Office Supplies & Equipm	\$3,500.00	\$1,776.54		
		\$37.92									
684	IMS Alliance, 21804 MTN Hwy E, PMB125, Spanaway, WA, 98387										
19-2165	02/09/20	Personal Protective Equipment	02/12/20	\$23.00	\$23.00	100-30-6350	Personal Protective Equi	\$16,000.00	\$4,760.88		
		\$23.00									
434	Jones & Bartlett Learning, LLC, , PO Box 417289, Boston, MA, 02241-7289										
4233631	and credi 02/09/20	Training	02/12/20	\$42.27	\$42.27	100-30-6410	Training	\$8,000.00	\$2,303.97		
		\$42.27									
44	Napa Auto Parts, , PO Box 27, McMinnville, OR, 97128										
January 2020	02/09/20	Shop Supplies & Small Tools	02/12/20	\$8.44	\$8.44	200-00-6125	Shop Supplies & Small T	\$2,000.00	\$1,565.03		
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$34.45	\$34.45	200-00-6335	Vehicle Repairs & Mainte	\$2,000.00	(\$1,468.72)		
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$15.28	\$15.28	200-00-6335	Vehicle Repairs & Mainte	\$2,000.00	(\$1,468.72)		
January 2020	02/09/20	Shop Supplies & Small Tools	02/12/20	\$8.45	\$8.45	600-00-6125	Shop Supplies & Small T	\$4,000.00	\$3,162.23		
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$34.46	\$34.46	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.98		
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$15.29	\$15.29	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.98		
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$24.60	\$24.60	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.98		
January 2020	02/09/20	Shop Supplies & Small Tools	02/12/20	\$8.44	\$8.44	601-00-6125	Shop Supplies & Small T	\$5,000.00	\$4,097.90		
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$34.45	\$34.45	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.92		
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$24.60	\$24.60	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.92		
January 2020	02/09/20	Shop Supplies & Small Tools	02/12/20	\$8.44	\$8.44	602-00-6125	Shop Supplies & Small T	\$4,000.00	\$2,528.97		
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$15.28	\$15.28	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.94		
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$34.46	\$34.46	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.94		
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$24.60	\$24.60	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.94		

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$15.29	\$15.29	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.94
							\$306.53				
741	North Coast Door Co., 1303 Front Street, Tillamook, OR, 97141										
23787		02/09/20		Building Repairs & Maintenance	02/12/20	\$40.00	\$40.00	602-00-6305	Building Repairs & Maint	\$10,000.00	\$8,882.42
							\$40.00				
523	North Coast Lawn, PO Box 1002, Tillamook, OR, 97141										
70202		02/09/20		Contracted Ground Maintenance	02/12/20	\$355.00	\$355.00	100-10-6311	Contracted Ground Maint	\$5,000.00	\$2,870.00
70202		02/09/20		Contracted Ground Maintenance	02/12/20	\$1,025.00	\$1,025.00	100-50-6311	Contracted Ground Maint	\$12,300.00	\$6,150.00
70202		02/09/20		Contracted Ground Maintenance	02/12/20	\$150.00	\$150.00	600-00-6311	Contracted Ground Maint	\$1,800.00	\$900.00
							\$1,530.00				
562	Northstar Chemical, Inc., PO Box 35143 #6860, Seattle, WA, 98124-5143										
160930		02/09/20		Chemical/Lab Supplies	02/12/20	\$1,179.20	\$1,179.20	601-00-6135	Chemical/Lab Supplies	\$16,000.00	\$8,072.27
							\$1,179.20				
631	Oregon Volunteer Fighters Association, 1284 Court Street NE, Salem, OR, 97301										
20-2930		02/09/20		Dues & Subscriptions	02/12/20	\$112.50	\$112.50	100-30-6405	Dues & Subscriptions	\$2,000.00	\$1,025.00
							\$112.50				
617	Pinpoint Stitches and Ink, LLC, 4630 3rd St Suite C, Tillamook, OR, 97141										
5069		02/09/20		Other Miscellaneous Expenses	02/12/20	\$291.10	\$291.10	100-30-6990	Other Miscellaneous Exp	\$3,000.00	\$1,108.81
							\$291.10				
106	Pollardwater.com, PO Box 417592, Boston, MA, 02241										
0157506		02/09/20		Utility System Repairs	02/12/20	\$151.78	\$151.78	600-00-6325	Utility System Repairs	\$10,000.00	\$7,524.80
0157506		02/09/20		Utility System Repairs	02/12/20	\$151.78	\$151.78	601-00-6325	Utility System Repairs	\$40,000.00	\$36,009.03
							\$303.56				
207	Portland Engineering Inc., 7675 High Banks Road #1, Central Point, OR, 97502										
09294		02/09/20		Telecommunications	02/12/20	\$30.00	\$30.00	600-00-6620	Telecommunications	\$3,500.00	\$1,908.47
09294		02/09/20		Telecommunications	02/12/20	\$30.00	\$30.00	600-00-6620	Telecommunications	\$3,500.00	\$1,908.47
09294		02/09/20		Telecommunications	02/12/20	\$30.00	\$30.00	601-00-6620	Telecommunications	\$4,200.00	\$2,850.59
09294		02/09/20		Telecommunications	02/12/20	\$30.00	\$30.00	602-00-6620	Telecommunications	\$3,800.00	\$2,328.50
							\$120.00				
778	Precision Wood Manufacturing, PO Box 3329, Bay City, OR, 97107										
5017		02/09/20		Mayor	02/12/20	\$125.00	\$125.00	100-90-6805	Mayor	\$6,500.00	\$3,557.52
							\$125.00				
115	R Sanitary Service, PO Box 198, Garibaldi, OR, 97118										
January 2020		02/09/20		Building Repairs & Maintenance	02/12/20	\$27.16	\$27.16	100-10-6305	Building Repairs & Maint	\$10,000.00	\$9,630.77
January 2020		02/09/20		Building Repairs & Maintenance	02/12/20	\$27.16	\$27.16	600-00-6305	Building Repairs & Maint	\$5,000.00	\$4,496.42
January 2020		02/09/20		Building Repairs & Maintenance	02/12/20	\$27.16	\$27.16	601-00-6305	Building Repairs & Maint	\$10,000.00	\$5,000.46

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
		January 2020	02/09/20	Building Repairs & Maintenance	02/12/20	\$27.17	\$27.17	602-00-6305	Building Repairs & Maint	\$10,000.00	\$8,882.42	
		\$108.65										
114	Rosenberg Bldrs. Supply, 2 N. Main Avenue, Tillamook, OR, 97141											
	2001-253358	02/09/20	Building Repairs & Maintenance	02/12/20	\$23.98	\$23.98	100-10-6305	Building Repairs & Maint	\$10,000.00	\$9,630.77		
	2001-253358	02/09/20	Building Repairs & Maintenance	02/12/20	\$5.94	\$5.94	100-10-6305	Building Repairs & Maint	\$10,000.00	\$9,630.77		
	2001-253358	02/09/20	Grounds Maintenance	02/12/20	\$19.99	\$19.99	100-50-6310	Grounds Maintenance	\$20,000.00	\$17,269.97		
	2001-253358	02/09/20	Grounds Maintenance	02/12/20	\$229.97	\$229.97	100-50-6310	Grounds Maintenance	\$20,000.00	\$17,269.97		
	2001-253358	02/09/20	Street Repairs & Maintenance	02/12/20	\$34.99	\$34.99	200-00-6315	Street Repairs & Mainten	\$20,000.00	\$15,233.22		
	2001-253358	02/09/20	Building Repairs & Maintenance	02/12/20	\$3.31	\$3.31	600-00-6305	Building Repairs & Maint	\$5,000.00	\$4,496.42		
	2001-253358	02/09/20	Building Repairs & Maintenance	02/12/20	\$3.32	\$3.32	601-00-6305	Building Repairs & Maint	\$10,000.00	\$5,000.46		
	2001-253358	02/09/20	Building Repairs & Maintenance	02/12/20	\$54.99	\$54.99	601-00-6305	Building Repairs & Maint	\$10,000.00	\$5,000.46		
	2001-253358	02/09/20	Chemical/Lab Supplies	02/12/20	\$14.36	\$14.36	602-00-6135	Chemical/Lab Supplies	\$12,500.00	\$5,342.71		
	2001-253358	02/09/20	Building Repairs & Maintenance	02/12/20	\$3.32	\$3.32	602-00-6305	Building Repairs & Maint	\$10,000.00	\$8,882.42		
	2001-253358	02/09/20	Utility System Repairs	02/12/20	\$12.99	\$12.99	602-00-6325	Utility System Repairs	\$50,000.00	\$48,861.64		
		\$407.16										
155	S & W Electric Works, Inc., 2960 N. Lafayette Ave., McMinnville, OR, 97128											
	3149	02/09/20	Operational Equipment & Repairs	02/12/20	\$13,998.00	\$13,998.00	602-00-6345	Operational Equipment &	\$35,000.00	\$11,635.08		
		\$13,998.00										
779	Shapiro / Didway, 1204 SE Water Avenue, Portland, OR, 97214											
	19055.1	02/09/20	Improvements Other Than Buildings	02/12/20	\$3,989.04	\$3,989.04	100-50-8300	Improvements Other Tha	\$8,000.00	\$7,716.86		
	19054.1	02/09/20	Improvements Other Than Buildings	02/12/20	\$3,978.88	\$3,978.88	404-13-8300	Improvements Other Tha	\$5,000.00	\$5,000.00		
		\$7,967.92										
122	Sheldon Oil Company, 2801 Third Street, Tillamook, OR, 97141											
	48512	02/09/20	Fuel/Lubes/Etc.	02/12/20	\$46.68	\$46.68	100-30-6140	Fuel/Lubes/Etc.	\$3,000.00	\$2,607.52		
		\$46.68										
229	State of Oregon, 255 Capitol Street NE, Suite 151, Salem, OR, 97310-1327											
	Cherry 2020	02/09/20	Training	02/12/20	\$40.00	\$40.00	100-10-6410	Training	\$2,000.00	\$1,644.22		
	Pohs 2020	02/09/20	Training	02/12/20	\$40.00	\$40.00	100-10-6410	Training	\$2,000.00	\$1,644.22		
		\$80.00										
315	Tillamook Complete Janitorial, 506 Williams Avenue, Tillamook, OR, 97141											
	1432	02/09/20	Janitorial Services	02/12/20	\$210.00	\$210.00	100-10-6830	Janitorial Services	\$4,500.00	\$3,240.00		
	1432	02/09/20	Janitorial Services	02/12/20	\$35.00	\$35.00	600-00-6830	Janitorial Services	\$600.00	\$373.33		
	1432	02/09/20	Janitorial Services	02/12/20	\$35.00	\$35.00	601-00-6830	Janitorial Services	\$600.00	\$373.33		
	1432	02/09/20	Janitorial Services	02/12/20	\$35.00	\$35.00	602-00-6830	Janitorial Services	\$600.00	\$373.34		
		\$315.00										
37	Tillamook Farmers Coop, 1920 Main Street North, Tillamook, OR, 97141											
	January 2020	02/09/20	Grounds Maintenance	02/12/20	\$1.98	\$1.98	100-50-6310	Grounds Maintenance	\$20,000.00	\$17,269.97		

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Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$15.26	\$15.26	200-00-6335	Vehicle Repairs & Mainte	\$2,000.00	(\$1,468.72)
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$15.74	\$15.74	200-00-6335	Vehicle Repairs & Mainte	\$2,000.00	(\$1,468.72)
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$2.24	\$2.24	200-00-6335	Vehicle Repairs & Mainte	\$2,000.00	(\$1,468.72)
January 2020	02/09/20	Personal Protective Equipment	02/12/20	\$40.12	\$40.12	200-00-6350	Personal Protective Equi	\$500.00	\$342.28
January 2020	02/09/20	Shop Supplies & Small Tools	02/12/20	\$12.43	\$12.43	600-00-6125	Shop Supplies & Small T	\$4,000.00	\$3,162.23
January 2020	02/09/20	Shop Supplies & Small Tools	02/12/20	\$11.39	\$11.39	600-00-6125	Shop Supplies & Small T	\$4,000.00	\$3,162.23
January 2020	02/09/20	Utility System Repairs	02/12/20	\$5.32	\$5.32	600-00-6325	Utility System Repairs	\$10,000.00	\$7,524.80
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$15.75	\$15.75	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.98
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$2.25	\$2.25	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.98
January 2020	02/09/20	Personal Protective Equipment	02/12/20	\$40.12	\$40.12	600-00-6350	Personal Protective Equi	\$750.00	\$414.32
January 2020	02/09/20	Shop Supplies & Small Tools	02/12/20	\$12.43	\$12.43	601-00-6125	Shop Supplies & Small T	\$5,000.00	\$4,097.90
January 2020	02/09/20	Shop Supplies & Small Tools	02/12/20	\$11.39	\$11.39	601-00-6125	Shop Supplies & Small T	\$5,000.00	\$4,097.90
January 2020	02/09/20	Utility System Repairs	02/12/20	\$5.33	\$5.33	601-00-6325	Utility System Repairs	\$40,000.00	\$36,009.03
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$2.25	\$2.25	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.92
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$15.75	\$15.75	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.92
January 2020	02/09/20	Personal Protective Equipment	02/12/20	\$40.12	\$40.12	601-00-6350	Personal Protective Equi	\$1,000.00	\$641.85
January 2020	02/09/20	Shop Supplies & Small Tools	02/12/20	\$11.40	\$11.40	602-00-6125	Shop Supplies & Small T	\$4,000.00	\$2,528.97
January 2020	02/09/20	Shop Supplies & Small Tools	02/12/20	\$12.42	\$12.42	602-00-6125	Shop Supplies & Small T	\$4,000.00	\$2,528.97
January 2020	02/09/20	Fuel/Lubes/Etc.	02/12/20	\$22.07	\$22.07	602-00-6140	Fuel/Lubes/Etc.	\$4,000.00	\$2,855.78
January 2020	02/09/20	Fuel/Lubes/Etc.	02/12/20	\$21.59	\$21.59	602-00-6140	Fuel/Lubes/Etc.	\$4,000.00	\$2,855.78
January 2020	02/09/20	Utility System Repairs	02/12/20	\$5.33	\$5.33	602-00-6325	Utility System Repairs	\$50,000.00	\$48,861.64
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$2.25	\$2.25	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.94
January 2020	02/09/20	Vehicle Repairs & Maintenance	02/12/20	\$15.74	\$15.74	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$1,472.94
January 2020	02/09/20	Personal Protective Equipment	02/12/20	\$40.12	\$40.12	602-00-6350	Personal Protective Equi	\$1,000.00	\$378.64
					\$380.79				
27	Tillamook PUD, PO Box 433, Tillamook, OR, 97141-0433								
January 2020	02/09/20	Electricity	02/12/20	\$508.59	\$508.59	100-10-6605	Electricity	\$5,500.00	\$4,091.31
January 2020	02/09/20	Electricity	02/12/20	\$399.53	\$399.53	100-30-6605	Electricity	\$4,200.00	\$2,942.72
January 2020	02/09/20	Electricity	02/12/20	\$104.45	\$104.45	100-50-6605	Electricity	\$1,700.00	\$418.24
January 2020	02/09/20	Electricity	02/12/20	\$830.77	\$830.77	200-00-6605	Electricity	\$10,000.00	\$5,703.06
January 2020	02/09/20	Electricity	02/12/20	\$68.63	\$68.63	600-00-6605	Electricity	\$750.00	\$516.42
January 2020	02/09/20	Electricity	02/12/20	\$2,204.90	\$2,204.90	601-00-6605	Electricity	\$26,000.00	\$14,365.28
January 2020	02/09/20	Electricity	02/12/20	\$2,862.69	\$2,862.69	602-00-6605	Electricity	\$30,000.00	\$17,610.11
					\$6,979.56				
128	Tillamook Sporting Goods, 2207 Main Ave. N Suite B, Tillamook, OR, 97141								
10012494	02/09/20	Building Repairs & Maintenance	02/12/20	\$21.99	\$21.99	100-10-6305	Building Repairs & Maint	\$10,000.00	\$9,630.77
					\$21.99				
143	USTI Inc., PO Box 744850, Atlanta, GA, 30374-4850								
268086	02/09/20	Office Supplies & Equipment	02/12/20	\$54.00	\$54.00	100-10-6105	Office Supplies & Equipm	\$6,000.00	\$3,752.73

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
		268086	02/09/20	Office Supplies & Equipment	02/12/20	\$54.00	\$54.00	100-30-6105	Office Supplies & Equipm	\$10,000.00	\$4,398.23	
		268086	02/09/20	Office Supplies & Equipment	02/12/20	\$54.00	\$54.00	600-00-6105	Office Supplies & Equipm	\$3,250.00	\$1,544.41	
		268086	02/09/20	Office Supplies & Equipment	02/12/20	\$54.00	\$54.00	601-00-6105	Office Supplies & Equipm	\$2,000.00	\$1,349.08	
		268086	02/09/20	Office Supplies & Equipment	02/12/20	\$54.00	\$54.00	602-00-6105	Office Supplies & Equipm	\$3,500.00	\$1,776.54	
							\$270.00					
215	Vanir Broadband, Inc., 2203 Main Avenue N, Suite J, Tillamook, OR, 97141											
	22198	02/09/20	Computers/Software/Services	02/12/20	\$16.65	\$16.65	600-00-6860	Computers/Software/Ser	\$7,500.00	\$2,823.58		
	22198	02/09/20	Computers/Software/Services	02/12/20	\$16.65	\$16.65	601-00-6860	Computers/Software/Ser	\$5,000.00	\$3,472.42		
	22198	02/09/20	Computers/Software/Services	02/12/20	\$16.65	\$16.65	602-00-6860	Computers/Software/Ser	\$5,000.00	\$2,390.86		
							\$49.95					
780	William Cooper, PO Box 186, Garibaldi, OR, 97118											
	Refund	02/09/20	Deposit Refunds	02/12/20	\$37.82	\$37.82	600-00-6905	Deposit Refunds	\$1,000.00	\$824.30		
	Refund	02/09/20	Deposit Refunds	02/12/20	\$56.52	\$56.52	602-00-6905	Deposit Refunds	\$1,500.00	\$1,392.75		
							\$94.34					
Total Bills To Pay:							\$42,731.81					



City of Bay City

RECEIVED

DEC 10 2019

CITY OF BAY CITY

PO Box 3309
Bay City, OR 97107
Phone (503) 377-2288
Fax (503) 377-4044
www.ci.bay-city.or.us
TDD 7-1-1

BOARD/COMMITTEE APPLICATION

Position Applying For City Council

Name Ed JONES

Street Address 5680 MAN ST Bay City

Mailing Address SAME

Phone Number 503-300-0151 Current Occupation Retired

Number of Years as a Bay City Resident: 3

Registered Voter of Bay City: Yes No

Qualifications and reasons why you would like to serve the City of Bay City: _____

Want to be INVOLVED in local Government.
I want to be sure people of Bay City
Have Fair Treatment and good
Representation.



City of Bay City

PO Box 3309
Bay City, OR 97107
Phone (503) 377-2288
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TDD 7-1-1

RECEIVED

DEC 11 2019

CITY OF BAY CITY

BOARD/COMMITTEE APPLICATION

Position Applying For City Council

Name Gloria Wiechmann

Street Address 6860 McCoy St.

Mailing Address PO Box 3033

Phone Number 503-300-0141 Current Occupation retired

Number of Years as a Bay City Resident: 3 1/2 yrs

Registered Voter of Bay City: Yes No

Qualifications and reasons why you would like to serve the City of Bay City:

Parks & Rec. Kodiak, Alaska 3 yrs

Planning Commission 2 1/2 yrs Bay City

**CITY OF BAY CITY
RESOLUTION 20-06**

**A RESOLUTION PROVIDING FOR BUDGET APPROPRIATION
CHANGES FOR FISCAL YEAR 2019-2020**

WHEREAS the City of Bay City has experienced higher than expected operational equipment & repairs fees during the 2019-2020 Fiscal Year due to unexpected needed repairs to an essential Fire Engine than has arisen, and

WHEREAS ORS 294.463(2) allows contingency appropriations transfers not to exceed 15 percent of the total fund to be made without a supplemental budget 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

WHEREAS the City of Bay City has Contingency Funds within the Bay City General Fund to pay for additional Operational Equipment & Repairs expenses.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Bay City hereby adopts appropriation changes for the 2019-20 FY budget approved by the City Council on February 11, 2020, 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.

BAY CITY GENERAL FUND

Expenditures / Materials & Services

	<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
Operational Equipment & Repairs (100-30-6345)	\$ 16,000	+\$6,000	\$22,000
Contingencies (100-30-9800)	\$ 20,452	-\$6,000	\$14,452

ADOPTED by the City Council this 11th day of February, 2020 and approved by the Mayor of Bay City this 11th day of February, 2020.

Christopher Kruebbe, Mayor

ATTEST:

Chance Steffey, P.E.,
City Manager/Public Works Director

**CITY OF BAY CITY
RESOLUTION NO. 20-07**

A RESOLUTION RECOGNIZING UNANTICIPATED REVENUE FOR THE BAY CITY SEWER FUND AND MAKING APPROPRIATIONS.

WHEREAS the City of Bay City has received revenue and expenditures which could not have been foreseen when the original budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020 was prepared and adopted;

WHEREAS the City received additional revenue by assessing fines and high strength surcharges for code enforcement; and ORS 294.338(3) allows for the appropriations of unforeseen pressing necessity for an expenditure;

AND WHEREAS the City could not have foreseen the additional revenue from the fines and high strength surcharges and unforeseen pressing necessity for expenditures when preparing for and adopting the budget for fiscal year ending June 20, 2020.

NOW THEREFORE, be it resolved by the City Council of the City of Bay City recognizing the additional revenue and appropriates the funds as follows:

SEWER FUND

RESOURCES	<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
Code Enforcement Fines (602-00-4850)	\$ 0	+\$ 75,000	\$ 75,000
EXPENDITURES	<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
Full-Time Employee (602-00-5105)	\$177,300	+\$20,000	\$197,300
Chemical /Lab Supplies (602-006135)	\$ 12,500	+\$10,000	\$ 22,500
Engineering Fees (602-00-6215)	\$ 10,000	+\$ 5,000	\$ 15,000
Operational Equipment & Repairs (602-00-6345)	\$ 35,000	+\$35,000	\$ 70,000
Electricity (602-00-6605)	\$ 30,000	+\$ 5,000	\$ 35,000

ADOPTED by the City Council of the City of Bay City and APPROVED by the Mayor of Bay City this 11th day of February 2020.

Christopher Kruebbe, Mayor

ATTEST:

Chance Steffey, City Manager

Memorandum

To: Mayor Kruebbe and Bay City Council

From: Debbie Pohs, TLT Committee Secretary

Date: 2/7/2020

Re: Transient Lodging Tax Advisory Committee Recommendations

The Transient Lodging Tax Advisory Committee met on January 8 , January 15, and January 29, 2020 to go over and review 4 grant applications.

The committee's recommendations are as follows:

Al Griffin Memorial Park – Master Plan Phase 1

Project Total – \$7606.00

Amount Requested – \$5704.50 - APPROVE

Watt Family Park – Playground & Day Use Area – Phase 1

Project Total – \$9714.00

Amount Requested – \$7285.50 - APPROVE

2020 Pearl and Oyster Music Festival

Project Total - \$16975.00

Amount Requested – \$6500.00 - APPROVE

Sheltered Nook on Tillamook Bay

Project Total - \$19310.00

Amount Requested - \$14482.50

After review of eligible expenses the Advisory Committee suggested the following revisions.

Project Total - \$15910.00

Amount Requested - \$11932.50

The advisory committee left the grant amount to the discretion of the council.

RECEIVED

DEC 05 2019

CITY OF BAY CITY

CITY OF BAY CITY TLT GRANT APPLICATION

Application Packet

Please read before submitting
an application

OVERVIEW:

The Bay City TLT Committee Grant provides funding for tourism-related projects in Bay City. Eligible projects are those designed to increase tourism or can reasonably be expected to increase tourism, whether it be for an overnight or day use visit.

The City's definition of tourism is "economic activity resulting from tourists." A tourist is defined as "a person who, for business or pleasure, recreation, or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to the City of Bay City."

Funding for the program comes from the City of Bay City's Transient Lodging Tax (TLT) funds as authorized by state law.

OBJECTIVE:

Bay City TLT Committee Grants provide funding for tourism-related projects that have the potential to become significant and self-sustaining, and that align with the goals and priorities primarily outlined by the City of Bay City and secondarily outlined by Tillamook County, and the county's destination marketing organization, Visit Tillamook Coast (VTC).

Tourism goals for Bay City include, but are not limited to:

- Drawing tourists to the City of Bay City, whether it be for overnight or day-use activities;
- Encouraging the use of Bay City businesses by tourists;
- Expanding tourism capabilities and enhanced services within the City of Bay City;
- Leverage of additional dollars and/or resources;
- Encouraging both overnight visits and day-use of the City's natural areas, parks, recreation, restaurants and other businesses.

ELIGIBILITY:

Bay City TLT Grant funds may be awarded to public, private, or non-profit organizations whose project demonstrates an ability to benefit the greater public interests of tourism attractions, product development, expansion of services, promotion, and/or marketing and to work into sustainability.

Projects will be evaluated on the following attributes and qualities:

- alignment with Bay City's established tourism goals and plans above;
- have a high likelihood of attracting tourists/visitors from outside Bay City;
- inclusion of more than one community, lodging, or tourism partner;
- leverage of additional dollars and/or resources;
- are self-sustaining, have growth potential, or are capacity-building;
- are no more than 75% of the project's total budget.
-

INELIGIBLE PROJECTS & EXPENSES:

- those providing profitability or benefits to a single lodging partner, business, or individual;
- capital improvement projects benefiting a private, for-profit enterprise or private property owner

(not including property owned by the City or by non-profit organizations which may be open to the public); or

- normal costs of doing business, including operating expenses for the business or non-profit organization.

Note: Please read the below Approved Scope of Work, Project Ideas, Terms & Conditions, Dates & Timelines, and Review Materials for more information about this program and project eligibility.

- Applicants whose projects are selected must sign agreement acknowledging terms and conditions.
- Applicants who receive funding are financially responsible for funds awarded and execution of project.
- Reports are required for all projects that receive funding.
- Copies of invoices and receipts are required.

APPROVED SCOPE OF WORK:

The following summarizes the Areas of Focus from Bay City's tourism priorities:

- Priority #1: Develop the tourism industry in ways that are socially, culturally and ecologically responsible, particularly in support of nature-based activities and complementary interests, which differentiate the City of Bay City for visitors.
- Priority #2: Prioritize growth in tourism that improves economic conditions in the shoulder and off-seasons (i.e. non-peak tourist months), and supports the economic stability of the workforce.
- Priority #3: Improves Bay City's abilities to better accommodate tourists and enhance the visitor experience with new, enhanced or better utilization of tourism-related facilities for increased year-round use.
- Priority #4: Provide marketing of Bay City parks, attractions and businesses.

Note:

Events or activities supported with grant funds need to be:

- a) open to the public;
- b) have an ability to attract visitors from outside the City of Bay City, and
- c) enhance the ability to become significant and self-sustaining.

Creation of facilities, assets or infrastructure with grant funds must primarily be designed to benefit tourists and/or increase tourism activity within the City. Any capital projects shall not provide financial benefit or become the property of a private property owner. Any capital projects of a non-profit organization or by the City of Bay City may be considered if the City has assurances of the long-term availability of the project to the public for at least 10 years and the project has a substantial purpose of supporting tourism or accommodating tourist activities.

TERMS & CONDITIONS:

- 1) Applicants must use the forms and templates provided by the Bay City TLT Committee (See Application and Review Packets). The reason for these forms and templates are to impart standardization and to provide clarity regarding the program's guidelines and objectives.
- 2) Submit **six copies** of your completed application for project review by the Bay City TLT Committee members.
- 3) Completed Applications must be submitted by the deadline dates to the Bay City TLT Committee, PO Box 3309, Bay City, OR 97107.
- 4) Projects selected for funding will be tourism-related as defined in the OVERVIEW and fit within these TERMS & CONDITIONS. These may include, but not be limited to, an increase of overnight stays; numbers of attendees/participates from outside the area; increased capacity or sustainability of existing events/activities, or a demonstrable ability to get visitors to shop, dine, visit local heritage or cultural attractions, participate in recreational opportunities, or otherwise entice them to 'linger longer' within the City of Bay City.
- 5) Submit at least three but no more than seven Letters of Support from partners in the project and community members. These should be included with your completed application.
- 6) Submit a project budget with no more than 75% of the project funds being derived from the TLT funds, and showing funding commitment for the other 25% of the funds needed for the project.
- 7) Applicants whose projects have been selected for funding need to sign the Agreement for Access & Use of Grant Funds and submit it to the local Bay City TLT Committee Administrator before funds will be released.
- 8) Applicants who receive funds are required to provide a final report within 60 days of project completion, or if the project is longer than 6 months, a report every 6 months showing funds expended, what has been completed and what remains to be completed. Copies of receipts and invoices are required with these reports. Report templates will be provided.
- 9) Upon review of the final or the interim six-month reports, the Bay City TLT Committee may request the return of funds if it finds that the funds are not be utilized in conformance with the Grant Award and contract. The Bay City TLT Committee may also require changes to a project to bring it into compliance.

- 10) All projects receiving funding shall be completed within a year of the disbursement of funds. Applicants shall return any unexpended funds to the City of Bay City.
- 11) Extensions are possible, but they are only granted for projects that experience unforeseen or unexpected delays, or for extenuating circumstances beyond the control of the Applicant. Extensions will be granted generally for no more than 90 days after review by the Bay City TLT Grant Committee. Extensions are not available as “carry-overs” for funds remaining undisbursed at the end of the fiscal year. In cases where an extension is warranted, a written request shall be submitted to the Bay City TLT Administrator. Requests shall be submitted no later than 60 days prior to the end of the disbursement period.
- 12) Failure to comply with the Terms & Conditions of this agreement, and documents referenced herein, may result in a) an inability to receive Bay City TLT Committee Grant funds in the future, b) being required to return funds, and/or c) having future allocations reduced by an appropriate amount.

DATES & TIMELINES:

As the Bay City TLT Grant Committee meets quarterly, submissions of a completed grant application are due before the first day of the following months:

January
April
July
October

Any incomplete application will be disqualified. Thus, it is critical to be as complete as possible in your submission to avoid delays in the granting process.

The Bay City TLT Committee’s will review Grant Applications. In the case of incomplete application packets or questions that need to be addressed, the Committee will make their recommendations as soon as possible after their meeting once their questions have been addressed.

The Bay City TLT Committee’s recommendation for Grant Awards will then be submitted to the Bay City Council at their next regularly scheduled meeting, the second Tuesday of each month.

The Bay City Council has the final say as to the awarding of the TLT Grant Funding monies.

Monies will only be awarded at the discretion of the Bay City Council.

The deadlines for application submission are **April 1, July 1, October 1, and January 1.**

Completed Applications should be sent to **Bay City TLT Committee**
% City Hall
PO Box 3309
Bay City, OR 97107

If you have questions please contact: Chance Steffey, PE

Grants are limited to funds available.

Note: Incomplete applications will be disqualified. Separate applications required for each project, even if an applicant is submitting multiple proposals. Funds are awarded on a competitive basis. Strong applications are those that provide enough information for the review committee to weigh it against other proposals and that successfully take into account the evaluation criteria. You may use as many sheets of additional paper as necessary to explain your project.

TLT GRANT APPLICATION

Date Submitted: DEC 5, 2019

Name of Project: Al Griffin Memorial Park Master Plan - Phase 1

Location of Project: Al Griffin Memorial Park, Bay City, Oregon

Funding Amount Requested: \$5,704.50 Project Total Cost: \$7,606.00

Applicant Name (person): Chance Steffey, PE

Name of Organization: City of Bay City

Relationship of Applicant to Organization: City Manager/Public Works Director

Phone Number: 503-377-4121

Email Address: csteffey@ci.bay-city.or.us Website: ci.bay-city.or.us

Describe your project (500 words or less using a size 12 font):

The Al Griffin Memorial Park Master Plan will serve as basis for planning and development for the park, campground and trail system for the next 20 years. The Masterplan will address the expansion and development of the Al Griffin Memorial Park including development of improvements and associated funding and financial strategies. Phase I of this project is to complete the grant application for funding of the project through the Oregon Parks and Recreation Departments Local Government Grant Program-Small Community Planning Grants which funds up to \$40,000.

Explain how your project will increase tourism/tourism activity in the City of Bay City, as described in the program overview and objective(500 words or less using a size 12 font):

The Al Griffin Memorial Park attracts tourism through its existing facilities such as the skatepark and the campground and is also the venue for the annual Pearl and Oyster Festival. Expansion and improvements to the park facilities will allow the City to accomodate and attract more visitors to our wonderful city. Improvements that have been discussed such as the expansion of the RV Campground, addition of a new restrooms with shower facilities, expansion of the playground area, skatepark and trails will provide recreational opportunities for many to enjoy, visitors and community members alike.


How do you propose measuring the increased tourism activity brought about by this project? (500 words or less using a size 12 font):

Not all of the Parks uses have measurable indicators, but increased fees and Campground registrations, number of community events, amount and cost of maintenance supplies can be used to measure increased tourism activity.

Please provide information as to the funding sources for the remaining 25% of the project and the amount of funds committed to the project from each funding source (500 words or less using a size 12 font):

Funding for the 25% will come through the City's General Fund Accounts for Park & Recreation. We have enough in our budget to cover the 25% of the project cost.

Additional Comments (500 words or less using a size 12 font):

Applicant's Signature:  _____

Signature/Title/Organization of all Confirmed Partners: _____

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer:

Date:

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:

Project:

(circle one) Can this project reasonably be accomplished within the program's timeline (enter date)? Y / N
 Does this project align with established tourism goals and/or plans? Y / N
 Does this project fit within the program's Overview, Objectives, and Eligibility standards? Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City					
20	Compatible with City priorities and guidelines					
15	Includes/involves multiple community/tourism partners					
15	Leverages additional dollars and/or community resources					
15	Project is self-sustaining, has growth potential, or is capacity					
15	Project has measurable or attainable increased tourism for the City					

100

Evaluator's Initial Scoring Total: _____

Post Discussion Scoring Total: _____

AGREEMENT: If your project is approved for funding, you will be required to sign the following agreement before funds will be disbursed to you. Applicants who receive funds are solely responsible for them, as well as for the timely execution of the project as detailed in the application. Recipients of funds are required to submit Mid-Year Progress and Year-End Reports on their projects and for providing copies of invoices and receipts.

Agreement to Receive/Use Bay City TLT Committee Grant Funds

The undersigned agrees to all terms & conditions, guidelines, dates & timelines, and criteria as outlined and referenced in the **Application Packet**.

The undersigned assumes all responsibility for the funds they are to receive, and for completing the project in a timely manner as outlined in the application that was submitted.

The undersigned agrees to provide the reports as called for in the programs Terms & Conditions and to provide copies of receipts and invoices for work done on their project.

Name: _____ Title: _____

Organization: _____

Address: _____

Project: _____

Signature: _____

Email: _____ Phone: _____

AL GRIFFIN PARK MASTER PLAN FEE MATRIX

Landscape Architecture and Design Fee Schedule

October 8, 2019

BASIC SERVICES		PRIN	LA	LD	ADMIN		Subtotal	Total
A. AL GRIFFIN PARK MASTER PLAN		\$145	\$125	\$105	\$80			
A.1	Basic Services	Qty.	Hrs	Hrs	Hrs	Hrs	Qty. Hrs.	
	Meetings							
	(1) Teleconferences with the City to review outreach strategy & implementation plan	1	0.0	1.0	0.0	1.0	2.0	205.00
	Public Outreach							
	Stakeholder Focus Mtg.(s) & Public Outreach Event	1	0.0	6.0	0.0	6.0	12.0	1,230.00
	Public Survey & Analysis Memo	1	0.0	1.0	0.0	3.0	4.0	365.00
	Travel	1	0.0	0.0	0.0	6.0	6.0	480.00
	Reimbursements							
	In-House Printing	1				150.0		150.00
	Research to identify grant & funding resources	1	0.00	2.0	0.0	4.0	6.0	570.00
	Project Narrative	1	0.00	2.0	0.0	2.0	4.0	410.00
	Coordination with Bay City to collect existing materials, requesting letters of support & other required organization information	1	0.00	2.0	0.0	2.0	4.0	410.00
	Draft for Oregon Parks & Recreation Grant Application with (1) City Review	1	0.00	4.0	0.0	12.0	16.0	1,460.00
	Draft for TLT Application with (1) City Review	1	0.00	1.0	0.0	5.0	6.0	525.00
	Civil West Consultation Allowance							1,000.00
	Resolution to Apply to Grant - OPRD Grant	1	0.00	2.0	0.0	3.0	5.0	490.00
	Letter of Support Outreach materials	1	0.00	0.0	0.0	2.0	2.0	160.00
		0	0.00	0.0	0.0	0.0	0.0	0.00
A.2	Deliverables							
	Oregon Parks & Recreation Small Community Planning Grant	1	0.00	0.0	0.0	1.0	1.0	80.00
	TLT Grant Submission	1	0.00	0.0	0.0	1.0	1.0	80.00
	Preliminary Sketches from Public Outreach Event	1	0.00	2.0	4.0	0.0	6.0	670.00
	Preliminary Outreach Strategy & Project Implementation Plan	1	0.00	1.0	0.0	0.0	1.0	125.00
	Summary Report of Potential Funding Opportunities	1	0.00	0.0	0.0	2.0	2.0	160.00

TASK TOTAL: 8,570.00

20% Discount (1,714.00)

Environmental Consultant Allowance 750.00

GRAND TOTAL: \$7,606.00

Assumptions

1. Historical data and all available site data (survey, environmental studies, previous planning efforts, site studies, etc.) is to be provided by
2. The City of Bay City will provide organization information as required to submit grant applications.
3. This service will be billed hourly not to exceed the budgeted total. Additional grant applications outside of those outlined above will require a separate fee.
4. The City of Bay City will support outreach efforts to obtain letters of support, and any necessary surveys or outreach materials will be shared on the City's website, social media, and eNewsletter. Distribution of any print material will be completed by the City of Bay City.
5. The City of Bay City will create accounts for online grant applications, and provide login information to Shapiro Didway to submit application requirements.
6. The City of Bay City will participate in the review of the public outreach strategy and project implementation plan.
7. Excludes application to Ford Family Foundation because will allow grant funding for only one project at a time.

Jody Daily
2019 Pearl Festival Coordinator
PO Box 3514
Bay City, OR 97107
Phone (503)931-9721
Email: jodydesign@hotmail.com

November 25, 2019

Bay City TLT Committee
City Hall
Bay City, OR 97107

Dear Committee Members,

I am writing to support the grant request by the City of Bay City to receive funding for the purpose of preparing a master plan for the Al Griffin Memorial Park in Bay City.

The park lies in the heart of the city and is the only available public open space and recreation site near downtown. It receives regular use by local youth and families, and out-of-town campers. For the last two years it has been the site of the Pearl Festival. This town celebration has drawn large numbers of out-of-town visitors to the benefit of local businesses and has raised the profile of the town as a tourist destination. However, the full potential of the park is not being realized due to the need for a number of improvements. A master plan for the park will be essential to identifying those needs and developing a comprehensive and systematic plan for carrying out the improvements. That is why I am fully supportive to this grant.

Sincerely,

A handwritten signature in cursive script that reads "Jody Daily".

Jody Daily

November 26, 2019

Chance Steffey PE

Public Works Director

City of Bay City

I'm writing in support for this TLT grant application for funding to prepare grant applications for Al Griffin Memorial Park. Past grants have funded park projects like a Pavilion, Picnic area, Playground and Skateboard park that are used by visitors and residents of Bay City.

We want to do new park projects that will take grant funding such as:

1. Increasing the camping area to draw tourist that will stay multiple days and use local Bay City businesses. The increased funding of the use of the camping area will help make the park self-sustaining.
2. A large area for day-use activities for visitors and residents to use for family gatherings, social gatherings, bike tours and educational events put on by the Bay City Arts Center.
3. Patterson Creek restoration that will help with flooding and stream bank erosion that is occurring in the park.

I support the TLT grant application because it will allow City of Bay City to write grants to complete these projects.

Thank you,

Pat Vining

5120 Main

Bay City, Oregon 97107

Dr. Robert L. Miles
PO Box 3146
Bay City, Oregon 97107
November 15 2019

The Bay City TLT Committee
Bay City, Oregon

To whom it May concern:

I have had the fortunate experience to have lived in Bay City for the past 40 years. During that time I have seen many changes, some not so good but most have been for the good of the community and we have always had a vision to keep our kids as a priority! Bay City is still a community that kids can feel safe to play outside, ride their bikes and generally experience the outdoors and not spend the day looking at a screen. We have a skate board park a basketball and tennis courts but our play ground equipment is dated and needs an upgrade.

Bay City is in the process of building another park and we have the desire to get our Al Memorial Griffin Park upgraded. The desire to have these parks is to not only have a place for our own kids to “play” but when the onslaught of tourist come to the coast we have a place to picnic, kids play and to camp and enjoy our many tourist resources. The new Park will be called the Watt Family Park.

I understand the funds from the Transient Lodging Tax are to be used for these purposes: To attract tourist to stay and for overnight and day use activities. WE would accomplish this goal by using TLT funds establish the above goals for Bay City Parks!

Your consideration for using TLT funds I appreciated. I am available for an further contact if needed! Thank you

Sincerely



Robert L. Miles D.M.D.

Bay City TLT Committee

November 14, 2019

Bay City, Oregon

Dear Committee Members,

I am writing to you today in support of the City of Bay City application for a TLT grant for the Al Griffin Park planning phase. I believe your acknowledgement of this need and grant of TLT funds will help further our community goal of completing the modernization of our oldest and most used park.

Al Griffin Park has served many generations of families of our community and visitors to our area. Families and seniors alike enjoy the park. I often see visitors to our community, those using short term rental opportunities or just out for a day trip who have stopped for a rest, picnic or walk along the creek.

Our park is in need of completion, particularly the lower campground. This area is popular with visitors and local families alike and would greatly benefit from a new ADA accessible bathroom and shower building. This valuable asset will bring even more bike and RV visitors to our community.

The tent and RV sites are also in need of updating. A more efficient layout would add full service RV sites, provide for a dedicated camp host site and provide additional parking. An all-weather style of construction would allow for a longer camping season and benefit community members by providing a user friendly off- season facility.

A strong need for a guided planning effort is supported by our city council. Past efforts through volunteer committees have shown strong support to complete the improvements. As in many group efforts, there are a multitude of ideas without clear integration or direction. Citizen input, selection and style of improvements and gaining community approval is our next step.

Funding for this effort is our first challenge. Your grant would help reduce the impact on scarce funds as we move forward.

In closing, I believe completing the modernization of Al Griffin Park will increase opportunities for visitors to our Oregon Coast to stay and enjoy our community, businesses and recreation opportunities.

Thank you for considering my comments in support of the City of Bay City application for a TLT grant. Once again, I believe a grant can provide the seed money needed to get the ball rolling and provide community acknowledgement of the value of our transient lodging business community.

Sincerely,



Tom Imhoff

Bay City, Oregon

AL GRIFFIN

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer: *Subi Lee*

Date: *1-14-2020*

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:

Project:

one) Can this project reasonably be accomplished within the program's timeline (enter date)? (circle Y / N
 Does this project align with established tourism goals and/or plans? Y / N
 Does this project fit within the program's Overview, Objectives, and Eligibility standards? Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City		20	• will add to attributes the city offers		
20	Compatible with City priorities and guidelines		20			
15	Includes/involves multiple community/tourism partners		15			
15	Leverages additional dollars and/or community resources		?			
15	Project is self-sustaining, has growth potential, or is capacity		?			
15	Project has measurable or attainable increased tourism for the City		15			

100

Evaluator's Initial Scoring Total: _____

Post Discussion Scoring Total: _____

AL GRIFFIN

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer: Joe Hargrett
 Date: 1/15/20

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:
 Project:

one) Can this project reasonably be accomplished within the program's timeline (enter date)? (circle Y/N)
 Does this project align with established tourism goals and/or plans? Y/N
 Does this project fit within the program's Overview, Objectives, and Eligibility standards? Y/N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City		20			
20	Compatible with City priorities and guidelines		20			
15	Includes/involves multiple community/tourism partners		8			
15	Leverages additional dollars and/or community resources		15			
15	Project is self-sustaining, has growth potential, or is capacity		15			
15	Project has measurable or attainable increased tourism for the City		8			
100	Evaluator's Initial Scoring Total: <u>86</u>		Post Discussion Scoring Total: <u>70</u>			

70
16
86

Al Griffith Police

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer: Jennifer Daily

Date: 1-15-20-20

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:

Project:

one) Can this project reasonably be accomplished within the program's timeline (enter date)? (circle Y / N
 Does this project align with established tourism goals and/or plans? Y / N
 Does this project fit within the program's Overview, Objectives, and Eligibility standards? Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City		20			
20	Compatible with City priorities and guidelines		20			
15	Includes/involves multiple community/tourism partners		15			
15	Leverages additional dollars and/or community resources		15			
15	Project is self-sustaining, has growth potential, or is capacity		15			
15	Project has measurable or attainable increased tourism for the City		15			

100

Evaluator's Initial Scoring Total: 100

Post Discussion Scoring Total: 90

CITY OF BAY CITY TLT GRANT APPLICATION

Application Packet

Please read before submitting
an application

OVERVIEW:

The Bay City TLT Committee Grant provides funding for tourism-related projects in Bay City. Eligible projects are those designed to increase tourism or can reasonably be expected to increase tourism, whether it be for an overnight or day use visit.

The City's definition of tourism is "economic activity resulting from tourists." A tourist is defined as "a person who, for business or pleasure, recreation, or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to the City of Bay City."

Funding for the program comes from the City of Bay City's Transient Lodging Tax (TLT) funds as authorized by state law.

OBJECTIVE:

Bay City TLT Committee Grants provide funding for tourism-related projects that have the potential to become significant and self-sustaining, and that align with the goals and priorities primarily outlined by the City of Bay City and secondarily outlined by Tillamook County, and the county's destination marketing organization, Visit Tillamook Coast (VTC).

Tourism goals for Bay City include, but are not limited to:

- Drawing tourists to the City of Bay City, whether it be for overnight or day-use activities;
- Encouraging the use of Bay City businesses by tourists;
- Expanding tourism capabilities and enhanced services within the City of Bay City;
- Leverage of additional dollars and/or resources;
- Encouraging both overnight visits and day-use of the City's natural areas, parks, recreation, restaurants and other businesses.

ELIGIBILITY:

Bay City TLT Grant funds may be awarded to public, private, or non-profit organizations whose project demonstrates an ability to benefit the greater public interests of tourism attractions, product development, expansion of services, promotion, and/or marketing and to work into sustainability.

Projects will be evaluated on the following attributes and qualities:

- alignment with Bay City's established tourism goals and plans above;
- have a high likelihood of attracting tourists/visitors from outside Bay City;
- inclusion of more than one community, lodging, or tourism partner;
- leverage of additional dollars and/or resources;
- are self-sustaining, have growth potential, or are capacity-building;
- are no more than 75% of the project's total budget.
-

INELIGIBLE PROJECTS & EXPENSES:

- those providing profitability or benefits to a single lodging partner, business, or individual;
- capital improvement projects benefiting a private, for-profit enterprise or private property owner

(not including property owned by the City or by non-profit organizations which may be open to the public); or

- normal costs of doing business, including operating expenses for the business or non-profit organization.

Note: Please read the below Approved Scope of Work, Project Ideas, Terms & Conditions, Dates & Timelines, and Review Materials for more information about this program and project eligibility.

- Applicants whose projects are selected must sign agreement acknowledging terms and conditions.
- Applicants who receive funding are financially responsible for funds awarded and execution of project.
- Reports are required for all projects that receive funding.
- Copies of invoices and receipts are required.

APPROVED SCOPE OF WORK:

The following summarizes the Areas of Focus from Bay City's tourism priorities:

- Priority #1: Develop the tourism industry in ways that are socially, culturally and ecologically responsible, particularly in support of nature-based activities and complementary interests, which differentiate the City of Bay City for visitors.
- Priority #2: Prioritize growth in tourism that improves economic conditions in the shoulder and off-seasons (i.e. non-peak tourist months), and supports the economic stability of the workforce.
- Priority #3: Improves Bay City's abilities to better accommodate tourists and enhance the visitor experience with new, enhanced or better utilization of tourism-related facilities for increased year-round use.
- Priority #4: Provide marketing of Bay City parks, attractions and businesses.

Note:

Events or activities supported with grant funds need to be:

- a) open to the public;
- b) have an ability to attract visitors from outside the City of Bay City, and
- c) enhance the ability to become significant and self-sustaining.

Creation of facilities, assets or infrastructure with grant funds must primarily be designed to benefit tourists and/or increase tourism activity within the City. Any capital projects shall not provide financial benefit or become the property of a private property owner. Any capital projects of a non-profit organization or by the City of Bay City may be considered if the City has assurances of the long-term availability of the project to the public for at least 10 years and the project has a substantial purpose of supporting tourism or accommodating tourist activities.

TERMS & CONDITIONS:

- 1) Applicants must use the forms and templates provided by the Bay City TLT Committee (See Application and Review Packets). The reason for these forms and templates are to impart standardization and to provide clarity regarding the program's guidelines and objectives.
- 2) Submit **six copies** of your completed application for project review by the Bay City TLT Committee members.
- 3) Completed Applications must be submitted by the deadline dates to the Bay City TLT Committee, PO Box 3309, Bay City, OR 97107.
- 4) Projects selected for funding will be tourism-related as defined in the OVERVIEW and fit within these TERMS & CONDITIONS. These may include, but not be limited to, an increase of overnight stays; numbers of attendees/participates from outside the area; increased capacity or sustainability of existing events/activities, or a demonstrable ability to get visitors to shop, dine, visit local heritage or cultural attractions, participate in recreational opportunities, or otherwise entice them to 'linger longer' within the City of Bay City.
- 5) Submit at least three but no more than seven Letters of Support from partners in the project and community members. These should be included with your completed application.
- 6) Submit a project budget with no more than 75% of the project funds being derived from the TLT funds, and showing funding commitment for the other 25% of the funds needed for the project.
- 7) Applicants whose projects have been selected for funding need to sign the Agreement for Access & Use of Grant Funds and submit it to the local Bay City TLT Committee Administrator before funds will be released.
- 8) Applicants who receive funds are required to provide a final report within 60 days of project completion, or if the project is longer than 6 months, a report every 6 months showing funds expended, what has been completed and what remains to be completed. Copies of receipts and invoices are required with these reports. Report templates will be provided.
- 9) Upon review of the final or the interim six-month reports, the Bay City TLT Committee may request the return of funds if it finds that the funds are not be utilized in conformance with the Grant Award and contract. The Bay City TLT Committee may also require changes to a project to bring it into compliance.

- 10) All projects receiving funding shall be completed within a year of the disbursement of funds. Applicants shall return any unexpended funds to the City of Bay City.
- 11) Extensions are possible, but they are only granted for projects that experience unforeseen or unexpected delays, or for extenuating circumstances beyond the control of the Applicant. Extensions will be granted generally for no more than 90 days after review by the Bay City TLT Grant Committee. Extensions are not available as “carry-overs” for funds remaining undisbursed at the end of the fiscal year. In cases where an extension is warranted, a written request shall be submitted to the Bay City TLT Administrator. Requests shall be submitted no later than 60 days prior to the end of the disbursement period.
- 12) Failure to comply with the Terms & Conditions of this agreement, and documents referenced herein, may result in a) an inability to receive Bay City TLT Committee Grant funds in the future, b) being required to return funds, and/or c) having future allocations reduced by an appropriate amount.

DATES & TIMELINES:

As the Bay City TLT Grant Committee meets quarterly, submissions of a completed grant application are due before the first day of the following months:

January
April
July
October

Any incomplete application will be disqualified. Thus, it is critical to be as complete as possible in your submission to avoid delays in the granting process.

The Bay City TLT Committee’s will review Grant Applications. In the case of incomplete application packets or questions that need to be addressed, the Committee will make their recommendations as soon as possible after their meeting once their questions have been addressed.

The Bay City TLT Committee’s recommendation for Grant Awards will then be submitted to the Bay City Council at their next regularly scheduled meeting, the second Tuesday of each month.

The Bay City Council has the final say as to the awarding of the TLT Grant Funding monies.

Monies will only be awarded at the discretion of the Bay City Council.

The deadlines for application submission are April 1, July 1, October 1, and January 1.

Completed Applications should be sent to Bay City TLT Committee
% City Hall
PO Box 3309
Bay City, OR 97107

If you have questions please contact: Chance Steffey, PE

Grants are limited to funds available.

Note: Incomplete applications will be disqualified. Separate applications required for each project, even if an applicant is submitting multiple proposals. Funds are awarded on a competitive basis. Strong applications are those that provide enough information for the review committee to weigh it against other proposals and that successfully take into account the evaluation criteria. You may use as many sheets of additional paper as necessary to explain your project.

TLT GRANT APPLICATION

Date Submitted: DEC 5, 2019

Name of Project: Watt Family Park Playground & Day Use Area Project - Phase 1

Location of Project: Watt Family Park, Bay City, Oregon

Funding Amount Requested: \$7,285.50

Project Total Cost: \$9,714.00

Applicant Name (person): Chance Steffey, PE

Name of Organization: City of Bay City

Relationship of Applicant to Organization: City Manager/Public Works Director

Phone Number: 503-377-4121

Email Address: csteffey@ci.bay-city.or.us

Website: ci.bay-city.or.us

Describe your project (500 words or less using a size 12 font):

The Watt Family Park Playground & Day Use Area Project includes the planning & design, construction, equipment acquisition, and construction management of a new playground and day use area including the construction of a pavillion that can be used during emergency's. Phase 1 of this project is to complete grant applications for funding of the project through the Oregon Parks and Recreation Departments Local Government Grant Program, Ford Family Foundation, Tillamook County TLT Grants, and possible others.

Explain how your project will increase tourism/tourism activity in the City of Bay City, as described in the program overview and objective(500 words or less using a size 12 font):

The Watt Family Park will increase tourism through the development of recreation facilities which will include the construction of a ADA compliant playground and day use area that can be utilized by citizens throughout Tillamook County. There are also plans to develop recreation fields for activities such as baseball & softball, soccer, football, and personal fitness. Additional plans for development of a wetland learning laboratory are also included in the Masterplan.

How do you propose measuring the increased tourism activity brought about by this project? (500 words or less using a size 12 font):

Not all of the Parks uses have measurable indicators, but fees from recreational users, number of community events, amount and cost of maintenance supplies can be used to measure increased tourism activity.

Please provide information as to the funding sources for the remaining 25% of the project and the amount of funds committed to the project from each funding source (500 words or less using a size 12 font):

Funding for the 25% will come through the City's General Fund and Reserve Accounts for Park & Recreation. We have enough in our budget to cover the 25% of the project cost.

Additional Comments (500 words or less using a size 12 font):

Applicant's Signature: _____

A handwritten signature in black ink, appearing to be 'C. S. J.', written over a horizontal line.

Signature/Title/Organization of all Confirmed Partners: _____

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer:

Date:

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:

Project:

(circle one) Can this project reasonably be accomplished within the program's timeline (enter date)? Y / N
 Does this project align with established tourism goals and/or plans? Y / N
 Does this project fit within the program's Overview, Objectives, and Eligibility standards? Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City					
20	Compatible with City priorities and guidelines					
15	Includes/involves multiple community/tourism partners					
15	Leverages additional dollars and/or community resources					
15	Project is self-sustaining, has growth potential, or is capacity					
15	Project has measurable or attainable increased tourism for the City					
100	Evaluator's Initial Scoring Total: _____		Post Discussion Scoring Total: _____			

AGREEMENT: If your project is approved for funding, you will be required to sign the following agreement before funds will be disbursed to you. Applicants who receive funds are solely responsible for them, as well as for the timely execution of the project as detailed in the application. Recipients of funds are required to submit Mid-Year Progress and Year-End Reports on their projects and for providing copies of invoices and receipts.

Agreement to Receive/Use Bay City TLT Committee Grant Funds

The undersigned agrees to all terms & conditions, guidelines, dates & timelines, and criteria as outlined and referenced in the **Application Packet**.

The undersigned assumes all responsibility for the funds they are to receive, and for completing the project in a timely manner as outlined in the application that was submitted.

The undersigned agrees to provide the reports as called for in the programs Terms & Conditions and to provide copies of receipts and invoices for work done on their project.

Name: _____ Title: _____

Organization: _____

Address: _____

Project: _____

Signature: _____

Email: _____ Phone: _____

Watt Family Park Playground & Day Use Area Improvements FEE MATRIX

Landscape Architecture and Design Fee Schedule

October 7, 2019

BASIC SERVICES		PRIN	LA	LD	ADMIN		Subtotal	Total
A. Grant Writing Services		\$145	\$125	\$105	\$80			
A.1	Basic Services	Qty.	Hrs	Hrs	Hrs	Hrs	Qty. Hrs.	
	Meetings							
	(1) Teleconferences with the City to review outreach strategy & implementation plan	1	0.0	1.0	0.0	1.0	2.0	205.00
	Public Outreach							
	Stakeholder Focus Mtg.(s) & Public Outreach Event	1	0.0	6.0	6.0	0.0	12.0	1,380.00
	Public Survey & Analysis Memo	1	0.0	1.0	0.0	3.0	4.0	365.00
	Travel	1	0.0	0.0	0.0	6.0	6.0	480.00
	Reimbursements							
	In-House Printing	1				150.0		150.00
	Research to identify grant & funding resources	1	0.00	2.0	0.0	4.0	6.0	570.00
	Project Narrative	1	0.00	2.0	0.0	2.0	4.0	410.00
	Coordination with Bay City to collect existing materials, requesting letters of support & other required organization information	1	0.00	1.0	0.0	2.0	3.0	285.00
	Draft for Oregon Parks & Recreation Grant Application with (1) City Review	1	0.00	4.0	0.0	12.0	16.0	1,460.00
	Draft for TLT Application with (1) City Review	1	0.00	1.0	0.0	5.0	6.0	525.00
	Draft for Ford Family Foundation Application with (1) City Review	1	0.00	1.0	0.0	5.0	6.0	525.00
	Civil West Consultation Allowance							1,740.00
	Resolution to Apply to Grant - OPRD Grant	1	0.00	2.0	0.0	3.0	5.0	490.00
	Letter of Support Outreach materials	1	0.00	0.0	0.0	2.0	2.0	160.00
	Viscinity, Park Boundary, and Site Map	1	0.00	0.0	0.0	1.0	1.0	80.00
	SHPO Submittal Forms as required	1	0.00	2.0	0.0	2.0	4.0	410.00
	Environmental Self Assessment	1	0.00	2.0	0.0	2.0	4.0	410.00
A.2	Deliverables							
	Oregon Parks & Recreation Development Grant Submission	1	0.00	0.0	0.0	1.0	1.0	80.00
	TLT Grant Submission	1	0.00	0.0	0.0	1.0	1.0	80.00
	Ford Family Foundation Grant Submission	1	0.00	0.0	0.0	1.0	1.0	80.00
	Preliminary Sketches from Public Outreach Event	1	0.00	2.0	4.0	1.0	7.0	750.00
	Preliminary Public Outreach Strategy & Project Implementation Plan	1	0.00	2.0	0.0	2.0	4.0	410.00
	Summary Report of Potential Funding Opportunities	1	0.00	0.0	0.0	2.0	2.0	160.00

TASK TOTAL: 11,205.00

20% Discount (2,241.00)

Environmental Consultant Allowance 750.00

GRAND TOTAL: \$9,714.00

Assumptions

1. Historical data and all available site data (survey, environmental studies, previous planning efforts, site studies, etc.) is to be provided by
2. The City of Bay City will provide organization information as required to submit grant applications.
3. This service will be billed hourly not to exceed the budgeted total. Additional grant applications outside of those outlined above will require a separate fee.
4. The City of Bay City will support outreach efforts to obtain letters of support, and any necessary surveys or outreach materials will be shared on the City's website, social media, and eNewsletter. Distribution of any print material will be completed by the City of Bay City.
5. The City of Bay City will create accounts for online grant applications, and provide login information to Shapiro Didway to submit application requirements.
6. The City of Bay City will participate in the review of the public outreach strategy and project implementation plan.

Jody Daily
2019 Pearl Festival Coordinator
PO Box 3514
Bay City, OR 97107
Phone (503)931-9721
Email: jodydesign@hotmail.com

November 25, 2019

Bay City TLT Committee
City Hall
Bay City, OR 97107

Dear Committee Members,

I am writing to support the grant request by the City of Bay City to receive funding to develop a plan and grant application for improvements to the Watt Family Park. Bay City and nearby communities have a great need for sports fields. At this time Bay City does not have a sports complex, and fields in nearby communities are often over-committed. Development of sports fields at the park will bring in visitors from other communities which will be beneficial to town businesses.

The town is also in need of a playground. Without having a school, the only playground in town is a small one at Al Griffin Memorial Park in downtown.

The site has excellent potential as a location for future events targeting tourists and visitors from neighboring communities. Planning of infrastructure is essential to meet the requirements for plumbing, electrical, etc. that will be needed for these events.

The park could also serve as an emergency meeting and shelter site in the event of a natural or other community disaster.

This grant will enable the City to identify the future needs and seek funding for improvements that will maximize benefits from the park. That is why I fully support this grant application.

Sincerely,



Jody Daily

Dr. Robert L. Miles
PO Box 3146
Bay City, Oregon 97107
November 15 2019

The Bay City TLT Committee
Bay City, Oregon

To whom it May concern:

I have had the fortunate experience to have lived in Bay City for the past 40 years. During that time I have seen many changes, some not so good but most have been for the good of the community and we have always had a vision to keep our kids as a priority! Bay City is still a community that kids can feel safe to play outside, ride their bikes and generally experience the outdoors and not spend the day looking at a screen. We have a skate board park a basketball and tennis courts but our play ground equipment is dated and needs an upgrade.

Bay City is in the process of building another park and we have the desire to get our Al Memorial Griffin Park upgraded. The desire to have these parks is to not only have a place for our own kids to "play" but when the onslaught of tourist come to the coast we have a place to picnic, kids play and to camp and enjoy our many tourist resources. The new Park will be called the Watt Family Park.

I understand the funds from the Transient Lodging Tax are to be used for these purposes: To attract tourist to stay and for overnight and day use activities. WE would accomplish this goal by using TLT funds establish the above goals for Bay City Parks!

Your consideration for using TLT funds I appreciated. I am available for an further contact if needed! Thank you

Sincerely



Robert L. Miles D.M.D.

November 26, 2019

Chance Steffey PE

Public Works Director

City of Bay City

I'm writing in support for this TLT grant application for funding to prepare grant applications for the Watt Family Park in the City of Bay City. City of Bay City purchased the land for the park with a grant from Oregon Department of Parks. They have built fencing and one bathroom.

This park has one of the only sports field on the Oregon coast that is not part of a school system. When completed, the sports field will give the City of Bay City the ability to host events such as sporting events and concerts that will attract visitors and residents to our park and city.

The city applied for the TLT grant because they want to build an ADA compliant playground that will require it to seek grant funding to complete the project. I support this application because it is important to have children activates in the park. The more activities we have, the more tourist and residents we will attract.

Thank you,

Edwin Vining

5120 Main

Bay City, Oregon

Bay City TLT Committee

November 18, 2019

Bay City, Oregon

Dear Committee Members,

I am writing to you today in support of the City of Bay City TLT grant application for the Watt Family Park planning phase. I believe your acknowledgement of this need and granting of funds will help further our community goal of completing our newest park bringing new visitors to our community.

In the acquisition process for this property, the City prepared a vision plan identifying various structures and uses throughout. This plan was instrumental in acquiring substantial grants used for the property purchase. Since that time, the upper areas have been cleared, utilities brought in and a restroom structure completed. The remaining sloped and level fields are mowed; the lower area remains overgrown and unused.

The original vision plan included several improvements with ADA access throughout:

- *A playground structure and nearby picnic facilities*
- *A pavilion for events and emergency response operations*
- *Restroom facilities*
- *A developed all weather parking area*
- *Development of a sports field adequate for junior league baseball and soccer*
- *A natural area developed for education and nature play*

To be forthright, our project has stalled. There is some seasonal use of the sports field. Local residents use the mowed areas for dog exercising. The completed restroom is a welcome amenity. Unfortunately, this represents only a small portion of the potential benefit this park can provide for our community and as a regional venue.

How does a TLT grant fit into this picture? The various improvements listed above can be a significant draw for bringing visitors into our community.

- *A completed sports field will provide seasonal opportunities for local and regional sports leagues, sponsored teams, youth leagues through our local YMCA and schools to name a few.*
- *A family center with playgrounds, picnic facilities, covered areas and room for the kids to run is a perfect setting for visiting families and seniors.*
- *Ample parking and modern restrooms will facilitate many types of functions bringing new and returning visitors into our community.*
- *Organizations will take advantage of the amenities to host annual events like the Pearl Festival or company sponsored picnics.*

I believe we all understand that the build-out of Watt Family Park will take several construction seasons, hundreds of thousands of dollars and many volunteer hours. What we need right now is an effective planning effort.

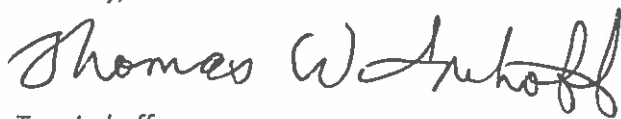
The Bay City council has approved moving forward with the selection of a firm to assist in a revitalized park planning project. The belief is that with an experienced firm the project can be brought back on track. Right now that means a vision plan reality check, realistic cost estimates for individual improvements, a progressive construction timeline and most importantly, public involvement and buy-in.

TLT seed funds are critical to this startup phase. I think we all realize there is a shortage of available funds in our current city budget, a shortage that could slow or stop the progress needed for this project. A TLT grant for planning services will help assure the project gets going with an effective combination of community participation, a well thought out plan and realistic cost estimates, all needed for winning future grant awards for the construction phase.

As Watt Family Park matures, it will be a known venue for bringing visitors to our community, supporting local businesses and the short term rental business community. It will also serve as a disaster relief staging area, providing parking, covered areas, room for portable facilities and a helicopter landing field.

I urge you to award this needed grant.

Sincerely,

A handwritten signature in black ink that reads "Thomas W. Imhoff". The signature is written in a cursive, flowing style.

Tom Imhoff

Bay City, Oregon



Bay City, Oregon Watt Family Park Master Plan 2012

An appendix to the Bay City Park Master Plan

Introduction

This preliminary study was undertaken to determine and document the viability of Watt Family Park. The results will be used to make decisions whether to proceed with the project, its public need and benefit, how many, locations, activities and likely users, etc. It is an analysis of possible alternative solutions and a recommendation on the best alternative.

Project Sponsor

The City of Bay City will sponsor the acquisition, management, maintenance and development of Watt Family Park. The Bay City Public Works Department will continuously maintain the site. The Public Works Superintendent and Park Committee will coordinate volunteer contributions toward park maintenance and management and will coordinate sports field management with sports field users. Bay City will seek cash funding from coordinating grants and in-kind match provided by volunteer labor and donations of materials, supplies and equipment to fund the development of the park.

Bay City has a history of commitment toward implementing the Bay City Park Master Plan. The Park Committee has completed projects with funds provided by the Oregon Parks and Recreation Department and match provided by local business and residents. The Bay City Public Works Department manages the maintenance of the park system. Between 2000 and 2007, Bay City completed improvements to the "Al Griffin Memorial Park", a 3.05-acre park on the North side of Bay City with a skate park, tennis court, picnic area, pavilion, a small playground and a public recreation vehicle park.

Central Location

The Bay City Park Master Plan identifies a need to acquire and develop this site as a park on the south side of Bay City. The site offers scenic views of the Pacific Ocean, Tillamook Bay and Bay Ocean Spit. Centrally positioned in Tillamook County, the park is easily reached by driving US Highway 101 to Bay City. Vehicular access to the site is available from Tillamook Avenue, about 1000 feet from US Highway 101. Pedestrian access is also available from McCoy Street, a level access 600 feet from US Highway 101. Signage will direct vehicles to the parking on the right side of Tillamook Avenue.

Project Need

The outdoor recreation activities described in the *Watt Family Park Master Plan* meet identified outdoor recreation needs not available in the region. Innovative design makes Watt Family Park a recreation destination. This is the only public sports field, public running track, public basketball court, or large group day use pavilion or nature play area planned in the region. Sustainable conservation techniques manage stormwater and teach community about natural resources. This unique place inspires extended community gatherings with outdoor recreation opportunities that meet the needs of all ages, interests and abilities.

History

Until 1959, the 5.73-acre Watt Family Park site contained schools of the Bay City School District #31. In 1959 in a government mandated school district consolidation, all school district property was transferred to Neah-Kah-Nie School District #56 (formerly Rockaway School District #56). In 1972 the students were transferred and the site was never again used as a school. The gym was dismantled for liability reasons and the wood was recycled for use in buildings throughout Bay City. The community continued to use the grassy fields of the site to play sports and hold outdoor gatherings. The neighbors maintained the site and mowed the grass. The community wished they could acquire the property, but the cost seemed out of reach.

In the year 2000, the Bay City Park Committee prepared an update to the Bay City Park Master Plan to determine viable locations where outdoor recreation facilities could be provided. The master plan identified that the south portion of Bay City was underserved recreationally. The plan identified that the existing 3.05 acre park on the north side of the City was not large enough to serve the city recreation needs. The City wanted a sports field to provide a location for non-school sports programs. In a search of the City, the Park Committee determined that Watt Family Park could best suit the City recreation needs. On February 14, 2000, Bay City formally adopted the acquisition of the Watt Family Park site as a goal of the *Bay City Park Master Plan*.

In 2004 Bay City wrote a Natural Hazard Mitigation Plan and identified ways to address vulnerability to natural and manmade disasters. In October 2006, the Bay City Hazard Mitigation Planning Committee identified the Watt Family Park site as a site for disaster response. The installation of the recreation features of a park would not prevent the use of the sports field as helicopter landing site in a natural disaster. BMCM Mike Saindon US Coast Guard member and community resident joined the Hazard Committee and the Park Committee. On January 12, 2012, the Coast Guard identified the Watt Family Park sports field as suitable for the landing of two helicopters. The day use pavilion with outdoor fire place will provide shelter and warmth.

After attending an Oregon Parks and Recreation Department (OPRD) grant workshop In February 2011, with the permission of the owner Neah-Kah-Nie School District #56, Bay City conducted an appraisal of the site and offered to purchase the property for the appraised value. Neah-Kah-Nie School District agreed to the price with the condition that Bay City complete the purchase within one year. In April 2011, Bay City applied to OPRD for a Local Government Grant for 80% of the money to acquire the site and funding to involve the community in writing the *Watt Family Park Master Plan*. In July 2011 OPRD awarded the grants to acquire the site and write the plan to Bay City. The YMCA began to use the site for their sports programs. With the completion of the acquisition of the site and the adoption of the *Watt Family Park Master Plan* on April 4, 2012, Watt Family Park is officially open for use by the public. While it awaits development consistent with the Master Plan, it serves as a natural area in the middle of the city and a public sports field in Tillamook County.

Writing the Watt Family Park Master Plan

Watt Family Park was undertaken as a preliminary study to determine and document the viability of Watt Family Park. The results will be used to make decisions whether to proceed with the project, its public need and benefit, how many, locations, activities and likely users, etc. It is an analysis of possible alternative solutions and a recommendation on the best alternative.

Bay City held a series of public meetings designed to identify public needs and benefits, activities and likely users for Watt Family Park. Meeting times and dates were designed to reach out to the neighbors and future users of the site, the public, community groups, citizens, experts and agency representatives responding to participant availability. Meetings were advertised in the Tillamook County Shopper, a regional advertisement mailed free countywide and the Headlight Herald, a weekly newspaper and on the local radio station KTIL. The Bay City Park Committee on Wednesdays at 3 pm, the Watt Family Park Project Advisory Committee on Fridays at 6 pm and a Public Participation Meeting on Saturdays at 10 am. Neighbors, community groups, environmental agencies and educators were contacted directly and their participation in the planning process requested. The Bay City Park Committee continued to meet at noticed meetings Wednesdays through February and March 2012 to review final recommendations.

At each meeting, City Planner Sabrina Pearson and Public Works Superintendent Dave Pace presented and distributed color aerial photographs, site plans, example recreation facility designs donated by qualified professionals and volunteer sign-up sheets. After each meeting site plans and facility designs were adjusted and the new plans presented at the next meeting. Meeting attendees analyzed recreation facility options and recommended the best alternatives. Participants expressed their intention to volunteer equipment, equipment operation, skilled and unskilled labor, materials and supplies to the development of Watt Family Park. Many participants explained that they represented other people who were also supportive of the project. Representatives from the community offered to continue maintaining the site.

Among many others citizens who offered support to the process, YMCA athletic director Andy Christopherson indicated that the athletic groups the YMCA represents plan to volunteer. Tillamook Estuaries Partnership director Lisa Phipps offered professional guidance to the project. Registered Landscape Architect Tracy Johnson joined the Park Committee. Local carpenters offered skilled labor to build the day use pavilion. Local mason Terry Griffin offered skilled labor to build the restrooms and outdoor fireplace. The Master Gardeners offered the opportunity to request skilled landscaping services. Over the 12 meeting series, 44 participants attended for a total of 192 volunteer participation hours.

Throughout the planning process, David Pace, Public Works Superintendent coordinated analysis of the park design recommendations with the SHN Consulting Engineers the firm that provides engineering, geology and surveying services. SHN Consulting Engineers provided analysis that the park design provides viable recommendations. City Planner Sabrina Pearson prepared the *Watt Family Park Master Plan* to guide the process of park development implementation.

Watt Family Park Plan Adoption

In Bay City, the development of a park is a Conditional Use that requires Planning Commission approval. Before embarking on a plan to acquire and develop the site as a park, the City Planner and Public Works Superintendent presented "Watt Park" to the Bay City Planning Commission at an advertised public hearing on March 16, 2011. Neighbors of the park property attended the hearing and expressed support for the proposed park. They committed their time to help plan and develop the recreation facilities. The Planning Commission approved the concept of "Watt Park" with the condition that an update of the park development is provided to the Planning Commission each year.

On January 25, 2012, Bay City released the first draft of the *Watt Family Park Master Plan* and scheduled it for an advertised public hearing. On February 15, 2012 the Bay City Planning Commission again approved the Conditional Use permit to build "Watt Family Park" with conditions requiring that City Staff provide an update about Watt Family Park to the Planning Commission each year. The Planning Commission forwarded a recommendation for adoption of the *Watt Family Park Master Plan* to the City Council.

Throughout the planning process, City Planner Sabrina Pearson, Park Committee Chair Pat Vining and David Pace, Public Works Superintendent continued to keep the Planning Commission, the City Council and Mayor Shaena Peterson informed of the process.

On March 14, 2012, the City Council opened and continued their advertised public for the review of the Watt Family Park Master Plan to March 21, 2012 due to a snow storm. On March 21, 2012, the City Council opened the public hearing and adopted the *Watt Family Park Master Plan* as an appendix to the *Bay City Park Master Plan*. The Council also authorized the Mayor to sign a resolution approving the City Planner and Public Works Superintendent's request to file a Local Government Grant Application with the Oregon Parks and Recreation Department for the development of Watt Family Park consistent with the Bay City Park Master Plan.

Park Development Schedule

With the support of the City Council, the development described in the *Watt Family Park Master Plan* will be implemented at the pace that funding is obtained. Multiple funding opportunities as well as community donations of labor, materials, supplies and equipment are available to fund the development of recommended park facilities. If anticipated funding applications are successful, Bay City could achieve substantial completion of the recreation facilities described in the *Watt Family Park Master Plan* by the summer of 2014 and the installation of a sidewalk to the site from US Highway 101 by summer 2015-2016. This plan serves as a guide to the future development as soon as it can occur.

The Recreation Facilities of Watt Family Park

The Watt Family Park site is uniquely suited to provide for multiple outdoor activities and uses to serve the recreational and education needs of all ages. Gentle slopes connect level plateaus providing a natural separation of uses. Access to all site facilities will be designed and installed consistent with the criteria of the Americans with Disabilities Act Accessibility Guidelines.

Vehicular access will be provided from Tillamook Avenue. Pedestrian access will be provided from Tillamook Avenue and McCoy Street. A gated private drive from McCoy Street will provide access for emergency vehicles and park maintenance.

An upper level plateau provides room for a basketball court, a spectator space overlooking the sports field and a spacious parking lot that will be landscaped with native vegetation. Its topography slopes gently downward from north to south to beautifully level sports field.

A mid-level plateau provides area for a day use area picnic tables, benches, a large log pavilion and outdoor fireplace and an innovative playground with a poured-in-place rubber fall surface made of recycled rubber tires. A restroom, outdoor sink and drinking fountain will serve the day use area. Recycling cans will be provided to collect glass, metal, paper, cardboard, plastic and organic materials.

At the lower level of the park, there is room for a two lane sports track made of recycled rubber around the sports field. A restroom and drinking fountain and storage building will serve the sports field needs. Below the sports field the City will develop an innovative "nature play" natural playground above a wetland restoration. A rain garden along the eastern boundary of the property will naturally filter stormwater toward the estuary. The stormwater techniques will reduce localized flooding and repair riparian habitat. Signage will provide users an ecosystem education about sustainability, conservation, and environmental protection.

Hedge fences along the eastern and western boundaries of the park will buffer noise and provide a privacy screen from adjacent property. All neighboring property owners participated in the planning process and offered their support for the project. Lighting necessary for safety and to deter nefarious activity shall be the minimum lumens necessary and shielded and directed in design to avoid casting glare into the night sky.

A looped trail following the natural topography are suitable for walking, biking, and skating and designed to meet the Americans with Disabilities Act Accessibility Act Guidelines will connect the features of the park. Benches, picnic tables, play equipment and fitness stations will be positioned along the trails to provide numerous opportunities for public convening, relaxation, recreation and fitness.

Watt Family Park will provide innovative, interesting, sustainable and educational outdoor recreation opportunities for users of all ages. Through the extensive public participation process, the site has been designed to ensure the enjoyment families, community groups, sports enthusiasts and environmental educators.

Dedicated Facility Users

These user groups vocalized their need the outdoor recreation facilities proposed for Watt Family Park.

YMCA Athletic programs

The YMCA, a Tillamook County presence since 1933, offers organized sports programs for youth age 3 to adult. They need a public sports field to operate their program. While the public school systems have sufficient fields to support their athletic programs, the sports programs of the YMCA do not yet have dedicated field facilities. The public school systems allow the YMCA to use their fields outside of school hours when they don't need them. This is helpful, but a limited opportunity. When Bay City entered into a purchase agreement with Neah-Kah-Nie School District, both Bay City and Neah-Kah-Nie supported the use of the Watt Family Park field for the YMCA programs. During the planning process, CEO and Director Don Schmidt and Athletic Director Andy Christopherson attended multiple meetings. With the support of the YMCA, Andy joined the Bay City Park Committee and is a regular member at meetings.

YMCA "Y Stars" Education Programs

The YMCA offers educations program for preschool through kindergarten called the "Y Stars". Through a cooperative agreement with the Neah-Kah-Nie School Districts, the "Y Stars" offers after school programs to grades K – 5 at Nehalem and Garibaldi Grade Schools and 6 – 8 Neah-Kah-Nie Middle School. The Y Stars need an outdoor recreation site to bring the children.

Neah-Kah-Nie High School

The Neah-Kah-Nie High School environmental science program, winner of national science competitions, is enthusiastic about the opportunity to use a local facility to educate students about ecosystem management. Bay City will offer annual opportunities to evaluate the progress of the wetland restoration, the rain garden function, and to participate in and report on the ecosystem management.

Tillamook High School

The Tillamook High School environmental science program, winner of national science competitions, is enthusiastic about the opportunity to use a local facility to educate students about ecosystem management. Bay City will offer annual opportunities to evaluate the progress of the wetland restoration, the rain garden function, and to participate in and report on the ecosystem management. Students need a reliable place to learn about sustainable natural resources.

Oregon State University Master Gardeners Program

The Oregon State University Master Gardeners program offers master gardeners that volunteer through community opportunities. With an approved written request, program volunteers assist with design and provide guidance for the installation of the "Rain Garden" techniques that the park will utilize for stormwater management. Master Gardeners teach their techniques to community and new master gardener program students. The natural environment needs to encourage participation in sustainable natural resources.

Natural Recreation Opportunity Partnerships

Community, regional and state partners support the viability of the natural recreation opportunities of Watt Family Park, have participated in its design, and offer assistance toward its development.

1. Bay City Booster Club
2. Bay City Beautification Committee
3. Tillamook Estuaries Partnership
4. Tillamook Bay Watershed Council
5. Tillamook County Master Gardeners
6. Tillamook County YMCA Athletic Program
7. Tillamook County YMCA Y Stars Youth Education Program
8. Tillamook School District
9. Neah-Kah-Nie School District
10. Oregon Watershed Enhancement Board
11. Oregon Parks and Recreation Department
12. Oregon Department of State Lands
13. Oregon Department of Environmental Quality
14. Oregon Environmental Protection Agency
15. Oregon Department of Land Conservation and Development
16. Oregon Department of Fish and Wildlife
17. Oregon State University Extension Service
18. East Multnomah County Soil and Water Conservation District
19. Oregon Sea Grant
20. Ford Family Foundation

Funding Resources

Many funding resources are available to support the development of Watt Family Park including:

Oregon Park and Recreation Department (OPRD): www.oregon.gov/oprd,

Through the Local Government Grant Program, Recreation Trails Program and Land and Water Conservation Fund, this program funds 80% of qualifying facilities with a 20% in-kind match.

Qualifying Facilities include: Playground, Basketball Court, Sports Field, Sports Track, Nature Play Park, Benches, Vehicular and Pedestrian Access, Drinking Fountains, Restrooms, Pavilion, Walking / biking / skating paths, Fitness Equipment, and the Parking Lot

Oregon Park and Recreation Department (OPRD): www.oregon.gov/oprd,

Land and Water Conservation Fund: Contact: Marilyn Lippincott

Through the Local Government Grant Program, Recreation Trails Program and Land and Water Conservation Fund, this program funds 80% of qualifying facilities with a 20% in-kind match.

Qualifying Facilities include: Nature Play Park, Wetland Restoration, Signage, and Walking Paths

Ford Family Foundation: www.tfff.org

The Ford Family Foundation will pay for up to 50% funding of qualifying facilities.

Qualifying Facilities include: Day Use Pavilion, Public Convening Spaces, Educational Opportunities, Restrooms and Drinking Fountains

Oregon Watershed Enhancement Board

The Oregon Watershed Enhancement Board, through the Tillamook Bay Watershed Council offers a low competition \$10,000 quick response grant, \$0 match required for qualifying projects. The Oregon Watershed Enhancement Board through a federally competitive process funds 50% of qualifying facilities. Qualifying Facilities include: Nature Play Park, "Rain Gardens" and Educational Signage

Oregon Department of State Lands: www.oregon.gov/dsl

The Oregon Department of State Lands, through the wetland mitigation bank offers a \$0 match 3:1 value for wetland restoration projects. One acre of wetland on the site qualifies for approximately \$20,000. Qualifying Facilities include: Wetland Restoration

Oregon Department of Transportation:

The Oregon Department of Transportation, Transportation Enhancements Program (TE) and Pedestrian and Bicycle Program offer 90% funding for qualifying facilities, with a 10% in-kind match required. Qualifying Facilities include: Sidewalks to US 101 and Access Enhancements

In-Kind Contributions

Project Advisory Committee

Volunteer Skilled and Unskilled Labor, Equipment, Materials and Supplies

Bay City Park Committee

Volunteer Skilled and Unskilled Labor, Equipment, Materials and Supplies

Bay City Beautification Committee

Volunteer Skilled, Unskilled Labor, Equipment, Materials and Supplies

Bay City Arts Center

Meeting Facility Donation, Project Advisory Committee

Bay City Booster Club

Project Advisory Committee, Fund-raising

Tillamook Estuaries Partnership

Skilled Labor, Project and Labor Management, Materials and Supplies

Tillamook Bay Watershed Council

Skilled Labor, Project and Labor Management, Materials and Supplies

Oregon State University: Master Gardeners

Project Management, Project Advisory Committee

Tillamook County YMCA

Volunteer Skilled and Unskilled Labor, Project Advisory Committee

Averill Landscaping Supply

Equipment Donation, Materials and Supplies

Game Time

Playground Design, Fitness and Recreation Opportunities Design, Natural Play Area Design, Funding toward cost of Playground Equipment, Donation of Skilled Labor for installation

Native Landscape Design

Donation of Rain Garden Design

East Multnomah County Soil and Water Conservation District

Use of rain garden design, written material, and ecosystem education sign program

Robert Emanuel, PhD, Oregon State University Extension Service

Donation of skilled consulting services for natural play area, rain garden design, wetland restoration

Tracy Johnson, Registered Landscape Architect

Donation of skilled consulting services for natural play area, rain garden design, wetland restoration

II. OUTDOOR RECREATION FACILITIES

Recommendations and alternatives discussions regarding: vehicle access and parking, pedestrian access, basketball court, playground, day use area, sports field and sports track, "natural recreation park", "rain gardens", benches, looped walking paths, signage, lighting, fencing, drinking fountains, and restrooms.

Outdoor Recreation Facilities

These are the recommendations developed during the preparation of the *Watt Family Park Master Plan*.

Vehicular Access and Parking

Watt Family Park has frontage property on McCoy Street, Short Street and Tillamook Avenue. During the analysis, staff identified that public vehicular access from McCoy Street would require the construction of a new street. A new street from McCoy Street would put cars in close to the sports field and the playground increasing the potential for conflict. Neighbors were concerned that Short Street is a narrow width gravel street with challenging access to US Highway 101. Access from Short Street would put cars in close proximity to the sports field and playground increasing the potential for conflict. Three driveways provide existing access to the site from Tillamook Avenue; however, it is not reasonably viable to access the sports field from Tillamook Avenue.

After an analysis of access options, providing public access from Tillamook Avenue is the option recommended and determined viable by the City Engineer. Gated emergency vehicle and sports field maintenance access will be provided to the sports field from McCoy Street. With minor engineered improvements, access to the parking lot can be expanded to provide safe vehicular access for cars and school busses. Working with ODOT, the City will post a "City Park" sign at the intersection of Tillamook Avenue and Highway 101. Since vehicle access cannot viably access the sports field Tillamook Avenue from it is prudent to improve a private gated emergency vehicle and sports field maintenance access from McCoy Street. A safety barrier will be installed along the sports field / nature play park side of the private access from McCoy Street to prevent conflict. Access from Short Street will be prevented with the installation of a solid barrier, either a hedge fence or cedar type fence to prevent visitors from parking on Short Street to enter the park. Signs posted at the entrance of Short Street will state "No Parking on Either Side of the Street" "Dead End" and "No Park Access". Engineered impact guard rails will be installed where necessary for safety.

Standards for driveway access and parking lot design are defined by the Bay City Public Works Street Design Standards and the Bay City Development Ordinance. The parking lot will be enlarged and is anticipated to accommodate 40-60 vehicles and 2-4 buses. The surface will be repaired with an all weather "asphalt" surface. Parking spaces will be signed, installed and designated consistent with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Consistent with City Standards, landscaping be distributed at intervals of five parking spaces and at the end of bays. Landscaping will be used to accommodate stormwater. The parking lot will connect to the pedestrian trail system consistent with the ADAAG. The parking lot overlooks the park and sports field. During inclement weather, users can view sports events from their vehicles parked to overlook the field. Parents looking for their children or community members looking for their friends can overlook the park and see them at any of the recreation facilities.

Pedestrian Access

The City analyzed opportunities for pedestrian access. Public pedestrian access could be available to the site from Short Street, Tillamook Avenue and McCoy Street. Without a fence, pedestrians also have uncontrolled access to adjacent private property. Park planners recommend that a 6' wide concrete or asphaltic material walkway be installed throughout the site connecting all park activities. Pedestrian access to park will be installed consistent with the Americans with Disabilities Act Accessibility Guidelines.

Short Street is a narrow width gravel street with no off-street parking. It was determined that pedestrian access at Short Street could encourage parking on Short Street. Access to Short Street will be prevented through the installation of a fence, likely a hedge fence with rip rap barrier to impede the potential for vehicular trespass.

Pedestrian access to the site from Tillamook Avenue will be provided by a sidewalk that winds starting at the eastern border of the parking lot. Pedestrian access will be installed to the site from McCoy Street; the McCoy Street access grade is virtually level with the grade of the nearby arterial US Highway 101.

Bay City completed a transportation system plan in 2009. The City is planning to work with the Oregon Department of Transportation Bicycle and Pedestrian program or Transportation Enhancements program to install sidewalks to the site from US Highway 101. Currently a sidewalk runs from Tillamook Avenue into Downtown Bay City. Bay City wants to install a one block extension of sidewalk from the US Highway 101 sidewalk termination at Tillamook Avenue to McCoy Street and at minimum from US Highway 101 for the 600 feet along McCoy Street to the park site.

Basketball Court

As participants evaluated the site design, one question was asked: "Will you have a basketball court?" The answer: "The City will provide for basketball inside the tennis court at Bay City's Al Griffin Memorial Park." was met with the response: "Oh." As the city planner and public works superintendent evaluated the information gathered from the process, they realized that they had an area available for a basketball court just above the playground and day use area, to the west of the parking lot. A basketball court can be installed at Watt Family Park at an official regulation size outdoor basketball court 94' x 50'.

Playground

The park site plan provides for a 10,000 square foot playground to be placed along a looped pedestrian trail system that follows the natural topography and is suitable for walking, biking, and skating. The City plans to use natural feature designs and imaginative equipment not available elsewhere in the region. Participants analyzed the design alternatives for fall surface. Participants analyzed the design alternatives for play equipment. The final designs will incorporate the history and natural features of the region. Play equipment will provide activities for all ages, sizes and abilities.

For fall surface, participants reviewed multiple safe ADA compatible fall surfaces including turf, poured in place rubber, rubber tiles, rubber chips and engineered wood fiber. Poured-in-place recycled rubberized fall surface is great for the highest level of safe accessibility for the retiring population and disabled and is a surface type not available anywhere else in the region. Engineered wood fiber is a natural material. In the design recommendations, participants recommended a playground that combines both engineered wood fiber and poured in place playground surfaces.

The materials will be weather and corrosion resistant suitable for the coastal environment. Access to and design of the playground will be consistent with the Americans with Disabilities Act Accessibility Guidelines. Play equipment for multiple ages will provide an opportunity for creative play. There are numerous options for play equipment. Play equipment can be designed to resemble natural features habitat through the use of fiberglass, concrete, and plastic materials. Slides can be installed in a giant tree. A sailing ship can sail to islands of play. Durable play equipment throughout the park will encourage active participation and diminish boredom that might be experienced by users when playgrounds are a one location design.

Day Use Area

The site plan provides a 10,000 square foot area for the installation of a day use area. The goal of the site is to provide an area convenient for large extended family gatherings, community functions, and educators instructing their students.

The pavilion will be designed so that during a light summer rain, the pavilion will provide suitable shelter that could avoid the need to go back indoors. Participants supported the installation of an outdoor natural stone fireplace when a local professional stone mason volunteered to build the fire place if the city purchased the materials.

In an analysis of alternatives, participants recommended a square-shaped log style pavilion. Options include the purchase of a kit or the use of local contractors who have offered to work with a structural engineer to design a building specifically designed to serve the needs of the site. Consistent with building height standards, the peak of the roof will not exceed 24 feet. To meet design requests, a hip roof design with an 8' overhang has been recommended. Additional picnic pods with tables and benches will be placed around the pavilion. Access to and design of the day use area will be consistent with the Americans with Disabilities Act Accessibility Guidelines.

Sports Field

Since the time the site was used as a school for the Bay City School District, a sports field has been available for use by the community. With the recent acquisition, this sports field has been dedicated to the public and is currently the only non-school affiliated sports field in the region. The sports field currently encompass an area 225' x 311' approximately 1.6-acres. The sports field is used by and maintained by the community as a sports field. The community maintenance is so dedicated that the public works department has not yet had the opportunity to mow the field. Along the eastern boundary of the park, at the north end of the sports field, access will be installed to the sports field consistent with the Americans with Disabilities Act Accessibility Guidelines.

During the planning process, the city met with sports field users to discuss the design. While the site is functional and adequate, the city plans to improve the vegetation quality of the field and to restore field lost to the growth of nuisance non-native vegetation. Blackberries and other nuisance vegetation located between the sports field and wetland restoration have destroyed the southern boundary of the field. The City plans to remove the nuisance vegetation and to install a nature play park and restore a wetland habitat along the southern boundary of the site. The restoration work should repair approximately 50 feet of field. Restored field size less the area required for the two lane sports track is anticipated to be approximately 300' x 270' or 100 yards x 90 yards. This size is particularly suitable for non-professional adult league and organized youth sports including t-ball, baseball, soccer, and football and for any age "pick-up games".

Bay City plans to build a small storage building in which to store and protect goals. The YMCA athletic director and the Tillamook Soccer Club coach have offered guidance in the acquisition of sports field equipment. The YMCA offered to work with the city to identify match cost through by using programs for which they are eligible. Sports equipment available for community use will include portable football goal posts, soccer goals, soccer corner flags, football down markers, baseball plates, nets, and chalk markers.

An upper-level plateau overlooks the northern edge of the sports field. Participants discussed the alternatives for the installation of spectator benches. While city staff offered to install benches along the grassy slope between the upper level and sports field, participants explained that this area provides "picnic" blanket or portable chair seating. The final recommendation is to install one row and two sections of spectator benches on the level area above the north end of the sports field consistent with the Americans with Disabilities Act Accessibility Guidelines.

Sports Track

Participants expressed interest in the installation of a sports track at the site. There are no non-school affiliated sports track facilities available in the region and no reasonably safe place to walk or run without potential vehicular conflict. There is sufficient room to install a two-lane sports track with a high quality rubberized recycled materials surface in a width suitable for walking and running exercise around the sports field perimeter. The track surface will be of suitable quality to provide an opportunity for training and

exercise. The width and length of the sports track will be designed to fit the available area. Along the eastern boundary of the park, at the north end of the sports field, access will be installed to the sports track consistent with the Americans with Disabilities Act Accessibility Guidelines.

“Natural Recreation Park” and Habitat Restoration

At the southern edge of the site, along McCoy Avenue, is a 1.25 acre area that is a mosaic of riparian area, wetland and upland. The area is overgrown with non-native and nuisance plant species that are concealing native plants and natural habitat. A broken culvert is tangled in the small vital drainage that runs through the area. In evaluating alternatives for utilizing and restoring the area, qualified professionals advised the City that the area would be suitable for the installation of a Nature Play Park into the upland areas around the wetland. Annual monitoring will be provided by the City to direct maintenance needs and ensure plant establishment. Access will be consistent with the Americans with Disabilities Act Accessibility Guidelines.

A “Natural Recreation Park” is an engaging park feature that integrates manmade engineered features designed to look like natural objects such as logs, rocks, sand, water and plants to engage patrons in exploration and exercise less formal than a traditional playground. The city worked with a registered landscape architect who specializes in designing and installing Nature Play park designs throughout the United States to evaluate park designs. Once the area is cleared of invasive species the natural habitat function of the area will be restored and the city will retain a qualified professional to complete the “Nature Play Park” design and guide its installation. This area provides ongoing ecosystem education opportunities.

The City is committed to working with regional programs to design the area for use as a living laboratory for environmental education of ecosystem function. The YMCA, who offers an after school educational program called “Y Stars” for pre-school through middle school children, has expressed that they need this type of site as a support for their educational and sports programs. The Neah-Kah-Nie School District, the Tillamook School District, and the Tillamook Bay Community College offer “environmental science” classes that conduct science field trips have a need for a sustainable site to monitor.

Restoration of the area is needed to alleviate local flooding and restore appropriate flow to the drainage creek, a direct tributary of the Tillamook Bay. The City will work with the adjacent property owner to correct drainage problems and restore soil function. The City will coordinate the design and installation with agency partners including the Oregon Dept of Fish and Wildlife, Tillamook Estuaries Partnership, the Tillamook Bay Watershed Council, Oregon Watershed Enhancement Board, and the Oregon Department of State Lands.

Storm Water “Rain Gardens”

Bay City, according to the Oregon Blue Book, receives approximately 88 inches of rain per year. In 2007, Bay City staff sought natural ways to enhance rain water accommodation. In a non-point source pollution management training, city staff met Dr. Robert Emanuel from the Oregon State University Extension Service. Dr. Emanuel helped the city staff install “storm water rain gardens” that use native plants and natural materials such as river rock to filter contaminants and impede sediment transport into the aquatic

system improving water quality conservation. Rain garden vegetation will be installed in the parking lot and along the park boundaries as stormwater management landscaping. Access will be consistent with the Americans with Disabilities Act Accessibility Guidelines.

Bay City worked with Dr. Emanuel to install these "rain gardens" on local properties throughout the community. One rain garden installation restored natural drainage into Patterson Creek and alleviated flooding of the adjacent Jacoby Creek drainage basin. This Bay City installation is featured in a manual on the installation of "rain gardens" which the City provided for use by the community.

A degraded natural drainage channel is located along the eastern boundary of the property traversing the property from north to south and emptying into an unnamed creek which empties into the Tillamook Bay. The drainage channel is shallow and appears to be a well hydrated tree and hedge system. The City will remove the nuisance vegetation in this drainage area and replace the vegetation with the native plants of a "rain garden". In a rain garden, filter fabric, river rock and amended soil is installed to ensure sufficient design. Minimal revision to the topography will be required for this rain garden installation. Signage along the rain garden will educate users and inspire the installation of this beautiful feature in the yards of patrons.

Design, site planning, installation management and volunteer training are offered by the Tillamook Estuaries Partnership and the Oregon State University Master Gardeners. Grant funding is offered by Tillamook Bay Watershed Council and the Oregon Watershed Enhancement Board, Bay City will build "rain gardens" in the park and post educational signage introducing these "rain gardens" as a model of storm water management for the community. The rain gardens will be a beautiful and sustainable way to improve storm water drainage.

Benches

Responding to the requests of design participants, benches will be suitably distributed throughout the site. Each bench will be made of sustainable corrosion resistant materials suitable for the coastal environment. A variety of bench designs will reflect the historical features of the area. Designs evaluated included carved wood benches and an engineered low concrete aggregate and rock sitting wall. Access to and design of benches will be consistent with the standards of the Americans with Disabilities Act Accessibility Guidelines.

Fencing

The eastern and western edge park boundaries border adjacent private property. These neighbors support the development of Watt Family Park with the installation of a fence to impede trespass. In addition, Short Street is a narrow gravel street with access issues and no off-street parking opportunities that dead ends at the park. A fence will be installed along Short Street to prevent the use of Short Street as access to the

park. An emergency access and fire lane gate will be installed to provide an emergency access lane from Short Street out to McCoy Street.

Participants analyzed fence design alternatives. Cedar type alternatives of natural or engineered materials, wire fences, and natural hedge fences were considered. The final design recommendation is that a design called a "hedge fence" is preferred. A "hedge fence" is a design that will utilize two native plant hedges on either side of a stainless type corrosion resistant wire fence. The design will dampen noise and effectively impede trespass. Local residents may not miss the blackberries if they are replaced with such beautiful native hedge plants as the Oregon grape, huckleberry, salmonberry, rosemary and the nooka rose.

Drinking fountains

The City worked with participants to analyze the need for drinking fountains. A need for two drinking fountains was identified. One drinking fountain will be sited along the looped pedestrian trail system at the intersection of the playground and day use area. The other drinking fountain will be sited adjacent to the sports field to provide convenient access for sports field spectators and users.

Each fountain will be made of suitable weather resistant materials such as stainless steel or concrete. Fountain design will be designed to conserve water and durable to reduce the incidence of potential water leaks. Access to the drinking fountains will be installed consistent with the Americans with Disabilities Act Accessibility Guidelines.

Restrooms

The City worked with participants to analyze the best location for restroom facilities. Through the process, a need for two restrooms was identified. This plan recommends the location of one restroom with separate men's and women's facilities adjacent to the parking lot area above the sports field to provide convenient access from the parking lot and for sports field spectators and users. Another restroom of similar design is needed adjacent to the playground to provide convenient access for playground and day use area users.

Automatic hand dryers are planned. A hose bib and boot wash with an automatic shut off valve is planned for the outside wall of the restroom adjacent to the sports field. The City plans to close the restroom facility at the end of the public works department work day except at times when a park host has the responsibility of the opening and closing of the facility when extended use of the facility is allowed. Access to each restroom will be installed consistent with the Americans with Disabilities Act Accessibility Guidelines.

Signage

An information kiosk will be located at the entrance of the park at Tillamook Avenue. The kiosk will include a map of the site that identifies park recreation features. A sports field use schedule will tell users when to visit the field for games and availability of the field for their own events. The community can use the kiosk to

advertise community events including those scheduled for the site. The City can use the kiosk as a site for posting public meeting notices and emergency response instructions. The City will ensure that notices are current. Signage will be installed in each area of the park identifying specific park guidelines and educating visitors to the design of outdoor recreation opportunities. Access to park signage will be installed consistent with the Americans with Disabilities Act Accessibility Guidelines.

East Multnomah Soil and Water Conservation District has offered to the City the use of their signage that describes the installation of rain gardens. The City is excited to work with qualified experts and education program providers and patrons to design and install a sign program the site that describe the ecosystem features. Signs will describe the native habitat features of the wetland, the stormwater management features of the rain gardens. The City hopes to inspire patrons to utilize similar sustainable natural resource techniques in their own property development.

Contributors to the park development will be recognized in a tribute sign installation. Alternatives evaluated for the memorial sign include inscribing bricks in a paver sidewalk or inscribing a granite slab. The City will install the tribute that provides the best use of sustainable materials and efficient cost.

Lighting

On adjacent streets, 13th Avenue, Warren Street, Tillamook Avenue and McCoy Street, shielded pole mounted lights direct illumination into the site. Area specific lighting will need to be sustainably distributed in sufficient quantity and quality to provide for the safety of park users. Participants recommend that the park be closed after dark based on its location in a residential neighborhood. Park lighting will be installed where necessary for safety and to deter nefarious activity. Area specific lighting will be shielded in design and constructed of corrosion resistant materials suitable for the coastal environment. Where suitable, timer lights will be used.

III. SITE PLANS

These site plans are the recommendations for the layout of the outdoor recreation facilities of Watt Family Park developed by participants. Final construction plans will be developed at the time of installation consistent with the recommendations herein.



FIGURE 1

Study Area

Geologic Hazards Report
 DLCD Technical Assistance Grant 2005-2006






City of
 Bay City, Oregon

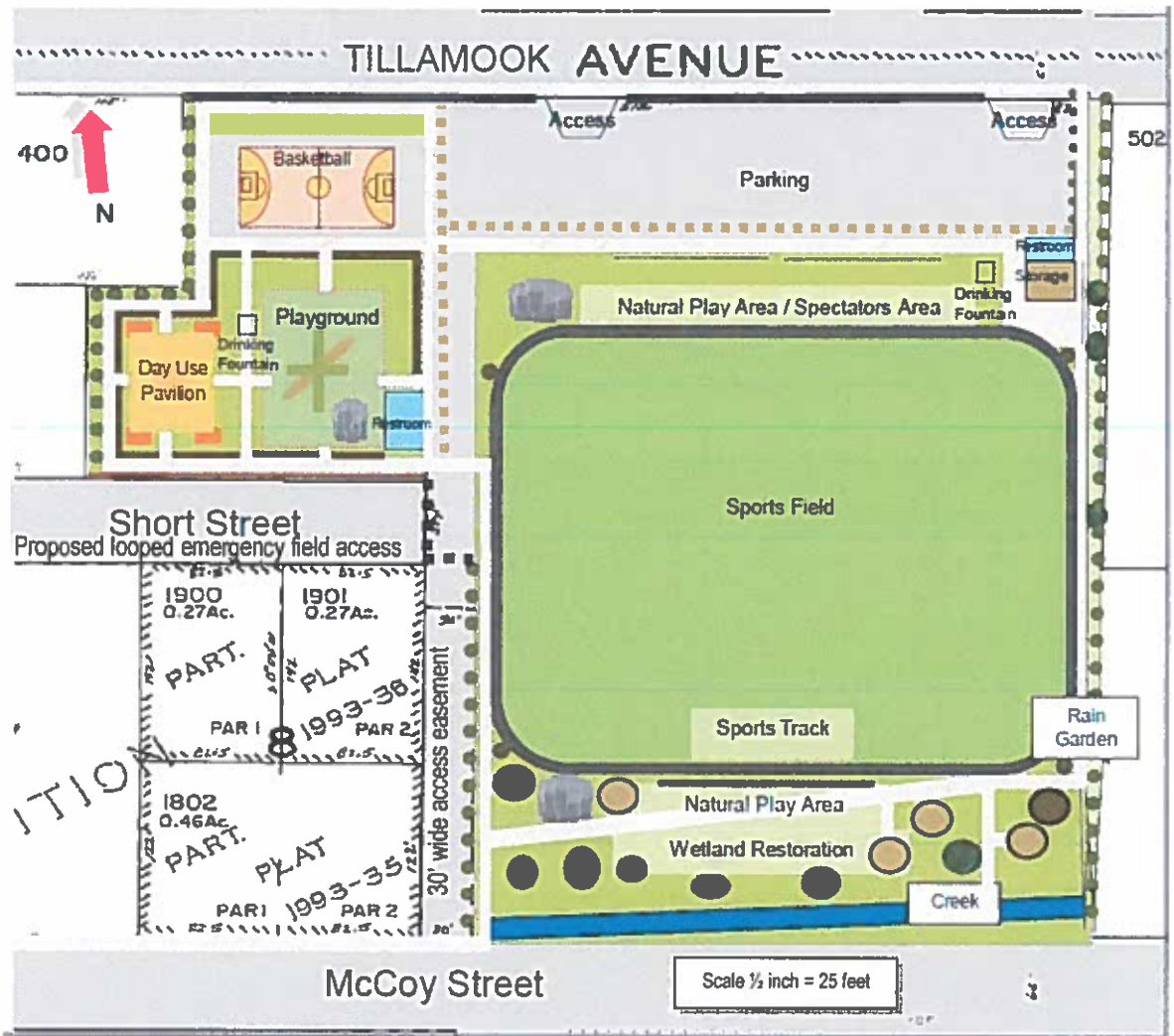


Ash Creek Associates, Inc.
 Environmental and Geotechnical Consultants



Legend

-  Bay City Limits
-  Bay City Urban Growth Boundary
-  Tax Lots
-  Contour (1 ft)
-  Watt Family Park 5.73 acres
-  Al Griffin Memorial Park 3.05 Acres
-  Access from US Highway 101



Proposed Site Plan

The sports field, creek, parking and access currently exist. All other uses shown are proposed

LEGEND

- Black Dash: Gate: *Emergency Vehicles and Park Maintenance*
- Brown Line: Cedar Type Fence
- Small brown squares: Safety Barrier, concrete aggregate posts
- Green dots: Hedge Fence: *Located along west and east property boundaries*
- Black Line: Spectator Bench: *Located above the sports field, accessible from the parking lot*
- ● Brown Circles: Natural Recreation Area, bench, picnic area
- Grey "path": 5' wide looped walking path, ADA compliant
- ↓ □ ● Green Arrow on the east boundary: 10' wide Rain Garden
- ● Orange Square: Day Use Pavilion with picnic tables
- ↓ Large Green Circle: Tree / vegetation: *Within the rain garden, nature play and wetland restoration*
- Dark Brown Line: Low sitting wall or bench area

Watt Park

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer: Sebi Lee

Date: 1-14-2020

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:

Project:

- (circle one) Can this project reasonably be accomplished within the program's timeline (enter date)? Y / N
 Does this project align with established tourism goals and/or plans? Y / N
 Does this project fit within the program's Overview, Objectives, and Eligibility standards? Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City	20		- sport events, etc		
20	Compatible with City priorities and guidelines	20				
15	Includes/involves multiple community/tourism partners	15				
15	Leverages additional dollars and/or community resources	15		? ties in w/ sport events?		
15	Project is self-sustaining, has growth potential, or is capacity	15				
15	Project has measurable or attainable increased tourism for the City	15				

100 Evaluator's Initial Scoring Total: 100 Post Discussion Scoring Total: _____

WANT PARK

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer: Dee Hargrett

Date: 1/15/20

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:

Project:

(circle one) Can this project reasonably be accomplished within the program's timeline (enter date)? Y / N
 Does this project align with established tourism goals and/or plans? Y / N
 Does this project fit within the program's Overview, Objectives, and Eligibility standards? Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City		15			
20	Compatible with City priorities and guidelines		20			
15	Includes/involves multiple community/tourism partners		8			
15	Leverages additional dollars and/or community resources		15			
15	Project is self-sustaining, has growth potential, or is capacity		15			
15	Project has measurable or attainable increased tourism for the City		10			

100

Evaluator's Initial Scoring Total: _____

Post Discussion Scoring Total: 90

W.A.S. park

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer: Joanne K. Daily

Date: 1-15-2020

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:

Project:

one) Can this project reasonably be accomplished within the program's timeline (enter date)?
 Does this project align with established tourism goals and/or plans?
 Does this project fit within the program's Overview, Objectives, and Eligibility standards?

(circle)
 Y / N
 Y / N
 Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City		20			
20	Compatible with City priorities and guidelines		20			
15	Includes/involves multiple community/tourism partners		15			
15	Leverages additional dollars and/or community resources		15			
15	Project is self-sustaining, has growth potential, or is capacity		15			
15	Project has measurable or attainable increased tourism for the City		15			

100

Evaluator's Initial Scoring Total: 100

Post Discussion Scoring Total: 90

TLT GRANT APPLICATION

RECEIVED

DEC 31 2019

CITY OF BAY CITY

Date Submitted: December 30, 2019

Name of Project: 2020 Pearl and Oyster Music Festival

Location of Project: Upper level of Al Griffin Park and city lot 2100

Funding Amount Requested: \$6,500 ✓ Project Total Cost: \$16,975

Applicant Name (person): Joanne K. Daily

Name of Organization: Friends of Bay City Oyster Club

Relationship of Applicant to Organization: Festival Chair

Phone Number: (503) 931-9721

Email Address: jodydesign@hotmail.com Website: _____

Describe your project (500 words or less using a size 12 font):

See Attachment A

Explain how your project will increase tourism/tourism activity in the City of Bay City, as described in the program overview and objective(500 words or less using a size 12 font):

See Attachment B

2020 Pearl and Oyster Music Festival TLT Application

Attachment A

The Friends of Bay City Oyster Club is applying for TLT funds to advertise and promote the 2020 Pearl and Oyster Music Festival, which will be a two-day event on August 21-22. This will be the third year that Bay City has hosted a festival with this format. It will bring in local and out-of-town vendors and will feature two days of music by professional bands. The event will again feature a wine and beer garden, food vendors, a large community resource fair, craft vendors, and a cruise-in car show with awards. The popular children's activities area will be expanded. Also, we found last year that the pet section, with its products vendor, veterinarian, and rescue dogs, was very popular with our visitors. So this year we are adding a trail run (or walk) for pets and their pet parents, with prizes. The last two successful festivals have proven that it is becoming a destination attraction that draws out of town visitors and our local community.

The bands, beer and wine garden, and oysters were the main draw for tourists and the community last year, so we will continue to feature top-quality bands from a variety of genres, a good selection of beers and wine, and delicious oysters.

The festival will again be held in the upper level of Al Griffin Memorial Park and in the field across from the park owned by the Rob Trost estate. Adjacent sections of 4th and A Streets will also be closed to accommodate the car show and any overflow of vendors, and for the safety of those attending.

We will continue to expand the youth entrepreneur program, started in 2018, by publicizing it early in the year to give youth lead time to prepare their projects. We will be promoting the formation of an after-school youth entrepreneur club where young people can learn business principles and how to create their own products. They can then put what they learn into practice by selling their products at the festival.

"Oyster" was added to the festival name in 2019 to give the festival a unique identity, playing upon our oyster industry and the Town's slogan of "The Pearl of Tillamook Bay". This new festival name and logo is proving to be a good marketing tool to help non-locals remember our town and visit our festival.

2020 Pearl and Oyster Music Festival TLT Application

Attachment B

In 2018 and 2019 we found that our advertising coverage along the entire central and north Oregon coast and in the Willamette Valley brought in vendors and visitors from all of northwest Oregon and beyond. These festival participants and visitors patronize local businesses. As in 2019 we will advertise on the radio, in newspapers, and via the internet and social media. We will also place ads in two coastal and Willamette Valley travel magazines that will promote the event throughout the year. These are the traditional ways of promoting an event. However we believe that the personal approach is also very effective. We will send out invitations with information about where to stay, eat and play in Bay City to active senior centers and retirement communities so they can put the event on their trip calendars early. We will also be including brochures about other area attractions that tie in well with attending the festival.

We will also be promoting the festival locally. With the help of volunteers we will be attending farmers' markets and placing entrees and passing out flyers in the parades for the Dairy Festival in Tillamook, the July 4th celebration in Rockaway Beach, and Garibaldi Days. We are encouraging city businesses and other organizations to use the Pearl Festival in their advertising, web sites, and facebook accounts to show how the whole community is united in supporting and participating in this event.

Table 1 shows our 2020 advertising plan in comparison to the costs of advertising for the 2019 Pearl Festival.

Table 2 shows in-kind donations for advertising.

Table 1**Advertising Expenditures for 2019 Pearl and Oyster Music Festival and Estimated Advertising Costs for the 2020 Festival**

Business	Item	Amount	
		2019	2020 Estimate
Headlight Herald	Newspaper ads in 3 newspapers, special inserts Web ads and Discovery and Almanacs magazines	\$2,700.04	\$3,000.00
Copycats	Copies, posters, flyers, design time	\$750.41	\$950.00
Coastal Printing	Copies, posters, flyers,	\$0.00	\$200.00
PSI	Signs, banners	\$316.00	\$600.00
Willamette Valley Life	Ads for two months	\$300.00	\$0.00
50+ Magazine	Ads for two months	\$400.00	\$0.00
Two coastal travel magazines		\$0.00	\$800.00
Promotional products	Festival promotional bags for attendees	\$959.83	\$800.00
Shopper Ad	Last festival ad	\$144.00	\$150.00
Totals		\$5,570.28	\$6,500.00
Grant Amount		\$5,604.50	
Remaining TLT Funds		-\$34.22	

Table 2

Donated In-Kind Festival Advertising

2019 2020 Estimate

Business or Event	Item	Value	
		2019	2020 Estimate
Headlight Herald	Special Features Ads in 3 newspapers, Web ads	\$500.00	\$500.00
KTIL Radio	Air time	\$1,500.00	\$2,000.00
Advertising, putting out posters Magnetic signs on vehicle for 3 months before festival	Countywide coverage	Volunteers	Volunteers
Parade entries in Tillamook, Garibaldi and Rockaway Beach	Classic car with signs Flyer handouts	Volunteers	Volunteers
Farmers' markets in Tillamook and Garibaldi	Festival booth and Flyer handouts	Volunteers	Volunteers
Banner and directional sign placement during week of event	Week of festival	Volunteers	Volunteers
Personal contacts Mail of invitations and information packets To 25+ active senior centers. Five+ speaking engagements. Multiple phone calls and emails to vendors	Yearlong activity	Volunteers	Volunteers
Totals		\$2,000.00	\$2,500.00

How do you propose measuring the increased tourism activity brought about by this project? (500 words or less using a size 12 font):

We will talk to Bay City business owners after the festival to get their perceptions of how it affected their businesses. We expect many of the vendors and food carts to be attending for the second or third year, so they will be able to provide a comparison of attendance and sales with last year. We will make observations of the crowd and numbers of vehicles throughout the day to give us a subjective assessment of the size of the crowd throughout the day.

Please provide information as to the funding sources for the remaining 25% of the project and the amount of funds committed to the project from each funding source (500 words or less using a size 12 font):

See Table 3 for a list of festival sponsors with the amounts contributed for the 2019 festival and the estimated contributions for the 2020 festival. The estimates are based on 2019 contributions and on subsequent conversations and verbal commitments for the 2020 festival.

A festival budget for costs not funded by the TLT grant is shown in Table 4.

Total cost of the 2019 festival is shown in Table 5, along with the estimated total cost of the 2020 festival.

Table 6 shows proceeds from the 2019 festival and estimated proceeds in 2020.

Additional Comments (500 words or less using a size 12 font):

The 2019 Bay City Pearl and Oyster Music Festival, sponsored by the Bay City Boosters Club, was held on Saturday, August 24th at Al Griffin Memorial Park. Over 60 hobby and craft vendors and community resource organizations and non-profits attended. It also featured a car show sponsored by the Tillawheels Car Club of Tillamook. Food and beverages were provided by four food carts serving a variety of cuisines. The new beer and wine garden was popular with attendees. The event drew people from all over northwest Oregon and beyond, filling the town with visitors.

2019 was the second year that the festival has featured a full day and evening of live music and a community dance. The five bands represented different genres, providing something for everyone, regardless of their taste in music. A new hit was a beer and wine garden which added to the festival atmosphere. The new 40' X 60' event tent, purchased by the town of Bay City with funds from a TLT grant, provided space for the bands, audience, and beer and wine garden.

Table 3**2019 Festival Sponsors and Estimates for 2020**

Sponsor	2019 Festival Donations	Estimated Donations for 2020
Carryover sponsor seed money	0	1141.87
Pacific Oyster	\$2,500	\$3,500
The Landing	\$500	\$500
Center Market	\$250	\$500
Bay City RV Park	\$250	\$250
Rosenbergs	\$250	\$350
Cutting Loose	\$100	\$100
Booster seed money	\$750	\$0
Cherry Plumbing	\$250	\$250
Mana's Kitchen	\$50	\$100
Tillamook Co. Pioneer Museum	\$350	\$500
Coast Garage Doors	\$500	\$500
Legacy Finance	\$500	\$0
Fallon Logging	\$200	\$500
Burden's Towing	\$0	\$250
Sunflower Flats	\$0	\$250
King Realty	\$0	\$250
Tillamook Ministorage	\$0	\$250
Habitat for Humanity	\$0	\$250
Madelines	\$0	\$250
Railriders	\$0	\$250
Art Accelerated	\$0	\$250
	\$6,450	\$10,192

In-Kind Sponsors

Sponsor	Donation Value	
Western Royal Inn (band lodging)	\$360.72	\$360.72
Sheltered Nook (band lodging)	\$0.00	\$1,100.00
Headlight Herald	\$500.00	\$500.00
R Sanitary	\$200.00	\$200.00
KTIL Radio	\$1,500.00	\$1,500.00
	\$2,560.72	\$3,660.72

Table 4

**Pearl and Oyster Music Festival Non-TLT Expenditures in 2019
and Estimated Expenditures In 2020**

Item	2019 Costs	Estimated 2020 Festival Costs
Insurance – City and Rob Trost property	\$297.51	\$450.00
Garbage service labor	\$0.00	\$100.00
Vendor security	\$300.00	\$450.00
Bands	\$3,400.00	\$4,500.00
Portable toilets	\$255.00	\$400.00
Table rentals	\$248.88	\$200.00
Chairs (donated)	\$0.00	\$0.00
Garbage cans (donated)	\$0.00	\$0.00
Security for wine and beer garden (donated)	\$0.00	\$0.00
Alcohol monitors (donated)	\$0.00	\$0.00
Safety vests for festival crew (donated)	\$0.00	\$0.00
Stamps	\$0.00	\$60.00
Stage	\$0.00	\$500.00
Sound and Lighting	\$500.00	\$800.00
Office supplies	\$0.00	\$300.00
Raffle tickets, wrist bands, zipties, misc.	\$256.74	\$150.00
Professional storyteller	\$50.00	\$65.00
Subtotal	\$5,308.13	\$7,975.00

Table 5

Estimated Total Cost of 2020 Pearl and Oyster Music Festival*

Item	2019 Cost	Estimate for 2020
Paid for Advertising	\$5,570.28	\$6,500.00
In-Kind Donated Advertising	\$2,000.00	\$2,500.00
Cash expenses to put on festival	\$5,308.13	\$7,975.00
Totals	\$12,878.41	\$16,975.00

~ 32% INCREASE

Table 6

Proceeds from the 2019 Festival and Estimated 2020 Proceeds

Source	Amount	
	2019	2020
Antique, hobby and craft vendor fees (29 in 2019) (fee goes from \$25 to \$50 in 2020)	\$725.00	\$1,500.00
Food vendor fees (4 vendors) (Percent of sales or flat \$200 fee in 2020)	\$25.00	\$800.00
Community resource organizations (29 in 2019) (\$25 fee in 2020)	\$0.00	\$550.00
Wine sales (Festival to take over the combined beer and wine sales in 2020)	\$450.00	\$1,500.00
Beer sales profits were kept by The Landing for serving the wine	\$0.00	
Raffle, Plant sale, and 50:50 (Sale of plants donated in 2019 is continuing and will add to total)	\$403.00	\$750.00
Total profit from festival after expenses	\$1,603.00	\$5,100.00
Unspent sponsor donations	\$1,141.87	TBD
Total cash on hand	\$2,744.87	TBD

AGREEMENT: If your project is approved for funding, you will be required to sign the following agreement before funds will be disbursed to you. Applicants who receive funds are solely responsible for them, as well as for the timely execution of the project as detailed in the application. Recipients of funds are required to submit Mid-Year Progress and Year-End Reports on their projects and for providing copies of invoices and receipts.

Agreement to Receive/Use Bay City TLT Committee Grant Funds

The undersigned agrees to all terms & conditions, guidelines, dates & timelines, and criteria as outlined and referenced in the **Application Packet**.

The undersigned assumes all responsibility for the funds they are to receive, and for completing the project in a timely manner as outlined in the application that was submitted.

The undersigned agrees to provide the reports as called for in the programs Terms & Conditions and to provide copies of receipts and invoices for work done on their project.

Name: _____ Title: _____

Organization: _____

Address: _____

Project: _____

Signature: _____

Email: _____ Phone: _____

Pearl Fest

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer: Adri Lee

Date: 1.14.2020

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:

Project:

(circle one) Can this project reasonably be accomplished within the program's timeline (enter date)? Y / N
 Does this project align with established tourism goals and/or plans? Y / N
 Does this project fit within the program's Overview, Objectives, and Eligibility standards? Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City	20		this is a		
20	Compatible with City priorities and guidelines	20		win/win for win		
15	Includes/involves multiple community/tourism partners	15		the city, the vendors, the businesses		
15	Leverages additional dollars and/or community resources	15				
15	Project is self-sustaining, has growth potential, or is capacity	15				
15	Project has measurable or attainable increased tourism for the City	15				

100 Evaluator's Initial Scoring Total: 100 Post Discussion Scoring Total: _____

PEARL FEST

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer: Dee Hargeth

Date: 1/15/20

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:

Project:

one) Can this project reasonably be accomplished within the program's timeline (enter date)? (circle)
Y / N
 Does this project align with established tourism goals and/or plans? Y / N
 Does this project fit within the program's Overview, Objectives, and Eligibility standards? Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City		20			
20	Compatible with City priorities and guidelines		20			
15	Includes/involves multiple community/tourism partners		15			
15	Leverages additional dollars and/or community resources		15			
15	Project is self-sustaining, has growth potential, or is capacity		10			
15	Project has measurable or attainable increased tourism for the City		8			

100 Evaluator's Initial Scoring Total: 88 Post Discussion Scoring Total: 95

Check-in to a Tiny Home at shelterednook.com



RECEIVED

DEC 31 2019

CITY OF BAY CITY

Dee Harguth, Innkeeper
e: dharguth@shelterednook.com
c: 503-805-5526

Hank (Mark) Harguth, Innkeeper
e: mharguth@shelterednook.com
c: 503-801-2999

TLT GRANT APPLICATION

Date Submitted 12/31/2019

Name of Project Sheltered Nook on Tillamook Marketing 2020

Location of Project 7860 Warren Street, Bay City, Oregon 97107

Funding Amount Requested \$14482.50 (75% of Total Project Cost)

Project Total Cost \$19310.00

Applicant Name Mark Harguth

Name of Organization Bay Ventures LLC dba Sheltered Nook on Tillamook Bay

Relationship of Applicant to Organization Owner

Phone Number 503-805-5526

Email Address dharguth@shelterednook.com

Website www.shelterednook.com



Sheltered Nook on Tillamook Bay
7882 Warren Street, Bay City, OR 97107



Sheltered Nook on Tillamook Bay

TLT Grant Application

Describe your project –

Marketing for Sheltered Nook on Tillamook Bay (SNTB) for 2020 will be accomplished in three phases targeting several areas of advertisement and community involvement. Phase one is website redevelopment including an audit of the current content and resulting revision of existing language and the addition of several new pages including community partners and activities. Phase Two is to expand social media presence to new platforms and Phase Three is an advertising campaign focusing on the shoulder and off season in Bay City.

Explain how your project will increase tourism activity in Bay City –

Sheltered Nook on Tillamook Bay has a track record of supporting business activity in Bay City. The Nook has been a constant contributor to the Bay City TLT fund since 2012, thereby contributing to the good of the city as well as to local business through the award of TLT grants. Currently we utilize BC businesses and labor (all of our employees are Bay City residents) to support daily operations whenever possible. Along with this our staff regularly refer guests to local businesses and to participate in local community happenings. Providing a targeted marketing program will increase customer traffic on a year-round basis for Sheltered Nook resulting in enhanced visibility of Bay City merchants and businesses. Along with supporting local business, targeted marketing through a strong social media presence will allow us to support local activities along with businesses on Facebook, Instagram, printed media, and others. Our marketing program will provide another outlet in support of local businesses as well as promote community activities.

How do you propose measuring the increased tourism activity brought about by this project? –

Sheltered Nook has the ability to track our customer's home location through our reservation software. Through this system we can produce a report which provides our customer's home address and distance from our location. This will easily allow us to demonstrate year over year growth for customers beyond the 50 mile "Tourism Radius".

Provide info for remaining 25% of project –

The remaining 25% of the funding for our marketing project will come from Sheltered Nook's internal marketing budget.



Check-in to a Tiny Home at shelterednook.com

Dee Harguth, Innkeeper
e: dharguth@shelterednook.com
c: 503-805-5526

Hank (Mark) Harguth, Innkeeper
e: mharguth@shelterednook.com
c: 503-801-2999

Applicant's Signature Mark Harguth

Signature/Title/Organization of all Confirmed Partners
Mark Harguth

Mark Harguth, Member

Dee Ann Harguth

Dee Harguth, Member



Sheltered Nook on Tillamook Bay
7882 Warren Street, Bay City, OR 97107



Proposed Revisions By TLT Advisory Committee

MARKETING PLAN 2020 BUDGET

	TLT GRANT	SN FUNDS
2020 MARKETING		
Audit	225	75
Revamp of Website	3750	1250
MultiMedia Management	3000	1000
Sponsored Ads	375	125
Professional Photos of SN and BC	750	250
Mile Guide	3375	1000
Tillamoon Chamber Travel Westward	607.5	202.5
OCVA - Hard Ad	600	200
OCVA Quarter Web Ads 3, Fall, Winter and Spring (150 per quarter)	337.5	112.5
Travel Oregon - Hard Ad	562.5	187.5
Featured Web Ad Quarterly Fall, Winter Spring 3 quarters 400 per quarter	900	300
TOTAL MARKET BUDGET 2020	14482.5	4827.5

19310
15,910.00

11,932.50
3977.50

Request.
DEDUCTIONS FROM FINAL \$11,932.50
FINAL REQUEST \$10,507.50



Advertising Agreement

Advertiser:

Sheltered Nook
 PO Box 3274
 Bay City, OR 97107

Advertising Rep:

Tillamook Area Chamber of Commerce
 208 Main Ave.
 Tillamook, OR 97141
 (503) 842-7525

Issue	Year	Size	Rate	Add'l Discount	Net Rate
Tillamook Coast Visitor Guide	2020	Half Page	\$900	(\$90)	\$810
Ad Production Type: Same Ad		Advertiser Notes:			
			Total to be Billed		\$810

AD MATERIAL SPECIFICATION AND DEADLINES:

AD PRODUCTION: Ad production is a free service. Materials for Ad Production must be submitted by January 17, 2020. Photos must be 300dpi or better. Our designer will follow up to design and provide proofing opportunities to you.

PRINT READY AD: Deadline is January 24, 2020. email to sayde@tillamookchamber.org

AD SPECIFICATIONS See ad rate sheet

BILLING:

Billing will take place upon release of the 2020 Tillamook Coast Visitor Guide (March 2020).

Thank you for your business!

By Signing below, I accept the above agreement as well as the publishers Advertising Terms and Conditions printed on the attached sheet.

Advertiser _____

Date _____

ADVERTISING TERMS AND CONDITIONS

(A) As used in this section entitled "ADVERTISING TERMS & CONDITIONS" the term "Publisher" shall refer to Tillamook Area Chamber of Commerce.

(B) All insertion orders are accepted subject to provisions of our current rate card. Rates are subject to change upon notice from the Publisher. Should a change in rates be made, space reserved may be canceled by the advertiser or its agency at the time the change becomes effective at no cost to advertiser.

(C) Advertisements are accepted upon the representation that the advertiser and its agency have the right to publish the contents thereof. In consideration of such publication, the advertiser and its agency agree to indemnify and hold Publisher harmless against any expense or loss by reason of any claims arising out of publication.

(D) All contents of advertisements are subject to Publisher approval. Publisher reserves the right to reject or cancel any advertisement, insertion order, space reservation or position commitment at any time without cause. Publisher reserves the right to insert the word "advertisement" above or below any copy. Publisher will immediately refund any amounts prepaid by advertiser for cancelled or rejected advertisements.

(E) Advertisements not received by the final materials closing date may not be entitled to the privilege of okay or revision by the advertiser or its agency.

(F) Cancellations or changes in order may not be made by the advertiser or its agency after the reservation closing date. If a contract is cancelled, the publisher will assess a cancellation fee of 20% on the contract amount. If there are changes in the order, after signing the original contract, the rate may be subject to an upcharge.

(G) Positioning of advertisements is at the discretion of the Publisher except where a request for a specific preferred position is acknowledged by Publisher in writing.

(H) Publisher is not liable for delays in delivery and/or non delivery in the event of an Act of God, action by any government or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, strikes whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slow down, or any condition beyond the control of the Publisher affecting production or delivery in any manner.

(I) Publisher shall have the right to hold advertiser and/or its advertising agency jointly and severally liable for such monies as are due and payable to the Publisher for advertising which advertiser or its agency ordered and which advertising was published.

(J) Publisher shall not be liable for any costs or damages if for any reason it fails to publish an advertisement. The Publisher's liability for any error will not exceed the cost of the space occupied by the error, or the amount paid by the advertiser, therefore whichever is greater.

(K) Publisher shall have no liability for errors in key numbers or advertiser's index.

(L) Conditions other than rates are subject to change by Publisher without notice.

(M) No conditions other than those set forth in this contract shall be binding on the Publisher unless specifically agreed to in writing by the Publisher. Publisher will not be bound by conditions printed or appearing on order blanks or copy instructions which conflict with the provisions of this rate card.

(N) In the event that any amounts due the Publisher under this agreement are not paid in accordance to the proscribed payment terms (30 days) Publisher reserves the right to charge interest for delayed payment of 1-1/2% per month or the maximum legal rate of interest allowed by law for all undisputed invoices past due in excess of thirty days.

(O) This agreement shall be governed and construed in accordance with the laws of the State of Oregon. In the event that commercial collection or legal proceedings be instituted by the Publisher to collect any amounts due under this agreement, advertiser agrees to pay reasonable attorneys fees or collection fees plus any other court costs and charges incurred providing publisher is the prevailing party.



Advertising Agreement

MEDIAmerica Inc.
 715 SW Morrison, Suite 800
 Portland, Oregon 97205
 (503) 223-0304 • Fax (503) 221-6544

Rep: Kirkpatrick, Megan
 Phone: 503.445.8804
 Email: megank@mediamerica.net

Advertiser:
 Dee Ann Harguth
 Sheltered Nook on Tillamook Bay
 P.O. Box 3274
 Bay City, OR 97107
 (503) 805-5526

Agency:

dharguth@shelterednook.com

Publication	Year	Issue	Ad Size	OCVA Regions	City Name	Rate	Net
OCVA Visitor Guide	2020	OCVA Print	1/6V	North Coast	---	805.00	\$805.00
Total:							\$805.00

Notes: Please reply to the email with this agreement with the words EXECUTE AGREEMENT and we can consider that your electronic signature. Or simply print, sign & email to your sales rep or fax to 503-221-6544 to officially reserve your space. Please contact Hindissa Ali at hindlssaa@mediamerica.net for specs or to submit materials.

AD MATERIAL DEADLINES

Web Ad Materials: Unless a new ad is submitted by the deadline, we will continue running previous quarter's ad.

Q1 = December 14, 2019 (launching January 1, 2020)

Q2 = March 12, 2020 (launching April 1, 2020)

Q3 = June 12, 2020 (launching July 1, 2020)

Q4 = September 11, 2020 (launching October 1, 2020)

E-newsletter Ad Materials:

Due two weeks prior to e-newsletter delivery

Print Ad Materials:

2020/21 Visitor Guide ad materials are due January 24, 2020.

Billing:

Web: Will take place on the 15th after each quarter launches.

E-Newsletter: Will take place each month of your participation.

Print: Will take place upon release of the 2020/21 Visitor Guide (March 2020).

Thank you for your business!

By signing below, I accept the above agreement as well as the publisher's Advertising Terms and Conditions printed on attached sheet.

Advertiser _____ Date _____ Account Executive _____ Date _____

ADVERTISING TERMS AND CONDITIONS

- (A) As used in this section entitled "ADVERTISING TERMS & CONDITIONS" the term "Publisher" shall refer to MEDIAmerica, Inc.
- (B) All insertion orders are accepted subject to provisions of our current rate card. Rates are subject to change upon notice from the Publisher. Should a change in rates be made, space reserved may be canceled by the advertiser or its agency at the time the change becomes effective at no cost to advertiser.
- (C) Advertisements are accepted upon the representation that the advertiser and its agency have the right to publish the contents thereof. In consideration of such publication, the advertiser and its agency agree to indemnify and hold Publisher harmless against any expense or loss by reason of any claims arising out of publication.
- (D) All contents of advertisements are subject to Publisher approval. Publisher reserves the right to reject or cancel any advertisement, insertion order, space reservation or position commitment at any time without cause. Publisher reserves the right to insert the word "advertisement" above or below any copy. Publisher will immediately refund any amounts prepaid by advertiser for cancelled or rejected advertisements.
- (E) Advertisements not received by the final materials closing date will not be entitled to the privilege of okay or revision by the advertiser or its agency.
- (F) Cancellations or changes in order may not be made by the advertiser or its agency after the reservation closing date. If a contract is cancelled, the publisher will assess a cancellation fee of 20% on the contract amount. If there are changes in the order, after signing the original contract, the rate may be subject to an upcharge.
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- (H) Publisher is not liable for delays in delivery and/or non delivery in the event of an Act of God, action by any government or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, strikes whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slow down, or any condition beyond the control of the Publisher affecting production or delivery in any manner.
- (I) Publisher shall have the right to hold advertiser and/or its advertising agency jointly and severally liable for such monies as are due and payable to the Publisher for advertising which advertiser or its agent ordered and which advertising was published.
- (J) Publisher shall not be liable for any costs or damages if for any reason it fails to publish an advertisement. The Publisher's liability for any error will not exceed the cost of the space occupied by the error, or the amount paid by the advertiser, therefore whichever is greater.
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MEDIAERICA

T R A V E L OREGON

Advertising Agreement

MEDIAmerica Inc.
715 SW Morrison, Suite 800
Portland, Oregon 97205
(503) 223-0304 • Fax (503) 221-6544

Rep:Kirkpatrick,
Megan
Phone: 503.445.8804
Email: megank@mediamerica.net

Advertiser:
Dee Ann Harguth
Sheltered Nook on Tillamook Bay
P.O. Box 3274
Bay City, OR 97107
(503) 805-5526

Agency:

Billing Contact:
Dee Ann Harguth
Sheltered Nook on Tillamook Bay
P.O. Box 3274
Bay City, OR 97107
(503) 805-5526
dharguth@shelterednook.com

dharguth@shelterednook.com

Publication	Year	Issue	Ad Size	Rate	Net
Travel Oregon	2020	TOVG	Expanded Lodging Listing	750.00	\$750.00
Total:					\$750.00

Notes: Please reply to the email with this agreement with the words EXECUTE AGREEMENT and we can consider that your electronic signature. Or simply print, sign & email to your sales rep or fax to 503-221-6544 to officially reserve your space. Please contact Hindissa at hindissaa@mediamerica.net for specs or to submit materials.

AD MATERIAL DEADLINES

Web Ad Materials: Unless a new ad is submitted by the deadline, we will continue running previous quarter's ad.

Q1 = December 13, 2019 (launching January 1, 2020)

Q2 = March 13, 2020 (launching April 1, 2020)

Q3 = June 12, 2020 (launching July 1, 2020)

Q4 = September 11, 2020 (launching October 1, 2020)

E-newsletter Ad Materials: Due two weeks prior to e-newsletter delivery

- Core e-news delivery the first Wednesday of the month

- Niche delivery the third Wednesday of the month (**Outdoor:** January, March, May, July, September, November; **Culinary:** February, April, June, August, October, December)

Print Ad Materials:

2020/21 Visitor Guide ad materials are due **January 7, 2020.**

Billing:

Web: Will take place on the 15th after each quarter launches.

E-Newsletter: Will take place each month of your participation.

Print: Will take place upon release of the 2020/21 Visitor Guide (March 2020).

Thank you for your business!

By signing below, I accept the above agreement as well as the publisher's Advertising Terms and Conditions printed on attached sheet.

Advertiser _____ Date _____ Account Executive _____ Date _____

ADVERTISING TERMS AND CONDITIONS

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Digital advertising options

From: Megan Kirkpatrick (megank@mediamerica.net)

To: harguth@gmail.com

Date: Wednesday, December 18, 2019, 10:43 AM PST

Hi Dee,

There are several options to consider for digital advertising through the OCVA & Travel Oregon channels. I've put some ideas below – but I'd be happy to jump on a call to walk you through them together since there are several ways you can put this together depending on your budget. Would Friday work for you to chat?

Oregon Coast Visitors Association

<https://visittheoregoncoast.com/>

We can place your web ad in the Where To Stay section of the site and on the Tillamook page

Your ad will also rotate through the activity pages.

Cost: \$150.00 per quarter

You may select as many quarters as you like

*fall
winter
spring*

Travel Oregon – there are three different programs

Your Story Everywhere – sponsored story.

Cost: \$3,300

This program has become very popular. We will write a customized story for you in the style we develop editorial stories for Travel Oregon. The story then launches on two main landing pages of the site and lives on TO.com for one year. It also includes a special Facebook promotion through Travel Oregon's Facebook account.

Here's an example of a story we produced for Five Pine Lodge in Sisters: <https://traveloregon.com/things-to-do/trip-ideas/sisters-country-for-two/>

Web Ads

<https://traveloregon.com/places-to-go/regions/oregon-coast/>

You can also opt to run web display ads throughout TravelOregon.com.

Depending on your budget there are two ad sizes:

Medium Rectangle (300X250)

Cost: \$800 - \$1,200 per quarter

3:1 Rectangle (300X100)

Cost: \$400 - \$600 per quarter

These ads are placed on relevant content pages and will click through to your website.

Featured Listings

Cost: \$350 per quarter

You can place your property in a high visibility area on the Places To Stay landing page by buying a featured listing. This is great for branding and being top-of-mind and clicks through to your listing on TravelOregon.com. This program doesn't provide stats since it is intra-site.

<https://traveloregon.com/plan-your-trip/places-to-stay/> Scroll down and you will see the Featured Listing section

Looking forward to chatting with you further!

Megan

Megan Kirkpatrick

Publisher

MEDIAmerica Travel & Tourism

715 SW Morrison, Suite 800

D. 503-445-8804

8140 Bewley Street - P.O. Box 3329 - Bay City, OR 97107



P. 503.377.2554 - F. 503.377.2134 - PrecisionWoodMFG.com

December 30, 2019

To whom it may concern:

McRae & Sons, Inc., dba Precision Wood Mfg based in Bay City Oregon has been doing business with Sheltered Nook for over 3 years. In that time they have purchased furniture for the tiny homes that was manufactured at our facility by local employees, offered to feature our newest kitchen ware products in the tiny homes and their onsite store. In addition they have supported our efforts in the clean up of our facility.

We have found Sheltered Nook to be an excellent partner in our efforts to redefine the business model our organization is moving into. We need more of this "partnering" to achieve our goals in Bay City of a community that works together, grows together and supports one another.

Regards,



Lisa McRae

Precision Wood Mfg



TILLAMOOK COUNTY PIONEER MUSEUM

2106 2nd St., Tillamook, Oregon 97141 www.tcpm.org • 503-842-4553

BOARD OF DIRECTORS

BILL BAERTLEIN

December 31, 2019

DR. LORI GATES

To the Bay City TLT Grant Committee

CINDY GARDNER

Re: Sheltered Nook

JIM HUPLIMAN

On behalf of the Tillamook County Pioneer Museum, I am writing to support the TLT grant request from Sheltered Nook Tiny Houses in Bay City.

JUDSON RANDALL

The Harguths are exceptional neighbors to our property at Kilchis Point Reserve and have always been ready and willing to support not only the Reserve but the Pioneer

BARBARA TROUT

Museum. Sheltered Nook has donated to many community fundraisers, not just those from the Museum. Just this month they decorated a Christmas tree for our annual Festival of Trees, helping us raise funds for a future exhibit at the Museum. This is but a small example of donations they have made to organizations such as the Chamber of Commerce, the Bay City Pearl Festival, and the Bay City Arts Center, to name a few.

PHYLLIS WUSTENBERG

EMERITUS

SHIFLEY MEDSKER

DR. ROY PETERSON

Whatever they do onsite at Sheltered Nook is done with class and refinement and offers a unique housing experience for Tillamook County visitors.

GARY E ALBRIGHT

DIRECTOR

503-842-4553

director@tcpm.org

We encourage you to fund their grant request.

Sincerely,

Gary Albright

Executive Director

GEA/ca



December 30, 2019

To: City of Bay City
Re: Sheltered Nook Tiny Home Village

Hello,

I am writing on behalf of Dee and Hank Harguth, owners of Sheltered Nook Tiny Home Village lodging property in Bay City, and their request for a TLT marketing grant.

The Harguths have been actively involved in promoting tourism not only in Bay City but also throughout Tillamook County. They seek partnerships with several organizations to promote not just their property, but local restaurants, attractions, activities and shops. Dee was a longtime member of the Tourism Promotion Advisory Committee for Visit Tillamook Coast, and help our organization with marketing efforts, sustainable tourism projects and grant application reviews.

The Harguths are generous in their support of community events, sponsoring auction items, hosting media influencers and travel writers, and taking part in Crave the Coast and other events.

I highly support their application for a marketing grant, and recommend they receive the full request of funding.

Thank you,

A handwritten signature in black ink that reads "Nan Devlin". The signature is written in a cursive, flowing style.

Nan Devlin
Executive Director
Tillamook Coast Visitors Association
4506 Third Street, Tillamook OR 97141
503 842-2672

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer:

Date:

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant:

Project:

(circle

one) Can this project reasonably be accomplished within the program's timeline (enter date)? Y / N

Does this project align with established tourism goals and/or plans? Y / N

Does this project fit within the program's Overview, Objectives, and Eligibility standards? Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City					
20	Compatible with City priorities and guidelines					
15	Includes/involves multiple community/tourism partners					
15	Leverages additional dollars and/or community resources					
15	Project is self-sustaining, has growth potential, or is capacity					
15	Project has measurable or attainable increased tourism for the City					
100	Evaluator's Initial Scoring Total: _____		Post Discussion Scoring Total: _____			

REVIEW: Your application/project will be evaluated and weighed by the Bay City TLT Committee against other proposals utilizing the below Review Sheet below and specified criteria. The Committee will also consider proposals within the context of the program's Overview, Objectives, and Eligibility requirements. All projects selected for funding must comply with the program's Terms & Conditions, Guidelines, and Dates & Timelines.

Reviewer: **TOM IMHOFF**

Date: **1-9-2020**

Reviewer Instructions: Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's Overview, Objectives, and Eligibility standards as provided. All projects selected for funding must comply with the Terms & Conditions, Guidelines, and Dates & Timelines of this program.

Applicant: **SHELTERED NOOK**

Project: **MARKETING 2020**

one) Can this project reasonably be accomplished within the program's timeline (enter date)?

(circle) **Y** / N

Does this project align with established tourism goals and/or plans?

Y / N

Does this project fit within the program's Overview, Objectives, and Eligibility standards?

Y / N

MAX POINTS	Evaluation Criteria	Evaluators		Notes	Post Discussion Revised Score	
		Initial Score				
20	Likelihood of attracting visitors from outside the City		20	PRIMARY BUSINESS PLAN		
20	Compatible with City priorities and guidelines		18	GROWTH POTENTIAL AS VENUE.		
15	Includes/involves multiple community/tourism partners		5	INDIRECTLY BY REFERRAL		
15	Leverages additional dollars and/or community resources		10			
15	Project is self-sustaining, has growth potential, or is capacity		15			
15	Project has measurable or attainable increased tourism for the City		15			

100

Evaluator's Initial Scoring Total: **83**

Post Discussion Scoring Total: _____

Mayor's Proposed Changes to the Bay City Charter:

These proposals are intended to be delivered as four separate changes to the Charter and be on the May Ballot:

1. Term Limits - 2 four year terms for each Council Member AND 4 two year terms for Mayor OR 2 four year terms for Mayor. Councilors or Mayor sit out for minimum of two years before running for Office or being appointed to vacated positions. All other Charter language to remain unchanged.
2. Two wards - North and South Bay City, the ridge being the dividing line or it could be by population, not sure on the election laws on that. Two Councilors from each ward OR Three Councilors from each ward. No more "at large" Council members. All other Charter language to remain unchanged.
3. At Large Mayor is granted full voting rights AND a four year term. The Council retains Executive privileges, no any one Council member can direct the City Manager or Recorder with the exception of the Mayor when proposing and approving the agenda for meetings of the Council. All other Charter language to remain unchanged.
4. Fair and reasonable stipends for the Mayor and Council members not to exceed stipends of the highest ranking Officers of the Fire Department.

This is, of course a rough draft. It would need to be drafted by the City Attorney in compliance with ORS, OAR, and State Laws.