

## **BAY CITY COUNCIL MEETING AGENDA**

**June 14, 2022**

**5525 B Street, Bay City**

**Ad Montgomery Community Hall**

- A. Call to Order, Pledge of Allegiance, Roll Call
- B. Visitor Propositions (Public Comment on Non-Agenda Items)
- C. Public Hearing #1 ORDINANCE 699 – AN ORDINANCE REPEALING ORDINANCE 689 RELATED TO PERSONNEL POLICIES, RULES, AND PROCEDURES FOR CITY EMPLOYEES.
- D. Public Hearing #2 RESOLUTION 22-18; A RESOLUTION ADOPTING THE 2022-2023 BUDGET, IMPOSING TAXES, CATEGORIZING THE TAXES, AND MAKING APPROPRIATIONS
- E. Public Hearing RESOLUTION 22-10 A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021-2022 FOR THE CITY OF BAY CITY
- F. Committee, Department, and Staff Reports
  - a. City Manager,
  - b. Finance Director/City Recorder Report
  - c. Fire Department
  - d. Fire Committee Report
  - e. Public Works
  - f. Emergency Preparedness,
    - i. Next meeting Monday June 20, 2022, 5:30 pm at Ad Montgomery Community Hall
  - g. Planning Department,
    - i. Next Planning Commission June 15, 2022, 6:00 pm at Ad Montgomery Community Hall
- G. Minutes
  - a. Budget Committee May 2, 2022
  - b. Council Workshop - May 9, 2022
  - c. Regular Council Meeting – May 10, 2022
- H. Treasurers Report
- I. Bills against the City
- J. Unfinished Business
  - a. Lemmon Property
- K. New Business
  - a. Bay City Representative to Pilot Project – A coordinated Homeless Response System, requesting a Bay City Representative by City Council
  - b. Amendment 1 to DEQ Agreement R13842, add \$250,000 to this Agreement for construction of the Screen plant at the Headworks at the WWTP.
  - c. Resolution 22-17; A Resolution Approving the City's Participation in the State Revenue Sharing Program and the City's Election to Receive State Revenue Sharing Funds.
  - d. Resolution 22-19; A Resolution Accepting the Classification/Compensation Study Completed by the Local Government Personnel Services/Lane Council of Governments and Adopting a New Salary Schedule.

- e. Resolution 22-20; A Resolution Adopting a City Employee Handbook and Related Policies and Delegating to the City Manager the Authority and Duty to Administer and Interpret the Provisions of the Employee Handbook.
- f. Resolution 2022-21; A Resolution Confirming Receipt of the Certified Abstract of Votes Cast in the May 17, 2022, Primary Election
- g. Letter to League of Oregon Cities regarding Transient Lodging Tax percentages

- L. Mayor's Presentation
- M. Council Presentation
- N. Attorney Presentation

### **Executive Session**

- a. Following the Council meeting on June 14, 2022, the City Council will have an Executive Session Pursuant to ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.
- b. The Council reserves the right to recess to executive session as may be required at any time during these meeting, pursuant to ORS 196.660(1).

To attend via phone

Call-in number 518-992-1125, access code 389573

**CITY OF BAY CITY  
ORDINANCE 699**

AN ORDINANCE REPEALING ORDINANCE 689 RELATED TO PERSONNEL POLICIES, RULES, AND PROCEDURES FOR CITY EMPLOYEES

**WHEREAS**, on July 9, 2019, the City Council of Bay City adopted Ordinance 689, an ordinance establishing personnel policies, rules, and procedures for City employees; and

**WHEREAS**, the City Council wishes to repeal the prior Ordinance in its entirety and replace it with a City Personnel Handbook and other policies and procedures in order to allow for more flexibility and customization regarding City personnel matters; and

**WHEREAS**, the City Council agrees that the proper method for approving the adoption of a City Personnel Handbook is through the approval of a Council resolution,

**THE CITY OF BAY CITY ORDAINS AS FOLLOWS:**

Section 1. Ordinance 689 is hereby repealed in its entirety.

Section 2. Effective Date. This Ordinance shall take effect on the thirtieth day after adoption as provided for in the City Charter.

PASSED and ADOPTED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2022, and APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
David McCall, Mayor

ATTEST:

\_\_\_\_\_  
Lindsey Gann, City Recorder

First Reading: \_\_\_\_\_, 2022

Second Reading: \_\_\_\_\_, 2022

Adoption: \_\_\_\_\_, 2022

Ayes: \_\_\_\_

Nays: \_\_\_\_

Abstentions: \_\_\_\_

**CITY OF BAY CITY  
RESOLUTION NO. 22-18**

A RESOLUTION ADOPTING THE 2022-2023 BUDGET, IMPOSING TAXES,  
CATEGORIZING THE TAXES, AND MAKING APPROPRIATIONS.

1. BE IT RESOLVED that the City Council of the City of Bay City hereby adopts the budget for fiscal year 2022-2023 in the sum of \$9,111,334 now on file in the office of the City Recorder.
2. BE IT RESOLVED that the City Council of the City of Bay City hereby imposes the taxes provided for in the adopted budget at the rate of \$1.5375 per \$1,000 of assessed value for operations, \$ .90 per \$1,000 of assessed value for a Public Safety Protection Local Option Tax, and the amount of \$21,500 for bonds; and that these taxes are hereby imposed and categorized for tax year 2022-2023 upon the assessed value of all taxable property within the City of Bay City.

|                          | Subject to the<br>General Government<br>Limitation | Excluded from<br>the Limitation |
|--------------------------|--|---------------------------------|
| General Fund             | \$ 1.5375/\$1,000                                  | \$ 0                            |
| Public Safety Protection | 0  | \$ 0                            |
| Local Option Tax         | \$ .90/\$1,000                                     | \$ 0                            |
| Sewer Bond Fund          | 0  | <u>21,500</u>                   |
| Category Total           | \$ 2.4375/\$1000                                   | \$ 21,500                       |

3. BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND:

|                        |    |                |
|------------------------|----|----------------|
| Administration         | \$ | 334,277        |
| Fire                   |    | 391,448        |
| Recreation             |    | 164,572        |
| Transient Room Tax     |    | 120,000        |
| Planning & Development |    | 22,500         |
| General Services       |    | 178,258        |
| Contingencies          |    | <u>213,671</u> |
|                        | \$ | 1,424,726      |

STREET AND DRAINAGE:

|                      |    |          |
|----------------------|----|----------|
| Personal Services    | \$ | 120,470  |
| Materials & Services |    | 77,600   |
| Capital Outlay       |    | 214,000  |
| Contingencies        |    | <u>0</u> |
|                      | \$ | 412,070  |

FIRE APPARATUS & STATION RELOCATION RESERVE

|                |             |
|----------------|-------------|
| Debt Service   | 29,300      |
| Capital Outlay | <u>\$ 0</u> |
|                | \$ 29,300   |

BAY CITY EQUIPMENT RESERVE FUND:

|                |                  |
|----------------|------------------|
| Capital Outlay | <u>\$ 38,101</u> |
|                | \$ 38,101        |

HOUSING REHABILITATION FUND:

|                      |                   |
|----------------------|-------------------|
| Materials & Services | <u>\$ 111,200</u> |
|                      | \$ 111,200        |

PARK & RECREATION RESERVE FUND:

|                |             |
|----------------|-------------|
| Capital Outlay | <u>\$ 0</u> |
|                | \$ 0        |

STREET RESERVE FUND/TRUST FUND:

|                      |                |
|----------------------|----------------|
| Materials & Services | \$ 126,500     |
| Interfund Transfer   | 330,000        |
| Contingencies        | <u>254,000</u> |
|                      | \$ 710,550     |

BAY CITY WATER AND RESERVE FUND:

|                      |                |
|----------------------|----------------|
| Personal Services    | \$ 281,600     |
| Materials & Services | 146,897        |
| Contingencies        | 0              |
| Capital Outlay       | 280,237        |
| Interfund Transfer   | <u>143,483</u> |
|                      | \$ 852,217     |

KILCHIS WATER AND RESERVE FUND:

|                      |               |
|----------------------|---------------|
| Personal Services    | \$ 157,300    |
| Materials & Services | 280,300       |
| Contingencies        | 50,000        |
| Capital Outlay       | 855,000       |
| Interfund Transfer   | <u>10,000</u> |
|                      | \$ 1,352,600  |

BAY CITY SEWER AND RESERVE FUNDS:

|                     |               |
|---------------------|---------------|
| Personal Services   | \$ 387,500    |
| Materials & Service | 393,600       |
| Contingencies       | 0             |
| Capital Outlay      | 1,026,400     |
| Interfund Transfer  | <u>35,000</u> |
|                     | \$ 1,842,500  |

OTHER DEBT SERVICE:

|                 |              |
|-----------------|--------------|
| Sewer Bond      | \$ 33,940    |
| DEQ Loan R13841 | 42,150       |
| DEQ Loan R13842 | <u>2,436</u> |
|                 | \$ 78,526    |

TOTAL APPROPRIATIONS - ALL FUNDS \$ 6,851,790

RESERVE/RESTRICTED/UNAPPROPRIATED BUDGET REQUIREMENTS

|  |              |
|--|--------------|
| General Fund                                     | \$ 35,000    |
| Fire Apparatus & Station Relocation Reserve Fund | 194,450      |
| Park Reserve                                     | 7,920        |
| Street Reserve Fund                              | 0            |
| Bay City Equipment Reserve Fund                  | 0            |
| Bay City Water Reserve Fund                      | 0            |
| Kilchis Water Fund                               | 713,500      |
| Kilchis Water Bond Fund                          | 0            |
| Bay City Sewer Fund                              | 1,141,500    |
| Sewer Bond Fund                                  | 33,910       |
| Sewer DEQ Loan Fund                              | 123,414      |
| Footpaths& Bike Trails                           | <u>9,850</u> |
| TOTAL RESERVE/UNAPPROPRIATED FUNDS               | \$ 2,259,544 |

TOTAL FISCAL YEAR 2022-2023 ADOPTED BUDGET \$ 9,111,334

4. BE IT RESOLVED that the Mayor certify to the County Clerk and the County Assessor of Tillamook County, Oregon, and the Department of Revenue in Salem, Oregon, the tax levy made by this Resolution and file with them a copy of the budget as finally adopted.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BAY CITY this 14<sup>th</sup> day of June, 2022.

AND APPROVED BY THE MAYOR OF THE CITY OF BAY CITY this 14<sup>th</sup> day of June, 2022.

---

David McCall, Mayor

ATTEST:

---

Lindsey Gann, City Recorder

FORM LB-20

**RESOURCES**  
**GENERAL**  
(Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                 |                                 |  | 100     | RESOURCE DESCRIPTION                               | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|---------------------------------|---------------------------------|--|---------|--|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                          |                                 | Adopted Budget<br>This Year<br>2021-22 |         |  | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | First Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |         |  |                                |                                 |                              |    |
|    |                                 |                                 |  |         | <b>Beginning Fund Balance:</b>                     |                                |                                 |                              |    |
| 1  | 305,014                         | 285,467                         | 265,000                                | 00-4990 | 1 Available cash on hand* General Fund             | 347,227                        | 347,227                         |                              | 1  |
| 2  | -                               | -                               | -                                      | 20-4990 | 2 Available cash on hand Police                    | -                              | -                               |                              | 2  |
| 3  | -                               | -                               | 5,000                                  | 50-4990 | 3 Available cash on hand* Recreation               | -                              | -                               |                              | 3  |
| 4  | 52,788                          | 60,240                          | 70,000                                 | 60-4990 | 4 Available cash on hand* TLT                      | 68,000                         | 68,000                          |                              | 4  |
|    |                                 |                                 |  |         | 5  |                                |                                 |                              | 5  |
| 5  | 7,816                           | 6,897                           | 7,000                                  | 00-4010 | 6 Previously levied taxes estimated to be rec.     | 7,000                          | 7,000                           |                              | 6  |
| 6  | 8,184                           | 2,887                           | 2,000                                  | 00-4805 | 7 Interest   | 2,000                          | 2,000                           |                              | 7  |
| 7  | -                               |                                 |  |         | 8 <b>OTHER RESOURCES</b>                           |                                |                                 |                              | 8  |
| 8  | 23,580                          | 26,324                          | 23,000                                 | 00-4105 | 9 Liquor Tax                                       | 23,000                         | 23,000                          |                              | 9  |
| 9  | 1,504                           | 1,292                           | 1,200                                  | 00-4110 | 10 Cigarette Tax                                   | 1,200                          | 1,200                           |                              | 10 |
| 10 | 610                             | 1,050                           | 800                                    | 00-4205 | 11 Licenses (Business/ STR Lic)                    | 1,000                          | 1,000                           |                              | 11 |
| 11 | 439                             | 233                             | 150                                    | 00-4210 | 12 Dog Licenses/Fines                              | 150                            | 150                             |                              | 12 |
| 12 | 30,238                          | 18,327                          | 13,000                                 | 00-4305 | 13 Franchise Fees                                  | 30,000                         | 30,000                          |                              | 13 |
| 13 | -                               | 54,778                          | 17,000                                 | 00-4306 | 14 Franchise Fees/ Dedicated                       | -                              | -                               |                              | 14 |
| 14 | 20,243                          | 21,601                          | 15,000                                 | 00-4510 | 15 State Revenue Sharing                           | 20,000                         | 20,000                          |                              | 15 |
| 15 | -                               | -                               | -                                      | 00-4590 | 16 Other Intergovernmental Revenues                | -                              | -                               |                              | 16 |
| 16 | 750                             | 200                             | 200                                    | 00-4605 | 17 Hall Rental                                     | 500                            | 500                             |                              | 17 |
| 18 | 16,617                          | 19,216                          | 15,000                                 | 00-4650 | 18 Transient Lodging Tax (30%)                     | 20,000                         | 20,000                          |                              | 18 |
| 19 | 7,999                           | 52,413                          | 2,000                                  | 00-4800 | 19 Miscellaneous - Covid / Arpa funds Anticipated  | 155,837                        | 155,837                         |                              | 19 |
| 20 | 50                              | 151                             | 100                                    | 00-4850 | 20 Code Enforcement Fines / Citations              | 100                            | 100                             |                              | 20 |
|    |                                 |                                 |  |         | 21   |                                |                                 |                              | 21 |
| 21 | 4,982                           | -                               | -                                      | 50-4630 | 22 Park Camping                                    | 6,500                          | 6,500                           |                              | 22 |
| 22 | -                               | -                               | 40,000                                 | 50-4420 | 23 State Grants (Al Griffin Master Plan-TLT funds) | -                              | -                               |                              | 23 |
| 23 | 140                             | -                               | 100                                    | 50-4430 | 24 Other Grants (City / County - TLT)              | 90,100                         | 90,100                          |                              | 24 |
| 24 | -                               | 5,000                           |  | 50-4930 | 25 Transfer in (from Park Reserve)                 |                                |                                 |                              | 25 |
|    |                                 |                                 |  |         | 26   |                                |                                 |                              | 26 |
| 25 | 38,774                          | 47,121                          | 40,000                                 | 60-4650 | 27 Transient Lodging Tax (70%)                     | 55,000                         | 55,000                          |                              | 27 |
| 26 | -                               | -                               | -                                      | 60-4430 | 28 Other Grants / Donations                        | -                              | -                               |                              | 28 |
|    |                                 |                                 |  |         | 29   |                                |                                 |                              | 29 |
| 27 | -                               | -                               | -                                      | 70-4215 | 30 Building Permits                                |                                |                                 |                              | 30 |
| 28 | 6,775                           | 12,266                          | 6,000                                  | 70-4310 | 31 Planning Fees                                   | 6,000                          | 6,000                           |                              | 31 |
| 29 | 2,700                           | 4,200                           | 4,000                                  | 70-4315 | 32 Land Use Fees                                   | 4,000                          | 4,000                           |                              | 32 |
| 30 | 1,000                           | -                               | -                                      | 70-4420 | 33 State Grants                                    | -                              | -                               |                              | 33 |
|    |                                 |                                 |  |         | 34   |                                |                                 |                              | 34 |
| 32 | 100,000                         | -                               |  | 90-4930 | 35 Transfers In                                    |                                |                                 |                              | 35 |
| 32 | 630,203                         | 619,663                         | <b>526,550</b>                         |         | 36 Total resources, except taxes to be levied      | 837,614                        | 837,614                         |                              | 36 |
| 33 |                                 |                                 |  |         | 37   |                                |                                 |                              | 37 |
| 34 |                                 |                                 | <b>210,449</b>                         | 00-4005 | 38 Taxes estimated to be received                  | 219,920                        | 219,920                         |                              | 38 |
| 35 | 205,724                         | 212,987                         |  |         | 39 Taxes collected in year levied                  |                                |                                 |                              | 39 |
| 36 | 835,927                         | 832,650                         | 736,999                                |         | 40 <b>TOTAL RESOURCES</b>                          | <b>1,057,534</b>               | <b>1,057,534</b>                |                              | 40 |

**DETAILED EXPENDITURES  
GENERAL**

**FORM  
LB-31**

(Name of Organizational Unit - Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                     |                                   |  | 100<br><br>10 | ADMINISTRATIVE<br><br>EXPENDITURE DESCRIPTION                          | Number of<br>Employees<br>12 | Range* | Budget for Next Year 2022-2023 |                                 |                              |
|----|-------------------------------------|-----------------------------------|--|---------------|--|------------------------------|--------|--------------------------------|---------------------------------|------------------------------|
|    | Actual                              |                                   | Adopted Budget<br>This Year<br>2021-2022 |               |  |                              |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted By<br>Governing Body |
|    | Second<br>Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-2021 |  |               |  |                              |        |                                |                                 |                              |
|    |                                     |                                   |  |               | PERSONNEL SERVICES   |                              |        |                                |                                 |                              |
| 1  | 55,738                              | 61,673                            | 88,535                                   | 5105          | 1 Full-Time Employees  |                              |        | 98,727                         | 98,727                          | 1                            |
| 2  | -                                   | -                                 | 17,160                                   | 5115          | 2 Part-Time/Temporary Employees  |                              |        | 14,300                         | 14,300                          | 2                            |
| 3  | 4,264                               | 4,718                             | 8,090                                    | 5205          | 3 Employer FICA  |                              |        | 9,000                          | 9,000                           | 3                            |
| 4  | 56                                  | 62                                | 1,125                                    | 5210          | 4 Unemployment Insurance   |                              |        | 1,200                          | 1,200                           | 4                            |
| 5  | 449                                 | 515                               | 650                                      | 5215          | 5 Workers' Compensation  |                              |        | 700                            | 700                             | 5                            |
| 6  | 8,124                               | 9,859                             | 20,750                                   | 5305          | 6 Employer PERS Contributions  |                              |        | 22,000                         | 22,000                          | 6                            |
| 7  | 13,825                              | 8,271                             | 36,880                                   | 5405          | 7 Health Insurance   |                              |        | 37,000                         | 37,000                          | 7                            |
| 8  | 111                                 | 75                                | 1,525                                    | 5415          | 8 Life Insurance   |                              |        | 300                            | 300                             | 8                            |
| 9  | -                                   | -                                 | -  | 5420          | 9 Insurance Costs-Volunteers W/C                                       |                              |        |                                |                                 | 9                            |
| 10 | 82,567                              | 85,173                            | 174,715                                  |               | 10 TOTAL ADMIN. PERSONNEL SERVICES                                     |                              |        | 183,227                        | 183,227                         | 10                           |
| 11 | -                                   |                                   |  |               | MATERIALS & SERVICES   |                              |        |                                |                                 | 11                           |
| 12 | 4,352                               | 6,663                             | 8,000                                    | 6105          | 12 Office Supplies & Equipment   |                              |        | 30,000                         | 30,000                          | 12                           |
| 13 | 1,272                               | -                                 | -  | 6290          | 13 Other Professional Fees   |                              |        | 500                            | 500                             | 13                           |
| 14 | 1,372                               | 4,310                             | 8,000                                    | 6305          | 14 Building Repairs & Maintenance                                      |                              |        | 35,000                         | 35,000                          | 14                           |
| 15 | 4,260                               | 4,970                             | 4,500                                    | 6311          | 15 Contracted Ground Maintenance (City Hall Red Rock A (\$370.00 mo.)) |                              |        | 5,000                          | 5,000                           | 15                           |
| 16 | 5,080                               | 1,942                             | 5,000                                    | 6405          | 16 Dues & Subscriptions  |                              |        | 5,000                          | 5,000                           | 16                           |
| 17 | 656                                 | 1,080                             | 1,000                                    | 6410          | 17 Travel & Training   |                              |        | 10,000                         | 10,000                          | 17                           |
| 18 | 4,214                               | 4,259                             | 5,500                                    | 6605          | 18 Electricity   |                              |        | 4,000                          | 4,000                           | 18                           |
| 19 | 2,264                               | 2,255                             | 6,500                                    | 6620          | 19 Telecommunications  |                              |        | 2,500                          | 2,500                           | 19                           |
| 20 | 5,446                               | 5,033                             | 6,550                                    | 6700          | 20 Insurance   |                              |        | 7,400                          | 7,400                           | 20                           |
| 21 | 3,058                               | 3,000                             | 3,500                                    | 6825          | 21 Publicity/Advertising   |                              |        | 5,000                          | 5,000                           | 21                           |
| 22 | 2,993                               | 2,310                             | 6,000                                    | 6830          | 22 Janitorial Services   |                              |        | 5,000                          | 5,000                           | 22                           |
| 23 | 129                                 | 135                               | 150                                      | 6850          | 23 Dog License/Catching  |                              |        | 150                            | 150                             | 23                           |
| 24 | 5,186                               | 22,180                            | 20,000                                   | 6860          | 24 Computers / Software & Services                                     |                              |        | 20,000                         | 20,000                          | 24                           |
| 25 | 6,571                               | 5,575                             | 10,000                                   | 6870          | 25 Pre-Hazard Preparedness   |                              |        | 10,000                         | 10,000                          | 25                           |
| 26 | 64                                  | 957                               | 1,500                                    | 6880          | 26 Ordinance Enforcement   |                              |        | 1,500                          | 1,500                           | 26                           |
| 27 | 7,269                               | 12,746                            | 10,000                                   | 6990          | 27 Other Miscellaneous Expenses  |                              |        | 10,000                         | 10,000                          | 27                           |
| 28 | 54,186                              | 77,415                            | 96,200                                   |               | 28 TOTAL ADMIN. MATERIALS & SERVICES                                   |                              |        | 151,050                        | 151,050                         | 28                           |
| 29 |                                     |                                   |  |               | DEBT SERVICE   |                              |        |                                |                                 | 29                           |
| 30 |                                     | 54,552                            | 16,900                                   | 7040          | 30 Principal Payment (Street Trust Loan)                               |                              |        | -                              | -                               | 30                           |
| 31 |                                     | 226                               | 100                                      | 7045          | 31 Interest Payment (Street Trust Loan)                                |                              |        | -                              | -                               | 31                           |
| 32 |                                     | 54,778                            | 17,000                                   |               | 32 TOTAL ADMIN. DEBIT SERVICE  |                              |        | -                              | -                               | 32                           |
| 33 | -                                   | -                                 | 5,000                                    | 8200          | 33 Office Equipment  |                              |        | -                              | -                               | 33                           |
| 34 | -                                   | 37,000                            | -  | 8700          | 34 Community Hall/Office   |                              |        |                                |                                 | 34                           |
| 35 | -                                   | -                                 | -  | 8900          | 35 Grant Expenditures  |                              |        |                                |                                 | 35                           |
| 36 | -                                   | 37,000                            | 5,000                                    |               | 36 TOTAL ADMIN. CAPITAL OUTLAY   |                              |        |                                |                                 | 36                           |
| 37 | 136,753                             | 254,366                           | 292,915                                  |               | 37 TOTAL ADMIN. EXPENDITURES   |                              |        | 334,277                        | 334,277                         | 37                           |

Line 16 - quote for LOC 1339



**DETAILED EXPENDITURES**

Councilor John Gettman contributed the first \$100.00 to begin this fund

**FORM  
LB-31**

**GENERAL**

**CITY OF BAY CITY**

(Name of Organizational Unit - Fund)

(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 100<br><br>20 | POLICE / CODE ENFORCEMENT<br><br>EXPENDITURE DESCRIPTION | Number of<br>Employees | Range* | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|---------------|--|------------------------|--------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |               |  |                        |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |               |  |                        |        |                                |                                 |                              |    |
| 1  |                                  |                                 |  |               | 1  |                        |        |                                |                                 |                              | 1  |
| 2  |                                  |                                 |  |               | 2  |                        |        |                                |                                 |                              | 2  |
| 3  | 36,833                           | -                               | -                                      | 6820          | 3  |                        |        | -                              | -                               | -                            | 3  |
| 4  |                                  | -                               | -                                      | 6880          | 4  |                        |        | -                              | -                               | -                            | 4  |
| 5  | 36,833                           | -                               | -                                      |               | 5  |                        |        | -                              | -                               | -                            | 5  |
| 6  |                                  |                                 |  |               | 6  |                        |        |                                |                                 |                              | 6  |
| 7  |                                  |                                 |  |               | 7  |                        |        |                                |                                 |                              | 7  |
| 8  |                                  |                                 |  |               | 8  |                        |        |                                |                                 |                              | 8  |
| 9  |                                  |                                 |  |               | 9  |                        |        |                                |                                 |                              | 9  |
| 10 |                                  |                                 |  |               | 10   |                        |        |                                |                                 |                              | 10 |
| 11 |                                  |                                 |  |               | 11   |                        |        |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |               | 12   |                        |        |                                |                                 |                              | 12 |
| 13 |                                  |                                 |  |               | 13   |                        |        |                                |                                 |                              | 13 |
| 14 |                                  |                                 |  |               | 14   |                        |        |                                |                                 |                              | 14 |
| 15 |                                  |                                 |  |               | 15   |                        |        |                                |                                 |                              | 15 |
| 16 |                                  |                                 |  |               | 16   |                        |        |                                |                                 |                              | 16 |
| 17 |                                  |                                 |  |               | 17   |                        |        |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |               | 18   |                        |        |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |               | 19   |                        |        |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |               | 20   |                        |        |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |               | 21   |                        |        |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |               | 22   |                        |        |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |               | 23   |                        |        |                                |                                 |                              | 23 |
| 24 |                                  |                                 |  |               | 24   |                        |        |                                |                                 |                              | 24 |
| 25 |                                  |                                 |  |               | 25   |                        |        |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |               | 26   |                        |        |                                |                                 |                              | 26 |
| 27 |                                  |                                 |  |               | 27   |                        |        |                                |                                 |                              | 27 |
| 28 |                                  |                                 |  |               | 28   |                        |        |                                |                                 |                              | 28 |
| 29 |                                  |                                 |  |               | 29   |                        |        |                                |                                 |                              | 29 |
| 30 |                                  |                                 |  |               | 30   |                        |        |                                |                                 |                              | 30 |
| 31 |                                  |                                 |  |               | 31   |                        |        |                                |                                 |                              | 31 |
| 32 | 36,833                           | -                               | -                                      |               | 32   |                        |        | -                              | -                               | -                            | 32 |

# RESOURCES

**FORM  
LB-20**

**GENERAL**  
(Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | <b>100</b><br><b>30</b> | <b>FIRE</b><br><b>RESOURCE DESCRIPTION</b>         | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|-------------------------|--|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |                         |  | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |                         |  |                                |                                 |                              |    |
|    |                                  |                                 |  |                         | Beginning Fund Balance:                            |                                |                                 |                              |    |
| 1  | 129,320                          | 138,693                         | 135,351                                | 4990                    | 1 Available cash on hand* (cash basis) or          | 138,000                        | 138,000                         |                              | 1  |
| 2  | -                                |                                 | -                                      |                         | 2  | -                              | -                               |                              | 2  |
| 3  | 3,577                            | 3,285                           | 1,500                                  | 4010                    | 3 Previously levied taxes estimated to be received | 1,500                          | 1,500                           |                              | 3  |
| 4  | 2,951                            | 1,137                           | 1,200                                  | 4805                    | 4 Interest   | 1,200                          | 1,200                           |                              | 4  |
| 5  |                                  |                                 |  |                         | <b>OTHER RESOURCES</b>                             |                                |                                 |                              | 5  |
| 6  | -                                | -                               | -                                      | 30-4410                 | 6 Federal Grants                                   | -                              | -                               |                              | 6  |
| 7  | -                                | -                               | -                                      | 30-4420                 | 7 State Grants                                     | -                              | -                               |                              | 7  |
| 8  | 1,500                            | 2,250                           | 3,000                                  | 30-4520                 | 8 Intergovernmental Agreements                     | 3,000                          | 3,000                           |                              | 8  |
| 9  | 45                               | 2,188                           | 1,000                                  | 30-4800                 | 9 Miscellaneous                                    | 1,500                          | 1,500                           |                              | 9  |
| 10 | 100,056                          | 100,100                         | 115,238                                | 30-4930                 | 10 Transfers In                                    | 128,258                        | 128,258                         |                              | 10 |
| 11 |                                  |                                 |  |                         |  |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |                         |  |                                |                                 |                              | 12 |
| 13 |                                  |                                 |  |                         |  |                                |                                 |                              | 13 |
| 14 |                                  |                                 |  |                         |  |                                |                                 |                              | 14 |
| 15 |                                  |                                 |  |                         |  |                                |                                 |                              | 15 |
| 16 |                                  |                                 |  |                         |  |                                |                                 |                              | 16 |
| 17 |                                  |                                 |  |                         |  |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |                         |  |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |                         |  |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |                         |  |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |                         |  |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |                         |  |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |                         |  |                                |                                 |                              | 23 |
| 24 | 237,449                          | 247,653                         | <b>257,289</b>                         |                         | 24 Total resources, except taxes to be levied      | 273,458                        | 273,458                         |                              | 24 |
| 25 |                                  |                                 |  |                         |  |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |                         |  |                                |                                 |                              | 26 |
| 27 |                                  |                                 |  |                         |  |                                |                                 |                              | 27 |
| 28 |                                  |                                 |  |                         |  |                                |                                 |                              | 28 |
| 29 |                                  |                                 |  |                         |  |                                |                                 |                              | 29 |
| 30 |                                  |                                 |  |                         |  |                                |                                 |                              | 30 |
| 31 |                                  |                                 |  |                         |  |                                |                                 |                              | 31 |
| 32 |                                  |                                 | <b>123,189</b>                         | 30-4005                 | 32 Taxes estimated to be received (local opt)thu18 | <b>128,734</b>                 | <b>128,734</b>                  |                              | 32 |
| 33 | 120,253                          | 131,405                         |  |                         | 33 Taxes collected in year levied                  |                                |                                 |                              | 33 |
| 34 | 357,702                          | 379,058                         | <b>380,478</b>                         |                         | <b>34 TOTAL RESOURCES</b>                          | <b>402,192</b>                 | <b>402,192</b>                  |                              | 34 |

Line 10 - Trans in from Gen rev for Fire Operating

**DETAILED EXPENDITURES  
GENERAL FUND**  
(Name of Organizational Unit - Fund)

| 1  | Historical Data                  |                                 |  | 100<br>30 | FIRE<br><br>EXPENDITURE DESCRIPTION | Number of<br>Employees                                   | Range* | Budget for Next Year 2022-2023 |                                 |                              | 1  |
|----|----------------------------------|---------------------------------|--|-----------|-------------------------------------|--|--------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |                                     |  |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |                                     |  |        |                                |                                 |                              |    |
| 1  |                                  |                                 |  | 30        | 1                                   | PERSONNEL SERVICES                                       |        |                                |                                 |                              | 1  |
| 2  | 42,676                           | 4,695                           | 5,104                                  | 5105      | 2                                   | Full-Time Employees (City Manager 2% /Record             | 70348  | 70348                          |                                 |                              | 2  |
| 3  | 29,370                           | 40,735                          | 41,975                                 | 5115      | 3                                   | Part-Time Employees (Chief / PT Fire Position)           | 45400  | 45400                          |                                 |                              | 3  |
| 4  | 80                               | 28,125                          | 41,740                                 | 5118      | 4                                   | Stipends (Volunteers)                                    | 48000  | 48000                          |                                 |                              | 4  |
| 5  | 5,518                            | 5,627                           | 6,840                                  | 5205      | 5                                   | Employer FICA  | 14000  | 14000                          |                                 |                              | 5  |
| 6  | 73                               | 74                              | 1,020                                  | 5210      | 6                                   | Unemployment Insurance                                   | 1200   | 1200                           |                                 |                              | 6  |
| 7  | 1,391                            | 1,579                           | 2,100                                  | 5215      | 7                                   | Workers' Compensation                                    | 2300   | 2300                           |                                 |                              | 7  |
| 8  | 8,490                            | 8,714                           | 10,291                                 | 5305      | 8                                   | Employer PERS Contributions                              | 27000  | 27000                          |                                 |                              | 8  |
| 9  | 473                              | 250                             | 13,955                                 | 5405      | 9                                   | Health Insurance   | 29000  | 29000                          |                                 |                              | 9  |
| 10 | 129                              | 191                             | 610                                    | 5415      | 10                                  | Life Insurance   | 300    | 300                            |                                 |                              | 10 |
| 11 | 8,033                            | 9,045                           | 10,000                                 | 5420      | 11                                  | Insurance Costs-Volunteers W/C                           | 3500   | 3500                           |                                 |                              | 11 |
| 12 | 96,233                           | 99,035                          | 133,635                                |           | 12                                  | TOTAL FIRE PERSONNEL SERVICES                            | 241048 | 241048                         |                                 |                              | 12 |
| 13 |                                  |                                 |  |           | 13                                  |  |        |                                |                                 |                              | 13 |
| 14 |                                  |                                 | -                                      |           | 14                                  | MATERIALS & SERVICES                                     |        |                                |                                 |                              | 14 |
| 15 | 8,613                            | 6,102                           | 6,000                                  | 6105      | 15                                  | Office Supplies & Equipment                              | 4000   | 4000                           |                                 |                              | 15 |
| 16 | 1,013                            | 5,601                           | 6,000                                  | 6115      | 16                                  | First Aid Supplies                                       | 10000  | 10000                          |                                 |                              | 16 |
| 17 | 514                              | 756                             | 4,000                                  | 6140      | 17                                  | Fuel/Lubes/Etc.  | 10000  | 10000                          |                                 |                              | 17 |
| 18 | 1,200                            | -                               | -                                      | 6205      | 18                                  | Audit Fees   | 500    | 500                            |                                 |                              | 18 |
| 19 | 700                              | -                               | -                                      | 6220      | 19                                  | Legal Fees   | 500    | 500                            |                                 |                              | 19 |
| 20 | 159                              | -                               | 23,000                                 | 6290      | 20                                  | Other Professional Services (Including \$18,000 IGA with | 8000   | 8000                           |                                 |                              | 20 |
| 21 | 2,718                            | 4,262                           | 12,000                                 | 6305      | 21                                  | Building Repairs & Maintenance                           | 8000   | 8000                           |                                 |                              | 21 |
| 22 | 3,635                            | 1,491                           | 4,000                                  | 6340      | 22                                  | Radios & Radio Maintenance                               | 4000   | 4000                           |                                 |                              | 22 |
| 23 | 11,605                           | 31,595                          | 25,000                                 | 6345      | 23                                  | Operational Equipment & Repairs                          | 15000  | 15000                          |                                 |                              | 23 |
| 24 | 15,631                           | 16,632                          | 20,000                                 | 6350      | 24                                  | Personal Protective Equipment                            | 21000  | 21000                          |                                 |                              | 24 |
| 25 | 1,747                            | 1,873                           | 2,400                                  | 6405      | 25                                  | Dues & Subscriptions                                     | 2400   | 2400                           |                                 |                              | 25 |
| 26 | 8,223                            | 3,621                           | 10,000                                 | 6410      | 26                                  | Travel/Training  | 7000   | 7000                           |                                 |                              | 26 |
| 27 | 3,463                            | 3,267                           | 4,500                                  | 6605      | 27                                  | Electricity  | 4700   | 4700                           |                                 |                              | 27 |
| 28 | 1,332                            | 2,534                           | 6,000                                  | 6620      | 28                                  | Telecommunications                                       | 4000   | 4000                           |                                 |                              | 28 |
| 29 | 11,108                           | 11,354                          | 15,000                                 | 6700      | 29                                  | Insurance  | 16000  | 16000                          |                                 |                              | 29 |
| 30 | -                                | 210                             | 3,000                                  | 6830      | 30                                  | Janitorial   | 3500   | 3500                           |                                 |                              | 30 |
| 31 | 162                              | 163                             | 300                                    | 6840      | 31                                  | Printing & Copying                                       | 300    | 300                            |                                 |                              | 31 |
| 32 | 2,920                            | 3,444                           | 6,000                                  | 6860      | 32                                  | Computers / Software & Services                          | 6000   | 6000                           |                                 |                              | 32 |
| 33 | 3,033                            | 444                             | 4,000                                  | 6990      | 33                                  | Other Miscellaneous Expenses                             | 4000   | 4000                           |                                 |                              | 33 |
| 34 | 77,776                           | 93,349                          | 151,200                                |           | 34                                  | TOTAL FIRE MATERIALS & SERVICES                          | 128900 | 128900                         |                                 |                              | 34 |
| 35 | 174,009                          | 192,384                         | 284,835                                |           | 35                                  | TOTAL EXPENDITURES                                       | 369948 | 369948                         |                                 |                              | 35 |

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**GENERAL**

**CITY OF BAY CITY**

(Name of Organizational Unit - Fund)

(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 100<br>30 | FIRE<br>EXPENDITURE DESCRIPTION | Number of<br>Employees                  | Range*         | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|-----------|---------------------------------|---|----------------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |                                 |   |                | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |                                 |   |                |                                |                                 |                              |    |
| 1  |                                  |                                 |  |           | 1                               | CAPITAL OUTLAY                          |                |                                |                                 |                              | 1  |
| 2  |                                  |                                 |  |           | 2                               |   |                |                                |                                 |                              | 2  |
| 3  | -                                | -                               | -                                      | 8400      | 3                               | Machinery & Equipment                   | -              | -                              | -                               | -                            | 3  |
| 4  | -                                |                                 |  | 8700      | 4                               | Office Equipment                        | -              | -                              | -                               | -                            | 4  |
| 5  |                                  |                                 |  |           | 5                               |   |                |                                |                                 |                              | 5  |
| 6  | -                                | -                               | -                                      |           | 6                               | <b>TOTAL FIRE CAPITAL OUTLAY</b>        | -              | -                              | -                               | -                            | 6  |
| 7  |                                  |                                 |  |           | 7                               |   |                |                                |                                 |                              | 7  |
| 8  |                                  |                                 |  |           | 8                               | TRANSFERS                               |                |                                |                                 |                              | 8  |
| 9  |                                  |                                 |  |           | 9                               |   |                |                                |                                 |                              | 9  |
| 10 |                                  | -                               | -                                      | 9000      | 10                              | Transfer to BC Equipment Replacement    | -              | -                              | -                               | -                            | 10 |
| 11 | 45,000                           | 43,400                          | 52,000                                 | 9400      | 11                              | Transfer to Fire Apparatus Reserve Fund | 21,500         | 21,500                         | 21,500                          | 21,500                       | 11 |
| 12 | <b>45,000</b>                    | <b>43,400</b>                   | <b>52,000</b>                          |           | 12                              | <b>TOTAL FIRE TRANSFERS</b>             | <b>21,500</b>  | <b>21,500</b>                  | <b>21,500</b>                   | <b>21,500</b>                | 12 |
| 13 |                                  |                                 | -                                      |           | 13                              |   |                |                                |                                 |                              | 13 |
| 14 | -                                | -                               | 18,643                                 | 9800      | 14                              | <b>CONTINGENCIES</b>                    | 10,744         | 10,744                         | 10,744                          | 10,744                       | 14 |
| 15 |                                  |                                 |  |           | 15                              |   |                |                                |                                 |                              | 15 |
| 16 |                                  |                                 |  |           | 16                              |   |                |                                |                                 |                              | 16 |
| 17 | <b>219,009</b>                   | <b>235,784</b>                  | <b>355,478</b>                         |           | 17                              | <b>TOTAL FIRE EXPENDITURES</b>          | <b>402,192</b> | <b>402,192</b>                 | <b>402,192</b>                  | <b>402,192</b>               | 17 |
| 18 | -                                |                                 |  |           | 18                              |   |                |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |           | 19                              |   |                |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |           | 20                              | COMPONENTS OF ENDING FUND BALANCE       |                |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |           | 21                              | a) Nonspendable                         |                |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |           | 22                              | b) Restricted                           |                |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |           | 23                              | c) Committed                            |                |                                |                                 |                              | 23 |
| 24 |                                  |                                 |  |           | 24                              | d) Assigned                             |                |                                |                                 |                              | 24 |
| 25 |                                  |                                 |  |           | 25                              | e) Unassigned                           |                |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |           | 26                              | f) Unappropriated                       | -              | -                              | -                               | -                            | 26 |
| 27 |                                  |                                 |  |           | 27                              | Reserved for economic Uncertainties     | -              | -                              | -                               | -                            | 27 |
| 28 |                                  | -                               | 25,000                                 | 9900      | 28                              | <b>REMAINING UNAPPROPRIATED</b>         |                |                                |                                 |                              | 28 |
| 29 |                                  |                                 |  |           | 29                              |   |                |                                |                                 |                              | 29 |
| 30 |                                  |                                 |  |           | 30                              |   |                |                                |                                 |                              | 30 |
| 31 |                                  |                                 |  |           | 31                              |   |                |                                |                                 |                              | 31 |
| 32 |                                  |                                 |  |           | 32                              |   |                |                                |                                 |                              | 32 |
| 33 | 219,009                          | 235,784                         | 380,478                                |           | 33                              | <b>TOTAL FIRE EXPENDITURES</b>          | <b>402,192</b> | <b>402,192</b>                 | <b>402,192</b>                  | <b>402,192</b>               | 33 |

Line 11 - Trans to reserve fire apparatus fund -402-13-4930 on page 25

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**GENERAL**

**CITY OF BAY CITY**

(Name of Organizational Unit - Fund)

(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 100<br>50 | RECREATION<br><br>EXPENDITURE DESCRIPTION | Number of Emoy-ees                             | Range* | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|-----------|---|--|--------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |   |  |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |   |  |        |                                |                                 |                              |    |
| 1  |                                  |                                 |  |           | 1   | PERSONNEL SERVICES                             |        |                                |                                 |                              | 1  |
| 2  | 4,695                            | -                               | 17,122                                 | 5105      | 2   | Full-Time Employees                            |        | 21,322                         | 21,322                          |                              | 2  |
| 3  | -                                | -                               | -                                      | 5115      | 3   | Part-Time/Temporary Employees                  |        |                                |                                 |                              | 3  |
| 4  | 359                              | -                               | 1,310                                  | 5205      | 4   | Employer FICA                                  |        | 1,700                          | 1,700                           |                              | 4  |
| 5  | 5                                | -                               | 185                                    | 5210      | 5   | Unemployment Insurance                         |        | 250                            | 250                             |                              | 5  |
| 6  | 416                              | 477                             | 600                                    | 5215      | 6   | Workers' Compensation                          |        | 650                            | 650                             |                              | 6  |
| 7  | 561                              | -                               | 3,000                                  | 5305      | 7   | Employer PERS Contributions                    |        | 4,000                          | 4,000                           |                              | 7  |
| 8  | 2,770                            | 740                             | 7,200                                  | 5405      | 8   | Health Insurance                               |        | 8,000                          | 8,000                           |                              | 8  |
| 9  | 4                                | -                               | 145                                    | 5415      | 9   | Life Insurance                                 |        | 150                            | 150                             |                              | 9  |
| 10 | 8,810                            | 1,217                           | 29,562                                 |           | 10  | TOTAL REC. PERSONNEL SERVICES                  |        | 36,072                         | 36,072                          |                              | 10 |
| 11 |                                  |                                 |  |           | 11  |  |        |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |           | 12  | MATERIALS & SERVICES                           |        |                                |                                 |                              | 12 |
| 13 | 181                              | 50                              | 300                                    | 6145      | 13  | TRT (1% to State and County) -Al Griffin Park  |        | 500                            | 500                             |                              | 13 |
| 14 | 2,099                            | 1,815                           | 3,000                                  | 6190      | 14  | Other Supplies (Cleaning, Paper Products, etc) |        | 5,000                          | 5,000                           |                              | 14 |
| 15 | 4,029                            | 8,534                           | 10,000                                 | 6310      | 15  | Grounds Maintenance / Improvements             |        | 8,000                          | 8,000                           |                              | 15 |
| 16 | 12,300                           | 12,820                          | 12,800                                 | 6311      | 16  | Contracted Ground Maintenance (\$1095 mo)      |        | 15,000                         | 15,000                          |                              | 16 |
| 17 | 1,962                            | 1,178                           | 2,000                                  | 6605      | 17  | Electricity                                    |        | 2,000                          | 2,000                           |                              | 17 |
| 18 |                                  | -                               | 40,000                                 | 6995      | 18  | Projects BC TLT funds                          |        | 90,000                         | 90,000                          |                              | 18 |
| 19 | 20,571                           | 24,397                          | 68,100                                 |           | 19  | TOTAL REC. MATERIALS & SERVICES                |        | 120,500                        | 120,500                         |                              | 19 |
| 20 |                                  |                                 |  |           | 20  | CAPITAL OUTLAY                                 |        |                                |                                 |                              | 20 |
| 21 | 18                               | -                               | 8,000                                  | 8200      | 21  | Buildings/ Equipment                           |        | 8,000                          | 8,000                           |                              | 21 |
| 22 | 4,955                            | -                               | -                                      | 8300      | 22  | Improvements (Other than Buildings)            |        |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |           | 23  |  |        |                                |                                 |                              | 23 |
| 24 | 4,973                            | -                               | 8,000                                  |           | 24  | TOTAL REC.CAPITAL OUTLAY                       |        | 8,000                          | 8,000                           |                              | 24 |
| 25 |                                  |                                 |  |           | 25  |  |        |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |           | 26  |  |        |                                |                                 |                              | 26 |
| 27 |                                  |                                 |  |           | 27  |  |        |                                |                                 |                              | 27 |
| 28 |                                  |                                 |  |           | 28  |  |        |                                |                                 |                              | 28 |
| 30 |                                  |                                 |  |           | 30  |  |        |                                |                                 |                              | 30 |
| 31 |                                  |                                 |  |           | 31  |  |        |                                |                                 |                              | 31 |
| 32 | 34,354                           | 25,614                          | 105,662                                |           | 32  | TOTAL RECREATION EXPENDITURES                  |        | 164,572                        | 164,572                         |                              | 32 |
| 33 | -                                | -                               | -                                      | 9900      | 33  | UNAPPROPRIATED ENDING FUND BALANCE             |        | -                              | -                               |                              | 33 |
| 34 | 34,354                           | 25,614                          | 105,662                                |           | 34  | TOTAL GEN. SER. EXPENDITURES                   |        | 164,572                        | 164,572                         |                              | 34 |

Line 13 - Registration fee, camp has been closed - no TLT tax expense since 2019

Line 18 - Expenses for TLT grant received for parks

**DETAILED EXPENDITURES**

**FORM  
LB-31**

This fund is authorized and established by ORD #657 10/8/2013

**GENERAL**

(Name of Organizational Unit - Fund)

To Collect Transient Room Tax

**CITY OF BAY CITY**

(Name of Municipal Corporation)

| Line Item | Historical Data                  |                                 |  | 100<br>60 | TRANSIENT LODGING TAX<br>EXPENDITURE DESCRIPTION | Number Of<br>Employees         | Range* | Budget for Next Year 2022-2023 |                                 |                              | Line Item |
|-----------|----------------------------------|---------------------------------|--|-----------|--|--------------------------------|--------|--------------------------------|---------------------------------|------------------------------|-----------|
|           | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |  |                                |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |           |
|           | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |  |                                |        |                                |                                 |                              |           |
| 1         |                                  |                                 |  |           | 1  |                                |        |                                |                                 |                              | 1         |
| 2         |                                  |                                 |  |           | 2  |                                |        |                                |                                 |                              | 2         |
| 3         | 31,322                           | 35,146                          | 110,000                                | 6145      | 3  | Tourism                        |        | 120,000                        | 120,000                         |                              | 3         |
| 4         |                                  |                                 | -                                      |           | 4  |                                |        |                                |                                 |                              | 4         |
| 5         |                                  |                                 |  |           | 5  |                                |        |                                |                                 |                              | 5         |
| 6         |                                  |                                 |  |           | 6  |                                |        |                                |                                 |                              | 6         |
| 7         |                                  |                                 |  |           | 7  |                                |        |                                |                                 |                              | 7         |
| 8         |                                  |                                 |  |           | 8  |                                |        |                                |                                 |                              | 8         |
| 9         | 31,322                           | 35,146                          | 110,000                                |           | 9  | TOTAL TRT MATERIALS & SERVICES |        | 120,000                        | 120,000                         |                              | 9         |
| 10        |                                  |                                 |  |           | 10   |                                |        |                                |                                 |                              | 10        |
| 11        |                                  |                                 |  |           | 11   |                                |        |                                |                                 |                              | 11        |
| 12        |                                  |                                 |  |           | 12   |                                |        |                                |                                 |                              | 12        |
| 13        |                                  |                                 |  |           | 13   |                                |        |                                |                                 |                              | 13        |
| 14        |                                  |                                 |  |           | 14   |                                |        |                                |                                 |                              | 14        |
| 15        |                                  |                                 |  |           | 15   |                                |        |                                |                                 |                              | 15        |
| 16        |                                  |                                 |  |           | 16   |                                |        |                                |                                 |                              | 16        |
| 17        |                                  |                                 |  |           | 17   |                                |        |                                |                                 |                              | 17        |
| 18        |                                  |                                 |  |           | 18   |                                |        |                                |                                 |                              | 18        |
| 19        |                                  |                                 |  |           | 19   |                                |        |                                |                                 |                              | 19        |
| 20        |                                  |                                 |  |           | 20   |                                |        |                                |                                 |                              | 20        |
| 21        |                                  |                                 |  |           | 21   |                                |        |                                |                                 |                              | 21        |
| 22        |                                  |                                 |  |           | 22   |                                |        |                                |                                 |                              | 22        |
| 23        |                                  |                                 |  |           | 23   |                                |        |                                |                                 |                              | 23        |
| 24        |                                  |                                 |  |           | 24   |                                |        |                                |                                 |                              | 24        |
| 25        |                                  |                                 |  |           | 25   |                                |        |                                |                                 |                              | 25        |
| 26        |                                  |                                 |  |           | 26   |                                |        |                                |                                 |                              | 26        |
| 27        |                                  |                                 |  |           | 27   |                                |        |                                |                                 |                              | 27        |
| 28        |                                  |                                 |  |           | 28   |                                |        |                                |                                 |                              | 28        |
| 29        |                                  |                                 |  |           | 29   |                                |        |                                |                                 |                              | 29        |
| 30        |                                  |                                 |  |           | 30   |                                |        |                                |                                 |                              | 30        |
| 31        |                                  |                                 |  |           | 31   |                                |        |                                |                                 |                              | 31        |
| 32        | 31,322                           | 35,146                          | 110,000                                |           | 32   | TOTAL TRT EXPENDITURES         |        | 120,000                        | 120,000                         |                              | 32        |

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**GENERAL**

**CITY OF BAY CITY**

(Name of Organizational Unit - Fund)

(Name of Municipal Corporation)

|    | Historical Data               |                              |                   | 100<br><br>70 | PLANNING & DEVELOPMENT<br><br>EXPENDITURE DESCRIPTION | Number of Emoy-ees                                | Range* | Budget for Next Year 2022-2023 |                              |                           |    |
|----|-------------------------------|------------------------------|-------------------|---------------|---|---|--------|--------------------------------|------------------------------|---------------------------|----|
|    | Actual                        |                              | Adopted Budget    |               |   |   |        | Proposed by Budget Officer     | Approved by Budget Committee | Adopted by Governing Body |    |
|    | Second Preceding Year 2019-20 | First Preceding Year 2020-21 | This Year 2021-22 |               |   |   |        |                                |                              |                           |    |
| 1  |                               |                              |                   |               | 1   |   |        |                                |                              |                           | 1  |
| 2  |                               |                              |                   |               | 2   |   |        |                                |                              |                           | 2  |
| 3  | 5,440                         | -                            | 5,000             | 6220          | 3   | Legal Fees  |        | 5,000                          | 5,000                        |                           | 3  |
| 4  | 20,876                        | 30,000                       | 35,000            | 6240          | 4   | Comprehensive Planning (\$2000 planning outreach) |        | 5,000                          | 5,000                        |                           | 4  |
| 5  | 5,082                         | 5,125                        | 5,000             | 6290          | 5   | Other Professional Fees (GIS)                     |        | 10,000                         | 10,000                       |                           | 5  |
| 6  | -                             | 279                          | 500               | 6865          | 6   | Building Inspector/Inspections                    |        | 500                            | 500                          |                           | 6  |
| 7  | 769                           | -                            | 2,000             | 6215          | 7   | Engineering Fees                                  |        | 2,000                          | 2,000                        |                           | 7  |
| 8  |                               |                              |                   |               | 8   |   |        |                                |                              |                           | 8  |
| 9  | 32,167                        | 35,404                       | 47,500            |               | 9   | TOTAL PLAN/DEV MATERIALS & SERVICES               |        | 22,500                         | 22,500                       |                           | 9  |
| 10 |                               |                              |                   |               | 10  |   |        |                                |                              |                           | 10 |
| 11 |                               |                              |                   |               | 11  |   |        |                                |                              |                           | 11 |
| 12 |                               |                              |                   |               | 12  |   |        |                                |                              |                           | 12 |
| 13 |                               |                              |                   |               | 13  |   |        |                                |                              |                           | 13 |
| 14 |                               |                              |                   |               | 14  |   |        |                                |                              |                           | 14 |
| 15 |                               |                              |                   |               | 15  |   |        |                                |                              |                           | 15 |
| 16 |                               |                              |                   |               | 16  |   |        |                                |                              |                           | 16 |
| 17 |                               |                              |                   |               | 17  |   |        |                                |                              |                           | 17 |
| 18 |                               |                              |                   |               | 18  |   |        |                                |                              |                           | 18 |
| 19 |                               |                              |                   |               | 19  |   |        |                                |                              |                           | 19 |
| 20 |                               |                              |                   |               | 20  |   |        |                                |                              |                           | 20 |
| 21 |                               |                              |                   |               | 21  |   |        |                                |                              |                           | 21 |
| 22 |                               |                              |                   |               | 22  |   |        |                                |                              |                           | 22 |
| 23 |                               |                              |                   |               | 23  |   |        |                                |                              |                           | 23 |
| 24 |                               |                              |                   |               | 24  |   |        |                                |                              |                           | 24 |
| 25 |                               |                              |                   |               | 25  |   |        |                                |                              |                           | 25 |
| 26 |                               |                              |                   |               | 26  |   |        |                                |                              |                           | 26 |
| 27 |                               |                              |                   |               | 27  |   |        |                                |                              |                           | 27 |
| 28 |                               |                              |                   |               | 28  |   |        |                                |                              |                           | 28 |
| 29 |                               |                              |                   |               | 29  |   |        |                                |                              |                           | 29 |
| 30 |                               |                              |                   |               | 30  |   |        |                                |                              |                           | 30 |
| 31 |                               |                              |                   |               | 31  |   |        |                                |                              |                           | 31 |
| 32 | 32,167                        | 35,404                       | 47,500            |               | 32  | TOTAL PLAN/DEV EXPENDITURES                       |        | 22,500                         | 22,500                       |                           | 32 |

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**GENERAL**

**CITY OF BAY CITY**

(Name of Organizational Unit - Fund)

(Name of Municipal Corporation)

| Line Item | Historical Data                  |                                 |  | 100<br>90 | GENERAL SERVICES<br>EXPENDITURE DESCRIPTION | Number Of<br>Employees                 | Range* | Budget for Next Year 2022-2023 |                                 |                              |    |
|-----------|----------------------------------|---------------------------------|--|-----------|---|--|--------|--------------------------------|---------------------------------|------------------------------|----|
|           | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |   |  |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|           | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |   |  |        |                                |                                 |                              |    |
| 1         |                                  |                                 |  |           | 1   | MATERIALS & SERVICES                   |        |                                |                                 |                              | 1  |
| 2         |                                  |                                 |  |           | 2   |  |        |                                |                                 |                              | 2  |
| 3         | 3,050                            | 4,250                           | 5,000                                  | 6205      | 3   | Audit Fees                             |        | 5,000                          | 5,000                           |                              | 3  |
| 4         | 111,775                          | 36,096                          | 50,000                                 | 6220      | 4   | Legal Fees                             |        | 40,000                         | 40,000                          |                              | 4  |
| 5         | 3,312                            | 387                             | 3,500                                  | 6805      | 5   | Mayor/Council Expenses                 |        | 3,500                          | 3,500                           |                              | 5  |
| 6         | -                                | -                               | 500                                    | 6910      | 6   | Fees Refunded                          |        | 500                            | 500                             |                              | 6  |
| 7         | 597                              | -                               | 1,000                                  | 6990      | 7   | Other Miscellaneous Expenses           |        | 1,000                          | 1,000                           |                              | 7  |
| 8         |                                  |                                 | -                                      |           | 8   |  |        |                                |                                 |                              | 8  |
| 9         | 118,734                          | 40,733                          | 60,000                                 |           | 9   | TOTAL GEN. SER. MATERIALS AND SERVICES |        | 50,000                         | 50,000                          |                              | 9  |
| 10        |                                  |                                 |  |           | 10  |  |        |                                |                                 |                              | 10 |
| 11        | -                                | -                               | 5,684                                  | 9800      | 11  | CONTINGENCIES                          |        | 202,927                        | 202,927                         |                              | 11 |
| 12        |                                  |                                 |  |           | 12  |  |        |                                |                                 |                              | 12 |
| 13        | 100,056                          | 100,100                         | 115,238                                | 9000      | 13  | TRANSFERS OUT (Fire Dept)              |        | 128,258                        | 128,258                         |                              | 13 |
| 14        |                                  |                                 |  |           | 14  |  |        |                                |                                 |                              | 14 |
| 15        |                                  |                                 |  |           | 15  |  |        |                                |                                 |                              | 15 |
| 16        |                                  |                                 |  |           | 16  |  |        |                                |                                 |                              | 16 |
| 17        |                                  |                                 |  |           | 17  |  |        |                                |                                 |                              | 17 |
| 18        | 218,790                          | 140,833                         | 180,922                                |           | 18  | TOTAL GEN. SERVICE EXPENDITURES        |        | 381,185                        | 381,185                         |                              | 18 |
| 19        |                                  |                                 |  |           | 19  |  |        |                                |                                 |                              | 19 |
| 20        |                                  |                                 |  |           | 20  | COMPONENTS OF ENDING FUND BALANCE      |        |                                |                                 |                              | 20 |
| 21        |                                  |                                 |  |           | 21  |  |        |                                |                                 |                              | 21 |
| 22        |                                  |                                 |  |           | 22  | a) Nonspendable                        |        |                                |                                 |                              | 22 |
| 23        |                                  |                                 |  |           | 23  | b) Restricted                          |        |                                |                                 |                              | 23 |
| 24        |                                  |                                 |  |           | 24  | c) Committed                           |        |                                |                                 |                              | 24 |
| 25        |                                  |                                 |  |           | 25  | d) Assigned                            |        |                                |                                 |                              | 25 |
| 26        |                                  |                                 |  |           | 26  | e) Unassigned                          |        |                                |                                 |                              | 26 |
| 27        |                                  |                                 | -                                      |           | 27  | f) Unappropriated                      |        | 35,000                         | 35,000                          |                              | 27 |
| 28        |                                  |                                 |  |           | 28  | Reserved for economic Uncertainties    |        |                                |                                 |                              | 28 |
| 29        | -                                | -                               | -                                      | 9900      | 29  | Remaining Unappropriated               |        |                                |                                 |                              | 29 |
| 30        |                                  |                                 |  |           | 30  |  |        |                                |                                 |                              | 30 |
| 31        |                                  |                                 |  |           | 31  |  |        |                                |                                 |                              | 31 |
| 32        |                                  |                                 |  |           | 32  |  |        |                                |                                 |                              | 32 |
| 33        | 218,790                          | 140,833                         | 180,922                                |           | 33  | TOTAL GEN. SER. EXPENDITURES           |        | 416,185                        | 416,185                         |                              | 33 |

Line 11 includes available expense for Covid//arpa funds if received.



**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
GENERAL FUND**

(Includes Administration, Police, Fire, Recreation, Planning & Development and General Services)

|    | Historical Data                  |                                 |  | DEPT |    | REQUIREMENTS DESCRIPTION                | Budget For Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|------|----|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |      |    |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |      |    |   |                                |                                 |                              |    |
|    |                                  |                                 |  |      |    | PERSONAL SERVICES                       |                                |                                 |                              |    |
| 1  | 82,567                           | 85,173                          | 174,715                                | 10   | 1  | Administrative                          | 183,227                        | 183,227                         | -                            | 1  |
| 2  | 96,233                           | 99,035                          | 133,635                                | 30   | 2  | Fire                                    | 241,048                        | 241,048                         | -                            | 2  |
| 3  | 8,810                            | 1,217                           | 29,562                                 | 50   | 3  | Recreation                              | 36,072                         | 36,072                          |                              | 3  |
| 4  | <b>187,610</b>                   | <b>185,425</b>                  | <b>337,912</b>                         |      | 4  | <b>TOTAL PERSONNEL SERVICES</b>         | <b>460,347</b>                 | <b>460,347</b>                  |                              | 4  |
| 5  |                                  |                                 |  |      | 5  |   |                                |                                 |                              | 5  |
|    |                                  |                                 |  |      |    | MATERIALS AND SERVICES                  |                                |                                 |                              |    |
| 6  | 54,186                           | 77,415                          | 96,200                                 | 10   | 6  | Administration                          | 151,050                        | 151,050                         | -                            | 6  |
| 7  | 36,833                           | -                               | -                                      | 20   | 7  | Police / Code Enforcement               | -                              | -                               | -                            | 7  |
| 8  | 77,776                           | 93,349                          | 151,200                                | 30   | 8  | Fire                                    | 128,900                        | 128,900                         | -                            | 8  |
| 9  | 20,571                           | 24,397                          | 68,100                                 | 50   | 9  | Recreation                              | 120,500                        | 120,500                         |                              | 9  |
| 10 | <b>31,322</b>                    | 35,146                          | 110,000                                | 60   | 10 | Tourism                                 | 120,000                        | 120,000                         |                              | 10 |
| 11 | 32,167                           | 35,404                          | 47,500                                 | 70   | 11 | Planning & Development                  | 22,500                         | 22,500                          |                              | 11 |
| 12 | 118,734                          | 40,733                          | 60,000                                 | 90   | 12 | General Services                        | 50,000                         | 50,000                          |                              | 12 |
| 13 | <b>371,589</b>                   | <b>306,444</b>                  | <b>533,000</b>                         |      | 13 | <b>TOTAL MATERIALS AND SERVICES</b>     | <b>592,950</b>                 | <b>592,950</b>                  |                              | 13 |
| 14 |                                  |                                 |  |      | 14 |   |                                |                                 |                              | 14 |
|    |                                  |                                 |  |      |    | DEBIT SERVICE                           |                                |                                 |                              |    |
| 15 |                                  | <b>54,778</b>                   | 17,000                                 | 10   | 15 | Administrative                          | -                              |                                 | -                            | 15 |
| 16 |                                  | <b>54,778</b>                   | <b>17,000</b>                          |      | 16 | <b>TOTAL DEBIT SERVICE</b>              |                                |                                 |                              | 16 |
| 17 |                                  |                                 |  |      | 17 |   |                                |                                 |                              | 17 |
|    |                                  |                                 |  |      |    | CAPITAL OUTLAY                          |                                |                                 |                              |    |
| 18 | -                                | 37,000                          | 5,000                                  | 10   | 18 | Administration                          | -                              | -                               | -                            | 18 |
| 19 | -                                | -                               | -                                      | 30   | 19 | Fire                                    | -                              | -                               | -                            | 19 |
| 20 |                                  |                                 | 8,000                                  | 50   | 20 | Recreation                              | 8,000                          | 8,000                           |                              | 20 |
| 21 | -                                | <b>37,000</b>                   | <b>13,000</b>                          |      | 21 | <b>TOTAL CAPITAL OUTLAY</b>             | <b>8,000</b>                   | <b>8,000</b>                    |                              | 21 |
|    |                                  |                                 |  |      |    | TRANSFERRED TO OTHER FUNDS              |                                |                                 |                              |    |
| 22 | 45,000                           | 43,400                          | 52,000                                 | 30   | 22 | Fire                                    | 21,500                         | 21,500                          | -                            | 22 |
| 23 | 100,056                          | 100,100                         | 115,238                                | 90   | 23 | General Services                        | 128,258                        | 128,258                         |                              | 23 |
| 24 | <b>145,056</b>                   | <b>143,500</b>                  | <b>167,238</b>                         |      | 24 | <b>TOTAL TRANSFERS</b>                  | <b>149,758</b>                 | <b>149,758</b>                  |                              | 24 |
| 25 |                                  |                                 |  |      | 25 |   |                                |                                 |                              | 25 |
|    |                                  |                                 |  |      |    | CONTINGENCY                             |                                |                                 |                              |    |
| 26 | -                                | -                               | 18,643                                 |      | 26 | Operating Contingency- Fire             | 10,744                         | 10,744                          | -                            | 26 |
| 27 | -                                | -                               | 5,684                                  |      | 27 | Operating Contingency- General Services | 202,927                        | 202,927                         |                              | 27 |
| 28 |                                  |                                 | <b>24,327</b>                          |      | 28 | <b>TOTAL OPERATING CONTINGENCY</b>      | <b>213,671</b>                 | <b>213,671</b>                  |                              | 28 |
| 29 |                                  |                                 |  |      | 29 |   |                                |                                 |                              | 29 |
| 30 |                                  |                                 |  |      | 30 | CONTINUE ON NEXT PAGE                   |                                |                                 |                              |    |
| 31 |                                  |                                 | <b>\$ 1,092,477</b>                    |      | 31 | <b>PAGE TOTAL - REQUIREMENTS</b>        | <b>1,424,726</b>               | <b>1,424,726</b>                |                              | 31 |

Continues on next page

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
GENERAL FUND**

(Includes Administration, Police, Fire, Recreation, Planning & Development and General Services)

|    | Historical Data                  |                                 |  | DEPT | REQUIREMENTS DESCRIPTION | Budget For Next Year 2022-2023                  |                                 |                              |   |    |
|----|----------------------------------|---------------------------------|--|------|--------------------------|---|---------------------------------|------------------------------|---|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |      |                          | Proposed By<br>Budget Officer                   | Approved By<br>Budget Committee | Adopted By<br>Governing Body |   |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |      |                          |   |                                 |                              |   |    |
| 1  |                                  |                                 |  |      | 1                        |   |                                 |                              | 1 |    |
| 2  |                                  |                                 |  |      | 2                        |   |                                 |                              | 2 |    |
| 3  |                                  |                                 |  |      | 3                        | Ending balance (prior years) - FIRE             |                                 |                              | 3 |    |
| 4  |                                  |                                 |  |      | 4                        | Ending balance (prior years) - RECREATION       |                                 |                              | 4 |    |
| 5  |                                  |                                 |  |      | 5                        | Ending balance (prior years) - GENERAL SERVICES |                                 |                              | 5 |    |
| 6  | -                                | -                               |  |      | 6                        | <b>TOTAL ENDING BALANCE (Prior Years)</b>       |                                 |                              | 6 |    |
| 7  |                                  | -                               | 25,000                                 | 30   | 7                        | UNAPPROPRIATED ENDING FUND BALANCE-FIRE         | -                               | -                            | - | 7  |
| 8  | -                                | 25,000                          |  | 50   | 8                        | UNAPPROPRIATED ENDING FUND BALANCE-RECREATION   |                                 |                              |   | 8  |
| 9  | -                                | -                               | -                                      | 10   | 9                        | UNAPPROPRIATED ENDING FUND BALANCE-GEN.SER.     | 35,000                          | 35,000                       | - | 9  |
| 10 | -                                | <b>25,000</b>                   | <b>25,000</b>                          |      | 10                       | <b>TOTAL UNAPPROPRIATED ENDING FUND BALANCE</b> | <b>35,000</b>                   | <b>35,000</b>                | - | 10 |
| 11 |                                  |                                 |  |      | 11                       |   |                                 |                              |   | 11 |
| 12 |                                  |                                 |  |      | 12                       |   |                                 |                              |   | 12 |
| 13 |                                  |                                 |  |      | 13                       |   |                                 |                              |   | 13 |
| 14 |                                  |                                 |  |      | 14                       |   |                                 |                              |   | 14 |
| 15 |                                  |                                 |  |      | 15                       | COMPONENTS OF ENDING FUND BALANCE               |                                 |                              |   | 15 |
| 16 |                                  |                                 |  |      | 16                       |   |                                 |                              |   | 16 |
| 17 |                                  |                                 |  |      | 17                       | a) Nonspendable                                 |                                 |                              |   | 17 |
| 18 |                                  |                                 |  |      | 18                       | b) Restricted                                   |                                 |                              |   | 18 |
| 19 |                                  |                                 |  |      | 19                       | c) Committed                                    |                                 |                              |   | 19 |
| 20 |                                  |                                 |  |      | 20                       | d) Assigned                                     |                                 |                              |   | 20 |
| 21 |                                  |                                 |  |      | 21                       | e) Unassigned                                   |                                 |                              |   | 21 |
| 22 |                                  |                                 |  |      | 22                       | f) Unappropriated                               |                                 |                              |   | 22 |
| 23 |                                  |                                 |  |      | 23                       | Reserved for Economic Uncertainties             |                                 |                              |   | 23 |
| 24 |                                  |                                 | 25,000                                 | 30   | 24                       | Remaining Unappropriated                        |                                 |                              | - | 24 |
| 25 |                                  |                                 |  |      | 25                       |   |                                 |                              |   | 25 |
| 26 |                                  |                                 |  |      | 26                       |   |                                 |                              |   | 26 |
| 27 |                                  |                                 |  |      | 27                       |   |                                 |                              |   | 27 |
| 28 |                                  |                                 |  |      | 28                       |   |                                 |                              |   | 28 |
| 29 |                                  |                                 |  |      | 29                       |   |                                 |                              |   | 29 |
| 30 | <b>704,255</b>                   | <b>752,147</b>                  | <b>1,117,477</b>                       |      | 30                       | <b>TOTAL REQUIREMENTS</b>                       | <b>1,459,726</b>                | <b>1,459,726</b>             | - | 30 |

# RESOURCES

**FORM  
LB-20**

## STREET AND DRAINAGE

**CITY OF BAY CITY**

(Fund)

(Name of Municipal Corporation)

|    | Historical Data                     |                                 |  | 200<br>00 | RESOURCE DESCRIPTION                          | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|-------------------------------------|---------------------------------|--|-----------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                              |                                 | Adopted Budget<br>This Year<br>2021-22 |           |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second<br>Preceding Year<br>2019-20 | First Preceding<br>Year 2020-21 |  |           |   |                                |                                 |                              |    |
|    |                                     |                                 |  |           | Beginning Fund Balance:                       |                                |                                 |                              |    |
| 1  | 140,078                             | 20,564                          | 90,000                                 | 4990      | 1 Available cash on hand                      | 46,800                         | 46,800                          |                              | 1  |
| 2  |                                     |                                 | -                                      |           | 2   | -                              | -                               |                              | 2  |
| 3  |                                     |                                 | -                                      |           | 3   | -                              | -                               |                              | 3  |
| 4  | 3,196                               | 169                             | 200                                    | 4805      | 4 Interest                                    | 270                            | 270                             |                              | 4  |
| 5  |                                     |                                 | -                                      |           | 5 <b>OTHER RESOURCES</b>                      |                                |                                 |                              | 5  |
| 6  | 94,660                              | 86,620                          | 90,000                                 | 4115      | 6 State Highway Tax                           | 100,000                        | 100,000                         |                              | 6  |
| 7  | 81                                  | -                               | -                                      | 4800      | 7 Miscellaneous                               | -                              | -                               |                              | 7  |
| 8  | -                                   | 100,000                         | -                                      | 4420      | 8 State Grants (SCA Grant)                    | 100,000                        | 100,000                         |                              | 8  |
| 9  | -                                   | -                               | -                                      | 4930      | 9 Transfers In Previous Storm Drainage Fund   | -                              | -                               |                              | 9  |
| 10 |                                     | -                               | -                                      | 4930      | 10 Transfers In (from Street Trust)           | 165,000                        | 165,000                         |                              | 10 |
| 11 |                                     | -                               | 10,000                                 | 4930      | 11 Transfer from Street Reserve               | -                              | -                               |                              | 11 |
| 12 |                                     |                                 |  |           | 12  |                                |                                 |                              | 12 |
| 13 |                                     |                                 |  |           | 13  |                                |                                 |                              | 13 |
| 14 |                                     |                                 |  |           | 14  |                                |                                 |                              | 14 |
| 15 |                                     |                                 |  |           | 15  |                                |                                 |                              | 15 |
| 16 |                                     |                                 |  |           | 16  |                                |                                 |                              | 16 |
| 17 |                                     |                                 |  |           | 17  |                                |                                 |                              | 17 |
| 18 |                                     |                                 |  |           | 18  |                                |                                 |                              | 18 |
| 19 |                                     |                                 |  |           | 19  |                                |                                 |                              | 19 |
| 20 |                                     |                                 |  |           | 20  |                                |                                 |                              | 20 |
| 21 |                                     |                                 |  |           | 21  |                                |                                 |                              | 21 |
| 22 |                                     |                                 |  |           | 22  |                                |                                 |                              | 22 |
| 23 |                                     |                                 |  |           | 23  |                                |                                 |                              | 23 |
| 24 |                                     |                                 |  |           | 24  |                                |                                 |                              | 24 |
| 25 |                                     |                                 |  |           | 25  |                                |                                 |                              | 25 |
| 26 |                                     |                                 |  |           | 26  |                                |                                 |                              | 26 |
| 27 |                                     |                                 |  |           | 27  |                                |                                 |                              | 27 |
| 28 |                                     |                                 |  |           | 28  |                                |                                 |                              | 28 |
| 29 | 238,015                             | 207,353                         | <b>190,200</b>                         |           | 29 Total resources, except taxes to be levied | 412,070                        | 412,070                         |                              | 29 |
| 30 |                                     |                                 |  |           | 30 Taxes estimated to be received             |                                |                                 |                              | 30 |
| 31 |                                     |                                 |  |           | 31 Taxes collected in year levied             |                                |                                 |                              | 31 |
| 32 | 238,015                             | 207,353                         | <b>190,200</b>                         |           | 32 <b>TOTAL RESOURCES</b>                     | 412,070                        | 412,070                         |                              | 32 |

FORM  
LB-31

DETAILED EXPENDITURES

STREET AND DRAINAGE  
(Name of Organizational Unit - Fund)

CITY OF BAY CITY  
(Name of Municipal Corporation)

|    | Historical Data                  |                                 |                        | 200<br>00 | EXPENDITURE DESCRIPTION | Number of<br>Employees                             | Range*  | Budget for Next Year 2022- 2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|------------------------|-----------|-------------------------|--|---------|---------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget         |           |                         |  |         | Proposed by<br>Budget Officer   | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 | This Year<br>2021-2022 |           |                         |  |         |                                 |                                 |                              |    |
| 1  |                                  |                                 |                        |           | 1                       | PERSONAL SERVICES                                  |         |                                 |                                 |                              | 1  |
| 2  | 34,565                           | 35,930                          | 62,905                 | 5105      | 2                       | Full-Time Employees                                | 70,000  | 70,000                          |                                 |                              | 2  |
| 3  | 426                              | -                               | 2,640                  | 5115      | 3                       | Part-Time/Temporary Employees                      | 2,200   | 2,200                           |                                 |                              | 3  |
| 4  | 2,677                            | 2,749                           | 5,025                  | 5205      | 4                       | Employer FICA Taxes                                | 5,500   | 5,500                           |                                 |                              | 4  |
| 5  | 35                               | 36                              | 710                    | 5210      | 5                       | Unemployment Insurance                             | 770     | 770                             |                                 |                              | 5  |
| 6  | 2,460                            | 2,838                           | 3,200                  | 5215      | 6                       | Workers' Compensation Insurance                    | 3,200   | 3,200                           |                                 |                              | 6  |
| 7  | 4,714                            | 5,547                           | 12,300                 | 5305      | 7                       | Employer PERS Contributions                        | 13,500  | 13,500                          |                                 |                              | 7  |
| 8  | 12,761                           | 11,792                          | 27,200                 | 5405      | 8                       | Health Insurance                                   | 25,000  | 25,000                          |                                 |                              | 8  |
| 9  | 42                               | 39                              | 680                    | 5415      | 9                       | Life Insurance                                     | 300     | 300                             |                                 |                              | 9  |
| 10 | 57,680                           | 58,931                          | 114,660                |           | 10                      | TOTAL PERSONNEL SERVICES                           | 120,470 | 120,470                         |                                 |                              | 10 |
| 11 |                                  |                                 |                        |           | 11                      |  |         |                                 |                                 |                              | 11 |
| 12 |                                  |                                 |                        |           | 12                      | MATERIALS AND SERVICES                             |         |                                 |                                 |                              | 12 |
| 13 | 266                              | 43                              | 500                    | 6105      | 13                      | Office Supplies & Equipment                        | 500     | 500                             |                                 |                              | 13 |
| 14 | 604                              | 1,174                           | 1,000                  | 6125      | 14                      | Shop Supplies/Tools                                | 1,100   | 1,100                           |                                 |                              | 14 |
| 15 | 1,465                            | 1,948                           | 2,000                  | 6140      | 15                      | Fuel/Lubes/Etc.                                    | 2,000   | 2,000                           |                                 |                              | 15 |
| 16 | 1,000                            | 1,000                           | 1,000                  | 6205      | 16                      | Audit Fees   | 1,000   | 1,000                           |                                 |                              | 16 |
| 17 | -                                | 16,883                          | 2,500                  | 6215      | 17                      | Engineering Fees                                   | 2,500   | 2,500                           |                                 |                              | 17 |
| 18 | 1,000                            | -                               | 5,000                  | 6220      | 18                      | Legal Fees   | 5,000   | 5,000                           |                                 |                              | 18 |
| 19 | 127                              | 125                             | 5,000                  | 6290      | 19                      | Other Professional Fees (GIS)                      | 5,000   | 5,000                           |                                 |                              | 19 |
| 20 | 3                                | 225                             | 14,000                 | 6305      | 20                      | Building Repairs & Maintenance(elect to sign shop) | 5,000   | 5,000                           |                                 |                              | 20 |
| 21 | 9,948                            | 10,197                          | 10,000                 | 6315      | 21                      | Street Repairs & Maintenance (including Striping)  | 10,000  | 10,000                          |                                 |                              | 21 |
| 22 | 4,443                            | 1,718                           | 3,000                  | 6335      | 22                      | Vehicle Repairs & Maintenance                      | 3,000   | 3,000                           |                                 |                              | 22 |
| 23 | 391                              | 782                             | 2,000                  | 6350      | 23                      | Personal Protective Equipment                      | 1,500   | 1,500                           |                                 |                              | 23 |
| 24 | 7,010                            | 3,821                           | 7,500                  | 6390      | 24                      | Drainage and Culvert Repair                        | 7,500   | 7,500                           |                                 |                              | 24 |
| 25 | 918                              | -                               | 2,000                  | 6410      | 25                      | Training   | 2,000   | 2,000                           |                                 |                              | 25 |
| 26 | 9,672                            | 8,871                           | 10,000                 | 6605      | 26                      | Electricity  | 12,000  | 12,000                          |                                 |                              | 26 |
| 27 | 2,477                            | 2,671                           | 3,800                  | 6700      | 27                      | Insurance  | 4,000   | 4,000                           |                                 |                              | 27 |
| 28 | 553                              | 90                              | 2,500                  | 6860      | 28                      | Computers / Software & Services                    | 2,000   | 2,000                           |                                 |                              | 28 |
| 29 | 2,532                            | 1,258                           | 3,740                  | 6990      | 29                      | Other Miscellaneous Expenses                       | 3,500   | 3,500                           |                                 |                              | 29 |
| 30 | -                                | -                               | -                      | 6995      | 30                      | Feasibility Studies/Projects(Patterson Ck Culvert) | 10,000  | 10,000                          |                                 |                              | 30 |
| 31 |                                  |                                 |                        |           | 31                      |  |         |                                 |                                 |                              | 31 |
| 32 | 42,409                           | 50,806                          | 75,540                 |           | 32                      | TOTAL MATERIALS AND SERVICES                       | 77,600  | 77,600                          |                                 |                              | 32 |
| 33 | 100,089                          | 109,737                         | 190,200                |           | 33                      | (Continued on Next Page)                           | 198,070 | 198,070                         |                                 |                              | 33 |
| 34 |                                  |                                 |                        |           | 34                      | TOTAL EXPENDITURES                                 |         |                                 |                                 |                              | 34 |
| 35 |                                  |                                 |                        |           | 35                      | UNAPPROPRIATED ENDING FUND BALANCE                 |         |                                 |                                 |                              | 35 |
| 36 | -                                | -                               | -                      |           | 36                      | TOTAL EXPENDITURES                                 |         |                                 |                                 |                              | -  |

FORM  
LB-31

**DETAILED EXPENDITURES**

**STREET AND DRAINAGE**  
(Name of Organizational Unit - Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 200<br>00 | EXPENDITURE DESCRIPTION | Number of<br>Emoy-ees                         | Range* | Budget for Next Year 2022-2023 |                                 |                              |  |    |
|----|----------------------------------|---------------------------------|--|-----------|-------------------------|---|--------|--------------------------------|---------------------------------|------------------------------|--|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |                         |   |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |  |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |                         |   |        |                                |                                 |                              |  |    |
| 1  |                                  |                                 |  |           | 1                       |   |        |                                |                                 |                              |  | 1  |
| 2  |                                  |                                 |  |           | 2                       |   |        |                                |                                 |                              |  | 2  |
| 3  | 117,361                          | -                               | -                                      | 8300      | 3                       | Improvements Other Than Buildings (SCA grant) |        | 214,000                        | 214,000                         | -                            |  | 3  |
| 4  | -                                | -                               | -                                      | 8400      | 4                       | Machinery & Equipment                         |        | -                              | -                               | -                            |  | 4  |
| 5  | 117,361                          | -                               | -                                      |           | 5                       | TOTAL CAPITAL OUTLAY                          |        | 214,000                        | 214,000                         | -                            |  | 5  |
| 6  |                                  |                                 |  |           | 6                       |   |        |                                |                                 |                              |  | 6  |
| 7  |                                  |                                 |  |           | 7                       |   |        |                                |                                 |                              |  | 7  |
| 8  |                                  |                                 |  |           | 8                       |   |        |                                |                                 |                              |  | 8  |
| 9  | -                                | -                               | -                                      | 9800      | 9                       | CONTINGENCIES                                 |        | -                              | -                               | -                            |  | 9  |
| 10 |                                  |                                 |  |           | 10                      |   |        |                                |                                 |                              |  | 10 |
| 11 |                                  |                                 |  |           | 11                      |   |        |                                |                                 |                              |  | 11 |
| 12 |                                  |                                 |  |           | 12                      |   |        |                                |                                 |                              |  | 12 |
| 13 | -                                | -                               | -                                      | 9400      | 13                      | Transfer to Capital Projects Funds            |        | -                              | -                               | -                            |  | 13 |
| 14 |                                  |                                 |  |           | 14                      |   |        |                                |                                 |                              |  | 14 |
| 15 |                                  |                                 |  |           | 15                      |   |        |                                |                                 |                              |  | 15 |
| 16 |                                  |                                 |  |           | 16                      |   |        |                                |                                 |                              |  | 16 |
| 17 |                                  |                                 |  |           | 17                      |   |        |                                |                                 |                              |  | 17 |
| 18 |                                  |                                 |  |           | 18                      |   |        |                                |                                 |                              |  | 18 |
| 19 |                                  |                                 |  |           | 19                      |   |        |                                |                                 |                              |  | 19 |
| 20 |                                  |                                 |  |           | 20                      |   |        |                                |                                 |                              |  | 20 |
| 21 |                                  |                                 |  |           | 21                      |   |        |                                |                                 |                              |  | 21 |
| 22 |                                  |                                 |  |           | 22                      |   |        |                                |                                 |                              |  | 22 |
| 23 |                                  |                                 |  |           | 23                      |   |        |                                |                                 |                              |  | 23 |
| 24 |                                  |                                 |  |           | 24                      |   |        |                                |                                 |                              |  | 24 |
| 25 |                                  |                                 |  |           | 25                      |   |        |                                |                                 |                              |  | 25 |
| 26 |                                  |                                 |  |           | 26                      |   |        |                                |                                 |                              |  | 26 |
| 27 |                                  |                                 |  |           | 27                      |   |        |                                |                                 |                              |  | 27 |
| 28 |                                  |                                 |  |           | 28                      |   |        |                                |                                 |                              |  | 28 |
| 29 |                                  |                                 |  |           | 29                      |   |        |                                |                                 |                              |  | 29 |
| 30 |                                  |                                 |  |           | 30                      |   |        |                                |                                 |                              |  | 30 |
| 31 | 217,450                          | 109,737                         | 190,200                                |           | 31                      | <b>TOTAL EXPENDITURES</b>                     |        | 412,070                        | 412,070                         |                              |  | 31 |
| 32 |                                  |                                 |  |           | 32                      | UNAPPROPRIATED ENDING FUND BALANCE            |        | -                              | -                               |                              |  | 32 |
| 33 | 217,450                          | 109,737                         | <b>190,200</b>                         |           | 33                      | <b>TOTAL EXPENDITURES</b>                     |        | 412,070                        | 412,070                         |                              |  | 33 |

# RESOURCES

**FORM  
LB-20**

**HOUSING REHABILITATION**

**CITY OF BAY CITY**

(Fund)

(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | <b>201<br/>18</b> | <b>RESOURCE DESCRIPTION</b>                        | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|-------------------|--|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |                   |  | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |                   |  |                                |                                 |                              |    |
|    |                                  |                                 |  |                   | Beginning Fund Balance:                            |                                |                                 |                              |    |
| 1  | 97,728                           | 111,704                         | 110,000                                | 4990              | 1 Available cash on hand* (cash basis) or          | 110,700                        | 110,700                         |                              | 1  |
| 2  |                                  |                                 |  |                   | 2  |                                |                                 |                              | 2  |
| 3  |                                  |                                 |  |                   | 3 Previously levied taxes estimated to be received |                                |                                 |                              | 3  |
| 4  | 2,230                            | 915                             | 900                                    | 4805              | 4 Interest   | 500                            | 500                             |                              | 4  |
| 5  |                                  |                                 |  |                   | <b>OTHER RESOURCES</b>                             |                                |                                 |                              | 5  |
| 6  | 11,746                           | -                               | -                                      | 4825              | 6 Rehab Loan Payback                               |                                |                                 |                              | 6  |
| 7  |                                  | -                               |  |                   |  |                                |                                 |                              | 7  |
| 8  |                                  |                                 |  |                   |  |                                |                                 |                              | 8  |
| 9  |                                  |                                 |  |                   |  |                                |                                 |                              | 9  |
| 10 |                                  |                                 |  |                   |  |                                |                                 |                              | 10 |
| 11 |                                  |                                 |  |                   |  |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |                   |  |                                |                                 |                              | 12 |
| 13 |                                  |                                 |  |                   |  |                                |                                 |                              | 13 |
| 14 |                                  |                                 |  |                   |  |                                |                                 |                              | 14 |
| 15 |                                  |                                 |  |                   |  |                                |                                 |                              | 15 |
| 16 |                                  |                                 |  |                   |  |                                |                                 |                              | 16 |
| 17 |                                  |                                 |  |                   |  |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |                   |  |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |                   |  |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |                   |  |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |                   |  |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |                   |  |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |                   |  |                                |                                 |                              | 23 |
| 24 |                                  |                                 |  |                   |  |                                |                                 |                              | 24 |
| 25 |                                  |                                 |  |                   |  |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |                   |  |                                |                                 |                              | 26 |
| 27 |                                  |                                 |  |                   |  |                                |                                 |                              | 27 |
| 28 |                                  |                                 |  |                   |  |                                |                                 |                              | 28 |
| 29 | 111,704                          | 112,619                         | 110,900                                |                   | 29 Total resources, except taxes to be levied      | 111,200                        | 111,200                         |                              | 29 |
| 30 |                                  |                                 |  |                   | 30 Taxes estimated to be received                  |                                |                                 |                              | 30 |
| 31 |                                  |                                 |  |                   | 31 Taxes collected in year levied                  |                                |                                 |                              | 31 |
| 32 | 111,704                          | 112,619                         | <b>110,900</b>                         |                   | <b>32 TOTAL RESOURCES</b>                          | 111,200                        | 111,200                         |                              | 32 |

FORM  
LB-31

**DETAILED EXPENDITURES**

**HOUSING REHABILITATION**  
(Name of Organizational Unit - Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 201<br>18 | EXPENDITURE DESCRIPTION | Number of<br>Employees             | Range* | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|-----------|-------------------------|------------------------------------|--------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-2022 |           |                         |                                    |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |                         |                                    |        |                                |                                 |                              |    |
| 1  |                                  |                                 |  |           | 1                       | MATERIALS AND SERVICES             |        |                                |                                 |                              | 1  |
| 2  | -                                | 2,249                           | 5,000                                    | 6890      | 2                       | Other Administration Expenses      |        | 5,500                          | 5,500                           |                              | 2  |
| 3  | -                                | -                               | 105,900                                  | 6920      | 3                       | Housing Rehab Loan Disbursement    |        | 105,700                        | 105,700                         |                              | 3  |
| 4  |                                  |                                 | -  |           | 4                       |                                    |        |                                |                                 |                              | 4  |
| 5  | -                                | 2,249                           | 110,900                                  |           | 5                       | TOTAL MATERIALS AND SERVICES       |        | 111,200                        | 111,200                         |                              | 5  |
| 6  |                                  |                                 |  |           | 6                       |                                    |        |                                |                                 |                              | 6  |
| 7  |                                  |                                 |  |           | 7                       |                                    |        |                                |                                 |                              | 7  |
| 8  |                                  |                                 |  |           | 8                       |                                    |        |                                |                                 |                              | 8  |
| 9  |                                  |                                 |  |           | 9                       |                                    |        |                                |                                 |                              | 9  |
| 10 |                                  |                                 |  |           | 10                      |                                    |        |                                |                                 |                              | 10 |
| 11 |                                  |                                 |  |           | 11                      |                                    |        |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |           | 12                      |                                    |        |                                |                                 |                              | 12 |
| 13 |                                  |                                 |  |           | 13                      |                                    |        |                                |                                 |                              | 13 |
| 14 |                                  |                                 |  |           | 14                      |                                    |        |                                |                                 |                              | 14 |
| 15 |                                  |                                 |  |           | 15                      |                                    |        |                                |                                 |                              | 15 |
| 16 |                                  |                                 |  |           | 16                      |                                    |        |                                |                                 |                              | 16 |
| 17 |                                  |                                 |  |           | 17                      |                                    |        |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |           | 18                      |                                    |        |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |           | 19                      |                                    |        |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |           | 20                      |                                    |        |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |           | 21                      |                                    |        |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |           | 22                      |                                    |        |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |           | 23                      |                                    |        |                                |                                 |                              | 23 |
| 24 |                                  |                                 |  |           | 24                      |                                    |        |                                |                                 |                              | 24 |
| 25 |                                  |                                 |  |           | 25                      |                                    |        |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |           | 26                      |                                    |        |                                |                                 |                              | 26 |
| 27 |                                  |                                 |  |           | 27                      |                                    |        |                                |                                 |                              | 27 |
| 28 |                                  |                                 |  |           | 28                      |                                    |        |                                |                                 |                              | 28 |
| 29 |                                  |                                 |  |           | 29                      |                                    |        |                                |                                 |                              | 29 |
| 30 |                                  |                                 |  |           | 30                      |                                    |        |                                |                                 |                              | 30 |
| 31 | -                                | 2,249                           | 110,900                                  |           | 31                      | TOTAL EXPENDITURES                 |        | 111,200                        | 111,200                         |                              | 31 |
| 32 |                                  |                                 |  | 9900      | 32                      | UNAPPROPRIATED ENDING FUND BALANCE |        |                                |                                 |                              | 32 |
| 33 | -                                | 2,249                           | 110,900                                  |           | 33                      | TOTAL EXPENDITURES                 |        | 111,200                        | 111,200                         |                              | 33 |

**FORM  
LB-35**

**BONDED DEBT  
RESOURCES AND REQUIREMENTS**

**Bond Debt Payments are for:**

- Revenue Bonds or  
 General Obligation Bonds

**KILCHIS WATER BOND--BONDED DEBT**

**CITY OF BAY CITY**

Bond Paid in full 4/2021

(Fund)

(Name of Municipal Corporation)

|    | Historical Data                  |                                   |  | 300<br>11/12 | DESCRIPTION OF<br>RESOURCES AND REQUIREMENTS     | Budget for Next Year 2022-2023 |                                 |                              |
|----|----------------------------------|-----------------------------------|--|--------------|--|--------------------------------|---------------------------------|------------------------------|
|    | Actual                           |                                   | Adopted Budget<br>This Year<br>2021-2022 |              |  | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-2021 |  |              |  |                                |                                 |                              |
|    |                                  |                                   |  |              | <b>Resources</b>                                 |                                |                                 |                              |
|    |                                  |                                   |  |              | Beginning Fund Balance                           |                                |                                 |                              |
| 1  | 91,433                           | 100,900                           | 74,440                                   | 4990         | Cash on Hand (Cash Basis), or                    |                                | -                               | 1                            |
| 2  |                                  |                                   |  |              |  |                                |                                 | 2                            |
| 3  | 1,174                            | 988                               | -  | 11-4010      | Previously Levied Taxes Estimated to be Received |                                | -                               | 3                            |
| 4  | 2,086                            | 827                               | -  | 4805         | Earnings from Temporary Investments              |                                | -                               | 4                            |
| 5  |                                  |                                   |  |              |  |                                |                                 | 5                            |
| 6  | 36,899                           | 21,130                            | -  | 11-4611      | Water User Charges - Capital                     |                                | -                               | 6                            |
| 7  | 131,592                          | 123,845                           | 74,440                                   |              | Total Resources, Except Taxes to be Levied       |                                | -                               | 7                            |
| 8  | 22,200                           | -                                 | -  | 11-4005      | Taxes Estimated to be Received *                 |                                | -                               | 8                            |
| 9  |                                  |                                   |  |              | Taxes Collected in Year Levied                   |                                | -                               | 9                            |
| 10 | <b>153,792</b>                   | <b>123,845</b>                    | <b>74,440</b>                            |              | <b>TOTAL RESOURCES</b>                           |                                | -                               | 10                           |
|    |                                  |                                   |  |              | <b>Requirements</b>                              |                                |                                 |                              |
|    |                                  |                                   |  |              | Bond Principal Payments                          |                                |                                 |                              |
|    |                                  |                                   |  |              | Issue Date                                       | Budgeted Payment Date          |                                 |                              |
| 1  | 44,117                           | 47,868                            | -  |              | 4/23/1981 Berkadia                               | 4/23/2020                      | -                               | - 1                          |
| 2  | <b>44,117</b>                    | <b>47,868</b>                     | -  | 11-7010      | Total Principal                                  |                                |                                 | - 2                          |
|    |                                  |                                   |  |              | Bond Interest Payments                           |                                |                                 |                              |
|    |                                  |                                   |  |              | Issue Date                                       | Budgeted Payment Date          |                                 |                              |
| 3  | 3,925                            |                                   | -  |              | 4/23/1981 Berkadia                               | 10/23/2019                     | -                               | - 3                          |
| 4  | 4,851                            | 1,500                             | -  |              | 4/23/1981 Berkadia                               | 4/23/2020                      | -                               | - 4                          |
| 5  |                                  |                                   |  |              |  |                                |                                 | 5                            |
| 6  | <b>8,776</b>                     | <b>1,500</b>                      | -  | 11-7015      | Total Interest                                   |                                |                                 | - 6                          |
| 7  |                                  | -                                 | 74,440                                   | 12-9500      | Transfer to Enterprise Fund                      |                                |                                 | 7                            |
|    |                                  |                                   |  |              | Unappropriated Balance for Following Year By     |                                |                                 |                              |
|    |                                  |                                   |  |              | Issue Date                                       | Payment Date                   |                                 |                              |
| 9  |                                  |                                   |  | 11-9900      | 4/23/1981  | 4/23/2020                      |                                 | 9                            |
| 10 |                                  |                                   |  | 11-9900      | 4/23/1981  | 10/23/2020                     |                                 | 10                           |
| 11 |                                  | -                                 | -  | 12-9900      | Reserve  |                                |                                 | - 11                         |
| 12 |                                  |                                   |  | 9900         | Ending Fund Balance (Prior Years)                |                                |                                 | 12                           |
| 13 | -                                | -                                 | -  |              | COMPONENTS OF ENDING FUND BALANCE (Restricted)   |                                |                                 | - 13                         |
| 14 | <b>52,893</b>                    | <b>49,368</b>                     | <b>74,440</b>                            |              | <b>TOTAL REQUIREMENTS</b>                        |                                |                                 | - 14                         |



**BONDED DEBT  
RESOURCES AND REQUIREMENTS  
SEWER BOND (USDA)**

**Bond Debt Payments are for:**

- Revenue Bonds or
- General Obligation Bonds

**CITY OF BAY CITY**

(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 301<br>11/12 | DESCRIPTION OF<br>RESOURCES AND REQUIREMENTS     | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|--------------|--|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |              |  | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |              |  |                                |                                 |                              |    |
|    |                                  |                                 |  |              | <b>Resources</b>                                 |                                |                                 |                              |    |
|    |                                  |                                 |  |              | Beginning Fund Balance                           |                                |                                 |                              |    |
| 1  | 40,097                           | 39,927                          | 40,000                                 | 4990         | Cash on Hand (Cash Basis), or                    | 48,000                         | 48,000                          |                              | 1  |
| 2  |                                  |                                 |  |              | Working Capital (Accrual Basis)                  |                                |                                 |                              | 2  |
| 3  | 1,010                            | 775                             | 300                                    | 11-4010      | Previously Levied Taxes Estimated to be Received | 300                            | 300                             |                              | 3  |
| 4  | 915                              | 327                             | 200                                    | 4805         | Earnings from Temporary Investments/ Interest    | 200                            | 200                             |                              | 4  |
| 5  |                                  |                                 | -                                      |              |  |                                |                                 |                              | 5  |
| 6  |                                  |                                 |  |              |  |                                |                                 |                              | 6  |
| 7  | 42,022                           | 41,029                          | 40,500                                 |              | Total Resources, Except Taxes to be Levied       |                                |                                 |                              | 7  |
| 8  | 21,830                           | 27,899                          | 19,315                                 | 11-4005      | Taxes Estimated to be Received *                 | 19,350                         | 19,350                          |                              | 8  |
| 9  | -                                |                                 |  |              | Taxes Collected in Year Levied                   |                                |                                 |                              | 9  |
| 10 | <b>63,852</b>                    | <b>68,928</b>                   | <b>59,815</b>                          |              | <b>TOTAL RESOURCES</b>                           | <b>67,850</b>                  | <b>67,850</b>                   |                              | 10 |
|    |                                  |                                 |  |              | <b>Requirements</b>                              |                                |                                 |                              |    |
|    |                                  |                                 |  |              | Bond Principal Payments                          |                                |                                 |                              |    |
|    |                                  |                                 |  |              | Issue Date                                       | Budgeted Payment Date          |                                 |                              |    |
| 1  |                                  |                                 |  |              |  |                                |                                 |                              | 1  |
| 2  |                                  |                                 |  |              |  |                                |                                 |                              | 2  |
| 3  | 10,376                           | 10,838                          | 10,838                                 |              | 2/17/1998 USDA                                   | 2/17/2020 (adtnl \$ to prici   | 10,900                          | 20,900                       | 3  |
| 4  | <b>10,376</b>                    | <b>10,838</b>                   | <b>10,838</b>                          | 11-7010      | <b>Total Principal</b>                           |                                | <b>10,900</b>                   | <b>20,900</b>                | 4  |
|    |                                  |                                 |  |              | Bond Interest Payments                           |                                |                                 |                              |    |
|    |                                  |                                 |  |              | Issue Date                                       | Budgeted Payment Date          |                                 |                              |    |
| 5  |                                  |                                 |  |              |  |                                |                                 |                              | 5  |
| 6  |                                  |                                 |  |              |  |                                |                                 |                              | 6  |
| 7  | 13,550                           | 13,088                          | 13,088                                 |              | 2/17/1998 USDA                                   | 2/17/2020                      | 13,040                          | 13,040                       | 7  |
| 8  | <b>13,550</b>                    | <b>13,088</b>                   | <b>13,088</b>                          | 11-7015      | <b>Total Interest</b>                            |                                | <b>13,040</b>                   | <b>13,040</b>                | 8  |
| 9  |                                  |                                 | -                                      | 12-9500      | Transfer to Enterprise Fund                      |                                |                                 | -                            | 9  |
|    |                                  |                                 |  |              | Unappropriated Balance for Following Year By     |                                |                                 |                              |    |
|    |                                  |                                 |  |              | Issue Date                                       | Payment Date                   |                                 |                              |    |
| 10 |                                  |                                 | -                                      |              |  |                                |                                 | -                            | 10 |
| 11 |                                  |                                 | -                                      |              | <b>Reserve</b>                                   |                                |                                 | -                            | 11 |
| 12 |                                  | 35,888                          | 35,889                                 |              | 2/17/1998 USDA                                   | 2/17/2020                      | 43,910                          | 33,910                       | 12 |
| 13 |                                  |                                 |  |              |  |                                |                                 |                              | 13 |
| 14 |                                  | 5,786                           | -                                      | 9900         | Ending Fund Balance (Prior Years)                |                                |                                 | -                            | 14 |
| 15 | -                                | 41,674                          | 35,889                                 |              | COMPONENTS OF ENDING FUND BALANCE (Restricted)   |                                | 43,910                          | 33,910                       | 15 |
| 16 | <b>23,926</b>                    | <b>65,600</b>                   | <b>59,815</b>                          |              | <b>TOTAL REQUIREMENTS</b>                        |                                | <b>67,850</b>                   | <b>67,850</b>                | 16 |

**LOAN DEBT**

**FORM  
LB-35**

**RESOURCES AND REQUIREMENTS**

DEQ Mixing Zone and Sewer Facilities Plan Loan Repayment / Dept 21/22

DEQ Loan R13841 \$185,690 pay off scheduled for 06/01/2026

DEQ Loan R13842 Payoff scheduled for 12/1/2052

**CITY OF BAY CITY**

(Name of Municipal Corporation)

|    | Historical Data                  |                                   |  | 302<br>21/22 | DESCRIPTION OF<br>RESOURCES AND REQUIREMENTS    | Budget for Next Year 2022-2023   |                                    |                              |
|----|----------------------------------|-----------------------------------|--|--------------|---|----------------------------------|------------------------------------|------------------------------|
|    | Actual                           |                                   | Adopted Budget<br>This Year<br>2021-22 |              |   | Proposed By<br>Budget<br>Officer | Approved By<br>Budget<br>Committee | Adopted By<br>Governing Body |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-2021 |  |              |   |                                  |                                    |                              |
|    |                                  |                                   |  |              | <b>Resources</b>                                |                                  |                                    |                              |
|    |                                  |                                   |  |              | Beginning Fund Balance                          |                                  |                                    |                              |
| 1  | 176,013                          | 197,771                           | -                                      | 21-4990      | Cash on Hand / Loan paid off (Moved to 22-4990) |                                  |                                    |                              |
| 2  | -                                | 30,281                            | 88,000                                 | 22-4990      | 118,000   | 118,000                          |                                    |                              |
| 3  | 21,758                           | -                                 | -                                      | 21-4620      | Sewer User Charges                              |                                  |                                    |                              |
| 4  | 30,281                           | 51,359                            | 50,000                                 | 22-4620      | 50,000  | 50,000                           |                                    |                              |
| 5  | 52,039                           | 51,359                            | -                                      |              |   |                                  |                                    |                              |
| 6  |                                  |                                   |  |              |   |                                  |                                    |                              |
| 7  | 228,052                          | 279,411                           | 138,000                                |              | 168,000   | 168,000                          |                                    |                              |
| 8  |                                  |                                   |  |              | Taxes Estimated to be Received *                |                                  |                                    |                              |
| 9  |                                  |                                   |  |              | Taxes Collected in Year Levied                  |                                  |                                    |                              |
| 10 | <b>228,052</b>                   | <b>279,411</b>                    | <b>138,000</b>                         |              | <b>168,000</b>                                  | <b>168,000</b>                   |                                    |                              |
|    |                                  |                                   |  |              | <b>Requirements</b>                             |                                  |                                    |                              |
|    |                                  |                                   |  |              | Principal Payments                              |                                  |                                    |                              |
|    |                                  |                                   |  |              | Issue Date                                      | Budgeted Payment Date            |                                    |                              |
| 1  | -                                | 190,000                           | -                                      | 21-7040      | 2016 DEQ  | 4/1/2021                         |                                    |                              |
| 2  | -                                |                                   | 21,000                                 | 22-7040      | 2019 DEQ R13841                                 | 12/1/2022 & 6/1/2023             | 40,720                             | 40,720                       |
| 3  |                                  |                                   |  |              | 2022 DEQ R13842                                 | 6/1/2023 - no principal yet      | -                                  | -                            |
| 4  | -                                | <b>190,000</b>                    | <b>21,000</b>                          |              | <b>Total Principal</b>                          |                                  |                                    |                              |
|    |                                  |                                   |  |              |   | <b>40,720</b>                    | <b>40,720</b>                      |                              |
|    |                                  |                                   |  |              | Interest Payments                               |                                  |                                    |                              |
|    |                                  |                                   |  |              | Issue Date                                      | Budgeted Payment Date            |                                    |                              |
| 5  | -                                | 4,826                             | -                                      | 21-7045      | 2016 DEQ R13840                                 | 7/1/2019 Paid in Full            |                                    |                              |
| 6  |                                  | -                                 | -                                      |              |   |                                  |                                    |                              |
| 7  |                                  |                                   | 4,800                                  | 22-7045      | 2019 DEQ R13841                                 | 12/1/2022 & 06/1/2023            | 1,430                              | 1,430                        |
| 8  | -                                |                                   |  |              | 2022 DEQ R13842                                 | 6/1/2023                         | 2,436                              | 2,436                        |
| 9  |                                  | <b>4,826</b>                      | <b>4,800</b>                           |              | <b>Total Interest</b>                           |                                  |                                    |                              |
|    |                                  |                                   |  |              |   | <b>3,866</b>                     | <b>3,866</b>                       |                              |
|    |                                  |                                   |  |              | Transfer to Enterprise Fund                     |                                  |                                    |                              |
| 10 |                                  |                                   | -                                      |              |   |                                  |                                    |                              |
| 11 |                                  |                                   | -                                      |              |   |                                  |                                    |                              |
| 12 |                                  |                                   |  |              | Issue Date                                      |                                  |                                    |                              |
| 13 |                                  |                                   | 19,445                                 |              | <b>Reserve</b>                                  |                                  |                                    |                              |
| 14 |                                  | -                                 | 92,755                                 | 22-9900      |   |                                  | 22,317                             | 22,317                       |
| 15 | -                                | -                                 | <b>112,200</b>                         |              |   |                                  | 101,097                            | 101,097                      |
| 16 | -                                | <b>194,826</b>                    | <b>138,000</b>                         |              |   |                                  | <b>123,414</b>                     | <b>123,414</b>               |
|    |                                  |                                   |  |              | Ending Fund Balance (Prior Years)               |                                  |                                    |                              |
|    |                                  |                                   |  |              | <b>168,000</b>                                  | <b>168,000</b>                   |                                    |                              |

Required reserve amounts \$19,445 and \$2,872

**FORM**

**LB-11**

This fund is authorized and established by Resolution No. 03-08 on 02-11-03 for the following specified purpose:  
Street Maintenance

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Reserve fund will be reviewed to be continued or abolished.  
Date can not be more than 10 years after establishment.  
Last Review: 2022 Next Review: 2032

**STREET RESERVE  
(Fund)**

**CITY OF BAY CITY  
(Name of Municipal Corporation)**

|    | Historical Data                  |                                 |                      | 400<br>13/24/25 | DESCRIPTION<br>RESOURCES AND REQUIREMENTS     | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|----------------------|-----------------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget       |                 |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 | This Year<br>2021-22 |                 |   |                                |                                 |                              |    |
|    |                                  |                                 |                      |                 | RESOURCES                                     |                                |                                 |                              |    |
|    |                                  |                                 |                      |                 | Beginning Fund Balance:                       |                                |                                 |                              |    |
| 1  | 136,297                          | 31,399                          | 37,000               | 13-4990         | 1 Cash on Hand                                | 31,300                         | 31,300                          |                              | 1  |
| 2  | 134,029                          | 83,654                          | 106,000              | 24-4990         | 2 Cash on Hand (Street Maintenance Fee)       | 177,000                        | 177,000                         |                              | 2  |
| 3  | -                                | -                               | -                    | 25-4990         | 3 Cash on Hand (FEMA Projects)                |                                |                                 |                              | 3  |
| 4  | 3,110                            | 257                             | 250                  | 13-4805         | 4 Earnings from temporary investments         | 250                            | 250                             |                              | 4  |
| 5  | 3,058                            | 686                             | 600                  | 24-4805         | 5 Earnings from temporary investments         | 400                            | 400                             |                              | 5  |
| 6  | 96,645                           | 101,468                         | 95,000               | 24-4320         | 6 Street Maintenance Fee                      | 95,000                         | 95,000                          |                              | 6  |
| 7  | 3,413                            | 5,478                           | 5,000                | 13-4305         | 7 Franchise Fees (R. Sanitary)                | 5,000                          | 5,000                           |                              | 7  |
| 8  | -                                | -                               | -                    | 13-4930         | 8 Transfer in (Street Trust Fund)             | 165,000                        | 165,000                         |                              | 8  |
| 9  | -                                | -                               | -                    | 25-4410         | 9 Federal Grant / FEMA Project -slides        |                                |                                 |                              | 9  |
| 10 |                                  |                                 | -                    |                 | 10  |                                |                                 |                              | 10 |
| 11 | 376,552                          | 222,942                         | 243,850              |                 | 11 Total Resources, except taxes to be levied | 473,950                        | 473,950                         |                              | 11 |
| 12 |                                  |                                 | -                    |                 | 12 Taxes estimated to be received             |                                |                                 |                              | 12 |
| 13 |                                  |                                 |                      |                 | 13 Taxes collected in year levied             |                                |                                 |                              | 13 |
| 14 | 376,552                          | 222,942                         | <b>243,850</b>       |                 | 14 <b>TOTAL RESOURCES</b>                     | 473,950                        | 473,950                         |                              | 14 |
| 15 |                                  |                                 |                      |                 | 15  |                                |                                 |                              | 15 |
|    |                                  |                                 |                      |                 | REQUIREMENTS                                  |                                |                                 |                              |    |
| 1  | 150,080                          | 72,720                          | 95,000               | 24-6314         | 1 Street Overlay                              | 95,000                         | 95,000                          |                              | 1  |
| 2  | 111,421                          | -                               | 32,000               | 13-6315         | 2 Street Repairs & Maintenance                | 31,550                         | 31,550                          |                              | 2  |
| 3  | -                                | -                               | -                    | 13-6910         | 3 Fee Refund                                  |                                |                                 |                              | 3  |
| 4  | -                                | -                               | -                    | 25-6315         | 4 Street Repair / FEMA Project -slides        |                                |                                 |                              | 4  |
| 5  |                                  |                                 |                      |                 | 5   |                                |                                 |                              | 5  |
| 6  | -                                | -                               | 10,000               | 13-9400         | 6 Transfer to Street Fund (200-00)            | 165,000                        | 165,000                         |                              | 6  |
| 7  |                                  |                                 |                      | 13-9400         | 7   |                                |                                 |                              | 7  |
| 8  |                                  | -                               | 250                  | 13-9800         | 8 Contingency                                 |                                |                                 |                              | 8  |
| 9  |                                  | -                               | 106,600              | 24-9800         | 9 Contingency                                 | 182,400                        | 182,400                         |                              | 9  |
| 10 |                                  |                                 |                      |                 | 10 SPECIAL PAYMENT                            |                                |                                 |                              | 10 |
| 11 | -                                |                                 |                      | 9900            | 11 Ending Balance (prior years)               |                                |                                 |                              | 11 |
| 12 |                                  |                                 |                      |                 | 12 COMPONENTS OF ENDING FUND BALANCE          |                                |                                 |                              | 12 |
| 13 |                                  |                                 |                      |                 | 13 a) Nonspendable                            |                                |                                 |                              | 13 |
| 14 |                                  | -                               | -                    |                 | 14 b) Restricted                              |                                |                                 |                              | 14 |
| 15 |                                  |                                 |                      |                 | 15 c) Committed                               |                                |                                 |                              | 15 |
| 16 |                                  |                                 |                      |                 | 16 d) Assigned                                |                                |                                 |                              | 16 |
| 17 |                                  | 66,000                          |                      |                 | 17 e) Unassigned (24-Street Maintenance)      |                                |                                 |                              | 17 |
| 18 |                                  |                                 |                      |                 | 18 <b>Reserved for future expenditure</b>     |                                |                                 |                              | 18 |
| 19 | 261,501                          | 138,720                         | <b>243,850</b>       |                 | 19 <b>TOTAL REQUIREMENTS</b>                  | 473,950                        | 473,950                         |                              | 19 |

**FORM  
LB-11**

This fund is authorized by ORS 294.525 and established by Resolution

No. 90-14 on 6-12-90 for the following specified purpose:

Street Repair

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Last Review: 2022 , Next 10 yr Review: 2032 - will Review FY 23-24 to continue or abolish per budget committee

**STREET TRUST RESERVE**

(Fund)

**CITY OF BAY CITY**

(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 400<br>17 | DESCRIPTION<br>RESOURCES AND REQUIREMENTS         | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|-----------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |   |                                |                                 |                              |    |
|    |                                  |                                 |  |           | RESOURCES   |                                |                                 |                              |    |
|    |                                  |                                 |  |           | Beginning Fund Balance:                           |                                |                                 |                              |    |
| 1  | 228,001                          | 165,158                         | 219,000                                | 17-4990   | 1 Cash on Hand                                    | 235,600                        | 235,600                         |                              | 1  |
| 2  | 5,203                            | 1,354                           | 1,200                                  | 17-4805   | 2 Earnings from temporary investments             | 1,000                          | 1,000                           |                              | 2  |
| 3  | 31,955                           | 54,552                          | 16,900                                 | 17-4825   | 3 GF Interfund Loan Principal (PUD Franchise Fee) | -                              | -                               |                              | 3  |
| 4  |                                  | 226                             | 100                                    | 17-4826   | 4 GF Interfund Loan Interest (PUD Franchise Fee)  | -                              | -                               |                              | 4  |
| 5  |                                  |                                 |  |           | 5   |                                |                                 |                              | 5  |
| 6  |                                  |                                 |  |           | 6   |                                |                                 |                              | 6  |
| 7  |                                  |                                 |  |           | 7   |                                |                                 |                              | 7  |
| 8  |                                  |                                 |  |           | 8   |                                |                                 |                              | 8  |
| 9  |                                  |                                 |  |           | 9   |                                |                                 |                              | 9  |
| 10 | 265,159                          | 221,290                         | 237,200                                |           | 10 Total Resources, except taxes to be levied     | 236,600                        | 236,600                         |                              | 10 |
| 11 |                                  |                                 |  |           | 11 Taxes estimated to be received                 |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |           | 12 Taxes collected in year levied                 |                                |                                 |                              | 12 |
| 13 | 265,159                          | 221,290                         | 237,200                                |           | 13 <b>TOTAL RESOURCES</b>                         | 236,600                        | 236,600                         |                              | 13 |
| 14 |                                  |                                 |  |           | 14  |                                |                                 |                              | 14 |
|    |                                  |                                 |  |           | REQUIREMENTS                                      |                                |                                 |                              |    |
| 3  |                                  |                                 |  |           | 3   |                                |                                 |                              | 3  |
| 4  |                                  |                                 |  |           | 4   |                                |                                 |                              | 4  |
| 5  |                                  |                                 |  | 17-7000   | 5 Special Payment                                 |                                |                                 |                              | 5  |
| 6  | 100,000                          | -                               |  | 17-9000   | 6 Transfer to Street Reserve Fund                 | 165,000                        | 165,000                         |                              | 6  |
| 7  |                                  |                                 |  | 17-9200   | 7 Transfer to Special Revenue Funds               |                                |                                 |                              | 7  |
| 8  |                                  |                                 |  |           | 8   |                                |                                 |                              | 8  |
| 9  |                                  |                                 |  |           | 9 SPECIAL PAYMENT                                 |                                |                                 |                              | 9  |
| 10 |                                  |                                 |  |           | 10  |                                |                                 |                              | 10 |
| 11 | -                                |                                 |  | 9900      | 11 Ending Balance (prior years)                   |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |           | 12 COMPONENTS OF ENDING FUND BALANCE              |                                |                                 |                              | 12 |
| 13 |                                  |                                 |  |           | 13 a) Nonspendable                                |                                |                                 |                              | 13 |
| 14 |                                  | -                               | -                                      |           | 14 b) Restricted                                  |                                |                                 |                              | 14 |
| 15 |                                  |                                 |  |           | 15 c) Committed                                   |                                |                                 |                              | 15 |
| 16 | -                                | -                               | -                                      |           | 16 d) Assigned                                    |                                |                                 |                              | 16 |
| 17 |                                  |                                 | 237,200                                |           | 17 e) Unassigned                                  | 71,600                         | 71,600                          |                              | 17 |
| 18 |                                  |                                 |  |           | 18 <b>Reserved for future expenditure</b>         |                                |                                 |                              | 18 |
| 19 | 365,159                          | -                               | 237,200                                |           | 19 <b>TOTAL REQUIREMENTS</b>                      | 236,600                        | 236,600                         |                              | 19 |

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

**STREETS SUMMARY**

|    | Historical Data                  |                                 |  |    | REQUIREMENTS DESCRIPTION                    | Budget For Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|----|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |    |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |    |   |                                |                                 |                              |    |
|    |                                  |                                 |  |    | <b>RESOURCES</b>                            |                                |                                 |                              |    |
| 1  | 376,552                          | 222,942                         | 243,850                                | 13 | 1 Street Reserve                            | 473,950                        | 473,950                         | -                            | 1  |
| 2  | 265,159                          | 221,290                         | 237,200                                | 17 | 2 Street Trust                              | 236,600                        | 236,600                         | -                            | 2  |
| 3  | <b>641,711</b>                   | <b>444,232</b>                  | <b>481,050</b>                         |    | <b>3 TOTAL RESOURCES</b>                    | <b>710,550</b>                 | <b>710,550</b>                  | -                            | 3  |
| 4  |                                  |                                 |  |    | 4   |                                |                                 |                              | 4  |
|    |                                  |                                 |  |    | <b>REQUIREMENTS</b>                         |                                |                                 |                              |    |
| 5  | 261,501                          | 138,720                         | 42,250                                 | 13 | 5 Street Reserve                            | 126,550                        | 126,550                         | -                            | 5  |
| 6  | 100,000                          |                                 |  | 17 | 6 Street Trust                              | -                              | -                               | -                            | 6  |
| 7  |                                  |                                 |  |    | 7   |                                |                                 |                              | 7  |
| 8  |                                  |                                 |  |    | 8   |                                |                                 |                              | 8  |
| 9  |                                  |                                 |  |    | 9   |                                |                                 |                              | 9  |
| 10 |                                  |                                 |  |    | 10  |                                |                                 |                              | 10 |
| 11 | 361,501                          | 138,720                         | 42,250                                 |    | 11 Total Requirements                       | 126,550                        | 126,550                         |                              | 11 |
|    |                                  |                                 |  |    | <b>TRANSFERRED TO OTHER FUNDS</b>           |                                |                                 |                              |    |
| 12 |                                  |                                 |  | 13 | 12 Street Reserve                           | 165,000                        | 165,000                         |                              | 12 |
| 13 |                                  |                                 |  | 17 | 13 Street Trust                             | 165,000                        | 165,000                         |                              | 13 |
| 14 | -                                | -                               | -                                      |    | <b>14 TOTAL TRANSFERRED TO OTHER FUNDS</b>  | <b>330,000</b>                 | <b>330,000</b>                  | -                            | 14 |
| 15 |                                  |                                 |  |    | 15  |                                |                                 |                              | 15 |
|    |                                  |                                 |  |    | <b>CONTINGENCY / UNAPPROPRIATED</b>         |                                |                                 |                              |    |
| 16 |                                  |                                 |  | 13 | 16 Street Reserve                           | 182,400                        | 182,400                         |                              | 16 |
| 17 |                                  |                                 |  | 17 | 17 Street Trust                             |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |    | 18  |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |    | 19 COMPONENTS OF ENDING FUND BALANCE        |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |    | 20 a) Nonspendable                          |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |    | 21 b) Restricted                            |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |    | 22 c) Committed                             |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |    | 23 d) Assigned                              |                                |                                 |                              | 23 |
| 24 |                                  |                                 |  |    | 24 e) Unassigned                            | 71,600                         | 71,600                          |                              | 24 |
| 25 |                                  |                                 |  |    | <b>25 Reserved for future expenditure</b>   | 254,000                        | 254,000                         |                              | 25 |
| 26 |                                  |                                 |  |    | 26 TOTAL UNAPPROPRIATED ENDING FUND BALANCE |                                |                                 |                              | 26 |
| 27 | <b>280210</b>                    | <b>305512</b>                   | <b>438800</b>                          |    | <b>27 TOTAL REQUIREMENTS</b>                | <b>710,550</b>                 | <b>710,550</b>                  | -                            | 27 |

**FORM  
LB-11**

This fund is authorized and established by Resolution No. 99-06  
on 05-11-99 for the following specified purposes:  
Repair/Replacement of Equipment

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

**BAY CITY EQUIPMENT RESERVE  
(Fund)**

Reserve fund will be reviewed to be continued or abolished.  
Date can not be more than 10 years after establishment.  
Last Review: 2022 Next Review: 2032

**CITY OF BAY CITY  
(Name of Municipal Corporation)**

|    | Historical Data                  |                                 |  | 401<br>13 | DESCRIPTION<br>RESOURCES AND REQUIREMENTS                   | Budget for Next Year 2022-2023 |                                 |                              |
|----|----------------------------------|---------------------------------|--|-----------|---|--------------------------------|---------------------------------|------------------------------|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |   |                                |                                 |                              |
|    |                                  |                                 |  |           | <b>RESOURCES</b>  |                                |                                 |                              |
|    |                                  |                                 |  |           | Beginning Fund Balance:                                     |                                |                                 |                              |
| 1  | 111,313                          | 41,917                          | 22,000                                 | 4990      | 1 Cash on hand* (cash basis) or                             | 10,076                         | 10,076                          | 1                            |
| 2  |                                  |                                 |  |           | 2   |                                |                                 | 2                            |
| 3  |                                  |                                 |  |           | 3 Previously levied taxes estimated to be received          |                                |                                 | 3                            |
| 4  | 2,540                            | 344                             | 300                                    | 4805      | 4 Earnings from temporary investments                       | 25                             | 25                              | 4                            |
| 5  | 20,000                           | 20,000                          | 15,000                                 | 4930      | 5 Transfers In  | 28,000                         | 28,000                          | 5                            |
| 6  |                                  |                                 | -                                      |           | 6 (BC Water \$8,000, Sewer \$10,000, Water System \$10,000) |                                | -                               | 6                            |
| 7  |                                  |                                 |  |           | 7   |                                |                                 | 7                            |
| 8  |                                  |                                 |  |           | 8   |                                |                                 | 8                            |
| 9  |                                  |                                 |  |           | 9   |                                |                                 | 9                            |
| 10 |                                  |                                 |  |           | 10  |                                |                                 | 10                           |
| 11 | 133,853                          | 62,261                          | 37,300                                 |           | 11 Total Resources, except taxes to be levied               | 38,101                         | 38,101                          | 11                           |
| 12 |                                  |                                 | -                                      |           | 12 Taxes estimated to be received                           |                                | -                               | 12                           |
| 13 |                                  |                                 |  |           | 13 Taxes collected in year levied                           |                                |                                 | 13                           |
| 14 | 133,853                          | 62,261                          | 37,300                                 |           | 14 <b>TOTAL RESOURCES</b>                                   | 38,101                         | 38,101                          | - 14                         |
|    |                                  |                                 |  |           | <b>REQUIREMENTS</b>   |                                |                                 |                              |
| 1  |                                  |                                 |  |           | 1   |                                |                                 | 1                            |
| 2  |                                  |                                 |  |           | <b>CAPITAL OUTLAY</b>                                       |                                |                                 | 2                            |
| 3  |                                  |                                 |  |           | 3   |                                |                                 | 3                            |
| 4  | 91,936                           | 57,000                          | 37,300                                 | 8400      | 4 Machinery / Equipment / Vec                               | 38,101                         | 38,101                          | 4                            |
| 5  |                                  |                                 |  |           | 5   |                                | -                               | 5                            |
| 6  | 91,936                           | 57,000                          | 37,300                                 |           | 6 TOTAL CAPITAL EXPENDITURES                                | 38,101                         | 38,101                          | 6                            |
| 7  |                                  |                                 |  |           | 7   |                                |                                 | 7                            |
| 8  | -                                |                                 |  | 9900      | 8 Ending Balance (prior years)                              |                                |                                 | 8                            |
| 9  |                                  |                                 |  |           | 9 <b>COMPONENTS OF ENDING FUND BALANCE</b>                  |                                |                                 | 9                            |
| 10 |                                  |                                 |  |           | 10 a) Nonspendable  |                                |                                 | 10                           |
| 11 |                                  | -                               | -                                      |           | 11 b) Restricted  |                                | -                               | 11                           |
| 12 |                                  |                                 |  |           | 12 c) Committed   |                                |                                 | 12                           |
| 13 |                                  | -                               | -                                      |           | 13 d) Assigned  |                                | -                               | 13                           |
| 14 |                                  | 25                              |  |           | 14 e) Unassigned  |                                | -                               | 14                           |
| 15 |                                  |                                 |  |           | 15 <b>Reserved for future expenditure</b>                   |                                |                                 | 15                           |
| 16 | 91,936                           | 57,025                          | 37,300                                 |           | 16 <b>TOTAL REQUIREMENTS</b>                                | 38,101                         | 38,101                          | 16                           |

Line 5 - Trans in from BC Water, Sewer, and Water Systems

**FORM  
LB-11**

This fund is authorized and established by Resolution No. 90-15  
on 06-12-90 for the following specified purpose:

Fire Apparatus Replacement.

Resolution No. 12-08 5/10/2012 Fire Hall Relocation with portion of PUD Franchise Fees

**RESERVE FUND  
RESOURCES AND REQUIREMENTS  
FIRE APPARATUS & RELOCATION**

**RESERVE**

(Fund)

Reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Last Review: 2022 Next Review: 2032

**CITY OF BAY CITY**

(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 402<br>13/19 | DESCRIPTION<br>RESOURCES AND REQUIREMENTS           | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|--------------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |              |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |              |   |                                |                                 |                              |    |
|    |                                  |                                 |  |              | <b>RESOURCES</b>                                    |                                |                                 |                              |    |
|    |                                  |                                 |  |              | Beginning Fund Balance:                             |                                |                                 |                              |    |
| 1  | 49,302                           | 52,133                          | 52,500                                 | 13-4990      | 1 Cash on hand (Fire Apparatus Fund)                | 61,500                         | 61,500                          |                              | 1  |
| 2  | 87,217                           | 101,000                         | 101,700                                | 19-4990      | 2 Cash on Hand (Fire Dept. Relocation Fund)         | 116,000                        | 116,000                         |                              | 2  |
| 3  | 1,125                            | 427                             | 300                                    | 13-4805      | 3 Earnings from temporary investments               | 250                            | 250                             |                              | 3  |
| 4  | 1,990                            | 828                             | 800                                    | 19-4805      | 4 Earnings from temporary investments               | 500                            | 500                             |                              | 4  |
| 5  | 11,793                           | -                               | -                                      | 19-4890      | 5 Fire Hall Relocation (half PUD Franchise Fees)    | 24,000                         | 24,000                          |                              | 5  |
| 6  | 45,000                           | 43,400                          | 52,000                                 | 13-4930      | 6 Transfers In                                      | 21,500                         | 21,500                          |                              | 6  |
| 7  | -                                |                                 |  | 13-4015      | 7 Loan Proceeds                                     |                                |                                 |                              | 7  |
| 8  |                                  |                                 |  |              | 8   |                                |                                 |                              | 8  |
| 9  | 196,427                          | 197,788                         | 207,300                                |              | 9 Total Resources, except taxes to be levied        | 223,750                        | 223,750                         |                              | 9  |
| 10 |                                  |                                 |  |              | 10 Taxes estimated to be received                   |                                |                                 |                              | 10 |
| 11 |                                  |                                 |  |              | 11 Taxes collected in year levied                   |                                |                                 |                              | 11 |
| 12 | 196,427                          | 197,788                         | 207,300                                |              | 12 <b>TOTAL RESOURCES</b>                           | 223,750                        | 223,750                         |                              | 12 |
|    |                                  |                                 |  |              | <b>REQUIREMENTS</b>                                 |                                |                                 |                              |    |
| 1  |                                  |                                 |  |              | 1   |                                |                                 |                              | 1  |
|    |                                  |                                 |  | 13-7050      | 2 Stryker - Lucas device                            | 5,000                          | 5,000                           |                              |    |
| 2  | 24,220                           | 24,220                          | 24,300                                 | 13-7050      | 3 Loan Payment (Fire Apparatus payment 07/15/2022 ) | 24,300                         | 24,300                          |                              | 2  |
| 4  | 24,220                           | 24,220                          | 24,300                                 |              | 4 <b>TOTAL LOAN PAYMENT</b>                         | 29,300                         | 29,300                          |                              | 4  |
| 5  |                                  |                                 |  |              | 5   |                                |                                 |                              | 5  |
| 6  | 19,075                           | 19,075                          | 19,100                                 | 13-8200      | 6 Equipment Lease (SCBA equipment 2/1/2022 payment) | -                              | -                               |                              | 6  |
|    |                                  |                                 |  |              | <b>TOTAL CAPITAL OUTLAY</b>                         |                                |                                 |                              |    |
| 7  |                                  |                                 |  | 9900         | 7 Ending Balance (prior years)                      |                                |                                 |                              | 7  |
| 8  |                                  |                                 |  |              | 8 <b>COMPONENTS OF ENDING FUND BALANCE</b>          |                                |                                 |                              | 8  |
| 9  |                                  |                                 |  |              | 9 a) Nonspendable                                   |                                |                                 |                              | 9  |
| 10 |                                  |                                 |  |              | 10 b) Restricted                                    |                                |                                 |                              | 10 |
| 11 |                                  | 52,900                          | 61,400                                 | 13-9900      | 11 c) Committed (Fire Apparatus)                    | 53,700                         | 53,950                          |                              | 11 |
| 12 |                                  | 101,000                         | 102,500                                | 19-9900      | 12 d) Assigned (Fire Dept Relocation Funds)         | 140,750                        | 140,500                         |                              | 12 |
| 13 |                                  |                                 |  |              | 13 e) Unassigned                                    |                                |                                 |                              | 13 |
| 15 |                                  |                                 |  |              | 15  |                                |                                 |                              | 15 |
| 16 |                                  |                                 |  |              | 16 <b>Reserved for future expenditure</b>           | 194,450                        | 194,450                         |                              | 16 |
| 17 | 43,295                           | 197,195                         | 207,300                                |              | 17 <b>TOTAL REQUIREMENTS</b>                        | 223,750                        | 223,750                         |                              | 17 |

**FORM  
LB-11**

This fund is authorized and established by Resolution No. 99-7 on 05--11-99 for the following specified purposes:  
Upgrading the Park

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

**PARK & RECREATION RESERVE  
(Fund)**

Reserve fund will be reviewed to be continued or abolished.  
Date can not be more than 10 years after establishment.  
Last Review: 2022 Next Review: 2032

**CITY OF BAY CITY  
(Name of Municipal Corporation)**

|    | Historical Data                  |                                 |                      | 404<br>13 | DESCRIPTION<br>RESOURCES AND REQUIREMENTS             | Budget for Next Year 2022-2023 |                                 |                              |
|----|----------------------------------|---------------------------------|----------------------|-----------|---|--------------------------------|---------------------------------|------------------------------|
|    | Actual                           |                                 | Adopted Budget       |           |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 | This Year<br>2021-22 |           |   |                                |                                 |                              |
|    |                                  |                                 |                      |           | <b>RESOURCES</b>                                      |                                |                                 |                              |
|    |                                  |                                 |                      |           | Beginning Fund Balance:                               |                                |                                 |                              |
| 1  | 16,484                           | 12,881                          | 7,900                | 4990      | 1 Cash on hand* (cash basis)                          | 7,900                          | 7,900                           | 1                            |
| 2  |                                  |                                 |                      |           | 2   |                                |                                 | 2                            |
| 3  |                                  |                                 |                      |           | 3   |                                |                                 | 3                            |
| 4  | 376                              | 106                             | 10                   | 4805      | 4 Earnings from temporary investments                 | 20                             | 20                              | 4                            |
| 5  |                                  |                                 |                      | 4930      | 5 Transfers In  |                                |                                 | 5                            |
| 6  |                                  |                                 |                      |           | 6   |                                |                                 | 6                            |
| 7  | -                                | -                               | -                    | 4820      | 7 Sale of Rock - Dill Bar                             | -                              | -                               | 7                            |
| 8  | -                                | -                               | -                    | 4890      | 8 Other Resources (including Donations & Brick Sales) |                                |                                 | 8                            |
| 9  | -                                | -                               | -                    | 4420      | 9 State Grant (Watt Family Park)                      |                                |                                 | 9                            |
| 10 |                                  | -                               |                      | 4430      | 10 Local Grant  |                                |                                 | 10                           |
| 11 |                                  |                                 |                      |           | 11  |                                |                                 | 11                           |
| 12 | 16,860                           | 12,987                          | 7,910                |           | 12 Total Resources, except taxes to be levied         | 7,920                          | 7,920                           | 12                           |
| 13 |                                  |                                 |                      |           | 13 Taxes estimated to be received                     |                                |                                 | 13                           |
|    |                                  |                                 |                      |           | Taxes collected in year levied                        |                                |                                 |                              |
|    | 16,860                           | 12,987                          | 7,910                |           | <b>TOTAL RESOURCES</b>                                | 7,920                          | 7,920                           |                              |
|    |                                  |                                 |                      |           | <b>REQUIREMENTS</b>                                   |                                |                                 |                              |
| 1  |                                  |                                 | -                    |           | 1   |                                |                                 | 1                            |
| 2  | 3,979                            | -                               | -                    | 8300      | 2 Improvements other than Buildings                   | -                              | -                               | 2                            |
| 3  | -                                | -                               | -                    | 8310      | 3 Buildings/Structures                                | -                              | -                               | 3                            |
| 4  | 3,979                            | -                               | -                    |           | 4 TOTAL CAPITAL OUTLAY                                | -                              | -                               | 4                            |
| 5  |                                  |                                 |                      |           | 5   | -                              | -                               | 5                            |
| 6  | -                                | 5,000                           | -                    | 9000      | 6 Transfer Out (Recreation 100-50)                    | -                              | -                               | 6                            |
| 7  |                                  | -                               |                      | 9900      | 7 Ending Balance (prior years)                        |                                |                                 | 7                            |
| 8  |                                  |                                 |                      |           | 8 COMPONENTS OF ENDING FUND BALANCE                   |                                |                                 | 8                            |
| 9  |                                  |                                 |                      |           | 9 a) Nonspendable                                     |                                |                                 | 9                            |
| 10 |                                  | -                               |                      |           | 10 b) Restricted                                      |                                |                                 | 10                           |
| 11 |                                  | 7,600                           | 7,910                |           | 11 c) Committed                                       | 7,920                          | 7,920                           | 11                           |
| 12 |                                  | -                               | -                    |           | 12 d) Assigned  | -                              | -                               | 12                           |
| 13 |                                  |                                 |                      |           | 13 e) Unassigned                                      |                                |                                 | 13                           |
| 14 |                                  | -                               | -                    |           | 14 Reserved for future expenditure                    | -                              | -                               | 14                           |
| 15 | 3,979                            | 12,600                          | 7,910                |           | 15 TOTAL REQUIREMENTS                                 | 7,920                          | 7,920                           | 15                           |



**FORM  
LB-11**

This fund is authorized and established by Resolution No. 11-19 on 11-15-2011 for the following specified purposes:

1% of State Highway Tax for Footpaths and Bike Trails

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

This reserve fund is required by State Statutes

**FOOTPATHS & BIKE TRAILS  
(Fund)**

**CITY OF BAY CITY  
(Name of Municipal Corporation)**

|    | Historical Data                  |                                   |  | 405<br>13 | DESCRIPTION<br>RESOURCES AND REQUIREMENTS          | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|-----------------------------------|--|-----------|--|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                   | Adopted Budget<br>This Year<br>2021-2022 |           |  | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-2021 |  |           |  |                                |                                 |                              |    |
|    |                                  |                                   |  |           | RESOURCES  |                                |                                 |                              |    |
|    |                                  |                                   |  |           | Beginning Fund Balance:                            |                                |                                 |                              |    |
| 1  | 6,837                            | 7,949                             | 8,700                                    | 4990      | 1 Cash on hand* (cash basis) or                    | 8,900                          | 8,900                           |                              | -  |
| 2  |                                  |                                   | -  |           | 2 Working Capital (accrual basis)                  |                                |                                 |                              |    |
| 3  |                                  |                                   |  |           | 3 Previously levied taxes estimated to be received |                                |                                 |                              |    |
| 4  | 156                              | 65                                | 10                                       | 4805      | 4 Earnings from temporary investments              | 50                             | 50                              |                              | -  |
| 5  |                                  |                                   |  |           | 5  |                                |                                 |                              |    |
| 6  |                                  |                                   |  |           | 6  |                                |                                 |                              |    |
| 7  | 956                              | 973                               | 800                                      | 4115      | 7 State Highway Tax                                | 900                            | 900                             |                              | -  |
| 8  |                                  |                                   |  |           | 8  |                                |                                 |                              |    |
| 9  |                                  |                                   |  | 4420      | 9 State Grant                                      |                                |                                 |                              |    |
| 10 |                                  |                                   |  | 4430      | 10 Local Grant                                     |                                |                                 |                              |    |
| 11 | 7,949                            | 8,987                             | 9,510                                    |           | 11 Total Resources, except taxes to be levied      | 9,850                          | 9,850                           |                              | 11 |
| 12 |                                  |                                   |  |           | 12 Taxes estimated to be received                  |                                |                                 |                              | 12 |
| 13 |                                  |                                   |  |           | 13 Taxes collected in year levied                  |                                |                                 |                              | 13 |
| 14 | 7,949                            | 8,987                             | 9,510                                    |           | 14 <b>TOTAL RESOURCES</b>                          | 9,850                          | 9,850                           |                              | 14 |
|    |                                  |                                   |  |           | REQUIREMENTS                                       |                                |                                 |                              |    |
| 1  |                                  |                                   | -  |           | 1  | -                              | -                               |                              | 1  |
| 2  |                                  |                                   | -  |           | 2  |                                |                                 |                              | 2  |
| 3  | -                                | -                                 | -  |           | 3 TOTAL CAPITAL OUTLAY                             | -                              | -                               |                              | 3  |
| 4  |                                  |                                   |  |           | 4  |                                |                                 |                              | 4  |
| 5  |                                  |                                   |  | 9900      | 5 Ending Balance (prior years)                     |                                |                                 |                              | 5  |
| 6  |                                  |                                   |  |           | 6 COMPONENTS OF ENDING FUND BALANCE                |                                |                                 |                              | 6  |
| 7  |                                  |                                   |  |           | 7 a) Nonspendable                                  |                                |                                 |                              | 7  |
| 8  |                                  | -                                 | 9,510                                    |           | 8 b) Restricted                                    | 9,850                          | 9,850                           |                              | 8  |
| 9  |                                  |                                   |  |           | 9 c) Committed                                     |                                |                                 |                              | 9  |
| 10 |                                  |                                   | -  |           | 10 d) Assigned                                     | -                              | -                               |                              | 10 |
| 11 |                                  |                                   |  |           | 11 e) Unassigned                                   |                                |                                 |                              | 11 |
| 12 |                                  |                                   |  |           | 12   |                                |                                 |                              | 12 |
| 13 |                                  |                                   |  |           | 13 <b>Reserved for future expenditure</b>          |                                |                                 |                              | 13 |
| 14 | -                                | -                                 | 9,510                                    |           | 14 <b>TOTAL REQUIREMENTS</b>                       | 9,850                          | 9,850                           |                              | 14 |

# RESOURCES

**FORM  
LB-20**

**BAY CITY WATER OPERATING**  
(Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                  |                                   |  | <b>600</b><br><b>0</b> | <b>RESOURCE DESCRIPTION</b>                   | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|-----------------------------------|--|------------------------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                   | Adopted Budget<br>This Year<br>2021-2022 |                        |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-2021 |  |                        |   |                                |                                 |                              |    |
|    |                                  |                                   |  |                        | Beginning Fund Balance:                       |                                |                                 |                              |    |
| 1  | 250,839                          | 209,429                           | 91,000                                   | 00-4990                | 1 Available cash on hand* (cash basis)        | 187,000                        | 187,000                         |                              | 1  |
| 2  | 5,724                            | 1,717                             | 1,600                                    | 00-4805                | 2 Interest                                    | 480                            | 480                             |                              | 2  |
| 3  |                                  |                                   |  |                        | <b>OTHER RESOURCES</b>                        |                                |                                 |                              | 3  |
| 4  | 371,892                          | 350,793                           | 355,000                                  | 00-4610                | 4 Water User Charges                          | 370,000                        | 370,000                         |                              | 4  |
| 5  | 3,899                            | 2,269                             | 3,000                                    | 00-4615                | 5 Water Deposits                              | 2,000                          | 2,000                           |                              | 5  |
| 6  | 12,143                           | 279                               | 1,000                                    | 00-4800                | 6 Miscellaneous                               | -                              | -                               |                              | 6  |
| 7  | -                                | 577                               | 1,500                                    | 00-4815                | 7 Sale of Pipe/Supplies                       | 4,000                          | 4,000                           |                              | 7  |
| 8  | -                                | 67,800                            | 133,340                                  | 00-4930                | 8 Transfers In (from BC Water Reserve)        |                                |                                 |                              | 8  |
| 9  |                                  |                                   |  |                        | 9   |                                |                                 |                              | 9  |
| 10 |                                  |                                   |  |                        | 10  |                                |                                 |                              | 10 |
| 11 |                                  |                                   |  |                        | 11  |                                |                                 |                              | 11 |
| 12 |                                  |                                   |  |                        | 12  |                                |                                 |                              | 12 |
| 13 |                                  |                                   |  |                        | 13  |                                |                                 |                              | 13 |
| 14 |                                  |                                   |  |                        | 14  |                                |                                 |                              | 14 |
| 15 |                                  |                                   |  |                        | 15  |                                |                                 |                              | 15 |
| 16 |                                  |                                   |  |                        | 16  |                                |                                 |                              | 16 |
| 17 |                                  |                                   |  |                        | 17  |                                |                                 |                              | 17 |
| 18 |                                  |                                   |  |                        | 18  |                                |                                 |                              | 18 |
| 19 |                                  |                                   |  |                        | 19  |                                |                                 |                              | 19 |
| 20 |                                  |                                   |  |                        | 20  |                                |                                 |                              | 20 |
| 21 |                                  |                                   |  |                        | 21  |                                |                                 |                              | 21 |
| 22 |                                  |                                   |  |                        | 22  |                                |                                 |                              | 22 |
| 23 |                                  |                                   |  |                        | 23  |                                |                                 |                              | 23 |
| 24 |                                  |                                   |  |                        | 24  |                                |                                 |                              | 24 |
| 25 |                                  |                                   |  |                        | 25  |                                |                                 |                              | 25 |
| 26 |                                  |                                   |  |                        | 26  |                                |                                 |                              | 26 |
| 27 | 644,497                          | 632,864                           | 586,440                                  |                        | 27 Total resources, except taxes to be levied | 563,480                        | 563,480                         |                              | 27 |
| 28 |                                  |                                   |  |                        | 28 Taxes estimated to be received             |                                |                                 |                              | 28 |
| 29 |                                  |                                   |  |                        | 29 Taxes collected in year levied             |                                |                                 |                              | 29 |
| 30 | 644,497                          | 632,864                           | <b>586,440</b>                           |                        | <b>30 TOTAL RESOURCES</b>                     | 563,480                        | 563,480                         |                              | 30 |

# RESOURCES

**FORM  
LB-20**

**BAY CITY WATER RESERVE**  
(Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                  |                                   |  | <b>600</b><br><b>13/14</b> | <b>RESOURCE DESCRIPTION</b>                   | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|-----------------------------------|--|----------------------------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                   | Adopted Budget<br>This Year<br>2021-2022 |                            |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-2021 |  |                            |   |                                |                                 |                              |    |
|    |                                  |                                   |  |                            | Beginning Fund Balance:                       |                                |                                 |                              |    |
| 1  | 215,393                          | 259,120                           | 290,000                                  | 13-4990                    | 1 Available cash on hand* (cash basis)        | 232,437                        | 232,437                         |                              | 1  |
| 2  | 4,915                            | 2,124                             | 2,500                                    | 13-4805                    | 2 Interest                                    | 1,300                          | 1,300                           |                              | 2  |
| 3  |                                  |                                   | 74,440                                   | 14-4990                    | 3 Available cash on hand*                     |                                |                                 |                              | 3  |
| 4  |                                  |                                   |  | 13-4710                    | <b>OTHER RESOURCES</b>                        |                                |                                 |                              | 4  |
| 5  | 25,416                           | 26,848                            | 25,000                                   | 13-4710                    | 5 SDC Improvement Fee                         | 35,000                         | 35,000                          |                              | 5  |
| 6  | 13,619                           | 14,387                            | 15,000                                   | 13-4720                    | 6 SDC Reimbursement Fee                       | 20,000                         | 20,000                          |                              | 6  |
| 7  | -                                |                                   | -  | 13-4930                    | 7 Transfers In                                |                                |                                 |                              | 7  |
| 8  |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 8  |
| 9  |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 9  |
| 10 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 10 |
| 11 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 11 |
| 12 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 12 |
| 13 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 13 |
| 14 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 14 |
| 15 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 15 |
| 16 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 16 |
| 17 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 17 |
| 18 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 18 |
| 19 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 19 |
| 20 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 20 |
| 21 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 21 |
| 22 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 22 |
| 23 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 23 |
| 24 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 24 |
| 25 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 25 |
| 26 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 26 |
| 27 |                                  |                                   |  | 13-4930                    |   |                                |                                 |                              | 27 |
| 28 | 259,343                          | 302,479                           | 406,940                                  | 13-4930                    | 28 Total resources, except taxes to be levied | 288,737                        | 288,737                         |                              | 28 |
| 29 |                                  |                                   |  | 13-4930                    | 29 Taxes estimated to be received             |                                |                                 |                              | 29 |
| 30 |                                  |                                   |  | 13-4930                    | 30 Taxes collected in year levied             |                                |                                 |                              | 30 |
| 31 | 259,343                          | 302,479                           | <b>406,940</b>                           | 13-4930                    | 31 <b>TOTAL RESOURCES</b>                     | 288,737                        | 288,737                         |                              | 31 |

**DETAILED EXPENDITURES**  
**BAY CITY WATER OPERATING**  
(Name of Organizational Unit - Fund)

| Historical Data                    |                                   |  |                               | 600<br>00 | EXPENDITURE DESCRIPTION                                | Number of<br>Employees | Range* | Budget for Next Year 2022-2023  |                              |    |
|------------------------------------|-----------------------------------|--|-------------------------------|-----------|--|------------------------|--------|---------------------------------|------------------------------|----|
| Actual                             |                                   | Adopted Budget<br>This Year<br>2021-2022 | Proposed by<br>Budget Officer |           |  |                        |        | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
| Second Preceding<br>Year 2019-2020 | First Preceding<br>Year 2020-2021 |  |                               |           |  |                        |        |                                 |                              |    |
| PERSONNEL SERVICES                 |                                   |  |                               |           |  |                        |        |                                 |                              |    |
| 1                                  | 119,233                           | 166,018                                  | 163,854                       | 5105      | 1 Full-Time Employees                                  |                        |        | 172,000                         | 172,000                      | 1  |
| 2                                  | 1,690                             | -  | 2,640                         | 5115      | 2 Part-Time/Temporary Employees                        |                        |        | 2,200                           | 2,200                        | 2  |
| 3                                  | 9,249                             | 12,700                                   | 12,740                        | 5205      | 3 Employer FICA  |                        |        | 14,000                          | 14,000                       | 3  |
| 4                                  | 120                               | 166                                      | 1,785                         | 5210      | 4 Unemployment Insurance                               |                        |        | 2,000                           | 2,000                        | 4  |
| 5                                  | 2,580                             | 2,987                                    | 3,300                         | 5215      | 5 Worker's Compensation Insurance                      |                        |        | 3,400                           | 3,400                        | 5  |
| 6                                  | 16,876                            | 24,968                                   | 30,065                        | 5305      | 6 Employer PERS Contributions                          |                        |        | 32,500                          | 32,500                       | 6  |
| 7                                  | 41,745                            | 50,293                                   | 70,325                        | 5405      | 7 Health Insurance                                     |                        |        | 55,000                          | 55,000                       | 7  |
| 8                                  | 226                               | 288                                      | 1,610                         | 5415      | 8 Life Insurance                                       |                        |        | 500                             | 500                          | 8  |
| 9                                  | 191,719                           | 257,420                                  | 286,319                       |           | 9 TOTAL PERSONNEL SERVICES                             |                        |        | 281,600                         | 281,600                      | 9  |
| MATERIALS & SERVICES               |                                   |  |                               |           |  |                        |        |                                 |                              |    |
| 11                                 | 5,564                             | 2,071                                    | 3,000                         | 6105      | 11 Office Supplies & Equipment                         |                        |        | 3,000                           | 3,000                        | 11 |
| 12                                 | 1,196                             | 3,128                                    | 2,000                         | 6125      | 12 Shop Supplies & Small Tools                         |                        |        | 2,500                           | 2,500                        | 12 |
| 13                                 | 31,215                            | 50,072                                   | 40,000                        | 6130      | 13 Customer Meters & Supplies                          |                        |        | 1,000                           | 1,000                        | 13 |
| 14                                 | 782                               | 49                                       | 500                           | 6135      | 14 Chem /Lab Supplies                                  |                        |        | 500                             | 500                          | 14 |
| 15                                 | 1,973                             | 3,002                                    | 2,500                         | 6140      | 15 Fuel/Lubes/Etc.                                     |                        |        | 6,000                           | 6,000                        | 15 |
| 16                                 | 178                               | 11                                       | 250                           | 6190      | 16 Other Supplies                                      |                        |        | 250                             | 250                          | 16 |
| 17                                 | 2,000                             | 2,500                                    | 2,500                         | 6205      | 17 Audit Fees  |                        |        | 2,500                           | 2,500                        | 17 |
| 18                                 | 418                               | 369                                      | 4,000                         | 6215      | 18 Engineering Services                                |                        |        | 16,000                          | 16,000                       | 18 |
| 19                                 | 540                               | 518                                      | 2,500                         | 6220      | 19 Legal Fees  |                        |        | 2,500                           | 2,500                        | 19 |
| 20                                 | 1,328                             | 546                                      | 1,500                         | 6225      | 20 Laboratory Fees                                     |                        |        | 1,500                           | 1,500                        | 20 |
| 21                                 | 573                               | 7,145                                    | 10,000                        | 6290      | 21 Other Professional Fees (GIS)                       |                        |        | 5,000                           | 5,000                        | 21 |
| 22                                 | 905                               | 2,023                                    | 4,000                         | 6305      | 22 Building Repairs & Maintenance                      |                        |        | 4,000                           | 4,000                        | 22 |
| 23                                 | 1,800                             | 2,100                                    | 2,000                         | 6311      | 23 Contracted Ground Maintenance (\$155 mo)            |                        |        | 2,000                           | 2,000                        | 23 |
| 24                                 | 4,876                             | 2,202                                    | 28,719                        | 6325      | 24 Utility System Repair                               |                        |        | 15,000                          | 15,000                       | 24 |
| 25                                 | 4,849                             | 5,000                                    | 5,000                         | 6335      | 25 Vehicle Repair + Maintenance                        |                        |        | 5,000                           | 5,000                        | 25 |
| 26                                 | 2,579                             | 26,528                                   | 10,000                        | 6345      | 26 Operational Repairs and Maintenance                 |                        |        | 22,000                          | 22,000                       | 26 |
| 27                                 | 659                               | 1,065                                    | 3,500                         | 6350      | 27 Personal Protective Equipment                       |                        |        | 3,000                           | 3,000                        | 27 |
| 28                                 | 4,941                             | 1,326                                    | 6,000                         | 6410      | 28 Training  |                        |        | 6,000                           | 6,000                        | 28 |
| 29                                 | 706                               | 620                                      | 1,000                         | 6605      | 29 Electricity   |                        |        | 1,000                           | 1,000                        | 29 |
| 30                                 | 3,796                             | 6,836                                    | 5,000                         | 6620      | 30 Telecommunications                                  |                        |        | 5,000                           | 5,000                        | 30 |
| 31                                 | 6,977                             | 7,271                                    | 8,825                         | 6700      | 31 Insurance   |                        |        | 10,000                          | 10,000                       | 31 |
| 32                                 | 507                               | 140                                      | 900                           | 6830      | 32 Janitorial  |                        |        | 1,000                           | 1,000                        | 32 |
| 33                                 | 10,254                            | 3,769                                    | 10,000                        | 6860      | 33 Computers / Soft & Services                         |                        |        | 7,500                           | 7,500                        | 33 |
| 34                                 | 329                               | 587                                      | 500                           | 6905      | 34 Deposit Refunds                                     |                        |        | 1,000                           | 1,000                        | 34 |
| 35                                 | -                                 | -  | 100                           | 6910      | 35 Fees Refunded                                       |                        |        | 147                             | 147                          | 35 |
| 36                                 | 6,730                             | 5,350                                    | 3,000                         | 6990      | 36 Other Miscellaneous Expenses                        |                        |        | 5,000                           | 5,000                        | 36 |
| 30                                 | -                                 | -  | -                             | 6995      | 30 Feasibility Studies/Projects(Patterson Ck Culverts) |                        |        | 10,000                          | 10,000                       | 30 |
| 37                                 | 95,675                            | 134,228                                  | 157,294                       |           | 37 TOTAL MATERIAL & SEVICES                            |                        |        | 138,397                         | 138,397                      | 37 |

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**BAY CITY WATER OPERATING**  
(Name of Organizational Unit - Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

| Line | Historical Data                    |                                   |  | 600<br>00 | EXPENDITURE DESCRIPTION | Number of<br>Employees | Range* | Budget for Next Year 2022-2023 |                                 |                              | Line |
|------|------------------------------------|-----------------------------------|--|-----------|-------------------------|------------------------|--------|--------------------------------|---------------------------------|------------------------------|------|
|      | Actual                             |                                   | Adopted Budget<br>This Year<br>2021-2022 |           |                         |                        |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |      |
|      | Second Preceding<br>Year 2019-2020 | First Preceding<br>Year 2020-2021 |  |           |                         |                        |        |                                |                                 |                              |      |
| 1    |                                    |                                   |  |           | 1                       |                        |        |                                |                                 |                              | 1    |
| 2    | -                                  | -                                 | 5,000                                    | 8400      | 2                       |                        |        | -                              | -                               |                              | 2    |
| 3    | 1,936                              | -                                 |  | 8700      | 3                       |                        |        | -                              | -                               |                              | 3    |
| 4    | 1,936                              | -                                 | 5,000                                    |           | 4                       |                        |        |                                |                                 |                              | 4    |
| 5    |                                    |                                   |  |           | 5                       |                        |        |                                |                                 |                              | 5    |
| 6    |                                    |                                   |  |           | 6                       |                        |        |                                |                                 |                              | 6    |
| 7    |                                    |                                   |  |           | 7                       |                        |        |                                |                                 |                              | 7    |
| 8    | 10,000                             | 10,000                            | 5,000                                    | 00-9400   | 8                       |                        |        | 8,000                          | 8,000                           |                              | 8    |
| 9    | 135,739                            | 135,739                           | 132,827                                  | 00-9500   | 9                       |                        |        | 135,483                        | 135,483                         |                              | 9    |
| 10   | -                                  |                                   |  | 00-9500   | 10                      |                        |        |                                |                                 |                              | 10   |
| 11   |                                    |                                   |  |           | 11                      |                        |        |                                |                                 |                              | 11   |
| 12   |                                    |                                   |  |           | 12                      |                        |        |                                |                                 |                              | 12   |
| 13   | 145,739                            | 145,739                           | 137,827                                  |           | 13                      |                        |        | 143,483                        | 143,483                         |                              | 13   |
| 14   |                                    |                                   |  |           | 14                      |                        |        |                                |                                 |                              | 14   |
| 15   |                                    |                                   |  |           | 15                      |                        |        |                                |                                 |                              | 15   |
| 16   |                                    |                                   |  |           | 16                      |                        |        |                                |                                 |                              | 16   |
| 17   |                                    |                                   |  |           | 17                      |                        |        |                                |                                 |                              | 17   |
| 18   |                                    |                                   |  |           | 18                      |                        |        |                                |                                 |                              | 18   |
| 19   |                                    |                                   |  |           | 19                      |                        |        |                                |                                 |                              | 19   |
| 20   |                                    |                                   |  |           | 20                      |                        |        |                                |                                 |                              | 20   |
| 21   |                                    |                                   |  |           | 21                      |                        |        |                                |                                 |                              | 21   |
| 22   |                                    |                                   |  |           | 22                      |                        |        |                                |                                 |                              | 22   |
| 23   |                                    |                                   |  |           | 23                      |                        |        |                                |                                 |                              | 23   |
| 24   |                                    |                                   |  |           | 24                      |                        |        |                                |                                 |                              | 24   |
| 25   |                                    |                                   |  |           | 25                      |                        |        |                                |                                 |                              | 25   |
| 26   |                                    | 5,061                             | -  | 9800      | 26                      |                        |        |                                |                                 |                              | 26   |
| 27   |                                    |                                   |  |           | 27                      |                        |        |                                |                                 |                              | 27   |
| 28   | 435,069                            | 542,448                           | 142,827                                  |           | 28                      |                        |        | 143,483                        | 143,483                         |                              | 28   |
| 29   |                                    |                                   |  |           | 29                      |                        |        |                                |                                 |                              | 29   |
| 30   | 435,069                            | 542,448                           | 586,440                                  |           | 30                      |                        |        | 563,480                        | 563,480                         |                              | 30   |

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**BAY CITY WATER RESERVE**  
(Name of Organizational Unit - Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

SDC Improvements Fund

|    | Historical Data                  |                                 |  | 600<br>13/14 | EXPENDITURE DESCRIPTION | Number of<br>Employees                          | Range* | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|--------------|-------------------------|---|--------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |              |                         |   |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |              |                         |   |        |                                |                                 |                              |    |
| 1  |                                  |                                 |  |              | 1                       | MATERIALS & SERVICES                            |        |                                |                                 |                              | 1  |
| 2  | -                                | -                               | 5,400                                  | 13-6910      | 2                       | SDC Improvements Fees                           |        | 5,500                          | 5,500                           |                              | 2  |
| 3  |                                  | -                               | 2,900                                  | 13-6910      | 3                       | SCD Reimbursement Fees                          |        | 3,000                          | 3,000                           |                              | 3  |
| 4  |                                  |                                 | 10,000                                 | 13-6995      | 4                       | Feasibility Studies/Projects (water rate study) |        |                                |                                 |                              | 4  |
| 5  | -                                | -                               | 18,300                                 |              | 5                       | TOTAL MATERIALS AND SERVICES                    |        | 8,500                          | 8,500                           |                              | 5  |
| 6  |                                  |                                 |  |              | 6                       |   |        |                                |                                 |                              | 6  |
| 7  |                                  |                                 |  |              | 7                       |   |        |                                |                                 |                              | 7  |
| 8  |                                  |                                 |  |              | 8                       |   |        |                                |                                 |                              | 8  |
| 9  |                                  |                                 |  |              | 9                       |   |        |                                |                                 |                              | 9  |
| 10 |                                  |                                 |  |              | 10                      |   |        |                                |                                 |                              | 10 |
| 11 |                                  |                                 |  |              | 11                      |   |        |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |              | 12                      | CAPITAL OUTLAY                                  |        |                                |                                 |                              | 12 |
| 13 | 223                              |                                 | 180,860                                | 13-8800      | 13                      | Utility System/Waterline Repair                 |        | 280,237                        | 280,237                         |                              | 13 |
| 14 |                                  |                                 | 74,440                                 | 14-8800      | 14                      | Utility System                                  |        |                                |                                 |                              | 14 |
| 15 |                                  |                                 |  |              | 15                      |   |        |                                |                                 |                              | 15 |
| 16 | 223                              | -                               | 255,300                                |              | 16                      | TOTAL CAPITAL OUTLAY                            |        | 280,237                        | 280,237                         |                              | 16 |
| 17 |                                  |                                 |  |              | 17                      |   |        |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |              | 18                      | TRANSFERS                                       |        |                                |                                 |                              | 18 |
| 19 | -                                | 67,800                          | 133,340                                | 13-9500      | 19                      | Bay City Water Operating                        |        | -                              | -                               |                              | 19 |
| 20 |                                  |                                 |  |              | 20                      |   |        |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |              | 21                      |   |        |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |              | 22                      |   |        |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |              | 23                      |   |        |                                |                                 |                              | 23 |
| 24 | -                                | 67,800                          | 133,340                                |              | 24                      | TOTAL TRANSFERS                                 |        | -                              | -                               |                              | 24 |
| 25 |                                  |                                 |  |              | 25                      |   |        |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |              | 26                      |   |        |                                |                                 |                              | 26 |
| 27 |                                  |                                 |  |              | 27                      |   |        |                                |                                 |                              | 27 |
| 28 |                                  |                                 |  |              | 28                      |   |        |                                |                                 |                              | 28 |
| 29 |                                  |                                 |  |              | 29                      |   |        |                                |                                 |                              | 29 |
| 30 |                                  |                                 |  |              | 30                      |   |        |                                |                                 |                              | 30 |
| 31 | 223                              | 67,800                          | 406,940                                |              | 31                      | TOTAL EXPENDITURES                              |        | 288,737                        | 288,737                         |                              | 31 |
| 32 |                                  | -                               | -                                      | 13-9900      | 32                      | UNAPPROPRIATED ENDING FUND BALANCE              |        | -                              | -                               |                              | 32 |
| 33 | 223                              | 67,800                          | 406,940                                |              | 33                      | TOTAL EXPENDITURES                              |        | 288,737                        | 288,737                         |                              | 33 |

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
BAY CITY WATER SUMMARY**

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

INCLUDES BAY CITY WATER OPERATING AND RESERVE

|    | Historical Data                  |                                 |  | 600<br>13/14 | REQUIREMENTS DESCRIPTION  | Budget For Next Year 2022-2023          |                                 |                              |  |    |
|----|----------------------------------|---------------------------------|--|--------------|---------------------------|---|---------------------------------|------------------------------|--|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |              |                           | Proposed By<br>Budget Officer           | Approved By<br>Budget Committee | Adopted By<br>Governing Body |  |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |              |                           |   |                                 |                              |  |    |
|    |                                  |                                 |  |              | <b>PERSONNEL SERVICES</b> |   |                                 |                              |  |    |
| 1  | 191,719                          | 257,420                         | 286,319                                | 00           | 1                         | Water Operating                         | 281,600                         | 281,600                      |  | 1  |
| 2  | -                                | -                               | -                                      | 13           | 2                         | Water Reserve                           | -                               | -                            |  | 2  |
| 3  | <b>191,719</b>                   | <b>257,420</b>                  | <b>286,319</b>                         |              | 3                         | <b>TOTAL PERSONNEL SERVICES</b>         | <b>281,600</b>                  | <b>281,600</b>               |  | 3  |
| 4  |                                  |                                 |  |              | 4                         |   |                                 |                              |  | 4  |
|    |                                  |                                 |  |              |                           | <b>MATERIALS AND SERVICES</b>           |                                 |                              |  |    |
| 5  | 95,675                           | 134,228                         | 157,294                                | 00           | 5                         | Water Operating                         | 138,397                         | 138,397                      |  | 5  |
| 6  | -                                |                                 | 18,300                                 | 13           | 6                         | Water Reserve                           | 8,500                           | 8,500                        |  | 6  |
| 7  | <b>95,675</b>                    | <b>134,228</b>                  | <b>175,594</b>                         |              | 7                         | <b>TOTAL MATERIALS AND SERVICES</b>     | <b>146,897</b>                  | <b>146,897</b>               |  | 7  |
|    |                                  |                                 |  |              |                           | <b>CAPITAL OUTLAY</b>                   |                                 |                              |  |    |
| 8  | 1,936                            | -                               | 5,000                                  | 00           | 8                         | Water Operating                         | -                               | -                            |  | 8  |
| 9  | 223                              | -                               | 180,860                                | 13           | 9                         | Water Reserve 13                        | 280,237                         | 280,237                      |  | 9  |
| 10 | -                                | -                               | 74,440                                 | 14           | 10                        | Water Reserve 14                        | -                               | -                            |  | 10 |
| 11 | 2,159                            | -                               | 260,300                                |              | 11                        | <b>TOTAL CAPITAL OUTLAY</b>             | 280,237                         | 280,237                      |  | 11 |
|    |                                  |                                 |  |              |                           | <b>TRANSFERRED TO OTHER FUNDS</b>       |                                 |                              |  |    |
| 12 | 145,739                          | 145,739                         | 137,827                                | 00           | 12                        | Water Operating                         | 143,483                         | 143,483                      |  | 12 |
| 13 |                                  |                                 |  | 17           | 13                        | Water Reserve                           | -                               | -                            |  | 13 |
| 14 | <b>145,739</b>                   | <b>145,739</b>                  | <b>137,827</b>                         |              | 14                        | <b>TOTAL TRANSFERRED TO OTHER FUNDS</b> | <b>143,483</b>                  | <b>143,483</b>               |  | 14 |
| 15 |                                  |                                 |  |              | 15                        |   |                                 |                              |  | 15 |
|    |                                  |                                 |  |              |                           | <b>CONTINGENCY</b>                      |                                 |                              |  |    |
| 16 |                                  | 5,061                           |  | 00           | 16                        | Water Operating                         | -                               | -                            |  | 16 |
| 17 |                                  |                                 |  |              | 17                        |   |                                 |                              |  | 17 |
| 18 |                                  |                                 |  |              | 18                        | <b>TOTAL OPERATING CONTINGENCY</b>      | -                               | -                            |  | 18 |
| 19 |                                  |                                 |  |              | 19                        |   |                                 |                              |  | 19 |
| 20 |                                  |                                 |  |              | 20                        |   |                                 |                              |  | 20 |
| 21 |                                  |                                 |  |              | 21                        |   |                                 |                              |  | 21 |
| 22 |                                  |                                 |  |              | 22                        |   |                                 |                              |  | 22 |
| 23 |                                  |                                 |  |              | 23                        |   |                                 |                              |  | 23 |
| 24 |                                  |                                 |  |              | 24                        |   |                                 |                              |  | 24 |
| 25 |                                  |                                 |  |              | 25                        | TOTAL UNAPPROPRIATED ENDING FUND BALANC | -                               | -                            |  | 25 |
| 26 | <b>435,292</b>                   | <b>542,448</b>                  | <b>461,913</b>                         |              | 26                        | <b>TOTAL REQUIREMENTS</b>               | <b>852,217</b>                  | <b>852,217</b>               |  | 26 |

# RESOURCES

**FORM  
LB-20**

**BAY CITY WATER DISTRICT SYSTEM**

**CITY OF BAY CITY**

Operating

|    | Historical Data                    |                                   |  | 601<br><br>00 | RESOURCE DESCRIPTION                                  | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|------------------------------------|-----------------------------------|--|---------------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                             |                                   | Adopted Budget<br>This Year<br>2021-2022 |               |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-2020 | First Preceding<br>Year 2020-2021 |  |               |   |                                |                                 |                              |    |
|    |                                    |                                   |  |               | Beginning Fund Balance:                               |                                |                                 |                              |    |
| 1  | 107,687                            | 208,030                           | 350,000                                  | 4990          | 1 Available cash on hand* (cash basis) / CSLFRF Grant | 588,000                        | 588,000                         |                              | 1  |
| 2  | 2,457                              | 1,705                             | 1,600                                    | 4805          | 2 Interest  | 1,800                          | 1,800                           |                              | 2  |
| 3  |                                    |                                   |  |               | 3 <b>OTHER RESOURCES</b>                              |                                |                                 |                              | 3  |
| 4  | 242,768                            | 261,747                           | 284,736                                  | 4610          | 4 Water User Charges                                  | 302,317                        | 302,317                         |                              | 4  |
| 5  | 11,977                             | 552                               | 1,000                                    | 4800          | 5 Miscellaneous CSLFRF Grant Funds                    |                                |                                 |                              | 5  |
| 6  | 135,739                            | 135,739                           | 132,827                                  | 4930          | 6 Transfers In (Bay City Water)                       | 135,483                        | 135,483                         |                              | 6  |
| 7  | -                                  | -                                 | -  | 4930          | 7 Transfer In from Reserve (BLDG #1 & #2)             | 150,000                        | 150,000                         |                              | 7  |
| 8  |                                    |                                   |  |               | 8   |                                |                                 |                              | 8  |
| 9  |                                    |                                   |  |               | 9   |                                |                                 |                              | 9  |
| 10 |                                    |                                   |  |               | 10  |                                |                                 |                              | 10 |
| 11 |                                    |                                   |  |               | 11  |                                |                                 |                              | 11 |
| 12 |                                    |                                   |  |               | 12  |                                |                                 |                              | 12 |
| 13 |                                    |                                   |  |               | 13  |                                |                                 |                              | 13 |
| 14 |                                    |                                   |  |               | 14  |                                |                                 |                              | 14 |
| 15 | (FY2019-20)                        | (FY2020-21)                       |  |               | 15  |                                |                                 |                              | 15 |
| 16 | TCCA 56.90 %                       | TCCA 54.84 %                      | TCCA 54.90%                              |               | 16 TCCA 55.29% \$242,070                              |                                |                                 |                              | 16 |
| 17 | Bay City 33.77%                    | Bay City 34.60%                   | Bay City 31.81%                          |               | 17 Bay City 30.95% \$135,483                          |                                |                                 |                              | 17 |
| 18 | Latimer 4.70%                      | Latimer 4.68%                     | Latimer 7.43%                            |               | 18 Latimer 7.11% \$31,149                             |                                |                                 |                              | 18 |
| 19 | Juno 2.60%                         | Juno 3.52%                        | Juno 3.80%                               |               | 19 Juno 4.29% \$18,791                                |                                |                                 |                              | 19 |
| 20 | Cole Creek 1.05%                   | Cole Creek 1.31%                  | Cole Creek .47%                          |               | 20 Cole Creek .56% \$2,471                            |                                |                                 |                              | 20 |
| 21 | Northwood .98%                     | Northwood 1.05%                   | Northwood 1.59%                          |               | 21 Northwood 1.79% \$7,836                            |                                |                                 |                              | 21 |
| 22 |                                    |                                   |  |               | 22  |                                |                                 |                              | 22 |
| 23 |                                    |                                   |  |               | 23  |                                |                                 |                              | 23 |
| 24 |                                    |                                   |  |               | 24  |                                |                                 |                              | 24 |
| 25 |                                    |                                   |  |               | 25  |                                |                                 |                              | 25 |
| 26 |                                    |                                   |  |               | 26  |                                |                                 |                              | 26 |
| 27 | 500,628                            | 607,773                           | 770,163                                  |               | 27 Total resources, except taxes to be levied         | 1,177,600                      | 1,177,600                       |                              | 27 |
| 28 |                                    |                                   |  |               | 28 Taxes estimated to be received                     |                                |                                 |                              | 28 |
| 29 |                                    |                                   |  |               | 29 Taxes collected in year levied                     |                                |                                 |                              | 29 |
| 30 | 500,628                            | 607,773                           | <b>770,163</b>                           |               | 30 <b>TOTAL RESOURCES</b>                             | <b>1,177,600</b>               | <b>1,177,600</b>                |                              | 30 |



# RESOURCES

**FORM  
LB-20**

**BAY CITY WATER DISTRICT SYSTEM**

**CITY OF BAY CITY**

Reserve

|    | Historical Data                  |                                 |  | <b>601<br/>13</b> | <b>RESOURCE DESCRIPTION</b>                   | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|-------------------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |                   |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |                   |   |                                |                                 |                              |    |
|    |                                  |                                 |  |                   | Beginning Fund Balance:                       |                                |                                 |                              |    |
| 1  | 522,431                          | 479,636                         | 480,000                                | 4990              | 1 Available cash on hand* (cash basis)        | 806,000                        | 806,000                         |                              | 1  |
| 2  | 11,921                           | 3,931                           | 2,500                                  | 4805              | 2 Interest                                    | 2,500                          | 2,500                           |                              | 2  |
| 3  |                                  |                                 |  |                   | <b>OTHER RESOURCES</b>                        |                                |                                 |                              | 3  |
| 4  | -                                | 493                             | -                                      | 4800              | 4 Misc  | -                              | -                               |                              | 4  |
| 5  |                                  |                                 |  | 4800              | 5 Capital Payment #1                          | 30,000                         | 30,000                          |                              | 5  |
| 6  |                                  |                                 |  | 4800              | 6 Capital Payment #2                          | 50,000                         | 50,000                          |                              | 6  |
| 7  | -                                | -                               | -                                      | 4400              | 7 Grant Revenue                               | -                              | -                               |                              | 7  |
| 8  |                                  |                                 |  | 4440              | 8 Other Grants/Loans (Business Oregon Loan)   | -                              | -                               |                              | 8  |
| 9  | 15,000                           | 30,000                          | 300,000                                | 4930              | 9 Transfer in (Water System Operating)        | -                              | -                               |                              | 9  |
| 10 |                                  |                                 |  |                   |   |                                |                                 |                              | 10 |
| 11 |                                  |                                 |  |                   |   |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |                   |   |                                |                                 |                              | 12 |
| 13 |                                  |                                 |  |                   |   |                                |                                 |                              | 13 |
| 14 |                                  |                                 |  |                   |   |                                |                                 |                              | 14 |
| 15 |                                  |                                 |  |                   |   |                                |                                 |                              | 15 |
| 16 |                                  |                                 |  |                   |   |                                |                                 |                              | 16 |
| 17 |                                  |                                 |  |                   |   |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |                   |   |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |                   |   |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |                   |   |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |                   |   |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |                   |   |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |                   |   |                                |                                 |                              | 23 |
| 24 |                                  |                                 |  |                   |   |                                |                                 |                              | 24 |
| 25 |                                  |                                 |  |                   |   |                                |                                 |                              | 25 |
| 26 | 549,352                          | 514,060                         | 782,500                                |                   | 26 Total resources, except taxes to be levied | 888,500                        | 888,500                         |                              | 26 |
| 27 |                                  |                                 |  |                   | 27 Taxes estimated to be received             |                                |                                 |                              | 27 |
| 28 |                                  |                                 |  |                   | 28 Taxes collected in year levied             |                                |                                 |                              | 28 |
| 29 | 549,352                          | 514,060                         | <b>782,500</b>                         |                   | 29 <b>TOTAL RESOURCES</b>                     | 888,500                        | 888,500                         |                              | 29 |

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**BAY CITY WATER DISTRICT SYSTEM**

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

Operating

| Line Item | Historical Data                  |                                 |  | 601<br>00 | EXPENDITURE DESCRIPTION | Number of<br>Employees             | Range* | Budget for Next Year 2022-2023 |                                 |                              |    |
|-----------|----------------------------------|---------------------------------|--|-----------|-------------------------|------------------------------------|--------|--------------------------------|---------------------------------|------------------------------|----|
|           | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |                         |                                    |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|           | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |                         |                                    |        |                                |                                 |                              |    |
| 1         |                                  |                                 |  |           | 1                       | PERSONNEL SERVICES                 |        |                                |                                 |                              | 1  |
| 2         | 90,081                           | 49,483                          | 78,918                                 | 5105      | 2                       | Full-Time Employees                |        | 95,000                         | 95,000                          |                              | 2  |
| 3         | 1,480                            | -                               | 1,320                                  | 5115      | 3                       | Part-Time/Temporary Employees      |        | 1,500                          | 1,500                           |                              | 3  |
| 4         | 7,005                            | 3,786                           | 6,140                                  | 5205      | 4                       | Employer FICA                      |        | 7,000                          | 7,000                           |                              | 4  |
| 5         | 92                               | 50                              | 850                                    | 5210      | 5                       | Unemployment Insurance             |        | 1,000                          | 1,000                           |                              | 5  |
| 6         | 2,562                            | 2,927                           | 3,300                                  | 5215      | 6                       | Workers' Compensation Insurance    |        | 5,000                          | 5,000                           |                              | 6  |
| 7         | 12,601                           | 7,381                           | 14,940                                 | 5305      | 7                       | Employer PERS Contributions        |        | 18,000                         | 18,000                          |                              | 7  |
| 8         | 31,686                           | 14,140                          | 27,390                                 | 5405      | 8                       | Health Insurance                   |        | 29,000                         | 29,000                          |                              | 8  |
| 9         | 136                              | 96                              | 755                                    | 5415      | 9                       | Life Insurance                     |        | 800                            | 800                             |                              | 9  |
| 10        | 145,643                          | 77,863                          | 133,613                                |           | 10                      | TOTAL PERSONNEL SERVICES           |        | 157,300                        | 157,300                         |                              | 10 |
| 11        |                                  |                                 |  |           | 11                      |                                    |        |                                |                                 |                              | 11 |
| 12        |                                  |                                 |  |           | 12                      | MATERIALS AND SERVICES             |        |                                |                                 |                              | 12 |
| 13        | 3,753                            | 796                             | 4,000                                  | 6105      | 13                      | Office Supplies & Equipment        |        | 4,000                          | 4,000                           |                              | 13 |
| 14        | 1,250                            | 2,884                           | 4,000                                  | 6125      | 14                      | Shop Supplies & Small Tools        |        | 4,000                          | 4,000                           |                              | 14 |
| 15        |                                  |                                 |  |           | 15                      |                                    |        |                                |                                 |                              | 15 |
| 16        | 17,144                           | 16,034                          | 20,000                                 | 6135      | 16                      | Chemical/Lab Supplies              |        | 22,000                         | 22,000                          |                              | 16 |
| 17        | 2,100                            | 6,257                           | 5,000                                  | 6140      | 17                      | Fuel/Lubes/Etc.                    |        | 7,000                          | 7,000                           |                              | 17 |
| 18        | 66                               |                                 | 100                                    | 6190      | 18                      | Other Supplies                     |        | 100                            | 100                             |                              | 18 |
| 19        | 2,000                            | 2,500                           | 2,500                                  | 6205      | 19                      | Audit Fees                         |        | 2,500                          | 2,500                           |                              | 19 |
| 20        | 400                              | 388                             | 5,000                                  | 6215      | 20                      | Engineering Fees                   |        | 55,000                         | 55,000                          |                              | 20 |
| 21        | 3,280                            | 2,484                           | 5,000                                  | 6220      | 21                      | Attorney Fees                      |        | 5,000                          | 5,000                           |                              | 21 |
| 22        | 1,477                            | 284                             | 1,500                                  | 6225      | 22                      | Laboratory Fees                    |        | 1,500                          | 1,500                           |                              | 22 |
| 23        | 477                              |                                 | 5,000                                  | 6290      | 23                      | Other Professional Fees (GIS)      |        | 5,000                          | 5,000                           |                              | 23 |
| 24        | 6,102                            | 458                             | 10,000                                 | 6305      | 24                      | Building Repairs & Maintenance     |        | 15,000                         | 15,000                          |                              | 24 |
| 25        | 9,093                            | 6,002                           | 30,000                                 | 6325      | 25                      | Utility System Repairs             |        | 40,000                         | 40,000                          |                              | 25 |
| 26        | 4,818                            | 1,802                           | 5,000                                  | 6335      | 26                      | Vehicle Repair/Maintenance         |        | 5,000                          | 5,000                           |                              | 26 |
| 27        | 18,705                           | 20,785                          | 30,000                                 | 6345      | 27                      | Operational Repairs                |        | 40,000                         | 40,000                          |                              | 27 |
| 28        | 654                              | 726                             | 3,000                                  | 6350      | 28                      | Personal Protective Equipment      |        | 5,000                          | 5,000                           |                              | 28 |
| 29        | 1,941                            | 500                             | 6,000                                  | 6410      | 29                      | Training /Travel                   |        | 10,000                         | 10,000                          |                              | 29 |
| 30        | 25,905                           | 24,736                          | 28,000                                 | 6605      | 30                      | Electricity                        |        | 30,000                         | 30,000                          |                              | 30 |
| 31        | 3,009                            | 6,212                           | 10,000                                 | 6620      | 31                      | Telecommunications                 |        | 2,500                          | 2,500                           |                              | 31 |
| 32        | 7,277                            | 7,577                           | 9,300                                  | 6700      | 32                      | Insurance                          |        | 10,000                         | 10,000                          |                              | 32 |
| 33        | 507                              | 140                             | 1,700                                  | 6830      | 33                      | Janitorial                         |        | 1,700                          | 1,700                           |                              | 33 |
| 34        | 3,194                            | 2,867                           | 10,000                                 | 6860      | 34                      | Computers / Software & Services    |        | 5,000                          | 5,000                           |                              | 34 |
| 35        | 8,654                            | 1,277                           | 8,850                                  | 6990      | 35                      | Other Miscellaneous Expenses       |        | 10,000                         | 10,000                          |                              | 35 |
| 36        | 121,806                          | 104,709                         | 203,950                                |           | 36                      | TOTAL MATERIALS & SERVICES         |        | 280,300                        | 280,300                         |                              | 36 |
| 37        |                                  |                                 |  |           | 37                      | TOTAL EXPENDITURES                 |        | 437,600                        | 437,600                         |                              | 37 |
| 38        |                                  |                                 |  |           | 38                      | UNAPPROPRIATED ENDING FUND BALANCE |        |                                |                                 |                              | 38 |
| 39        |                                  |                                 |  |           | 39                      | TOTAL EXPENDITURES                 |        | 437,600                        | 437,600                         |                              | 39 |

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**BAY CITY WATER DISTRICT SYSTEM**  
Operating

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 601<br>00 | EXPENDITURE DESCRIPTION            | Number of<br>Employees | Range* | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|-----------|------------------------------------|------------------------|--------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |                                    |                        |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |                                    |                        |        |                                |                                 |                              |    |
| 1  |                                  |                                 |  |           | CAPITAL OUTLAY                     |                        |        |                                |                                 |                              | 1  |
| 2  | -                                | -                               | 10,000                                 | 8200      | Buildings & Structures             |                        |        | 150,000                        | 150,000                         |                              | 2  |
| 3  | 3,214                            | 1,101                           | 5,000                                  | 8400      | Machinery & Equipment CSLRF Funds  |                        |        | 370,000                        | 370,000                         |                              | 3  |
| 4  | 1,936                            | -                               | 5,000                                  | 8700      | Office Equipment                   |                        |        | 5,000                          | 5,000                           |                              | 4  |
| 5  | -                                |                                 | 5,000                                  | 8800      | Utility System                     |                        |        | 5,000                          | 5,000                           |                              | 5  |
| 6  |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 6  |
| 7  | 5,150                            | 1,101                           | 25,000                                 |           | TOTAL CAPITAL OUTLAY               |                        |        | 530,000                        | 530,000                         |                              | 7  |
| 8  |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 8  |
| 9  | 20,000                           | 30,000                          | -                                      | 9000      | Transfer Out                       |                        |        |                                |                                 |                              | 9  |
| 10 |                                  | 5,000                           | 300,000                                |           | (Kilchis Reserve )                 |                        |        |                                |                                 |                              | 10 |
| 11 |                                  | 35,000                          | 5,000                                  |           | (BC Equip. Reserve \$5000)         |                        |        | 10,000                         | 10,000                          |                              | 11 |
| 12 | -                                | -                               | 305,000                                |           |                                    |                        |        |                                |                                 |                              | 12 |
| 13 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 13 |
| 14 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 14 |
| 15 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 15 |
| 16 | -                                |                                 | 50,000                                 | 9800      | CONTINGENCIES                      |                        |        | 50,000                         | 50,000                          |                              | 16 |
| 17 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 23 |
| 24 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 24 |
| 25 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 26 |
| 27 |                                  |                                 |  |           |                                    |                        |        |                                |                                 |                              | 27 |
| 28 | 292,599                          | 213,673                         | 380,000                                |           | <b>TOTAL EXPENDITURES</b>          |                        |        | 1,027,600                      | 1,027,600                       |                              | 28 |
| 29 |                                  |                                 | 52,600                                 | 9900      | UNAPPROPRIATED ENDING FUND BALANCE |                        |        | 150,000                        | 150,000                         |                              | 29 |
| 30 | 292,599                          | 213,673                         | <b>432,600</b>                         |           | <b>TOTAL</b>                       |                        |        | 1,177,600                      | 1,177,600                       |                              | 30 |

**DETAILED EXPENDITURES**

0

**FORM  
LB-31**

**BAY CITY WATER DISTRICT SYSTEM**  
Reserve

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 601<br>13 | EXPENDITURE DESCRIPTION               | Number of Employees | Range* | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|-----------|---------------------------------------|---------------------|--------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |                                       |                     |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |                                       |                     |        |                                |                                 |                              |    |
| 1  |                                  |                                 |  |           | MATERIALS AND SERVICES                |                     |        |                                |                                 |                              | 1  |
| 2  | -                                | -                               | -                                      | 6990      | 2 Other Miscellaneous Expenses        |                     |        | -                              | -                               |                              | 2  |
| 3  |                                  |                                 |  |           |                                       |                     |        |                                |                                 |                              | 3  |
| 4  | -                                | -                               | -                                      |           | TOTAL MATERIALS & SERVICES            |                     |        | -                              | -                               |                              | 4  |
| 5  |                                  |                                 |  |           |                                       |                     |        |                                |                                 |                              | 5  |
| 6  |                                  |                                 |  |           | 4 CAPITAL OUTLAY                      |                     |        |                                |                                 |                              | 6  |
| 7  | -                                | -                               | 375,000                                | 8200      | 5 Buildings & Structures              |                     |        | -                              | -                               |                              | 7  |
| 8  | -                                | -                               | 5,000                                  | 8400      | 6 Machinery & Equipment               |                     |        | 50,000                         | 50,000                          |                              | 8  |
| 9  | 7,480                            | -                               | 100,000                                | 8800      | 7 Utility System                      |                     |        | 100,000                        | 100,000                         |                              | 9  |
| 10 | 62,236                           | 5,880                           | 45,000                                 | 8000      | 8 Engineering & Feasibility Study     |                     |        | 25,000                         | 25,000                          |                              | 10 |
| 11 |                                  |                                 |  | 9000      | 9 Transfers out to Operating          |                     |        | 150,000                        | 150,000                         |                              | 11 |
| 12 | 69,716                           | 5,880                           | 525,000                                |           | 10 TOTAL CAPITAL OUTLAY               |                     |        | 325,000                        | 325,000                         |                              | 12 |
| 13 |                                  |                                 |  |           | 12                                    |                     |        |                                |                                 |                              | 13 |
| 14 |                                  |                                 |  |           | 14                                    |                     |        |                                |                                 |                              | 14 |
| 15 |                                  |                                 |  |           | 15                                    |                     |        |                                |                                 |                              | 15 |
| 16 |                                  |                                 |  |           | 16                                    |                     |        |                                |                                 |                              | 16 |
| 17 |                                  |                                 |  |           | 17                                    |                     |        |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |           | 18                                    |                     |        |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |           | 19                                    |                     |        |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |           | 20                                    |                     |        |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |           | 21                                    |                     |        |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |           | 22                                    |                     |        |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |           | 23                                    |                     |        |                                |                                 |                              | 23 |
| 24 |                                  |                                 |  |           | 24                                    |                     |        |                                |                                 |                              | 24 |
| 25 |                                  |                                 |  |           | 25                                    |                     |        |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |           | 26                                    |                     |        |                                |                                 |                              | 26 |
| 27 |                                  |                                 |  |           | 27                                    |                     |        |                                |                                 |                              | 27 |
| 28 | 69,716                           | 5,880                           | 525,000                                |           | 28 TOTAL EXPENDITURES                 |                     |        | 325,000                        | 325,000                         |                              | 28 |
| 29 |                                  | 377,000                         | 257,500                                | 9900      | 29 UNAPPROPRIATED ENDING FUND BALANCE |                     |        | 563,500                        | 563,500                         |                              | 29 |
| 30 | 69,716                           | 382,880                         | 782,500                                |           | 30 TOTAL                              |                     |        | 888,500                        | 888,500                         |                              | 30 |

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
BAY CITY WATER DISTRICT SYSTEM SUMMARY  
(Includes Bay City Water System Operating and Reserve)**

|    | Historical Data                  |                                 |  |    |    | REQUIREMENTS DESCRIPTION                        | Budget For Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|----|----|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |    |    |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |    |    |   |                                |                                 |                              |    |
|    |                                  |                                 |  |    |    | PERSONAL SERVICES                               |                                |                                 |                              |    |
| 1  | 145,643                          | 77,863                          | 133,613                                | 00 | 1  | Water Operating                                 | 157,300                        | 157,300                         | -                            | 1  |
| 2  |                                  |                                 |  | 13 | 2  | Water Reserve                                   |                                |                                 |                              | 2  |
| 3  | <b>145,643</b>                   | <b>77,863</b>                   | <b>133,613</b>                         |    | 3  | <b>TOTAL PERSONNEL SERVICES</b>                 | <b>157,300</b>                 | <b>157,300</b>                  | -                            | 3  |
| 4  |                                  |                                 | -                                      |    | 4  |   |                                |                                 |                              | 4  |
|    |                                  |                                 |  |    |    | MATERIALS AND SERVICES                          |                                |                                 |                              |    |
| 5  | 121,806                          | 104,709                         | 203,950                                | 00 | 5  | Water Operating                                 | 280,300                        | 280,300                         | -                            | 5  |
| 6  | -                                | -                               | -                                      | 13 | 6  | Water Reserve                                   |                                |                                 |                              | 6  |
| 7  | <b>121,806</b>                   | <b>104,709</b>                  | <b>203,950</b>                         |    | 7  | <b>TOTAL MATERIALS AND SERVICES</b>             | <b>280,300</b>                 | <b>280,300</b>                  | -                            | 7  |
|    |                                  |                                 |  |    |    | CAPITAL OUTLAY                                  |                                |                                 |                              |    |
| 8  | 5,150                            | 1,101                           | <b>25,000</b>                          | 00 | 8  | Water Operating                                 | 530,000                        | 530,000                         | -                            | 8  |
| 9  | 69,716                           | 5,880                           | 525,000                                | 13 | 9  | Water Reserve                                   | 325,000                        | 325,000                         | -                            | 9  |
| 10 | <b>74,866</b>                    | <b>6,981</b>                    | <b>550,000</b>                         |    | 10 | <b>TOTAL CAPITAL OUTLAY</b>                     | <b>855,000</b>                 | <b>855,000</b>                  | -                            | 10 |
| 11 |                                  |                                 |  |    | 11 |   |                                |                                 |                              | 11 |
|    |                                  |                                 |  |    |    | TRANSFERRED TO OTHER FUNDS                      |                                |                                 |                              |    |
| 12 | 20,000                           | 30,000                          | -                                      | 00 | 12 | Water Operating                                 | 10,000                         | 10,000                          | -                            | 12 |
| 13 |                                  |                                 |  | 13 | 13 | Water Reserve                                   |                                |                                 |                              | 13 |
| 14 | <b>20,000</b>                    | <b>30,000</b>                   | -                                      |    | 14 | <b>TOTAL TRANSFERS</b>                          | <b>10,000</b>                  | <b>10,000</b>                   | -                            | 14 |
| 15 |                                  |                                 |  |    | 15 |   |                                |                                 |                              | 15 |
|    |                                  |                                 |  |    |    | CONTINGENCY                                     |                                |                                 |                              |    |
| 16 | -                                | -                               | 305,000                                | 00 | 16 | Operating Contingency- Water Operating          | 50,000                         | 50,000                          | -                            | 16 |
| 17 |                                  |                                 |  |    | 17 |   |                                |                                 |                              | 17 |
| 18 | -                                | -                               | <b>305,000</b>                         |    | 18 | <b>TOTAL OPERATING CONTINGENCY</b>              | <b>50,000</b>                  | <b>50,000</b>                   | -                            | 18 |
| 19 |                                  |                                 |  |    | 19 |   |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |    | 20 |   |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |    | 21 |   |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |    | 22 |   |                                |                                 |                              | 22 |
| 23 | -                                | -                               | <b>310,100</b>                         |    | 23 | <b>TOTAL UNAPPROPRIATED ENDING FUND BALANCE</b> | <b>713,500</b>                 | <b>713,500</b>                  | -                            | 23 |
| 24 | <b>362,315</b>                   | <b>219,553</b>                  | <b>1,502,663</b>                       |    | 24 | <b>TOTAL REQUIREMENTS</b>                       | <b>2,066,100</b>               | <b>2,066,100</b>                | -                            | 24 |

# RESOURCES

**FORM  
LB-20**

## SEWER OPERATING

**CITY OF BAY CITY**

(Fund)

(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 602<br><br>00 | RESOURCE DESCRIPTION                          | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|---------------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |               |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |               |   |                                |                                 |                              |    |
|    |                                  |                                 |  |               | Beginning Fund Balance:                       |                                |                                 |                              |    |
| 1  | 293,829                          | 496,831                         | 540,000                                | 4990          | 1 Available cash on hand* (cash basis)        | 995,000                        | 995,000                         |                              | 1  |
| 2  | 10,721                           | 5,941                           | 5,000                                  | 4805          | 2 Interest                                    | 5,000                          | 5,000                           |                              | 2  |
| 3  |                                  |                                 |  |               | 3   |                                |                                 |                              | 3  |
| 4  |                                  |                                 |  |               | 4   |                                |                                 |                              | 4  |
| 5  |                                  |                                 |  |               | 5 OTHER RESOURCES                             |                                |                                 |                              | 5  |
| 6  | 428,256                          | 424,617                         | 365,000                                | 4620          | 6 Sewer User Charges                          | 364,000                        | 364,000                         |                              | 6  |
| 7  | 3,154                            | 1,636                           | 1,500                                  | 4800          | 7 Miscellaneous                               | 1,500                          | 1,500                           |                              | 7  |
| 8  | 5,188                            | 1,992                           | 2,000                                  | 4625          | 8 Sewer Deposits                              | 2,000                          | 2,000                           |                              | 8  |
| 9  | 168,731                          | 178,501                         | -                                      | 4850          | 9 Code Enforcement / Fines                    |                                |                                 |                              | 9  |
| 10 |                                  |                                 |  |               | 10  |                                |                                 |                              | 10 |
| 11 |                                  |                                 |  | 4930          | 11 Transfers In                               |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |               | 12  |                                |                                 |                              | 12 |
| 13 |                                  |                                 |  |               | 13  |                                |                                 |                              | 13 |
| 14 | 27,300                           | -                               | -                                      | 4420          | 14 DEQ Loan (Screens)                         | 275,000                        | 275,000                         |                              | 14 |
| 15 |                                  | -                               | -                                      | 4420          | 15 TA Grant                                   |                                |                                 |                              | 15 |
| 16 | 91,571                           | 30,385                          |  | 4421          | 16 Loans / Special Projects (Patterson Creek) |                                |                                 |                              | 16 |
| 17 |                                  |                                 |  |               | 17  |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |               | 18  |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |               | 19  |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |               | 20  |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |               | 21  |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |               | 22  |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |               | 23  |                                |                                 |                              | 23 |
| 24 |                                  |                                 |  |               | 24  |                                |                                 |                              | 24 |
| 25 |                                  |                                 |  |               | 25  |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |               | 26  |                                |                                 |                              | 26 |
| 27 | 1,028,750                        | 1,139,903                       | 913,500                                |               | 27 Total resources, except taxes to be levied | 1,642,500                      | 1,642,500                       |                              | 27 |
| 28 |                                  |                                 |  |               | 28 Taxes estimated to be received             |                                |                                 |                              | 28 |
| 29 |                                  |                                 |  |               | 29 Taxes collected in year levied             |                                |                                 |                              | 29 |
| 30 | 1,028,750                        | 1,139,903                       | 913,500                                |               | 30 TOTAL RESOURCES                            | 1,642,500                      | 1,642,500                       |                              | 30 |

Beginning fund balance includes \$450,000 for CSLFRF Grant

# RESOURCES

**FORM  
LB-20**

**SEWER-Wastewater Expansion**  
(Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                  |                                 |  | 602<br>14 | RESOURCE DESCRIPTION                          | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|-----------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br>This Year<br>2021-22 |           |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-21 |  |           |   |                                |                                 |                              |    |
|    |                                  |                                 |  |           | Beginning Fund Balance:                       |                                |                                 |                              |    |
| 1  |                                  |                                 |  |           | 1   |                                |                                 |                              | 1  |
| 2  | 809,855                          | 895,985                         | 965,000                                | 4990      | 2 Available cash on hand* (cash basis)        | 1,067,800                      | 1,067,800                       |                              | 2  |
| 3  | 18,480                           | 7,343                           | 6,500                                  | 4805      | 3 Interest                                    |                                |                                 |                              | 3  |
| 4  |                                  |                                 |  |           | 4   |                                |                                 |                              | 4  |
| 5  |                                  |                                 |  |           | 5   |                                |                                 |                              | 5  |
| 6  |                                  | -                               | -                                      |           | 6 OTHER RESOURCES                             |                                |                                 |                              | 6  |
| 7  | 61,426                           | 63,862                          | 15,000                                 | 4710      | 7 SDC Improvement Fees                        | 50,000                         | 50,000                          |                              | 7  |
| 8  | 6,224                            | 6,471                           | 1,500                                  | 4720      | 8 SDC Reimbursement Fees                      | 1,500                          | 1,500                           |                              | 8  |
| 9  |                                  |                                 |  |           | 9   |                                |                                 |                              | 9  |
| 10 | -                                | 10,000                          | 10,000                                 | 4930      | 10 Transfers In (sewer Operating)             | 10,000                         | 10,000                          |                              | 10 |
| 11 |                                  |                                 |  |           | 11  |                                |                                 |                              | 11 |
| 12 |                                  |                                 |  |           | 12  |                                |                                 |                              | 12 |
| 13 |                                  |                                 |  |           | 13  |                                |                                 |                              | 13 |
| 14 |                                  |                                 |  |           | 14  |                                |                                 |                              | 14 |
| 15 |                                  |                                 |  |           | 15  |                                |                                 |                              | 15 |
| 16 |                                  |                                 |  |           | 16  |                                |                                 |                              | 16 |
| 17 |                                  |                                 |  |           | 17  |                                |                                 |                              | 17 |
| 18 |                                  |                                 |  |           | 18  |                                |                                 |                              | 18 |
| 19 |                                  |                                 |  |           | 19  |                                |                                 |                              | 19 |
| 20 |                                  |                                 |  |           | 20  |                                |                                 |                              | 20 |
| 21 |                                  |                                 |  |           | 21  |                                |                                 |                              | 21 |
| 22 |                                  |                                 |  |           | 22  |                                |                                 |                              | 22 |
| 23 |                                  |                                 |  |           | 23  |                                |                                 |                              | 23 |
| 24 |                                  |                                 |  |           | 24  |                                |                                 |                              | 24 |
| 25 |                                  |                                 |  |           | 25  |                                |                                 |                              | 25 |
| 26 |                                  |                                 |  |           | 26  |                                |                                 |                              | 26 |
| 27 | <b>895,985</b>                   | <b>983,661</b>                  | <b>998,000</b>                         |           | 27 Total resources, except taxes to be levied | <b>1,129,300</b>               | <b>1,129,300</b>                |                              | 27 |
| 28 |                                  |                                 |  |           | 28 Taxes estimated to be received             |                                |                                 |                              | 28 |
| 29 |                                  |                                 |  |           | 29 Taxes collected in year levied             |                                |                                 |                              | 29 |
| 30 | <b>895,985</b>                   | <b>983,661</b>                  | <b>998,000</b>                         |           | 30 <b>TOTAL RESOURCES</b>                     | <b>1,129,300</b>               | <b>1,129,300</b>                |                              | 30 |

# RESOURCES

**FORM  
LB-20**

**SEWER-Wastewater Equip Reserve**  
(Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                    |                                   |  | 602<br>15 | RESOURCE DESCRIPTION                          | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|------------------------------------|-----------------------------------|--|-----------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                             |                                   | Adopted Budget<br>This Year<br>2021-2022 |           |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-2020 | First Preceding<br>Year 2020-2021 |  |           |   |                                |                                 |                              |    |
|    |                                    |                                   |  |           | Beginning Fund Balance:                       |                                |                                 |                              |    |
| 1  | 81,124                             | 92,975                            | 102,000                                  | 4990      | 1 Available cash on hand* (cash basis)        | 114,000                        | 114,000                         |                              | 1  |
| 2  | 1,851                              | 762                               | 700                                      | 4805      | 2 Interest                                    | 700                            | 700                             |                              | 2  |
| 3  |                                    |                                   |  |           | 3   |                                |                                 |                              | 3  |
| 4  |                                    |                                   |  |           | 4   |                                |                                 |                              | 4  |
| 5  |                                    |                                   |  |           | <b>OTHER RESOURCES</b>                        |                                |                                 |                              | 5  |
| 6  | 10,000                             | 10,000                            | 10,000                                   | 4930      | 6 Transfers In (from Sewer Operating)         | 10,000                         | 10,000                          |                              | 6  |
| 7  |                                    |                                   |  |           | 7   |                                |                                 |                              | 7  |
| 8  |                                    |                                   |  |           | 8   |                                |                                 |                              | 8  |
| 9  |                                    |                                   |  |           | 9   |                                |                                 |                              | 9  |
| 10 |                                    |                                   |  |           | 10  |                                |                                 |                              | 10 |
| 11 |                                    |                                   |  |           | 11  |                                |                                 |                              | 11 |
| 12 |                                    |                                   |  |           | 12  |                                |                                 |                              | 12 |
| 13 |                                    |                                   |  |           | 13  |                                |                                 |                              | 13 |
| 14 |                                    |                                   |  |           | 14  |                                |                                 |                              | 14 |
| 15 |                                    |                                   |  |           | 15  |                                |                                 |                              | 15 |
| 16 |                                    |                                   |  |           | 16  |                                |                                 |                              | 16 |
| 17 |                                    |                                   |  |           | 17  |                                |                                 |                              | 17 |
| 18 |                                    |                                   |  |           | 18  |                                |                                 |                              | 18 |
| 19 |                                    |                                   |  |           | 19  |                                |                                 |                              | 19 |
| 20 |                                    |                                   |  |           | 20  |                                |                                 |                              | 20 |
| 21 |                                    |                                   |  |           | 21  |                                |                                 |                              | 21 |
| 22 |                                    |                                   |  |           | 22  |                                |                                 |                              | 22 |
| 23 |                                    |                                   |  |           | 23  |                                |                                 |                              | 23 |
| 24 |                                    |                                   |  |           | 24  |                                |                                 |                              | 24 |
| 25 |                                    |                                   |  |           | 25  |                                |                                 |                              | 25 |
| 26 |                                    |                                   |  |           | 26  |                                |                                 |                              | 26 |
| 27 | 92,975                             | 103,737                           | 112,700                                  |           | 27 Total resources, except taxes to be levied | 124,700                        | 124,700                         |                              | 27 |
| 28 |                                    |                                   |  |           | 28 Taxes estimated to be received             |                                |                                 |                              | 28 |
| 29 |                                    |                                   |  |           | 29 Taxes collected in year levied             |                                |                                 |                              | 29 |
| 30 | 92,975                             | 103,737                           | 112,700                                  |           | 30 <b>TOTAL RESOURCES</b>                     | 124,700                        | 124,700                         |                              | 30 |



# RESOURCES

**FORM  
LB-20**

**SEWER- Sludge Removal Reserve**  
(Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                    |                                   |  | 602<br><br>16 | RESOURCE DESCRIPTION                          | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|------------------------------------|-----------------------------------|--|---------------|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                             |                                   | Adopted Budget<br>This Year<br>2021-2022 |               |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-2020 | First Preceding<br>Year 2020-2021 |  |               |   |                                |                                 |                              |    |
|    |                                    |                                   |  |               | Beginning Fund Balance:                       |                                |                                 |                              |    |
| 1  | 59,879                             | 66,246                            | 71,000                                   | 4990          | 1 Available cash on hand* (cash basis)        | 82000                          | 82000                           |                              | 1  |
| 2  | 1,366                              | 543                               | 500                                      | 4805          | 2 Interest                                    | 500                            | 500                             |                              | 2  |
| 3  |                                    |                                   |  |               | 3   |                                |                                 |                              | 3  |
| 4  |                                    |                                   |  |               | 4 <b>OTHER RESOURCES</b>                      |                                |                                 |                              | 4  |
| 5  | 5,000                              | 5,000                             | 10,000                                   | 4930          | 5 Transfers In                                | 5000                           | 5000                            |                              | 5  |
| 6  |                                    |                                   |  |               | 6 (Sewer to Sludge Removal. Res.\$5000)       |                                |                                 |                              | 6  |
| 7  |                                    |                                   |  |               | 7   |                                |                                 |                              | 7  |
| 8  |                                    |                                   |  |               | 8   |                                |                                 |                              | 8  |
| 9  |                                    |                                   |  |               | 9   |                                |                                 |                              | 9  |
| 10 |                                    |                                   |  |               | 10  |                                |                                 |                              | 10 |
| 11 |                                    |                                   |  |               | 11  |                                |                                 |                              | 11 |
| 12 |                                    |                                   |  |               | 12  |                                |                                 |                              | 12 |
| 13 |                                    |                                   |  |               | 13  |                                |                                 |                              | 13 |
| 14 |                                    |                                   |  |               | 14  |                                |                                 |                              | 14 |
| 15 |                                    |                                   |  |               | 15  |                                |                                 |                              | 15 |
| 16 |                                    |                                   |  |               | 16  |                                |                                 |                              | 16 |
| 17 |                                    |                                   |  |               | 17  |                                |                                 |                              | 17 |
| 18 |                                    |                                   |  |               | 18  |                                |                                 |                              | 18 |
| 19 |                                    |                                   |  |               | 19  |                                |                                 |                              | 19 |
| 20 |                                    |                                   |  |               | 20  |                                |                                 |                              | 20 |
| 21 |                                    |                                   |  |               | 21  |                                |                                 |                              | 21 |
| 22 |                                    |                                   |  |               | 22  |                                |                                 |                              | 22 |
| 23 |                                    |                                   |  |               | 23  |                                |                                 |                              | 23 |
| 24 |                                    |                                   |  |               | 24  |                                |                                 |                              | 24 |
| 25 |                                    |                                   |  |               | 25  |                                |                                 |                              | 25 |
| 26 |                                    |                                   |  |               | 26  |                                |                                 |                              | 26 |
| 27 | 66,245                             | 71,789                            | 81,500                                   |               | 27 Total resources, except taxes to be levied | 87,500                         | 87,500                          |                              | 27 |
| 28 |                                    |                                   |  |               | 28 Taxes estimated to be received             |                                |                                 |                              | 28 |
| 29 |                                    |                                   |  |               | 29 Taxes collected in year levied             |                                |                                 |                              | 29 |
| 30 | 66,245                             | 71,789                            | <b>81,500</b>                            |               | 30 <b>TOTAL RESOURCES</b>                     | 87,500                         | 87,500                          |                              | 30 |

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**SEWER OPERATING**  
(Name of Organizational Unit - Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

| Line Item | Historical Data            |                                |                   | 602<br>00 | EXPENDITURE DESCRIPTION | Number of Employees                                    | Range* | Budget for Next Year 2022-2023 |                              |                           |    |
|-----------|----------------------------|--------------------------------|-------------------|-----------|-------------------------|--|--------|--------------------------------|------------------------------|---------------------------|----|
|           | Actual                     |                                | Adopted Budget    |           |                         |  |        | Proposed by Budget Officer     | Approved by Budget Committee | Adopted by Governing Body |    |
|           | Second Preceding 2019-2020 | First Preceding Year 2020-2021 | This Year 2021-22 |           |                         |  |        |                                |                              |                           |    |
| 1         |                            |                                |                   |           | 1                       | PERSONNEL SERVICES                                     |        |                                |                              |                           | 1  |
| 2         | 172,143                    | 179,956                        | 203,487           | 5105      | 2                       | Full-Time Employees                                    |        | 232,000                        | 232,000                      |                           | 2  |
| 3         | 4,919                      | -                              | 2,640             | 5115      | 3                       | Part-Time/Temporary Employees                          |        | 2,200                          | 2,200                        |                           | 3  |
| 4         | 13,546                     | 13,766                         | 15,770            | 5205      | 4                       | Employer FICA Taxes                                    |        | 18,000                         | 18,000                       |                           | 4  |
| 5         | 177                        | 180                            | 2,190             | 5210      | 5                       | Unemployment Insurance                                 |        | 2,500                          | 2,500                        |                           | 5  |
| 6         | 4,244                      | 4,880                          | 5,300             | 5215      | 6                       | Workers' Compensation Insurance                        |        | 5,500                          | 5,500                        |                           | 6  |
| 7         | 24,012                     | 26,036                         | 37,095            | 5305      | 7                       | Employer PERS Contributions                            |        | 42,500                         | 42,500                       |                           | 7  |
| 8         | 65,318                     | 56,497                         | 76,020            | 5405      | 8                       | Health Insurance                                       |        | 84,500                         | 84,500                       |                           | 8  |
| 9         | 279                        | 274                            | 1,850             | 5415      | 9                       | Life Insurance   |        | 300                            | 300                          |                           | 9  |
| 10        | 284,638                    | 281,589                        | <b>344,352</b>    |           | 10                      | TOTAL PERSONNEL SERVICES                               |        | 387,500                        | 387,500                      |                           | 10 |
| 11        |                            |                                |                   |           | 11                      |  |        |                                |                              |                           | 11 |
| 12        |                            |                                |                   |           | 12                      | MATERIAL AND SERVICES                                  |        |                                |                              |                           | 12 |
| 13        | 5,595                      | 2,301                          | 5,000             | 6105      | 13                      | Office Supplies & Equipment                            |        | 5,000                          | 5,000                        |                           | 13 |
| 14        | 2,469                      | 4,005                          | 4,000             | 6125      | 14                      | Shop Supplies/Small Tools                              |        | 4,000                          | 4,000                        |                           | 14 |
| 15        | 11,640                     | 13,737                         | 18,000            | 6135      | 15                      | Chemicals/Lab Supplies                                 |        | 18,000                         | 18,000                       |                           | 15 |
| 16        | 2,160                      | 3,224                          | 5,000             | 6140      | 16                      | Fuel/Lubes/Etc.  |        | 7,000                          | 7,000                        |                           | 16 |
| 17        | 67                         | -                              | 2,000             | 6190      | 17                      | Other Supplies   |        | 2,000                          | 2,000                        |                           | 17 |
| 18        | 2,000                      | 2,500                          | 2,500             | 6205      | 18                      | Audit Fees   |        | 2,500                          | 2,500                        |                           | 18 |
| 19        | 3,082                      | 1,820                          | 30,000            | 6215      | 19                      | Engineering Fees                                       |        | 10,000                         | 10,000                       |                           | 19 |
| 20        | 1,640                      | 3,158                          | 7,500             | 6220      | 20                      | Legal Fees   |        | 4,000                          | 4,000                        |                           | 20 |
| 21        | 402                        | -                              | 1,000             | 6225      | 21                      | Laboratory Fees  |        | 1,000                          | 1,000                        |                           | 21 |
| 22        | 572                        | 7,425                          | 5,000             | 6290      | 22                      | Other Professional Fees (GIS)                          |        | 7,500                          | 7,500                        |                           | 22 |
| 23        | 14,779                     | 3,302                          | 14,000            | 6305      | 23                      | Building Repairs & Maintenance (roof, paint, led light |        | 8,000                          | 8,000                        |                           | 23 |
| 24        | 14,151                     | 22,016                         | 75,000            | 6325      | 24                      | Utility System Repairs (I&I repair)                    |        | 75,000                         | 75,000                       |                           | 25 |
| 25        | 4,849                      | 3,072                          | 25,000            | 6335      | 25                      | Vehicle Repair/ Maintenance                            |        | 35,000                         | 35,000                       |                           | 25 |
| 26        | 30,983                     | 45,429                         | 60,000            | 6345      | 26                      | Operational Equipment / Repairs                        |        | 60,000                         | 60,000                       |                           | 26 |
| 27        | 1,828                      | 1,419                          | 3,000             | 6350      | 27                      | Personal Protective Equipment                          |        | 3,000                          | 3,000                        |                           | 27 |
| 28        | 2,102                      | 391                            | 10,000            | 6410      | 28                      | Travel/Training  |        | 10,000                         | 10,000                       |                           | 28 |
| 29        | 30,176                     | 27,910                         | 35,000            | 6605      | 29                      | Electricity  |        | 37,000                         | 37,000                       |                           | 29 |
| 30        | 4,502                      | 6,596                          | 10,000            | 6620      | 30                      | Telecommunications                                     |        | 17,500                         | 17,500                       |                           | 30 |
| 31        | 7,477                      | 7,782                          | 9,800             | 6700      | 31                      | Insurance  |        | 1,400                          | 1,400                        |                           | 31 |
| 32        | 507                        | 140                            | 900               | 6830      | 32                      | Janitorial   |        | 1,100                          | 1,100                        |                           | 32 |
| 30        | -                          | -                              | -                 | 6995      | 30                      | Feasibility Studies/Projects(Patterson Ck Culverts     |        | 20,000                         | 20,000                       |                           | 30 |
| 33        | 140,981                    | 156,227                        | 322,700           |           | 33                      | (Continued on Next Page)                               |        | 329,000                        | 329,000                      |                           | 33 |
| 34        |                            |                                |                   |           | 34                      | <b>TOTAL EXPENDITURES</b>                              |        |                                |                              |                           | 35 |
| 35        |                            |                                |                   |           | 35                      | UNAPPROPRIATED ENDING FUND BALANCE                     |        |                                |                              |                           | 35 |
| 36        |                            |                                |                   |           | 36                      | <b>TOTAL EXPENDITURES (Cont on next p</b>              |        | 716,500                        | 716,500                      |                           | 36 |

**DETAILED EXPENDITURES**

**FORM  
LB-31**

**SEWER OPERATING**  
(Name of Organizational Unit - Fund)

**CITY OF BAY CITY**  
(Name of Municipal Corporation)

|    | Historical Data                    |                                 |  | 602<br>00 | EXPENDITURE DESCRIPTION | Number of<br>Employees                            | Range* | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|------------------------------------|---------------------------------|--|-----------|-------------------------|---|--------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                             |                                 | Adopted Budget<br>This Year<br>2021-2022 |           |                         |   |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-2020 | First Preceding<br>Year 2020-21 |  |           |                         |   |        |                                |                                 |                              |    |
| 1  |                                    |                                 |  |           | 1                       | MATERIALS AND SERVICES (Cont.)                    |        |                                |                                 |                              | 1  |
| 2  | 2,181                              | 2,351                           | 3,000                                    | 6855      | 2                       | Permit Fees                                       |        | 3,000                          | 3,000                           |                              | 2  |
| 3  | 5,099                              | 4,366                           | 10,000                                   | 6860      | 3                       | Computers / Software & Services                   |        | 10,000                         | 10,000                          |                              | 3  |
| 4  | 342                                | 871                             | 1,500                                    | 6905      | 4                       | Deposit Refunds                                   |        | 1,500                          | 1,500                           |                              | 4  |
| 5  | -                                  | -                               | 100                                      | 6910      | 5                       | Fees Refunded                                     |        | 100                            | 100                             |                              | 5  |
| 6  | 529                                | 876                             | 13,518                                   | 6990      | 6                       | Other Miscellaneous Expenses                      |        |                                |                                 |                              | 6  |
| 7  | 61,130                             | -                               | -  | 6995      | 7                       | Feasibility Studies / Projects (DEQ Loan Mixing Z |        |                                |                                 |                              | 7  |
| 8  | -                                  | 4,273                           | 40,000                                   | 6996      | 8                       | DEQ Patterson Creek Project                       |        |                                |                                 |                              | 8  |
| 9  | 210,262                            | 168,964                         | <b>390,818</b>                           |           | 9                       | <b>TOTAL MATERIALS AND SERVICES</b>               |        | <b>343,600</b>                 | <b>343,600</b>                  |                              | 9  |
| 10 |                                    |                                 |  |           | 10                      |   |        |                                |                                 |                              | 10 |
| 11 |                                    |                                 | -  |           | 11                      | CAPITAL OUTLAY                                    |        |                                |                                 |                              | 11 |
| 12 | -                                  | -                               | 10,000                                   | 8300      | 12                      | Improvements Other Than Buildings                 |        |                                |                                 |                              | 12 |
| 13 |                                    |                                 | 100,000                                  | 8400      | 13                      | Equipment (Lift station)                          |        | 526,400                        | 526,400                         |                              | 13 |
| 14 | 2,722                              | -                               | -  | 8700      | 14                      | Office Equipment                                  |        |                                |                                 |                              | 14 |
| 15 | 14,298                             | -                               | -  | 8800      | 15                      | Utility System (Pretreatment screens)             |        | 350,000                        | 350,000                         |                              | 15 |
| 16 |                                    |                                 |  |           | 16                      |   |        |                                |                                 |                              | 16 |
| 17 |                                    |                                 |  |           | 17                      |   |        |                                |                                 |                              | 17 |
| 18 | 17,020                             | -                               | <b>110,000</b>                           |           | 18                      | <b>TOTAL CAPITAL OUTLAY</b>                       |        | <b>876,400</b>                 | <b>876,400</b>                  |                              | 18 |
| 19 |                                    |                                 | -  |           | 19                      |   |        |                                |                                 |                              | 19 |
| 20 | 20,000                             | 5,000                           | 5,000                                    | 9000      | 20                      | Transfer Out (to BC Equipment Res 401-13 )        |        | 10,000                         | 10,000                          |                              | 20 |
| 21 |                                    | 5,000                           | 10,000                                   |           | 21                      | Transfer Out (to Sludge Removal Res 602-16)       |        | 5,000                          | 5,000                           |                              | 21 |
| 22 | -                                  | 10,000                          | 10,000                                   |           | 22                      | Transfer Out (to Sewer Equip Res 602-15)          |        | 10,000                         | 10,000                          |                              | 22 |
| 23 |                                    | 10,000                          | 10,000                                   | 9400      | 23                      | Transfer Out (to Sewer Expansion Re 602-14)       |        | 10,000                         | 10,000                          |                              | 23 |
| 24 | 20,000                             | 30,000                          | <b>35,000</b>                            |           | 24                      | <b>TOTAL TRANSFERS</b>                            |        | <b>35,000</b>                  | <b>35,000</b>                   |                              | 24 |
| 25 |                                    |                                 |  |           | 25                      |   |        |                                |                                 |                              | 25 |
| 26 |                                    |                                 |  |           | 26                      |   |        |                                |                                 |                              | 26 |
| 27 | -                                  | -                               | 33,330                                   | 9800      | 27                      | CONTINGENCIES                                     |        |                                |                                 |                              | 27 |
| 28 |                                    |                                 |  |           | 28                      |   |        |                                |                                 |                              | 28 |
| 29 |                                    |                                 |  |           | 29                      |   |        |                                |                                 |                              | 29 |
| 30 |                                    |                                 |  |           | 30                      |   |        |                                |                                 |                              | 30 |
| 31 |                                    |                                 |  |           | 31                      |   |        |                                |                                 |                              | 31 |
| 32 | 531,920                            | 480,553                         | 913,500                                  |           | 32                      | <b>TOTAL EXPENDITURES</b>                         |        | 1,642,500                      | 1,642,500                       |                              | 32 |
| 33 |                                    |                                 | -  | 9900      | 33                      | UNAPPROPRIATED ENDING FUND BALANCE                |        |                                |                                 |                              | 33 |
| 34 | 531,920                            | 480,553                         | <b>913,500</b>                           |           | 34                      | <b>TOTAL EXPENDITURES</b>                         |        | <b>1,642,500</b>               | <b>1,642,500</b>                |                              | 34 |

FORM  
LB-31

**DETAILED EXPENDITURES**

**SEWER RESERVE FUNDS**

(Name of Organizational Unit - Fund)

**CITY OF BAY CITY**

(Name of Municipal Corporation)

|    | Historical Data                    |                                   |  | 602<br>14/15/16 | EXPENDITURE DESCRIPTION | Number of<br>Emoy-ees                  | Range* | Budget for Next Year 2022-2023 |                                 |                              |    |
|----|------------------------------------|-----------------------------------|--|-----------------|-------------------------|--|--------|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                             |                                   | Adopted Budget<br>This Year<br>2021-2022 |                 |                         |  |        | Proposed by<br>Budget Officer  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-2020 | First Preceding<br>Year 2020-2021 |  |                 |                         |  |        |                                |                                 |                              |    |
| 1  |                                    |                                   |  |                 | 1                       | MATERIALS AND SERVICES (Cont.)         |        |                                |                                 |                              | 1  |
| 2  |                                    | -                                 | -  | 14-6215         | 2                       | Engineering Fees                       |        | -                              | -                               |                              | 2  |
| 3  | -                                  | -                                 | 20,000                                   | 15-6590         | 3                       | Other Equipment                        |        | 50,000                         | 50,000                          |                              | 3  |
| 4  |                                    |                                   |  | 16-6325         | 4                       | Utility System Repairs                 |        | -                              | -                               |                              | 4  |
| 5  |                                    |                                   |  |                 | 5                       |  |        |                                |                                 |                              | 5  |
| 6  |                                    |                                   |  |                 | 6                       |  |        |                                |                                 |                              | 6  |
| 7  | -                                  | -                                 | 20,000                                   |                 | 7                       | TOTAL MATERIALS AND SERVICES           |        | 50,000                         | 50,000                          |                              | 7  |
| 8  |                                    |                                   |  |                 | 8                       |  |        |                                |                                 |                              | 8  |
| 9  |                                    |                                   |  |                 | 9                       | CAPITAL OUTLAY                         |        |                                |                                 |                              | 9  |
| 10 | -                                  | -                                 | 275,000                                  | 14-8800         | 10                      | Utility System                         |        | 150,000                        | 150,000                         |                              | 10 |
| 11 |                                    | -                                 | -  | 15-8300         | 11                      | Equipment (telemetry)                  |        | -                              | -                               |                              | 11 |
| 12 |                                    |                                   |  | 16-8800         | 12                      | Utility System Sludge Removal          |        | -                              | -                               |                              | 12 |
| 13 | -                                  | -                                 | 275,000                                  |                 | 13                      | TOTAL CAPITAL OUTLAY                   |        | 150,000                        | 150,000                         |                              | 13 |
| 14 |                                    |                                   |  |                 | 14                      |  |        |                                |                                 |                              | 14 |
| 15 |                                    |                                   |  |                 | 15                      |  |        |                                |                                 |                              | 15 |
| 16 |                                    |                                   |  |                 | 16                      |  |        |                                |                                 |                              | 16 |
| 17 |                                    |                                   | -  |                 | 17                      | Transfers Out                          |        | -                              | -                               |                              | 17 |
| 18 |                                    |                                   |  |                 | 18                      |  |        |                                |                                 |                              | 18 |
| 19 |                                    |                                   | -  |                 | 19                      | Transfer to Capital Projects Fund      |        |                                |                                 |                              | 19 |
| 20 |                                    |                                   |  |                 | 20                      |  |        |                                |                                 |                              | 20 |
| 21 | -                                  | -                                 | -  |                 | 21                      | TOTAL TRANSFERS                        |        | -                              | -                               |                              | 21 |
| 22 |                                    |                                   |  |                 | 22                      |  |        |                                |                                 |                              | 22 |
| 23 |                                    |                                   |  |                 | 23                      |  |        |                                |                                 |                              | 23 |
| 24 |                                    |                                   |  |                 | 24                      |  |        |                                |                                 |                              | 24 |
| 25 |                                    |                                   |  |                 | 25                      |  |        |                                |                                 |                              | 25 |
| 26 |                                    |                                   |  |                 | 26                      | CONTINGENCIES                          |        |                                |                                 |                              | 26 |
| 27 |                                    |                                   |  |                 | 27                      |  |        |                                |                                 |                              | 27 |
| 28 | -                                  | -                                 | 295,000                                  |                 | 28                      | TOTAL EXPENDITURES                     |        | 200,000                        | 200,000                         |                              | 28 |
| 29 |                                    | -                                 | 723,000                                  | 14-9900         | 29                      | Expansion Reserve                      |        | 979,300                        | 979,300                         |                              | 29 |
| 30 |                                    | -                                 | 92,700                                   | 15-9900         | 30                      | Wastewater Equipment Reserve           |        | 74,700                         | 74,700                          |                              | 30 |
| 31 |                                    | -                                 | 81,500                                   | 16-9900         | 31                      | Sludge Removal                         |        | 87,500                         | 87,500                          |                              | 31 |
| 32 | -                                  | -                                 | 897,200                                  | 9900            | 32                      | TOTAL UNAPPROPRIATED ENDING FUND BALAN |        | 1,141,500                      | 1,141,500                       |                              | 32 |
| 33 | -                                  | -                                 | 1,192,200                                |                 | 33                      | TOTAL EXPENDITURES                     |        | 1,341,500                      | 1,341,500                       |                              | 33 |

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
SEWER SUMMARY**

(Includes Sewer Operating, and all Sewer Reserve Funds)

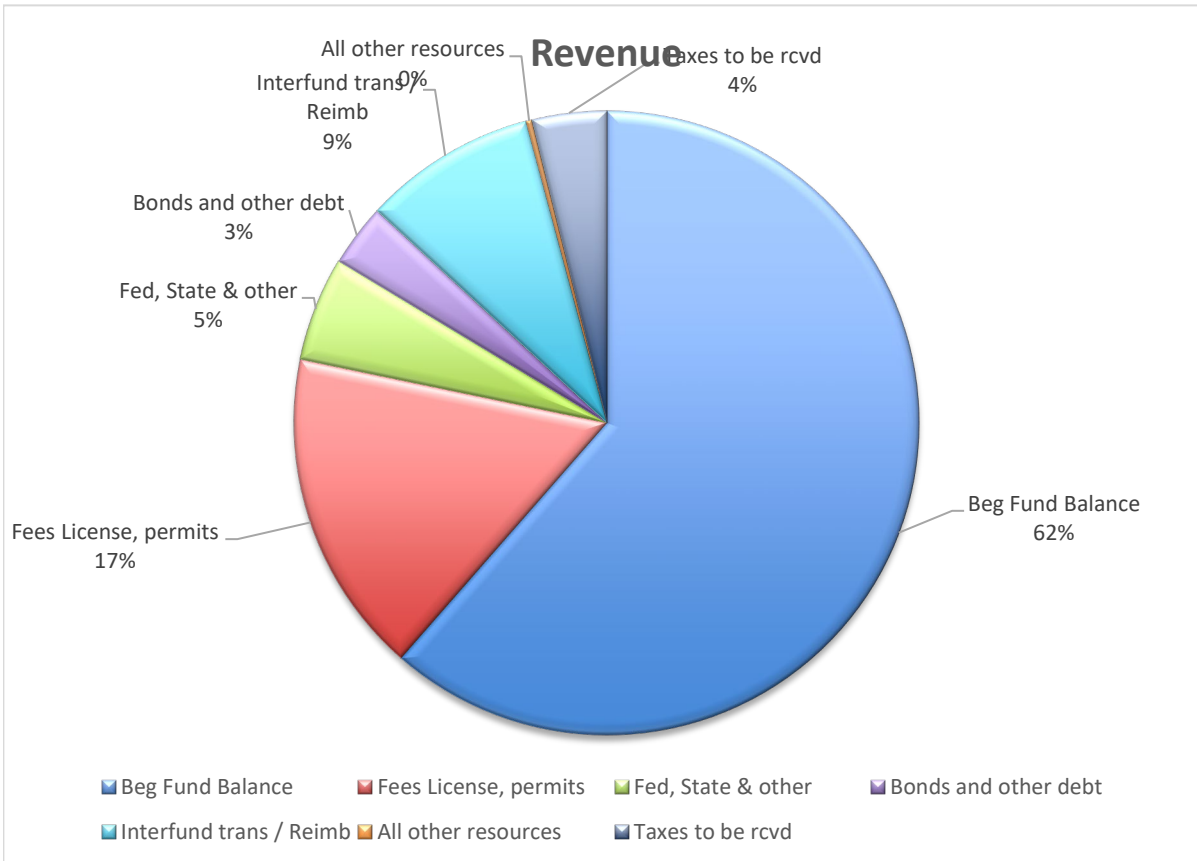
|    | Historical Data                  |                                   |  |       |    | REQUIREMENTS DESCRIPTION                        | Budget For Next Year 2022-2023 |                                 |                              |    |
|----|----------------------------------|-----------------------------------|--|-------|----|---|--------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                   | Adopted Budget<br>This Year<br>2021-2022 |       |    |   | Proposed By<br>Budget Officer  | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|    | Second Preceding<br>Year 2019-20 | First Preceding<br>Year 2020-2021 |  |       |    |   |                                |                                 |                              |    |
|    |                                  |                                   |  |       |    | PERSONNEL SERVICES                              |                                |                                 |                              |    |
| 1  | 284,638                          | 281,589                           | 344,352                                  | 00    | 1  | Wastewater Operating                            | 387,500                        | 387,500                         | -                            | 1  |
| 2  |                                  |                                   |  | 14    | 2  | Wastewater Expansion                            |                                |                                 | -                            | 2  |
| 3  |                                  |                                   |  | 15    | 3  | Wastewater Equipment Reserve                    |                                |                                 | -                            | 3  |
| 4  | <b>284,638</b>                   | <b>281,589</b>                    | <b>344,352</b>                           |       | 4  | <b>TOTAL PERSONNEL SERVICES</b>                 | <b>387,500</b>                 | <b>387,500</b>                  | -                            | 4  |
|    |                                  |                                   |  |       |    | MATERIALS AND SERVICES                          |                                |                                 |                              |    |
| 5  | 210,262                          | 168,964                           | 390,818                                  | 00    | 5  | Wastewater Operating                            | 343,600                        | 343,600                         | -                            | 5  |
| 6  | -                                | -                                 | 20,000                                   | 14/15 | 6  | Wastewater Expansion/Wastewater Equip Reserve   | 50,000                         | 50,000                          | -                            | 6  |
| 7  | <b>210,262</b>                   | <b>168,964</b>                    | <b>410,818</b>                           |       | 8  | <b>TOTAL MATERIALS AND SERVICES</b>             | <b>393,600</b>                 | <b>393,600</b>                  | -                            | 7  |
|    |                                  |                                   |  |       |    | CAPITAL OUTLAY                                  |                                |                                 |                              |    |
| 8  | 17,020                           | -                                 | 110,000                                  | 00    | 9  | Wastewater Operating                            | 876,400                        | 876,400                         | -                            | 8  |
| 9  | -                                | -                                 | 275,000                                  | 14    | 10 | Wastewater Expansion                            | 150,000                        | 150,000                         | -                            | 9  |
| 10 |                                  |                                   |  |       | 11 |   |                                |                                 | -                            | 10 |
| 11 | <b>17,020</b>                    | -                                 | <b>385,000</b>                           |       | 12 | <b>TOTAL CAPITAL OUTLAY</b>                     | <b>1,026,400</b>               | <b>1,026,400</b>                | -                            | 11 |
|    |                                  |                                   |  |       |    | TRANSFERRED TO OTHER FUNDS                      |                                |                                 |                              |    |
| 12 | 20,000                           | 30,000                            | 35,000                                   | 00    | 13 | Wastewater Operating                            | 35,000                         | 35,000                          | -                            | 12 |
| 13 | -                                | -                                 | -  | 14/15 | 14 | Wastewater Expansion/Wastewater Equip Reserve   |                                | -                               | -                            | 13 |
| 14 |                                  |                                   |  |       | 15 |   |                                |                                 | -                            | 14 |
| 15 | <b>20,000</b>                    | <b>30,000</b>                     | <b>35,000</b>                            |       | 16 | <b>TOTAL TRANSFERS</b>                          | <b>35,000</b>                  | <b>35,000</b>                   | -                            | 15 |
|    |                                  |                                   |  |       |    | CONTINGENCY                                     |                                |                                 |                              |    |
| 16 | -                                | -                                 | 33,330                                   | 00    | 17 | Operating Contingency- Water Operating          |                                |                                 | -                            | 16 |
| 17 | -                                | -                                 | -  |       | 18 |   |                                |                                 | -                            | 17 |
| 18 | -                                | -                                 | <b>33,330</b>                            |       | 19 | <b>TOTAL OPERATING CONTINGENCY</b>              | -                              | -                               | -                            | 18 |
| 19 |                                  |                                   |  |       | 20 |   |                                |                                 | -                            | 19 |
| 20 |                                  |                                   |  | 14    | 21 | Expansion Reserve                               | <b>979,300</b>                 | <b>979,300</b>                  | -                            | 20 |
| 21 |                                  |                                   |  | 15    | 22 | Equipment Reserve                               | <b>74,700</b>                  | <b>74,700</b>                   | -                            | 21 |
| 22 |                                  |                                   |  | 16    | 23 | Sludge Removal                                  | <b>87,500</b>                  | <b>87,500</b>                   | -                            | 22 |
| 23 | -                                | -                                 | <b>897,200</b>                           |       | 24 | <b>TOTAL UNAPPROPRIATED ENDING FUND BALANCE</b> | <b>1,141,500</b>               | <b>1,141,500</b>                | -                            | 23 |
| 24 | <b>531,920</b>                   | <b>480,553</b>                    | <b>2,105,700</b>                         |       | 25 | <b>TOTAL REQUIREMENTS</b>                       | <b>2,984,000</b>               | <b>2,984,000</b>                | -                            | 24 |

PERSONNEL SERVICES SUMMARY

CITY OF BAY CITY

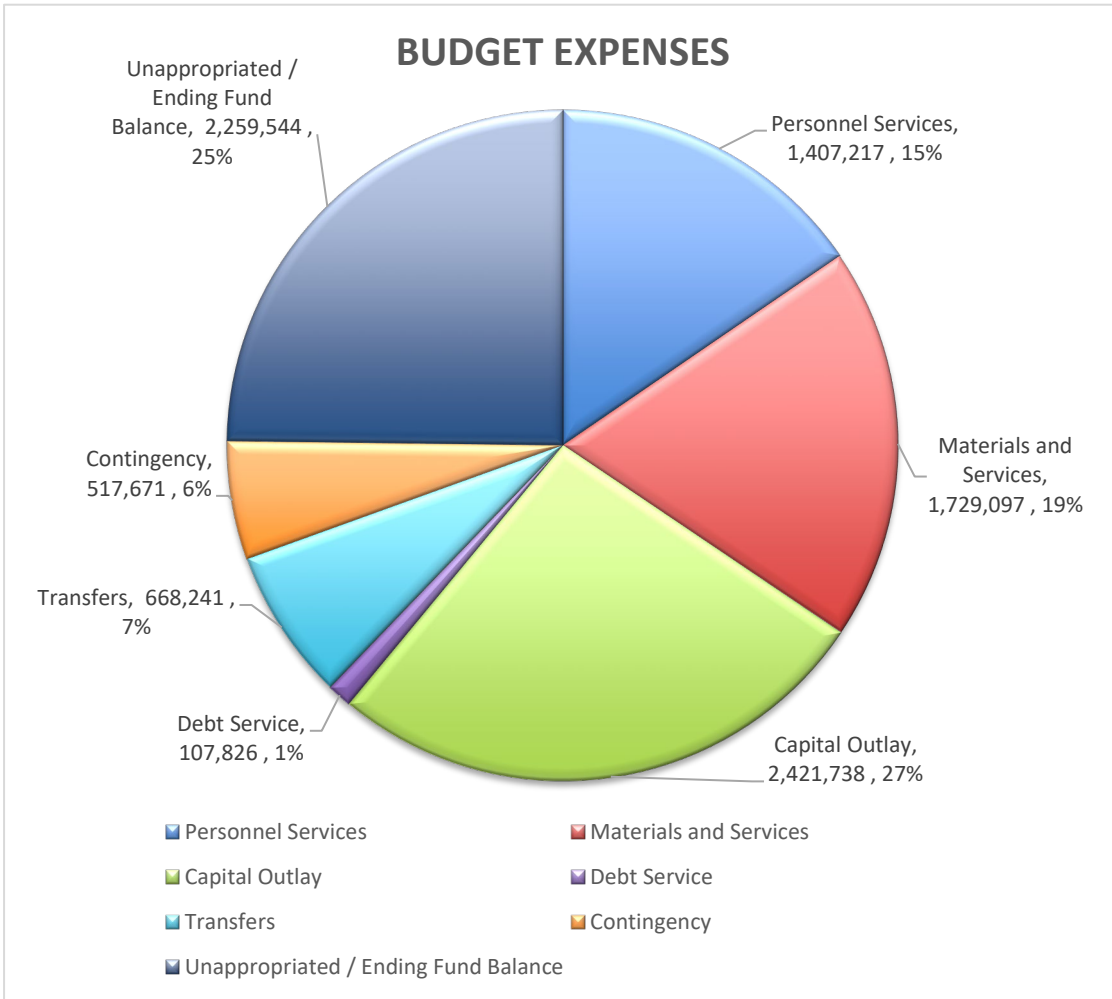
|    | POSITION DESCRIPTION           | Range* | No. of Emps. | TOTAL SALARY |      |        |      |       |      |        |      |          |      |        |      |        |        |      |
|----|--------------------------------|--------|--------------|--------------|------|--------|------|-------|------|--------|------|----------|------|--------|------|--------|--------|------|
| 1  | City Manager                   |        | 1            | 102400       |      |        |      |       |      |        |      |          |      |        |      |        | 1      |      |
| 2  | City Recorder/Finance Director |        | 1            | 66000        |      |        |      |       |      |        |      |          |      |        |      |        | 2      |      |
| 3  | City Planner                   |        | 1            | 66000        |      |        |      |       |      |        |      |          |      |        |      |        | 3      |      |
| 4  | UB Clerk/Deputy City Recorder  |        | 1            | 60000        |      |        |      |       |      |        |      |          |      |        |      |        | 4      |      |
| 5  | Public Works Director          |        | 1            | 93100        |      |        |      |       |      |        |      |          |      |        |      |        | 5      |      |
| 6  | Wastewater Plant Operator      |        | 1            | 73100        |      |        |      |       |      |        |      |          |      |        |      |        | 6      |      |
| 7  | Public Works Utility Worker #2 |        | 1            | 63000        |      |        |      |       |      |        |      |          |      |        |      |        | 7      |      |
| 8  | Public Works Utility Worker #1 |        | 1            | 49000        |      |        |      |       |      |        |      |          |      |        |      |        | 8      |      |
| 9  | Public Works Utility Worker #1 |        | 1            | 42300        |      |        |      |       |      |        |      |          |      |        |      |        | 9      |      |
| 10 | Public Works Water Technician  |        | 1            | 70000        |      |        |      |       |      |        |      |          |      |        |      |        | 10     |      |
| 11 | Code Enforcement / Part Time   |        | 0.5          | 22000        |      |        |      |       |      |        |      |          |      |        |      |        | 11     |      |
| 12 | Fire Chief                     |        | 0.5          | 45400        |      |        |      |       |      |        |      |          |      |        |      |        | 12     |      |
| 13 | Fire-Division Chief            |        | 1            | 65000        |      |        |      |       |      |        |      |          |      |        |      |        | 13     |      |
| 14 | Firefighters                   |        | 20           | 48000        |      |        |      |       |      |        |      |          |      |        |      |        | 14     |      |
| 15 | TOTALS                         |        | 32           | 865300       |      |        |      |       |      |        |      |          |      |        |      |        | 15     |      |
| 16 | DISTRIBUTION BY FUND           |        | %            | GENERAL      | %    | FIRE   | %    | PARK  | %    | STREET | %    | BAY CITY | %    | BC WTR | %    | SEWER  | TOTALS |      |
| 17 |                                |        |              |              |      |        |      |       |      |        |      | WATER    |      | SYSTEM |      |        |        |      |
| 18 | City Manager                   |        | 0.28         | 28672        | 0.02 | 2048   | 0.02 | 2048  | 0.14 | 14336  | 0.17 | 17408    | 0.18 | 18432  | 0.19 | 19456  | 102400 | 100% |
| 19 | Recorder/Treasurer             |        | 0.40         | 26400        | 0.05 | 3300   | 0.00 | 0     | 0.04 | 2640   | 0.17 | 11220    | 0.17 | 11220  | 0.17 | 11220  | 66000  | 100% |
| 20 | Planning/Special Projects Tech |        | 0.50         | 33000        | 0.00 | 0      | 0.00 | 0     | 0.10 | 6600   | 0.20 | 13200    | 0.00 | 0      | 0.20 | 13200  | 66000  | 100% |
| 21 | Utility Billing Clerk          |        | 0.10         | 6000         | 0.00 | 0      | 0.00 | 0     | 0.00 | 0      | 0.40 | 24000    | 0.10 | 6000   | 0.40 | 24000  | 60000  | 100% |
| 22 | Public Works Superintendent    |        | 0.05         | 4655         | 0.00 | 0      | 0.10 | 9310  | 0.15 | 13965  | 0.16 | 14896    | 0.27 | 25137  | 0.27 | 25137  | 93100  | 100% |
| 23 | Wastewater Plant Operator      |        | 0.00         | 0            | 0.00 | 0      | 0.00 | 0     | 0.10 | 7310   | 0.03 | 2193     | 0.87 | 63597  | 0.87 | 63597  | 73100  | 100% |
| 24 | Public Works Utility Worker #2 |        | 0.00         | 0            | 0.00 | 0      | 0.01 | 630   | 0.01 | 630    | 0.10 | 6300     | 0.02 | 1260   | 0.86 | 54180  | 63000  | 100% |
| 25 | Public Works Utility Worker #1 |        | 0.00         | 0            | 0.00 | 0      | 0.05 | 2450  | 0.27 | 13230  | 0.50 | 24500    | 0.03 | 1470   | 0.15 | 7350   | 49000  | 100% |
| 26 | Public Works Utility Worker #1 |        | 0.00         | 0            | 0.00 | 0      | 0.08 | 3384  | 0.25 | 10575  | 0.49 | 20727    | 0.03 | 1269   | 0.15 | 6345   | 42300  | 100% |
| 27 | Water Technician               |        | 0.00         | 0            | 0.00 | 0      | 0.05 | 3500  | 0.11 | 7700   | 0.42 | 29400    | 0.30 | 21000  | 0.12 | 8400   | 70000  | 100% |
| 28 | Code Enforcement / Part Time   |        | 0.65         | 14300        | 0.00 | 0      | 0.00 | 0     | 0.10 | 2200   | 0.10 | 2200     | 0.05 | 1100   | 0.10 | 2200   | 22000  | 100% |
| 29 | Fire Chief                     |        | 0.00         | 0            | 1.00 | 45400  | 0.00 | 0     | 0.00 | 0      | 0.00 | 0        | 0.00 | 0      | 0.00 | 0      | 45400  | 100% |
| 30 | Fire Division Chief            |        | 0.00         | 0            | 1.00 | 65000  | 0.00 | 0     | 0.00 | 0      | 0.00 | 0        | 0.00 | 0      | 0.00 | 0      | 65000  | 100% |
| 31 | Firefighters                   |        | 0.00         | 0            | 1.00 | 48000  | 0.00 | 0     | 0.00 | 0      | 0.00 | 0        | 0.00 | 0      | 0.00 | 0      | 48000  | 100% |
| 32 | TOTALS                         |        |              | 113027       |      | 163748 |      | 21322 |      | 71876  |      | 171161   |      | 89081  |      | 235085 | 865300 |      |
| 33 |                                |        | 1.98         |              | 3.07 |        | 0.31 |       | 1.17 |        | 2.81 |          | 1.18 |        | 3.48 |        |        |      |

|                         | Revenue          |
|-------------------------|------------------|
| Beg Fund Balance        | 5,597,240        |
| Fees License, permits   | 1,532,567        |
| Fed, State & other      | 491,037          |
| Bonds and other debt    | 294,350          |
| Interfund trans / Reimb | 818,241          |
| All other resources     | 29,245           |
| Taxes to be rcvd        | 348,654          |
| <b>Total Revenue</b>    | <b>9,111,334</b> |



**BUDGET EXPENSES**

|                                      |                  |
|--------------------------------------|------------------|
| Personnel Services                   | 1,407,217        |
| Materials and Services               | 1,729,097        |
| Capital Outlay                       | 2,421,738        |
| Debt Service                         | 107,826          |
| Transfers                            | 668,241          |
| Contingency                          | 517,671          |
| Unappropriated / Ending Fund Balance | 2,259,544        |
| <b>Total Expenditures</b>            | <b>9,111,334</b> |





**CITY OF BAY CITY  
RESOLUTION NO. 2022-10**

A Resolution Adopting a Supplemental Budget for Fiscal Year 2021-22 for the City of Bay City.

WHEREAS, ORS 294.471(1)(a) allows the governing body of a municipal corporation to make one or more supplemental budgets if an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period requires a change in financial planning;

NOW, THEREFORE, BE IT RESOLVED, by and through the City of Bay City Special City Council Meeting and Public Hearing, the City Council of the City of Bay City hereby adopts the following supplemental budget, makes appropriations, and adjusts the Fiscal Year 2021-2022 Budget as follows:

GENERAL FUND 100:

|                        |               |
|------------------------|---------------|
| Administration         | \$ 275,915    |
| Fire                   | 336,835       |
| Recreation             | 105,662       |
| Transient Room Tax     | 110,000       |
| Planning & Development | 47,500        |
| General Services       | 175,238       |
| Debt Service           | 17,000        |
| Contingencies          | <u>24,327</u> |
|                        | \$ 1,092,477  |

STREET AND DRAINAGE 200:

|                      |                   |
|----------------------|-------------------|
| Personal Services    | \$ 114,660        |
| Materials & Services | 75,540            |
|                      | <u>\$ 190,200</u> |

FIRE APPARATUS & STATION RELOCATION RESERVE 402:

|                |               |
|----------------|---------------|
| Debt Service   | \$ 24,300     |
| Capital Outlay | <u>19,100</u> |
|                | \$ 43,400     |

BAY CITY EQUIPMENT RESERVE FUND 401:

|                |                  |
|----------------|------------------|
| Capital Outlay | \$ <u>37,300</u> |
|                | \$ 37,300        |

HOUSING REHABILITATION FUND 201:

|                      |                   |
|----------------------|-------------------|
| Materials & Services | \$ <u>110,900</u> |
|                      | \$ 110,900        |

STREET RESERVE FUND 400:

|                     |    |               |
|---------------------|----|---------------|
| Materials & Service | \$ | 127,000       |
| Contingencies       |    | 106,850       |
| Interfund Transfer  |    | <u>10,000</u> |
|                     | \$ | 243,850       |

BAY CITY WATER AND RESERVE FUND 600:

|  |    |                  |
|--|----|------------------|
| Personal Services                                | \$ | 286,319          |
| Materials & Services                             |    | 175,594          |
| Materials & Services<br>(Res 21-10 Supplemental) |    | <u>92,837.01</u> |
| Capital Outlay                                   |    | 260,300          |
| Interfund Transfer                               |    | <u>271,167</u>   |
|  | \$ | 1,086,217.01     |

BAY CITY WATER SYSTEM AND RESERVE FUND 601:

|                      |    |                |
|----------------------|----|----------------|
| Personal Services    | \$ | 133,613        |
| Materials & Services |    | 203,950        |
| Contingencies        |    | 50,000         |
| Capital Outlay       |    | 550,000        |
| Interfund Transfer   |    | <u>305,000</u> |
|                      | \$ | 1,242,563      |

DEQ LOAN REPAYMENT 302:

|              |    |               |
|--------------|----|---------------|
| Debt Service | \$ | <u>25,800</u> |
|              | \$ | 25,800        |

BAY CITY SEWER AND RESERVE FUNDS 602:

|  |    |               |
|--|----|---------------|
| Personal Services                                | \$ | 344,352       |
| Materials & Service                              |    | 410,818       |
| Materials & Services<br>(Res 21-10 Supplemental) |    | <u>55,000</u> |
| Contingencies                                    |    | 33,330        |
| Capital Outlay                                   |    | 385,000       |
| Interfund Transfer                               |    | <u>35,000</u> |
|  | \$ | 1,263,500     |

SEWER BOND FUND 301:

|              |    |               |
|--------------|----|---------------|
| Debt Service | \$ | <u>23,926</u> |
|              | \$ | 23,926        |

RESERVE/RESTRICTED/UNAPPROPRIATED BUDGET REQUIREMENTS

|  |    |         |
|--|----|---------|
| Fire   | \$ | 25,000  |
| Fire Apparatus & Station Relocation Reserve Fund |    | 163,900 |
| Park Reserve                                     |    | 7,910   |
| Street Reserve Fund                              |    | 237,200 |

|  |                            |
|--|----------------------------|
| Bay City Water System Fund                                 | 52,600                     |
| Bay City Water Reserve                                     | 257,500                    |
| Bay City Sewer Fund  | 897,200                    |
| Sewer Bond Fund  | 35,889                     |
| DEQ Loan Reserve   | 112,200                    |
| Footpaths& Bike Trails                                     | 9,510                      |
|  | <u><u>1,798,909</u></u>    |
| TOTAL RESERVE/UNAPPROPRIATED FUNDS                         | \$ 1,798,909               |
| <br>   |                            |
| FISCAL YEAR 2021-2022 ADOPTED BUDGET                       | \$ 7,011,205               |
|  | <u><u>7,011,205</u></u>    |
| <b>FISCAL YEAR 2021-2022 SUPPLEMENTAL BUDGET</b>           | <b>\$ 147,837.01</b>       |
|  | <u><u>147,837.01</u></u>   |
| TOTAL APPROPRIATIONS - ALL FUNDS<br>INCLUDING SUPPLEMENTAL | \$ 7,159,042.01            |
|  | <u><u>7,159,042.01</u></u> |

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BAY CITY this 14<sup>th</sup>, day of June 2022.

AND APPROVED BY THE MAYOR OF THE CITY OF BAY CITY this 14<sup>th</sup>, day of June 2022.

\_\_\_\_\_  
David McCall, Mayor

ATTEST:

\_\_\_\_\_  
Lindsey Gann, City Recorder/Finance Director

**Notice of Amended Supplemental  
Budget Hearing**

Oregon Department of Revenue

• Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for CITY OF BAY CITY, for the current fiscal year, will be  
(District name)

held at 5525 B Street Bay City, OR 97107  
(Location)

The hearing will take place on June 14, 2022 at 6:00  a.m.  p.m. The purpose  
(Date) (Time)

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after June 1, 2022 at  
(Date)

5525 B Street Bay City, OR 97107 Mon-Thurs, between the hours of 8:00  a.m.  p.m. and 5:00  a.m.  p.m.,  
(Location)

**SUMMARY OF PROPOSED BUDGET CHANGES**

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: BC Water – 600, BC Sewer 602

| Resource                            | Amount            | Expenditure—indicate<br>Org. unit / Prog. & Activity, and Object class. | Amount              |
|-------------------------------------|-------------------|---|---------------------|
| 1. <u>ARPA - CSLFRF GRANT</u>       | <u>\$ 155,837</u> | 1. <u>Water - Materials &amp; Services</u>                              | <u>\$ 268,467</u>   |
| 2. _____                            | _____             | 2. <u>Sewer - Materials &amp; Services</u>                              | <u>\$ 465,818</u>   |
| 3. _____                            | _____             | 3. _____  | _____               |
| <b>Revised Total Fund Resources</b> | <b>2,349,717</b>  | <b>Revised Total Fund Requirements</b>                                  | <b>\$ 2,349,717</b> |

Explanation of changes:

To appropriate unexpected and unbudgeted resources and expenditures

FUND: \_\_\_\_\_

| Resource                            | Amount | Expenditure—indicate<br>Org. unit / Prog. & Activity, and Object class. | Amount |
|-------------------------------------|--------|---|--------|
| 1. _____                            | _____  | 1. _____  | _____  |
| 2. _____                            | _____  | 2. _____  | _____  |
| 3. _____                            | _____  | 3. _____  | _____  |
| <b>Revised Total Fund Resources</b> | _____  | <b>Revised Total Fund Requirements</b>                                  | _____  |

Explanation of changes:

A public meeting of the City of Bay City will be held on June 14th, 2022 @ 6:00pm at the Community Hall located at 5525 B Street, Bay City, Oregon, 97107. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022 as approved by the City of Bay City Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Bay City Hall located at 5525 B Street, Bay City 97107, between the hours of 8:00 a.m. and 5:00 p.m. or online at ci.bay-city.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Lindsey Gann Telephone: (503) 377-2288 Email: lgann@ci.bay-city.or.us

| FINANCIAL SUMMARY - RESOURCES                                     |                            |                                       |  |
|---|----------------------------|---------------------------------------|--|
| TOTAL OF ALL FUNDS  | Actual Amount<br>2020-2021 | Adopted Budget<br>This Year 2021-2022 | Approved Budget<br>Next Year 2022-2023 |
| Beginning Fund Balance/Net Working Capital                        | 4,128,091                  | 4,321,591                             | 5,597,240                              |
| Fees, Licenses, Permits, Fines, Assessments & Other Service       | 1,548,681                  | 1,321,486                             | 1,642,966                              |
| Federal, State & all Other Grants, Gifts, Allocations & Donations | 331,200                    | 172,100                               | 491,037                                |
| Revenue from Bonds and Other Debt                                 | 95,000                     | 36,315                                | 294,350                                |
| Interfund Transfers / Internal Service Reimbursements             | 427,039                    | 788,405                               | 668,241                                |
| All Other Resources Except Current Year Property Taxes            | 42,775                     | 37,670                                | 68,846                                 |
| Current Year Property Taxes Estimated to be Received              | 294,000                    | 333,638                               | 348,654                                |
| <b>Total Resources</b>  | <b>6,866,786</b>           | <b>7,011,205</b>                      | <b>9,111,334</b>                       |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION        |                  |                  |                  |
|--|------------------|------------------|------------------|
| Personnel Services   | 1,070,225        | 1,216,856        | 1,407,217        |
| Materials and Services   | 1,730,350        | 1,636,802        | 1,729,097        |
| Capital Outlay   | 921,100          | 1,245,600        | 2,421,738        |
| Debt Service   | 362,626          | 110,126          | 97,826           |
| Interfund Transfers  | 427,039          | 788,405          | 668,241          |
| Contingencies  | 396,897          | 214,507          | 517,671          |
| Special Payments   | 0                | 0                | 0                |
| Unappropriated Ending Balance and Reserved for Future Expenditur | 1,958,549        | 1,798,909        | 2,269,544        |
| <b>Total Requirements</b>  | <b>6,866,786</b> | <b>7,011,205</b> | <b>9,111,334</b> |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM * |                  |                  |                  |
|---|------------------|------------------|------------------|
| Name of Organizational Unit or Program  |                  |                  |                  |
| FTE for that unit or program  |                  |                  |                  |
| Name General Government   | 509,125          | 521,337          | 1,186,504        |
| FTE   | 1.3              | 1                | 1.98             |
| Name Public Safety  | 357,491          | 587,778          | 625,942          |
| FTE   | 0.5              | 0.5              | 1.5              |
| Name Street   | 649,800          | 671,250          | 1,122,620        |
| FTE   | 1.06             | 1.06             | 1.17             |
| Name Water  | 2,077,220        | 2,546,043        | 2,956,418        |
| FTE   | 5.08             | 5.08             | 3.99             |
| Name Sewer  | 2,184,500        | 2,303,515        | 3,219,850        |
| FTE   | 3.53             | 3.53             | 3.48             |
| Not Allocated to Organizational Unit or Program   | 1,088,650        | 381,282          | 0                |
| FTE   | 0.00             | 0.0              | 0.0              |
| <b>Total Requirements</b>   | <b>6,866,786</b> | <b>7,011,205</b> | <b>9,111,334</b> |
| <b>Total FTE</b>  | <b>11.50</b>     | <b>11</b>        | <b>12</b>        |

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

Received additional grant funding from Coronavirus Relief.

| PROPERTY TAX LEVIES                                 |  |  |   |
|---|--|--|---|
|   | Rate or Amount Imposed<br>Year 2020-2021 | Rate or Amount Imposed<br>Year 2021-2022 | Rate or Amount Approved<br>Year 2022-2023 |
| Permanent Rate Levy (rate limit 1.5375 per \$1,000) | 1.5375                                   | 1.5375                                   | 1.5375                                    |
| Local Option Levy                                   | 0.9000                                   | 0.9000                                   | 0.9000                                    |
| Levy For General Obligation Bonds                   | \$26,000                                 | \$21,500                                 | \$21,500                                  |

| STATEMENT OF INDEBTEDNESS |  |  |
|---------------------------|--|--|
| LONG TERM DEBT            | Estimated Debt Outstanding<br>on July 1. | Estimated Debt Authorized, But<br>Not Incurred on July 1 |
| General Obligation Bonds  | \$278,920                                | \$0  |
| Other Bonds               |  |  |
| Other Borrowings          | \$396,320                                | \$0  |
| <b>Total</b>              | <b>\$675,240</b>                         | <b>\$0</b>   |

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.



June 14, 2022

## City Manager Report – Liane Welch

- Met with Susan Wagner with the Community Action Team to understand the program. It is a complex program. This will be on the July 2022 City Council Agenda for discussion.
- Continue to work on the STR/TLT payment and accountability issues.
- Initiated the design of the Patterson Creek project; team consists of TBWC, ODFW, Bay City Arts Center, TEP, and Habitat Concepts
- Met with Cheryl Spellman from Hudson Insurance and have updated our coverage.
- David Mattison has successfully completed his 6-month probation. I have promoted him to City Planner and we will rely minimally on the Contract with 3J (Scott Fregonese).
- Once the budget is approved by Council, I will initiate the hiring of a Fire Division Chief.
- Completed the Personnel Policy and met with staff to go over the changes.
- Completed the Classification/Compensation Study
- Continue to work on the Development Ordinance Update
- Submitted a Grant to the Confederated Tribes of Siletz for 3 sets of turnouts to match the 4 turnouts budgeted in the Fire Department 22-23 budget.
- Working on the Presentation to OPRD for the Hiker/biker Patterson Creek project that is July 13, 2022. We have asked for \$320,000.
- Trying to schedule a One-Stop fiscal meeting with State Agencies for two projects; replacement of the Alderbrook water transmission lines, and Patterson Creek culvert replacement.



## Fire Department Report, June 2022

May: 16 Calls for service; 10 Medical, 4 Mutual Aid (2 Structure Fires, and 2 Motor Vehicle Accidents) 1 Controlled Burn, and 1 event (Open House)  
The Department completed a total of 854 hours in May. Our hours break down as follows: 473 training, 288 responding to calls for service, and 93 administrative.

### **Volunteer Activity and Status:**

19 Volunteers responded to calls for service in May.

Lieutenant Jacob Griffith responded to 94% of our calls for service followed by Firefighter Evan Saindon and Trainee Sweeney with 75%. Great Job!

Firefighter Saindon volunteered 86 hours in May. Trainee Sweeney was a close second with 80 hours. In the month of May we had eight volunteers with more than 40 hours for the month. Great Job everyone.

Acting Assistant Chief Kapiniak volunteered 62 hours and covered an additional 78 hours as on call Duty Officer.

We have one applicant in the on boarding process for a non response position.

Our current roster remains at 20.

**Training Program:**

Our recruit academy is nearing completion with an eye toward task performance evaluations in the near future.

We have been participating in company drills with Garibaldi fire to take advantage of a large commercial structure in the Port of Garibaldi.

We have also had several members complete wildland fire training for firefighter type II and firefighter Type 1. This training included a ff type II field day that was sponsored by Garibaldi Fire and Oregon Department of Forestry.

The FF type 1 field day was postponed until July to allow for more conducive weather for live fire conditions.

**Administrative:**

I completed 136 hours in April. Additionally, I covered 511.5 hours as on call duty officer.

I was able to take 3 days off in May.

I have assigned Division Chief Paulsen to complete our DPSST re accreditation, which is due by July 2022.

I have provided City Manager Welch with materials needed to on board any new Volunteer Members. We are planning to use our new applicant as a test of our on boarding process.



**Pre-Hospital EMS.**

We have scheduled a live training with our medical director for July.

Our EMS supplies remain a significant use of time and budget. I am looking toward using current volunteer officers to assist with medical inventory and out dates as well as other EMS service delivery issues.

**Fire Season:**

Absent extreme weather, we will be closing all debris burning within Tillamook County on July 15<sup>th</sup>. This will include open and barrel burning.

**Recruiting:**

I am continuing to reach out to the public for both responders and non-response volunteers. We could use five more to meet our expected Summer Call volume...

Respectfully,

Darrell Griffith  
Fire Chief  
Bay City Fire Department  
503 377-0233  
[firedept@ci.bay-city.or.us](mailto:firedept@ci.bay-city.or.us)

Pay Period: 5/01/22 thru 5/31/22

Payroll and Attendance  
May 2022

| Date             | in = No Points | Call Type  | Anderson Karl | Brennan, Shannon | Carr, Joseph | First, Richard | Franske, Angela | Griffith, Darrell A | Griffith, Darrell M | Griffith, Jacob | Harris, David | Kapiniak, Jon | Klay, Paul | Leipzig, Mitchell | Naranjo, Sarai | Paulsen, Blake | Rosenbaum, Hannah | Saindon, Evan | Saindon, Holly | Sigman, Bridget | Stacey, David | Sweeney, Greg | Tegoseak, Rockwell |      |        |
|------------------|----------------|------------|---------------|------------------|--------------|----------------|-----------------|---------------------|---------------------|-----------------|---------------|---------------|------------|-------------------|----------------|----------------|-------------------|---------------|----------------|-----------------|---------------|---------------|--------------------|------|--------|
| 5/4/2022         | D              |            | 2             | 2                | 2            | 2              | 2               | 2                   | 2                   | 2               | 2             | 2             | 2          | 2                 | 2              | 2              | 2                 | 2             | 2              | 2               | 2             | 2             | 2                  |      |        |
| 5/11/2022        | D              |            | 2             | 2                | 2            | 2              | 2               | 2                   | 2                   | 2               | 2             | 2             | 2          | 2                 | 2              | 2              | 2                 | 2             | 2              | 2               | 2             | 2             | 2                  |      |        |
| 5/18/2022        | D              |            | 2             | 2                | 2            | 2              | 2               | 2                   | 2                   | 2               | 2             | 2             | 2          | 2                 | 2              | 2              | 2                 | 2             | 2              | 2               | 2             | 2             | 2                  | 2    |        |
| 5/25/2022        | D              |            | 2             | 2                | 2            | 2              | 2               | 2                   | 2                   | 2               | 2             | 2             | 2          | 2                 | 2              | 2              | 2                 | 2             | 2              | 2               | 2             | 2             | 2                  | 2    |        |
| 5/4/2022         | OM             |            |               |                  |              |                |                 |                     | 1                   |                 |               | 1             |            |                   |                |                |                   |               |                |                 | 1             |               |                    |      |        |
| 5/25/2022        | OM             |            |               |                  |              |                |                 |                     | 1                   | 1               |               | 1             |            |                   |                | 1              |                   |               |                |                 | 1             |               |                    |      |        |
| 5/1/2022         | T              | Rope       |               |                  |              | 8              |                 |                     | 8                   | 8               |               | 8             |            |                   | 8              |                |                   | 8             | 8              |                 |               | 8             |                    |      |        |
| 5/3/2022         | T              | FF1-31     |               |                  |              | 3              | 3               |                     | 3                   | 3               |               | 3             |            |                   | 3              |                |                   | 3             | 3              |                 |               | 3             |                    |      |        |
| 5/10/2022        | T              | FF1-31     |               |                  |              | 3              | 3               |                     | 3                   | 3               |               | 3             |            |                   | 3              | 3              |                   | 3             | 3              |                 |               | 3             |                    |      |        |
| 5/14/2022        | T              | Haz Mat    |               |                  |              | 8              |                 |                     | 8                   |                 |               |               |            | 8                 | 1              |                |                   |               |                |                 |               | 8             |                    |      |        |
| 5/20 5/21        | T              | FF type 1  |               |                  |              | 10             |                 |                     | 10                  |                 |               |               |            | 10                |                |                |                   | 10            |                |                 |               | 10            |                    |      |        |
| 5/31/2022        | OD             | STA 31     |               |                  |              |                |                 |                     | 2                   | 2               |               |               |            |                   |                |                |                   |               |                |                 |               |               |                    |      |        |
| MAY EMT          |                |            |               |                  |              |                |                 |                     | 9                   |                 |               |               |            |                   |                |                |                   | 9             |                |                 |               |               |                    |      | 352    |
| on line training |                |            |               |                  |              |                |                 | 1                   |                     | 2               |               | 2             |            | 14                | 31             |                | 13                | 26            | 16             |                 |               | 16            |                    |      | 121    |
| 5/1/2022         | c              | Med        | 1             |                  |              | 1              |                 |                     | 1                   | 1               |               | 1             |            |                   |                |                |                   | 1             | 1              | 1               |               | 1             |                    |      |        |
| 5/2/2022         | c              | Med        |               |                  |              |                |                 | 1                   | 1                   | 1               |               | 1             |            |                   |                | 1              | 1                 | 1             | 1              |                 |               | 1             |                    |      |        |
| 5/2/2022         | c              | Med        |               |                  |              |                |                 |                     | 1                   | 1               |               | 1             |            |                   |                | 1              | 1                 | 1             | 1              |                 |               | 1             |                    |      |        |
| 5/6/2022         | c              | Med        |               |                  |              |                |                 |                     | 1                   | 1               |               | 1             |            |                   |                | 1              | 1                 | 1             | 1              |                 | 1             |               |                    |      |        |
| 5/7/2022         | c              | Open House | 5             | 8                | 7            | 8              | 8               |                     | 8                   | 8               |               | 8             |            | 8                 | 5              | 7              |                   | 8             | 8              |                 | 8             | 8             |                    |      |        |
| 5/7/2022         | c              | MA-31-MVA  |               |                  |              |                | 1               |                     | 1                   | 1               |               | 1             |            | 1                 |                |                |                   | 1             | 1              |                 | 1             | 1             |                    |      |        |
| 5/7/2022         | c              | Cont burn  |               | 1                |              |                | 1               | 1                   | 1                   | 1               |               | 1             |            | 1                 |                | 1              | 1                 | 1             | 1              |                 | 1             | 1             | 1                  | 1    |        |
| 5/8/2022         | c              | MA-13-F    |               |                  |              |                | 4               |                     | 4                   | 4               |               | 4             |            |                   |                |                |                   |               | 4              |                 | 4             |               | 4                  |      |        |
| 5/22/2022        | c              | Med        |               | 1                |              |                |                 | 1                   | 1                   | 1               |               | 1             |            |                   |                |                |                   |               |                | 1               | 1             | 1             |                    |      |        |
| 5/23/2022        | c              | Med        |               |                  |              |                |                 |                     | 1                   | 1               |               | 1             |            |                   |                | 1              |                   |               |                |                 | 1             | 1             |                    |      |        |
| 5/23/2022        | c              | Med        |               |                  |              |                |                 |                     | 1                   | 1               |               | 1             |            |                   |                | 1              |                   |               |                |                 | 1             | 1             |                    |      |        |
| 5/23/2022        | c              | MA-71-F    |               |                  |              | 5              | 5               |                     | 5                   | 5               |               | 5             |            | 5                 |                | 5              |                   | 5             |                |                 | 5             | 5             |                    |      |        |
| 5/24/2022        | c              | Med        |               |                  |              |                |                 | 1                   | 1                   | 1               |               | 1             |            |                   |                | 1              |                   | 1             | 1              |                 |               | 1             |                    |      |        |
| 5/25/2022        | c              | MA-31-MV   | 1             |                  |              | 1              | 1               |                     | 1                   | 1               |               | 1             |            | 1                 | 1              |                | 1                 | 1             | 1              |                 |               | 1             |                    |      |        |
| 5/27/2022        | c              | Med        |               | 1                |              |                |                 |                     | 1                   | 1               |               | 1             |            |                   |                | 1              | 1                 | 1             |                |                 |               | 1             |                    |      |        |
| 5/28/2022        | c              | Med        |               |                  |              |                | 2               |                     | 2                   | 2               |               | 2             |            |                   |                |                |                   | 2             |                |                 |               | 2             |                    |      | 288    |
| Station/Meetings |                |            |               |                  |              |                |                 |                     | 74                  |                 |               |               |            |                   |                | 19             |                   |               |                |                 |               |               |                    |      | 93     |
| Hours            |                |            | 15            | 13               | 13           | 53             | 36              | 13                  | 136                 | 71              | 2             | 49            | 0          | 62                | 57             | 47             | 31                | 86            | 54             | 2               | 27            | 80            | 7                  |      | 854    |
| % of calls       |                |            | 19%           | 25%              | 6%           | 25%            | 44%             | 25%                 | 81%                 | 94%             | 0%            | 62%           | 0%         | 31%               | 12%            | 50%            | 25%               | 75%           | 50%            | 12%             | 50%           | 75%           | 12%                |      |        |
| Min Drills       |                |            | y             | n                | y            | y              | y               | y                   | NA                  | y               | n             | y             | n          | y                 | y              | NA             | y                 | y             | y              | n               | y             | y             | n                  |      |        |
| W/C #            |                |            | y             | y                | y            | y              | y               | y                   | fc                  | y               | y             | y             | n          | y                 | y              | y              | y                 | y             | y              | y               | y             | y             | y                  |      | 19     |
| RATE             |                |            | EL            | FF1              | EL           | Trainee        | FF1             | FF1                 | N/A                 | LT.             | EL            | A Chief       | EL         | Trained           | Trained        | IGA            | Trained           | FF1           | Trained        | FF1             | LT.           | Trainee       | Trainee            |      |        |
| Stipend amount   |                |            | 20            | 0                | 20           | 0              | 25              | 25                  | N/A                 | 50              | 0             | 500           | 0          | 0                 | 0              | 0              | 0                 | 25            | 0              | 0               | 50            | 0             | 0                  |      | 715    |
| Point @ \$5 ea   |                |            | 8             | 6                | 5            | 17             | 15              | 8                   | N/A                 | 31              | 1             | 21            | 0          | 17                | 11             | 10             | 10                | 25            | 16             | 2               | 13            | 26            | 3                  | 245  | 1225   |
| Duty @ \$50      |                |            |               |                  |              |                |                 |                     | N/A                 |                 |               | 3.25          |            |                   |                | 0.75           |                   |               |                |                 |               |               |                    | 4.00 | 200.00 |

APP= applicant





June 14, 2022

## Fire Committee Report

1. We were successful in passing the Fire Department Fire Levy
2. We are working on the next steps
  - a. Will be part of the hiring process for the new Division Chief.
  - b. Work on the IGA with Garibaldi for training, equipment and Officers.
3. We have offered to help the City of Garibaldi with their upcoming Levy with information that was developed.

Water

- Radio read water meters continue to be installed
- All of the requirements from OHA have been met to drill well #3, more requirements are yet to be met to finish and connect the well to the system
- About 60% of the water meters have been GPS located to be put on the GIS system

Streets

- Potholes have been patched in the streets as time allows.
- Advanced Excavation was the low bidder for the paving project on Hayes Oyster Drive and 3<sup>rd</sup> Street

Wastewater

- Tillamook Country Smoker has been within permit, the last couple months they have discharged about 300,000 gallons to the City each month.
- Contract was sent to the low bidder Orr Inc for the Screen Project
- Still working thru the last of the issues in the new control panel equipment, the equipment is working well, it is a matter of getting the set points for each of the 6 levels of flow

Parks

- Graffiti continues to be less than normal
- Campground has been opened, RV camp sites have been improved with gravel pads, and a couple of the sewer connections were moved to make hooks up easier
- Camp host Kyndra Beebhiser has moved in, if you are in the park tell her hello

Misc.

- Several trees were cut down on Fern St. near 7<sup>th</sup> Street, some cut trees were from the City Right of Way, and some trees from neighbors property. Tree cutter has agreed to donate the \$800 value of the City trees to the Bay City Emergency Volunteers and move the trees to the public area near the recycle center for community firewood
- Power is being ran to the sign shop at Public Works, having lighting will improve work conditions
- Patterson Creek feasibility study has produced a couple options with how to proceed with the work and some estimates on each portion of the work with replacing the culverts, moving the water and sewer



# City of Bay City

---

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

June 14, 2022

## Bay City Emergency Volunteers

- Starter Emergency buckets are being distributed, Yeah!
- Don Backman is willing to take a leadership role. He is trying to recruit other leaders for the start of an organization.
- Councilor Wright will be the liaison from the Council to the BCEV.
- Continue to work on communications



# City of Bay City

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

## **BAY CITY PLANNING DEPARTMENT MONTHLY REPORT** **FOR MAY 2022**

### **1. Zoning/Building Permits (1)**

- 5395 High Street – new Single-family Dwelling (SFD)

### **2. Public Works Permits (1)**

- 5395 High Street – Drive/Road Approach

### **3. Sign Permits (1)**

- 9120 Fifth Street – Vintage Antiques

### **4. Land Use Application (2)**

- Request for amended Conditional Use Permit at 8140 Bewley Street (1S1002CA00500);
- Request for Replat at 1S1002CC00700 (NE Corner of Spruce and Elliot).

### **5. TGM Code Evaluation and Update Stakeholder Advisory Committee (SAC) May 18<sup>th</sup> Meeting**

- Review of TGM Code Evaluation and Code Update.

### **6. Planning Commission May 18<sup>th</sup> Hearing and Meeting**

- Setback Variance #V-2022-02 for Victor Moor at vacant property at 6<sup>th</sup> and B Street – **approved** unanimously with conditions for submittal and approval of Conditional Use for mixed development prior to development onsite.
- Review of TGM Code Evaluation and Code Updates at PC/CC Joint meeting.

### **7. Specific Tax Lot Questions/Inquiries (at counter, by phone or email)**

- Development Requirements for properties Bay Ridge Subdivision (11 questions/inquiries)
- Development Requirements for vacant property at 6th and B Street – from minimum house size, container homes, to sewer line location (9 questions/inquiries);
- Amended Permit, Development Requirement and Fire Life Safety review for 8504 Bay Front lane (7 questions/inquiries);
- Development, Demolition, Tree Removal, Partition, and Access Requirements for 6780 McCoy (6 questions/inquiries);
- Sign Permit Process Driveway access and Drainage Requirements for 6500 Williams PSI Signs (5 questions/inquiries);
- Development Requirements for properties at Clam/ Salmon/Elliot (4 questions/inquiries)
- Development Requirements for property at Hobsonville Point Road and Pennsylvania Street (4 questions/inquiries);
- Development Requirements for Bay Street and Hendricks/High Street and First/Hendricks and 4<sup>th</sup> - Road and Sewer Improvements (3 questions/inquiries);
- Request for a list of Contractors (No list of Contractors with City);
- Fence Requirements in City and possible height variance;
- Development Requirements for property at 7th between Portland and Seattle
- Permit Requirements in City for interior remodeling;
- Review of request for combination of Lots at 1st and Pacific;
- Inquire regarding City Hall Rental and City Hall Use;
- Development Requirements for property at 9th and D regarding Right-of-Way Permit and depth to sewer line;

- Site Prep Requirements in City and list of permits required for site prep;
- Development Requirements for property at 9th and 101;
- Development requirements for a duplex on combined lots;
- Park Requirements for Picnic at City Park referred to County Health;
- Address Question and Address Correction from 4755 to 7455 Baseline;
- Development Submittal Questions for property at NE corner of Spruce and Elliot;
- List of Surveyors, Environmental Specialists, Geotech Engineers and applications;
- Development Requirements for property at 7th and Seattle/101 for RV pad;
- Placement requirements for Manufactured Home on property;
- Description of Lot Coverage in MI Zone of Lot Coverage;
- Development Requirements for property at 8th and Portland;
- Review of Wetlands and Road Improvements for property at 13th and Trade;
- Camping, Temporary Uses and Storage In City;
- Review of Stream setback of lots at 9560 5th Street;
- Development Requirements for 8th and D Manufactured Home requirements and geological hazard requirements;
- Site Conditions review for property at end of Seattle for Water hook-up, wetlands location;
- Conditional Use Permit Questions for Williams and Bewley CUP questions
- CUP Review for property at Williams and Bewley;
- Review of Lot Dimensions for property at 9615 9<sup>th</sup>;
- Geological Report Requirements at NE corner of Spruce and Elliot;
- Wetlands location questions and DSL review for property at 13th Street and Madison Street;
- Garage standards and geologic hazard required at Seattle and 19<sup>th</sup>;
- Lot Line Adjustment for property at 13<sup>th</sup>;
- Driveway Requirements for property at 6755 Seattle;
- Road Improvements required for property at 10th and Portland;
- Address Question for property at Seattle and 15<sup>th</sup>;
- Flood Permit review for property at 4555 Clam Street:
- Development requirements for property at Elliot and Spruce;
- Development requirements for property at 19th and Seattle;
- Tree Removal requirements for property at 13th and Madison;;
- Development Requirements and Fees for property at 2nd and High;
- Illegal tree Removal and leveling of site review for property at 7th and Salem;
- Demolition Permit requirements for property at 7455 Baseline;
- RV Placement and Permit issues for property at 8504 Bay Front Lane;
- Review of Retaining Wall at 10030 4th Street;
- Review of Operation/Construction Hours 7-sunset;
- Manufactured Home Requirements for property at 13th Street;
- Development Requirements for property at 12100 8th Street;
- Duplex Development for property at 6755 Seattle;
- Building Questions for property on 7<sup>th</sup> Street;
- Property and Driveway Requirements for properties at 5525 Ocean and 5510 Pacific;
- Demolition Requirements and County requires for Asbestos Report;
- Address Question for property at 9155 7th Street Request to change address to a D Street Address;
- Sign Permit for property at 9120 5th Street;
- Tree Removal for property at 9970 7<sup>th</sup>;
- Development Requirements for property zoned HI with wetlands at 2nd and 101;
- Lot Location for property at 9900 8th Place;
- Water Payment Review for property at Doughty and Lucy Lane Outside City Limits;
- SDC Payment and Development Requirements for property at 10th and Tillamook;
- Sewer and Water Requirements and location for property at 11th and Main;



## 8. Land Use Applications

- Conditional Use Permit Request for property located at 8140 Bewley Street (notice sent out to adjacent property owners, May 25<sup>th</sup>, 2022);
- Replat Request at 1S1002CC00700 (NE Corner of Spruce and Elliot) (handled administratively).

## 9. Meetings involving Planning Department

- May 4<sup>th</sup> – Pre-Application Ralph McRae regarding reuses at 8140 Bewley;
- May 4<sup>th</sup> – Zoom Meeting with State Grant Coordinator Laura Buhl re TGM project;
- May 10<sup>th</sup> – Meeting with Bay Ridge HOA President Mick Dressler to discuss Bay Ridge Subdivision approval and further review and specific lot Height Limits and other requirements;
- May 11<sup>th</sup> – Interview for Fencepost In Headlight Herald;
- May 12<sup>th</sup> – Meeting with Jasper Lind regarding Planning Commission chair duties and process;
- May 16<sup>th</sup> – Meeting with Gary Frey regarding adjacent lot development and variance request;
- May 16<sup>th</sup> – Meeting with DLCD Grant Coordinator regarding website development for TGM Grant Code Update;
- May 17<sup>th</sup> – Tillamook County Natural Hazard Mitigation Plan Monthly Meeting;
- May 18<sup>th</sup> – Stakeholder Advisory Committee Meeting regarding TGM Code Updates;
- May 18<sup>th</sup> – Joint City Council-Planning Commission Meeting regarding TGM Code Updates;
- May 26<sup>th</sup> – DLCD North Coast Planners' Forum;
- May 31<sup>st</sup> – FEMA CAV Review Meeting with Mitch Paine via Zoom.
- May 31<sup>st</sup> – Correspondence with Darron Hayden regarding Engineering documents for breakaway walls at 4555 Clam Street.

### Upcoming June 15<sup>th</sup> Meetings

- Planning Commission Hearing: 7 pm, June 15<sup>th</sup>
  - Conditional Use Permit Request CU-2022-02 – McRae 8140 Bewley Street;
  - Review of amended STR standards.

## 10. Counterwork

- Permitting, Land Use and public facility questions at counter (9);
- Land Use application submittals at counter (1 – sign permit); and
- Permit submittals at counter (1 – conditional use permit request).

**BAY CITY BUDGET MEETING**  
**May 2, 2022 5:30 PM**

Members Present: Mayor David McCall, Councilors Kathy Baker, Tom Imhoff, Melissa Rondeau, Tim Josi, Helen Wright

Staff Present: City Manager Liane Welch, City Recorder Lindsey Gann, Public Works Director Roy Markee and Fire Chief Darrell Griffith

Budget Committee: Shaena Peterson, Pat Vining, Mike Rawson and Greg Sweeney, Bob Miles, Amanda Stanaway

The meeting was called to order at 5:30PM

---

1. ELECTION OF BUDGET CHAIR: Motion by M. Rawson and seconded by P. Vining to elect Shaena Peterson as the Budget Committee Chair. Motion carried 11-0.
2. READING OF THE BUDGET MESSAGE. Shaena Peterson suggested a reading of highlighted areas of the twelve-page budget message. City Manager Welch presented a brief overview of the budget message for the 2022-2023 fiscal year, proposed budget is \$9,113,334. City Manager Welch explained that SDC fees have previously been transferred into the operating budget and for future use will be restricted to capital improvement projects only. She stated there is a correction to the Fire Relocation reserve fund amount in the budget message. The fire relocation total should state \$140,500 not \$118,900. Debt service total is \$843,555.
3. BUDGET DISCUSSION:
  - A. GENERAL FUND (100-10)
    - a. City Manager Welch presented an overview of the General Fund, cash on hand is \$347,227 and \$68,000 for the TLT fund. Line 19 shows an additional \$155,837 for Covid relief funds.
    - b. Park camping will reopen after being closed the past 2 years due to covid and have an estimated \$6500 in budgeted resource. General fund includes a **\$15,000 grant** received from Bay City TLT. M. Rawson asked if there are restrictions on the Covid funding. Manager Welch explained there is a list of items that are allowed, and Council will make a final decision, but she is proposing it be used for infrastructure.
    - c. G. Sweeney asked if the covid funding needs to be used in a certain time frame. Manager Welch explained we have several years to spend the funds, believes the deadline is 2024. M. Rawson asked if funds could be used for the park re-design. Manager Welch explained they are still working on the masterplan for the park.

- d. Manager Welch explained the General Fund expenditures, increase to office supplies to replace the copy machine at City Hall, and an increase to building repairs and maintenance for repairs to the Fire Hall and City Hall office.
  - e. B. Miles asked about the cost of health insurance being low, Finance Director Gann explained the cost of health insurance is divided between all funds, the general fund is showing only a portion of the total cost for health insurance.
  - f. Motion to approve General Fund pages 1-2 by D. McCall and seconded by K. Baker.
  - g. Motion Passes 11-0
- B. POLICE/CODE ENFORCEMENT
- a. No items to discuss, fund will be closed out in the following fiscal year.
  - b. Motion to approve page 3 by B. Mile seconded by H. Wright.
  - c. Motion Passes 11-0
- C. FIRE DEPARTMENT (100-30)
- a. Chief Griffith gave a brief overview of the Fire Budget. T. Josi asked if the transfer in on line 10 is from the General Fund, Manager Welch stated it does come from the General Fund along with the current year tax percentage.
  - b. Chief Griffith gave a brief overview of the Fire Expense and explained the cost increase to personnel services is due to the addition of a full time Division Chief position.
  - c. T. Imhoff asked for an explanation on the increase to line 20. Chief Griffith explained the Fire Department will no longer receive supplies from Adventist Health which increased the expenses in line 16 – First Aid Supplies. The cost of fuel has caused an increase in fuel expenses. Line 20 will decrease with the onboarding of the Division Chief and the removal of the IGA expense with Garibaldi Fire Department.
  - d. P. Vining asked if the new radio system presented by the County will be in effect by the Fiscal Year 22-23. Chief Griffith explained it will not be in effect, it is still in the planning phase.
  - e. Chief Griffith explained on page 6, the transfer to the Fire Apparatus Reserve Fund does not cover the full cost of the payment for the TLC Loan on page 25.
  - f. D. McCall asked for further explanation on the transfer not covering the full payment. Finance Director Gann explained there are funds available in the Reserve Fund to cover the cost of the loan payment, did not transfer the full loan payment amount out of the fire operating fund.
  - g. Motion to approve pages 4-6 of the Fire Budget by M. Rawson, seconded by A. Stanaway.
  - h. Motion passes 11-0

- D. RECREATION FUND (100-50)
  - a. Manager Welch gave a brief explanation of the Recreation Fund. There is an increase to the expense line for supplies with opening the campground. Line 18 are the expenses proposed for improvements to the park from the grants received.
  - b. Motion to approve page 7, Recreation Fund by K. Baker, seconded by P. Vining.
  - c. Motion Passes 11-0
  
- E. TRANSIENT LODGING TAX (100-60)
  - a. Manager Welch presented the TLT fund, 70% of the TLT funds received are for Tourism Grants and 30% is placed into the General Fund.
  - b. Motion M. Rawson and seconded by A. Stanaway to approve page 8.
  - c. Motion passes 11-0
  
- F. PLANNING & DEVELOPMENT (100-70)
  - a. Manager Welch gave a brief overview of the planning and development fund.
  - b. Changes include the addition of a planning technician who will be promoted to a planner after his probationary period which will decrease the cost of contracted planner.
  - c. There is also an increase to the professional fees to include the cost of GIS services.
  - d. Motion by K. Baker to approve page 9, seconded by M. Rawson.
  - e. Motion Passes 11-0
  
- G. GENERAL SERVICES (100-90)
  - a. Manager Welch gave a brief overview of the General Services expenditures.
  - b. There is a proposed decrease in legal fees. Manager Welch also explained that she proposes increasing the unappropriated funds for savings. Currently proposing \$35,000 to be placed in unappropriated for future use and to increase the unappropriated saving amount each year.
  - c. Motion to approve pages 10-12, which includes the summary pages for the entire general fund, by T. Josi and seconded by D. McCall.
  - d. Motion passes 11-0
  
- H. STREET AND DRAINAGE FUND (200)
  - a. R. Markee gave a brief overview of the Street and Drainage Fund.
  - b. Line 8 includes an SCA Grant that will be received for a paving project on Hayes Oyster and Third St. There is also a transfer from the reserve fund to assist with the cost of the project.
  - c. R. Markee gave a brief overview of the expenditures, line item 30 includes costs for a feasibility study for Patterson Creek which is split between 4 funds. Page 15 line 3 is the expense line for the paving

- project.
  - d. Motion to approve pages 13-15 by B. Miles, seconded by M. Rawson.
  - e. Motion passes 11-0
- I. HOUSING REHABILITATION FUND (201)
- a. Manager Welch explained the fund is currently managed by CAT and she is proposing to the council that the City begin managing the funds directly.
  - b. Funds are to be used as a revolving loan fund which is only repaid upon the death of the owner or the sale of the home.
  - c. B. Miles asked where the funds originated from. P. Vining explained it was originally a grant received from the State. H. Wright stated the last time the funds have been distributed was around 2018.
  - d. Motion to approve pages 16-17, Housing Rehabilitation Fund by T. Josi and seconded by B. Miles.
  - e. Motion passes 11-0
- J. KILCHIS WATER BOND (300 11/12)
- a. Finance Director Gann explained the bond has been paid, page needs to stay in the budget until the historical data time has passed.
  - b. Motion to approve M. Rawson, seconded by D. McCall.
  - c. Motion passes 11-0
- K. SEWER BOND (301 11/12)
- a. Manager Welch explained the fund is for the Sewer Bond debt which are two 4.5% loans. Manager Welch asked if the committee would like to pay additional on the loan to pay the debt down earlier.
  - b. There is \$67,850 available in the fund. Manager Welch asked if the committee would like to propose an additional amount to pay towards the principal of the loans.
  - c. Motion by B. Miles to approve page 19 with an additional \$10,000 to be paid towards the principal of the loans, seconded by T. Josi.
  - d. Motion passes 11-0
- L. DEQ MIXING ZONE AND SEWER FACILITIES PLAN LOAN REPAYMENT (302 21/22)
- a. Manager Welch gave a brief overview of the fund resources and expenditures. Expenditures are for DEQ loans and repayment amounts. Payment totals are \$44,586.
  - b. Motion to approve page 20 by T. Josi, seconded by H. Wright.
  - c. Motion passes 11-0
- M. STREET RESERVE (400 13/24/25)
- a. Finance Director Gann explained that the reserve funds need to be reviewed every 10 years.

- b. Due to the dates recorded on the previous budget she has been unable to determine if reserve funds have been reviewed in the past or need review.
- c. Proposes that all reserve funds be reviewed during the 2022-2023 budget meeting to ensure all funds have had their review as required. She will note the year reviewed and will note the year a mandatory review is due next.
- d. Motion by K. Baker to approve page 21, seconded by D. McCall
- e. Motion passes 11-0
  
- f. Motion by D. McCall to continue the Street Reserve Fund as reviewed, seconded by K. Baker.
- g. Motion passes 11-0
  
- N. STREET TRUST RESERVE (400-17)
  - a. Manager Welch gave a brief overview of the fund.
  - b. Motion by T. Josi to approve page 22, seconded by T. Imhoff.
  - c. Motion passes 11-0
  - d. Motion by K. Baker to continue the Street Trust Reserve fund for 1 year, seconded by M. Rawson.
  - e. Motion passes 11-0
  
  - f. Motion by M. Rawson to approve page 23, street summary, seconded by B. Miles.
  - g. Motion passes 11-0
  
- O. BAY CITY EQUIPMENT RESERVE (401-13)
  - a. Manager Welch gave a brief overview of the fund. Transfer in of \$30,000 from BC Water, Sewer, and Water funds to put towards capital outlay purchases.
  - b. Director Markee noted a discrepancy in the transfer amount, he shows \$8,000 coming from BC Water. Page 31 shows the transfer out of \$8,000 not \$10,000 from BC Water.
  - c. Finance Director Gann will correct the Bay City Equipment Reserve fund transfer in to \$28,000 and correct line 4 of the requirements to \$38,101.
  - d. Motion by B. Miles to approve page 24 as corrected, seconded by H. Wright.
  - e. Motion passes 11-0
  
  - f. Motion by T. Josi to continue the Bay City Equipment reserve fund, seconded by K. Baker.
  - g. Motion passes 11-0
  
- P. FIRE APPARATUS & RELOCATION RESERVE (402-13/19)
  - a. Manager Welch explained a scrivener error on page 25 line 11 and 12.

Line 11 should state \$53,950, line 12 should state \$140,500.

- b. Fire Chief Griffith explained the fund is used for equipment loan payments and saving for the fire department relocation.
- c. T. Imhoff questioned the status of the fund and the relocation of the fire department.
- d. Chief Griffith stated that the fund was established to create the match amount that may be needed for a grant in the future.
- e. Motion by T. Josi to approve page 25 with corrections to lines 11 and 12. Seconded by B. Miles.
- f. Motion passes 11-0
  
- g. Motion by D. McCall to continue the reserve fund, seconded by T. Imhoff.
- h. Motion passes 11-0

Q. PARK & RECREATION RESERVE (404-13)

- a. Manager Welch explained the purpose of the reserve fund.
- b. Motion by B. Miles to approve page 26, seconded by T. Josi.
- c. Motion passes 11-0
  
- d. Motion by B. Miles to continue the reserve fund for one year and review again in 2023, seconded by D. McCall.
- e. Motion passes 11-0

R. FOOTPATHS & BIKE TRAILS (405-13)

- a. Manager Welch explained the purpose of the fund.
- b. Motion by K. Baker to approve page 27, seconded by D. McCall.
- c. Motion passes 11-0

S. BAY CITY WATER OPERATING FUND (600-00)  
BAY CITY WATER RESERVE FUND (600 13/14)

- a. R. Markee gave an overview of the Bay City Water Fund and the reserve fund.
- b. Building has increased and more SDC fees have been received.
- c. Received ARPA funding to purchase new meters in 2021-2022.
- d. Water rate study planned for 2022-2023 fiscal year and the cost is split between different funds.
- e. Motion by T. Josi to approve pages 28-33, seconded by K. Baker
- f. Motion passes 11-0

T. BAY CITY WATER SYSTEM FUND (601-00)  
BAY CITY WATER SYSTEM RESERVE (601-13)

- a. R. Markee gave an overview of the Bay City Water System Fund and the Reserve Fund. Percentage of water usage is itemized on page 34.
- b. Proposed to the Kilchis Water District to add two capital payments, one for \$30,000 per year for five years for repairs to the well and buildings. Second

payment will be \$50,000 per year for twenty years to create match funds available for future grants that will be used for capital improvements.

- c. Motion B. Miles and seconded by H. Wright to approve pages 34 – 39.
  - d. Motion passes 11-0
- U. SEWER OPERATING FUND (602-00)  
SEWER – WASTEWATER EXPANSION (602-14)  
SEWER – WASTEWATER EQUIP RESERVE (602-15)  
SEWER – SLUDGE REMOVAL RESERVE (602-16)
- a. R. Markee gave an overview of the sewer operating fund, and the sewer reserve funds.
  - b. Cash on hand has increased due to the \$450,000 received from ARPA.
  - c. Operating fund includes expense for the loan on the screens. Loan amount is for \$300,000 and is 50% forgivable.
  - d. Motion by K. Baker to approve pages 40-47, seconded by B. Miles.
  - e. Motion passes 11-0
4. PUBLIC HEARING: State Revenue Sharing / Possible Uses
- a. S. Peterson opened the public hearing on the use of the State Revenue Sharing Funds.
  - b. The City received no public comments.
  - c. Motion P. Vining and seconded by K. Baker to take part in State Revenue Sharing Program.
  - d. Motion passes 11-0
5. APPROVAL OF TAXES LEVIED
- a. Discussion was held on the proposed taxes to be levied. The total proposed taxes were at a rate of \$2.57 per thousand. This includes the Permanent Tax Rate 1.5375, Public Safety Levy \$.90, and the Sewer Bond \$.14.
  - b. 2022-23 FY will be the fifth year of the 5-year Public Safety Levy at \$.90.
  - c. Motion by K. Baker to approve the proposed tax rate, seconded by M. Rawson.
  - d. Motion passes 11-0
  - e. S. Peterson closed the public hearing.

Motion by H. Wright to adjourn the budget meeting.

---

Lindsey Gann, Budget Officer



## **BAY CITY COUNCIL WORKSHOP**

MAY 9, 2022

5:30 P.M.

Members Present: Mayor McCall, Councilor Kathy Baker, Councilor Tom Imhoff, Councilor Helen Wright, Councilor Melissa Rondeau, Councilor Wendy Krostag

Staff Present: City Manager Liane Welch, Fire Chief Darrell Griffith, Public Works Director Roy Markee, and City Recorder Lindsey Gann

Others present: Bob Miles, Greg Sweeney, Mike Rawson, Pat Vining, Cathy Manis

**A. Call to Order at 5:32 p.m.**

**B. Visitor Propositions (Public Comment on Non-Agenda Items)**

None

**D. Committee, Department, and Staff Reports**

**a. City Manager:**

- Manager Welch presented the staff report for City Hall. The city was successful in receiving a \$75,000 from Visit Tillamook Coast (VTC). The city also applied for a \$320,000 grant from State Parks. VTC needs a signature on the agreement and Liane will be looking for approval from the council to sign the agreement at the Council Meeting tomorrow night. The agreement must be signed and returned by June 1<sup>st</sup>, 2022.
- Greg Sweeney asked what would happen if the city were not approved for the \$320,000 grant that the city applied for? Manager Welch explained the funds can still be used for the restoration to Patterson Creek and the city will reapply for the parks grant.
- Pat Vining asked if the city is allowed to spend the money before being awarded the parks grant. Manager Welch stated she would confirm that the match money for the parks grant is allowed to be used prior to the awarding of the parks grant.
- Completed the FY 22-23 budget, and the budget committee met on May 2<sup>nd</sup>, 2022, to review and approve the budget.
- The ARPA funding report has been submitted and the \$1,000 donation to CARE has been sent.
- A Stakeholders meeting will be held on May 18<sup>th</sup> from 4:00 pm-5:30 pm to discuss the DLCD development code update phase 2.
- A joint City Council and Planning Commission meeting will follow from 6 pm-7 pm.
- Manager Welch is updating the personnel Handbook, presented a copy to the council to review.
- Manger Welch is working on the project descriptions for the one stop meeting with Business Oregon.
- Met with the water districts to discuss the FY 22-23 budget.

**b. Finance Director/City Recorder Report:**

No report

**c. Fire Department:**

- City Manager Welch presented the Fire Department report.
- The department responded to 16 calls for service, 13 medical, 1 commercial structure fire, 1 law enforcement assist, and 1 citizen assist.
- Manager Welch would like to thank the Fire Department and everyone who volunteered for the BBQ
- Trainee Sweeney, volunteered 106 hours in April
- Lieutenant Griffith volunteered 101 hours and responded to 100% of the calls for service.
- Asst Chief Kapiniak volunteered 46 hours and covered an additional 108 hours as on call Duty Officer.
- Recruit training continues Saturdays and Tuesdays.
- Division Chief Paulson will resume the recruit training after completing his EMS class in the near future.
- Mayor McCall asked for clarification regarding the closure of a pharmacy mentioned in Chief Griffith's report. Chief Griffith clarified it is the providence pharmacy in Seaside, which the department orders medical supplies from.

**d. Fire Committee Report:**

- Manager Welch presented the Fire Committee report.
- A town hall meeting was held on April 23 to discuss the upcoming election and levy.
- Greg Sweeney completed the mailing of flyers to residents.
- 48 signs were placed throughout Bay City for the upcoming levy.

**e. Public Works:**

- Manager Welch presented the public works report.
- Crew continues to replace meters
- A chlorine pump at well #1 was having issues and a new peristolic style pump was installed.
- The motorhome that was abandoned on a city street has been removed and is being stored at Public Works.
- Public Works Director Markee gave a presentation regarding the sewer laterals in Bay City.
  - Sewer laterals are the pipes that leave the homeowners house and connect into the main line.
  - Ord 516 sec 22 states the city can tell owners to replace their sewer lateral if they have excessive leaks.
  - Would like to put a program together to inform homeowners that need to replace their sewer laterals.
  - Project plan suggestions are included for the councils review and input.

**f. Emergency Preparedness**

- Manager Welch presented the emergency preparedness report.

- Handed out 4 radios to members.
- Buckets were handed out at the BBQ open house. Will discuss a plan to deliver the remaining buckets at the next meeting.
- Next meeting Monday May 16, 2022, 5:30 pm at Ad Montgomery Community Hall.

**g. Planning Department:**

- Manager Welch presented the planning department report
- Planning office is extremely busy, 14 calls in one day.
- Joint Next Planning Commission/City Council meeting May 18, 2022, 6:00 pm at Ad Montgomery Community Hall

**E. Minutes**

- a. Council Workshop - April 11, 2022
- b. Regular Council Meeting - April 12, 2022
  - Mayor McCall requested further information to be included in the future in the minutes.

**F. Treasurers Report**

- No public comments or questions

**G. Bills against the City**

- No questions or comments, file for the auditors.

**H. Unfinished Business**

- a. Franchise Agreement with Tillamook Peoples Utility District. Franchise fee increased from 4- 5%.
  - Manager Welch met with Bill Bassett from PUD to discuss where and when they spray.
  - Five areas are sprayed by PUD once or twice a year.
  - Bassett agreed to inform the people who he sees in the area during spraying if possible.
  - Mike Rawson asked what is being sprayed. Manager Welch explained they are spraying weeds and blackberries around the facilities.

**I. New Business**

- Manager Welch stated she will be requesting authorization to sign the VTC Contract at tomorrow's meeting.

**J. Mayor's Presentation**

- None

**K. Council Presentation**

- None

**L. Attorney Presentation**

- None

---

David McCall, Mayor

---

Lindsey Gann, City Recorder

## **BAY CITY COUNCIL MEETING**

MAY 10, 2022

6:00 P.M.

Members Present: Mayor McCall, Councilor Kathy Baker, Councilor Tom Imhoff, Councilor Helen Wright, Councilor Melissa Rondeau, Councilor Wendy Krostag arrived at 6:17 p.m.

Staff Present: City Manager Liane Welch, Public Works Director Roy Markee, and City Recorder Lindsey Gann

Others present: Heidi Luquette, Eric Swanson, Pat Papineau, Jody Dailey, Bob Miles, Greg Sweeney, Mike Rawson, Angela Maris, Ralph McRae

### **A. Call to Order, Pledge of Allegiance, Roll Call**

### **B. Visitor Propositions (Public Comment on Non-Agenda Items)**

- Jody Dailey – Reminder that the newspaper deadline for her is Tuesday nights by 10 p.m.
- Hiedi Luquette with Tillamook Bay Community College was present to encourage voters to vote in the upcoming election. Gave a brief explanation of the TBCC ballot measure 29-165 for a healthcare education building. Plans to include specialized labs, additional classrooms, offices, and special occasions room.
  - TBCC is the only Community College in Oregon without a nursing program.
  - Proposed measure will be .19/\$1000 of assessed value.
  - Will address the need for nursing, EMT, and other healthcare.
- Eric Swanson, the president of the Tillamook Adventist Health, addressed the council to advocate in favor of measure 29-165.
  - Adventist health currently has 63 open positions.
  - Approximately a 12% shortage in nurses.
  - Transferring patients due to the shortage.
  - Measure will be a benefit for all health organizations and first responders.
  - Councilor Baker asked why patients are being transferred. Swanson responded that the 3 main reasons are:
    - Higher level of care is needed.
    - Staffing shortage.
    - Bed shortage.
- Councilor Baker asked about the capacity of the program. Luquette stated it will be 1 facility member per 8 students.

- Pat Papineau, TBCC Foundation Board Member, addressed the council to advocate in favor of measure 29-165
  - Stated there has been positive feedback from the community.
  - Program will be accredited.
  - Able to have stackable credentials.

**C. Presentation of Al Griffin Memorial Park Master Plan, Jessel Champoux, Shapiro/Didway:**

- Jessel Champoux gave a presentation of the Al Griffin Memorial Park Master plan.
- 3 concepts were created and refined from public comments.
- Current Park is not meeting the current need of the community.
- There was community engagement from approximately 275 people.
- Jessel presented the final plans to council for updates to the playground area, skate park, and campground.
  - Councilor Imhoff asked if modifications could be made in the future. Champoux explained modifications can be made as the updates will be performed in phases.
  - Councilor Wright asked if the play equipment would be handicap accessible. Champoux explained there will be handicap accessible play structures.
- Motion by Councilor Krostag to approve the masterplan, seconded by Councilor Wright.
- **Motion passes 6-0**

**D. Committee, Department, and Staff Reports**

**a. City Manager:**

- Manager Welch presented the staff report for City Hall at the council workshop.
- The city was successful in receiving a \$75,000 grant from Visit Tillamook Coast (VTC). VTC needs a signature on the agreement and Manager Welch is requesting approval from the council to sign the agreement.
- Motion from Councilor Baker to approve Manager Welch to sign the VTC Agreement, seconded by Councilor Wright.
- **Motion passes 6-0**

**b. Finance Director/City Recorder Report:**

- No report

**c. Fire Department:**

- City Manager Welch presented the Fire Department report at the council workshop, copy of the report is in the packet.

**d. Fire Committee Report:**

- Manager Welch presented the Fire Committee Report at the council workshop, copy of the report is in the packet.

**e. Public Works:**

- Manager Welch presented the public works report at the council workshop, copy of the report is in the packet.
- f. Emergency Preparedness**
  - Manager Welch presented the emergency preparedness report at the council workshop, copy of the report is in the packet.
- g. Planning Department:**
  - Manager Welch presented the planning department report at the council workshop, copy of the report is in the packet.
  - Joint Next Planning Commission/City Council meeting May 18, 2022, 6:00 pm at Ad Montgomery Community Hall
- E. Minutes**
  - a. Council Workshop - April 11, 2022
  - b. Regular Council Meeting - April 12, 2022
    - Motion from Councilor Baker to approve the minutes as written, seconded by Councilor Imhoff.
    - **Motion passes 6-0**
- F. Treasurers Report**
  - No public comments or questions
- G. Bills against the City**
  - No questions or comments from the public
  - Bills against the city in the amount of \$130,097.92
  - Motion by Councilor Baker to approve the bills against the city, seconded by Councilor Imhoff.
  - **Motion pass 6-0**
- H. Unfinished Business**
  - a. Franchise Agreement with Tillamook Peoples Utility District. Franchise fee increased from 4- 5%.
    - Manager Welch presented the franchise agreement to the council at the council workshop.
    - Motion by Councilor Josi to approve and sign the agreement, seconded by Councilor Imhoff
    - **Motion passes 6-0**
- I. New Business**
  - None
- J. Mayor's Presentation**
  - League of Oregon Cities meeting was well attended when hosted by Bay City.
  - Next LOC meeting will be August 5<sup>th</sup> in Clatskanie.

**K. Council Presentation**

- None

**L. Attorney Presentation**

- None

Motion by Councilor Baker to adjourn at 7:35 p.m., seconded by Councilor Imhoff

---

David McCall, Mayor

---

Lindsey Gann, City Recorder

DRAFT

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

Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2022-11 Ending May 31, 2022

| Account Number                              | Current<br>Budget | Current<br>Actual   | Annual<br>Budget       | YTD<br>Actual          | Remaining<br>Budget Amount |
|---|-------------------|---------------------|------------------------|------------------------|----------------------------|
| <b>Revenues</b>                             |                   |                     |                        |                        |                            |
| <b>Non-Departmental Revenues</b>            |                   |                     |                        |                        |                            |
| 100-00-4005 Property Taxes - Current        | \$ 0.00           | \$ 0.00             | \$ 210,449.00          | \$ 207,124.52          | \$ 3,324.48                |
| 100-00-4010 Property Taxes - Prior Years    | 0.00              | 0.00                | 7,000.00               | 3,900.40               | \$ 3,099.60                |
| 100-00-4105 Liquor Tax                      | 0.00              | 2,140.90            | 23,000.00              | 24,292.67              | \$ (1,292.67)              |
| 100-00-4110 Cigarette Tax                   | 0.00              | 0.00                | 1,200.00               | 986.49                 | \$ 213.51                  |
| 100-00-4205 Licenses                        | 0.00              | 50.00               | 800.00                 | 1,210.00               | \$ (410.00)                |
| 100-00-4210 Dog Licenses/Fines              | 0.00              | 7.50                | 150.00                 | 232.50                 | \$ (82.50)                 |
| 100-00-4305 Franchise Fees                  | 0.00              | 6,803.21            | 13,000.00              | 39,796.57              | \$ (26,796.57)             |
| 100-00-4306 Franchise Fees / Dedicated      | 0.00              | 0.00                | 17,000.00              | 15,719.23              | \$ 1,280.77                |
| 100-00-4400 Grant Revenue                   | 0.00              | 0.00                | 0.00                   | 1,000.00               | \$ 0.00                    |
| 100-00-4510 State Revenue Sharing           | 0.00              | 3,383.52            | 15,000.00              | 18,355.77              | \$ (3,355.77)              |
| 100-00-4605 Hall Rental                     | 0.00              | 375.00              | 200.00                 | 1,675.00               | \$ (1,475.00)              |
| 100-00-4650 Transient Lodging Tax           | 0.00              | 0.00                | 15,000.00              | 24,890.91              | \$ (9,890.91)              |
| 100-00-4800 Miscellaneous                   | 0.00              | 1,305.00            | 2,000.00               | 25,086.56              | \$ (23,086.56)             |
| 100-00-4805 Earnings on Investments         | 0.00              | 0.00                | 2,000.00               | 1,090.68               | \$ 909.32                  |
| 100-00-4850 Code Enforcement Fines          | 0.00              | 0.00                | 100.00                 | 0.00                   | \$ 100.00                  |
| 100-00-4990 Beginning Fund Balance          | 0.00              | 0.00                | 265,000.00             | 269,233.04             | \$ (4,233.04)              |
| <b>Total Non-Departmental Revenues</b>      | <b>0.00</b>       | <b>14,065.13</b>    | <b>571,899.00</b>      | <b>634,594.34</b>      | <b>(62,695.34)</b>         |
| <b>Fire Revenues</b>                        |                   |                     |                        |                        |                            |
| 100-30-4005 Property Taxes - Current        | 0.00              | 0.00                | 123,189.00             | 127,823.35             | \$ (4,634.35)              |
| 100-30-4010 Property Taxes - Prior Years    | 0.00              | 0.00                | 1,500.00               | 1,945.42               | \$ (445.42)                |
| 100-30-4520 Intergovernmental Agreements    | 0.00              | 0.00                | 3,000.00               | 1,727.05               | \$ 1,272.95                |
| 100-30-4800 Miscellaneous                   | 0.00              | 5.00                | 9,000.00               | 8,005.00               | \$ 995.00                  |
| 100-30-4805 Earnings on Investments         | 0.00              | 0.00                | 1,200.00               | 471.22                 | \$ 728.78                  |
| 100-30-4930 Transfers In                    | 0.00              | 0.00                | 115,238.00             | 115,238.00             | \$ 0.00                    |
| 100-30-4990 Beginning Fund Balance          | 0.00              | 0.00                | 135,351.00             | 155,686.26             | \$ (20,335.26)             |
| <b>Total Fire Revenues</b>                  | <b>0.00</b>       | <b>5.00</b>         | <b>388,478.00</b>      | <b>410,896.30</b>      | <b>(22,418.30)</b>         |
| <b>Recreation Revenues</b>                  |                   |                     |                        |                        |                            |
| 100-50-4420 State Grants                    | 0.00              | 0.00                | 40,000.00              | 31,950.00              | \$ 8,050.00                |
| 100-50-4430 Local Grants                    | 0.00              | 0.00                | 100.00                 | 17.00                  | \$ 83.00                   |
| 100-50-4990 Beginning Fund Balance          | 0.00              | 0.00                | 5,000.00               | 0.00                   | \$ 5,000.00                |
| <b>Total Recreation Revenues</b>            | <b>0.00</b>       | <b>0.00</b>         | <b>45,100.00</b>       | <b>31,967.00</b>       | <b>13,133.00</b>           |
| <b>Transient Lodging Tax Revenues</b>       |                   |                     |                        |                        |                            |
| 100-60-4650 Transient Lodging Tax           | 0.00              | 0.00                | 40,000.00              | 64,674.00              | \$ (24,674.00)             |
| 100-60-4990 Beginning Fund Balance          | 0.00              | 0.00                | 70,000.00              | 71,944.87              | \$ (1,944.87)              |
| <b>Total Transient Lodging Tax Revenues</b> | <b>0.00</b>       | <b>0.00</b>         | <b>110,000.00</b>      | <b>136,618.87</b>      | <b>(26,618.87)</b>         |
| <b>Planning Revenues</b>                    |                   |                     |                        |                        |                            |
| 100-70-4310 Planning Fees                   | 0.00              | 0.00                | 6,000.00               | 5,750.00               | \$ 250.00                  |
| 100-70-4315 Land Use Fees                   | 0.00              | 0.00                | 4,000.00               | 3,100.00               | \$ 900.00                  |
| <b>Total Planning Revenues</b>              | <b>0.00</b>       | <b>0.00</b>         | <b>10,000.00</b>       | <b>8,850.00</b>        | <b>1,150.00</b>            |
| <b>Total General Fund Revenues</b>          | <b>\$ 0.00</b>    | <b>\$ 14,070.13</b> | <b>\$ 1,125,477.00</b> | <b>\$ 1,222,926.51</b> | <b>\$ (97,449.51)</b>      |



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

Revised Budget  
For General Fund (100)  
For the Fiscal Period 2022-11 Ending May 31, 2022

| Account Number                                 | Current<br>Budget | Current<br>Actual | Annual<br>Budget  | YTD<br>Actual     | Remaining<br>Budget Amount |
|--|-------------------|-------------------|-------------------|-------------------|----------------------------|
| <b>Expenditures</b>                            |                   |                   |                   |                   |                            |
| <b>Administration Expenditures</b>             |                   |                   |                   |                   |                            |
| 100-10-5105 Full-Time Employees - Regular      | \$ 0.00           | \$ 9,049.48       | \$ 88,535.00      | \$ 74,221.51      | \$ 14,313.49               |
| 100-10-5115 Part-Time Employees                | 0.00              | 1,040.00          | 17,160.00         | 2,795.00          | \$ 14,365.00               |
| 100-10-5205 Employer FICA Taxes                | 0.00              | 771.80            | 8,090.00          | 6,373.08          | \$ 1,716.92                |
| 100-10-5210 Unemployment Insurance             | 0.00              | 10.12             | 1,125.00          | 83.48             | \$ 1,041.52                |
| 100-10-5215 Workers' Compensation Insurance    | 0.00              | 4.22              | 650.00            | 626.18            | \$ 23.82                   |
| 100-10-5305 Employer PERS Contributions        | 0.00              | 1,999.20          | 20,750.00         | 15,344.12         | \$ 5,405.88                |
| 100-10-5405 Health Insurance                   | 0.00              | 2,635.86          | 36,880.00         | 24,934.23         | \$ 11,945.77               |
| 100-10-5415 Life Insurance                     | 0.00              | 20.05             | 1,525.00          | 191.67            | \$ 1,333.33                |
| 100-10-6105 Office Supplies & Equipment        | 0.00              | 496.33            | 8,000.00          | 9,314.15          | \$ (1,314.15)              |
| 100-10-6305 Building Repairs & Maintenance     | 0.00              | 86.73             | 8,000.00          | 4,280.79          | \$ 3,719.21                |
| 100-10-6311 Contracted Ground Maintenance      | 0.00              | 0.00              | 4,500.00          | 3,660.00          | \$ 840.00                  |
| 100-10-6405 Dues & Subscriptions               | 0.00              | 50.00             | 5,000.00          | 5,338.96          | \$ (338.96)                |
| 100-10-6410 Training                           | 0.00              | 246.50            | 1,000.00          | 1,800.10          | \$ (800.10)                |
| 100-10-6605 Electricity                        | 0.00              | 385.64            | 5,500.00          | 3,898.94          | \$ 1,601.06                |
| 100-10-6620 Telecommunications                 | 0.00              | 233.32            | 6,500.00          | 2,484.64          | \$ 4,015.36                |
| 100-10-6700 Insurance                          | 0.00              | 0.00              | 6,550.00          | 6,000.00          | \$ 550.00                  |
| 100-10-6825 Advertising/Publishing             | 0.00              | 692.85            | 3,500.00          | 2,827.21          | \$ 672.79                  |
| 100-10-6830 Janitorial Services                | 0.00              | 680.00            | 6,000.00          | 5,515.00          | \$ 485.00                  |
| 100-10-6845 Licenses & Fees                    | 0.00              | 0.00              | 0.00              | 133.83            | \$ 0.00                    |
| 100-10-6850 Dog Licenses/Catching              | 0.00              | 0.00              | 150.00            | 138.83            | \$ 11.17                   |
| 100-10-6860 Computers/Software/Services        | 0.00              | 1,667.95          | 20,000.00         | 17,282.91         | \$ 2,717.09                |
| 100-10-6870 Pre-Hazard Preparedness            | 0.00              | 0.00              | 10,000.00         | 7,535.59          | \$ 2,464.41                |
| 100-10-6880 Ordinance Enforcement              | 0.00              | 125.00            | 1,500.00          | 324.20            | \$ 1,175.80                |
| 100-10-6990 Other Miscellaneous Expenses       | 0.00              | 0.00              | 10,000.00         | 10,978.87         | \$ (978.87)                |
| 100-10-7040 Principal Payments - Notes Payable | 0.00              | 0.00              | 16,900.00         | 13,673.31         | \$ 3,226.69                |
| 100-10-7045 Interest Payments - Notes Payable  | 0.00              | 0.00              | 100.00            | 12.93             | \$ 87.07                   |
| 100-10-8200 Office Equipment                   | 0.00              | 0.00              | 5,000.00          | 0.00              | \$ 5,000.00                |
| <b>Total Administration Expenditures</b>       | <b>0.00</b>       | <b>20,195.05</b>  | <b>292,915.00</b> | <b>219,769.53</b> | <b>73,145.47</b>           |
| <b>Fire Expenditures</b>                       |                   |                   |                   |                   |                            |
| 100-30-5105 Full-Time Employees - Regular      | 0.00              | 383.64            | 5,104.00          | 3,517.62          | \$ 1,586.38                |
| 100-30-5115 Part-Time Employees                | 0.00              | 4,268.00          | 41,975.00         | 41,174.00         | \$ 801.00                  |
| 100-30-5118 Volunteer Stipends                 | 0.00              | 1,510.00          | 41,740.00         | 19,377.50         | \$ 22,362.50               |
| 100-30-5205 Employer FICA Taxes                | 0.00              | 471.38            | 6,840.00          | 4,901.46          | \$ 1,938.54                |
| 100-30-5210 Unemployment Insurance             | 0.00              | 6.21              | 1,020.00          | 64.37             | \$ 955.63                  |
| 100-30-5215 Workers' Compensation Insurance    | 0.00              | 12.92             | 2,100.00          | 1,334.20          | \$ 765.80                  |
| 100-30-5305 Employer PERS Contributions        | 0.00              | 845.17            | 10,291.00         | 8,869.73          | \$ 1,421.27                |
| 100-30-5405 Health Insurance                   | 0.00              | 126.84            | 13,955.00         | 2,488.82          | \$ 11,466.18               |
| 100-30-5415 Life Insurance                     | 0.00              | 13.07             | 610.00            | 164.82            | \$ 445.18                  |
| 100-30-5420 Disability Insurance               | 0.00              | 0.00              | 10,000.00         | 1,481.00          | \$ 8,519.00                |
| 100-30-6105 Office Supplies & Equipment        | 0.00              | (13.50)           | 6,000.00          | 4,164.34          | \$ 1,835.66                |
| 100-30-6115 First Aid Supplies                 | 0.00              | 0.00              | 6,000.00          | 3,751.18          | \$ 2,248.82                |
| 100-30-6140 Fuel/Lubes/Etc.                    | 0.00              | 219.81            | 4,000.00          | 3,865.07          | \$ 134.93                  |
| 100-30-6220 Legal Fees                         | 0.00              | 0.00              | 0.00              | 98.00             | \$ 0.00                    |
| 100-30-6290 Other Professional Fees            | 0.00              | 0.00              | 23,000.00         | 5,486.14          | \$ 17,513.86               |
| 100-30-6305 Building Repairs & Maintenance     | 0.00              | 4,322.59          | 12,000.00         | 8,625.91          | \$ 3,374.09                |

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

6/1/2022 4:07pm

**Statement of Revenue and Expenditures**

Page 3

*Revised Budget*

*For General Fund (100)*

*For the Fiscal Period 2022-11 Ending May 31, 2022*

| <b>Account Number</b>                           | <b>Current Budget</b> | <b>Current Actual</b> | <b>Annual Budget</b> | <b>YTD Actual</b> | <b>Remaining Budget Amount</b> |
|---|-----------------------|-----------------------|----------------------|-------------------|--------------------------------|
| 100-30-6340 Radios & Radio Repair               | 0.00                  | 0.00                  | 4,000.00             | 3,766.41 \$       | 233.59                         |
| 100-30-6345 Operational Equipment & Repairs     | 0.00                  | 0.00                  | 25,000.00            | 22,039.35 \$      | 2,960.65                       |
| 100-30-6350 Personal Protective Equipment       | 0.00                  | 0.00                  | 28,000.00            | 30,781.64 \$      | (2,781.64)                     |
| 100-30-6400 Staff Development                   | 0.00                  | 0.00                  | 0.00                 | 707.92 \$         | 0.00                           |
| 100-30-6405 Dues & Subscriptions                | 0.00                  | 168.00                | 2,400.00             | 1,537.77 \$       | 862.23                         |
| 100-30-6410 Training                            | 0.00                  | 1,720.22              | 10,000.00            | 6,959.19 \$       | 3,040.81                       |
| 100-30-6605 Electricity                         | 0.00                  | 312.99                | 4,500.00             | 3,204.20 \$       | 1,295.80                       |
| 100-30-6620 Telecommunications                  | 0.00                  | 342.18                | 6,000.00             | 3,886.00 \$       | 2,114.00                       |
| 100-30-6700 Insurance                           | 0.00                  | 0.00                  | 15,000.00            | 12,000.00 \$      | 3,000.00                       |
| 100-30-6830 Janitorial Services                 | 0.00                  | 365.00                | 3,000.00             | 2,889.98 \$       | 110.02                         |
| 100-30-6840 Printing & Copying                  | 0.00                  | 34.44                 | 300.00               | 284.52 \$         | 15.48                          |
| 100-30-6860 Computers/Software/Services         | 0.00                  | 195.74                | 6,000.00             | 8,322.50 \$       | (2,322.50)                     |
| 100-30-6990 Other Miscellaneous Expenses        | 0.00                  | 953.76                | 4,000.00             | 1,491.21 \$       | 2,508.79                       |
| 100-30-9400 Transfer to Capital Projects Funds  | 0.00                  | 0.00                  | 52,000.00            | 52,000.00 \$      | 0.00                           |
| 100-30-9800 Contingency                         | 0.00                  | 0.00                  | 18,643.00            | 0.00 \$           | 18,643.00                      |
| 100-30-9900 Unappropriated Ending Fund Balance  | 0.00                  | 0.00                  | 25,000.00            | 0.00 \$           | 25,000.00                      |
| <b>Total Fire Expenditures</b>                  | <b>0.00</b>           | <b>16,258.46</b>      | <b>388,478.00</b>    | <b>259,234.85</b> | <b>129,243.15</b>              |
| <b>Recreation Expenditures</b>                  |                       |                       |                      |                   |                                |
| 100-50-5105 Full-Time Employees - Regular       | 0.00                  | 1,433.88              | 17,122.00            | 13,781.26 \$      | 3,340.74                       |
| 100-50-5205 Employer FICA Taxes                 | 0.00                  | 109.72                | 1,310.00             | 1,054.41 \$       | 255.59                         |
| 100-50-5210 Unemployment Insurance              | 0.00                  | 1.44                  | 185.00               | 13.73 \$          | 171.27                         |
| 100-50-5215 Workers' Compensation Insurance     | 0.00                  | 0.58                  | 600.00               | 571.51 \$         | 28.49                          |
| 100-50-5305 Employer PERS Contributions         | 0.00                  | 251.08                | 3,000.00             | 2,406.33 \$       | 593.67                         |
| 100-50-5405 Health Insurance                    | 0.00                  | 454.20                | 7,200.00             | 4,703.68 \$       | 2,496.32                       |
| 100-50-5415 Life Insurance                      | 0.00                  | 2.10                  | 145.00               | 22.37 \$          | 122.63                         |
| 100-50-6145 Tourism                             | 0.00                  | 0.00                  | 300.00               | 50.00 \$          | 250.00                         |
| 100-50-6190 Other Supplies                      | 0.00                  | 261.53                | 3,000.00             | 1,294.39 \$       | 1,705.61                       |
| 100-50-6310 Grounds Maintenance                 | 0.00                  | 1,620.00              | 10,000.00            | 7,977.73 \$       | 2,022.27                       |
| 100-50-6311 Contracted Ground Maintenance       | 0.00                  | 0.00                  | 12,800.00            | 7,600.00 \$       | 5,200.00                       |
| 100-50-6605 Electricity                         | 0.00                  | 105.84                | 2,000.00             | 1,132.55 \$       | 867.45                         |
| 100-50-6995 Feasibility Studies / Projects      | 0.00                  | (1,650.00)            | 40,000.00            | 40,000.00 \$      | 0.00                           |
| 100-50-8200 Buildings & Equipment               | 0.00                  | 0.00                  | 8,000.00             | 8.49 \$           | 7,991.51                       |
| <b>Total Recreation Expenditures</b>            | <b>0.00</b>           | <b>2,590.37</b>       | <b>105,662.00</b>    | <b>80,616.45</b>  | <b>25,045.55</b>               |
| <b>Transient Lodging Tax Expenditures</b>       |                       |                       |                      |                   |                                |
| 100-60-6145 Tourism                             | 0.00                  | 0.00                  | 110,000.00           | 40,712.01 \$      | 69,287.99                      |
| <b>Total Transient Lodging Tax Expenditures</b> | <b>0.00</b>           | <b>0.00</b>           | <b>110,000.00</b>    | <b>40,712.01</b>  | <b>69,287.99</b>               |
| <b>Planning Expenditures</b>                    |                       |                       |                      |                   |                                |
| 100-70-6215 Engineering Fees                    | 0.00                  | 0.00                  | 2,000.00             | 45.00 \$          | 1,955.00                       |
| 100-70-6220 Legal Fees                          | 0.00                  | 316.20                | 5,000.00             | 456.20 \$         | 4,543.80                       |
| 100-70-6240 Comprehensive Planning              | 0.00                  | 5,407.04              | 35,000.00            | 21,378.21 \$      | 13,621.79                      |
| 100-70-6290 Other Professional Fees             | 0.00                  | 0.00                  | 5,000.00             | 275.25 \$         | 4,724.75                       |
| 100-70-6620 Telecommunications                  | 0.00                  | 317.75                | 0.00                 | 317.75 \$         | 0.00                           |
| 100-70-6865 Building Inspector/Inspections      | 0.00                  | 0.00                  | 500.00               | 0.00 \$           | 500.00                         |
| <b>Total Planning Expenditures</b>              | <b>0.00</b>           | <b>6,040.99</b>       | <b>47,500.00</b>     | <b>22,472.41</b>  | <b>25,027.59</b>               |

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

*Revised Budget*  
*For General Fund (100)*  
*For the Fiscal Period 2022-11 Ending May 31, 2022*

| Account Number   | Current<br>Budget | Current<br>Actual     | Annual<br>Budget       | YTD<br>Actual        | Remaining<br>Budget Amount |
|--|-------------------|-----------------------|------------------------|----------------------|----------------------------|
| <b>General Service Expenditures</b>                      |                   |                       |                        |                      |                            |
| 100-90-6205 Accounting & Auditing                        | 0.00              | 2,250.00              | 5,000.00               | 5,000.00             | \$ 0.00                    |
| 100-90-6220 Legal Fees                                   | 0.00              | 7,610.98              | 50,000.00              | 18,504.98            | \$ 31,495.02               |
| 100-90-6805 Mayor  | 0.00              | 90.51                 | 3,500.00               | 3,182.51             | \$ 317.49                  |
| 100-90-6910 Fee Refunds                                  | 0.00              | 0.00                  | 500.00                 | 0.00                 | \$ 500.00                  |
| 100-90-6990 Other Miscellaneous Expenses                 | 0.00              | 0.00                  | 1,000.00               | 0.00                 | \$ 1,000.00                |
| 100-90-9000 Transfers Out                                | 0.00              | 0.00                  | 115,238.00             | 115,238.00           | \$ 0.00                    |
| 100-90-9800 Contingency                                  | 0.00              | 0.00                  | 5,684.00               | 0.00                 | \$ 5,684.00                |
| <b>Total General Service Expenditures</b>                | <b>0.00</b>       | <b>9,951.49</b>       | <b>180,922.00</b>      | <b>141,925.49</b>    | <b>38,996.51</b>           |
| <b>Total General Fund Expenditures</b>                   | <b>\$ 0.00</b>    | <b>\$ 55,036.36</b>   | <b>\$ 1,125,477.00</b> | <b>\$ 764,730.74</b> | <b>\$ 360,746.26</b>       |
| <b>General Fund Excess of Revenues Over Expenditures</b> | <b>\$ 0.00</b>    | <b>\$ (40,966.23)</b> | <b>\$ 0.00</b>         | <b>\$ 458,195.77</b> | <b>\$ 0.00</b>             |

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

*Revised Budget*  
*For Street and Road Fund (200)*  
*For the Fiscal Period 2022-11 Ending May 31, 2022*

| Account Number  | Current<br>Budget | Current<br>Actual    | Annual<br>Budget     | YTD<br>Actual        | Remaining<br>Budget Amount |
|---|-------------------|----------------------|----------------------|----------------------|----------------------------|
| <b>Revenues</b>   |                   |                      |                      |                      |                            |
| <b>Non-Departmental Revenues</b>                          |                   |                      |                      |                      |                            |
| 200-00-4115 State Highway Tax                             | \$ 0.00           | \$ 9,028.48          | \$ 90,000.00         | \$ 100,097.66        | \$ (10,097.66)             |
| 200-00-4805 Earnings on Investments                       | 0.00              | 0.00                 | 200.00               | 313.78               | \$ (113.78)                |
| 200-00-4930 Transfers In                                  | 0.00              | 0.00                 | 10,000.00            | 10,000.00            | \$ 0.00                    |
| 200-00-4990 Beginning Fund Balance                        | 0.00              | 0.00                 | 90,000.00            | 106,767.17           | \$ (16,767.17)             |
| <b>Total Non-Departmental Revenues</b>                    | <b>0.00</b>       | <b>9,028.48</b>      | <b>190,200.00</b>    | <b>217,178.61</b>    | <b>(26,978.61)</b>         |
| <b>Total Street and Road Fund Revenues</b>                | <b>\$ 0.00</b>    | <b>\$ 9,028.48</b>   | <b>\$ 190,200.00</b> | <b>\$ 217,178.61</b> | <b>\$ (26,978.61)</b>      |
| <b>Expenditures</b>                                       |                   |                      |                      |                      |                            |
| <b>Non-Departmental Expenditures</b>                      |                   |                      |                      |                      |                            |
| 200-00-5105 Full-Time Employees - Regular                 | \$ 0.00           | \$ 5,661.40          | \$ 62,905.00         | \$ 56,975.57         | \$ 5,929.43                |
| 200-00-5115 Part-Time Employees                           | 0.00              | 160.00               | 2,640.00             | 430.00               | \$ 2,210.00                |
| 200-00-5205 Employer FICA Taxes                           | 0.00              | 445.40               | 5,025.00             | 4,391.90             | \$ 633.10                  |
| 200-00-5210 Unemployment Insurance                        | 0.00              | 5.82                 | 710.00               | 57.31                | \$ 652.69                  |
| 200-00-5215 Workers' Compensation Insurance               | 0.00              | 2.52                 | 3,200.00             | 1,742.14             | \$ 1,457.86                |
| 200-00-5305 Employer PERS Contributions                   | 0.00              | 1,095.82             | 12,300.00            | 10,331.08            | \$ 1,968.92                |
| 200-00-5405 Health Insurance                              | 0.00              | 1,745.94             | 27,200.00            | 18,411.04            | \$ 8,788.96                |
| 200-00-5415 Life Insurance                                | 0.00              | 9.13                 | 680.00               | 95.55                | \$ 584.45                  |
| 200-00-6105 Office Supplies & Equipment                   | 0.00              | 0.00                 | 500.00               | 209.42               | \$ 290.58                  |
| 200-00-6125 Shop Supplies & Small Tools                   | 0.00              | 0.00                 | 1,000.00             | 324.17               | \$ 675.83                  |
| 200-00-6140 Fuel/Lubes/Etc.                               | 0.00              | 259.09               | 2,000.00             | 521.49               | \$ 1,478.51                |
| 200-00-6205 Accounting & Auditing                         | 0.00              | 500.00               | 1,000.00             | 1,000.00             | \$ 0.00                    |
| 200-00-6215 Engineering Fees                              | 0.00              | 0.00                 | 2,500.00             | 0.00                 | \$ 2,500.00                |
| 200-00-6220 Legal Fees                                    | 0.00              | 860.00               | 5,000.00             | 1,020.00             | \$ 3,980.00                |
| 200-00-6290 Other Professional Fees                       | 0.00              | 0.00                 | 5,000.00             | 0.00                 | \$ 5,000.00                |
| 200-00-6305 Building Repairs & Maintenance                | 0.00              | 0.00                 | 14,000.00            | 0.00                 | \$ 14,000.00               |
| 200-00-6315 Street Repairs & Maintenance                  | 0.00              | 0.00                 | 10,000.00            | 5,228.89             | \$ 4,771.11                |
| 200-00-6335 Vehicle Repairs & Maintenance                 | 0.00              | 0.00                 | 3,000.00             | 221.90               | \$ 2,778.10                |
| 200-00-6350 Personal Protective Equipment                 | 0.00              | 0.00                 | 2,000.00             | 813.49               | \$ 1,186.51                |
| 200-00-6390 Other Repairs & Maintenance                   | 0.00              | 0.00                 | 7,500.00             | 0.00                 | \$ 7,500.00                |
| 200-00-6410 Training                                      | 0.00              | 0.00                 | 2,000.00             | 692.75               | \$ 1,307.25                |
| 200-00-6605 Electricity                                   | 0.00              | 764.46               | 10,000.00            | 8,403.73             | \$ 1,596.27                |
| 200-00-6620 Telecommunications                            | 0.00              | 0.00                 | 0.00                 | 24.38                | \$ 0.00                    |
| 200-00-6700 Insurance                                     | 0.00              | 0.00                 | 3,800.00             | 2,600.00             | \$ 1,200.00                |
| 200-00-6860 Computers/Software/Services                   | 0.00              | 24.38                | 2,500.00             | 550.31               | \$ 1,949.69                |
| 200-00-6990 Other Miscellaneous Expenses                  | 0.00              | 0.00                 | 3,740.00             | 325.70               | \$ 3,414.30                |
| <b>Total Non-Departmental Expenditures</b>                | <b>0.00</b>       | <b>11,533.96</b>     | <b>190,200.00</b>    | <b>114,370.82</b>    | <b>75,829.18</b>           |
| <b>Total Street and Road Fund Expenditures</b>            | <b>\$ 0.00</b>    | <b>\$ 11,533.96</b>  | <b>\$ 190,200.00</b> | <b>\$ 114,370.82</b> | <b>\$ 75,829.18</b>        |
| <b>Street and Road Fund Excess of Revenues Over Expen</b> | <b>\$ 0.00</b>    | <b>\$ (2,505.48)</b> | <b>\$ 0.00</b>       | <b>\$ 102,807.79</b> | <b>\$ 0.00</b>             |

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

*Revised Budget*  
**For Housing Rehabilitation Fund (201)**  
**For the Fiscal Period 2022-11 Ending May 31, 2022**

| Account Number   | Current<br>Budget | Current<br>Actual | Annual<br>Budget     | YTD<br>Actual        | Remaining<br>Budget Amount |
|--|-------------------|-------------------|----------------------|----------------------|----------------------------|
| <b>Revenues</b>  |                   |                   |                      |                      |                            |
| <b>Housing Rehabilitation Revenues</b>                     |                   |                   |                      |                      |                            |
| 201-18-4805 Earnings on Investments                        | \$ 0.00           | \$ 0.00           | \$ 900.00            | \$ 350.60            | \$ 549.40                  |
| 201-18-4990 Beginning Fund Balance                         | 0.00              | 0.00              | 110,000.00           | 110,370.75           | (370.75)                   |
| <b>Total Housing Rehabilitation Revenues</b>               | <b>0.00</b>       | <b>0.00</b>       | <b>110,900.00</b>    | <b>110,721.35</b>    | <b>178.65</b>              |
| <b>Total Housing Rehabilitation Fund Revenues</b>          | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 110,900.00</b> | <b>\$ 110,721.35</b> | <b>\$ 178.65</b>           |
| <b>Expenditures</b>  |                   |                   |                      |                      |                            |
| <b>Housing Rehabilitation Expenditures</b>                 |                   |                   |                      |                      |                            |
| 201-18-6890 Other Administration Expenses                  | \$ 0.00           | \$ 0.00           | \$ 5,000.00          | \$ 0.00              | \$ 5,000.00                |
| 201-18-6920 Housing Rehab Loan Disbursements               | 0.00              | 0.00              | 105,900.00           | 0.00                 | 105,900.00                 |
| <b>Total Housing Rehabilitation Expenditures</b>           | <b>0.00</b>       | <b>0.00</b>       | <b>110,900.00</b>    | <b>0.00</b>          | <b>110,900.00</b>          |
| <b>Total Housing Rehabilitation Fund Expenditures</b>      | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 110,900.00</b> | <b>\$ 0.00</b>       | <b>\$ 110,900.00</b>       |
| <b>Housing Rehabilitation Fund Excess of Revenues Over</b> | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 0.00</b>       | <b>\$ 110,721.35</b> | <b>\$ 0.00</b>             |

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Kilchis Water Bond Fund (300)**  
**For the Fiscal Period 2022-11 Ending May 31, 2022**

| Account Number   | Current<br>Budget | Current<br>Actual | Annual<br>Budget | YTD<br>Actual    | Remaining<br>Budget Amount |
|--|-------------------|-------------------|------------------|------------------|----------------------------|
| <b>Revenues</b>  |                   |                   |                  |                  |                            |
| <b>Bond Payment Revenues</b>                               |                   |                   |                  |                  |                            |
| 300-11-4010 Property Taxes - Prior Years                   | \$ 0.00           | \$ 0.00           | \$ 0.00          | \$ 521.48        | \$ 0.00                    |
| 300-11-4805 Earnings on Investments                        | 0.00              | 0.00              | 0.00             | 236.97           | 0.00                       |
| <b>Total Bond Payment Revenues</b>                         | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>      | <b>758.45</b>    | <b>0.00</b>                |
| <b>Total Kilchis Water Bond Fund Revenues</b>              | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 0.00</b>   | <b>\$ 758.45</b> | <b>\$ 0.00</b>             |
| <b>Kilchis Water Bond Fund Excess of Revenues Over Exp</b> | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 0.00</b>   | <b>\$ 758.45</b> | <b>\$ 0.00</b>             |

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

*Revised Budget*  
**For Sewer Bond Fund (301)**  
**For the Fiscal Period 2022-11 Ending May 31, 2022**

| Account Number  | Current<br>Budget | Current<br>Actual | Annual<br>Budget    | YTD<br>Actual       | Remaining<br>Budget Amount |
|---|-------------------|-------------------|---------------------|---------------------|----------------------------|
| <b>Revenues</b>   |                   |                   |                     |                     |                            |
| <b>Bond Payment Revenues</b>                              |                   |                   |                     |                     |                            |
| 301-11-4005 Property Taxes - Current                      | \$ 0.00           | \$ 0.00           | \$ 19,315.00        | \$ 27,157.94        | \$ (7,842.94)              |
| 301-11-4010 Property Taxes - Prior Years                  | 0.00              | 0.00              | 300.00              | 456.35              | \$ (156.35)                |
| 301-11-4805 Earnings on Investments                       | 0.00              | 0.00              | 200.00              | 142.95              | \$ 57.05                   |
| 301-11-4990 Beginning Fund Balance                        | 0.00              | 0.00              | 40,000.00           | 45,002.02           | \$ (5,002.02)              |
| <b>Total Bond Payment Revenues</b>                        | <b>0.00</b>       | <b>0.00</b>       | <b>59,815.00</b>    | <b>72,759.26</b>    | <b>(12,944.26)</b>         |
| <b>Total Sewer Bond Fund Revenues</b>                     | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 59,815.00</b> | <b>\$ 72,759.26</b> | <b>\$ (12,944.26)</b>      |
| <b>Expenditures</b>                                       |                   |                   |                     |                     |                            |
| <b>Bond Payment Expenditures</b>                          |                   |                   |                     |                     |                            |
| 301-11-7010 Principal Payments - General Obligatio        | \$ 0.00           | \$ 0.00           | \$ 10,838.00        | \$ 10,889.69        | \$ (51.69)                 |
| 301-11-7015 Interest Payments - General Obligation        | 0.00              | 0.00              | 13,088.00           | 13,036.31           | \$ 51.69                   |
| <b>Total Bond Payment Expenditures</b>                    | <b>0.00</b>       | <b>0.00</b>       | <b>23,926.00</b>    | <b>23,926.00</b>    | <b>0.00</b>                |
| <b>Bond Reserve Expenditures</b>                          |                   |                   |                     |                     |                            |
| 301-12-9500 Transfer to Enterprise Funds                  | 0.00              | 0.00              | 35,889.00           | 0.00                | \$ 35,889.00               |
| <b>Total Bond Reserve Expenditures</b>                    | <b>0.00</b>       | <b>0.00</b>       | <b>35,889.00</b>    | <b>0.00</b>         | <b>35,889.00</b>           |
| <b>Total Sewer Bond Fund Expenditures</b>                 | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 59,815.00</b> | <b>\$ 23,926.00</b> | <b>\$ 35,889.00</b>        |
| <b>Sewer Bond Fund Excess of Revenues Over Expenditur</b> | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 0.00</b>      | <b>\$ 48,833.26</b> | <b>\$ 0.00</b>             |

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

*Revised Budget*  
*For DEQ Loan Repayment Fund (302)*  
*For the Fiscal Period 2022-11 Ending May 31, 2022*

| Account Number   | Current<br>Budget | Current<br>Actual     | Annual<br>Budget     | YTD<br>Actual        | Remaining<br>Budget Amount |
|--|-------------------|-----------------------|----------------------|----------------------|----------------------------|
| <b>Revenues</b>  |                   |                       |                      |                      |                            |
| <b>Loan Reserve Revenues</b>                             |                   |                       |                      |                      |                            |
| 302-21-4990 Beginning Fund Balance                       | \$ 0.00           | \$ 0.00               | \$ 0.00              | \$ 2,944.50          | \$ 0.00                    |
| <b>Total Loan Reserve Revenues</b>                       | <b>0.00</b>       | <b>0.00</b>           | <b>0.00</b>          | <b>2,944.50</b>      | <b>0.00</b>                |
| <b>Loan Revenues</b>                                     |                   |                       |                      |                      |                            |
| 302-22-4620 Sewer User Charges                           | 0.00              | 0.00                  | 50,000.00            | 37,561.50            | \$ 12,438.50               |
| 302-22-4990 Beginning Fund Balance                       | 0.00              | 0.00                  | 88,000.00            | 81,639.00            | \$ 6,361.00                |
| <b>Total Loan Revenues</b>                               | <b>0.00</b>       | <b>0.00</b>           | <b>138,000.00</b>    | <b>119,200.50</b>    | <b>18,799.50</b>           |
| <b>Total DEQ Loan Repayment Fund Revenues</b>            | <b>\$ 0.00</b>    | <b>\$ 0.00</b>        | <b>\$ 138,000.00</b> | <b>\$ 122,145.00</b> | <b>\$ 15,855.00</b>        |
| <b>Expenditures</b>                                      |                   |                       |                      |                      |                            |
| <b>Loan Expenditures</b>                                 |                   |                       |                      |                      |                            |
| 302-22-7040 Principal Payments - Notes Payable           | \$ 0.00           | \$ 20,199.00          | \$ 21,000.00         | \$ 20,199.00         | \$ 801.00                  |
| 302-22-7045 Interest Payments - Notes Payable            | 0.00              | 984.00                | 4,800.00             | 4,788.00             | \$ 12.00                   |
| 302-22-7090 Other Debt Service                           | 0.00              | 0.00                  | 19,445.00            | 0.00                 | \$ 19,445.00               |
| 302-22-9900 Unappropriated Ending Fund Balance           | 0.00              | 0.00                  | 92,755.00            | 0.00                 | \$ 92,755.00               |
| <b>Total Loan Expenditures</b>                           | <b>0.00</b>       | <b>21,183.00</b>      | <b>138,000.00</b>    | <b>24,987.00</b>     | <b>113,013.00</b>          |
| <b>Total DEQ Loan Repayment Fund Expenditures</b>        | <b>\$ 0.00</b>    | <b>\$ 21,183.00</b>   | <b>\$ 138,000.00</b> | <b>\$ 24,987.00</b>  | <b>\$ 113,013.00</b>       |
| <b>DEQ Loan Repayment Fund Excess of Revenues Over E</b> | <b>\$ 0.00</b>    | <b>\$ (21,183.00)</b> | <b>\$ 0.00</b>       | <b>\$ 97,158.00</b>  | <b>\$ 0.00</b>             |



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

*Revised Budget*  
*For Street Reserve Fund (400)*  
*For the Fiscal Period 2022-11 Ending May 31, 2022*

| Account Number   | Current<br>Budget | Current<br>Actual  | Annual<br>Budget     | YTD<br>Actual        | Remaining<br>Budget Amount |
|--|-------------------|--------------------|----------------------|----------------------|----------------------------|
| <b>Revenues</b>  |                   |                    |                      |                      |                            |
| <b>Reserve Revenues</b>                                    |                   |                    |                      |                      |                            |
| 400-13-4305 Franchise Fees                                 | \$ 0.00           | \$ 0.00            | \$ 5,000.00          | \$ 6,276.68          | \$ (1,276.68)              |
| 400-13-4805 Earnings on Investments                        | 0.00              | 0.00               | 250.00               | 117.96               | \$ 132.04                  |
| 400-13-4990 Beginning Fund Balance                         | 0.00              | 0.00               | 37,000.00            | 37,134.20            | \$ (134.20)                |
| <b>Total Reserve Revenues</b>                              | <b>0.00</b>       | <b>0.00</b>        | <b>42,250.00</b>     | <b>43,528.84</b>     | <b>(1,278.84)</b>          |
| <b>Street Trust Revenues</b>                               |                   |                    |                      |                      |                            |
| 400-17-4805 Earnings on Investments                        | 0.00              | 0.00               | 1,200.00             | 702.95               | \$ 497.05                  |
| 400-17-4825 Loan Payback Principal                         | 0.00              | 0.00               | 16,900.00            | 13,673.31            | \$ 3,226.69                |
| 400-17-4826 Loan Payback Interest                          | 0.00              | 0.00               | 100.00               | 12.93                | \$ 87.07                   |
| 400-17-4990 Beginning Fund Balance                         | 0.00              | 0.00               | 219,000.00           | 221,289.87           | \$ (2,289.87)              |
| <b>Total Street Trust Revenues</b>                         | <b>0.00</b>       | <b>0.00</b>        | <b>237,200.00</b>    | <b>235,679.06</b>    | <b>1,520.94</b>            |
| <b>Street Maintenance Fee Revenues</b>                     |                   |                    |                      |                      |                            |
| 400-24-4320 Street Maintenance Fees                        | 0.00              | 5,492.03           | 95,000.00            | 86,191.16            | \$ 8,808.84                |
| 400-24-4805 Earnings on Investments                        | 0.00              | 0.00               | 600.00               | 359.23               | \$ 240.77                  |
| 400-24-4990 Beginning Fund Balance                         | 0.00              | 0.00               | 106,000.00           | 113,088.54           | \$ (7,088.54)              |
| <b>Total Street Maintenance Fee Revenues</b>               | <b>0.00</b>       | <b>5,492.03</b>    | <b>201,600.00</b>    | <b>199,638.93</b>    | <b>1,961.07</b>            |
| <b>Total Street Reserve Fund Revenues</b>                  | <b>\$ 0.00</b>    | <b>\$ 5,492.03</b> | <b>\$ 481,050.00</b> | <b>\$ 478,846.83</b> | <b>\$ 2,203.17</b>         |
| <b>Expenditures</b>  |                   |                    |                      |                      |                            |
| <b>Reserve Expenditures</b>                                |                   |                    |                      |                      |                            |
| 400-13-6315 Street Repairs & Maintenance                   | \$ 0.00           | \$ 0.00            | \$ 32,000.00         | \$ 0.00              | \$ 32,000.00               |
| 400-13-9400 Transfer to Capital Projects Funds             | 0.00              | 0.00               | 10,000.00            | 10,000.00            | \$ 0.00                    |
| 400-13-9800 Contingency                                    | 0.00              | 0.00               | 250.00               | 0.00                 | \$ 250.00                  |
| <b>Total Reserve Expenditures</b>                          | <b>0.00</b>       | <b>0.00</b>        | <b>42,250.00</b>     | <b>10,000.00</b>     | <b>32,250.00</b>           |
| <b>Street Trust Expenditures</b>                           |                   |                    |                      |                      |                            |
| 400-17-9900 Unappropriated Ending Fund Balance             | 0.00              | 0.00               | 237,200.00           | 0.00                 | \$ 237,200.00              |
| <b>Total Street Trust Expenditures</b>                     | <b>0.00</b>       | <b>0.00</b>        | <b>237,200.00</b>    | <b>0.00</b>          | <b>237,200.00</b>          |
| <b>Street Maintenance Fee Expenditures</b>                 |                   |                    |                      |                      |                            |
| 400-24-6314 Street Overlay                                 | 0.00              | 0.00               | 95,000.00            | 0.00                 | \$ 95,000.00               |
| 400-24-9800 Contingency                                    | 0.00              | 0.00               | 106,600.00           | 0.00                 | \$ 106,600.00              |
| <b>Total Street Maintenance Fee Expenditures</b>           | <b>0.00</b>       | <b>0.00</b>        | <b>201,600.00</b>    | <b>0.00</b>          | <b>201,600.00</b>          |
| <b>Total Street Reserve Fund Expenditures</b>              | <b>\$ 0.00</b>    | <b>\$ 0.00</b>     | <b>\$ 481,050.00</b> | <b>\$ 10,000.00</b>  | <b>\$ 471,050.00</b>       |
| <b>Street Reserve Fund Excess of Revenues Over Expendi</b> | <b>\$ 0.00</b>    | <b>\$ 5,492.03</b> | <b>\$ 0.00</b>       | <b>\$ 468,846.83</b> | <b>\$ 0.00</b>             |

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

*Revised Budget*  
**For Bay City Equipment Reserve Fund (401)**  
**For the Fiscal Period 2022-11 Ending May 31, 2022**

| Account Number  | Current<br>Budget | Current<br>Actual | Annual<br>Budget    | YTD<br>Actual       | Remaining<br>Budget Amount |
|---|-------------------|-------------------|---------------------|---------------------|----------------------------|
| <b>Revenues</b>   |                   |                   |                     |                     |                            |
| <b>Non-Departmental Revenues</b>                          |                   |                   |                     |                     |                            |
| 401-00-4805 Earnings on Investments                       | \$ 0.00           | \$ 0.00           | \$ 300.00           | \$ 0.00             | \$ 300.00                  |
| <b>Total Non-Departmental Revenues</b>                    | <b>0.00</b>       | <b>0.00</b>       | <b>300.00</b>       | <b>0.00</b>         | <b>300.00</b>              |
| <b>Reserve Revenues</b>                                   |                   |                   |                     |                     |                            |
| 401-13-4805 Earnings on Investments                       | 0.00              | 0.00              | 0.00                | 16.72               | \$ 0.00                    |
| 401-13-4930 Transfers In                                  | 0.00              | 0.00              | 15,000.00           | 15,000.00           | \$ 0.00                    |
| 401-13-4990 Beginning Fund Balance                        | 0.00              | 0.00              | 22,000.00           | 5,260.23            | \$ 16,739.77               |
| <b>Total Reserve Revenues</b>                             | <b>0.00</b>       | <b>0.00</b>       | <b>37,000.00</b>    | <b>20,276.95</b>    | <b>16,723.05</b>           |
| <b>Total Bay City Equipment Reserve Fund Revenues</b>     | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 37,300.00</b> | <b>\$ 20,276.95</b> | <b>\$ 17,023.05</b>        |
| <b>Expenditures</b>                                       |                   |                   |                     |                     |                            |
| <b>Reserve Expenditures</b>                               |                   |                   |                     |                     |                            |
| 401-13-8400 Machinery & Equipment                         | \$ 0.00           | \$ 0.00           | \$ 37,300.00        | \$ 10,200.00        | \$ 27,100.00               |
| <b>Total Reserve Expenditures</b>                         | <b>0.00</b>       | <b>0.00</b>       | <b>37,300.00</b>    | <b>10,200.00</b>    | <b>27,100.00</b>           |
| <b>Total Bay City Equipment Reserve Fund Expenditures</b> | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 37,300.00</b> | <b>\$ 10,200.00</b> | <b>\$ 27,100.00</b>        |
| <b>Bay City Equipment Reserve Fund Excess of Revenues</b> | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 0.00</b>      | <b>\$ 10,076.95</b> | <b>\$ 0.00</b>             |

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Fire Apparatus Reserve & Building Reserve Fund (402)**  
**For the Fiscal Period 2022-11 Ending May 31, 2022**

| Account Number  | Current<br>Budget | Current<br>Actual  | Annual<br>Budget     | YTD<br>Actual        | Remaining<br>Budget Amount |
|---|-------------------|--------------------|----------------------|----------------------|----------------------------|
| <b>Revenues</b>   |                   |                    |                      |                      |                            |
| <b>Reserve Revenues</b>   |                   |                    |                      |                      |                            |
| 402-13-4805 Earnings on Investments                             | \$ 0.00           | \$ 0.00            | \$ 300.00            | \$ 167.31            | \$ 132.69                  |
| 402-13-4930 Transfers In  | 0.00              | 0.00               | 52,000.00            | 52,000.00            | 0.00                       |
| 402-13-4990 Beginning Fund Balance                              | 0.00              | 0.00               | 52,500.00            | 52,665.05            | (165.05)                   |
| <b>Total Reserve Revenues</b>                                   | <b>0.00</b>       | <b>0.00</b>        | <b>104,800.00</b>    | <b>104,832.36</b>    | <b>(32.36)</b>             |
| <b>Building Fund Revenues</b>                                   |                   |                    |                      |                      |                            |
| 402-19-4805 Earnings on Investments                             | 0.00              | 0.00               | 800.00               | 323.46               | \$ 476.54                  |
| 402-19-4890 Fire Department Relocation                          | 0.00              | 2,647.65           | 0.00                 | 19,334.11            | \$ 0.00                    |
| 402-19-4990 Beginning Fund Balance                              | 0.00              | 0.00               | 101,700.00           | 101,828.19           | \$ (128.19)                |
| <b>Total Building Fund Revenues</b>                             | <b>0.00</b>       | <b>2,647.65</b>    | <b>102,500.00</b>    | <b>121,485.76</b>    | <b>(18,985.76)</b>         |
| <b>Total Fire Apparatus Reserve &amp; Building Reserve Fun</b>  | <b>\$ 0.00</b>    | <b>\$ 2,647.65</b> | <b>\$ 207,300.00</b> | <b>\$ 226,318.12</b> | <b>\$ (19,018.12)</b>      |
| <b>Expenditures</b>   |                   |                    |                      |                      |                            |
| <b>Reserve Expenditures</b>                                     |                   |                    |                      |                      |                            |
| 402-13-7050 Capital Lease Payments                              | \$ 0.00           | \$ 0.00            | \$ 24,300.00         | \$ 24,219.78         | \$ 80.22                   |
| 402-13-8200 Equipment   | 0.00              | 0.00               | 19,100.00            | 19,076.00            | \$ 24.00                   |
| 402-13-9900 Unappropriated Ending Fund Balance                  | 0.00              | 0.00               | 61,400.00            | 0.00                 | \$ 61,400.00               |
| <b>Total Reserve Expenditures</b>                               | <b>0.00</b>       | <b>0.00</b>        | <b>104,800.00</b>    | <b>43,295.78</b>     | <b>61,504.22</b>           |
| <b>Building Fund Expenditures</b>                               |                   |                    |                      |                      |                            |
| 402-19-9900 Unappropriated Ending Fund Balance                  | 0.00              | 0.00               | 102,500.00           | 0.00                 | \$ 102,500.00              |
| <b>Total Building Fund Expenditures</b>                         | <b>0.00</b>       | <b>0.00</b>        | <b>102,500.00</b>    | <b>0.00</b>          | <b>102,500.00</b>          |
| <b>Total Fire Apparatus Reserve &amp; Building Reserve Fun</b>  | <b>\$ 0.00</b>    | <b>\$ 0.00</b>     | <b>\$ 207,300.00</b> | <b>\$ 43,295.78</b>  | <b>\$ 164,004.22</b>       |
| <b>Fire Apparatus Reserve &amp; Building Reserve Fund Exces</b> | <b>\$ 0.00</b>    | <b>\$ 2,647.65</b> | <b>\$ 0.00</b>       | <b>\$ 183,022.34</b> | <b>\$ 0.00</b>             |

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

*Revised Budget*  
**For Park & Recreation Reserve Fund (404)**  
**For the Fiscal Period 2022-11 Ending May 31, 2022**

| Account Number   | Current<br>Budget | Current<br>Actual | Annual<br>Budget   | YTD<br>Actual      | Remaining<br>Budget Amount |
|--|-------------------|-------------------|--------------------|--------------------|----------------------------|
| <b>Revenues</b>  |                   |                   |                    |                    |                            |
| <b>Reserve Revenues</b>  |                   |                   |                    |                    |                            |
| 404-13-4805 Earnings on Investments                            | \$ 0.00           | \$ 0.00           | \$ 10.00           | \$ 25.37           | \$ (15.37)                 |
| 404-13-4990 Beginning Fund Balance                             | 0.00              | 0.00              | 7,900.00           | 7,986.85           | \$ (86.85)                 |
| <b>Total Reserve Revenues</b>                                  | <b>0.00</b>       | <b>0.00</b>       | <b>7,910.00</b>    | <b>8,012.22</b>    | <b>(102.22)</b>            |
| <b>Total Park &amp; Recreation Reserve Fund Revenues</b>       | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 7,910.00</b> | <b>\$ 8,012.22</b> | <b>\$ (102.22)</b>         |
| <b>Expenditures</b>  |                   |                   |                    |                    |                            |
| <b>Reserve Expenditures</b>                                    |                   |                   |                    |                    |                            |
| 404-13-9900 Unappropriated Ending Fund Balance                 | \$ 0.00           | \$ 0.00           | \$ 7,910.00        | \$ 0.00            | \$ 7,910.00                |
| <b>Total Reserve Expenditures</b>                              | <b>0.00</b>       | <b>0.00</b>       | <b>7,910.00</b>    | <b>0.00</b>        | <b>7,910.00</b>            |
| <b>Total Park &amp; Recreation Reserve Fund Expenditures</b>   | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 7,910.00</b> | <b>\$ 0.00</b>     | <b>\$ 7,910.00</b>         |
| <b>Park &amp; Recreation Reserve Fund Excess of Revenues O</b> | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 0.00</b>     | <b>\$ 8,012.22</b> | <b>\$ 0.00</b>             |

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

*Revised Budget*  
**For Footpaths and Bicycle Trails Reserve (405)**  
**For the Fiscal Period 2022-11 Ending May 31, 2022**

| Account Number   | Current<br>Budget | Current<br>Actual | Annual<br>Budget   | YTD<br>Actual       | Remaining<br>Budget Amount |
|--|-------------------|-------------------|--------------------|---------------------|----------------------------|
| <b>Revenues</b>  |                   |                   |                    |                     |                            |
| <b>Reserve Revenues</b>                                      |                   |                   |                    |                     |                            |
| 405-13-4115 State Highway Tax                                | \$ 0.00           | \$ 91.20          | \$ 800.00          | \$ 1,011.08         | \$ (211.08)                |
| 405-13-4805 Earnings on Investments                          | 0.00              | 0.00              | 10.00              | 55.53               | \$ (45.53)                 |
| 405-13-4990 Beginning Fund Balance                           | 0.00              | 0.00              | 8,700.00           | 8,987.71            | \$ (287.71)                |
| <b>Total Reserve Revenues</b>                                | <b>0.00</b>       | <b>91.20</b>      | <b>9,510.00</b>    | <b>10,054.32</b>    | <b>(544.32)</b>            |
| <b>Total Footpaths and Bicycle Trails Reserve Revenues</b>   | <b>\$ 0.00</b>    | <b>\$ 91.20</b>   | <b>\$ 9,510.00</b> | <b>\$ 10,054.32</b> | <b>\$ (544.32)</b>         |
| <b>Expenditures</b>  |                   |                   |                    |                     |                            |
| <b>Reserve Expenditures</b>                                  |                   |                   |                    |                     |                            |
| 405-13-9900 Unappropriated Ending Fund Balance               | \$ 0.00           | \$ 0.00           | \$ 9,510.00        | \$ 0.00             | \$ 9,510.00                |
| <b>Total Reserve Expenditures</b>                            | <b>0.00</b>       | <b>0.00</b>       | <b>9,510.00</b>    | <b>0.00</b>         | <b>9,510.00</b>            |
| <b>Total Footpaths and Bicycle Trails Reserve Expenditu</b>  | <b>\$ 0.00</b>    | <b>\$ 0.00</b>    | <b>\$ 9,510.00</b> | <b>\$ 0.00</b>      | <b>\$ 9,510.00</b>         |
| <b>Footpaths and Bicycle Trails Reserve Excess of Revenu</b> | <b>\$ 0.00</b>    | <b>\$ 91.20</b>   | <b>\$ 0.00</b>     | <b>\$ 10,054.32</b> | <b>\$ 0.00</b>             |

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

*Revised Budget*  
**For Bay City Water Fund (600)**  
**For the Fiscal Period 2022-11 Ending May 31, 2022**

| Account Number                            | Current<br>Budget | Current<br>Actual   | Annual<br>Budget       | YTD<br>Actual          | Remaining<br>Budget Amount |
|---|-------------------|---------------------|------------------------|------------------------|----------------------------|
| <b>Revenues</b>                           |                   |                     |                        |                        |                            |
| <b>Non-Departmental Revenues</b>          |                   |                     |                        |                        |                            |
| 600-00-4610 Water User Charges            | \$ 0.00           | \$ 28,788.35        | \$ 355,000.00          | \$ 363,178.04          | \$ (8,178.04)              |
| 600-00-4615 Water Deposits                | 0.00              | 0.00                | 3,000.00               | 746.83                 | \$ 2,253.17                |
| 600-00-4800 Miscellaneous                 | 0.00              | 0.00                | 93,837.01              | 462,974.51             | \$ (369,137.50)            |
| 600-00-4805 Earnings on Investments       | 0.00              | 0.00                | 1,600.00               | 322.88                 | \$ 1,277.12                |
| 600-00-4815 Sale of Pipe/Supplies         | 0.00              | 0.00                | 1,500.00               | 8,598.95               | \$ (7,098.95)              |
| 600-00-4930 Transfers In                  | 0.00              | 0.00                | 133,340.00             | 133,340.00             | \$ 0.00                    |
| 600-00-4990 Beginning Fund Balance        | 0.00              | 0.00                | 91,000.00              | 178,527.73             | \$ (87,527.73)             |
| <b>Total Non-Departmental Revenues</b>    | <b>0.00</b>       | <b>28,788.35</b>    | <b>679,277.01</b>      | <b>1,147,688.94</b>    | <b>(468,411.93)</b>        |
| <b>Reserve Revenues</b>                   |                   |                     |                        |                        |                            |
| 600-13-4710 SDC - Improvement Fees        | 0.00              | 0.00                | 25,000.00              | 42,956.96              | \$ (17,956.96)             |
| 600-13-4720 SDC - Reimbursement Fees      | 0.00              | 0.00                | 15,000.00              | 23,019.04              | \$ (8,019.04)              |
| 600-13-4805 Earnings on Investments       | 0.00              | 0.00                | 2,500.00               | 975.46                 | \$ 1,524.54                |
| 600-13-4990 Beginning Fund Balance        | 0.00              | 0.00                | 290,000.00             | 307,072.63             | \$ (17,072.63)             |
| <b>Total Reserve Revenues</b>             | <b>0.00</b>       | <b>0.00</b>         | <b>332,500.00</b>      | <b>374,024.09</b>      | <b>(41,524.09)</b>         |
| <b>Reserve Revenues</b>                   |                   |                     |                        |                        |                            |
| 600-14-4990 Beginning Fund Balance        | 0.00              | 0.00                | 74,440.00              | 1,745.07               | \$ 72,694.93               |
| <b>Total Reserve Revenues</b>             | <b>0.00</b>       | <b>0.00</b>         | <b>74,440.00</b>       | <b>1,745.07</b>        | <b>72,694.93</b>           |
| <b>Total Bay City Water Fund Revenues</b> | <b>\$ 0.00</b>    | <b>\$ 28,788.35</b> | <b>\$ 1,086,217.01</b> | <b>\$ 1,523,458.10</b> | <b>\$ (437,241.09)</b>     |

**Expenditures****Non-Departmental Expenditures**

|   |         |              |               |               |               |
|---|---------|--------------|---------------|---------------|---------------|
| 600-00-5105 Full-Time Employees - Regular   | \$ 0.00 | \$ 12,826.54 | \$ 163,854.00 | \$ 121,871.60 | \$ 41,982.40  |
| 600-00-5115 Part-Time Employees             | 0.00    | 160.00       | 2,640.00      | 430.00        | \$ 2,210.00   |
| 600-00-5205 Employer FICA Taxes             | 0.00    | 993.42       | 12,740.00     | 9,355.50      | \$ 3,384.50   |
| 600-00-5210 Unemployment Insurance          | 0.00    | 13.00        | 1,785.00      | 122.53        | \$ 1,662.47   |
| 600-00-5215 Workers' Compensation Insurance | 0.00    | 5.84         | 3,300.00      | 3,567.55      | \$ (267.55)   |
| 600-00-5305 Employer PERS Contributions     | 0.00    | 2,385.68     | 30,065.00     | 21,624.07     | \$ 8,440.93   |
| 600-00-5405 Health Insurance                | 0.00    | 4,149.92     | 70,325.00     | 40,102.07     | \$ 30,222.93  |
| 600-00-5415 Life Insurance                  | 0.00    | 16.75        | 1,610.00      | 173.80        | \$ 1,436.20   |
| 600-00-6105 Office Supplies & Equipment     | 0.00    | 0.00         | 3,000.00      | 2,260.95      | \$ 739.05     |
| 600-00-6125 Shop Supplies & Small Tools     | 0.00    | 0.00         | 2,000.00      | 2,237.09      | \$ (237.09)   |
| 600-00-6130 Customer Meters & Supplies      | 0.00    | 263.87       | 132,837.01    | 101,626.33    | \$ 31,210.68  |
| 600-00-6135 Chemical/Lab Supplies           | 0.00    | 0.00         | 500.00        | 0.00          | \$ 500.00     |
| 600-00-6140 Fuel/Lubes/Etc.                 | 0.00    | 259.09       | 2,500.00      | 4,450.19      | \$ (1,950.19) |
| 600-00-6190 Other Supplies                  | 0.00    | 0.00         | 250.00        | 0.00          | \$ 250.00     |
| 600-00-6205 Accounting & Auditing           | 0.00    | 1,500.00     | 2,500.00      | 2,500.00      | \$ 0.00       |
| 600-00-6215 Engineering Fees                | 0.00    | 0.00         | 4,000.00      | 0.00          | \$ 4,000.00   |
| 600-00-6220 Legal Fees                      | 0.00    | 0.00         | 2,500.00      | 0.00          | \$ 2,500.00   |
| 600-00-6225 Laboratory Fees                 | 0.00    | 0.00         | 1,500.00      | 0.00          | \$ 1,500.00   |
| 600-00-6290 Other Professional Fees         | 0.00    | 0.00         | 10,000.00     | 166.66        | \$ 9,833.34   |
| 600-00-6305 Building Repairs & Maintenance  | 0.00    | 118.40       | 4,000.00      | 617.42        | \$ 3,382.58   |
| 600-00-6311 Contracted Ground Maintenance   | 0.00    | 0.00         | 2,000.00      | 2,510.00      | \$ (510.00)   |

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

*Revised Budget*  
**For Bay City Water Fund (600)**  
**For the Fiscal Period 2022-11 Ending May 31, 2022**

| Account Number  | Current<br>Budget | Current<br>Actual   | Annual<br>Budget       | YTD<br>Actual        | Remaining<br>Budget Amount |
|---|-------------------|---------------------|------------------------|----------------------|----------------------------|
| 600-00-6325 Utility System Repairs                              | 0.00              | 0.00                | 28,719.00              | 24,305.51            | \$ 4,413.49                |
| 600-00-6335 Vehicle Repairs & Maintenance                       | 0.00              | 73.84               | 5,000.00               | 5,076.31             | \$ (76.31)                 |
| 600-00-6345 Operational Equipment & Repairs                     | 0.00              | 0.00                | 10,000.00              | 7,441.06             | \$ 2,558.94                |
| 600-00-6350 Personal Protective Equipment                       | 0.00              | 74.78               | 3,500.00               | 925.33               | \$ 2,574.67                |
| 600-00-6410 Training  | 0.00              | 533.00              | 6,000.00               | 4,879.52             | \$ 1,120.48                |
| 600-00-6605 Electricity   | 0.00              | 79.01               | 1,000.00               | 964.19               | \$ 35.81                   |
| 600-00-6620 Telecommunications                                  | 0.00              | 88.76               | 5,000.00               | 2,705.31             | \$ 2,294.69                |
| 600-00-6700 Insurance   | 0.00              | 0.00                | 8,825.00               | 8,334.20             | \$ 490.80                  |
| 600-00-6830 Janitorial Services                                 | 0.00              | 86.67               | 900.00                 | 963.68               | \$ (63.68)                 |
| 600-00-6860 Computers/Software/Services                         | 0.00              | 1,363.11            | 10,000.00              | 5,891.37             | \$ 4,108.63                |
| 600-00-6905 Deposit Refunds                                     | 0.00              | 0.00                | 500.00                 | 1,358.04             | \$ (858.04)                |
| 600-00-6910 Fee Refunds   | 0.00              | 0.00                | 100.00                 | 0.00                 | \$ 100.00                  |
| 600-00-6990 Other Miscellaneous Expenses                        | 0.00              | 21.60               | 3,000.00               | 3,074.33             | \$ (74.33)                 |
| 600-00-8400 Machinery & Equipment                               | 0.00              | 0.00                | 5,000.00               | 0.00                 | \$ 5,000.00                |
| 600-00-9400 Transfer to Capital Projects Funds                  | 0.00              | 0.00                | 5,000.00               | 5,000.00             | \$ 0.00                    |
| 600-00-9500 Transfer to Enterprise Funds                        | 0.00              | 0.00                | 132,827.00             | 132,827.00           | \$ 0.00                    |
| <b>Total Non-Departmental Expenditures</b>                      | <b>0.00</b>       | <b>25,013.28</b>    | <b>679,277.01</b>      | <b>517,361.61</b>    | <b>161,915.40</b>          |
| <b>Reserve Expenditures</b>                                     |                   |                     |                        |                      |                            |
| 600-13-6910 Fee Refunds   | 0.00              | 0.00                | 8,300.00               | 0.00                 | \$ 8,300.00                |
| 600-13-6995 Feasibility Studies / Projects                      | 0.00              | 0.00                | 10,000.00              | 0.00                 | \$ 10,000.00               |
| 600-13-8800 Utility System                                      | 0.00              | 0.00                | 180,860.00             | 0.00                 | \$ 180,860.00              |
| 600-13-9500 Transfer to Enterprise Funds                        | 0.00              | 0.00                | 133,340.00             | 133,340.00           | \$ 0.00                    |
| <b>Total Reserve Expenditures</b>                               | <b>0.00</b>       | <b>0.00</b>         | <b>332,500.00</b>      | <b>133,340.00</b>    | <b>199,160.00</b>          |
| <b>Reserve Expenditures</b>                                     |                   |                     |                        |                      |                            |
| 600-14-8800 Utility System                                      | 0.00              | 0.00                | 74,440.00              | 0.00                 | \$ 74,440.00               |
| <b>Total Reserve Expenditures</b>                               | <b>0.00</b>       | <b>0.00</b>         | <b>74,440.00</b>       | <b>0.00</b>          | <b>74,440.00</b>           |
| <b>Total Bay City Water Fund Expenditures</b>                   | <b>\$ 0.00</b>    | <b>\$ 25,013.28</b> | <b>\$ 1,086,217.01</b> | <b>\$ 650,701.61</b> | <b>\$ 435,515.40</b>       |
| <b>Bay City Water Fund Excess of Revenues Over Expenditures</b> | <b>\$ 0.00</b>    | <b>\$ 3,775.07</b>  | <b>\$ 0.00</b>         | <b>\$ 872,756.49</b> | <b>\$ 0.00</b>             |

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

*Revised Budget*  
*For Kilchis Water Fund (601)*  
*For the Fiscal Period 2022-11 Ending May 31, 2022*

| Account Number                           | Current<br>Budget | Current<br>Actual   | Annual<br>Budget       | YTD<br>Actual          | Remaining<br>Budget Amount |
|--|-------------------|---------------------|------------------------|------------------------|----------------------------|
| <b>Revenues</b>                          |                   |                     |                        |                        |                            |
| <b>Non-Departmental Revenues</b>         |                   |                     |                        |                        |                            |
| 601-00-4610 Water User Charges           | \$ 0.00           | \$ 21,746.86        | \$ 284,736.00          | \$ 240,231.33          | \$ 44,504.67               |
| 601-00-4800 Miscellaneous                | 0.00              | 0.00                | 371,000.00             | 0.00                   | \$ 371,000.00              |
| 601-00-4805 Earnings on Investments      | 0.00              | 0.00                | 1,600.00               | 1,245.56               | \$ 354.44                  |
| 601-00-4930 Transfers In                 | 0.00              | 0.00                | 132,827.00             | 132,827.00             | \$ 0.00                    |
| 601-00-4990 Beginning Fund Balance       | 0.00              | 0.00                | 350,000.00             | 392,098.56             | \$ (42,098.56)             |
| <b>Total Non-Departmental Revenues</b>   | <b>0.00</b>       | <b>21,746.86</b>    | <b>1,140,163.00</b>    | <b>766,402.45</b>      | <b>373,760.55</b>          |
| <b>Reserve Revenues</b>                  |                   |                     |                        |                        |                            |
| 601-13-4805 Earnings on Investments      | 0.00              | 0.00                | 2,500.00               | 1,609.91               | \$ 890.09                  |
| 601-13-4930 Transfers In                 | 0.00              | 0.00                | 300,000.00             | 300,000.00             | \$ 0.00                    |
| 601-13-4990 Beginning Fund Balance       | 0.00              | 0.00                | 480,000.00             | 504,088.07             | \$ (24,088.07)             |
| <b>Total Reserve Revenues</b>            | <b>0.00</b>       | <b>0.00</b>         | <b>782,500.00</b>      | <b>805,697.98</b>      | <b>(23,197.98)</b>         |
| <b>Total Kilchis Water Fund Revenues</b> | <b>\$ 0.00</b>    | <b>\$ 21,746.86</b> | <b>\$ 1,922,663.00</b> | <b>\$ 1,572,100.43</b> | <b>\$ 350,562.57</b>       |

**Expenditures****Non-Departmental Expenditures**

|   |         |             |              |              |              |
|---|---------|-------------|--------------|--------------|--------------|
| 601-00-5105 Full-Time Employees - Regular   | \$ 0.00 | \$ 6,030.04 | \$ 78,918.00 | \$ 78,245.46 | \$ 672.54    |
| 601-00-5115 Part-Time Employees             | 0.00    | 80.00       | 1,320.00     | 215.00       | \$ 1,105.00  |
| 601-00-5205 Employer FICA Taxes             | 0.00    | 467.42      | 6,140.00     | 6,002.43     | \$ 137.57    |
| 601-00-5210 Unemployment Insurance          | 0.00    | 6.12        | 850.00       | 78.60        | \$ 771.40    |
| 601-00-5215 Workers' Compensation Insurance | 0.00    | 2.18        | 3,300.00     | 2,535.02     | \$ 764.98    |
| 601-00-5305 Employer PERS Contributions     | 0.00    | 1,137.36    | 14,940.00    | 13,479.31    | \$ 1,460.69  |
| 601-00-5405 Health Insurance                | 0.00    | 1,810.92    | 27,390.00    | 24,697.18    | \$ 2,692.82  |
| 601-00-5415 Life Insurance                  | 0.00    | 8.64        | 755.00       | 129.74       | \$ 625.26    |
| 601-00-6105 Office Supplies & Equipment     | 0.00    | 83.90       | 4,000.00     | 826.81       | \$ 3,173.19  |
| 601-00-6125 Shop Supplies & Small Tools     | 0.00    | 0.00        | 4,000.00     | 2,002.65     | \$ 1,997.35  |
| 601-00-6135 Chemical/Lab Supplies           | 0.00    | 1,762.84    | 20,000.00    | 17,071.30    | \$ 2,928.70  |
| 601-00-6140 Fuel/Lubes/Etc.                 | 0.00    | 259.09      | 5,000.00     | 4,861.41     | \$ 138.59    |
| 601-00-6190 Other Supplies                  | 0.00    | 0.00        | 100.00       | 0.00         | \$ 100.00    |
| 601-00-6205 Accounting & Auditing           | 0.00    | 1,000.00    | 2,500.00     | 2,000.00     | \$ 500.00    |
| 601-00-6215 Engineering Fees                | 0.00    | 0.00        | 5,000.00     | 0.00         | \$ 5,000.00  |
| 601-00-6220 Legal Fees                      | 0.00    | 0.00        | 5,000.00     | 0.00         | \$ 5,000.00  |
| 601-00-6225 Laboratory Fees                 | 0.00    | 0.00        | 1,500.00     | 162.00       | \$ 1,338.00  |
| 601-00-6290 Other Professional Fees         | 0.00    | 0.00        | 5,000.00     | 166.66       | \$ 4,833.34  |
| 601-00-6305 Building Repairs & Maintenance  | 0.00    | 118.39      | 10,000.00    | 3,206.46     | \$ 6,793.54  |
| 601-00-6325 Utility System Repairs          | 0.00    | 0.00        | 30,000.00    | 2,450.90     | \$ 27,549.10 |
| 601-00-6335 Vehicle Repairs & Maintenance   | 0.00    | 73.84       | 5,000.00     | 5,206.82     | \$ (206.82)  |
| 601-00-6345 Operational Equipment & Repairs | 0.00    | 0.00        | 30,000.00    | 369.33       | \$ 29,630.67 |
| 601-00-6350 Personal Protective Equipment   | 0.00    | 74.78       | 3,000.00     | 925.34       | \$ 2,074.66  |
| 601-00-6410 Training                        | 0.00    | 533.00      | 6,000.00     | 1,900.50     | \$ 4,099.50  |
| 601-00-6605 Electricity                     | 0.00    | 2,059.23    | 28,000.00    | 22,996.24    | \$ 5,003.76  |
| 601-00-6620 Telecommunications              | 0.00    | 88.76       | 10,000.00    | 1,987.66     | \$ 8,012.34  |
| 601-00-6700 Insurance                       | 0.00    | 0.00        | 9,300.00     | 8,476.22     | \$ 823.78    |
| 601-00-6830 Janitorial Services             | 0.00    | 86.67       | 1,700.00     | 963.69       | \$ 736.31    |



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

*Revised Budget*  
*For Kilchis Water Fund (601)*  
*For the Fiscal Period 2022-11 Ending May 31, 2022*

| Account Number   | Current<br>Budget | Current<br>Actual    | Annual<br>Budget       | YTD<br>Actual          | Remaining<br>Budget Amount |
|--|-------------------|----------------------|------------------------|------------------------|----------------------------|
| 601-00-6860 Computers/Software/Services                    | 0.00              | 1,206.73             | 10,000.00              | 5,358.89               | \$ 4,641.11                |
| 601-00-6990 Other Miscellaneous Expenses                   | 0.00              | 1,521.60             | 8,850.00               | 2,063.05               | \$ 6,786.95                |
| 601-00-8200 Buildings & Structures                         | 0.00              | 0.00                 | 10,000.00              | 6,327.50               | \$ 3,672.50                |
| 601-00-8400 Machinery & Equipment                          | 0.00              | 7,166.25             | 375,000.00             | 14,818.20              | \$ 360,181.80              |
| 601-00-8700 Office Equipment                               | 0.00              | 0.00                 | 5,000.00               | 0.00                   | \$ 5,000.00                |
| 601-00-8800 Utility System                                 | 0.00              | 0.00                 | 5,000.00               | 0.00                   | \$ 5,000.00                |
| 601-00-9000 Transfers Out                                  | 0.00              | 0.00                 | 305,000.00             | 305,000.00             | \$ 0.00                    |
| 601-00-9800 Contingency                                    | 0.00              | 0.00                 | 50,000.00              | 0.00                   | \$ 50,000.00               |
| 601-00-9900 Unappropriated Ending Fund Balance             | 0.00              | 0.00                 | 52,600.00              | 0.00                   | \$ 52,600.00               |
| <b>Total Non-Departmental Expenditures</b>                 | <b>0.00</b>       | <b>25,577.76</b>     | <b>1,140,163.00</b>    | <b>534,524.37</b>      | <b>605,638.63</b>          |
| <b>Reserve Expenditures</b>                                |                   |                      |                        |                        |                            |
| 601-13-8000 Capital Outlay                                 | 0.00              | 0.00                 | 45,000.00              | 0.00                   | \$ 45,000.00               |
| 601-13-8200 Equipment                                      | 0.00              | 0.00                 | 375,000.00             | 0.00                   | \$ 375,000.00              |
| 601-13-8400 Machinery & Equipment                          | 0.00              | 0.00                 | 5,000.00               | 0.00                   | \$ 5,000.00                |
| 601-13-8800 Utility System                                 | 0.00              | 0.00                 | 100,000.00             | 0.00                   | \$ 100,000.00              |
| 601-13-9900 Unappropriated Ending Fund Balance             | 0.00              | 0.00                 | 257,500.00             | 0.00                   | \$ 257,500.00              |
| <b>Total Reserve Expenditures</b>                          | <b>0.00</b>       | <b>0.00</b>          | <b>782,500.00</b>      | <b>0.00</b>            | <b>782,500.00</b>          |
| <b>Total Kilchis Water Fund Expenditures</b>               | <b>\$ 0.00</b>    | <b>\$ 25,577.76</b>  | <b>\$ 1,922,663.00</b> | <b>\$ 534,524.37</b>   | <b>\$ 1,388,138.63</b>     |
| <b>Kilchis Water Fund Excess of Revenues Over Expendit</b> | <b>\$ 0.00</b>    | <b>\$ (3,830.90)</b> | <b>\$ 0.00</b>         | <b>\$ 1,037,576.06</b> | <b>\$ 0.00</b>             |

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

*Revised Budget*  
*For Bay City Sewer Fund (602)*  
*For the Fiscal Period 2022-11 Ending May 31, 2022*

| Account Number                            | Current<br>Budget    | Current<br>Actual   | Annual<br>Budget       | YTD<br>Actual          | Remaining<br>Budget Amount |
|---|----------------------|---------------------|------------------------|------------------------|----------------------------|
| <b>Revenues</b>                           |                      |                     |                        |                        |                            |
| <b>Non-Departmental Revenues</b>          |                      |                     |                        |                        |                            |
| 602-00-4420 State Grants                  | \$ 0.00              | \$ 0.00             | \$ 300,000.00          | \$ 24,389.00           | \$ 275,611.00              |
| 602-00-4620 Sewer User Charges            | 0.00                 | 25,758.73           | 365,000.00             | 329,043.72             | \$ 35,956.28               |
| 602-00-4625 Sewer Deposits                | 0.00                 | 0.00                | 2,000.00               | (50.17)                | \$ 2,050.17                |
| 602-00-4800 Miscellaneous                 | 450,000.00           | 0.00                | 506,500.00             | 505,780.00             | \$ 720.00                  |
| 602-00-4805 Earnings on Investments       | 0.00                 | 0.00                | 5,000.00               | 2,093.41               | \$ 2,906.59                |
| 602-00-4850 Code Enforcement Fines        | 0.00                 | 0.00                | 0.00                   | 131,954.52             | \$ 0.00                    |
| 602-00-4990 Beginning Fund Balance        | 0.00                 | 0.00                | 540,000.00             | 656,624.03             | \$ (116,624.03)            |
| <b>Total Non-Departmental Revenues</b>    | <b>450,000.00</b>    | <b>25,758.73</b>    | <b>1,718,500.00</b>    | <b>1,649,834.51</b>    | <b>68,665.49</b>           |
| <b>Reserve Revenues</b>                   |                      |                     |                        |                        |                            |
| 602-14-4710 SDC - Improvement Fees        | 0.00                 | 0.00                | 15,000.00              | 64,501.56              | \$ (49,501.56)             |
| 602-14-4720 SDC - Reimbursement Fees      | 0.00                 | 0.00                | 1,500.00               | 6,535.44               | \$ (5,035.44)              |
| 602-14-4805 Earnings on Investments       | 0.00                 | 0.00                | 6,500.00               | 3,124.71               | \$ 3,375.29                |
| 602-14-4930 Transfers In                  | 0.00                 | 0.00                | 10,000.00              | 10,000.00              | \$ 0.00                    |
| 602-14-4990 Beginning Fund Balance        | 0.00                 | 0.00                | 965,000.00             | 983,661.49             | \$ (18,661.49)             |
| <b>Total Reserve Revenues</b>             | <b>0.00</b>          | <b>0.00</b>         | <b>998,000.00</b>      | <b>1,067,823.20</b>    | <b>(69,823.20)</b>         |
| <b>Reserve Revenues</b>                   |                      |                     |                        |                        |                            |
| 602-15-4805 Earnings on Investments       | 0.00                 | 0.00                | 700.00                 | 329.53                 | \$ 370.47                  |
| 602-15-4930 Transfers In                  | 0.00                 | 0.00                | 10,000.00              | 10,000.00              | \$ 0.00                    |
| 602-15-4990 Beginning Fund Balance        | 0.00                 | 0.00                | 102,000.00             | 103,737.29             | \$ (1,737.29)              |
| <b>Total Reserve Revenues</b>             | <b>0.00</b>          | <b>0.00</b>         | <b>112,700.00</b>      | <b>114,066.82</b>      | <b>(1,366.82)</b>          |
| <b>Reserve Revenues</b>                   |                      |                     |                        |                        |                            |
| 602-16-4805 Earnings on Investments       | 0.00                 | 0.00                | 500.00                 | 228.02                 | \$ 271.98                  |
| 602-16-4930 Transfers In                  | 0.00                 | 0.00                | 10,000.00              | 10,000.00              | \$ 0.00                    |
| 602-16-4990 Beginning Fund Balance        | 0.00                 | 0.00                | 71,000.00              | 71,788.49              | \$ (788.49)                |
| <b>Total Reserve Revenues</b>             | <b>0.00</b>          | <b>0.00</b>         | <b>81,500.00</b>       | <b>82,016.51</b>       | <b>(516.51)</b>            |
| <b>Total Bay City Sewer Fund Revenues</b> | <b>\$ 450,000.00</b> | <b>\$ 25,758.73</b> | <b>\$ 2,910,700.00</b> | <b>\$ 2,913,741.04</b> | <b>\$ (3,041.04)</b>       |

**Expenditures****Non-Departmental Expenditures**

|   |         |              |               |               |              |
|---|---------|--------------|---------------|---------------|--------------|
| 602-00-5105 Full-Time Employees - Regular   | \$ 0.00 | \$ 16,435.20 | \$ 203,487.00 | \$ 172,959.21 | \$ 30,527.79 |
| 602-00-5115 Part-Time Employees             | 0.00    | 160.00       | 2,640.00      | 430.00        | \$ 2,210.00  |
| 602-00-5205 Employer FICA Taxes             | 0.00    | 1,269.52     | 15,770.00     | 13,264.56     | \$ 2,505.44  |
| 602-00-5210 Unemployment Insurance          | 0.00    | 16.56        | 2,190.00      | 173.27        | \$ 2,016.73  |
| 602-00-5215 Workers' Compensation Insurance | 0.00    | 6.28         | 5,300.00      | 3,752.62      | \$ 1,547.38  |
| 602-00-5305 Employer PERS Contributions     | 0.00    | 3,025.12     | 37,095.00     | 29,936.32     | \$ 7,158.68  |
| 602-00-5405 Health Insurance                | 0.00    | 5,364.26     | 76,020.00     | 58,979.47     | \$ 17,040.53 |
| 602-00-5415 Life Insurance                  | 0.00    | 20.16        | 1,850.00      | 240.23        | \$ 1,609.77  |
| 602-00-6105 Office Supplies & Equipment     | 0.00    | 0.00         | 5,000.00      | 2,438.51      | \$ 2,561.49  |
| 602-00-6125 Shop Supplies & Small Tools     | 0.00    | 1,287.51     | 4,000.00      | 4,198.80      | \$ (198.80)  |
| 602-00-6135 Chemical/Lab Supplies           | 0.00    | 878.70       | 18,000.00     | 9,686.86      | \$ 8,313.14  |
| 602-00-6140 Fuel/Lubes/Etc.                 | 0.00    | 259.09       | 5,000.00      | 4,579.03      | \$ 420.97    |

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

6/1/2022 4:07pm

**Statement of Revenue and Expenditures**

Page 20

*Revised Budget*

*For Bay City Sewer Fund (602)*

*For the Fiscal Period 2022-11 Ending May 31, 2022*

| <b>Account Number</b>   | <b>Current Budget</b> | <b>Current Actual</b> | <b>Annual Budget</b>   | <b>YTD Actual</b>    | <b>Remaining Budget Amount</b> |
|---|-----------------------|-----------------------|------------------------|----------------------|--------------------------------|
| 602-00-6190 Other Supplies                                      | 0.00                  | 0.00                  | 2,000.00               | 0.00                 | \$ 2,000.00                    |
| 602-00-6205 Accounting & Auditing                               | 0.00                  | 750.00                | 2,500.00               | 1,750.00             | \$ 750.00                      |
| 602-00-6215 Engineering Fees                                    | 0.00                  | 0.00                  | 30,000.00              | 7,963.81             | \$ 22,036.19                   |
| 602-00-6220 Legal Fees  | 0.00                  | 0.00                  | 7,500.00               | 1,300.00             | \$ 6,200.00                    |
| 602-00-6225 Laboratory Fees                                     | 0.00                  | 0.00                  | 1,000.00               | 0.00                 | \$ 1,000.00                    |
| 602-00-6290 Other Professional Fees                             | 0.00                  | 0.00                  | 5,000.00               | 166.68               | \$ 4,833.32                    |
| 602-00-6305 Building Repairs & Maintenance                      | 0.00                  | 123.28                | 14,000.00              | 2,677.60             | \$ 11,322.40                   |
| 602-00-6325 Utility System Repairs                              | 0.00                  | 0.00                  | 75,000.00              | 275.80               | \$ 74,724.20                   |
| 602-00-6335 Vehicle Repairs & Maintenance                       | 0.00                  | 339.97                | 25,000.00              | 25,769.85            | \$ (769.85)                    |
| 602-00-6345 Operational Equipment & Repairs                     | 0.00                  | 19,680.61             | 115,000.00             | 71,709.08            | \$ 43,290.92                   |
| 602-00-6350 Personal Protective Equipment                       | 0.00                  | 74.79                 | 3,000.00               | 1,133.75             | \$ 1,866.25                    |
| 602-00-6410 Training  | 0.00                  | 100.00                | 10,000.00              | 2,428.92             | \$ 7,571.08                    |
| 602-00-6605 Electricity   | 0.00                  | 2,496.94              | 35,000.00              | 27,545.45            | \$ 7,454.55                    |
| 602-00-6620 Telecommunications                                  | 0.00                  | 88.76                 | 10,000.00              | 2,135.23             | \$ 7,864.77                    |
| 602-00-6700 Insurance   | 0.00                  | 0.00                  | 9,800.00               | 9,500.00             | \$ 300.00                      |
| 602-00-6830 Janitorial Services                                 | 0.00                  | 86.66                 | 900.00                 | 962.65               | \$ (62.65)                     |
| 602-00-6855 Permit Fees   | 0.00                  | 100.00                | 3,000.00               | 2,618.00             | \$ 382.00                      |
| 602-00-6860 Computers/Software/Services                         | 0.00                  | 2,364.05              | 10,000.00              | 6,798.72             | \$ 3,201.28                    |
| 602-00-6905 Deposit Refunds                                     | 0.00                  | 0.00                  | 1,500.00               | 995.05               | \$ 504.95                      |
| 602-00-6910 Fee Refunds   | 0.00                  | 0.00                  | 100.00                 | 129.60               | \$ (29.60)                     |
| 602-00-6990 Other Miscellaneous Expenses                        | 0.00                  | 21.60                 | 13,518.00              | 919.82               | \$ 12,598.18                   |
| 602-00-6996 Engineering Study / Special projects                | 0.00                  | 10,280.00             | 40,000.00              | 33,450.23            | \$ 6,549.77                    |
| 602-00-8300 Improvements Other Than Buildings                   | 0.00                  | 0.00                  | 10,000.00              | 0.00                 | \$ 10,000.00                   |
| 602-00-8400 Machinery & Equipment                               | 0.00                  | 0.00                  | 100,000.00             | 99,892.30            | \$ 107.70                      |
| 602-00-8800 Utility System                                      | 450,000.00            | 3,876.25              | 1,200,000.00           | 68,586.60            | \$ 1,131,413.40                |
| 602-00-9000 Transfers Out                                       | 0.00                  | 0.00                  | 25,000.00              | 25,000.00            | \$ 0.00                        |
| 602-00-9400 Transfer to Capital Projects Funds                  | 0.00                  | 0.00                  | 10,000.00              | 10,000.00            | \$ 0.00                        |
| 602-00-9800 Contingency   | 0.00                  | 0.00                  | 33,330.00              | 0.00                 | \$ 33,330.00                   |
| <b>Total Non-Departmental Expenditures</b>                      | <b>450,000.00</b>     | <b>69,105.31</b>      | <b>2,168,500.00</b>    | <b>704,348.02</b>    | <b>1,464,151.98</b>            |
| <b>Reserve Expenditures</b>                                     |                       |                       |                        |                      |                                |
| 602-14-8800 Utility System                                      | 0.00                  | 0.00                  | 275,000.00             | 0.00                 | \$ 275,000.00                  |
| 602-14-9900 Unappropriated Ending Fund Balance                  | 0.00                  | 0.00                  | 723,000.00             | 0.00                 | \$ 723,000.00                  |
| <b>Total Reserve Expenditures</b>                               | <b>0.00</b>           | <b>0.00</b>           | <b>998,000.00</b>      | <b>0.00</b>          | <b>998,000.00</b>              |
| <b>Reserve Expenditures</b>                                     |                       |                       |                        |                      |                                |
| 602-15-6590 Other Equipment                                     | 0.00                  | 0.00                  | 20,000.00              | 0.00                 | \$ 20,000.00                   |
| 602-15-9900 Unappropriated Ending Fund Balance                  | 0.00                  | 0.00                  | 92,700.00              | 0.00                 | \$ 92,700.00                   |
| <b>Total Reserve Expenditures</b>                               | <b>0.00</b>           | <b>0.00</b>           | <b>112,700.00</b>      | <b>0.00</b>          | <b>112,700.00</b>              |
| <b>Reserve Expenditures</b>                                     |                       |                       |                        |                      |                                |
| 602-16-9900 Unappropriated Ending Fund Balance                  | 0.00                  | 0.00                  | 81,500.00              | 0.00                 | \$ 81,500.00                   |
| <b>Total Reserve Expenditures</b>                               | <b>0.00</b>           | <b>0.00</b>           | <b>81,500.00</b>       | <b>0.00</b>          | <b>81,500.00</b>               |
| <b>Total Bay City Sewer Fund Expenditures</b>                   | <b>\$ 450,000.00</b>  | <b>\$ 69,105.31</b>   | <b>\$ 3,360,700.00</b> | <b>\$ 704,348.02</b> | <b>\$ 2,656,351.98</b>         |
| <b>Bay City Sewer Fund Excess of Revenues Over Expenditures</b> | <b>0.00</b>           | <b>\$ (43,346.58)</b> | <b>(450,000.00)</b>    | <b>2,209,393.02</b>  | <b>(2,659,393.02)</b>          |

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

*For the Fiscal Period 2022-11 Ending May 31, 2022*

| Account Number                             | Current<br>Budget | Current<br>Actual | Annual<br>Budget | YTD<br>Actual   | Remaining<br>Budget Amount |
|--|-------------------|-------------------|------------------|-----------------|----------------------------|
| Total Revenues                             | \$ 450,000.00     | \$ 107,623.43     | \$ 8,287,042.01  | \$ 8,499,297.19 | \$ (212,255.18)            |
| Total Expenditures                         | \$ 450,000.00     | \$ 207,449.67     | \$ 8,737,042.01  | \$ 2,881,084.34 | \$ 5,855,957.67            |
| Total Excess of Revenues Over Expenditures | \$ 0.00           | \$ (99,826.24)    | \$ (450,000.00)  | \$ 5,618,212.85 | \$ (6,068,212.85)          |



June 14, 2022

Summary of Bills that were paid

**May 1 to May 31, 2022 - \$168,858.19 total**

Large bills include (>\$5,000);

|             |  |
|-------------|--|
| \$20,199.00 | DEQ Loan Payment R13841                                    |
| \$13,372.83 | Industrial Systems, SBR Control System Replacement at WWTP |
| \$ 6,307.78 | Industrial Systems, Engineering                            |
| \$8050.00   | Shapiro/Didway, Al Griffin Memorial Park Master Plan       |
| \$6250.98   | Richardson Wang (Wright), Attorney                         |
| \$7,166.25  | AKS Engineering, Well 3 Design                             |

**A/P Control Report**

for user asystAdmin from 5/1/2022 to 5/31/2022

| Trans | Vendor | Name   | Bank ID               | Invoice                    | Posted | Fiscal Period    | PO Nbr            | Invoice Date   | Due Date    | Discount Date   | Amount     |
|-------|--------|--|-----------------------|----------------------------|--------|------------------|-------------------|----------------|-------------|-----------------|------------|
| 11765 | 1      | Oregon Department of Rev                         | 3                     | PR1234                     | Yes    | 2022 11          |                   | 5/1/2022       | 5/1/2022    |                 | \$1,857.01 |
|       |        | <b>Desc: Payroll from 4/16/2022 to 4/30/2022</b> |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | <b>Line</b>                                      | <b>Account Number</b> |                            |        | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b> | <b>Task</b> | <b>Category</b> |            |
|       |        | 1  | 100-00-2030           | Payroll Taxes Payable      |        | 388.10           | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 2  | 100-30-2030           | Payroll Taxes Payable      |        | 133.43           | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 3  | 200-00-2030           | Payroll Taxes Payable      |        | 193.92           | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 4  | 600-00-2030           | Payroll Taxes Payable      |        | 433.09           | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 5  | 601-00-2030           | Payroll Taxes Payable      |        | 199.22           | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 6  | 602-00-2030           | Payroll Taxes Payable      |        | 509.25           | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
| 11766 | 2      | U.S. Department of the Tre                       | 3                     | PR1234                     | Yes    | 2022 11          |                   | 5/1/2022       | 5/1/2022    |                 | \$6,893.88 |
|       |        | <b>Desc: Payroll from 4/16/2022 to 4/30/2022</b> |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | <b>Line</b>                                      | <b>Account Number</b> |                            |        | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b> | <b>Task</b> | <b>Category</b> |            |
|       |        | 1  | 100-00-2030           | Payroll Taxes Payable      |        | 1,401.53         | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 2  | 100-30-2030           | Payroll Taxes Payable      |        | 434.37           | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 3  | 200-00-2030           | Payroll Taxes Payable      |        | 726.94           | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 4  | 600-00-2030           | Payroll Taxes Payable      |        | 1,592.92         | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 5  | 601-00-2030           | Payroll Taxes Payable      |        | 796.74           | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 6  | 602-00-2030           | Payroll Taxes Payable      |        | 1,941.38         | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
| 11767 | 5      | Aflac  | 3                     | PR1234                     | Yes    | 2022 11          |                   | 5/1/2022       | 5/1/2022    |                 | \$266.92   |
|       |        | <b>Desc: Payroll from 4/16/2022 to 4/30/2022</b> |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | <b>Line</b>                                      | <b>Account Number</b> |                            |        | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b> | <b>Task</b> | <b>Category</b> |            |
|       |        | 1  | 100-00-2030           | Payroll Taxes Payable      |        | 20.56            | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 2  | 100-00-2055           | Med/Life Insurance Payable |        | 39.71            | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 3  | 100-30-2055           | Med/Life Insurance Payable |        | 4.61             | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 4  | 200-00-2030           | Payroll Taxes Payable      |        | 11.06            | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 5  | 200-00-2055           | Med/Life Insurance Payable |        | 10.62            | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 6  | 600-00-2030           | Payroll Taxes Payable      |        | 28.90            | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 7  | 600-00-2055           | Med/Life Insurance Payable |        | 38.77            | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 8  | 601-00-2030           | Payroll Taxes Payable      |        | 6.86             | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 9  | 601-00-2055           | Med/Life Insurance Payable |        | 24.13            | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |
|       |        | 10   | 602-00-2030           | Payroll Taxes Payable      |        | 29.94            | 0.00              | 0              |             |                 |            |
|       |        | Desc:  |                       |                            |        |                  |                   |                |             |                 |            |



**A/P Control Report**

for user asystAdmin from 5/1/2022 to 5/31/2022

| Trans   | Vendor         | Name                        | Bank ID    | Invoice     | Posted | Fiscal Period | PO Nbr | Invoice Date | Due Date  | Discount Date | Amount   |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
|---|----------------|-----------------------------|------------|-------------|--------|---------------|--------|--------------|-----------|---------------|----------|------|----------------|-----------|------------|---------|------|----------|---|-------------|-----------------------------|--------|------|---|--|-------------------------------------|--|--|--|--|--|--|---|-------------|-----------------------------|-------|------|---|--|-------------------------------------|--|--|--|--|--|--|---|-------------|-----------------------------|-------|------|---|--|-------------------------------------|--|--|--|--|--|--|---|-------------|----------------------|------|------|---|--|-------|--|--|--|--|--|--|---|-------------|----------------------|-------|------|---|--|-------|--|--|--|--|--|--|
| 11771   | 190            | Oregon Department of Jus    | 3          | PR1234      | Yes    | 2022 11       |        | 5/1/2022     | 5/1/2022  |               | \$92.50  |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Payroll from 4/16/2022 to 4/30/2022   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100-00-2050</td> <td>Garnishments Payable</td> <td>0.93</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc:</td> </tr> <tr> <td>2</td> <td>200-00-2050</td> <td>Garnishments Payable</td> <td>0.93</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc:</td> </tr> <tr> <td>3</td> <td>600-00-2050</td> <td>Garnishments Payable</td> <td>9.25</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc:</td> </tr> <tr> <td>4</td> <td>601-00-2050</td> <td>Garnishments Payable</td> <td>1.85</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc:</td> </tr> <tr> <td>5</td> <td>602-00-2050</td> <td>Garnishments Payable</td> <td>79.54</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc:</td> </tr> </tbody> </table> |                |                             |            |             |        |               |        |              |           |               |          | Line | Account Number | AP Amount | Liq Amount | Project | Task | Category | 1 | 100-00-2050 | Garnishments Payable        | 0.93   | 0.00 | 0 |  | Desc:                               |  |  |  |  |  |  | 2 | 200-00-2050 | Garnishments Payable        | 0.93  | 0.00 | 0 |  | Desc:                               |  |  |  |  |  |  | 3 | 600-00-2050 | Garnishments Payable        | 9.25  | 0.00 | 0 |  | Desc:                               |  |  |  |  |  |  | 4 | 601-00-2050 | Garnishments Payable | 1.85 | 0.00 | 0 |  | Desc: |  |  |  |  |  |  | 5 | 602-00-2050 | Garnishments Payable | 79.54 | 0.00 | 0 |  | Desc: |  |  |  |  |  |  |
| Line  | Account Number | AP Amount                   | Liq Amount | Project     | Task   | Category      |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 1   | 100-00-2050    | Garnishments Payable        | 0.93       | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc:   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 2   | 200-00-2050    | Garnishments Payable        | 0.93       | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc:   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 3   | 600-00-2050    | Garnishments Payable        | 9.25       | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc:   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 4   | 601-00-2050    | Garnishments Payable        | 1.85       | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc:   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 5   | 602-00-2050    | Garnishments Payable        | 79.54      | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc:   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 11782   | 44             | Davison Auto Parts          | 3          | 939-5321784 | Yes    | 2022 11       |        | 5/4/2022     | 5/25/2022 |               | \$72.40  |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: supplies  |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>602-00-6335</td> <td>Vehicle Repairs &amp; Maintenan</td> <td>72.40</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Vehicle Repairs &amp; Maintenance</td> </tr> </tbody> </table>  |                |                             |            |             |        |               |        |              |           |               |          | Line | Account Number | AP Amount | Liq Amount | Project | Task | Category | 1 | 602-00-6335 | Vehicle Repairs & Maintenan | 72.40  | 0.00 | 0 |  | Desc: Vehicle Repairs & Maintenance |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Line  | Account Number | AP Amount                   | Liq Amount | Project     | Task   | Category      |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 1   | 602-00-6335    | Vehicle Repairs & Maintenan | 72.40      | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Vehicle Repairs & Maintenance   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 11783   | 44             | Davison Auto Parts          | 3          | 939-5321310 | Yes    | 2022 11       |        | 5/4/2022     | 5/25/2022 |               | \$42.64  |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Supplies  |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>600-00-6335</td> <td>Vehicle Repairs &amp; Maintenan</td> <td>14.21</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Vehicle Repairs &amp; Maintenance</td> </tr> <tr> <td>2</td> <td>601-00-6335</td> <td>Vehicle Repairs &amp; Maintenan</td> <td>14.21</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Vehicle Repairs &amp; Maintenance</td> </tr> <tr> <td>3</td> <td>602-00-6335</td> <td>Vehicle Repairs &amp; Maintenan</td> <td>14.22</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Vehicle Repairs &amp; Maintenance</td> </tr> </tbody> </table>  |                |                             |            |             |        |               |        |              |           |               |          | Line | Account Number | AP Amount | Liq Amount | Project | Task | Category | 1 | 600-00-6335 | Vehicle Repairs & Maintenan | 14.21  | 0.00 | 0 |  | Desc: Vehicle Repairs & Maintenance |  |  |  |  |  |  | 2 | 601-00-6335 | Vehicle Repairs & Maintenan | 14.21 | 0.00 | 0 |  | Desc: Vehicle Repairs & Maintenance |  |  |  |  |  |  | 3 | 602-00-6335 | Vehicle Repairs & Maintenan | 14.22 | 0.00 | 0 |  | Desc: Vehicle Repairs & Maintenance |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Line  | Account Number | AP Amount                   | Liq Amount | Project     | Task   | Category      |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 1   | 600-00-6335    | Vehicle Repairs & Maintenan | 14.21      | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Vehicle Repairs & Maintenance   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 2   | 601-00-6335    | Vehicle Repairs & Maintenan | 14.21      | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Vehicle Repairs & Maintenance   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 3   | 602-00-6335    | Vehicle Repairs & Maintenan | 14.22      | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Vehicle Repairs & Maintenance   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 11784   | 44             | Davison Auto Parts          | 3          | 939-5322701 | Yes    | 2022 11       |        | 5/4/2022     | 5/25/2022 |               | \$72.40  |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Supplies  |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>602-00-6335</td> <td>Vehicle Repairs &amp; Maintenan</td> <td>72.40</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Vehicle Repairs &amp; Maintenance</td> </tr> </tbody> </table>  |                |                             |            |             |        |               |        |              |           |               |          | Line | Account Number | AP Amount | Liq Amount | Project | Task | Category | 1 | 602-00-6335 | Vehicle Repairs & Maintenan | 72.40  | 0.00 | 0 |  | Desc: Vehicle Repairs & Maintenance |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Line  | Account Number | AP Amount                   | Liq Amount | Project     | Task   | Category      |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 1   | 602-00-6335    | Vehicle Repairs & Maintenan | 72.40      | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Vehicle Repairs & Maintenance   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 11785   | 44             | Davison Auto Parts          | 3          | 939-5321908 | Yes    | 2022 11       |        | 5/4/2022     | 5/25/2022 |               | \$121.31 |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Supplies  |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>602-00-6335</td> <td>Vehicle Repairs &amp; Maintenan</td> <td>121.31</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Vehicle Repairs &amp; Maintenance</td> </tr> </tbody> </table>   |                |                             |            |             |        |               |        |              |           |               |          | Line | Account Number | AP Amount | Liq Amount | Project | Task | Category | 1 | 602-00-6335 | Vehicle Repairs & Maintenan | 121.31 | 0.00 | 0 |  | Desc: Vehicle Repairs & Maintenance |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Line  | Account Number | AP Amount                   | Liq Amount | Project     | Task   | Category      |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 1   | 602-00-6335    | Vehicle Repairs & Maintenan | 121.31     | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Vehicle Repairs & Maintenance   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 11786   | 44             | Davison Auto Parts          | 3          | 939-5331568 | Yes    | 2022 11       |        | 5/4/2022     | 5/25/2022 |               | \$178.90 |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Supplies  |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>600-00-6335</td> <td>Vehicle Repairs &amp; Maintenan</td> <td>59.63</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Vehicle Repairs &amp; Maintenance</td> </tr> <tr> <td>2</td> <td>601-00-6335</td> <td>Vehicle Repairs &amp; Maintenan</td> <td>59.63</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Vehicle Repairs &amp; Maintenance</td> </tr> <tr> <td>3</td> <td>602-00-6335</td> <td>Vehicle Repairs &amp; Maintenan</td> <td>59.64</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Vehicle Repairs &amp; Maintenance</td> </tr> </tbody> </table>  |                |                             |            |             |        |               |        |              |           |               |          | Line | Account Number | AP Amount | Liq Amount | Project | Task | Category | 1 | 600-00-6335 | Vehicle Repairs & Maintenan | 59.63  | 0.00 | 0 |  | Desc: Vehicle Repairs & Maintenance |  |  |  |  |  |  | 2 | 601-00-6335 | Vehicle Repairs & Maintenan | 59.63 | 0.00 | 0 |  | Desc: Vehicle Repairs & Maintenance |  |  |  |  |  |  | 3 | 602-00-6335 | Vehicle Repairs & Maintenan | 59.64 | 0.00 | 0 |  | Desc: Vehicle Repairs & Maintenance |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Line  | Account Number | AP Amount                   | Liq Amount | Project     | Task   | Category      |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 1   | 600-00-6335    | Vehicle Repairs & Maintenan | 59.63      | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Vehicle Repairs & Maintenance   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 2   | 601-00-6335    | Vehicle Repairs & Maintenan | 59.63      | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Vehicle Repairs & Maintenance   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 3   | 602-00-6335    | Vehicle Repairs & Maintenan | 59.64      | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Vehicle Repairs & Maintenance   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 11788   | 806            | Vadim Municipal Software    | 3          | 350983      | Yes    | 2022 11       |        | 5/4/2022     | 5/25/2022 |               | \$22.16  |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Software  |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>600-00-6860</td> <td>Computers/Software/Service</td> <td>7.38</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Computers/Software/Services</td> </tr> <tr> <td>2</td> <td>601-00-6860</td> <td>Computers/Software/Service</td> <td>7.38</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7">Desc: Computers/Software/Services</td> </tr> </tbody> </table>  |                |                             |            |             |        |               |        |              |           |               |          | Line | Account Number | AP Amount | Liq Amount | Project | Task | Category | 1 | 600-00-6860 | Computers/Software/Service  | 7.38   | 0.00 | 0 |  | Desc: Computers/Software/Services   |  |  |  |  |  |  | 2 | 601-00-6860 | Computers/Software/Service  | 7.38  | 0.00 | 0 |  | Desc: Computers/Software/Services   |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Line  | Account Number | AP Amount                   | Liq Amount | Project     | Task   | Category      |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 1   | 600-00-6860    | Computers/Software/Service  | 7.38       | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Computers/Software/Services   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| 2   | 601-00-6860    | Computers/Software/Service  | 7.38       | 0.00        | 0      |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |
| Desc: Computers/Software/Services   |                |                             |            |             |        |               |        |              |           |               |          |      |                |           |            |         |      |          |   |             |                             |        |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                             |       |      |   |  |                                     |  |  |  |  |  |  |   |             |                      |      |      |   |  |       |  |  |  |  |  |  |   |             |                      |       |      |   |  |       |  |  |  |  |  |  |



**A/P Control Report**

for user asystAdmin from 5/1/2022 to 5/31/2022

| Trans | Vendor | Name                                | Bank ID | Invoice                     | Posted | Fiscal Period | PO Nbr           | Invoice Date      | Due Date       | Discount Date | Amount          |
|-------|--------|-------------------------------------|---------|-----------------------------|--------|---------------|------------------|-------------------|----------------|---------------|-----------------|
|       | 3      | 602-00-6860                         |         | Computers/Software/Service  |        |               | 7.40             |                   | 0.00           | 0             |                 |
|       |        | Desc: Computers/Software/Services   |         |                             |        |               |                  |                   |                |               |                 |
| 11789 | 806    | Vadim Municipal Software            | 3       | 351072                      | Yes    | 2022 11       |                  | 5/4/2022          | 5/25/2022      |               | \$11.04         |
|       |        | Desc: Software                      |         |                             |        |               |                  |                   |                |               |                 |
|       |        | <b>Line</b>                         |         | <b>Account Number</b>       |        |               | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b> | <b>Task</b>   | <b>Category</b> |
|       | 1      | 600-00-6860                         |         | Computers/Software/Service  |        |               | 3.68             | 0.00              | 0              |               |                 |
|       |        | Desc: Computers/Software/Services   |         |                             |        |               |                  |                   |                |               |                 |
|       | 2      | 601-00-6860                         |         | Computers/Software/Service  |        |               | 3.68             | 0.00              | 0              |               |                 |
|       |        | Desc: Computers/Software/Services   |         |                             |        |               |                  |                   |                |               |                 |
|       | 3      | 602-00-6860                         |         | Computers/Software/Service  |        |               | 3.68             | 0.00              | 0              |               |                 |
|       |        | Desc: Computers/Software/Services   |         |                             |        |               |                  |                   |                |               |                 |
| 11790 | 93     | One Call Concepts, Inc.             | 3       | 2040222                     | Yes    | 2022 11       |                  | 5/4/2022          | 5/25/2022      |               | \$64.80         |
|       |        | Desc: Locate tickets                |         |                             |        |               |                  |                   |                |               |                 |
|       |        | <b>Line</b>                         |         | <b>Account Number</b>       |        |               | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b> | <b>Task</b>   | <b>Category</b> |
|       | 1      | 600-00-6990                         |         | Other Miscellaneous Expens  |        |               | 21.60            | 0.00              | 0              |               |                 |
|       |        | Desc: Other Miscellaneous Expenses  |         |                             |        |               |                  |                   |                |               |                 |
|       | 2      | 601-00-6990                         |         | Other Miscellaneous Expens  |        |               | 21.60            | 0.00              | 0              |               |                 |
|       |        | Desc: Other Miscellaneous Expenses  |         |                             |        |               |                  |                   |                |               |                 |
|       | 3      | 602-00-6990                         |         | Other Miscellaneous Expens  |        |               | 21.60            | 0.00              | 0              |               |                 |
|       |        | Desc: Other Miscellaneous Expenses  |         |                             |        |               |                  |                   |                |               |                 |
| 11791 | 133    | USA Blue Book                       | 3       | 962032                      | Yes    | 2022 11       |                  | 5/4/2022          | 5/25/2022      |               | \$1,261.42      |
|       |        | Desc: supplies                      |         |                             |        |               |                  |                   |                |               |                 |
|       |        | <b>Line</b>                         |         | <b>Account Number</b>       |        |               | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b> | <b>Task</b>   | <b>Category</b> |
|       | 1      | 602-00-6125                         |         | Shop Supplies & Small Tools |        |               | 1,261.42         | 0.00              | 0              |               |                 |
|       |        | Desc: Shop Supplies & Small Tools   |         |                             |        |               |                  |                   |                |               |                 |
| 11792 | 133    | USA Blue Book                       | 3       | 962143                      | Yes    | 2022 11       |                  | 5/4/2022          | 5/25/2022      |               | \$1,178.24      |
|       |        | Desc: Supplies                      |         |                             |        |               |                  |                   |                |               |                 |
|       |        | <b>Line</b>                         |         | <b>Account Number</b>       |        |               | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b> | <b>Task</b>   | <b>Category</b> |
|       | 1      | 601-00-6135                         |         | Chemical/Lab Supplies       |        |               | 1,178.24         | 0.00              | 0              |               |                 |
|       |        | Desc: Chemical/Lab Supplies         |         |                             |        |               |                  |                   |                |               |                 |
| 11793 | 37     | Tillamook Farmers' Coope            | 3       | 413929                      | Yes    | 2022 11       |                  | 5/4/2022          | 5/15/2022      |               | \$10.77         |
|       |        | Desc: Supplies                      |         |                             |        |               |                  |                   |                |               |                 |
|       |        | <b>Line</b>                         |         | <b>Account Number</b>       |        |               | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b> | <b>Task</b>   | <b>Category</b> |
|       | 1      | 600-00-6350                         |         | Personal Protective Equipme |        |               | 3.59             | 0.00              | 0              |               |                 |
|       |        | Desc: Personal Protective Equipment |         |                             |        |               |                  |                   |                |               |                 |
|       | 2      | 601-00-6350                         |         | Personal Protective Equipme |        |               | 3.59             | 0.00              | 0              |               |                 |
|       |        | Desc: Personal Protective Equipment |         |                             |        |               |                  |                   |                |               |                 |
|       | 3      | 602-00-6350                         |         | Personal Protective Equipme |        |               | 3.59             | 0.00              | 0              |               |                 |
|       |        | Desc: Personal Protective Equipment |         |                             |        |               |                  |                   |                |               |                 |
| 11794 | 37     | Tillamook Farmers' Coope            | 3       | 413856                      | Yes    | 2022 11       |                  | 5/4/2022          | 5/15/2022      |               | \$128.68        |
|       |        | Desc: Supplies and propane          |         |                             |        |               |                  |                   |                |               |                 |
|       |        | <b>Line</b>                         |         | <b>Account Number</b>       |        |               | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b> | <b>Task</b>   | <b>Category</b> |
|       | 1      | 602-00-6125                         |         | Shop Supplies & Small Tools |        |               | 26.09            | 0.00              | 0              |               |                 |
|       |        | Desc: Shop Supplies & Small Tools   |         |                             |        |               |                  |                   |                |               |                 |
|       | 2      | 600-00-6350                         |         | Personal Protective Equipme |        |               | 34.19            | 0.00              | 0              |               |                 |
|       |        | Desc: Personal Protective Equipment |         |                             |        |               |                  |                   |                |               |                 |
|       | 3      | 601-00-6350                         |         | Personal Protective Equipme |        |               | 34.19            | 0.00              | 0              |               |                 |
|       |        | Desc: Personal Protective Equipment |         |                             |        |               |                  |                   |                |               |                 |
|       | 4      | 602-00-6350                         |         | Personal Protective Equipme |        |               | 34.21            | 0.00              | 0              |               |                 |
|       |        | Desc: Personal Protective Equipment |         |                             |        |               |                  |                   |                |               |                 |
| 11795 | 114    | Rosenberg Builders Suppl            | 3       | 2204-697125                 | Yes    | 2022 11       |                  | 5/5/2022          | 5/25/2022      |               | \$13.87         |
|       |        | Desc: Supplies                      |         |                             |        |               |                  |                   |                |               |                 |
|       |        | <b>Line</b>                         |         | <b>Account Number</b>       |        |               | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b> | <b>Task</b>   | <b>Category</b> |



**A/P Control Report**

for user asystAdmin from 5/1/2022 to 5/31/2022

| Trans | Vendor | Name                            | Bank ID | Invoice                     | Posted | Fiscal Period | PO Nbr   | Invoice Date | Due Date | Discount Date | Amount     |
|-------|--------|---------------------------------|---------|-----------------------------|--------|---------------|----------|--------------|----------|---------------|------------|
|       | 7      | 100-10-6405                     |         | Dues & Subscriptions        |        |               | 50.00    |              | 0.00     | 0             |            |
|       | Desc:  | Dues & Subscriptions            |         |                             |        |               |          |              |          |               |            |
|       | 8      | 100-30-6410                     |         | Training                    |        |               | 1,577.68 |              | 0.00     | 0             |            |
|       | Desc:  | Training                        |         |                             |        |               |          |              |          |               |            |
|       | 9      | 100-30-6410                     |         | Training                    |        |               | 77.19    |              | 0.00     | 0             |            |
|       | Desc:  | Training                        |         |                             |        |               |          |              |          |               |            |
|       | 10     | 100-30-6410                     |         | Training                    |        |               | 65.35    |              | 0.00     | 0             |            |
|       | Desc:  | Training                        |         |                             |        |               |          |              |          |               |            |
|       | 11     | 100-30-6860                     |         | Computers/Software/Service  |        |               | 99.99    |              | 0.00     | 0             |            |
|       | Desc:  | Computers/Software/Services     |         |                             |        |               |          |              |          |               |            |
|       | 12     | 602-00-6410                     |         | Training                    |        |               | 100.00   |              | 0.00     | 0             |            |
|       | Desc:  | Training                        |         |                             |        |               |          |              |          |               |            |
|       | 13     | 600-00-6410                     |         | Training                    |        |               | 67.50    |              | 0.00     | 0             |            |
|       | Desc:  | Training                        |         |                             |        |               |          |              |          |               |            |
|       | 14     | 601-00-6410                     |         | Training                    |        |               | 67.50    |              | 0.00     | 0             |            |
|       | Desc:  | Training                        |         |                             |        |               |          |              |          |               |            |
|       | 16     | 601-00-6135                     |         | Chemical/Lab Supplies       |        |               | 204.60   |              | 0.00     | 0             |            |
|       | Desc:  | Chemical/Lab Supplies           |         |                             |        |               |          |              |          |               |            |
|       | 17     | 600-00-6410                     |         | Training                    |        |               | 80.50    |              | 0.00     | 0             |            |
|       | Desc:  | Training                        |         |                             |        |               |          |              |          |               |            |
|       | 18     | 601-00-6410                     |         | Training                    |        |               | 80.50    |              | 0.00     | 0             |            |
|       | Desc:  | Training                        |         |                             |        |               |          |              |          |               |            |
|       | 19     | 600-00-6305                     |         | Building Repairs & Mainten  |        |               | 96.67    |              | 0.00     | 0             |            |
|       | Desc:  | Building Repairs & Maintenance  |         |                             |        |               |          |              |          |               |            |
|       | 20     | 601-00-6305                     |         | Building Repairs & Mainten  |        |               | 96.66    |              | 0.00     | 0             |            |
|       | Desc:  | Building Repairs & Maintenance  |         |                             |        |               |          |              |          |               |            |
|       | 21     | 602-00-6305                     |         | Building Repairs & Mainten  |        |               | 96.67    |              | 0.00     | 0             |            |
|       | Desc:  | Building Repairs & Maintenance  |         |                             |        |               |          |              |          |               |            |
|       | 22     | 600-00-6410                     |         | Training                    |        |               | 305.00   |              | 0.00     | 0             |            |
|       | Desc:  | Training                        |         |                             |        |               |          |              |          |               |            |
|       | 23     | 601-00-6410                     |         | Training                    |        |               | 305.00   |              | 0.00     | 0             |            |
|       | Desc:  | Training                        |         |                             |        |               |          |              |          |               |            |
|       | 24     | 602-00-6860                     |         | Computers/Software/Service  |        |               | 1,250.00 |              | 0.00     | 0             |            |
|       | Desc:  | Computers/Software/Services     |         |                             |        |               |          |              |          |               |            |
|       | 25     | 100-30-6305                     |         | Building Repairs & Mainten  |        |               | 22.59    |              | 0.00     | 0             |            |
|       | Desc:  | Building Repairs & Maintenance  |         |                             |        |               |          |              |          |               |            |
|       | 26     | 600-00-6620                     |         | Telecommunications          |        |               | 88.76    |              | 0.00     | 0             |            |
|       | Desc:  | Telecommunications              |         |                             |        |               |          |              |          |               |            |
|       | 27     | 601-00-6620                     |         | Telecommunications          |        |               | 88.76    |              | 0.00     | 0             |            |
|       | Desc:  | Telecommunications              |         |                             |        |               |          |              |          |               |            |
|       | 28     | 602-00-6620                     |         | Telecommunications          |        |               | 88.76    |              | 0.00     | 0             |            |
|       | Desc:  | Telecommunications              |         |                             |        |               |          |              |          |               |            |
|       | 29     | 100-30-6620                     |         | Telecommunications          |        |               | 201.87   |              | 0.00     | 0             |            |
|       | Desc:  | Telecommunications              |         |                             |        |               |          |              |          |               |            |
|       | 30     | 100-10-6620                     |         | Telecommunications          |        |               | 31.83    |              | 0.00     | 0             |            |
|       | Desc:  | Telecommunications              |         |                             |        |               |          |              |          |               |            |
| 11805 | 145    | U.S. Bank                       | 3       | Apr 2022 CM                 | Yes    | 2022          | 11       |              | 5/9/2022 | 5/22/2022     | \$13.50    |
|       | Desc:  | Credit - Amazon invoice 3/10/22 |         |                             |        |               |          |              |          |               |            |
|       | Line   | Account Number                  |         | AP Amount                   |        | Liq Amount    | Project  | Task         | Category |               |            |
|       | 1      | 100-30-6105                     |         | Office Supplies & Equipment |        | -13.50        | 0.00     | 0            |          |               |            |
|       | Desc:  | Office Supplies & Equipment     |         |                             |        |               |          |              |          |               |            |
| 11806 | 806    | Vadim Municipal Software        | 3       | 353265                      | Yes    | 2022          | 11       |              | 5/9/2022 | 6/30/2022     | \$4,418.93 |
|       | Desc:  | Software for Asyst program      |         |                             |        |               |          |              |          |               |            |
|       | Line   | Account Number                  |         | AP Amount                   |        | Liq Amount    | Project  | Task         | Category |               |            |

**A/P Control Report**

for user asystAdmin from 5/1/2022 to 5/31/2022

| Trans | Vendor | Name   | Bank ID | Invoice                      | Posted | Fiscal Period | PO Nbr     | Invoice Date | Due Date  | Discount Date | Amount      |
|-------|--------|--|---------|------------------------------|--------|---------------|------------|--------------|-----------|---------------|-------------|
|       | 1      | 100-10-6860  |         | Computers/Software/Service   |        |               | 1,200.00   |              | 0.00      | 0             |             |
|       | Desc:  | Computers/Software/Services                        |         |                              |        |               |            |              |           |               |             |
|       | 2      | 600-00-6860  |         | Computers/Software/Service   |        |               | 1,200.00   |              | 0.00      | 0             |             |
|       | Desc:  | Computers/Software/Services                        |         |                              |        |               |            |              |           |               |             |
|       | 3      | 601-00-6860  |         | Computers/Software/Service   |        |               | 1,068.00   |              | 0.00      | 0             |             |
|       | Desc:  | Computers/Software/Services                        |         |                              |        |               |            |              |           |               |             |
|       | 4      | 602-00-6860  |         | Computers/Software/Service   |        |               | 950.93     |              | 0.00      | 0             |             |
|       | Desc:  | Computers/Software/Services                        |         |                              |        |               |            |              |           |               |             |
| 11807 | 154    | Quill  | 3       | 24741607                     | Yes    | 2022 11       |            | 5/9/2022     | 6/7/2022  |               | \$67.99     |
|       | Desc:  | Office Supplies                                    |         |                              |        |               |            |              |           |               |             |
|       | Line   | Account Number                                     |         | AP Amount                    |        |               | Liq Amount | Project      | Task      | Category      |             |
|       | 1      | 100-10-6105  |         | Office Supplies & Equipment  |        |               | 67.99      | 0.00         | 0         |               |             |
|       | Desc:  | Office Supplies & Equipment                        |         |                              |        |               |            |              |           |               |             |
| 11808 | 154    | Quill  | 3       | 24620591                     | Yes    | 2022 11       |            | 5/9/2022     | 6/7/2022  |               | \$218.34    |
|       | Desc:  | Office supplies                                    |         |                              |        |               |            |              |           |               |             |
|       | Line   | Account Number                                     |         | AP Amount                    |        |               | Liq Amount | Project      | Task      | Category      |             |
|       | 1      | 100-10-6105  |         | Office Supplies & Equipment  |        |               | 218.34     | 0.00         | 0         |               |             |
|       | Desc:  | Office Supplies & Equipment                        |         |                              |        |               |            |              |           |               |             |
| 11809 | 544    | Wave   | 3       | 106825901-0009               | Yes    | 2022 11       |            | 5/9/2022     | 5/23/2022 |               | \$766.00    |
|       | Desc:  | Internet service                                   |         |                              |        |               |            |              |           |               |             |
|       | Line   | Account Number                                     |         | AP Amount                    |        |               | Liq Amount | Project      | Task      | Category      |             |
|       | 1      | 600-00-6860  |         | Computers/Software/Service   |        |               | 127.67     | 0.00         | 0         |               |             |
|       | Desc:  | Computers/Software/Services                        |         |                              |        |               |            |              |           |               |             |
|       | 2      | 601-00-6860  |         | Computers/Software/Service   |        |               | 127.67     | 0.00         | 0         |               |             |
|       | Desc:  | Computers/Software/Services                        |         |                              |        |               |            |              |           |               |             |
|       | 3      | 602-00-6860  |         | Computers/Software/Service   |        |               | 127.66     | 0.00         | 0         |               |             |
|       | Desc:  | Computers/Software/Services                        |         |                              |        |               |            |              |           |               |             |
|       | 4      | 100-10-6860  |         | Computers/Software/Service   |        |               | 287.25     | 0.00         | 0         |               |             |
|       | Desc:  | Computers/Software/Services                        |         |                              |        |               |            |              |           |               |             |
|       | 5      | 100-30-6860  |         | Computers/Software/Service   |        |               | 95.75      | 0.00         | 0         |               |             |
|       | Desc:  | Computers/Software/Services                        |         |                              |        |               |            |              |           |               |             |
| 11810 | 822    | Oregon DEQ   | 3       | R13841-6/1/22                | Yes    | 2022 11       |            | 5/9/2022     | 6/1/2022  |               | \$21,183.00 |
|       | Desc:  | DEQ Loan R13841 - repayment principal and interest |         |                              |        |               |            |              |           |               |             |
|       | Line   | Account Number                                     |         | AP Amount                    |        |               | Liq Amount | Project      | Task      | Category      |             |
|       | 1      | 302-22-7040  |         | Principal Payments - Notes P |        |               | 20,199.00  | 0.00         | 0         |               |             |
|       | Desc:  | Principal Payments - Notes Payable                 |         |                              |        |               |            |              |           |               |             |
|       | 2      | 302-22-7045  |         | Interest Payments - Notes Pa |        |               | 984.00     | 0.00         | 0         |               |             |
|       | Desc:  | Interest Payments - Notes Payable                  |         |                              |        |               |            |              |           |               |             |
| 11811 | 821    | Industrial Systems, Inc.                           | 3       | 21.52.01-9                   | Yes    | 2022 11       |            | 5/12/2022    | 6/12/2022 |               | \$13,372.83 |
|       | Desc:  | SBR Control Sys Replacement - WWTP                 |         |                              |        |               |            |              |           |               |             |
|       | Line   | Account Number                                     |         | AP Amount                    |        |               | Liq Amount | Project      | Task      | Category      |             |
|       | 1      | 602-00-6345  |         | Operational Equipment & Re   |        |               | 13,372.83  | 0.00         | 2         | 1             | EXP         |
|       | Desc:  | Operational Equipment & Repairs                    |         |                              |        |               |            |              |           |               |             |
| 11812 | 821    | Industrial Systems, Inc.                           | 3       | 21.52.02-1                   | Yes    | 2022 11       |            | 5/12/2022    | 6/12/2022 |               | \$6,307.78  |
|       | Desc:  | Engineering - WWTP                                 |         |                              |        |               |            |              |           |               |             |
|       | Line   | Account Number                                     |         | AP Amount                    |        |               | Liq Amount | Project      | Task      | Category      |             |
|       | 1      | 602-00-6345  |         | Operational Equipment & Re   |        |               | 6,307.78   | 0.00         | 2         | 1             | EXP         |
|       | Desc:  | Operational Equipment & Repairs                    |         |                              |        |               |            |              |           |               |             |
| 11813 | 822    | Oregon DEQ   | 3       | Motsinger - Cert             | Yes    | 2022 11       |            | 5/12/2022    | 6/12/2022 |               | \$160.00    |
|       | Desc:  | S. Motsinger 2 Yr cert renewal                     |         |                              |        |               |            |              |           |               |             |
|       | Line   | Account Number                                     |         | AP Amount                    |        |               | Liq Amount | Project      | Task      | Category      |             |
|       | 1      | 600-00-6410  |         | Training                     |        |               | 80.00      | 0.00         | 0         |               |             |
|       | Desc:  | Training   |         |                              |        |               |            |              |           |               |             |



**A/P Control Report**

for user asystAdmin from 5/1/2022 to 5/31/2022

| Trans | Vendor | Name                       | Bank ID                            | Invoice   | Posted                         | Fiscal Period | PO Nbr   | Invoice Date | Due Date  | Discount Date | Amount     |
|-------|--------|----------------------------|------------------------------------|-----------|--------------------------------|---------------|----------|--------------|-----------|---------------|------------|
| 11824 | 122    | Sheldon Oil                | 3                                  | 72884     | Yes                            | 2022 11       |          | 5/12/2022    | 6/12/2022 |               | \$56.33    |
|       |        | Desc:                      | Fuel                               |           |                                |               |          |              |           |               |            |
|       |        | Line                       | Account Number                     |           |                                | AP Amount     |          | Liq Amount   | Project   | Task          | Category   |
|       |        | 1                          | 100-30-6140                        |           | Fuel/Lubes/Etc.                |               | 56.33    | 0.00         | 0         |               |            |
|       |        | Desc:                      | Fuel/Lubes/Etc.                    |           |                                |               |          |              |           |               |            |
| 11825 | 779    | Shapiro / Didway           | 3                                  | 19054.B.2 | Yes                            | 2022 11       |          | 5/16/2022    | 6/1/2022  |               | \$8,050.00 |
|       |        | Desc:                      | Al griffin park                    |           |                                |               |          |              |           |               |            |
|       |        | Line                       | Account Number                     |           |                                | AP Amount     |          | Liq Amount   | Project   | Task          | Category   |
|       |        | 1                          | 100-50-6995                        |           | Feasibility Studies / Projects |               | 8,050.00 | 0.00         | 0         |               |            |
|       |        | Desc:                      | Feasibility Studies / Projects     |           |                                |               |          |              |           |               |            |
| 11826 | 1      | Oregon Department of Rev   | 3                                  | PR1237    | Yes                            | 2022 11       |          | 5/16/2022    | 5/16/2022 |               | \$36.17    |
|       |        | Desc:                      | Payroll from 4/1/2022 to 4/30/2022 |           |                                |               |          |              |           |               |            |
|       |        | Line                       | Account Number                     |           |                                | AP Amount     |          | Liq Amount   | Project   | Task          | Category   |
|       |        | 1                          | 100-30-2030                        |           | Payroll Taxes Payable          |               | 36.17    | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
| 11827 | 2      | U.S. Department of the Tre | 3                                  | PR1237    | Yes                            | 2022 11       |          | 5/16/2022    | 5/16/2022 |               | \$378.90   |
|       |        | Desc:                      | Payroll from 4/1/2022 to 4/30/2022 |           |                                |               |          |              |           |               |            |
|       |        | Line                       | Account Number                     |           |                                | AP Amount     |          | Liq Amount   | Project   | Task          | Category   |
|       |        | 1                          | 100-30-2030                        |           | Payroll Taxes Payable          |               | 378.90   | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
| 11828 | 189    | Oregon PERS                | 3                                  | PR1237    | Yes                            | 2022 11       |          | 5/16/2022    | 5/16/2022 |               | \$20.90    |
|       |        | Desc:                      | Payroll from 4/1/2022 to 4/30/2022 |           |                                |               |          |              |           |               |            |
|       |        | Line                       | Account Number                     |           |                                | AP Amount     |          | Liq Amount   | Project   | Task          | Category   |
|       |        | 1                          | 100-30-2040                        |           | Retirement Payable             |               | 20.90    | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
| 11829 | 1      | Oregon Department of Rev   | 3                                  | PR1235    | Yes                            | 2022 11       |          | 5/16/2022    | 5/16/2022 |               | \$1,857.01 |
|       |        | Desc:                      | Payroll from 5/1/2022 to 5/15/2022 |           |                                |               |          |              |           |               |            |
|       |        | Line                       | Account Number                     |           |                                | AP Amount     |          | Liq Amount   | Project   | Task          | Category   |
|       |        | 1                          | 100-00-2030                        |           | Payroll Taxes Payable          |               | 388.10   | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
|       |        | 2                          | 100-30-2030                        |           | Payroll Taxes Payable          |               | 133.43   | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
|       |        | 3                          | 200-00-2030                        |           | Payroll Taxes Payable          |               | 193.92   | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
|       |        | 4                          | 600-00-2030                        |           | Payroll Taxes Payable          |               | 433.09   | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
|       |        | 5                          | 601-00-2030                        |           | Payroll Taxes Payable          |               | 199.22   | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
|       |        | 6                          | 602-00-2030                        |           | Payroll Taxes Payable          |               | 509.25   | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
| 11830 | 2      | U.S. Department of the Tre | 3                                  | PR1235    | Yes                            | 2022 11       |          | 5/16/2022    | 5/16/2022 |               | \$6,893.88 |
|       |        | Desc:                      | Payroll from 5/1/2022 to 5/15/2022 |           |                                |               |          |              |           |               |            |
|       |        | Line                       | Account Number                     |           |                                | AP Amount     |          | Liq Amount   | Project   | Task          | Category   |
|       |        | 1                          | 100-00-2030                        |           | Payroll Taxes Payable          |               | 1,401.53 | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
|       |        | 2                          | 100-30-2030                        |           | Payroll Taxes Payable          |               | 434.37   | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
|       |        | 3                          | 200-00-2030                        |           | Payroll Taxes Payable          |               | 726.94   | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
|       |        | 4                          | 600-00-2030                        |           | Payroll Taxes Payable          |               | 1,592.92 | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |
|       |        | 5                          | 601-00-2030                        |           | Payroll Taxes Payable          |               | 796.74   | 0.00         | 0         |               |            |
|       |        | Desc:                      |                                    |           |                                |               |          |              |           |               |            |



**A/P Control Report**

for user asystAdmin from 5/1/2022 to 5/31/2022

| Trans        | Vendor      | Name                            | Bank ID  | Invoice                            | Posted     | Fiscal Period    | PO Nbr            | Invoice Date     | Due Date         | Discount Date   | Amount            |
|--------------|-------------|---------------------------------|----------|------------------------------------|------------|------------------|-------------------|------------------|------------------|-----------------|-------------------|
|              | 8           | 600-00-2055                     |          | Med/Life Insurance Payable         |            |                  | 2,083.37          |                  | 0.00             | 0               |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 9           | 601-00-2030                     |          | Payroll Taxes Payable              |            |                  | 116.42            |                  | 0.00             | 0               |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 10          | 601-00-2055                     |          | Med/Life Insurance Payable         |            |                  | 909.79            |                  | 0.00             | 0               |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 11          | 602-00-2030                     |          | Payroll Taxes Payable              |            |                  | 369.64            |                  | 0.00             | 0               |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 12          | 602-00-2055                     |          | Med/Life Insurance Payable         |            |                  | 2,692.22          |                  | 0.00             | 0               |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
| <b>11834</b> | <b>189</b>  | <b>Oregon PERS</b>              | <b>3</b> | <b>PR1235</b>                      | <b>Yes</b> | <b>2022</b>      | <b>11</b>         | <b>5/16/2022</b> | <b>5/16/2022</b> |                 | <b>\$7,067.55</b> |
|              |             | Desc:                           |          | Payroll from 5/1/2022 to 5/15/2022 |            |                  |                   |                  |                  |                 |                   |
|              | <b>Line</b> | <b>Account Number</b>           |          |                                    |            | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b>   | <b>Task</b>      | <b>Category</b> |                   |
|              | 1           | 100-00-2040                     |          | Retirement Payable                 |            | 1,470.83         | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 2           | 100-30-2040                     |          | Retirement Payable                 |            | 529.33           | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 3           | 200-00-2040                     |          | Retirement Payable                 |            | 722.54           | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 4           | 600-00-2040                     |          | Retirement Payable                 |            | 1,582.43         | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 5           | 601-00-2040                     |          | Retirement Payable                 |            | 751.98           | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 6           | 602-00-2040                     |          | Retirement Payable                 |            | 2,010.44         | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
| <b>11835</b> | <b>190</b>  | <b>Oregon Department of Jus</b> | <b>3</b> | <b>PR1235</b>                      | <b>Yes</b> | <b>2022</b>      | <b>11</b>         | <b>5/16/2022</b> | <b>5/16/2022</b> |                 | <b>\$92.50</b>    |
|              |             | Desc:                           |          | Payroll from 5/1/2022 to 5/15/2022 |            |                  |                   |                  |                  |                 |                   |
|              | <b>Line</b> | <b>Account Number</b>           |          |                                    |            | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b>   | <b>Task</b>      | <b>Category</b> |                   |
|              | 1           | 100-00-2050                     |          | Garnishments Payable               |            | 0.93             | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 2           | 200-00-2050                     |          | Garnishments Payable               |            | 0.93             | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 3           | 600-00-2050                     |          | Garnishments Payable               |            | 9.25             | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 4           | 601-00-2050                     |          | Garnishments Payable               |            | 1.85             | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
|              | 5           | 602-00-2050                     |          | Garnishments Payable               |            | 79.54            | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          |                                    |            |                  |                   |                  |                  |                 |                   |
| <b>11836</b> | <b>307</b>  | <b>Accuity, LLC</b>             | <b>3</b> | <b>8568</b>                        | <b>Yes</b> | <b>2022</b>      | <b>11</b>         | <b>5/16/2022</b> | <b>5/31/2022</b> |                 | <b>\$6,000.00</b> |
|              |             | Desc:                           |          | Audit services                     |            |                  |                   |                  |                  |                 |                   |
|              | <b>Line</b> | <b>Account Number</b>           |          |                                    |            | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b>   | <b>Task</b>      | <b>Category</b> |                   |
|              | 1           | 100-90-6205                     |          | Accounting & Auditing              |            | 2,250.00         | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          | Accounting & Auditing              |            |                  |                   |                  |                  |                 | 1099              |
|              | 2           | 200-00-6205                     |          | Accounting & Auditing              |            | 500.00           | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          | Accounting & Auditing              |            |                  |                   |                  |                  |                 | 1099              |
|              | 3           | 600-00-6205                     |          | Accounting & Auditing              |            | 1,500.00         | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          | Accounting & Auditing              |            |                  |                   |                  |                  |                 | 1099              |
|              | 4           | 601-00-6205                     |          | Accounting & Auditing              |            | 1,000.00         | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          | Accounting & Auditing              |            |                  |                   |                  |                  |                 | 1099              |
|              | 5           | 602-00-6205                     |          | Accounting & Auditing              |            | 750.00           | 0.00              | 0                |                  |                 |                   |
|              |             | Desc:                           |          | Accounting & Auditing              |            |                  |                   |                  |                  |                 | 1099              |
| <b>11837</b> | <b>97</b>   | <b>Country Media</b>            | <b>3</b> | <b>568004</b>                      | <b>Yes</b> | <b>2022</b>      | <b>11</b>         | <b>5/17/2022</b> | <b>6/15/2022</b> |                 | <b>\$317.75</b>   |
|              |             | Desc:                           |          | Advertising                        |            |                  |                   |                  |                  |                 |                   |
|              | <b>Line</b> | <b>Account Number</b>           |          |                                    |            | <b>AP Amount</b> | <b>Liq Amount</b> | <b>Project</b>   | <b>Task</b>      | <b>Category</b> |                   |





A/P Control Report

for user asystAdmin from 5/1/2022 to 5/31/2022

| Trans | Vendor | Name   | Bank ID        | Invoice                     | Posted    | Fiscal Period | PO Nbr     | Invoice Date | Due Date  | Discount Date | Amount     |
|-------|--------|--|----------------|-----------------------------|-----------|---------------|------------|--------------|-----------|---------------|------------|
| 11845 | 777    | Richardson Wright                                    | 3              | 3075                        | Yes       | 2022 11       |            | 5/18/2022    | 6/1/2022  |               | \$6,250.98 |
|       |        | Desc: Attorney fees/trust account - Booth / Albright |                |                             |           |               |            |              |           |               |            |
|       |        | Line   | Account Number |                             | AP Amount |               | Liq Amount |              | Project   | Task          | Category   |
|       |        | 1  | 100-90-6220    | Legal Fees                  | 6,250.98  |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Legal Fees                                     |                |                             |           |               |            |              |           |               |            |
|       |        |  |                |                             |           |               |            |              |           |               |            |
|       |        | 1099   |                |                             |           |               |            |              |           |               |            |
| 11846 | 176    | Carson Oil   | 3              | IN-0712729                  | Yes       | 2022 11       |            | 5/18/2022    | 6/11/2022 |               | \$1,199.84 |
|       |        | Desc: Fuel   |                |                             |           |               |            |              |           |               |            |
|       |        | Line   | Account Number |                             | AP Amount |               | Liq Amount |              | Project   | Task          | Category   |
|       |        | 1  | 100-30-6140    | Fuel/Lubes/Etc.             | 163.48    |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Fuel/Lubes/Etc.                                |                |                             |           |               |            |              |           |               |            |
|       |        | 2  | 200-00-6140    | Fuel/Lubes/Etc.             | 259.09    |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Fuel/Lubes/Etc.                                |                |                             |           |               |            |              |           |               |            |
|       |        | 3  | 600-00-6140    | Fuel/Lubes/Etc.             | 259.09    |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Fuel/Lubes/Etc.                                |                |                             |           |               |            |              |           |               |            |
|       |        | 4  | 601-00-6140    | Fuel/Lubes/Etc.             | 259.09    |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Fuel/Lubes/Etc.                                |                |                             |           |               |            |              |           |               |            |
|       |        | 5  | 602-00-6140    | Fuel/Lubes/Etc.             | 259.09    |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Fuel/Lubes/Etc.                                |                |                             |           |               |            |              |           |               |            |
|       |        |  |                |                             |           |               |            |              |           |               |            |
| 11854 | 157    | U.S. Postal Service                                  | 3              | Box 3309 -2022              | Yes       | 2022 11       |            | 5/31/2022    | 6/10/2022 |               | \$210.00   |
|       |        | Desc: PO Box fee                                     |                |                             |           |               |            |              |           |               |            |
|       |        | Line   | Account Number |                             | AP Amount |               | Liq Amount |              | Project   | Task          | Category   |
|       |        | 1  | 100-10-6105    | Office Supplies & Equipment | 210.00    |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Office Supplies & Equipment                    |                |                             |           |               |            |              |           |               |            |
|       |        |  |                |                             |           |               |            |              |           |               |            |
| 11855 | 180    | CenturyLink  | 3              | 314199659-May               | Yes       | 2022 11       |            | 5/31/2022    | 6/13/2022 |               | \$268.66   |
|       |        | Desc: Phone  |                |                             |           |               |            |              |           |               |            |
|       |        | Line   | Account Number |                             | AP Amount |               | Liq Amount |              | Project   | Task          | Category   |
|       |        | 1  | 100-30-6620    | Telecommunications          | 67.17     |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Telecommunications                             |                |                             |           |               |            |              |           |               |            |
|       |        | 2  | 100-10-6620    | Telecommunications          | 201.49    |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Telecommunications                             |                |                             |           |               |            |              |           |               |            |
|       |        |  |                |                             |           |               |            |              |           |               |            |
| 11856 | 121    | Sensus USA, Inc.                                     | 3              | DP21000139                  | Yes       | 2022 11       |            | 5/31/2022    | 6/1/2022  |               | \$250.00   |
|       |        | Desc: Water meter Billing - Support                  |                |                             |           |               |            |              |           |               |            |
|       |        | Line   | Account Number |                             | AP Amount |               | Liq Amount |              | Project   | Task          | Category   |
|       |        | 1  | 600-00-6130    | Customer Meters & Supplies  | 250.00    |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Customer Meters & Supplies                     |                |                             |           |               |            |              |           |               |            |
|       |        |  |                |                             |           |               |            |              |           |               |            |
| 11857 | 922    | 3J Consulting, Inc.                                  | 3              | 8437                        | Yes       | 2022 11       |            | 5/31/2022    | 6/15/2022 |               | \$1,382.04 |
|       |        | Desc: Consulting - Planning                          |                |                             |           |               |            |              |           |               |            |
|       |        | Line   | Account Number |                             | AP Amount |               | Liq Amount |              | Project   | Task          | Category   |
|       |        | 1  | 100-70-6240    | Comprehensive Planning      | 1,382.04  |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Comprehensive Planning                         |                |                             |           |               |            |              |           |               |            |
|       |        | 1099   |                |                             |           |               |            |              |           |               |            |
| 11858 | 315    | Tillamook Complete Janito                            | 3              | 1777                        | Yes       | 2022 11       |            | 5/31/2022    | 6/15/2022 |               | \$1,305.00 |
|       |        | Desc: Cleaning                                       |                |                             |           |               |            |              |           |               |            |
|       |        | Line   | Account Number |                             | AP Amount |               | Liq Amount |              | Project   | Task          | Category   |
|       |        | 1  | 100-10-6830    | Janitorial Services         | 680.00    |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Janitorial Services                            |                |                             |           |               |            |              |           |               |            |
|       |        | 2  | 100-30-6830    | Janitorial Services         | 365.00    |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Janitorial Services                            |                |                             |           |               |            |              |           |               |            |
|       |        | 3  | 600-00-6830    | Janitorial Services         | 86.67     |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Janitorial Services                            |                |                             |           |               |            |              |           |               |            |
|       |        | 4  | 601-00-6830    | Janitorial Services         | 86.67     |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Janitorial Services                            |                |                             |           |               |            |              |           |               |            |
|       |        | 5  | 602-00-6830    | Janitorial Services         | 86.66     |               | 0.00       |              | 0         |               |            |
|       |        | Desc: Janitorial Services                            |                |                             |           |               |            |              |           |               |            |
|       |        | 1099   |                |                             |           |               |            |              |           |               |            |

A/P Control Report

for user asystAdmin from 5/1/2022 to 5/31/2022

| Trans | Vendor | Name                                       | Bank ID        | Invoice       | Posted                        | Fiscal Period | PO Nbr     | Invoice Date | Due Date  | Discount Date | Amount     |
|-------|--------|--|----------------|---------------|-------------------------------|---------------|------------|--------------|-----------|---------------|------------|
| 11859 | 855    | AKS Engineering & Forest                   | 3              | 8605-04-03    | Yes                           | 2022 11       |            | 5/31/2022    | 6/15/2022 |               | \$7,166.25 |
|       |        | Desc: Well No. 3 engineering               |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |
|       |        | 1  | 601-00-8400    |               | Machinery & Equipment         |               | 7,166.25   | 0.00         | 6         | 1             | EXP        |
|       |        | Desc: Machinery & Equipment                |                |               |                               |               |            |              |           |               |            |
| 11860 | 855    | AKS Engineering & Forest                   | 3              | 8605-03-05    | Yes                           | 2022 11       |            | 5/31/2022    | 6/15/2022 |               | \$580.00   |
|       |        | Desc: Patterson Creek - Engineering        |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |
|       |        | 1  | 602-00-6996    |               | Engineering Study / Special p |               | 580.00     | 0.00         | 3         | PATCRK        | EXP        |
|       |        | Desc: Engineering Study / Special projects |                |               |                               |               |            |              |           |               |            |
| 11861 | 526    | Oregon Health Authority                    | 3              | WS Fee - 2022 | Yes                           | 2022 11       |            | 5/31/2022    | 6/30/2022 |               | \$1,500.00 |
|       |        | Desc: Annual Water System Fee              |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |
|       |        | 1  | 601-00-6990    |               | Other Miscellaneous Expens    |               | 1,500.00   | 0.00         | 0         |               |            |
|       |        | Desc: Other Miscellaneous Expenses         |                |               |                               |               |            |              |           |               |            |
| 11862 | 855    | AKS Engineering & Forest                   | 3              | 8605-02-04    | Yes                           | 2022 11       |            | 5/31/2022    | 6/15/2022 |               | \$3,876.25 |
|       |        | Desc: Lift Station - Engineering           |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |
|       |        | 1  | 602-00-8800    |               | Utility System                |               | 3,876.25   | 0.00         | 5         | CSLFRF        | EXP        |
|       |        | Desc: Utility System                       |                |               |                               |               |            |              |           |               |            |
| 11863 | 523    | North Coast Lawn                           | 3              | 81354         | Yes                           | 2022 11       |            | 5/31/2022    | 6/15/2022 |               | \$1,530.00 |
|       |        | Desc: Lawn care                            |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |
|       |        | 1  | 100-50-6310    |               | Grounds Maintenance           |               | 1,530.00   | 0.00         | 0         |               |            |
|       |        | Desc: Grounds Maintenance                  |                |               |                               |               |            |              |           |               |            |
| 11864 | 27     | Tillamook People's Utility                 | 3              | 20890-5/22    | Yes                           | 2022 11       |            | 5/31/2022    | 6/13/2022 |               | \$2,191.75 |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |
|       |        | 1  | 602-00-6605    |               | Electricity                   |               | 2,191.75   | 0.00         | 0         |               |            |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
| 11865 | 27     | Tillamook People's Utility                 | 3              | 21211-5/22    | Yes                           | 2022 11       |            | 5/31/2022    | 6/15/2022 |               | \$36.57    |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |
|       |        | 1  | 100-50-6605    |               | Electricity                   |               | 36.57      | 0.00         | 0         |               |            |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
| 11866 | 27     | Tillamook People's Utility                 | 3              | 21215-5/22    | Yes                           | 2022 11       |            | 5/31/2022    | 6/15/2022 |               | \$655.00   |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |
|       |        | 1  | 200-00-6605    |               | Electricity                   |               | 655.00     | 0.00         | 0         |               |            |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
| 11867 | 27     | Tillamook People's Utility                 | 3              | 21221-5/22    | Yes                           | 2022 11       |            | 5/31/2022    | 6/13/2022 |               | \$312.99   |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |
|       |        | 1  | 100-30-6605    |               | Electricity                   |               | 312.99     | 0.00         | 0         |               |            |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
| 11868 | 27     | Tillamook People's Utility                 | 3              | 21223-5/22    | Yes                           | 2022 11       |            | 5/31/2022    | 6/13/2022 |               | \$146.30   |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |
|       |        | 1  | 100-10-6605    |               | Electricity                   |               | 146.30     | 0.00         | 0         |               |            |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
| 11869 | 27     | Tillamook People's Utility                 | 3              | 21224-5/22    | Yes                           | 2022 11       |            | 5/31/2022    | 6/13/2022 |               | \$206.66   |
|       |        | Desc: Electricity                          |                |               |                               |               |            |              |           |               |            |
|       |        | Line                                       | Account Number |               | AP Amount                     |               | Liq Amount | Project      | Task      | Category      |            |



**A/P Control Report**

for user asystAdmin from 5/1/2022 to 5/31/2022

| Trans | Vendor | Name                       | Bank ID            | Invoice         | Posted             | Fiscal Period |        | PO Nbr     | Invoice Date | Due Date  | Discount Date | Amount   |  |
|-------|--------|----------------------------|--------------------|-----------------|--------------------|---------------|--------|------------|--------------|-----------|---------------|----------|--|
| 11879 | 27     | Tillamook People's Utility | 3                  | 97001-5/22      | Yes                | 2022          | 11     |            | 5/31/2022    | 6/13/2022 |               | \$32.68  |  |
|       |        | Desc:                      | Electricity        |                 |                    |               |        |            |              |           |               |          |  |
|       |        | Line                       | Account Number     |                 |                    | AP Amount     |        | Liq Amount |              | Project   | Task          | Category |  |
|       |        | 1                          | 100-10-6605        |                 | Electricity        |               | 32.68  |            | 0.00         |           | 0             |          |  |
|       |        | Desc:                      | Electricity        |                 |                    |               |        |            |              |           |               |          |  |
| 11899 | 472    | Verizon Wireless           | 3                  | 9905852370-5/22 | No                 | 2022          | 11     |            | 5/25/2022    | 5/29/2022 |               | \$588.07 |  |
|       |        | Desc:                      | Cell phones        |                 |                    |               |        |            |              |           |               |          |  |
|       |        | Line                       | Account Number     |                 |                    | AP Amount     |        | Liq Amount |              | Project   | Task          | Category |  |
|       |        | 1                          | 100-10-6620        |                 | Telecommunications |               | 69.31  |            | 0.00         |           | 0             |          |  |
|       |        | Desc:                      | Telecommunications |                 |                    |               |        |            |              |           |               |          |  |
|       |        | 2                          | 100-30-6620        |                 | Telecommunications |               | 201.86 |            | 0.00         |           | 0             |          |  |
|       |        | Desc:                      | Telecommunications |                 |                    |               |        |            |              |           |               |          |  |
|       |        | 3                          | 600-00-6620        |                 | Telecommunications |               | 105.63 |            | 0.00         |           | 0             |          |  |
|       |        | Desc:                      | Telecommunications |                 |                    |               |        |            |              |           |               |          |  |
|       |        | 4                          | 601-00-6620        |                 | Telecommunications |               | 105.63 |            | 0.00         |           | 0             |          |  |
|       |        | Desc:                      | Telecommunications |                 |                    |               |        |            |              |           |               |          |  |
|       |        | 5                          | 602-00-6620        |                 | Telecommunications |               | 105.64 |            | 0.00         |           | 0             |          |  |
|       |        | Desc:                      | Telecommunications |                 |                    |               |        |            |              |           |               |          |  |

|                       |            |      |
|-----------------------|------------|------|
| <b>Fund 100 Total</b> | 52,541.38  | 0.00 |
| <b>Fund 200 Total</b> | 7,731.08   | 0.00 |
| <b>Fund 302 Total</b> | 21,183.00  | 0.00 |
| <b>Fund 600 Total</b> | 16,705.94  | 0.00 |
| <b>Fund 601 Total</b> | 21,766.66  | 0.00 |
| <b>Fund 602 Total</b> | 48,930.13  | 0.00 |
| <b>Grand Total</b>    | 168,858.19 | 0.00 |

## Liane Welch

---

**From:** Erin Skaar <eskaar@co.tillamook.or.us>  
**Sent:** Thursday, May 12, 2022 2:54 PM  
**To:** Nathan George; Liane Welch; juliet@ci.garibaldi.or.us; Mary Johnson; Luke Shepard; Leila Aman; Peter Starkey (pstarkey@careinc.org)  
**Cc:** Thomas Fiorelli  
**Subject:** Tillamook County Coordinated Homeless Services Pilot

Hello City and Non-Profit Partners!

I am pleased to announce that the Tillamook County Board of Commissioners has formally accepted the \$1 million appropriated by House Bill 4123 to establish a coordinated homeless response system.

Within 90 after receiving these funds, we must work with our partners to develop an MOU to work together for the planning of our response system. Please look for an email from Tillamook County's Housing Coordinator, T.J. Fiorelli, to request a time in the coming weeks to meet with you.

T.J. will be sharing a preliminary draft framework for the MOU and listening to your priorities, expectations, and potential contributions to help us identify our collective capacity to structure the MOU and ultimately a coordinated system.

Please don't hesitate to contact T.J. if you have any questions, ideas, or comments as we move forward.

Thank you for your support in this effort. We are deeply appreciative and encouraged by your commitment to meaningfully address homelessness throughout Tillamook County.

Thank you!

erin



**Erin D. Skaar** (she/her) | Commissioner  
TILLAMOOK COUNTY | Board of County Commissioners  
201 Laurel Avenue  
Tillamook, OR 97141  
Phone (503) 842-3403  
Mobile (503) 812-9877  
[eskaar@co.tillamook.or.us](mailto:eskaar@co.tillamook.or.us)

This e-mail is a public record of Tillamook County and is subject to the State of Oregon Retention Schedule and may be subject to public disclosure under the Oregon Public Records Law. This e-mail, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please send a reply e-mail to let the sender know of the error and destroy all copies of the original message.

**Enrolled**  
**House Bill 4123**

Sponsored by Representatives KROPF, WILLIAMS, Senator PATTERSON, Representatives EVANS, GOMBERG, HOY, SMITH G, ZIKA, Senators ANDERSON, ARMITAGE, GELSER BLOUIN, HANSELL, KNOPP, THOMSEN; Representatives ALONSO LEON, CAMPOS, DEXTER, FAHEY, GRAYBER, HIEB, LEVY, MARSH, MOORE-GREEN, NOBLE, NOSSE, REYNOLDS, SOSA, WEBER (Pre-session filed.)

CHAPTER .....

AN ACT

Relating to coordinated homeless response systems; and declaring an emergency.

Whereas the lack of available housing, high rents and high home prices are driving rapid increases in housing instability and homelessness in Oregon; and

Whereas Oregon has experienced a significant increase in the number of people experiencing homelessness and unsheltered homelessness; and

Whereas funding, resources and services to address homelessness in Oregon are not scaled to meet this need; and

Whereas the lack of housing affordability and availability in Oregon cannot be addressed without cross-jurisdictional collaboration; and

Whereas communities require coordinated leadership and governance to identify local needs and centralize communication, policy and services to end homelessness; now, therefore,

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1. (1) The Oregon Department of Administrative Services shall provide grants to local governments and nonprofit corporations that agree to, within 90 days of receipt of grant funding, enter into an agreement among the member governments and nonprofit corporations, if any, to create a coordinated homeless response system that consists of, at a minimum:**

- (a) The establishment of a coordinated homeless response office;**
  - (b) An advisory board with representation from the governing body of each member government;**
  - (c) Specific roles of each member to support the advisory board and office;**
  - (d) Plans for coordination with any local continuum of care receiving funding under 24 C.F.R. part 578; and**
  - (e) The establishment of a centralized point of contact for the office.**
- (2) Grants provided under this section shall be used by the coordinated homeless response system to:**
- (a) Hire necessary staff for the office;**
  - (b) Support coordinated communications and public engagement;**
  - (c) Support community outreach and policy development, including stipends for people with current or recent lived experience of homelessness;**

(d) Acquire technical assistance and capacity building, including contracting with consultants; and

(e) Pay for other expenses reasonably necessary to meet the requirements under this section.

(3) Within one year of receiving a grant under this section, a coordinated homeless response system, through the advisory board or each member government to the agreement, shall adopt a five-year strategic plan that will identify and set goals for addressing:

(a) Funding to support the ongoing operations of the coordinated homeless response system;

(b) Increasing or streamlining resources and services to people at risk of or experiencing homelessness within the participating cities and counties;

(c) Incorporating national best practices for ending homelessness;

(d) Eliminating racial disparities within homeless services within the service area; and

(e) Creating pathways to permanent and supportive housing that is affordable to local populations experiencing or at risk of homelessness.

(4) No later than November 15, 2023, and September 15, 2024, each coordinated homeless response system shall provide a report to the Housing and Community Services Department, Oregon Housing Stability Council and one or more appropriate interim committees of the Legislative Assembly in the manner provided in ORS 192.245 on:

(a) The goals adopted in the five-year strategic plan and the progress made in implementing the plan;

(b) Other changes in homelessness services, ordinances of member governments relating to homelessness and partnerships or programs established that are specifically related to member government actions arising out of the agreement; and

(c) Identified challenges and opportunities relating to:

(A) Regional coordination of homelessness services and planning;

(B) Needs for technical assistance regarding program development or other programs from the Housing and Community Services Department; and

(C) Addressing racial disparities through partnerships with culturally specific and responsive organizations serving populations overrepresented in experiencing homelessness, including Black, Indigenous, People of Color, federally recognized tribes and tribal members and outreach and engagement with these populations.

(5) In performing tasks under this section, a coordinated homeless response system shall coordinate with and develop partnerships with local and regional stakeholders, including, but not limited to:

(a) Advocates for people experiencing homelessness and for people with lived experience of homelessness;

(b) Community action agencies;

(c) Housing authorities;

(d) Affordable housing providers;

(e) Behavioral health providers;

(f) Law enforcement;

(g) Educational agency liaisons for homeless children as described in 42 U.S.C. 11432;

(h) Local Department of Human Services offices;

(i) Courts;

(j) Legal aid;

(k) Coordinated care organizations, as described in ORS 414.572;

(L) Emergency shelter providers;

(m) Homeless service providers;

(n) Organizations serving and advocating for veterans, homeless youth, youth exiting the foster care system, individuals exiting the criminal justice system, people with disabilities and aging adults, health care systems, domestic violence and sexual assault survivors,



members of lesbian, gay, bisexual, transgender, queer or questioning (LGBTQ) communities, people experiencing behavioral health and substance use disorders, faith communities and business communities; and

(o) The Housing and Community Services Department.

(6) In performing its duties under this section, a coordinated homeless response system shall coordinate with law enforcement, service providers and governing bodies to implement safe and humane processes to maintain public and environmental health and safety, balancing important individual and community rights.

(7) A coordinated homeless response system may use grant funds in excess of those funds needed by the system to accomplish the requirements of the system under subsections (1) to (6) of this section to support the delivery of homeless services and shelter consistent with the five-year strategic plan, including through contracts with service providers.

**SECTION 2.** Section 1 of this 2022 Act is repealed on January 2, 2025.

**SECTION 3.** In addition to and not in lieu of any other appropriation, there is appropriated to the Oregon Department of Administrative Services, for the biennium ending June 30, 2023, out of the General Fund, to provide grants under section 1 of this 2022 Act for a coordinated homeless response system:

(1) \$1,000,000 to Benton County for a response system consisting of Benton County, the City of Corvallis and any other parties to the agreement forming the response system.

(2) \$1,000,000 to Coos County for a response system consisting of Coos County, the City of Coos Bay, the City of North Bend and any other parties to the agreement forming the response system.

(3) \$1,000,000 to Deschutes County for a response system consisting of Deschutes County, the City of Bend, the City of La Pine, the City of Redmond and the City of Sisters.

(4) \$1,000,000 to Lincoln County for a response system consisting of Lincoln County, the City of Lincoln City, the City of Newport, the City of Toledo and any other parties to the agreement forming the response system.

(5) \$1,000,000 to the Mid-Columbia Community Action Council for a response system consisting of the Mid-Columbia Community Action Council, Hood River County, Sherman County, Wasco County, the City of The Dalles, the City of Hood River and any other parties to the agreement forming the response system.

(6) \$1,000,000 to Polk County for a response system consisting of Polk County, the City of Dallas, the City of Falls City, the City of Independence, the City of Monmouth, the City of Willamina, the Confederated Tribes of the Grand Ronde, Mid-Willamette Valley Community Action Agency and any other parties to the agreement forming the response system.

(7) \$1,000,000 to Tillamook County for a response system consisting of Tillamook County, the City of Tillamook, Bay City, the City of Garibaldi, the City of Rockaway Beach, the City of Wheeler, the City of Manzanita, Tillamook County Community Action Resources Enterprises, Inc. and any other parties to the agreement forming the response system.

(8) \$1,000,000 to Umatilla County for a response system consisting of Umatilla County, the City of Umatilla, the City of Stanfield, the City of Echo, the City of Hermiston and any other parties to the agreement forming the response system.

**SECTION 4.** This 2022 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2022 Act takes effect on its passage.

**Passed by House March 2, 2022**

.....  
Timothy G. Sekerak, Chief Clerk of House

.....  
Dan Rayfield, Speaker of House

**Passed by Senate March 3, 2022**

.....  
Peter Courtney, President of Senate

**Received by Governor:**

.....M,....., 2022

**Approved:**

.....M,....., 2022

.....  
Kate Brown, Governor

**Filed in Office of Secretary of State:**

.....M,....., 2022

.....  
Shemia Fagan, Secretary of State

**CLEAN WATER STATE REVOLVING FUND  
LOAN AGREEMENT NO. R13842  
AMENDMENT NO. 1  
CITY OF BAY CITY**

This Amendment No. 1 (“Amendment”) to Loan Agreement No. R13842 (the “Loan Agreement”) is executed between the STATE OF OREGON ACTING BY AND THROUGH ITS DEPARTMENT OF ENVIRONMENTAL QUALITY (“DEQ”) and City of Bay City (the “Borrower”), effective as of the Effective Date indicated below. Capitalized terms used in this Amendment which are not defined herein have the meanings assigned to them in the Loan Agreement.

The purpose of this Amendment is to increase the loan amount by \$250,000 to include construction cost, update the project description, and update Appendices A and B and the Loan Reserve Requirement accordingly.

Date of Loan Agreement: December 30, 2021

The parties agree as follows:

1. **EFFECTIVE DATE.** This Amendment is effective on the date that it is fully executed and approved as required by applicable law.
2. **DESCRIPTION OF THE PROJECT:** The Borrower will work with an engineer to design, purchase and install a headworks screen for the Facility. The Borrower’s 2019 WW Facilities Plan calls for "a new head works structure which contains a mechanical screening and degritting system." This loan funds the screen portion only. The new headworks screen will decrease potential equipment malfunctions and need for repairs, reduce overflows that could lead to permit violations, spills, and negative impacts on water quality and human health. The project will help preserve water quality and maintain permit compliance.
3. **AMENDMENTS TO AGREEMENT.**
  - a. ARTICLE 1(C) is amended and restated as follows:  
  
“(C) **LOAN AMOUNT:** \$300,000.”
  - b. ARTICLE 1(L) is amended and restated as follows:

**LOAN FORGIVENESS:** If the Borrower completes the Project and provided there is no default of any of the terms hereof, DEQ shall forgive fifty percent (50%) of the Loan or \$150,000, whichever is less (the portion of the Loan that is forgiven being referred to as the “Forgivable Loan”), on the date the first repayment is due hereunder. The amount of the Loan forgiveness will be determined when the Final Loan Amount is calculated.

- c. The second sentence of ARTICLE 5(C)(1) is amended and restated as follows:  
  
“Until the Final Loan Amount is calculated, the Loan Reserve Requirement is \$5,402.”
- d. The attached “Appendix A: Repayment Schedule” replaces the current “Appendix A: Repayment Schedule” in its entirety.
- e. The attached “Appendix B: *Estimated CWSRF Loan Disbursement Schedule*” replaces the current “Appendix B: *Estimated CWSRF Loan Disbursement Schedule*” in its entirety.

3. **COUNTERPARTS.** This Amendment may be executed in two or more counterparts, each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.

4. **ORIGINAL AGREEMENT.** Except as expressly amended above, the terms and conditions of the Loan Agreement shall remain in full force and effect. The Borrower certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

**BORROWER: CITY OF BAY CITY**

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

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

Typed Name: \_\_\_\_\_

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

STATE OF OREGON ACTING BY AND THROUGH ITS  
DEPARTMENT OF ENVIRONMENTAL QUALITY

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

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

Jennifer Wigal, Administrator  
Water Quality Division

**APPENDIX A: PRELIMINARY REPAYMENT SCHEDULE**

OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY  
**CLEAN WATER STATE REVOLVING FUND LOAN PROGRAM**  
**REPAYMENT SCHEDULE**

|               |            |                 |          |
|---------------|------------|-----------------|----------|
| BORROWER:     | Bay City   | INTEREST RATE:  | 0.85%    |
| SRF LOAN NO.: | R13842     | TERM IN YEARS:  | 15       |
| LOAN AMOUNT:  | \$ 300,000 | PAYMENT AMOUNT: | \$ 5,509 |
|               |            | ANNUAL FEE:     | 0.50%    |

| Due Date                      | Pmt# | ----- PAYMENT ----- |               |                 |                | Principal Balance |
|-------------------------------|------|---------------------|---------------|-----------------|----------------|-------------------|
|                               |      | Principal           | Interest      | Fees            | Total          |                   |
|                               |      |                     |               | showing with PF |                | 150,000           |
| 8/1/2023                      | 1    | 0                   | 2,322         | 0               | 2,322          | 150,000           |
| 2/1/2024                      | 2    | 4,871               | 638           | 750             | 6,259          | 145,129           |
| 8/1/2024                      | 3    | 4,892               | 617           | 0               | 5,509          | 140,237           |
| 2/1/2025                      | 4    | 4,913               | 596           | 701             | 6,210          | 135,324           |
| 8/1/2025                      | 5    | 4,934               | 575           | 0               | 5,509          | 130,390           |
| 2/1/2026                      | 6    | 4,955               | 554           | 652             | 6,161          | 125,435           |
| 8/1/2026                      | 7    | 4,976               | 533           | 0               | 5,509          | 120,459           |
| 2/1/2027                      | 8    | 4,997               | 512           | 602             | 6,111          | 115,462           |
| 8/1/2027                      | 9    | 5,018               | 491           | 0               | 5,509          | 110,444           |
| 2/1/2028                      | 10   | 5,040               | 469           | 552             | 6,061          | 105,404           |
| 8/1/2028                      | 11   | 5,061               | 448           | 0               | 5,509          | 100,343           |
| 2/1/2029                      | 12   | 5,083               | 426           | 502             | 6,011          | 95,260            |
| 8/1/2029                      | 13   | 5,104               | 405           | 0               | 5,509          | 90,156            |
| 2/1/2030                      | 14   | 5,126               | 383           | 451             | 5,960          | 85,030            |
| 8/1/2030                      | 15   | 5,148               | 361           | 0               | 5,509          | 79,882            |
| 2/1/2031                      | 16   | 5,170               | 339           | 399             | 5,908          | 74,712            |
| 8/1/2031                      | 17   | 5,191               | 318           | 0               | 5,509          | 69,521            |
| 2/1/2032                      | 18   | 5,214               | 295           | 348             | 5,857          | 64,307            |
| 8/1/2032                      | 19   | 5,236               | 273           | 0               | 5,509          | 59,071            |
| 2/1/2033                      | 20   | 5,258               | 251           | 295             | 5,804          | 53,813            |
| 8/1/2033                      | 21   | 5,280               | 229           | 0               | 5,509          | 48,533            |
| 2/1/2034                      | 22   | 5,303               | 206           | 243             | 5,752          | 43,230            |
| 8/1/2034                      | 23   | 5,325               | 184           | 0               | 5,509          | 37,905            |
| 2/1/2035                      | 24   | 5,348               | 161           | 190             | 5,699          | 32,557            |
| 8/1/2035                      | 25   | 5,371               | 138           | 0               | 5,509          | 27,186            |
| 2/1/2036                      | 26   | 5,393               | 116           | 136             | 5,645          | 21,793            |
| 8/1/2036                      | 27   | 5,416               | 93            | 0               | 5,509          | 16,377            |
| 2/1/2037                      | 28   | 5,439               | 70            | 82              | 5,591          | 10,938            |
| 8/1/2037                      | 29   | 5,463               | 46            | 0               | 5,509          | 5,475             |
| 2/1/2038                      | 30   | 5,475               | 23            | 27              | 5,525          | 0                 |
| <b>TOTALS</b>                 |      | <b>150,000</b>      | <b>12,072</b> | <b>5,930</b>    | <b>168,002</b> |                   |
| <b>REQUIRED LOAN RESERVE:</b> |      | <b>\$</b>           | <b>5,402</b>  |                 |                |                   |

**APPENDIX B: ESTIMATED CWSRF LOAN DISBURSEMENT SCHEDULE**

Loan funds are expected to be available based on the following Project schedule:

| <b>Disb.<br/>Number</b> | <b>Disb.<br/>Amount</b> | <b>Disb.<br/>Date</b> |
|-------------------------|-------------------------|-----------------------|
| 1                       | 24,389.00               | 1/27/2022             |
| 2                       | 45,935                  | 7/1/2022              |
| 3                       | 45,935                  | 8/1/2022              |
| 4                       | 45,935                  | 9/1/2022              |
| 5                       | 45,935                  | 10/1/2022             |
| 6                       | 45,935                  | 11/1/2022             |
| 7                       | 45,936                  | 1/1/2023              |
|                         |                         |                       |
| <b>TOTAL:</b>           | <b>300,000</b>          |                       |

**CITY OF BAY CITY  
RESOLUTION NO. 22-17**

A RESOLUTION APPROVING THE CITY'S PARTICIPATION IN THE STATE REVENUE SHARING PROGRAM AND THE CITY'S ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS.

WHEREAS, the City of Bay City levied property taxes for the 2022-2023 fiscal year, and

WHEREAS, two public hearings were held on the use of State Revenue Sharing Funds, as follows:

- 1) before the Budget Committee on May 02, 2022, to discuss the possible uses of funds; and
- 2) before the City Council on June 14, 2022, to discuss the proposed uses of the funds.

NOW THEREFORE, BE IT RESOLVED that pursuant to ORS 221.770, the City Council of the City of Bay City hereby elects to receive state revenues for fiscal year 2022-2023.

ADOPTED by the City Council of the City of Bay City this 14<sup>th</sup> day of June, 2022.

APPROVED by the Mayor of the City of Bay City this 14<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
David McCall, Mayor

ATTEST:

\_\_\_\_\_  
Lindsey Gann, City Recorder

**CITY OF BAY CITY  
RESOLUTION 22-19**

A RESOLUTION ACCEPTING THE CLASSIFICATION/COMPENSATION STUDY COMPLETED BY THE LOCAL GOVERNMENT PERSONNEL SERVICES/LANE COUNCIL OF GOVERNMENTS AND ADOPTING A NEW SALARY SCHEDULE

**WHEREAS**, the City of Bay City passed previous resolutions establishing salary benefits for city employees; and,

**WHEREAS**, all previous resolutions regarding salary benefits for employees are superseded by this new salary schedule; and,

**WHEREAS**, the City Council finds that salary benefits need to be incorporated;

**WHEREAS**, the City of Bay City completed an Organizational Assessment in 2019 by PARC Resources. Recommendations and Next Steps from the Assessment are;

- a. Adopt a salary step system that ties compensation to education, licenses, previous experience, and tenure.
- b. Hire a City Manager
- c. Design a new website that is easier to maintain and navigate.
- d. Implement a social media plan.
- e. Develop system for citizen communication in-take forms for accountability.
- f. Raise salaries of Fire Chief and Public Works Director over the next 3-5 years.
- g. Add personnel – at least 0.5 FTE in City Hall.

**WHEREAS**, the City of Bay City Council developed City Goals and Priorities in 2021 and 2022. The Goals include development of a succession plan for key city staff positions to ensure continuity of services; and,

**WHEREAS**, the City contracted with the Local Government Personnel Services/Lane Council of Governments to complete a salary survey for all of the city's positions. The survey and analysis were intended to ensure market competitiveness of the positions surveyed and external equity of these positions with jobs of comparable character of work; and,

**WHEREAS**, Attachment A presents the City of Bay City, Oregon Compensation Survey dated May 2022; and,

**WHEREAS**, Attachment A, page 23, presents a new salary Schedule for all City employees. It has 7 steps that increase by 5% each step.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BAY CITY AS FOLLOWS:**



1. The City Council hereby accepts the compensation survey at Attachment A as the City's compensation survey.
2. The City Council hereby adopts the salary schedule shown on page 23 of Attachment A as the City's salary schedule, effective July 1, 2022 and superseding all prior salary schedules.
3. The City Manager is directed to take the necessary action to place incumbent employees within the appropriate range and step.
4. The City's salary schedule shall be reviewed by the City Council every three (3) years.

**PASSED AND ADOPTED**, by the City Council this 14<sup>th</sup> day of June 2022 and approved by the Mayor of Bay City this 14<sup>th</sup> day of June 2022.

---

David McCall, Mayor

ATTEST:

---

Lindsey Gann, City Recorder

**CITY OF BAY CITY:PROPOSED SALARY SCHEDULE**

*as of JULY 1, 2022*

| # | JOB TITLE                                      | STEP 1      | STEP 2      | STEP 3      | MIDPOINT     | STEP 5       | STEP 6       | STEP 7       | PER |
|---|--|-------------|-------------|-------------|--------------|--------------|--------------|--------------|-----|
|   |  |             |             |             | STEP 4       |              |              |              |     |
| 1 | City Manager                                   | \$86,595.92 | \$90,925.71 | \$95,472.00 | \$100,245.60 | \$105,257.88 | \$110,520.77 | \$116,046.81 | ANN |
|   |  | \$7,216.33  | \$7,577.14  | \$7,956.00  | \$8,353.80   | \$8,771.49   | \$9,210.06   | \$9,670.57   | MO  |
|   |  | \$41.63     | \$43.71     | \$45.90     | \$48.20      | \$50.60      | \$53.13      | \$55.79      | HR  |
| 2 | Fire Chief (Half-time)                         | \$37,529.25 | \$39,405.71 | \$41,376.00 | \$43,444.80  | \$45,617.04  | \$47,897.89  | \$50,292.79  | ANN |
|   |  | \$3,127.44  | \$3,283.81  | \$3,448.00  | \$3,620.40   | \$3,801.42   | \$3,991.49   | \$4,191.07   | MO  |
|   |  | \$36.09     | \$37.89     | \$39.78     | \$41.77      | \$43.86      | \$46.06      | \$48.36      | HR  |
| 3 | Public Works Director                          | \$71,363.27 | \$74,931.43 | \$78,678.00 | \$82,611.90  | \$86,742.50  | \$91,079.62  | \$95,633.60  | ANN |
|   |  | \$5,946.94  | \$6,244.29  | \$6,556.50  | \$6,884.33   | \$7,228.54   | \$7,589.97   | \$7,969.47   | MO  |
|   |  | \$34.31     | \$36.02     | \$37.83     | \$39.72      | \$41.70      | \$43.79      | \$45.98      | HR  |
| 4 | City Planner<br>City Recorder/Finance Director | \$62,376.78 | \$65,495.62 | \$68,770.40 | \$72,208.92  | \$75,819.37  | \$79,610.33  | \$83,590.85  | ANN |
|   |  | \$5,198.07  | \$5,457.97  | \$5,730.87  | \$6,017.41   | \$6,318.28   | \$6,634.19   | \$6,965.90   | MO  |
|   |  | \$29.99     | \$31.49     | \$33.06     | \$34.72      | \$36.45      | \$38.27      | \$40.19      | HR  |
| 5 | Deputy Recorder/Utility Billing Clerk          | \$44,574.02 | \$46,802.72 | \$49,142.86 | \$51,600.00  | \$54,180.00  | \$56,889.00  | \$59,733.45  | ANN |
|   |  | \$3,714.50  | \$3,900.23  | \$4,095.24  | \$4,300.00   | \$4,515.00   | \$4,740.75   | \$4,977.79   | MO  |
|   |  | \$21.43     | \$22.50     | \$23.63     | \$24.81      | \$26.05      | \$27.35      | \$28.72      | HR  |
| 6 | Water Technician<br>Wastewater Technician      | \$49,964.78 | \$52,463.02 | \$55,086.17 | \$57,840.48  | \$60,732.50  | \$63,769.13  | \$66,957.59  | ANN |
|   |  | \$4,163.73  | \$4,371.92  | \$4,590.51  | \$4,820.04   | \$5,061.04   | \$5,314.09   | \$5,579.80   | MO  |
|   |  | \$24.02     | \$25.22     | \$26.48     | \$27.81      | \$29.20      | \$30.66      | \$32.19      | HR  |
| 7 | Utility Worker II                              | \$42,799.77 | \$44,939.76 | \$47,186.74 | \$49,546.08  | \$52,023.38  | \$54,624.55  | \$57,355.78  | ANN |
|   |  | \$3,566.65  | \$3,744.98  | \$3,932.23  | \$4,128.84   | \$4,335.28   | \$4,552.05   | \$4,779.65   | MO  |
|   |  | \$20.58     | \$21.61     | \$22.69     | \$23.82      | \$25.01      | \$26.26      | \$27.57      | HR  |
| 8 | Utility Worker I<br>Code Enforcement Officer   | \$36,866.24 | \$38,709.55 | \$40,645.03 | \$42,677.28  | \$44,811.14  | \$47,051.70  | \$49,404.29  | ANN |
|   |  | \$3,072.19  | \$3,225.80  | \$3,387.09  | \$3,556.44   | \$3,734.26   | \$3,920.98   | \$4,117.02   | MO  |
|   |  | \$17.72     | \$18.61     | \$19.54     | \$20.52      | \$21.54      | \$22.62      | \$23.75      | HR  |
| 9 | Fire Division Chief                            | \$57,996.00 | \$60,888.00 | \$63,936.00 | \$67,152.00  | \$70,500.00  | \$74,016.00  | \$77,724.00  | ANN |
|   |  | \$4,833.00  | \$5,074.00  | \$5,328.00  | \$5,596.00   | \$5,875.00   | \$6,168.00   | \$6,477.00   | MO  |
|   |  | \$27.88     | \$29.27     | \$30.73     | \$32.28      | \$33.89      | \$35.58      | \$37.36      | HR  |

Minimum Wage, as of July 1, 2022: \$13.50/hour



# City of Bay City, Oregon

## *Compensation Survey*

### ***FINAL REPORT***

*May 2022*

*Prepared by*

Jill Armstrong  
Human Resources Consultant  
jarmstrong@lcog.org

## **LGPS/LCOG**

*Local Government Personnel Services – Lane Council of Governments*

---

# TABLE OF CONTENTS

|          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>SCOPE OF STUDY</b> .....                         | <b>1</b>  |
| 1.1      | POSITIONS REVIEWED .....                            | 1         |
| 1.2      | COMPARATOR BENCHMARK ORGANIZATIONS .....            | 2         |
| <b>2</b> | <b>COMPENSATION SURVEY</b> .....                    | <b>3</b>  |
| 2.1      | METHODOLOGY .....                                   | 3         |
| 2.2      | COMPARATOR BENCHMARKS .....                         | 6         |
| 2.3      | INSUFFICIENT DATA/JOB MATCHES.....                  | 7         |
| 2.4      | INTERPRETATION OF RAW SALARY DATA .....             | 7         |
| 2.5      | OTHER BENEFITS - DATA .....                         | 8         |
| <b>3</b> | <b>FINDINGS &amp; ANALYSIS</b> .....                | <b>9</b>  |
| 3.1      | COMPARATOR PAY STRUCTURE(S).....                    | 9         |
| 3.2      | ADDITIONAL WAGE FACTORS COMPARISON .....            | 10        |
| 3.3      | PAID LEAVE & RETIREMENT BENEFIT COMPARISON .....    | 13        |
| 3.4      | SALARY DATA – WAGES .....                           | 15        |
| 3.5      | SALARY DATA – BY CLASSIFICATION .....               | 15        |
| <b>4</b> | <b>RECOMMENDATIONS</b> .....                        | <b>21</b> |
| 4.1      | SALARY SCHEDULE.....                                | 21        |
| 4.2      | CLASSIFICATION AND COMPENSATION CONSIDERATIONS..... | 24        |
| 4.3      | OTHER RECOMMENDATIONS .....                         | 25        |
| 4.4      | FUTURE CONSIDERATIONS.....                          | 26        |

## **APPENDIX A: RAW DATA TABLES**

---

# 1 SCOPE OF STUDY

At the request of the City of Bay City, Oregon, LGPS/LCOG completed a salary survey for all of the City's positions. This included 11 management and non-represented positions. This survey and analysis is intended to ensure market competitiveness of the positions surveyed and external equity of these positions with jobs of comparable character of work. In addition, LGPS/LCOG completed a review of the salary schedule/structures and several other benefits of comparator entities, including retirement, health insurance premium cost-share, paid leave benefits, and other benefits.

This review included a review of all current classifications at the City of Bay City. These were reviewed on the basis of the job descriptions, as submitted by the City. No position analysis questionnaires, desk audits, observations, or direct interviews were conducted. The results of these analyses are provided in this report. The following report summarizes the findings of the salary survey completed for the City of Bay City, Oregon by Local Government Personnel Services (LGPS) at the Lane Council of Governments.

## 1.1 POSITIONS REVIEWED

The scope of this study included a review of all eleven (11) identified job classifications at the City of Bay City:

- City Manager
- Fire Chief
- Public Works Director
- City Planner
- City Recorder/Finance Director
- Deputy Recorder/Utility Billing Clerk
- Water Technician
- Wastewater Technician
- Utility Worker II
- Utility Worker I
- Code Enforcement Officer

## 1.2 COMPARATOR BENCHMARK ORGANIZATIONS

As part of the market study to review external equity, salary and leave data was collected and compiled by LGPS/LCOG by surveying appropriate comparison organizations with which to match similar jobs and market areas. Twelve organizations were researched and surveyed and ten ultimately provided information or had information easily accessible, at least in part. The cities of Depoe Bay and Port Orford did not respond or provide data for this survey. Comparator cities were chosen after careful consideration as to size, location, and use in previous studies. The organizations surveyed, and whose data was utilized are shown below, by alphabet *and* by population: A summary of these organizations is provided below.

### BY ALPHABET

| #  | CITY            | POPULATION   |
|----|-----------------|--------------|
| 1  | Cannon Beach    | 1,498        |
| 2  | Cascade Locks   | 1,398        |
| 3  | Coburg          | 1,322        |
| 4  | Depoe Bay       | 1,559        |
| 5  | Gearhart        | 1,872        |
| 6  | Lincoln City    | 10,067       |
| 7  | Port Orford     | 1,156        |
| 8  | Rockaway Beach  | 1,476        |
| 9  | Seaside         | 7,157        |
| 10 | Tillamook       | 5,338        |
| 11 | Waldport        | 2,321        |
| 12 | Yamhill         | 1,221        |
| *  | <i>BAY CITY</i> | <i>1,424</i> |

### BY POPULATION

| #  | CITY           | POPULATION |
|----|----------------|------------|
| 1  | Port Orford    | 1,156      |
| 2  | Yamhill        | 1,221      |
| 3  | Coburg         | 1,322      |
| 4  | Cascade Locks  | 1,398      |
| *  | BAY CITY       | 1,424      |
| 5  | Rockaway Beach | 1,476      |
| 6  | Cannon Beach   | 1,498      |
| 7  | Depoe Bay      | 1,559      |
| 8  | Gearhart       | 1,872      |
| 9  | Waldport       | 2,321      |
| 10 | Tillamook      | 5,338      |
| 11 | Seaside        | 7,157      |
| 13 | Lincoln City   | 10,067     |

---

## 2 COMPENSATION SURVEY

### 2.1 METHODOLOGY

The purpose of this study was to research and evaluate existing compensation data information for all eleven (11) classifications at the City of Bay City, Oregon. LGPS/LCOG engaged in discussions with the City of Bay City to obtain expectations, compensation philosophy, classification, and compensation related information, and information on comparator entities. In addition to their own research, LGPS/LCOG used comparators previously used by the City of Bay City.

LGPS/LCOG conducted research into compensation to allow the City of Bay City to maintain competitiveness and equity in market pay. Data was analyzed in order to allow the city to make decisions regarding salary in base pay/wages.

The following project steps were undertaken to review external equity:

- Reviewed current descriptions to develop summary descriptors for comparator position matching.
- Reviewed City of Bay City policies related to classification and compensation.
- Obtained job information and compensation data for each comparable entity. The LGPS/LCOG consultant contacted each comparator by email and/or phone. Data was also collected electronically, where available.
- Compiled and analyzed data. This includes the data input and analysis of the job of interest with those collected during the survey to ensure appropriate matching of job duties and qualifications. Any necessary follow-up inquiries were made when submitted data was unclear, or questionable in terms of job match.
- Developed a report and recommendations. Thorough consideration was given to researching and developing recommendations that address the City's needs, goals, and objectives.

The best possible job matches were analyzed by LGPS, using the job descriptions provided by the City of Bay City. A summary of those job responsibilities and requirements are provided in the table below.

| TITLE                 | DESCRIPTION   |
|-----------------------|---|
| City Manager          | SUMMARY: Serves as the Chief Executive Officer of the City, accountable to the City Council and responsible for enforcement of all City codes and regulations, the conduct of all financial activities and the efficient and economical performance of the City's operations. Writes and manages grants for Capital Improvement projects. RESPONSIBILITIES INCLUDE: Administrative/Management; Budget/Finance, Personnel/Human Resources, Community & Intergovernmental Relations. MIN QUALS: Bachelor's Degree in Public or Business Administration, Finance, Human Resources, Engineering or closely related field. At least seven (7) years of progressively responsible municipal administrative/management experience, including at least five (5) years of previous experience as a City Manager, Interim City Manager, or chief executive officer.   |
| Fire Chief            | (Half-Time Position) SUMMARY: Performs incident command at emergency scenes, supervision of emergent and non-emergent response to fire suppression calls, response to pre-hospital medical care of sick and injured patients, emergency rescue operation, apparatus response readiness, public education, inspections clerical duties, reports, and training responsibilities. RESPONSIBILITIES INCLUDE: Plan, develop and direct the implementation of Bay City Fire and Rescue Emergency Preparedness and Fire Operations program, while maintaining departments objectives, policies, procedures, and work standards. Supervision of paid and volunteer staff in emergent and non-emergent response situations. Work may be in hazardous environments to self or others, practices personal safety under conditions regardless of exposure. Finance/HR. Administrative/Management. MIN QUALS: Seven (7) years of Fire Department experience with increasing responsibilities and at least 2 years at the Captain's position or higher. Management and/or budget experience with the firefighting organization or in a related organization desirable. Must have a valid Oregon's driver's license. Licenses and Certifications: NFPA Firefighter II, NFPA Fire Instructor II, Oregon Emergency Medical Responder, NFPA Driver Operator, NFPA Hazardous Materials Awareness and Operations and On-Scene Incident Commander, NFPA Fire Officer I, ICS 100, 200, 300, 400, 700, and 800, Command and General Staff, State Fire Marshal Courses, Fire and Life Safety I and II, Fire Investigations I and II, Company Inspections. |
| Public Works Director | SUMMARY: Provides general management and long-range planning for all activities of the Public Works Department and Bay City water distribution system and reservoirs, including construction and maintenance of streets, storm drains, sewer facilities, parks, and equipment and performs related physical work as required. Oversees and ensures that all functions of the Public Works Department are in full compliance with the appropriate regulatory agencies. RESPONSIBILITIES INCLUDE: Operations, Personnel/Human Resources, Community & Intergovernmental Relations. MIN QUALS: Bachelor's degree in civil engineering or public administration or equivalent. Minimum of five years progressively responsible experience in a public works environment including supervisory responsibilities. Licenses and Certifications: Possession of a valid Oregon Commercial Class B driver's license.   |
| City Planner          | SUMMARY: Performs advanced professional planning work, exercising independent judgement in conducting long range planning, development review, land divisions and related research. Staffs the Planning Commission. RESPONSIBILITIES INCLUDE: Long Range Planning, Short-term Permitting/Counter work, Personnel/Human Resources, Community & Intergovernmental Relations. MIN QUALS: Bachelor's degree in planning, geography, architecture, urban studies or related field and at least 5 years of professional planning experience, or any satisfactory combination.   |



| TITLE                                 | DESCRIPTION  |
|---------------------------------------|--|
| City Recorder/Finance Director        | SUMMARY: Performs a variety of complex professional, administrative and technical accounting and financial functions maintaining the fiscal systems and records of the City. Serves as the City Records Official responsible for the coordinating City Council meetings, ensuring compliance with laws governing public meetings, records, official City documents and elections. The position coordinates all accounting activity of the City, including periodic and annual financial reporting, budget preparation and monitoring and billing and collections for the City's enterprise funds. Also coordinates data processing, information systems and purchasing for the City. Coordinates the City's annual audit. RESPONSIBILITIES INCLUDE: Control of Record, Finance/HR, Administrative/Management, Personnel/Human Resources. MIN QUALS: Associate's Degree in Accounting, Business Administration or closely related field with minimum four (4) years of public sector experience; or an equivalent combination. Certified Municipal Clerk is desirable but not required.   |
| Deputy Recorder/Utility Billing Clerk | SUMMARY: Performs a variety of administrative, technical, and accounting duties and includes maintaining all necessary records for the water and sewer departments including billing and collection of the fees for these two departments and maintain the daily register of all other monies received by the City. This position is back up to the City Recorder when not available. RESPONSIBILITIES: Manages the utility billing system and collection of utility payments. Processes accounts receivable, receives cash payments, creates bank deposits, and maintains cash control. Supports City Manager/Recorder in providing support to the City Council and other elected officials, including posting notices to ensure compliance with public meeting laws. MIN QUALS: Two years post-high school education work in accounting, finance, public or business administration or closely related field, five years of local government experience, and/or any combination of related certifications and training. Proficient in software such as Word, Excel, and other office programs.   |
| Water Technician                      | SUMMARY: Performs a variety of technical duties involved in the construction, maintenance, and operation of the City's public infrastructure and equipment with an emphasis on the City's water supply, treatment and distribution. May train and supervise part-time or full-time employees that are in the same or lower classification. RESPONSIBILITIES INCLUDE: Routine operation, inspection, and maintenance of water pumping stations. . Responsible for water sample analysis and required reports to the Oregon Health Authority. Routine operation, inspection, and maintenance of water treatment plant. Troubleshooting issues with the City's water supply, treatment, and distribution system. Inspection and maintenance of automated plant equipment. MIN QUALS: High School diploma or GED and 4-7 years' experience as a water distribution Level 1 Operator. Licenses and Certifications: Possession of a valid Oregon Commercial Class B driver's license. Oregon Water Distribution Operator Level 2.  |
| Wastewater Technician                 | SUMMARY: performs a variety of technical duties involved in the construction, maintenance, and operation of the City's public infrastructure and equipment with an emphasis on the City's wastewater treatment plant and collection system. May train and supervise part-time or full-time employees that are in the same or lower classification. Performs all necessary laboratory tests and operate system to meet all wastewater quality standards and compliance with the City's NPDES permit. RESPONSIBILITIES INCLUDE: Routine operation, inspection, and maintenance of sewer pumping stations. Routine operation, inspection, and maintenance of sewer treatment plant. Troubleshooting issues with the City's treatment plant and collection system. Inspection and maintenance of automated plant equipment. MIN QUALS: High School diploma or GED and 4-7 years' experience as a wastewater treatment Level 1 Operator. Licenses and Certifications: Possession of a valid Oregon Commercial Class B driver's license. Oregon Wastewater Treatment Operation Level 2. Oregon Wastewater Collection system Operation Level 1. |

| TITLE                    | DESCRIPTION   |
|--------------------------|---|
| Utility Worker II        | <p>SUMMARY: Operates and maintains wastewater treatment and water distribution facilities. Performs all necessary laboratory tests and operate system to meet all water/wastewater quality standards. On-site lead worker's duties may occasionally be expected. He/she is expected to operate manual and power equipment required for the maintenance of roads, parks, sewer and water facilities and public buildings. RESPONSIBILTIES INCLUDE: Maintain gasoline, diesel, and mechanical equipment and machinery such as backhoes, automobiles, dump trucks, pumps, generators, and propane and chlorine equipment. Perform reads, re-reads, turn-ons and shut-offs of water meters and perform a variety of water system inspections including but not limited to leak detection, new meter installations and replacements. Perform annual hydrant flushing and maintenance as needed. Perform daily routines for the water and wastewater systems as scheduled. Operate the SCADA system. MIN QUALS: High School diploma or GED. Licenses and Certifications: Water/Wastewater Certification Level I. Required to obtain advanced certification in either water systems or wastewater systems within five (5) years of the date of employment. A valid Class C Oregon driver's license with a satisfactory driving record.</p> |
| Utility Worker I         | <p>SUMMARY: Operate manual and power equipment required for the maintenance of roads, parks, sewer and water facilities, and public buildings. He/she is expected to maintain gasoline, diesel, and mechanical equipment and machinery such as backhoes, automobiles, fire trucks, dump trucks, pumps, generators, and propane and chlorine equipment. He or she is expected to maintain and operate wells, pumps, and chlorine equipment and to perform other duties as assigned by the Public Works Director. RESPONSIBILITES INCLUDE: Perform reads, re-reads, turn-ons and shut-offs of water meters and perform a variety of water system inspections including but not limited to leak detection, new meter installations and replacements. Perform annual hydrant flushing and maintenance as needed. Perform daily routines for the water and wastewater systems as scheduled. Operate the SCADA system. MIN QUALS: High School diploma or GED. Licenses and Certifications: A valid Class C Oregon driver's license with a satisfactory driving record.</p>  |
| Code Enforcement Officer | <p>(Part-time position) SUMMARY: Investigates activities and complaints, as directed by the Public Works Director to determine if there is non-compliance with City Ordinances and policies. RESPONSIBILTIES INCLUDE: Takes enforcement action, in compliance with City policies and ordinances, and when appropriate, brings issues to the Public Works Director for City Manager or Council action, as may be appropriate. MIN QUALS: High school diploma or GED, any specialized courses, and two (2) years of related work experience or any satisfactory combination. A valid Oregon driver's license. Prefer/desirable: Current Animal Control certificate. CPR/First Aid certificate. Spanish bilingual capability.</p>  |

## 2.2 COMPARATOR BENCHMARKS

The comparator agencies vary in services, staff size, customer base, and geographic location. Many organizations used as comparators to the City of Bay City do not have such comparable positions. The data collected best represents the compensable factors of the positions of interest. *Because the City of Bay City is a unique organization in terms of function and size, the data collected doesn't necessarily exactly match.* Data was reviewed with consideration for the level of the position within the organization and scope as well as for responsibilities/functions. Data was collected, reviewed extensively, and adjusted during analysis to remove poor matches.

LGPS/LCOG collected job descriptions, where available, from each of the comparators to ensure proper job matches were made for the best comparison to the positions at the City of Bay City. Job duties, education, experience, and certification

---

requirements were considered as well as program responsibility and lead/supervisory duties.

## 2.3 INSUFFICIENT DATA/JOB MATCHES

LGPS/LCOG collected data to ensure proper job matches were made for the best comparison to the City of Bay City' positions. Job duties, education, and experience requirements were considered as well as program responsibility and supervisory duties.

Ideally, each job would have a minimum of three-four job matches to provide an adequate market average for use in compensation decisions, but a few surveyed positions lacked sufficient comparator data. Because each city has a different structure from Bay City with regard to program delivery, different staff size, and different organizational philosophies, not all of the City of Bay City's jobs yielded a sufficient number of matches.

When an insufficient number of job matches are found within the comparator agencies, LGPS/LCOG may consider the reported data along with a comparison of other jobs within the city of similar job responsibility, complexity, and education/experience requirements. These and other factors were considered during the placement of these jobs within the recommended salary schedule.

## 2.4 INTERPRETATION OF RAW SALARY DATA

In the data, salaries are represented in monthly dollars. The salary information collected indicates the salary ranges of comparative positions. It does not reflect actual salaries that are being paid.

In terms of mathematics, salary data is presented as a percentage difference from the average and/or median. This method is used to clearly communicate to the client what percentage they would apply to their own data to adjust their wages up or down to match the market data.

*Example: if the City of Bay City paid \$60,000 per year and the market average was \$75,000 per year, the percentage difference would show as -25%. The data can then be calculated as follows:  $\$60,000 \times (1 - .25 \text{ or } 1.25) = \$75,000$ . Conversely, if the City of Bay City paid \$75,000 per year and the market was \$60,000 per year, the percentage difference would show as 20%. To calculate:  $\$75,000 \times (1 - .20) = \$60,000$ . This is a direct math method to provide clear and easily understandable information regarding how the City of Bay City compares to the market.*

---

Salary data within this report is presented in terms of MIN and MAX to illustrate the minimum and maximum these positions can be paid within each organization's salary structure. Recommendations are made based on *average* market rates. Both the average and median statistics are reviewed in order to assess the effect of outliers on the final data. Averages are useful in the consideration of all data collected, including those that might be considered outliers. Because these outliers still remain part of the City of Bay City's competition, it is important to review and consider the effect that these have on the overall data. The median level is useful to find the center of the group of data without the affect outliers have on the average. Especially for those jobs for which comparison levels are difficult to match, the median is useful to consider the central tendency of the data with the extremes (perhaps less than ideal matches) more controlled. Therefore, it is reviewed to highlight any outliers when determining appropriate market ranges.

In an external market salary study, LGPS/LCOG generally recommends adjustments be made to jobs that fall outside of 5% of the market average. We utilize a generally accepted compensation principle that, when possible, positions and ranges should be brought within +/- 5% of the market average, in order to maintain competitiveness. Recommendations are made after a thorough review and analysis of each position. The overall average/median as well as adjusted data is reviewed, looking at those jobs that most closely match the market for the positions at the City of Bay City. It takes into account less than ideal comparisons and inappropriate matches due to the responsibilities of the positions as compared to the City of Bay City.

This report reflects the data and analysis utilized in the review.

## 2.5 OTHER BENEFITS - DATA

Additional information was requested to be considered as part of the overall compensation of employees at comparative organizations. In addition to wage data, other compensatory factors and benefits data were collected during this process. These included the overall compensation structure, longevity pay, certification pay, health insurance premium cost-share, paid leave benefits, and retirement. The results of these data collection efforts are provided in the next section, Findings & Analysis.

---

## 3 FINDINGS & ANALYSIS

### 3.1 COMPARATOR PAY STRUCTURE(S)

Additional information was requested to be considered as part of the overall compensation of employees at comparative organizations. This information included whether the city utilizes a formalized, regular *PAY STRUCTURE* for employees. LGPS/LCOG reviewed information and data provided by the comparator cities.

The salary schedule for City of Bay City is reported as a step-in-grade system for most employees, with the exception of the Fire Chief and the City Manager. Most of the identified comparators also utilize at least some variation of a step-in-grade salary structure, with the exceptions of the Cities of Cascade Locks and Yamhill.

The comparator's pay scales vary widely in regard to how the structure is established. For the comparator organizations surveyed here with formal pay structures, most reflect a step-in-grade system, including steps of 2% to 5% (average of approximately 4%) and had range spreads (minimum to maximum) between 16% and 34% (average of 25%). The number of steps also varies from 5 to 14 steps (not including potential longevity steps), with an average of approximately 7 steps in the structure.

The structure at the City of Bay City reflects ranges that are broader (larger range spread from minimum to maximum), due to a comparative large number of steps and percentage between steps.

It is also important to note that the competitiveness of the City of Bay City at the midpoint is characteristic of a wide variance in salary ranges and salary range structure versus the range comparisons from the identified comparators. For example, the percent difference from average/median will look significantly different at the MIN and MAX as compared to the midpoint due to the wide range given by comparators versus that of the City of Bay City. This wide variance in the comparator organizations' salary ranges is one of many reasons the midpoint be the best point for comparison purposes. The Compensation Structure Comparison is presented in the table below.

| COMPENSATION STRUCTURE COMPARISON |        |                       |              |                  |         |             |                      |   |
|-----------------------------------|--------|-----------------------|--------------|------------------|---------|-------------|----------------------|---|
| ENTITIES                          | POP    | SALARY STRUCTURE TYPE | RANGE SPREAD | # RANGES/ GRADES | # STEPS | % BTW STEPS | % BTW RANGES/ GRADES | OTHER   |
| Waldport, City of                 | 2,321  | Step-in-grade         | 16% +        | N/A (varies)     | 6       | 3%          | N/A (varies)         | Top of range expanded by 1% increases above top step (longevity); excludes CM |
| Gearhart, City of                 | 1,872  | Step-in-Grade         | 34.0%        | N/A (varies)     | 7       | 5%          | N/A (varies)         | Step-in-Grade structure is new; some remain flat salaries                     |
| Depoe Bay, City of                | 1,559  | NR                    | NR           | NR               | NR      | NR          | NR                   |   |
| Cannon Beach, City of             | 1,498  | Step-in-grade         | 27.6%        | N/A (varies)     | 6       | 5%          | N/A (varies)         | S-I-G structure for represented positions; Non-Rep flat rates                 |
| Rockaway Beach, City of           | 1,476  | Step-in-grade         | 16.0%        | N/A (varies)     | 6       | 3%          | N/A (varies)         | S-I-G structure for represented positions; Non-Rep flat rates                 |
| Cascade Locks, City of            | 1,398  | Flat salaries         | N/A          | N/A              | N/A     | N/A         | N/A                  |   |
| Coburg, City of                   | 1,322  | Step-in-grade         | 29.0%        | 17               | 14      | 2%          | N/A (varies)         |   |
| Yamhill, City of                  | 1,221  | Flat salaries         | N/A          | N/A              | N/A     | N/A         | N/A                  |   |
| Port Orford, City of              | 1,156  | NR                    | NR           | NR               | NR      | NR          | NR                   |   |
| Tillamook, City of                | 5,338  | Step-in-grade         | 19.0%        | N/A (varies)     | 7       | 3%          | N/A (varies)         |   |
| Seaside, City of                  | 7,157  | Step-in-grade         | 21.5%        | 30               | 5       | 5%          | 5%                   |   |
| Lincoln City, City of             | 10,067 | Step-in-grade         | 27.7%        | N/A (varies)     | 6       | 5%          | 5%                   | 5 salary schedule groups  |
| <b>AVERAGE(S):</b>                |        |                       | 25.0%        | 23.5             | 7.1     | 3.9%        | 5.0%                 |   |
| BAY CITY, City of                 | 1,424  | Step-in-grade         | 63.0%        | N/A (varies)     | 11      | 5.00%       | N/A (varies)         | Some flat salaries  |

\* NR = No Response

### 3.2 ADDITIONAL WAGE FACTORS COMPARISON

This study also reviewed additional wage factors including longevity pay, certification pay, and health insurance benefits premium cost-share plan for each comparator organization.

**LONGEVITY PAY:** This study reviewed longevity pay offered for each comparator organization. Comparator organizations vary regarding their policies on each factor.

---

Approximately half of the comparators reviewed provide some kind of longevity pay. The longevity pay was given either as a percentage to base pay or a one-time annual merit payment to employees. These employees reached at least 5 years of service, but also included 10, 15, 20, 25 and 30+ years of service. One comparator (the City of Seaside) provided both a base pay wage increase as well as a one-time payment. The City of Waldport has a unique situation where they provide 1% base pay increase every year to employees above the top step of their pay range. This can be considered longevity pay (as it has in this study) but could also be considered an open top step to the wage scale, as an employee really never “tops out” on the wage scale.

CERTIFICATION PAY: This study also reviewed certification pay offered for each comparator organization. Comparator organizations vary regarding their policies on certification pay, with most comparators not providing additional incentives outside of their classification requirements.

Of those comparators that provide certification pay, the City of Waldport is most straight-forward, providing \$50 per month per required certification. The cities of Cannon Beach and Coburg provide percentages of base pay wages per certification on an increasing basis depending on the number or level of certifications. In order to qualify under their certification pay policy in Cannon Beach, the incumbent must be on standby rotation in order to receive certification pay.

HEALTH CARE INSURANCE PREMIUM COST-SHARE: Premium cost share policies can make an impact on recruitment and retention in comparison to similar organizations and can potentially be difficult to communicate to employees. Comparator organizations in this study vary regarding how they approach health insurance benefits, including premium cost/share policies. The City of Bay City’s approach to premium cost share is 90% employer paid/10% employee paid. All comparators in this study pay at least 90% of the employee share of health insurance premium costs, with the exception of the dental plan at the city of Lincoln City. Two organizations (the cities of Waldport and Gearhart) pay the full 100% premium cost for employee coverage.

In addition, the comparison of organizations that provide for an “HRA/VEBA” benefit varies, with most organizations not providing a plan or some providing a plan that is solely employee funded.

The results of the additional wage factors comparison are summarized in the table below.

**ADDITIONAL WAGE FACTOR COMPARISON**

| ENTITIES                | POPULATION | LONGEVITY PAY   | CERTIFICATION PAY   | HEALTH INSURANCE PREMIUM COST-SHARE   | OTHER   |
|-------------------------|------------|---|---|---|---|
| Waldport, City of       | 2,321      | 1%/yr above top step  | \$50/mo per required cert   | 100% employer paid  | VEBA provided by employer to cover deductible   |
| Gearhart, City of       | 1,872      | 10, 15, 20 yrs svc (or addtl 5-year increments) eligible for merit increase after evaluation in addition to annual COLA adjustment. Merit raise amount determined by Gearhart City Council. (Traditionally 5% annual salary.)                                       | N/A   | 100% employer paid  | No HRA/VEBA   |
| Depoe Bay, City of      | 1,559      | NR  | NR  | NR  | NR  |
| Cannon Beach, City of   | 1,498      | One-time payment, as follows:<br>10 yrs svc: 2.5% of base wage<br>20 yrs svc: 2.5% of base wage<br>30 yrs svc: 2.5% of base wage  | PW: (must be on standby rotation to receive incentive; must have both to qualify)<br>WW Treatment & Collection, level 1: 1.5%<br>WW Treatment & Collection, level 2: 3%<br>WW Treatment & Collection, level 3: 5%<br>W Treatment & Distribution, level 1: 1.5%<br>W Treatment & Distribution, level 2: 4% | 96% employer paid/4% employee paid  | No HRA/VEBA   |
| Rockaway Beach, City of | 1,476      | One-time payment, as follows:<br>After 5-10 yrs svc: 1.5% base wage<br>After 11-15 yrs svc: 2.5% base wage<br>After 16 yrs svc: 3% base wage  | N/A   | 98% employer paid/2% employee paid  | HRA: \$252 Individual Coverage; \$750 Family Coverage   |
| Cascade Locks, City of  | 1,398      | N/A   | N/A   | 90% employer paid/10% employee paid   | HRA/VEBA available, but employee funded   |
| Coburg, City of         | 1,322      | N/A   | PW: 3% per certificate up to max 6 per employee   | 95% employer paid/5% employee paid  | VEBA: \$600   |
| Yamhill, City of        | 1,221      | N/A   | N/A   | 100% employer paid  | No HRA/VEBA   |
| Port Orford, City of    | 1,156      | NR  | NR  | NR  | NR  |
| Tillamook, City of      | 5,338      | N/A   | N/A   | 92.5% employer paid/7.5% employee paid  | No HRA/VEBA   |
| Seaside, City of        | 7,157      | 10 yrs svc: One-time payment of 5% AND 2% base wage increase<br>20 yrs svc: One-time payment of 5% AND 2.5% base wage increase<br>25 yrs svc: One-time payment of 5% AND 2.5% base wage increase<br>30+ yrs svc: One-time payment of 5% AND 2.5% base wage increase | N/A   | 92.5% employer paid/7.5% employee paid  | No HRA/VEBA   |
| Lincoln City, City of   | 10,067     | One-time payment, as follows:<br>5 yrs svc: 1% base wage<br>10 yrs svc: 2% base wage<br>15 yrs svc: 3% base wage<br>20 yrs svc: 4% base wage<br>25+ yrs svc: 5% base wage   | N/A   | 90% employer/10% employee (89.5/10.5 dental)                                    | No HRA/VEBA   |
| BAY CITY, City of       | 1,424      | Annual payment, as follows:<br>5 yrs svc: \$350/year<br>10 yrs svc: \$575/year<br>15 yrs svc: \$800/year<br>20 yrs svc +: \$1150/year   | N/A   | 90% employer/10% employee, medical, vision, & dental<br>(employee & dependents) | Medical Savings Plan: City provided \$700/fiscal year, plus \$400 each covered dependent up to 2 dependents |

\* NR = No Response



---

### **3.3 PAID LEAVE & RETIREMENT BENEFIT COMPARISON**

This study also reviewed the leave benefits for each comparator organization. Comparator organizations vary regarding how they approach leave benefits, including retirement programs.

The sick leave accrual at the City of Bay City is in line with all other comparators. Only one comparator (the City of Sandy) provides a higher sick leave accrual rate. Only a few comparator organizations cap the accrual to a maximum amount, though that is typically a preferred practice.

The holiday policy, leave accrual, and retirement programs at the City of Bay City are similar to that of the comparators included in this study.

All comparators except one participate in PERS retirement program. Of those, three comparators (the cities of Gearhart, Rockaway Beach, and Cascade Locks) do not pick up the employee share of the PERS contribution. The remainder provide the 6% employee share.

The results of this comparison are summarized in the table below.

**PAID LEAVE BENEFIT COMPARISON**

| ENTITIES                 | POP    | SICK LEAVE                       | HOLIDAY    | VACATION LEAVE   |                              |  |  |   | OTHER   | RETIREMENT   |
|--------------------------|--------|----------------------------------|------------|--|------------------------------|--|--|---|---|--|
|                          |        |                                  |            | BEGIN  | 5 YRS                        | 10 YRS                                   | 15 YRS                                   | 20 YRS  |   |  |
| Waldport, City of        | 2,321  | 8 hrs/mo<br>Max accrual as PTO   | 10 days    | 11.33hrs/mo  | 14.66 hrs/mo                 | 18 hrs/mo                                | 18 hrs/mo                                | 18 hrs/mo   |   | PERS/ 6% employee pickup   |
| Gearhart, City of        | 1,872  | 8 hrs/mo<br>No max accrual       | 10 days    | 3.33 hrs/mo (0-1yr<br>svc); 6.66 hrs/mo (2-<br>5yrs svc)                               | 10 hrs/mo (6-15yrs<br>svc)   | 10 hrs/mo (6-15yrs<br>svc)               | 13.33 hrs/mo (15+ yrs<br>svc)            | 13.33 hrs/mo (15+ yrs<br>svc)                                 |   | PERS/ Does NOT pickup employee share   |
| Depoe Bay, City of       | 1,559  | NR                               | NR         | NR   | NR                           | NR                                       | NR                                       | NR  |   | NR   |
| Cannon Beach, City of    | 1,498  | 8 hrs/mo<br>No max accrual       | 11 days    | 6.67 hrs/mo  | 10 hrs/mo                    | 13.33 hrs/mo                             | 13.33 hrs/mo                             | 13.33 hrs/mo  | 16.67 hrs/mo @ 25 yrs svc                               | PERS/ 6% employee pickup   |
| Rockaway Beach, City of  | 1,476  | 8 hrs/mo<br>No max accrual       | 11 days    | 6.67 hrs/mo  | 10 hrs/mo                    | 12 hrs/mo                                | 14.67 hrs/mo                             | 16.67 hrs/mo  | 1 floating day PW only                                  | PERS/ Does NOT pickup employee share   |
| Cascade Locks, City of   | 1,398  | 10 hrs/mo<br>No max accrual      | 10 days    | 40 hrs to begin; 6.66<br>hrs/mo (2-5 yrs svc)  | 10 hrs/mo                    | 13.33 hrs/mo                             | 16.67 hrs/mo                             | 16.67 hrs/mo  | 2 personal floating days                                | PERS/ Does NOT pickup employee share   |
| Coburg, City of          | 1,322  | 8 hrs/mo<br>No max accrual       | 10 days    | 6.67 hrs/mo  | 10 hrs/mo                    | 11.33 hrs/mo                             | 12.67 hrs/mo                             | 13.33 hrs/mo  | 1 floating day  | PERS/ 6% employee pickup   |
| Yamhill, City of         | 1,221  | 8 hrs/mo<br>No max accrual       | 10 days    | 40 hrs to begin (after 1<br>yr); 6.66 hrs/mo (2-4<br>yrs svc)                          | 10 hrs/mo                    | 10 hrs/mo + 1 day/yr<br>each yr cont svc | 10 hrs/mo + 1 day/yr<br>each yr cont svc | 10 hrs/mo + 1 day/yr<br>each yr cont svc                      |   | PERS/ 6% employee pickup   |
| Port Orford, City of     | 1,156  | NR                               | NR         | NR   | NR                           | NR                                       | NR                                       | NR  | NR  | NR   |
| Tillamook, City of       | 5,338  | *                                | 12 days    | 11.33 hrs/mo   | 18 hrs/mo                    | 20 hrs/mo                                | 20 hrs/mo                                | 24 hrs/mo   |   | PERS/ 6% employee pickup   |
| Seaside, City of         | 7,157  | 8 hrs/mo<br>No max accrual       | 16 days    | 8 hrs/mo   | 10 hrs/mo                    | 12 hrs/mo                                | 14.67 hrs/mo                             | 16.67 hrs/mo  | 2 personal days after 10 yrs<br>svc                     | Employer Sponsored Non-PERS Pension Plan<br>(provides same or greater benefits as PERS) 7%<br>employee share + 20% employer share - both<br>paid by the employer |
| Lincoln City, City of    | 10,067 | 8 hrs/mo<br>Max 2000 hrs         | 10 days    | (40 hrs after 6 months)<br>6.67 hrs/mo (6mos-1yr<br>svc); 8.71 hrs/mo (2-4<br>yrs svc) | 11.33 hrs/mo (5-9yrs<br>svc) | 13.33 hrs/mo (10-<br>14yrs svc)          | 15.33 hrs/mo (15-<br>19yrs svc)          | 17.33 hrs/mo (20-<br>24yrs svc); 19.33<br>hrs/mo (25+yrs svc) | Addl. 5-1 day holiday dep<br>on day Christmas Eve lands | PERS/ 6% employee pickup   |
| <b>AVG/MED:</b>          |        | 8 hrs/mo                         | 11.25 days | 7.42 hrs/mo  | 11.17 hrs/mo                 | 13.17 hrs/mo                             | 14.67 hrs/mo                             | 16 hrs/mo   |   |  |
| <b>BAY CITY, City of</b> | 1,424  | 8 hrs/mo<br>Max accrual: 720 hrs | 10 days    | 40 hrs to begin (after 1<br>yr); 6.67 hrs/mo (2-5<br>yrs svc)                          | 10 hrs/mo                    | 13.33 hrs/mo                             | 16.67 hrs/mo                             | 16.67 hrs/mo (15+ yrs<br>svc)                                 |   | PERS/ 6% employee pickup   |

\* NR = No Response

Waldport Sick Leave and Vacation Leave rolled into PTO; Max leave accrual= 480 hrs; CM = 240 hrs/yr PTO

Cannon Beach: Max leave accrual = 250 vacation hours

Tillamook: Employees accrue Earned Time Off (ETO) instead of traditional sick and vacation leave. ETO is reflected in vacation leave columns above

---

### **3.4 SALARY DATA – WAGES**

LGPS/LCOG collected data and prepared market analysis data tables for the City of Bay City’s positions. The tables in the raw data report give a detailed overall look at base monthly wages and the minimum and maximum of the salary range. These tables illustrate the City of Bay City’s market position compared to similar jobs in surveyed cities.

For each classification reviewed, the following applies:

The midpoint is recommended as the best point for general comparison purposes, though it is important to note the change in competitiveness for the City at the average Minimum, Midpoint, and Maximum for each comparison. This is due to the fact that the comparator organization’s salary ranges vary. The percent difference from average/median will look significantly different at the MIN and MAX as compared to the midpoint due to the salary range width/spread given by comparators in general.

Beyond the initial analysis of all raw data (as provided in Appendix A), a number of additional comparisons are made due to the differences in the comparator organizations including size of the organization, different provided services, different management levels and organization of job functions and management, and different geographic locations from the City of Bay City. Several comparisons were made in a variety of adjustments to consider best matches to the City of Bay City. (For example, analyses were performed adjusting the data to remove the highest and lowest outliers and/or removing comparators that are more geographically remote from the City of Bay City and/or adjusting for strength of match to the City’s positions.)

This analysis of external competitiveness only considers the external market for compensation study purposes.

The raw data collected, by position, for comparison purposes specific to the reviewed positions at the City of Bay City is provided in Appendix A. Discussion specific to the analysis of these classifications and related external competitiveness is discussed in the following section, “3.5 Salary Data – By Classification”.

### **3.5 SALARY DATA – BY CLASSIFICATION**

In discussing this analysis and creating this salary schedule, several points need clarification. Due to insufficient data, internal equity, and analysis of job requirements, some ranges and recommendations appear different than that seen in the raw data tables (Appendix A).

---

### City Manager

Based on the external salary survey review of the City Manager for the City of Bay City, it initially appears to be approximately 35% lower than that of the average midpoint (based on collected raw data). However, several comparisons in a variety of adjustments to consider the best matches for the City of Bay City were made, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. For example, by adjusting the data by removing the comparators that are reported from the cities that are larger than 150% of the population of the city of Bay City (the cities of Tillamook, Seaside, and Lincoln City), the average market comparison becomes -29%. By further removing the highest and lowest comparators (outliers), the resulting calculation brings the City of Bay City's City Manager to approximately 20.8% below that of the average midpoint.

Several additional comparisons were made in order to arrive at an overall understanding of where the City of Bay City falls within the market with regard to this position. *After making several comparisons in a variety of adjustments to consider the best matches for the City of Bay City, the city appears to be low compared to the market for this position.*

### Fire Chief

Based on the external salary survey review of the Fire Chief for the City of Bay City, it initially appears to be approximately 4.2% lower than that of the average midpoint (based on collected raw data). However, many comparator organizations of similar size do not have a similar position formally established, as evidenced by the lack of data found on this classification. Other comparator organizations utilize the services of nearby Fire Districts as opposed to providing such services "in-house". The other comparators that provide Fire services, typically establish full-time Fire Chief positions that provide fire services similar to that of the City of Bay City to varying degrees and do not strongly and clearly match the description of work as that at the City of Bay City (half-time position). For the purposes of the raw data, full-time positions were calculated to half-time, which is not as accurate as preferred for a salary analysis of this scope.

Based on the external salary survey review of the Fire Chief for the City of Bay City, it initially appears to be approximately 4.2% lower than that of the average midpoint (based on collected raw data). Within the scope of limited data availability, several comparisons in a variety of adjustments to consider the best matches for the City of Bay City were made, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. Several additional comparisons were made in order to arrive at an overall understanding of where the City of Bay City falls within the market with regard to this position. *After making several comparisons in a variety of adjustments to*

---

*consider the best matches for the City of Bay City, the city appears to be competitive, but perhaps slightly low compared to the market for this position.*

In order to obtain a more accurate assessment of the market competitiveness of this position, it is recommended that further classification and compensation study be made specifically into Fire classifications that may include Fire Districts and other half-time Fire Chief positions.

### Public Works Director

Based on the external salary survey review of the Public Works Director for the City of Bay City, it initially appears to be approximately 35.7% lower than that of the average midpoint (based on collected raw data). However, several comparisons in a variety of adjustments to consider the best matches for the City of Bay City were made, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. For example, by adjusting the data by removing the comparators that are reported from the cities that are larger than 150% of the population of the city of Bay City (the cities of Tillamook, Seaside, and Lincoln City), the average market comparison becomes -27.2%. By removing matches that are most geographically distant from the City of Bay City (the cities of Coburg and Cascade Locks), the resulting calculation brings the City of Bay City's Public Works Director to approximately 41.8% below that of the average midpoint.

Several additional comparisons were made in order to arrive at an overall understanding of where the City of Bay City falls within the market with regard to this position. *After making several comparisons in a variety of adjustments to consider the best matches for the City of Bay City, the city appears to be low compared to the market for this position.*

### City Planner

The City Planner classification is new to the City of Bay City. Because no established wage scale has been established for this position, no average comparison can be made to the external market data. However, based on the external salary survey review of the City Planner for the City of Bay City, it initially appears to reflect \$6,042 at the average midpoint (based on collected raw data). A variety of adjustments were made to consider the best matches for the City of Bay City, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. For example, solely removing the highest and lowest comparators, the average midpoint is \$6,036. After consideration of all data points, the City of Bay City appears to indicate approximately \$6,000 at midpoint.

---

In consideration of the reported data along with a comparison of other jobs within the city of similar job responsibility, complexity, and education/experience requirements as well as the external market data reviewed, this closely matches the same midpoint of the City Recorder/Finance Director classification (discussed in the next paragraphs). These and other factors were considered during the placement of these jobs within the recommended salary schedule.

### City Recorder/Finance Director

Based on the external salary survey review of the City Recorder/Finance Director for the City of Bay City, it initially appears to be approximately 19.6% lower than that of the average midpoint (based on collected raw data). However, several comparisons in a variety of adjustments to consider the best matches for the City of Bay City were made, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. For example, by adjusting the data by removing the comparators that are reported from the cities that are larger than 150% of the population of the city of Bay City (the cities of Tillamook, Seaside, and Lincoln City), the average market comparison becomes -17.75%. By removing weaker matches as well as the highest and lowest comparators (outliers), the resulting calculation brings the City of Bay City's City Recorder/Finance Director to approximately 15.3% below that of the average midpoint.

Several additional comparisons were made in order to arrive at an overall understanding of where the City of Bay City falls within the market with regard to this position. *After making several comparisons in a variety of adjustments to consider the best matches for the City of Bay City, the city appears to be low compared to the market for this position.*

### Deputy Recorder/Utility Billing Clerk

The Deputy Recorder/Utility Billing Clerk classification is new to the City of Bay City. Because no established wage scale has been established for this position, no average comparison can be made to the external market data. However, based on the external salary survey review of the Deputy Recorder/Utility Billing Clerk for the City of Bay City, it initially appears to reflect \$4,191 at the average midpoint (based on collected raw data). A variety of adjustments were made to consider the best matches for the City of Bay City, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. For example, solely removing the highest and lowest comparators, the average midpoint is \$4,302. After consideration of all data points, the City of Bay City appears to indicate approximately \$4,300 at midpoint.

### Water Technician

---

Based on the external salary survey review of the Water Technician for the City of Bay City, it initially appears to be approximately 8.8% lower than that of the average midpoint (based on collected raw data). However, several comparisons in a variety of adjustments to consider the best matches for the City of Bay City were made, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. For example, by adjusting the data by solely removing the highest and lowest comparators, the average market comparison remains at -8.8%. By removing weaker matches as well as the highest and lowest comparators (outliers), the resulting calculation brings the City of Bay City's Water Technician to approximately 8.3% below that of the average midpoint.

Several additional comparisons were made in order to arrive at an overall understanding of where the City of Bay City falls within the market with regard to this position. *After making several comparisons in a variety of adjustments to consider the best matches for the City of Bay City, the city appears to be slightly low compared to the market for this position.*

#### Wastewater Technician

Based on the external salary survey review of the Wastewater Technician for the City of Bay City, it initially appears to be approximately 9.4% lower than that of the average midpoint (based on collected raw data). However, several comparisons in a variety of adjustments to consider the best matches for the City of Bay City were made, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. For example, by adjusting the data by solely removing the highest and lowest comparators, the average market comparison is similar at -9.6%. By removing weaker matches as well as the highest and lowest comparators (outliers), the resulting calculation brings the City of Bay City's Wastewater Technician to approximately 8.3% below that of the average midpoint.

Several additional comparisons were made in order to arrive at an overall understanding of where the City of Bay City falls within the market with regard to this position. *After making several comparisons in a variety of adjustments to consider the best matches for the City of Bay City, the city appears to be slightly low compared to the market for this position.*

#### Utility Worker II

Based on the external salary survey review of the Utility Worker II for the City of Bay City, it initially appears to be approximately 8% lower than that of the average midpoint (based on collected raw data). However, several comparisons in a variety of adjustments to consider the best matches for the City of Bay City were made, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. For example, by adjusting the data by solely removing the highest and lowest comparators, the average market comparison is -9.0%. By

---

removing weaker matches as well as the highest and lowest comparators (outliers), the resulting calculation brings the City of Bay City's Utility Worker II to approximately 8% below that of the average midpoint.

Several additional comparisons were made in order to arrive at an overall understanding of where the City of Bay City falls within the market with regard to this position. *After making several comparisons in a variety of adjustments to consider the best matches for the City of Bay City, the city appears to be slightly low compared to the market for this position.*

#### Utility Worker I

Based on the external salary survey review of the Utility Worker I for the City of Bay City, it initially appears to be approximately 9.4% lower than that of the average midpoint (based on collected raw data). However, several comparisons in a variety of adjustments to consider the best matches for the City of Bay City were made, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. For example, by adjusting the data by removing the comparators that are reported from the cities that are larger than 150% of the population of the city of Bay City (the cities of Tillamook, Seaside, and Lincoln City), the average market comparison becomes -5.3%. By adjusting the data by solely removing the highest and lowest comparators, the average market comparison is -8.6%. By removing weaker matches as well as the highest and lowest comparators (outliers), the resulting calculation brings the City of Bay City's Utility Worker I to approximately 8% below that of the average midpoint.

Several additional comparisons were made in order to arrive at an overall understanding of where the City of Bay City falls within the market with regard to this position. *After making several comparisons in a variety of adjustments to consider the best matches for the City of Bay City, the city appears to be slightly low compared to the market for this position.*

#### Code Enforcement Officer

The Code Enforcement Officer classification is relatively new to the City of Bay City. Because no established wage scale has been established for this position, no average comparison can be made to the external market data. However, based on the external salary survey review of the Code Enforcement Officer for the City of Bay City, it initially appears to reflect \$4,606 at the average midpoint (based on collected raw data). Within the scope of limited data availability, a variety of adjustments were made to consider the best matches for the City of Bay City, including removing highest and lowest matches/outliers as well as strongest matches with regard to comparator organization and job responsibilities. However, many comparator organizations of similar size do not have a similar position formally established, as evidenced by the lack of data found on this classification. Other comparator organizations utilize the services of Police or Building Inspection as opposed to providing such services "in-



---

house”. The other comparators that provide Police services sometimes establish similar classifications to that of the City of Bay City’s Code Enforcement Officer to varying degrees but do not strongly and clearly match the description of work as that at the City of Bay City.

After consideration of all data points, the City of Bay City does not have sufficient comparator data to make an average market-based compensation comparison. Because each city has a different structure from Bay City with regard to program delivery, staff size, and organizational services, not all of the City of Bay City’s jobs yielded a sufficient number of matches. As stated in “Section 2.3: Insufficient Data/Job Matches”, when an insufficient number of job matches are found within the comparator agencies, LGPS/LCOG may consider the reported data along with a comparison of other jobs within the city of similar job responsibility, complexity, and education/experience requirements. These and other factors were considered during the placement of these jobs within the recommended salary schedule.

The Code Enforcement Officer at the City of Bay City is currently compensated at \$20 per hour. This most closely matches the same midpoint of the Utility Worker I classification. The Code Enforcement Officer classification can be considered an appropriate level for compensation at this time. In order to obtain a more accurate assessment of the market competitiveness of this position in the future, it is recommended that a classification and compensation study be made specifically into the Code Enforcement Officer classification.

## **4 RECOMMENDATIONS**

### **4.1 SALARY SCHEDULE**

At the request of the City of Bay City, LGPS/LCOG prepared a recommendation for a revised and updated salary schedule by which to pay the City’s current positions. A step-in-grade system is the preferred mode of managing the City of Bay City’s compensation plan. Consequently, the ranges provide steps for each job. These steps are calculated from the average midpoint as a base salary wage. Consistent with the analysis of compensation structures of comparator organizations, this salary schedule provides ranges with 7 steps (5% between steps) and a range spread that is approximately 34% from minimum to maximum to allow for flexibility.

The recommended salary ranges provide ranges for the City of Bay City’s current positions as well as future job development or adjustment of current existing jobs. The City maintains the flexibility to place employees in the salary range as deemed appropriate by compensation philosophy, pay equity rules, and City policy and precedent. Other considerations might be the

---

current/actual performance of the full responsibilities and meeting the full requirements of the new/future positions outlined in the recommended salary schedule.

If current salaries fall below this minimum of the new range, which will necessitate attention and action in the immediate future. Adjustments should be considered for employees that fall below the minimum of the new salary range or within the recommended salary ranges but are placed in an inappropriate level within the range.

**CITY OF BAY CITY: PROPOSED SALARY SCHEDULE**

*as of JULY 1, 2022*

| # | JOB TITLE                                      | STEP 1      | STEP 2      | STEP 3      | MIDPOINT     | STEP 5       | STEP 6       | STEP 7       | PER |
|---|--|-------------|-------------|-------------|--------------|--------------|--------------|--------------|-----|
|   |  |             |             |             | STEP 4       |              |              |              |     |
| 1 | City Manager                                   | \$86,595.92 | \$90,925.71 | \$95,472.00 | \$100,245.60 | \$105,257.88 | \$110,520.77 | \$116,046.81 | ANN |
|   |  | \$7,216.33  | \$7,577.14  | \$7,956.00  | \$8,353.80   | \$8,771.49   | \$9,210.06   | \$9,670.57   | MO  |
|   |  | \$41.63     | \$43.71     | \$45.90     | \$48.20      | \$50.60      | \$53.13      | \$55.79      | HR  |
| 2 | Fire Chief (Half-time)                         | \$37,529.25 | \$39,405.71 | \$41,376.00 | \$43,444.80  | \$45,617.04  | \$47,897.89  | \$50,292.79  | ANN |
|   |  | \$3,127.44  | \$3,283.81  | \$3,448.00  | \$3,620.40   | \$3,801.42   | \$3,991.49   | \$4,191.07   | MO  |
|   |  | \$36.09     | \$37.89     | \$39.78     | \$41.77      | \$43.86      | \$46.06      | \$48.36      | HR  |
| 3 | Public Works Director                          | \$71,363.27 | \$74,931.43 | \$78,678.00 | \$82,611.90  | \$86,742.50  | \$91,079.62  | \$95,633.60  | ANN |
|   |  | \$5,946.94  | \$6,244.29  | \$6,556.50  | \$6,884.33   | \$7,228.54   | \$7,589.97   | \$7,969.47   | MO  |
|   |  | \$34.31     | \$36.02     | \$37.83     | \$39.72      | \$41.70      | \$43.79      | \$45.98      | HR  |
| 4 | City Planner<br>City Recorder/Finance Director | \$62,376.78 | \$65,495.62 | \$68,770.40 | \$72,208.92  | \$75,819.37  | \$79,610.33  | \$83,590.85  | ANN |
|   |  | \$5,198.07  | \$5,457.97  | \$5,730.87  | \$6,017.41   | \$6,318.28   | \$6,634.19   | \$6,965.90   | MO  |
|   |  | \$29.99     | \$31.49     | \$33.06     | \$34.72      | \$36.45      | \$38.27      | \$40.19      | HR  |
| 5 | Deputy Recorder/Utility Billing Clerk          | \$44,574.02 | \$46,802.72 | \$49,142.86 | \$51,600.00  | \$54,180.00  | \$56,889.00  | \$59,733.45  | ANN |
|   |  | \$3,714.50  | \$3,900.23  | \$4,095.24  | \$4,300.00   | \$4,515.00   | \$4,740.75   | \$4,977.79   | MO  |
|   |  | \$21.43     | \$22.50     | \$23.63     | \$24.81      | \$26.05      | \$27.35      | \$28.72      | HR  |
| 6 | Water Technician<br>Wastewater Technician      | \$49,964.78 | \$52,463.02 | \$55,086.17 | \$57,840.48  | \$60,732.50  | \$63,769.13  | \$66,957.59  | ANN |
|   |  | \$4,163.73  | \$4,371.92  | \$4,590.51  | \$4,820.04   | \$5,061.04   | \$5,314.09   | \$5,579.80   | MO  |
|   |  | \$24.02     | \$25.22     | \$26.48     | \$27.81      | \$29.20      | \$30.66      | \$32.19      | HR  |
| 7 | Utility Worker II                              | \$42,799.77 | \$44,939.76 | \$47,186.74 | \$49,546.08  | \$52,023.38  | \$54,624.55  | \$57,355.78  | ANN |
|   |  | \$3,566.65  | \$3,744.98  | \$3,932.23  | \$4,128.84   | \$4,335.28   | \$4,552.05   | \$4,779.65   | MO  |
|   |  | \$20.58     | \$21.61     | \$22.69     | \$23.82      | \$25.01      | \$26.26      | \$27.57      | HR  |
| 8 | Utility Worker I<br>Code Enforcement Officer   | \$36,866.24 | \$38,709.55 | \$40,645.03 | \$42,677.28  | \$44,811.14  | \$47,051.70  | \$49,404.29  | ANN |
|   |  | \$3,072.19  | \$3,225.80  | \$3,387.09  | \$3,556.44   | \$3,734.26   | \$3,920.98   | \$4,117.02   | MO  |
|   |  | \$17.72     | \$18.61     | \$19.54     | \$20.52      | \$21.54      | \$22.62      | \$23.75      | HR  |

Minimum Wage, as of July 1, 2022: \$13.50/hour

---

## 4.2 CLASSIFICATION AND COMPENSATION CONSIDERATIONS

Overall, changes from the previous, established salary ranges to proposed 2022 salary schedules are reflected as follows:

| # | CHANGE               |
|---|----------------------|
| 1 | 20% increase         |
| 2 | 5% increase          |
| 3 | 35% increase         |
| 4 | 18% increase         |
| 5 | (new classification) |
| 6 | 8% increase          |
| 7 | 8% increase          |
| 8 | 8% increase          |

Several classifications are very close in the market to other classifications reflecting comparable work such that classes could potentially be grouped together. In addition, looking at the internal equity factors and work of comparable character, comparing similar work between these classifications, they could reflect similar nature with regard to minimum knowledge/skill required, effort, responsibility, and working conditions.

Upon review and analysis of the data, there are a few classifications that appear to be most significantly out-of-market. However, there are a few classifications that appear to be slightly out-of-market, which could potentially negatively impact recruitment and retention, employee morale, and employee performance. The City of Bay City may wish to consider this data against potential impacts to the organization. All classifications appear to be below the comparative market, however specific classifications most in need of revision for the City to consider include the following:

- City Manager
- Public Works Director
- City Recorder/Finance Director

Following updates/changes to the classification plan and salary/wages, the City of Bay City could also consider changes to City-provided benefits. This should include reviewing and possibly revising City policy on the following:

- Health Insurance Benefits

- 
- Paid Leave
  - Longevity Pay
  - Certification Pay
  - Other Fringe Benefits

### 4.3 OTHER RECOMMENDATIONS

These recommendations have been developed upon review of classifications based on job descriptions only, as submitted by the City. No position analysis questionnaires, desk audits, observations, or direct interviews were conducted.

Overall suggested actions and next steps to take include the following, in accordance with the established policy and protocol as outlined in the City of Bay City policies:

- City of Bay City review the analysis provided in this report to determine actionable responses to the data provided herein.
- City of Bay City adjust their proposed classification and salary schedule to reflect current market data, as outlined in the report above.
- City of Bay City properly determine proper placement of incumbents on the newly adjusted salary schedule. This should be handled in accordance with the established protocol at the City of Bay City with regard to pay adjustment of each incumbent in relation to the salary ranges for all jobs.
- City of Bay City clearly document compensation policies for placement of incumbents AND new/future employees within the compensation structure.
- City of Bay City clearly document compensation policies for advancement through the salary structure (on a regular basis, moving through the range). This can be determined by seniority, years of experience, or a combination thereof.
- City of Bay City clearly document compensation policies for the continuation and maintenance of the salary structure regularly. Most organizations use some version of the Consumer Price Index (CPI) to adjust salary ranges each year. Some factors to consider when discussing cost of living adjustments include the Consumer Price Index, the state of the local economy, labor negotiations, and the City's budgetary ability to fund such increases.

- 
- City of Bay City update job descriptions based on current work performance by incumbents. We recommend these be reviewed annually and updated as necessary.
  - City of Bay City review and verify the internal alignment of new and/or changes job classifications as well as positions that turnover.
  - City of Bay City continue to monitor and track all jobs as part of City of Bay City's regular classification and compensation review process. Internal (job classification) changes as well as external fluctuations occur regularly and LGPS/LCOG recommends reviewing the entire compensation system every 3-5 years.
  - City of Bay City review the impact of and follow the recommendations in the Oregon Equal Pay Act with an internal pay equity analysis of specific incumbent data (e.g. protected classes) to the rules set forth. Any anomalies or inconsistencies should be resolved immediately.
  - City of Bay City should consider the impact of additional pieces of compensation (total compensation) on the competitiveness of its jobs including retirement, medical benefit coverage, longevity, certification pay, education pay, paid time off, and other compensable factors and fringe benefits.
  - City of Bay City review the impact of and follow the recommendations of the Oregon Equal Pay Act with an internal pay equity analysis of specific incumbent data (e.g. protected classes) to the rules set forth. Any anomalies or inconsistencies should be resolved immediately.

It is important to note that these positions were reviewed at a single point in time. Additional data, internal equity, and job requirements could all be affected by the outcome of these recommendations. These jobs should continue to be monitored and tracked as part of a regular compensation review process. All jobs should be reviewed approximately every three to five years. Any jobs identified as needing closer monitoring should be reviewed on a more frequent basis until issues are alleviated.

Other future considerations include ability to recruit and retain these positions, performance management, total compensation, cost of living, and budgetary considerations.

## 4.4 FUTURE CONSIDERATIONS

This study's focus is on the direct compensation of particular jobs in comparison to the external market. This includes base pay. Other aspects are intertwined with the study of compensation and could affect the recruitment, retention, and morale of

---

employees in the organization. Some of these other considerations may include:

#### *Estimation of Workload of Staff*

No time-in-motion studies were performed in this study to assess the workload or performance of the individual occupying these positions. As an organization changes over time, workload will likely change as well. The on-going workload and the re-evaluation of positions at the City of Bay City should be assessed as part of an on-going performance evaluation and management program.

#### *Changes to Jobs and Job Documentation*

Jobs continually evolve in organizations as incumbents bring their own skills, abilities, and interests to the position and the workplace. Continual evaluation of jobs needs to be part of an overall management approach. Additionally, job descriptions should be developed and maintained on an on-going basis. They should be used regularly as job documentation for legal purposes, a communications tool for employees, a recruiting tool, and as a performance management tool. Job descriptions are often used for workers compensation and claims purposes among others. It should also be used to communicate job expectations to current and future employees. And it should always be used as a basis for performance and disciplinary actions. Job descriptions should be updated annually, revisited prior to any recruitment actions, and changed as jobs duties and responsibilities change. LGPS/LCOG recommends to all of its members that job descriptions be updated after every annual performance evaluation. A mutual discussion of this document between supervisor and employee leads to better understanding of expectations, responsibilities, and job performance results and provides an objective view of each job within the organization.

#### *Turnover and Planning*

This includes, but is not limited to, reducing, eliminating, or otherwise changing employees, functions, operations, organizational structure. Consideration should be given to change in the organization and planning should take place to assist in molding the organization and its positions to utilize all efficiencies. Should the incumbent leave this position, consider what functions might be moved, combined, changed, eliminated, or even grown.

LGPS/LCOG appreciates the opportunity to assist the City of Bay City in conducting this compensation study. If you have any questions, please feel free to contact Jill Armstrong, HR Consultant.

# Appendix A: Raw Data Tables

## City Manager

**SUMMARY:** Serves as the Chief Executive Officer of the City, accountable to the City Council and responsible for enforcement of all City codes and regulations, the conduct of all financial activities and the efficient and economical performance of the City's operations. Writes and manages grants for Capital Improvement projects. **RESPONSIBILITIES INCLUDE:** Administrative/Management; Budget/Finance, Personnel/Human Resources, Community & Intergovernmental Relations. **MIN QUALS:** Bachelor's Degree in Public or Business Administration, Finance, Human Resources, Engineering or closely related field. At least seven (7) years of progressively responsible municipal administrative/management experience, including at least five (5) years of previous experience as a City Manager, Interim City Manager, or chief executive officer.

| Organization      | Pop    | Title                     | MONTHLY SALARY (PER 1.0 FTE) |                 |                 | Comments                       |
|-------------------|--------|---------------------------|------------------------------|-----------------|-----------------|--------------------------------|
|                   |        |                           | MIN                          | MID             | MAX             |                                |
| Waldport          | 2,321  | City Manager              |                              | 8,750.00        |                 | * no true maximum of range     |
| Gearhart          | 1,872  | City Manager              |                              | 7,758.82        |                 |                                |
| Depoe Bay         | 1,559  | NR                        |                              |                 |                 |                                |
| Cannon Beach      | 1,498  | City Manager              |                              | 12,437.50       |                 |                                |
| Rockaway Beach    | 1,476  | City Manager              |                              | 8,580.00        |                 |                                |
| Cascade Locks     | 1,398  | City Administrator        |                              | 8,333.33        |                 | Current recruitment            |
| Coburg            | 1,322  | City Administrator        |                              | 7,998.08        |                 |                                |
| Yamhill           | 1,221  | NCC                       |                              |                 |                 | Recruiting first CM in 2022    |
| Port Orford       | 1,156  | NR                        |                              |                 |                 |                                |
| Tillamook         | 5,338  | City Manager              | 6,666.67                     | 7,708.34        | 8,750.00        | Based on 10 steps (vs 7 steps) |
| Seaside           | 7,157  | City Manager              |                              | 10,885.00       |                 |                                |
| Lincoln City      | 10,067 | City Manager              | 11,666.67                    | 12,500.00       | 13,333.33       | Based on contract              |
|                   |        | Average                   | 9,166.67                     | 9,439.01        | 11,041.67       | 7<br># of position matches     |
|                   |        | Median                    | 9,166.67                     | 8,580.00        | 11,041.67       |                                |
| Bay City, City of | 1,424  | City Manager              | <b>6,529.00</b>              | <b>6,961.50</b> | <b>7,394.00</b> |                                |
|                   |        | % difference from average | -40.40%                      | -35.59%         | -49.33%         | NCC: No Comparable Class       |
|                   |        | % difference from median  | -40.40%                      | -23.25%         | -49.33%         | NR: No Response Received       |



# Appendix A: Raw Data Tables

## Fire Chief

(Half-Time Position) SUMMARY: Performs incident command at emergency scenes, supervision of emergent and non-emergent response to fire suppression calls, response to pre-hospital medical care of sick and injured patients, emergency rescue operation, apparatus response readiness, public education, inspections clerical duties, reports, and training responsibilities. RESPONSIBILITIES INCLUDE: Plan, develop and direct the implementation of Bay City Fire and Rescue Emergency Preparedness and Fire Operations program, while maintaining departments objectives, policies, procedures, and work standards. Supervision of paid and volunteer staff in emergent and non-emergent response situations. Work may be in hazardous environments to self or others, practices personal safety under conditions regardless of exposure. Finance/HR. Administrative/Management. MIN QUALS: Seven (7) years of Fire Department experience with increasing responsibilities and at least 2 years at the Captain's position or higher. Management and/or budget experience with the firefighting organization or in a related organization desirable. Must have a valid Oregon's driver's license. Licenses and Certifications: NFPA Firefighter II, NFPA Fire Instructor II, Oregon Emergency Medical Responder, NFPA Driver Operator, NFPA Hazardous Materials Awareness and Operations and On-Scene Incident Commander, NFPA Fire Officer I, ICS 100, 200, 300, 400, 700, and 800, Command and General Staff, State Fire Marshal Courses, Fire and Life Safety I and II, Fire Investigations I and II, Company Inspections.

| Organization      | Pop    | Title                     | MONTHLY SALARY (PER 1.0 FTE) |                 |                 | Comments                   |
|-------------------|--------|---------------------------|------------------------------|-----------------|-----------------|----------------------------|
|                   |        |                           | MIN                          | MID             | MAX             |                            |
| Waldport          | 2,321  | NCC                       |                              |                 |                 | * no true maximum of range |
| Gearhart          | 1,872  | Fire Chief                | 3,125.00                     | 3,656.25        | 4,187.50        | FT, calc to half time      |
| Depoe Bay         | 1,559  | NR                        |                              |                 |                 |                            |
| Cannon Beach      | 1,498  | NCC                       |                              |                 |                 | Fire District              |
| Rockaway Beach    | 1,476  | Fire Chief                |                              | 3,720.60        |                 | FT, calc to half time      |
| Cascade Locks     | 1,398  | Fire Chief                |                              | 2,291.67        |                 | FT, calc to half time      |
| Coburg            | 1,322  | NCC                       |                              |                 |                 | Fire District              |
| Yamhill           | 1,221  | NCC                       |                              |                 |                 | Fire District              |
| Port Orford       | 1,156  | NR                        |                              |                 |                 |                            |
| Tillamook         | 5,338  | NCC                       |                              |                 |                 | Fire District              |
| Seaside           | 7,157  | Fire Chief                | 4,247.50                     | 4,705.00        | 5,162.50        | FT, calc to half time      |
| Lincoln City      | 10,067 | NCC                       |                              |                 |                 | Fire District              |
|                   |        | Average                   | 3,686.25                     | 3,593.38        | 4,675.00        | 4<br># of position matches |
|                   |        | Median                    | 3,686.25                     | 3,688.43        | 4,675.00        |                            |
| Bay City, City of | 1,424  | Fire Chief                | <b>3,448.00</b>              | <b>3,448.00</b> | <b>3,448.00</b> |                            |
|                   |        | % difference from average | -6.91%                       | -4.22%          | -35.59%         | NCC: No Comparable Class   |
|                   |        | % difference from median  | -6.91%                       | -6.97%          | -35.59%         | NR: No Response Received   |

# Appendix A: Raw Data Tables

## Public Works Director

**SUMMARY:** Provides general management and long-range planning for all activities of the Public Works Department and Bay City water distribution system and reservoirs, including construction and maintenance of streets, storm drains, sewer facilities, parks, and equipment and performs related physical work as required. Oversees and ensures that all functions of the Public Works Department are in full compliance with the appropriate regulatory agencies.  
**RESPONSIBILITIES INCLUDE:** Operations, Personnel/Human Resources, Community & Intergovernmental Relations. **MIN QUALS:** Bachelor's degree in civil engineering or public administration or equivalent. Minimum of five years progressively responsible experience in a public works environment including supervisory responsibilities. **Licenses and Certifications:** Possession of a valid Oregon Commercial Class B driver's license.

| Organization      | Pop    | Title                         | MONTHLY SALARY (PER 1.0 FTE) |                 |                 | Comments                    |
|-------------------|--------|-------------------------------|------------------------------|-----------------|-----------------|-----------------------------|
|                   |        |                               | MIN                          | MID             | MAX             |                             |
| Waldport          | 2,321  | Public Works Director         | 6,083.33                     | 6,570.00        | 7,056.67        | * no true maximum of range  |
| Gearhart          | 1,872  | Director of Public Works      |                              | 5,879.65        |                 |                             |
| Depoe Bay         | 1,559  | NR                            |                              |                 |                 |                             |
| Cannon Beach      | 1,498  | Public Works Director         |                              | 8,686.57        |                 | Assistant PW Dir: \$5793.48 |
| Rockaway Beach    | 1,476  | Public Works Superintendent   |                              | 6,997.47        |                 |                             |
| Cascade Locks     | 1,398  | Public Works Field Supervisor |                              | 5,250.00        |                 |                             |
| Coburg            | 1,322  | Public Works Director         | 5,288.40                     | 6,064.07        | 6,839.73        |                             |
| Yamhill           | 1,221  | Facilities Manager            |                              | 5,963.33        |                 |                             |
| Port Orford       | 1,156  | NR                            |                              |                 |                 |                             |
| Tillamook         | 5,338  | Public Works Director         | 6,461.83                     | 7,088.46        | 7,715.08        |                             |
| Seaside           | 7,157  | Public Works Director         | 7,338.00                     | 8,129.00        | 8,920.00        | high match                  |
| Lincoln City      | 10,067 | Public Works Director         | 7,520.93                     | 8,560.93        | 9,600.93        | high match                  |
|                   |        | Average                       | 5,944.52                     | 6,918.95        | 7,203.83        | 10<br># of position matches |
|                   |        | Median                        | 6,083.33                     | 6,783.74        | 7,056.67        |                             |
| Bay City, City of | 1,424  | Public Works Director         | <b>3,880.00</b>              | <b>5,099.50</b> | <b>6,319.00</b> |                             |
|                   |        | % difference from average     | -53.21%                      | -35.68%         | -14.00%         | NCC: No Comparable Class    |
|                   |        | % difference from median      | -56.79%                      | -33.03%         | -11.67%         | NR: No Response Received    |

# Appendix A: Raw Data Tables

| <b>City Planner</b>   |        |                             |                              |          |          |   |
|---|--------|-----------------------------|------------------------------|----------|----------|---|
| <p><i>SUMMARY: Performs advanced professional planning work, exercising independent judgement in conducting long range planning, development review, land divisions and related research. Staffs the Planning Commission.</i></p> <p><i>RESPONSIBILITIES INCLUDE: Long Range Planning, Short-term Permitting/Counter work, Personnel/Human Resources, Community &amp; Intergovernmental Relations. MIN QUALS: Bachelor's degree in planning, geography, architecture, urban studies or related field and at least 5 years of professional planning experience, or any satisfactory combination.</i></p> |        |                             |                              |          |          |   |
| Organization  | Pop    | Title                       | MONTHLY SALARY (PER 1.0 FTE) |          |          | Comments                                |
|   |        |                             | MIN                          | MID      | MAX      |   |
| Waldport  | 2,321  | City Planner                | 6,666.67                     | 7,200.00 | 7,733.33 | * no true maximum of range              |
| Gearhart  | 1,872  | NCC                         |                              |          |          |   |
| Depoe Bay   | 1,559  | NR                          |                              |          |          |   |
| Cannon Beach  | 1,498  | Planner I                   | 4,766.67                     | 5,425.13 | 6,083.60 | Comm Dev Dir: \$8869.43                 |
| Rockaway Beach  | 1,476  | NCC                         |                              |          |          |   |
| Cascade Locks   | 1,398  | City Recorder/City Planner  |                              | 6,666.67 |          |   |
| Coburg  | 1,322  | Planning & CD Director      | 4,307.58                     | 4,939.96 | 5,572.33 |   |
| Yamhill   | 1,221  | NCC                         |                              |          |          | Contract services                       |
| Port Orford   | 1,156  | NR                          |                              |          |          |   |
| Tillamook   | 5,338  | Planner                     | 4,333.33                     | 4,738.92 | 5,144.50 |   |
| Seaside   | 7,157  | Planning Director           | 6,656.00                     | 7,373.50 | 8,091.00 | high match                              |
| Lincoln City  | 10,067 | Sr Planner/Planning Manager | 5,226.00                     | 5,948.80 | 6,671.60 | Planning & CD Director: \$7160.4-9141.6 |
|   |        | Average                     | 5,326.04                     | 6,041.85 | 6,549.39 | 7<br># of position matches              |
|   |        | Median                      | 4,996.33                     | 5,948.80 | 6,377.60 |   |
| Bay City, City of   | 1,424  | City Planner                | 0.00                         | 0.00     | 0.00     |   |
|   |        | % difference from average   |                              |          |          | NCC: No Comparable Class                |
|   |        | % difference from median    |                              |          |          | NR: No Response Received                |

# Appendix A: Raw Data Tables

| <b>City Recorder/Finance Director</b>  |              |                                       |                              |                 |                 |  |
|--|--------------|---------------------------------------|------------------------------|-----------------|-----------------|--|
| <p><i>SUMMARY: Performs a variety of complex professional, administrative and technical accounting and financial functions maintaining the fiscal systems and records of the City. Serves as the City Records Official responsible for the coordinating City Council meetings, ensuring compliance with laws governing public meetings, records, official City documents and elections. The position coordinates all accounting activity of the City, including periodic and annual financial reporting, budget preparation and monitoring and billing and collections for the City's enterprise funds. Also coordinates data processing, information systems and purchasing for the City. Coordinates the City's annual audit.</i></p> <p><i>RESPONSIBILITIES INCLUDE: Control of Record, Finance/HR, Administrative/Management, Personnel/Human Resources. Min QUALS: Associate's Degree in Accounting, Business Administration or closely related field with minimum four (4) years of public sector experience; or an equivalent combination. Certified Municipal Clerk is desirable but not required.</i></p> |              |                                       |                              |                 |                 |  |
| Organization   | Pop          | Title                                 | MONTHLY SALARY (PER 1.0 FTE) |                 |                 | Comments   |
|  |              |                                       | MIN                          | MID             | MAX             |  |
| Waldport   | 2,321        | Finance Director                      | 5,416.67                     | 5,850.00        | 6,283.33        | City Recorder: 55,000; * no true maximum of range            |
| Gearhart   | 1,872        | City Treasurer/Water Clerk            | 4,582.93                     | 5,362.07        | 6,141.20        | high; see Deputy Recorder/Utility Billing Clerk              |
| Depoe Bay  | 1,559        | NR                                    |                              |                 |                 |  |
| Cannon Beach   | 1,498        | City Recorder                         |                              | 6,106.46        |                 | Finance Dir: \$8934.67; Asst Fin Dir: \$6574.79              |
| Rockaway Beach   | 1,476        | Office Manager                        |                              | 6,690.67        |                 |  |
| Cascade Locks  | 1,398        | City Finance/HR/IT Director           |                              | 5,833.33        |                 |  |
| Coburg   | 1,322        | Finance Director                      | 5,463.47                     | 6,266.00        | 7,068.53        | Asst City Administrator (same salary range)                  |
| Yamhill  | 1,221        | Recorder/Treasurer                    |                              | 5,924.58        |                 | Former position; currently vacant                            |
| Port Orford  | 1,156        | NR                                    |                              |                 |                 |  |
| Tillamook  | 5,338        | Finance Officer                       | 5,323.16                     | 5,839.65        | 6,356.13        |  |
| Seaside  | 7,157        | City Hall Administrative Assistant    | 5,300.53                     | 5,871.67        | 6,442.80        | high match: Asst CM/HR Dir: \$7705-9366                      |
| Lincoln City   | 10,067       | Finance Manager                       | 6,356.13                     | 7,233.20        | 8,110.27        | Finance Dir: \$7160.4-9141.6; City Recorder: \$5489.5-7004.4 |
|  |              | Average                               | 5,407.15                     | 6,097.76        | 6,733.71        | 10<br># of position matches                                  |
|  |              | Median                                | 5,369.91                     | 5,898.12        | 6,399.47        |  |
| <b>Bay City, City of</b>   | <b>1,424</b> | <b>City Recorder/Finance Director</b> | <b>3,880.00</b>              | <b>5,099.50</b> | <b>6,319.00</b> |  |
|  |              | % difference from average             | -39.36%                      | -19.58%         | -6.56%          | NCC: No Comparable Class<br>NR: No Response Received         |
|  |              | % difference from median              | -38.40%                      | -15.66%         | -1.27%          |  |

# Appendix A: Raw Data Tables

## Deputy Recorder/Utility Billing Clerk

*SUMMARY: Performs a variety of administrative, technical, and accounting duties and includes maintaining all necessary records for the water and sewer departments including billing and collection of the fees for these two departments and maintain the daily register of all other monies received by the City. This position is back up to the City Recorder when not available. RESPONSIBILITIES: Manages the utility billing system and collection of utility payments. Processes accounts receivable, receives cash payments, creates bank deposits, and maintains cash control. Supports City Manager/Recorder in providing support to the City Council and other elected officials, including posting notices to ensure compliance with public meeting laws. MIN QUALS: Two years post-high school education work in accounting, finance, public or business administration or closely related field, five years of local government experience, and/or any combination of related certifications and training. Proficient in software such as Word, Excel, and other office programs.*

| Organization      | Pop    | Title                                   | MONTHLY SALARY (PER 1.0 FTE) |             |             | Comments                                    |
|-------------------|--------|---|------------------------------|-------------|-------------|---|
|                   |        |   | MIN                          | MID         | MAX         |   |
| Waldport          | 2,321  | Office Manager                          | 4,000.00                     | 4,320.00    | 4,640.00    | * no true maximum of range                  |
| Gearhart          | 1,872  | City Treasurer/Water Clerk              | 4,582.93                     | 5,362.07    | 6,141.20    | high; see City Recorder/Finance Director    |
| Depoe Bay         | 1,559  | NR                                      |                              |             |             |   |
| Cannon Beach      | 1,498  | NCC                                     |                              |             |             |   |
| Rockaway Beach    | 1,476  | Court & Utility Billing Clerk           | 3,988.00                     | 4,595.50    | 5,203.00    |   |
| Cascade Locks     | 1,398  | Utility Billing Clerk                   |                              | 3,120.00    |             |   |
| Coburg            | 1,322  | Utility Billing/Administrative Asst III | 3,187.60                     | 3,655.60    | 4,123.60    |   |
| Yamhill           | 1,221  | City Clerk/Utility Billing/Court Clerk  |                              | 4,541.33    |             |   |
| Port Orford       | 1,156  | NR                                      |                              |             |             |   |
| Tillamook         | 5,338  | Utility Clerk                           | 3,104.40                     | 3,405.14    | 3,705.87    |   |
| Seaside           | 7,157  | Business Office Clerk                   | 4,088.00                     | 4,528.00    | 4,968.00    | City Hall Admin Asst: \$5300.53-6442.80     |
| Lincoln City      | 10,067 | NCC                                     |                              |             |             | Accounts Receivable Lead: \$3643.47-4647.07 |
|                   |        | <i>Average</i>                          | 3,825.16                     | 4,190.95    | 4,796.95    | <b>8</b>                                    |
|                   |        | <i>Median</i>                           | 3,994.00                     | 4,424.00    | 4,804.00    | <i># of position matches</i>                |
| Bay City, City of | 1,424  | Deputy Recorder/Utility Billing Clerk   | <b>0.00</b>                  | <b>0.00</b> | <b>0.00</b> |   |
|                   |        | <i>% difference from average</i>        |                              |             |             | NCC: No Comparable Class                    |
|                   |        | <i>% difference from median</i>         |                              |             |             | NR: No Response Received                    |

# Appendix A: Raw Data Tables

## Water Technician

**SUMMARY:** Performs a variety of technical duties involved in the construction, maintenance, and operation of the City's public infrastructure and equipment with an emphasis on the City's water supply, treatment and distribution. May train and supervise part-time or full-time employees that are in the same or lower classification. **RESPONSIBILITIES INCLUDE:** Routine operation, inspection, and maintenance of water pumping stations. . Responsible for water sample analysis and required reports to the Oregon Health Authority. Routine operation, inspection, and maintenance of water treatment plant. Troubleshooting issues with the City's water supply, treatment, and distribution system. Inspection and maintenance of automated plant equipment. **MIN QUALS:** High School diploma or GED and 4-7 years' experience as a water distribution Level 1 Operator. Licenses and Certifications: Possession of a valid Oregon Commercial Class B driver's license. Oregon Water Distribution Operator Level 2.

| Organization      | Pop    | Title                           | MONTHLY SALARY (PER 1.0 FTE) |                 |                 | Comments                                    |
|-------------------|--------|---------------------------------|------------------------------|-----------------|-----------------|---|
|                   |        |                                 | MIN                          | MID             | MAX             |   |
| Waldport          | 2,321  | Water Plant Operator            | 4,750.00                     | 5,130.00        | 5,510.00        | (+ on-call pay); * no true maximum of range |
| Gearhart          | 1,872  | Public Works                    |                              | 4,517.27        |                 | level-based                                 |
| Depoe Bay         | 1,559  | NR                              |                              |                 |                 |   |
| Cannon Beach      | 1,498  | Utility Specialist              |                              | 5,375.99        |                 |   |
| Rockaway Beach    | 1,476  | Plant Operator III              | 4,886.00                     | 5,275.00        | 5,664.00        |   |
| Cascade Locks     | 1,398  | NCC                             |                              |                 |                 |   |
| Coburg            | 1,322  | PW Operator III                 | 3,787.33                     | 4,343.73        | 4,900.13        |   |
| Yamhill           | 1,221  | Plant Operator                  |                              | 4,320.00        |                 |   |
| Port Orford       | 1,156  | NR                              |                              |                 |                 |   |
| Tillamook         | 5,338  | PW Tech IV/V                    | 4,285.58                     | 4,938.67        | 5,591.75        | wide range, dep on cert                     |
| Seaside           | 7,157  | Assistant WT Operator           | 4,506.00                     | 4,991.50        | 5,477.00        | high match                                  |
| Lincoln City      | 10,067 | Water Distribution Operator III | 4,212.00                     | 4,796.13        | 5,380.27        |   |
|                   |        | Average                         | 4,404.49                     | 4,854.25        | 5,420.52        | 9   |
|                   |        | Median                          | 4,395.79                     | 4,938.67        | 5,493.50        | # of position matches                       |
| Bay City, City of | 1,424  | Water Technician                | <b>3,396.00</b>              | <b>4,463.00</b> | <b>5,530.00</b> |   |
|                   |        | % difference from average       | -29.70%                      | -8.77%          | 1.98%           | NCC: No Comparable Class                    |
|                   |        | % difference from median        | -29.44%                      | -10.66%         | 0.66%           | NR: No Response Received                    |

# Appendix A: Raw Data Tables

| <b>Wastewater Technician</b>   |        |                                     |                              |                 |                 |  |
|--|--------|-------------------------------------|------------------------------|-----------------|-----------------|--|
| <p><i>SUMMARY: performs a variety of technical duties involved in the construction, maintenance, and operation of the City's public infrastructure and equipment with an emphasis on the City's wastewater treatment plant and collection system. May train and supervise part-time or full-time employees that are in the same or lower classification. Performs all necessary laboratory tests and operate system to meet all wastewater quality standards and compliance with the City's NPDES permit. RESPONSIBILITIES INCLUDE: Routine operation, inspection, and maintenance of sewer pumping stations. Routine operation, inspection, and maintenance of sewer treatment plant. Troubleshooting issues with the City's treatment plant and collection system. Inspection and maintenance of automated plant equipment. MIN QUALS: High School diploma or GED and 4-7 years' experience as a wastewater treatment Level 1 Operator. Licenses and Certifications: Possession of a valid Oregon Commercial Class B driver's license. Oregon Wastewater Treatment Operation Level 2. Oregon Wastewater Collection system Operation Level 1.</i></p> |        |                                     |                              |                 |                 |  |
| Organization   | Pop    | Title                               | MONTHLY SALARY (PER 1.0 FTE) |                 |                 | Comments   |
|  |        |                                     | MIN                          | MID             | MAX             |  |
| Waldport   | 2,321  | Wastewater Plant Operator           | 4,750.00                     | 5,130.00        | 5,510.00        | (+ on-call pay); * no true maximum of range          |
| Gearhart   | 1,872  | Public Works                        |                              | 4,517.27        |                 | level-based  |
| Depoe Bay  | 1,559  | NR                                  |                              |                 |                 |  |
| Cannon Beach   | 1,498  | Utility Specialist                  |                              | 5,375.99        |                 |  |
| Rockaway Beach   | 1,476  | Plant Operator III                  | 4,886.00                     | 5,275.00        | 5,664.00        |  |
| Cascade Locks  | 1,398  | NCC                                 |                              |                 |                 |  |
| Coburg   | 1,322  | PW Operator III                     | 3,787.33                     | 4,343.73        | 4,900.13        |  |
| Yamhill  | 1,221  | Plant Operator                      |                              | 4,320.00        |                 |  |
| Port Orford  | 1,156  | NR                                  |                              |                 |                 |  |
| Tillamook  | 5,338  | PW Tech IV/V                        | 4,285.58                     | 4,938.67        | 5,591.75        | wide range, dep on cert                              |
| Seaside  | 7,157  | Assistant STP Operator              | 4,732.00                     | 5,242.00        | 5,752.00        | high match   |
| Lincoln City   | 10,067 | Wastewater Collections Operator III | 4,212.00                     | 4,796.13        | 5,380.27        |  |
|  |        | <i>Average</i>                      | 4,442.15                     | 4,882.09        | 5,466.36        | <b>9</b><br># of position matches                    |
|  |        | <i>Median</i>                       | 4,508.79                     | 4,938.67        | 5,550.88        |  |
| Bay City, City of  | 1,424  | Wastewater Technician               | <b>3,396.00</b>              | <b>4,463.00</b> | <b>5,530.00</b> |  |
|  |        | <i>% difference from average</i>    | -30.81%                      | -9.39%          | 1.15%           | NCC: No Comparable Class<br>NR: No Response Received |
|  |        | <i>% difference from median</i>     | -32.77%                      | -10.66%         | -0.38%          |  |

# Appendix A: Raw Data Tables

## Utility Worker II

**SUMMARY:** Operates and maintains wastewater treatment and water distribution facilities. Performs all necessary laboratory tests and operate system to meet all water/wastewater quality standards. On-site lead worker's duties may occasionally be expected. He/she is expected to operate manual and power equipment required for the maintenance of roads, parks, sewer and water facilities and public buildings. **RESPONSIBILITIES INCLUDE:** Maintain gasoline, diesel, and mechanical equipment and machinery such as backhoes, automobiles, dump trucks, pumps, generators, and propane and chlorine equipment. Perform reads, re-reads, turn-ons and shut-offs of water meters and perform a variety of water system inspections including but not limited to leak detection, new meter installations and replacements. Perform annual hydrant flushing and maintenance as needed. Perform daily routines for the water and wastewater systems as scheduled. Operate the SCADA system. **MIN QUALS:** High School diploma or GED. Licenses and Certifications: Water/Wastewater Certification Level I. Required to obtain advanced certification in either water systems or wastewater systems within five (5) years of the date of employment. A valid Class C Oregon driver's license with a satisfactory driving record.

| Organization      | Pop    | Title                               | MONTHLY SALARY (PER 1.0 FTE) |                 |                 | Comments                                    |
|-------------------|--------|-------------------------------------|------------------------------|-----------------|-----------------|---|
|                   |        |                                     | MIN                          | MID             | MAX             |   |
| Waldport          | 2,321  | Utility Worker                      | 4,083.33                     | 4,410.00        | 4,736.67        | (+ on-call pay); * no true maximum of range |
| Gearhart          | 1,872  | NCC                                 |                              |                 |                 |   |
| Depoe Bay         | 1,559  | NR                                  |                              |                 |                 |   |
| Cannon Beach      | 1,498  | Utility Worker II                   | 3,815.29                     | 4,342.34        | 4,869.38        |   |
| Rockaway Beach    | 1,476  | Utility Worker II                   | 4,025.00                     | 4,345.50        | 4,666.00        |   |
| Cascade Locks     | 1,398  | NCC                                 |                              |                 |                 |   |
| Coburg            | 1,322  | Public Works Operator II            | 3,073.20                     | 3,490.07        | 3,906.93        |   |
| Yamhill           | 1,221  | Utility Worker II                   |                              | 3,694.50        |                 |   |
| Port Orford       | 1,156  | NR                                  |                              |                 |                 |   |
| Tillamook         | 5,338  | Public Works Technician III         | 3,527.48                     | 3,869.70        | 4,211.91        |   |
| Seaside           | 7,157  | Utility Worker II                   | 4,088.00                     | 4,528.00        | 4,968.00        |   |
| Lincoln City      | 10,067 | Pump Station Mech II & W/WW Oper II | 3,820.27                     | 4,352.40        | 4,884.53        |   |
|                   |        | Average                             | 3,776.08                     | 4,129.06        | 4,606.20        | 8   |
|                   |        | Median                              | 3,820.27                     | 4,343.92        | 4,736.67        | # of position matches                       |
| Bay City, City of | 1,424  | Utility Worker II                   | <b>2,909.00</b>              | <b>3,823.00</b> | <b>4,737.00</b> |   |
|                   |        | % difference from average           | -29.81%                      | -8.01%          | 2.76%           | NCC: No Comparable Class                    |
|                   |        | % difference from median            | -31.33%                      | -13.63%         | 0.01%           | NR: No Response Received                    |



# Appendix A: Raw Data Tables

## Utility Worker I

**SUMMARY:** Operate manual and power equipment required for the maintenance of roads, parks, sewer and water facilities, and public buildings. He/she is expected to maintain gasoline, diesel, and mechanical equipment and machinery such as backhoes, automobiles, fire trucks, dump trucks, pumps, generators, and propane and chlorine equipment. He or she is expected to maintain and operate wells, pumps, and chlorine equipment and to perform other duties as assigned by the Public Works Director. **RESPONSIBILITIES INCLUDE:** Perform reads, re-reads, turn-ons and shut-offs of water meters and perform a variety of water system inspections including but not limited to leak detection, new meter installations and replacements. Perform annual hydrant flushing and maintenance as needed. Perform daily routines for the water and wastewater systems as scheduled. Operate the SCADA system. **MIN QUALS:** High School diploma or GED. **Licenses and Certifications:** A valid Class C Oregon driver's license with a satisfactory driving record.

| Organization      | Pop    | Title                            | MONTHLY SALARY (PER 1.0 FTE) |                 |                 | Comments                                    |
|-------------------|--------|----------------------------------|------------------------------|-----------------|-----------------|---|
|                   |        |                                  | MIN                          | MID             | MAX             |   |
| Waldport          | 2,321  | General Labor                    | 3,333.33                     | 3,600.00        | 3,866.67        | (+ on-call pay); * no true maximum of range |
| Gearhart          | 1,872  | Public Works Utility Worker      | 2,771.60                     | 3,644.44        | 4,517.27        |   |
| Depoe Bay         | 1,559  | NR                               |                              |                 |                 |   |
| Cannon Beach      | 1,498  | Utility Worker I                 | 3,285.59                     | 3,739.46        | 4,193.33        |   |
| Rockaway Beach    | 1,476  | Utility Worker I                 | 3,370.00                     | 3,638.50        | 3,907.00        |   |
| Cascade Locks     | 1,398  | Utility Worker I                 |                              | 3,380.00        |                 |   |
| Coburg            | 1,322  | Public Works Operator I          | 2,743.87                     | 3,146.87        | 3,549.87        |   |
| Yamhill           | 1,221  | Utility Worker I                 |                              | 3,120.00        |                 |   |
| Port Orford       | 1,156  | NR                               |                              |                 |                 |   |
| Tillamook         | 5,338  | Public Works Technician          | 3,195.06                     | 3,505.07        | 3,815.07        |   |
| Seaside           | 7,157  | Utility Worker I                 | 3,893.00                     | 4,312.50        | 4,732.00        |   |
| Lincoln City      | 10,067 | Pump Station Mech I & WWW Oper I | 3,468.40                     | 3,948.53        | 4,428.67        |   |
|                   |        | Average                          | 3,257.61                     | 3,603.54        | 4,126.23        | 10<br># of position matches                 |
|                   |        | Median                           | 3,309.46                     | 3,619.25        | 4,050.17        |   |
| Bay City, City of | 1,424  | Utility Worker I                 | <b>2,505.00</b>              | <b>3,293.00</b> | <b>4,081.00</b> |   |
|                   |        | % difference from average        | -30.04%                      | -9.43%          | -1.11%          | NCC: No Comparable Class                    |
|                   |        | % difference from median         | -32.11%                      | -9.91%          | 0.76%           | NR: No Response Received                    |

# Appendix A: Raw Data Tables

| <b>Code Enforcement Officer</b> |        |                                  |                              |             |             |  |
|---------------------------------|--------|----------------------------------|------------------------------|-------------|-------------|--|
| Organization                    | Pop    | Title                            | MONTHLY SALARY (PER 1.0 FTE) |             |             | Comments   |
|                                 |        |                                  | MIN                          | MID         | MAX         |  |
| Waldport                        | 2,321  | NCC                              |                              |             |             | * no true maximum of range                           |
| Gearhart                        | 1,872  | NCC                              |                              |             |             |  |
| Depoe Bay                       | 1,559  | NR                               |                              |             |             |  |
| Cannon Beach                    | 1,498  | Code Enforcement Officer         |                              | 5,170.53    |             | Building Official: \$7294.04 (flat)                  |
| Rockaway Beach                  | 1,476  | NCC                              |                              |             |             |  |
| Cascade Locks                   | 1,398  | NCC                              |                              |             |             |  |
| Coburg                          | 1,322  | NCC                              |                              |             |             |  |
| Yamhill                         | 1,221  | Code Enforcement                 |                              | 4,976.40    |             | Police   |
| Port Orford                     | 1,156  | NR                               |                              |             |             |  |
| Tillamook                       | 5,338  | Code Enforcement Officer         | 2,978.75                     | 3,267.79    | 3,556.83    | Police   |
| Seaside                         | 7,157  | Code Compliance Official         | 4,506.00                     | 4,991.50    | 5,477.00    |  |
| Lincoln City                    | 10,067 | Code Enforcement Officer         | 4,064.67                     | 4,624.53    | 5,184.40    | LCPEA  |
|                                 |        | <i>Average</i>                   | 3,849.81                     | 4,606.15    | 4,739.41    | <b>5</b>   |
|                                 |        | <i>Median</i>                    | 4,064.67                     | 4,976.40    | 5,184.40    | <i># of position matches</i>                         |
| Bay City, City of               | 1,424  | Code Enforcement Officer         | <b>0.00</b>                  | <b>0.00</b> | <b>0.00</b> |  |
|                                 |        | <i>% difference from average</i> | #DIV/0!                      | #DIV/0!     | #DIV/0!     | NCC: No Comparable Class<br>NR: No Response Received |
|                                 |        | <i>% difference from median</i>  | #DIV/0!                      | #DIV/0!     | #DIV/0!     |  |

**CITY OF BAY CITY  
RESOLUTION 22-20**

A RESOLUTION ADOPTING A CITY EMPLOYEE HANDBOOK AND RELATED POLICIES AND DELEGATING TO THE CITY MANAGER THE AUTHORITY AND DUTY TO ADMINISTER AND INTERPRET THE PROVISIONS OF EMPLOYEE HANDBOOK

**WHEREAS**, with the adoption of Ordinance 699, the City Council has repealed Ordinance 689, the City’s personnel policies, and has determined that it now has a need to adopt a City Employee Handbook; and

**WHEREAS**, the City Council, working together with City staff, has delegated to its City Manager the task of developing the City Employee Handbook, which is attached hereto as Exhibit A and by this reference incorporated within this Resolution; and

**WHEREAS**, the City Council wishes to delegate to the City Manager the duty and authority to interpret and administer the provisions of the Employee Handbook and such delegation is authorized by the City Charter and not prohibited by any City or state laws.

**NOW THEREFORE, THE CITY OF BAY CITY COUNCIL RESOLVES AS FOLLOWS:**

1. Adoption of an Employee Handbook. The City Council of Bay City hereby approves the adoption of a City Employee Handbook, which is attached hereto as Exhibit A.
2. Delegation of Authority. The City of Bay City hereby delegates to the City Manager the authority and duty to administer and interpret the provisions of the Employee Handbook, including the authority to adopt policies or rules to implement or clarify the Employee Handbook provisions.
3. Effective Date. This Resolution shall take full force and effect upon the effective date of Ordinance 699.

PASSED and ADOPTED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2022, and APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
David McCall, Mayor

ATTEST:

\_\_\_\_\_  
Lindsey Gann, City Recorder



# City of Bay City

## MEMORANDUM

Date: May 26, 2022  
To: City of Bay City Employees  
From: Liane Welch, City Manager  
Subject: Changes to Personnel Policy

---

Dear Bay City Employees:

The City has updated the Personnel Policy. The last update was in 2019. The following is a summary of the major changes from the previous personnel policy:

1. The new policy Section 1 – Equal Employment Opportunity (EEO) Policy has been expanded. It describes a more robust policy against harassment, bullying, and leave policies. Pages 1-8.
2. The workweek has changed for the Office. We are now on 4-10's. Public Works staff works a varying schedule set by the Public Works Director. The Fire Department's schedule is set by the Fire Chief. Page 10.
3. Compensation Time that can be accrued has been increased from 40 hours to 100 hours. Upon termination or resignation of a regular employee, the employee can receive pay up to 100 hours of compensation time. Page 12.
4. Pay days are changed from the 1<sup>st</sup> and the 16<sup>th</sup> to the 31<sup>st</sup> and the 15<sup>th</sup>. The reason this change is most mortgage payments are due on the 1<sup>st</sup>. In some instances, the 1<sup>st</sup> falls on a holiday or a weekend and we don't get paid until the 2<sup>nd</sup>. The impacts to you this year is that you will receive one more paycheck in the calendar year 2022. Page 13.
5. Compensation is by separate resolution. Steps went from 10 to 7 with 5% wage increase between steps. Once you reach step 7, you will not receive more compensation, except for the annual COLA's if approved by the City Council. Page 15.
6. Longevity Pay has been increased by \$50 for each of the set years. For example, for employees with 5 to 10 years of employment, it went from \$375 to \$400 per year on the employee's anniversary. Page 15.
7. Added \$50/month for either water or wastewater certificates. Maximum for any employee is \$100/month.
8. Vacations start with 2 weeks of vacation instead of one week from the previous policy. Page 16.
9. Vacation accrual maximum is 320 hours. This is to encourage employees to take vacations. After 320 hours, it is use it or lose it. Page 16.
10. We have added Juneteenth to the list of holidays. Page 18.

If you have questions or need clarification, please let me know.

Attachment A



# CITY OF BAY CITY

Employee Handbook  
Updated May 2022

Welcome!

Welcome to Bay City, we're glad to have you on our team. We believe that our employees are our most valuable assets. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with Bay City, you will become a productive and successful member of Bay City's team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between Bay City and its employees. The policies stated in this handbook are subject to change at any time at the sole discretion of Bay City with or without prior notice. This handbook supersedes any prior handbooks or written policies of Bay City that are inconsistent with its provisions.

This handbook does not create a contract of employment between Bay City and its employees. All employment at Bay City is "at will." That means that either you or Bay City may terminate this relationship at any time, for any reason, with or without cause or notice. No supervisor, manager, or representative of Bay City other than the Mayor has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by Bay City.

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask the City Manager.

Sincerely,

David McCall

Mayor

City of Bay City

## Contents

|     |   |           |
|-----|---|-----------|
| I.  | <b>Equal Employment Opportunity (EEO) Policies</b> .....      | 1         |
| A.  | <b>No-Discrimination, No-Retaliation Policy</b> .....         | 1         |
| B.  | Statement Regarding Pay Equity.....                           | 1         |
| C.  | No-Harassment Policy .....                                    | 1         |
|     | <b>Sexual Harassment</b> .....                                | <b>2</b>  |
|     | <b>Other Forms of Prohibited Harassment</b> .....             | <b>2</b>  |
|     | <b>Complaint Procedure</b> .....                              | <b>3</b>  |
|     | <b>Investigation and Confidentiality</b> .....                | <b>3</b>  |
|     | <b>Protection Against Retaliation</b> .....                   | <b>4</b>  |
| D.  | No-Bullying Policy .....                                      | 5         |
| E.  | Disability Accommodation Policy .....                         | 6         |
|     | <b>Accommodations</b> .....                                   | <b>6</b>  |
|     | <b>Requesting an Accommodation</b> .....                      | <b>6</b>  |
| F.  | Pregnancy Accommodation Policy .....                          | 6         |
| G.  | Reporting Improper or Unlawful Conduct — No Retaliation ..... | 7         |
|     | <b>Additional Protection for Reporting Employees</b> .....    | <b>8</b>  |
| II. | <b>Classification and Compensation</b> .....                  | <b>9</b>  |
| A.  | <b>Introductory Period of Employment</b> .....                | <b>9</b>  |
| B.  | <b>Employee Classification</b> .....                          | <b>9</b>  |
| C.  | <b>The Workweek</b> .....                                     | <b>10</b> |
| D.  | <b>Meal Periods and Rest Breaks</b> .....                     | <b>10</b> |
| E.  | Rest Breaks for Expression of Breast Milk.....                | 11        |
|     | <b>Notice</b> .....   | <b>11</b> |
|     | <b>Storage</b> .....  | <b>11</b> |
| F.  | Overtime .....  | 12        |
|     | <b>Limitation on Overtime Pay</b> .....                       | <b>12</b> |
|     | <b>Assignment of Overtime Work</b> .....                      | <b>12</b> |
|     | <b>Supervisor Authorization</b> .....                         | <b>12</b> |
| G.  | Timekeeping Requirements .....                                | 13        |
| H.  | Employee-Incurred Expenses and Reimbursements.....            | 13        |

|  |   |           |
|--|---|-----------|
| I.   | Payroll Policies .....  | 13        |
| J.   | Statement Regarding Pay Practices .....   | 14        |
| K.   | Reporting Changes to an Employee's Personal Data.....   | 14        |
| L.   | Performance Reviews .....   | 14        |
| III.   | <b>Time Off and Leaves of Absence</b> .....   | 16        |
| A.   | Attendance, Punctuality and Reporting Absences.....   | 16        |
| B.   | Vacation.....   | 16        |
| C.   | Sick Leave .....  | 16        |
| D.   | Holidays and Floating Holidays .....  | 18        |
| F.   | Leave Donation .....  | 24        |
| G.   | Bereavement Leave.....  | 25        |
| H.   | Jury and Witness Duty .....   | 25        |
| <b>Jury Duty</b> .....                                   |   | <b>25</b> |
| <b>Witness Duty</b> .....                                |   | <b>25</b> |
| I.   | Religious Observances Leave and Accommodation Policy.....   | 25        |
| J.   | Crime Victim Leave Policy.....  | 26        |
| K.   | Domestic Violence Leave and Accommodation Policy All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his/her minor dependents. .... | 26        |
| L.   | Military Leave .....  | 27        |
| A.   | Healthcare Benefits .....   | 27        |
| B.   | Employee Assistance Program (EAP) .....   | 28        |
| <b>Steps to Take if You are Injured on the Job</b> ..... |   | <b>28</b> |
| <b>Return to Work</b> .....                              |   | <b>29</b> |
| <b>Early Return-to-Work Program</b> .....                |   | <b>29</b> |
| <b>Overlap with Other Laws</b> .....                     |   | <b>29</b> |
| I.   | PERS (Public Employees' Retirement System) Benefits .....   | 29        |
| V.   | <b>Miscellaneous Policies</b> .....   | 30        |
| A.   | <b>Alcohol/Drug Use, Abuse and Testing</b> .....  | <b>30</b> |
| <b>Prohibited Conduct</b> .....                          |   | <b>30</b> |
| <b>Prescription Drugs and Medical Marijuana</b> .....    |   | <b>31</b> |
| <b>Testing</b> .....                                     |   | <b>32</b> |



|  |           |
|--|-----------|
| <b>Reasonable Cause Testing .....</b>  | <b>32</b> |
| <b>Search of Property .....</b>  | <b>33</b> |
| <b>Employee Refusal to Test/Search .....</b>                                       | <b>33</b> |
| <b>Crimes Involving Drugs and/or Alcohol.....</b>                                  | <b>33</b> |
| <b>Drug and Alcohol Treatment .....</b>  | <b>34</b> |
| <b>Discipline and Consequences of Prohibited Conduct .....</b>                     | <b>34</b> |
| <b>Confidentiality.....</b>  | <b>34</b> |
| B. <b>Mobile Devices Policy .....</b>  | <b>35</b> |
| <b>Cell Phones and Mobile Devices in General .....</b>                             | <b>35</b> |
| <b>Employee Use of City of Bay City -Provided or Paid For Mobile Devices .....</b> | <b>35</b> |
| <b>Mobile Devices and Public Records .....</b>                                     | <b>35</b> |
| <b>Mobile Device Use While Driving.....</b>  | <b>35</b> |
| C. <b>Use of City of Bay City Email and Electronic Equipment and Services.....</b> | <b>36</b> |
| <b>Ownership .....</b>   | <b>36</b> |
| <b>Use .....</b>   | <b>36</b> |
| <b>Inspection and Monitoring – No Right to Privacy .....</b>                       | <b>37</b> |
| <b>Personal Hardware and Software .....</b>  | <b>37</b> |
| <b>Unauthorized Access .....</b>   | <b>37</b> |
| <b>Security.....</b>   | <b>37</b> |
| <b>Inappropriate Web Sites.....</b>  | <b>37</b> |
| D. <b>Social Media.....</b>  | <b>37</b> |
| <b>Prohibited Postings.....</b>  | <b>38</b> |
| <b>Encouraged Conduct.....</b>   | <b>38</b> |
| <b>Request for Employee Social Media Passwords.....</b>                            | <b>39</b> |
| E. <b>Confidential City of Bay City Information.....</b>                           | <b>39</b> |
| F. <b>Ethics .....</b>   | <b>39</b> |
| G. <b>Open-Door Policy.....</b>  | <b>40</b> |
| H. <b>Outside Employment.....</b>  | <b>40</b> |
| I. <b>Criminal Arrests and Convictions .....</b>                                   | <b>41</b> |
| J. <b>Political Activity .....</b>   | <b>41</b> |
| K. <b>Bad Weather/Emergency Closing .....</b>                                      | <b>41</b> |

|  |    |
|--|----|
| M. Driving While on Business.....  | 42 |
| N. Workplace Violence.....   | 42 |
| O. <b>Workplace Inspections — No Right to Privacy or Confidentiality</b> ..... | 43 |
| P. Smoke-Free Workplace .....  | 43 |
| Q. Hiring of Family Members.....   | 43 |
| <b>VI. Termination of Employment</b> .....                                     | 44 |
| A. Workplace Rules and Prohibited Conduct.....                                 | 44 |
| B. Retirement or Resignation from Employment .....                             | 46 |
| C. References .....  | 46 |
| Employee Acknowledgement.....  | 47 |

## **I. Equal Employment Opportunity (EEO) Policies**

The following EEO Policies apply to all employees. Members of management, elected officials and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with your supervisor, Department Head, or the City Manager at any time if they have questions relating to the issues of harassment, discrimination, or bullying, or what it means to work in a respectful workplace.

### **A. No-Discrimination, No-Retaliation Policy**

The City of Bay City provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Bay City also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

The City of Bay City's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

### **B. Statement Regarding Pay Equity**

The City of Bay City supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Bay City pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with the City Manager.

See also "Statement Regarding Pay Practices" policy, below.

### **C. No-Harassment Policy**

The City of Bay City prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers, and interns' right to work in a harassment-free workplace. Specifically, City of Bay City prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for

respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with the City Manager, at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Bay City–related or –sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of City of Bay City's employees. **Such harassment is prohibited whether committed by City of Bay City employees or by non-employees (including elected officials, members of the community, volunteers, interns, and vendors).**

### Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is “welcome”), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

### Other Forms of Prohibited Harassment

City of Bay City policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Such harassment may include verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City of Bay City property;
- “Teasing” or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person's religious beliefs, or “pushing” your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

### Complaint Procedure

Employees, volunteers, or interns who have experienced a sexual assault, any harassment, discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of their supervisor. If the supervisor is part of the issue, then bring the a department head or matter to the City Manager or Mayor, or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses' harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

### Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with City of Bay City's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, City of Bay City will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Bay City's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City of Bay City cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City of Bay City, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims have caused him/her harm. When an employee can prove harm because of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a

right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

### Protection Against Retaliation

City of Bay City prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to their Supervisor or Department Head. If you do not get resolution at that level, then contact the City Manager or Mayor or any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

### Other Resources Available to Employees

The City of Bay City provides an Employee Assistance Program (EAP) through Canopy Well to employees and dependents who are enrolled in City of Bay City's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to [www.canopywell.com](http://www.canopywell.com). The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Bay City cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>. The volunteer Fire Fighters EAP program is managed through Provident Insurance 855-207-1747.

### Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing his/her experience.

The City of Bay City is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Bay City to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Bay City regarding his/her experience and/or employment status, the employee should contact their supervisor, and then City Manager. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City of Bay City and employee do reach an agreement, the City of Bay City will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the

agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightingly about the City of Bay City or making comments that would lower the City of Bay City in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City of Bay City and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

#### **D. No-Bullying Policy**

City of Bay City strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. City of Bay City, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred the City of Bay City will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

## **E. Disability Accommodation Policy**

The City of Bay City is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

### Accommodations

City of Bay City will make reasonable efforts to accommodate a qualified applicant or employee with a known disability unless such accommodation creates an undue hardship on the operations of City of Bay City.

### Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, City of Bay City) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting, or modifying examinations or training materials provided by the City of Bay City, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with [City Manager] and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of his/her need for a reasonable accommodation. Both the City of Bay City and employee must monitor the employee's accommodation situation and make adjustments as needed.

## **F. Pregnancy Accommodation Policy**

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact the City Manager to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Bay City will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the City of Bay City's operations.

Although this policy refers to "employees," the City of Bay City will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth, or a related medical condition.

### Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth, or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary



to enable the employee to work. All requests for accommodation should be made with the City Manager and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City of Bay City and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the City of Bay City and employee must monitor the employee's accommodation situation and make adjustments as needed.

#### No Discrimination, No Retaliation

The City of Bay City prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City of Bay City; or (3) needed an accommodation.

Employees who ask about, request, or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an employer can't require an employee to use sick leave, OFLA, or FMLA if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City of Bay City. Also, no employee will be denied employment opportunities if the denial is based on the need of the City of Bay City to make reasonable accommodations under this policy.

#### Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under the Oregon Family Leave Act, and the Family Medical Leave Act.

### **G. Reporting Improper or Unlawful Conduct — No Retaliation**

Employees may report concerns about the City of Bay City's compliance with any law, regulation, or policy, using one of the methods identified in this policy. The City of Bay City will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City of Bay City;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the City of Bay City; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City of Bay City will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county, or metropolitan service district.

### Employee Reporting Options

In addition to the City of Bay City's Open-Door Policy employees who wish to report improper or unlawful conduct should first talk to his/her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with your supervisor. Supervisors and managers are required to inform the City Manager about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Bay City were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

### Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Bay City's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of his/her coworker or supervisor acting within the course and scope of his/her employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Bay City; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

### Policy Against Retaliation

The City of Bay City will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he/she is disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by City of Bay City policy) .

In addition, the City of Bay City prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Bay City employee will be adversely affected because he/she refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City of Bay City may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of his/her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Bay City determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

## II. Classification and Compensation

### A. Introductory Period of Employment

All new employees, including current employees who are promoted or transferred within the City of Bay City, are hired into an introductory training period that generally lasts no less than 6 months. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the City of Bay City meets your expectations of an employer.

At or before the end of the introductory period, a decision about your employment status will be made. The City of Bay City will decide whether to: (1) Extend your introductory period; (2) Move you to regular, full-time, or regular, part-time status; or (3) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and the City of Bay City may terminate the employment relationship during the introductory period for any lawful reason. Further, completion of the introductory period or continuation of employment after the introductory period does not entitle you to remain employed by the City of Bay City for any definite period of time. Both you and the City of Bay City are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

### B. Employee Classification

City of Bay City classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in the City of Bay City's benefit programs.
2. Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees are eligible for partial benefits including those mandated by applicable law.
3. Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time.

Temporary employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either “exempt” or “nonexempt,” which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City of Bay City rules and procedures.

### C. The Workweek

The workweek is a seven-day work period beginning Monday at 12:00 a.m. through Sunday at 11:59 p.m. Typically, business hours are from Monday through Thursday, 7:00 a.m. through 5:30 p.m for office staff. Public Works hours vary according to work schedule set by the Public Works Director. The Fire Department hours are set by the Bay City Fire Chief.

### D. Meal Periods and Rest Breaks

Non-exempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Non-exempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his/her supervisor before the end of the shift so that City of Bay City may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be “skipped” in order to start work late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact their Supervisor.

#### Requirement

| Length of Work Period          | Rest Breaks | Meal Periods |
|--------------------------------|-------------|--------------|
| 2 hours or less                | 0           | 0            |
| 2 hrs & 1 min – 5 hrs & 59 min | 1           | 0            |
| 6 hrs                          | 1           | 1            |

|                                   |   |   |
|-----------------------------------|---|---|
| 6 hrs & 1 min – 10 hrs            | 2 | 1 |
| 10 hrs & 1 min. – 13 hrs & 59 min | 3 | 1 |

**E. Rest Breaks for Expression of Breast Milk**

The City of Bay City will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

The City of Bay City will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City of Bay City is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, the City of Bay City may, at the discretion of the employee’s supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. The City of Bay City will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this policy.

The City of Bay City will make a reasonable effort to provide the employee with a private location within close proximity to the employee’s work area to express milk. For purposes of this policy, “close proximity” means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period. A “private location” is a place, other than a public restroom or toilet stall, in close proximity to the employee’s work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee’s work area, the City of Bay City will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee’s break period.

Notice

An employee who intends to express milk during work hours must give their supervisor reasonable oral or written notice of her intention to do so in order to allow the City of Bay City time to make any preparations necessary for compliance with this rule.

Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

## **F. Overtime**

### Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive overtime pay.

### Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by the City of Bay City on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of his/her straight-time hours will normally be expected to continue to perform the job on an overtime basis.

When overtime is required by City of Bay City on a Sunday or on a holiday, City of Bay City will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or holiday.

### Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or manager.

### Compensatory (Comp) Time

1. Nonexempt employees shall be compensated for overtime in accordance with Oregon State Wage and Hour Laws. Any work performed in excess of forty (40) hours in one work week constitutes overtime. All overtime shall be in the form of compensatory time off at the rate of one and one half times the amount of overtime worked or, if on a holidays, at the rate of double time.
2. Compensatory time shall not be allowed to accrue to an amount greater than One hundred (100) hours without prior approval by the supervisor. In extenuating circumstances payment of compensatory time may be considered by the City Council.
3. All compensatory time off shall be at the convenience of the City. The employee's supervisor shall adjust work schedules to ensure that the compensatory time off is utilized as soon as possible.
4. Upon termination or resignation of a regular employee, the employee shall be paid his or her accumulated compensatory time calculated at the final regular rate of pay received by the employee up to the maximum of 100 hours.

## G. Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timecard for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building for any reason other than the City of Bay City business. Filling out another employee's timecard, allowing another employee to fill out your timecard, or altering any timecard will be grounds for discipline up to and including termination. An employee who fails to record his/her time may be subjected to discipline as well.

Salaried exempt employees are required to record their time on either a timecard or timesheet.

## H. Employee-Incurred Expenses and Reimbursements

The City of Bay City will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by your supervisor/manager before they are incurred. The City of Bay City will not pay for or reimburse the costs incurred by a spouse, registered same-sex domestic partner or travel companion who accompanies the employee on City of Bay City-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting his/her payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City of Bay City will reimburse/pay for are:

- *Conferences or Workshops:*
- *Education:*
- *Meals:*
- *Mileage and Parking:* Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Bay City.

## I. Payroll Policies

You will be paid twice a month, on the 15<sup>th</sup> and the last day of the month.

The City of Bay City does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account unless an employee requests otherwise. If an employee requests to pick up his/her paycheck from the City of Bay City, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to the City of Bay City for someone else to receive the check.

## **J. Statement Regarding Pay Practices**

The City of Bay City makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City of Bay City has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to your supervisor. The City of Bay City will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City of Bay City's pay practices.

## **K. Reporting Changes to an Employee's Personal Data**

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current with regard to pay, deductions, benefits and other matters is important. If you have changes in any of the following items, please notify your supervisor to ensure that the proper updates are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from the City of Bay City about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the City of Bay City may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

## **L. Performance Reviews**

All City of Bay City employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention, and discipline/termination. Any employee who fails to satisfactorily perform the duties of his/her position is subject to disciplinary action (including termination).

City of Bay City's goal is to provide an employee with his/her first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City of Bay City will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments



- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

### **M. Compensation**

A salary schedule is presented in a Resolution and will be used by managers and supervisors as a general guide in granting annual step increases. The schedule presented in the Resolution is not intended as a guarantee of annual pay increase to any or all employees. It has been established as a means of providing employees with a reasonable indication of how they may progress through the established salary range for their position as they complete successive years of satisfactory service to the City of Bay City and to provide an incentive for employees to continue this service. The authority to grant an annual step increase rests with department supervisors, or with the City Manager or City Council in the case of department supervisors. Increases may be for the amounts shown on the salary schedule in the Resolution or any portion thereof, subject to a favorable evaluation of the employee's performance and the availability of funds to support the increase, until reaching the maximum step.

### **N. Longevity Pay**

Longevity pay is to encourage (valued) employees to remain with the City. The longevity pay plan shall be an annual payment, after completing five years of employment, as follows:

1. \$400 per year after completing five (5) through ten (10) years.
2. \$625 per year after completing ten (10) through fifteen (15) years.
3. \$850 per year after completing fifteen (15) through twenty (20) years.
4. \$1200 per year after completing twenty (20) years or more.

For the purpose of computation of the longevity pay, the commencing date of employment shall be on the employee's anniversary date. No payments can be applied for if the employment terminates prior to serving at least the minimum number of years necessary for the initial payment.

### **O. Certification Pay**

Employees who receive certification(s) in water distribution or water treatment is eligible for \$50/month. Employees who receive a certification(s) in wastewater collection or wastewater treatment will be eligible for \$50/month. \$100/month is the maximum any employee can earn per month for certifications.

### III. Time Off and Leaves of Absence

#### A. Attendance, Punctuality and Reporting Absences

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized City of Bay City business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via phone or text no later than 15 minutes before the start of the employee's shift/work day. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

#### B. Vacation

It is the policy of City of Bay City to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his/her employment anniversary date. For regular, full-time employees, vacation accrues as follows:

1. Years 0-5 accrue 80 hours, two weeks of vacation time per year.
2. Five years or more but less than 10 years of service, three weeks, or 120 hours, of vacation per year.
3. Ten years or more of service, four weeks, or 160 hours, of vacation per year.
4. After fifteen years, twenty-five days (200 hours) of vacation.

Regular, part-time employees accrue vacation in the proportion that their normally scheduled number of hours bears to % per week. For example, a regular, part-time employee who usually works 20 hours per week would accrue 40 hours of vacation for year 0-5.

Earned vacation must be taken. Employees may opt to take 40 hours paid once a year for vacation, and will not be paid for accrued, but unused vacation at the time of termination (regardless of the reason). Vacation must be scheduled with one's supervisor at least one week in advance of the date(s) the employee wishes to take as vacation.

Employees may only accrue up to 320 hours of vacation.

#### C. Sick Leave

City of Bay City provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law. Employees will accumulate 8 hrs./month of sick leave.

Employees with questions about this policy may contact their supervisor. Please also refer to the Oregon Sick Leave Law poster that is posted in City Hall, Fire Department, and Public Works and is incorporated here by reference.

### Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees. Sick leave runs concurrently with Oregon Family Medical Leave, federal Family and Medical Leave and other leave where allowed by law.

Employees begin to accrue paid sick leave on the first day of employment but may not use paid sick leave until the 91st day of employment. After the 91st day of employment, paid sick leave may be used as it is accrued.

### Sick Leave

- a) All regular City employees shall be allowed sick leave with full pay computed on the basis of an 8-hour working day for each full day or if on a 10-hour day, then 10 hours.
- b) No sick leave shall be allowed for employees absent due to on-the-job injury for the reason that such injuries are covered by Worker's Compensation.
- c) Absences due to off duty injuries shall be charged at the rate of 8 hours or 10 hours of sick leave for each day of absence, depending on your assigned schedule.
- d) There shall be no accumulation of additional sick leave while the employee is absent on sick leave.
- e) Sick leave may be accumulated with no cap. Sick leave will not be paid out upon separation from employment, except provided under PERS.
- f) Regular part-time employees of the City shall be entitled to sick leave benefits based on the percentage of the 40-hour work week which the regular part-time employee is employed.
- g) Sick leave is granted by the City as insurance and security against the possibility of illness or inability to work on the part of the employee. In no sense shall such leave be considered a right which the employee may use for any purpose. The City may require a certificate from attending physician for personnel absent on sick leave for more than three (3) continuous days. No compensation for accrued sick leave shall be allowed to any employee when he or she is separated from the City service except upon retirement where one-half of accumulated sick leave is given credit under the rules of the Public Employees Retirement System. Sick leave shall not be accrued during any period of leave of absence without pay other than military service. Accrued sick leave may be taken for the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventative medical care of the employee or any of the employee's covered "family" members. "Family" member means the eligible employee's grandparent, grandchild, spouse, or register domestic partner, the domestic partner's child or parent; the employee's stepchild, partner-in-law or a person with whom the employee was is in a relationship and the employee's biological, adoptive or foster child.

h) An employee may be terminated if the employee has not returned to work with a medical release within two (2) weeks after using all his or her accumulated sick leave and vacation leave.

4. Long term illness. Vacation or sick leave may be donated from other employees.

#### Employee Notice of Need for Sick Leave

*Foreseeable Sick Leave.* If the need for sick leave is foreseeable, an employee must notify their supervisor as soon as practicable before the leave is to begin. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of City of Bay City. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

*Unforeseeable Sick Leave:* If the need for sick leave is unforeseeable, the employee must notify their supervisor as soon as practicable and comply generally with City of Bay City's call-in procedures.

An employee must contact his/her supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform his/her supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, the City of Bay City may deny the use and legal protections of sick leave.

#### Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, the City of Bay City may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

#### Sick Leave Abuse

If the City of Bay City suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, the City of Bay City may require documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

### **D. Holidays and Floating Holidays**

The City of Bay City recognizes twelve holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 40 hours per week. The holidays celebrated are:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

- A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.
- Fire Department employees who work on a recognized holiday may use it as a floating holiday.

To be eligible for holiday pay, an employee must have worked his/her regularly scheduled hours the workday before and the workday after the holiday or have been on an approved vacation day or any other excused absence under City of Bay City policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

Any hourly, non-exempt employee required to work on a holiday will receive double-time payment for the hours worked.

## E. Family Medical Leave

### OFLA Leave Policy

The following is a summary of Family and Medical Leave policy and procedures under the Oregon Family Leave Act (OFLA). Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave for the reasons identified below. Oregon law prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used OFLA Leave. In all cases, applicable Oregon laws, rules, policies and collective bargaining agreements govern the employee's and the [Organization]'s rights and obligations, not this policy.

The City of Bay City does not have any "eligible employees" for purposes of the federal Family Medical Leave Act.

Employees seeking further information should contact their supervisor or City Manager. Please also refer to the "Oregon Family Leave Act" notice posted in City Hall, which is incorporated here by reference.

- Definitions

#### *Family Member*

"Family member" is defined as a spouse (including registered, same-sex domestic partners), parent (biological, adoptive, step, foster, or *in loco parentis*), parent of a registered, same-sex domestic partner, parent-in-law, grandparent, grandchild, or "child" (see definition below).

#### *Child*

"Child" includes a biological, adopted, foster or stepchild, the child of a registered, same-sex domestic partner, or a child with whom the employee is in a relationship of *in*

*loco parentis*. For purposes of Serious Health Condition Leave, the "child" can be any age; for all other types of leave under OFLA, the "child" must be under the age of 18 or over 18 if incapable of self-care because of a mental or physical disability.

### *Eligible Employee*

To qualify for OFLA Leave for a Serious Health Condition or Sick Child Leave, an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week. To qualify for Parental Leave, an employee must have been employed for at least 180 days (no per-week hourly minimum is required). For purposes of Oregon Military Family Leave Act leave, an employee becomes eligible after having worked only 20 hours per week (no minimum length of employment required).

### *Serious Health Condition*

"Serious health condition" is defined under OFLA as an illness, injury, impairment, or physical or mental condition that, for example: requires inpatient care in a medical care facility such as a hospital, hospice or residential facility such as a nursing home; requires constant or continuing care such as home care administered by a health care professional; or involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. "Serious health condition" also includes any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.

Other conditions may qualify as "serious health conditions;" please see City Manager for more information. The common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and cosmetic treatments (without complications), are examples of conditions that are not generally defined as "serious health conditions."

- **Reasons for Taking Leave**

Family Medical Leave is defined to include and may be taken under any of the following circumstances:

1. **Employee's Serious Health Condition Leave:** To recover from or seek treatment for an employee's serious health condition, including pregnancy-related conditions and prenatal care.
2. **Family Member's Serious Health Condition Leave:** To care for a Family Member with a serious health condition.
3. **Oregon Military Family Leave Act Leave ("OMFLA"):** During a period of military conflict, as defined by the statute, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment.

4. Parental Leave: For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
5. Pregnancy Disability Leave: For incapacity due to pregnancy, prenatal medical care or birth.
6. Sick Child Leave: To care for a child who suffers from an illness or injury that does not qualify as a Serious Health Condition but that requires home care. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured. Sick Child Leave is not available if another family member is able and willing to care for the child.
7. Bereavement Leave. See the Bereavement Leave Policy on page 26 of this handbook.

- Length of Leave

In any One-Year Calculation Period, eligible employees may take:

- Up to 12 weeks of Parental Leave, Serious Health Condition Leave (employee's own or family member), or Sick Child Leave;
- An additional 12 weeks of leave may be available to an eligible employee for an illness, injury or condition related to pregnancy or childbirth that disables the employee ("Pregnancy Disability Leave"); and
- Employees who take the entire 12 weeks of Parental Leave may be entitled to an additional 12 weeks of Sick Child Leave.

- One-Year Calculation Period

The "twelve-month period" during which leave is available (also referred to as the "One-Year Calculation Period") will be determined by a rolling 12-month period measured backward from the date an employee uses any family medical leave. Each time an employee takes Family Medical Leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

- Intermittent Leave

Intermittent or reduced schedule leave may be taken when medically necessary due to the serious health condition of a covered family member or the employee. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of Bay City operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the City of Bay City and the employee. Intermittent leave for Parental Leave is not available.

- Employee Responsibilities — Notice

Employees must provide at least 30 days' notice before Family Medical Leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, or for planned medical treatment for a serious health condition

of the employee or of a family member. If 30 days' notice is not practicable, because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. If the situation giving rise to a Sick Child Leave is unforeseeable, an employee must give verbal or written notice to the City of Bay City within 24 hours of commencement of the leave.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee shall advise their supervisor as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify their supervisor within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with the City of Bay City's normal call-in procedures. Employees who fail to comply with the City of Bay City's call-in procedures may be disciplined or may have their period of OFLA leave reduced.

- Certification

Generally speaking, employees must provide sufficient information for Bay City to determine if the leave may qualify for OFLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, or the need for hospitalization or continuing treatment by a health care provider.

Additionally:

1. Employees requesting Serious Health Condition leave for themselves or to care for a family member will be required to provide certification from the health care provider of the employee or the covered family member to support the request.
2. Employees requesting Sick Child Leave may be required to submit, at a minimum, a note from a doctor or health care provider if the employee has used more than three days (*i.e.*, one, three-day occurrence or three separate instances) of sick child leave within a One-Year Calculation Period.

Employees must furnish the City of Bay City's requested medical certification information within 15 calendar days after such information is requested by the City of Bay City. In some cases (except for leave to care for a sick child), the City of Bay City may require a second or third opinion, at the City of Bay City's expense. Employees also may be required to submit subsequent medical verification.

Employees will not be asked for, and they should not provide, any genetic information about themselves or a family member in connection with a medical certification.

- Medical Certification Prior to Returning to Work

If family medical leave is for the employee's own serious health condition, the employee must furnish, prior to returning to work, medical certification from his/her health care provider stating that the employee is able to resume work.



- Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave, including floating holidays, vacation, compensatory time, and sick leave prior to a period of unpaid leave of absence on OFLA leave. Use of accrued paid leaves will run concurrently with OFLA leave. Represented employees may reserve accrued leave and compensatory time if provided by their collective bargaining agreement. If the employee has no accrued paid leave, floating holidays, vacation, compensatory time or sick leave available to use during an OFLA leave, the leave will be unpaid.

- Holiday Pay While on Leave

Employees receiving short or long-term disability will not qualify for holiday pay. Employees using vacation pay or sick pay during a portion of approved family medical leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

- On-the-Job Injury or Illness

OFLA leave will not be reduced by and will not run concurrently with any period the employee is unable to work because of a disabling compensable on-the-job injury; however, if the injury or illness is a "serious health condition" as defined by Oregon law and the employee has refused a bona fide offer of light-duty or modified employment, OFLA leave will commence.

- Benefits While on Leave

The City of Bay City will continue the employee's health coverage under any group health plan during a period of approved OFLA leave on the same terms as if the employee had continued to work. The employee must continue to make any regular contributions to the cost of the health insurance premiums during the period of approved OFLA leave. Employees will not accrue vacation, sick leave or other benefits (other than health insurance) while the employee is on an OFLA leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in [Organization] benefit plans.

- Job Protection

Employees returning to work from Family Medical Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring Family Medical Leave have been resolved, even if leave was originally approved for a longer period. If an employee does not return to work at the end of a designated Family Medical Leave period, reinstatement may not be available unless the law requires otherwise.

The use of Family Medical Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employees who work for other employers during a "serious health condition" leave may be subject to discipline up to and including termination. Additionally, all employees who

use Family Medical Leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

## F. **Leave Donation**

The City of Bay City has implemented a leave donation program to allow employees to voluntarily donate sick, vacation, or compensatory time off to another employee who exhausts, or is likely to exhaust, accumulated paid leave due to an employee's family medical emergency that would otherwise likely cause the employee to take unpaid leave or terminate employment. A "family medical emergency" is defined as a medical condition of the employee or an immediate family member that will require prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

Any City of Bay City employee who has worked at least six months in a benefits-eligible position is eligible to participate in the program as a recipient. Any employee who has sick, vacation or compensatory time available may participate in the program as a donor. Donations may be made between any employees. City of Bay City will keep donations confidential, and donors will remain anonymous.

Employees seeking donated leave must provide the City of Bay City with medical verification of the need for the time off, which includes a certification of the employee's or family member's medical emergency and need for time off, and an estimated return-to-work date (if any).

An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability, or other supplemental income is not eligible to receive donated leave. An eligible employee must apply for the City of Bay City-offered short-term disability, if available, and long-term disability benefits.

Employees who receive donated leave may receive no more than 80 hours within a calendar year. Any paid sick leave not used by the recipient for the specified incident will be returned to the donor employee.

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

Employees who would like to request donated leave are required to complete a Donated Leave Request Form and submit it to Human Resources.

## **G. Bereavement Leave**

Up to 40 hours of bereavement leave will be granted to employees who have worked for the City of Bay City for 90 or more days. This leave is provided to employees who have experienced the death of a family member and is paid. "Family Member" is defined to include the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse. Requests for bereavement leave must be made to the employee's immediate supervisor before the leave is to begin.

## **H. Jury and Witness Duty**

### Jury Duty

The City of Bay City will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's supervisor to verify the need for such leave. Jury duty leave is paid, The employee shall give the City of Bay City the jury duty pay he/she received,

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his/her supervisor or informed about the amount of time required for jury duty.

### Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to the City of Bay City upon receipt.

Except for employee absences covered under the City of Bay City's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

## **I. Religious Observances Leave and Accommodation Policy**

The City of Bay City respects the sincerely held religious beliefs and observances of all employees. The City of Bay City will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on City of Bay City's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with their supervisor and may require the requesting employee to provide proof of the "sincerely held" religious belief

## J. **Crime Victim Leave Policy**

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his/her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

“Immediate family member” includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to their supervisor] as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City of Bay City may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney’s office, police report, a protective order issued by a court, or similarly reliable sources.

K. **Domestic Violence Leave and Accommodation Policy** All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his/her minor dependents.

Reasons for taking leave include the employee’s (or the employee’s dependent’s) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his/her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to their supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City of Bay City will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City of Bay City notice as soon as is practicable prior to the end of the authorized leave.

When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City of Bay City. Please contact their supervisor immediately with requests for reasonable safety accommodations.

#### **L. Military Leave**

Employees who wish to serve in the military and take military leave should contact their supervisor for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered "federal active duty" for training under this policy; other requirements apply. Please contact your supervisor for more information and to make arrangements for this paid leave.

### **IV. Employee Benefits**

#### **A. Healthcare Benefits**

Employees who meet the definition of "benefit eligible" under both the City of Bay City policy and that of its health insurance provider are entitled to the benefit options offered by City of Bay City. Generally speaking, that means the City of Bay City offers medical insurance for all of its regular, full-time employees unless otherwise established by law. On the 1<sup>st</sup> day of the month following the first 30 days of employment the City of Bay City pays 90% of the cost of individual coverage for its regular, full-time employees.

During the probationary period, the employee shall receive the following benefits:

1. Health insurance beginning the first day of the first month succeeding the initial thirty (30) days of employment.
2. Life insurance beginning the first day of the first month succeeding the initial thirty (30) days of employment.
3. Public Employee Retirement System (PERS) retirement benefits only if the employee is already within the PERS program and such benefits would provide continuous coverage for the employee.

Part-time, non-temporary employees may elect to be covered by the City's health insurance plan after the initial month of employment, as well as the City's dental and vision insurance plans, if such plans are available through the City. If the employee elects this option, the City shall pay that prorated percentage of the employee's premium of the 40-hour work week which the part-time employee is employed for the City less 10%. The employee shall be responsible for the remaining balance of the premium. All

dependent coverage shall be paid in the same pro-rata rate as is utilized for the employee insurance. To effectuate this option, the employee must authorize the City, in writing, to withhold the employee's portion of the premium and any dependent premium, if elected, from the employee's paycheck.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by the City of Bay City. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by City of Bay City, employees will be advised and provided with copies of relevant plan documents. Copies are available from your supervisor.

#### **B. Employee Assistance Program (EAP)**

This free confidential service is provided by Canopy Wellness and is available to all employees and dependents covered on a CIS Regence or Kaiser medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Canopy Wellness also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting your supervisor or you can contact Canopy Wellness directly at 1-800-433-2320. The Volunteer Fire Fighters EAP program is administered by Provident Insurance 855-207-1747.

#### **C. Workers' Compensation and Safety on the Job**

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care, and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

##### Steps to Take if You are Injured on the Job

If you are injured on the job, the City of Bay City wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor).

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

1. Report any work-related injury to your supervisor. You must report the injury no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to your supervisor.

*Failure to timely follow these steps may negatively affect your ability to receive benefits.*

### Return to Work

If you require workers' compensation leave, the City of Bay City will strive to reemploy you in the most suitable vacant position available at the conclusion of that leave. However, you must first submit documentation from a health care provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of the position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples. The City of Bay City does not discriminate against employees who suffer a workplace injury or illness.

### Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City of Bay City, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, the City of Bay City will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City of Bay City. While you are on modified or transitional work, you are still subject to all other City of Bay City rules and procedures.

### Overlap with Other Laws

The City of Bay City will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA) and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

#### I. **PERS (Public Employees' Retirement System) Benefits**

City of Bay City participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP)

member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at [www.oregon.gov/PERS](http://www.oregon.gov/PERS). For information about City of Bay City's contributions to employee PERS or OPSRP plans, please see the Finance Director.

City of Bay City will consider allowing PERS-eligible employees to retire from his/her employment with the City of Bay City and then rehiring them, as permitted under Oregon law. The City of Bay City will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of the City of Bay City, and the ability of existing employees to perform the work of the retiring employee. Please see the City Manager for more information

## **V. Miscellaneous Policies**

### **A. Alcohol/Drug Use, Abuse and Testing**

City of Bay City works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to City of Bay City's reputation.

The City of Bay City expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective, and efficient manner. An employee's on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law and/or collective bargaining agreement provisions). This policy revises and supersedes all previous drug and alcohol testing policies and practices.

#### Prohibited Conduct

- Possession, transfer, use or being under the influence of any alcohol while on the City of Bay City property, on City of Bay City time, while driving City of Bay City vehicles (or personal vehicles while on City of Bay City business), or in other circumstances which adversely affect the City of Bay City operations or safety of City of Bay City employees or others.
  - The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on City of Bay City property, on City of Bay City time, while driving City of Bay City vehicles (or personal vehicles while on City



of Bay City business), or in other circumstances which adversely affect City of Bay City operations or safety of City of Bay City employees.

- The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree (see definition of "reasonable cause testing" below), and if the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.
- As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to the City of Bay City property, or possessing, items or objects on City of Bay City property that contain any "controlled substance," including, for example, "pot brownies", "edibles" and candy containing marijuana. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in City of Bay City property.
- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana or controlled substances, such as pipes, bongs, "vape" pens, smoking masks, roach clips, and/or other drug paraphernalia. This prohibition does not apply to employees who possess such items in connection with law enforcement work.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to the City of Bay City property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

#### Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or City of Bay City operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect City of Bay City operations or safety of City of Bay City employees or other persons, City of Bay City may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not

required to provide the City of Bay City with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their Supervisor other means of accommodating the disability in the workplace, as the City of Bay City will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," [above](#).)

### Testing

City of Bay City reserves the right to:

- a. Subject applicants who are given a condition offer of employment in a safety-sensitive position to a drug and alcohol test;
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;
- c. Discipline or discharge employee who test positive or otherwise violate this policy; and
- d. Test employees when they: (1) cause or contribute to accidents that seriously damage a City of Bay City vehicle, machinery, equipment or property; (2) result in an injury to themselves or another employee requiring offsite medical attention; or (3) when City of Bay City reasonably suspects that the accident or injury may have been caused by drug or alcohol use.

### Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours or has used drugs or alcohol in violation of this policy, the City of Bay City may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the City Manager or the City Manager's designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
  - a pattern of abnormal or erratic behavior;
  - information provided by a reliable and credible source;
  - direct observation of drug or alcohol use;

- presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- unexplained significant deterioration in individual job performance;
- unexplained or suspicious absenteeism or tardiness;
- employee admissions regarding drug or alcohol use; and
- unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Manager. Whenever possible, supervisors should locate a second employee or witness to corroborate their “reasonable cause” findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by City Manager. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

#### Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City of Bay City property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City of Bay City may search any furniture, equipment or property provided by the City of Bay City to the employee, including but not limited to, clothes (uniforms), locker,, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by the City of Bay City to employee.

#### Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

#### Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug- or alcohol-related activity within five days of the arrest or conviction;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

### Drug and Alcohol Treatment

The City of Bay City recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. The City of Bay City is willing to help such employees obtain appropriate treatment.

An employee who believes that he/she has a problem involving the use of alcohol or drugs should ask a supervisor or City Manager. We will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City of Bay City to the extent its existing benefits package covers some or all of the program costs.

Although the City of Bay City recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of the City of Bay City policy is discovered, the employee's willingness to seek the City of Bay City or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

### Discipline and Consequences of Prohibited Conduct

An employee who violates this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address his/her substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with his/her performance and to specify the performance required for the employee to achieve in order to continue to be employed by the City of Bay City. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

### Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or the City of Bay City is prohibited unless written authorization is obtained from the employee.

## **B. Mobile Devices Policy**

This policy applies to employee use of cell phones, smart phones, tablets and similar devices, all of which are referred to as “mobile devices” in this policy.

### Cell Phones and Mobile Devices in General

Employees are allowed to bring personal mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or the City of Bay City-provided mobile devices may not violate the City of Bay City's policies against harassment and discrimination. Thus, employees who use a personal or City of Bay City-provided mobile device to send a text or instant message to another employee (or to a citizen or someone not employed by the City of Bay City) that is harassing or otherwise in violation of City of Bay City's policies prohibiting discrimination, harassment, bullying and retaliation will be subject to discipline up to and including termination.

### Employee Use of City of Bay City -Provided or Paid For Mobile Devices

Mobile devices are made available to City of Bay City employees on a limited basis to conduct City of Bay City's business. Determinations as to which employees receive City of Bay City-provided mobile devices will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. Family and friends may not use an employee's City of Bay City-provided mobile device.

### Mobile Devices and Public Records

City of Bay City-related business conducted on City of Bay City-provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation filed against the City of Bay City or individual employees.

### Mobile Device Use While Driving

The use of a mobile device while driving may present a hazard to the driver, other employees, and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City of Bay City vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the City of Bay City.

Employees are prohibited from using handheld cell phones for any purpose while driving on City of Bay City-authorized or City of Bay City-related business. This policy also prohibits employees from using a cell phone or other mobile device to send or receive text or “instant” messages while driving on City of Bay City business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant

(for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

### **C. Use of City of Bay City Email and Electronic Equipment and Services**

The City of Bay City uses multiple types of electronic equipment and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, the Internet and any new technologies used in the future. This policy governs the use of such City of Bay City property.

#### Ownership

All information and communications in any format, stored by any means on or received or transmitted via City of Bay City's electronic equipment or services is the sole property of City of Bay City.

#### Use

All of the City of Bay City's electronic equipment and services are provided and intended for City of Bay City business purposes only and not for personal matters, communications or entertainment. Access to the Internet, websites and other electronic services paid for by the City of Bay City are to be used for City of Bay City business only. This means, for example, that employees may not use the City of Bay City-provided internet, or City of Bay City electronic equipment and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate City of Bay City's no-harassment, no-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or the City of Bay City, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the right to privacy, of protected healthcare information or otherwise, or other City of Bay City-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City of Bay City-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City of Bay City email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

### Inspection and Monitoring – No Right to Privacy

Employee communications, both business and personal, made using the City of Bay City electronic equipment and services are not private. Any data created, received, or transmitted using City of Bay City equipment services are the property of the City of Bay City and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on City of Bay City's electronic equipment or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City of Bay City's ownership of the electronic information, electronic equipment or services, or City of Bay City's right to inspect such information. The City of Bay City reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail, and other such material to monitor the use of all of the City of Bay City's electronic equipment and services, including all communications and internet usage and resources/sites visited. City of Bay City will override all personal passwords if it becomes necessary to do so for any reason.

### Personal Hardware and Software

Employees may not install personal hardware or software on City of Bay City's computer systems or mobile devices without approval from their supervisor. All software installed on City of Bay City's computer systems must be licensed. Copying or transferring of City of Bay City-owned software to a personal device/equipment may be done only for personal devices/equipment used for the City of Bay City business and with the written authorization of their supervisor.

### Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City of Bay City management. No employee can examine, change, or use another person's files, output, username or password unless he/she has explicit authorization from their supervisor to do so.

### Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception. These methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

### Inappropriate Web Sites

The City of Bay City's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful, or other objectionable materials, or that would otherwise violate the City of Bay City's policies on harassment and discrimination.

## **D. Social Media**

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal or commercial website, social

networking web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Bay City, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of City of Bay City or City of Bay City's legitimate business interests may result in disciplinary action up to and including termination.

### Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any City of Bay City policies, including City of Bay City's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying, or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

Do not create a link from your blog, website, or other social networking site to a City of Bay City-owned or maintained website without identifying yourself as City of Bay City employee.

Express only your personal opinions. Never represent yourself as a spokesperson for City of Bay City, unless you are authorized by your manager/supervisor to do so. If the City of Bay City is a subject of the content you are creating, be clear and open about the fact that you are a City of Bay City employee and make it clear that your views do not represent those of the City of Bay City or its employees or elected officials.

### Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, City of Bay City's employees and elected officials, and suppliers or other third parties who do business with City of Bay City.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City of Bay City employees or elected officials, that might constitute harassment or bullying, and/or that violate City of Bay City policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City of Bay City policy.

Maintain the confidentiality of City of Bay City's confidential information. Do not post internal reports, policies, procedures or other internal, City of Bay City-related confidential communications or information. (See "Confidential City of Bay City Information" policy, below.)



Nothing in this policy is meant to prevent an employee from exercising his/her right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt the City of Bay City operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City of Bay City's interest in the effective and efficient fulfillment of its responsibilities to the public.

#### Request for Employee Social Media Passwords

The City of Bay City's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's username and password, or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City of Bay City.

Nothing in this policy prohibits City of Bay City from requiring an employee to produce content from his/her social media or internet account in connection with a City of Bay City-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

#### **E. Confidential City of Bay City Information**

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with the City of Bay City policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of City of Bay City) may be removed from our premises without permission from their supervisor. Likewise, any materials developed by City of Bay City's employees in the performance of their jobs is the property of the City of Bay City and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City of Bay City's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

#### **F. Ethics**

At the City of Bay City, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the City of Bay City or the City of Bay City's citizens.

We at the City of Bay City are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City of Bay City from work in the private sector, you may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets the City of Bay City's or Oregon's ethical standards, please talk with your supervisor. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

#### **G. Open-Door Policy**

The City of Bay City's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. City of Bay City's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City of Bay City, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor or Department Head, request to have the facts/situation reviewed by the City Manager.

#### **H. Outside Employment**

Generally, employees may obtain employment with an employer other than the City of Bay City or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The use of City of Bay City time (including the employee's work time), City of Bay City facilities, equipment and supplies, or the prestige or influence of the employee's position with the City of Bay City. In other words, the employee may not engage in private business interests or other employment activities on the City of Bay City's time or using the City of Bay City's property;
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency);  
or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for the City of Bay City.

The City of Bay City requires employees to report outside employment to their supervisor before the outside employment begins. Thereafter, an employee must provide an update to his/her supervisor on an annual basis, or sooner if any changes in outside

employment occurs. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

#### I. **Criminal Arrests and Convictions**

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City of Bay City property, or in City of Bay City vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);
2. All arrests, citations, convictions, guilty pleas, or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. If you are arrested, cited, or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

#### J. **Political Activity**

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City of Bay City employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

#### K. **Bad Weather/Emergency Closing**

Except for regularly scheduled holidays identified by the City of Bay City (see "Holidays" section, above), City of Bay City office is open for business on Mondays through Thursday's during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager (or his/her designee) will decide whether to and to what extent the City of Bay City will close. The City Manager will contact employees by phone or text to make them aware of closures.

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your manager. If staff cannot reach the office and are able to serve the City of Bay City from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides.

### **M. Driving While on Business**

Employees using a private or city owned vehicles to conduct City of Bay City's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized City of Bay City business use should make any necessary arrangements with their insurance carriers.

The City of Bay City may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment. Once you are employed with Bay City, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City of Bay City when there are transactions on your driving record such as speeding tickets and citations.

While on City of Bay City business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Mobile Device Use While Driving" policy, above.

Employees who receive a ticket or citation while driving a City of Bay City-owned vehicle or while on City of Bay City business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

### **N. Workplace Violence**

City of Bay City recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by the City of Bay City.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City of Bay City, or that threaten the safety, security, or financial interests of the City of Bay City. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer, or elected official. Employees should make such reports directly to their supervisor.

The City of Bay City also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

## **O. Workplace Inspections — No Right to Privacy or Confidentiality**

This policy applies to inspections and investigations conducted by the City of Bay City pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems. Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City of Bay City; these areas are not private.

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

## **P. Smoke-Free Workplace**

The City of Bay City provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars, and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this policy. This policy applies to employees, volunteers, and any visitors to City of Bay City property, vehicles, or facilities/buildings.

The City of Bay City buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, the City of Bay City prohibits tobacco/marijuana use in or around the City of Bay City vehicles and equipment or machinery.

If you wish to smoke tobacco, you must do so outside of the City of Bay City's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. City of Bay City has established employee smoking areas that your supervisor can show you.

## **Q. Hiring of Family Members**

Relatives of current employees, or individuals involved in an intimate personal or financial relationship with a current employee, are eligible for hire at the City of Bay City subject to the same selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an intimate personal or financial relationship, would fall under the direct line of supervision of the other family member or partner.

All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment as a result of organizational restructure, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform their supervisor, or

Human Resources. The employees and City of Bay City will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, the City of Bay City will make the final decision, based on the City of Bay City operational and financial needs.

Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by the City of Bay City. Policy violations may result in progressive discipline of employees, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.

Bay City's Volunteer Fire Department consists of mostly volunteers. The Fire Department continue to recruit volunteer fire fighters and responders, and other administration positions. It is a challenge to recruit volunteers for all positions. For this reason, the Fire Department is not subject to this section of the Personnel Policy.

## **VI. Termination of Employment**

### **A. Workplace Rules and Prohibited Conduct**

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and City of Bay City's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City of Bay City records.
- Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any City of Bay City property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of City of Bay City equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on City of Bay City property.
- Engaging in criminal conduct while at work.
- Causing, creating, or participating in a significant or substantial disruption of work during working hours on City of Bay City property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City of Bay City employee, customer, or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.

- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Bay City.
- Misrepresentation of the City of Bay City policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Bay City. Employees may not use the City of Bay City's name, logo, likeness, facilities, assets, or other resources of the City of Bay City for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or the City of Bay City policy, rule, or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City of Bay City or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with the City of Bay City on time, and/or whose City of Bay City -provided services are disconnected. This includes, without limitation, situations where the employee writes a check to the City of Bay City that is refused for payment due to non-sufficient funds.
- Harassment or discrimination that violates the City of Bay City policy.

This statement of prohibited conduct does not alter the City of Bay City's policy of at-will employment. Except for employees subject to a collective bargaining agreement or contract of employment, City of Bay City remains free to terminate the employment relationship at any time, with or without cause or notice.

#### **B. Corrective Action/Discipline Policy**

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet the City of Bay City standards, the City of Bay City will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating the employment of an employee for serious violations of the City of Bay City policies, procedures, and rules and for other inappropriate behavior or conduct, the City of Bay City may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The City of Bay City may also choose to send the employee to a training or an education opportunity.

In all cases, the City of Bay City will determine the nature and extent of any discipline based upon the circumstances of each individual case and, where applicable, collective bargaining agreement provisions. The City of Bay City may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City of Bay City

deems such action appropriate. The City of Bay City retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

#### **B. Retirement or Resignation from Employment**

If you choose to resign or retire, it is anticipated that you will give the City of Bay City as much notice as possible — preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave City of Bay City, you will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their supervisor before making a final decision.

Employees must return all City of Bay City property, including phones, computers, identification cards, credit cards, keys, and manuals, to their supervisor on or before their last day of work.

#### **C. References**

All requests for references or recommendations must be directed to the City Manager. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City of Bay City discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.



## Employee Acknowledgement

### Acknowledgment of Receipt of 2022 City of Bay City Employee Handbook and Personnel Policies

I acknowledge that I have received and have read a copy of the City of Bay City's 2022 Employee Handbook and Personnel Policies. I also understand that a copy of the City of Bay City Employee handbook and Personnel Policies is available to me at any time to review in the City Manager's Office.

I understand that the City of Bay City has adopted the City of Bay City Employee Handbook and Personnel Policies only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in the City of Bay City's sole discretion. I also understand that the City of Bay City Employee Handbook and Personnel Policies control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the City of Bay City Employee Handbook and Personnel Policies are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City of Bay City or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review the City of Bay City's policies regarding equal employment opportunity and that the City of Bay City aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to the City Manager, or any trusted manager or supervisor.

During my employment with the City of Bay City, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new polices are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

---

Employee Signature

---

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

**CITY OF BAY CITY  
RESOLUTION 2022-21**

**A RESOLUTION CONFIRMING RECEIPT OF THE CERTIFIED ABSTRACT OF VOTES CAST IN THE  
MAY 17, 2022, PRIMARY ELECTION**

**WHEREAS**, ORS 254.565 requires the City to certify the results of the election held on May 17, 2022, for Measure 29-162 ( 5-Year Fire Levy ); and

**WHEREAS**, The Tillamook County Clerk has prepared and delivered to the City an abstract of votes of said election; and

**WHEREAS**, said abstract appears to be regular in form for Measure 29-162 with votes shown:

| <b>29-162</b>    | <b>Votes</b> |
|------------------|--------------|
| Yes              | 337          |
| No               | 138          |
| Total votes Cast | 475          |
| Overvotes        | 0            |
| Undervotes       | 10           |

**NOW THEREFORE**, the City Council of Bay City Resolves the passing of the following, Measure 29-162 (5-Year Fire Levy).

**IT IS FURTHER RESOLVED**, that the City Recorder / Elections Official is directed to deliver a copy of this resolution declaring the results of said election to the Tillamook County Clerk.

**PASSED AND APPROVED** by the City council on this 14<sup>th</sup> day of June 2022. This Resolution shall become effective immediately upon passage by the City Council.

\_\_\_\_\_  
David, McCall, Mayor

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Lindsey Gann, City Recorder    Date

# City of Bay City



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

June 14, 2022

Patty Mulvihill  
Interim Executive Director  
League of Oregon Cities  
1201 Court Street, NE, Suite 200  
Salem, OR 97301-4194

Don Hudson, Chair  
Finance and Taxation Policy Committee  
League of Oregon Cities  
1201 Court Street, NE, Suite 200  
Salem, OR 97301-4194

Subject: Modifications to the Transient Lodging Tax

Dear Patty and Don:

On Tuesday June 14, 2022, the City of Bay City Council approved a motion to request that the League of Oregon Cities and its Finance and Taxation Policy Committee advocate for a change of how transient lodging taxes are used.

Under current state law, 70 percent of the taxes collected through the Transient Lodging Tax (TLT) must be used for tourism promotion, tourism-related facilities, or to refinance the debt on tourism-related facilities. Local governments can allocate the remaining 30 percent of the TLT for general city or county services.

Tourism in Bay City and Tillamook County promotes economic growth in our city giving visitors the opportunity to enjoy what we have to offer. Local restaurants, a myriad of events at the Bay City Art Center, our city parks, walking along the jetty on Hayes Oyster Drive and the trails at Kilchis Point Reserve, are just a few of our amenities. However, tourism also comes with secondary consequences that have significantly impacted our community. These unforeseen consequences include more refuse along with increased maintenance of restrooms and other parks facilities. Significant increases in local and Hwy 101 traffic have increased emergency response requests by our Volunteer Fire Department to a record high of 254 for 2021.

Unlike water and sewer utility services, which are funded through utility rates, the burden of public safety expenditures and community maintenance are supported by the General Fund and an Operating Levy. This places the majority of that financial burden on the local taxpayers.

Local communities must address these issues for the safety of our visitors and residents. For these reasons, The City of Bay City is requesting that the League advocate for redefining the TLT eligible expenditure rate dedicated to tourism promotion. We are advocating that 50 percent of the TLT taxes collected be used for tourism-related facilities, tourism promotion or to refinance the debt on tourism-related facilities, and the other 50 percent to be used to help mitigate increased demands on roads, addressing community livability, increased use of our parks and public safety, and help share the financial burden tourism brings. We appreciate all the League does for our communities and hope you support our concept.

Sincerely,

David McCall  
Mayor

Liane Welch  
City Manager