



THE PEARL OF TILLAMOOK BAY

City of Bay City

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

Bay City Council Meeting Agenda December 12, 2023, 6:00 pm 5525 B Street, Bay City Ad Montgomery Community Hall

- A. Call to Order, Pledge of Allegiance, Roll Call
- B. PUBLIC HEARING: Ordinance Amendment #OA-2023-01 for proposed code changes to [Development Ordinance #374](#), and [Comprehensive Plan Amendment #CPA-2023-01](#) for proposed Comprehensive Plan changes
- C. PUBLIC HEARING: Ordinance #704 adopting and making amendments to the [Bay City Comprehensive Plan](#) and the [Bay City Development Ordinance No. 374](#), and repealing Ordinances 647 and 693
- D. Visitor Propositions (Public Comment on Non-Agenda Items)
- E. Committee, Department, and Staff Reports
 - a. City Manager
 - 1. Recreational and Discretionary Immunity
 - 2. Potential IGA for Parks & Trails with Garibaldi, Port of Garibaldi, Tillamook Coast Visitors Association
 - b. Fire Department
 - c. Public Works
 - d. Emergency Preparedness,
 - 1. Next meeting Monday December 18, 2023, 5:30 pm at Ad Montgomery Community Hall
 - e. Planning Department,
 - 1. Next Planning Commission – December 20, 2023, 5:30 pm
 - f. Bay City Boosters House Decorations & Porch Parade – December 16, 2023
- F. Minutes
 - a. Council Workshop – November 13, 2023
 - b. Regular Council Meeting – November 14, 2023
- G. [Treasurers Report](#)
- H. Bills against the City
- I. Unfinished Business

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- a. Approval to sign an Overhead-Underground Easement for Tillamook People's Utility District to provide electric service to a neighboring property

J. New Business – Action Items

- a. Resolution 2023-026 Recognizing unanticipated revenues for the City of Bay City and making appropriations
- b. Adoption of an Update to the Continuity of Governance Plan
- c. John Gettman Community Service Award Committee
- d. Discussion and Direction on absorbing or passing on certain convenience/service fees for payments made by debit/credit cards and/or e-checks
- e. TLT grants
- f. Fire Department Appointments
- g. Joint Meeting of the City Council and Local Contract Review Board
 - 1. Call to Order of the Joint Meeting of the City Council and Local Contract Review Board
 - 2. Staff Report
 - 3. Joint Resolution 2023-028 of the City Council and Local Contract Review Board Amending [Public Contracting Rules](#) for the City of Bay City
 - 4. Adjourn Joint Meeting of the City Council and Local Contract Review Board
- h. Resolution 2023-029 Establishing Rates for Collection Services for R-Sanitary Service under the Franchise Granted by Bay City Ordinance No. 698 and Repealing Resolution No. 17-04.
- i. Approval to sign a Small City Allotment Agreement #SCA2024-Bay City, G001-T110420 with the Oregon Department of Transportation for the 2024 Paving Project
- j. Mayor & City Council positions, vacancies
- k. State of the City

K. Mayor's Presentation

L. Council Presentation

M. Attorney Presentation

The Council reserves the right to recess to executive session as may be required at any time during these meetings, pursuant to ORS 196.660(1).

To attend via phone Call-in number 518-992-1125, access code 389573

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City of Bay City

Ordinance Amendment 2023-01 and Plan Amendment 2023-01 Report

To: City of Bay City City Council
From: David Mattison, City Planner
Applicant: City of Bay City
Title: Request for Development Code Changes and Comprehensive Plan Changes.
Case File #OA-2023-01/#CPA-2023-01, DLCD PAPA File #: 001-23

I. Nature of the Application/Background of the Request:

The City of Bay City is proposing to amend the Bay City Comprehensive Plan (File #CPA-2023-01) and the Bay City Development Ordinance #374 (File #OA-2023-01).

The amendments to the Comprehensive Plan and Development Ordinance #374 are based on a Transportation and Growth Management Grant from the Department of Land and Conservation Development (DLCD) and the Bay City Transportation and Growth Management (TGM) Code Assistance Project.

The goal of the Bay City Transportation and Growth Management (TGM) Code Assistance Project is to make recommendations for updating the City's land use regulations, including Bay City Development Ordinance #374 and the Bay City Comprehensive Plan, in order to remove barriers to creating a vibrant, multimodal community. This goal is consistent with the mission, goals, and objectives of the TGM program and "smart growth" principles. Key principals of the TGM program include, but are not limited to:

- Create communities composed of vibrant neighborhoods and lively centers linked by accessible transportation.
- Save public and private costs with compact land development patterns and well-connected transportation networks.
- Provide transportation choices to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.

Bay City Development Ordinance Recommendations

- Create a Vibrant Downtown;
- Create Additional Residential Uses and Standards;
- Develop Multimodal Transportation Facility; and
- Develop new Land Use and Review Procedures.

Comprehensive Plan Amendments

Bay City Comprehensive Plan policies generally support the objectives of this project; however, some minor modifications are recommended to strengthen the policy framework for proposed code amendments described in the following section. The suggested Comprehensive Plan amendments are characterized as follows:

- Modify Town Center (North High Intensity zone) provisions to be more open to various types of commercial uses and a broader range of housing types.
- Make the policy language related to residential densities consistent with proposed code amendments (where needed).
- Revise policy language for "architectural control" to amend the level of regulations on architectural design.
- Modify transportation policies to emphasize multimodal facilities (i.e., a transportation network for all types of transportation, including pedestrians and cyclists) and connectivity in Bay City.

The City Planning Commission recommended to City Council on November 15th, 2023 approval of the proposed code changes and City Comprehensive Plan Changes with the addition of the definitions for 'Middle Housing', 'Cottage Cluster', 'Townhouse', 'Triplex', and 'Light Industrial', included in the Definitions section (Article II), the reference corrections as presented by DLCD, and re-examination of uses allowed in the EHI zone based on the 'Light Industrial' definition.

Project Background

The purpose of updating Bay City's land use ordinances is to help the City remove barriers to creating a vibrant community that supports various modes of transportation (vehicular, walking, biking, etc.) and to make it easier for developers and staff to implement. In Phase 1, of the TGM Code update, the project created an Action Plan that identified policies and regulations that may be creating barriers to achieving a mix of building types and uses, diverse housing, and transportation options in the City and recommended changes to remove those barriers. In Phase 2, of the TGM Code update, the project is incorporating those recommendations into proposed requirements.

History

The Bay City Comprehensive Plan and Development Ordinance were first adopted in 1978. The age of the document, as well as periodic modifications over the years, have resulted in a document that is not organized logically and is a bit difficult to interpret and use.

In 2019, a State Transportation Growth Management Grant was awarded to Bay City in the form of a TGM code update for Phase 1 of the Code Update, from DLCD through the 2018-2019 Oregon TGM program. The City's accepted request for assistance to clarify and enhance current municipal development code language that may be a barrier to development and its impact on the City of Bay City. The review of the Development Ordinance in Phase One of the project helped Bay City realize that improvements could be made to reach its goals and become more walkable and bikeable. Phase 1 was completed in 2021.

The second phase (Phase 2) of the project started in Spring 2022. Modifications in the second phase were proposed to help Bay City achieve a mix of building types and uses in the downtown, increase the diversity of housing types available (e.g., single-family homes, apartments, duplexes, townhouses), and improve transportation options in the City. Code reorganization was also a part of the process.

Relevant Facts:

The updated development code incorporated the following changes based on recommendation from the Phase 1 Final Action Plan (April 6, 2021). Modifications were further guided by the Phase 2 Development Ordinance Outline (last revised June 16, 2022 and October 2023). All changes and amendments are based on the currently adopted Comprehensive Plan and the Development Ordinance, Ordinance 374, with proposed code language drawing from Model Development Code for Small Cities 1 and other sources as necessary.

SB 406, identified in ORS 197.758, Section 1, requires the City to allow for the construction of 'Middle Housing' in all zones that allow for residential development and to reflect these changes with the amendments of the City Comprehensive Plan and Development Codes (Ord #374).

Proposed Comprehensive Plan Changes

- Goal II, Policy 4, to direct commercial, mixed use and higher density residential land uses toward the town center, and the high intensity districts.
- Goal III, Policy 1, to allow a wide variety of housing types in the City, including single-family homes, duplexes, triplexes, apartments, cottage cluster development, middle housing, accessory dwellings, and mobile homes, to accommodate a wide range of incomes, tastes, and other desires.
- Agricultural Lands Policies, Policy 1, to allow the integration of urban farming.
- Goal V, Policy 2, clarify that Great Blue Heron Rookeries and wetlands are regulated by the State.
- Goal VI, Policy 6, recognition of City Recreational Areas, and Policy 7, potential recognition of other City-owned properties in natural areas.
- Goal VIII, Policy 2 and 3 and clarification of lot sizes.
- Recognition of all Land Use Categories in the City.

Proposed Changes to Development Ord #374

Changes in this revised draft of the code include:

- Revised Article 8 (Subdivision, Partitioning, Cluster and Planned Development) to improve organization and flow.

- Addition of Middle Housing (triplexes, townhouses, cottage clusters).
- Addition of Accessory Dwelling Units (ADU's) (Section 5.8.02) and Cottage Cluster development standards (Section 6.4).
- Updated accessory structure height and size standards (Section 5.8).
- Updated flag lot standards (Section 5.11).
- Addition of Eating and Drinking establishment and Drive In/Drive through siting standards (Section 6.6.03).
- Revised structure of Article 4 (Land Use Planning Applications) with Type I, Type II, Type III, Type IV review procedures.
- Revised Parking standards (Section 5.7) – 1 off-street parking space required instead of 2 off-street parking spaces required for a single-family dwelling; 1 off-street parking space required instead of 1 ½ off-street parking spaces required for a duplex.
- Relieve the requirements for a garage or carport with the construction of a single-family dwelling unit (Section 3.2, Section 5.7a).
- Development of Front Yard, Side Yard, Back Yard definitions (Article 2).
- Removed Minimum Densities, Adjusted Minimum Open Area and Changed Minimum Lot Sizes. (Section 5.1).
- Deleted Setbacks in NHI.
- Requirements for new street sizes (Section 5.12) as determined in the City TSP.

Proposed Changes to Allowed Use Matrix

- Permit “stand alone” multi-family development in the Town Center
- Add “Middle Housing Residential Development – Triplex, Townhouse, Cottage Cluster” as a (conditional) use in LI, a (noticed) use in MI, and an (outright) use in SHI zones.
- Allow Accessory Dwelling Units (ADUs)

Proposed Changes to Development Standards

- Add Cottage Cluster standards;
- Incorporate ADU standards;
- New parking standards in Town Center (NHI zone);
- Revised architectural design standards in Town Center;
- Increased maximum height in NHI zone to 36’ (3 stories) with conditional use permit (CUP);
- Add standards and recommended modifications from the adopted transportation system plan;
- Add Transportation Impact Analysis

Proposed Code Organization

The Articles and Sections of the Development Ordinance are proposed to be arranged as follows:

ARTICLE 1 – INTRODUCTION

- Section 1.1, Introduction
- Section 1.2, Compliance with the Ordinance/Comp Plan
- Section 1.3, Severability
- Section 1.4, Location of Zones and Zone Boundaries

ARTICLE 2 – DEFINITIONS

- Section 2.1, Definitions
- Section 2.2, Estuary Zone Definitions

ARTICLE 3 – LAND USE DISTRICTS

- Section 3.1, Introduction
- Section 3.2, Allowed and Temporary Uses
- Section 3.3, High Intensity Zone (HI)
- Section 3.4, Moderate Intensity Zone (MI)
- Section 3.5, Low Intensity Zone (LI)
- Section 3.6, Shorelands and Estuary Zones
- Section 3.7, Dredge Material Disposal Zone (DMD)

ARTICLE 4 – OVERLAY ZONES AND SPECIAL DISTRICTS

- Section 4.1, Hazards Overlay Zone (HZ)
- Section 4.2, Freshwater Wetland Overlay Zone (FW)
- Section 4.3, Flood Protection Areas

- Section 4.4, Estuarine and Shoreline Standards

ARTICLE 5 – GENERAL DEVELOPMENT STANDARDS

- Section 5.1, Development Standards
- Section 5.2, Setback Requirements
- Section 5.3, Landscaping
- Section 5.4, Fences
- Section 5.5, Clear Vision Areas
- Section 5.6, Architectural Design Standards
- Section 5.7, Parking
- Section 5.8, Accessory Uses
- Section 5.9, Exterior Lighting Standards
- Section 5.10, Sign Requirements
- Section 5.11, Flag Lots
- Section 5.12, Transportation System Plan Standards
- Section 5.13, Maintenance of Public Access

ARTICLE 6 – SUPPLEMENTARY/SPECIAL DEVELOPMENT STANDARDS

- Section 6.1, Bed and Breakfast Establishments
- Section 6.2, Manufactured Dwellings and RV Parks
- Section 6.3, Periodic Use of Travel Trailers/Recreational Vehicles Usage Requirements
- Section 6.4, Multifamily, Cluster, or Apartment Dwellings
- Section 6.5, Public and Civic Uses
- Section 6.6, Commercial Uses
- Section 6.7, Forest Management Practices
- Section 6.8, Industrial Uses Industry – Non-Water Dependent or Related
- Section 6.9, Mining or Removal of Sand or Gravel
- Section 6.10, Extensive Excavation and Grading
- Section 6.11, Cottage Industries
- Section 6.12, Yurt Requirements
- Section 6.13, Home Occupations
- Section 6.14, Substandard Streets
- Section 6.15, Estuarine and Shoreline Regulated Activities and Impact Assessments

ARTICLE 7 – APPLICATION & REVIEW PROCEDURES

- Section 7.1, Purpose.
- Section 7.2, Initiation.
- Section 7.3, Applicability of Review Procedures.
- Section 7.4, Types of Land Use Applications and Review Procedures
- Section 7.5, Type I Procedures.
- Section 7.6, Type II Procedures.
- Section 7.7, Type III Procedures
- Section 7.8, Type IV Procedures
- Section 7.9, Pre-Application Conferences
- Section 7.10, Information Required for Land Use Planning Applications
- Section 7.11, Review Procedures
- Section 7.12, Notice
- Section 7.13, Appeals

ARTICLE 8 – LAND DIVISIONS & PROPERTY LINE ADJUSTMENTS

- Section 8.1, Subdivision, Partitioning, Cluster and Planned Development
- Section 8.2, Property Line Adjustments

This breaks the Codes into 7 sections: 1) Introduction, 2) Zoning and Overlay Districts, 3) Development Standards, 4) Land Use Processes, 5) Interpretations, 6) Enforcement, and 7) Maps.

II. Public Participation Process

The proposed code amendments were part of a four-year long process (Phase 1 & Phase 2 of the TGM Code Assistance Project), in which the public and community was regularly engaged – virtually and in person. This section identifies a number of public, Stakeholder Advisory Committee Planning Commission and City Council meetings and hearings that were held before formal adoption of the amendments were made final.

Meetings.

For both phases of the TGM Code Assistance Project, Bay City held seven (7) workshops and two (2) community meetings open to the public to discuss the proposed changes and updates to the City Development Codes, in 2020, 2022, 2023.

- June 2020 Planning Commission Work Session;
- September 2020 Planning Commission Work Session and Public Meeting;

ARTICLE 9 - CONDITIONAL USE PERMIT

- Section 9.1, Conditional Use

ARTICLE 10 – VARIANCES

- Section 10.1, Variances

ARTICLE 11 – COMPREHENSIVE PLAN, ZONE CHANGE, & AMENDMENTS

- Section 11.1, Comprehensive Plan and Code Amendments

ARTICLE 12 – NONCONFORMING USES

- Section 12.1, Purpose
- Section 12.2, Continuation of Nonconforming Structure or Use
- Section 12.3, Discontinuance of Nonconforming Use
- Section 12.4, Improvement of Certain Nonconforming Uses
- Section 12.5, Change of a Nonconforming Structure
- Section 12.6, Change of a Nonconforming Use
- Section 12.7, Destruction of Nonconforming Structure or Use

ARTICLE 13 – INTERPRETATIONS & EXCEPTIONS

- Section 13.1, Interpretation
- Section 13.2, Authorization of Similar Use
- Section 13.3, Exceptions

ARTICLE 14 – ENFORCEMENT & REMEDIES

- Section 14.1, Nature of Violation Defined
- Section 14.2, Enforcement
- Section 14.3, Permit Revocation Procedure
- Section 14.4, Fines
- Section 14.5, Double Fees
- Section 14.6, Abate Procedure
- Section 14.7, Abatement by the Owner
- Section 14.8, Abatement Protest
- Section 14.9, Abatement by the City
- Section 14.10, Joint Responsibility
- Section 14.11, Assessment of Costs
- Section 14.12, Injunctive Relief
- Section 14.13, Non-Exclusive Remedies
- Section 14.14, Separate Violations

ARTICLE 15 – MAPS / APPENDICES

- October 2020 Planning Commission and City Council Work Session;
- December 2020 City Council Work Session;
- May 18, 2022 Joint Planning Commission and City Council Work Session;
- May 25, 2022 Stakeholder Advisory Committee Workshop;
- October 4, 2022 TGM Code Update Community Meeting;
- April 8, 2023 State of the City Open House;
- October 18, 2023 Planning Commission Review Meeting.

Notice

1. Notice was sent to the State Department of Land Conservation and Development (DLCD) on October 5, 2023
2. Notice was sent to affected property owners citywide on October 26, 2023.
3. Notice was published in the Headlight Herald on November 1, 2023
4. Notice was published online on October 26, 2023.
5. The City has received approximately 30 inquiries verbally from a number of property owners. These inquiries resulted in the following comments/concerns:
 - Section 5.12.03, Rights-of-Way and Street Section Widths (B) Street Cross-Section Standards, especially dedicated bicycle lane widths are too big.
 - Section 5.7.01, Parking Standards – Lower off-street parking requirements will push parking on small streets.
6. Comments were received from the following:
 - a. Ralph and Lisa McRae on November 14th, 2023. The McRae’s suggested a definition to allow the most flexibility of use, with minimum effort required by city staff. Some examples of possibilities that may not necessarily fit within the light industrial, warehousing, and similar uses are: Cabinet and cabinet component manufacturing, tool handle manufacturing, metal tool manufacturing, home decor and accessory manufacture, furniture and furniture component manufacture, upholstery shops, construction/manufacture of custom and standard restaurant furniture and accessory components (wood, metal, and synthetic), factory based house truss and wall construction, factory built stick frame wall components, electronics assembly and repair, food and beverage production, educational/ skill development, manufacturing innovation center, destination training center, and mixed use development.

The Planning Commission recommended a re-examination of uses allowed in the EHI zone based on the ‘Light Industrial’ definition.

- b. The DLCDC, Coastal Policy Specialist, submitted comments on November 14th and 15th, 2023. These include Goal 16, and 17 questions, comments and requested edits throughout the codes.

Meg Reed, the Coastal Policy Specialist with DLCDC, stated she reviewed the proposed updates to the City of Bay City Development Ordinance specifically sections related to coastal shoreland and estuary zoning. She provided city staff with edits and comments for these sections. Some of these suggestions are related to small updates to agency names and statutory references that have changed over time, internal code references that have been updated with this code revision to ensure references to correct sections, and other scrivener’s errors. Some of these comments are likely related to amendments to coastal land use goals 16 and 17 that were made in the 1980s and 1990s and which were not then integrated into the city’s code.

The Planning Commission recommended the edits by DLCDC as presented.

- c. Dave Olson on November 15th, 2023. He requested the preservation of the Blue Heron Rookeries.

The Planning Commission recommended this be reviewed in other ordinances.

- d. City Public Works Director submitted comments on November 16th, 2023. These comments were focused on Section 5.12., Transportation Standards. These edits are presented to you in Option B of the Development Ordinance #374. These include the following:

- Eligibility for a Traffic Impact Analysis,

- Sidewalk requirement reduction in numerous areas of the code section and the Street Cross-Section Standard Table,
- Bike Lane requirement reduction in the Street Cross-Section Standard Table

The Council can consider the comments received when developing a motion for the proposed code changes.

III. Relevant Criteria:

- Article 8, Section 8.070, Amendment Criteria

- 1) The amendment is consistent with the comprehensive plan;
- 2) The amendment will either:
 - (a) Satisfy land and water use needs; or
 - (b) Meet transportation demands; or
 - (c) Provide community facilities and services.
- 3) The land is physically suitable for the uses to be allowed, in terms of slope, geologic stability, flood hazard and other relevant considerations.
- 4) Resource lands, such as wetlands, are protected.
- 5) The amendment is compatible with the land use development pattern in the vicinity of the request.

- State Goals 1 -19

IV. Findings:

Planning Staff Finds the following:

1) The amendment is consistent with the City Comprehensive Plan;

FINDING: As stated in this report, these proposed amendments are part of the TGM code update process. The purpose of updating Bay City's land use ordinances is to help the City remove barriers in creating a vibrant community that supports various modes of transportation (vehicular, walking, biking, etc.) and to make it easier for developers and staff to implement. The proposed amendments to the City Comprehensive Plan and City Codes correspond with one another to allow for consistency with the City Comprehensive Plan.

2) The amendment will either:

- (a) Satisfy land and water use needs; or
- (b) Meet transportation demands; or
- (c) Provide community facilities and services.

FINDING: The proposed amendments are part of the TGM code update process, and help the City remove barriers in creating a vibrant community that supports various modes of transportation (vehicular, walking, biking, etc.), which meets the transportation demands and to make it easier for developers and staff to implement the process and development requirements. The proposed amendments satisfy the need to provide housing options to meet the regional housing needs, and provide for more housing options in the City.

3) The land is physically suitable for the uses to be allowed, in terms of slope, geologic stability, flood hazard and other relevant considerations.

FINDING: Careful attention was given by City staff in the Project Management Team (PMT) meetings and discussion to support higher development in High Intensity Zones (NHI, EHI, and SHI) while other uses of higher intensity were required to provide due notice (Type 2, and Type 3) and proper hearings with infrastructure improvements.

4) Resource lands, such as wetlands, are protected.

FINDING: The wetlands areas remain protected with the language retained in Article 4 of Development Ordinance #374.

5) The amendment is compatible with the land use development pattern in the vicinity of the request.

FINDING: As stated in this report, these proposed amendments are part of the TGM code update process, and to help the City remove barriers in creating a vibrant community that supports various modes of transportation (vehicular,

walking, biking, etc.) and to make it easier for developers and staff to implement. This is a citywide code amendment. The focus of higher densities of development in the High Intensity zone areas (NHI, SHI, EHI) will continue to emphasize compatibility with the land use development patterns established in the City.

These City criterion (1-5) have been met.

State Goals

Goal 1: Citizen Involvement [Oar 660-015-000(1)]. To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

FINDING: Bay City formed a Citizen Stakeholder Advisory Committee (SAC) as part of the TGM Code Assistance Project process. The SAC was made up of local business owners, residents, and city-decision makers, and met on one occasion to review the amendments and provide critical feedback and direction to the consultant team. The City Council, the Planning Commission and the public had numerous opportunities to become aware and engage in the planning process related to the proposed amendments. These opportunities included several work sessions, public meetings, a Joint Planning Commission and City Council Work Session, a Stakeholder Advisory Committee Workshop, a TGM Code Update Community Meeting and a Community Open House, and two public hearings. City staff sent Measure 56 notice to all property owners who owned property within the boundaries of Bay City. Additionally, notice of proposed amendments and public hearings were sent to all property owners in Bay City. Further, notice of proposed amendments and public hearing was posted online on the City website and was published in the Headlight Herald on November 1, 2023.

Goal 2: Land Use Planning [OAR 660-015-000(2)]

To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions. All land-use plans and implementation ordinances shall be adopted by the governing body after public hearing and shall be reviewed and, as needed, revised on a periodic cycle to take into account changing public policies and circumstances, in accord with a schedule set forth in the plan. Opportunities shall be provided for review and comment by citizens and affected governmental units during preparation, review and revision of plans and implementation ordinances.

FINDING: The Development Code and Comprehensive Plan amendments provide a factual basis for land use decisions based on technical analyses used to develop the amendments. The ordinances adopting the amendments to the Development Code, and text amendments to the Comprehensive Plan will all be adopted by City Council after a public hearing and two readings of the ordinances. Opportunities have been and will be provided for review and comment by citizens and affected governmental agencies. The proposal is consistent with Goal 2. The criterion in Goal 2 has been met.

Goal 3: Agricultural Lands.

FINDING: The City has provided the allowance of agricultural uses, urban farming and hobby farming in the proposed code changes. Goal 3 is satisfied.

Goal 4: Forest Lands.

FINDING: Not applicable to these amendments.

Goal 5: Open Spaces, Scenic And Historic Areas, And Natural Resources. To conserve open space and protect natural and scenic resources.

FINDING: The Comprehensive Plan amendments amend the City's list of Goal 5 resources, and recognize a number of City-owned properties for use as open space to preserve wetland areas, in order to protect a significant Goal 5 resource and address specific requirements of Goal 5.

The proposal is consistent with Goal 5.

Goal 6: Air, Water and Land Resource Quality. To maintain and improve the quality of air, water and land resources.

FINDING: Goal 6 addresses waste and process discharges from development, and is aimed at protecting air, water, and land from impacts from those discharges. The amendments do not

affect the City's ability to provide for clean air, water, or land resources. Goal 6 is satisfied.

Goal 7: Areas Subject To Natural Disasters And Hazards. To protect life and property from natural disasters and hazards.

FINDING: Goal 7 requires that local government planning programs include provisions to protect people and property from natural hazards such as floods, landslides, earthquakes and related hazards, tsunamis and wildfires. The Goal prohibits development in natural hazard areas without appropriate safeguards. The amendments do not affect the City's restrictions on development in areas subject to natural disasters and hazards. Further, the amendments do not allow for new development that could result in a natural hazard. Accordingly, Goal 7 is Not applicable to these amendments.

Goal 8: Recreational Needs. To satisfy the recreational needs of both citizens and visitors to the state.

FINDING: Goal 8 ensures the provision of recreational facilities to Oregon citizens. The Comprehensive Plan Amendments recognize a number of City-owned properties for use as open space to preserve wetland areas and support recreational opportunities. Accordingly, the amendments are consistent with Goal 8.

Goal 9: Economic Development. To provide adequate opportunities for a variety of economic activities vital to public health, welfare and prosperity.

FINDING: The proposed amendments codify the recommendations of the TGM Code Assistance Project, which makes recommendations for updating the City's land use regulations, including Bay City Development Ordinance #374 and the Bay City Comprehensive Plan, in order to remove barriers in creating a vibrant, multimodal community. The proposed amendments and associated code updates have the ability to spur economic development within the City by permitting higher densities and mixed-use development and by regulating and making consistent the building standards to which future development must adhere to. The proposal is consistent with Goal 9.

Goal 10: Housing. To provide for the housing needs of citizens of the state.

FINDING: One of the primary goals of the amendments are to diversify and provide a variety of dwelling units in Bay City. This is accomplished by permitting mixed-use and higher density developments in the Downtown District – in which commercial uses can be located on the ground-floor and residential uses on the upper floors. Additionally, the code amendments adopt standards for and permit new dwelling types such as ADUs and Cottage Clusters (Middle Housing). Lastly, the reduction of the minimum lot sizes across all residential zones allows for increased density, which in turn leads to more potential housing units being provided.

However, a definition for 'Middle Housing', 'Cottage Cluster', 'Townhouse', 'Triplex' must be included in the Definitions section (Article II) of Ord #374 to support the diversity of housing allowed. The proposal is consistent with Goal 10 but will be better supported with these proposed changes.

Goal 11: Public Facility Planning. To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Urban Facilities and Services-Refers to key facilities and to appropriate types and levels of at least the following: police protection; sanitary facilities; storm drainage facilities; planning, zoning and subdivision control; health services; recreation facilities and services; energy and communication services; and community governmental services.

FINDING: Goal 11 is directly relevant because the amendments intend to plan for and anticipate growth in certain areas of Bay City where adequate public facilities already exist. This in turn reduces costs of public improvements to extend services to far reaches of the City and promoting greater density and compact growth and development within the NHI Town Center District of Bay City. The timely, orderly, and efficient arrangement of public facilities lessens the pressures to expand the urban growth boundary. Statewide Planning Goal 11 is satisfied.

Goal 12: Transportation. To provide of a safe, convenient and economic transportation system.

The Transportation Planning Rule (OAR 660-012-0060), which implements Statewide Planning Goal 12, provides:

(1) If an amendment to a functional plan, an acknowledged Comprehensive Plan, or a land

use regulation (including a Zoning Map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

(b) Change standards implementing a functional classification system; or

(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.

(A) Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;

(B) Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or Comprehensive Plan; or

(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or Comprehensive Plan.

FINDING: The code amendments, and associated Comprehensive Plan amendments, are aimed toward the provision and encouragement of a safe, convenient, and economic transportation system. A major aim of Goal 12 and the Transportation Planning Rule are to minimize the use of the automobile, vehicle miles travelled, and encourage multi-modal transportation. The code amendments reduce the number of required parking spaces in the City's Town Center, encouraging more development (services) in the NHI Town Center District, consequently reducing the need for more distant travel. The amendments also encourage different modes of transportation through proposed improvements.

The code amendments, and Comprehensive Plan changes, do not change the functional classification of a transportation facility or change the standards implementing a functional classification system. Therefore, the amendments do not have a significant effect under (a) or (b). In regard to (c), the amendments will not significantly increase the level of development beyond that allowed currently unless the proposed development is taken through due process as a Type II or Type III land use application. Therefore, the amendments do not significantly affect any existing or future transportation facilities with thorough review. Based on the above findings, the amendments are consistent with Statewide Planning Goal 12.

Goal 13: Energy Conservation. Requires development and use of land that maximizes the conservation of energy based on sound economic principles.

FINDING: The proposed code amendments exempt off-street parking minimums for development within the boundaries of the NHI Town Center. This exemption is intended to allow further site development and promote other modes of transportation such as walking and biking. These two forms of alternative transportation are in themselves energy conserving because they do not rely on motor vehicles that rely on fossil fuels for energy. The amendments are consistent with Goal 13.

Goal 14: Urbanization. To estimate future growth and needs for land and then plan and zone enough land to meet those needs. It calls for each city to establish an "urban growth boundary" (UGB) to "identify and separate urbanizable land from rural land."

FINDING: Goal 14 is not applicable to these amendments.

Goal 15: Willamette River Greenway.

FINDING: Goal 15 is not applicable to these amendments.

Goal 16 Estuarine Resources.

FINDING: The proposed update of Development Ordinance #374 and the City Comprehensive Plan was meant to rearrange and streamline code sections that include the estuary and coastal shoreland zones, but that the City is not proposing any policy changes at this time. Changes to these sections are minor updates to agency names and statutory

references that have changed over time and do not change allowed uses or processes; therefore the proposed changes are consistent with this coastal goal.

Goal 17 Coastal Shorelands.

FINDING: The proposed update of Development Ordinance #374 and the City Comprehensive Plan was meant to rearrange and streamline code sections that include the estuary and coastal shoreland zones, but that the City is not proposing any policy changes at this time (assuming the shoreline stabilization activity went back to Conditional Use). Changes to these sections are minor updates to agency names and statutory references that have changed over time and do not change allowed uses or processes; therefore the proposed changes are consistent with this coastal goal.

Goal 18 Beaches And Dunes.

FINDING: Goal 18 is not applicable to these amendments.

Goal 19 Ocean Resources.

FINDING: Goal 19 is not applicable to these amendments.

The findings for these State Land Use Goals (1-19) have been met.

V. Conclusion:

The findings of Planning Staff support the proposed City Comprehensive Plan and Development Ordinance #374 code changes. The amendments to this Development Code and Comprehensive Plan are consistent with the applicable approval criteria.

Accordingly, the Bay City Comprehensive Plan and Development Ordinance #374 shall be updated to reflect the Comprehensive Plan policy changes and revised development codes, as presented.

In making a decision, City Council may:

1. Approve the Proposed City Comprehensive Plan Changes and Development Code (Ord #374) Changes (Option 1), as recommended by Planning Commission.
2. Approve the Proposed City Comprehensive Plan Changes and Development Code (Ord #374) Changes (Option 2), with additional changes (Section 5.12) as presented.
3. Deny of the Proposed City Comprehensive Plan Changes and Development Code (Ord #374) Changes.

CITY OF BAY CITY
ORDINANCE NO. 704

AN ORDINANCE ADOPTING AND MAKING
AMENDMENTS TO THE BAY CITY COMPREHENSIVE
PLAN ORDINANCE NO. 663, AND THE BAY CITY
DEVELOPMENT ORDINANCE NO. 374, AND REPEALING
ORD 647 AND 693.

WHEREAS, the City of Bay City (City) desires to amend The Bay City Comprehensive Plan and the Bay City Development Ordinance No. 374 (“Development Ordinance”) to adopt an updated Comprehensive Plan and Development Codes; and

WHEREAS, the amendments to the Comprehensive Plan and Development Ordinance #374 are based on a Transportation and Growth Management Grant from the Department of Land and Conservation Development (DLCD) and the Bay City Transportation and Growth Management (TGM) Code Assistance Project; and

WHEREAS, the goal of the Bay City Transportation and Growth Management (TGM) Code Assistance Project is to make recommendations for updating the Bay City Comprehensive Plan and the Bay City Development Ordinance #374, in order to remove barriers to creating a vibrant, multimodal community, consistent with the mission, goals, and objectives of the TGM program and “smart growth” principles.

WHEREAS, an amendment to the text of the ordinance is considered legislative under Section 8.060 of the Development Ordinance;

WHEREAS, Section 8.060(a) of the Development Ordinance requires the City to provide notice of public hearings for legislative amendments in accordance with Sections 10.010 to 10.030 of the Development Ordinance and to hold public hearings for legislative amendments in accordance with the procedures established in Article 10 of the Development Ordinance; and

WHEREAS, the City provided notice of the proposed amendments to the Department of Land Conservation and Development on October 5, 2023, to affected property owners citywide on October 26, 2023, published online on October 26, 2023, and in the Headlight Herald on November 1, 2023.

WHEREAS, Section 8.020 of the Development Ordinance provides the Bay City Planning Commission with authority to initiate amendments to the Development Ordinance; and

WHEREAS, Section 8.040 of the Development Ordinance requires the City Recorder to initiate an investigation into the consistency of proposed amendments with the City’s Comprehensive Plan and to provide a recommendation on whether to adopt the proposed amendments in a report to the Planning Commission; and

WHEREAS, the City completed its investigation and found consistency with Section 8.050 and Section 8.070 of the Development Ordinance, and provided a report to the Planning Commission recommending adoption of the proposed amendments on November 15, 2023;

WHEREAS, the Planning Commission held a public hearing on November 15, 2023 that satisfied the notice and procedural requirements of Article 10 of the Development Ordinance, then forwarded its recommendation to adopt the proposed amendments to the City Council, and the City Council held a public hearing on December 12, 2023 that satisfied the notice and procedural requirements of Article 10 of the Development Ordinance; and

WHEREAS, Section 8.070(a) of the Development Ordinance establishes approval criteria for legislative amendments that require such amendments to be consistent with the City's adopted Comprehensive Plan; and

WHEREAS, the City finds that the proposed amendments are consistent with Goal IX of the Comprehensive Plan because the City Planning Commission and the City Council held properly noticed public hearings on November 15, 2023 and December 12, 2023 to consider the proposed amendments and to gather and incorporate citizen input; and

WHEREAS, the City finds that the proposed amendments are consistent with the Comprehensive Plan because amended Goal II, Policy 4 will direct commercial, mixed use and higher density residential land uses toward the town center and the high intensity districts; Goal III, Policy 1 will allow a variety of housing types in the City, including single-family homes, duplexes, triplexes, apartments, cottage cluster development, middle housing, accessory dwellings, and mobile homes, to accommodate a wide range of incomes, tastes, and other desires; the Agricultural Lands Policies, Policy 1 will allow the integration of urban farming; Goal V, Policy 2 will clarify that Great Blue Heron Rookeries and wetlands are regulated by the State; Goal VI, Policy 6 and Policy 7, will provide recognition of City Recreational Areas, and potential recognition of other City-owned properties in natural areas; and Goal VIII will provide clarification of lot sizes; and recognition of all land use categories in the City, and permit the proposed amendments of the Development Ordinance; and

WHEREAS, the City finds that no other goals, policies, or provisions of the Comprehensive Plan are applicable to the proposed amendments and thus, the proposed amendments satisfy the approval criteria contained in Section 8.070(a) of the Development Ordinance; and

WHEREAS, the proposed amendments would adopt or amend the Development Ordinance in a manner that limits or prohibits land uses previously allowed in the affected zones within the meaning of ORS 227.186(9) and thus, the City provided notice to affected property owners on October 26, 2023 in the manner required by ORS 227.186(4) and 227.186(5); and

WHEREAS, at its regularly scheduled meeting on December 12, 2023, the City Council considered and voted to adopt the proposed amendments, as set forth in this ordinance.

NOW, THEREFORE, THE CITY OF BAY CITY ORDAINS AS FOLLOWS:

Section 1. Amendments to the Bay City Comprehensive Plan Ordinance No. 663, is hereby amended to read as follows in Attachment A.

Section 2. Amendment to the Bay City Development Ordinance No. 374, is hereby amended to read as follows in Attachment B.

Section 3. Severability. The sections and subsections of this ordinance are severable. The invalidity of one section or subsection shall not affect the validity of the remaining sections of subsections.

Section 4. Unamended Provisions. All unamended provisions of The Development Ordinance shall remain in full force and effect.

Section 5. Effective Date. This ordinance shall become effective thirty days after final passage and its signature by the Mayor.

PASSED and ADOPTED by the City Council this ____ day of _____ 2024 and APPROVED by the Mayor this ____ day of _____, 2024.

By: _____
Kathleen Baker, Interim Mayor

ATTEST: _____
Lindsey Gann, City Recorder

First Reading: _____

Second Reading: _____

Adoption: _____

Ayes: _____

Nays: _____



City of Bay City

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www.ci.bay-city.or.us

City Manager Report – David McCall For November 2023

- Installation of the Wayfinding signs is complete, except the electric connections have not been made on the two LED signs (one at the entrance off Hwy 101 at 5th St, and one by the BCAC). Once the contractor has completed the electric connection, they will train us in how to operate them and change messages.
- Working with the BCEV and the TC4 groups.
 - Working to be part of a joint application for a Resilience Hub/Network grant application, in which most of the volunteer-run organizations in the county submit a unified, coordinated application.
- Contract regarding firefighters driving ambulance when needed is now with Adventist to see what they say.
- Work continues with architect on feasibility study and design concepts for a fire station. We should have a draft of the feasibility study by mid-December (in time for the Fire Committee to consider at their next meeting).
- Concrete for the sidewalk around the new restrooms/showers and the Hiker/Biker Campground. Concrete pad for lockers was poured, and lockers installed. Repair station was installed. We need to get some signage in place recognizing the contributions of OPRD, TCVA, and our TLT fund to complete the project. This next quarter will be the final report and close out these grants.
- Discussions with several partners (TEP, ODFW, ODF, TCVA, TBWC, etc.) about plans for Patterson Creek project, both replacing/removing culverts on 7th and 8th Streets and completion of the whole project.
 - Grant application submitted to OWEB for funding 7th & 8th Streets phase. OWEB has scheduled a site visit for January 10th.
 - Grant application submitted to NOAA for completing the project.
 - I'm also preparing a grant application for the whole completion to the Private Forest Accord Grant Program.These are lengthy applications, but if we're successful, it will have been worth it!
- Continue Mural Wall & Landscaping. Window coverings were installed. Bench donated by Dane Crossley arrived. Flagstone arrived. Now need to complete landscaping including bench to complete this project. New sidewalk is being installed now. Completion will likely be delayed until spring due to weather. 6-month progress report filed with the TLT Committee.
- AIM grant application submitted to fund Firewise Ambassador position and work was not awarded.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability, or familial status.



THE PEARL OF TILLAMOOK BAY

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- Working on a Continuity of Operations Plan (COOP), but hung up with DAS contracting. Trying to work with Oregon Emergency Management to obtain access to the new template.
- Cooperating with Garibaldi, Rockaway Beach, and Tillamook County Solid Waste on preparations for the Recycling Modernization Act rollout, since we have the same franchised collection company.
- Business license forms are available on our website. Direct outreach to businesses we know about will occur soon.
- Dog tags for 2024 have arrived and can be obtained from the office.
- The auditors sent a draft copy of the audit. We will be providing them with responses to their findings and should have the FY2023 audit ready for Council review and approval at the January 2024 meeting.
- Working on SPIRE grant applications – this will be a team effort!
- Constant oversight to ensure that delinquent customers continue to pay their outstanding utility bills.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability, or familial status.



Real-Time Risk



TIMELY NEWS AND TIPS TO HELP REDUCE RISK

November 2023

OREGON'S HIGHER COURTS END RECREATIONAL IMMUNITY FOR IMPROVED TRAILS

By Kirk Mylander, CIS General Counsel

On July 6, the Oregon Court of Appeals issued an opinion effectively ending recreational immunity for improved trails. Public and private landowners of improved trails are no longer protected from lawsuits. ([Fields v. City of Newport](#)).

Nicole Fields Falls While Walking With a Friend and their Dogs

In *Fields v. Newport* a woman was walking with her friend and their dogs on the beach. She walked away from the beach on an improved trail which was owned and maintained by the city of Newport. The woman came to a wooden footbridge that was wet. She slipped and fell, then filed a lawsuit against the City.

Ms. Fields' suit alleged the City was negligent in maintaining the bridge and not putting up warning signs. Newport responded that it was immune from suit because Fields was using the Ocean to Bay Trail for a recreational purpose, walking with a friend and their dogs while they talked and socialized.

• Oregon's recreational
• immunity provided liability
• protection to landowners
• who open their property
• for recreational activities,
• shielding them from certain
• lawsuits and claims related
• to injuries or accidents that
• occur on their land.

Continued on next page

Real-Time Risk

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The Trial Court Applied Recreational Immunity, Protecting Newport

The trial court agreed with the City, ruling that recreational immunity protects landowners from a lawsuit when they open their property to the public for recreational purposes without a fee. Because of recreational immunity the trial court granted summary judgment, which ended the case early in favor of Newport .

The trial court determined “there are no genuine issues of material fact in dispute” and that under state law, the plaintiff was “using the trail for recreational purposes” by “walking her dog on a trail to the beach with a friend,” and thus the City was entitled to recreational immunity from any liability.

Plaintiff Fields appealed the trial court’s ruling, arguing that the trial court could not conclude that her “**principal purpose**” (as required under state law) in walking on the trail was recreational as long as she claimed that the subjective intent in her mind was something else.

The Oregon Court of Appeals Strikes Down Recreational Immunity

The Oregon Court of Appeals decided that there is a factual dispute between Plaintiff Fields and the City as to whether her use of the trail was recreational, or whether her primary purpose was instead for “accessing the beach.” In other words, the Court of Appeals held that the trial court needed to hold a jury trial to determine whether the plaintiff’s principal purpose on the trail was accessing the beach, or to recreate while using the trail with a friend and their dogs while they “socialized.”

Either way, recreational immunity no longer stops a case at the beginning (an “immunity” from suit), because any plaintiff can claim their “principal purpose” was not to recreate.

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Real-Time Risk

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Local Governments Requested that the Oregon Supreme Court Restore Recreational Immunity — But the Court Refused to Hear the Case

The City of Newport asked the Oregon Supreme Court to overrule the Court of Appeals and restore recreational immunity. Other members of the local government community in Oregon also asked the Oregon Supreme Court to review the *Fields* case and reverse the Court of Appeals. The City of Medford, the League of Oregon Cities, the Association of Oregon Counties, the Special Districts Association of Oregon, and the Oregon Recreation and Park Association all joined Newport in asking the Oregon Supreme Court to reverse the Court of Appeals:

“A decision from the Oregon Supreme Court is necessary here. The Court of Appeals created an exception that swallows the rule by finding a question of fact exists on whether socializing with a friend, walking dogs, and enjoying a scenic trail to access the beach is recreational or not.”

The City asked the Supreme Court to reverse the Court of Appeals because of the damage the Court of Appeals opinion will have on the public’s access to recreational land. If the Court of Appeals opinion were to stand, the City argued, then “Landowners must decide if making their land available for recreational purposes is worth the risk of effectively losing access to the immunity by having to litigate through trial whatever subjective beliefs an injured plaintiff asserts their principal purpose was.”

Unfortunately, that is where things stand today. On Oct. 5, 2023, the Oregon Supreme Court officially declined to review the Court of Appeals’ decision in *Fields*. This action, called “review denied” functions as a de facto endorsement by the Oregon Supreme Court of the Oregon Court of Appeals’ decision striking down recreational immunity.

At the heart of the dispute is whether a trial court can decide at the beginning of a case whether or not a plaintiff’s “primary purpose” when entering land was recreational or not recreational.

Subjective Intent is Too Subjective for Recreational Immunity to Function as the Legislature Intended

The Court of Appeals did not base its decision on what *Fields* was actually doing on the City of Newport’s trail. Instead, the Court of Appeals turned to a dictionary for assistance with the word “walking.”

The Court of Appeals found that walking with a dog could sometimes be a recreational activity, but was not necessarily always a recreational activity. The Court of Appeals said that even when walking and socializing, *Fields*’ “principal purpose” could have been “to go to and from the beach” which the Court did not consider to be recreational.



*The Oregon Supreme Court Building,
Gary Halvorson/Oregon State Archives*



Real-Time Risk

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If, the Court reasoned, Fields was thinking that her “principal purpose” was to “access” the beach where she would begin to “recreate” with her dog and her friend, then recreational immunity does not protect the City (or any landowner). The key, according to the Oregon Court of Appeals, is the plaintiff’s subjective intent ***not her objective activities at the time.***

Unless the Legislature steps in, from now on when a person using the city’s path claims that their subjective intent was not primarily to recreate, then recreational immunity does not apply at the beginning of a suit. Instead, the municipality (or private landowner) will have to defend the lawsuit all the way through a jury trial, so the jury can decide what the plaintiff was thinking about their “primary intent.”

Legally, this transforms recreational “immunity” from a legal rule that stops a lawsuit at the outset, and turns it into a defense that a city, county, school district, or private landowner can only try to use at trial. Recreational immunity is no longer a true immunity.

Is Anything Left of Recreational Immunity?

The protection from lawsuits that landowners relied on in deciding to open their land to the public is now likely gone for all trails. It may be gone for any property that someone can claim they “were just passing through”.

The Oregon Court of Appeals and Oregon Supreme Court have repeatedly issued rulings that have the effect of striking down some, or all, of the Legislature’s recreational immunity statute. The good news, though, is that the Oregon Legislature has repeatedly stood behind Oregon’s policy of encouraging private and public landowners to open their property to the public for recreational activities like hiking, mountain biking, kayaking, hunting, fishing, rock climbing, and accessing the beautiful coastline.

Once again, the League of Oregon Cities and the Association of Oregon Counties are ready to bring a bill to the Legislature in 2024 to restore recreational immunity. But the support of individuals and local governments is needed. The people of Oregon who enjoy recreational access to a wide range of properties, especially including trails to access climbing areas, the coast, rivers, streams and lakes, need to contact their local legislator and their local city or county officials to express their desire to restore recreational immunity.

Your CIS risk management consultant is available to assist you as you plan, evaluate, and mitigate the heightened risk as a result of the *Fields v. City of Newport* ruling.

Visit CIS’ Recreational Immunity FAQ at cisoregon.org/Reclmmunity for more information.



Real-Time Risk

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RECOMMENDATIONS FOR CITIES AND COUNTIES

1. **Improved trails that are used to access a recreational area should be closed.** This especially includes trails, walkways and stairs used to access bodies of water, such as the ocean, lakes, rivers, streams and reservoirs.
2. **Consider closing unimproved trails,** because the subjective intent of the user can now nullify recreational immunity, which means if someone is injured on an unimproved trail, the city or county may find itself facing a costly jury trial to determine the injured person's intent in using the trail.
3. **Speak with your City Attorney or County Counsel** about how *Fields v. Newport* could negatively affect your other recreational offerings to the public. For instance, someone who trips in a park can now say their primary purpose in using the park was not recreation, but rather they were simply passing through the park to access some other area in your jurisdiction.
4. **Download and utilize this audit** for property you decide to leave open because it is not conducive to a claim from someone "just passing through", to ensure your facility is protected as much as possible from liability claims.
 - a. Consider requiring people to sign a form affirming they are using the property only for recreational purposes if your organization can afford to post someone at that location (at a skate park, for example).
5. **Contact your legislator** and any of the following organizations you are affiliated with: the League of Oregon Cities, the Association of Oregon Counties, the Special Districts Association of Oregon, or the Oregon Recreation and Park Association; express your desire to keep property free and open to everyone in Oregon for recreational activities.

If you have any questions, please contact your Risk Management Consultant:

Northwest Oregon Coast and Columbia River Gorge

Margaret Ryan
mryan@cisoregon.org

Willamette Valley and Central Coast

Katie Durfee
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Southern and Central Oregon

Laurie Olson
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BAY CITY FIRE AND RESCUE

Fire Chief Alan Christensen
9390 4th St | PO Box 3309 | Bay City, OR 97107

Email: firedept@ci.bay-city.or.us
Phone: [\(503\) 377-0233](tel:(503)377-0233)

Fire Department Report – November 2023

Administratively – November was a busy month. This started with a big push towards fire training and certifications for our hard-working volunteer firefighters. The volunteer firefighters are the backbone of Bay City Fire and Rescue. A new patch design has been ordered, with the full support of the volunteer fire fighters association. Bay City Public Works has been working to assist the fire department on our ability to train by creating a location for training and providing cleanup for the location. Big thanks to public works for all their assistance. The volunteer fire fighters have moved their volunteer firefighter's association meeting to be the first drill night of the month to make better use of time. 2 more building permits were signed.

Volunteers: Bay City Fire and Rescue responded to 28 Calls for Service: 13 Medical, 2 Fire Alarm, 1 lift assist, 1 Burn Complaint, 11 Mutual aid (7 Structure Fires, 1 Auto Alarm, 3 ST Coverage). Department Members completed over 125 Hours of Training, consisting of both Station Drills, Online Training, and Specialty classes. Members spent over 149 hours responding to calls for service in the month of September. The volunteer Officers spent 180 hours total providing duty coverage for the City of Bay City. This is helping to ensure the continues ability of the Fire Department to respond to calls for service 24/7. We currently have 2.5 Full time paid staff, and 21 volunteers.

Operations – Bay City Fire and Rescue worked seamlessly alongside Tillamook Fire on two Structure Fires in the same week. The first fire we assisted with fire suppression, water supply, salvage/overhaul, and rehab operations. The second fire we provided incident command, assisted with fire attack, salvage/overhaul, and fire investigation. Fire Fighter Evan Saindon has been working to learn more about the programing of our radios and was able to program the last two new radios that arrived in the middle of the month. This has been a big lift as many agencies send their radios away for programing. The new turnout gear that was put into service last month is functioning perfectly. E41 and E42 where pump tested and passed. All hose and ladders were tested and passed.

Alan Christensen, Interim Fire Chief

Water

- Work continues on the Well #3 project. Floor and CMU block walls around chlorine tank is complete. Due to flooding no work was completed the week of Dec 4th. Piping tying the 3 wells together in the bigger building expected to start soon.
- 12 water taps/meters were installed for the 12 duplexes across from the Art Center.

Wastewater

- Work at the new sewer lift station is still awaiting the control panel to arrive. Due to illness at the control panel facility, parts have been moved back to deliver the end of December.
- Overflow pump at headworks building was a very nice item to have in place on December 5th, the pump ran for 15.3 hours at roughly 1000 gallons a minute diverting water to the ponds, the WWTP couldn't process all of the incoming flows. The pump had ran for a couple hours before anybody got to work and verified the need on the 5th. Years past crew would have had to come in afterhours, and manually set up a pump and man it. This storm had the largest impact since I have been working at Bay City in 3 years.
- Some signage was installed near the RV Dump Site.

Parks

- Concrete sidewalks have been completed around the campground shower/bathrooms. Some landscaping was done to blend in the sidewalks to the existing ground.
- The bicycle repair stand has been installed at the bike kiosk in the campground.
- Only one graffiti incidence occurred in the last month in the bathrooms at Al Griffin.

Other

- The culvert replaced on 11th Street near Main last month, had no water backing up on December 5th flooding and overflowing the street as in the past. Successful project.
- Mowing was done in several parts of town.

Floor for Chlorine Storage room at Wells



Walls for Chlorine Storage at Wells



New valves at wells, fire hydrant was installed on valve to right



Road to Wells on December 5th, 2023 (Flooded)



Access to wells flooded on December 5, 2023, access road to the left, Kilchis River is to the Right





City of Bay City

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BAY CITY PLANNING DEPARTMENT MONTHLY REPORT **FOR NOVEMBER 2023**

1. Zoning Permit (2)

- a. Single Family Dwelling – 9160 8th Street – SFD/Grading & Erosion Control
- b. Single Family Dwelling – 5485 Main Street – SFD/Grading & Erosion Control

2. Public Works Permit (2)

- a. Single Family Dwelling – 9160 8th Street
- b. Single Family Dwelling – 5485 Main Street

3. Specific Tax Lot Questions/Inquiries/and Other Correspondences (counter, phone or email)

- Code Changes (23 inquiries);
- Requirements for redevelopment at 10220 7th (6 Inquiries);
- Development Requirements and Permit Review for property at 9160 8th Street (5 inquiries);
- Permit and Development Requirements for vacant property at Main Street (4 inquiries);
- Permit Submittal for property on Main Street (4 inquiries);
- Development Requirements for vacant property at Clam and Hare (3 inquiries);
- Development Requirements for property on Sunnyside (2 inquiries);
- Development Requirements for property at 7845 Warren (2 inquiries);
- Road Approach Permit Review for property at 6940 Seattle (2 inquiries);
- Remodel Repair and Permit process for property at 5515 Pacific (2 inquiries);
- Development Requirements for property at Lot 13 Bay Ridge;
- Combination of Lots at 9th and C Street;
- Permit Clarification at 5535 Hayes Oyster Drive;
- Development Requirements for property at 6880 Baseline;
- Address Correction for 9555 9th Street;
- Redevelopment onsite for property at 6270 Tillamook;
- Vacation Rental for property at 8975 8th;
- Lighting and Signs;
- ADA Accessible Units for property on Hobsonville Point Road;
- SB 406 questions;
- Permits for property at 8th and D;
- Accessory Office for Sheltered Nook;
- Smoke stack limitation at The Smoker;
- Development Requirements for vacant property at 7th and A (3 inquiries);
- Potential ROW Vacation for property at 9900 8th place;
- Accessory Structure for property at 9280 9th Street;
- Tree Removal Permit for property on 12th Street;
- Remodel and Repair for property at 6270 Tillamook;
- Development Requirements for vacant property at Hendricks and Hobsonville;
- Development for property at 7th/8th & A;
- Development Requirements for property at 14th and Seattle;
- Permit Requirements for property at 5850 Main; and
- Development Requirements for vacant property at 3rd and Hendricks.

4. Meetings involving Planning Department

- November 2nd – Housing Commission Meeting;
– City/County SB 406 Prep Meeting;
- November 3rd – North Coast Region 1 Small Cities Meeting,
- November 8th – Fall Coastal Planners Forum,
- November 14th – Meeting with Rachel Christianson, 10220 7th Street re: development;
- November 15th – Planning Commission Hearing;
- November 16th – Biweekly LOC/OCPDA Housing Development Policy Coord. Meeting;
- November 20th – Meeting with Gary and Hilde Frey, 8th and C re: accessory development;
- November 21st – Meeting with Laura Buhl, DLCDC re: TGM Code Updates;
- November 22nd – Meeting with Laura Buhl, DLCDC re: TGM Code Update;
- November 28th – City/County Monthly Meeting;
- November 29th – State Housing Needs Rule-making Advisory Committee Meeting;
- November 29th – Urban Forestry Presentation;
- November 30th – Planning Services Meeting with City of Wheeler;
- November 30th – Biweekly LOC/OCPDA Housing Development Policy Coordination

5. Counterwork

- Permitting, Land Use and public facility questions at counter (17);
- Permit submittals at counter (2 Zoning Permits, 2 Public Works Permits);
- Water Bill payment drop-offs +



**COME & JOIN US
FOR THE
CITY OF BAY CITY
PORCH PARADE,
CAR AND HOUSE DECORATING
CONTEST!**

December 16th, 2023

**STAGING WILL BEGIN AT 5:00PM
AT AL GRIFFIN MEMORIAL PARK
AT THE CORNER OF 4TH AND TRADE ST.**

**FOLLOWED BY HOT COCOA
AT THE BAY CITY
FIRE DEPARTMENT**

**Prize for best car
decorations**

**1st place - \$75
2nd place - \$50
3rd place - \$25**

**Prize for best house
decorations**

**1st place - \$100
2nd place - \$75
3rd place - \$50**

**Decorated houses must
register at
Bay City - City Hall**



BAY CITY COUNCIL WORKSHOP

November 13, 2023

5:30 P.M.

Members Present: Councilor Tom Imhoff, Councilor Jason Hovey, Councilor Melissa Rondeau, Councilor Anthony Boatman.

Members Absent: Interim Mayor Kathy Baker – Councilor Josi filled in as Interim Mayor for the workshop.

Staff Present: City Manager David McCall, Public Works Director Roy Markee, City Recorder Lindsey Gann, Interim Fire Chief Alan Christensen.

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

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

Resident Greg Sweeney requested assistance from the city in informing a neighbor that their RV generator noise is bothering neighbors. Wanting to see if the neighbor could connect to power or have restricted hours for the generator. Public Works Director Markee stated he would speak with the resident.

Resident Cathy Manis addressed the council suggesting that a dog area be placed next to the new RV dump station. Director Markee will look into it.

C. Committee, Department, and Staff Reports

City Manager McCall requested council move ahead on the agenda new business item D: Approval to sign an Overhead-Underground Easement for Tillamook People's Utility District to provide electric service to a neighboring property.

Public works director Markee explained the need for power being placed at the reservoirs and well area on Kilchis Forest Road. There is also a property owner needing power to their property and is requesting an easement for utilities. Joanna Stelzig from PUD spoke regarding the easement. Joanna will have the customer contact City Manager McCall to discuss the easement. Councilor Imhoff asked who holds and enforces the easement, PUD explained that they would hold and enforce the easement if necessary.

- a. City Manager – Manager McCall gave the report, copy in packet.
- b. Finance Department – No report
- c. Fire Department – Fire Chief Christensen gave the report, copy in packet.

- d. Fire Committee Report – Resident Pat Vining provided a report.
- e. Public Works – Public Works Director Markee gave the report, copy in packet.
- f. Emergency Preparedness,
 - i. Next meeting Monday November 20, 2023, 5:30 pm at Ad Montgomery Community Hall
City Manager McCall gave the report, copy in packet.
- g. Planning Department,
 - 1. Next Planning Commission – November 15, 2023, 5:30 pm
City Manager McCall gave the report, copy in packet.
- h. TLT Committee Report
Committee chair Greg Sweeney provided the council with an update on past awarded grants. The committee has requested final reports, receipts and refunds from past awarded grantees. The committee has received pushback from one grantee regarding the return of unused funds. The committee is requesting guidance from the council on how to proceed.

D. Minutes

- a. Council Workshop – October 9, 2023
- b. Regular Council Meeting – October 10, 2023

E. Treasurers Report

F. Bills against the City

G. Unfinished Business

H. New Business

- a. TLT Committee recommendations

Committee Chair Greg Sweeney gave an update to the council about the program. The committee received one application from the Bay City Boosters for \$525.00 to purchase new Christmas lights for the city. Recommendation from the committee to approve the application.

- b. Approval to sign DEQ Agreement #025-24 for an Overflow Sewer and Stormwater Grant for \$323,200 for the Patterson Creek Culvert Replacement Project.

City manager McCall gave a summary of the agreement, a copy of the agreement is in the packet. Requesting approval for signing the contract provided no significant changes.

- c. Approval to sign Grant Agreement WPG-D-0010-23 for \$225,000 for Earthquake Isolation Valves with the State of Oregon, Oregon Water Resources Department

City manager McCall gave a summary of the agreement, a copy of the agreement is in the packet. Requesting approval from the council to sign the agreement.

- d. Approval to sign an Overhead-Underground Easement for Tillamook People's Utility District to provide electric service to a neighboring property – **Moved ahead on the agenda.**

- e. Resolution 2023-027 adopting a Deferred Improvements Policy

City manager McCall provided a summary of the policy. Policy would be used during times when construction improvements need to be postponed. Residents would be required to make a 125% deposit of the engineered estimate for improvement. Deposit could be made by bond or cash/check payment. Deferment would allow the resident 9 months to complete.

Councilor Imhoff suggested adding "or as approved by council" for those deferments that may require longer than 9 months to complete.

- f. Approval to sell surplus equipment

Fire Chief Christensen explained that the Fire Department has a fire truck that they would like to sell. Requesting approval from council to advertise the vehicle for a sealed bid auction with a minimum bid of \$35,000.

- I. Mayor's Presentation
- J. Council Presentation
- K. Attorney Presentation

Tim Josi, Acting Chair

Lindsey Gann, City Recorder

BAY CITY COUNCIL MEETING

November 14, 2023

6:00 P.M.

Members Present: Interim Mayor Kathy Baker, Councilor Tom Imhoff, Councilor Jason Hovey, Councilor Melissa Rondeau, Councilor Anthony Boatman.

Staff Present: City Manager David McCall, Public Works Director Markee, City Recorder Lindsey Gann, Interim Fire Chief Alan Christensen.

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

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

C. Committee, Department, and Staff Reports

- a. City Manager – City Manager McCall gave the report, a copy is in the packet.
- b. Finance Department – No report
- c. Fire Department – Fire Chief Christensen gave the report at the council workshop, nothing further to add. A copy of the report is in the packet.
- d. Fire Committee Report – Committee member Vining gave the report at the council workshop, nothing further to add.
- e. Public Works – Public Works Director Markee gave the report, a copy is in the packet.
- f. Emergency Preparedness,
 - i. Next meeting Monday November 20, 2023, 5:30 pm at Ad Montgomery Community Hall
City Manager McCall gave the report, a copy is in the packet.
- g. Planning Department,
 1. Next Planning Commission – November 15, 2023, 5:30 pm
City Manager McCall gave the report, a copy is in the packet.
- h. TLT Committee Report
Committee President Sweeney gave an update to the council on past grants and reporting. Requesting guidance from the council on how to proceed with grants that are disputing the request to return funds.
City Manger McCall stated he would get further information from the grantee and will provide the council with an update.

D. Minutes

- a. Council Workshop – October 9, 2023

b. Regular Council Meeting – October 10, 2023

Motion by Councilor Josi to approve, seconded by Councilor Boatman.

Motion passes 6-0

E. Treasurers Report

F. Bills against the City

Motion by Councilor Boatman to approve, seconded by Councilor Rondeau.

Motion passes 6-0

G. Unfinished Business

H. New Business

a. TLT Committee recommendations

TLT received one application for a grant for the Bay City Boosters for Christmas lights for the city. Recommended approval from the TLT Committee.

Motion by Councilor Josi to approve, seconded by Councilor Imhoff

Motion passes 6-0

b. Approval to sign DEQ Agreement #025-24 for an Overflow Sewer and Stormwater Grant for \$323,200 for the Patterson Creek Culvert Replacement Project

City Manager McCall gave an overview of the agreement.

Motion by Councilor Hovey for Public works Director Markee to sign the agreement provided no significant changes, seconded by Councilor Rondeau.

Motion passes 6-0

c. Approval to sign Grant Agreement WPG-D-0010-23 for \$225,000 for Earthquake Isolation Valves with the State of Oregon, Oregon Water Resources Department

City Manager McCall gave an overview of the agreement.

Motion by Councilor Boatman to allow City Manager McCall and Public Works Director Markee to sign the agreement. Seconded by Councilor Hovey.

Motion passes 6-0

d. Approval to sign an Overhead-Underground Easement for Tillamook People's Utility District to provide electric service to a neighboring property

Discussion was held at the council workshop regarding the proposed easement. City Manager McCall suggested tabling the request until the

December meeting to allow staff time to review the request. Consensus from council to table until the December meeting.

e. Resolution 2023-027 adopting a Deferred Improvements Policy

City manager McCall provided an overview of the deferred improvement policy at the council workshop.

Motion by Councilor Rondeau to approve the resolution, seconded by Councilor Baker. Councilor Imhoff recused himself from the vote.

Motion passes 5-0 with Councilor Imhoff recused.

f. Approval to sell surplus equipment

Fire Chief Christensen is requesting approval to sell surplus fire truck by sealed bid with a minimum bid of \$35,000.

Motion by Councilor Baker to approve, seconded by Councilor Boatman.

Motion passes 6-0

I. Mayor's Presentation

J. Council Presentation

K. Attorney Presentation

Meeting adjourned at 6:42 pm

Kathy Baker, Interim Mayor

Lindsey Gann, City Recorder

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For General Fund (100)
 For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Non-Departmental Revenues					
100-00-4005 Property Taxes - Current	\$ 0.00	\$ 0.00	\$ 249,337.00	\$ 0.00	\$ 249,337.00
100-00-4010 Property Taxes - Prior Years	0.00	0.00	7,000.00	0.00	7,000.00
100-00-4105 Liquor Tax	0.00	2,964.33	30,800.00	12,572.30	18,227.70
100-00-4110 Cigarette Tax	0.00	192.90	1,150.00	575.38	574.62
100-00-4205 Licenses	0.00	100.00	2,500.00	300.00	2,200.00
100-00-4210 Dog Licenses/Fines	0.00	0.00	150.00	20.00	130.00
100-00-4305 Franchise Fees	0.00	6,961.10	45,000.00	21,970.83	23,029.17
100-00-4510 State Revenue Sharing	0.00	4,923.93	20,000.00	9,527.07	10,472.93
100-00-4605 Hall Rental	0.00	400.00	1,000.00	800.00	200.00
100-00-4650 Transient Lodging Tax	0.00	3,640.61	30,000.00	20,238.85	9,761.15
100-00-4800 Miscellaneous	0.00	67,713.71	32,303.00	327,705.01	(295,402.01)
100-00-4805 Earnings on Investments	0.00	0.00	2,000.00	0.00	2,000.00
100-00-4990 Beginning Fund Balance	0.00	0.00	115,000.00	0.00	115,000.00
Total Non-Departmental Revenues	0.00	86,896.58	536,240.00	393,709.44	142,530.56
Fire Revenues					
100-30-4005 Property Taxes - Current	0.00	0.00	291,900.00	0.00	291,900.00
100-30-4010 Property Taxes - Prior Years	0.00	0.00	1,500.00	0.00	1,500.00
100-30-4420 State Grants	0.00	0.00	35,000.00	35,000.00	0.00
100-30-4800 Miscellaneous	0.00	0.00	2,000.00	51,234.72	(49,234.72)
100-30-4805 Earnings on Investments	0.00	0.00	1,200.00	0.00	1,200.00
100-30-4930 Transfers In	0.00	0.00	129,655.00	0.00	129,655.00
100-30-4990 Beginning Fund Balance	0.00	0.00	30,000.00	0.00	30,000.00
Total Fire Revenues	0.00	0.00	491,255.00	86,234.72	405,020.28
Recreation Revenues					
100-50-4420 State Grants	0.00	0.00	318,000.00	45,427.97	272,572.03
100-50-4430 Local Grants	0.00	0.00	75,000.00	7,297.08	67,702.92
100-50-4630 Park Camping	0.00	250.00	6,500.00	5,542.00	958.00
Total Recreation Revenues	0.00	250.00	399,500.00	58,267.05	341,232.95
Transient Lodging Tax Revenues					
100-60-4650 Transient Lodging Tax	0.00	12,005.68	65,000.00	50,943.42	14,056.58
100-60-4990 Beginning Fund Balance	0.00	0.00	100,000.00	0.00	100,000.00
Total Transient Lodging Tax Revenues	0.00	12,005.68	165,000.00	50,943.42	114,056.58
Planning Revenues					
100-70-4310 Planning Fees	0.00	30,525.00	7,500.00	32,650.00	(25,150.00)
100-70-4315 Land Use Fees	0.00	125.00	4,000.00	375.00	3,625.00
Total Planning Revenues	0.00	30,650.00	11,500.00	33,025.00	(21,525.00)
Total General Fund Revenues	\$ 0.00	\$ 129,802.26	\$ 1,603,495.00	\$ 622,179.63	\$ 981,315.37

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

12/5/2023 12:53pm

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Revised Budget
For General Fund (100)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Expenditures					
Administration Expenditures					
100-10-5105 Full-Time Employees - Regular	\$ 0.00	\$ 11,504.42	\$ 117,500.00	\$ 60,089.07	\$ 57,410.93
100-10-5205 Employer FICA Taxes	0.00	876.60	9,000.00	2,176.59	\$ 6,823.41
100-10-5210 Unemployment Insurance	0.00	11.44	1,300.00	72.68	\$ 1,227.32
100-10-5215 Workers' Compensation Insurance	0.00	3.56	1,000.00	521.44	\$ 478.56
100-10-5305 Employer PERS Contributions	0.00	1,967.26	25,600.00	10,432.13	\$ 15,167.87
100-10-5405 Health Insurance	0.00	2,399.58	40,000.00	13,091.79	\$ 26,908.21
100-10-5415 Life Insurance	0.00	17.74	300.00	101.89	\$ 198.11
100-10-6105 Office Supplies & Equipment	0.00	708.76	6,000.00	5,162.80	\$ 837.20
100-10-6290 Other Professional Fees	0.00	0.00	8,000.00	386.59	\$ 7,613.41
100-10-6305 Building Repairs & Maintenance	0.00	71.13	5,000.00	432.81	\$ 4,567.19
100-10-6311 Contracted Ground Maintenance	0.00	1,123.34	6,000.00	1,775.84	\$ 4,224.16
100-10-6405 Dues & Subscriptions	0.00	1,045.68	5,000.00	4,339.18	\$ 660.82
100-10-6410 Training	0.00	0.00	6,000.00	787.96	\$ 5,212.04
100-10-6605 Electricity	0.00	264.88	5,000.00	1,203.41	\$ 3,796.59
100-10-6620 Telecommunications	0.00	430.25	3,500.00	1,726.28	\$ 1,773.72
100-10-6700 Insurance	0.00	0.00	10,000.00	11,774.79	\$ (1,774.79)
100-10-6825 Advertising/Publishing	0.00	0.00	5,000.00	751.25	\$ 4,248.75
100-10-6830 Janitorial Services	0.00	0.00	6,000.00	2,265.00	\$ 3,735.00
100-10-6850 Dog Licenses/Catching	0.00	0.00	150.00	0.00	\$ 150.00
100-10-6860 Computers/Software/Services	0.00	492.24	21,500.00	10,971.72	\$ 10,528.28
100-10-6870 Pre-Hazard Preparedness	0.00	750.00	22,528.00	22,618.72	\$ (90.72)
100-10-6880 Ordinance Enforcement	0.00	0.00	1,000.00	0.00	\$ 1,000.00
100-10-6990 Other Miscellaneous Expenses	0.00	0.00	22,775.00	0.00	\$ 22,775.00
Total Administration Expenditures	0.00	21,666.88	328,153.00	150,681.94	177,471.06
Fire Expenditures					
100-30-5105 Full-Time Employees - Regular	0.00	11,664.11	165,500.00	59,099.66	\$ 106,400.34
100-30-5115 Part-Time Employees	0.00	654.25	35,000.00	39,468.78	\$ (4,468.78)
100-30-5118 Volunteer Stipends	0.00	1,722.50	30,000.00	11,157.50	\$ 18,842.50
100-30-5205 Employer FICA Taxes	0.00	1,069.92	16,500.00	8,476.43	\$ 8,023.57
100-30-5210 Unemployment Insurance	0.00	13.99	2,250.00	108.98	\$ 2,141.02
100-30-5215 Workers' Compensation Insurance	0.00	6.03	2,000.00	550.46	\$ 1,449.54
100-30-5305 Employer PERS Contributions	0.00	1,869.37	41,500.00	9,404.38	\$ 32,095.62
100-30-5405 Health Insurance	0.00	2,759.68	60,000.00	13,817.98	\$ 46,182.02
100-30-5415 Life Insurance	0.00	7.00	300.00	34.98	\$ 265.02
100-30-5420 Disability Insurance	0.00	0.00	3,500.00	1,500.00	\$ 2,000.00
100-30-6105 Office Supplies & Equipment	0.00	0.00	4,000.00	1,973.97	\$ 2,026.03
100-30-6115 First Aid Supplies	0.00	0.00	4,000.00	4,147.79	\$ (147.79)
100-30-6140 Fuel/Lubes/Etc.	0.00	1,489.65	7,000.00	6,216.19	\$ 783.81
100-30-6205 Accounting & Auditing	0.00	500.00	500.00	500.00	\$ 0.00
100-30-6220 Legal Fees	0.00	821.75	2,000.00	4,111.00	\$ (2,111.00)
100-30-6290 Other Professional Fees	0.00	0.00	2,000.00	9,350.00	\$ (7,350.00)
100-30-6305 Building Repairs & Maintenance	0.00	61.24	1,000.00	3,369.33	\$ (2,369.33)
100-30-6340 Radios & Radio Repair	0.00	5,250.28	2,500.00	6,288.03	\$ (3,788.03)
100-30-6345 Operational Equipment & Repairs	0.00	7,764.94	20,000.00	27,760.33	\$ (7,760.33)
100-30-6350 Personal Protective Equipment	0.00	28,165.07	13,000.00	38,932.64	\$ (25,932.64)

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

12/5/2023 12:53pm

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Revised Budget
For General Fund (100)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
100-30-6405 Dues & Subscriptions	0.00	200.00	6,000.00	4,267.84	\$ 1,732.16
100-30-6410 Training	0.00	0.00	5,000.00	4,568.53	\$ 431.47
100-30-6605 Electricity	0.00	302.09	5,000.00	1,179.21	\$ 3,820.79
100-30-6620 Telecommunications	0.00	522.20	4,000.00	1,816.99	\$ 2,183.01
100-30-6700 Insurance	0.00	0.00	18,000.00	19,000.00	\$ (1,000.00)
100-30-6830 Janitorial Services	0.00	0.00	0.00	337.99	\$ 0.00
100-30-6840 Printing & Copying	0.00	0.00	300.00	44.85	\$ 255.15
100-30-6860 Computers/Software/Services	0.00	95.75	6,000.00	1,813.75	\$ 4,186.25
100-30-6990 Other Miscellaneous Expenses	0.00	314.74	9,405.00	13,256.97	\$ (3,851.97)
100-30-8400 Machinery & Equipment	0.00	231.78	0.00	45,090.76	\$ 0.00
100-30-9400 Transfer to Capital Projects Funds	0.00	0.00	25,000.00	0.00	\$ 25,000.00
Total Fire Expenditures	0.00	65,486.34	491,255.00	337,645.32	153,609.68
Recreation Expenditures					
100-50-5105 Full-Time Employees - Regular	0.00	1,965.54	25,500.00	9,677.19	\$ 15,822.81
100-50-5205 Employer FICA Taxes	0.00	149.80	2,000.00	849.31	\$ 1,150.69
100-50-5210 Unemployment Insurance	0.00	1.96	275.00	9.29	\$ 265.71
100-50-5215 Workers' Compensation Insurance	0.00	0.62	700.00	202.92	\$ 497.08
100-50-5305 Employer PERS Contributions	0.00	301.76	5,500.00	1,523.93	\$ 3,976.07
100-50-5405 Health Insurance	0.00	570.94	7,700.00	2,679.10	\$ 5,020.90
100-50-5415 Life Insurance	0.00	2.64	100.00	12.38	\$ 87.62
100-50-6145 Tourism	0.00	0.00	650.00	135.52	\$ 514.48
100-50-6190 Other Supplies	0.00	579.51	5,000.00	2,210.52	\$ 2,789.48
100-50-6305 Building Repairs & Maintenance	0.00	61.24	3,000.00	1,132.73	\$ 1,867.27
100-50-6310 Grounds Maintenance	0.00	0.00	40.00	501.63	\$ (461.63)
100-50-6311 Contracted Ground Maintenance	0.00	1,123.34	15,000.00	9,252.63	\$ 5,747.37
100-50-6605 Electricity	0.00	199.32	2,000.00	829.08	\$ 1,170.92
100-50-6995 Feasibility Studies / Projects	0.00	0.00	2,000.00	4,322.56	\$ (2,322.56)
100-50-8200 Buildings & Equipment	0.00	0.00	5,000.00	0.00	\$ 5,000.00
100-50-8300 Improvements Other Than Buildings	0.00	8,450.33	318,000.00	295,265.26	\$ 22,734.74
Total Recreation Expenditures	0.00	13,407.00	392,465.00	328,604.05	63,860.95
Transient Lodging Tax Expenditures					
100-60-6145 Tourism	0.00	0.00	165,000.00	73,286.00	\$ 91,714.00
Total Transient Lodging Tax Expenditures	0.00	0.00	165,000.00	73,286.00	91,714.00
Planning Expenditures					
100-70-6215 Engineering Fees	0.00	0.00	2,000.00	0.00	\$ 2,000.00
100-70-6220 Legal Fees	0.00	0.00	5,000.00	188.00	\$ 4,812.00
100-70-6240 Comprehensive Planning	0.00	0.00	5,000.00	500.71	\$ 4,499.29
100-70-6290 Other Professional Fees	0.00	226.30	5,000.00	226.30	\$ 4,773.70
100-70-6410 Training	0.00	0.00	3,000.00	1,498.00	\$ 1,502.00
100-70-6865 Building Inspector/Inspections	0.00	442.43	500.00	442.43	\$ 57.57
Total Planning Expenditures	0.00	668.73	20,500.00	2,855.44	17,644.56
General Service Expenditures					
100-90-6205 Accounting & Auditing	0.00	500.00	5,000.00	500.00	\$ 4,500.00
100-90-6220 Legal Fees	0.00	2,667.50	30,000.00	4,721.50	\$ 25,278.50
100-90-6805 Mayor	0.00	0.00	3,500.00	366.00	\$ 3,134.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For General Fund (100)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
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	129,655.00	0.00	\$ 129,655.00
100-90-9800 Contingency	0.00	0.00	36,467.00	0.00	\$ 36,467.00
Total General Service Expenditures	0.00	3,167.50	206,122.00	5,587.50	200,534.50
Total General Fund Expenditures	\$ 0.00	\$ 104,396.45	\$ 1,603,495.00	\$ 898,660.25	\$ 704,834.75
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ 25,405.81	\$ 0.00	(276,480.62)	\$ 0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Street and Road Fund (200)
 For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Non-Departmental Revenues					
200-00-4115 State Highway Tax	\$ 0.00	\$ 9,382.36	\$ 113,000.00	\$ 49,446.91	\$ 63,553.09
200-00-4420 State Grants	0.00	0.00	250,000.00	232,784.91	\$ 17,215.09
200-00-4800 Miscellaneous	0.00	0.00	0.00	4,126.17	\$ 0.00
200-00-4930 Transfers In	0.00	0.00	179,000.00	0.00	\$ 179,000.00
200-00-4990 Beginning Fund Balance	0.00	0.00	63,500.00	0.00	\$ 63,500.00
Total Non-Departmental Revenues	0.00	9,382.36	605,500.00	286,357.99	319,142.01
Total Street and Road Fund Revenues	\$ 0.00	\$ 9,382.36	\$ 605,500.00	\$ 286,357.99	\$ 319,142.01

Expenditures

Non-Departmental Expenditures					
200-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 6,985.42	\$ 82,500.00	\$ 35,983.25	\$ 46,516.75
200-00-5205 Employer FICA Taxes	0.00	532.26	6,500.00	3,524.32	\$ 2,975.68
200-00-5210 Unemployment Insurance	0.00	6.98	1,000.00	33.39	\$ 966.61
200-00-5215 Workers' Compensation Insurance	0.00	2.42	2,500.00	511.48	\$ 1,988.52
200-00-5305 Employer PERS Contributions	0.00	998.70	18,000.00	5,392.15	\$ 12,607.85
200-00-5405 Health Insurance	0.00	1,963.86	28,000.00	9,399.70	\$ 18,600.30
200-00-5415 Life Insurance	0.00	9.34	150.00	45.09	\$ 104.91
200-00-6105 Office Supplies & Equipment	0.00	0.00	500.00	497.97	\$ 2.03
200-00-6125 Shop Supplies & Small Tools	0.00	0.00	1,100.00	828.81	\$ 271.19
200-00-6140 Fuel/Lubes/Etc.	0.00	0.00	2,000.00	0.00	\$ 2,000.00
200-00-6205 Accounting & Auditing	0.00	500.00	1,000.00	500.00	\$ 500.00
200-00-6215 Engineering Fees	0.00	0.00	5,000.00	0.00	\$ 5,000.00
200-00-6220 Legal Fees	0.00	141.00	5,000.00	3,765.50	\$ 1,234.50
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	5,000.00	0.00	\$ 5,000.00
200-00-6315 Street Repairs & Maintenance	0.00	0.00	30,000.00	5,876.94	\$ 24,123.06
200-00-6335 Vehicle Repairs & Maintenance	0.00	0.00	3,000.00	1,872.56	\$ 1,127.44
200-00-6350 Personal Protective Equipment	0.00	0.00	1,500.00	0.00	\$ 1,500.00
200-00-6390 Other Repairs & Maintenance	0.00	0.00	7,500.00	0.00	\$ 7,500.00
200-00-6405 Dues & Subscriptions	0.00	100.00	0.00	100.00	\$ 0.00
200-00-6410 Training	0.00	0.00	2,000.00	0.00	\$ 2,000.00
200-00-6605 Electricity	0.00	676.00	12,000.00	3,392.26	\$ 8,607.74
200-00-6700 Insurance	0.00	0.00	5,000.00	6,000.00	\$ (1,000.00)
200-00-6860 Computers/Software/Services	0.00	0.00	2,000.00	500.00	\$ 1,500.00
200-00-6990 Other Miscellaneous Expenses	0.00	0.00	3,500.00	13.30	\$ 3,486.70
200-00-6995 Feasibility Studies / Projects	0.00	0.00	10,000.00	0.00	\$ 10,000.00
200-00-8300 Improvements Other Than Buildings	0.00	0.00	338,000.00	316,199.85	\$ 21,800.15
200-00-8500 Buildings	0.00	0.00	27,750.00	0.00	\$ 27,750.00
Total Non-Departmental Expenditures	0.00	11,915.98	605,500.00	394,436.57	211,063.43
Total Street and Road Fund Expenditures	\$ 0.00	\$ 11,915.98	\$ 605,500.00	\$ 394,436.57	\$ 211,063.43

Street and Road Fund Excess of Revenues Over Expen \$ 0.00 \$ (2,533.62) \$ 0.00 \$ (108,078.58) \$ 0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Housing Rehabilitation Fund (201)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Housing Rehabilitation Revenues					
201-18-4805 Earnings on Investments	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 500.00
201-18-4825 Loan Payback	0.00	1,205.00	1,000.00	2,930.00	\$ (1,930.00)
201-18-4990 Beginning Fund Balance	0.00	0.00	140,100.00	0.00	\$ 140,100.00
Total Housing Rehabilitation Revenues	0.00	1,205.00	141,600.00	2,930.00	138,670.00
Total Housing Rehabilitation Fund Revenues	\$ 0.00	\$ 1,205.00	\$ 141,600.00	\$ 2,930.00	\$ 138,670.00
Expenditures					
Housing Rehabilitation Expenditures					
201-18-6920 Housing Rehab Loan Disbursements	\$ 0.00	\$ 0.00	\$ 141,600.00	\$ 0.00	\$ 141,600.00
Total Housing Rehabilitation Expenditures	0.00	0.00	141,600.00	0.00	141,600.00
Total Housing Rehabilitation Fund Expenditures	\$ 0.00	\$ 0.00	\$ 141,600.00	\$ 0.00	\$ 141,600.00
Housing Rehabilitation Fund Excess of Revenues Over	\$ 0.00	\$ 1,205.00	\$ 0.00	\$ 2,930.00	\$ 0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Sewer Bond Fund (301)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Bond Payment Revenues					
301-11-4005 Property Taxes - Current	\$ 0.00	\$ 0.00	\$ 19,350.00	\$ 0.00	\$ 19,350.00
301-11-4010 Property Taxes - Prior Years	0.00	0.00	300.00	0.00	300.00
301-11-4805 Earnings on Investments	0.00	0.00	200.00	0.00	200.00
301-11-4990 Beginning Fund Balance	0.00	0.00	46,500.00	0.00	46,500.00
Total Bond Payment Revenues	0.00	0.00	66,350.00	0.00	66,350.00
Total Sewer Bond Fund Revenues	\$ 0.00	\$ 0.00	\$ 66,350.00	\$ 0.00	\$ 66,350.00
Expenditures					
Bond Payment Expenditures					
301-11-7010 Principal Payments - General Obligatio	\$ 0.00	\$ 0.00	\$ 21,000.00	\$ 0.00	\$ 21,000.00
301-11-7015 Interest Payments - General Obligation	0.00	0.00	13,050.00	0.00	13,050.00
301-11-9900 Unappropriated Ending Fund Balance	0.00	0.00	32,300.00	0.00	32,300.00
Total Bond Payment Expenditures	0.00	0.00	66,350.00	0.00	66,350.00
Total Sewer Bond Fund Expenditures	\$ 0.00	\$ 0.00	\$ 66,350.00	\$ 0.00	\$ 66,350.00
Sewer Bond Fund Excess of Revenues Over Expenditur	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For DEQ Loan Repayment Fund (302)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Loan Revenues					
302-22-4620 Sewer User Charges	\$ 0.00	\$ 0.00	\$ 50,000.00	\$ 0.00	\$ 50,000.00
302-22-4990 Beginning Fund Balance	0.00	0.00	127,000.00	0.00	127,000.00
Total Loan Revenues	0.00	0.00	177,000.00	0.00	177,000.00
Total DEQ Loan Repayment Fund Revenues	\$ 0.00	\$ 0.00	\$ 177,000.00	\$ 0.00	\$ 177,000.00
Expenditures					
Loan Expenditures					
302-22-7040 Principal Payments - Notes Payable	\$ 0.00	\$ 20,522.00	\$ 45,700.00	\$ 20,522.00	\$ 25,178.00
302-22-7045 Interest Payments - Notes Payable	0.00	661.00	3,350.00	661.00	2,689.00
302-22-9900 Unappropriated Ending Fund Balance	0.00	0.00	127,950.00	0.00	127,950.00
Total Loan Expenditures	0.00	21,183.00	177,000.00	21,183.00	155,817.00
Total DEQ Loan Repayment Fund Expenditures	\$ 0.00	\$ 21,183.00	\$ 177,000.00	\$ 21,183.00	\$ 155,817.00
DEQ Loan Repayment Fund Excess of Revenues Over E	\$ 0.00	\$ (21,183.00)	\$ 0.00	\$ (21,183.00)	\$ 0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Street Reserve Fund (400)
 For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
400-13-4305 Franchise Fees	\$ 0.00	\$ 0.00	\$ 6,000.00	\$ 4,945.86	\$ 1,054.14
400-13-4990 Beginning Fund Balance	0.00	0.00	38,900.00	0.00	38,900.00
Total Reserve Revenues	0.00	0.00	44,900.00	4,945.86	39,954.14
Street Trust Revenues					
400-17-4805 Earnings on Investments	0.00	0.00	1,000.00	0.00	1,000.00
400-17-4990 Beginning Fund Balance	0.00	0.00	74,300.00	0.00	74,300.00
Total Street Trust Revenues	0.00	0.00	75,300.00	0.00	75,300.00
Street Maintenance Fee Revenues					
400-24-4320 Street Maintenance Fees	0.00	10,487.90	95,000.00	47,644.19	47,355.81
400-24-4930 Transfers In	0.00	0.00	50,000.00	0.00	50,000.00
400-24-4990 Beginning Fund Balance	0.00	0.00	181,320.00	0.00	181,320.00
Total Street Maintenance Fee Revenues	0.00	10,487.90	326,320.00	47,644.19	278,675.81
Total Street Reserve Fund Revenues	\$ 0.00	\$ 10,487.90	\$ 446,520.00	\$ 52,590.05	\$ 393,929.95
Expenditures					
Reserve Expenditures					
400-13-6315 Street Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 44,900.00	\$ 0.00	\$ 44,900.00
Total Reserve Expenditures	0.00	0.00	44,900.00	0.00	44,900.00
Street Trust Expenditures					
400-17-9900 Unappropriated Ending Fund Balance	0.00	0.00	75,300.00	0.00	75,300.00
Total Street Trust Expenditures	0.00	0.00	75,300.00	0.00	75,300.00
Street Maintenance Fee Expenditures					
400-24-6314 Street Overlay	0.00	0.00	85,120.00	0.00	85,120.00
400-24-9400 Transfer to Capital Projects Funds	0.00	0.00	179,000.00	0.00	179,000.00
400-24-9800 Contingency	0.00	0.00	62,200.00	0.00	62,200.00
Total Street Maintenance Fee Expenditures	0.00	0.00	326,320.00	0.00	326,320.00
Total Street Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 446,520.00	\$ 0.00	\$ 446,520.00
Street Reserve Fund Excess of Revenues Over Expendi	\$ 0.00	\$ 10,487.90	\$ 0.00	\$ 52,590.05	\$ 0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Bay City Equipment Reserve Fund (401)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
401-13-4930 Transfers In	\$ 0.00	\$ 0.00	\$ 35,000.00	\$ 0.00	\$ 35,000.00
401-13-4990 Beginning Fund Balance	0.00	0.00	38,200.00	0.00	38,200.00
Total Reserve Revenues	0.00	0.00	73,200.00	0.00	73,200.00
Total Bay City Equipment Reserve Fund Revenues	\$ 0.00	\$ 0.00	\$ 73,200.00	\$ 0.00	\$ 73,200.00
Expenditures					
Reserve Expenditures					
401-13-8400 Machinery & Equipment	\$ 0.00	\$ 0.00	\$ 73,200.00	\$ 0.00	\$ 73,200.00
Total Reserve Expenditures	0.00	0.00	73,200.00	0.00	73,200.00
Total Bay City Equipment Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 73,200.00	\$ 0.00	\$ 73,200.00
Bay City Equipment Reserve Fund Excess of Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Fire Apparatus Reserve & Building Reserve Fund (402)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
402-13-4930 Transfers In	\$ 0.00	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 25,000.00
402-13-4990 Beginning Fund Balance	0.00	0.00	54,757.00	0.00	54,757.00
Total Reserve Revenues	0.00	0.00	79,757.00	0.00	79,757.00
Building Fund Revenues					
402-19-4890 Fire Department Relocation	0.00	2,765.72	0.00	13,422.43	\$ 0.00
Total Building Fund Revenues	0.00	2,765.72	0.00	13,422.43	0.00
Total Fire Apparatus Reserve & Building Reserve Fun	\$ 0.00	\$ 2,765.72	\$ 79,757.00	\$ 13,422.43	\$ 66,334.57
Expenditures					
Reserve Expenditures					
402-13-7050 Capital Lease Payments	\$ 0.00	\$ 0.00	\$ 29,300.00	\$ 24,219.78	\$ 5,080.22
402-13-9000 Transfers Out	0.00	0.00	50,000.00	0.00	50,000.00
Total Reserve Expenditures	0.00	0.00	79,300.00	24,219.78	55,080.22
Total Fire Apparatus Reserve & Building Reserve Fun	\$ 0.00	\$ 0.00	\$ 79,300.00	\$ 24,219.78	\$ 55,080.22
Fire Apparatus Reserve & Building Reserve Fund Exces	\$ 0.00	\$ 2,765.72	\$ 457.00	\$ (10,797.35)	\$ 11,254.35

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Park & Recreation Reserve Fund (404)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
404-13-4990 Beginning Fund Balance	\$ 0.00	\$ 0.00	\$ 8,100.00	\$ 0.00	\$ 8,100.00
Total Reserve Revenues	0.00	0.00	8,100.00	0.00	8,100.00
Total Park & Recreation Reserve Fund Revenues	\$ 0.00	\$ 0.00	\$ 8,100.00	\$ 0.00	\$ 8,100.00
Expenditures					
Reserve Expenditures					
404-13-8300 Improvements Other Than Buildings	\$ 0.00	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 4,000.00
404-13-8310 Buildings / Structures	0.00	0.00	4,100.00	0.00	4,100.00
Total Reserve Expenditures	0.00	0.00	8,100.00	0.00	8,100.00
Total Park & Recreation Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 8,100.00	\$ 0.00	\$ 8,100.00
Park & Recreation Reserve Fund Excess of Revenues O	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Footpaths and Bicycle Trails Reserve (405)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
405-13-4115 State Highway Tax	\$ 0.00	\$ 94.77	\$ 1,000.00	\$ 499.46	\$ 500.54
405-13-4990 Beginning Fund Balance	0.00	0.00	11,150.00	0.00	11,150.00
Total Reserve Revenues	0.00	94.77	12,150.00	499.46	11,650.54
Total Footpaths and Bicycle Trails Reserve Revenues	\$ 0.00	\$ 94.77	\$ 12,150.00	\$ 499.46	\$ 11,650.54
Expenditures					
Reserve Expenditures					
405-13-8300 Improvements Other Than Buildings	\$ 0.00	\$ 0.00	\$ 12,150.00	\$ 0.00	\$ 12,150.00
Total Reserve Expenditures	0.00	0.00	12,150.00	0.00	12,150.00
Total Footpaths and Bicycle Trails Reserve Expenditu	\$ 0.00	\$ 0.00	\$ 12,150.00	\$ 0.00	\$ 12,150.00
Footpaths and Bicycle Trails Reserve Excess of Revenu	\$ 0.00	\$ 94.77	\$ 0.00	\$ 499.46	\$ 0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Fire Department Op/Maint/Relocate Reserve (406)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
406-13-4890 Other Revenue	\$ 0.00	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 25,000.00
406-13-4990 Beginning Fund Balance	0.00	0.00	155,857.00	0.00	155,857.00
Total Reserve Revenues	0.00	0.00	180,857.00	0.00	180,857.00
Total Fire Department Op/Maint/Relocate Reserve Rev	\$ 0.00	\$ 0.00	\$ 180,857.00	\$ 0.00	\$ 180,857.00
Expenditures					
Reserve Expenditures					
406-13-8500 Buildings	\$ 0.00	\$ 1,840.00	\$ 40,000.00	\$ 1,840.00	\$ 38,160.00
406-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	140,857.00	0.00	140,857.00
Total Reserve Expenditures	0.00	1,840.00	180,857.00	1,840.00	179,017.00
Total Fire Department Op/Maint/Relocate Reserve Exp	\$ 0.00	\$ 1,840.00	\$ 180,857.00	\$ 1,840.00	\$ 179,017.00
Fire Department Op/Maint/Relocate Reserve Excess of	\$ 0.00	\$ (1,840.00)	\$ 0.00	\$ (1,840.00)	\$ 0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Bay City Water Fund (600)
 For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Non-Departmental Revenues					
600-00-4610 Water User Charges	\$ 0.00	\$ 35,419.44	\$ 405,000.00	\$ 183,068.32	\$ 221,931.68
600-00-4615 Water Deposits	0.00	0.00	1,000.00	0.00	\$ 1,000.00
600-00-4800 Miscellaneous	0.00	24.09	0.00	157.58	\$ 0.00
600-00-4805 Earnings on Investments	0.00	0.00	500.00	0.00	\$ 500.00
600-00-4815 Sale of Pipe/Supplies	0.00	993.82	7,500.00	993.82	\$ 6,506.18
600-00-4990 Beginning Fund Balance	0.00	0.00	170,000.00	0.00	\$ 170,000.00
Total Non-Departmental Revenues	0.00	36,437.35	584,000.00	184,219.72	399,780.28
Reserve Revenues					
600-13-4710 SDC - Improvement Fees	0.00	11,710.32	80,000.00	11,710.32	\$ 68,289.68
600-13-4720 SDC - Reimbursement Fees	0.00	6,275.11	20,000.00	6,275.11	\$ 13,724.89
600-13-4805 Earnings on Investments	0.00	0.00	2,000.00	0.00	\$ 2,000.00
600-13-4990 Beginning Fund Balance	0.00	0.00	341,100.00	0.00	\$ 341,100.00
Total Reserve Revenues	0.00	17,985.43	443,100.00	17,985.43	425,114.57
Total Bay City Water Fund Revenues	\$ 0.00	\$ 54,422.78	\$ 1,027,100.00	\$ 202,205.15	\$ 824,894.85

Expenditures

Non-Departmental Expenditures

600-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 14,940.26	\$ 191,000.00	\$ 76,088.22	\$ 114,911.78
600-00-5205 Employer FICA Taxes	0.00	1,138.34	15,500.00	6,636.11	\$ 8,863.89
600-00-5210 Unemployment Insurance	0.00	14.86	2,100.00	73.03	\$ 2,026.97
600-00-5215 Workers' Compensation Insurance	0.00	5.44	3,500.00	402.84	\$ 3,097.16
600-00-5305 Employer PERS Contributions	0.00	2,443.84	40,000.00	12,830.74	\$ 27,169.26
600-00-5405 Health Insurance	0.00	4,534.32	61,500.00	21,951.38	\$ 39,548.62
600-00-5415 Life Insurance	0.00	17.86	220.00	86.86	\$ 133.14
600-00-6105 Office Supplies & Equipment	0.00	600.00	1,500.00	1,859.04	\$ (359.04)
600-00-6125 Shop Supplies & Small Tools	0.00	36.87	3,000.00	1,239.44	\$ 1,760.56
600-00-6130 Customer Meters & Supplies	0.00	10,543.17	2,500.00	16,525.23	\$ (14,025.23)
600-00-6135 Chemical/Lab Supplies	0.00	0.00	500.00	15.07	\$ 484.93
600-00-6140 Fuel/Lubes/Etc.	0.00	3,575.41	7,000.00	4,476.30	\$ 2,523.70
600-00-6190 Other Supplies	0.00	0.00	250.00	15.98	\$ 234.02
600-00-6205 Accounting & Auditing	0.00	1,166.67	2,500.00	1,166.67	\$ 1,333.33
600-00-6215 Engineering Fees	0.00	0.00	5,000.00	1,260.00	\$ 3,740.00
600-00-6220 Legal Fees	0.00	0.00	2,500.00	491.75	\$ 2,008.25
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	5,000.00	0.00	\$ 5,000.00
600-00-6305 Building Repairs & Maintenance	0.00	61.26	5,000.00	1,672.12	\$ 3,327.88
600-00-6311 Contracted Ground Maintenance	0.00	1,123.32	2,500.00	1,775.82	\$ 724.18
600-00-6325 Utility System Repairs	0.00	0.00	10,000.00	204.19	\$ 9,795.81
600-00-6335 Vehicle Repairs & Maintenance	0.00	160.83	7,500.00	4,611.06	\$ 2,888.94
600-00-6345 Operational Equipment & Repairs	0.00	8,982.38	10,000.00	15,410.91	\$ (5,410.91)
600-00-6350 Personal Protective Equipment	0.00	98.39	2,000.00	173.87	\$ 1,826.13
600-00-6410 Training	0.00	70.00	3,000.00	849.86	\$ 2,150.14
600-00-6605 Electricity	0.00	289.62	4,000.00	1,437.62	\$ 2,562.38

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Bay City Water Fund (600)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
600-00-6620 Telecommunications	0.00	117.14	3,000.00	314.52	\$ 2,685.48
600-00-6700 Insurance	0.00	0.00	12,000.00	13,000.00	\$ (1,000.00)
600-00-6830 Janitorial Services	0.00	0.00	1,200.00	405.32	\$ 794.68
600-00-6860 Computers/Software/Services	0.00	136.36	10,000.00	3,940.04	\$ 6,059.96
600-00-6905 Deposit Refunds	0.00	101.58	2,500.00	362.48	\$ 2,137.52
600-00-6910 Fee Refunds	0.00	80.85	200.00	80.85	\$ 119.15
600-00-6990 Other Miscellaneous Expenses	0.00	0.00	5,851.00	35.52	\$ 5,815.48
600-00-9400 Transfer to Capital Projects Funds	0.00	0.00	5,000.00	0.00	\$ 5,000.00
600-00-9500 Transfer to Enterprise Funds	0.00	0.00	155,179.00	0.00	\$ 155,179.00
Total Non-Departmental Expenditures	0.00	50,238.77	584,000.00	189,392.84	394,607.16
Reserve Expenditures					
600-13-6910 Fee Refunds	0.00	0.00	100,000.00	0.00	\$ 100,000.00
600-13-9500 Transfer to Enterprise Funds	0.00	0.00	25,920.00	0.00	\$ 25,920.00
600-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	317,180.00	0.00	\$ 317,180.00
Total Reserve Expenditures	0.00	0.00	443,100.00	0.00	443,100.00
Total Bay City Water Fund Expenditures	\$ 0.00	\$ 50,238.77	\$ 1,027,100.00	\$ 189,392.84	\$ 837,707.16
Bay City Water Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ 4,184.01	\$ 0.00	\$ 12,812.31	\$ 0.00

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

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Revised Budget
For Kilchis Water Fund (601)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Non-Departmental Revenues					
601-00-4610 Water User Charges	\$ 0.00	\$ 49,208.92	\$ 323,871.00	\$ 131,646.67	\$ 192,224.33
601-00-4805 Earnings on Investments	0.00	0.00	2,000.00	0.00	\$ 2,000.00
601-00-4930 Transfers In	0.00	0.00	155,179.00	0.00	\$ 155,179.00
601-00-4990 Beginning Fund Balance	0.00	0.00	328,000.00	0.00	\$ 328,000.00
Total Non-Departmental Revenues	0.00	49,208.92	809,050.00	131,646.67	677,403.33
Reserve Revenues					
601-13-4440 Other Grants / Loans	0.00	0.00	20,000.00	0.00	\$ 20,000.00
601-13-4800 Miscellaneous	0.00	8,217.00	80,000.00	22,654.00	\$ 57,346.00
601-13-4805 Earnings on Investments	0.00	0.00	2,500.00	0.00	\$ 2,500.00
601-13-4990 Beginning Fund Balance	0.00	0.00	638,500.00	0.00	\$ 638,500.00
Total Reserve Revenues	0.00	8,217.00	741,000.00	22,654.00	718,346.00
Total Kilchis Water Fund Revenues	\$ 0.00	\$ 57,425.92	\$ 1,550,050.00	\$ 154,300.67	\$ 1,395,749.33

Expenditures

Non-Departmental Expenditures

601-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 7,613.72	\$ 106,000.00	\$ 39,910.68	\$ 66,089.32
601-00-5205 Employer FICA Taxes	0.00	580.14	8,200.00	4,047.17	\$ 4,152.83
601-00-5210 Unemployment Insurance	0.00	7.56	1,200.00	36.43	\$ 1,163.57
601-00-5215 Workers' Compensation Insurance	0.00	2.14	3,000.00	386.69	\$ 2,613.31
601-00-5305 Employer PERS Contributions	0.00	1,199.56	23,000.00	6,443.32	\$ 16,556.68
601-00-5405 Health Insurance	0.00	1,715.92	31,500.00	8,613.40	\$ 22,886.60
601-00-5415 Life Insurance	0.00	8.20	150.00	40.56	\$ 109.44
601-00-6105 Office Supplies & Equipment	0.00	0.00	2,000.00	700.78	\$ 1,299.22
601-00-6125 Shop Supplies & Small Tools	0.00	7.77	4,000.00	1,210.36	\$ 2,789.64
601-00-6135 Chemical/Lab Supplies	0.00	1,507.81	23,000.00	9,200.53	\$ 13,799.47
601-00-6140 Fuel/Lubes/Etc.	0.00	1,165.23	7,000.00	2,066.12	\$ 4,933.88
601-00-6205 Accounting & Auditing	0.00	1,166.67	2,500.00	1,166.67	\$ 1,333.33
601-00-6215 Engineering Fees	0.00	0.00	50,000.00	0.00	\$ 50,000.00
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	0.00	\$ 1,500.00
601-00-6290 Other Professional Fees	0.00	0.00	5,000.00	0.00	\$ 5,000.00
601-00-6305 Building Repairs & Maintenance	0.00	61.26	30,000.00	2,892.75	\$ 27,107.25
601-00-6325 Utility System Repairs	0.00	0.00	40,000.00	1,178.90	\$ 38,821.10
601-00-6335 Vehicle Repairs & Maintenance	0.00	160.83	7,000.00	4,611.05	\$ 2,388.95
601-00-6345 Operational Equipment & Repairs	0.00	7,261.50	40,000.00	14,974.97	\$ 25,025.03
601-00-6350 Personal Protective Equipment	0.00	98.39	5,000.00	173.87	\$ 4,826.13
601-00-6410 Training	0.00	70.00	5,000.00	841.86	\$ 4,158.14
601-00-6605 Electricity	0.00	1,681.29	30,000.00	9,057.86	\$ 20,942.14
601-00-6620 Telecommunications	0.00	117.14	3,000.00	314.52	\$ 2,685.48
601-00-6700 Insurance	0.00	0.00	15,000.00	16,000.00	\$ (1,000.00)
601-00-6830 Janitorial Services	0.00	0.00	2,000.00	405.32	\$ 1,594.68
601-00-6860 Computers/Software/Services	0.00	136.36	19,000.00	6,940.06	\$ 12,059.94
601-00-6990 Other Miscellaneous Expenses	0.00	623.71	10,000.00	659.24	\$ 9,340.76

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Kilchis Water Fund (601)
For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
601-00-8200 Buildings & Structures	0.00	0.00	5,000.00	271.04	\$ 4,728.96
601-00-8400 Machinery & Equipment	0.00	0.00	150,000.00	10,341.75	\$ 139,658.25
601-00-8500 Buildings	0.00	0.00	5,000.00	0.00	\$ 5,000.00
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	15,000.00	0.00	\$ 15,000.00
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	95,000.00	0.00	\$ 95,000.00
Total Non-Departmental Expenditures	0.00	25,185.20	809,050.00	142,485.90	666,564.10
Reserve Expenditures					
601-13-8000 Capital Outlay	0.00	0.00	25,000.00	0.00	\$ 25,000.00
601-13-8200 Equipment	0.00	110,922.48	300,000.00	110,922.48	\$ 189,077.52
601-13-8400 Machinery & Equipment	0.00	0.00	100,000.00	0.00	\$ 100,000.00
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	216,000.00	0.00	\$ 216,000.00
Total Reserve Expenditures	0.00	110,922.48	741,000.00	110,922.48	630,077.52
Total Kilchis Water Fund Expenditures	\$ 0.00	\$ 136,107.68	\$ 1,550,050.00	\$ 253,408.38	\$ 1,296,641.62
Kilchis Water Fund Excess of Revenues Over Expendit	\$ 0.00	\$ (78,681.76)	\$ 0.00	\$ (99,107.71)	\$ 0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Bay City Sewer Fund (602)
 For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Non-Departmental Revenues					
602-00-4420 State Grants	\$ 0.00	\$ 0.00	\$ 275,000.00	\$ 0.00	\$ 275,000.00
602-00-4620 Sewer User Charges	0.00	40,282.02	400,000.00	224,047.70	\$ 175,952.30
602-00-4625 Sewer Deposits	0.00	0.00	2,000.00	0.00	\$ 2,000.00
602-00-4800 Miscellaneous	0.00	151.83	1,500.00	192.42	\$ 1,307.58
602-00-4805 Earnings on Investments	0.00	0.00	5,000.00	0.00	\$ 5,000.00
602-00-4930 Transfers In	0.00	0.00	594,200.00	0.00	\$ 594,200.00
602-00-4990 Beginning Fund Balance	0.00	0.00	330,000.00	0.00	\$ 330,000.00
Total Non-Departmental Revenues	0.00	40,433.85	1,607,700.00	224,240.12	1,383,459.88
Reserve Revenues					
602-14-4710 SDC - Improvement Fees	0.00	15,630.42	75,000.00	15,630.42	\$ 59,369.58
602-14-4720 SDC - Reimbursement Fees	0.00	1,583.70	5,000.00	1,583.70	\$ 3,416.30
602-14-4930 Transfers In	0.00	0.00	10,000.00	0.00	\$ 10,000.00
602-14-4990 Beginning Fund Balance	0.00	0.00	1,200,800.00	0.00	\$ 1,200,800.00
Total Reserve Revenues	0.00	17,214.12	1,290,800.00	17,214.12	1,273,585.88
Reserve Revenues					
602-15-4930 Transfers In	0.00	0.00	10,000.00	0.00	\$ 10,000.00
602-15-4990 Beginning Fund Balance	0.00	0.00	125,800.00	0.00	\$ 125,800.00
Total Reserve Revenues	0.00	0.00	135,800.00	0.00	135,800.00
Reserve Revenues					
602-16-4930 Transfers In	0.00	0.00	5,000.00	0.00	\$ 5,000.00
602-16-4990 Beginning Fund Balance	0.00	0.00	88,200.00	0.00	\$ 88,200.00
Total Reserve Revenues	0.00	0.00	93,200.00	0.00	93,200.00
Total Bay City Sewer Fund Revenues	\$ 0.00	\$ 57,647.97	\$ 3,127,500.00	\$ 241,454.24	\$ 2,886,045.76

Expenditures

Non-Departmental Expenditures

602-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 20,637.36	\$ 280,000.00	\$ 104,186.39	\$ 175,813.61
602-00-5205 Employer FICA Taxes	0.00	1,572.48	21,500.00	9,112.30	\$ 12,387.70
602-00-5210 Unemployment Insurance	0.00	20.60	3,000.00	100.22	\$ 2,899.78
602-00-5215 Workers' Compensation Insurance	0.00	6.48	3,500.00	408.00	\$ 3,092.00
602-00-5305 Employer PERS Contributions	0.00	3,765.06	58,500.00	19,169.97	\$ 39,330.03
602-00-5405 Health Insurance	0.00	5,538.76	93,000.00	27,340.77	\$ 65,659.23
602-00-5415 Life Insurance	0.00	22.02	300.00	108.32	\$ 191.68
602-00-6105 Office Supplies & Equipment	0.00	697.84	4,000.00	1,898.64	\$ 2,101.36
602-00-6125 Shop Supplies & Small Tools	0.00	7.75	4,000.00	2,090.30	\$ 1,909.70
602-00-6135 Chemical/Lab Supplies	0.00	0.00	18,000.00	3,802.19	\$ 14,197.81
602-00-6140 Fuel/Lubes/Etc.	0.00	1,165.21	8,000.00	2,066.09	\$ 5,933.91
602-00-6205 Accounting & Auditing	0.00	1,166.66	2,500.00	1,166.66	\$ 1,333.34
602-00-6215 Engineering Fees	0.00	0.00	10,000.00	0.00	\$ 10,000.00
602-00-6220 Legal Fees	0.00	0.00	4,000.00	58.75	\$ 3,941.25
602-00-6225 Laboratory Fees	0.00	0.00	1,000.00	0.00	\$ 1,000.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Bay City Sewer Fund (602)
 For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
602-00-6290 Other Professional Fees	0.00	0.00	2,500.00	0.00	\$ 2,500.00
602-00-6305 Building Repairs & Maintenance	0.00	61.26	12,000.00	2,063.22	\$ 9,936.78
602-00-6325 Utility System Repairs	0.00	0.00	50,000.00	32,381.04	\$ 17,618.96
602-00-6335 Vehicle Repairs & Maintenance	0.00	160.82	30,000.00	4,671.40	\$ 25,328.60
602-00-6345 Operational Equipment & Repairs	0.00	201.50	50,000.00	33,935.94	\$ 16,064.06
602-00-6350 Personal Protective Equipment	0.00	98.39	3,000.00	173.87	\$ 2,826.13
602-00-6410 Training	0.00	166.40	5,000.00	938.28	\$ 4,061.72
602-00-6605 Electricity	0.00	1,629.34	32,000.00	8,025.88	\$ 23,974.12
602-00-6620 Telecommunications	0.00	117.14	30,000.00	314.53	\$ 29,685.47
602-00-6700 Insurance	0.00	0.00	2,000.00	3,000.00	\$ (1,000.00)
602-00-6830 Janitorial Services	0.00	0.00	1,300.00	405.31	\$ 894.69
602-00-6855 Permit Fees	0.00	0.00	5,000.00	3,809.09	\$ 1,190.91
602-00-6860 Computers/Software/Services	0.00	136.36	30,000.00	5,837.27	\$ 24,162.73
602-00-6905 Deposit Refunds	0.00	133.10	1,500.00	693.55	\$ 806.45
602-00-6910 Fee Refunds	0.00	80.85	100.00	80.85	\$ 19.15
602-00-6990 Other Miscellaneous Expenses	0.00	0.00	5,000.00	35.53	\$ 4,964.47
602-00-8400 Machinery & Equipment	0.00	849.56	722,000.00	608,664.81	\$ 113,335.19
602-00-8500 Buildings	0.00	0.00	5,000.00	0.00	\$ 5,000.00
602-00-8800 Utility System	0.00	0.00	20,000.00	0.00	\$ 20,000.00
602-00-9000 Transfers Out	0.00	0.00	30,000.00	0.00	\$ 30,000.00
602-00-9400 Transfer to Capital Projects Funds	0.00	0.00	10,000.00	0.00	\$ 10,000.00
602-00-9800 Contingency	0.00	0.00	50,000.00	0.00	\$ 50,000.00
Total Non-Departmental Expenditures	0.00	38,234.94	1,607,700.00	876,539.17	731,160.83
Reserve Expenditures					
602-14-8800 Utility System	0.00	0.00	638,000.00	0.00	\$ 638,000.00
602-14-9000 Transfers Out	0.00	0.00	594,200.00	0.00	\$ 594,200.00
602-14-9900 Unappropriated Ending Fund Balance	0.00	0.00	58,600.00	0.00	\$ 58,600.00
Total Reserve Expenditures	0.00	0.00	1,290,800.00	0.00	1,290,800.00
Reserve Expenditures					
602-15-6590 Other Equipment	0.00	0.00	50,000.00	0.00	\$ 50,000.00
602-15-8800 Utility System	0.00	0.00	55,000.00	0.00	\$ 55,000.00
602-15-9900 Unappropriated Ending Fund Balance	0.00	0.00	30,800.00	0.00	\$ 30,800.00
Total Reserve Expenditures	0.00	0.00	135,800.00	0.00	135,800.00
Reserve Expenditures					
602-16-9900 Unappropriated Ending Fund Balance	0.00	0.00	93,200.00	0.00	\$ 93,200.00
Total Reserve Expenditures	0.00	0.00	93,200.00	0.00	93,200.00
Total Bay City Sewer Fund Expenditures	\$ 0.00	\$ 38,234.94	\$ 3,127,500.00	\$ 876,539.17	\$ 2,250,960.83

Bay City Sewer Fund Excess of Revenues Over Expenditures **\$ 0.00** **\$ 19,413.03** **\$ 0.00** **\$ (635,084.93)** **\$ 0.00**

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

For the Fiscal Period 2024-5 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Total Revenues	\$ 0.00	\$ 323,234.68	\$ 9,099,179.00	\$ 1,575,939.62	\$ 7,523,239.38
Total Expenditures	\$ 0.00	\$ 363,916.82	\$ 9,098,722.00	\$ 2,659,679.99	\$ 6,439,042.01
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (40,682.14)	\$ 457.00	\$ (1,083,740.37)	\$ 1,084,197.37



City of Bay City

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TDD 7-1-1
www.ci.bay-city.or.us

December 5, 2023

Bills to pay total for October 2023 = \$312,956.92

Summary of Bills to pay >\$5,000

Ferguson	\$ 7,645.89
Communications NW	\$ 5,245.80
Curtis Tools for Heros	\$ 26,675.57
DEQ – Loan payment	\$ 21,183.00
JM Excavating	\$ 7,400.00
Accuity	\$ 5,000.00
US Department of Treasury	\$ 9,846.92
CIS – Insurance	\$ 11,172.14
Oregon Pers	\$ 8,014.47
Correct Equipment	\$ 7,060.00
Black Diamond	\$110,922.48
US Department of Treasury	\$ 9,945.09
CIS – Insurance	\$ 11,172.05
Oregon Pers	\$ 8,014.47

A/P Control Report

for user asystadmin from 2024-5 to 2024-5

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
14025	806	Vadim Municipal Software	3	393889	Yes	2024 5		11/1/2023	11/15/2023		\$26.08
		Desc:	Ebiling software								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	600-00-6860	Computers/Software/Service		8.69	0.00	0			
		Desc:	Computers/Software/Services								
		2	601-00-6860	Computers/Software/Service		8.69	0.00	0			
		Desc:	Computers/Software/Services								
		3	602-00-6860	Computers/Software/Service		8.70	0.00	0			
		Desc:	Computers/Software/Services								
14026	523	North Coast Lawn	3	85610	Yes	2024 5		11/1/2023	11/15/2023		\$1,685.00
		Desc:	lawn maintenance								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-10-6311	Contracted Ground Maintena		561.67	0.00	0			
		Desc:	Contracted Ground Maintenance								
		2	100-50-6311	Contracted Ground Maintena		561.67	0.00	0			
		Desc:	Contracted Ground Maintenance								
		3	600-00-6311	Contracted Ground Maintena		561.66	0.00	0			
		Desc:	Contracted Ground Maintenance								
14029	369	Ferguson Waterworks	3	1225166	Yes	2024 5		11/1/2023	11/15/2023		\$3,882.80
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	600-00-6130	Customer Meters & Supplies		3,882.80	0.00	0			
		Desc:	Customer Meters & Supplies								
14030	70	EC Electric, Inc	3	253466	Yes	2024 5		11/1/2023	11/15/2023		\$1,134.99
		Desc:	Electrical work								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	600-00-6345	Operational Equipment & Re		1,134.99	0.00	0			
		Desc:	Operational Equipment & Repairs								
14031	570	Correct Equipment, Inc	3	55076	Yes	2024 5		11/1/2023	11/15/2023		\$1,462.88
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	600-00-6130	Customer Meters & Supplies		1,462.88	0.00	0			
		Desc:	Customer Meters & Supplies								
14032	570	Correct Equipment, Inc	3	55079	Yes	2024 5		11/1/2023	11/15/2023		\$1,012.40
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	600-00-6130	Customer Meters & Supplies		1,012.40	0.00	0			
		Desc:	Customer Meters & Supplies								
14033	369	Ferguson Waterworks	3	1230893	Yes	2024 5		11/1/2023	11/15/2023		\$7,645.89
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	600-00-6345	Operational Equipment & Re		7,645.89	0.00	0			
		Desc:	Operational Equipment & Repairs								
14034	996	Aubrey Bosche	3	BCEV - 10/2023	Yes	2024 5		11/1/2023	11/15/2023		\$750.00
		Desc:	Intern for BCEV								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-10-6870	Pre-Hazard Preparedness		750.00	0.00	0			
		Desc:	Pre-Hazard Preparedness								
14040	604	Golden West Industrial Su	3	2122437	Yes	2024 5		11/2/2023	11/15/2023		\$231.78
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-30-8400	Machinery & Equipment		231.78	0.00	0			
		Desc:	Machinery & Equipment								

A/P Control Report

for user asystadmin from 2024-5 to 2024-5

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
14041	218	ATCO International	3	10620447	Yes	2024 5		11/2/2023	11/15/2023		\$246.35
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6990		Other Miscellaneous Expens		246.35	0.00	0		
		Desc: Other Miscellaneous Expenses									
14042	972	Communications Northwe	3	79262	Yes	2024 5		11/2/2023	11/15/2023		\$5,245.80
		Desc: Supplies / Radios									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6340		Radios & Radio Repair		5,245.80	0.00	0		
		Desc: Radios & Radio Repair									
14043	963	Department of Public Safet	3	ARF75234	Yes	2024 5		11/2/2023	11/15/2023		\$46.25
		Desc: Fingerprints									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6220		Legal Fees		46.25	0.00	0		
		Desc: Legal Fees									
14044	895	Fire Rescue Equipment N	3	3679	Yes	2024 5		11/2/2023	11/15/2023		\$3,800.00
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6345		Operational Equipment & Re		3,800.00	0.00	0		
		Desc: Operational Equipment & Repairs									
14045	37	Tillamook Farmers' Coope	3	K63834	Yes	2024 5		11/2/2023	11/15/2023		\$295.17
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	600-00-6350		Personal Protective Equipme		98.39	0.00	0		
		Desc: Personal Protective Equipment									
		2	601-00-6350		Personal Protective Equipme		98.39	0.00	0		
		Desc: Personal Protective Equipment									
		3	602-00-6350		Personal Protective Equipme		98.39	0.00	0		
		Desc: Personal Protective Equipment									
14046	37	Tillamook Farmers' Coope	3	464566	Yes	2024 5		11/2/2023	11/15/2023		\$9.89
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6305		Building Repairs & Maintenan		9.89	0.00	0		
		Desc: Building Repairs & Maintenance									
14047	37	Tillamook Farmers' Coope	3	465415	Yes	2024 5		11/2/2023	11/15/2023		\$4.48
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6340		Radios & Radio Repair		4.48	0.00	0		
		Desc: Radios & Radio Repair									
14048	37	Tillamook Farmers' Coope	3	465871	Yes	2024 5		11/2/2023	11/15/2023		\$68.39
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6990		Other Miscellaneous Expens		68.39	0.00	0		
		Desc: Other Miscellaneous Expenses									
14049	956	911 Supply Public Safety	3	INV-1-37195	Yes	2024 5		11/2/2023	11/15/2023		\$139.53
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6350		Personal Protective Equipme		139.53	0.00	0		
		Desc: Personal Protective Equipment									
14050	956	911 Supply Public Safety	3	Inv-1-37274	Yes	2024 5		11/2/2023	11/15/2023		\$181.49
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6350		Personal Protective Equipme		181.49	0.00	0		
		Desc: Personal Protective Equipment									

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14051	956	911 Supply Public Safety	3	INV-1-37273	Yes	2024 5		11/2/2023	11/15/2023		\$189.54
		Desc: Supplies									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-30-6350	Personal Protective Equipme	189.54	0.00	0				
		Desc: Personal Protective Equipment									
14052	956	911 Supply Public Safety	3	INV-1-37275	Yes	2024 5		11/2/2023	11/15/2023		\$189.54
		Desc: Supplies									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-30-6350	Personal Protective Equipme	189.54	0.00	0				
		Desc: Personal Protective Equipment									
14053	81	Indoor Billboard	3	1740112	Yes	2024 5		11/2/2023	11/15/2023		\$168.77
		Desc: Supplies									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-10-6105	Office Supplies & Equipment	168.77	0.00	0				
		Desc: Office Supplies & Equipment									
14054	894	Curtis Tools for Heroes	3	inv758268	Yes	2024 5		11/8/2023	11/15/2023		\$26,675.57
		Desc: Turnouts									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-30-6350	Personal Protective Equipme	26,675.57	0.00	0				
		Desc: Personal Protective Equipment									
14055	1010	Viridian Architecture LLC	3	1053	Yes	2024 5		11/8/2023	11/15/2023		\$1,840.00
		Desc: Feasibility study - New fire station									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	406-13-8500	Buildings	1,840.00	0.00	0				
		Desc: Buildings									
											1099
14056	97	Country Media	3	662777	Yes	2024 5		11/8/2023	11/15/2023		\$226.30
		Desc: Hearing Notice									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-70-6290	Other Professional Fees	226.30	0.00	0				
		Desc: Other Professional Fees									
14057	180	CenturyLink	3	314199659-Nov	Yes	2024 5		11/8/2023	11/15/2023		\$284.74
		Desc: Phone									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-10-6620	Telecommunications	170.84	0.00	0				
		Desc: Telecommunications									
		2	100-30-6620	Telecommunications	113.90	0.00	0				
		Desc: Telecommunications									
14059	176	Carson Oil	3	IN-0925668	Yes	2024 5		11/8/2023	11/15/2023		\$1,649.36
		Desc: Fuel									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	600-00-6140	Fuel/Lubes/Etc.	549.79	0.00	0				
		Desc: Fuel/Lubes/Etc.									
		2	601-00-6140	Fuel/Lubes/Etc.	549.79	0.00	0				
		Desc: Fuel/Lubes/Etc.									
		3	602-00-6140	Fuel/Lubes/Etc.	549.78	0.00	0				
		Desc: Fuel/Lubes/Etc.									
14060	176	Carson Oil	3	IN-0891329	Yes	2024 5		11/8/2023	11/15/2023		\$2,410.18
		Desc: fuel									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	600-00-6140	Fuel/Lubes/Etc.	2,410.18	0.00	0				
		Desc: Fuel/Lubes/Etc.									
14061	1011	Haley Blaser	3	Refund	Yes	2024 5		11/8/2023	11/15/2023		\$227.55
		Desc: Deposit refund									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			

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	1	600-00-6905		Deposit Refunds			94.45		0.00	0	
	Desc:	Deposit Refunds									
	2	602-00-6905		Deposit Refunds			133.10		0.00	0	
	Desc:	Deposit Refunds									
14062	1012	Buddy Allen	3	Refund	Yes	2024 5		11/8/2023	11/15/2023		\$7.13
	Desc:	Account refund 1869									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	600-00-6905		Deposit Refunds			7.13		0.00	0	
	Desc:	Deposit Refunds									
14063	1013	Brandon Vachter	3	Refund	Yes	2024 5		11/8/2023	11/15/2023		\$161.70
	Desc:	Refund on account 1671-002									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	600-00-6910		Fee Refunds			80.85		0.00	0	
	Desc:	Fee Refunds									
	2	602-00-6910		Fee Refunds			80.85		0.00	0	
	Desc:	Fee Refunds									
14065	831	Local Government Law Gr	3	67648	Yes	2024 5		11/8/2023	11/15/2023		\$916.50
	Desc:	Legal									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	200-00-6220		Legal Fees			141.00		0.00	0	
	Desc:	Legal Fees									
	2	100-30-6220		Legal Fees			775.50		0.00	0	
	Desc:	Legal Fees									
14067	1001	Kilchis Rock Co.	3	1044	Yes	2024 5		11/8/2023	11/15/2023		\$487.50
	Desc:	Rock									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	600-00-6345		Operational Equipment & Re			162.50		0.00	0	
	Desc:	Operational Equipment & Repairs									
	2	601-00-6345		Operational Equipment & Re			162.50		0.00	0	
	Desc:	Operational Equipment & Repairs									
	3	602-00-6345		Operational Equipment & Re			162.50		0.00	0	
	Desc:	Operational Equipment & Repairs									
14068	1001	Kilchis Rock Co.	3	1036	Yes	2024 5		11/8/2023	11/15/2023		\$117.00
	Desc:	Rock									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	600-00-6345		Operational Equipment & Re			39.00		0.00	0	
	Desc:	Operational Equipment & Repairs									
	2	601-00-6345		Operational Equipment & Re			39.00		0.00	0	
	Desc:	Operational Equipment & Repairs									
	3	602-00-6345		Operational Equipment & Re			39.00		0.00	0	
	Desc:	Operational Equipment & Repairs									
14069	115	R Sanitary Service	3	7005 - October 2	Yes	2024 5		11/8/2023	11/15/2023		\$183.75
	Desc:	Garbage service									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-10-6305		Building Repairs & Mainten			30.62		0.00	0	
	Desc:	Building Repairs & Maintenance									
	2	100-30-6305		Building Repairs & Mainten			30.62		0.00	0	
	Desc:	Building Repairs & Maintenance									
	3	100-50-6305		Building Repairs & Mainten			30.62		0.00	0	
	Desc:	Building Repairs & Maintenance									
	4	600-00-6305		Building Repairs & Mainten			30.63		0.00	0	
	Desc:	Building Repairs & Maintenance									
	5	601-00-6305		Building Repairs & Mainten			30.63		0.00	0	
	Desc:	Building Repairs & Maintenance									

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	3	600-00-6860		Computers/Software/Service			127.67		0.00	0	
	Desc:	Computers/Software/Services									
	4	601-00-6860		Computers/Software/Service			127.67		0.00	0	
	Desc:	Computers/Software/Services									
	5	602-00-6860		Computers/Software/Service			127.66		0.00	0	
	Desc:	Computers/Software/Services									
14081	796	Pacific Office Automation	3	779734	Yes	2024	5		11/8/2023	11/15/2023	\$378.26
	Desc:	Phone service									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	600-00-6620		Telecommunications		26.81	0.00	0			
	Desc:	Telecommunications									
	2	601-00-6620		Telecommunications		26.81	0.00	0			
	Desc:	Telecommunications									
	3	602-00-6620		Telecommunications		26.81	0.00	0			
	Desc:	Telecommunications									
	4	100-10-6620		Telecommunications		178.70	0.00	0			
	Desc:	Telecommunications									
	5	100-30-6620		Telecommunications		119.13	0.00	0			
	Desc:	Telecommunications									
14082	176	Carson Oil	3	IN-0904779	Yes	2024	5		11/8/2023	11/15/2023	\$2,200.87
	Desc:	Fuel									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	100-30-6140		Fuel/Lubes/Etc.		1,357.66	0.00	0			
	Desc:	Fuel/Lubes/Etc.									
	2	600-00-6140		Fuel/Lubes/Etc.		281.07	0.00	0			
	Desc:	Fuel/Lubes/Etc.									
	3	601-00-6140		Fuel/Lubes/Etc.		281.07	0.00	0			
	Desc:	Fuel/Lubes/Etc.									
	4	602-00-6140		Fuel/Lubes/Etc.		281.07	0.00	0			
	Desc:	Fuel/Lubes/Etc.									
14083	120	Seawestern	3	INV26541	Yes	2024	5		11/8/2023	11/5/2023	\$202.60
	Desc:	Supplies									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	100-30-6350		Personal Protective Equipme		202.60	0.00	0			
	Desc:	Personal Protective Equipment									
14084	414	Teninty & Son, Inc.	3	43283	Yes	2024	5		11/8/2023	11/15/2023	\$91.67
	Desc:	restrooms									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	100-50-6190		Other Supplies		91.67	0.00	0			
	Desc:	Other Supplies									
14086	346	H.D. Fowler	3	I6514108	Yes	2024	5		11/14/2023	11/15/2023	\$2,716.00
	Desc:	Supplies									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	600-00-6130		Customer Meters & Supplies		2,716.00	0.00	0			
	Desc:	Customer Meters & Supplies									
14087	346	H.D. Fowler	3	I6521155	Yes	2024	5		11/14/2023	11/15/2023	\$1,141.31
	Desc:	Supplies									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	600-00-6130		Customer Meters & Supplies		1,141.31	0.00	0			
	Desc:	Customer Meters & Supplies									
14088	346	H.D. Fowler	3	I6526475	Yes	2024	5		11/14/2023	11/15/2023	\$169.78
	Desc:	Supplies									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	1	600-00-6130		Customer Meters & Supplies			169.78		0.00	0	
		Desc: Customer Meters & Supplies									
14089	992	DEQ Financial Services - L	3	Miller - Cert ren	Yes	2024 5		11/14/2023	11/15/2023		\$166.40
		Desc: Don Miller - Cert Renewal									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	602-00-6410	Training			166.40	0.00	0		
		Desc: Training									
14090	526	Oregon Health Authority	3	Miller - Cert ren	Yes	2024 5		11/14/2023	11/15/2023		\$140.00
		Desc: Don Miller cert renewal - Water									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	600-00-6410	Training			70.00	0.00	0		
		Desc: Training									
		2	601-00-6410	Training			70.00	0.00	0		
		Desc: Training									
14091	154	Quill	3	34578988	Yes	2024 5		11/14/2023	11/15/2023		\$232.68
		Desc: Office supplies									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-10-6105	Office Supplies & Equipment			232.68	0.00	0		
		Desc: Office Supplies & Equipment									
14092	154	Quill	3	32679363	Yes	2024 5		11/14/2023	11/15/2023		\$102.21
		Desc: Office supplies									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-10-6105	Office Supplies & Equipment			102.21	0.00	0		
		Desc: Office Supplies & Equipment									
14093	154	Quill	3	33605618	Yes	2024 5		11/14/2023	11/15/2023		\$205.10
		Desc: Office supplies									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-10-6105	Office Supplies & Equipment			205.10	0.00	0		
		Desc: Office Supplies & Equipment									
14094	176	Carson Oil	3	IN-0917528	Yes	2024 5		11/14/2023	11/15/2023		\$1,003.10
		Desc: Fuel									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	600-00-6140	Fuel/Lubes/Etc.			334.37	0.00	0		
		Desc: Fuel/Lubes/Etc.									
		2	601-00-6140	Fuel/Lubes/Etc.			334.37	0.00	0		
		Desc: Fuel/Lubes/Etc.									
		3	602-00-6140	Fuel/Lubes/Etc.			334.36	0.00	0		
		Desc: Fuel/Lubes/Etc.									
14095	27	Tillamook People's Utility	3	20890-Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$1,458.74
		Desc: Electricity									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	602-00-6605	Electricity			1,458.74	0.00	0		
		Desc: Electricity									
14096	27	Tillamook People's Utility	3	21211 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$41.67
		Desc: Electricity									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-50-6605	Electricity			41.67	0.00	0		
		Desc: Electricity									
14097	27	Tillamook People's Utility	3	21215 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$647.00
		Desc: Electricity									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	200-00-6605	Electricity			647.00	0.00	0		
		Desc: Electricity									

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14098	27	Tillamook People's Utility	3	21221 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$302.09
		Desc:	Electricity								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-30-6605		Electricity		302.09	0.00	0		
		Desc:	Electricity								
14099	27	Tillamook People's Utility	3	21223 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$91.13
		Desc:	Electricity								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-10-6605		Electricity		91.13	0.00	0		
		Desc:	Electricity								
14100	27	Tillamook People's Utility	3	21224 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$136.78
		Desc:	Electricity								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-10-6605		Electricity		136.78	0.00	0		
		Desc:	Electricity								
14101	27	Tillamook People's Utility	3	21231 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$104.70
		Desc:	Electricity								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	602-00-6605		Electricity		104.70	0.00	0		
		Desc:	Electricity								
14102	27	Tillamook People's Utility	3	22182 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$38.09
		Desc:	Electricity								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	601-00-6605		Electricity		38.09	0.00	0		
		Desc:	Electricity								
14103	27	Tillamook People's Utility	3	22221 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$260.62
		Desc:	Electricity								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	600-00-6605		Electricity		260.62	0.00	0		
		Desc:	Electricity								
14104	27	Tillamook People's Utility	3	22713 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$1,614.20
		Desc:	Electricity								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	601-00-6605		Electricity		1,614.20	0.00	0		
		Desc:	Electricity								
14105	27	Tillamook People's Utility	3	41352 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$116.00
		Desc:	Electricity								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	200-00-6605		Electricity		29.00	0.00	0		
		Desc:	Electricity								
		2	600-00-6605		Electricity		29.00	0.00	0		
		Desc:	Electricity								
		3	601-00-6605		Electricity		29.00	0.00	0		
		Desc:	Electricity								
		4	602-00-6605		Electricity		29.00	0.00	0		
		Desc:	Electricity								
14106	27	Tillamook People's Utility	3	45448 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$64.72
		Desc:	Electricity								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-50-6605		Electricity		64.72	0.00	0		
		Desc:	Electricity								
14107	27	Tillamook People's Utility	3	75292 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$36.90
		Desc:	Electricity								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category

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	1	602-00-6605		Electricity			36.90		0.00	0	
	Desc:	Electricity									
14108	27	Tillamook People's Utility	3	96528 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$43.28
	Desc:	Electricity									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-50-6605		Electricity			43.28	0.00	0		
	Desc:	Electricity									
14109	27	Tillamook People's Utility	3	97001 Nov 2023	Yes	2024 5		11/14/2023	11/15/2023		\$36.97
	Desc:	Electricity									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-10-6605		Electricity			36.97	0.00	0		
	Desc:	Electricity									
14110	27	Tillamook People's Utility	3	116884 Nov 202	Yes	2024 5		11/14/2023	11/15/2023		\$49.65
	Desc:	Electricity									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-50-6605		Electricity			49.65	0.00	0		
	Desc:	Electricity									
14112	929	JM Excavating	3	280	Yes	2024 5		11/14/2023	11/15/2023		\$7,400.00
	Desc:	sidewalks - park									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-50-8300		Improvements Other Than Bu			7,400.00	0.00	7	1	EXP
	Desc:	Improvements Other Than Buildings									
14113	70	EC Electric, Inc	3	253467	Yes	2024 5		11/14/2023	11/15/2023		\$358.00
	Desc:	Maintenance									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-50-8300		Improvements Other Than Bu			358.00	0.00	0		
	Desc:	Improvements Other Than Buildings									
14115	307	Accuity, LLC	3	10348	Yes	2024 5		11/14/2023	11/15/2023		\$5,000.00
	Desc:	Audit fees									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-6205		Accounting & Auditing			500.00	0.00	0		
	Desc:	Accounting & Auditing									
	2	100-90-6205		Accounting & Auditing			500.00	0.00	0		
	Desc:	Accounting & Auditing									
	3	200-00-6205		Accounting & Auditing			500.00	0.00	0		
	Desc:	Accounting & Auditing									
	4	600-00-6205		Accounting & Auditing			1,166.67	0.00	0		
	Desc:	Accounting & Auditing									
	5	601-00-6205		Accounting & Auditing			1,166.67	0.00	0		
	Desc:	Accounting & Auditing									
	6	602-00-6205		Accounting & Auditing			1,166.66	0.00	0		
	Desc:	Accounting & Auditing									
14117	369	Ferguson Waterworks	3	1233756	Yes	2024 5		11/14/2023	11/15/2023		\$158.00
	Desc:	Supplies									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	600-00-6130		Customer Meters & Supplies			158.00	0.00	0		
	Desc:	Customer Meters & Supplies									
14118	44	Davison Auto Parts	3	939-616747	Yes	2024 5		11/14/2023	11/15/2023		\$211.19
	Desc:	Supplies									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	600-00-6335		Vehicle Repairs & Maintenan			70.40	0.00	0		
	Desc:	Vehicle Repairs & Maintenance									
	2	601-00-6335		Vehicle Repairs & Maintenan			70.40	0.00	0		
	Desc:	Vehicle Repairs & Maintenance									

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	3	602-00-6335		Vehicle Repairs & Maintenanc			70.39		0.00	0	
		Desc: Vehicle Repairs & Maintenance									
14119	44	Davison Auto Parts	3	939-616428	Yes	2024	5	11/14/2023	11/15/2023		\$9.43
		Desc: Supplies									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	600-00-6335	Vehicle Repairs & Maintenanc			3.14	0.00	0		
		Desc: Vehicle Repairs & Maintenance									
		2	601-00-6335	Vehicle Repairs & Maintenanc			3.14	0.00	0		
		Desc: Vehicle Repairs & Maintenance									
		3	602-00-6335	Vehicle Repairs & Maintenanc			3.15	0.00	0		
		Desc: Vehicle Repairs & Maintenance									
14120	44	Davison Auto Parts	3	939-618210	Yes	2024	5	11/14/2023	11/14/2023		\$43.69
		Desc: Supplies									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-30-6345	Operational Equipment & Re			43.69	0.00	0		
		Desc: Operational Equipment & Repairs									
14121	1	Oregon Department of Rev	3	PR1470	Yes	2024	5	11/15/2023	11/15/2023		\$2,771.75
		Desc: Payroll from 11/1/2023 to 11/15/2023									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-00-2030	Payroll Taxes Payable			350.66	0.00	0		
		Desc:									
		2	100-10-2030	Payroll Taxes Payable			124.97	0.00	0		
		Desc:									
		3	100-30-2030	Payroll Taxes Payable			503.13	0.00	0		
		Desc:									
		4	100-50-2030	Payroll Taxes Payable			20.97	0.00	0		
		Desc:									
		5	200-00-2030	Payroll Taxes Payable			262.65	0.00	0		
		Desc:									
		6	600-00-2030	Payroll Taxes Payable			559.28	0.00	0		
		Desc:									
		7	601-00-2030	Payroll Taxes Payable			269.90	0.00	0		
		Desc:									
		8	602-00-2030	Payroll Taxes Payable			680.19	0.00	0		
		Desc:									
14122	2	U.S. Department of the Tre	3	PR1470	Yes	2024	5	11/15/2023	11/15/2023		\$9,846.92
		Desc: Payroll from 11/1/2023 to 11/15/2023									
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-00-2030	Payroll Taxes Payable			1,340.01	0.00	0		
		Desc:									
		2	100-10-2030	Payroll Taxes Payable			399.55	0.00	0		
		Desc:									
		3	100-30-2030	Payroll Taxes Payable			1,605.99	0.00	0		
		Desc:									
		4	100-50-2030	Payroll Taxes Payable			66.99	0.00	0		
		Desc:									
		5	200-00-2030	Payroll Taxes Payable			923.74	0.00	0		
		Desc:									
		6	600-00-2030	Payroll Taxes Payable			1,911.94	0.00	0		
		Desc:									
		7	601-00-2030	Payroll Taxes Payable			1,054.29	0.00	0		
		Desc:									
		8	602-00-2030	Payroll Taxes Payable			2,544.41	0.00	0		
		Desc:									

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period		PO Nbr	Invoice Date	Due Date	Discount Date	Amount
14123	5	Aflac	3	PR1470	Yes	2024	5		11/15/2023	11/15/2023		\$283.37

Desc: Payroll from 11/1/2023 to 11/15/2023												
Line	Account Number		AP Amount	Liq Amount	Project	Task	Category					
1	100-00-2030	Payroll Taxes Payable	20.56	0.00	0							
Desc:												
2	100-00-2055	Med/Life Insurance Payable	38.46	0.00	0							
Desc:												
3	100-10-2055	Med/Life Insurance Payable	8.97	0.00	0							
Desc:												
4	100-30-2055	Med/Life Insurance Payable	5.25	0.00	0							
Desc:												
5	100-50-2055	Med/Life Insurance Payable	0.64	0.00	0							
Desc:												
6	200-00-2030	Payroll Taxes Payable	11.06	0.00	0							
Desc:												
7	200-00-2055	Med/Life Insurance Payable	11.21	0.00	0							
Desc:												
8	600-00-2030	Payroll Taxes Payable	28.90	0.00	0							
Desc:												
9	600-00-2055	Med/Life Insurance Payable	32.54	0.00	0							
Desc:												
10	601-00-2030	Payroll Taxes Payable	6.86	0.00	0							
Desc:												
11	601-00-2055	Med/Life Insurance Payable	29.43	0.00	0							
Desc:												
12	602-00-2030	Payroll Taxes Payable	29.94	0.00	0							
Desc:												
13	602-00-2055	Med/Life Insurance Payable	59.55	0.00	0							
Desc:												

14124	98	CIS	3	PR1470	Yes	2024	5		11/15/2023	11/15/2023		\$11,172.14
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Desc: Payroll from 11/1/2023 to 11/15/2023												
Line	Account Number		AP Amount	Liq Amount	Project	Task	Category					
1	100-00-2030	Payroll Taxes Payable	175.84	0.00	0							
Desc:												
2	100-00-2055	Med/Life Insurance Payable	1,313.09	0.00	0							
Desc:												
3	100-10-2030	Payroll Taxes Payable	22.35	0.00	0							
Desc:												
4	100-10-2055	Med/Life Insurance Payable	96.55	0.00	0							
Desc:												
5	100-30-2030	Payroll Taxes Payable	249.52	0.00	0							
Desc:												
6	100-30-2055	Med/Life Insurance Payable	1,383.34	0.00	0							
Desc:												
7	100-50-2030	Payroll Taxes Payable	12.21	0.00	0							
Desc:												
8	100-50-2055	Med/Life Insurance Payable	85.81	0.00	0							
Desc:												
9	200-00-2030	Payroll Taxes Payable	130.76	0.00	0							
Desc:												
10	200-00-2055	Med/Life Insurance Payable	986.60	0.00	0							
Desc:												
11	600-00-2030	Payroll Taxes Payable	298.80	0.00	0							
Desc:												

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	12	600-00-2055		Med/Life Insurance Payable			2,276.09		0.00	0	
	Desc:										
	13	601-00-2030		Payroll Taxes Payable			111.52		0.00	0	
	Desc:										
	14	601-00-2055		Med/Life Insurance Payable			862.06		0.00	0	
	Desc:										
	15	602-00-2030		Payroll Taxes Payable			387.21		0.00	0	
	Desc:										
	16	602-00-2055		Med/Life Insurance Payable			2,780.39		0.00	0	
	Desc:										
14125	189	Oregon PERS	3	PR1470	Yes	2024	5	11/15/2023	11/15/2023		\$8,014.47
	Desc:	Payroll from 11/1/2023 to 11/15/2023									
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	100-00-2040		Retirement Payable		1,446.68	0.00	0			
	Desc:										
	2	100-30-2040		Retirement Payable		1,154.68	0.00	0			
	Desc:										
	3	200-00-2040		Retirement Payable		641.44	0.00	0			
	Desc:										
	4	600-00-2040		Retirement Payable		1,571.38	0.00	0			
	Desc:										
	5	601-00-2040		Retirement Payable		775.15	0.00	0			
	Desc:										
	6	602-00-2040		Retirement Payable		2,425.14	0.00	0			
	Desc:										
14126	190	Oregon Department of Jus	3	PR1470	Yes	2024	5	11/15/2023	11/15/2023		\$92.50
	Desc:	Payroll from 11/1/2023 to 11/15/2023									
	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:										
14127	1	Oregon Department of Rev	3	PR1468	Yes	2024	5	11/15/2023	11/15/2023		\$53.82
	Desc:	Payroll from 10/1/2023 to 10/31/2023									
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	100-30-2030		Payroll Taxes Payable		53.82	0.00	0			
	Desc:										
14128	2	U.S. Department of the Tre	3	PR1468	Yes	2024	5	11/15/2023	11/15/2023		\$306.73
	Desc:	Payroll from 10/1/2023 to 10/31/2023									
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	100-30-2030		Payroll Taxes Payable		306.73	0.00	0			
	Desc:										
14129	189	Oregon PERS	3	PR1468	Yes	2024	5	11/15/2023	11/15/2023		\$7.04
	Desc:	Payroll from 10/1/2023 to 10/31/2023									
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	100-30-2040		Retirement Payable		7.04	0.00	0			
	Desc:										

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
14134	472	Verizon Wireless	3	9948621911	Yes	2024 5		11/21/2023	11/28/2023		\$640.87
		Desc:	cell phones								
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6620		Telecommunications		80.71	0.00	0		
		Desc:	Telecommunications								
		2	600-00-6620		Telecommunications		90.33	0.00	0		
		Desc:	Telecommunications								
		3	601-00-6620		Telecommunications		90.33	0.00	0		
		Desc:	Telecommunications								
		4	602-00-6620		Telecommunications		90.33	0.00	0		
		Desc:	Telecommunications								
		5	100-30-6620		Telecommunications		289.17	0.00	0		
		Desc:	Telecommunications								
14135	894	Curtis Tools for Heroes	3	INV762393	Yes	2024 5		11/21/2023	11/28/2023		\$586.80
		Desc:	Maintenance								
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6350		Personal Protective Equipme		586.80	0.00	0		
		Desc:	Personal Protective Equipment								
14136	562	Northstar Chemical	3	268319	Yes	2024 5		11/21/2023	11/24/2023		\$1,507.81
		Desc:	Supplies								
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	601-00-6135		Chemical/Lab Supplies		1,507.81	0.00	0		
		Desc:	Chemical/Lab Supplies								
14137	202	State of Oregon Services	3	ARQ25883	Yes	2024 5		11/21/2023	11/25/2023		\$500.00
		Desc:	ORCPP program fee								
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6405		Dues & Subscriptions		100.00	0.00	0		
		Desc:	Dues & Subscriptions								
		2	100-30-6405		Dues & Subscriptions		100.00	0.00	0		
		Desc:	Dues & Subscriptions								
		3	600-00-6105		Office Supplies & Equipment		100.00	0.00	0		
		Desc:	Office Supplies & Equipment								
		4	602-00-6105		Office Supplies & Equipment		100.00	0.00	0		
		Desc:	Office Supplies & Equipment								
		5	200-00-6405		Dues & Subscriptions		100.00	0.00	0		
		Desc:	Dues & Subscriptions								
14138	539	State of Oregon	3	AIE18545	Yes	2024 5		11/21/2023	11/30/2023		\$945.68
		Desc:	Ethics commission								
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6405		Dues & Subscriptions		945.68	0.00	0		
		Desc:	Dues & Subscriptions								
14139	39	Bay City Firefighters Asso	3	23-11-1	Yes	2024 5		11/21/2023	11/30/2023		\$100.00
		Desc:	Dues								
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6405		Dues & Subscriptions		100.00	0.00	0		
		Desc:	Dues & Subscriptions								
14142	523	North Coast Lawn	3	85899	Yes	2024 5		11/21/2023	11/30/2023		\$1,685.00
		Desc:	Lawn maint								
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6311		Contracted Ground Maintena		561.67	0.00	0		
		Desc:	Contracted Ground Maintenance								
		2	100-50-6311		Contracted Ground Maintena		561.67	0.00	0		
		Desc:	Contracted Ground Maintenance								

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
14153	886	Richard Coit	3	2145	Yes	2024 5		11/21/2023	11/30/2023		\$204.99
		Desc:	Computer service								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-10-6860		Computers/Software/Service		204.99		0.00	0	
		Desc:	Computers/Software/Services								
			1099								
14155	1015	Black Diamond Homes, In	3	229	Yes	2024 5		11/21/2023	11/30/2023		\$110,922.48
		Desc:	Well 3								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	601-13-8200		Equipment		110,922.48		0.00	0	
		Desc:	Equipment								
			1099								
14157	115	R Sanitary Service	3	70005-Nov 2023	Yes	2024 5		11/21/2023	11/30/2023		\$183.75
		Desc:	Sanitary service								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-10-6305		Building Repairs & Maintenanc		30.62		0.00	0	
		Desc:	Building Repairs & Maintenance								
			1099								
		2	100-30-6305		Building Repairs & Maintenanc		30.62		0.00	0	
		Desc:	Building Repairs & Maintenance								
			1099								
		3	100-50-6305		Building Repairs & Maintenanc		30.62		0.00	0	
		Desc:	Building Repairs & Maintenance								
			1099								
		4	600-00-6305		Building Repairs & Maintenanc		30.63		0.00	0	
		Desc:	Building Repairs & Maintenance								
			1099								
		5	601-00-6305		Building Repairs & Maintenanc		30.63		0.00	0	
		Desc:	Building Repairs & Maintenance								
			1099								
		6	602-00-6305		Building Repairs & Maintenanc		30.63		0.00	0	
		Desc:	Building Repairs & Maintenance								
			1099								
14158	1	Oregon Department of Rev	3	PR1471	Yes	2024 5		11/30/2023	11/30/2023		\$2,808.50
		Desc:	Payroll from 11/16/2023 to 11/30/2023								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-00-2030		Payroll Taxes Payable		350.66		0.00	0	
		Desc:									
		2	100-10-2030		Payroll Taxes Payable		124.97		0.00	0	
		Desc:									
		3	100-30-2030		Payroll Taxes Payable		539.88		0.00	0	
		Desc:									
		4	100-50-2030		Payroll Taxes Payable		20.97		0.00	0	
		Desc:									
		5	200-00-2030		Payroll Taxes Payable		262.65		0.00	0	
		Desc:									
		6	600-00-2030		Payroll Taxes Payable		559.28		0.00	0	
		Desc:									
		7	601-00-2030		Payroll Taxes Payable		269.90		0.00	0	
		Desc:									
		8	602-00-2030		Payroll Taxes Payable		680.19		0.00	0	
		Desc:									
14159	2	U.S. Department of the Tre	3	PR1471	Yes	2024 5		11/30/2023	11/30/2023		\$9,945.09
		Desc:	Payroll from 11/16/2023 to 11/30/2023								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-00-2030		Payroll Taxes Payable		1,340.01		0.00	0	
		Desc:									
		2	100-10-2030		Payroll Taxes Payable		399.55		0.00	0	
		Desc:									
		3	100-30-2030		Payroll Taxes Payable		1,704.16		0.00	0	
		Desc:									

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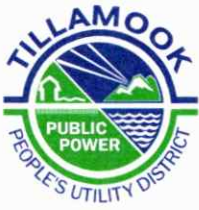
Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	7	100-50-2030		Payroll Taxes Payable			12.21		0.00	0	
	Desc:										
	8	100-50-2055		Med/Life Insurance Payable			85.81		0.00	0	
	Desc:										
	9	200-00-2030		Payroll Taxes Payable			130.76		0.00	0	
	Desc:										
	10	200-00-2055		Med/Life Insurance Payable			986.60		0.00	0	
	Desc:										
	11	600-00-2030		Payroll Taxes Payable			298.80		0.00	0	
	Desc:										
	12	600-00-2055		Med/Life Insurance Payable			2,276.09		0.00	0	
	Desc:										
	13	601-00-2030		Payroll Taxes Payable			111.52		0.00	0	
	Desc:										
	14	601-00-2055		Med/Life Insurance Payable			862.06		0.00	0	
	Desc:										
	15	602-00-2030		Payroll Taxes Payable			387.21		0.00	0	
	Desc:										
	16	602-00-2055		Med/Life Insurance Payable			2,780.39		0.00	0	
	Desc:										
14162	189	Oregon PERS	3	PR1471	Yes	2024	5	11/30/2023	11/30/2023		\$8,014.47
	Desc:	Payroll from 11/16/2023 to 11/30/2023									
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	100-00-2040		Retirement Payable		1,446.68	0.00	0			
	Desc:										
	2	100-30-2040		Retirement Payable		1,154.68	0.00	0			
	Desc:										
	3	200-00-2040		Retirement Payable		641.44	0.00	0			
	Desc:										
	4	600-00-2040		Retirement Payable		1,571.38	0.00	0			
	Desc:										
	5	601-00-2040		Retirement Payable		775.15	0.00	0			
	Desc:										
	6	602-00-2040		Retirement Payable		2,425.14	0.00	0			
	Desc:										
14163	190	Oregon Department of Jus	3	PR1471	Yes	2024	5	11/30/2023	11/30/2023		\$92.50
	Desc:	Payroll from 11/16/2023 to 11/30/2023									
	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:										
14166	727	Impact Office Systems	3	imp863-C286-1-I	Yes	2024	5	11/28/2023	11/30/2023		\$442.43
	Desc:	Copies - Comp plan									
	Line	Account Number				AP Amount	Liq Amount	Project	Task	Category	
	1	100-70-6865		Building Inspector/Inspection		442.43	0.00	0			
	Desc:	Building Inspector/Inspections									

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for user asystadmin from 2024-5 to 2024-5

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
14169	208	USPS	3	Dec 2023 posta	Yes	2024 5		11/28/2023	11/30/2023		\$1,000.00
		Desc: Postage									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	600-00-6105		Office Supplies & Equipment		500.00		0.00	0	
		Desc: Office Supplies & Equipment									
		2	602-00-6105		Office Supplies & Equipment		500.00		0.00	0	
		Desc: Office Supplies & Equipment									
14170	886	Richard Coit	3	2144	Yes	2024 5		11/28/2023	11/30/2023		\$849.56
		Desc: Computer service									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	602-00-8400		Machinery & Equipment		849.56		0.00	5	CSLFRF EXP
		Desc: Machinery & Equipment									
		1099									
14171	98	CIS	3	Adj to payroll N	Yes	2024 5		11/28/2023	11/30/2023		\$0.10
		Desc: Adj to payroll november 2023									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-10-2055		Med/Life Insurance Payable		-0.10		0.00	0	
		Desc: Med/Life Insurance Payable									

Fund 100 Total	86,212.45	0.00
Fund 200 Total	7,353.78	0.00
Fund 302 Total	21,183.00	0.00
Fund 406 Total	1,840.00	0.00
Fund 600 Total	40,520.21	0.00
Fund 601 Total	131,202.56	0.00
Fund 602 Total	24,644.92	0.00
Grand Total	312,956.92	0.00



Tillamook People's Utility District

Directors
David L. Burt
Valerie S. Folkema
Harry E. Hewitt
Douglas S. Olson
Barbara A. Trout

A Customer-Owned Electric Utility

Office: 503.842.2535 • Toll-free: 800.422.2535 • Fax: 503.842.4161

www.tpud.org

Todd Simmons
GENERAL MANAGER

October 17, 2023

City of Bay City
PO Box 3309
Bay City, OR 97107

RE: Utility Easement
Work Order No. 158953
Property Located at 1N 9 32D 2400, Tillamook

Dear Representative:

Enclosed is TPUD's standard overhead / underground easement for the above-referenced property. This easement is required to provide electric service to Michael & Sarah Perrine's property at 9300 Kilchis Forest RD..

Please sign this easement in the presence of a notary and return in the enclosed self-addressed envelope.

If you have any questions, please contact me at the number below.

Sincerely,

TILLAMOOK PEOPLE'S UTILITY DISTRICT

Tony MacDonald
Engineering Field Representative
503-815-8629

TM:ja

Enclosure

1N 9 32D 2400

Return to: TILLAMOOK PEOPLE'S UTILITY DISTRICT
P. O. Box 433
Tillamook, OR 97141

W/O No.: 158953

GRANTOR: CITY OF BAY CITY
PO BOX 3309
BAY CITY, OR 97107

TILLAMOOK PEOPLE'S UTILITY DISTRICT OVERHEAD -- UNDERGROUND EASEMENT

For true and actual consideration, in the amount of one (\$1.00) dollar, the receipt of which is hereby acknowledged, and in consideration of the mutual benefit hereby gained, the Grantor does hereby grant unto the Tillamook People's Utility District (District), a perpetual exclusive (exclusive as to parties other than Grantor) easement over, under and across the following described real property:

TOWNSHIP 1 NORTH, RANGE 9 WEST, SECTION 32D, TAX LOT 2400;
Secured by a Warranty Deed and recorded as Book 305 and Page 939, in
T.C.D.R. for the placement of electrical facilities on said property.

The Grantor hereby grants and conveys to the District the right, privilege and authority to, without further consideration, use the space above, below or on the surface thereof to place, construct, reconstruct, alter, protect, repair, maintain, inspect, replace overhead facilities with underground facilities, operate and remove the District's overhead or underground electrical primary, secondary and service facilities and any and all necessary or desirable appurtenances, attachments or other District equipment as may be permitted by law (District Facilities).

The Grantor further grants unto the District the right of ingress and egress over and upon any portion of the property of Grantor adjoining the Described Property which the District determines is necessary or desirable to use in order to exercise the rights granted in this Easement, as well as the right, on the Described Property or adjoining property of Grantor, to remove natural or man-made obstructions which the District determines will interfere with the District's exercise of the rights granted in this Easement.

The Grantor reserves the right to use the Described Property in any manner the District determines does not interfere with the District's rights under this Easement, and District shall always have the sole right to license, permit or otherwise agree to the installation of facilities by other parties within the easement or to use or allow occupancy of the District Facilities by any other party other than the Grantor. The District hereby reserves the right to approve or disapprove of any request to relocate the District Facilities or those of its Licensees on the Described Property, and, if approved, it will be the responsibility of the requesting party to compensate the District and its Licensees for the associated costs.

Any flowers, trees, shrubbery, vegetation or fences placed in or on the Described Property shall be done so at the sole risk of Grantor. District or its Licensees will not be held responsible for damages done to any such flowers, trees, shrubbery, vegetation or fences, resulting from the District exercising any of the rights granted in the Easement. At all times, District or its Licensees shall have the right to keep the Described Property clear of all flowers, trees, shrubbery, vegetation, fences, undergrowth, materials, substances or roots that are over, on, and/or under the Described Property and to cut, trim and control the growth by chemical means, machinery or otherwise and to remove and dispose of the same without liability and to remove all fire hazards.

The rights, duties, privileges and immunities created under this Easement shall inure to the benefit of and be binding upon the heirs, successors, assigns, and licensees of the respective parties hereto.

The Grantor covenants that he/she/they is/are the sole owner(s) of the Described Property and that the Described Property is free and clear of all encumbrances and liens of whatsoever character except those held by the following persons.

IN WITNESS WHEREOF, the undersigned executes this instrument this _____ day of _____, 2023.

CITY OF BAY CITY

By: _____

Name: _____

Title: _____

STATE OF OREGON)

ss:

County of _____)

On this ____ day of _____, 2023, personally appeared the above-named _____(name), _____(title) of CITY OF BAY CITY and acknowledged the foregoing instrument to be a voluntary act and deed.

Notary Public for Oregon
My Commission Expires: _____

**CITY OF BAY CITY
RESOLUTION NO. 2023-026**

A RESOLUTION RECOGNIZING UNANTICIPATED REVENUES FOR THE CITY OF BAY CITY AND MAKING APPROPRIATIONS.

WHEREAS, the City of Bay City has received revenue and expenditures which could not have been foreseen when the original budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, was prepared and adopted;

WHEREAS, the Bay City Fire Department received additional revenue from the Bay City Fire Department Association: \$4,176.89 for the purchase of equipment;

AND WHEREAS, the Bay City Public Works Department received additional revenue from the State of Oregon DEQ Overflow Sewer and Stormwater Grant: \$323,200 for the Patterson Creek culvert replacement project;

AND WHEREAS, the Bay City Public Works Department received additional revenue from the Oregon Water Resources Department: \$225,000 for the purchase of earthquake isolation valves;

AND WHEREAS the City could not have foreseen the additional revenue when preparing for and adopting the budget for fiscal year ending June 30, 2024.

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

GENERAL FUND – FIRE

RESOURCES	<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
Miscellaneous 100-30-4800	\$46,250	\$4,176.89	\$ 50,426.89

EXPENDITURES	<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
PPE 100-30-6350	\$13,000	\$4,176.89	\$17,176.89

WATER OPERATING FUND

RESOURCES	<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
Loans/Special Projects 602-00-4421	\$0	\$120,000	\$120,000

EXPENDITURES	<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
Capital Outlay 602-00-8400	\$722,000	\$120,000	\$842,000

STREET OPERATING FUND

RESOURCES

State Grants	<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
200-00-4420	\$250,000	\$203,200	\$453,200

EXPENDITURES

Feasibility Study/Projects	<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
200-00-6995	\$10,000	\$203,200	\$213,200

WATER DISTRICT OPERATING FUND

RESOURCES

State Grants	<u>Budgeted</u>	<u>Change</u>	<u>New Amount</u>
601-00-4420	\$0	\$225,000	\$225,000

EXPENDITURES

Capital Outlay	\$150,000	\$225,000	\$375,000
601-00-8400			

ADOPTED by the City Council of the City of Bay City and APPROVED by the Mayor of Bay City this 12th day of December 2023.

Kathleen Baker, Interim Mayor

ATTEST:

Lindsey Gann, City Recorder



THE PEARL OF TILLAMOOK BAY

Continuity of Government Plan

Adopted by the City Council on December 12, 2023

A copy of this Plan shall be maintained at the home of the Mayor, City Council President, City Manager, each Department Head or designee, and shall be stored in each of the following locations:

- City Hall
- Fire Station
- Public Works

Introduction

Purpose: To provide guidance for City staff and elected officials when the City experiences an emergency that interferes with or prevents normal governance. This Plan enables activation of the Continuity of Operations (COOP) Plan, which provides the structure to deal with disasters or emergencies that affect the City of Bay City.

Top Priority: To ensure the safety and security of the City's employees, residents and visitors.

Secondary Priorities:

1. To protect City equipment, facilities, functions and records from sustaining further damage; and
2. To repair damage to essential facilities or equipment as soon as possible; and
3. To obtain and preserve vital information as feasible, without endangering the safety of employees, volunteers, or the public.

Organization: This plan is divided into two parts:

Part One, Continuity of Government: To provide continuity of operations should a disaster disable a City facility or function.

Part Two, Employee Preparedness and Response: Immediate action when an event occurs or is about to occur, to disseminate protection, evacuation, and emergency shelter information.

Plan Updates: Annually to ensure accuracy and incorporate necessary changes. The Mayor will direct the annual update and assign a Council member to work with the team, consisting of the City Manager, Fire Chief, and Public Works Director. Each department head shall be responsible for updating department recovery plans.

Plan Objectives:

1. Ensure continuous operation of City government, including oversight by elected officials and performance of essential functions before, during, and following an emergency;
2. Ensure the safety of employees;
3. Protect essential equipment, records, and other assets;
4. Reduce disruptions to vital City services;
5. Prevent/minimize damage and losses;

6. Achieve an orderly recovery from emergency operations.

These objectives fit within the scope of responsibility and expectations of local government, represent Continuity of Government's general planning principles, and conform with ORS 401.305 and 401.309 regarding emergency management and continuity of governance.

ORS 401.305

Emergency management agency of city, county or tribal government

(1) As used in this section, "tribal government" means a federally recognized sovereign tribal government operating within the borders of this state or an intertribal organization formed by two or more federally recognized sovereign tribal governments operating within this state.

(2) Each county of this state shall, and each city or tribal government may, establish an emergency management agency that is directly responsible to the executive officer or governing body of the county, city or tribe.

(3) The executive officer or governing body of each county, and any city or tribe that participates, shall appoint an emergency program manager who is responsible for the organization, administration and operation of the emergency management agency, subject to the direction and control of the county, city or tribe.

(4) When a city or tribal government has an emergency management agency, the city or tribal government, as applicable, and the counties within which the city or tribal government operates shall jointly establish policies that:

(a) Provide direction and identify and define the purpose and roles of the individual emergency management programs;

(b) Specify the responsibilities of the emergency program managers and staff; **and**

(c) Establish lines of communication, succession and authority of elected officials for an effective and efficient response to emergency conditions.

(5) Each emergency management agency shall perform emergency program management functions within the territorial limits of the county, city or tribal government and may perform the functions outside the territorial limits as required under any mutual aid or cooperative assistance agreement or as requested and authorized by the county or city in whose territorial limits the emergency functions are performed.

(6) The emergency management functions include, at a minimum:

(a) Coordination of the planning activities necessary to prepare and maintain a current emergency operations plan, management and maintenance of emergency operating facilities from which elected and appointed officials can direct emergency and disaster response activities;

(b) Establishment of an incident command structure for management of a coordinated response by all local emergency service agencies; and

(c) Coordination with the Oregon Department of Emergency Management to integrate effective practices in emergency preparedness and response as provided in the National Incident Management System established by the Homeland Security Presidential Directive 5 of February 28, 2003. [1983 c.586 §12; 1993 c.187 §9; 2005 c.825 §11; 2013 c.189 §2; 2021 c.539 §35]

Note: The amendments to [401.305 \(Emergency management agency of city, county or tribal government\)](#) by section 35, chapter 539, Oregon Laws 2021, become operative July 1, 2022.

ORS 401.309

Declaration of state of emergency by city or county

(1) The governing body of a city or county in this state may declare, by ordinance or resolution, that a state of emergency exists within the city or county. The ordinance or resolution must limit the duration of the state of emergency to the period of time during which the conditions giving rise to the declaration exist or are likely to remain in existence.

(2) A city or county in this state may, by ordinance or resolution, establish procedures to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. The ordinance or resolution shall describe the conditions required for the declaration of a state of emergency within the jurisdiction.

(3) An ordinance or resolution adopted under subsection (2) of this section may designate the emergency management agency, if any, or any other agency or official of the city or county as the agency or official charged with carrying out emergency duties or functions under the ordinance.

(4) A city or county may authorize an agency or official to order mandatory evacuations of residents and other individuals after a state of emergency is declared under this section. An evacuation under an ordinance or resolution authorized under subsection (2) of this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

(5) Nothing in this section shall be construed to affect or diminish the powers of the Governor during a state of emergency declared under [ORS 401.165 \(Declaration of state of emergency\)](#). The provisions of [ORS 401.165 \(Declaration of state of emergency\)](#) to [401.236 \(Rules\)](#) supersede the provisions of an ordinance or resolution authorized by this section when the Governor declares a state of emergency within any area in which such an ordinance or resolution applies. [1997 c.361 §2; 2009 c.718 §32]

Part One: Continuity of Government

Initial Action Steps

The Initial Action Steps are intended to ensure continuation of high priority and essential functions of all City departments. Each department head shall maintain a checklist of Initial Action Steps to complete as soon as possible.

The basic functions listed below are common to all departments and are essential to manage emergencies and starting the repair/recovery phase.

Communication/Phone System

The City Manager shall coordinate telephone system needs to continue essential government services.

Department heads or their designees access and report operability of their department phone system to the City Manager.

If the land line phone system fails, City-owned cell phones will be used to establish cell phone-based communications.

During total phone system disruption, radio communication via the Public Works frequency shall be used to communicate between departments.

Computer System

If the central computer system located in City Hall becomes inoperable, the City Manager will secure individual computers/laptops in a safe location to enable operations. To the extent possible and practical, materials are stored on the cloud to enable access and operations remotely.

Department heads shall assess and report the status of their department computer systems to the City Manager.

Purchasing

City Administration shall coordinate procurement of office furniture, fixtures, supplies, machines, computers, telephones, and other materials through purchase, lease, or borrowing from vendors or other sources.

Department heads or their designees shall be responsible for procurement of items unique to their departments, such as rescue or public works-specific equipment needed to address the

emergency. Purchases exceeding the scope of the department’s budget shall be made only with the approval of City Government, and shall be coordinated through City Administration.

Insurance

The City’s insurance is through City County Insurance Services (CIS). The policy covers all City facilities and vehicles. CIS provides a number of tools and links to assist their members in preparing for and recovering from a disaster. Planning before an emergency or crisis is good risk management.

Mutual Aid

The City has formal mutual aid agreements with a number of communities in the area for public works and public safety. Additionally, other neighboring communities are likely to offer their assistance outside of a formal agreement. If Mutual Aid is implemented, the appropriate department head or designee shall identify a staging area for volunteers and Mutual Aid responders. The City will follow NIMS when requesting outside help and assistance.

Vehicles

The Fire Chief and Public Works Director or their designees shall assess their vehicles to determine response status at the onset of an event.

Facilities Inventory

Facility	# of people	Where in building	Phone access?	Computer access?	Restrooms	Adequate parking?	Heat?	A/C?	Emergency power?
City Hall 5525 B St	4	Office	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Community Hall 5525 B St	50	Hall	No	Wireless Internet	Yes	Yes	Yes	Yes	Yes
Fire Station 9390 4 th St	3	Office	Yes	Yes	Yes	Yes	Yes	No	Yes
Fire Station 9390 4 th St	20	Training Room	Yes	Wireless Internet	Yes	Yes	Yes	No	Yes
Fire Station 9390 4 th St	50	Apparatus Bay	Yes	Wireless Internet	Yes	Yes	Yes	No	Yes
Public Works 8000 Elliott St	15	Office	Yes	Yes	Yes	Yes	Yes	No	No
WWTP 8000 Elliott St	4	Office	Yes	Yes	Yes	Yes	Yes	No	Yes

Relocation Plan by Building

These scenarios cover major disasters affecting City Hall, the Fire Station, and the Public Works buildings. This plan covers only short-term displacement. If departments are displaced on a long-term basis, the City will investigate and identify suitable space in the City to house the department.

Scenario 1: City Hall is destroyed

Administration:	Fire Station, Training Room
City Council Meeting:	Fire Station, Apparatus Bay

Scenario 2: Fire Station is destroyed

Administration:	City Hall, Office
Apparatus and Equipment:	Public Works

Scenario 3: Public Works building is destroyed

Administration:	City Hall, Office
Public Works vehicles:	Fire Station, apparatus bay

Scenario 4: City Hall, Fire Station and Public Works are all destroyed

Remaining vehicles, apparatus, and equipment will be moved to staging area(s) deemed available by incident type

Administrative functions will be located in nearest available office space.

Part Two: Employee Preparedness and Response

Mayor / Council President

- Be available to declare state of emergency if necessary
- Authorize Public Information Releases for the City or assign a Public Information Officer
- Serve as City spokesperson
- Authorized to sign checks
- Provide ongoing policy guidance
- Participate in Local Emergency Operations Center

City Council

- Be available to declare state of emergency if necessary
- Make ongoing policy decisions
- Report to Emergency Operations Center to assist with ongoing management of incident

City Manager

- Coordinate relocation efforts with affected departments
- Begin phone tree – contact Mayor, Council, and all department heads
- If City Hall is affected by disaster, notify all other groups using City Hall for meetings, if possible
- Talk to media as City spokesperson if authorized by Mayor

Department Heads

- Coordinate public information activities through the Public Information Officer, such as providing information for press releases, press conferences, and website and social media updates to inform citizens where services have been relocated, new phone numbers, etc.
- Set up Emergency Operations Center, and oversee the Continuity of Government Plan activation
- Consult Emergency Operations Plan, and relocate facilities and/or operations as needed.

Risk Assessment

Following are examples of disasters/emergency events that could affect City facilities/operations and their likelihood of occurring:

Disaster	Probability	Severity
Bomb threat	Low	Low – High
Fire	Medium	Low – High
Gas explosion	Low	Medium - High
Hazardous Materials release	Low	Low – High
Water Contamination	Low	Low – Medium
Union Strike	Low	Low

Riot	Low	Low – Medium
Plane crash	Low	High
Nuclear attach/spill	Low	High
Bioterrorism attach	Low	High
Food contamination	Low	Varies
LPG gas leak	Low	Low
Water main break	Medium	Low
Hostile confrontation	Low	Low – High
Building issues: <ul style="list-style-type: none"> • Power/phone outage • No heat • Mold/Environmental 	Medium	Low
Tornado/water spout	Low	Low – High
High winds	High	Low – Medium
Flooding	Medium	Medium
Blizzard/extreme cold	Medium	Low – medium
Sewer backup	Low	Low – Medium
Computer hack	Low	Low – High
Burglary / vandalism	Low	Low – High
Lightning strike	Low	High
Earthquake & Tsunami	Low	High
Wildfire	Low	High

The “probability” was determined by past experience, the design of the City, and experience in cities similar to Bay City in terms of size, design/layout, and history of disasters.

The “severity” is based on the harmful effects of the disaster, should it occur. Many of the potential disasters have a range of severity that depends on the extent of the disaster.

Line of Succession

The following table indicates the order of succession to execute the Plan, and ensure that all essential functions of government are provided in a prudent and timely manner.

Entity/Dept	Contact	Alternate #1	Alternate #2	Alternate #3
City Gov’t	Mayor	Council President	Unified Councilors	Individual Councilors by seniority
City Admin	City Manager	Finance Officer	Deputy Recorder	City Planner
Public Works	Director	Water Tech	Waste Water Tech	Utility Worker II
Fire Dept.	Fire Chief	Asst. Fire Chief	Fire Marshal	Fire Captain

Essential Facilities

The facilities listed below should be restored as soon as possible, in this order, following any event:

- 1) Wells and Water Distribution System
- 2) Wastewater Collection and Treatment System
- 3) Fire Station
- 4) City Hall
- 5) Public Works Building
- 6) Utility Company Facilities (PUD, Phone, Cable Television)
- 7) Commercial establishments
- 8) Business establishments
- 9) Private residences
 - a. At risk populations
 - b. Regular population



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

December 5, 2023

MEMORANDUM to City Council

From: David McCall, City Manager

RE: Convenience fees, transaction fees discussion

As the City prepares to enter into a new, improved arrangement for our utility billing and accounting software and services, we will also be able to set up for online or at-the-counter payments with Xpress Bill Pay for payment with debit/credit cards, as well as EFT.

While the convenience for this service is sought after and welcomed, we need to consider the cost implications as well.

We have tried to envision various scenarios and their implications. Some of the transactions we considered include:

Online Single Transactions – when someone pays their water bill online, just once (Same scenario for a business license through the online form)

Online Recurring Transactions – when someone sets up a monthly automatic payment for their water bill online

Counter Transactions – when someone comes to the office and pays at the counter – for water bills, camping fees, planning fees, business license, dog tags, etc.

Different card companies have different fees and rules, but we can convey some generalities. The system is very complicated, but I will try and summarize it for you in a coherent fashion.

First off, we are eligible for two types of rates: Utility Rate and Government Rate.

Surcharges: only allowed on credit transactions, NOT debit cards. (Debit cards represent 70% of transactions in most organizations.) Xpress Bill Pay does not support surcharges.

Utility Rate: a special rate available for utilities, i.e. our water bills. This lower rate carries with it restrictions such as no convenience fee can be assessed to payments. If we choose not to assess fees, it is probable that we may be able to have our other payments included at this rate as well.

Gov't Rate: this rate is higher, but still a preferential rate for governments, which allows a flat convenience fee to be assessed on transactions.

We have the ability to charge a fee to offset the costs, at least on some transactions.

Convenience Fees: We can charge a flat-rate convenience fee to cover the costs of the transactions. Convenience fees CANNOT be charged on face-to-face (counter) transactions, nor

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on Auto Pays or debit cards. If charging convenience fees, we are NOT eligible for Utility rates, but only the Gov't Rate.

Service fees: In theory we can charge a percentage based service fee, but only for non-utility payments, and must be assessed as a separate transaction.

I have put together a spreadsheet with various scenarios for payments, including the exclusions on charging convenience fees for certain transactions. (I did not include the service fee option, since utilities are rejected from it.)

At the bottom of the sheet you can see the rate of the convenience fee that would need to be assessed to cover the costs of these payment services. (If you like, I can plug different values into the spreadsheet to create a different scenario, but I think the general indication is clear.)

Clearly, if the City chooses to absorb the costs, there will be more of an incentive for ratepayers (and other customers) to pay this way, reducing the amount of cash and checks taken in and processed by staff – though it is difficult to predict how quickly this will happen, and how many people will utilize this process.

If the City were to absorb all costs, the costs could be allocated between the funds they go to, in accordance with the different rates.

Staff looks to City Council for direction as to how to proceed with this, which will have budget implications as well.

Credit Card Scenarios (monthly costs)

	Scenario 1				Scenario 2				Scenario 3				Scenario 4				Scenario 5								
	Avg. Bill		% of transactions		Avg. Bill		% of transactions		Avg. Bill		% of transactions		Avg. Bill		% of transactions		Avg. Bill		% of transactions						
Utility Bills																									
Avg. Bill	\$	98.65			\$	98.65			\$	98.65			\$	98.65			\$	98.65							
Online Single Transactions		50	15%			50	12%			50	9%			100	15%			300	37%						
Online Recurring Transactions (A		100	30%			100	24%			150	26%			250	37%			200	24%						
Counter Transactions		150	45%			150	36%			250	44%			150	22%			150	18%						
Campsite																									
Avg. Rate	\$	30.00			\$	30.00			\$	30.00			\$	30.00			\$	30.00							
Transactions		10	3%			20	5%			20	4%			20	3%			20	2%						
Dump Station																									
Avg. Rate	\$	10.00			\$	10.00			\$	10.00			\$	10.00			\$	10.00							
Transactions		20	6%			100	24%			100	18%			150	22%			150	18%						
Planning Fees																									
Avg. Rate	\$	500.00			\$	500.00			\$	500.00			\$	500.00			\$	500.00							
Transactions		0	0.00%			1	0.24%			1	0.18%			1	0.15%			1	0.12%						
Total Revenue			\$ 30,095.00				\$ 31,695.00				\$ 46,492.50				\$ 51,925.00				\$ 66,722.50						
Total Transactions			330				421				571				671				821						
			Utility Rate	Gov't Rate			Utility Rate	Gov't Rate			Utility Rate	Gov't Rate			Utility Rate	Gov't Rate			Utility Rate	Gov't Rate					
Credit Card Brands																									
Interchange Fee	\$	0.75	\$ 247.50	1.60%	\$ 489.52	\$	0.75	\$ 315.75	1.60%	\$ 507.14	\$	0.75	\$ 428.25	1.60%	\$ 743.90	\$	0.75	\$ 503.25	1.60%	\$ 830.82	\$	0.75	\$ 615.75	1.60%	\$ 1,067.58
Assessment Rate		0.14%	\$ 42.13	0.14%	\$ 42.13		0.14%	\$ 44.37	0.14%	\$ 44.37		0.14%	\$ 65.09	0.14%	\$ 65.09		0.14%	\$ 72.70	0.14%	\$ 72.70		0.14%	\$ 93.41	0.14%	\$ 93.41
Association Fee	\$	0.0195	\$ 6.4350	\$ 0.0195	\$ 6.44	\$	0.0195	\$ 8.2095	\$ 0.0195	\$ 8.21	\$	0.0195	\$ 11.1345	\$ 0.0195	\$ 11.13	\$	0.0195	\$ 13.0845	\$ 0.0195	\$ 13.08	\$	0.0195	\$ 16.0095	\$ 0.0195	\$ 16.01
Credit Card Processor																									
Discount Rate		0.45%	\$ 135.43	0.45%	\$ 135.43		0.45%	\$ 142.63	0.45%	\$ 142.63		0.45%	\$ 209.22	0.45%	\$ 209.22		0.45%	\$ 233.66	0.45%	\$ 233.66		0.45%	\$ 300.25	0.45%	\$ 300.25
Authorization Fee	\$	0.30	\$ 99.00	\$ 0.30	\$ 99.00	\$	0.30	\$ 126.30	\$ 0.30	\$ 126.30	\$	0.30	\$ 171.30	\$ 0.30	\$ 171.30	\$	0.30	\$ 201.30	\$ 0.30	\$ 201.30	\$	0.30	\$ 246.30	\$ 0.30	\$ 246.30
Batch Settlement Fee	\$	-	\$ -	\$ -	\$ -	\$	-	\$ -	\$ -	\$ -	\$	-	\$ -	\$ -	\$ -	\$	-	\$ -	\$ -	\$ -	\$	-	\$ -	\$ -	\$ -
Monthly Service Fee	\$	5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$	5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$	5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$	5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$	5.00	\$ 5.00	\$ 5.00	\$ 5.00
Gateway Fees																									
CC/EFT Fee	\$	1.00	\$ 330.00	\$ 1.00	\$ 330.00	\$	1.00	\$ 421.00	\$ 1.00	\$ 421.00	\$	1.00	\$ 571.00	\$ 1.00	\$ 571.00	\$	1.00	\$ 671.00	\$ 1.00	\$ 671.00	\$	1.00	\$ 821.00	\$ 1.00	\$ 821.00
Monthly Fee	\$	50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$	50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$	50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$	50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$	50.00	\$ 50.00	\$ 50.00	\$ 50.00
Statement Fee	\$	29.00	\$ 29.00	\$ 29.00	\$ 29.00	\$	29.00	\$ 29.00	\$ 29.00	\$ 29.00	\$	29.00	\$ 29.00	\$ 29.00	\$ 29.00	\$	29.00	\$ 29.00	\$ 29.00	\$ 29.00	\$	29.00	\$ 29.00	\$ 29.00	\$ 29.00
Total Fees			\$ 944.50	\$ 1,186.52			\$ 1,142.26	\$ 1,333.65			\$ 1,539.99	\$ 1,855.64			\$ 1,778.99	\$ 2,106.56			\$ 2,176.72	\$ 2,628.55					
Percentage of Revenue			3.14%	3.94%			3.60%	4.21%			3.31%	3.99%			3.43%	4.06%			3.26%	3.94%					
				\$ 242.02				\$ 191.39				\$ 315.65				\$ 327.57				\$ 451.83					
Convenience Fee necessary to cover difference				\$ 3.03				\$ 1.13				\$ 1.86				\$ 1.21				\$ 0.96					
				\$ 1,186.52				\$ 1,333.65				\$ 1,855.64				\$ 2,106.56				\$ 2,628.55					
Convenience Fee necessary to cover all CC fees				\$ 14.83				\$ 7.84				\$ 10.92				\$ 7.80				\$ 5.59					



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

December 4, 2023

MEMO to City Council

RE: Bay City TLT Grants

From: David McCall, City Manager

Since the ordinance went into effect and TLT funds have been collected in Bay City in 2014, under which the provision of 70% designated for Tourism Promotion & Facilities, the City has disbursed over \$272,000 in funds to support tourism and tourism-related facilities in the City.

Through this time, the process has evolved. After initially having no formal process for disbursing funds, an application form was developed, and then modified. The current process requires a budget to be submitted with the application, and a final report following completion of the project, along with copies of receipts. Under the leadership of Greg Sweeney, as chair of the TLT Committee, a better, more formalized process of reviewing final reports was introduced. Greg has reviewed reports dating back to applications from January of 2021.

This review process has highlighted deficiencies in the process and in reporting. Of the \$180,042.76 approved for distribution for 15 projects during this time period, 13 of the projects are complete. Of the 13 completed projects, 6 of the projects for a total of \$102,306.76 were found to be fully in compliance. Two projects were requested to return partial funds, and the funds were returned.

No resolution has been reached regarding the following five projects:

Project	Approved	Current Status
KAYN Radio Station Improvements (BCAC)	\$6,340 (3/2021)	Refund of \$1,394 requested due to unused funds
Community Theater Project (BCAC)	\$10,000 (4/2022)	Dispute over use of \$1,000 for operational expenses
Performing Arts Program (BCAC)	\$11,280 (4/2022)	Unused funds of \$3,880 included in final report.
Pearl & Oyster Festival 2023 (BCAC)	\$7,500 (2/2023) advertising \$7,800 (5/2023) festival	Final report submitted w/o receipts. Discussion requested.

Staff requests additional time to try and come to a resolution on these before your January meeting.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability, or familial status.

LOCAL
GOVERNMENT
LAW GROUP

An Oregon Professional Corporation

Carolyn H. Connelly
Ross M. Williamson*
Mark A. Wolf
Diana Moffat
Emily B. Guimont
Lori J. Cooper
Armand Resto-Spotts
*Also Admitted in Washington

November 7, 2023

Via Email Only To: dmccall@ci.bay-city.or.us

David McCall, City Manager
City of Bay City
P.O. Box 3309
Bay City, OR 97107

Re: 2023 Public Contracting Rules Update Packet

Dear David:

Your City has previously adopted our public contracting packet. As you know, our packet is based on the AG's Model Rules, with changes that simplify and tailor those Rules for our clients and adds exemptions not available under the AG's Rules.

In reviewing our records, we see that City of Bay City originally received our Public Contracting Rules Packet on April 8, 2021, and subsequently purchased one update. The last purchased update was on January 11, 2023. While our records do not reflect whether your City actually adopted those Rules, assuming that they are in place, they are now out of date.

The 2023 legislature adopted several Oregon Public Contracting Code amendments. The AG is currently in the process of updating its Model Rules to reflect those legislative changes. Since the AG's Rules have yet to be issued, I have reviewed all statutory amendments and incorporated needed modifications into our public contracting rule packet. Pursuant to ORS 279A.065(6)(b), such a review is required for any entity which has adopted its own rules. I conduct this review for cities that have purchased our Rules, then let you know when amendments are required.

Our 2023 Public Contracting Rules Packet includes the following modifications:

1. The "Small Procurement/Direct Award" threshold for goods and service AND public improvement contracts is increased from \$10,000 to \$25,000.

2. The Intermediate Procurement threshold for goods and service contracts is increased from \$150,000 to \$250,000. A similar increase was not adopted for public improvement contracts, resulting in different thresholds for Division 47 and 49 intermediate procurements yet again.

3. Divisions 46 and 49 of our updated 2023 Rules now extends the service-disabled veteran preference to all veterans. In sum, a business must be 51% owned by a qualifying veteran, the owner must manage the day-to-day operation of the enterprise, and the business must have annual revenues below \$23.98 million. However, as with all preferences, consult ORS 200.005 to determine exactly who qualifies.

4. Rule 137-046-0300(5) now allows, but does not require, a public contracting agency to grant a 5% preference to a for-profit business which considers its impact on society and the environment (known as a certified B-Corp.)

5. Our Rules continue to track state law so that demolition contracts and those for the removal of hazardous waste expressly fall within the definition of the term "public works."

6. For those of you who have not adopted rules since 2019, another helpful update allows your City to use price information in architect/engineer consultant (i.e. Division 48) selection procedures.

As your City last updated in early 2023, our full packet update is only \$95. Because the 2023 Public Contracting Rules do not add or amend special procurement class exemption, the City may adopt these amended Rules by resolution without a hearing or associated public notice.

Please contact Carrie Connelly (chc@localgovtlaw.com) or Kim Dahlgren (kimd@localgovtlaw.com) if your City wishes to purchase a 2023 public contracting packet from our office.

Sincerely yours,

Carrie Connelly

Carolyn H. Connelly
chc@localgovtlaw.com

CHC:kad

RESOLUTION NO. 2023-028

**JOINT RESOLUTION OF THE CITY COUNCIL AND
LOCAL CONTRACT REVIEW BOARD AMENDING
PUBLIC CONTRACTING RULES FOR THE CITY OF BAY CITY**

WHEREAS, in 2021, the City opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C, as set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the “Model Rules”) and adopted its own Public Contracting Rules (Rules), which were most recently updated by Resolution 2023-004 in February, 2023; and

WHEREAS, the 2023 legislature adopted several amendments to Oregon’s Public Contracting Code (Code), allowing further updates to the City’s Rules, Divisions 46, 47, 49 and Personal Services Rules; but requiring no changes to the City’s public contracting Class Exemptions; and

WHEREAS, the City Council and the City’s Local Contract Review Board agree that legislative amendments to the Code should be reflected in the City’s Rules.

NOW, THEREFORE, it is resolved as follows:

1. **Findings.** The findings set forth in the recitals, above, are hereby adopted as support for the amendments to the City’s Public Contracting Rules.
2. **Amendments.** The following identified subsections of City Public Contracting Rules, Divisions 46, 47, 49, and E-17 adopted by Resolution 2023-004, Section 3 are hereby amended as follows:
 - a. Subsection 5 of Rule 137-046-0300, Preference for Oregon Goods and Services; Nonresident Bidders, is amended to read as follows:

(5) Discretionary Preference and Award.

(a) Under ORS 279A.128, a Contracting Agency may provide, in a Solicitation Document for Goods, Services or Personal Services, a specified percentage preference of not more than: (i) ten percent for Goods fabricated or processed entirely in Oregon or Services or Personal Services performed entirely in Oregon or (ii) five percent for Goods or Services provided by a benefit company that is incorporated, organized, formed or created under ORS 60.754, that submits with a bid or proposal a certificate of existence issued under ORS 60.027 and has the majority of the benefit

company's regular, full-time workforce located in Oregon at the time the benefit company submits the bid or proposal.

- (b) When the Contracting Agency provides for a preference under this Section, and more than one Offeror qualifies for the preference, the Contracting Agency may give a further preference to a qualifying Offeror that resides in or is headquartered in Oregon.
- (c) A Contracting Agency may establish a preference percentage higher than the percentages authorized in (5)(a) of this rule by written order that finds good cause to establish the higher percentage and which explains the Contracting Agency's reasons and evidence for finding good cause to establish a higher percentage.
- (d) The Contracting Agency may not apply the preferences described in this Section in a Procurement for emergency work, minor alterations, ordinary repairs or maintenance of public improvements, or construction work that is described in ORS 297C.320.

- b. Rule 137-047-0265, Small Procurements, is amended to read as follows:

"137-047-0265

Small Procurements

(1) **Generally.** For Procurements of Goods or Services less than or equal to \$25,000 a Contracting Agency may Award a Contract as a small Procurement pursuant to ORS 279B.065 by direct selection or award without any competitive or solicitation process.

(2) **Amendments.** A Contracting Agency may amend a Public Contract Awarded as a small Procurement in accordance Rule 137-047-0800, but the cumulative amendments may not increase the total Contract Price to greater than one hundred twenty-five percent (125%) of the small procurement threshold stated in subsection (1) of this Rule."

- c. Rule 137-047-0270, Intermediate Procurements, is amended to read as follows:

"137-047-0270

Intermediate Procurements

(1) **Generally.** For Procurements of Goods or Services greater than \$25,000 and less than or equal to \$250,000, a

Contracting Agency may Award a Contract as an intermediate Procurement pursuant to ORS 279B.070.

(2) **Written Solicitations.** For any intermediate Procurements, a Contracting Agency may use a Written solicitation to obtain quotes.

(3) **Negotiations.** A Contracting Agency may negotiate with a Proposer to clarify its quote or offer or to effect modifications that will make the quote or offer acceptable or make the quote or offer more Advantageous to the Contracting Agency.

(4) **Amendments.** A Contracting Agency may amend a Public Contract Awarded as an intermediate Procurement in accordance with Rule 137-047-0800, but the cumulative amendments may not increase the total Contract Price to a sum that exceeds one hundred twenty-five percent (125%) of the intermediate procurement threshold stated in subsection (1) of this Rule.”

d. Subsection 1 of Rule 137-049-0160, Intermediate Procurements; Competitive Quotes and Amendments, is amended to read as follows:

“(1) **General.** Public Improvement Contracts estimated by the Contracting Agency to cost \$25,000 or more, but not to exceed \$100,000 may be Awarded in accordance with this rule.”

e. The term “service-disabled veteran,” as used in City Rules 137-046-0210, 137-049-0370, and 137-049-0440, is amended to read “veteran, as defined by ORS 200.005,”

f. Subsection (6)(c) of Rule 137-049-0390 is amended to read:

“**Negotiation Prohibited.** Except as allowed by Rules 137-049-0420(1) and 137-049-0430, the Contracting Agency shall not negotiate scope of Work or other terms or conditions under an Invitation to Bid process prior to Award.”

g. The last sentence of Subsection (1) of Rule 137-049-0395 is amended to read:

“This requirement does not apply to Award of a small, intermediate (informal competitive quotes) or emergency Public Improvement Contract awarded under ORS 279C.335(1)(c) or (d) or (6).”

h. Subsections (6)(a) and (b) of Exemption-17, Personal Services, are hereby amended to increase the threshold of “\$10,000” to “\$25,000.”

i. The first paragraph of Exemption E-18, Liability Insurance Contracts, is hereby amended to read:

“Contracts for insurance where either the annual or aggregate premium exceeds \$25,000 must be let using one of the following procedures:”

3. **Legal Review.** In accordance with ORS 279A.065(6)(b), the City shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules to implement Oregon Public Contracting Code amendments adopted after the 2023 legislative session in order to determine whether amendments are required to ensure statutory compliance.

4. **Continued Effect.** All unamended provisions of Resolution 2023-004, and all rules adopted thereby, shall remain unchanged and in full force and effect.

5. **Effective Date.** Except as identified below, this Resolution and the Rules adopted herein shall take full force and effect upon adoption. Rules 137-047-0265, 137-047-0270, and 137-049-0160 shall take effect on January 1, 2024.

DATED this 12th day of December, 2023.

Kathleen Baker, Interim Mayor
City Council

Kathleen Baker, Interim Mayor,
as President for the Local Contract
Review Board

ATTEST:

ATTEST:

Lindsey Gann,
City Recorder

Lindsey Gann, City Recorder,
as Secretary for the
Local Contract Review Board

R SANITARY SERVICE

WE ARE REQUESTING A RATE RAISE TO MIRROR SOME OF OUR RATES THAT WERE APPROVED THROUGH THE COUNTY IN MARCH OF THIS YEAR. WE HAVE PUT IT OFF FOR FAR TO LONG, AND FEEL WE NEED TO RAISE THEM AT THIS TIME. PRICE OF FUEL,TRUCK MAINTENANCE, INSURANCE, DUMP FEES AND WAGES ARE A FEW FACTORS IN OUR DECISION TO REQUEST.

THANK YOU FOR YOUR CONSIDERATION

Baycity Rates

Curbside/Roadside*		Not Curbside/Roadside
1 Can	\$21.00	\$23.00
2 Can	\$37.25	\$39.85
3 Can	\$53.50	\$57.00
Each Additional can	\$18.25	\$19.15

1 can a month***\$12.00

Extra can **\$10.00

EXTRA HAULING OF LARGE AMOUNTS WILL BE SCHEDULED AND DETERMINED ON PER HAUL BASIS.

**CITY OF BAY CITY
RESOLUTION NO. 2023-029**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BAY CITY ESTABLISHING RATES FOR COLLECTION SERVICES FOR R-SANITARY SERVICE UNDER THE FRANCHISE GRANTED BY BAY CITY ORDINANCE NO. 698 AND REPEALING RESOLUTION NO. 17-04

1. WHEREAS, the City granted to R-Sanitary Service an exclusive franchise for the collection of solid waste in Ordinance No. 698; and
2. WHEREAS, Section 8 of Ordinance 698 allows the City to establish from time to time rate changes by resolution; and
3. WHEREAS, in determining the appropriate rates to be charged by the Franchisee, the City may multiple factors, as outlined in Section 8; and
4. WHEREAS, the rates charged by R-Sanitary Service for solid waste collection in the city limits was last established in Resolution 17-04.
5. NOW THEREFORE, the City of Bay City establishes the following rate schedule for solid waste (garbage) collection services in the City of Bay City, effective January 1, 2024:

MONTHLY RATES FOR ONCE A WEEK SERVICE

	<u>Curbside/Roadside*</u>	<u>Not Curbside/Roadside</u>
1 Can	\$21.00	\$23.00
2 Can	\$37.25	\$39.85
3 Can	\$53.50	\$57.00
Each additional can	\$18.25	\$19.15

1 can once a month \$12.00

Extra can \$10.00

Extra hauling of large amounts will be scheduled and determined on per haul basis.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BAY CITY this 12th day of December, 2023.

AND APPROVED BY THE MAYOR OF THE CITY OF BAY CITY this 12th day of December, 2023.

Kathleen Baker, Interim Mayor

ATTEST:

Lindsey Gann, City Recorder

GRANT AGREEMENT
OREGON DEPARTMENT OF TRANSPORTATION
SMALL CITY ALLOTMENT PROGRAM (SCA)

Project Name: 2024 Paving Project

This Grant Agreement (“Agreement”) is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation (“ODOT”), and City of Bay City, acting by and through its Governing Body, (“Recipient”), both referred to individually or collectively as “Party” or “Parties.”

- 1. Effective Date.** This Agreement shall become effective on the date this Agreement is fully executed and approved as required by applicable law (the “Effective Date”). The availability of Grant Funds (as defined in Section 3) shall end two (2) years after the Effective Date (the “Project Completion Deadline”).
- 2. Agreement Documents.** This Agreement consists of this document and the following documents, which are attached hereto and incorporated by reference:
 - a. Exhibit A: **Project Description**
 - b. Exhibit B: **Recipient Requirements**
 - c. Exhibit C: **Subagreement Insurance Requirements**

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C.

- 3. Project Cost; Grant Funds.** The total estimated Project cost is \$152,903. In accordance with the terms and conditions of this Agreement, ODOT shall provide Recipient grant funds in a total amount not to exceed \$152,903 (the “Grant Funds”). Recipient will be responsible for all Project costs not covered by the Grant Funds.
- 4. Project.**
 - a. Use of Grant Funds.** The Grant Funds shall be used solely for the Project described in Exhibit A (the “Project”) and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless ODOT approves such changes by amendment pursuant to Section 4.c.
 - b. Eligible Costs.** Recipient may seek reimbursement for its actual costs to develop the Project, consistent with the terms of this Agreement (“Eligible Costs”).
 - i.** Eligible Costs are actual costs of Recipient to the extent those costs are:
 - A.** reasonable, necessary and directly used for the Project;

be dated and include the following information: the Agreement number, the start and end date of the billing period, an itemization of all expenses for which reimbursement is claimed, the amount of advance Grant Funds received to date (if applicable), and the requested reimbursement amount. Documentation supporting Eligible Costs must be provided with the request for reimbursement.

- c. Upon ODOT's receipt of the reimbursement request, ODOT will conduct a final on-site review of the Project. ODOT will withhold payment of the reimbursement request until the Small City Allotment Program Manager, or designee, has completed the final review and accepted the Project as complete.
 - d. Within forty-five (45) days of ODOT's approval of the reimbursement request, ODOT shall reimburse Recipient for Eligible Costs up to the Grant Funds amount.
 - e. Upon written request by Recipient, ODOT may advance up to 50% of the Grant Funds to Recipient before Project completion. If ODOT advances any Grant Funds to Recipient under this subsection, then, upon Project completion and final project acceptance by ODOT, ODOT will reimburse Recipient for Eligible Costs up to the remaining amount of available Grant Funds pursuant to subsection 5.b.
 - f. ODOT's obligation to disburse Grant Funds to Recipient is subject to the satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. ODOT has received funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Recipient is in compliance with the terms of this Agreement.
 - iii. Recipient's representations and warranties set forth in Section 6 are true and correct on the date of disbursement with the same effect as though made on the Effective Date.
 - g. Recovery of Grant Funds.
 - i. Recovery of Misexpended Funds. Any Grant Funds disbursed to Recipient under this Agreement that are expended in violation of one or more of the provisions of this Agreement ("Misexpended Funds") must be returned to ODOT. Recipient shall return all Misexpended Funds to ODOT no later than fifteen (15) days after ODOT's written demand for the same.
 - ii. Recovery of Grant Funds upon Termination. If this Agreement is terminated under any of Sections 9.b.i, 9.b.ii, 9.b.iii or 9.b.vi, Recipient shall return to ODOT all Grant Funds disbursed to Recipient within 15 days after ODOT's written demand for the same.
- 6. Representations and Warranties of Recipient.** Recipient represents and warrants to ODOT as follows:

- a. Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.
- b. Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify ODOT immediately if it is debarred, suspended or otherwise excluded from any federally assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.
- e. Compliance with Oregon Taxes, Fees and Assessments.** Recipient is, to the best of the undersigned(s) knowledge, and for the useful life of the Project will remain, current on all applicable state and local taxes, fees and assessments.

The warranties set forth in this Section 6 are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

7. Records Maintenance and Access; Audit.

- a. Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, as well as generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations, if applicable. Recipient shall ensure that each of its subrecipients and subcontractors complies with these requirements. ODOT, the Secretary of

State of the State of Oregon (the “Secretary”) and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the Grant Funds, or the Project for the purpose of making audits and examinations. In addition, ODOT, the Secretary and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of ODOT and the Secretary to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.

- b. Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the Grant Funds or the Project for a period of six (6) years after final payment. If there are unresolved audit questions at the end of the period described in this section, Recipient shall retain the records until the questions are resolved.
- c. Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by ODOT under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit ODOT to verify how the Grant Funds were expended.

This Section 7 shall survive any expiration or termination of this Agreement.

8. Recipient Subagreements and Procurements

Recipient may enter into agreements with subrecipients, contractors or subcontractors (collectively, “subagreements”) for performance of the Project. If Recipient enters into a subagreement, Recipient agrees to comply with the following:

a. Subagreements.

- i.** All subagreements must be in writing, executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the subagreement(s). Use of a subagreement does not relieve Recipient of its responsibilities under this Agreement.
- ii.** Recipient shall provide ODOT with a copy of any signed subagreement, as well as any other purchasing or contracting documentation, upon ODOT’s request at any time. This paragraph shall survive expiration or termination of this Agreement.
- iii.** Recipient must report to ODOT any material breach of a term or condition of a subagreement within ten (10) days of Recipient discovering the breach.

b. Subagreement Indemnity.

- i.** *Recipient’s subagreement(s) shall require the other party to such subagreements(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless State of Oregon, the Oregon Transportation Commission and its members, the Department of Transportation, their officers, agents and employees from*

and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Recipient's subagreement or any of such party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that ODOT shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of ODOT, be indemnified by the other party to Recipient's subagreement(s) from and against any and all Claims.

- ii. Any such indemnification shall also provide that neither Recipient's subrecipient(s), contractor(s) nor subcontractor(s), nor any attorney engaged by Recipient's subrecipient(s), contractor(s) nor subcontractor(s) shall defend any claim in the name of ODOT or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's subrecipient is prohibited from defending the State, or that Recipient's subrecipient is not adequately defending the State's interests, or that an important governmental principle is at issue or that it is in the best interests of the State to do so. The State reserves all rights to pursue claims it may have against Recipient's subrecipient if the State of Oregon elects to assume its own defense.

c. Subagreement Insurance.

- i. If the Project or Project work is on or along a state highway, Recipient shall require its contractor(s) to meet the minimum insurance requirements provided in Exhibit C. Recipient may specify insurance requirements of its contractor(s) above the minimum insurance requirements specified in Exhibit C. Recipient shall verify its contractor(s) meet the insurance requirements in Exhibit C.
 - ii. For all Project work that is not on or along a state highway, Recipient shall determine insurance requirements, insurance types and amounts, as deemed appropriate based on the risk of the work outlined within the subagreement. Recipient shall specify insurance requirements and require its contractor(s) to meet the insurance requirements. Recipient shall obtain proof of the required insurance coverages, as applicable, from any contractor providing services related to the subagreement.
 - iii. Recipient shall require its contractor(s) to require and verify that all subcontractors carry insurance coverage that the contractor(s) deems appropriate based on the risks of the subcontracted work.
 - iv. Recipient shall include provisions in each of its subagreements requiring its contractor(s) to comply with the indemnification and insurance requirements in Paragraphs 8.b and 8.c.
- d. Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code, Oregon Revised Statute (ORS) 279 A, B, and C, and rules, ensuring that:

- i. All applicable clauses required by federal statute, executive orders and their implementing regulations are included in each competitive procurement; and
- ii. All procurement transactions are conducted in a manner providing full and open competition.
- e. **Self-Performing Work.** Recipient must receive prior approval from ODOT Contact Program Manager for any self-performing work.
- f. **Conflicts of Interest.**
 - i. Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 *et seq.*, as those laws may be subsequently amended.

9. Termination

- a. **Mutual Termination.** This Agreement may be terminated by mutual written consent of the Parties.
- b. **Termination by ODOT.** ODOT may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by ODOT in such written notice, under any of the following circumstances:
 - i. If Recipient fails to perform the Project within the time specified in this Agreement, or any extension of such performance period;
 - ii. If Recipient takes any action pertaining to this Agreement without the approval of ODOT and which under the provisions of this Agreement would have required ODOT's approval;
 - iii. If Recipient fails to perform any of its other obligations under this Agreement, and that failure continues for a period of 10 calendar days after the date ODOT delivers Recipient written notice specifying such failure. ODOT may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action;
 - iv. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement;
 - v. If Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement; or
 - vi. If the Project would not produce results commensurate with the further expenditure of funds.
- c. **Termination by Either Party.** Either Party may terminate this Grant Agreement upon at least ten (10) days' notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Grant Agreement.

- d. Rights upon Termination; Remedies.** Any termination of this Grant Agreement shall not prejudice any rights or obligations accrued before termination. The remedies set forth in this Grant Agreement are cumulative and are in addition to any other rights or remedies available at law or in equity.

10. GENERAL PROVISIONS

a. Contribution.

- i.** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 (“Third Party Claim”) against ODOT or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party’s liability with respect to the Third Party Claim.
- ii.** Except as otherwise provided in Paragraph 10.b. below, with respect to a Third Party Claim for which ODOT is jointly liable with Recipient (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys’ fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties’ relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT’s contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.
- iii.** Except as otherwise provided in Paragraph 10.b. below, with respect to a Third Party Claim for which Recipient is jointly liable with ODOT (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys’ fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the Parties’ relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient’s contribution amount in any instance is capped to the same extent it

would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

This Section 10.a shall survive any expiration or termination of this Agreement.

- b. Contract-related Indemnification.** Subject to any limitations imposed by State law and the Oregon Constitution, Recipient agrees to the following contract-related indemnification for all projects authorized under this Agreement: Where Recipient contracts for services or performs project management for a project, Recipient shall accept all responsibility, defend lawsuits, indemnify, and hold State harmless, for all contract-related claims and suits. This includes but is not limited to all contract claims or suits brought by any contractor, whether arising out of the contractor's work, Recipient's supervision of any individual project or contract, or Recipient's failure to comply with the terms of this Agreement. This Section 10.b. shall survive any expiration or termination of this Agreement.
- c. Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- d. Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.
- e. Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- f. No Third-Party Beneficiaries.** ODOT and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.
- g. Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, email or mailing the same, postage prepaid, to Recipient Contact or ODOT Program Manager at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section 10.g. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against ODOT, such facsimile transmission must be confirmed by telephone notice to ODOT Program Manager. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.
- h. Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law.

Any claim, action, suit or proceeding (collectively, “Claim”) between ODOT (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

- i. Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, including without limitation as described in Exhibit B. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Recipient agrees to comply with the requirements of ORS 366.514, Use of Highway Fund for footpaths and bicycle trails.
- j. Insurance; Workers’ Compensation.** All employers, including Recipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers’ Compensation coverage, unless such employers are exempt under ORS 656.126. Employer’s liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subrecipient(s), contractor(s), and subcontractor(s) complies with these requirements.
- k. Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of ODOT. Recipient has no right or authority to incur or create any obligation for or legally bind ODOT in any way. ODOT cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an “officer”, “employee”, or “agent” of ODOT, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- l. Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- m. Counterparts.** This Agreement may be executed in two or more counterparts, each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- n. Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or

failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision. Recipient, by the signature below of its authorized representative, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

- o. Electronic Signatures.** Signatures showing on PDF documents, including but not limited to PDF copies of the Agreement, Work Orders, and amendments, submitted or exchanged via email are “Electronic Signatures” under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. State reserves the right at any time to require the submission of the hard copy originals of any documents.

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

Signature Page to Follow

RECIPIENT, by and through its elected officials

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

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

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Roy Markee, Public Works Director
PO Box 3309
Bay City, OR 97107
(503) 377-4121
markee@ci.bay-city.or.us

STATE OF OREGON, by and through its Department of Transportation

By _____
Statewide Investments Management Section
Manager (Jeff Flowers)

Name _____
(printed)

Date _____

APPROVAL RECOMMENDED

By _____
Program Manager

Date _____

**APPROVED AS TO LEGAL SUFFICIENCY
(For funding over \$150,000)**

By _____
Assistant Attorney General

Date _____

SCA Program Manager:

Deanna Edgar
355 Capitol St. NE, MS 21
Salem, OR 97301-4178
(503) 602-0494
Deanna.Edgar@odot.oregon.gov

EXHIBIT A

Project Description

Agreement No. SCA2024-Bay City
Project Name: 2024 Paving Project

A. PROJECT DESCRIPTION

A Street from 5th Street to 6th Street
6th Street from A Street to B Street
B Street from 5th Street to 6th Street
Spruce Street from Hare Street to Elliott Street

Designated locations will be resurfaced with a 3-inch asphalt overlay.

Recipient acknowledges that such Project improvements funded under this Agreement may trigger other Recipient responsibilities under the Americans with Disabilities Act. Recipient agrees that it is solely responsible for ensuring Americans with Disabilities Act compliance pursuant to Exhibit B, Recipient Requirements, Section 5.

EXHIBIT B

Recipient Requirements

1. Recipient shall comply with all applicable provisions of ORS 279C.800 to 279C.870 pertaining to prevailing wage rates and including, without limitation, that workers on the Project shall be paid not less than rates in accordance with ORS 279C.838 and 279C.840 pertaining to wage rates and ORS 279C.836 pertaining to having a public works bond filed with the Construction Contractors' Board.
2. Recipient shall notify ODOT's Program Manager in writing when any contact information changes during the Agreement.
3. Recipient shall, at its own expense, maintain and operate the Project upon completion and throughout the useful life of the Project at a minimum level that is consistent with normal depreciation or service demand or both. The Parties agree that the useful life of the Project is defined as seven (7) years from its completion date (the "Project Useful Life"). After the Project Useful Life, maintenance of the Project shall conform to any maintenance agreement in place between the Parties. If no maintenance agreement exists, ODOT will maintain that portion of the Project that is within its jurisdiction unless otherwise provided in Exhibit A to this Agreement.
4. Recipient shall maintain insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried by governmental units constructing, operating and maintaining similar facilities. If the Project or any portion is destroyed, insurance proceeds will be paid to ODOT, unless Recipient has informed ODOT in writing that the insurance proceeds will be used to rebuild the Project.
5. **Americans with Disabilities Act Compliance**
 - a. **State Highway:** For portions of the Project located on or along the State Highway System or a State-owned facility ("state highway"):
 - i. Recipient shall utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"), including ensuring that all sidewalks, curb ramps, pedestrian-activated signals meet current ODOT Highway Design Manual standards;
 - ii. Recipient shall follow ODOT's processes for design, construction, or alteration of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
 - iii. During Project Construction, Recipient must have a contractor with an active ODOT ADA Contractor Certification directly supervise any construction or alteration of curb ramps. At Project completion, Recipient shall send a completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form for each curb ramp constructed or altered as part of the

Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:

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

- iv. Recipient shall promptly notify ODOT of Project completion and allow ODOT to inspect Project sidewalks, curb ramps, and pedestrian-activated signals located on or along a state highway prior to acceptance of Project by Recipient and prior to release of any Recipient contractor.
 - v. Recipient shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Recipient shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, disability organizations, and ODOT at least 10 days prior to the start of construction.
- b. Local Roads:** For portions of the Project located on Recipient roads or facilities that are not on or along a state highway:
- i. Recipient shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian-activated signals, is designed, constructed and maintained in compliance with the ADA.
 - ii. Recipient may follow its own processes or may use ODOT's processes for design, construction, or alteration of Project sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:

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

Additional ODOT resources are available at the above-identified link. ODOT has made its forms, processes, and resources available for Recipient's use and convenience.

- iii. Recipient assumes sole responsibility for ensuring that the Project complies with the ADA, including when Recipient uses ODOT forms and processes. Recipient acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect the completed Project to confirm ADA compliance.
- iv. Recipient shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs and include accessibility features equal to or better than the features present in the existing pedestrian route. Recipient shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations prior to the start of construction.

6. Work Performed within ODOT's Right of Way

- a. Prior to the commencement of work, Recipient shall obtain, or require its contractor to obtain, permission from the appropriate ODOT District Office to work on or along the state highway. This Agreement does not provide permission to work on or along the state highway.
- b. ODOT may charge for review of work to be performed on or along the state highway. The estimated cost to Recipient will be determined by ODOT in advance and shall be subject to the approval of Recipient prior to the services being rendered.
- c. If the Project includes traffic control devices (see ODOT's Traffic Manual, Chapter 5, for a description of traffic control devices) on or along a state highway, Recipient shall, pursuant to Oregon Administrative Rule (OAR) 734-020-0430, obtain the approval of the State Traffic Engineer prior to design or construction of any traffic control device being installed.
- d. Recipient shall enter into a separate traffic signal agreement with ODOT to cover obligations for any traffic signal being installed on a state highway.
- e. Recipient shall ensure that its electrical inspectors possess a current State Certified Traffic Signal Inspector certificate before the inspectors inspect electrical installations on state highways. The ODOT's District Office shall verify compliance with this requirement before construction. The permit fee should also cover the State electrician's supplemental inspection.

7. General Standards

The Project shall be completed within industry standards and best practices to ensure that the functionality and serviceability of the Program's investment meets the intent of the application and the Program.

8. Land Use Decisions

- a. Recipient shall obtain all permits, "land use decisions" as that term is defined by ORS 197.015(1) (2020), and any other approvals necessary for Recipient to complete the Project by the Project completion deadline identified in Exhibit A (each a "Land Use Decision" and collectively, "Land Use Decisions").
- b. If at any time before the Project Completion Deadline identified in Section 1 of this Agreement ODOT concludes, in its sole discretion, that Recipient is unlikely to obtain one or more Land Use Decisions before the Project Completion Deadline, ODOT may (i) suspend the further disbursement of Grant Funds upon written notice to Recipient (a "Disbursement Suspension") and (ii) exercise any of its other rights and remedies under this Agreement, including, without limitation, terminating the Agreement and recovering all Grant Funds previously disbursed to Recipient.
- c. If after a Disbursement Suspension ODOT concludes, in its sole discretion and based upon additional information or events, that Recipient is likely to timely obtain the Land Use Decision or Decisions that triggered the Disbursement Suspension, ODOT will recommence disbursing Grant Funds as otherwise provided in this Agreement.

- d. This Section 8 is in addition to, and not in lieu of, ODOT's rights and remedies under Section 5.g ("Recovery of Grant Funds") of this Agreement.

9. Website

Recipient shall provide ODOT a link to any website created about the Project identified in Exhibit A before any costs being considered eligible for reimbursement. Recipient shall notify the ODOT Program Manager in writing when the link changes during the term of this Grant Agreement.

10. Photographs

Recipient shall provide Project photographs with the final reimbursement request within ninety (90) days of project completion.

EXHIBIT C

Subagreement Insurance Requirements

1. GENERAL.

- a. If the Project is on or along a state highway, Recipient shall require in its first tier subagreements with entities that are not units of local government as defined in ORS 190.003 (if any) that its sub-recipients, contractors or subcontractors (“contractor”): i) obtain insurance specified in this Exhibit under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, “TAIL” COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the subagreement commences, and ii) maintain the insurance in full force throughout the duration of the subagreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to the Recipient. Recipient shall not authorize work to begin under subagreements until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the subagreement permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a subagreement when Recipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, “first tier” means a subagreement in which the Recipient is a Party. All references to “contractor” in this Exhibit refer to Recipient’s contractor as identified in this Paragraph 1.a.
- b. The insurance specified below is a minimum requirement that the Recipient shall require each of its contractors to meet, and shall include such requirement in each of Recipient’s subagreements with its contractors. Recipient may determine insurance types and amounts in excess of the minimum requirement as deemed appropriate based on the risks of the work outlined within the subagreement.
- c. Recipient shall require each of its contractors to require that all of its subcontractors carry insurance coverage that the contractor deems appropriate based on the risks of the subcontracted work. Recipient’s contractors shall obtain proof of the required insurance coverages, as applicable, from any subcontractor providing Services related to the Contract.

2. TYPES AND AMOUNTS.

a. WORKERS COMPENSATION.

All employers, including Recipient’s contractors, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide **Workers' Compensation Insurance** coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer’s Liability Insurance with limits not less than \$500,000 each accident. **Recipient’s contractors shall require compliance with these requirements in each of their subcontractor contracts.**

b. COMMERCIAL GENERAL LIABILITY.

Commercial General Liability Insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Recipient's contractors shall provide the Contractual Liability – Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy.

Amounts below are a minimum requirement as determined by ODOT:

Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$2,000,000.

c. AUTOMOBILE LIABILITY.

Automobile Liability Insurance covering Recipient's contractor's business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Amount below is a minimum requirement as determined by ODOT:

Coverage shall be written with a combined single limit of not less than \$1,000,000.

d. ADDITIONAL INSURED.

The Commercial General Liability Insurance and Automobile Liability Insurance must include the **“State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees”** as an **endorsed** Additional Insured but only with respect to the contractor's activities to be performed under the Subcontract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations. Additional Insured Endorsements shall be submitted with the Certificate(s) of Insurance and must be acceptable to the Recipient.

e. “TAIL” COVERAGE.

If any of the required insurance policies is on a “claims made” basis, such as professional liability insurance or pollution liability insurance, the contractor shall maintain either “tail” coverage or continuous “claims made” liability coverage, provided the effective date of the continuous “claims made” coverage is on or before the effective date of the Subcontract, for a minimum of twenty-four (24) months following the later of : (i) the contractor's completion and Recipient's acceptance of all Services required under the Subcontract or, (ii) the expiration of all warranty periods provided under the Subcontract. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain “tail” coverage and if the maximum time period “tail” coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and ODOT

may grant approval of the maximum “tail “ coverage period reasonably available in the marketplace. If ODOT approval is granted, the contractor shall maintain “tail” coverage for the maximum time period that “tail” coverage is reasonably available in the marketplace.

f. NOTICE OF CANCELLATION OR CHANGE.

The contractor or its insurer must provide thirty (30) days’ written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

g. CERTIFICATE(S) OF INSURANCE.

Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the Subcontract. The certificate(s) or an attached endorsement must endorse: i) **“State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees”** as an endorsed Additional Insured in regards to the Commercial General Liability and Automobile Liability policies and ii) that all liability insurance coverages shall be primary and non-contributory with any other insurance and self-insurance, with exception of Workers’ Compensation.

The Recipient shall immediately notify ODOT of any change in insurance coverage.