

BAY CITY COUNCIL MEETING AGENDA

August 9, 2022

6:00 pm

5525 B Street, Bay City

Ad Montgomery Community Hall

- A. Call to Order, Pledge of Allegiance, Roll Call
- B. Visitor Propositions (Public Comment on Non-Agenda Items)
- C. Committee, Department, and Staff Reports
 - a. City Manager,
 - b. Finance Director/City Recorder Report
 - c. Fire Department
 - d. Fire Committee Report
 - e. Public Works
 - f. Emergency Preparedness,
 - g. Next meeting Monday August 15, 2022, 5:30 pm at Ad Montgomery Community Hall
 - h. Planning Department,
 - i. Next Planning Commission August 17, 2022, 6:00 pm at Ad Montgomery Community Hall
- D. Minutes
 - a. Council Workshop – July 11, 2022
 - b. Regular Council Meeting – July 12, 2022
- E. Treasurers Report
- F. Bills against the City
- G. Unfinished Business
 - a. Lemmon Property
 - b. Tillamook Coast Wayfinding Draft Report
 - c. CAT and Housing Rehabilitation Program
- H. New Business
 - a. Declaration of City Council Vacancy – Krostag
 - b. Short Term Rental Discussion
 - c. Visit Tillamook Coast Destination Management Proposal
- I. Mayor's Presentation
- J. Council Presentation
- K. Attorney Presentation

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

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

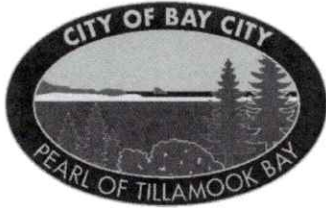
In accordance with Federal Law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.



August 9, 2022

City Manager Report

- Staff has been working together to review the water meter reading's and to get our software synced correctly.
- Debbie has had to modify all of the individual accounts for the sewer charge over the base rate for when citizens go over the 6,000-gallon water usage. Please see the attached letter.
- Working with our partners; TEP, TBWC and BCAC we have completed a design review of the Patterson Creek Restoration project. See some of the detail drawings. The large site plan is on display in the Community Room.
- Working on the Patterson Creek Restoration joint permit application
- Participated in the HB 4123 Homeless Pilot Project
- Presented the Hiker/Biker Campground project to the Oregon State Parks Committee. Our project made the cut and moving forward to the Oregon State Parks Commission in September. They recommended \$12.5 million in projects out of \$25 million requests.
- We have offered the Fire Division Chief position to Alan Christensen, who will start in about a month.
- Submitted a \$20,000 grant request to Business Oregon for a Water Master Plan, this is the most you can ask for this type of project.
- Working on Grant applications for the Water projects; Alderbrook Water Transmission Line replacement; Juno Hill Water line replacement, and a new water reservoir.
- Submitted the County TLT required report for the Hiker/Biker campground.
- Lindsey Gann went to the Oregon City and Manager Association Conference.
- Lindsey is working on the audit for this year.



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

August 2, 2022

Dear Bay City Residents:

You are receiving this letter due to a noticeable increase in your sewer bill. The current bill due in August reflects the correct sewer rate formula that was established by City Council back in 2010. The base water and base sewer rates were established for up to 6,000 gallons of water used per month. The Sewer rate formula is calculated in relation to the amount of water used. The current base water rate for up to 6,000 gallons of water is \$33.52 and the current base rate for sewer (up to 6,000 gallons of water) is \$45.02.

City staff recently discovered, that for at least a decade, our billing software was not charging residents for their sewer in excess of the 6,000 gallons used. We have identified this problem and corrected it in our system. Therefore, you will notice an increase to your sewer billing if you use over 6,000 gallons of water in a month.

Currently, residents are charged an additional \$3.06/1,000 gallons over and above the base rate of 6,000 gallons of water. The sewer rate should have been (and moving forward will be) charged at \$7.50/1,000 gallons over and above the base rate of 6,000 gallons of water used.

For example, if a resident uses 10,500 gallons of water their billing would be calculated as follows:

$$\begin{aligned} \$33.52 + (3.06 \times (10,500 - 6,000) / 1,000) &= 33.52 + \$13.77 = \$47.29 \text{ for water} \\ \$45.02 + (\$7.50 + ((10,500 - 6,000) / 1,000)) &= \$45.02 + \$33.75 = 78.77 \text{ for sewer} \\ \text{Total Bill for water and sewer would be } & \$47.29 + \$78.77 = \$126.06. \end{aligned}$$

While we understand this increase may be alarming for some, it is important to note that the rate was established in 2010. Correct billing and collection of fees is vital for the City to safely and reliably manage and operate our water supply and distribution system, and to collect and treat the sanitary sewer for discharge to the Tillamook Bay for a healthy community.

Sincerely,

Liane Welch, P.E.
City Manager

**CITY OF BAY CITY
RESOLUTION 2022-02**

A RESOLUTION ESTABLISHING RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL SEWER USER RATES, SYSTEM DEVELOPMENT CHARGE FEES, AND OTHER FEES AND CHARGES EFFECTIVE FEBRUARY 1, 2022, AND REPEALING BAY CITY RESOLUTION 20-14.

WHEREAS, Bay City Ordinance No. 516, Section 5, authorizes the establishment of sewer fees by resolution after a public hearing; and

WHEREAS, Bay City Ordinance No. 577, Sections 4.1 and 9.1, authorizes the establishment of system development charges to be paid before connection to the City sewer system; and

WHEREAS, the City Council has provided opportunity for public comment as required for ORS 294.160 and the proposed rate schedule was available at the City Hall for at least seven (7) days prior to public hearing;

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

1. Rates. The City Council of the City of Bay City establishes the following monthly sewer user fees, connection charges, and other fees and charges effective February 1, 2022, in conformance with the provisions of the Bay City Sewer Ordinance 516 and amendments thereto.
 - A. Permits:

(1) Mainline extension inspection	\$20.00 + actual cost of inspector's time
(2) Connection inspection	\$20.00
 - B. New Service Deposit: \$135.10
 - C. Sewer User Rates:

(1) Equivalent Dwelling Unit (EDU)	6,000 gallons of water usage/month
(2) Cost Factor	\$45.05/EDU for sewer rate

Each Sewer Fee includes a \$4.50 for debt repayment pursuant to Resolution 15-08, to which no CPIU-U will be applied.

D. Monthly Sewer Service Fees (based on sewer user rates):

- (1) Residential \$45.05 per unit for first 6,000 gallons water usage, then \$7.50 per each additional 1,000 gallons of water usage.

- (2) Commercial Usage \$45.05 per unit for first 6,000 gallons water usage, then \$7.50 per each additional 1,000 gallons of water usage.
- (3) Industrial Usage \$45.05 per unit for first 6,000 gallons water usage, then \$7.50 per each additional 1,000 gallons of water usage.

- E. Monthly Sewer Surcharge Fees: Each industrial/commercial account that has strength wastewater shall apply for an Industrial Users Permit from the City of Bay City. High Strength wastewater will be defined from 5 days of consecutive testing by an accredited laboratory for BOD₅ (biological oxygen demand) greater than 50 mg/l or TSS (total suspended solids) greater than 50 mg/l,
 - F. Connection Charges Inside City: The fee for connection to the Bay City sewer system shall be the actual cost of labor, materials and equipment used to make the connection.
 - G. System Development Charge: The system development charge per EDU shall be \$7,893.00.
- 2. Review. This resolution shall be reviewed and rates, except for the debt repayment portion of the rate of \$4.50 per month, shall be indexed annually in July based on the prior year's Pacific Division-West Regin CPI-U, as approved by the City Council.
 - 3. Repeal. Bay City Resolution No. 20-14 is repealed in its entirety.

PASSED AND ADOPTED this 11th day of January 2022 and approved by the Mayor of the City of Bay City this 11th day of January 2022.



David McCall, Mayor

ATTEST:



Lindsey Gann, City Recorder

CITY OF BAY CITY

RESOLUTION NO. 10-09

A RESOLUTION ESTABLISHING RESIDENTIAL AND INDUSTRIAL SEWER USER RATES, SYSTEM DEVELOPMENT CHARGE FEES, ESTABLISHING OTHER FEES AND CHARGES EFFECTIVE JULY 1, 2010 AND REPEALING BAY CITY RESOLUTION NO. 09-05.

THE CITY OF BAY CITY RESOLVES AS FOLLOWS:

1. Rates. The City Council of the City of Bay City establishes the following monthly sewer user fees, connection charges, and other fees and charges effective July 1, 2010 in conformance with the provisions of the Bay City sewer use ordinance and any changes therein.

A. Permits:

- | | | |
|-----|-------------------------------|---|
| (1) | Mainline extension inspection | \$20.00 + actual cost of inspector time |
| (2) | Connection inspection | \$20.00 |

B. New Service Deposit: \$93.28⁷

C. Sewer User Rates.

- | | | |
|-----|--------------------------------|-----------------|
| (1) | Equivalent Dwelling Unit (EDU) | 6,000 gal/month |
| (2) | Cost Factor | \$31.09 |

D. Monthly Sewer Service Fees (based on Sewer User Rates):

- | | | |
|-----|--|--------------|
| (1) | <u>Residential:</u>
Each residential unit containing a kitchen and a toilet | \$31.09 unit |
|-----|--|--------------|

(2) Commercial Equivalent Dwelling Units:

<u>Commercial Account</u>	<u>EDU</u>
ArtSpace	2
EC Company	1
The Outlet	1
Bay City Market	1
Bay City Odd Fellows	1
Watt Welding	1
Downie's Cafe	2
Gold Coast Antiques	1
Pacific Oyster	10

Continued:	<u>Commercial Account</u>	<u>EDU</u>
	Cutting Loose	1
	McRae & Sons	10
	The Landing	9
	Tillamook Country Smoker	Based on Water Usage
	Tillamook Bay City RV Park	Based on Water Usage
	Sprint	1

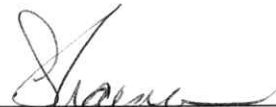
These EDU's may be changed by staff as appropriate.

- (3) Other Commercial Accounts: To be assigned an EDU in conformance with the sewer user rates set forth above.
- (4) For Industrial: To be based upon the following formula:

$$\frac{\text{lbs of BOD (biochemical oxygen demand)} + \text{lbs of suspended solids}}{48 \text{ pounds}} \times \$31.09$$

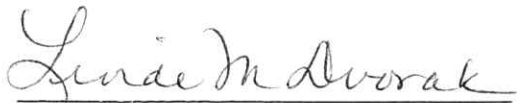
- E. Monthly Sewer Surcharge Fees. Any user discharging wastewater with strengths greater than the average residential wastes would be required to pay an additional charge of \$0.114 per 1,000 gallons for each 25 mg/L of BOD-5 above 200 mg/L and \$0.061 for each 25 mg/L of TSS above 250 mg/L.
- F. Connection Charges Inside City. The fee for connection to the Bay City sewer system shall be the actual cost of labor, materials and equipment used to make the connection.
- G. System Development Charge. The system development charge per EDU shall be \$6,460.00.
2. Review. This resolution shall be reviewed and indexed annually based on the 2nd half January CPI, Portland (CPI-U).
3. Repeal. Bay City Resolution No. 09-05 is repealed in its entirety.

PASSED AND ADOPTED this 8th day of June, 2010 and approved by the Mayor of the City of Bay City this 8th day of June, 2010.



 Shaena E. Peterson, Mayor

ATTEST:



 Linda M. Dvorak, City Recorder

**Consumer Price Index
1982-84 = 100**

% Change is the percentage of change for the previous 12-month period.

US City Average (CPI-U)						
Index	2010		2009		2008	
		% Change		% Change		% Change
January	216.687	2.6	211.143	0.0	211.080	4.3
February			212.193	0.2	211.693	4.0
March			212.709	-0.4	213.528	4.0
April			213.240	-0.7	214.823	3.9
May			213.856	-1.3	216.632	4.2
June			215.693	-1.4	218.815	5.0
July			215.351	-2.1	219.964	5.6
August			215.834	-1.5	219.086	5.4
September			215.969	-1.3	218.783	4.9
October			216.177	-0.2	216.573	3.7
November			216.330	1.8	212.425	1.1
December			215.949	2.7	210.228	0.1

US City Average (CPI-W)						
Index	2010		2009		2008	
		% Change		% Change		% Change
January	212.568	3.3	205.700	-0.5	206.744	4.6
February			206.708	-0.3	207.254	4.4
March			207.218	-0.9	209.147	4.3
April			207.925	-1.3	210.698	4.2
May			208.774	-1.9	212.788	4.5
June			210.972	-2.0	215.223	5.6
July			210.526	-2.7	216.304	6.2
August			211.156	-1.9	215.247	5.9
September			211.322	-1.7	214.935	5.4
October			211.549	-0.3	212.182	3.8
November			212.003	2.3	207.296	0.7
December			211.703	3.4	204.813	-0.5

Index	Portland (CPI-U)				Portland (CPI-W)			
	2009		2008		2009		2008	
		% Chg		% Chg.		% Chg.		% Chg.
1 st Half	214.102	-0.2	214.619	3.9	207.898	-0.7	209.456	4.1
2 nd Half	217.191	0.5	216.159	2.7	211.950	0.7	210.557	2.8

CPI-U is the newer index, reflecting the buying habits of all urban households. CPI-W is the revision of the "old CPI," reflecting the buying habits of urban wage earners and clerical workers.

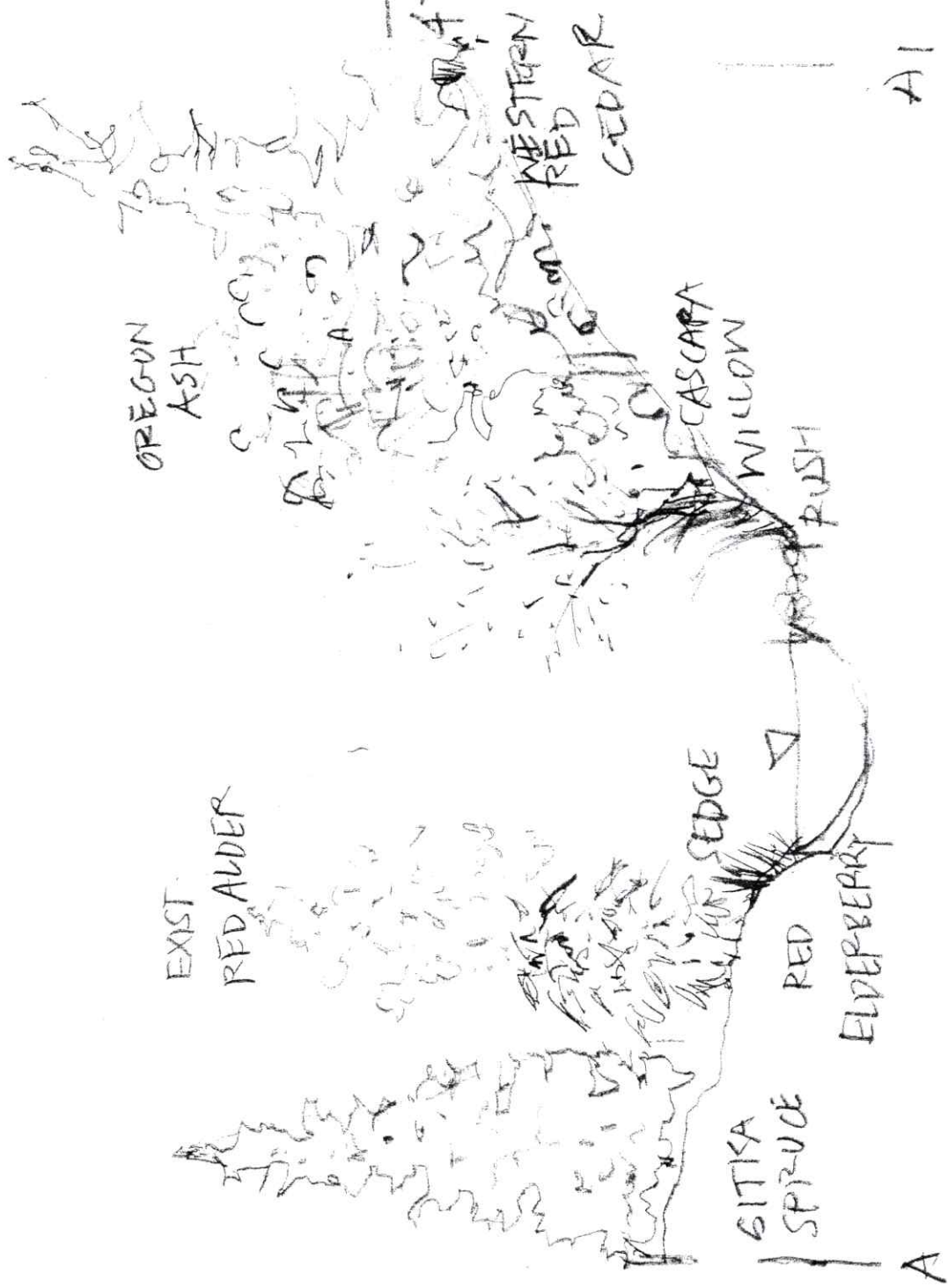
1st Half: Jan. through June – published in August; **2nd Half:** July thru Dec. – published in February.

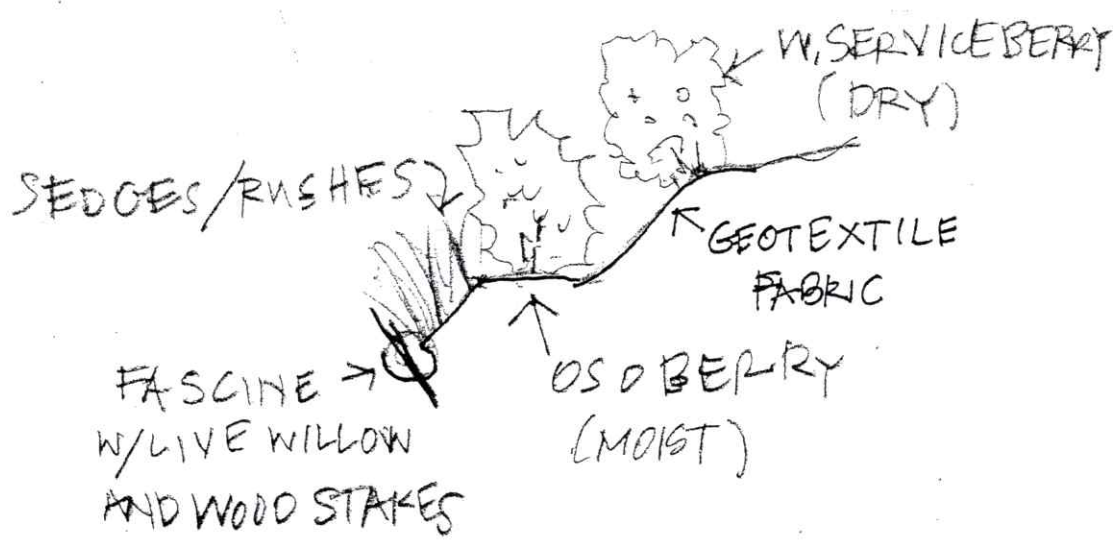
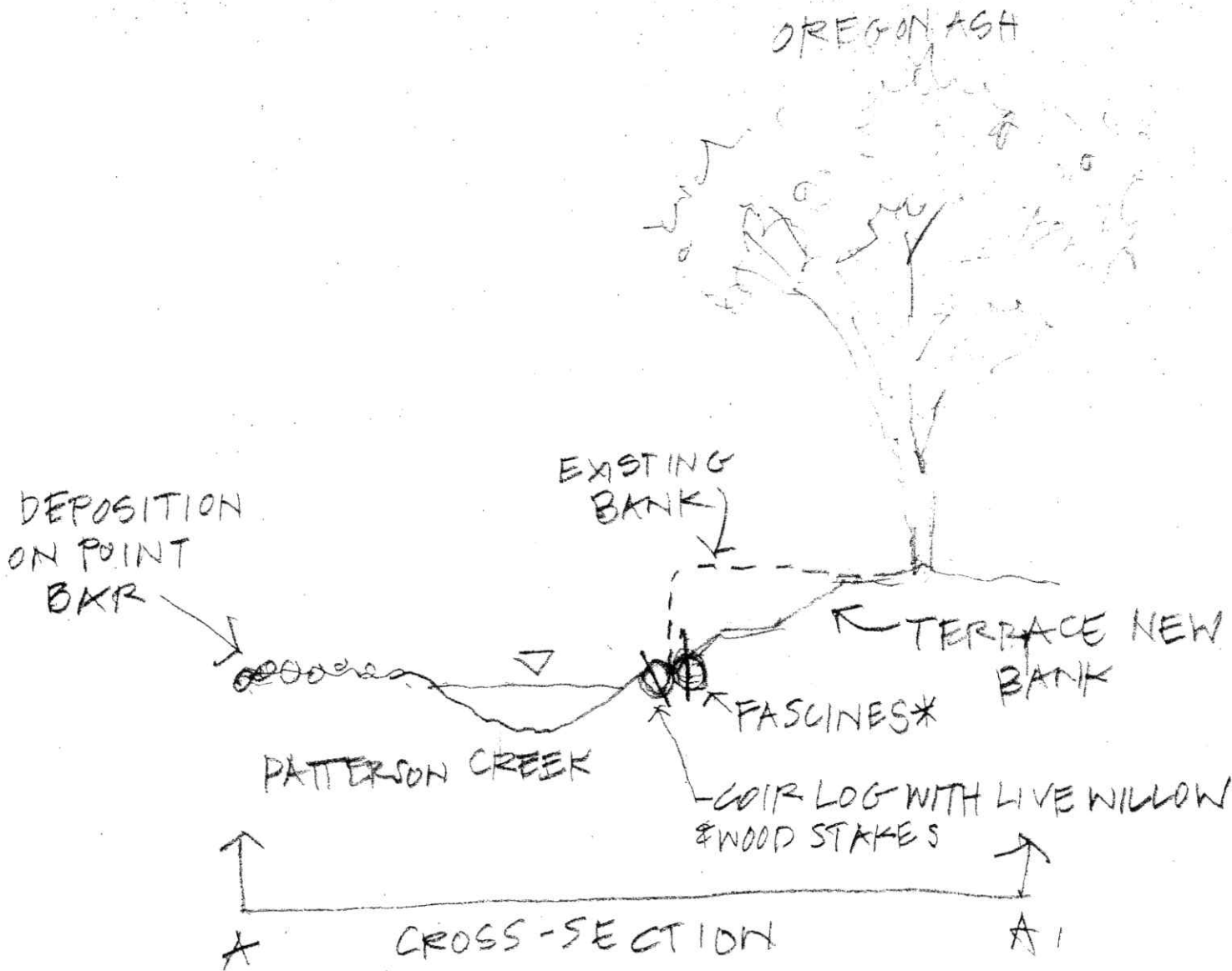
To calculate percent of change: Subtract earlier month's or year's figure from later month's or year's figure and divide by earlier month's or year's figure. (Calculate CPI-W and CPI-U separately. Do not mix the two indexes in the same calculation.)

These figures are reported by the Bureau of Labor Statistics. You can hear the current figures by calling the CPI hotline, (202) 691-6994. All information and archives are available online at www.bls.gov/cpi.

CROSS-SECTION

A - A1





*FASCINES - BUNDLES OF LOCAL CUTTINGS OF SALIX, RED-TWIG DOGWOOD, BLACKTWINBERRY, AND DOUGLAS SPIREA

CROSS SECTION

B - B₁

WESTERN
HEMLOCK

RED-TWIG
DOGWOOD

DOUGLAS
SPIREA

BLACK
TWINBERRY

CASCARA

RED-FLOWERING
CURRANT

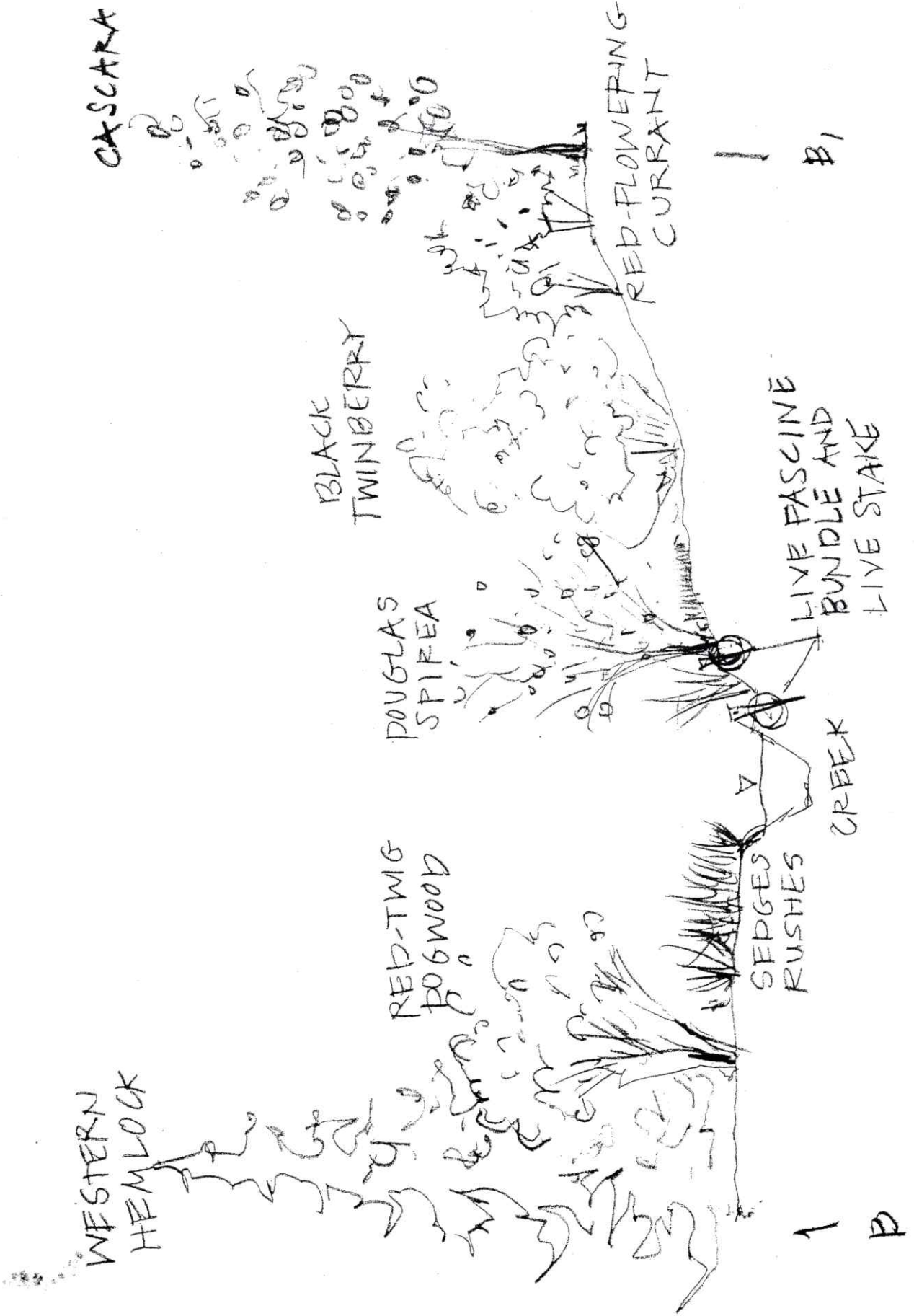
SEDGES
RUSHES

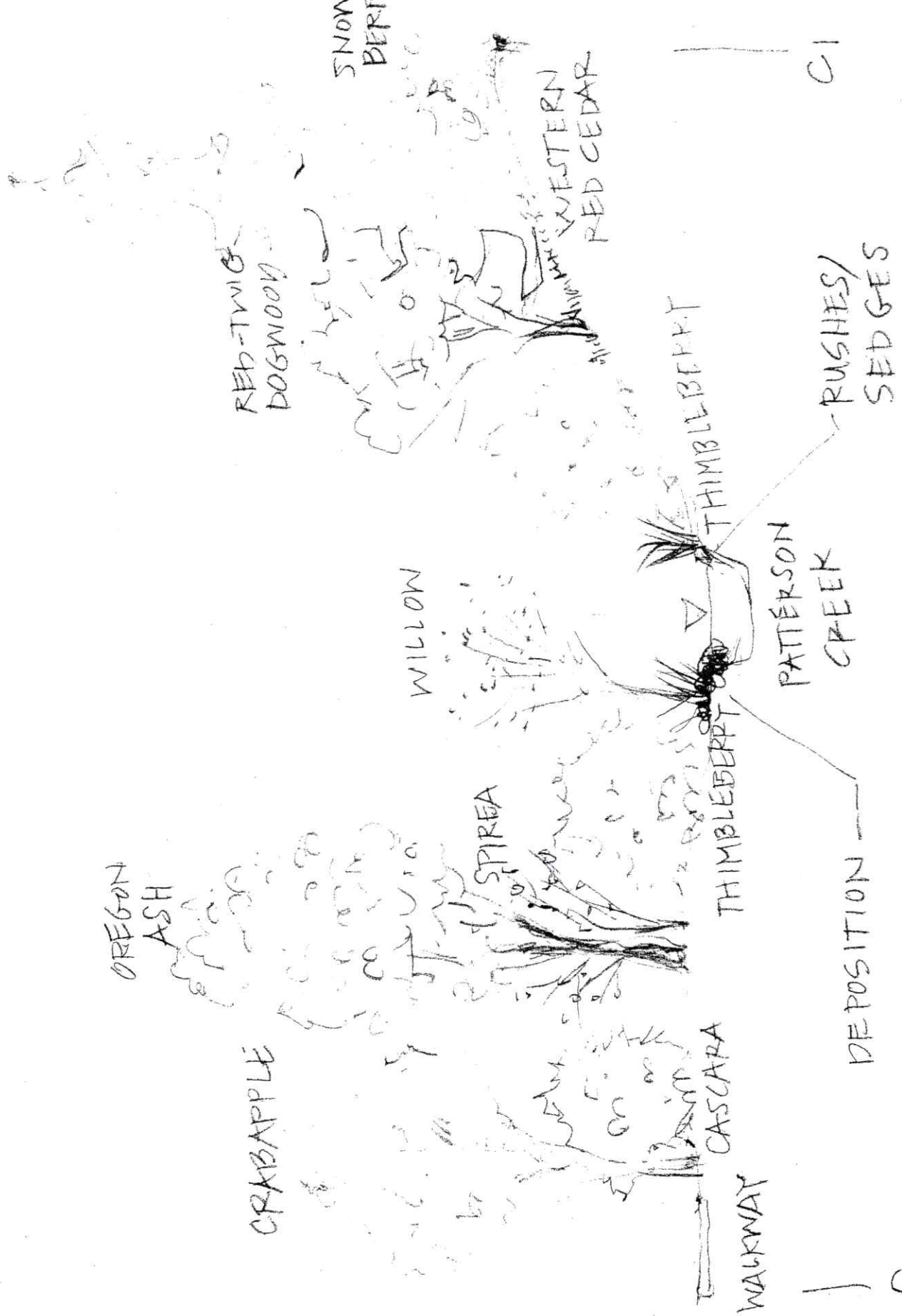
CREEK

LIVE FASCINE
BUNDLE AND
LIVE STAKE

1 B

1 B₁





OREGON
ASH

CRABAPPLE

WILLOW

SPIREA

CASCARA

WALKWAY

THIMBLEBERRY

THIMBLEBERRY

PATTERSON
CREEK

RUSHES/
SEDGES

DEPOSITION

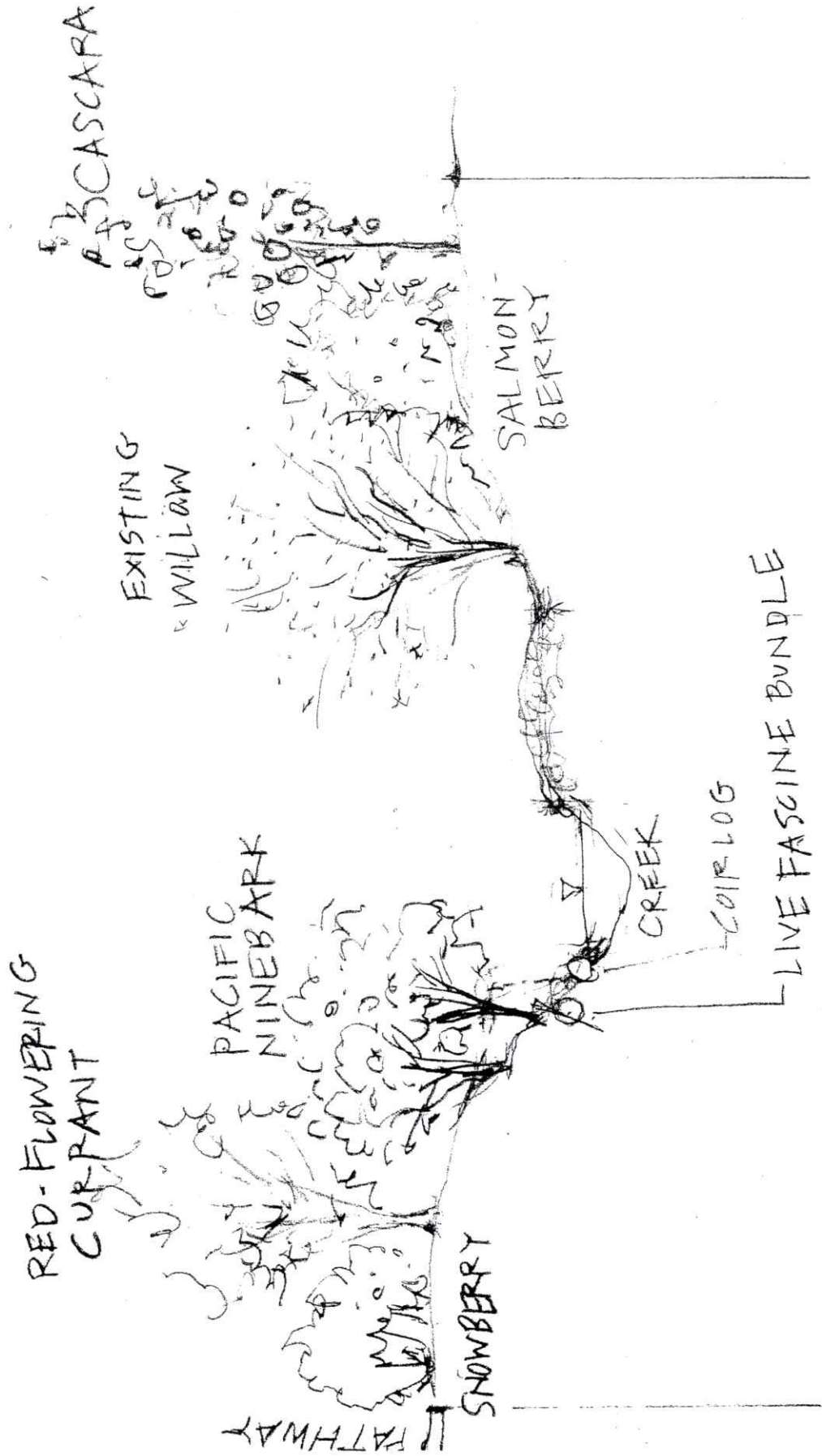
SNOW
BERT

WESTERN
RED CEDAR

RED-TWIG
DOGWOOD

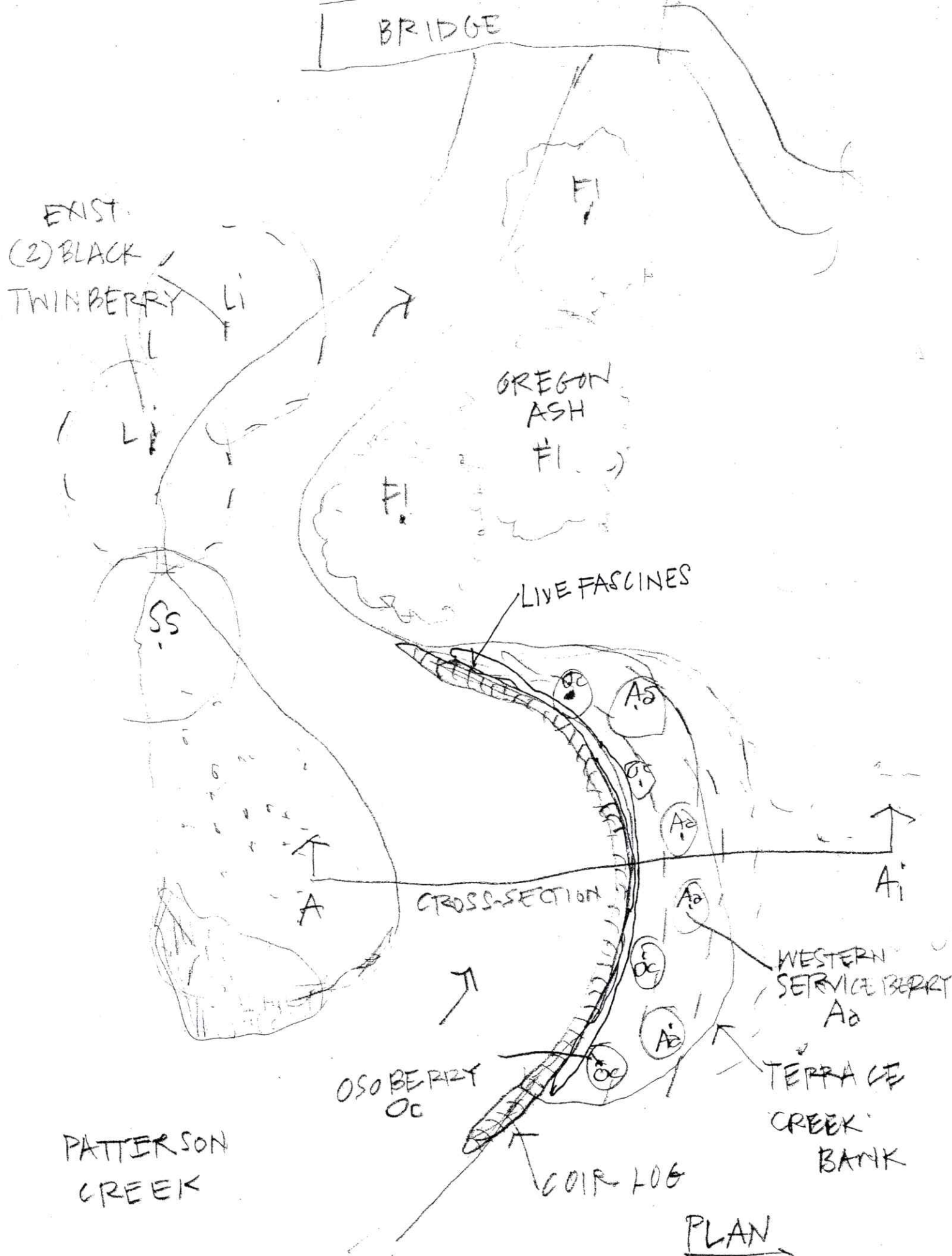
C1

C



D1

D



BRIDGE

EXIST.
(2) BLACK
TWINBERRY

Li

GREGON
ASH
Fi

Fi

SS

LIVE FASCINES

A

CROSS-SECTION

A1

WESTERN
SERVICE BERRY
Aa

OSO BERRY
Oc

TERRACE
CREEK
BANK

COIR LOG

PATTERSON
CREEK

PLAN



Fire Department Report, August 2022

July: 20 Calls for service; 6 Medical, 6 Mutual Aid (3 Structure Fires, 2 Motor Vehicle Accidents, and 1 Medical) 3 Events, 3 Unauthorized Burning, 1 Citizen Assist, and 1 Law Enforcement Assist.

The Department completed a total of 656 hours in June. Our hours break down as follows: 253 training, 289 responding to calls for service, and 114 administrative.

Volunteer Activity and Status:

20 Volunteers responded to calls for service in July.

Lieutenant Jacob Griffith responded to 94% of our calls for service followed by Firefighter Holly Saindon with 89%. Firefighter Sweeney came in third for calls with 84%. Great Job Everyone, keep up the Great Work!

Firefighter Sweeney volunteered 73 hours in July. Firefighters Holly Saindon and Hannah Rosenbaum volunteered 71 and 65 hours for July.

Acting Assistant Chief Kapiniak volunteered 38 hours and covered an additional 66 hours as on call Duty Officer.

Our roster is currently at 21.

Training Program:

Our training program is adjusting to streamline needs with Garibaldi fire.

Recently, we have been focusing drills on EMS, Structural Fire, Vehicle Extrication, and PPE and Equipment.

In addition, several members are traveling to Garibaldi to participate in various training offerings around NFPA FF1 skills.

We are still looking at options for our special operations training needs. An additional night of training may be the most flexible to accommodate volunteer availability.

Division Chief Paulsen is continuing to move into the Training Officer role and we plan on his complete take over of training this month.

We continue to participate in as many regional training offerings as possible.

The July 10 field day was attended by 6 of our members.

We are beginning a driver and pumper operator offering for some of our newer firefighters.

Administrative:

I completed 121 hours in July. Additionally, I covered 526 hours as on call duty officer.

I was able to take 2 days off in July.

Division Chief Paulsen completed our DPSST reaccreditation on August 2nd.

We have selected a new Division Chief, and anticipate him beginning in late August or Early September.

On July 18, I met with David Hyland regarding our ISO evaluation. I have already provided the watersupply portion to Public Works Director Markee and I am working on the Fire Department Information.

I am working toward fulfilling an ODF grant and requesting additional funding for wildland fire PPE through the Oregon State Fire Marshal.

Pre-Hospital EMS.

EMS training with our Medical Directors went well and was attended by several Tillamook County Fire Departments.

For the moment we are up to date on our consumable medications and medical devices. I am now working toward EMS inventory and a replacement procedure for EMS supplies. I am hoping to offer this position to a volunteer officer soon.

Fire Season:

Debris burning closed on July 15 and will not re-open until some time in October. As of the writing of this report, we are looking at the possibility of deploying some volunteers on Oregon's first conflagration of 2022.

Recruiting:

We are beginning an in house chaplin program, and hope to be able to begin another volunteer outreach very soon.

We currently have 1 new volunteer in the initial application phase.

If you know of anyone that may be interested in volunteering, please ask them to come by on drill night or contact me anytime. We are still in need of first responders and non-response volunteers.

Respectfully,

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

Date	Day	Officer	Points	Call Type	Anderson Karl	Anderson, Sarai	Brennan, Shannon	Carr, Joseph	First, Richard	Franske, Angela	Griffith, Darrell A	Griffith, Darrell M	Griffith, Jacob	Harris, David	Kapiniak, Jon	Klay, Paul	Leipzig, Mitchell	McCrae, Sean	Paulsen, Blake	Rosenbaum, Hannah	Saindon, Evan	Saindon, Holly	Sigman, Bridget	Stacey, David	Sweeney, Greg	Tegoseak, Rockwell		
7/6/2022	D						3		3		3	3	3		3		3				3	3		3	3			
7/13/2022	D				2	2			2	2	2	2	2	2	2		2	2	2	2	2	2	2	2	2	2		
7/20/2022	D				2	2	2	2		2	2	2	2		2		2	2	2	2	2	2	2	2	2	2		
7/27/2022	D				2	2				2	2	2	2		2		2	2	2	2	2	2	2	2	2	2		
7/13/2022	OM											1			1													
7/10/2022	T												8				8			8		8			8	8		
7/15/2022	T																			3		3		3				
7/26/2022	T																			2		2						
7/28/2022	T																			2		2			2		200	
on line training																	4			21		4	8		16		53	
7/1/2022	C	A-Cit										1	1															
7/4/2022	E	Event	6	6				7	7	7		7	7									7			7			
7/6/2022	C	Med										1	1		1					1	1	1		1	1			
7/7/2022	C	Med											1		1				1	1	1	1	1		1			
7/11/2022	C	MA-71-F										5	5		5						5	5	5		5			
7/11/2022	C	Med										1	1		1				1	1	1				1			
7/12/2022	C	MA-71-MVA							1						1					1	1				1			
7/13/2022	C	Unauth Bur	1	1			1	1			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
7/15/2022	C	A-LE										1	1									1		1	1			
7/18/2022	C	MA-21-F				1				1		1	1		1							1			1			
7/18/2022	C	Med	1	1							1	1	1									1			1			
7/19/2022	C	Unauth Burn										2	2						2	2	2	2		2	2			
7/20/2022	C	MA-31-F										8	8		8					8	8				8			
7/20/2022	C	Med										1	1							1	1	1			1			
7/21/2022	C	MA-31-MVA				1						1	1		1					1	1			1	1			
7/21/2022	E	Event											5							5	5		5					
7/22/2022	C	Med								1		1	1									1			1			
7/23/2022	E	Event								5			5									5			5			
7/24/2022	D	Unauth Burn																1										
7/27/2022	C	MA-71-Med										1	1		1								1				289	
Station/Meetings												86	5						22		1						100	
Hours					14	14	7	3	13	21	18	121	66	3	38	0	22	4	35	65	19	71	22	18	73	9	656	
% of calls					15%	15%	10%	5%	10%	26%	15%	68%	94%	5%	57%	0%	5%	0%	26%	42%	36%	89%	15%	26%	84%	5%		
W/C #					Y	Y	Y	Y	Y	Y	Y	fc	Y	Y	Y	n	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	20	
RATE					FF		FF	FF	FF	FF	FF/EMF	Chief	Lt./EMF	FF	A. Chie	LOA	FF	FF	DC	FF	FF/EMT	FF	FF	Lt./EMF	FF	FF		
Stipend amount															500												500	
Points @ 7.50					7	7	4	2	5	10	8	N/A		2						19	10	31	7		27	148	1110	
Points @ 10.00												N/A	29		18				5					9		61	610	
Duty @ \$50												N/A			2.75											2.75	137.50	



City of Bay City

PO Box 3309

Bay City, OR 97107

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TDD 7-1-1

www.ci.bay-city.or.us

August 9, 2022

Fire Committee Report

- Participated in the job interviews for the Fire Division Chief
- Offered to assist Garibaldi with their upcoming Fire Levy
- Started discussions regarding protecting homes against wildfires; a city wide plan and a homeowner plan.

Water

- Radio read water meters continue to be installed
- Well 3 phase 1 bid package is out for bid, work includes installing the casing, testing the water and capping the casing. Bid closing time of August 24th at 2pm.
- Well 1 has been experiencing an electrical breaker issue, we believe to be related to heat in the building. We will try installing louvers in the door for better heat venting.

Streets

- Paving project near City Hall is underway (hopefully complete by Council Meeting). Was surprised to find a narrow very old concrete roadway under the existing roadway. The depth varied from directly under the asphalt to a foot under the asphalt as the road grade changed at some point in time.
- There is no end to the roadside vegetation that needs mowed around town.

Wastewater

- Tillamook Country Smoker continues to operate within permit limits and are discharged about 378,000 gallons in June. The balance is being hauled to the digester.
- Screens work at the treatment plant has begun. Contractor has mobilized some equipment, installed a cyclone fence, tore some existing fence down, completed some layout. We are working thru the submittals at this point.
- WWTP is operating well with the very low incoming summer flows (under 100,000 gallons a day) this time of year.
- One sewer mainline repair should be completed before Council meeting on 2nd Street where the sewer main was found broken near the park.

Parks

- Campers continue to enjoy the campground and the park.
- Experiencing an electrical issue for the RV sites. One leg of the 50 amp services to two of the sites has failed, working with EC Electric trying to resolve the issue.

Misc.

- Received one low ball offer on the Lemon Property. \$45,000 offer from Tasso Homes. With the already paid SDC fees for this property this would value the property for roughly \$28,000, far less than what the City has invested in the removal of the home, back taxes paid, water and sewer bills to be paid from sale, existing lien on the property.
- Awaiting Averill to haul the dumped RV from Warren Street. Aaron Averill seems to be very busy.



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

August 9, 2022

BCEV Report

- Completed the distribution of the starter emergency supply buckets to all households.
- Continue Radio Calls Wednesday nights for coordination
- Don and Jill did another inventory of the sheds
- Developed a list of items to procure for the shed
- Continue with organizational growth of BCEV



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BAY CITY PLANNING DEPARTMENT MONTHLY REPORT **FOR JULY 2022**

1. Zoning/Building Permits (4)

- 6780 McCoy Avenue – demolition of Manufactured Home
- 7915 Warren Street – building addition
- 9435 6th Street – Single-Family Dwelling (SFD)
- 6230 Tillamook Avenue – Single-Family Dwelling (SFD)

2. Public Works Permits (2)

- 9435 6th Street – Drive/Road Approach
- 6230 Tillamook Avenue – Drive/Road Approach

3. Planning Commission July 20th Hearing and Meeting

- Conditional Use Permit #CU--2022-02 for Ralph and Lisa McRae at 8140 Bewley Street (1S1002CA00500) – **approved** unanimously.
- Review of 'training materials and correspondence' :
 - A. Order of Business (script)
 - B. Sample Motions
 - C. Jurassic Parliament Training Reference Materials

4. Short Term Rental Ordinance #685 Amendment Development for City Council.

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

- Development Requirements and Uses allowed on property and site analysis with vacant lands card for 6735 Tillamook Avenue (4 inquiries);
- Final Occupancy requirements review and setback variance request for 8510 Bay Front Lane (3 inquiries);
- Development Review, Plans Review for SFD Development and payment submittal for property at 9435 6th (6th and B Street) (3 inquiries);
- Setback requirements Setbacks on Nonconforming Structure and Zoning Permit Submittal at 7915 Warren Street (2 inquiries);
- Retaining Wall Requirements at 7935 17th Street (2 inquiries);
- Zoning Permit Intake, review and pick-up for property at 6230 Tillamook Avenue (2 inquiries);
- Development Permit Requirements for 9825 1ST ST Doug and Susan Drake Combination of Lots and Permit Process
- Permit Requirements for 9825 1st Street (2 inquiries);
- Development Review and County Ord 85 Review for Affordable Housing In City on property at 5th/4th and A Street (2 inquiries);
- Development Requirements and Flood Requirements for Lot 12 on Clam Street (2 inquiries);
- Development Requirements for Hayes Oyster Requirements in Shoreland 2 S2 Zone (2 inquiries);
- Development Requirements In City for Habitat for Humanity on 8th Place (2 inquiries);
- Clearing and Brush removal, Development Requirements Tree Removal Permit, Geological Hazard Report requirements at tax lot 1502 at 8th and Fern (2 inquiries);

- \$16,931 - New Sewer/Water SDC Fees in City;
 - PUD Requirements (counter) for property at Hobsonville Point Road;
 - Potential Development on 16th and Wood;
 - Partitioning of Property (counter) at 8975 Doughty Road;
 - Demolition Permit at 6780 McCoy Chi Phan Demolition of SFD approved;
 - Location of floodplain on property on Clam Street;
 - Development Requirements, Use allowed on property and site analysis at 1st and A Street;
 - Public Works appreciation from Mark Hannah - wants to Thank Liane and Roy;
 - Water Bill discussion for 8690 Doughty Road about automatic water payments and leak;
 - Zoning Permit and Temporary Use Permit pick-up;
 - Meeting with new DLCD rep Brett Estes;
 - Development Requirements and Fence Requirements and height variance, tiny home requirements, property line location questions;
 - Development Requirements for 8680 Doughty Road outside City Limits and UGB;
 - STR application questions;
 - Development Requirements for Salmon and Elliot in VE Flood Zone;
 - Development Requirements for 11th and Main Geo Haz Report and WLUN required;
 - New Carport and Carport Addition at 7940 19th Street meet setback and lot coverage;
 - Review of Past Permits for 9275 8th Street;
 - Permit submittal for 6975 Seattle Avenue;
 - County and UGA not inside City Limits
 - Development Review at 1st and Salem;
 - Permit File Review for 9275 8th Street only non-remonstrance agreement on file;
- Deck Questions in City 36 inches or greater requires permit, lot coverage 40%;
 - Fence Requirements and Construction in City;

6. Land Use Applications (3)

- Setback Variance Request (#V-22-03) at 8510 Bayfront Lane (notice sent out to APO's on July 28th);
- Minor Partition Request (#MP-22-01) at 8975 Doughty Road (handled administratively

- Hearing procedures for 8140 Bewley Street with PC tabled in deliberations - no further testimony;
- Short Term Rental License, inspections and process timeline in City;
- Permit processing and pick-up of Zoning Permit for property at 6940 Seattle Avenue;
- Neighbor Conflict at 5th and Hayes Oyster;
- Development Requirements and Division of lot at McCoy Avenue;
- Front Porch addition at 9585 6th Street;
- Development Requirements for potential Mixed use Development - 2 apartments and Art Studio at 9275 5th Street;
- Development Requirements In City;
- Bay Ridge Subdivision discussion of turning over subdivision to HOA;
- Wetlands Map Review in City;
- Development Requirements for Lot 37 in Bay Ridge;
- Development Requirement for Lots 54 and 55 in Bay Ridge;
- Development Requirements for 101 and Williams;
- Development Requirements for 5175 Trade Street (possibly SDC are paid);
- Development Requirements and SDC fees for Lot 37 in Bay Ridge;
- Development Requirements for 1st and Salem - Blue Heron Rookery onsite;
- Development Requirements In City Placement of MH on vacant land;
- Driveway Permit (counter) for Nathan Coltrane Concrete driveway 20 ft from City ROW;
- Lot Size Variance Text requirements review for 6740 Baseline Review of Lot size Variance;
- Garage Relocation at 6850 Seattle Avenue - Must be setback 15 ft from corner street side lot line;

- (notice sent out to APO's on July 28th);
- Lot Line Adjustment Request (#LLA-22-01) at 6600 Union Avenue and 6560 Tillamook Avenue (handled administratively).

7. Meetings involving Planning Department

- July 7th – Meeting with Planning Commission member to discuss easement issues;
- July 19th – Tillamook County NHMP monthly meeting;
 - Meeting with Vern Ressler regarding setback requirements;
- July 25th – Meeting with City Manager regarding review of potential housing at 8140 Bewley (possibly Accessory Use);
- July 28th – DLCDC Regional Representative Meeting;

Upcoming August Meetings/Hearings

- Bay City PMT meeting: 10 am, August 10th;
- Tillamook County NHMP monthly meeting; 10:30 am, August 16th;
- Planning Commission Hearing: 6 pm, August 17th
 - Setback Variance Request #V-22-03, 8150 Bayfront Lane.

8. Counterwork

- Permitting, Land Use and public facility questions at counter (8);
- Permit submittals and SDC payments at counter (3 Zoning Permit completions);
- Water Bill payment drop-offs

BAY CITY COUNCIL WORKSHOP

July 11, 2022

5:31 P.M.

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

Members Absent: Councilor Wendy Krostag

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

Others present: Bob Miles, Greg Sweeney, Tyler Brogden, Rich Gitchlag

A. Public Hearing #2 ORDINANCE 699 – AN ORDINANCE REPEALING ORDINANCE 689 RELATED TO PERSONNEL POLICIES, RULES, AND PROCEDURES FOR CITY EMPLOYEES.

No questions or comments

B. Tyler Brogden Letter of Intent for Development TL 900 and 801 – Moved ahead on the agenda.

Director Markee explained that TL 900 and 801 will need to have a pump station built to develop the property. If the city installs a sewer lift station, then the properties will be buildable. Approximate cost to build the lift station \$500,000-\$600,000. Manager Welch explained that the lift station is included in our master plan.

Tyler Brogden presented his letter of intent to build approximately 30 houses on the proposed tax lots. He is in the process of purchasing the lots. Described his proposed layout for the homes on the lots.

Councilor Josi asked what staff is looking for from the council. Manager Welch explained that staff is looking for direction to move forward with the proposal.

C. Presentation by TJ Fiorelli, Tillamook County Housing Coordinator presentation

No presentation at the workshop, TJ Fiorelli will have a presentation at the council meeting.

D. Committee, Department, and Staff Reports

Manager Welch presented the staff reports, reports are attached.

- a. City Manager,
- b. Finance Director/City Recorder Report
- c. Fire Department
- d. Fire Committee Report
- e. Public Works
- f. Emergency Preparedness,
 - i. Next meeting Monday July 18, 2022, 5:30 pm at Watt Family

Park emergency supply shelter

- g. Planning Department,
 - i. Next Planning Commission July 20, 2022, 6:00 pm at Ad Montgomery Community Hall

E. Minutes

Need to include the attendance of Councilor Josi on both minutes, will be corrected for the council meeting.

- a. Council Workshop – June 13, 2022
- b. Regular Council Meeting – June 14, 2022

F. Treasurers Report

No questions or comments

G. Bills against the City

No questions or comments

H. Unfinished Business

- a. Lemmon Property – Public Works Director Markee stated he has relisted the property on Zillow, waiting for it to post as for sale. Bids will be due by 7/28/2022.
- b. Mr. Ponder Request for additional time for RV living – Manager Welch explained that Mr. Ponder is asking for an extension to his RV living due to health and financial issues. There is no extension timeframe in the letter from Mr. Ponder, discussion was held on the length of time being requested for the extension and whether to extend.

I. New Business

- a. TLT Committee Recommendation and discussion – Greg Sweeney the TLT recommendation to the council. Bay City Arts is looking for an extension for the KAYN radio station improvement project until September 30, 2022. Committee supports the extension.

Bay City Arts is also requesting a new grant entitled “Expansion of Art Workshop”. This grant request is for \$17,120.00. The application is attached. Committee discussed how many grants the BCAC has, and currently, there is not a limit of grants in the program. The Committee supports this grant application. Sweeney also stated that the Bay City Arts Center was not in compliance with the guidelines on previous grants. Staff will contact the BCAC to ensure that they become compliant on all the past/current grants. Better tracking and oversight procedures have been put in place by staff.

Councilor Baker is in favor of the program and would like to make sure that staff is tracking and ensuring that grantees are following the guidelines for reporting.

Mayor McCall pointed out that a portion of the grant request is for operational costs, which according to the guidelines is not covered by the grant.
- b. Re-Appointment of Gary Frey to the Planning Commission – Not

discussed at Council Workshop

- c. LOC 2023 Legislative Policy Priorities Ballot – City Manager explained the ballot and that Council needs to select their top priorities.
- d. Tillamook Coast Wayfinding Draft Report – Report was presented to council for discussion. City Manager Welch suggested creating either a subcommittee or a council workshop to review the draft and make decisions. One suggestion by the draft report was to create a new logo. Need to select colors, types of signs, logo/new or old.
Council decided a subcommittee would be best. Councilor Baker, Councilor Rondeau, Mayor McCall, and Greg Sweeney volunteered for the committee. Manager Welch will look for additional members of the public to join the committee.
- e. CAT and Housing Rehabilitation Program – Staff is researching options, currently the options available are to have CAT continue the program or find another 3rd party subgrantee to take over the program. Staff will continue to research and discuss the options with Business Oregon.
- f. Memorandum of Agreement for the Coordinated Homeless Response System – Pulled from the agenda, will not be presented at the council meeting.

J. Mayor's Presentation – Mayor McCall will be out of town and asked if anyone would like to represent the City during Garibaldi Days in his absence.

K. Council Presentation – No presentations

L. Attorney Presentation – No presentations

Adjourn at 7:36 pm

David McCall, Mayor

Lindsey Gann, City Recorder

BAY CITY COUNCIL MEETING

July 12, 2022

6:00 P.M.

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

Members Absent: Councilor Wendy Krostag, Fire Chief Darrell Griffith

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

Others present: Bob Miles, Greg Sweeney, Pat Vining, John Herold, Susan Wagner, TJ Fiorelli, Rich Gitchlag, Linda and Dean Buxton, Ralph McRae, Jody Daly, Nate Palmer, Scott Imholt

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

B. Public Hearing #2 ORDINANCE 699 – AN ORDINANCE REPEALING ORDINANCE 689 RELATED TO PERSONNEL POLICIES, RULES, AND PROCEDURES FOR CITY EMPLOYEES.

Public Hearing opened at 6:03pm, no questions or comments. Public Hearing closed at 6:04pm. Motion by Councilor Baker to approve the second reading of Ordinance No 699 by title only, seconded by Councilor Wright.

Motion passes 5-0

City Recorder Gann gave the second reading of Ordinance 699 by title only.

Motion by Councilor Josi to adopt Ordinance No. 699 by title only, seconded by Councilor Rondeau.

Motion passes 5-0 by roll call vote.

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

D. Presentation by TJ Fiorelli, Tillamook County Housing Coordinator presentation

TJ Fiorelli, the Tillamook County Housing Coordinator gave a presentation to the council regarding housing. Housing Commission meets once a month to discuss the current housing issues. Explained what kind of community outreach the commission is working on and how they keep the community informed.

E. Tyler Brogden letter of intent for development TL 900 and 801 – Moved ahead on the agenda.

Brogden presented his letter of intent at the council workshop. Manager Welch explained the letter of intent and the project proposed by Brogden. To develop these properties, a sewer lift station needs to be built. Cost will be approximately \$500,000-\$600,000 and would come out of the SDC funds.

Manager Welch explained that the SDC's that are paid by new developments would help to reimburse the expense of the sewer lift station. Additional revenue would include property tax and water billing. Requesting direction from council to create an agreement with Brogden to create the sewer lift station if moving forward with the purchase of the lots. Discussion was held on whether this would be the most cost-effective solution.

Motion by Councilor Josi for staff to work with Brogden to develop an MOU and to have staff do periodic check-ins with council regarding the progress of the project, seconded by Councilor Baker.

Motion passes 5-0

F. Committee, Department, and Staff Reports

Manager Welch presented the staff reports, reports are attached.

- a. City Manager,
- b. Finance Director/City Recorder Report
- c. Fire Department
- d. Fire Committee Report
- e. Public Works
- f. Emergency Preparedness,
 - i. Next meeting Monday July 18, 2022, 5:30 pm at Watt Family Park emergency supply shelter
- g. Planning Department,
 - i. Next Planning Commission July 20, 2022, 6:00 pm at Ad Montgomery Community Hall

G. Minutes

- a. Council Workshop – June 13, 2022
- b. Regular Council Meeting – June 14, 2022

Motion by Councilor Baker to approve the minutes as corrected from the council workshop, seconded by Councilor Rondeau.

Motion passes 5-0

H. Treasurers Report

No questions or comments, file for auditors

I. Bills against the City

No questions or comments

Motion by councilor Imhoff to approve the bills against the city, seconded by Councilor Rondeau.

Motion passes – 5-0

J. Unfinished Business

- a. Lemmon Property – Manager Welch explained that the property is re-listed for sale, bids due by 7/28/22.

- b. Mr. Ponder Request for additional time for RV living – Manager Welch read the letter from Mr. Ponder to the Council. Councilor Josi stated he feels that Mr. Ponder is working with the city and doing as the council requested. Councilor Baker agrees stating he shows good faith by working with the requests from the council. Suggests a 1 year extension with updates to the council.

Motion by Councilor Baker to approve the extension for 1 year and a progress report no later than 6 months from the date of the extension approval. Seconded by Councilor Imhoff.

Motion passes 4-0 and 1 abstention

K. New Business

- a. TLT Committee Recommendation and discussion – Greg Sweeney presented the TLT recommendation to the council. Bay City Arts is looking for an extension for the KAYN radio station improvement project until September 30, 2022. Committee supports the extension.

Motion by Councilor Baker to approve the extension, seconded by Councilor Rondeau.

Motion passes 4-0 and 1 abstention

Bay City Arts is also requesting a new grant entitled “Expansion of Art Workshop”. This grant request is for \$17,120.00. Discussion was held at the workshop that the request for funding includes operating expenses which would not be allowed per the grant guidelines.

Motion by Councilor Baker to approve the grant application minus the \$2,500 for the operating expenses and approve in the sum of \$14,600. Seconded by Councilor Wright.

Motion passes 4-0 and 1 abstention

- b. Re-Appointment of Gary Frey to the Planning Commission – Gary Frey’s term expired and has requested to be reappointed for another 4-year term on the planning commission. Motion to approve the reappointment of Gary Frey to the planning commission with a term expiration of 7-30-2026 by Councilor Imhoff, seconded by Councilor Wright

Motion passes 5-0

- c. LOC 2023 Legislative Policy Priorities Ballot – the following items were voted by council as the top priorities for the City of Bay City and will be submitted to the LOC as the cities priorities:
 - i. Community Development Policy
 - ii. Finance and Taxation Policy
 - iii. Telecommunications, Broadband Policy
 - iv. Transportation Policy

v. Water and Wastewater Policy

- d. Tillamook Coast Wayfinding Draft Report –subcommittee was created to review the wayfinding draft report and they will submit recommendations to the council.
- e. CAT and Housing Rehabilitation Program – Staff is researching options for the continuation of the program; options staff feel are available to the city are to have CAT continue the program or find another 3rd party subgrantee to take over the program.
Susan Wagner from CAT was present by phone and explained the housing rehabilitation program and what CAT can provide the City of Bay City.
Staff will continue to research and discuss the options with Business Oregon.
- f. Memorandum of Agreement for the Coordinated Homeless Response System – Pulled from the agenda due to changes at the County level, will not be presented at the council meeting.

L. Mayor's Presentation – Mayor McCall reminded council that the next LOC meeting is August 5th, 2022, in Clatskanie regarding STR/ADU's

M. Council Presentation – No presentations

N. Attorney Presentation – No presentations

Motion by Councilor Wright to adjourn, seconded by Councilor Josi
Adjourn at 7:27 pm

David McCall, 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 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Non-Departmental Revenues					
100-00-4005 Property Taxes - Current	\$ 219,920.00	\$ 0.00	\$ 219,920.00	\$ 0.00	\$ 219,920.00
100-00-4010 Property Taxes - Prior Years	7,000.00	0.00	7,000.00	0.00	7,000.00
100-00-4105 Liquor Tax	23,000.00	2,809.43	23,000.00	2,809.43	20,190.57
100-00-4110 Cigarette Tax	1,200.00	86.29	1,200.00	86.29	1,113.71
100-00-4205 Licenses	1,000.00	0.00	1,000.00	0.00	1,000.00
100-00-4210 Dog Licenses/Fines	150.00	7.50	150.00	7.50	142.50
100-00-4305 Franchise Fees	30,000.00	303.24	30,000.00	303.24	29,696.76
100-00-4510 State Revenue Sharing	20,000.00	0.00	20,000.00	0.00	20,000.00
100-00-4605 Hall Rental	500.00	250.00	500.00	250.00	250.00
100-00-4650 Transient Lodging Tax	20,000.00	9,397.38	20,000.00	9,397.38	10,602.62
100-00-4800 Miscellaneous	155,837.00	2,122.50	155,837.00	2,122.50	153,714.50
100-00-4805 Earnings on Investments	2,000.00	0.00	2,000.00	0.00	2,000.00
100-00-4850 Code Enforcement Fines	100.00	0.00	100.00	0.00	100.00
100-00-4990 Beginning Fund Balance	347,227.00	0.00	347,227.00	0.00	347,227.00
Total Non-Departmental Revenues	827,934.00	14,976.34	827,934.00	14,976.34	812,957.66
Fire Revenues					
100-30-4005 Property Taxes - Current	128,734.00	0.00	128,734.00	0.00	128,734.00
100-30-4010 Property Taxes - Prior Years	1,500.00	0.00	1,500.00	0.00	1,500.00
100-30-4520 Intergovernmental Agreements	3,000.00	0.00	3,000.00	0.00	3,000.00
100-30-4800 Miscellaneous	1,500.00	0.00	1,500.00	0.00	1,500.00
100-30-4805 Earnings on Investments	1,200.00	0.00	1,200.00	0.00	1,200.00
100-30-4930 Transfers In	128,258.00	0.00	128,258.00	0.00	128,258.00
100-30-4990 Beginning Fund Balance	138,000.00	0.00	138,000.00	0.00	138,000.00
Total Fire Revenues	402,192.00	0.00	402,192.00	0.00	402,192.00
Recreation Revenues					
100-50-4430 Local Grants	90,100.00	0.00	90,100.00	0.00	90,100.00
100-50-4630 Park Camping	6,500.00	705.00	6,500.00	705.00	5,795.00
Total Recreation Revenues	96,600.00	705.00	96,600.00	705.00	95,895.00
Transient Lodging Tax Revenues					
100-60-4650 Transient Lodging Tax	55,000.00	22,223.33	55,000.00	22,223.33	32,776.67
100-60-4990 Beginning Fund Balance	68,000.00	0.00	68,000.00	0.00	68,000.00
Total Transient Lodging Tax Revenues	123,000.00	22,223.33	123,000.00	22,223.33	100,776.67
Planning Revenues					
100-70-4310 Planning Fees	6,000.00	1,610.00	6,000.00	1,610.00	4,390.00
100-70-4315 Land Use Fees	4,000.00	800.00	4,000.00	800.00	3,200.00
Total Planning Revenues	10,000.00	2,410.00	10,000.00	2,410.00	7,590.00
Total General Fund Revenues	\$ 1,459,726.00	\$ 40,314.67	\$ 1,459,726.00	\$ 40,314.67	\$ 1,419,411.33

City of Bay City 503-377-2288

8/1/2022 4:57pm

Statement of Revenue and Expenditures

Page 2

Revised Budget

For General Fund (100)

For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Expenditures					
Administration Expenditures					
100-10-5105 Full-Time Employees - Regular	\$ 98,727.00	\$ 15,147.47	\$ 98,727.00	\$ 15,147.47	\$ 83,579.53
100-10-5115 Part-Time Employees	14,300.00	1,656.61	14,300.00	1,656.61	\$ 12,643.39
100-10-5205 Employer FICA Taxes	9,000.00	1,285.52	9,000.00	1,285.52	\$ 7,714.48
100-10-5210 Unemployment Insurance	1,200.00	16.81	1,200.00	16.81	\$ 1,183.19
100-10-5215 Workers' Compensation Insurance	700.00	261.97	700.00	261.97	\$ 438.03
100-10-5305 Employer PERS Contributions	22,000.00	3,347.20	22,000.00	3,347.20	\$ 18,652.80
100-10-5405 Health Insurance	37,000.00	3,953.77	37,000.00	3,953.77	\$ 33,046.23
100-10-5415 Life Insurance	300.00	30.24	300.00	30.24	\$ 269.76
100-10-6105 Office Supplies & Equipment	30,000.00	1,352.31	30,000.00	1,352.31	\$ 28,647.69
100-10-6290 Other Professional Fees	500.00	0.00	500.00	0.00	\$ 500.00
100-10-6305 Building Repairs & Maintenance	35,000.00	23.20	35,000.00	23.20	\$ 34,976.80
100-10-6311 Contracted Ground Maintenance	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
100-10-6405 Dues & Subscriptions	5,000.00	1,338.56	5,000.00	1,338.56	\$ 3,661.44
100-10-6410 Training	10,000.00	2,550.20	10,000.00	2,550.20	\$ 7,449.80
100-10-6605 Electricity	4,000.00	219.66	4,000.00	219.66	\$ 3,780.34
100-10-6620 Telecommunications	2,500.00	0.00	2,500.00	0.00	\$ 2,500.00
100-10-6700 Insurance	7,400.00	7,400.00	7,400.00	7,400.00	\$ 0.00
100-10-6825 Advertising/Publishing	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
100-10-6830 Janitorial Services	5,000.00	470.00	5,000.00	470.00	\$ 4,530.00
100-10-6850 Dog Licenses/Catching	150.00	0.00	150.00	0.00	\$ 150.00
100-10-6860 Computers/Software/Services	20,000.00	5,780.23	20,000.00	5,780.23	\$ 14,219.77
100-10-6870 Pre-Hazard Preparedness	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
100-10-6880 Ordinance Enforcement	1,500.00	0.00	1,500.00	0.00	\$ 1,500.00
100-10-6990 Other Miscellaneous Expenses	10,000.00	2,345.00	10,000.00	2,345.00	\$ 7,655.00
Total Administration Expenditures	334,277.00	47,178.75	334,277.00	47,178.75	287,098.25
Fire Expenditures					
100-30-5105 Full-Time Employees - Regular	70,348.00	658.14	70,348.00	658.14	\$ 69,689.86
100-30-5115 Part-Time Employees	45,400.00	5,885.50	45,400.00	5,885.50	\$ 39,514.50
100-30-5118 Volunteer Stipends	48,000.00	1,525.00	48,000.00	1,525.00	\$ 46,475.00
100-30-5205 Employer FICA Taxes	14,000.00	617.31	14,000.00	617.31	\$ 13,382.69
100-30-5210 Unemployment Insurance	1,200.00	8.09	1,200.00	8.09	\$ 1,191.91
100-30-5215 Workers' Compensation Insurance	2,300.00	260.54	2,300.00	260.54	\$ 2,039.46
100-30-5305 Employer PERS Contributions	27,000.00	1,347.06	27,000.00	1,347.06	\$ 25,652.94
100-30-5405 Health Insurance	29,000.00	190.26	29,000.00	190.26	\$ 28,809.74
100-30-5415 Life Insurance	300.00	20.76	300.00	20.76	\$ 279.24
100-30-5420 Disability Insurance	3,500.00	1,500.00	3,500.00	1,500.00	\$ 2,000.00
100-30-6105 Office Supplies & Equipment	4,000.00	0.00	4,000.00	0.00	\$ 4,000.00
100-30-6115 First Aid Supplies	10,000.00	3,877.93	10,000.00	3,877.93	\$ 6,122.07
100-30-6140 Fuel/Lubes/Etc.	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
100-30-6205 Accounting & Auditing	500.00	0.00	500.00	0.00	\$ 500.00
100-30-6220 Legal Fees	500.00	0.00	500.00	0.00	\$ 500.00
100-30-6290 Other Professional Fees	8,000.00	0.00	8,000.00	0.00	\$ 8,000.00
100-30-6305 Building Repairs & Maintenance	8,000.00	115.20	8,000.00	115.20	\$ 7,884.80
100-30-6340 Radios & Radio Repair	4,000.00	0.00	4,000.00	0.00	\$ 4,000.00
100-30-6345 Operational Equipment & Repairs	15,000.00	3,143.87	15,000.00	3,143.87	\$ 11,856.13

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Statement of Revenue and Expenditures

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Revised Budget

For General Fund (100)

For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
100-30-6350 Personal Protective Equipment	21,000.00	314.92	21,000.00	314.92 \$	20,685.08
100-30-6405 Dues & Subscriptions	2,400.00	175.00	2,400.00	175.00 \$	2,225.00
100-30-6410 Training	7,000.00	277.88	7,000.00	277.88 \$	6,722.12
100-30-6605 Electricity	4,700.00	190.65	4,700.00	190.65 \$	4,509.35
100-30-6620 Telecommunications	4,000.00	73.14	4,000.00	73.14 \$	3,926.86
100-30-6700 Insurance	16,000.00	16,000.00	16,000.00	16,000.00 \$	0.00
100-30-6830 Janitorial Services	3,500.00	260.00	3,500.00	260.00 \$	3,240.00
100-30-6840 Printing & Copying	300.00	0.00	300.00	0.00 \$	300.00
100-30-6860 Computers/Software/Services	6,000.00	5,286.02	6,000.00	5,286.02 \$	713.98
100-30-6990 Other Miscellaneous Expenses	4,000.00	29.00	4,000.00	29.00 \$	3,971.00
100-30-9400 Transfer to Capital Projects Funds	21,500.00	0.00	21,500.00	0.00 \$	21,500.00
100-30-9800 Contingency	10,744.00	0.00	10,744.00	0.00 \$	10,744.00
Total Fire Expenditures	402,192.00	41,756.27	402,192.00	41,756.27	360,435.73
Recreation Expenditures					
100-50-5105 Full-Time Employees - Regular	21,322.00	2,796.10	21,322.00	2,398.75 \$	18,923.25
100-50-5205 Employer FICA Taxes	1,700.00	213.89	1,700.00	183.50 \$	1,516.50
100-50-5210 Unemployment Insurance	250.00	2.81	250.00	2.41 \$	247.59
100-50-5215 Workers' Compensation Insurance	650.00	256.68	650.00	256.50 \$	393.50
100-50-5305 Employer PERS Contributions	4,000.00	489.60	4,000.00	420.03 \$	3,579.97
100-50-5405 Health Insurance	8,000.00	800.25	8,000.00	681.29 \$	7,318.71
100-50-5415 Life Insurance	150.00	3.44	150.00	3.16 \$	146.84
100-50-6145 Tourism	500.00	9.97	500.00	9.97 \$	490.03
100-50-6190 Other Supplies	5,000.00	54.73	5,000.00	54.73 \$	4,945.27
100-50-6310 Grounds Maintenance	8,000.00	2,051.79	8,000.00	2,051.79 \$	5,948.21
100-50-6311 Contracted Ground Maintenance	15,000.00	0.00	15,000.00	0.00 \$	15,000.00
100-50-6605 Electricity	2,000.00	139.76	2,000.00	139.76 \$	1,860.24
100-50-6995 Feasibility Studies / Projects	90,000.00	3,685.84	90,000.00	3,685.84 \$	86,314.16
100-50-8200 Buildings & Equipment	8,000.00	0.00	8,000.00	0.00 \$	8,000.00
Total Recreation Expenditures	164,572.00	10,504.86	164,572.00	9,887.73	154,684.27
Transient Lodging Tax Expenditures					
100-60-6145 Tourism	120,000.00	14,620.00	120,000.00	14,620.00 \$	105,380.00
Total Transient Lodging Tax Expenditures	120,000.00	14,620.00	120,000.00	14,620.00	105,380.00
Planning Expenditures					
100-70-6215 Engineering Fees	2,000.00	0.00	2,000.00	0.00 \$	2,000.00
100-70-6220 Legal Fees	5,000.00	0.00	5,000.00	0.00 \$	5,000.00
100-70-6240 Comprehensive Planning	5,000.00	570.36	5,000.00	570.36 \$	4,429.64
100-70-6290 Other Professional Fees	10,000.00	0.00	10,000.00	0.00 \$	10,000.00
100-70-6865 Building Inspector/Inspections	500.00	0.00	500.00	0.00 \$	500.00
Total Planning Expenditures	22,500.00	570.36	22,500.00	570.36	21,929.64
General Service Expenditures					
100-90-6205 Accounting & Auditing	5,000.00	0.00	5,000.00	0.00 \$	5,000.00
100-90-6220 Legal Fees	40,000.00	82.50	40,000.00	82.50 \$	39,917.50
100-90-6805 Mayor	3,500.00	480.29	3,500.00	480.29 \$	3,019.71
100-90-6910 Fee Refunds	500.00	0.00	500.00	0.00 \$	500.00
100-90-6990 Other Miscellaneous Expenses	1,000.00	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 General Fund (100)
For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
100-90-9000 Transfers Out	128,258.00	0.00	128,258.00	0.00	\$ 128,258.00
100-90-9800 Contingency	202,927.00	0.00	202,927.00	0.00	\$ 202,927.00
100-90-9900 Unappropriated Ending Fund Balance	35,000.00	0.00	35,000.00	0.00	\$ 35,000.00
Total General Service Expenditures	416,185.00	562.79	416,185.00	562.79	415,622.21
Total General Fund Expenditures	\$ 1,459,726.00	\$ 115,193.03	\$ 1,459,726.00	\$ 114,575.90	\$ 1,345,150.10
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (74,878.36)	\$ 0.00	\$ (74,261.23)	0.00

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Statement of Revenue and Expenditures

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Revised Budget

For Street and Road Fund (200)

For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Non-Departmental Revenues					
200-00-4115 State Highway Tax	\$ 100,000.00	\$ 9,700.72	\$ 100,000.00	\$ 9,700.72	\$ 90,299.28
200-00-4420 State Grants	100,000.00	0.00	100,000.00	0.00	\$ 100,000.00
200-00-4805 Earnings on Investments	270.00	0.00	270.00	0.00	\$ 270.00
200-00-4930 Transfers In	165,000.00	0.00	165,000.00	0.00	\$ 165,000.00
200-00-4990 Beginning Fund Balance	46,800.00	0.00	46,800.00	0.00	\$ 46,800.00
Total Non-Departmental Revenues	412,070.00	9,700.72	412,070.00	9,700.72	402,369.28
Total Street and Road Fund Revenues	\$ 412,070.00	\$ 9,700.72	\$ 412,070.00	\$ 9,700.72	\$ 402,369.28

Expenditures

Non-Departmental Expenditures					
200-00-5105 Full-Time Employees - Regular	\$ 70,000.00	\$ 10,915.01	\$ 70,000.00	\$ 9,573.28	\$ 60,426.72
200-00-5115 Part-Time Employees	2,200.00	254.87	2,200.00	254.87	\$ 1,945.13
200-00-5205 Employer FICA Taxes	5,500.00	854.51	5,500.00	751.87	\$ 4,748.13
200-00-5210 Unemployment Insurance	770.00	11.20	770.00	9.85	\$ 760.15
200-00-5215 Workers' Compensation Insurance	3,200.00	260.07	3,200.00	259.42	\$ 2,940.58
200-00-5305 Employer PERS Contributions	13,500.00	2,091.03	13,500.00	1,856.09	\$ 11,643.91
200-00-5405 Health Insurance	25,000.00	3,063.09	25,000.00	2,618.91	\$ 22,381.09
200-00-5415 Life Insurance	300.00	14.88	300.00	13.80	\$ 286.20
200-00-6105 Office Supplies & Equipment	500.00	0.00	500.00	0.00	\$ 500.00
200-00-6125 Shop Supplies & Small Tools	1,100.00	0.00	1,100.00	0.00	\$ 1,100.00
200-00-6140 Fuel/Lubes/Etc.	2,000.00	0.00	2,000.00	0.00	\$ 2,000.00
200-00-6205 Accounting & Auditing	1,000.00	0.00	1,000.00	0.00	\$ 1,000.00
200-00-6215 Engineering Fees	2,500.00	0.00	2,500.00	0.00	\$ 2,500.00
200-00-6220 Legal Fees	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
200-00-6290 Other Professional Fees	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
200-00-6305 Building Repairs & Maintenance	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
200-00-6315 Street Repairs & Maintenance	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
200-00-6335 Vehicle Repairs & Maintenance	3,000.00	0.00	3,000.00	0.00	\$ 3,000.00
200-00-6350 Personal Protective Equipment	1,500.00	0.00	1,500.00	0.00	\$ 1,500.00
200-00-6390 Other Repairs & Maintenance	7,500.00	0.00	7,500.00	0.00	\$ 7,500.00
200-00-6410 Training	2,000.00	89.16	2,000.00	89.16	\$ 1,910.84
200-00-6605 Electricity	12,000.00	717.18	12,000.00	717.18	\$ 11,282.82
200-00-6700 Insurance	4,000.00	4,000.00	4,000.00	4,000.00	\$ 0.00
200-00-6860 Computers/Software/Services	2,000.00	544.20	2,000.00	544.20	\$ 1,455.80
200-00-6990 Other Miscellaneous Expenses	3,500.00	0.00	3,500.00	0.00	\$ 3,500.00
200-00-6995 Feasibility Studies / Projects	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
200-00-8300 Improvements Other Than Buildings	214,000.00	0.00	214,000.00	0.00	\$ 214,000.00
Total Non-Departmental Expenditures	412,070.00	22,815.20	412,070.00	20,688.63	391,381.37
Total Street and Road Fund Expenditures	\$ 412,070.00	\$ 22,815.20	\$ 412,070.00	\$ 20,688.63	\$ 391,381.37

Street and Road Fund Excess of Revenues Over Expen \$ 0.00 \$ (13,114.48) \$ 0.00 \$ (10,987.91) \$ 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 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Housing Rehabilitation Revenues					
201-18-4805 Earnings on Investments	\$ 500.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 500.00
201-18-4825 Loan Payback	0.00	6,000.00	0.00	6,000.00	0.00
201-18-4990 Beginning Fund Balance	110,700.00	0.00	110,700.00	0.00	110,700.00
Total Housing Rehabilitation Revenues	111,200.00	6,000.00	111,200.00	6,000.00	105,200.00
Total Housing Rehabilitation Fund Revenues	\$ 111,200.00	\$ 6,000.00	\$ 111,200.00	\$ 6,000.00	\$ 105,200.00
Expenditures					
Housing Rehabilitation Expenditures					
201-18-6890 Other Administration Expenses	\$ 5,500.00	\$ 0.00	\$ 5,500.00	\$ 0.00	\$ 5,500.00
201-18-6920 Housing Rehab Loan Disbursements	105,700.00	0.00	105,700.00	0.00	105,700.00
Total Housing Rehabilitation Expenditures	111,200.00	0.00	111,200.00	0.00	111,200.00
Total Housing Rehabilitation Fund Expenditures	\$ 111,200.00	\$ 0.00	\$ 111,200.00	\$ 0.00	\$ 111,200.00
Housing Rehabilitation Fund Excess of Revenues Over	\$ 0.00	\$ 6,000.00	\$ 0.00	\$ 6,000.00	\$ 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 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Bond Payment Revenues					
301-11-4005 Property Taxes - Current	\$ 19,350.00	\$ 0.00	\$ 19,350.00	\$ 0.00	\$ 19,350.00
301-11-4010 Property Taxes - Prior Years	300.00	0.00	300.00	0.00	300.00
301-11-4805 Earnings on Investments	200.00	0.00	200.00	0.00	200.00
301-11-4990 Beginning Fund Balance	48,000.00	0.00	48,000.00	0.00	48,000.00
Total Bond Payment Revenues	67,850.00	0.00	67,850.00	0.00	67,850.00
Total Sewer Bond Fund Revenues	\$ 67,850.00	\$ 0.00	\$ 67,850.00	\$ 0.00	\$ 67,850.00
Expenditures					
Bond Payment Expenditures					
301-11-7010 Principal Payments - General Obligatio	\$ 20,900.00	\$ 0.00	\$ 20,900.00	\$ 0.00	\$ 20,900.00
301-11-7015 Interest Payments - General Obligation	13,040.00	0.00	13,040.00	0.00	13,040.00
301-11-9900 Unappropriated Ending Fund Balance	33,910.00	0.00	33,910.00	0.00	33,910.00
Total Bond Payment Expenditures	67,850.00	0.00	67,850.00	0.00	67,850.00
Total Sewer Bond Fund Expenditures	\$ 67,850.00	\$ 0.00	\$ 67,850.00	\$ 0.00	\$ 67,850.00
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 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Loan Revenues					
302-22-4620 Sewer User Charges	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 0.00	\$ 50,000.00
302-22-4990 Beginning Fund Balance	118,000.00	0.00	118,000.00	0.00	118,000.00
Total Loan Revenues	168,000.00	0.00	168,000.00	0.00	168,000.00
Total DEQ Loan Repayment Fund Revenues	\$ 168,000.00	\$ 0.00	\$ 168,000.00	\$ 0.00	\$ 168,000.00
Expenditures					
Loan Expenditures					
302-22-7040 Principal Payments - Notes Payable	\$ 40,720.00	\$ 0.00	\$ 40,720.00	\$ 0.00	\$ 40,720.00
302-22-7045 Interest Payments - Notes Payable	3,866.00	0.00	3,866.00	0.00	3,866.00
302-22-9900 Unappropriated Ending Fund Balance	123,414.00	0.00	123,414.00	0.00	123,414.00
Total Loan Expenditures	168,000.00	0.00	168,000.00	0.00	168,000.00
Total DEQ Loan Repayment Fund Expenditures	\$ 168,000.00	\$ 0.00	\$ 168,000.00	\$ 0.00	\$ 168,000.00
DEQ Loan Repayment Fund Excess of Revenues Over E	\$ 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 Street Reserve Fund (400)
For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
400-13-4305 Franchise Fees	\$ 5,000.00	\$ 1,298.03	\$ 5,000.00	\$ 1,298.03	\$ 3,701.97
400-13-4805 Earnings on Investments	250.00	0.00	250.00	0.00	\$ 250.00
400-13-4930 Transfers In	165,000.00	0.00	165,000.00	0.00	\$ 165,000.00
400-13-4990 Beginning Fund Balance	31,300.00	0.00	31,300.00	0.00	\$ 31,300.00
Total Reserve Revenues	201,550.00	1,298.03	201,550.00	1,298.03	200,251.97
Street Trust Revenues					
400-17-4805 Earnings on Investments	1,000.00	0.00	1,000.00	0.00	\$ 1,000.00
400-17-4990 Beginning Fund Balance	235,600.00	0.00	235,600.00	0.00	\$ 235,600.00
Total Street Trust Revenues	236,600.00	0.00	236,600.00	0.00	236,600.00
Street Maintenance Fee Revenues					
400-24-4320 Street Maintenance Fees	95,000.00	6,763.26	95,000.00	6,763.26	\$ 88,236.74
400-24-4805 Earnings on Investments	400.00	0.00	400.00	0.00	\$ 400.00
400-24-4990 Beginning Fund Balance	177,000.00	0.00	177,000.00	0.00	\$ 177,000.00
Total Street Maintenance Fee Revenues	272,400.00	6,763.26	272,400.00	6,763.26	265,636.74
Total Street Reserve Fund Revenues	\$ 710,550.00	\$ 8,061.29	\$ 710,550.00	\$ 8,061.29	\$ 702,488.71
Expenditures					
Reserve Expenditures					
400-13-6315 Street Repairs & Maintenance	\$ 31,550.00	\$ 0.00	\$ 31,550.00	\$ 0.00	\$ 31,550.00
400-13-9400 Transfer to Capital Projects Funds	165,000.00	0.00	165,000.00	0.00	\$ 165,000.00
Total Reserve Expenditures	196,550.00	0.00	196,550.00	0.00	196,550.00
Street Trust Expenditures					
400-17-9000 Transfers Out	165,000.00	0.00	165,000.00	0.00	\$ 165,000.00
400-17-9900 Unappropriated Ending Fund Balance	71,600.00	0.00	71,600.00	0.00	\$ 71,600.00
Total Street Trust Expenditures	236,600.00	0.00	236,600.00	0.00	236,600.00
Street Maintenance Fee Expenditures					
400-24-6314 Street Overlay	95,000.00	0.00	95,000.00	0.00	\$ 95,000.00
400-24-9800 Contingency	182,400.00	0.00	182,400.00	0.00	\$ 182,400.00
Total Street Maintenance Fee Expenditures	277,400.00	0.00	277,400.00	0.00	277,400.00
Total Street Reserve Fund Expenditures	\$ 710,550.00	\$ 0.00	\$ 710,550.00	\$ 0.00	\$ 710,550.00
Street Reserve Fund Excess of Revenues Over Expendi	\$ 0.00	\$ 8,061.29	\$ 0.00	\$ 8,061.29	\$ 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 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
401-13-4805 Earnings on Investments	\$ 25.00	\$ 0.00	\$ 25.00	\$ 0.00	\$ 25.00
401-13-4930 Transfers In	28,000.00	0.00	28,000.00	0.00	28,000.00
401-13-4990 Beginning Fund Balance	10,076.00	0.00	10,076.00	0.00	10,076.00
Total Reserve Revenues	38,101.00	0.00	38,101.00	0.00	38,101.00
Total Bay City Equipment Reserve Fund Revenues	\$ 38,101.00	\$ 0.00	\$ 38,101.00	\$ 0.00	\$ 38,101.00
Expenditures					
Reserve Expenditures					
401-13-8400 Machinery & Equipment	\$ 38,101.00	\$ 0.00	\$ 38,101.00	\$ 0.00	\$ 38,101.00
Total Reserve Expenditures	38,101.00	0.00	38,101.00	0.00	38,101.00
Total Bay City Equipment Reserve Fund Expenditures	\$ 38,101.00	\$ 0.00	\$ 38,101.00	\$ 0.00	\$ 38,101.00
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 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
402-13-4805 Earnings on Investments	\$ 250.00	\$ 0.00	\$ 250.00	\$ 0.00	\$ 250.00
402-13-4930 Transfers In	21,500.00	0.00	21,500.00	0.00	21,500.00
402-13-4990 Beginning Fund Balance	61,500.00	0.00	61,500.00	0.00	61,500.00
Total Reserve Revenues	83,250.00	0.00	83,250.00	0.00	83,250.00
Building Fund Revenues					
402-19-4805 Earnings on Investments	500.00	0.00	500.00	0.00	\$ 500.00
402-19-4890 Fire Department Relocation	24,000.00	4,433.68	24,000.00	4,433.68	\$ 19,566.32
402-19-4990 Beginning Fund Balance	116,000.00	0.00	116,000.00	0.00	\$ 116,000.00
Total Building Fund Revenues	140,500.00	4,433.68	140,500.00	4,433.68	136,066.32
Total Fire Apparatus Reserve & Building Reserve Fun	\$ 223,750.00	\$ 4,433.68	\$ 223,750.00	\$ 4,433.68	\$ 219,316.32
Expenditures					
Reserve Expenditures					
402-13-7050 Capital Lease Payments	\$ 29,300.00	\$ 24,219.78	\$ 29,300.00	\$ 24,219.78	\$ 5,080.22
402-13-9900 Unappropriated Ending Fund Balance	53,950.00	0.00	53,950.00	0.00	\$ 53,950.00
Total Reserve Expenditures	83,250.00	24,219.78	83,250.00	24,219.78	59,030.22
Building Fund Expenditures					
402-19-9900 Unappropriated Ending Fund Balance	140,500.00	0.00	140,500.00	0.00	\$ 140,500.00
Total Building Fund Expenditures	140,500.00	0.00	140,500.00	0.00	140,500.00
Total Fire Apparatus Reserve & Building Reserve Fun	\$ 223,750.00	\$ 24,219.78	\$ 223,750.00	\$ 24,219.78	\$ 199,530.22
Fire Apparatus Reserve & Building Reserve Fund Exces	\$ 0.00	\$ (19,786.10)	\$ 0.00	\$ (19,786.10)	\$ 0.00

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Park & Recreation Reserve Fund (404)
For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
404-13-4805 Earnings on Investments	\$ 20.00	\$ 0.00	\$ 20.00	\$ 0.00	\$ 20.00
404-13-4990 Beginning Fund Balance	7,900.00	0.00	7,900.00	0.00	7,900.00
Total Reserve Revenues	7,920.00	0.00	7,920.00	0.00	7,920.00
Total Park & Recreation Reserve Fund Revenues	\$ 7,920.00	\$ 0.00	\$ 7,920.00	\$ 0.00	\$ 7,920.00
Expenditures					
Reserve Expenditures					
404-13-9900 Unappropriated Ending Fund Balance	\$ 7,920.00	\$ 0.00	\$ 7,920.00	\$ 0.00	\$ 7,920.00
Total Reserve Expenditures	7,920.00	0.00	7,920.00	0.00	7,920.00
Total Park & Recreation Reserve Fund Expenditures	\$ 7,920.00	\$ 0.00	\$ 7,920.00	\$ 0.00	\$ 7,920.00
Park & Recreation 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 Footpaths and Bicycle Trails Reserve (405)
For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Reserve Revenues					
405-13-4115 State Highway Tax	\$ 900.00	\$ 97.99	\$ 900.00	\$ 97.99	\$ 802.01
405-13-4805 Earnings on Investments	50.00	0.00	50.00	0.00	\$ 50.00
405-13-4990 Beginning Fund Balance	8,900.00	0.00	8,900.00	0.00	\$ 8,900.00
Total Reserve Revenues	9,850.00	97.99	9,850.00	97.99	9,752.01
Total Footpaths and Bicycle Trails Reserve Revenues	\$ 9,850.00	\$ 97.99	\$ 9,850.00	\$ 97.99	\$ 9,752.01
Expenditures					
Reserve Expenditures					
405-13-9900 Unappropriated Ending Fund Balance	\$ 9,850.00	\$ 0.00	\$ 9,850.00	\$ 0.00	\$ 9,850.00
Total Reserve Expenditures	9,850.00	0.00	9,850.00	0.00	9,850.00
Total Footpaths and Bicycle Trails Reserve Expenditu	\$ 9,850.00	\$ 0.00	\$ 9,850.00	\$ 0.00	\$ 9,850.00
Footpaths and Bicycle Trails Reserve Excess of Revenu	\$ 0.00	\$ 97.99	\$ 0.00	\$ 97.99	0.00

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

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Revised Budget
For Bay City Water Fund (600)
For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Non-Departmental Revenues					
600-00-4610 Water User Charges	\$ 370,000.00	\$ 31,486.05	\$ 370,000.00	\$ 31,486.05	\$ 338,513.95
600-00-4615 Water Deposits	2,000.00	0.00	2,000.00	0.00	\$ 2,000.00
600-00-4805 Earnings on Investments	480.00	0.00	480.00	0.00	\$ 480.00
600-00-4815 Sale of Pipe/Supplies	4,000.00	0.00	4,000.00	0.00	\$ 4,000.00
600-00-4990 Beginning Fund Balance	187,000.00	0.00	187,000.00	0.00	\$ 187,000.00
Total Non-Departmental Revenues	563,480.00	31,486.05	563,480.00	31,486.05	531,993.95
Reserve Revenues					
600-13-4710 SDC - Improvement Fees	35,000.00	5,632.67	35,000.00	5,632.67	\$ 29,367.33
600-13-4720 SDC - Reimbursement Fees	20,000.00	3,018.33	20,000.00	3,018.33	\$ 16,981.67
600-13-4805 Earnings on Investments	1,300.00	0.00	1,300.00	0.00	\$ 1,300.00
600-13-4990 Beginning Fund Balance	232,437.00	0.00	232,437.00	0.00	\$ 232,437.00
Total Reserve Revenues	288,737.00	8,651.00	288,737.00	8,651.00	280,086.00
Total Bay City Water Fund Revenues	\$ 852,217.00	\$ 40,137.05	\$ 852,217.00	\$ 40,137.05	\$ 812,079.95

Expenditures

Non-Departmental Expenditures

600-00-5105 Full-Time Employees - Regular	\$ 172,000.00	\$ 24,993.80	\$ 172,000.00	\$ 21,438.67	\$ 150,561.33
600-00-5115 Part-Time Employees	2,200.00	254.87	2,200.00	254.87	\$ 1,945.13
600-00-5205 Employer FICA Taxes	14,000.00	1,931.50	14,000.00	1,659.52	\$ 12,340.48
600-00-5210 Unemployment Insurance	2,000.00	25.24	2,000.00	21.69	\$ 1,978.31
600-00-5215 Workers' Compensation Insurance	3,400.00	266.09	3,400.00	264.39	\$ 3,135.61
600-00-5305 Employer PERS Contributions	32,500.00	4,616.80	32,500.00	3,994.28	\$ 28,505.72
600-00-5405 Health Insurance	55,000.00	7,373.28	55,000.00	6,224.88	\$ 48,775.12
600-00-5415 Life Insurance	500.00	27.96	500.00	25.25	\$ 474.75
600-00-6105 Office Supplies & Equipment	3,000.00	138.33	3,000.00	138.33	\$ 2,861.67
600-00-6125 Shop Supplies & Small Tools	2,500.00	0.00	2,500.00	0.00	\$ 2,500.00
600-00-6130 Customer Meters & Supplies	1,000.00	1,164.48	1,000.00	1,164.48	\$ (164.48)
600-00-6135 Chemical/Lab Supplies	500.00	0.00	500.00	0.00	\$ 500.00
600-00-6140 Fuel/Lubes/Etc.	6,000.00	0.00	6,000.00	0.00	\$ 6,000.00
600-00-6190 Other Supplies	250.00	0.00	250.00	0.00	\$ 250.00
600-00-6205 Accounting & Auditing	2,500.00	0.00	2,500.00	0.00	\$ 2,500.00
600-00-6215 Engineering Fees	16,000.00	0.00	16,000.00	0.00	\$ 16,000.00
600-00-6220 Legal Fees	2,500.00	0.00	2,500.00	0.00	\$ 2,500.00
600-00-6225 Laboratory Fees	1,500.00	0.00	1,500.00	0.00	\$ 1,500.00
600-00-6290 Other Professional Fees	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
600-00-6305 Building Repairs & Maintenance	4,000.00	21.73	4,000.00	21.73	\$ 3,978.27
600-00-6311 Contracted Ground Maintenance	2,000.00	0.00	2,000.00	0.00	\$ 2,000.00
600-00-6325 Utility System Repairs	15,000.00	0.00	15,000.00	0.00	\$ 15,000.00
600-00-6335 Vehicle Repairs & Maintenance	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
600-00-6345 Operational Equipment & Repairs	22,000.00	0.00	22,000.00	0.00	\$ 22,000.00
600-00-6350 Personal Protective Equipment	3,000.00	0.00	3,000.00	0.00	\$ 3,000.00
600-00-6410 Training	6,000.00	476.49	6,000.00	476.49	\$ 5,523.51
600-00-6605 Electricity	1,000.00	31.73	1,000.00	31.73	\$ 968.27

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

Revised Budget
For Bay City Water Fund (600)
For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
600-00-6620 Telecommunications	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
600-00-6700 Insurance	10,000.00	10,000.00	10,000.00	10,000.00	\$ 0.00
600-00-6830 Janitorial Services	1,000.00	86.67	1,000.00	86.67	\$ 913.33
600-00-6860 Computers/Software/Services	7,500.00	671.87	7,500.00	671.87	\$ 6,828.13
600-00-6905 Deposit Refunds	1,000.00	0.00	1,000.00	0.00	\$ 1,000.00
600-00-6910 Fee Refunds	147.00	0.00	147.00	0.00	\$ 147.00
600-00-6990 Other Miscellaneous Expenses	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
600-00-6995 Feasibility Studies / Projects	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
600-00-9400 Transfer to Capital Projects Funds	8,000.00	0.00	8,000.00	0.00	\$ 8,000.00
600-00-9500 Transfer to Enterprise Funds	135,483.00	0.00	135,483.00	0.00	\$ 135,483.00
Total Non-Departmental Expenditures	563,480.00	52,080.84	563,480.00	46,474.85	517,005.15
Reserve Expenditures					
600-13-6910 Fee Refunds	8,500.00	8,247.00	8,500.00	8,247.00	\$ 253.00
600-13-8800 Utility System	280,237.00	0.00	280,237.00	0.00	\$ 280,237.00
Total Reserve Expenditures	288,737.00	8,247.00	288,737.00	8,247.00	280,490.00
Total Bay City Water Fund Expenditures	\$ 852,217.00	\$ 60,327.84	\$ 852,217.00	\$ 54,721.85	\$ 797,495.15
Bay City Water Fund Excess of Revenues Over Expenditures	0.00	\$ (20,190.79)	0.00	\$ (14,584.80)	0.00

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

Revised Budget
For Kilchis Water Fund (601)
For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Non-Departmental Revenues					
601-00-4610 Water User Charges	\$ 302,317.00	\$ 28,799.48	\$ 302,317.00	\$ 28,799.48	\$ 273,517.52
601-00-4805 Earnings on Investments	1,800.00	0.00	1,800.00	0.00	\$ 1,800.00
601-00-4930 Transfers In	285,483.00	0.00	285,483.00	0.00	\$ 285,483.00
601-00-4990 Beginning Fund Balance	588,000.00	0.00	588,000.00	0.00	\$ 588,000.00
Total Non-Departmental Revenues	1,177,600.00	28,799.48	1,177,600.00	28,799.48	1,148,800.52
Reserve Revenues					
601-13-4800 Miscellaneous	80,000.00	0.00	80,000.00	0.00	\$ 80,000.00
601-13-4805 Earnings on Investments	2,500.00	0.00	2,500.00	0.00	\$ 2,500.00
601-13-4990 Beginning Fund Balance	806,000.00	0.00	806,000.00	0.00	\$ 806,000.00
Total Reserve Revenues	888,500.00	0.00	888,500.00	0.00	888,500.00
Total Kilchis Water Fund Revenues	\$ 2,066,100.00	\$ 28,799.48	\$ 2,066,100.00	\$ 28,799.48	\$ 2,037,300.52

Expenditures**Non-Departmental Expenditures**

601-00-5105 Full-Time Employees - Regular	\$ 95,000.00	\$ 11,270.60	\$ 95,000.00	\$ 10,282.67	\$ 84,717.33
601-00-5115 Part-Time Employees	1,500.00	127.43	1,500.00	127.43	\$ 1,372.57
601-00-5205 Employer FICA Taxes	7,000.00	871.97	7,000.00	796.39	\$ 6,203.61
601-00-5210 Unemployment Insurance	1,000.00	11.42	1,000.00	10.43	\$ 989.57
601-00-5215 Workers' Compensation Insurance	5,000.00	259.28	5,000.00	258.91	\$ 4,741.09
601-00-5305 Employer PERS Contributions	18,000.00	2,117.75	18,000.00	1,944.77	\$ 16,055.23
601-00-5405 Health Insurance	29,000.00	3,011.72	29,000.00	2,716.36	\$ 26,283.64
601-00-5415 Life Insurance	800.00	13.56	800.00	12.97	\$ 787.03
601-00-6105 Office Supplies & Equipment	4,000.00	138.33	4,000.00	138.33	\$ 3,861.67
601-00-6125 Shop Supplies & Small Tools	4,000.00	0.00	4,000.00	0.00	\$ 4,000.00
601-00-6135 Chemical/Lab Supplies	22,000.00	0.00	22,000.00	0.00	\$ 22,000.00
601-00-6140 Fuel/Lubes/Etc.	7,000.00	0.00	7,000.00	0.00	\$ 7,000.00
601-00-6190 Other Supplies	100.00	0.00	100.00	0.00	\$ 100.00
601-00-6205 Accounting & Auditing	2,500.00	0.00	2,500.00	0.00	\$ 2,500.00
601-00-6215 Engineering Fees	55,000.00	0.00	55,000.00	0.00	\$ 55,000.00
601-00-6220 Legal Fees	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
601-00-6225 Laboratory Fees	1,500.00	0.00	1,500.00	0.00	\$ 1,500.00
601-00-6290 Other Professional Fees	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
601-00-6305 Building Repairs & Maintenance	15,000.00	21.73	15,000.00	21.73	\$ 14,978.27
601-00-6325 Utility System Repairs	40,000.00	0.00	40,000.00	0.00	\$ 40,000.00
601-00-6335 Vehicle Repairs & Maintenance	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
601-00-6345 Operational Equipment & Repairs	40,000.00	311.83	40,000.00	311.83	\$ 39,688.17
601-00-6350 Personal Protective Equipment	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
601-00-6410 Training	10,000.00	476.48	10,000.00	476.48	\$ 9,523.52
601-00-6605 Electricity	30,000.00	2,033.37	30,000.00	2,033.37	\$ 27,966.63
601-00-6620 Telecommunications	2,500.00	0.00	2,500.00	0.00	\$ 2,500.00
601-00-6700 Insurance	10,000.00	10,000.00	10,000.00	10,000.00	\$ 0.00
601-00-6830 Janitorial Services	1,700.00	86.67	1,700.00	86.67	\$ 1,613.33
601-00-6860 Computers/Software/Services	5,000.00	647.49	5,000.00	647.49	\$ 4,352.51

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Kilchis Water Fund (601)
 For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
601-00-6990 Other Miscellaneous Expenses	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
601-00-8200 Buildings & Structures	150,000.00	0.00	150,000.00	0.00	\$ 150,000.00
601-00-8400 Machinery & Equipment	370,000.00	3,343.75	370,000.00	3,343.75	\$ 366,656.25
601-00-8700 Office Equipment	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
601-00-8800 Utility System	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
601-00-9000 Transfers Out	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
601-00-9800 Contingency	50,000.00	0.00	50,000.00	0.00	\$ 50,000.00
601-00-9900 Unappropriated Ending Fund Balance	150,000.00	0.00	150,000.00	0.00	\$ 150,000.00
Total Non-Departmental Expenditures	1,177,600.00	34,743.38	1,177,600.00	33,209.58	1,144,390.42
Reserve Expenditures					
601-13-8000 Capital Outlay	25,000.00	0.00	25,000.00	0.00	\$ 25,000.00
601-13-8400 Machinery & Equipment	50,000.00	0.00	50,000.00	0.00	\$ 50,000.00
601-13-8800 Utility System	100,000.00	0.00	100,000.00	0.00	\$ 100,000.00
601-13-9000 Transfers Out	150,000.00	0.00	150,000.00	0.00	\$ 150,000.00
601-13-9900 Unappropriated Ending Fund Balance	563,500.00	0.00	563,500.00	0.00	\$ 563,500.00
Total Reserve Expenditures	888,500.00	0.00	888,500.00	0.00	888,500.00
Total Kilchis Water Fund Expenditures	\$ 2,066,100.00	\$ 34,743.38	\$ 2,066,100.00	\$ 33,209.58	\$ 2,032,890.42
Kilchis Water Fund Excess of Revenues Over Expendit	\$ 0.00	\$ (5,943.90)	\$ 0.00	\$ (4,410.10)	\$ 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 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Non-Departmental Revenues					
602-00-4420 State Grants	\$ 275,000.00	\$ 0.00	\$ 275,000.00	\$ 0.00	\$ 275,000.00
602-00-4620 Sewer User Charges	364,000.00	27,237.94	364,000.00	27,237.94	\$ 336,762.06
602-00-4625 Sewer Deposits	2,000.00	0.00	2,000.00	0.00	\$ 2,000.00
602-00-4800 Miscellaneous	1,500.00	0.00	1,500.00	0.00	\$ 1,500.00
602-00-4805 Earnings on Investments	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
602-00-4990 Beginning Fund Balance	995,000.00	0.00	995,000.00	0.00	\$ 995,000.00
Total Non-Departmental Revenues	1,642,500.00	27,237.94	1,642,500.00	27,237.94	1,615,262.06
Reserve Revenues					
602-14-4710 SDC - Improvement Fees	50,000.00	7,518.24	50,000.00	7,518.24	\$ 42,481.76
602-14-4720 SDC - Reimbursement Fees	1,500.00	761.76	1,500.00	761.76	\$ 738.24
602-14-4930 Transfers In	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
602-14-4990 Beginning Fund Balance	1,067,800.00	0.00	1,067,800.00	0.00	\$ 1,067,800.00
Total Reserve Revenues	1,129,300.00	8,280.00	1,129,300.00	8,280.00	1,121,020.00
Reserve Revenues					
602-15-4805 Earnings on Investments	700.00	0.00	700.00	0.00	\$ 700.00
602-15-4930 Transfers In	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
602-15-4990 Beginning Fund Balance	114,000.00	0.00	114,000.00	0.00	\$ 114,000.00
Total Reserve Revenues	124,700.00	0.00	124,700.00	0.00	124,700.00
Reserve Revenues					
602-16-4805 Earnings on Investments	500.00	0.00	500.00	0.00	\$ 500.00
602-16-4930 Transfers In	5,000.00	0.00	5,000.00	0.00	\$ 5,000.00
602-16-4990 Beginning Fund Balance	82,000.00	0.00	82,000.00	0.00	\$ 82,000.00
Total Reserve Revenues	87,500.00	0.00	87,500.00	0.00	87,500.00
Total Bay City Sewer Fund Revenues	\$ 2,984,000.00	\$ 35,517.94	\$ 2,984,000.00	\$ 35,517.94	\$ 2,948,482.06

Expenditures

Non-Departmental Expenditures

602-00-5105 Full-Time Employees - Regular	\$ 232,000.00	\$ 26,934.97	\$ 232,000.00	\$ 26,390.61	\$ 205,609.39
602-00-5115 Part-Time Employees	2,200.00	254.87	2,200.00	254.87	\$ 1,945.13
602-00-5205 Employer FICA Taxes	18,000.00	2,080.00	18,000.00	2,038.36	\$ 15,961.64
602-00-5210 Unemployment Insurance	2,500.00	27.16	2,500.00	26.62	\$ 2,473.38
602-00-5215 Workers' Compensation Insurance	5,500.00	265.27	5,500.00	265.05	\$ 5,234.95
602-00-5305 Employer PERS Contributions	42,500.00	4,970.27	42,500.00	4,874.95	\$ 37,625.05
602-00-5405 Health Insurance	84,500.00	8,214.81	84,500.00	8,046.39	\$ 76,453.61
602-00-5415 Life Insurance	300.00	30.65	300.00	30.29	\$ 269.71
602-00-6105 Office Supplies & Equipment	5,000.00	214.38	5,000.00	214.38	\$ 4,785.62
602-00-6125 Shop Supplies & Small Tools	4,000.00	472.79	4,000.00	472.79	\$ 3,527.21
602-00-6135 Chemical/Lab Supplies	18,000.00	0.00	18,000.00	0.00	\$ 18,000.00
602-00-6140 Fuel/Lubes/Etc.	7,000.00	24.89	7,000.00	24.89	\$ 6,975.11
602-00-6190 Other Supplies	2,000.00	0.00	2,000.00	0.00	\$ 2,000.00
602-00-6205 Accounting & Auditing	2,500.00	0.00	2,500.00	0.00	\$ 2,500.00

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Statement of Revenue and Expenditures

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Revised Budget

For Bay City Sewer Fund (602)

For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
602-00-6215 Engineering Fees	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
602-00-6220 Legal Fees	4,000.00	0.00	4,000.00	0.00	\$ 4,000.00
602-00-6225 Laboratory Fees	1,000.00	0.00	1,000.00	0.00	\$ 1,000.00
602-00-6290 Other Professional Fees	7,500.00	0.00	7,500.00	0.00	\$ 7,500.00
602-00-6305 Building Repairs & Maintenance	8,000.00	220.86	8,000.00	220.86	\$ 7,779.14
602-00-6325 Utility System Repairs	75,000.00	15,352.04	75,000.00	15,352.04	\$ 59,647.96
602-00-6335 Vehicle Repairs & Maintenance	35,000.00	0.00	35,000.00	0.00	\$ 35,000.00
602-00-6345 Operational Equipment & Repairs	60,000.00	4,128.54	60,000.00	4,128.54	\$ 55,871.46
602-00-6350 Personal Protective Equipment	3,000.00	0.00	3,000.00	0.00	\$ 3,000.00
602-00-6410 Training	10,000.00	141.47	10,000.00	141.47	\$ 9,858.53
602-00-6605 Electricity	37,000.00	2,131.34	37,000.00	2,131.34	\$ 34,868.66
602-00-6620 Telecommunications	17,500.00	0.00	17,500.00	0.00	\$ 17,500.00
602-00-6700 Insurance	1,400.00	1,400.00	1,400.00	1,400.00	\$ 0.00
602-00-6830 Janitorial Services	1,100.00	86.66	1,100.00	86.66	\$ 1,013.34
602-00-6855 Permit Fees	3,000.00	0.00	3,000.00	0.00	\$ 3,000.00
602-00-6860 Computers/Software/Services	10,000.00	671.87	10,000.00	671.87	\$ 9,328.13
602-00-6905 Deposit Refunds	1,500.00	0.00	1,500.00	0.00	\$ 1,500.00
602-00-6910 Fee Refunds	100.00	0.00	100.00	0.00	\$ 100.00
602-00-6995 Feasibility Studies / Projects	20,000.00	0.00	20,000.00	0.00	\$ 20,000.00
602-00-8400 Machinery & Equipment	526,400.00	0.00	526,400.00	0.00	\$ 526,400.00
602-00-8800 Utility System	350,000.00	0.00	350,000.00	0.00	\$ 350,000.00
602-00-9000 Transfers Out	25,000.00	0.00	25,000.00	0.00	\$ 25,000.00
602-00-9400 Transfer to Capital Projects Funds	10,000.00	0.00	10,000.00	0.00	\$ 10,000.00
Total Non-Departmental Expenditures	1,642,500.00	67,622.84	1,642,500.00	66,771.98	1,575,728.02
Reserve Expenditures					
602-14-8800 Utility System	150,000.00	0.00	150,000.00	0.00	\$ 150,000.00
602-14-9900 Unappropriated Ending Fund Balance	979,300.00	0.00	979,300.00	0.00	\$ 979,300.00
Total Reserve Expenditures	1,129,300.00	0.00	1,129,300.00	0.00	1,129,300.00
Reserve Expenditures					
602-15-6590 Other Equipment	50,000.00	0.00	50,000.00	0.00	\$ 50,000.00
602-15-9900 Unappropriated Ending Fund Balance	74,700.00	0.00	74,700.00	0.00	\$ 74,700.00
Total Reserve Expenditures	124,700.00	0.00	124,700.00	0.00	124,700.00
Reserve Expenditures					
602-16-9900 Unappropriated Ending Fund Balance	87,500.00	0.00	87,500.00	0.00	\$ 87,500.00
Total Reserve Expenditures	87,500.00	0.00	87,500.00	0.00	87,500.00
Total Bay City Sewer Fund Expenditures	\$ 2,984,000.00	\$ 67,622.84	\$ 2,984,000.00	\$ 66,771.98	\$ 2,917,228.02
Bay City Sewer Fund Excess of Revenues Over Expenditures	0.00	\$ (32,104.90)	0.00	\$ (31,254.04)	0.00

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

For the Fiscal Period 2023-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Total Revenues	\$ 9,111,334.00	\$ 173,062.82	\$ 9,111,334.00	\$ 173,062.82	\$ 8,938,271.18
Total Expenditures	\$ 9,111,334.00	\$ 324,922.07	\$ 9,111,334.00	\$ 314,187.72	\$ 8,797,146.28
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (151,859.25)	\$ 0.00	\$ (141,124.90)	\$ 0.00



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

August 9, 2022

Summary of Bills that were paid

July 1 to July 31, 2022 - \$250,621.23 total

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

TLC, A Division of Fibre Federal (fire truck payment)	\$24,219.78
US Dept of Treasury, Payroll taxes	\$ 6,943.25
CIS Insurance	\$ 9,283.23
Oregon PERS	\$ 7,092.01
CIS Insurance	\$57,057.08
US Department of Treasury, payroll taxes	\$ 8,069.57
CIS Insurance	\$ 9,283.42
Oregon PERS	\$ 7,979.21
US Bank – Visa payment	\$16,907.35
Bay City Art Center – TLT grant	\$14,620.00
US Dept of Treasury	\$ 8,079.47
CIS Insurance	\$9,285.09
Oregon PERS	\$7,994.41

A/P Control Report

for user asystAdmin from 7/1/2022 to 7/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
11929	3	TLC, A Divison of Fibre Fe	3	Loan #141 - 7/22	Yes	2023 1		7/1/2022	7/15/2022		\$24,219.78
		Desc: Vehicle loan									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	402-13-7050	Capital Lease Payments		24,219.78		0.00	0		
		Desc: Capital Lease Payments									
11989	1	Oregon Department of Rev	3	PR1253	Yes	2023 1		7/1/2022	7/1/2022		\$1,863.76
		Desc: Payroll from 6/16/2022 to 6/30/2022									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-00-2030	Payroll Taxes Payable		390.89		0.00	0		
		Desc:									
		2	100-30-2030	Payroll Taxes Payable		133.43		0.00	0		
		Desc:									
		3	200-00-2030	Payroll Taxes Payable		194.61		0.00	0		
		Desc:									
		4	600-00-2030	Payroll Taxes Payable		434.81		0.00	0		
		Desc:									
		5	601-00-2030	Payroll Taxes Payable		199.05		0.00	0		
		Desc:									
		6	602-00-2030	Payroll Taxes Payable		510.97		0.00	0		
		Desc:									
11990	2	U.S. Department of the Tre	3	PR1253	Yes	2023 1		7/1/2022	7/1/2022		\$6,943.25
		Desc: Payroll from 6/16/2022 to 6/30/2022									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-00-2030	Payroll Taxes Payable		1,413.30		0.00	0		
		Desc:									
		2	100-30-2030	Payroll Taxes Payable		434.37		0.00	0		
		Desc:									
		3	200-00-2030	Payroll Taxes Payable		729.48		0.00	0		
		Desc:									
		4	600-00-2030	Payroll Taxes Payable		1,601.00		0.00	0		
		Desc:									
		5	601-00-2030	Payroll Taxes Payable		797.16		0.00	0		
		Desc:									
		6	602-00-2030	Payroll Taxes Payable		1,967.94		0.00	0		
		Desc:									
11992	98	CIS	3	PR1253	Yes	2023 1		7/1/2022	7/1/2022		\$9,283.23
		Desc: Payroll from 6/16/2022 to 6/30/2022									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-00-2030	Payroll Taxes Payable		201.89		0.00	0		
		Desc:									
		2	100-00-2055	Med/Life Insurance Payable		1,556.10		0.00	0		
		Desc:									
		3	100-30-2030	Payroll Taxes Payable		8.07		0.00	0		
		Desc:									
		4	100-30-2055	Med/Life Insurance Payable		69.95		0.00	0		
		Desc:									
		5	200-00-2030	Payroll Taxes Payable		118.03		0.00	0		
		Desc:									
		6	200-00-2055	Med/Life Insurance Payable		877.54		0.00	0		
		Desc:									
		7	600-00-2030	Payroll Taxes Payable		280.38		0.00	0		
		Desc:									
		8	600-00-2055	Med/Life Insurance Payable		2,083.30		0.00	0		
		Desc:									

A/P Control Report

for user asystAdmin from 7/1/2022 to 7/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	9	601-00-2030		Payroll Taxes Payable			116.41		0.00	0	
		Desc:									
	10	601-00-2055		Med/Life Insurance Payable			909.76		0.00	0	
		Desc:									
	11	602-00-2030		Payroll Taxes Payable			369.60		0.00	0	
		Desc:									
	12	602-00-2055		Med/Life Insurance Payable			2,692.20		0.00	0	
		Desc:									
11993	189	Oregon PERS	3	PR1253	Yes	2023	1	7/1/2022	7/1/2022		\$7,092.01
		Desc:	Payroll from 6/16/2022 to 6/30/2022								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-00-2040				1,481.65	0.00	0		
		Desc:	Retirement Payable								
		2	100-30-2040				529.33	0.00	0		
		Desc:	Retirement Payable								
		3	200-00-2040				724.99	0.00	0		
		Desc:	Retirement Payable								
		4	600-00-2040				1,588.26	0.00	0		
		Desc:	Retirement Payable								
		5	601-00-2040				751.51	0.00	0		
		Desc:	Retirement Payable								
		6	602-00-2040				2,016.27	0.00	0		
		Desc:	Retirement Payable								
11994	190	Oregon Department of Jus	3	PR1253	Yes	2023	1	7/1/2022	7/1/2022		\$92.50
		Desc:	Payroll from 6/16/2022 to 6/30/2022								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-00-2050				0.93	0.00	0		
		Desc:	Garnishments Payable								
		2	200-00-2050				0.93	0.00	0		
		Desc:	Garnishments Payable								
		3	600-00-2050				9.25	0.00	0		
		Desc:	Garnishments Payable								
		4	601-00-2050				1.85	0.00	0		
		Desc:	Garnishments Payable								
		5	602-00-2050				79.54	0.00	0		
		Desc:	Garnishments Payable								
12003	551	Hudson Insurance	3	91339	Yes	2023	1	7/5/2022	7/8/2022		\$1,500.00
		Desc:	AD&D insurance - Fire Dept								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-30-5420				1,500.00	0.00	0		
		Desc:	Disability Insurance								
12004	37	Tillamook Farmers' Coope	3	418828	Yes	2023	1	7/5/2022	7/15/2022		\$9.11
		Desc:	Supplies								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-50-6310				9.11	0.00	0		
		Desc:	Grounds Maintenance								
12005	37	Tillamook Farmers' Coope	3	419144	Yes	2023	1	7/5/2022	7/15/2022		\$23.73
		Desc:	Supplies								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	600-00-6130				23.73	0.00	0		
		Desc:	Customer Meters & Supplies								
12006	37	Tillamook Farmers' Coope	3	419081	Yes	2023	1	7/5/2022	7/15/2022		\$24.89
		Desc:	Supplies / Propane								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category

A/P Control Report

for user asystAdmin from 7/1/2022 to 7/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12029	944	Vector Solutions	3	52324	Yes	2023 1		7/11/2022	7/30/2022		\$4,596.20
		Desc:									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-30-6860		Computers/Software/Service		4,596.20		0.00	0	
		Desc:	Computers/Software/Services								
12030	139	Tillamook County Commu	3	Q2 2022 TLT	Yes	2023 1		7/11/2022	7/30/2022		\$3.99
		Desc:	TLT tax - county								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-50-6145		Tourism		3.99		0.00	0	
		Desc:	Tourism								
12031	1	Oregon Department of Rev	3	Q2 2022	Yes	2023 1		7/11/2022	7/30/2022		\$5.98
		Desc:	State TLT tax								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-50-6145		Tourism		5.98		0.00	0	
		Desc:	Tourism								
12037	544	Wave	3	106825901-0009	Yes	2023 1		7/11/2022	7/31/2022		\$766.00
		Desc:	Internet service								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-30-6860		Computers/Software/Service		95.74		0.00	0	
		Desc:	Computers/Software/Services								
		2	100-10-6860		Computers/Software/Service		287.25		0.00	0	
		Desc:	Computers/Software/Services								
		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		127.67		0.00	0	
		Desc:	Computers/Software/Services								
12038	1	Oregon Department of Rev	3	PR1256	Yes	2023 1		7/15/2022	7/15/2022		\$21.62
		Desc:	Payroll from 6/1/2022 to 6/30/2022								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-30-2030		Payroll Taxes Payable		21.62		0.00	0	
		Desc:									
12039	2	U.S. Department of the Tre	3	PR1256	Yes	2023 1		7/15/2022	7/15/2022		\$312.38
		Desc:	Payroll from 6/1/2022 to 6/30/2022								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-30-2030		Payroll Taxes Payable		312.38		0.00	0	
		Desc:									
12040	189	Oregon PERS	3	PR1256	No	2023 1		7/15/2022	7/15/2022		\$29.26
		Desc:	Payroll from 6/1/2022 to 6/30/2022								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-30-2040		Retirement Payable		29.26		0.00	0	
		Desc:									
12041	1	Oregon Department of Rev	3	PR1255	Yes	2023 1		7/15/2022	7/15/2022		\$2,079.02
		Desc:	Payroll from 7/1/2022 to 7/15/2022								
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-00-2030		Payroll Taxes Payable		449.99		0.00	0	
		Desc:									
		2	100-30-2030		Payroll Taxes Payable		152.21		0.00	0	
		Desc:									
		3	200-00-2030		Payroll Taxes Payable		221.77		0.00	0	
		Desc:									
		4	600-00-2030		Payroll Taxes Payable		482.96		0.00	0	
		Desc:									

A/P Control Report

for user asystAdmin from 7/1/2022 to 7/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	4	100-30-2055		Med/Life Insurance Payable			69.96		0.00	0	
		Desc:									
	5	200-00-2030		Payroll Taxes Payable			118.03		0.00	0	
		Desc:									
	6	200-00-2055		Med/Life Insurance Payable			877.54		0.00	0	
		Desc:									
	7	600-00-2030		Payroll Taxes Payable			280.41		0.00	0	
		Desc:									
	8	600-00-2055		Med/Life Insurance Payable			2,083.37		0.00	0	
		Desc:									
	9	601-00-2030		Payroll Taxes Payable			116.42		0.00	0	
		Desc:									
	10	601-00-2055		Med/Life Insurance Payable			909.79		0.00	0	
		Desc:									
	11	602-00-2030		Payroll Taxes Payable			369.64		0.00	0	
		Desc:									
	12	602-00-2055		Med/Life Insurance Payable			2,692.22		0.00	0	
		Desc:									
12045	189	Oregon PERS	3	PR1255	Yes	2023	1	7/15/2022	7/15/2022		\$7,979.21
		Desc:		Payroll from 7/1/2022 to 7/15/2022							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2040			1,705.26	0.00	0		
		Desc:		Retirement Payable							
		2		100-30-2040			589.46	0.00	0		
		Desc:		Retirement Payable							
		3		200-00-2040			828.79	0.00	0		
		Desc:		Retirement Payable							
		4		600-00-2040			1,767.05	0.00	0		
		Desc:		Retirement Payable							
		5		601-00-2040			876.36	0.00	0		
		Desc:		Retirement Payable							
		6		602-00-2040			2,212.29	0.00	0		
		Desc:		Retirement Payable							
12046	190	Oregon Department of Jus	3	PR1255	Yes	2023	1	7/15/2022	7/15/2022		\$92.50
		Desc:		Payroll from 7/1/2022 to 7/15/2022							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2050			0.93	0.00	0		
		Desc:		Garnishments Payable							
		2		200-00-2050			0.93	0.00	0		
		Desc:		Garnishments Payable							
		3		600-00-2050			9.25	0.00	0		
		Desc:		Garnishments Payable							
		4		601-00-2050			1.85	0.00	0		
		Desc:		Garnishments Payable							
		5		602-00-2050			79.54	0.00	0		
		Desc:		Garnishments Payable							
12049	47	National Hose Testing Spe	3	50667	Yes	2023	1	7/6/2022	7/31/2022		\$3,105.00
		Desc:		Hose testing							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-30-6345			3,105.00	0.00	0		
		Desc:		Operational Equipment & Re							
				Operational Equipment & Repairs							
12052	154	Quill	3	26077524	Yes	2023	1	7/1/2022	7/15/2022		\$21.11
		Desc:		Supplies							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category

A/P Control Report

for user asystAdmin from 7/1/2022 to 7/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12060	145	U.S. Bank	3	June 2022 Visa	Yes	2023 1		7/1/2022	7/22/2022		\$16,907.35
		Desc: Visa Bill									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-30-6115	First Aid Supplies		208.85		0.00	0		
		Desc:	First Aid Supplies								
		2	100-30-6115	First Aid Supplies		2,880.30		0.00	0		
		Desc:	First Aid Supplies								
		3	100-30-6350	Personal Protective Equipme		86.68		0.00	0		
		Desc:	Personal Protective Equipment								
		4	100-30-6345	Operational Equipment & Re		38.87		0.00	0		
		Desc:	Operational Equipment & Repairs								
		5	100-90-6805	Mayor		60.29		0.00	0		
		Desc:	Mayor								
		6	100-10-6410	Training		47.00		0.00	0		
		Desc:	Training								
		7	100-10-6410	Training		94.00		0.00	0		
		Desc:	Training								
		8	100-10-6410	Training		79.00		0.00	0		
		Desc:	Training								
		9	100-30-6860	Computers/Software/Service		239.52		0.00	0		
		Desc:	Computers/Software/Services								
		10	100-10-6860	Computers/Software/Service		1,556.88		0.00	0		
		Desc:	Computers/Software/Services								
		11	200-00-6860	Computers/Software/Service		209.58		0.00	0		
		Desc:	Computers/Software/Services								
		12	600-00-6860	Computers/Software/Service		209.58		0.00	0		
		Desc:	Computers/Software/Services								
		13	601-00-6860	Computers/Software/Service		209.58		0.00	0		
		Desc:	Computers/Software/Services								
		14	602-00-6860	Computers/Software/Service		209.58		0.00	0		
		Desc:	Computers/Software/Services								
		15	100-30-6860	Computers/Software/Service		354.56		0.00	0		
		Desc:	Computers/Software/Services								
		16	100-10-6860	Computers/Software/Service		3,191.04		0.00	0		
		Desc:	Computers/Software/Services								
		17	200-00-6860	Computers/Software/Service		310.24		0.00	0		
		Desc:	Computers/Software/Services								
		18	600-00-6860	Computers/Software/Service		310.24		0.00	0		
		Desc:	Computers/Software/Services								
		19	601-00-6860	Computers/Software/Service		310.24		0.00	0		
		Desc:	Computers/Software/Services								
		20	602-00-6860	Computers/Software/Service		310.24		0.00	0		
		Desc:	Computers/Software/Services								
		21	100-10-6410	Training		713.30		0.00	0		
		Desc:	Training								
		22	100-30-6410	Training		118.88		0.00	0		
		Desc:	Training								
		23	600-00-6410	Training		89.17		0.00	0		
		Desc:	Training								
		24	601-00-6410	Training		89.16		0.00	0		
		Desc:	Training								
		25	602-00-6410	Training		89.16		0.00	0		
		Desc:	Training								

A/P Control Report

for user asystAdmin from 7/1/2022 to 7/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
		26	200-00-6410	Training			89.16		0.00	0	
		Desc:	Training								
		27	100-10-6105	Office Supplies & Equipment			1,042.25		0.00	0	
		Desc:	Office Supplies & Equipment								
		28	100-50-6190	Other Supplies			33.00		0.00	0	
		Desc:	Other Supplies								
		29	100-90-6805	Mayor			420.00		0.00	0	
		Desc:	Mayor								
		30	100-10-6410	Training			500.00		0.00	0	
		Desc:	Training								
		31	100-10-6410	Training			1,116.90		0.00	0	
		Desc:	Training								
		32	100-10-6105	Office Supplies & Equipment			6.69		0.00	0	
		Desc:	Office Supplies & Equipment								
		33	600-00-6410	Training			52.32		0.00	0	
		Desc:	Training								
		34	601-00-6410	Training			52.32		0.00	0	
		Desc:	Training								
		35	602-00-6410	Training			52.31		0.00	0	
		Desc:	Training								
		36	600-00-6105	Office Supplies & Equipment			135.00		0.00	0	
		Desc:	Office Supplies & Equipment								
		37	602-00-6105	Office Supplies & Equipment			135.00		0.00	0	
		Desc:	Office Supplies & Equipment								
		38	601-00-6105	Office Supplies & Equipment			135.00		0.00	0	
		Desc:	Office Supplies & Equipment								
		42	100-50-6310	Grounds Maintenance			224.70		0.00	0	
		Desc:	Grounds Maintenance								
		43	100-50-6310	Grounds Maintenance			287.98		0.00	0	
		Desc:	Grounds Maintenance								
		44	100-10-6860	Computers/Software/Service			598.80		0.00	0	
		Desc:	Computers/Software/Services								
		45	600-00-6105	Office Supplies & Equipment			3.33		0.00	0	
		Desc:	Office Supplies & Equipment								
		46	601-00-6105	Office Supplies & Equipment			3.33		0.00	0	
		Desc:	Office Supplies & Equipment								
		47	602-00-6105	Office Supplies & Equipment			3.32		0.00	0	
		Desc:	Office Supplies & Equipment								
12061	574	Bay City Arts Center	3	TLT - Grant July	Yes	2023	1		7/18/2022	7/31/2022	\$14,620.00
		Desc:	TLT Grant Award								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-60-6145				14,620.00	0.00	0		
		Desc:	Tourism								
12064	855	AKS Engineering & Forest	3	8605-04-05	Yes	2023	1		7/18/2022	7/31/2022	\$3,343.75
		Desc:	Engineering well 3								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	601-00-8400				3,343.75	0.00	6	1	EXP
		Desc:	Machinery & Equipment								
12065	154	Quill	3	26339280	Yes	2023	1		7/27/2022	8/12/2022	\$255.52
		Desc:	Supplies								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-10-6105				181.46	0.00	0		
		Desc:	Office Supplies & Equipment								

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	12	602-00-2055		Med/Life Insurance Payable			2,692.26		0.00	0	
	Desc:										
12075	189	Oregon PERS	3	PR1258	Yes	2023	1	7/31/2022	7/31/2022		\$7,994.41
	Desc: Payroll from 7/16/2022 to 7/31/2022										
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	100-00-2040		Retirement Payable			1,715.12	0.00	0		
	Desc:										
	2	100-30-2040		Retirement Payable			589.46	0.00	0		
	Desc:										
	3	200-00-2040		Retirement Payable			830.32	0.00	0		
	Desc:										
	4	600-00-2040		Retirement Payable			1,768.58	0.00	0		
	Desc:										
	5	601-00-2040		Retirement Payable			877.11	0.00	0		
	Desc:										
	6	602-00-2040		Retirement Payable			2,213.82	0.00	0		
	Desc:										
12076	190	Oregon Department of Jus	3	PR1258	Yes	2023	1	7/31/2022	7/31/2022		\$92.50
	Desc: Payroll from 7/16/2022 to 7/31/2022										
	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:										
12077	1	Oregon Department of Rev	3	PR3890	Yes	2023	1	7/31/2022	7/31/2022		\$226.99
	Desc: Voided Payroll Check										
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	100-00-2030		Payroll Taxes Payable			-11.36	0.00	0		
	Desc:										
	2	200-00-2030		Payroll Taxes Payable			-24.96	0.00	0		
	Desc:										
	3	600-00-2030		Payroll Taxes Payable			-95.35	0.00	0		
	Desc:										
	4	601-00-2030		Payroll Taxes Payable			-68.09	0.00	0		
	Desc:										
	5	602-00-2030		Payroll Taxes Payable			-27.23	0.00	0		
	Desc:										
12078	2	U.S. Department of the Tre	3	PR3890	Yes	2023	1	7/31/2022	7/31/2022		\$794.90
	Desc: Voided Payroll Check										
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	100-00-2030		Payroll Taxes Payable			-39.74	0.00	0		
	Desc:										
	2	200-00-2030		Payroll Taxes Payable			-87.44	0.00	0		
	Desc:										
	3	600-00-2030		Payroll Taxes Payable			-333.85	0.00	0		
	Desc:										
	4	601-00-2030		Payroll Taxes Payable			-238.48	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
	2	200-00-2040		Retirement Payable			-75.01		0.00	0	
	Desc:										
	3	600-00-2040		Retirement Payable			-286.41		0.00	0	
	Desc:										
	4	601-00-2040		Retirement Payable			-204.57		0.00	0	
	Desc:										
	5	602-00-2040		Retirement Payable			-81.83		0.00	0	
	Desc:										
12082	1	Oregon Department of Rev	3	PR3891	Yes	2023	1	7/31/2022	7/31/2022		\$130.95
	Desc:	Voided Payroll Check									
	Line	Account Number				AP Amount		Liq Amount	Project	Task	Category
	1	100-00-2030		Payroll Taxes Payable		-6.54		0.00	0		
	Desc:										
	2	200-00-2030		Payroll Taxes Payable		-35.36		0.00	0		
	Desc:										
	3	600-00-2030		Payroll Taxes Payable		-78.59		0.00	0		
	Desc:										
	4	601-00-2030		Payroll Taxes Payable		-3.92		0.00	0		
	Desc:										
	5	602-00-2030		Payroll Taxes Payable		-6.54		0.00	0		
	Desc:										
12083	2	U.S. Department of the Tre	3	PR3891	Yes	2023	1	7/31/2022	7/31/2022		\$451.94
	Desc:	Voided Payroll Check									
	Line	Account Number				AP Amount		Liq Amount	Project	Task	Category
	1	100-00-2030		Payroll Taxes Payable		-22.59		0.00	0		
	Desc:										
	2	200-00-2030		Payroll Taxes Payable		-122.02		0.00	0		
	Desc:										
	3	600-00-2030		Payroll Taxes Payable		-271.17		0.00	0		
	Desc:										
	4	601-00-2030		Payroll Taxes Payable		-13.57		0.00	0		
	Desc:										
	5	602-00-2030		Payroll Taxes Payable		-22.59		0.00	0		
	Desc:										
12084	5	Aflac	3	PR3891	Yes	2023	1	7/31/2022	7/31/2022		\$18.53
	Desc:	Voided Payroll Check									
	Line	Account Number				AP Amount		Liq Amount	Project	Task	Category
	1	100-00-2030		Payroll Taxes Payable		-0.93		0.00	0		
	Desc:										
	2	200-00-2030		Payroll Taxes Payable		-5.00		0.00	0		
	Desc:										
	3	600-00-2030		Payroll Taxes Payable		-11.11		0.00	0		
	Desc:										
	4	601-00-2030		Payroll Taxes Payable		-0.56		0.00	0		
	Desc:										
	5	602-00-2030		Payroll Taxes Payable		-0.93		0.00	0		
	Desc:										
12085	98	CIS	3	PR3891	Yes	2023	1	7/31/2022	7/31/2022		\$1,100.62
	Desc:	Voided Payroll Check									
	Line	Account Number				AP Amount		Liq Amount	Project	Task	Category
	1	100-00-2030		Payroll Taxes Payable		-5.77		0.00	0		
	Desc:										
	2	100-00-2055		Med/Life Insurance Payable		-49.26		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
	5	602-00-2030		Payroll Taxes Payable			-22.97		0.00	0	
		Desc:									
12089	5	Aflac	3	PR3892	Yes	2023	1	7/31/2022	7/31/2022		\$15.60
		Desc:		Voided Payroll Check							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2055			Med/Life Insurance Payable	-1.25	0.00	0	
		Desc:									
		2		200-00-2055			Med/Life Insurance Payable	-3.90	0.00	0	
		Desc:									
		3		600-00-2055			Med/Life Insurance Payable	-9.20	0.00	0	
		Desc:									
		4		601-00-2055			Med/Life Insurance Payable	-0.47	0.00	0	
		Desc:									
		5		602-00-2055			Med/Life Insurance Payable	-0.78	0.00	0	
		Desc:									
12090	98	CIS	3	PR3892	Yes	2023	1	7/31/2022	7/31/2022		\$413.69
		Desc:		Voided Payroll Check							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2030			Payroll Taxes Payable	-5.79	0.00	0	
		Desc:									
		2		100-00-2055			Med/Life Insurance Payable	-27.29	0.00	0	
		Desc:									
		3		200-00-2030			Payroll Taxes Payable	-18.10	0.00	0	
		Desc:									
		4		200-00-2055			Med/Life Insurance Payable	-85.33	0.00	0	
		Desc:									
		5		600-00-2030			Payroll Taxes Payable	-42.72	0.00	0	
		Desc:									
		6		600-00-2055			Med/Life Insurance Payable	-201.37	0.00	0	
		Desc:									
		7		601-00-2030			Payroll Taxes Payable	-2.17	0.00	0	
		Desc:									
		8		601-00-2055			Med/Life Insurance Payable	-10.24	0.00	0	
		Desc:									
		9		602-00-2030			Payroll Taxes Payable	-3.62	0.00	0	
		Desc:									
		10		602-00-2055			Med/Life Insurance Payable	-17.06	0.00	0	
		Desc:									
12091	189	Oregon PERS	3	PR3892	Yes	2023	1	7/31/2022	7/31/2022		\$439.00
		Desc:		Voided Payroll Check							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2040			Retirement Payable	-35.12	0.00	0	
		Desc:									
		2		200-00-2040			Retirement Payable	-109.75	0.00	0	
		Desc:									
		3		600-00-2040			Retirement Payable	-259.01	0.00	0	
		Desc:									
		4		601-00-2040			Retirement Payable	-13.17	0.00	0	
		Desc:									
		5		602-00-2040			Retirement Payable	-21.95	0.00	0	
		Desc:									
12092	1	Oregon Department of Rev	3	PR1259	Yes	2023	1	7/31/2022	7/31/2022		\$488.39
		Desc:		Payroll from 7/16/2022 to 7/31/2022							
		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
12101	114	Rosenberg Builders Suppl	3	2207-752821	Yes	2023 1		7/28/2022	8/15/2022		\$199.13
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6305		Building Repairs & Maintenan		199.13	0.00	0		
		Desc: Building Repairs & Maintenance									
12102	133	USA Blue Book	3	054572	Yes	2023 1		7/28/2022	8/15/2022		\$458.78
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6125		Shop Supplies & Small Tools		458.78	0.00	0		
		Desc: Shop Supplies & Small Tools									
12103	114	Rosenberg Builders Suppl	3	2207-758320	Yes	2023 1		7/28/2022	8/15/2022		\$5.01
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6125		Shop Supplies & Small Tools		5.01	0.00	0		
		Desc: Shop Supplies & Small Tools									
12104	369	Ferguson Waterworks	3	1117382	Yes	2023 1		7/28/2022	8/15/2022		\$3,330.50
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6325		Utility System Repairs		3,330.50	0.00	0		
		Desc: Utility System Repairs									
12105	114	Rosenberg Builders Suppl	3	2207-753124	Yes	2023 1		7/28/2022	8/15/2022		\$2.00
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6105		Office Supplies & Equipment		2.00	0.00	0		
		Desc: Office Supplies & Equipment									
12106	777	Richardson Wang LLP	3	3138	Yes	2023 1		7/28/2022	8/15/2022		\$82.50
		Desc: Attorney Fees									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-90-6220		Legal Fees		82.50	0.00	0		
		Desc: Legal Fees									
											1099
12107	115	R Sanitary Service	3	70005-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$108.65
		Desc: Garbage Service									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6305		Building Repairs & Maintenan		21.73	0.00	0		
		Desc: Building Repairs & Maintenance									
											1099
		2	100-50-6190		Other Supplies		21.73	0.00	0		
		Desc: Other Supplies									
											1099
		3	600-00-6305		Building Repairs & Maintenan		21.73	0.00	0		
		Desc: Building Repairs & Maintenance									
											1099
		4	601-00-6305		Building Repairs & Maintenan		21.73	0.00	0		
		Desc: Building Repairs & Maintenance									
											1099
		5	602-00-6305		Building Repairs & Maintenan		21.73	0.00	0		
		Desc: Building Repairs & Maintenance									
											1099
12108	27	Tillamook People's Utility	3	20890-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$1,923.12
		Desc: Power									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6605		Electricity		1,923.12	0.00	0		
		Desc: Electricity									
12109	27	Tillamook People's Utility	3	21211-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$35.37
		Desc: Power									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-50-6605		Electricity		35.37	0.00	0		
		Desc: Electricity									

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12110	27	Tillamook People's Utility	3	21215-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$655.00
		Desc: Power									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	200-00-6605		Electricity	655.00	0.00	0			
		Desc: Electricity									
12111	27	Tillamook People's Utility	3	21221-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$190.65
		Desc: Power									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-30-6605		Electricity	190.65	0.00	0			
		Desc: Electricity									
12112	27	Tillamook People's Utility	3	21223-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$64.62
		Desc: Power									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-10-6605		Electricity	64.62	0.00	0			
		Desc: Electricity									
12113	27	Tillamook People's Utility	3	21224-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$122.36
		Desc: Power									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-10-6605		Electricity	122.36	0.00	0			
		Desc: Electricity									
12114	27	Tillamook People's Utility	3	21231-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$146.04
		Desc: Power									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	602-00-6605		Electricity	146.04	0.00	0			
		Desc: Electricity									
12115	27	Tillamook People's Utility	3	21244-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$30.45
		Desc: Power									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	200-00-6605		Electricity	30.45	0.00	0			
		Desc: Electricity									
12116	27	Tillamook People's Utility	3	22182-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$32.39
		Desc: Power									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	601-00-6605		Electricity	32.39	0.00	0			
		Desc: Electricity									
12117	27	Tillamook People's Utility	3	22221-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$228.81
		Desc: Power									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	601-00-6605		Electricity	228.81	0.00	0			
		Desc: Electricity									
12118	27	Tillamook People's Utility	3	22713-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$1,740.44
		Desc: Power									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	601-00-6605		Electricity	1,740.44	0.00	0			
		Desc: Electricity									
12119	27	Tillamook People's Utility	3	41352-July 2022	Yes	2023 1		7/28/2022	8/15/2022		\$126.92
		Desc: Power									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	200-00-6605		Electricity	31.73	0.00	0			
		Desc: Electricity									
		2	600-00-6605		Electricity	31.73	0.00	0			
		Desc: Electricity									
		3	601-00-6605		Electricity	31.73	0.00	0			
		Desc: Electricity									

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
		4 602-00-6605		Electricity			31.73		0.00	0	
		Desc: Electricity									
12120	27	Tillamook People's Utility	3	45448-July 2022	Yes	2023	1	7/28/2022	8/15/2022		\$65.89
		Desc: Power									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 100-50-6605		Electricity			65.89	0.00	0		
		Desc: Electricity									
12121	27	Tillamook People's Utility	3	75292-July 2022	Yes	2023	1	7/28/2022	8/15/2022		\$30.45
		Desc: Power									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 602-00-6605		Electricity			30.45	0.00	0		
		Desc: Electricity									
12122	27	Tillamook People's Utility	3	96528-July 2022	Yes	2023	1	7/28/2022	8/15/2022		\$38.50
		Desc: Power									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 100-50-6605		Electricity			38.50	0.00	0		
		Desc: Electricity									
12123	27	Tillamook People's Utility	3	97001-July 2022	Yes	2023	1	7/28/2022	8/15/2022		\$32.68
		Desc: Power									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 100-10-6605		Electricity			32.68	0.00	0		
		Desc: Electricity									
12124	945	Doug Flohr	3	Flohr Reimb-202	Yes	2023	1	7/28/2022	7/31/2022		\$16,140.00
		Desc: SDC Reimbursement - Application withdrawn									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 600-13-6910		Fee Refunds			8,247.00	0.00	0		
		Desc: Fee Refunds									
		2 602-00-6325		Utility System Repairs			7,893.00	0.00	0		
		Desc: Utility System Repairs									
12137	472	Verizon Wireless	3	9910498636	Yes	2023	1	7/20/2022	7/29/2022		\$547.31
		Desc: Cell phone									
		Line Account Number					AP Amount	Liq Amount	Project	Task	Category
		1 100-30-6620		Telecommunications			201.88	0.00	0		
		Desc: Telecommunications									
		2 100-10-6620		Telecommunications			41.84	0.00	0		
		Desc: Telecommunications									
		3 600-00-6620		Telecommunications			101.20	0.00	0		
		Desc: Telecommunications									
		4 601-00-6620		Telecommunications			101.20	0.00	0		
		Desc: Telecommunications									
		5 602-00-6620		Telecommunications			101.19	0.00	0		
		Desc: Telecommunications									

Fund 100 Total	95,811.01	0.00
Fund 200 Total	14,222.36	0.00
Fund 402 Total	24,219.78	0.00
Fund 600 Total	40,519.80	0.00
Fund 601 Total	26,561.41	0.00
Fund 602 Total	49,286.87	0.00
Grand Total	250,621.23	0.00

BAY CITY WAYFINDING PLAN

Partners in Design and Lennox Insites
July 2022



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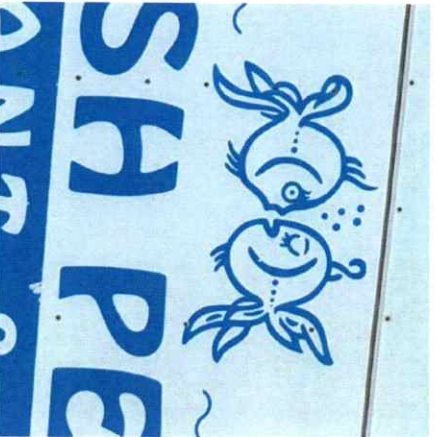
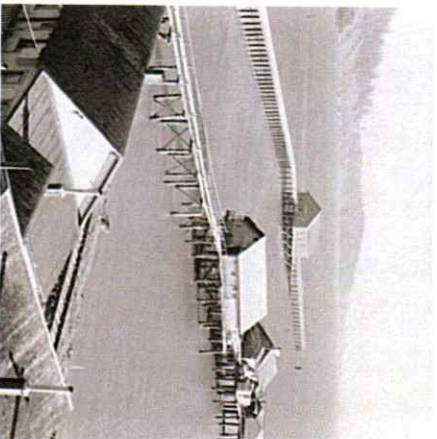
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Introduction

On Tillamook Bay rests the quaint town of Bay City—a calm haven on the coast where bay views are broad and residents are creative and welcoming. Bay City presents a unique opportunity for the Visit Tillamook Coast Wayfinding Plan since most travelers' journey past the community unaware of its history and current offerings: cheese, camping, several parks and skate park, a library, shops, food and yes, oysters!

Yet the people Bay City does serve are diverse, ranging from campers and tiny home guests to resort-goers and day-visitors to local merchants offering local arts to antiques, as well as a pooch-park. The community is a travel hub on Highway 101, but also has a pedestrian-friendly downtown. Still, travelers are too often whizzing by to a better-advertised destination. Gazing at the sparkling bay, they miss Bay City itself and its unique downtown.



As communities grow and develop, reflecting back on the past can offer a positive and creative way to look ahead to the future.

The Visitor Experience: Connecting People to Place

A memorable visitor experience on the Tillamook Coast connects people to place. Its success depends on travelers easily finding their way around unfamiliar areas, locating the attractions they traveled here to see, and helping them discover new adventures along the way. This journey involves factors both tangible and intangible: clear and easy directions, finding your way without getting lost, feeling welcome, engaging with locals. These all must work together to meet travelers' needs and expectations.

Here in Bay City, sharing special places and making visitors feel welcome is the easy part. But what else can we provide to aid and enhance their experience?

Effective wayfinding—making sure travelers have all the information they need to enjoy their time in Bay City—not only helps visitors appreciate your special stories and way of life, but enhances the cohesion and economies of your community.

How? By developing tools unique to each community, wayfinding can provide a unified connection to a visitor's overall Tillamook Coast visitor experience. This rewarding and authentic experience will be one that travelers will want to repeat!

Wayfinding fits in when it enhances a visitor's memories of their experience by making them easier to organize. A village theme that reflects the core of your community will be retained more strongly in a visitor's memory. Bay City's unique persona will then have successfully created a point of interest—connecting people to place.



How Wayfinding Works: Creating a Better Visitor Experience in Bay City



The Case for Good Wayfinding

Beyond the need for basic navigation, identification and information, wayfinding systems serve an important role by defining a sense of place. In today's economic climate, it is not enough for visitors to simply know "You are Here." Instead, it's essential to engage the visitor and build an environment that illuminates and promotes what exactly "here" offers.

Wayfinding—knowing where you are, where you want to go, and how to get there—was one of the primary needs identified when the tourism program was first established in the 2014 Tillamook County Tourism Asset Mapping Report, and one which was given high priority.

A clear and attractive wayfinding system is essential to developing a program of tourism promotion and marketing, capable of guiding residents and visitors alike throughout the county while also enhancing their understanding and experience of these amazing places.

Kiosks, directories, banners, interpretive elements and even regulatory signs can all enrich a visitor's experience. Taken together, they bring awareness of different points of interest in Bay City—retail district, historical areas, and landmarks that visitors may not know about and may not be included in navigation technologies.

These added benefits of wayfinding not only enhance the spirit of Bay City but in a very tangible way help to create a cohesive brand—all while sustaining economic vitality and viability.



Wayfinding is more than moving visitors from point A to point B—rather, it is providing an exceptional experience along the way.

References

- Tillamook, Wayfinding Technical Memo, Tillamook Area Chamber of Commerce, November 2016
- "Visit Tillamook Coast Wayfinding Master Plan, Final Plan 2017"

Streetscape and Servicescape

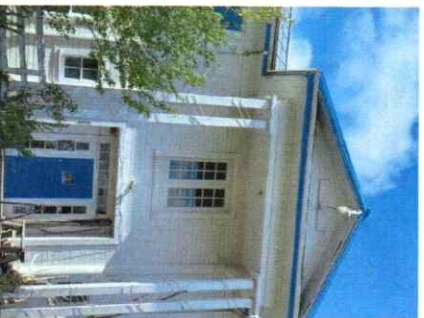
A welcoming streetscape should strive to convey a city's inherent sense of pride. Throughout the world, visitors are drawn to quality environments that effectively blend the natural with the man-made. Attention should be paid to reduce streetscape sign clutter which distracts from the visitor experience visually and economically and at a minimum, offers unclear messages. With too many types of signs in the streetscape, it is far too easy for a town's appeal to become overwhelmed by signage.

The following guidelines can assist the placement of all streetscape elements:

- **Wisely allocate space:** when street space is limited, elements can conflict with one another, limit visibility, and create a sense of clutter. All streetscape elements should be located with consideration for the requirements and constraints of other streetscape elements that may also be placed on the street.
- **Strive for "wholeness":** the layout of streetscape elements should emphasize "wholeness" — placements that look at an entire block or corridor rather than individual elements situated in a piecemeal fashion. Be consistent with long-term goals for the design and function of the entire street.
- **Accommodate pedestrian needs:** the placement of streetscape elements should allow for the comfortable and efficient flow of pedestrians.
- **Be enjoyable:** streetscapes should provide a diversity of amenities and spaces for public enjoyment and include elements of surprise and variety that reflect the spirit of Bay City.



Bay City City Hall



Bay City Arts Center

Methodologies

To ensure the success of the process, a new Wayfinding Plan should be guided by the following principles:

- ➔ **Systematic**—a plan becomes a system when each component plays a role in guiding visitors and residents. Wayfinding elements should fit together and be recognized as part of a system even though they may be different sizes and designs.
- ➔ **Consistent**—wayfinding elements should be consistent in their branding and use.
- ➔ **Adaptable**—wayfinding components need to be adaptable to serve a variety of purposes, including branding, visitor and resident orientation, improved traffic flow and support of economic development.
- ➔ **Sustainable**—as the wayfinding system is installed and built out, it will be critical to develop a maintenance schedule with clear lines of responsibility for inventory, inspection and cleaning. Managing the addition or subtraction of destinations, as well as expansion into new areas will be ongoing. Annual budgets should allow for regular maintenance and for future replacement as needed.
- ➔ **Growth**—once the initial components are completed, they should be evaluated and any changes incorporated. Future phases may evaluate a downtown wayfinding connection to city parks, recreation locations, an interpretive plan (telling the Bay City story and highlighting the Visitor Experience), and more interaction with the Arts Center. See pages 22-23 for an overview of the concept of a “Town Center.”



City of Tillamook
Gateway sign installation.



Design Toolbox

Creating a cohesive and effective wayfinding program involves many elements of communication. Visuals, fabricated materials and messages unite to make a compelling experience for visitors and residents. Each of these components is one tool in creating signage, gateways and displays that will inspire visitors and neighbors to celebrate Bay City.

The Design Toolbox brings together different disciplines, aesthetics and standards to make a public connection. In our toolbox, you'll find the following:

- TYPOGRAPHY & LEGIBILITY
- DIRECTIONAL ARROW
- BAY CITY COLOR PALETTE & COLORSCAPE
- LOGO
- WAYFINDING SYMBOLS
- MATERIALS
- FABRICATION METHODS

Schematic Designs

Schematic designs show how an integrated family of sign types—identity, directional, interpretive and safety—work together. Each sign type has its own visitor service goal, but all are united by a single design standard. The nature of schematic designs is to convey concepts and directions which can then be fulfilled and detailed further in the future if the community adopts this design direction. Figures of people are included in these designs to provide a sense of scale.

- WELCOME GATEWAYS
- DIRECTIONAL WAYFINDING
- VISITOR KIOSKS
- PEDESTRIAN WAYFINDING
- INTERPRETIVES



Design Toolbox / Typography and Legibility

Typography is one of the most powerful tools available to support Bay City Wayfinding Plan's effectiveness and brand. Used consistently, both residents and visitors will quickly recognize the value it adds to the streetscape by creating a strong, unified and recognizable wayfinding design. Typography helps to create a distinctive visual look for Bay City and any future expansion of the program will be made stronger and easier by the consistent use of these fonts.

Tenebra Regular has been selected as the primary branding font, with its creative and organic aesthetics. The font is unique in its composition and establishes a visual brand, even without a logo.

PT Sans Pro is an important primary and secondary font family, utilized for messaging applications. This multipurpose face is clean and modern and complements Tenebra. PT Sans Pro is also part of the VTC Master Plan.

TENEBRA REGULAR
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890&

PT Sans Pro Regular
 abcdefghijklmnopqrstuvwxyz
 ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890&

PT Sans Pro Bold
 abcdefghijklmnopqrstuvwxyz
 ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890&

Where does scale and legibility matter? The critical issue for any wayfinding sign is finding the right dimensions for the unique needs of a particular place. For transportation departments, the legibility issues that matter most are size and contrast on vehicular signs. Testing for scale in various environments should not only be part of the approval process, but should also be a key step to evaluate the effectiveness of wayfinding elements in the environment.

When deciding letter height on signage, there are many factors to consider. The rule of thumb in most studies is letter forms should be clearly legible from 30 feet per inch of height. If the typography is used along a road, speed and time are other key factors to consider (see charts, right).

Want a less "serifly" font. Don't like the I's bigger than T, move conventional font

READABLE LETTER HEIGHT	DISTANCE FOR IMPACT	MAXIMUM RECOMMENDED DISTANCE
1"	10'	30'
2"	20'	60'
3"	30'	90'
5"	50'	150'
7"	70'	210'
10"	100'	300'
12"	120'	360'
15"	150'	450'
18"	180'	540'
24"	240'	720'
30"	300'	900'
36"	360'	1080'

Example: If a sign will be viewed from 300', the recommendation is for letter height to be between 30" and 36" tall

M.P.H.	Letter Height			
	4"	6"	8"	10"
25	5.5	8.2	10.9	13.6
35	3.9	5.8	7.8	9.7
45	3.0	4.5	6.1	7.6
55	2.5	3.7	5.0	6.2
65	2.1	3.1	4.5	5.7

Source: Shape Signs
<http://hbs.stg.com/4-vertical-factors-signage-letter-size-visibility/>
 Example: If a car passes a sign at 45 mph, 6" high letters will be legible for 4.5 seconds



Design Toolbox / Directional Arrow

In its simplest form, an arrow is a line with a triangle affixed to one end, used to point to or indicate direction. For the Bay City wayfinding program, the arrow extends navigation and points to the next visitor attraction and experience.

Two arrows have been designed for the Tillamook County Wayfinding Master Plan, with clarity and uniqueness in mind. Each has its own distinct function and application. The **bolder arrow** is used for vehicular directional signage. The **light weight arrow** is used on sidewalk, pedestrian wayfinding. These alternate weights ensure the best legibility standards.

NOTE: These Directional Arrow standards apply only to signs in this plan that are NOT located and regulated by ODOT and County Sign Policy Guidelines.



Bold Arrow:
Directional Signage for Vehicular Traffic



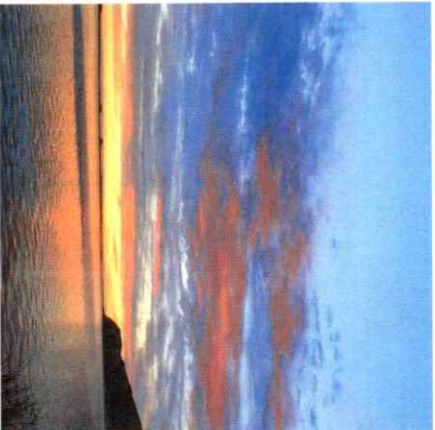
Light Arrow:
Pedestrian Wayfinding Signs

Arrows good



Design Toolbox / Colorscape

Directly or indirectly, colors reflect a sense of place and add insight to understanding the city's historic past, and its vibrant and charming present. The Bay City **colorscape** tells a particular story. Its colors are distinctive—connecting visitors to your city's environment, events and spirit—with the color names in the palette reflecting local pride. Color also brings unity to design and promotion endeavors, while complementing community branding.





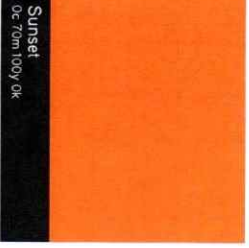
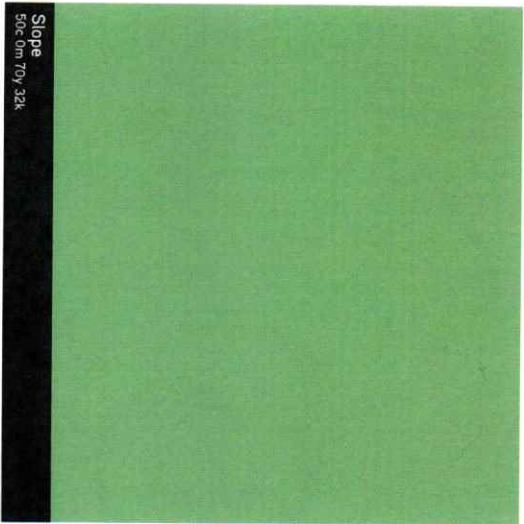
Design Toolbox / Bay City Color Palette

Color is one of the most powerful design elements available in your design toolbox. Color is inspirational and on a practical level, it is the glue that holds together the many parts of a wayfinding plan. This amazing attribute is evident in nature, when we consistently identify a unique landscape or a time of day by color. Visitors, consumers and students of all kinds are very aware of color—consciously or unconsciously—and use it to make decisions, take action and qualify emotion.

The color palette created for Bay City wayfinding will be extended to branding and a broad range of visual communication. These colors exhibit a confluence of bay and bivalve nautical, land, sky, and people—creating a bold dialogue. The two primary colors, **SLOPE** and **BAY** are drawn from the unique perspective living on the Bay.

It's important that colors in the wayfinding palette Toolbox have high contrast and legibility. **Seven colors** have been selected for their complementary color values that also relate well to fabricated structural elements. Other colors may also be introduced for use with interpretive graphics and special regulation messaging, such as black for paragraph text and red for warning messages.

COLORS are specified by program color name and CMYK formulas.



Group like the colors

Design Toolbox / Logo and Branding

A major component to creating a vibrant and distinct sense of place for any community is strong visual branding. Logos often form the cornerstone of this communication for tourists, visitors, and residents providing a clear visual reference to understand your unique community.

Logos are especially useful in that they can be utilized in wayfinding instances where they quickly help identify a "sense of place." The Welcome Gateways, for example, are an ideal application. Logos can also be used effectively in instances where interpretives are offered, on the City's website and vehicles, banners, posters, event promotion and merchandise.

Currently, Bay City's branding is in flux, with an undistinctive oval mark and inconsistent usage. We recommend undertaking a more thorough examination of identity needs, including reviewing whether a new community logo might be merited. Any identity branding should be addressed within a separate design process, involving participation by community members and special interests. Wayfinding objectives will greatly benefit from a strong and memorable graphic identity, but creating such a logo and logotype are not included in this scope of work.

The logo to the right shows an example of how we might explore the development of a new Bay City logo using typography and graphic imagery.

CONCEPT IDEA



A sampling of symbol forms associated with Bay City

Keep



different font

No need for new logo,
However use some symbols
on other signs





Design Toolbox / Wayfinding Symbols

Picture reading is universal and fun in wayfinding communication. Non-verbal pictograms help reinforce written messages and are recognized quickly. Since bringing diverse symbols together is sometimes a challenge, there is often a benefit to creating a distinct set of symbols unique to a project. The pictograms shown here are being developed for Bay City directional signage and use on map and guides. They do not suggest any specific organization, such as the Arts Center, which would need its own true logo.



Symbol forms designate and clarify instances of **safety, visitor services, businesses, recreation destinations and information/education,** and are differentiated in some applications by color.



A sampling of symbol forms utilized in the Bay City program.

add Public transportation

add campground

△ little tent + bicycle

Design Toolbox / Materials and Fabrication Methods



Bay City's sign structures honor its architectural and heritage. Constructed of regional materials with local craftsmanship sensibility, the plan's materials palette incorporates regional materials such as substantial unfinished lumber (which will weather), river rock bases, exposed craftsman hardware and slotted sign faces. The graphics create a unified program and give visual cues to this village on the Oregon Coast.



A wayfinding program is meant to last for a long period of time, sometimes as long as 20 years, so specified technologies and fabrication are crucial to longevity in the field. With the client, we will evaluate the elements of cost, performance, environment, vandalism, maintenance and flexibility.

Posts

Gateways: Western red / Port Orford Cedar—UV inhibitor

Directionals: pressure treated wood—UV inhibitor, aluminum—powder coated

Kiosks: pressure treated wood—UV inhibitor

Bases

Gateways: local river rock, concrete, custom hardware, bases must be engineered

Kiosks: custom, metal hardware—powder coated, concrete topped, engineered

Sign Faces

Gateways: painted aluminum "boards" mounted to solid background of same color, with "grooves" created by spaces between boards. Additional graphics layer cut from aluminum, flush mounted to minimize vandalism

Directionals: powder coated aluminum panels with laser cut vinyl graphics

Kiosks: HPL panel, powder coated aluminum panels with laser cut vinyl graphics. Display case

Hardware

Hardware, gussets and end-caps: Galvanized steel, welded joints. Break-away bases where required by County and/or City. Painted finish and/or sealed finish

Kiosks: Metal roofs

Directionals: Direct bury in new concrete footing or buried J-bolts with plate and through-bolts

Lamps: Gateways, with electrical source supplied by the City of Bay City when possible

Banners

Materials: 13-18 oz vinyl, or 10 oz vinyl mesh. Nylon threading, hemmed.

Materials

1 powder coated aluminum panels

2 cast aluminum post finishes

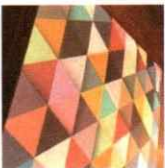
3 pressure treated wood

4 steel brackets, hardware and ties

5 river rock bases

6 vinyl graphics

7 high pressure laminate panels



Vinyl

Polyvinyl chloride (PVC) film that, in sign-making, is backed with an adhesive that creates a strong bond to a variety of impervious surfaces when pressure is applied. The application and removal process is fairly easy for a professional sign shop. Vinyl graphics typically last an average of twice the life expectancy of most paints used in traditional applications. Long-term UV exposure can shorten the life of this process.

High Pressure Laminate (HPL)

This signage process uses heat and pressure in fabrication, resulting in a final product that is a permanent fusion of image and HPL that does not de-laminate, separate, crack or peel. Signs and murals are generally impervious to moisture and resistant to UV rays, scratching, impact damage, and graffiti. Digitally printed subsurface images, with unlimited color, are fused into a single panel with phenolic and melamine resins. HPL lifespan is generally guaranteed for 10 years.

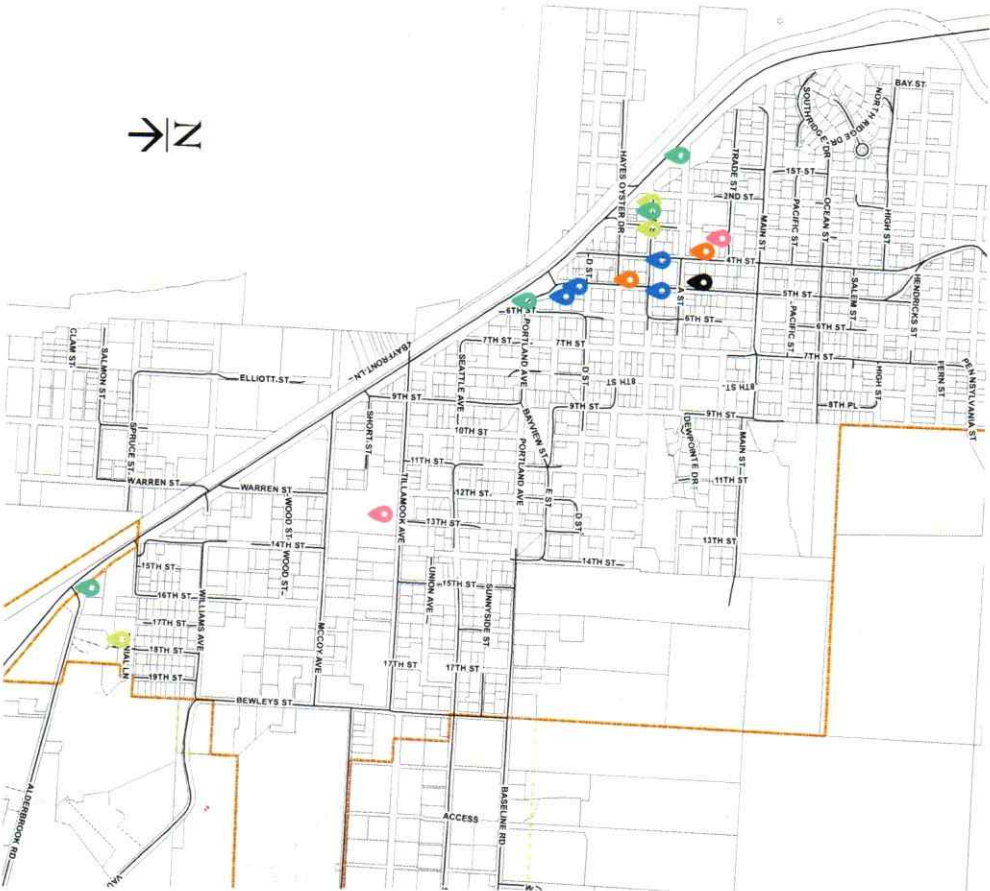


Paints and Coating

These items generally have the most visual evidence of wear over time. Technology has extended longevity greatly in the last few years, but it is important not to underestimate the environment's impact on fading.



Bay City Locator Map & Signage Types



- Gateways & Electronic Message Board (pgs 20-23)**
- South end, at Alderbrook
 - North end, on Hwy 101, west side, between tracks and guardrail
 - Electronic Message Board, adjacent to City Hall and Library
 - City Marker, replaces existing gateway, with emphasis on Downtown and welcome



- Pedestrian Directionals (pg 26)**
- 5th St. and Hayes Oyster Drive, Methodist Church. Directing to downtown, parks, camping, services
 - 4th St., near A St. directing to downtown, parks, camping, Arts Center, services



- Vehicular Directionals (pgs 27-28)**
- 5th and 6th St. directing towards downtown, parks, camping, services
 - 5th and Portland Ave. directing towards Wait Family Park and dog play
 - 4th and B St. directing towards library, City Hall, camping, Al Griffin Park, Arts Center
 - 5th and B St. directing towards Arts Center, City Hall, Al Griffin Park, camping



- Destination Signage (pg 29)**
- Bay City Arts Center – A St. and 5th St.



- Kiosk / Interpretives (pg 25, pg 33)**
- Al Griffin Park – History, and destinations such as Kitchis Point Trail, Park-to park trail
 - Wait Family Park – Dog play, future playground, Park-to park trail (Griffin, Forest, Wait)



- Art to the Rescue (pgs 24, 30)**
- Grand Mural at City Hall
 - Sculpture on the "Town Square"
 - Art in Wait Family Park – Wool – Instagram opportunity

Sign @ POG?

describe this more

Approaching Bay City / First Impressions Count

Beyond the bay, trees, the road and the sky, communities rely on signage and gateways to engage a visitor's attention.

This collage represents the first glimpses of Bay City. These are the current locations on the road where the city greets new visitors and welcomes home residents.

The Gateways of the Bay City wayfinding plan are some of the most important, and are designed with specific criteria in mind:

- Harmonize with landscape
- Present Bay City branding
- Act as destination markers / informational aids for traffic, i.e. "where is downtown?"
- Welcome new and returning visitors
- Be designed for longevity, all-weather and minimal maintenance
- Be inspirational and display community roots



These Bay City entrances do not engage or welcome the traveler.

Welcome / Bay City Gateways

Bay City gateway signs are an opportunity to welcome first-time and returning visitors to a high-value guest experience. Any gateway structures must honor the architectural and natural heritage of the "The Pearl of the Tillamook Bay," and extend a strong identity brand for Bay City and the Oregon coast.

Existing entrance signs do not establish a coherent or consistent Bay City brand and can easily go unnoticed by travelers. The wayfinding methods to navigate to downtown are confusing and almost lost in the landscape. In addition, County designation does not make the case for a visitor to stop and explore, grab a bite of food, hike to Kilchis Point, or explore a gallery.

New gateways should be relocated for effectiveness and preservation of views. Currently, the City approach experience is being influenced by roadside advertising and inconsistent signage. Distinctive and well-maintained gateways promise a higher quality visitor experience and the chance of longer stays and potentially, a return visit.

The gateways will have a clear community brand—a welcoming, elegant and memorable signage element. In the future, it will be advantageous for merchant signage to dovetail with this wayfinding plan for greater visual impact. The current Bay City gateway sign is shown to the right. Below are some examples of other project solutions.



Some samples of iconic gateways which contribute to memorable traveler experiences. First impressions count.

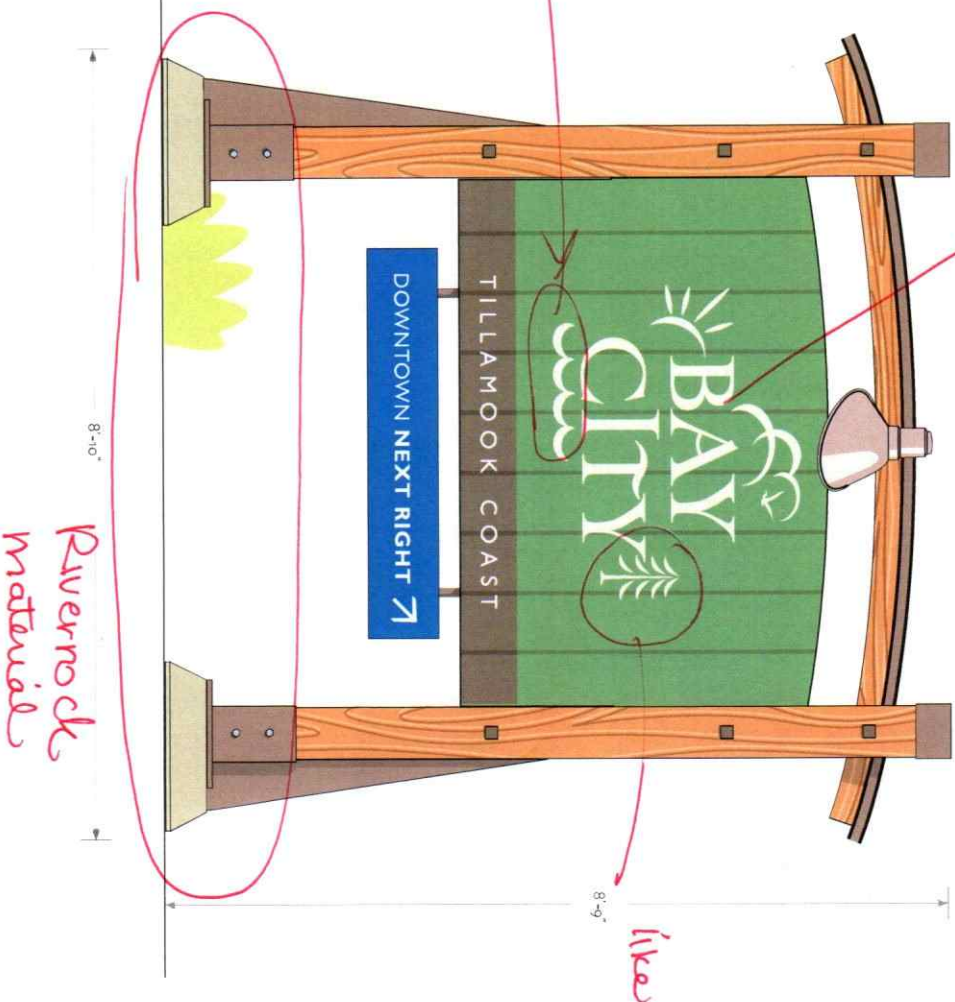


Bay City Gateways / South and Downtown

This Gateway design would replace the signage on Hwy 101, near the turnoffs for downtown, and introduce a new south gateway on Hwy 101 and Alderbrook. A bit bigger and architecturally more significant, the messages are compartmentalized by shape, layout and color to make it visually easier to read by the car-traveling visitor. Materials include substantial unfinished timber and craftsman style hardware. Sign faces are painted aluminum panels that give the appearance of tongue and groove. The 'downtown' version is two-sided, and the 'south' installation is one-sided. If possible, a lighting plan will aid in nighttime and stormy weather conditions.

Beautification and landscaping surrounding the gateways is an important element. The existing nearby signage plaza on Hwy 101 and 5th Street may be removed and a beautification landscape program could incorporate both.

the Pearl of Tillamook Bay.



This distinctive new gateway will quickly be noticed by both returning visitors and first-time visitors. The Downtown sign will emphasize the directional component, and the South sign will include a seasonal event.

Bay City Gateway / North

This gateway design is located traveling South on Hwy 101. The gateway announces the arrival to Bay City and signals the traveler to watch for places to go and things to do. Installed behind a guardrail, the single-post accommodates both the sloping landscape and railing. The length of this post will be determined by the drop off.

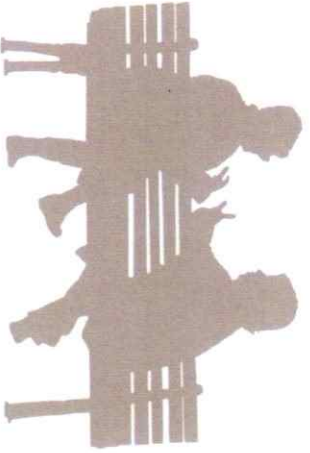
Materials include substantial unfinished timber and craftsman style hardware. Sign faces are painted aluminum panels that give the appearance of tongue and groove. This gateway is one-sided. If possible, a lighting plan will aid in nighttime and stormy weather conditions.



Electronic Message Board / a New "Town Square"

The plan for an electronic message board in Bay City has been proposed for the location adjacent to City Hall and the Library. This presents a unique opportunity to create an meeting place, where the community of Bay City welcomes new visitors with services, information and creativity.

In a sense, you're poised to create a symbolic "town square" — an ideal time and place to make a lasting impression, where the city express to a traveler that Bay City is a great place to visit and return to, and offers a welcome, a bit of history, and a look towards the future.



Creating a welcoming meeting place for conversation and reflection



The current location adjacent to City Hall and the Library is a series of empty lots



Connecting Bay City to travelers and visitors through a symbolic "town square"



Electronic message board would be visible to Hwy 101 travelers



A future welcoming place: Planting, plants, art and more

Electronic Message Board / a New "Town Square"

Seen from Hwy 101, an electronic 2-sided programmable message board will tell travelers what's in store for their visit. Residents will be updated about upcoming events. Typically, this type of signage is utilized in commercial wayfinding, but we recognize the need to make this equally a civic project, about pride and portraying a unique town. In this concept, we've shown a distinctive snag tree installed nearby—a visual touch-point and symbolic of working with nature.

As this triangle property on the edge of Hwy 101 develops, future teams and collaborators will be involved. The picture gallery below suggests some of the elements which could be included.



Making a "Town Square" a meeting place, where you'll find benches and a plaza. Low walls help shield pedestrians from parked cars.

Organic paths made of natural pavers or artificial and sustainable recycled materials.

Evergreen planters. Seasonal flower beds. A natural feature, such as an installed snag, expresses the moodiness of Bay City. Public art for the main plaza can create meeting spots.

Like this!

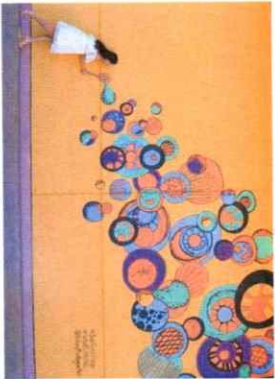


Streetscape and Hwy 101 Corridor / Mural Program

The creation of an 'artscape' visible from Hwy 101 has been suggested as one way for visitors to get to know the spirit of Bay City. An artist's mural would be commissioned for the 3rd Street wall of City Hall and the adjoining building. The mural should be hip and cool, not childish, and worthy of a visitor's stop to be photographed. Perhaps it's interactive as well!

A mural can give you the sense that you have "arrived." Thus, Bay City is saying, "we have made an artful effort—come enjoy, respect our home and stay awhile."

like!



These images are placeholders for the concept of a Bay City mural at City Hall.

Pedestrian Wayfinding / Directionals

Directional signs are an important tool in wayfinding. Pedestrian directionals enliven the visitor experience by encouraging walking around downtown, and creating a sense of place. Wayfinding make businesses and destinations more accessible, fun to find and add appeal to streetscapes. As Bay City downtown commerce grows, so may the number of this sign type.

A pedestrian directional system can greatly reduce wayfinding confusion. These colorful directionals not only offer information but answer essential questions and announce visitor destinations, i.e. parking, shops, restrooms, parks and trails, etc.

These directionals follow the VTC design standard and utilize the Bay City palette. They also include a unique custom marker for Bay City, distinctive and memorable.

The multi-panel directionals offer built-in flexibility, with panels that can be updated individually and cost-effectively. Merchant names are not recommended on these signs, as it would result in an unmanageable sign size and too frequent changes. Instead, printed and online maps, that are more adaptable, can include merchants and services which can be updated seasonally.

The designs shown here do not depict actual sign messages. The message schedule for Bay City would be developed in Phase 2.



Black

Distinctive Bay City post-topper: "BC Initiatives & Bay-Voices frame." Metal medallion, etched, paint filled

Metal sign panels vary in number—from one single panel to a maximum of four. Vinyl graphics.

Powder-coated, custom sign posts with decorative base covers. Concrete footing with break-away hardware



23"

50"

4" SQ POST
DECORATIVE
BASE COVER
37" H X 18" WD

37"

Visitor Kiosk / Al Griffin Park & Forest Park

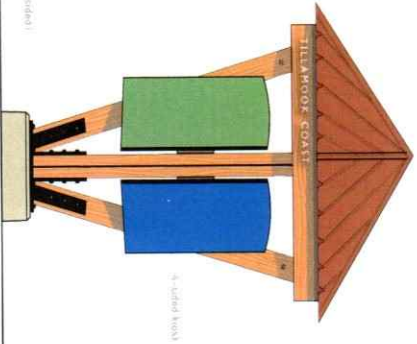
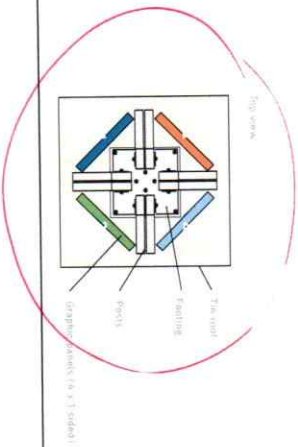
Kiosks are exciting information hubs, the most welcoming of Bay City hosts. Kiosks in the streetscape and parks make the environment pedestrian-friendly and welcoming to travelers. Kiosks are go-to street monuments, where Bay City can simultaneously display its own unique pride while helping to guide a visitor's adventures.

Kiosks are flexible and can be programmed in many ways—city map, downtown information, restrooms, parking, and events. At this time, kiosks are being recommended for Al Griffin and Watt Family Parks. At Al Griffin Park, the kiosk would offer Bay City history; describe the park's services (camping, skating, the playground); offer information about the nearby Arts Center; and describe a downtown walk including other in-town parks, as well as the short drive to stunning Kitchis Point.

The Watt Family Park kiosk will poke fun at doggy play; mention the future playground in the works; speak of the bay's history; and offer the park-to-park trail (Griffin, Forest, Watt).

The pavilion-like kiosk design has a small footprint, but a high profile. The kiosk design references regional elements—hefty timber and forged metal—giving it the feel of a shelter.

The graphics shown here are placeholders only; final designs would be developed in Phase 2.

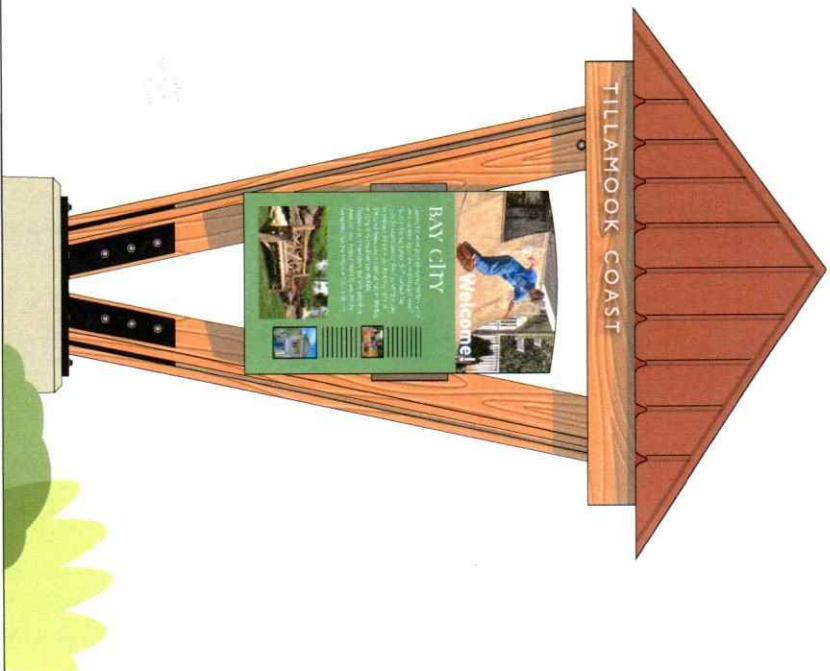


Concrete footing (small footprint). Substantial welded hardware.

Full-color, high-pressure phenolic laminate interpretive panels. Welded metal flanged-edge.

Rollled tin roof. Wood and varnished framing. UV inhibitor. Custom hardware. VTC brand lettering on top.

*group liked this!
who develops content?*



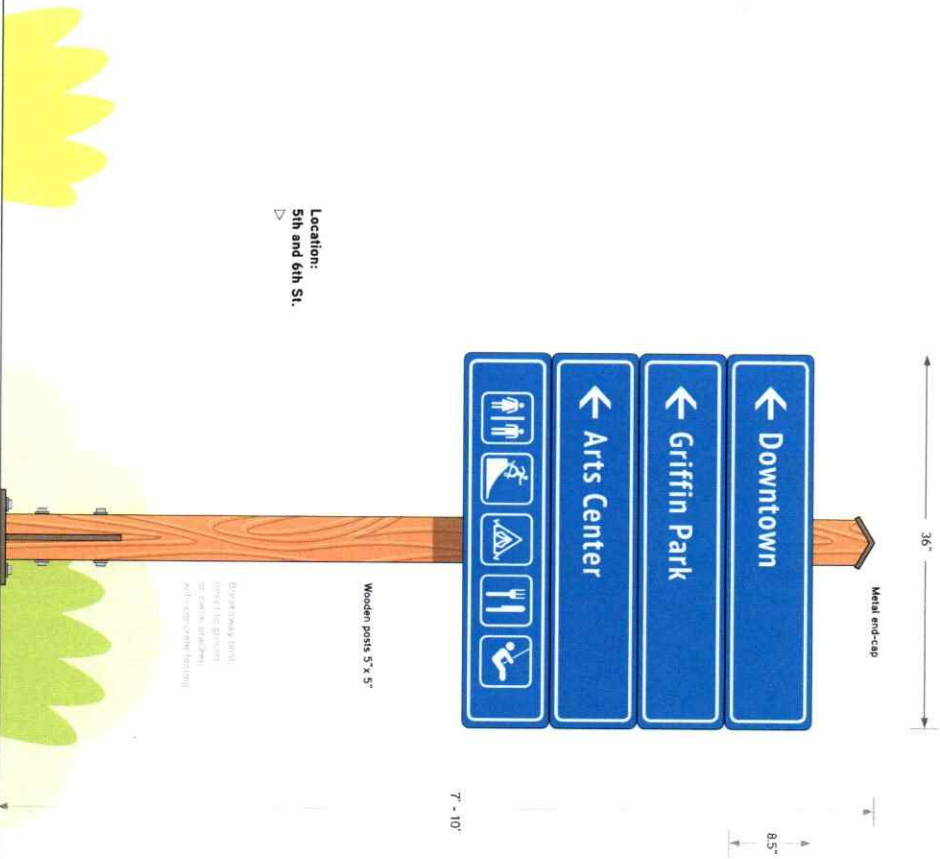
Vehicular Destination Directionals

Directionals ease visitor confusion and contribute to a welcoming Bay City experience.

The primary goals of this category of signs is to direct drivers to Bay City destinations and services. Clarity and unity are objectives for this system of signs. Location, height, legibility and sight-lines for drivers are important considerations.

Typography is vinyl—flexible and cost effective. Wooden posts and metal end-caps add distinction to the streetscape.

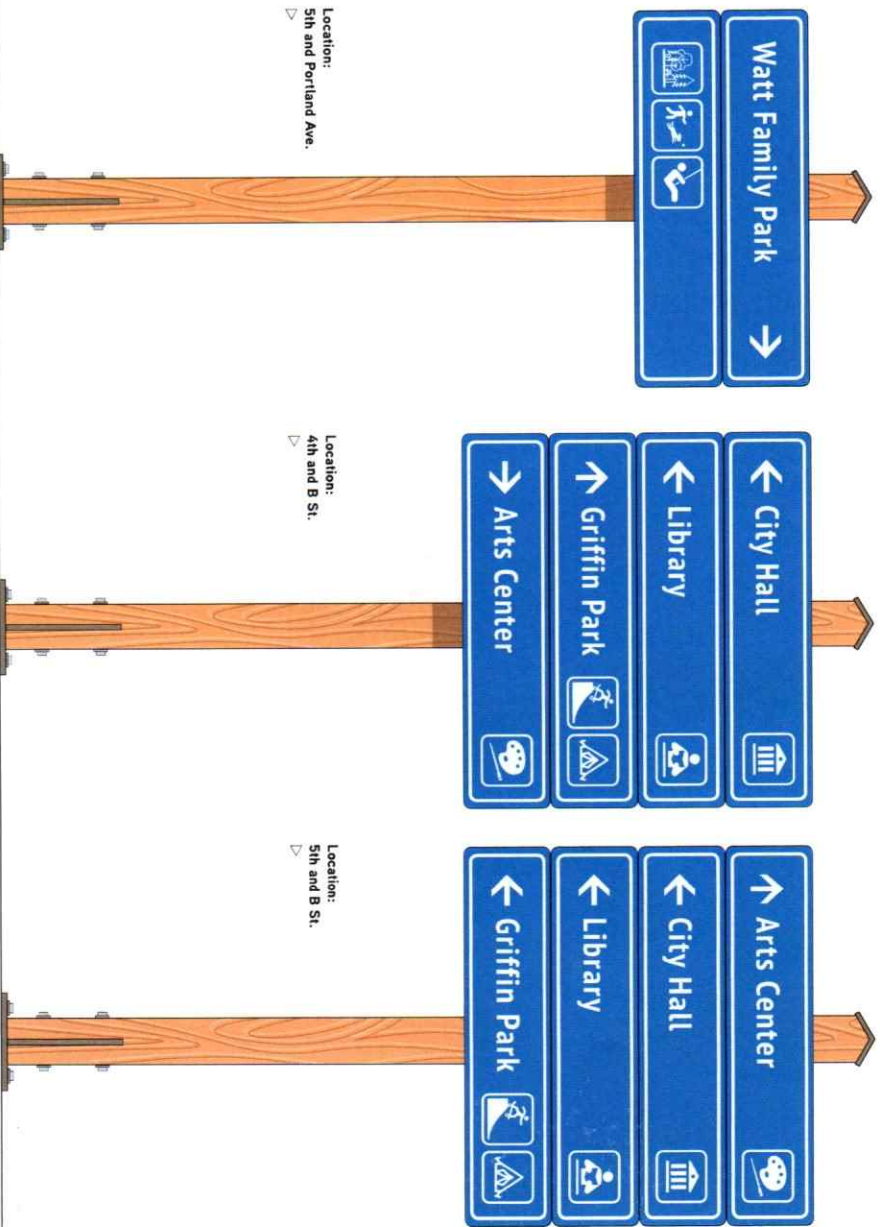
In this case, seen here and on page 28, the actual sign messages need to be considered in reviewing this plan.



Vehicular Destination Directionals / *continued*

The wayfinding team recommends adding two signs on 5th Street to this family of signs.

Symbol forms will designate and clarify instances of safety, services, recreation and commerce.



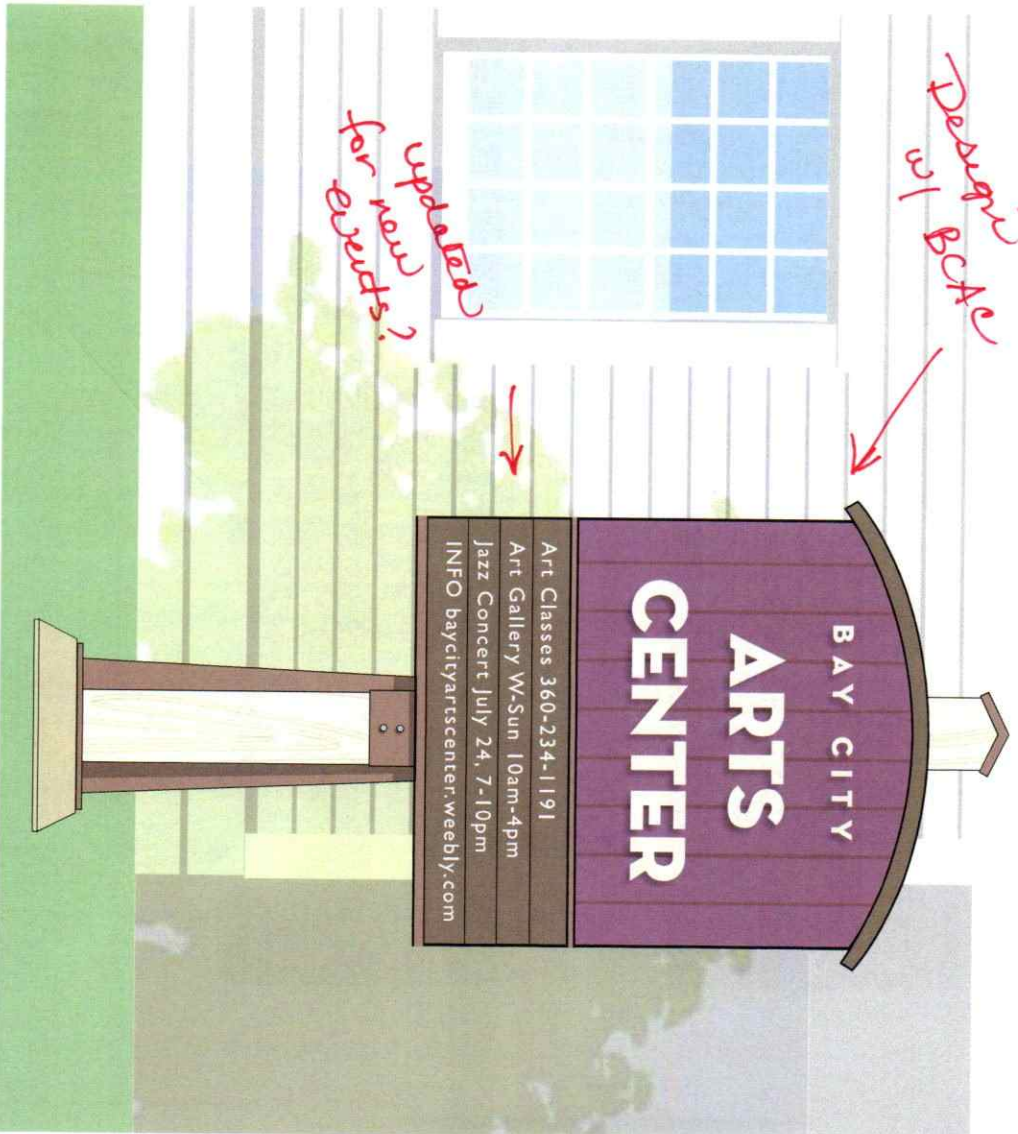
Unique Destination Signage / Bay City Arts Center

Bay City destinations will utilize "identity" signage to announce to residents their common grounds and offerings and offer "not to miss" features and events to visitors. Identity signs make businesses, non-profits, trails and destinations more accessible, fun to find, and add visual appeal to the Bay City streetscape. The first of these priority destinations is the Bay City Arts Center—a nexus of the arts, with great potential to broaden its audience and increase attendance.

The Arts Center can attract attention and express its importance in Bay City culture with a renewed building sign and brand. The sign would be welcoming, visible from a greater distance and expressive of the Center's mission. The schematic drawing here offers just the beginning stage for a design direction that would be further developed in Phase 2. This would also be a good time to further explore the Art Center's brand, logo and community-view and visitor-expectations.



- GAIS
- Higher visibility
- Complement architecture
- Visually explain BCAC's mission
- More color
- Cross-cultural
- Welcome and open to the public
- Events board



Art to the Rescue / and Nature too!

Art and nature play a pivotal role in wayfinding for the traveler, and offer great benefits for the long-time residents as well. Art can express the health and vitality of a community and create vibrant people-gathering places, moments of curiosity and conversation.

Art offerings can be as simple as a designed bench that offers a place of respite, an object that tells a story, a spot of beautiful color, or an enjoyable landmark. Art invites and provides periods of community involvement. Art is what legacy is made of and can define the identity of a community. Art engages, acknowledges previous cultures and present joy. Art offers visitors and residents a "wow" factor.

Nature can do the same and more. Imagine a nest being built, the shape of the coast, rocks underfoot—these all make a lasting impression. Nature establishes views and invites the traveler to slow down and look at the world around them.

Wayfinding can use these natural cues to great effect. This plan recommends utilizing thoughtful art and nature to create meeting places and highlight destinations.

Where people want a
Selfie with art structure



Hand in hand with nature



Places to meet and interact, a mural project



Honoring other inhabitants of the Bay. Large scale sculpture in Town Square



Art can honor the past. Enamel photo murals



Poking fun at the obvious at Water Family Park, finding friendly icons



Community projects

Recognizing Hot Spots / Approach to Bay City

The primary crossroads of Bay City for both drivers and pedestrians is also a hot spot of friction—where interactions between merchants, residents and visitors are not fully optimized. In most instances, downtown Bay City and most merchant offerings cannot be seen from Highway 101. As a result, events cannot be announced and only those few businesses located on Hwy 101 benefit. Many cultural and recreational destinations Bay City has to offer go unnoticed and are even difficult to find online. The result is that Bay City is often unrecognized and bypassed, in the shadow of the City of Tillamook.

In seeking a solution for improving the visitor experience, the first task is to document the community's objectives and evaluate current conditions, then outline possible solutions.

WEAKNESSES:

- Lack of Bay City branding
- Where is downtown Bay City?
- Unnoticed approaches
- Little sense of what the community offers
- Lack of merchant support
- Unfriendly and dangerous to pedestrians
- Cluttered streetscape
- Lack of and inconsistent vehicular signage
- Unclear communication
- Are nearby businesses noticeable and accessible?
- Is the "streetscape" attractive?
- Can visitors learn what Bay City has to offer?

SOLUTIONS:

- Pedestrian-friendly sidewalks
- New gateways
- Trees, landscaped flower beds
- Appealing directionalals for downtown
- Iconic lampposts, bike racks
- Custom wayfinding signage to help visitors engage with shops, parks, arts center, library, Kilchis Point and more
- Symbolic meeting places
- Banners

When optimized together, the above solutions can help make Bay City a go-to destination on the Tillamook Coast.



Friendly

Streetscape

Great traveler destinations

Additional Recommendations / "Big Picture" Wayfinding

Bay City, like any community, does not start with a clean slate of wayfinding elements. The boundaries of the town have been navigated with an array of wayfinding tools for over a century, evolving as the community has grown. Look around—the existing signage you see defines not only how you are understood, but also how you see yourself.



Allow architecture and nature to communicate more effectively. This will encourage a more mindful visit, and result in more direct wayfinding.

Any existing signage whose performance has waned should be retired and removed. Your planning committee can begin by identifying these obsolete signs, removing them, and initiating the new signage standards and permits required in this plan.



Initiating a thorough inventory of existing signage contributes to understanding how current communication is functioning (or not functioning) day-to-day. The process can also help quantify effectiveness as well as identify cases of redundancy and over-use, which can cause harm to Bay City's treasured landscape.

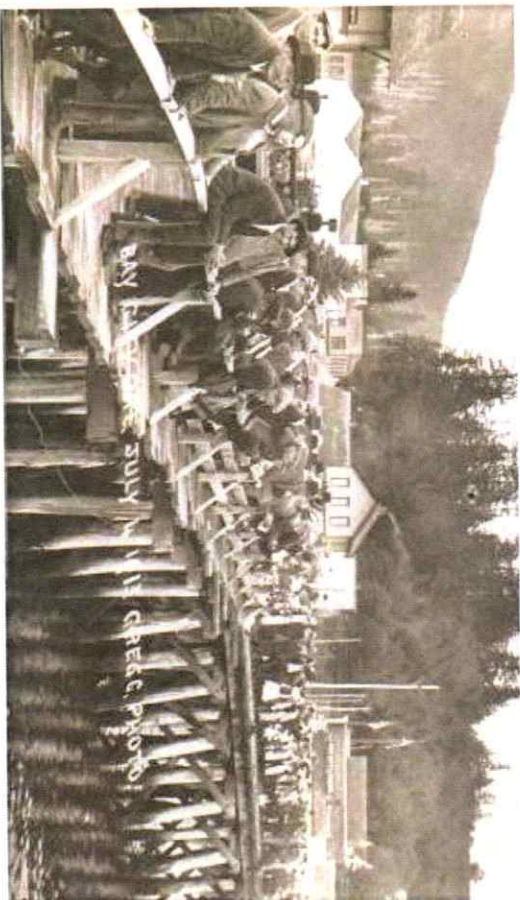
A sign inventory also aids in understanding any missing "stepping stones" in a good wayfinding plan. It defines responsibility to each piece and it assigns objectives for every item.



Rules of Thumb:

- Signs that are out of date should be removed.
- Some sign locations make them hard to see, or put them beyond the ideal decision-making moments for drivers. These signs can be relocated or rescaled.
- Some sign messages are confusing and can easily lead visitors astray. This is a good time to clarify and establish new message(s) and design standards.

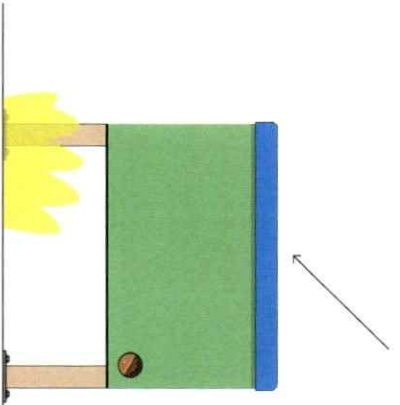
- Sign clutter is a very real thing; it adds to road confusion and has great impact on a visitor's first impression of a community.
- Temporary and unattractive commercial signage should be evaluated. Set sign standards for size, placement, materials and general design (i.e. sandwich boards) should be established and enforced.



Interpretives / Bay City and the Tillamook Coast Experience

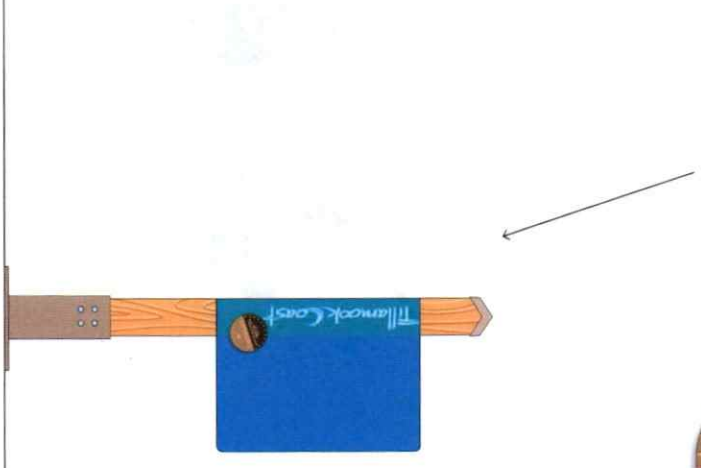
The stage is well set in Bay City to offer visitors valuable interpretive encounters. These interactions can also tie into the Tillamook Coast Experience—where the connection between villages enriches the tourism in the entire region, village by village. Speaking to the historical, cultural and natural attractions of Bay City, these interpretives can also encourage spontaneous exploration by visitors.

Interpretive stories are most effective when experienced at first-hand learning environments, or where they can tell visitors what unique destinations are nearby. Interpretive signs can also help facilitate wayfinding and are often located at trail heads, road waysides, and kiosks. The "Tillamook Coast Experience" tells visitors and residents about the County's great moments of pride and the unique vantage point of Bay City. Interpretives make all visitor experiences more valuable and memorable. This program has already begun with wonderful marine science interpretives along the waterfront.

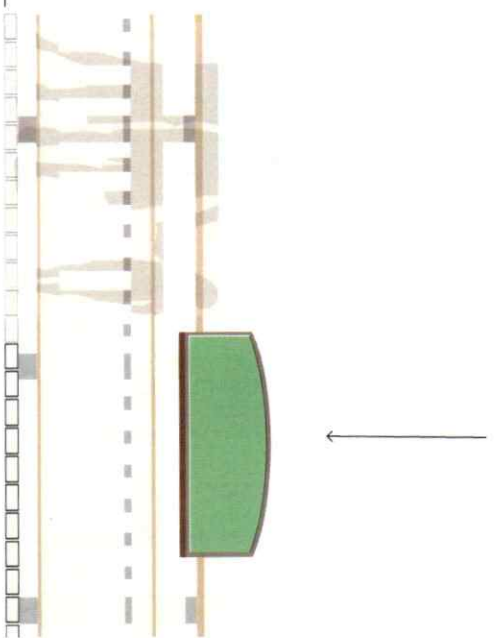


This low-rise, angled, two-post sign offers a story without blocking a view. Planned for learning opportunities where visitors are already engaged by scenic landscapes. Full color graphics, constructed of vandal-resistant materials with concrete footings.

Outfitted with pressure-treated wood posts, galvanized end-caps on top and substantial metal sleeve-footings in concrete. Sign faces are full color, high pressure phenolic laminate panels. "Tillamook Coast Experience" medallions are bronze-lamé, vanned and sealed.



Mounted directly to boardwalk railings, these interpretives become an integrated element on trails and spotbouts. Weather-metal frames and hardware contribute to signage longevity.



Next Steps

How can the Bay City community become involved in the Wayfinding Program?

- Develop a list of additional wayfinding issues:
 - *Questions received from visitors for information or directions;*
 - *Confusing signage or missing locations;*
 - *Need for maps or guides*
- Talk to your Bay City community representative or neighbors to document wayfinding issues
- Contact Visit Tillamook Coast to be added to their mailing list of interested county residents
- Participate in wayfinding meetings as they occur in your community



Special thanks to:

Liane Welch, City Manager, The City of Bay City

Near Devlin, Executive Director, Tillamook Coast Visitors Association & North Coast Food Trail, for the development and production of this Wayfinding Plan.

For more information, visit www.tillamookcoast.com
(503) 842-2672

Section 16. Vote Required. The express concurrence of a majority of the Councilors present and constituting a quorum is necessary to decide affirmatively a question before the Council except as set forth in Section 17.

Section 17. Vacancies; Occurrence. The office of a member of the Council becomes vacant:

- (1) Upon incumbent's:
 - (a) Death,
 - (b) Adjudicated incompetence, or
 - (c) Recall from the office; or
- (2) Upon declaration by the Council of the vacancy in case of the incumbent's:
 - (a) Failure, following election or appointment to qualify for the office within ten days after the time for his or her term of office to begin,
 - (b) Absent from the City for 30 days without the Council's consent or from all meetings of the Council within a 60-day period,
 - (c) Ceasing to reside in the City,
 - (d) Ceasing to be a qualified elector under State law,
 - (e) Conviction of a public offense punishable by loss of liberty, or
 - (f) Resignation from the office.

Section 18. Vacancies: Filling. A vacancy in the Council shall be filled by appointment by appointment of the Mayor with approval of the Councilors. If the Mayor fails or refuses to fill an appointive office, then the Council, on its own motion may fill the vacancies upon majority vote. The appointee's term of office runs from the time of his or her qualifying for the office after the appointment and until expiration of the term of the predecessor who has left the office vacant. During a Council member's disability to serve on the Council or during a member's absence from the City, a majority of the other Council members may by appointment fill the vacancy pro tem.

In the event there are Council vacancies which reduce the members below the quorum requirement, the remaining members holding office may meet for purposes of appointing, with Council approval, one additional Council position. The reconstituted body shall then meet to appoint, with Council approval, an additional Council member. This procedure shall continue until all Council positions are filled.

Chapter V

POWERS AND DUTIES OF OFFICERS

OUTLINE OF CHANGES TO ORD #685 - REGULATING SHORT-TERM RENTAL UNITS

(New items/locations denoted in red italics)

1. Section Reorganization

- *Section 1. Title*
- Section 2. Purpose.
- *Section 3. Applicability*
- *Section 4. Definitions.*
- *Section 5.* Standards.
- *Section 6. Short Term Rental (STR) License Requirements and Revocation.*
- *Section 7. Limitations, Density and Spacing of STR's.*
- *Section 8.* Fees Established.
- *Section 9. STR License Application Requirements.*
- *Section 10.* Inspection.
- *Section 11. Continuation of an STR.*
- *Section 12. Complaints, Enforcement and Penalties.*
- *Section 13.* Severability.
- *Section 14. Repeal of Conflicting Ordinances.*
- *Section 15.* Emergency.

2. Additional Text

Section 1. Title.

A Title – the "Bay City Short-Term Rental Ordinance" was added to this Ordinance.

Section 2. Purpose.

The purpose of this Ordinance was amended, 'to regulate short-term rentals in order to enhance public safety and livability within Bay City. A Short-Term Rental License is a limited permission to use property for a short-term rental. A Short-Term Rental License may be suspended, terminated or revoked if the standards of this ordinance are not met, or the dwelling is sold or otherwise transferred as defined in this ordinance. This ordinance provides an administrative framework for licensing the annual operation of a short-term rental.' This lays out a framework for the ordinance.

Section 3. Applicability.

Applicability was added to this Ordinance to recognize that the ordinance applies within the incorporated limits of Bay City, Oregon.

Section 4. Definitions.

A number of new definitions were added to the ordinance for clarity.

Section 5. Standards.

The following additional standards were added to the ordinance:

- Display Requirements

6. Approved STR License Display with the following information:
 - A. Identification of the STR License with the date of expiration;
 - B. The name of the owner or local representative and contact at all times;
 - C. The telephone number/web site of Bay City and Tillamook County Sherriff's Office;
 - D. The maximum number of vehicles allowed parked on the property;
 - E. The solid waste collection day;
 - F. Required Bay City quiet hours; and
 - G. Any other information required including any conditions specific to the STR License.
- Clarification of Permit and Inspection Requirements
 17. Emergency Escape and Rescue Openings.
 - E. At any time after a license has been granted for an STR pursuant to this Ordinance, the owner *upon submission of zoning and building permits* may bring a non-compliant sleeping area into compliance and upon a re-certification of compliance *by the Tillamook County Building Official pursuant to the currently adopted Oregon Residential Specialty Code*, and a new STR license shall be issued that includes the increase in maximum occupancy associated with bringing a non-compliant sleeping area into compliance.
- Addition of Pet Requirements
 23. Pets
 - A. Pets shall be restricted from continuous or excessive barking.
 - B. Pets shall be kept on leashes or contained to limited area when outside of the STR structure.
- Exterior Lighting Requirements
 24. Exterior Lighting and Security Lighting. Lighting onsite shall be the minimum necessary wattage to illuminate a specific area, such as an entry or walkway. Exterior lights and security lights shall be shielded so as not to cast glare on adjacent property. Glare from exterior lights or security lights shall be shielded from adjacent uses and shall be the minimum necessary to illuminate the property. All lighting shall be designed and located so as to prevent the casting of glare or direct light from artificial illumination upon adjacent public streets, the night sky, or adjacent property.

- Emergency “Go Bag” Requirements
 25. All STR’s shall have an emergency “Go Bag” that contains emergency supplies for 72-hours for two (2) people based on recommendations by the Red Cross.
- Liability Requirements
 26. Commercial liability insurance *is required* for STR.

Section 6. Short Term Rental (STR) License Requirements and Revocation.

The following additional Requirements were added to the ordinance:

- This section identifies clarification of STR Compliance and consequences of violations.
- Legal Transfers of Ownership, Annual Renewal, Application Approval Process and other Requirements.
 1. An STR License holder may transfer ownership of the real property to a trustee, a limited liability company, a corporation, a partnership, a limited partnership, a limited liability partnership, or other similar entity and not be subject to STR License revocation so long as the transferor lives and remains the only owner of the entity.
 2. If the owner has transferred his or her property to a trust of which the owner is the trustor, that person can have an ownership right, title, or interest in no more than one dwelling unit in the City that has a STR License.
 3. An STR License holder may transfer ownership of the real property to the STR License holder and a spouse or domestic partner with the right of survivorship and not be subject to STR License revocation.
 4. A STR License is an annual license.
 5. All owners of STRs within the City are required to register any units which are to be rented to third parties with the City, annually.
 6. An STR License shall be issued for a period of one calendar year or portion thereof and may be renewed annually.
 7. The STR License shall be issued in the name of the property owner and is not transferable except as described in 1-3 above.
 8. The STR application meets the STR License and License renewal requirements:
 - A. The property proposed to be registered for an STR is located in the City and the owner does not have an ownership interest in any other property in the City used or approved for use as a STR.
 - B. The city manager has determined the property complies with this Ordinance.
 - C. The owner has provided information sufficient to verify a qualified person will be available to be contacted about use of the STR during and after business hours.
 - D. The owner has agreed to comply with all STR License requirements.
 - E. Any owner shall obtain a STR License prior to using the dwelling as an STR.
 9. The owner of each existing STR shall apply for and pay the appropriate fee for a STR License.

10. All STR Licenses shall be renewed annually by the end of the month of their application anniversary date subject to the annual fee.
11. A licensed STR shall not be required to pass a new inspection when a license is renewed, except if:
 - A. There has been a fire, flood or other event causing substantial damage to the structure;
 - B. The license was revoked;
 - C. There has been an addition or substantial modification to the structure.
12. Billing notice will be sent to the owner in the month prior to the license renewal date.
13. If notice under section 5, subsection 5 B is provided to the owner and the payment is not received by the renewal date, a notice that the City of Bay City intends to terminate the license shall be sent to the contact person and owner.
14. The Revocation of STR License includes the following:
 - A. Violating any provision in this Ordinance and non-compliance with any term or condition of a STR License, violation of any other City ordinance or violating any County or State law.
 - B. In the sole discretion of the City, where a Building Code or Ordinance violation exists at a STR that presents an immediate serious fire or life safety risk.
 - C. Upon an emergency revocation, the STR shall not be rented or used as a STR.
 - D. At any time following the emergency revocation of a STR License pursuant to this subsection, the City may reinstate the license upon a re- inspection by the City verifying that the subject Code or Ordinance violation has been corrected or a new STR License is obtained.
 - E. If an application for a license or the renewal of a license is denied, or a license is revoked, the owner may appeal to the Bay City Manager by written notice.
 - F. The provisions of this Section are in addition to and not in lieu of any other enforcement and penalties contained in this Ordinance or other City or applicable Tillamook County Ordinance or State law.

Section 7. Limitations, Density and Spacing of STR's.

There are limitations on the siting, location, density, spacing of a STR within the City.

1. STR properties are restricted. Existing STRs with valid registrations at the time of the enactment of this ordinance are exempt from this standard.
2. STR's shall be limited to the following physical distances between each STR in each City zone district:
 - In the NHI Zone District.....0 feet
 - In the MI Zone District.....1 block face or 200 feet
 - In the LI Zone District.....2 block face or 400 feet
 - In the S3 Zone District.....1 block face or 200 feet

3. STR's shall be limited to 5% of the housing stock in the City of Bay City. A City housing stock count will be available at the City Hall. The count is based on the most recent US Census information available for the City.
4. STR's shall not be operated on a property where a legal Accessory Dwelling Unit exists.
5. STR's cannot occupy an accessory dwelling unit (ADU).
6. STR's shall not be operated on a property where an existing long term rental (longer than 30 days) use exists.

Section 8. Fees Established.

- Amended Annual STR License Application and Fee.
 1. A person shall apply for a STR License for an STR on forms provided by the city prior to engaging in the use of an STR for any period of time, demonstrating the application meets the standards required of this ordinance. A person shall submit a completed application along with payment of the applicable fee.
 2. An annual STR License fee is charged by the City, as set by resolution by the City Council. As part of the STR License renewal process, the annual STR License fee must be paid annually at the time of STR License issuance.
 3. At the time an owner submits an application for a STR License, the owner shall pay to the City a license fee as set by resolution.

Section 9. STR License Application Requirements.

- The following was added to the ordinance for clarity (a checklist):
 1. An application packet for a STR License shall be completed and submitted to the City of Bay City by the owner of the STR on forms provided by the City and shall include the following information:
 - A. A list of all property owners of the STR.
 - B. Certification by the City or their designee which includes the following:
 1. That, the STR complies with Standards found in Section 5 of this Ordinance;
 2. The maximum occupancy for the STR of this Ordinance; and
 3. A site plan depicting the dimensions and location of the available parking spaces.
 - C. The name, address and telephone numbers of the contact person who shall be responsible and authorized to respond to complaints concerning the use of the STR.
 - D. Proof of liability insurance coverage on the STR.
 - E. Proof of garbage service from the local franchised garbage hauler.
 - F. Completed Bay City Transient Lodging Tax Registration Form

Section 10. Inspection.

- This section was relocated in the amended ordinance with the clarification added that the application must be notarized.

The City has no obligation to inspect the STR. *The City requires that the STR application be notarized for certification for compliance with this ordinance at the time of submission.* In the event that the City receives any complaint of non-compliance with

this ordinance, the owner shall allow inspection of the STR by the City's designated representative, upon 24 hour advance notice to owner by City. Further, if the City contracts with the County or with a private building inspector to conduct the inspection, the owner of the STR shall be responsible for reimbursement to any out-of-pocket cost incurred by the City to inspect and verify compliance or non-compliance of the STR with this Ordinance. The City shall bill the STR owner for such cost, which shall be due within 30 days of the billing date.

Section 11. Continuation of an STR.

- This section describes continuation of an STR
 1. All STR's shall be subject to re-submission by the applicant every year from the date of initial license approval.
 2. The fee for an annual renewal fee shall be that fee set by City Council resolution.

Section 12. Complaints, Enforcement and Penalties.

- This section recognizes complaints, nuisances, non-compliance, enforcement and penalties.
 1. Complaints/Nuisance. All complaints and nuisances documented in regard to an STR shall be considered non-compliance with STR standards.
 2. Non-compliance with Standards. In the event of a complaint of noncompliance with any of the required standards set forth in Section 5, which is verified by the City designated representative, the owner may receive a fine as described below per violation for each day that the violation exists, after notice to the owner of the violation. If any violation continues for a period of 30 consecutive days, the City may terminate water service to the property until the STR unit is in compliance with the standards of this ordinance.
 3. Enforcement.
 - A. It shall be the duty of the City Manager to supervise the administration of this Ordinance.
 4. Penalties.
 - A. Non-compliance with STR License. In the event that the owner has failed to register the STR unit, the City shall notify the STR unit owner of the noncompliance and shall give the owner 15 days to register the unit.
 - B. Any owner, contact person, or renter who violates any part of this Ordinance is subject to citation and fines.
 5. Violations of this Ordinance shall be deemed to be a violation and shall be punishable upon conviction by a minimum fine of \$250 per day and a maximum fine of \$1,000 per day, with a total fine not to exceed \$3,000 for each citation.
 - A. Each day of violation of any part of this Ordinance constitutes a separate offense and is separately punishable, but may be joined in a single prosecution.
 - B. The penalties in this Section are in addition to and not in lieu of any other authorized actions the City may take under other Sections of this Ordinance or other Ordinances, and any criminal prosecution or penalties as provided by applicable Tillamook County Ordinance or State law.

Section 13. Severability.

- Amended text for this section includes the validity of the ordinance.
The separate provisions of this Ordinance are hereby declared to be independent from one another; and if any clause, sentence, paragraph, section or part of this Ordinance shall, for any reason, be adjudged invalid by any court of competent jurisdiction, all remaining parts shall remain in full force and effect. *If any section, subsection, provision, clause or paragraph of this Ordinance shall be adjudged or declared by any Court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect the validity or the remaining portions of this Ordinance and it is hereby expressly declared that every other section, subsection, provision, clause or paragraph of this Ordinance, irrespective of the portion thereby declared to be unconstitutional or invalid, be valid.*

Section 14. Repeal of Conflicting Ordinances.

- This section was added to repeal any conflicting ordinance.
Any portions of any other Ordinance previously enacted by the City, which are inconsistent with the provisions of this Ordinance, are hereby repealed.

Section 15. Emergency.

- This section was amended for emergency purposes.
The Bay City Council finds that the enactment of this Ordinance is necessary for the public health, safety and general welfare, an emergency exists and this Ordinance shall take effect immediately upon passage by the City of Bay City Council.

The City of Bay City deems an emergency to exist to effectuate a timely and efficient implementation of the standards for STRs and to allow for a January 1 start date for STR Licenses, which is a health and safety factor, and therefore this ordinance shall be in full force and effect upon passage by the Council and upon signature by the Mayor.

CITY OF BAY CITY
ORDINANCE 685
AN ORDINANCE REGULATING SHORT-TERM RENTAL UNITS TO
PROVIDE FOR STR LICENSE REQUIREMENTS
AND DECLARING AN EMERGENCY

Section 1. Title

This Ordinance shall be known as the "Bay City Short-Term Rental Ordinance" and may be cited and pleaded as such and shall be cited herein as "this Ordinance", or by any reference to a section or subsection of this Ordinance.

Section 2. Purpose.

The purpose of this Ordinance is to regulate short-term rentals in order to enhance public safety and livability within Bay City. A Short-Term Rental License is a limited permission to use property for a short-term rental. A Short-Term Rental License may be suspended, terminated or revoked if the standards of this ordinance are not met, or the dwelling is sold or otherwise transferred as defined in this ordinance. This ordinance provides an administrative framework for licensing the annual operation of a short-term rental.

Section 3. Applicability

This Ordinance shall apply within the incorporated limits of Bay City, Oregon.

Section 4. Definitions.

"Accessory Dwelling Unit". An additional dwelling unit created on a lot containing an existing legal residential use. An accessory dwelling unit may be in the form of a portion of or attachment to an existing residential structure or as a detached structure. An accessory dwelling use is secondary to the primary residential use.

"Block Face". That portion of street frontage, both sides, that is between intersections or a maximum of 200 feet, whichever is less.

"Contact Person". The property owner or property management or if designated on the application for a license, the agent of the owner, authorized to act for the owner.

"Dwelling Unit". One (1) or more rooms occupied, designed or intended for occupancy as separate living quarters.

"Owner". The owner or owners of a short-term rental.

"License". A Short-Term Rental License that is signed by the City of Bay City.

"Person". Every natural person, firm, partnership, association, social or fraternal organization, corporation, estate, trust, receiver, syndicate, branch of government or any other group or combination acting as a unit, or legal entity that owns and holds legal and/or equitable title to the property.

"Pet". Dogs (canine) and cats (feline). No other pets/animals are allowed or recognized for the purpose of this ordinance.

"Rental". An agreement granting the use of a dwelling unit to a person with monetary compensation. Use of a dwelling unit by a recorded owner or other person or persons without monetary compensation shall not be considered to be a rental under this Ordinance.

"Rented". The use of a dwelling unit granted to a person in exchange for monetary consideration.

"Renter". A person who rents a short-term rental or is an occupant in a short-term rental.

"Sale or transfer". Any change of ownership during the lifetime of the Short-Term Rental License holder, whether or not there is consideration, or after the death of the Short-Term Rental License holder, except a change in ownership where title is held not as tenants in common but with the right of in survivorship (e.g., survivorship estates recognized in ORS 93.180, such as with a spouse or domestic partner, or transfers on the owner's death to a trust which benefits only a spouse or domestic partner for the lifetime of the spouse or domestic partner).

"Serious Fire or Life Safety Risk." A building code or ordinance violation involving those construction, protection and occupancy features necessary to minimize danger to life from fire, including smoke, fumes or panic, as well as other considerations that are essential to life safety.

"Short-Term Rental (STR)". A dwelling unit (including any accessory guest house on the same property) that is rented to any person on a day to day basis for a consecutive period less than 30 days during the year.

"Sleeping Area". A room or other space within a dwelling unit designed, intended or used for sleeping. Tents and recreational vehicles shall not be considered a sleeping area.

"Vacation rental". A dwelling unit that is used, rented or occupied on a daily or weekly basis, or is available for use, rent, or occupancy on a daily or weekly basis, or is advertised, or listed by an agent, as available for use, rent, or occupancy on a daily or weekly basis. A Vacation Rental is considered a Short-Term Rental.

"Vacationer". Any person enjoying a recess or leave of absence from their place of residence, the majority of whom are temporary occupants.

Section 5. Standards.

All *STR's* shall comply with the following standards. Any owner, contact person, or renter who violates any standards, or allows any standards to be violated, is subject to citation and fines in addition to and not in lieu of any other enforcement and penalties contained in this Ordinance or other Bay City Ordinance or State law.

Each STR owner must certify to the City in writing that the unit being rented complies with the following standards:

1. Property address must be clearly displayed in the interior and displayed on the exterior of the dwelling in accordance with the Oregon Fire Code.

2. The hours of 10:00 p.m. until 7:00 a.m. the next day are required quiet time. Renters who violate this standard may be issued a citation and be subject to a fine pursuant to this Ordinance.
3. The contact person shall notify every renter, in writing, of the quiet times and that a renter may be fined for violations under this Ordinance.
4. The contact person shall attempt to contact a renter by phone or in person within twenty (20) minutes of receiving any complaint concerning the conduct of a renter.
5. The name and phone number of the contact person shall either be posted or provided in one or more of the following manner(s):
 - A. Signage: If the short-term rental has a sign identifying it as a short-term rental, then the current name and phone number of the contact person shall either appear on the sign or otherwise be conspicuously posted so that it is visible from outside the front entrance of the short-term rental. If this option is invoked, the required signage must be maintained in compliance with this Ordinance and Ordinance 374 in perpetuity, or until the dwelling is no longer being utilized as a short-term rental.
 - B. Written Notification: If the short-term rental does not have a sign identifying it as a short-term rental, then the name and phone number of the contact person shall be posted as described in this Ordinance. In addition, the owner shall provide written notice to the Bay City Hall and to each dwelling owner located within two hundred fifty feet (250') of the short-term rental of the name and the phone number of the designated contact person. In this case, the owner shall provide such written notice each time there is a change to the name or phone number of the designated contact person.
6. *Approved STR License Display. The STR License issued by the city shall be affixed to a wall within the interior of the dwelling adjacent to the front door. At a minimum, the STR License will contain the following information:*
 - A. *A number or other identifying mark unique to the vacation rental dwelling STR License and which indicates the STR License is issued by Bay City, with the date of expiration;*
 - B. *The name of the owner or local representative and a telephone number where the owner or local representative may be contacted at all times;*
 - C. *The telephone number and web site address of Bay City and the Tillamook County Sherriff's Office;*
 - D. *The maximum number of vehicles allowed parked on the property;*
 - E. *The solid waste collection day;*
 - F. *Required Bay City quiet hours; and*
 - G. *Any other information required to be included in the displayed STR License including any conditions specific to the STR License.*

7. The owner shall provide covered garbage containers that can be secured by means approved by the local franchised garbage hauler. The contact person shall notify guests that all garbage must be kept in secured containers provided for that purpose. Garbage shall be removed by the local franchised garbage hauler a minimum of one (1) time per week unless arrangements are made with the local franchised garbage hauler to suspend or modify service during the times when the short-term rental is not rented. The contact person shall provide guests with information about recycling opportunities.
8. At least one (1) functioning fire extinguisher shall be accessibly located within the dwelling unit.
9. All plug-ins and light switches shall have face plates.
10. The electrical panel shall have all circuits labeled.
11. Ground Fault Circuit Interrupter (GFCI) protected receptacles shall be provided at outdoor locations and at kitchen and bathroom sinks.
12. Smoke detectors shall be placed and maintained in each sleeping area, outside each sleeping area in its immediate vicinity and in each additional story and basement without a sleeping area.
13. A combination carbon monoxide/smoke detector device shall be placed and maintained on each floor of a short-term rental and within fifteen feet (15') of each sleeping area.
14. All fireplaces, fireplace inserts, and other fuel burning heat sources shall be properly installed and vented.
15. All interior and exterior stairways with four (4) or more steps and that are attached to the structure, must be equipped with a hand railing.
16. All interior and exterior guardrails, such as deck railings, must be able to withstand a two hundred pound (200#) impact force.
17. Emergency Escape and Rescue Openings:
 - A. For all dwelling units constructed after the effective date of this Ordinance every sleeping area shall have at least one (1) operable emergency escape and rescue opening. Sill height shall not be more than forty-four inches (44") above the floor. Openings shall open directly into a public way or to a yard or court that opens to a public way.
 - B. Minimum net clear opening at grade floor openings shall be five (5) square feet and five point seven (5.7) square feet at upper floors. Minimum net clear height is twenty-four inches (24") and net clear width is twenty inches (20").
 - C. For all dwelling units constructed prior to the effective date of this Ordinance, every sleeping area shall have at least one (1) operable emergency escape and rescue opening that complies with this Section. If no such emergency escape or rescue opening exists,

then an alternative may be accepted by the Tillamook County Building Official pursuant to the currently adopted Oregon Residential Specialty Code.

- D. Every sleeping area in a short-term rental that does not comply with this Section, shall not be used as a sleeping area and shall be equipped with a door that remains locked at all times when the dwelling unit is being used as a short-term rental. Such a noncompliant sleeping area shall not be included in the maximum occupancy calculation for the STR. The contact person shall notify every renter, in writing, that the non-compliant sleeping area may not be used for sleeping.
- E. At any time after a license has been granted for an STR pursuant to this Ordinance, the owner *upon submission of zoning and building permits* may bring a non-compliant sleeping area into compliance and upon a re-certification of compliance *by the Tillamook County Building Official pursuant to the currently adopted Oregon Residential Specialty Code, and* a new *STR* license shall be issued that includes the increase in maximum occupancy associated with bringing a non-compliant sleeping area into compliance.
18. Exterior hot tubs shall have adequate structural support and shall have a locking cover or other barrier to adequately protect against potential drowning when a hot tub is not available for permissive use.
19. Short-term Rental Served by Sewer: The maximum occupancy for a short-term rental unit shall be calculated on the basis of an average of two (2) persons per sleeping area plus an additional two (2) persons. For the purpose of maximum occupancy, those under two (2) years of age shall not be counted. Tents and recreational vehicles shall not be used to increase the number of people approved to occupy a short-term rental.
20. There shall be one (1) parking space available for each approved sleeping area in a short-term rental, plus one (1) additional parking space. Off-street parking shall be used if physically available. If a sufficient number of off-street parking spaces are not available for the authorized number of vehicles, then on-street shall be limited to two (2) vehicles. Parking shall not, under any circumstances, hinder the path of any emergency vehicle. Trailers for boats and all-terrain vehicles may be allowed but shall not exceed the allowable on street parking for each short-term rental property. Renters may be cited and fined under existing State law or under applicable City ordinances in the event they park illegally.
21. The contact person shall notify every renter in writing of the required off-street parking and other parking spaces available to serve the short-term rental. Language shall be included in the notice that parking shall not, under any circumstances, hinder the path of any emergency vehicle and that renters may be cited and fined if this requirement is not adhered to.
22. A house number, visible from the street, shall be maintained.

23. Pets

- A. Pets shall be restricted from continuous or excessive barking.*

B. Pets shall be kept on leashes or contained to limited area when outside of the STR structure.

24. Exterior Lighting and Security Lighting. Lighting onsite shall be the minimum necessary wattage to illuminate a specific area, such as an entry or walkway. Exterior lights and security lights shall be shielded so as not to cast glare on adjacent property. Glare from exterior lights or security lights shall be shielded from adjacent uses and shall be the minimum necessary to illuminate the property. All lighting shall be designed and located so as to prevent the casting of glare or direct light from artificial illumination upon adjacent public streets, the night sky, or adjacent property.

25. All STR's shall have an emergency "Go Bag" that contains emergency supplies for 72-hours for two (2) people based on recommendations by the Red Cross.

26. Commercial liability insurance is required for STR.

Section 6. Short Term Rental (STR) License Requirements and Revocation.

All STR's shall comply with the following requirements. Any owner or contact person who violates any requirements or allows any requirements to be violated, is subject to citation and fines in addition to and not in lieu of any other enforcement and penalties contained in this Ordinance or other City Ordinance or State law.

- 1. An STR License holder may transfer ownership of the real property to a trustee, a limited liability company, a corporation, a partnership, a limited partnership, a limited liability partnership, or other similar entity and not be subject to STR License revocation so long as the transferor lives and remains the only owner of the entity. Upon the transferor's death or the sale or transfer of his or her interest in the entity to another person, the STR License held by the transferor shall terminate.*
- 2. If the owner has transferred his or her property to a trust of which the owner is the trustor, that person can have an ownership right, title, or interest in no more than one dwelling unit in the City that has a STR License. If the owner is a business entity such as a partnership, corporation, limited liability company, limited partnership, limited liability partnership or similar entity, any person who owns an interest in that business entity shall be considered an owner and such a person can have an ownership right, title, or interest in no more than one dwelling unit in a residential zone that is used for vacation rental or has a vacation rental dwelling STR License.*
- 3. An STR License holder may transfer ownership of the real property to the STR License holder and a spouse or domestic partner with the right of survivorship and not be subject to STR License revocation; provided, that if the property subject to the STR License is in a residential zone the spouse or domestic partner does not own an interest in another vacation rental dwelling in a residential zone.*
- 4. Annual License of STRs.** *The owner of an STR License shall obtain an annual revocable STR License under this ordinance to lawfully advertise, offer, operate, rent, or otherwise make available for occupancy or use an STR.*

5. All owners of STRs within the City are required to register any units which are to be rented to third parties with the City, annually. All STR Licenses shall be submitted to the City by January 31 of the year the unit is registered, for on-going STRs. In the event that an owner begins renting their unit during the year, they shall register the unit prior to any rental of that unit.
6. *An STR License shall be issued for a period of one calendar year or portion thereof and may be renewed annually provided all applicable standards of this ordinance are met.*
7. *The STR License shall be issued in the name of the property owner and is not transferable, except as described in 1-3 above. The STR License shall terminate and be deemed void when the holder sells or transfers the property approved as an STR. Except for exempted transfers related to right of survivorship, the death of a STR License holder terminates the STR application. If upon the death of the STR License holder the ownership of the property transfers by operation of law to an executor or heir, then the STR License, subject to the STR License renewal process, shall provisionally continue in effect for a period of one year or until the heir or executor transfers the property to another person, whichever occurs first.*
8. *The city shall approve an application for an STR or STR License renewal if all the following are met:*
 - A. *The property proposed to be registered for an STR is located in the City and the owner does not have an ownership interest in any other property in the City used or approved for use as a STR.*
 - B. *The city manager has determined the property complies with this Ordinance.*
 - C. *The owner has provided information sufficient to verify a qualified person will be available to be contacted about use of the STR during and after business hours.*
 - D. *The owner has agreed to comply with all STR License and operational standards including any conditions such as specific occupancy requirements.*
 - E. *Any owner shall obtain a STR License prior to using the dwelling unit as an STR. Upon notification of the license requirement by the City of Bay City, continuing or subsequent instances of renting or advertising as a STR without a license shall be subject to citation and fines in addition to and not in lieu of any other enforcement and penalties contained in this Ordinance or other City Ordinance or State law. A license shall not be issued until fines related to a violation of this Ordinance and outstanding Transient Lodging Taxes for the subject property are paid in full.*
9. *The owner of each existing STR shall apply for and pay the appropriate fee for a STR License. Within thirty (30) days of applying for the STR License, it is the contact person's responsibility to contact the City of Bay City to ensure that entry to the structure can be granted by a person eighteen (18) years of age or above.*
10. *All STR Licenses shall be renewed annually by the end of the month of their application anniversary date and are subject to the annual fee.*

11. *A licensed STR shall not be required to pass a new inspection when a license is renewed, except in the following cases:*
 - A. *There has been a fire, flood or other event that caused substantial damage to the structure;*
 - B. *The license was revoked;*
 - C. *There has been an addition or substantial modification to the structure.*
12. *Billing notice will be sent to the owner in the month prior to the license renewal date. Such payment will be due by the last business day of the anniversary month.*
13. *If notice under section 5, subsection 5 B is provided to the owner and the payment is not received by the renewal date, a notice that the City of Bay City intends to terminate the license shall be sent to the contact person (if applicable) and owner. This notice shall allow an additional thirty (30) days to comply with renewal provisions and shall specify that failure to comply will result in expiration of the license.*
14. *Revocation of License*
 - A. *Violating any provision in this Ordinance, as well as non-compliance with any term or condition of a STR License, violation of any other City ordinance or violating any County or State law, may result in revocation of license, denial of an application to renew a license, enforcement and penalties as outlined in this Ordinance. Licenses that are terminated for non-renewal or non-payment shall not be considered a revocation of a license.*
 - B. *In the sole discretion of the City, where a Building Code or Ordinance violation exists at a STR that presents an immediate serious fire or life safety risk, the City may immediately revoke the STR License as an emergency revocation. The City shall provide written documentation of the violation and reason for revocation prior to leaving the inspection site.*
 - C. *Upon an emergency revocation, the STR shall not be rented or used as a STR.*
 - D. *At any time following the emergency revocation of a STR License pursuant to this subsection, the City may reinstate the license upon a re- inspection by the City verifying that the subject Building Code or Ordinance violation has been corrected or a new STR License is obtained.*
 - E. *If an application for a license or the renewal of a license is denied, or a license is revoked, the owner may appeal to the Bay City Manager by written notice delivered to the City within thirty (30) days of denial or revocation.*
 - F. *The provisions of this Section are in addition to and not in lieu of any other enforcement and penalties contained in this Ordinance or other City or applicable Tillamook County Ordinance or State law.*

Section 7. Limitations, Density and Spacing of STR's.

There are certain limitations on the siting, location, density and spacing of a STR within the City of Bay City.

- 1. STR properties are restricted as described below. Existing STRs with valid registrations at the time of the enactment of this ordinance are exempt from this standard. STRs that discontinue or lose approved status through violations of this ordinance are subject to this standard.*
- 2. STR's shall be limited to the following physical distances between each STR in each City zone district:*
 - In the NHI Zone District.....0 feet*
 - In the MI Zone District.....1 block face or 200 feet*
 - In the LI Zone District.....2 block face or 400 feet*
 - In the S3 Zone District.....1 block face or 200 feet*
- 3. STR's shall be limited to 5% of the housing stock in the City of Bay City. A City housing stock count will be available at the City Hall. The count is based on the most recent US Census information available for the City.*
- 4. STR's shall not be operated on a property where a legal Accessory Dwelling Unit exists.*
- 5. STR's cannot occupy an accessory dwelling unit (ADU).*
- 6. STR's shall not be operated on a property where an existing long term rental (longer than 30 days) use exists.*

Section 8. Fees Established.

Annual STR License Application and Fee.

- 1. Prior to engaging in the use of an STR for any period of time, a person shall apply for a revocable STR License for an STR on forms provided by the city, demonstrating the application meets the standards required of this ordinance. A person shall submit a completed application along with payment of the applicable fee. If a STR License application does not include all required information, including a copy of the city's approval and the required fee, the application will be considered incomplete and the city will notify the applicant in writing explaining the information required. If the applicant provides the missing required information within 60 days of the date of the notice, the application will be reviewed. If the applicant cannot provide the required information, the applicant may withdraw the application and the city will refund the application fee.*
- 2. An annual STR License fee is charged by the City, as set by resolution by the City Council. As part of the STR License renewal process, the annual STR License fee must be paid annually at the time of STR License issuance. If this date is missed (after a 30-day grace period), a new STR License will need to be submitted. Approved STR License shall be posted at the site.*

3. At the time an owner submits an application for a STR License, the owner shall pay to the City a license fee as set by resolution.

Section 9. STR License Application Requirements.

1. *An application packet for a STR License shall be completed and submitted to the City of Bay City by the owner of the STR on forms provided by the City and shall include, or be followed by, the following information:*
 - A. *A list of all property owners of the STR including names, address and telephone numbers. Property ownership for the purposes of this Ordinance shall consist of those persons listed on the Tillamook County tax records.*
 - B. *Certification by the City or their designee which includes the following:*
 1. *That, the STR complies with Standards found in section 5 of this Ordinance;*
 2. *The maximum occupancy for the STR as defined by subsection 5(19) of this Ordinance; and*
 3. *A site plan depicting the dimensions and location of the available parking spaces as required by section 5 subsection 20 of this Ordinance.*
 - C. *The name, address and telephone numbers of the contact person who shall be responsible and authorized to respond to complaints concerning the use of the STR.*
 - D. *Proof of liability insurance coverage on the STR.*
 - E. *Proof of garbage service from the local franchised garbage hauler.*
 - F. *Completed Bay City Transient Lodging Tax Registration Form*

Section 10. Inspection.

The City has no obligation to inspect the STR. *The City requires that the STR application be notarized for certification for compliance with this ordinance at the time of submission.* In the event that the City receives any complaint of non-compliance with this ordinance, the owner shall allow inspection of the STR by the City's designated representative, upon 24 hour advance notice to owner by City. Further, if the City contracts with the County or with a private building inspector to conduct the inspection, the owner of the STR shall be responsible for reimbursement to any out-of-pocket cost incurred by the City to inspect and verify compliance or non-compliance of the STR with this Ordinance. The City shall bill the STR owner for such cost, which shall be due within 30 days of the billing date.

Section 11. Continuation of an STR.

1. *All STR's shall be subject to re-submission by the applicant every year from the date of initial license approval. The annual renewal cycle shall commence upon date of adoption of this Ordinance with the cycle of a STR determined from the date of initial license approval.*
2. *The fee for an annual renewal fee shall be that fee set by City Council resolution.*

Section 12. Complaints, Enforcement and Penalties.

1. *Complaints/Nuisance. All complaints and nuisances documented in regard to an STR shall be considered non-compliance with STR standards.*
2. Non-compliance with Standards. In the event of a complaint of noncompliance with any of the required standards set forth in Section 5, which is verified by the City designated representative, the owner may receive a fine *as described below* per violation for each day that the violation exists, after notice to the owner of the violation. If any violation continues for a period of 30 consecutive days, the City may terminate water service to the property until the STR unit is in compliance with the standards of this ordinance.
3. *Enforcement.*
 - A. *It shall be the duty of the City Manager to supervise the administration of this Ordinance, except as otherwise specified in this Ordinance. This Ordinance may be enforced by a member or designee of the City Manager.*
4. Penalties.
 - A. Non-compliance with STR License. In the event that the owner has failed to register the STR unit, the City shall notify the STR unit owner of the noncompliance and shall give the owner 15 days to register the unit. A late STR License fee as set by resolution by the City Council, shall be added onto the annual STR License fee.
 - B. *Any owner, contact person, or renter who violates any part of this Ordinance is subject to citation and fines.*
5. *Violations of this Ordinance shall be deemed to be a violation and shall be punishable upon conviction by a minimum fine of \$250 per day and a maximum fine of \$1,000 per day, with a total fine not to exceed \$3,000 for each citation.*
 - A. *Each day of violation of any part of this Ordinance constitutes a separate offense and is separately punishable, but may be joined in a single prosecution.*
 - B. *The penalties in this Section are in addition to and not in lieu of any other authorized actions the City may take under other Sections of this Ordinance or other Ordinances, and any criminal prosecution or penalties as provided by applicable Tillamook County Ordinance or State law.*

Section 13. Severability.

The separate provisions of this Ordinance are hereby declared to be independent from one another; and if any clause, sentence, paragraph, section or part of this Ordinance shall, for any reason, be adjudged invalid by any court of competent jurisdiction, all remaining parts shall remain in full force and effect. *If any section, subsection, provision, clause or paragraph of this Ordinance shall be adjudged or declared by any Court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect the validity or the remaining portions of this Ordinance and it is hereby expressly declared that every other section, subsection,*

provision, clause or paragraph of this Ordinance, irrespective of the portion thereby declared to be unconstitutional or invalid, be valid.

Section 14. Repeal of Conflicting Ordinances.

Any portions of any other Ordinance previously enacted by the City, which are inconsistent with the provisions of this Ordinance, are hereby repealed.

Section 15. Emergency.

The Bay City Council finds that the enactment of this Ordinance is necessary for the public health, safety and general welfare, an emergency exists and this Ordinance shall take effect immediately upon passage by the City of Bay City Council.

The City of Bay City deems an emergency to exist to effectuate a timely and efficient implementation of the standards for STRs and to allow for a January 1 start date for STR Licenses, which is a health and safety factor, and therefore this ordinance shall be in full force and effect upon passage by the Council and upon signature by the Mayor.

PASSED and ADOPTED by the City Council this ___ day of _____, 2022 and

APPROVED by the Mayor this ___ day of _____ 2022

DRAFT



Destination Management Proposal: Bay City Fall 2022

Tillamook Coast Visitors Association (TCVA) has been working with cities in Tillamook County that have their own lodging tax to create a destination management plan. A destination management plan helps city council determine which projects can be funded by transient lodging tax as outlined in the state's ORS 300.320 criteria.

The process includes three community workshops (open to public or a committee, whichever is preferred), a review of workshop results by the community or committee with a schedule for receiving feedback, and a draft of plan to city council for approval.

Destination Management Planning Process:

- Workshop #1: Tourism trends (what visitors want); what is sustainable tourism and destination management; what does the community value; what are community assets; determine strengths, weaknesses, opportunities, threats (SWOT).
Suggested workshop #1 date: TBD
- Workshop #2: Review of input from workshop #1; define what tourism initiatives are and what's possible per transient lodging tax; develop initiatives that align with values, assets and SWOT; list activities for each initiative.
Suggested workshop #2 date: TBD
- Workshop #3: Review previous workshop input; determine vision and mission based on previous workshop input; describe what does success look like; define benchmarks – measuring accomplishments.
Suggested workshop #3 date: TBD
- TCVA will provide a draft of the destination management plan to community within 2 weeks of the third workshop.
- TCVA will provide a draft of the plan to the city of Bay City within 2 weeks of final feedback window.

TCVA conducts the planning process as part of the organization's services to county partners. *There is no fee for this work.* TCVA facilitates, and will provide materials, for each workshop.