



## MEMORANDUM

Date: January 10, 2023  
To: City Council  
From: Liane Welch, City Manager  
Subject: City Manager report

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- Grants in development
  - ODOT Community Path Grant – a safe pedestrian crossing of US 101 at Hays Oyster and a 1.7-mile trail along the RR ROW from Bay City to Idaville. Request is for \$420,000 and includes a \$58,000 match. We have submitted a \$40,000 County TLT grant application. We can use the bike path fund as part of the match, current balance is \$10,823. We can use \$8,000 from the Street Fund for the rest of the match. Due 11/31/23
  - OSFM Engine grant – 2<sup>nd</sup> phase. This program is in partnership Department. Bay City asked for a type 3 engine and 6 engine (brush truck). There is no match to this grant. This includes \$3,500/year maintenance budget. Due 1/17/23
  - OSFM Wildfire Risk Reduction Grant – This program is also a partnership with Garibaldi Fire Department. Garibaldi is requesting a small excavator with a brush cutting head. Bay City is requesting a 3-year wildfire risk reduction coordinator, 1 FTE. There is no match for this grant request. Due 1/31/23. These resources will implement the Firewise recommendations by Dave Wells.
  - ODFW Grant for 8<sup>th</sup> Street culvert removal on Patterson Creek. Due 1/31/23.
- Designing and Planning Al Griffin Park for the Hiker/Biker campground, need to purchase the facilities (bike kiosk and bathroom/shower)
- Continue to work on the Development Code Update with DLCD.
- Working with the Bay City Fire Department on changes
- Working on the Tax Exemption for multi-housing projects
- The Firewise program is underway by Dave Wells, Oregon Natural Forestry, LLC and should be completed by early February 2023
- As we near the completion of the Water Management and Conservation Plan, we continue to find anomalies in the water consumption data. We continue to research and remedy these anomalies.
- I continue to staff the Bay City Emergency Volunteer program, see their report.
- We met with the Water Districts and will be finalizing their contracts, for the Mayor's signature.
- We continue to work on the Wayfinding Program, had a new Logo meeting, and working on the mural concepts.
- With my retirement date less than 7 months from now, I will be initiating a process to replace the city manager position. I will present to the Council in February the plan.



## Fire Department Report—December 2022

**Administratively**-I have been continuing to work on clearing the office of materials and reorganizing the Office. Also, continuing to work on organizational structure and assisting Division Chief Christianson with operations.

**Volunteers:** December found the Department responding to 16 Emergency Requests for Assistance. 12 of the Requests were for Residents of Bay City for Medical Assistance. We assisted Neighboring Agencies with (2) two Fire Incidents in Tillamook Fire District Areas, and (2) requests to Garibaldi including (1) one Fire and (1) one Medical Incident. Department Members completed 88 hours of Training, consisting of Station Drills and On-line Training. Members committed 77 hours responding to incidents for the Department. Members also, continued committing their time to assisting with clean-up of equipment, inventory of equipment and supplies and other Projects.

Still, currently have 21 Volunteer Members on the Roster, 2 members in the On-Boarding process and have had several inquiries about joining, and a couple ex-members express interest on returning to the Department.

Training Chief has provided 30.5 Hours of Coverage and work during the month of December through our IGA to the City of Bay City.

**Operations** has continued working on the New Pick-up Build; we have been receiving the lighting and radio's packages, and the Truck will be going over to Portland for Installation of those items, the first part of this month. 41-91 (Suburban) went to Hillsboro for Air-Bag Recall, Service and had them do a Safety Inspection/Maintenance Survey on the Vehicle; Several Minor Deficiencies were noted, and we will be researching repair of those needs. We had repairs performed on 41-11, 41-12 and 41-13 including Seatbelt Alarms, Door Open Alarms, Pump Packings, etc. Our SCBA Packs and Masks received their Annual Service. All Fire Extinguishers in the City were Annually Serviced as well.

Operations Chief provided 153.5 hours of Employment and had an additional 199.5 hours of Coverage as Duty Officer. Additionally, Asst. Chief Jon Kapiniak and Captain Aaron Bentley provided several Duty Officer Shifts during the month of December.

  
Dale Kamrath, Interim Fire Chief

## Water

- Jones Drilling has mobilized his drill and some support equipment onsite and drill should commence soon.
- Had a meeting with the water districts and some minor changes were requested in the contract extension. That should be completed and contracts signed soon.
- A contract is being worked on for Wilson Water District, to extend their contract for the water intertie. Wilson Water District was always separate and a little different contract from the water districts. Wilson Water District does not pay part of the operational cost like the other water districts, but pays a small monthly fee and for water used thru an intertie.

## Streets

- A few pot holes were patched and some ditches cleaned in the last month.

## Wastewater

- Tillamook Country Smoker signed the 2023 industrial permit to continue discharging to the City.
- Screen work at the treatment plant continues. The slab was poured. Getting the electrical control panel for the screen to wire it up has been hindersome.
- WWTP continues to see increased flows with I&I during storm events.
- Plans submitted to DEQ concerning the sewer lift station have come back with questions from DEQ, a response is being formulated. Likely to DEQ by the time of this Council Meeting.
- A check valve has failed at the headworks building on pump #1. Usually around 700 gallons/minute of flow comes to the plant from the headworks. With a failed check valve on pump 1, when pump 2 is running, flow goes back thru pump 1's check valve and only about 500 gallons/minute makes it to the plant. A replacement valve is \$3500 and 6- 8 weeks out, we found rebuild parts for \$2500 and a week out for delivery.

## Parks

- A few campers have been using the campground in the last month

## Misc.

- Power outage and storm issues, ..... Several lessons were learned with the power outage
  - 4 of the 5 large built in generators the City owns and maintains all operated flawlessly. The Automatic Transfer Switch at the wells continues to fail to transfer automatically and require manual transfer both on and off with land power failing and coming back. That is being investigated as to why it hasn't been working. Transfer switch may need replaced, rumored to be between \$10,000 and \$20,000, still investigating.
  - Propane generators at both the water booster station that feeds the upper two reservoirs and sewer lift station are propane. Advantage to propane reservoirs is the propane never goes bad in the tank like diesel can break down. Propane tanks are 250 gallons which only get filled to 80% which is 200 gallons. Run time on these generators are about 4 days. These tanks should be upsized for more run time and owned by the City. Currently the tanks belong to Suburban Propane and only Suburban can fill. Suburban had truck issues during the outage and I had concerns if the tanks were going to get filled before the propane ran out and the City had no way to fill the tanks. If the lift station generator failed, sewer would have overflowed, and if the booster station generator failed the high pressure reservoirs would have had no water supply. Both unacceptable

outcomes. Tanks have since been topped off. Shopping for bigger tanks the City can own and any propane supplier can fill.

- When power goes out at the Public Works facility, the generator only feeds the Waste Water Treatment Plant (WWTP) and Public Works building is not fed off the generator. The internet is fed thru the Public Works building and crews cannot see and monitor the condition of the WWTP remotely with no internet to the facility. We found a work around by running a small generator feeding the internet devices.

- Electric garage doors don't work to get equipment out of the shop when the power is out. When the power came back on, 3 of the 4 electric garage doors appear to have had the circuit boards get fried. They currently are manual garage doors.

- The propane generator we set up manually at City Hall on a small 20 lb propane tank has roughly a 1 hour run time before the tank freezes up and the generator dies. We are working on a solution to electrify City Hall off the large generator that feeds the Fire Department.







## Bay City Emergency Volunteer Monthly Report – January 2023

- BCEV continues to hold Wednesday 7 pm radio check-ins.
- The BCEV website is up and running [BCEVOR.org](http://BCEVOR.org)
- Next Meeting is Monday January 17<sup>th</sup> (Tuesday) at 5:30 pm, we will be discussing the power outage and lessons learned and what can we do better.



# City of Bay City

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

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

- 6235 Portland Avenue – Single-Family Dwelling and Grading and Erosion Control.

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

- 6235 Portland Avenue – Drive/Road Approach.

### **3. Planning Commission Hearing November 16<sup>th</sup> Meeting**

- No Planning Commission Meeting was scheduled for December.

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

- Mana's Kitchen Additions at 5536 Hayes Oyster Drive for Accessory Structure – only Zoning Permit is required (5 inquiries /correspondence);
- New Code discussion and driveway improvement requirements for property at 6880 Baseline (3 inquiries/correspondence);
- Partition Plat progress, Survey Plat submittal and recording for property at 6740 Baseline (3 correspondences);
- Sign Requirements for 6500 Williams (3 inquiries);
- Required Building Height, Street Width, and review of geological hazard requirements for property at 7th Street between Seattle and Portland (3 inquiries/correspondence);
- Tillamook County Natural Hazards Mitigation Draft Plan review (2 correspondence);
- Tree Removal Permit Requirements for property at 6795 McCoy (2 inquiries/correspondence);
- Paver Options for driveway at 5970 Pennsylvania (2 inquiries);
- Wetlands review with State on property at Spruce and Elliot;
- Development requirements for replacing shed for property at 5880 Main Avenue and maintenance of existing nonconforming building onsite;
- Neighbor encroachment complaint for property at 8070 14<sup>th</sup> Street;
- Edits Review to STR Ordinance;
- Fence Requirements for property at 5395 High Street;
- Planning Commission Membership Application Submittal for Penny Eberle;
- Final Review for property at 5070 Pennsylvania;
- Property Line Dispute for property at 6940 Seattle - Contractor digging in ROW and adjacent property;
- Check-in meeting re TGM codes with Laura Buhl DLCD;
- Development requirements for property at East end of Seattle Avenue;
- Water and Sewer Installation Fees for property at 6740 Baseline Road;
- Accessory Dwelling review and allowed in EHI as an Accessory Use;
- Development Requirements for property at 79945 19<sup>th</sup> Street;

- Comments review regarding TGM Workshop Review;
- Development Requirements for property at 7905 19th Street;
- Road and Driveway Improvements for property at 9th and E Street;
- Development Process and Required Conditions for 4th and A Project;
- Setback Inspection for property at 6940 Seattle Avenue;
- Development Requirements for property at 8th and Fern;
- Salmon Berry trail Grant on POTB RR ROW site visit and review;
- First Street Improvements for development of property at 9825 1st Street;
- Zoning Permit Requirements and Submittal for property at new address 6235 Portland;
- Development Requirements for property at 9th and E Street;
- Vacation Rental Parking Requirements for property at 10320 8th Street;
- Violation review - trailer on property.

## 5. Meetings involving Planning Department

- December 1<sup>st</sup> and 2<sup>nd</sup> – Land Use Law Seminar hosted by the Seminar Group;
- December 6<sup>th</sup> – North Coast Housing Summit (Seaside);
- December 7<sup>th</sup> – Pre-application Meeting for Mana’s Kitchen proposed addition;
- December 8<sup>th</sup> – Inspection and Site Visit to 5970 Pennsylvania Avenue;
- December 12<sup>th</sup> – Meeting with Laura Buhl DLCD regarding TGM Code Edits and amended meeting dates;
- December 13<sup>th</sup> – Meeting at the POTB ROW regarding Rails and Trails walking path location.

### Upcoming December Meetings

- Meeting with Laura Buhl, DLCD, regarding TGM Code Update – January 5<sup>th</sup>;
- Tillamook County Hazard Mitigation Plan Meeting, POTB – January 17<sup>th</sup>;
- Planning Commission Meeting – January 18<sup>th</sup> .

## 6. Counterwork

- 5 Permitting, Land Use and public facility questions at counter;
- 2 Permits submittal at counter.

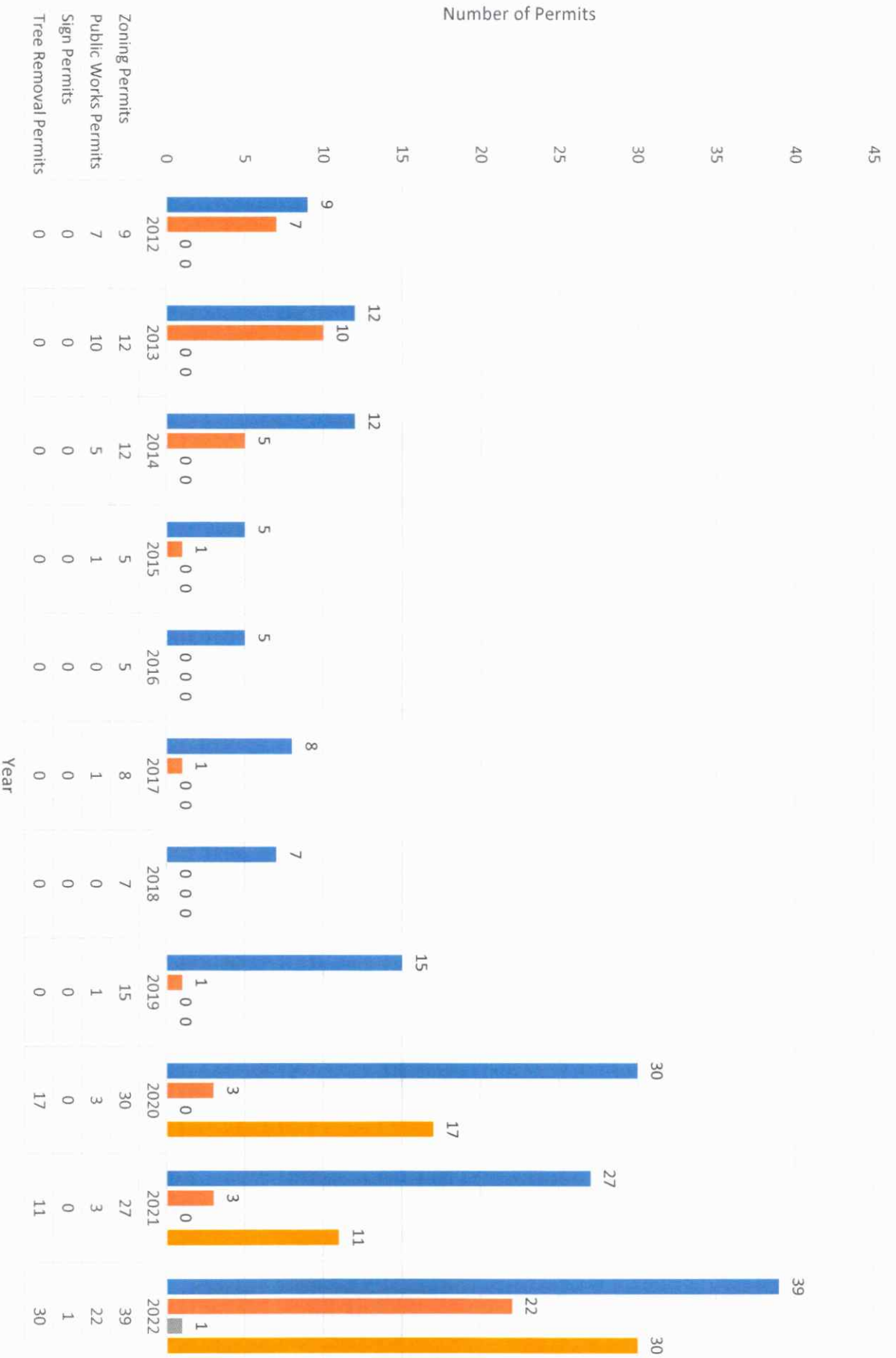
## 7. Year in Review of City Permits, Population and Housing

The charts breakdown the following:

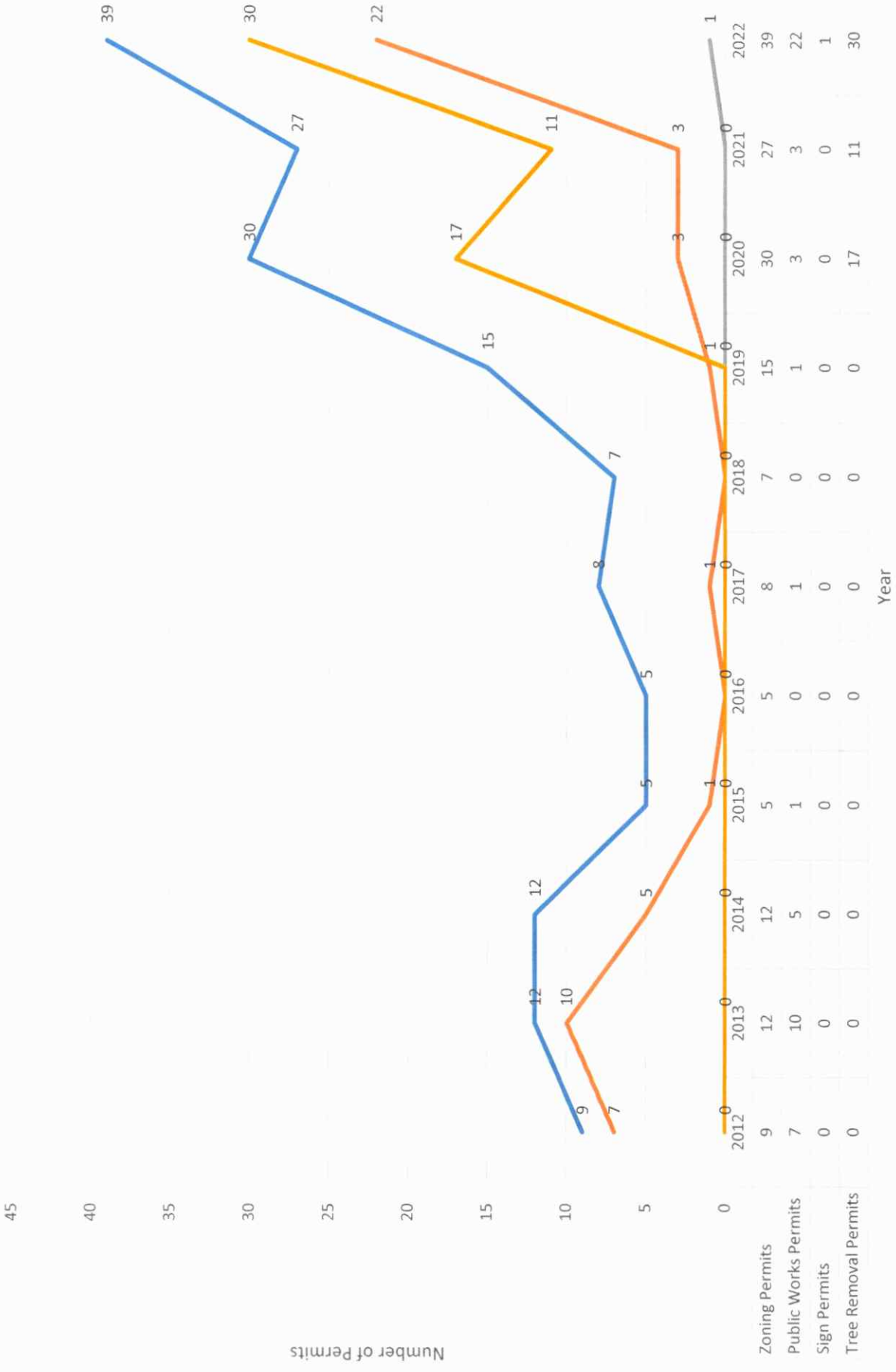
- The number of permits issued – Zoning Permits, Public Works Permits, Sign Permit, and Tree Removal Permits – compared to the permits issued over the past 10 years;
- The Zoning Permits for new homes and other improvements compared to new homes and other improvements over the past 10 years;
- Population and Housing growth for the past 32 years; and
- The Planning Department 2022 Monthly Activity Review including: Zoning Permits, Public Works Permits, Tree Removal Permits, Land Use Applications and Inquiries.



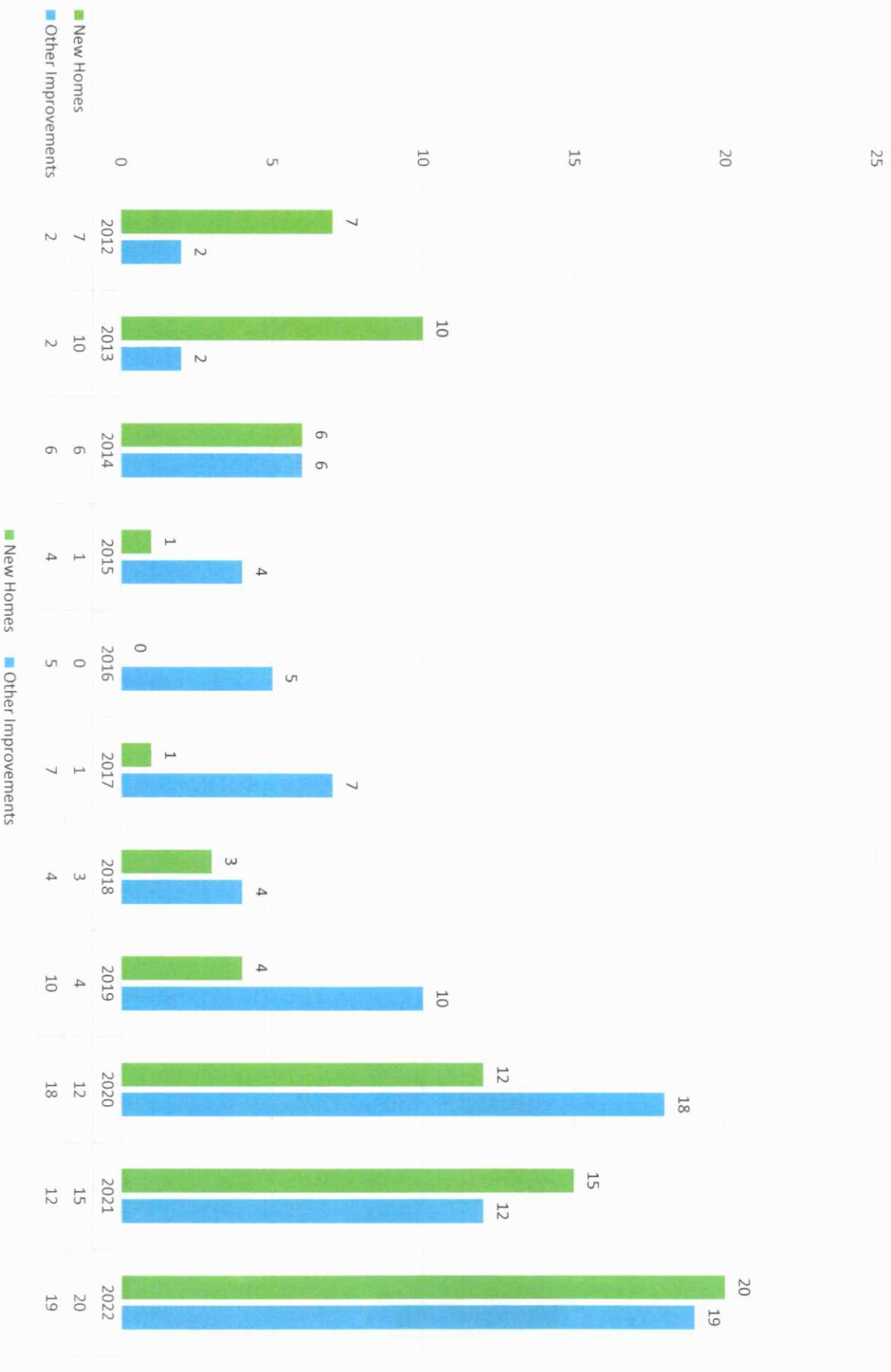
# City Permit Tracking 2012 - 2022



# City Permit Tracking 2012 - 2022

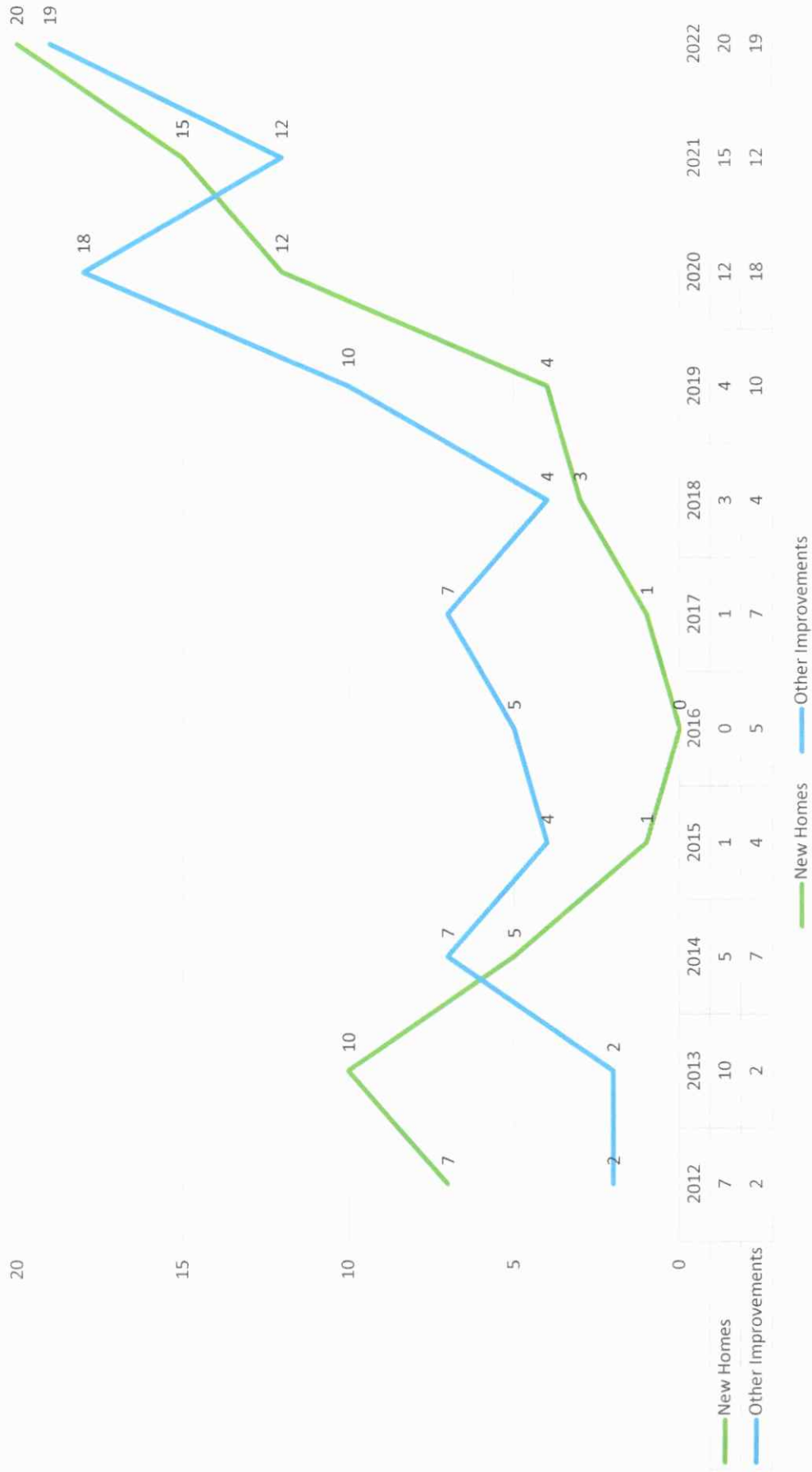


## Zoning Permit Breakdown 2012 - 2022



# Zoning Permit Breakdown 2012-2022

25



20

15

10

5

0

New Homes

Other Improvements

— New Homes — Other Improvements

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

20

19

15

12

10

4

3

1

0

1

4

3

4

10

4

12

18

15

12

4

3

4

7

1

0

5

4

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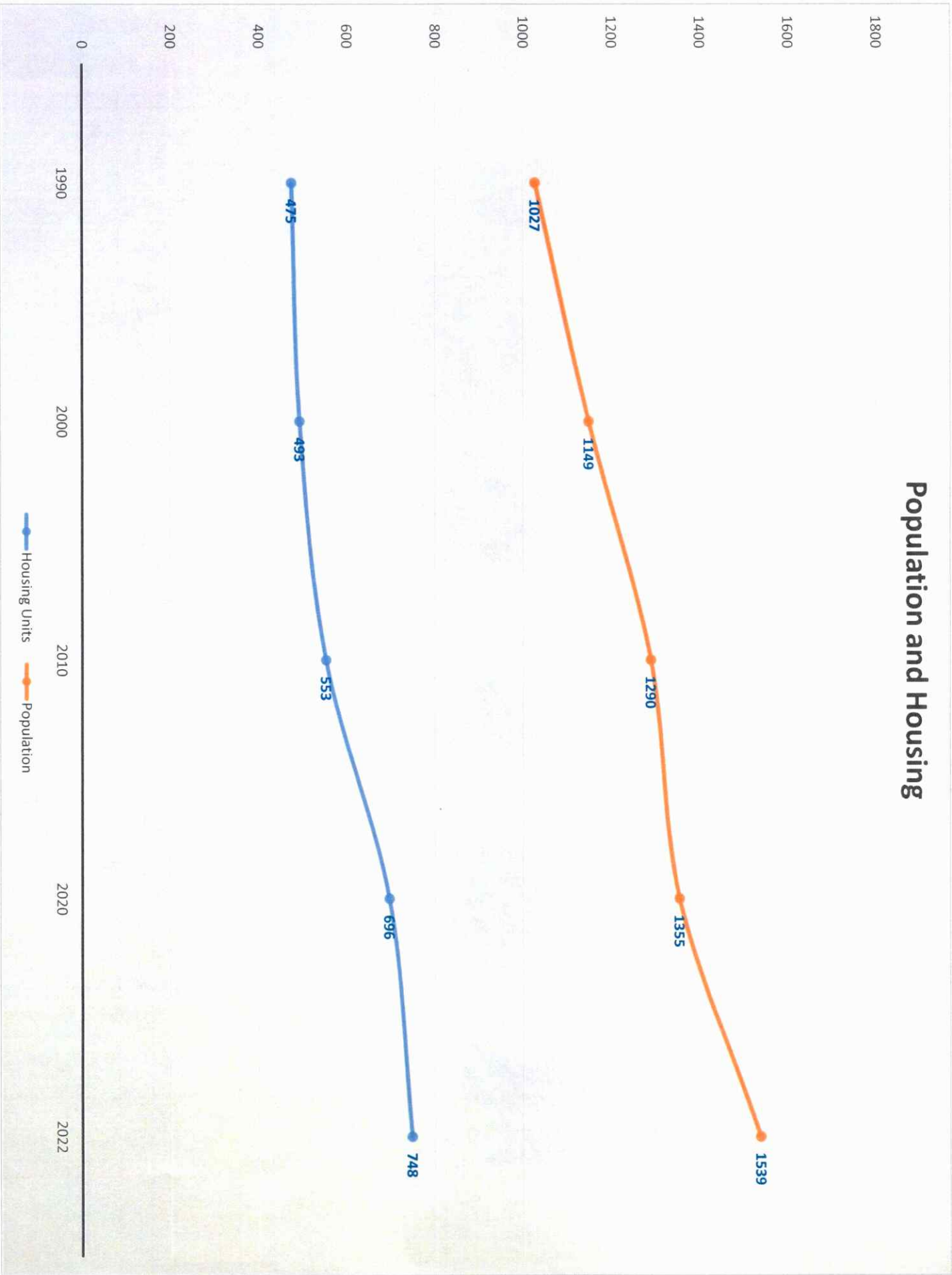
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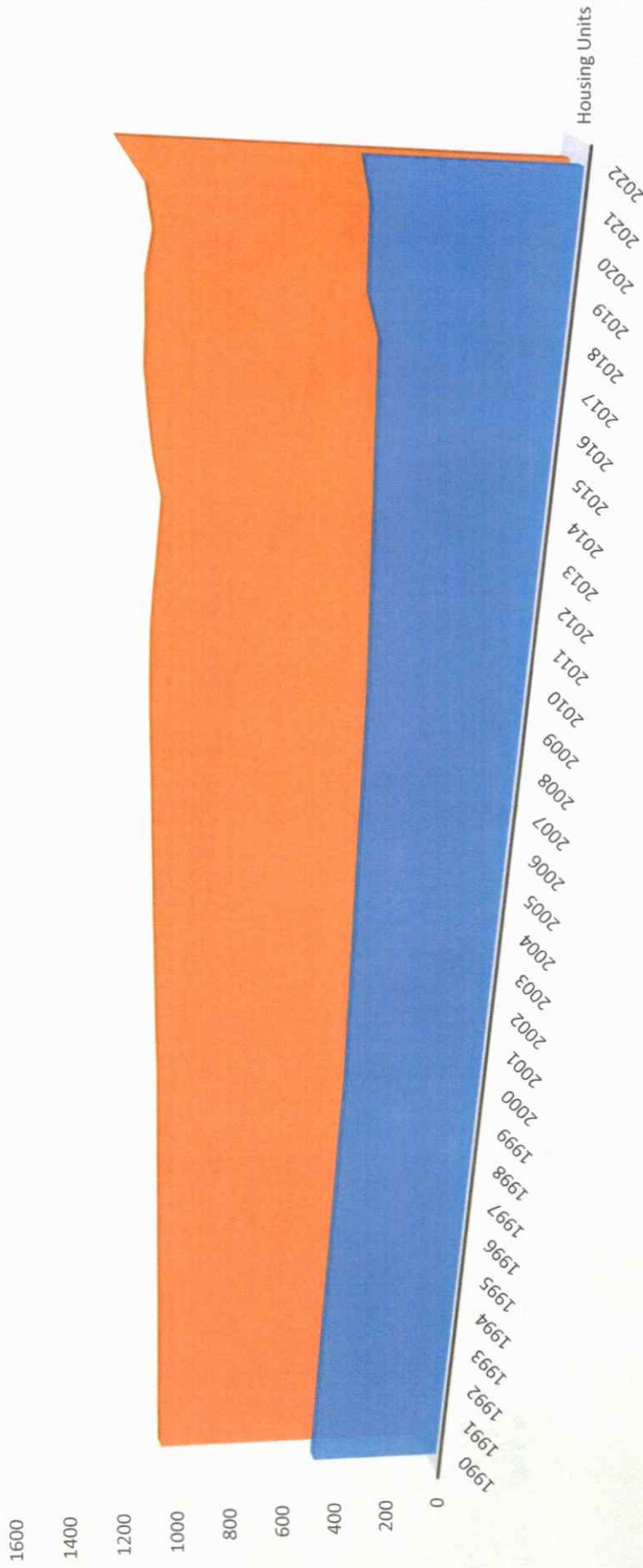
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# Population and Housing

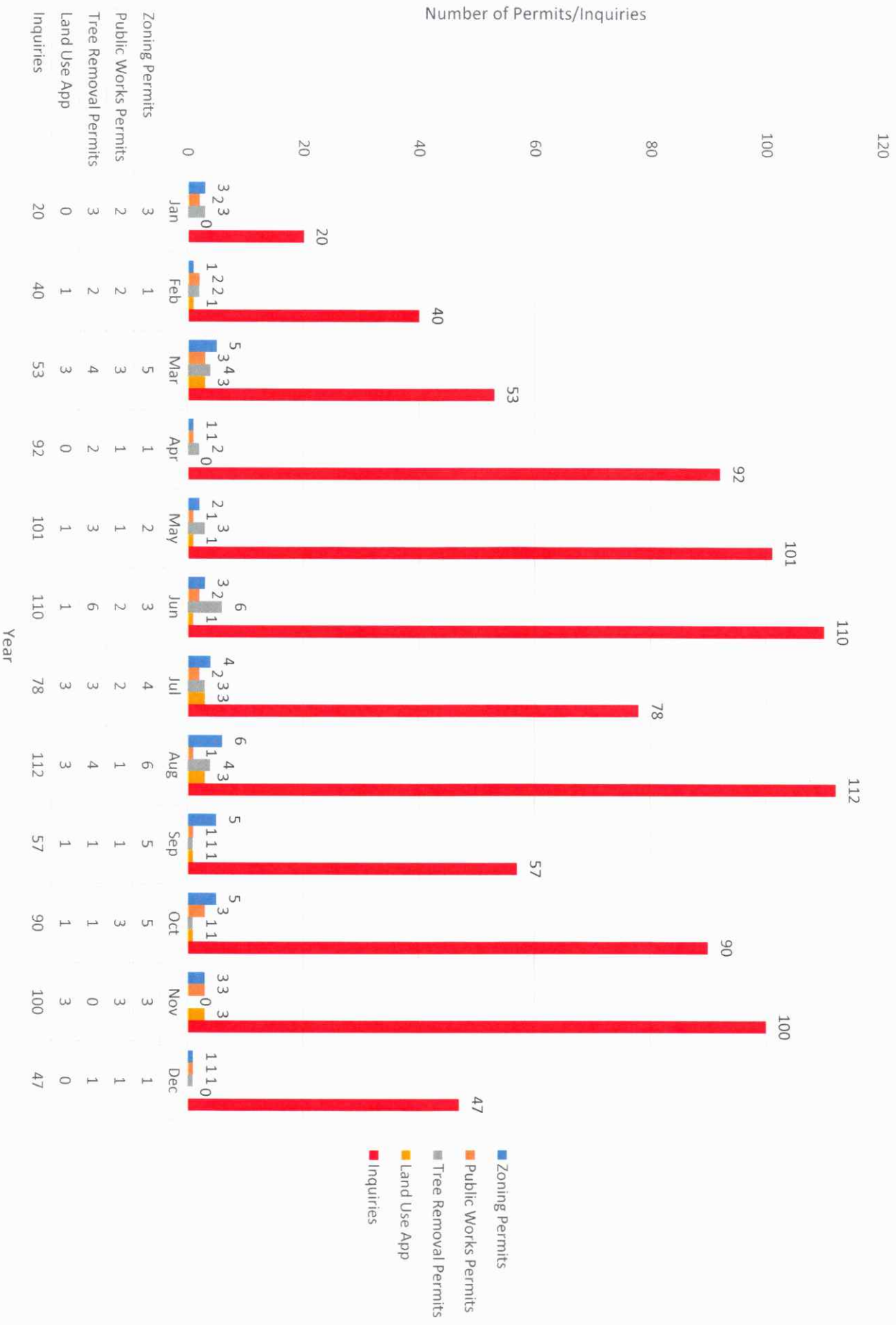


# Population and Housing



Year	Housing Units	Population
1990	1027	1039
1991	1051	1063
1992	1051	1063
1993	1063	1075
1994	1075	1087
1995	1087	1099
1996	1111	1123
1997	1111	1123
1998	1135	1147
1999	1135	1147
2000	1147	1163
2001	1147	1163
2002	1163	1177
2003	1163	1177
2004	1177	1191
2005	1177	1191
2006	1191	1205
2007	1191	1205
2008	1205	1219
2009	1205	1219
2010	1219	1233
2011	1219	1233
2012	1233	1247
2013	1233	1247
2014	1247	1261
2015	1247	1261
2016	1261	1275
2017	1261	1275
2018	1275	1286
2019	1275	1286
2020	1286	1295
2021	1286	1295
2022	1295	1385
2023	1295	1385
2024	1385	1391
2025	1385	1391
2026	1391	1404
2027	1391	1404
2028	1404	1424
2029	1404	1424
2030	1424	1438
2031	1424	1438
2032	1438	1452
2033	1438	1452
2034	1452	1466
2035	1452	1466
2036	1466	1480
2037	1466	1480
2038	1480	1494
2039	1480	1494
2040	1494	1508
2041	1494	1508
2042	1508	1522
2043	1508	1522
2044	1522	1536
2045	1522	1536
2046	1536	1550
2047	1536	1550
2048	1550	1564
2049	1550	1564
2050	1564	1578
2051	1564	1578
2052	1578	1592
2053	1578	1592
2054	1592	1606
2055	1592	1606
2056	1606	1620
2057	1606	1620
2058	1620	1634
2059	1620	1634
2060	1634	1648
2061	1634	1648
2062	1648	1662
2063	1648	1662
2064	1662	1676
2065	1662	1676
2066	1676	1690
2067	1676	1690
2068	1690	1704
2069	1690	1704
2070	1704	1718
2071	1704	1718
2072	1718	1732
2073	1718	1732
2074	1732	1746
2075	1732	1746
2076	1746	1760
2077	1746	1760
2078	1760	1774
2079	1760	1774
2080	1774	1788
2081	1774	1788
2082	1788	1802
2083	1788	1802
2084	1802	1816
2085	1802	1816
2086	1816	1830
2087	1816	1830
2088	1830	1844
2089	1830	1844
2090	1844	1858
2091	1844	1858
2092	1858	1872
2093	1858	1872
2094	1872	1886
2095	1872	1886
2096	1886	1900
2097	1886	1900
2098	1900	1914
2099	1900	1914
2100	1914	1928
2101	1914	1928
2102	1928	1942
2103	1928	1942
2104	1942	1956
2105	1942	1956
2106	1956	1970
2107	1956	1970
2108	1970	1984
2109	1970	1984
2110	1984	1998
2111	1984	1998
2112	1998	2012
2113	1998	2012
2114	2012	2026
2115	2012	2026
2116	2026	2040
2117	2026	2040
2118	2040	2054
2119	2040	2054
2120	2054	2068
2121	2054	2068
2122	2068	2082
2123	2068	2082
2124	2082	2096
2125	2082	2096
2126	2096	2110
2127	2096	2110
2128	2110	2124
2129	2110	2124
2130	2124	2138
2131	2124	2138
2132	2138	2152
2133	2138	2152
2134	2152	2166
2135	2152	2166
2136	2166	2180
2137	2166	2180
2138	2180	2194
2139	2180	2194
2140	2194	2208
2141	2194	2208
2142	2208	2222
2143	2208	2222
2144	2222	2236
2145	2222	2236
2146	2236	2250
2147	2236	2250
2148	2250	2264
2149	2250	2264
2150	2264	2278
2151	2264	2278
2152	2278	2292
2153	2278	2292
2154	2292	2306
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2156	2306	2320
2157	2306	2320
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2159	2320	2334
2160	2334	2348
2161	2334	2348
2162	2348	2362
2163	2348	2362
2164	2362	2376
2165	2362	2376
2166	2376	2390
2167	2376	2390
2168	2390	2404
2169	2390	2404
2170	2404	2418
2171	2404	2418
2172	2418	2432
2173	2418	2432
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2176	2446	2460
2177	2446	2460
2178	2460	2474
2179	2460	2474
2180	2474	2488
2181	2474	2488
2182	2488	2502
2183	2488	2502
2184	2502	2516
2185	2502	2516
2186	2516	2530
2187	2516	2530
2188	2530	2544
2189	2530	2544
2190	2544	2558
2191	2544	2558
2192	2558	2572
2193	2558	2572
2194	2572	2586
2195	2572	2586
2196	2586	2600
2197	2586	2600
2198	2600	2614
2199	2600	2614
2200	2614	2628
2201	2614	2628
2202	2628	2642
2203	2628	2642
2204	2642	2656
2205	2642	2656
2206	2656	2670
2207	2656	2670
2208	2670	2684
2209	2670	2684
2210	2684	2698
2211	2684	2698
2212	2698	2712
2213	2698	2712
2214	2712	2726
2215	2712	2726
2216	2726	2740
2217	2726	2740
2218	2740	2754
2219	2740	2754
2220	2754	2768
2221	2754	2768
2222	2768	2782
2223	2768	2782
2224	2782	2796
2225	2782	2796
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2249	2950	2964
2250	2964	2978
2251	2964	2978
2252	2978	2992
2253	2978	2992
2254	2992	3006
2255	2992	3006
2256	3006	3020
2257	3006	3020
2258	3020	3034
2259	3020	3034
2260	3034	3048
2261	3034	3048
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2266	3076	3090
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2276	3146	3160
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2278	3160	3174
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2350	3664	3678
2351	3664	3678
2352	3678	3692
2353	3678	3692
2354	3692	3706
2355	3692	3706
2356	3706	3720
2357	3706	3720
2358	3720	3734
2359	3720	3734
2360	3734	3748
2361	3734	3748
2362	3748	3762
2363	3748	3762
2364	3762	3776
2365	3762	3776
2366	3776	3790
2367	3776	3790
2		

## 2022 Monthly Activity Review



## **BAY CITY COUNCIL WORKSHOP**

December 12, 2022

5:30 P.M.

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

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

Others present: Pat Vining, Bob Mile, Greg Sweeney, Jody Daly, Becky Smith, Anthony Boatman, Cathy Manis, Mark Harguth

- A. Public Hearing – Ordinance 700, An Ordinance Regulating Short-Term Rental Units to Provide for Short-Term Rental License Requirements; and Providing for Repeal of Bay City Ordinance 685.**

City Manager Welch presented changes to the Short-Term Rental Ordinance. Pat Papineau sent in comments by email, she will attend the council meeting to present her questions and comments.

Mayor McCall stated in Section 7A on page 9 – edits removed renter and replaced it with owner, in the minutes from previous meeting it was discussed to have both. Will edit to say renter and/or owner.

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

Jody Daly was present to return unused TLT money from the Pearl Festival which was cancelled due to covid. She will provide Finance Director Gann with all receipts, documentation, and refund amount.

Becky Smith was present to express concerns with changes to the Short-Term Rental Ordinance. Feels that the need for a go bag is financially an unfair expectation. Per the Red Cross a “Go Bag” for 2 people can cost upwards of \$75 and a 4-person bag can cost \$115. Difficult to check in between renters and does not give time to replace if go bag is stolen. Response from the Mayor that if items are stolen there should be a credit card on file to charge for theft.

- C. Committee, Department, and Staff Reports**

- a. City Manager,**

Manager Welch presented the city manager report, which includes a report on artifacts found in the Al Griffin Park and will need to be curated.

Councilor Baker asked about if additional cost/funds are needed would tribes share in the cost. Manager Welch explained we do not have a cost estimate yet, unsure if the tribes would contribute but she will try to contact them.



Councilor Imhoff mentioned that if historical items were found, the area where the tennis courts are, was previously the Oddfellows building and was used for picnics over decades.

See attached report in meeting packet for additional information.

- b.** Finance Director/City Recorder – No report
- c.** Fire Department – Presented by City Manager Welch, see packet for additional information. Mayor McCall expressed his appreciation for the new striping to the fire vehicles which now includes both Bay City and Garibaldi, showing mutual department and city cooperation.
- d.** Fire Committee Report – Pat Vining presented the report. Working to make a recommendation to the council regarding a fire district and will request direction from city council on how to proceed.
- e.** Public Works – Presented by City Manager Welch, see packet for additional information. Discussion was held on opening / locking the park bathrooms due to vandalism. Suggestions include:
  - i. Locking Watt Family bathroom until summer and only have Al Griffin open.
  - ii. Lock all bathrooms for a few months.
  - iii. Additional cameras, there are no cameras currently at Watt. Cameras with sensors are available that sense the smell of spray paint but are extremely expensive.
  - iv. Remove porta-potty and lock / unlock one bathroom at a time during the day.
  - v. Suggestion from citizen Greg Sweeney to apply for a TLT grant to replace the bathroom essentials with steel items that are non-destructible.
- f.** Emergency Preparedness,
  - i. Next meeting Monday December 19, 2022, 5:30 pm at Ad Montgomery Community Hall  
City Manager Welch presented the report, see packet for additional information.
- g.** Planning Department,
  - i. Next Planning Commission – December 2022 meeting canceled  
City Manager Welch presented the report, see packet for additional information

#### **D. Minutes**

- a.** Council Workshop – November 7, 2022
- b.** Regular Council Meeting – November 8, 2022  
Councilor Imhoff asked for a correction to be made to state section regarding his comments on the ethics situation. Needs to be corrected to “State Ethics Commission”.

**E. Treasurers Report**

**F. Bills against the City - Mayor McCall asked about the AKS billing, there are currently 3 projects in process with AKS.**

**G. Unfinished Business**

- a. Resolution 2022-29. A Resolution of the City Council of the City of Bay City Setting Fees for all Permits and Applications Provided for in Bay City Development Ordinance, Public Works, and Administrative Services, and Repealing Bay City Resolution 08-14 and all Prior Resolutions setting Fees for Development Permits, Applications and Administrative Fees.**

City Manager Welch presented the resolution with amended fees. She stated she attended the meeting at the County regarding business licensing, she is concerned with having that fee/process. Makes a recommendation to remove the fee / application requirement.

Councilor Rondeau stated her experience with the meeting was that the County was overreaching, and employers were upset.

Councilor Josi feels we should remove the fee from the resolution

Councilor Baker does not feel that we should remove the fee because of the reaction from the County meeting. Doesn't mind if we change it to a smaller fee and extend the licensing renewal time.

Mayor McCall was not in attendance at the meeting in person but was in attendance virtually and found that those in the City of Tillamook that were complaining already have a license through the City of Tillamook. The issue is more about how they presented it to the County and how they explained the registration/licensing would help the employers. The licensing would assist with making a list of available businesses in the City.

Councilor Josi would like to see a cost benefit analysis, does not want the citizens to think it is required just for the city to make money. City Manager Welch will provide a SWOT analysis to council.

Councilor Imhoff would like a discussion between it being a registration or a license. Suggests leaving the line item on the resolution and putting TBD which will allow the council to move forward.

- b. Letter to Secretary of State, Division of Audits, discussion, and approval for Mayor to sign. Attached final 2021-2022 Audit.**

Finance Director Gann presented the letter for the council which addresses the discrepancies from the audit and how the City will correct those issues. The letter will need to be signed by the mayor.

Need to add the acceptance of the audit to the unfinished business at the council meeting.

**H. New Business**

- a. Certification of Election Votes**

Will present a letter to the Council to certify the election results. Waiting on a decision from Greg Sweeney who won the tiebreaker for the Council position. Congratulations to all who were elected.

- b.** Resolution 2022-30. A Resolution of the City Council of the City of Bay City Setting the Policy for Credits for Water Consumed via Unintentional Water Leaks and Breaks in the Line and Repealing Resolution 15-12.

City Manager Welch presented the resolution which will instruct employees on how water leaks and credits will be handled. Will allow employee to reimburse customer for up to 50% of the additional charge due to leaks based on past billing.

Questions regarding who decides what is “a reasonable time” for the customer to find and fix the leak.

Citizen Greg Sweeney expressed concern that since he pays annually, he does not receive a monthly bill and his only acknowledgement of a leak is if the City realizes he has a leak and calls.

- c.** Oregon Parks and Recreation Department for the Local Government Grant Program Agreement for the Hiker/Biker project at Al Griffin Park for \$318,001.

City Manager Welch presented the grant to the council that was awarded, ready to move forward.

- d.** Contract – Water Fund Technical Assistance Project for \$20,000 for Water Master Plan from Oregon Business Development Department (OBDD)

City Manager Welch applied for grant to update the water master plan. Contract needs to be signed if approved by council.

- e.** Bay City Water System Contract with Water Districts

City will meet with the water districts on 12/14/22. Mayor McCall suggests a change to 1.7 which states the districts can renew for an additional 10 years. Looking for direction from council on who can sign the contract. Public Works Director Markee explained that previously each district had their own contract, changed to include all districts in one contract. Missed taking out section 1.7 with revisions.

- f.** Destination Management Report by Nan Devlin with Tillamook Coast Visitors Association.

Visit Tillamook Coast sponsored the city’s destination management plan. Items that scored highest hiker / biker campground, lodging experience being unique, arts and culture which includes mural, and public safety. Management plan is for council to review and discuss if any changes are needed.

- g.** Draft Ordinance 701 Bay City Fiscal Policy discussion. Preliminary discussion prior to Public Hearings.

City Manager Welch presented the Ordinance to the Council, as part of the audit it was decided that the city should have a fiscal policy. This is for review

only and then the council can present any edits at the next council meeting. The stabilization policy states we should have 25% of our operating funds as contingency. This is not feasible for Bay City, changed language to state it is a goal for the city to meeting the stabilization policy. Discussion was held on what the stabilization policy percentage should be, as 25% seems unrealistic.

**h. Proclamation 2022-003 – Support of US Postal Workers**

Mayor McCall presented the proclamation to council. Had received several packages over the past couple weeks late at night, they have staffing issues, complaints from the community. Mayor McCall wants to express appreciation for the hard work from their staff and will read the proclamation at the council meeting.

**i. Community Action Team – Low Income Household Water Assistance Program (LIHWA) Contract discussion and approval for City Manager to sign.**

City Manager Welch explained that this is for citizens that are behind on their water bills and CAT will assist with paying the bill through CARE.

Pat Vining from the boosters explained that they donate \$500 to the city to apply towards water bills for citizens that are needing assistance. He would like to find a way for the boosters to assist with the LIHWA program with their donation. Since the LIHWA program would not cover street maintenance maybe the boosters could cover that cost if a person is covered by the LIHWA program for their water/wastewater cost.

**I. Mayor's Presentation**

No presentation

**J. Council Presentation**

Councilor Imhoff would like council to consider the go bags for the Short-Term Rental Ordinance, and the concerns from the public. Possibly make it voluntary instead of required.

Councilor Rondeau had a suggestion regarding the bathroom locks, does know of a Bluetooth door lock program that might work. Also stated the Sheriff is advising to make sure all vehicles are locked and to park them in an area that blocks the gas tank as theft is increasing in the City.

**K. Attorney Presentation - None**

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David McCall, Mayor

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Lindsey Gann, City Recorder

## **BAY CITY COUNCIL MEETING**

December 13, 2022

6:00 P.M.

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

Staff Present: City Manager Liane Welch, Public Works Director Roy Markee, City Recorder/Finance Director Lindsey Gann, Division Chief Christensen, Fire Chief Kamrath

Others present: Bob Miles, Will Chappell, Pat Papineau, Mayor Elect for Rockaway Beach Charles McNally, Justin Howard, Ralph McRae, Becky Smith, Mark Harguth, Anthony Boatman, Pat Vining

- A.** Call to Order, Pledge of Allegiance, Roll Call
- B.** Public Hearing – Ordinance 700, An Ordinance Regulating Short-Term Rental Units to Provide for Short-Term Rental License Requirements; and Providing for Repeal of Bay City Ordinance 685.

Public hearing open at 6:04pm. City Manager Welch presented the Ordinance and gave an overview of changes from the public hearing in November. Changes are marked in red in the ordinance in the meeting packet.

Citizen Pat Papineau addressed the council with comments and concerns regarding the notification of tenants/owner of issues, fire extinguishers, and the exclusion of ADU's on the same property of a STR. The ADU as a STR allows more control of who the home is rented to and allows an income for a person who is living on the property. Comments were emailed to City Manager Welch and are available for review in the meeting packet.

Citizen Becky Smith expressed concerns with changes to the Short-Term Rental Ordinance. Feels that the need for a go bag is financially an unfair expectation. Go bags are based on the number of occupants and can be very expensive for a short term. Difficult to check in between renters and does not give time to replace if go bag is stolen.

Citizen Mark Harguth expressed concern regarding the go bag and the financial / logistical issue. Wants the city to hold STR's to the same standards as his units, such as parking requirements. He was required to have assigned parking and dedicated off street parking.

Public comments closed at 6:21pm, brought back to council for comments.

Councilor Wright feels the requirement for to go bags should be removed. Feels a lot of the items are common sense and do not need to be in an ordinance.

Councilor Imhoff recommended the to go bag be a suggestion not a requirement.

Councilor Baker explained that the to go bag is for the first 72 hours of a worst-case scenario evacuation. Not opposed to it being a suggestion. Understands the concern of theft and the cost, but theft is always a possibility, and the cost is a part of doing business. City's such as Manzanita and Nehalem have also required a to-go bag for STR's.

Councilor Rondeau stated that ADU's are being pushed as Long Term Rental (LTR) in the county, Section 11 #4- Single family STR's shall not be operated on a property where a legal ADU exists. Could there be a stipulation that if the owner or LTR is on the property it could be allowed?

Councilor Josi is torn between the idea of having the to-go bag and the issue of making it a requirement.

Mayor McCall stated that the reason the Ordinance is being revised is because the original Ordinance was too flexible, and that flexibility was being taken advantage of. If we make the to-go bag an option, it most likely won't be done. There are risks that come with visiting the coast.

Councilor Josi motioned to approve the second hearing of Ord 700 by title only, seconded by Councilor Baker.

**Motion passes 4-1**

Ordinance 700 was read by title only by City Recorder Gann.

Councilor Josi made a motion to adopt Ordinance 700 by title only, seconded by Councilor Baker.

Roll called:

Councilor Baker – Aye

Councilor Rondeau – Aye

Councilor Wright – No

Councilor Imhoff – Aye

Councilor Josi – Aye

**Motion passed 4-1**

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

Citizen Justin Howard was present to suggesting an addition to the skate park with a small, covered area. Manager Welch will meet with him to discuss the idea and how it can be incorporated with the current Al Griffin masterplan.

Citizen Pat Papineau expressed her frustration and did not feel her voice was heard during the process for Ord 700.

Mayor McCall asked if anyone was in attendance that would like an item on the agenda moved forward. Also need to add item to the agenda for approval of the audit. After hearing for Justin Howard, it was decided to move item C under new business ahead on the agenda.

- a. Oregon Parks and Recreation Department for the Local Government Grant Program Agreement for the Hiker/Biker project at Al Griffin Park for \$318,001.

City Manager Welch explained the grant to the council and will need approval from the Council for the Mayor to sign.

Motion by Councilor Baker to accept the Local Government Grant program agreement and designate the mayor as signer, seconded by Councilor Wright.

**Motion passes 5-0**

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

- a. City Manager,

City Manager Welch introduced interim Fire Chief Kamrath to the city council and presented the City Manager report. Additional information available on the report in the council packet.

- b. Finance Director/City Recorder – no report
- c. Fire Department- City Manager Welch presented the report, copy is available in the council packet.
- d. Fire Committee Report – City Manager Welch stated the Fire Committee is working towards the formation of a fire district. Will be requesting direction from the council in the future regarding the formation of the district.
- e. Public Works – City Manager Welch present the public works report, copy is available in the council packet. Discussion was held at the council workshop regarding vandalism of the bathrooms. Public Works Director Markee has decided to remove the porta-potty from the Al Griffin Park campground.

- f. Emergency Preparedness,

- i. Next meeting Monday December 19, 2022, 5:30 pm at Ad Montgomery Community Hall

Manager Welch presented the report, copy available in the council meeting packet.

- g. Planning Department,

- i. Next Planning Commission – December 2022 meeting canceled

Manager Welch presented the report, copy available in the council meeting packet.

#### E. Minutes

- a. Council Workshop – November 7, 2022

**b. Regular Council Meeting – November 8, 2022**

Motion to approve minutes as corrected by Councilor Baker, seconded by Councilor Wright.

Motion passes 5-0

**F. Treasurers Report – no questions or comments, file for auditors**

**G. Bills against the City – total of \$314,656.63 presented to council, motion to approve by Councilor Josi, Seconded by Councilor Imhoff.**

**Motion passes 5-0**

**H. Unfinished Business**

**a. Resolution 2022-29. A Resolution of the City Council of the City of Bay City Setting Fees for all Permits and Applications Provided for in Bay City Development Ordinance, Public Works, and Administrative Services, and Repealing Bay City Resolution 08-14 and all Prior Resolutions setting Fees for Development Permits, Applications and Administrative Fees.**

City Manager Welch present the resolution and final fee recommendations, final change made was to have the business license / registration will be changed to TBD, has not been changed in the packet.

Motion by Councilor Imhoff to amend item L from \$100 to TBD, seconded by Councilor Baker.

**Motion passes 5-0 to amend**

Motion by Councilor Josi to approve Resolution 2022-29, seconded by Councilor Rondeau.

**Motion passes 5-0**

**b. Accept final audit – No discussion**

Motion to accept final audit by Councilor Baker, seconded by Councilor Rondeau.

Motion passes 5-0

**c. Letter to Secretary of State, Division of Audits, discussion, and approval for Mayor to sign. Attached final 2021-2022 Audit.**

Motion to approve the mayor to sign the letter to the Secretary of State by Councilor Josi, seconded by Councilor Wright.

**Motion passes 5-0**

**I. New Business**

**a. Certification of Election Votes**

Councilor Josi asked if Greg Sweeney has accepted the write in position. City Recorder Gann explained he has not accepted but the City still needs to certify



that he won the tiebreaker. Mayor McCall stated if he does not accept it will become a vacant position.

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

**Motion passes 5-0**

- b. Resolution 2022-30. A Resolution of the City Council of the City of Bay City Setting the Policy for Credits for Water Consumed via Unintentional Water Leaks and Breaks in the Line and Repealing Resolution 15-12.

Resolution presented by City Manager Welch; this resolution gives the staff direction on how to/how much credit a person will receive if a leak occurs. Discussion was held on what is considered a timely manner/how long the break goes unnoticed. Manager Welch explained that the utility clerk, Public Works Director Markee, and Manager Welch review the reads and the system puts out a re-read if any of the reads are erroneous, they are then reviewed for possible leaks. Councilor Imhoff expressed concern for those who pay annually, and they do not receive a monthly statement. Finance Director Gann stated the process for annual payments will be changed and the utility clerk will be sending out monthly bills to everyone, including the annual pay accounts.

Motion by Councilor Baker to approve Resolution 2022-30, seconded by Councilor Wright.

**Motion passes 5-0**

- c. Contract – Water Fund Technical Assistance Project for \$20,000 for Water Master Plan from Oregon Business Development Department (OBDD)

City Manager Welch explained the contract to council. Requesting approval for the mayor to sign the contract.

Motion by Councilor Wright for Mayor to sign the contract, seconded by Councilor Rondeau.

**Motion passes 5-0**

- d. Bay City Water System Contract with Water Districts

Manager Welch stated will be meeting with the districts tomorrow and would like approval for the mayor to sign the contract.

Councilor Imhoff suggested that in section 7.4 of the contract, a line be added to state “except for those noted in 7.1”.

Councilor Imhoff also asked if there is power at the reservoir. Section 11.11 states standby power for the reservoir, Public Works Director Markee believes that should state there needs to be standby power at the Well.

Motion by Councilor Imhoff for approval of the mayor to sign the District Contract as modified in discussion, seconded by Councilor Baker.

**Motion passes 5-0**

- e. Destination Management Report by Nan Devlin with Tillamook Coast Visitors

Association.

City Manager Welch presented the Destination Management Plan, requesting direction to move forward and finalize the report. Copy of the destination management plan is in the council packet.

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

**Motion passes 5-0**

- f. Draft Ordinance 701 Bay City Fiscal Policy discussion. Preliminary discussion prior to Public Hearings.

Ordinance is for review only prior to public hearings. Auditors suggested a fiscal policy for the City. The stabilization policy needs to be updated with recommendations from the council. Discussion was held on a percentage for the stabilization policy, suggesting 15% or less to start.

- g. Proclamation 2022-003 – Support of US Postal Workers

Mayor McCall presented the proclamation, would like to thank the US postal workers who are working while short staffed and overwhelmed.

Motion to adopt the proclamation by Councilor Wright, seconded by Councilor Baker.

**Motion passes 5-0**

- h. Community Action Team – Low Income Household Water Assistance Program (LIHWA) Contract discussion and approval for City Manager to sign.

City Manager Welch explained the contract is for water assistance to citizens that need payment assistance on their water/wastewater bill. Pat Vining stated the boosters provide funding to the city for bill assistance and he will discuss with the boosters about participating in the assistance and can covering the street maintenance fee for citizens who receive assistance from LIHWA.

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

**Motion passes 4 – 1 Abstain**

- J. Mayor's Presentation – would like to thank the clerk's office for their hard work during the election. He also presented a gift to councilor Wright on her final night as a councilor for the city.

- K. Council Presentation

Councilor Wright announced that she will be taking over the pearl festival and it will be held on 8/23/23. She plans to apply for a TLT fund and needs match funding. She is requesting a \$1,000 from the city to put towards the pearl festival for match funding. Councilor Wright made a motion for the city to donate \$1,000 to the pearl festival, seconded by Councilor Rondeau.

Motion passes 5-0

L. Attorney Presentation-none

Motion to adjourn by councilor Wright, seconded by councilor Baker.

Meeting adjourned at 7:52pm.

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David McCall, Mayor

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Lindsey Gann, City Recorder

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

1/4/2023 7:09am

Page 1

*Revised Budget*  
**For General Fund (100)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Non-Departmental Revenues</b>					
100-00-4005 Property Taxes - Current	\$ 0.00	\$ 0.00	\$ 219,920.00	\$ 196,704.26	\$ 23,215.74
100-00-4010 Property Taxes - Prior Years	0.00	0.00	7,000.00	2,444.90	\$ 4,555.10
100-00-4105 Liquor Tax	0.00	2,905.05	23,000.00	12,613.76	\$ 10,386.24
100-00-4110 Cigarette Tax	0.00	96.65	1,200.00	580.66	\$ 619.34
100-00-4205 Licenses	0.00	0.00	1,000.00	50.00	\$ 950.00
100-00-4210 Dog Licenses/Fines	0.00	0.00	150.00	41.25	\$ 108.75
100-00-4305 Franchise Fees	0.00	2,628.43	30,000.00	21,753.84	\$ 8,246.16
100-00-4510 State Revenue Sharing	0.00	5,196.03	20,000.00	10,268.33	\$ 9,731.67
100-00-4605 Hall Rental	0.00	200.00	500.00	850.00	\$ (350.00)
100-00-4650 Transient Lodging Tax	0.00	0.00	20,000.00	21,939.27	\$ (1,939.27)
100-00-4800 Miscellaneous	0.00	1,157.36	48,971.69	53,219.77	\$ (4,248.08)
100-00-4805 Earnings on Investments	0.00	0.00	2,000.00	1,515.88	\$ 484.12
100-00-4850 Code Enforcement Fines	0.00	0.00	100.00	0.00	\$ 100.00
100-00-4990 Beginning Fund Balance	0.00	0.00	347,227.00	198,784.36	\$ 148,442.64
<b>Total Non-Departmental Revenues</b>	<b>0.00</b>	<b>12,183.52</b>	<b>721,068.69</b>	<b>520,766.28</b>	<b>200,302.41</b>
<b>Fire Revenues</b>					
100-30-4005 Property Taxes - Current	0.00	0.00	128,734.00	121,392.69	\$ 7,341.31
100-30-4010 Property Taxes - Prior Years	0.00	0.00	1,500.00	1,243.71	\$ 256.29
100-30-4520 Intergovernmental Agreements	0.00	0.00	3,000.00	0.00	\$ 3,000.00
100-30-4800 Miscellaneous	0.00	0.00	55,902.00	56,742.00	\$ (840.00)
100-30-4805 Earnings on Investments	0.00	0.00	1,200.00	1,178.47	\$ 21.53
100-30-4930 Transfers In	0.00	0.00	178,258.00	159,276.80	\$ 18,981.20
100-30-4990 Beginning Fund Balance	0.00	0.00	138,000.00	155,585.64	\$ (17,585.64)
<b>Total Fire Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>506,594.00</b>	<b>495,419.31</b>	<b>11,174.69</b>
<b>Recreation Revenues</b>					
100-50-4430 Local Grants	0.00	0.00	115,100.00	40,000.00	\$ 75,100.00
100-50-4630 Park Camping	0.00	60.00	6,500.00	5,355.23	\$ 1,144.77
<b>Total Recreation Revenues</b>	<b>0.00</b>	<b>60.00</b>	<b>121,600.00</b>	<b>45,355.23</b>	<b>76,244.77</b>
<b>Transient Lodging Tax Revenues</b>					
100-60-4650 Transient Lodging Tax	0.00	4,140.20	55,000.00	55,627.90	\$ (627.90)
100-60-4990 Beginning Fund Balance	0.00	0.00	68,000.00	98,302.89	\$ (30,302.89)
<b>Total Transient Lodging Tax Revenues</b>	<b>0.00</b>	<b>4,140.20</b>	<b>123,000.00</b>	<b>153,930.79</b>	<b>(30,930.79)</b>
<b>Planning Revenues</b>					
100-70-4310 Planning Fees	0.00	900.00	6,000.00	6,320.00	\$ (320.00)
100-70-4315 Land Use Fees	0.00	0.00	4,000.00	3,650.00	\$ 350.00
<b>Total Planning Revenues</b>	<b>0.00</b>	<b>900.00</b>	<b>10,000.00</b>	<b>9,970.00</b>	<b>30.00</b>
<b>Total General Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 17,283.72</b>	<b>\$ 1,482,262.69</b>	<b>\$ 1,225,441.61</b>	<b>\$ 256,821.08</b>

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

1/4/2023 7:09am

Page 2

*Revised Budget*  
**For General Fund (100)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Expenditures</b>					
<b>Administration Expenditures</b>					
100-10-5105 Full-Time Employees - Regular	\$ 0.00	\$ 12,391.12	\$ 118,727.00	\$ 69,104.76	\$ 49,622.24
100-10-5115 Part-Time Employees	0.00	0.00	14,300.00	2,553.06	11,746.94
100-10-5205 Employer FICA Taxes	0.00	947.95	9,000.00	5,474.71	3,525.29
100-10-5210 Unemployment Insurance	0.00	12.40	1,200.00	72.58	1,127.42
100-10-5215 Workers' Compensation Insurance	0.00	4.12	700.00	616.37	83.63
100-10-5305 Employer PERS Contributions	0.00	2,462.07	22,000.00	14,297.38	7,702.62
100-10-5405 Health Insurance	0.00	2,805.90	37,000.00	19,141.57	17,858.43
100-10-5415 Life Insurance	0.00	23.43	300.00	127.64	172.36
100-10-6105 Office Supplies & Equipment	0.00	1,087.46	30,000.00	13,901.55	16,098.45
100-10-6290 Other Professional Fees	0.00	0.00	500.00	100.00	400.00
100-10-6305 Building Repairs & Maintenance	0.00	221.73	35,000.00	1,564.61	33,435.39
100-10-6311 Contracted Ground Maintenance	0.00	280.00	5,000.00	1,120.00	3,880.00
100-10-6405 Dues & Subscriptions	0.00	0.00	5,000.00	2,506.37	2,493.63
100-10-6410 Training	0.00	0.00	10,000.00	7,005.47	2,994.53
100-10-6605 Electricity	0.00	511.79	4,000.00	1,782.82	2,217.18
100-10-6620 Telecommunications	0.00	295.39	2,500.00	1,884.13	615.87
100-10-6700 Insurance	0.00	0.00	7,400.00	7,400.00	0.00
100-10-6825 Advertising/Publishing	0.00	113.15	5,000.00	938.65	4,061.35
100-10-6830 Janitorial Services	0.00	940.00	5,000.00	3,030.00	1,970.00
100-10-6850 Dog Licenses/Catching	0.00	0.00	150.00	0.00	150.00
100-10-6860 Computers/Software/Services	0.00	580.56	20,000.00	13,916.99	6,083.01
100-10-6870 Pre-Hazard Preparedness	0.00	0.00	10,000.00	3,269.55	6,730.45
100-10-6880 Ordinance Enforcement	0.00	0.00	1,500.00	0.00	1,500.00
100-10-6990 Other Miscellaneous Expenses	0.00	0.00	38,971.69	2,838.52	36,133.17
<b>Total Administration Expenditures</b>	<b>0.00</b>	<b>22,677.07</b>	<b>383,248.69</b>	<b>172,646.73</b>	<b>210,601.96</b>
<b>Fire Expenditures</b>					
100-30-5105 Full-Time Employees - Regular	0.00	30,841.16	70,348.00	41,099.86	29,248.14
100-30-5115 Part-Time Employees	0.00	6,849.75	45,400.00	27,480.50	17,919.50
100-30-5118 Volunteer Stipends	0.00	2,630.00	48,000.00	14,633.79	33,366.21
100-30-5205 Employer FICA Taxes	0.00	3,084.62	14,000.00	6,359.08	7,640.92
100-30-5210 Unemployment Insurance	0.00	40.35	1,200.00	83.24	1,116.76
100-30-5215 Workers' Compensation Insurance	0.00	610.75	2,300.00	1,435.35	864.65
100-30-5305 Employer PERS Contributions	0.00	2,709.55	27,000.00	11,078.03	15,921.97
100-30-5405 Health Insurance	0.00	2,092.92	29,000.00	9,535.78	19,464.22
100-30-5415 Life Insurance	0.00	11.55	300.00	106.62	193.38
100-30-5420 Disability Insurance	0.00	0.00	3,500.00	1,500.00	2,000.00
100-30-6105 Office Supplies & Equipment	0.00	136.95	4,000.00	2,288.92	1,711.08
100-30-6115 First Aid Supplies	0.00	369.85	10,000.00	6,352.78	3,647.22
100-30-6140 Fuel/Lubes/Etc.	0.00	1,771.98	10,000.00	2,418.94	7,581.06
100-30-6205 Accounting & Auditing	0.00	0.00	500.00	250.00	250.00
100-30-6220 Legal Fees	0.00	0.00	500.00	615.50	(115.50)
100-30-6290 Other Professional Fees	0.00	11,800.00	8,000.00	11,800.00	(3,800.00)
100-30-6305 Building Repairs & Maintenance	0.00	200.00	8,000.00	6,592.48	1,407.52
100-30-6340 Radios & Radio Repair	0.00	0.00	4,000.00	207.44	3,792.56
100-30-6345 Operational Equipment & Repairs	0.00	430.50	15,000.00	12,024.67	2,975.33

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

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*Revised Budget*  
**For General Fund (100)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
100-30-6350 Personal Protective Equipment	0.00	159.09	75,402.00	22,575.94	\$ 52,826.06
100-30-6405 Dues & Subscriptions	0.00	2,727.65	2,400.00	3,202.65	\$ (802.65)
100-30-6410 Training	0.00	0.00	7,000.00	885.93	\$ 6,114.07
100-30-6605 Electricity	0.00	429.37	4,700.00	1,543.75	\$ 3,156.25
100-30-6620 Telecommunications	0.00	658.33	4,000.00	2,387.74	\$ 1,612.26
100-30-6700 Insurance	0.00	0.00	16,000.00	16,000.00	\$ 0.00
100-30-6830 Janitorial Services	0.00	520.00	3,500.00	1,560.00	\$ 1,940.00
100-30-6840 Printing & Copying	0.00	25.00	300.00	60.45	\$ 239.55
100-30-6860 Computers/Software/Services	0.00	1,281.59	6,000.00	9,801.25	\$ (3,801.25)
100-30-6990 Other Miscellaneous Expenses	0.00	903.30	4,000.00	1,865.44	\$ 2,134.56
100-30-8400 Machinery & Equipment	0.00	0.00	50,000.00	50,000.00	\$ 0.00
100-30-9400 Transfer to Capital Projects Funds	0.00	0.00	21,500.00	21,500.00	\$ 0.00
100-30-9800 Contingency	0.00	0.00	10,744.00	0.00	\$ 10,744.00
<b>Total Fire Expenditures</b>	<b>0.00</b>	<b>70,284.26</b>	<b>506,594.00</b>	<b>287,246.13</b>	<b>219,347.87</b>
<b>Recreation Expenditures</b>					
100-50-5105 Full-Time Employees - Regular	0.00	1,899.40	21,322.00	10,647.93	\$ 10,674.07
100-50-5205 Employer FICA Taxes	0.00	145.28	1,700.00	814.44	\$ 885.56
100-50-5210 Unemployment Insurance	0.00	1.91	250.00	10.73	\$ 239.27
100-50-5215 Workers' Compensation Insurance	0.00	0.68	650.00	559.40	\$ 90.60
100-50-5305 Employer PERS Contributions	0.00	288.20	4,000.00	1,847.75	\$ 2,152.25
100-50-5405 Health Insurance	0.00	552.50	8,000.00	4,276.25	\$ 3,723.75
100-50-5415 Life Insurance	0.00	2.34	150.00	13.76	\$ 136.24
100-50-6145 Tourism	0.00	0.00	500.00	120.77	\$ 379.23
100-50-6190 Other Supplies	0.00	121.88	5,000.00	546.13	\$ 4,453.87
100-50-6310 Grounds Maintenance	0.00	175.61	8,000.00	8,493.65	\$ (493.65)
100-50-6311 Contracted Ground Maintenance	0.00	1,095.00	15,000.00	5,910.00	\$ 9,090.00
100-50-6605 Electricity	0.00	190.88	2,000.00	1,007.92	\$ 992.08
100-50-6995 Feasibility Studies / Projects	0.00	0.00	115,000.00	9,641.05	\$ 105,358.95
100-50-8200 Buildings & Equipment	0.00	0.00	8,000.00	0.00	\$ 8,000.00
<b>Total Recreation Expenditures</b>	<b>0.00</b>	<b>4,473.68</b>	<b>189,572.00</b>	<b>43,889.78</b>	<b>145,682.22</b>
<b>Transient Lodging Tax Expenditures</b>					
100-60-6145 Tourism	0.00	0.00	120,000.00	29,620.00	\$ 90,380.00
<b>Total Transient Lodging Tax Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>120,000.00</b>	<b>29,620.00</b>	<b>90,380.00</b>
<b>Planning Expenditures</b>					
100-70-6215 Engineering Fees	0.00	0.00	2,000.00	0.00	\$ 2,000.00
100-70-6220 Legal Fees	0.00	0.00	5,000.00	1,642.00	\$ 3,358.00
100-70-6240 Comprehensive Planning	0.00	0.00	5,000.00	1,647.72	\$ 3,352.28
100-70-6290 Other Professional Fees	0.00	0.00	10,000.00	1,297.12	\$ 8,702.88
100-70-6865 Building Inspector/Inspections	0.00	0.00	500.00	0.00	\$ 500.00
<b>Total Planning Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>22,500.00</b>	<b>4,586.84</b>	<b>17,913.16</b>
<b>General Service Expenditures</b>					
100-90-6205 Accounting & Auditing	0.00	1,000.00	5,000.00	3,250.00	\$ 1,750.00
100-90-6220 Legal Fees	0.00	1,118.00	40,000.00	6,608.00	\$ 33,392.00
100-90-6805 Mayor	0.00	213.99	3,500.00	1,198.74	\$ 2,301.26
100-90-6910 Fee Refunds	0.00	0.00	500.00	0.00	\$ 500.00

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For General Fund (100)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
100-90-6990 Other Miscellaneous Expenses	0.00	0.00	1,000.00	647.79	\$ 352.21
100-90-9000 Transfers Out	0.00	0.00	128,258.00	109,276.80	\$ 18,981.20
100-90-9800 Contingency	0.00	0.00	47,090.00	0.00	\$ 47,090.00
100-90-9900 Unappropriated Ending Fund Balance	0.00	0.00	35,000.00	0.00	\$ 35,000.00
<b>Total General Service Expenditures</b>	<b>0.00</b>	<b>2,331.99</b>	<b>260,348.00</b>	<b>120,981.33</b>	<b>139,366.67</b>
<b>Total General Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 99,767.00</b>	<b>\$ 1,482,262.69</b>	<b>\$ 658,970.81</b>	<b>\$ 823,291.88</b>
<b>General Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (82,483.28)</b>	<b>\$ 0.00</b>	<b>\$ 566,470.80</b>	<b>\$ 0.00</b>

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

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*Revised Budget*  
**For Street and Road Fund (200)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Non-Departmental Revenues</b>					
200-00-4115 State Highway Tax	\$ 0.00	\$ 9,637.02	\$ 100,000.00	\$ 56,313.58	\$ 43,686.42
200-00-4420 State Grants	0.00	0.00	100,000.00	100,000.00	\$ 0.00
200-00-4800 Miscellaneous	0.00	0.00	0.00	40.60	\$ 0.00
200-00-4805 Earnings on Investments	0.00	0.00	270.00	724.28	\$ (454.28)
200-00-4930 Transfers In	0.00	0.00	165,000.00	165,000.00	\$ 0.00
200-00-4990 Beginning Fund Balance	0.00	0.00	46,800.00	95,621.03	\$ (48,821.03)
<b>Total Non-Departmental Revenues</b>	<b>0.00</b>	<b>9,637.02</b>	<b>412,070.00</b>	<b>417,699.49</b>	<b>(5,629.49)</b>
<b>Total Street and Road Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 9,637.02</b>	<b>\$ 412,070.00</b>	<b>\$ 417,699.49</b>	<b>\$ (5,629.49)</b>

**Expenditures**

<b>Non-Departmental Expenditures</b>					
200-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 8,244.44	\$ 70,000.00	\$ 42,852.70	\$ 27,147.30
200-00-5115 Part-Time Employees	0.00	0.00	2,200.00	392.80	\$ 1,807.20
200-00-5205 Employer FICA Taxes	0.00	630.70	5,500.00	3,301.02	\$ 2,198.98
200-00-5210 Unemployment Insurance	0.00	8.29	770.00	43.33	\$ 726.67
200-00-5215 Workers' Compensation Insurance	0.00	3.08	3,200.00	1,107.59	\$ 2,092.41
200-00-5305 Employer PERS Contributions	0.00	1,301.73	13,500.00	8,072.88	\$ 5,427.12
200-00-5405 Health Insurance	0.00	2,310.79	25,000.00	11,701.61	\$ 13,298.39
200-00-5415 Life Insurance	0.00	11.14	300.00	59.73	\$ 240.27
200-00-6105 Office Supplies & Equipment	0.00	0.00	500.00	0.00	\$ 500.00
200-00-6125 Shop Supplies & Small Tools	0.00	0.00	1,100.00	52.03	\$ 1,047.97
200-00-6140 Fuel/Lubes/Etc.	0.00	0.00	2,000.00	0.00	\$ 2,000.00
200-00-6205 Accounting & Auditing	0.00	0.00	1,000.00	1,000.00	\$ 0.00
200-00-6215 Engineering Fees	0.00	0.00	2,500.00	0.00	\$ 2,500.00
200-00-6220 Legal Fees	0.00	0.00	5,000.00	2,500.00	\$ 2,500.00
200-00-6290 Other Professional Fees	0.00	0.00	5,000.00	162.00	\$ 4,838.00
200-00-6305 Building Repairs & Maintenance	0.00	0.00	5,000.00	0.00	\$ 5,000.00
200-00-6315 Street Repairs & Maintenance	0.00	0.00	10,000.00	2,750.20	\$ 7,249.80
200-00-6335 Vehicle Repairs & Maintenance	0.00	0.00	3,000.00	366.09	\$ 2,633.91
200-00-6350 Personal Protective Equipment	0.00	0.00	1,500.00	0.00	\$ 1,500.00
200-00-6390 Other Repairs & Maintenance	0.00	0.00	7,500.00	0.00	\$ 7,500.00
200-00-6410 Training	0.00	0.00	2,000.00	89.16	\$ 1,910.84
200-00-6605 Electricity	0.00	833.06	12,000.00	4,419.42	\$ 7,580.58
200-00-6700 Insurance	0.00	0.00	4,000.00	4,000.00	\$ 0.00
200-00-6860 Computers/Software/Services	0.00	0.00	2,000.00	568.58	\$ 1,431.42
200-00-6990 Other Miscellaneous Expenses	0.00	0.00	3,500.00	479.22	\$ 3,020.78
200-00-6995 Feasibility Studies / Projects	0.00	0.00	10,000.00	0.00	\$ 10,000.00
200-00-8300 Improvements Other Than Buildings	0.00	0.00	214,000.00	214,269.32	\$ (269.32)
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>13,343.23</b>	<b>412,070.00</b>	<b>298,187.68</b>	<b>113,882.32</b>
<b>Total Street and Road Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 13,343.23</b>	<b>\$ 412,070.00</b>	<b>\$ 298,187.68</b>	<b>\$ 113,882.32</b>

**Street and Road Fund Excess of Revenues Over Expen \$ 0.00 \$ (3,706.21) \$ 0.00 \$ 119,511.81 \$ 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 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Housing Rehabilitation Revenues</b>					
201-18-4805 Earnings on Investments	\$ 0.00	\$ 0.00	\$ 500.00	\$ 968.63	\$ (468.63)
201-18-4825 Loan Payback	0.00	0.00	0.00	7,000.00	0.00
201-18-4990 Beginning Fund Balance	0.00	0.00	110,700.00	127,882.14	(17,182.14)
<b>Total Housing Rehabilitation Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>111,200.00</b>	<b>135,850.77</b>	<b>(24,650.77)</b>
<b>Total Housing Rehabilitation Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 111,200.00</b>	<b>\$ 135,850.77</b>	<b>\$ (24,650.77)</b>
<b>Expenditures</b>					
<b>Housing Rehabilitation Expenditures</b>					
201-18-6890 Other Administration Expenses	\$ 0.00	\$ 0.00	\$ 5,500.00	\$ 0.00	\$ 5,500.00
201-18-6920 Housing Rehab Loan Disbursements	0.00	0.00	105,700.00	0.00	105,700.00
<b>Total Housing Rehabilitation Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>111,200.00</b>	<b>0.00</b>	<b>111,200.00</b>
<b>Total Housing Rehabilitation Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 111,200.00</b>	<b>\$ 0.00</b>	<b>\$ 111,200.00</b>
<b>Housing Rehabilitation Fund Excess of Revenues Over</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 135,850.77</b>	<b>\$ 0.00</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Kilchis Water Bond Fund (300)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Bond Payment Revenues</b>					
300-11-4010 Property Taxes - Prior Years	\$ 0.00	\$ 0.00	\$ 0.00	\$ 316.03	\$ 0.00
300-11-4611 Water User Charges - Capital	0.00	0.00	0.00	296.00	0.00
<b>Total Bond Payment Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>612.03</b>	<b>0.00</b>
<b>Total Kilchis Water Bond Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 612.03</b>	<b>\$ 0.00</b>
<b>Kilchis Water Bond Fund Excess of Revenues Over Exp</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 612.03</b>	<b>\$ 0.00</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Sewer Bond Fund (301)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Bond Payment Revenues</b>					
301-11-4005 Property Taxes - Current	\$ 0.00	\$ 0.00	\$ 19,350.00	\$ 25,791.64	\$ (6,441.64)
301-11-4010 Property Taxes - Prior Years	0.00	0.00	300.00	282.61	17.39
301-11-4805 Earnings on Investments	0.00	0.00	200.00	386.15	(186.15)
301-11-4990 Beginning Fund Balance	0.00	0.00	48,000.00	50,980.79	(2,980.79)
<b>Total Bond Payment Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>67,850.00</b>	<b>77,441.19</b>	<b>(9,591.19)</b>
<b>Total Sewer Bond Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 67,850.00</b>	<b>\$ 77,441.19</b>	<b>\$ (9,591.19)</b>
<b>Expenditures</b>					
<b>Bond Payment Expenditures</b>					
301-11-7010 Principal Payments - General Obligatio	\$ 0.00	\$ 0.00	\$ 20,900.00	\$ 0.00	\$ 20,900.00
301-11-7015 Interest Payments - General Obligation	0.00	0.00	13,040.00	0.00	13,040.00
301-11-9900 Unappropriated Ending Fund Balance	0.00	0.00	33,910.00	0.00	33,910.00
<b>Total Bond Payment Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>67,850.00</b>	<b>0.00</b>	<b>67,850.00</b>
<b>Total Sewer Bond Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 67,850.00</b>	<b>\$ 0.00</b>	<b>\$ 67,850.00</b>
<b>Sewer Bond Fund Excess of Revenues Over Expenditur</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 77,441.19</b>	<b>\$ 0.00</b>

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

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*Revised Budget*  
**For DEQ Loan Repayment Fund (302)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Loan Reserve Revenues</b>					
302-21-4990 Beginning Fund Balance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,944.50	\$ 0.00
<b>Total Loan Reserve Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,944.50</b>	<b>0.00</b>
<b>Loan Revenues</b>					
302-22-4620 Sewer User Charges	0.00	0.00	50,000.00	12,798.00	\$ 37,202.00
302-22-4990 Beginning Fund Balance	0.00	0.00	118,000.00	106,845.00	\$ 11,155.00
<b>Total Loan Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>168,000.00</b>	<b>119,643.00</b>	<b>48,357.00</b>
<b>Total DEQ Loan Repayment Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 168,000.00</b>	<b>\$ 122,587.50</b>	<b>\$ 45,412.50</b>
<b>Expenditures</b>					
<b>Loan Expenditures</b>					
302-22-7040 Principal Payments - Notes Payable	\$ 0.00	\$ 0.00	\$ 40,720.00	\$ 20,306.00	\$ 20,414.00
302-22-7045 Interest Payments - Notes Payable	0.00	0.00	3,866.00	877.00	\$ 2,989.00
302-22-9900 Unappropriated Ending Fund Balance	0.00	0.00	123,414.00	0.00	\$ 123,414.00
<b>Total Loan Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>168,000.00</b>	<b>21,183.00</b>	<b>146,817.00</b>
<b>Total DEQ Loan Repayment Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 168,000.00</b>	<b>\$ 21,183.00</b>	<b>\$ 146,817.00</b>
<b>DEQ Loan Repayment Fund Excess of Revenues Over E</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 101,404.50</b>	<b>\$ 0.00</b>

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

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*Revised Budget*  
**For Street Reserve Fund (400)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Reserve Revenues</b>					
400-13-4305 Franchise Fees	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 3,025.38	\$ 1,974.62
400-13-4805 Earnings on Investments	0.00	0.00	250.00	257.36	(7.36)
400-13-4930 Transfers In	0.00	0.00	165,000.00	165,000.00	0.00
400-13-4990 Beginning Fund Balance	0.00	0.00	31,300.00	33,977.20	(2,677.20)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>201,550.00</b>	<b>202,259.94</b>	<b>(709.94)</b>
<b>Street Trust Revenues</b>					
400-17-4805 Earnings on Investments	0.00	0.00	1,000.00	1,789.73	(789.73)
400-17-4990 Beginning Fund Balance	0.00	0.00	235,600.00	236,288.12	(688.12)
<b>Total Street Trust Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>236,600.00</b>	<b>238,077.85</b>	<b>(1,477.85)</b>
<b>Street Maintenance Fee Revenues</b>					
400-24-4320 Street Maintenance Fees	0.00	13,201.07	95,000.00	53,031.55	\$ 41,968.45
400-24-4805 Earnings on Investments	0.00	0.00	400.00	1,548.57	(1,148.57)
400-24-4990 Beginning Fund Balance	0.00	0.00	177,000.00	204,448.62	(27,448.62)
<b>Total Street Maintenance Fee Revenues</b>	<b>0.00</b>	<b>13,201.07</b>	<b>272,400.00</b>	<b>259,028.74</b>	<b>13,371.26</b>
<b>Total Street Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 13,201.07</b>	<b>\$ 710,550.00</b>	<b>\$ 699,366.53</b>	<b>\$ 11,183.47</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
400-13-6315 Street Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 31,550.00	\$ 0.00	\$ 31,550.00
400-13-9400 Transfer to Capital Projects Funds	0.00	0.00	165,000.00	165,000.00	0.00
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>196,550.00</b>	<b>165,000.00</b>	<b>31,550.00</b>
<b>Street Trust Expenditures</b>					
400-17-9000 Transfers Out	0.00	0.00	165,000.00	165,000.00	0.00
400-17-9900 Unappropriated Ending Fund Balance	0.00	0.00	71,600.00	0.00	71,600.00
<b>Total Street Trust Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>236,600.00</b>	<b>165,000.00</b>	<b>71,600.00</b>
<b>Street Maintenance Fee Expenditures</b>					
400-24-6314 Street Overlay	0.00	0.00	95,000.00	55,751.20	\$ 39,248.80
400-24-9400 Transfer to Capital Projects Funds	0.00	0.00	50,000.00	50,000.00	0.00
400-24-9800 Contingency	0.00	0.00	132,400.00	0.00	\$ 132,400.00
<b>Total Street Maintenance Fee Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>277,400.00</b>	<b>105,751.20</b>	<b>171,648.80</b>
<b>Total Street Reserve Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 710,550.00</b>	<b>\$ 435,751.20</b>	<b>\$ 274,798.80</b>
<b>Street Reserve Fund Excess of Revenues Over Expendi</b>	<b>\$ 0.00</b>	<b>\$ 13,201.07</b>	<b>\$ 0.00</b>	<b>\$ 263,615.33</b>	<b>\$ 0.00</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Bay City Equipment Reserve Fund (401)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Reserve Revenues</b>					
401-13-4805 Earnings on Investments	\$ 0.00	\$ 0.00	\$ 25.00	\$ 76.42	\$ (51.42)
401-13-4930 Transfers In	0.00	0.00	28,000.00	28,000.00	0.00
401-13-4990 Beginning Fund Balance	0.00	0.00	10,076.00	10,091.43	(15.43)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>38,101.00</b>	<b>38,167.85</b>	<b>(66.85)</b>
<b>Total Bay City Equipment Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 38,101.00</b>	<b>\$ 38,167.85</b>	<b>\$ (66.85)</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
401-13-8400 Machinery & Equipment	\$ 0.00	\$ 0.00	\$ 38,101.00	\$ 0.00	\$ 38,101.00
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>38,101.00</b>	<b>0.00</b>	<b>38,101.00</b>
<b>Total Bay City Equipment Reserve Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 38,101.00</b>	<b>\$ 0.00</b>	<b>\$ 38,101.00</b>
<b>Bay City Equipment Reserve Fund Excess of Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 38,167.85</b>	<b>\$ 0.00</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Fire Apparatus Reserve & Building Reserve Fund (402)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Reserve Revenues</b>					
402-13-4805 Earnings on Investments	\$ 0.00	\$ 0.00	\$ 250.00	\$ 467.20	\$ (217.20)
402-13-4930 Transfers In	0.00	0.00	21,500.00	21,500.00	0.00
402-13-4990 Beginning Fund Balance	0.00	0.00	61,500.00	61,681.53	(181.53)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>83,250.00</b>	<b>83,648.73</b>	<b>(398.73)</b>
<b>Building Fund Revenues</b>					
402-19-4805 Earnings on Investments	0.00	0.00	500.00	960.27	(460.27)
402-19-4890 Fire Department Relocation	0.00	2,628.42	24,000.00	12,970.09	11,029.91
402-19-4990 Beginning Fund Balance	0.00	0.00	116,000.00	126,778.97	(10,778.97)
<b>Total Building Fund Revenues</b>	<b>0.00</b>	<b>2,628.42</b>	<b>140,500.00</b>	<b>140,709.33</b>	<b>(209.33)</b>
<b>Total Fire Apparatus Reserve &amp; Building Reserve Fun</b>	<b>\$ 0.00</b>	<b>\$ 2,628.42</b>	<b>\$ 223,750.00</b>	<b>\$ 224,358.06</b>	<b>\$ (608.06)</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
402-13-7050 Capital Lease Payments	\$ 0.00	\$ 0.00	\$ 29,300.00	\$ 24,219.78	\$ 5,080.22
402-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	53,950.00	0.00	53,950.00
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>83,250.00</b>	<b>24,219.78</b>	<b>59,030.22</b>
<b>Building Fund Expenditures</b>					
402-19-9900 Unappropriated Ending Fund Balance	0.00	0.00	140,500.00	0.00	140,500.00
<b>Total Building Fund Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>140,500.00</b>	<b>0.00</b>	<b>140,500.00</b>
<b>Total Fire Apparatus Reserve &amp; Building Reserve Fun</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 223,750.00</b>	<b>\$ 24,219.78</b>	<b>\$ 199,530.22</b>
<b>Fire Apparatus Reserve &amp; Building Reserve Fund Exces</b>	<b>\$ 0.00</b>	<b>\$ 2,628.42</b>	<b>\$ 0.00</b>	<b>\$ 200,138.28</b>	<b>\$ 0.00</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Park & Recreation Reserve Fund (404)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Reserve Revenues</b>					
404-13-4805 Earnings on Investments	\$ 0.00	\$ 0.00	\$ 20.00	\$ 60.86	\$ (40.86)
404-13-4990 Beginning Fund Balance	0.00	0.00	7,900.00	8,034.20	\$ (134.20)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>7,920.00</b>	<b>8,095.06</b>	<b>(175.06)</b>
<b>Total Park &amp; Recreation Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,920.00</b>	<b>\$ 8,095.06</b>	<b>\$ (175.06)</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
404-13-9900 Unappropriated Ending Fund Balance	\$ 0.00	\$ 0.00	\$ 7,920.00	\$ 0.00	\$ 7,920.00
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>7,920.00</b>	<b>0.00</b>	<b>7,920.00</b>
<b>Total Park &amp; Recreation Reserve Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,920.00</b>	<b>\$ 0.00</b>	<b>\$ 7,920.00</b>
<b>Park &amp; Recreation Reserve Fund Excess of Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 8,095.06</b>	<b>\$ 0.00</b>



**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Footpaths and Bicycle Trails Reserve (405)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Reserve Revenues</b>					
405-13-4115 State Highway Tax	\$ 0.00	\$ 97.34	\$ 900.00	\$ 568.82	\$ 331.18
405-13-4805 Earnings on Investments	0.00	0.00	50.00	77.09	(27.09)
405-13-4990 Beginning Fund Balance	0.00	0.00	8,900.00	10,177.78	(1,277.78)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>97.34</b>	<b>9,850.00</b>	<b>10,823.69</b>	<b>(973.69)</b>
<b>Total Footpaths and Bicycle Trails Reserve Revenues</b>	<b>\$ 0.00</b>	<b>\$ 97.34</b>	<b>\$ 9,850.00</b>	<b>\$ 10,823.69</b>	<b>\$ (973.69)</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
405-13-9900 Unappropriated Ending Fund Balance	\$ 0.00	\$ 0.00	\$ 9,850.00	\$ 0.00	\$ 9,850.00
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>9,850.00</b>	<b>0.00</b>	<b>9,850.00</b>
<b>Total Footpaths and Bicycle Trails Reserve Expenditu</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 9,850.00</b>	<b>\$ 0.00</b>	<b>\$ 9,850.00</b>
<b>Footpaths and Bicycle Trails Reserve Excess of Revenu</b>	<b>\$ 0.00</b>	<b>\$ 97.34</b>	<b>\$ 0.00</b>	<b>\$ 10,823.69</b>	<b>\$ 0.00</b>

**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 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Non-Departmental Revenues</b>					
600-00-4610 Water User Charges	\$ 0.00	\$ 36,528.75	\$ 370,000.00	\$ 197,115.63	\$ 172,884.37
600-00-4615 Water Deposits	0.00	0.00	2,000.00	0.00	\$ 2,000.00
600-00-4800 Miscellaneous	0.00	540.20	7,903.47	11,917.27	\$ (4,013.80)
600-00-4805 Earnings on Investments	0.00	0.00	480.00	2,007.61	\$ (1,527.61)
600-00-4815 Sale of Pipe/Supplies	0.00	2,197.59	4,000.00	4,927.69	\$ (927.69)
600-00-4990 Beginning Fund Balance	0.00	0.00	187,000.00	265,051.62	\$ (78,051.62)
<b>Total Non-Departmental Revenues</b>	<b>0.00</b>	<b>39,266.54</b>	<b>571,383.47</b>	<b>481,019.82</b>	<b>90,363.65</b>
<b>Reserve Revenues</b>					
600-13-4710 SDC - Improvement Fees	0.00	5,369.62	35,000.00	50,430.98	\$ (15,430.98)
600-13-4720 SDC - Reimbursement Fees	0.00	2,877.38	20,000.00	27,024.02	\$ (7,024.02)
600-13-4805 Earnings on Investments	0.00	0.00	1,300.00	2,079.30	\$ (779.30)
600-13-4990 Beginning Fund Balance	0.00	0.00	232,437.00	274,517.26	\$ (42,080.26)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>8,247.00</b>	<b>288,737.00</b>	<b>354,051.56</b>	<b>(65,314.56)</b>
<b>Reserve Revenues</b>					
600-14-4990 Beginning Fund Balance	0.00	0.00	0.00	1,745.07	\$ 0.00
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,745.07</b>	<b>0.00</b>
<b>Total Bay City Water Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 47,513.54</b>	<b>\$ 860,120.47</b>	<b>\$ 836,816.45</b>	<b>\$ 23,304.02</b>

**Expenditures**

**Non-Departmental Expenditures**

600-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 19,037.22	\$ 172,000.00	\$ 95,154.10	\$ 76,845.90
600-00-5115 Part-Time Employees	0.00	0.00	2,200.00	392.80	\$ 1,807.20
600-00-5205 Employer FICA Taxes	0.00	1,456.39	14,000.00	7,302.14	\$ 6,697.86
600-00-5210 Unemployment Insurance	0.00	19.03	2,000.00	95.34	\$ 1,904.66
600-00-5215 Workers' Compensation Insurance	0.00	1,007.46	3,400.00	2,090.70	\$ 1,309.30
600-00-5305 Employer PERS Contributions	0.00	2,779.25	32,500.00	17,291.86	\$ 15,208.14
600-00-5405 Health Insurance	0.00	5,594.19	55,000.00	30,230.48	\$ 24,769.52
600-00-5415 Life Insurance	0.00	21.49	500.00	109.70	\$ 390.30
600-00-6105 Office Supplies & Equipment	0.00	0.00	3,000.00	886.47	\$ 2,113.53
600-00-6125 Shop Supplies & Small Tools	0.00	31.42	2,500.00	417.93	\$ 2,082.07
600-00-6130 Customer Meters & Supplies	0.00	0.00	1,000.00	2,874.66	\$ (1,874.66)
600-00-6135 Chemical/Lab Supplies	0.00	0.00	500.00	143.33	\$ 356.67
600-00-6140 Fuel/Lubes/Etc.	0.00	(590.66)	6,000.00	2,359.56	\$ 3,640.44
600-00-6190 Other Supplies	0.00	0.00	250.00	0.00	\$ 250.00
600-00-6205 Accounting & Auditing	0.00	666.67	2,500.00	1,999.67	\$ 500.33
600-00-6215 Engineering Fees	0.00	0.00	16,000.00	33.33	\$ 15,966.67
600-00-6220 Legal Fees	0.00	0.00	2,500.00	0.00	\$ 2,500.00
600-00-6225 Laboratory Fees	0.00	0.00	1,500.00	1,278.00	\$ 222.00
600-00-6290 Other Professional Fees	0.00	0.00	5,000.00	162.00	\$ 4,838.00
600-00-6305 Building Repairs & Maintenance	0.00	446.65	4,000.00	1,360.76	\$ 2,639.24
600-00-6311 Contracted Ground Maintenance	0.00	155.00	2,000.00	620.00	\$ 1,380.00
600-00-6325 Utility System Repairs	0.00	0.00	15,000.00	11,242.31	\$ 3,757.69

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Bay City Water Fund (600)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
600-00-6335 Vehicle Repairs & Maintenance	0.00	57.85	12,903.47	3,556.33	\$ 9,347.14
600-00-6345 Operational Equipment & Repairs	0.00	103.75	22,000.00	103.75	\$ 21,896.25
600-00-6350 Personal Protective Equipment	0.00	0.00	3,000.00	214.62	\$ 2,785.38
600-00-6410 Training	0.00	0.00	6,000.00	815.82	\$ 5,184.18
600-00-6605 Electricity	0.00	64.00	1,000.00	223.11	\$ 776.89
600-00-6620 Telecommunications	0.00	176.93	5,000.00	650.14	\$ 4,349.86
600-00-6700 Insurance	0.00	0.00	10,000.00	10,000.00	\$ 0.00
600-00-6830 Janitorial Services	0.00	173.34	1,000.00	571.68	\$ 428.32
600-00-6860 Computers/Software/Services	0.00	367.66	7,500.00	1,945.72	\$ 5,554.28
600-00-6905 Deposit Refunds	0.00	91.95	1,000.00	442.52	\$ 557.48
600-00-6910 Fee Refunds	0.00	150.55	147.00	150.55	\$ (3.55)
600-00-6990 Other Miscellaneous Expenses	0.00	79.95	5,000.00	109.15	\$ 4,890.85
600-00-6995 Feasibility Studies / Projects	0.00	0.00	10,000.00	0.00	\$ 10,000.00
600-00-9400 Transfer to Capital Projects Funds	0.00	0.00	8,000.00	8,000.00	\$ 0.00
600-00-9500 Transfer to Enterprise Funds	0.00	0.00	135,483.00	135,483.00	\$ 0.00
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>31,890.09</b>	<b>571,383.47</b>	<b>338,311.53</b>	<b>233,071.94</b>
<b>Reserve Expenditures</b>					
600-13-6910 Fee Refunds	0.00	0.00	8,500.00	8,247.00	\$ 253.00
600-13-8800 Utility System	0.00	0.00	280,237.00	0.00	\$ 280,237.00
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>288,737.00</b>	<b>8,247.00</b>	<b>280,490.00</b>
<b>Total Bay City Water Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 31,890.09</b>	<b>\$ 860,120.47</b>	<b>\$ 346,558.53</b>	<b>\$ 513,561.94</b>
<b>Bay City Water Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 15,623.45</b>	<b>\$ 0.00</b>	<b>\$ 490,257.92</b>	<b>\$ 0.00</b>

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

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*Revised Budget*  
**For Kilchis Water Fund (601)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Non-Departmental Revenues</b>					
601-00-4610 Water User Charges	\$ 0.00	\$ 25,193.09	\$ 302,317.00	\$ 147,813.72	\$ 154,503.28
601-00-4805 Earnings on Investments	0.00	0.00	1,800.00	4,759.79	\$ (2,959.79)
601-00-4930 Transfers In	0.00	0.00	285,483.00	285,483.00	\$ 0.00
601-00-4990 Beginning Fund Balance	0.00	0.00	588,000.00	628,407.04	\$ (40,407.04)
<b>Total Non-Departmental Revenues</b>	<b>0.00</b>	<b>25,193.09</b>	<b>1,177,600.00</b>	<b>1,066,463.55</b>	<b>111,136.45</b>
<b>Reserve Revenues</b>					
601-13-4800 Miscellaneous	0.00	4,604.00	80,000.00	18,416.00	\$ 61,584.00
601-13-4805 Earnings on Investments	0.00	0.00	2,500.00	6,113.18	\$ (3,613.18)
601-13-4990 Beginning Fund Balance	0.00	0.00	806,000.00	807,085.39	\$ (1,085.39)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>4,604.00</b>	<b>888,500.00</b>	<b>831,614.57</b>	<b>56,885.43</b>
<b>Total Kilchis Water Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 29,797.09</b>	<b>\$ 2,066,100.00</b>	<b>\$ 1,898,078.12</b>	<b>\$ 168,021.88</b>

**Expenditures**

**Non-Departmental Expenditures**

601-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 7,574.52	\$ 95,000.00	\$ 46,024.17	\$ 48,975.83
601-00-5115 Part-Time Employees	0.00	0.00	1,500.00	196.39	\$ 1,303.61
601-00-5205 Employer FICA Taxes	0.00	579.42	7,000.00	3,528.57	\$ 3,471.43
601-00-5210 Unemployment Insurance	0.00	7.56	1,000.00	46.09	\$ 953.91
601-00-5215 Workers' Compensation Insurance	0.00	1,002.27	5,000.00	2,067.10	\$ 2,932.90
601-00-5305 Employer PERS Contributions	0.00	1,338.96	18,000.00	8,593.26	\$ 9,406.74
601-00-5405 Health Insurance	0.00	1,928.88	29,000.00	13,199.42	\$ 15,800.58
601-00-5415 Life Insurance	0.00	8.92	800.00	56.16	\$ 743.84
601-00-6105 Office Supplies & Equipment	0.00	0.00	4,000.00	296.97	\$ 3,703.03
601-00-6125 Shop Supplies & Small Tools	0.00	31.43	4,000.00	387.71	\$ 3,612.29
601-00-6135 Chemical/Lab Supplies	0.00	1,658.43	22,000.00	10,178.17	\$ 11,821.83
601-00-6140 Fuel/Lubes/Etc.	0.00	(590.66)	7,000.00	2,368.30	\$ 4,631.70
601-00-6190 Other Supplies	0.00	0.00	100.00	0.00	\$ 100.00
601-00-6205 Accounting & Auditing	0.00	666.67	2,500.00	2,000.67	\$ 499.33
601-00-6215 Engineering Fees	0.00	0.00	55,000.00	33.33	\$ 54,966.67
601-00-6220 Legal Fees	0.00	0.00	5,000.00	2,192.50	\$ 2,807.50
601-00-6225 Laboratory Fees	0.00	0.00	1,500.00	878.00	\$ 622.00
601-00-6290 Other Professional Fees	0.00	0.00	5,000.00	162.00	\$ 4,838.00
601-00-6305 Building Repairs & Maintenance	0.00	446.66	15,000.00	1,647.82	\$ 13,352.18
601-00-6325 Utility System Repairs	0.00	150.00	40,000.00	253.75	\$ 39,746.25
601-00-6335 Vehicle Repairs & Maintenance	0.00	57.85	5,000.00	3,556.34	\$ 1,443.66
601-00-6345 Operational Equipment & Repairs	0.00	5,172.91	40,000.00	8,416.85	\$ 31,583.15
601-00-6350 Personal Protective Equipment	0.00	0.00	5,000.00	214.62	\$ 4,785.38
601-00-6410 Training	0.00	0.00	10,000.00	725.81	\$ 9,274.19
601-00-6605 Electricity	0.00	2,292.86	30,000.00	12,592.76	\$ 17,407.24
601-00-6620 Telecommunications	0.00	176.93	2,500.00	650.15	\$ 1,849.85
601-00-6700 Insurance	0.00	0.00	10,000.00	10,000.00	\$ 0.00
601-00-6830 Janitorial Services	0.00	173.34	1,700.00	571.67	\$ 1,128.33
601-00-6860 Computers/Software/Services	0.00	367.65	5,000.00	1,896.96	\$ 3,103.04

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Kilchis Water Fund (601)  
 For the Fiscal Period 2023-6 Ending December 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
601-00-6990 Other Miscellaneous Expenses	0.00	4.95	10,000.00	636.00	\$ 9,364.00
601-00-8200 Buildings & Structures	0.00	0.00	150,000.00	0.00	\$ 150,000.00
601-00-8400 Machinery & Equipment	0.00	0.00	370,000.00	22,065.81	\$ 347,934.19
601-00-8700 Office Equipment	0.00	0.00	5,000.00	0.00	\$ 5,000.00
601-00-8800 Utility System	0.00	0.00	5,000.00	0.00	\$ 5,000.00
601-00-9000 Transfers Out	0.00	0.00	10,000.00	10,000.00	\$ 0.00
601-00-9800 Contingency	0.00	0.00	50,000.00	0.00	\$ 50,000.00
601-00-9900 Unappropriated Ending Fund Balance	0.00	0.00	150,000.00	0.00	\$ 150,000.00
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>23,049.55</b>	<b>1,177,600.00</b>	<b>165,437.35</b>	<b>1,012,162.65</b>
<b>Reserve Expenditures</b>					
601-13-8000 Capital Outlay	0.00	0.00	25,000.00	0.00	\$ 25,000.00
601-13-8400 Machinery & Equipment	0.00	0.00	50,000.00	0.00	\$ 50,000.00
601-13-8800 Utility System	0.00	0.00	100,000.00	100,000.00	\$ 0.00
601-13-9000 Transfers Out	0.00	0.00	150,000.00	150,000.00	\$ 0.00
601-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	563,500.00	0.00	\$ 563,500.00
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>888,500.00</b>	<b>250,000.00</b>	<b>638,500.00</b>
<b>Total Kilchis Water Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 23,049.55</b>	<b>\$ 2,066,100.00</b>	<b>\$ 415,437.35</b>	<b>\$ 1,650,662.65</b>
<b>Kilchis Water Fund Excess of Revenues Over Expendit</b>	<b>\$ 0.00</b>	<b>\$ 6,747.54</b>	<b>\$ 0.00</b>	<b>\$ 1,482,640.77</b>	<b>\$ 0.00</b>

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

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*Revised Budget*  
**For Bay City Sewer Fund (602)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
<b>Revenues</b>					
<b>Non-Departmental Revenues</b>					
602-00-4420 State Grants	\$ 0.00	\$ 0.00	\$ 275,000.00	\$ 0.00	\$ 275,000.00
602-00-4620 Sewer User Charges	0.00	44,776.22	364,000.00	221,501.95	\$ 142,498.05
602-00-4625 Sewer Deposits	0.00	0.00	2,000.00	0.00	\$ 2,000.00
602-00-4800 Miscellaneous	0.00	10.00	99,754.32	98,766.52	\$ 987.80
602-00-4805 Earnings on Investments	0.00	0.00	5,000.00	6,930.28	\$ (1,930.28)
602-00-4990 Beginning Fund Balance	0.00	0.00	995,000.00	914,962.30	\$ 80,037.70
<b>Total Non-Departmental Revenues</b>	<b>0.00</b>	<b>44,786.22</b>	<b>1,740,754.32</b>	<b>1,242,161.05</b>	<b>498,593.27</b>
<b>Reserve Revenues</b>					
602-14-4710 SDC - Improvement Fees	0.00	0.00	50,000.00	52,627.68	\$ (2,627.68)
602-14-4720 SDC - Reimbursement Fees	0.00	0.00	1,500.00	5,332.32	\$ (3,832.32)
602-14-4805 Earnings on Investments	0.00	0.00	0.00	8,347.74	\$ 0.00
602-14-4930 Transfers In	0.00	0.00	10,000.00	10,000.00	\$ 0.00
602-14-4990 Beginning Fund Balance	0.00	0.00	1,067,800.00	1,102,102.55	\$ (34,302.55)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>1,129,300.00</b>	<b>1,178,410.29</b>	<b>(49,110.29)</b>
<b>Reserve Revenues</b>					
602-15-4805 Earnings on Investments	0.00	0.00	700.00	866.14	\$ (166.14)
602-15-4930 Transfers In	0.00	0.00	10,000.00	10,000.00	\$ 0.00
602-15-4990 Beginning Fund Balance	0.00	0.00	114,000.00	114,352.34	\$ (352.34)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>124,700.00</b>	<b>125,218.48</b>	<b>(518.48)</b>
<b>Reserve Revenues</b>					
602-16-4805 Earnings on Investments	0.00	0.00	500.00	622.69	\$ (122.69)
602-16-4930 Transfers In	0.00	0.00	5,000.00	5,000.00	\$ 0.00
602-16-4990 Beginning Fund Balance	0.00	0.00	82,000.00	82,214.07	\$ (214.07)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>87,500.00</b>	<b>87,836.76</b>	<b>(336.76)</b>
<b>Total Bay City Sewer Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 44,786.22</b>	<b>\$ 3,082,254.32</b>	<b>\$ 2,633,626.58</b>	<b>\$ 448,627.74</b>

**Expenditures**

**Non-Departmental Expenditures**

602-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 27,203.12	\$ 232,000.00	\$ 122,407.52	\$ 109,592.48
602-00-5115 Part-Time Employees	0.00	0.00	2,200.00	392.80	\$ 1,807.20
602-00-5205 Employer FICA Taxes	0.00	2,081.03	18,000.00	9,386.90	\$ 8,613.10
602-00-5210 Unemployment Insurance	0.00	27.19	2,500.00	122.65	\$ 2,377.35
602-00-5215 Workers' Compensation Insurance	0.00	1,008.73	5,500.00	2,099.72	\$ 3,400.28
602-00-5305 Employer PERS Contributions	0.00	3,449.63	42,500.00	21,515.15	\$ 20,984.85
602-00-5405 Health Insurance	0.00	7,241.07	84,500.00	39,348.69	\$ 45,151.31
602-00-5415 Life Insurance	0.00	25.63	300.00	130.96	\$ 169.04
602-00-6105 Office Supplies & Equipment	0.00	9.00	5,000.00	971.56	\$ 4,028.44
602-00-6125 Shop Supplies & Small Tools	0.00	31.43	4,000.00	3,124.14	\$ 875.86
602-00-6135 Chemical/Lab Supplies	0.00	6,751.60	18,000.00	8,889.96	\$ 9,110.04
602-00-6140 Fuel/Lubes/Etc.	0.00	(569.67)	7,000.00	2,711.69	\$ 4,288.31
602-00-6190 Other Supplies	0.00	0.00	2,000.00	147.60	\$ 1,852.40

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

1/4/2023 7:09am

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*Revised Budget*  
**For Bay City Sewer Fund (602)**  
**For the Fiscal Period 2023-6 Ending December 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
602-00-6205 Accounting & Auditing	0.00	666.66	2,500.00	1,999.66	\$ 500.34
602-00-6215 Engineering Fees	0.00	0.00	10,000.00	33.34	\$ 9,966.66
602-00-6220 Legal Fees	0.00	0.00	4,000.00	0.00	\$ 4,000.00
602-00-6225 Laboratory Fees	0.00	0.00	1,000.00	0.00	\$ 1,000.00
602-00-6290 Other Professional Fees	0.00	0.00	7,500.00	164.00	\$ 7,336.00
602-00-6305 Building Repairs & Maintenance	0.00	2,739.10	8,000.00	7,223.65	\$ 776.35
602-00-6325 Utility System Repairs	0.00	884.72	160,837.00	29,237.83	\$ 131,599.17
602-00-6335 Vehicle Repairs & Maintenance	0.00	3,310.68	47,417.32	21,373.38	\$ 26,043.94
602-00-6345 Operational Equipment & Repairs	0.00	628.75	60,000.00	8,097.77	\$ 51,902.23
602-00-6350 Personal Protective Equipment	0.00	0.00	3,000.00	214.58	\$ 2,785.42
602-00-6410 Training	0.00	0.00	10,000.00	493.71	\$ 9,506.29
602-00-6605 Electricity	0.00	2,540.77	37,000.00	13,257.45	\$ 23,742.55
602-00-6620 Telecommunications	0.00	176.93	17,500.00	650.11	\$ 16,849.89
602-00-6700 Insurance	0.00	0.00	1,400.00	1,400.00	\$ 0.00
602-00-6830 Janitorial Services	0.00	173.32	1,100.00	571.65	\$ 528.35
602-00-6855 Permit Fees	0.00	0.00	3,000.00	2,669.00	\$ 331.00
602-00-6860 Computers/Software/Services	0.00	367.64	10,000.00	3,310.23	\$ 6,689.77
602-00-6905 Deposit Refunds	0.00	129.60	1,500.00	414.85	\$ 1,085.15
602-00-6910 Fee Refunds	0.00	169.46	100.00	169.46	\$ (69.46)
602-00-6990 Other Miscellaneous Expenses	0.00	4.95	0.00	34.15	\$ 0.00
602-00-6995 Feasibility Studies / Projects	0.00	3,347.50	20,000.00	4,063.75	\$ 15,936.25
602-00-8400 Machinery & Equipment	0.00	6,773.50	526,400.00	9,376.00	\$ 517,024.00
602-00-8800 Utility System	0.00	74,162.75	350,000.00	347,993.68	\$ 2,006.32
602-00-9000 Transfers Out	0.00	0.00	25,000.00	25,000.00	\$ 0.00
602-00-9400 Transfer to Capital Projects Funds	0.00	0.00	10,000.00	10,000.00	\$ 0.00
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>143,335.09</b>	<b>1,740,754.32</b>	<b>698,997.59</b>	<b>1,041,756.73</b>
<b>Reserve Expenditures</b>					
602-14-8800 Utility System	0.00	0.00	150,000.00	0.00	\$ 150,000.00
602-14-9900 Unappropriated Ending Fund Balance	0.00	0.00	979,300.00	0.00	\$ 979,300.00
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>1,129,300.00</b>	<b>0.00</b>	<b>1,129,300.00</b>
<b>Reserve Expenditures</b>					
602-15-6590 Other Equipment	0.00	0.00	50,000.00	0.00	\$ 50,000.00
602-15-9900 Unappropriated Ending Fund Balance	0.00	0.00	74,700.00	0.00	\$ 74,700.00
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>124,700.00</b>	<b>0.00</b>	<b>124,700.00</b>
<b>Reserve Expenditures</b>					
602-16-9900 Unappropriated Ending Fund Balance	0.00	0.00	87,500.00	0.00	\$ 87,500.00
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>87,500.00</b>	<b>0.00</b>	<b>87,500.00</b>
<b>Total Bay City Sewer Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 143,335.09</b>	<b>\$ 3,082,254.32</b>	<b>\$ 698,997.59</b>	<b>\$ 2,383,256.73</b>
<b>Bay City Sewer Fund Excess of Revenues Over Expenditures</b>	<b>0.00</b>	<b>\$ (98,548.87)</b>	<b>0.00</b>	<b>\$ 1,934,628.99</b>	<b>\$ 0.00</b>

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

*For the Fiscal Period 2023-6 Ending December 31, 2022*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Total Revenues	\$ 0.00	\$ 164,944.42	\$ 9,240,028.48	\$ 8,328,964.93	\$ 911,063.55
Total Expenditures	\$ 0.00	\$ 311,384.96	\$ 9,240,028.48	\$ 2,899,305.94	\$ 6,340,722.54
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (146,440.54)	\$ 0.00	\$ 5,429,658.99	\$ 0.00





# City of Bay City

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

January 4, 2023

**Bills to pay total for November 2022 = \$214,868.53**

Summary of Bills to pay >\$5,000

Hach Company Inc	\$ 5,069.16
US Dept of Treasury	\$ 9,047.66
CIS Insurance	\$ 10,461.36
Oregon PERS	\$ 7,545.65
US Dept of Treasury	\$ 8,614.56
CIS	\$ 10,454.47
Oregon PERS	\$ 7,015.91
US Dept of Treasury	\$ 5,008.12
ORR, Inc. (Screen project)	\$ 34,851.59
USA Blue Book	\$6,503.10
AKS Engineering (Lift Station)	\$5,382.50
ORR, Inc. (Screen project)	\$39,177.91
Dale Kamrath	\$6,487.50

**A/P Control Report**

for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount																																																															
12282	806	Vadim Municipal Software	3	Dec2022 renewa	Yes	2023 6		12/27/2022	12/27/2022		\$313.43																																																															
<b>Desc: Cash rcpts / report maint fees</b>																																																																										
<table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100-10-6860</td> <td>Computers/Software/Service</td> <td>78.36</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7"> <b>Desc: Computers/Software/Services</b> </td> </tr> <tr> <td>2</td> <td>600-00-6860</td> <td>Computers/Software/Service</td> <td>78.36</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7"> <b>Desc: Computers/Software/Services</b> </td> </tr> <tr> <td>3</td> <td>601-00-6860</td> <td>Computers/Software/Service</td> <td>78.35</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7"> <b>Desc: Computers/Software/Services</b> </td> </tr> <tr> <td>4</td> <td>602-00-6860</td> <td>Computers/Software/Service</td> <td>78.36</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7"> <b>Desc: Computers/Software/Services</b> </td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	100-10-6860	Computers/Software/Service	78.36	0.00	0		<b>Desc: Computers/Software/Services</b>							2	600-00-6860	Computers/Software/Service	78.36	0.00	0		<b>Desc: Computers/Software/Services</b>							3	601-00-6860	Computers/Software/Service	78.35	0.00	0		<b>Desc: Computers/Software/Services</b>							4	602-00-6860	Computers/Software/Service	78.36	0.00	0		<b>Desc: Computers/Software/Services</b>						
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																																																																				
1	100-10-6860	Computers/Software/Service	78.36	0.00	0																																																																					
<b>Desc: Computers/Software/Services</b>																																																																										
2	600-00-6860	Computers/Software/Service	78.36	0.00	0																																																																					
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3	601-00-6860	Computers/Software/Service	78.35	0.00	0																																																																					
<b>Desc: Computers/Software/Services</b>																																																																										
4	602-00-6860	Computers/Software/Service	78.36	0.00	0																																																																					
<b>Desc: Computers/Software/Services</b>																																																																										
12579	964	Dale Kamrath	3	November 2022	Yes	2023 6		12/1/2022	12/5/2022		\$4,612.50																																																															
<b>Desc: November 2022 interim fire chief</b>																																																																										
<table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100-30-6290</td> <td>Other Professional Fees</td> <td>4,612.50</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7"> <b>Desc: Other Professional Fees</b> </td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	100-30-6290	Other Professional Fees	4,612.50	0.00	0		<b>Desc: Other Professional Fees</b>																																																
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																																																																				
1	100-30-6290	Other Professional Fees	4,612.50	0.00	0																																																																					
<b>Desc: Other Professional Fees</b>																																																																										
											1099																																																															
12582	97	Country Media	3	604128	Yes	2023 6		12/5/2022	12/15/2022		\$113.15																																																															
<b>Desc: Advertising</b>																																																																										
<table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100-10-6825</td> <td>Advertising/Publishing</td> <td>113.15</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7"> <b>Desc: Advertising/Publishing</b> </td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	100-10-6825	Advertising/Publishing	113.15	0.00	0		<b>Desc: Advertising/Publishing</b>																																																
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																																																																				
1	100-10-6825	Advertising/Publishing	113.15	0.00	0																																																																					
<b>Desc: Advertising/Publishing</b>																																																																										
12583	110	Public Safety Center	3	6107685	Yes	2023 6		12/5/2022	12/31/2022		\$119.96																																																															
<b>Desc: PPE</b>																																																																										
<table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100-30-6115</td> <td>First Aid Supplies</td> <td>119.96</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7"> <b>Desc: First Aid Supplies</b> </td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	100-30-6115	First Aid Supplies	119.96	0.00	0		<b>Desc: First Aid Supplies</b>																																																
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																																																																				
1	100-30-6115	First Aid Supplies	119.96	0.00	0																																																																					
<b>Desc: First Aid Supplies</b>																																																																										
12584	886	Richard Coit	3	1780	Yes	2023 6		12/5/2022	12/15/2022		\$715.00																																																															
<b>Desc: Computer services</b>																																																																										
<table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100-30-6990</td> <td>Other Miscellaneous Expens</td> <td>715.00</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7"> <b>Desc: Other Miscellaneous Expenses</b> </td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	100-30-6990	Other Miscellaneous Expens	715.00	0.00	0		<b>Desc: Other Miscellaneous Expenses</b>																																																
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																																																																				
1	100-30-6990	Other Miscellaneous Expens	715.00	0.00	0																																																																					
<b>Desc: Other Miscellaneous Expenses</b>																																																																										
											1099																																																															
12585	886	Richard Coit	3	1751	Yes	2023 6		12/5/2022	12/15/2022		\$245.00																																																															
<b>Desc: Computer Services</b>																																																																										
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Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																																																																				
1	600-00-6860	Computers/Software/Service	81.67	0.00	0																																																																					
<b>Desc: Computers/Software/Services</b>																																																																										
2	601-00-6860	Computers/Software/Service	81.67	0.00	0																																																																					
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3	602-00-6860	Computers/Software/Service	81.66	0.00	0																																																																					
<b>Desc: Computers/Software/Services</b>																																																																										
											1099																																																															
12586	227	OHA -State of Oregon	3	4100079-Dec 20	Yes	2023 6		12/5/2022	12/15/2022		\$75.00																																																															
<b>Desc: 2023 Cross Connection Annual Fee invoice</b>																																																																										
<table border="1"> <thead> <tr> <th>Line</th> <th>Account Number</th> <th>AP Amount</th> <th>Liq Amount</th> <th>Project</th> <th>Task</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>600-00-6990</td> <td>Other Miscellaneous Expens</td> <td>75.00</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td colspan="7"> <b>Desc: Other Miscellaneous Expenses</b> </td> </tr> </tbody> </table>												Line	Account Number	AP Amount	Liq Amount	Project	Task	Category	1	600-00-6990	Other Miscellaneous Expens	75.00	0.00	0		<b>Desc: Other Miscellaneous Expenses</b>																																																
Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																																																																				
1	600-00-6990	Other Miscellaneous Expens	75.00	0.00	0																																																																					
<b>Desc: Other Miscellaneous Expenses</b>																																																																										
12587	114	Rosenberg Builders Suppl	3	2211-834567	Yes	2023 6		12/5/2022	12/15/2022		\$52.88																																																															
<b>Desc: Supplies</b>																																																																										
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Line	Account Number	AP Amount	Liq Amount	Project	Task	Category																																																																				
1	100-50-6310	Grounds Maintenance	52.88	0.00	0																																																																					
<b>Desc: Grounds Maintenance</b>																																																																										
12588	114	Rosenberg Builders Suppl	3	2211-834701	Yes	2023 6		12/5/2022	12/15/2022		\$22.97																																																															
<b>Desc: Supplies</b>																																																																										
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**A/P Control Report**

for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	3	602-00-6990		Other Miscellaneous Expens			4.95		0.00	0	
		Desc: Other Miscellaneous Expenses									
12598	173	Boyd's Implement Service	3	21649	Yes	2023 6		12/8/2022	12/31/2022		\$133.25
		Desc: Supplies									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	602-00-8800	Utility System			133.25	0.00	2	1	EXP
		Desc: Utility System									
											1099
12599	173	Boyd's Implement Service	3	21837	Yes	2023 6		12/8/2022	12/31/2022		\$100.57
		Desc: Supplies									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	600-00-6335	Vehicle Repairs & Maintenan			33.52	0.00	0		
		Desc: Vehicle Repairs & Maintenance									
											1099
		2	601-00-6335	Vehicle Repairs & Maintenan			33.52	0.00	0		
		Desc: Vehicle Repairs & Maintenance									
											1099
		3	602-00-6335	Vehicle Repairs & Maintenan			33.53	0.00	0		
		Desc: Vehicle Repairs & Maintenance									
											1099
12600	37	Tillamook Farmers' Coope	3	432512	Yes	2023 6		12/8/2022	12/10/2022		\$20.99
		Desc: Supplies									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	602-00-6140	Fuel/Lubes/Etc.			20.99	0.00	0		
		Desc: Fuel/Lubes/Etc.									
12601	30	S-C Paving	3	5470	Yes	2023 6		12/8/2022	12/20/2022		\$311.25
		Desc: Rock									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	600-00-6345	Operational Equipment & Re			103.75	0.00	0		
		Desc: Operational Equipment & Repairs									
		2	601-00-6345	Operational Equipment & Re			103.75	0.00	0		
		Desc: Operational Equipment & Repairs									
		3	602-00-6345	Operational Equipment & Re			103.75	0.00	0		
		Desc: Operational Equipment & Repairs									
12602	44	Davison Auto Parts	3	939-5666000	Yes	2023 6		12/8/2022	12/31/2022		\$15.07
		Desc: Supplies									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	100-30-6105	Office Supplies & Equipment			15.07	0.00	0		
		Desc: Office Supplies & Equipment									
12603	44	Davison Auto Parts	3	939-5652925	Yes	2023 6		12/8/2022	12/31/2022		\$72.98
		Desc: Supplies									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	600-00-6335	Vehicle Repairs & Maintenan			24.33	0.00	0		
		Desc: Vehicle Repairs & Maintenance									
		2	601-00-6335	Vehicle Repairs & Maintenan			24.33	0.00	0		
		Desc: Vehicle Repairs & Maintenance									
		3	602-00-6335	Vehicle Repairs & Maintenan			24.32	0.00	0		
		Desc: Vehicle Repairs & Maintenance									
12604	44	Davison Auto Parts	3	939-5643428	Yes	2023 6		12/8/2022	12/31/2022		\$191.07
		Desc: Supplies									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	602-00-6335	Vehicle Repairs & Maintenan			191.07	0.00	0		
		Desc: Vehicle Repairs & Maintenance									
12605	44	Davison Auto Parts	3	939-5630012	Yes	2023 6		12/8/2022	12/31/2022		\$23.10
		Desc: Supplies									
		<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1	602-00-6335	Vehicle Repairs & Maintenan			23.10	0.00	0		
		Desc: Vehicle Repairs & Maintenance									

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for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12606	855	AKS Engineering & Forest	3	8605-03-10	Yes	2023 6		12/8/2022	12/31/2022		\$3,347.50
		Desc: Engineering									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6995		Feasibility Studies / Projects		3,347.50	0.00	3	PATCRK	EXP
		Desc: Feasibility Studies / Projects									
12607	110	Public Safety Center	3	6116175	Yes	2023 6		12/8/2022	12/31/2022		\$199.98
		Desc: PPE									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6350		Personal Protective Equipme		199.98	0.00	0		
		Desc: Personal Protective Equipment									
12608	154	Quill	3	29192530	Yes	2023 6		12/8/2022	12/31/2022		\$41.99
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6105		Office Supplies & Equipment		41.99	0.00	0		
		Desc: Office Supplies & Equipment									
12609	821	Industrial Systems, Inc.	3	22.52.01-1	Yes	2023 6		12/8/2022	12/31/2022		\$525.00
		Desc: Engineering									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6345		Operational Equipment & Re		525.00	0.00	0		
		Desc: Operational Equipment & Repairs									
12611	245	Tillamook County Creamer	3	563140	Yes	2023 6		12/8/2022	12/15/2022		\$275.00
		Desc: Chlorine									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	601-00-6135		Chemical/Lab Supplies		275.00	0.00	0		
		Desc: Chemical/Lab Supplies									
12612	245	Tillamook County Creamer	3	563652	Yes	2023 6		12/8/2022	12/15/2022		\$121.88
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-50-6190		Other Supplies		121.88	0.00	0		
		Desc: Other Supplies									
12613	114	Rosenberg Builders Suppl	3	2212-838583	Yes	2023 6		12/8/2022	12/15/2022		\$69.08
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6325		Utility System Repairs		69.08	0.00	0		
		Desc: Utility System Repairs									
12614	42	Hach Company, Inc.	3	13362211	Yes	2023 6		12/8/2022	12/15/2022		\$5,069.16
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	601-00-6345		Operational Equipment & Re		5,069.16	0.00	0		
		Desc: Operational Equipment & Repairs									
12615	739	Power Systems West	3	S12261004222	Yes	2023 6		12/8/2022	12/31/2022		\$2,260.85
		Desc: Repairs / Generator									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6305		Building Repairs & Maintenanc		2,260.85	0.00	0		
		Desc: Building Repairs & Maintenance									
12616	39	Bay City Firefighters Asso	3	22-11-1	Yes	2023 6		12/8/2022	12/15/2022		\$100.00
		Desc: November dues									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6405		Dues & Subscriptions		100.00	0.00	0		
		Desc: Dues & Subscriptions									
12617	39	Bay City Firefighters Asso	3	22-12-1	Yes	2023 6		12/8/2022	12/15/2022		\$100.00
		Desc: December dues									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	

**A/P Control Report**

for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
		1 100-30-6405		Dues & Subscriptions			100.00		0.00	0	
		Desc: Dues & Subscriptions									
12618	1	Oregon Department of Rev	3	PR1309	Yes	2023	6	12/8/2022	12/8/2022		\$9.70
		Desc: Payroll from 12/8/2022 to 12/8/2022									
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2030			Payroll Taxes Payable	0.12	0.00	0	
		Desc:									
		2		200-00-2030			Payroll Taxes Payable	0.65	0.00	0	
		Desc:									
		3		600-00-2030			Payroll Taxes Payable	2.15	0.00	0	
		Desc:									
		4		601-00-2030			Payroll Taxes Payable	0.29	0.00	0	
		Desc:									
		5		602-00-2030			Payroll Taxes Payable	6.49	0.00	0	
		Desc:									
12619	2	U.S. Department of the Tre	3	PR1309	Yes	2023	6	12/8/2022	12/8/2022		\$595.92
		Desc: Payroll from 12/8/2022 to 12/8/2022									
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2030			Payroll Taxes Payable	7.28	0.00	0	
		Desc:									
		2		200-00-2030			Payroll Taxes Payable	39.24	0.00	0	
		Desc:									
		3		600-00-2030			Payroll Taxes Payable	132.26	0.00	0	
		Desc:									
		4		601-00-2030			Payroll Taxes Payable	17.88	0.00	0	
		Desc:									
		5		602-00-2030			Payroll Taxes Payable	399.26	0.00	0	
		Desc:									
12620	472	Verizon Wireless	3	9919905696	Yes	2023	6	12/15/2022			\$627.98
		Desc: Cellphone bill									
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-10-6620			Telecommunications	79.05	0.00	0	
		Desc:		Telecommunications							
		2		100-30-6620			Telecommunications	283.43	0.00	0	
		Desc:		Telecommunications							
		3		600-00-6620			Telecommunications	88.50	0.00	0	
		Desc:		Telecommunications							
		4		601-00-6620			Telecommunications	88.50	0.00	0	
		Desc:		Telecommunications							
		5		602-00-6620			Telecommunications	88.50	0.00	0	
		Desc:		Telecommunications							
12621	1	Oregon Department of Rev	3	PR1311	Yes	2023	6	12/15/2022	12/15/2022		\$47.36
		Desc: Payroll from 11/1/2022 to 11/30/2022									
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-30-2030			Payroll Taxes Payable	47.36	0.00	0	
		Desc:									
12622	2	U.S. Department of the Tre	3	PR1311	Yes	2023	6	12/15/2022	12/15/2022		\$614.69
		Desc: Payroll from 11/1/2022 to 11/30/2022									
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-30-2030			Payroll Taxes Payable	614.69	0.00	0	
		Desc:									
12623	189	Oregon PERS	3	PR1311	Yes	2023	6	12/15/2022	12/15/2022		\$25.08
		Desc: Payroll from 11/1/2022 to 11/30/2022									
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category

**A/P Control Report**

for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	1	100-30-2040		Retirement Payable			25.08		0.00	0	
		Desc:									
<b>12624</b>	<b>1</b>	<b>Oregon Department of Rev</b>	<b>3</b>	<b>PR1312</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/15/2022</b>		<b>\$2,273.93</b>
		Desc:		<b>Payroll from 12/1/2022 to 12/15/2022</b>							
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		100-00-2030			420.26	0.00	0		
		Desc:		Payroll Taxes Payable							
		2		100-30-2030			379.52	0.00	0		
		Desc:		Payroll Taxes Payable							
		3		200-00-2030			220.41	0.00	0		
		Desc:		Payroll Taxes Payable							
		4		600-00-2030			486.52	0.00	0		
		Desc:		Payroll Taxes Payable							
		5		601-00-2030			226.11	0.00	0		
		Desc:		Payroll Taxes Payable							
		6		602-00-2030			541.11	0.00	0		
		Desc:		Payroll Taxes Payable							
<b>12625</b>	<b>2</b>	<b>U.S. Department of the Tre</b>	<b>3</b>	<b>PR1312</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/15/2022</b>		<b>\$9,047.66</b>
		Desc:		<b>Payroll from 12/1/2022 to 12/15/2022</b>							
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		100-00-2030			1,684.74	0.00	0		
		Desc:		Payroll Taxes Payable							
		2		100-30-2030			1,360.63	0.00	0		
		Desc:		Payroll Taxes Payable							
		3		200-00-2030			876.64	0.00	0		
		Desc:		Payroll Taxes Payable							
		4		600-00-2030			1,867.58	0.00	0		
		Desc:		Payroll Taxes Payable							
		5		601-00-2030			988.64	0.00	0		
		Desc:		Payroll Taxes Payable							
		6		602-00-2030			2,269.43	0.00	0		
		Desc:		Payroll Taxes Payable							
<b>12626</b>	<b>5</b>	<b>Aflac</b>	<b>3</b>	<b>PR1312</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/15/2022</b>		<b>\$266.92</b>
		Desc:		<b>Payroll from 12/1/2022 to 12/15/2022</b>							
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		100-00-2030			20.56	0.00	0		
		Desc:		Payroll Taxes Payable							
		2		100-00-2055			39.71	0.00	0		
		Desc:		Med/Life Insurance Payable							
		3		100-30-2055			4.61	0.00	0		
		Desc:		Med/Life Insurance Payable							
		4		200-00-2030			11.06	0.00	0		
		Desc:		Payroll Taxes Payable							
		5		200-00-2055			10.62	0.00	0		
		Desc:		Med/Life Insurance Payable							
		6		600-00-2030			28.90	0.00	0		
		Desc:		Payroll Taxes Payable							
		7		600-00-2055			38.77	0.00	0		
		Desc:		Med/Life Insurance Payable							
		8		601-00-2030			6.86	0.00	0		
		Desc:		Payroll Taxes Payable							
		9		601-00-2055			24.13	0.00	0		
		Desc:		Med/Life Insurance Payable							





**A/P Control Report**

for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	3	600-00-2050		Garnishments Payable			9.25		0.00	0	
	Desc:										
	4	601-00-2050		Garnishments Payable			1.85		0.00	0	
	Desc:										
	5	602-00-2050		Garnishments Payable			79.54		0.00	0	
	Desc:										
<b>12630</b>	<b>1</b>	<b>Oregon Department of Rev</b>	<b>3</b>	<b>PR1314</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/15/2022</b>		<b>\$195.67</b>
	Desc:	<b>Payroll from 12/1/2022 to 12/15/2022</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-00-2030		Payroll Taxes Payable		97.83	0.00	0			
	Desc:										
	2	200-00-2030		Payroll Taxes Payable		19.56	0.00	0			
	Desc:										
	3	600-00-2030		Payroll Taxes Payable		39.14	0.00	0			
	Desc:										
	4	602-00-2030		Payroll Taxes Payable		39.14	0.00	0			
	Desc:										
<b>12631</b>	<b>2</b>	<b>U.S. Department of the Tre</b>	<b>3</b>	<b>PR1314</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/15/2022</b>		<b>\$724.27</b>
	Desc:	<b>Payroll from 12/1/2022 to 12/15/2022</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-00-2030		Payroll Taxes Payable		362.14	0.00	0			
	Desc:										
	2	200-00-2030		Payroll Taxes Payable		72.43	0.00	0			
	Desc:										
	3	600-00-2030		Payroll Taxes Payable		144.85	0.00	0			
	Desc:										
	4	602-00-2030		Payroll Taxes Payable		144.85	0.00	0			
	Desc:										
<b>12632</b>	<b>5</b>	<b>Aflac</b>	<b>3</b>	<b>PR1314</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/15/2022</b>		<b>\$36.86</b>
	Desc:	<b>Payroll from 12/1/2022 to 12/15/2022</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-00-2030		Payroll Taxes Payable		18.43	0.00	0			
	Desc:										
	2	200-00-2030		Payroll Taxes Payable		3.69	0.00	0			
	Desc:										
	3	600-00-2030		Payroll Taxes Payable		7.37	0.00	0			
	Desc:										
	4	602-00-2030		Payroll Taxes Payable		7.37	0.00	0			
	Desc:										
<b>12633</b>	<b>98</b>	<b>CIS</b>	<b>3</b>	<b>PR1314</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/15/2022</b>		<b>\$407.80</b>
	Desc:	<b>Payroll from 12/1/2022 to 12/15/2022</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-00-2030		Payroll Taxes Payable		29.70	0.00	0			
	Desc:										
	2	100-00-2055		Med/Life Insurance Payable		174.19	0.00	0			
	Desc:										
	3	200-00-2030		Payroll Taxes Payable		5.94	0.00	0			
	Desc:										
	4	200-00-2055		Med/Life Insurance Payable		34.85	0.00	0			
	Desc:										
	5	600-00-2030		Payroll Taxes Payable		11.88	0.00	0			
	Desc:										
	6	600-00-2055		Med/Life Insurance Payable		69.68	0.00	0			
	Desc:										

**A/P Control Report**

for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	7	602-00-2030		Payroll Taxes Payable			11.88		0.00	0	
	Desc:										
	8	602-00-2055		Med/Life Insurance Payable			69.68		0.00	0	
	Desc:										
12634	189	Oregon PERS	3	PR1314	Yes	2023	6	12/15/2022	12/15/2022		\$679.20
	Desc: Payroll from 12/1/2022 to 12/15/2022										
	<b>Line</b>	<b>Account Number</b>					<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
	1	100-00-2040		Retirement Payable			339.60	0.00	0		
	Desc:										
	2	200-00-2040		Retirement Payable			67.92	0.00	0		
	Desc:										
	3	600-00-2040		Retirement Payable			135.84	0.00	0		
	Desc:										
	4	602-00-2040		Retirement Payable			135.84	0.00	0		
	Desc:										
12635	1	Oregon Department of Rev	3	PR4106	Yes	2023	6	12/15/2022	12/15/2022		\$195.60
	Desc: Voided Payroll Check										
	<b>Line</b>	<b>Account Number</b>					<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
	1	100-00-2030		Payroll Taxes Payable			-97.79	0.00	0		
	Desc:										
	2	200-00-2030		Payroll Taxes Payable			-19.55	0.00	0		
	Desc:										
	3	600-00-2030		Payroll Taxes Payable			-39.13	0.00	0		
	Desc:										
	4	602-00-2030		Payroll Taxes Payable			-39.13	0.00	0		
	Desc:										
12636	2	U.S. Department of the Tre	3	PR4106	Yes	2023	6	12/15/2022	12/15/2022		\$664.69
	Desc: Voided Payroll Check										
	<b>Line</b>	<b>Account Number</b>					<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
	1	100-00-2030		Payroll Taxes Payable			-332.36	0.00	0		
	Desc:										
	2	200-00-2030		Payroll Taxes Payable			-66.47	0.00	0		
	Desc:										
	3	600-00-2030		Payroll Taxes Payable			-132.93	0.00	0		
	Desc:										
	4	602-00-2030		Payroll Taxes Payable			-132.93	0.00	0		
	Desc:										
12637	5	Aflac	3	PR4106	Yes	2023	6	12/15/2022	12/15/2022		\$36.86
	Desc: Voided Payroll Check										
	<b>Line</b>	<b>Account Number</b>					<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
	1	100-00-2030		Payroll Taxes Payable			-18.43	0.00	0		
	Desc:										
	2	200-00-2030		Payroll Taxes Payable			-3.69	0.00	0		
	Desc:										
	3	600-00-2030		Payroll Taxes Payable			-7.37	0.00	0		
	Desc:										
	4	602-00-2030		Payroll Taxes Payable			-7.37	0.00	0		
	Desc:										
12638	98	CIS	3	PR4106	Yes	2023	6	12/15/2022	12/15/2022		\$407.80
	Desc: Voided Payroll Check										
	<b>Line</b>	<b>Account Number</b>					<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
	1	100-00-2030		Payroll Taxes Payable			-29.70	0.00	0		
	Desc:										

**A/P Control Report**

for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	2	100-00-2055		Med/Life Insurance Payable			-174.19		0.00	0	
	Desc:										
	3	200-00-2030		Payroll Taxes Payable			-5.94		0.00	0	
	Desc:										
	4	200-00-2055		Med/Life Insurance Payable			-34.85		0.00	0	
	Desc:										
	5	600-00-2030		Payroll Taxes Payable			-11.88		0.00	0	
	Desc:										
	6	600-00-2055		Med/Life Insurance Payable			-69.68		0.00	0	
	Desc:										
	7	602-00-2030		Payroll Taxes Payable			-11.88		0.00	0	
	Desc:										
	8	602-00-2055		Med/Life Insurance Payable			-69.68		0.00	0	
	Desc:										
<b>12639</b>	<b>189</b>	<b>Oregon PERS</b>	<b>3</b>	<b>PR4106</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/15/2022</b>		<b>\$585.16</b>
	Desc:	<b>Voided Payroll Check</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-00-2040		Retirement Payable		-292.59	0.00	0			
	Desc:										
	2	200-00-2040		Retirement Payable		-58.51	0.00	0			
	Desc:										
	3	600-00-2040		Retirement Payable		-117.03	0.00	0			
	Desc:										
	4	602-00-2040		Retirement Payable		-117.03	0.00	0			
	Desc:										
<b>12642</b>	<b>472</b>	<b>Verizon Wireless</b>	<b>3</b>	<b>9922286938</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/14/2022</b>	<b>12/28/2022</b>		<b>\$627.65</b>
	Desc:										
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-10-6620		Telecommunications		79.01	0.00	0			
	Desc:	Telecommunications									
	2	100-30-6620		Telecommunications		283.35	0.00	0			
	Desc:	Telecommunications									
	3	600-00-6620		Telecommunications		88.43	0.00	0			
	Desc:	Telecommunications									
	4	601-00-6620		Telecommunications		88.43	0.00	0			
	Desc:	Telecommunications									
	5	602-00-6620		Telecommunications		88.43	0.00	0			
	Desc:	Telecommunications									
<b>12643</b>	<b>544</b>	<b>Wave</b>	<b>3</b>	<b>106825901-0009</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/14/2022</b>	<b>12/23/2022</b>		<b>\$766.00</b>
	Desc:	<b>Internet service</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-30-6860		Computers/Software/Service		95.75	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		127.66	0.00	0			
	Desc:	Computers/Software/Services									
<b>12645</b>	<b>735</b>	<b>Coast Garage Door</b>	<b>3</b>	<b>20221020130607</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/14/2022</b>	<b>12/31/2022</b>		<b>\$352.82</b>
	Desc:	<b>Door repairs</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	



**A/P Control Report**

for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	21	100-10-6105		Office Supplies & Equipment			30.45		0.00	0	
	Desc:	Office Supplies & Equipment									
	22	100-10-6105		Office Supplies & Equipment			268.00		0.00	0	
	Desc:	Office Supplies & Equipment									
	23	100-10-6105		Office Supplies & Equipment			42.87		0.00	0	
	Desc:	Office Supplies & Equipment									
	24	100-10-6105		Office Supplies & Equipment			84.98		0.00	0	
	Desc:	Office Supplies & Equipment									
	25	100-30-6860		Computers/Software/Service			574.92		0.00	0	
	Desc:	Computers/Software/Services									
	26	100-30-6860		Computers/Software/Service			610.92		0.00	0	
	Desc:	Computers/Software/Services									
	27	100-30-6105		Office Supplies & Equipment			88.95		0.00	0	
	Desc:	Office Supplies & Equipment									
	28	100-10-6105		Office Supplies & Equipment			140.00		0.00	0	
	Desc:	Office Supplies & Equipment									
	29	100-30-6345		Operational Equipment & Re			130.50		0.00	0	
	Desc:	Operational Equipment & Repairs									
	30	100-10-6105		Office Supplies & Equipment			108.83		0.00	0	
	Desc:	Office Supplies & Equipment									
<b>12648</b>	<b>969</b>	<b>Karen Calhoun</b>	<b>3</b>	<b>2022 Refund</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/31/2022</b>		<b>\$221.55</b>
	Desc:	Refund / Account closed									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	600-00-6905		Deposit Refunds		91.95	0.00	0			
	Desc:	Deposit Refunds									
	2	602-00-6905		Deposit Refunds		129.60	0.00	0			
	Desc:	Deposit Refunds									
<b>12649</b>	<b>970</b>	<b>Katrina Norris</b>	<b>3</b>	<b>2022 refund</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/31/2022</b>		<b>\$45.72</b>
	Desc:	Refund on account 001691-001									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	600-00-6910		Fee Refunds		18.04	0.00	0			
	Desc:	Fee Refunds									
	2	602-00-6910		Fee Refunds		27.68	0.00	0			
	Desc:	Fee Refunds									
<b>12650</b>	<b>971</b>	<b>Pamela Bush</b>	<b>3</b>	<b>2022 refund</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/15/2022</b>	<b>12/31/2022</b>		<b>\$274.29</b>
	Desc:	Refund - act # 002419									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	600-00-6910		Fee Refunds		100.56	0.00	0			
	Desc:	Fee Refunds									
	2	602-00-6910		Fee Refunds		141.78	0.00	0			
	Desc:	Fee Refunds									
	3	600-00-6910		Fee Refunds		31.95	0.00	0			
	Desc:	Fee Refunds									
<b>12651</b>	<b>1</b>	<b>Oregon Department of Rev</b>	<b>3</b>	<b>PR1323</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/31/2022</b>	<b>12/31/2022</b>		<b>\$2,137.83</b>
	Desc:	Payroll from 12/16/2022 to 12/31/2022									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-00-2030		Payroll Taxes Payable		420.26	0.00	0			
	Desc:										
	2	100-30-2030		Payroll Taxes Payable		243.42	0.00	0			
	Desc:										
	3	200-00-2030		Payroll Taxes Payable		220.41	0.00	0			
	Desc:										
	4	600-00-2030		Payroll Taxes Payable		486.52	0.00	0			
	Desc:										



**A/P Control Report**

for user asystAdmin from 12/1/2022 to 12/31/2022

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			1,048.79		0.00	0	
		Desc:									
	5	200-00-2030		Payroll Taxes Payable			117.89		0.00	0	
		Desc:									
	6	200-00-2055		Med/Life Insurance Payable			877.55		0.00	0	
		Desc:									
	7	600-00-2030		Payroll Taxes Payable			280.27		0.00	0	
		Desc:									
	8	600-00-2055		Med/Life Insurance Payable			2,083.41		0.00	0	
		Desc:									
	9	601-00-2030		Payroll Taxes Payable			116.35		0.00	0	
		Desc:									
	10	601-00-2055		Med/Life Insurance Payable			909.78		0.00	0	
		Desc:									
	11	602-00-2030		Payroll Taxes Payable			369.50		0.00	0	
		Desc:									
	12	602-00-2055		Med/Life Insurance Payable			2,692.19		0.00	0	
		Desc:									
<b>12655</b>	<b>189</b>	<b>Oregon PERS</b>	<b>3</b>	<b>PR1323</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/31/2022</b>	<b>12/31/2022</b>		<b>\$7,015.91</b>
		Desc:		Payroll from 12/16/2022 to 12/31/2022							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2040			1,602.24	0.00	0		
		Desc:		Retirement Payable							
		2		100-30-2040			920.84	0.00	0		
		Desc:		Retirement Payable							
		3		200-00-2040			692.50	0.00	0		
		Desc:		Retirement Payable							
		4		600-00-2040			1,408.24	0.00	0		
		Desc:		Retirement Payable							
		5		601-00-2040			846.75	0.00	0		
		Desc:		Retirement Payable							
		6		602-00-2040			1,545.34	0.00	0		
		Desc:		Retirement Payable							
<b>12656</b>	<b>190</b>	<b>Oregon Department of Jus</b>	<b>3</b>	<b>PR1323</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/31/2022</b>	<b>12/31/2022</b>		<b>\$92.50</b>
		Desc:		Payroll from 12/16/2022 to 12/31/2022							
		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							
<b>12657</b>	<b>1</b>	<b>Oregon Department of Rev</b>	<b>3</b>	<b>PR1321</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/31/2022</b>	<b>12/31/2022</b>		<b>\$205.04</b>
		Desc:		Payroll from 12/16/2022 to 12/31/2022							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-30-2030			205.04	0.00	0		
		Desc:		Payroll Taxes Payable							
<b>12658</b>	<b>2</b>	<b>U.S. Department of the Tre</b>	<b>3</b>	<b>PR1321</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/31/2022</b>	<b>12/31/2022</b>		<b>\$5,008.12</b>
		Desc:		Payroll from 12/16/2022 to 12/31/2022							
		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
	1	100-30-2030		Payroll Taxes Payable			5,008.12		0.00	0	
	Desc:										
12659	98	CIS	3	PR1321	Yes	2023	6	12/31/2022	12/31/2022		\$6.89
	Desc: Payroll from 12/16/2022 to 12/31/2022										
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-2055		Med/Life Insurance Payable			-6.89	0.00	0		
	Desc:										
12660	189	Oregon PERS	3	PR1321	Yes	2023	6	12/31/2022	12/31/2022		\$929.74
	Desc: Payroll from 12/16/2022 to 12/31/2022										
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-2040		Retirement Payable			929.74	0.00	0		
	Desc:										
12661	1	Oregon Department of Rev	3	PR4122	Yes	2023	6	12/31/2022	12/31/2022		\$205.04
	Desc: Voided Payroll Check										
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-2030		Payroll Taxes Payable			-205.04	0.00	0		
	Desc:										
12662	2	U.S. Department of the Tre	3	PR4122	Yes	2023	6	12/31/2022	12/31/2022		\$5,008.12
	Desc: Voided Payroll Check										
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-2030		Payroll Taxes Payable			-5,008.12	0.00	0		
	Desc:										
12663	98	CIS	3	PR4122	Yes	2023	6	12/31/2022	12/31/2022		\$6.89
	Desc: Voided Payroll Check										
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-2055		Med/Life Insurance Payable			6.89	0.00	0		
	Desc:										
12664	189	Oregon PERS	3	PR4122	Yes	2023	6	12/31/2022	12/31/2022		\$929.74
	Desc: Voided Payroll Check										
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-2040		Retirement Payable			-929.74	0.00	0		
	Desc:										
12665	1	Oregon Department of Rev	3	PR1324	Yes	2023	6	12/31/2022	12/31/2022		\$205.04
	Desc: Payroll from 12/16/2022 to 12/31/2022										
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-2030		Payroll Taxes Payable			205.04	0.00	0		
	Desc:										
12666	2	U.S. Department of the Tre	3	PR1324	Yes	2023	6	12/31/2022	12/31/2022		\$3,495.01
	Desc: Payroll from 12/16/2022 to 12/31/2022										
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-2030		Payroll Taxes Payable			3,495.01	0.00	0		
	Desc:										
12667	98	CIS	3	PR1324	Yes	2023	6	12/31/2022	12/31/2022		\$6.89
	Desc: Payroll from 12/16/2022 to 12/31/2022										
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-2055		Med/Life Insurance Payable			6.89	0.00	0		
	Desc:										
12668	189	Oregon PERS	3	PR1324	Yes	2023	6	12/31/2022	12/31/2022		\$929.74
	Desc: Payroll from 12/16/2022 to 12/31/2022										
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-2040		Retirement Payable			929.74	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
12669	1	Oregon Department of Rev	3	PR1328	Yes	2023 6		12/31/2022	12/31/2022		\$307.49
		Desc: Payroll from 12/16/2022 to 12/31/2022									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-00-2030	Payroll Taxes Payable	7.09		0.00	0			
		Desc:									
		2	200-00-2030	Payroll Taxes Payable	38.36		0.00	0			
		Desc:									
		3	600-00-2030	Payroll Taxes Payable	101.81		0.00	0			
		Desc:									
		4	601-00-2030	Payroll Taxes Payable	9.23		0.00	0			
		Desc:									
		5	602-00-2030	Payroll Taxes Payable	151.00		0.00	0			
		Desc:									
12670	2	U.S. Department of the Tre	3	PR1328	Yes	2023 6		12/31/2022	12/31/2022		\$1,220.89
		Desc: Payroll from 12/16/2022 to 12/31/2022									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-00-2030	Payroll Taxes Payable	23.33		0.00	0			
		Desc:									
		2	200-00-2030	Payroll Taxes Payable	126.02		0.00	0			
		Desc:									
		3	600-00-2030	Payroll Taxes Payable	355.50		0.00	0			
		Desc:									
		4	601-00-2030	Payroll Taxes Payable	36.63		0.00	0			
		Desc:									
		5	602-00-2030	Payroll Taxes Payable	679.41		0.00	0			
		Desc:									
12671	5	Aflac	3	PR1328	Yes	2023 6		12/31/2022	12/31/2022		\$18.53
		Desc: Payroll from 12/16/2022 to 12/31/2022									
		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:									
12672	98	CIS	3	PR1328	Yes	2023 6		12/31/2022	12/31/2022		\$2,196.47
		Desc: Payroll from 12/16/2022 to 12/31/2022									
		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:									
		3	200-00-2030	Payroll Taxes Payable	31.15		0.00	0			
		Desc:									
		4	200-00-2055	Med/Life Insurance Payable	265.99		0.00	0			
		Desc:									
		5	600-00-2030	Payroll Taxes Payable	80.29		0.00	0			
		Desc:									
		6	600-00-2055	Med/Life Insurance Payable	689.59		0.00	0			
		Desc:									

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Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	7	601-00-2030		Payroll Taxes Payable			6.79		0.00	0	
	Desc:										
	8	601-00-2055		Med/Life Insurance Payable			59.12		0.00	0	
	Desc:										
	9	602-00-2030		Payroll Taxes Payable			102.19		0.00	0	
	Desc:										
	10	602-00-2055		Med/Life Insurance Payable			906.32		0.00	0	
	Desc:										
<b>12673</b>	<b>189</b>	<b>Oregon PERS</b>	<b>3</b>	<b>PR1328</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/31/2022</b>	<b>12/31/2022</b>		<b>\$919.06</b>
	Desc:	<b>Payroll from 12/16/2022 to 12/31/2022</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-00-2040		Retirement Payable		18.02	0.00	0			
	Desc:										
	2	200-00-2040		Retirement Payable		97.33	0.00	0			
	Desc:										
	3	600-00-2040		Retirement Payable		272.17	0.00	0			
	Desc:										
	4	601-00-2040		Retirement Payable		27.57	0.00	0			
	Desc:										
	5	602-00-2040		Retirement Payable		503.97	0.00	0			
	Desc:										
<b>12674</b>	<b>1</b>	<b>Oregon Department of Rev</b>	<b>3</b>	<b>PR1329</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/16/2022</b>	<b>12/16/2022</b>		<b>\$307.49</b>
	Desc:	<b>Payroll from 12/1/2022 to 12/15/2022</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-00-2030		Payroll Taxes Payable		7.09	0.00	0			
	Desc:										
	2	200-00-2030		Payroll Taxes Payable		38.36	0.00	0			
	Desc:										
	3	600-00-2030		Payroll Taxes Payable		101.81	0.00	0			
	Desc:										
	4	601-00-2030		Payroll Taxes Payable		9.23	0.00	0			
	Desc:										
	5	602-00-2030		Payroll Taxes Payable		151.00	0.00	0			
	Desc:										
<b>12675</b>	<b>2</b>	<b>U.S. Department of the Tre</b>	<b>3</b>	<b>PR1329</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/16/2022</b>	<b>12/16/2022</b>		<b>\$1,220.89</b>
	Desc:	<b>Payroll from 12/1/2022 to 12/15/2022</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-00-2030		Payroll Taxes Payable		23.33	0.00	0			
	Desc:										
	2	200-00-2030		Payroll Taxes Payable		126.02	0.00	0			
	Desc:										
	3	600-00-2030		Payroll Taxes Payable		355.50	0.00	0			
	Desc:										
	4	601-00-2030		Payroll Taxes Payable		36.63	0.00	0			
	Desc:										
	5	602-00-2030		Payroll Taxes Payable		679.41	0.00	0			
	Desc:										
<b>12676</b>	<b>5</b>	<b>Aflac</b>	<b>3</b>	<b>PR1329</b>	<b>Yes</b>	<b>2023</b>	<b>6</b>	<b>12/16/2022</b>	<b>12/16/2022</b>		<b>\$18.53</b>
	Desc:	<b>Payroll from 12/1/2022 to 12/15/2022</b>									
	<b>Line</b>	<b>Account Number</b>				<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
	1	100-00-2030		Payroll Taxes Payable		0.93	0.00	0			
	Desc:										
	2	200-00-2030		Payroll Taxes Payable		5.00	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			-7.09		0.00	0	
		Desc:									
12680	2	U.S. Department of the Tre	3	PR4128	Yes	2023	6	12/15/2022	12/15/2022		\$466.77
		Desc:		Voided Payroll Check							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2030			-23.33	0.00	0		
		Desc:									
		2		200-00-2030			-126.02	0.00	0		
		Desc:									
		3		600-00-2030			-280.08	0.00	0		
		Desc:									
		4		601-00-2030			-14.01	0.00	0		
		Desc:									
		5		602-00-2030			-23.33	0.00	0		
		Desc:									
12681	5	Aflac	3	PR4128	Yes	2023	6	12/15/2022	12/15/2022		\$18.53
		Desc:		Voided Payroll Check							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2030			-0.93	0.00	0		
		Desc:									
		2		200-00-2030			-5.00	0.00	0		
		Desc:									
		3		600-00-2030			-11.11	0.00	0		
		Desc:									
		4		601-00-2030			-0.56	0.00	0		
		Desc:									
		5		602-00-2030			-0.93	0.00	0		
		Desc:									
12682	98	CIS	3	PR4128	Yes	2023	6	12/15/2022	12/15/2022		\$1,100.50
		Desc:		Voided Payroll Check							
		Line		Account Number			AP Amount	Liq Amount	Project	Task	Category
		1		100-00-2030			-5.77	0.00	0		
		Desc:									
		2		100-00-2055			-49.26	0.00	0		
		Desc:									
		3		200-00-2030			-31.15	0.00	0		
		Desc:									
		4		200-00-2055			-265.99	0.00	0		
		Desc:									
		5		600-00-2030			-69.21	0.00	0		
		Desc:									
		6		600-00-2055			-591.07	0.00	0		
		Desc:									
		7		601-00-2030			-3.46	0.00	0		
		Desc:									
		8		601-00-2055			-29.56	0.00	0		
		Desc:									
		9		602-00-2030			-5.77	0.00	0		
		Desc:									
		10		602-00-2055			-49.26	0.00	0		
		Desc:									
12683	1	Oregon Department of Rev	3	PR4129	Yes	2023	6	12/15/2022	12/15/2022		\$165.42
		Desc:		Voided Payroll Check							
		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
12699	133	USA Blue Book	3	207415	Yes	2023 6		12/28/2022	1/15/2023		\$6,503.10
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	602-00-6135		6,503.10		0.00		0		
		Desc: Chemical/Lab Supplies									
12700	133	USA Blue Book	3	213759	Yes	2023 6		12/28/2022	1/15/2023		\$248.50
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	602-00-6135		248.50		0.00		0		
		Desc: Chemical/Lab Supplies									
12701	19	Watt Welding, Inc.	3	18.681	Yes	2023 6		12/28/2022	1/15/2023		\$150.00
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	601-00-6325		150.00		0.00		0		
		Desc: Utility System Repairs									
											1099
12702	906	Cues, Inc.	3	621617	Yes	2023 6		12/28/2022	1/15/2023		\$740.16
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	602-00-6335		740.16		0.00		0		
		Desc: Vehicle Repairs & Maintenance									
12703	906	Cues, Inc.	3	621623	Yes	2023 6		12/28/2022	1/15/2023		\$1,646.55
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	602-00-6335		1,646.55		0.00		0		
		Desc: Vehicle Repairs & Maintenance									
12704	906	Cues, Inc.	3	622089	Yes	2023 6		12/28/2022	1/15/2023		\$651.95
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	602-00-6335		651.95		0.00		0		
		Desc: Vehicle Repairs & Maintenance									
12705	855	AKS Engineering & Forest	3	8605-02-11	Yes	2023 6		12/28/2022	1/15/2023		\$5,382.50
		Desc: Lift station engineering									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	602-00-8400		5,382.50		0.00		5	CSLFRF	EXP
		Desc: Machinery & Equipment									
12706	950	ORR Inc.	3	22020*04	Yes	2023 6		12/28/2022	1/15/2022		\$39,177.91
		Desc: Screens construction									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	602-00-8800		39,177.91		0.00		2	1	EXP
		Desc: Utility System									
											1099
12707	944	Vector Solutions	3	INV63913	Yes	2023 6		12/28/2022	1/15/2023		\$363.64
		Desc: Scheduling program									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-30-6405		363.64		0.00		0		
		Desc: Dues & Subscriptions									
12708	739	Power Systems West	3	SI2261004428	Yes	2023 6		12/28/2022	1/15/2023		\$123.46
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	600-00-6305		41.15		0.00		0		
		Desc: Building Repairs & Maintenance									
		2	601-00-6305		41.15		0.00		0		
		Desc: Building Repairs & Maintenance									
		3	602-00-6305		41.16		0.00		0		
		Desc: Building Repairs & Maintenance									



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12709	768	bio-MED Testinf Services,	3	93246	Yes	2023 6		12/28/2022	1/15/2023		\$29.00
		Desc: Background check - FD									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-30-6990		Other Miscellaneous Expens		29.00		0.00	0	
		Desc: Other Miscellaneous Expenses									
12710	819	Fire Extinguisher Service	3	115015	Yes	2023 6		12/28/2022	1/15/2023		\$1,498.50
		Desc: Extinguisher service check									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-30-6345		Operational Equipment & Re		300.00		0.00	0	
		Desc: Operational Equipment & Repairs									
		2	100-10-6305		Building Repairs & Mainten		200.00		0.00	0	
		Desc: Building Repairs & Maintenance									
		3	100-30-6305		Building Repairs & Mainten		200.00		0.00	0	
		Desc: Building Repairs & Maintenance									
		4	600-00-6305		Building Repairs & Mainten		266.16		0.00	0	
		Desc: Building Repairs & Maintenance									
		5	601-00-6305		Building Repairs & Mainten		266.17		0.00	0	
		Desc: Building Repairs & Maintenance									
		6	602-00-6305		Building Repairs & Mainten		266.17		0.00	0	
		Desc: Building Repairs & Maintenance									
12712	180	CenturyLink	3	314199659-Dec2	Yes	2023 6		12/28/2022	1/15/2023		\$228.88
		Desc: Phone bill									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-10-6620		Telecommunications		137.33		0.00	0	
		Desc: Telecommunications									
		2	100-30-6620		Telecommunications		91.55		0.00	0	
		Desc: Telecommunications									
12713	27	Tillamook People's Utility	3	20890-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$2,241.56
		Desc: Power bill									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	602-00-6605		Electricity		2,241.56		0.00	0	
		Desc: Electricity									
12714	27	Tillamook People's Utility	3	21211-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$35.22
		Desc: Power bill									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-50-6605		Electricity		35.22		0.00	0	
		Desc: Electricity									
12715	27	Tillamook People's Utility	3	21215-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$738.60
		Desc: Power bill									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	200-00-6605		Electricity		738.60		0.00	0	
		Desc: Electricity									
12716	27	Tillamook People's Utility	3	21221-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$429.37
		Desc: Power bill									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-30-6605		Electricity		429.37		0.00	0	
		Desc: Electricity									
12717	27	Tillamook People's Utility	3	21223-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$213.67
		Desc: Power bill									
		Line	Account Number		AP Amount		Liq Amount		Project	Task	Category
		1	100-10-6605		Electricity		213.67		0.00	0	
		Desc: Electricity									

A/P Control Report

for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12718	27	Tillamook People's Utility	3	21224-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$265.44
		Desc: Power bill									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-10-6605		Electricity	265.44	0.00	0			
		Desc: Electricity									
12719	27	Tillamook People's Utility	3	21231-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$204.75
		Desc: Power bill									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	602-00-6605		Electricity	204.75	0.00	0			
		Desc: Electricity									
12720	27	Tillamook People's Utility	3	21244-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$30.45
		Desc: Power bill									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	200-00-6605		Electricity	30.45	0.00	0			
		Desc: Electricity									
12721	27	Tillamook People's Utility	3	22182-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$33.21
		Desc: Power bill									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	601-00-6605		Electricity	33.21	0.00	0			
		Desc: Electricity									
12722	27	Tillamook People's Utility	3	22221-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$252.24
		Desc: Power bill									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	601-00-6605		Electricity	252.24	0.00	0			
		Desc: Electricity									
12723	27	Tillamook People's Utility	3	22713-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$1,943.41
		Desc: Power bill									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	601-00-6605		Electricity	1,943.41	0.00	0			
		Desc: Electricity									
12724	27	Tillamook People's Utility	3	41352-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$256.02
		Desc: power bill									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	200-00-6605		Electricity	64.01	0.00	0			
		Desc: Electricity									
		2	600-00-6605		Electricity	64.00	0.00	0			
		Desc: Electricity									
		3	601-00-6605		Electricity	64.00	0.00	0			
		Desc: Electricity									
		4	602-00-6605		Electricity	64.01	0.00	0			
		Desc: Electricity									
12725	27	Tillamook People's Utility	3	45448-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$116.36
		Desc: power bill									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-50-6605		Electricity	116.36	0.00	0			
		Desc: Electricity									
12726	27	Tillamook People's Utility	3	75292-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$30.45
		Desc: power bill									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	602-00-6605		Electricity	30.45	0.00	0			
		Desc: Electricity									
12727	27	Tillamook People's Utility	3	96528-1/23	Yes	2023 6		12/28/2022	1/10/2023		\$39.30
		Desc: power bill									
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	



**A/P Control Report**

for user asystAdmin from 12/1/2022 to 12/31/2022

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	5	100-50-6310		Grounds Maintenance			21.73		0.00	0	
		Desc: Grounds Maintenance									1099
12735	523	North Coast Lawn	3	83133	Yes	2023 6		12/29/2022	1/10/2023		\$1,530.00
		Desc: Ground maint - lawn mowing service									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		100-10-6311			Contracted Ground Maintena	280.00	0.00	0	
		Desc: Contracted Ground Maintenance									1099
		2		100-50-6311			Contracted Ground Maintena	1,095.00	0.00	0	
		Desc: Contracted Ground Maintenance									1099
		3		600-00-6311			Contracted Ground Maintena	155.00	0.00	0	
		Desc: Contracted Ground Maintenance									1099
12736	964	Dale Kamrath	3	December 2022	Yes	2023 6		12/29/2022	12/31/2022		\$6,487.50
		Desc:									
		<b>Line</b>		<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>
		1		100-30-6290			Other Professional Fees	6,487.50	0.00	0	
		Desc: Other Professional Fees									1099

<b>Fund 100 Total</b>	52,483.92	0.00
<b>Fund 200 Total</b>	6,698.19	0.00
<b>Fund 600 Total</b>	16,681.09	0.00
<b>Fund 601 Total</b>	18,513.93	0.00
<b>Fund 602 Total</b>	120,491.40	0.00
<b>Grand Total</b>	214,868.53	0.00



City of Bay City  
Ordinance No. 7024 – City Financial Policy

**Policy:**

The City Council's Financial Policy serves to:

- ❖ Protect the policy making ability of the City Council by ensuring that important policy decisions are not controlled by financial problems or emergencies.
- ❖ Enhance the City Council's decision-making ability by providing timely and accurate information on revenue and operating costs.
- ❖ Assist sound management of the City by providing accurate and timely information to the City Council and public on the City's financial condition.
- ❖ Provide sound principles, reports, and analyses to guide the important decisions of the City Council and of management which have significant fiscal impact.
- ❖ Set forth operational principles which minimize the cost of government and financial risk and safeguard the City's assets.
- ❖ Employ revenue policies which prevent undue or unbalanced reliance on certain revenues, which distribute the costs of municipal services fairly, and which provide adequate funds to operate desired programs.
- ❖ Provide adequate resources to operate and maintain essential public services, facilities, utilities, infrastructure, and capital equipment.
- ❖ Protect and enhance the City's credit rating and prevent default on any debt issue of the City.
- ❖ Ensure the legal use of all City funds through efficient and sound systems of administrative policies, financial security, and internal controls.

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**Purpose:**

To underscore the responsibility of the City of Bay City to its citizens for the long-term care of public funds and wise management of municipal finances while providing adequate funding for the services desired to achieve a sense of well-being and safety by the public and maintaining the community's public facilities and infrastructure to enhance the long-term livability and economic vitality of Bay City.

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**Scope:**

Municipal financial operations have a wide variety of oversight or standard setting agencies, including multiple departments within both State and Federal governments, the Securities and Exchange Commission (SEC), and the Governmental Accounting Standards Board (GASB). The City of Bay City manages public funds within all of these oversight agency requirements. These fiscal management policies are designed to ensure the



fiscal stability of the City of Bay City municipal corporation, provide guidance in fiscal management when oversight agencies are otherwise silent or to reiterate best practices that may be codified by another entity. This document is not meant to be a detailed authority source. Other resources are available to supplement this material such as the City's employee handbook, Oregon Revised Statutes (ORS), Oregon Budget Law, Generally Accepted Accounting Principles (GAAP), and GASB pronouncements. This policy document is available on the City's website and is distributed to the Mayor, Councilors, City Manager and Directors. Anyone who has responsibility for management of the financial affairs of a department should reference this document. The Finance Director may be contacted for guidance where this policy is not explicit.

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#### **Guidelines:**

##### **Revenue Policy**

- A. The City will take advantage of every revenue generating authority provided by Oregon Statutes, including but not limited to State Shared Revenues, Transient Room Taxes, Franchise Fees, User Fees, and System Development Charges.
- B. The City will maximize the use of service user charges between funds for services that can be identified and where costs are related to the level of service provided. Examples of such charges are In-Lieu of Ad Valorem Taxes and the General Fund Support Transfer charge. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly.
- C. Charges for providing utility services shall be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency and reserve requirements. These enterprise funds will totally support all costs, and rates will be reviewed and adjusted as needed to account for major changes in consumption, capital improvements, and cost increases.
- D. The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary, discontinuing service, recording utility liens, and utilizing other methods of collection including the employment of a collection's agency shall be used.
- E. System development charges shall be established to fund the costs of improvements to service additional increments to growth, such as street, storm water, water, sewer, and park facilities. These revenues are legally restricted by a formal plan.
- F. The City shall maintain a current schedule of administrative fees, showing when the fees were last reviewed and/or recalculated.

##### **Expenditure Policy**

- A. The City will provide employee compensation that is competitive with comparable public jurisdictions within the relative recruitment area.
- B. Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personnel Services.
- C. The City is committed to maintaining and improving the productivity of its staff by providing a proper working environment, adequate equipment and supplies, and appropriate training and supervision.
- D. The operation of City utilities and streets and city property maintenance must have adequate funds to procure needed supplies and parts.
- E. Purchasing guidelines are provided in the City's "Public Contracting Regulations" located in



Ordinance 696 of the Bay City, City Code.

- F. Department Directors are responsible to manage department expenditures within budget appropriations. Expenditure invoices or statements require approval by the Department Director or Supervisor.
- G. Payment Methods/Processes:
  - 1. Vendor Checks: Approved invoices are routed to the Finance Director for payment. The Finance Director verifies invoice coding and authorization, enters the invoices into the finance software, and prints the checks. The Finance Director reviews all documentation and verifies check sequence prior to issuance of the signed checks. Payments by ACH or Wire are approved by the Finance Director and reviewed by the City Manager through the monthly reporting.
  - 2. Company Credit Card Payments: Department Directors and select staff members have been issued company credit cards for use in facilitating City purchases where a credit card payment is required or more efficient. Statements are reviewed monthly, with all receipts accounted for by the card user. Documentation is submitted to the Finance Director to reconcile to the credit card statement.
  - 3. Payroll: Time sheets are submitted by all Departments to the Finance Director who processes the wages, benefits, and deductions semi-monthly. Payment to personnel is primarily via direct deposit. The Direct Deposit information is submitted to the bank by the Finance Director, with any manual checks signed by two authorized signers.
  - 4. Two signatures are required for both payroll and vendor checks – City Manager, Deputy City Record, Mayor, and City Council President are authorized signers for the City.
- H. Capital outlay expenses:
  - 1. The City will provide for adequate maintenance of equipment and capital assets and will fund reserves to ensure that monies are available as needed to replace City vehicles, equipment, and facilities.
  - 2. The City will determine and use the most appropriate method of financing (debt or equity) for all capital projects and purchases.
  - 3. Special funds dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.

#### **Operating Budgetary Policies**

- A. To maintain fund integrity, the City will budget and manage each fund as an independent entity in accordance with applicable statutes and with generally accepted accounting principles.
- B. A Budget Committee will be appointed in conformance with the City Charter and State statutes. The Budget Committee's chief purpose is to review the Finance Director and City Manager's proposed budget and recommend a budget and maximum tax levy for the City Council to adopt. The Budget Committee may consider and develop recommendations on other financial issues as delegated by the City Council.
- C. The City budget will support City Council goals and priorities and the long-range needs of the community.
- D. Revenues will be estimated by an objective, analytical process. Because most revenues are sensitive to conditions outside the City's control, estimates will be conservative.



- E. Ongoing expenses should be covered by ongoing revenues.
- F. While the City budget is a one-year document, a multi-year approach will be used in its development so future implications of current fiscal decisions can be considered.

#### **Accounting Policy**

- A. The City shall establish and maintain its accounting systems according to GAAP and Oregon Budget Law. The City will issue an Annual Financial Report (audit report) each fiscal year.
- B. An annual audit shall be performed by an independent certified public accounting firm, which will issue an official opinion on the annual financial statements, and if necessary, issue letters to management and those who govern identifying areas needing improvement.
- C. Full disclosure of the City's financial condition shall be provided in the financial statements and bond representations.
- D. Monthly summary Budget-to-Actual reports as well as detail revenue and expense reports shall be prepared and distributed to Department Directors and other appropriate City staff in a timely manner. They will also be made available for public inspection upon request.
- E. Quarterly Budget-to-Actual reports shall be prepared and distributed to the City Council, City Manager, and other appropriate City staff in a timely manner. These reports will be made available for public inspection on the City's website.
- F. Any required adjustments to the annual budget will be made in accordance with Oregon Budget Law and will require the approval of the City Council by resolution.
- G. Systems will provide monthly information about cash position and investment performance, and this information will be provided in the Monthly reports to City Council.
- H. Bank reconciliations will be done monthly for all checking and investment accounts.
- I. Reconciliations will be done monthly between the General Ledger and the Utility Billing System with monthly adjustments made to deferred revenue and unapplied cash accounts.
- J. If a utility billing account adjustment is needed due to a leak, adjustments will be made after proof of repair is provided to the utility billing clerk. Accounts will be adjusted up to a maximum of 50% of the usage charge above the consumer's regular monthly average.

#### **Debt Policy**

- A. Long-term financing is used only for financing capital improvements, facilities, and equipment. Further, it's used only after considering alternative funding sources such as fund reserves, project revenues, Federal and State grants, and special assessments.
- B. The City shall incur debt in a way that minimizes costs and maximizes credit worthiness, so future borrowing costs are minimized and access to the credit market is preserved.
- C. Capital projects financed through the issuance of bonds will be financed for a period not to exceed the useful life of the assets financed.
- D. Long-term financing will not be used to finance current operating expenditures.
- E. Bond post-issuance compliance policy is covered in more detail in a separately adopted document.

#### **Stabilization Policy**

- A. In an effort to maximize and stabilize service levels on an ongoing basis, the following Fund Balance policy will apply to the City's funds that include ongoing personnel services (currently the General, Street, Building, and Enterprise Funds):
  - 1. The ending fund balance of all City operating funds (as defined above) shall be at least ~~152~~5% of that fund's total operating expenses except the General Fund and Street Fund, which shall each be at least ~~104~~5% of their respective total fund's





operating expenses. In 2022, Bay City is not meeting these policy standards. It is the City's goal to meet these policy standards in 2027.

2. Further defining the calculation above, ending fund balances equal the sum of the contingency appropriation and the reserves or unappropriated ending fund balance.
3. Total Operating expenditures are defined as the sum of the appropriations for Personnel Services, Materials & Services, Debt Service, and Transfers.
4. Funding levels of these funds will be reviewed at least annually to maximize service levels on an ongoing basis and avoid significant reductions during periods of economic stagnation.
5. Justifications shall be provided during the budgeting process for budgeted ending fund balances below or significantly above the minimum percentages indicated above.

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#### **Fund Balance Designation Policy**

A. In February 2009, GASB issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This statement created the hierarchy of fund balance classifications which were based primarily on the extent to which governments are bound by the constraints placed on resources reported in those funds. These classifications are shown below and apply to the City's General, Special Revenue, Capital Projects, and Debt Service funds.

1. Nonspendable - Represents assets that are nonliquid (such as inventory) or legally or contractually required to be maintained intact (such as the principal amount of an endowment).
2. Restricted – When constraints are placed on the use of resources for a specific purpose by enabling legislation (legally enforceable), external parties or constitutional provisions.
3. Committed – When constraints are created by the governing body on how it will spend its resources. These are enacted via legislation, resolution or ordinance and are in place as of the end of the fiscal period. The constraints remain binding until formally rescinded or changed by the same method the constraints were created. The difference between Restricted and Committed is that under Committed, the governing body can remove constraints it has imposed upon itself.
4. Assigned – Designation of amounts by either the governing body or staff (if authorized) to be used for a specific purpose narrower than the purpose of the fund.
5. Unassigned – The excess of total ending fund balance over nonspendable, restricted, committed and assigned amounts. Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated or assigned to the purposes of that fund.

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B. Under this statement, Special Revenue Funds must either be classified as restricted or committed. When not specified by legislation or external parties, the City Council will provide direction on the intended use of Special Revenue fund resources by resolution.

#### **Investment Policy**

A. City of Bay City funds will be invested in compliance with the provisions of, but not necessarily limited to all current and future applicable Oregon Statutes. Investments of any tax-exempt borrowing proceeds and any related debt service funds will comply with the



arbitrage restrictions in all applicable Internal Revenue Codes.

- B. The investment objectives for the City of Bay City are:
1. Preservation of capital and the protection of principal.
  2. Conform with federal, state, and other legal requirements.
  3. Maintenance of sufficient liquidity to meet operating requirements.
  4. Attainment of a market rate of return throughout all economic and fiscal cycles, by implementing an investment strategy.

**Capital Asset Capitalization Policy**

- A. Capital assets are valued at their historical cost. In the absence of historical cost information, the asset's estimated historical cost will be assigned and used. Contributed capital is reported at fair market value or cost on the date the asset is contributed.
- B. The historical cost of a capital asset includes the following:
- Cost of the asset
  - Ancillary charges necessary to place the asset in its intended location (i.e. freight charges).
  - Ancillary charges necessary to place the asset in its intended condition for use (i.e. installation and site preparation charges).
  - Capitalized interest.
- C. The City will capitalize all individual assets with a cost over \$5,000 and an estimated useful life of 3 years or more.
- D. Capitalized assets are depreciated using the straight-line method in the Annual Financial Report.
- E. The following guidelines are used in setting estimated lives for asset reporting:
- Infrastructure 20 – 50 years
  - Buildings 40 years
  - Equipment 6 – 12 years
  - Vehicles 3 – 20 years
- F. Capital construction projects include new facilities, remodeling or enlargement of existing facilities, expansion or capacity improvements to utility systems and major system improvements. Maintenance projects, such as the overlay of a street, painting a building or replacing a broken pipe, are not considered capital improvements, and would be expensed as repair and maintenance.

**Risk Management Policy**

- A. Program: The City maintains a Risk Management program designed to decrease exposure to risk. At a minimum, the program includes:
1. a safety program that emphasizes reducing risks through training and safe work habits;
  2. an annual examination of the City's insurance program to evaluate how much risk the City should assume; and
  3. other risk management activities, including review of all City contracts with respect to indemnification and insurance provisions.
- B. Annual Report: The Finance Director and/or the City's insurer shall annually prepare a Comprehensive Risk Management Report, including but not limited to:
1. a summary of the past year's risk management claims;
  2. an identification of current and potential liability risks or activities potentially impacting the City's finances;



3. specific strategies to address the risks identified; and
4. a summary of the past year's safety and violence in the workplace activities/trainings.

**Definitions:**

*Accrual Basis of Accounting* - Revenue recognition occurs when earned and expenditures are recognized as soon as a liability is incurred, regardless of the timing of related cash inflows and outflows.

*Annual Financial Report* - Prepared at the close of each fiscal year and published no later than December 31 of each year to show the actual audited condition of the City's funds and serves as the official public record of the City's financial status and activities.

*Appropriation* - Legal authorization granted by City Council to make expenditures and incur obligations.

*Assessments* - An amount levied against a property for improvements specifically benefiting that property.

*Balanced Budget* - A budget in which the resources are equal to or greater than the requirements in each/every fund.

*Benefits* - Employee benefits mandated by state and federal law, union contracts, and/or Council policy. The most common forms of fringe benefits are pension plans, health and life insurance, vacation, sick and holiday leave, deferred compensation, automobile allowances, disability insurance, and educational and incentive pay.

*Bonds* - A written promise to pay a sum of money (principal or face value) at a future date (maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used to finance long-term capital improvements.

*Budget* - A plan of financial operation, embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). Upon approval by the City Council, the budget appropriation resolution is the legal basis for expenditures in the budget year.

*Capital Budget* - A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget should be based on a capital improvement program.

*Capital Improvement Program (CIP)* - A plan for capital expenditures to be incurred each year over a fixed period of several future years, setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

*Capital Outlay* - Expenditures for operating equipment drawn from the operating budget. Capital outlay items include equipment that will last longer than three years and having an initial cost above \$5,000. Capital outlay includes capital budget expenditures for construction of infrastructure such as streets, buildings, or bridges.

*Cash Basis of Accounting* - Revenue recognition occurs when cash is received, and expenditures are recognized as soon as a liability is paid.



**Basis of Accounting** - Revenue recognition occurs when earned and expenditures are recognized as soon as a liability is incurred, regardless of the timing of related cash inflows and outflows.

**Contingencies** - An appropriation of funds to cover unforeseen events which occur during the budget year. City Council must authorize the use of any contingency appropriations (not to be confused with Reserves which are unappropriated).

**Council Goals** - Broad or specific goals established by the City Council at the outset of each year to guide the organization in its activities and focus.

**Debt Service** - The amount of principal and interest that a local government must pay each year on net, direct-bonded, long-term debt plus the interest it must pay on direct short-term debt.

**Deficit** –

- (1) The excess of an entity's liabilities over its assets (see Fund Balance).
- (2) The excess of expenditures or expenses over revenues during a single accounting period.

**Direct Cost** - A cost directly related to producing and/or providing related services. Direct costs consist chiefly of the identifiable expenses such as materials and supplies used to provide a service, the wages and salaries of personnel working to provide a service, and facility costs. These expenses would not exist without the program or service.

**Equipment Replacement Schedule** - A multi-year schedule of planned annual purchases to replace major equipment and vehicles that will meet or exceeded their useful life to the City.

**Expenditure** - Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis.

**Financial Audit** - A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial position and results of operations,
- Test whether transactions have been legally performed,
- Identify areas for possible improvements in accounting practices and procedures,
- Ascertain whether transactions have been recorded accurately and consistently, and
- Ascertain the stewardship of officials responsible for governmental resources.

**Financial Condition** - The City's ability to pay all costs of doing business and to provide services at the level and quality that are required for the health, safety, and welfare of the community, and that its citizens desire.

**Fiscal Policies** - Administrative and Council policies established to govern the City's financial operations.

**Fixed or Mandated Costs** - These include expenditures to which the government is legally committed (such as debt service and pension benefits), as well as expenditures imposed by higher levels of government (such as for wastewater treatment facilities).

**Fund** - An independent fiscal and accounting entity with a self-balancing set of accounts, recording cash and/or resources together with all related liabilities, obligations, reserves, and equities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**Fund Balance** - The difference between fund assets and fund liabilities of governmental and similar



trust funds. The equivalent terminology within proprietary funds is Retained Earnings. (When the term "Fund Balance" is used in reference to Proprietary Funds, it is normally referring to the estimated budgetary-basis amount available for appropriations for budgeting purposes.) The City of Bay City will use the GASB definitions of Fund Balance for its Financial Statements and for all other financial reporting. For all financial planning purposes, the term Budgetary Fund Balance will be used and will include any portion of the fund balance that is available for appropriation. The portion of the fund balance that is not available for appropriation will be identified as a Reserved Balance. The GASB has defined fund balance segments as follows:

- A. Non-spendable: Amounts inherently non-spendable or that must remain intact according to legal or contractual restrictions.
- B. Restricted: Amounts constrained to specific purposes by externally enforceable legal restrictions, such as those provided by creditors, grantors, higher levels of government, through constitutional provisions, or by enabling legislation.
- C. Committed: Amounts constrained by the City Council via a resolution or ordinance.
- D. Assigned: Amounts the City intends to use for a specific purpose. The authority to assign resources lies with the City's Finance Director.
- E. Unassigned: Amounts that are not categorized into one of the aforementioned classifications; these resources may be used for anything. Only the General Fund should show a positive unassigned fund balance. For other funds, a negative unassigned balance should be reported if more resources are used than are available in the fund.

**General Obligation Bonds** - When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

**Government Funds** - The funds below subscribe to the modified accrual basis of accounting and include the following types of funds that City of Bay City utilizes:

- A. **General Fund** - The major source of revenue for this fund is taxes. There are no restrictions as to the purposes in which the revenues in this fund can be used
- B. **Special Revenue Funds** - The resources received by these funds are limited to a defined use, such as the Street Fund.
- C. **Debt Service Funds** - Funds used for paying principal and interest on debt in non-enterprise funds.
- D. **Capital Project Funds** - Resources from these funds are used for purchase or construction of long-term fixed assets.

**Grant** - A contribution of assets by one entity to another. Grants are generally designated for a specific expenditure.

**Indirect Cost** - A cost incurred in the production and/or provision of related services that usually cannot be directly associated with any one particular good or service. Indirect costs encompass overhead including administrative costs such as wages of supervisory and administrative personnel, occupancy and maintenance of buildings, and utility costs. These costs would exist without the specific program or service.

**Investment** - Cash balances, securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals, or base payments.

**Liabilities** - The sum of all amounts that are owed at the end of the fiscal year, including all accounts payable, accrued liabilities, and debt.

**Long-Term Debt** - Present obligations that are not payable within a year. Bonds payable, long-term



notes payable, and lease obligations are examples of long- term debt.

**Modified Accrual Basis of Accounting** - The accrual basis of accounting adapted to the governmental fund type under which revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are generally recognized when the related fund liability is incurred.

**One-Time Revenue** - Revenue that cannot reasonably be expected to continue, such as a single-purpose federal grant, an interfund transfer, or use of a reserve. Also referred to as a non-recurring revenue.

**Operating Budget** - The appropriated budget supporting current operations. Most operations are found in the General, Special Revenue, Enterprise, and Internal Service Funds.

**Personnel Services** - A category for all wages, fringe benefits, and miscellaneous costs associated with employee expenditures.

**Proprietary Funds** - These funds subscribe to an accrual basis of accounting and include the following types of funds:

- A. **Enterprise Funds** - Account for distinct, self-sustaining activities that derive the major portion of their revenue from user fees.
- B. **Internal Service Funds** - Account for goods and/or services provided to other funds or departments within the organization. Examples include the Gas Revolving Fund.

**Reserved Balance** - For budgetary purposes, this is the amount of fund balance that is not available for appropriation except for the uses defined for the specific reserve.

**Restricted Revenue** - Legally earmarked for a specific use, as may be required by state law, bond covenants, or grant requirements. For example, many states, including Oregon, require that gas tax revenues be used only for street maintenance or street construction (and bicycle/footpath spending).

**Revenue** - Monies received or anticipated by a local government from either tax or non-tax sources.

**Special Payments** – Amounts such as payments of taxes, fees or charges collected by one entity and then made to another organization on a pass-through basis, grants made or distributed to others that will be expended by them, and other expenditures that do not fit into another expenditure category when made to/from another organization (such as an urban renewal agency).

**System Development Charge (SDC)** - A charge levied on new construction to help pay for additional expenses created by growth or to compensate for already existing capacity in key facilities and systems already in place which support the new development.

**Transfer** - Amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.



## I MEMORANDUM

Date: January 10, 2023  
To: City Council  
From: Liane Welch, City Manager  
Subject: White Paper, Business Registry

---

Currently, Bay City staff does not have a Business Registry. We are unaware of what businesses operate in Bay City.

What are the benefits of a Business Registry in Bay City and how much should it cost?

If the City embarks upon a Business Registry the benefits to the businesses could include:

- A list of businesses located on Bay City's website.
- If residents or visitors come to City Hall asking about businesses, we can share their information if we have it.
- If information on new programs, such as the COVID relief for businesses, is sent to the City we can share that with our businesses more efficiently.
- We can more effectively provide information regarding the Bay City TLT program and what it can offer to them.
- They can be put on a list-serve for information regarding City Council, Planning Commission, and other committee work and meetings.
- This is a Registry and will not include any inspection of city staff. It is the responsibility of the business to meet all Federal, State and local laws.
- This could be a Resolution, and not an Ordinance

The downside of a Business Registry would include:

- A \$25 fee every other year, which is a new fee
- If this included the trades, plumbers, contractors, electricians who work in Bay City, it may be difficult to capture all of them.
- We would need to define what does not get included; STRs??
- There could be an argument that this is over regulation by government.

I think it would be beneficial for a business registry so we are aware of who is doing business in Bay City and to share information with the businesses. At this point, I would not want city staff to inspect these businesses, it would be the businesses responsibility to meet all laws and regulations.



210 Laurel Avenue • Tillamook, OR 97141  
phone 503-842-2472 • fax 503-842-3445

*Example  
outreach to  
businesses*

## Welcome to the City of Tillamook!

The City is always excited to welcome new businesses to our Town Center and surrounding areas!

Enclosed please find necessary paperwork and information pertinent to downtown business operations.

When you are ready to make substantial exterior façade changes or internal structural changes to your property, please contact City Hall for information on any existing restrictions, necessary permits, or available financial assistance.

We appreciate your cooperation as we work to create and maintain an attractive Town Center as well as surrounding areas of the City.

As a business owner, you may be interested in the following:

- Front Porch Initiative Brochure
- Tillamook Urban Renewal Agency history, objectives and mission brochure
- Tillamook Urban Renewal Agency provides loans and grants for façade improvements, blade signs and other renovations. For additional information please visit [www.tillamookor.gov/urban-renewal](http://www.tillamookor.gov/urban-renewal)
- Downtown Parking District Information
- Town Center Boundary Map – City Codes for the Town Center District Section 153.032 can be found on at [www.tillamookor.gov/planning-department/2014-city-of-tillamook-zoning-ordinances/](http://www.tillamookor.gov/planning-department/2014-city-of-tillamook-zoning-ordinances/)

City Staff is here to help you with whatever questions or concerns you may have as a new business owner, so please feel free to contact us during our business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.

Thank you and again, **WELCOME TO TILLAMOOK!**



Example  
out reach  
to businesses



## Mayor's Welcome Letter



Welcome to the City of Tillamook!

On behalf of the City of Tillamook, I would like to extend a heart-felt welcome as you embark on your new business venture and let you know how truly appreciative I am that you have chosen Tillamook as your place of business.

Tillamook, Oregon is Tillamook County's largest city. We are a community with a rich history. We are a city in transition, a city on the move.

With a population of 4,900, I believe you will come to see and agree with me that the City of Tillamook possesses a dynamic business environment while maintaining its friendly and unique small-town character. As the Mayor, and long-time resident of Tillamook, I am committed to doing what it takes to foster a favorable economic climate and ensure prompt and courteous service by the city so that your business may grow, flourish and become as integral a part of Tillamook itself. My affection for the city remains constant.

City staff is willing and equipped to help you and your business with any problems or issues that may arise pertaining to the services we offer, from utilities to permits, licensing and more. If you have any questions or issues that you would like to discuss, they are eager to help. The information provided in this packet is also provided to you to assist you with your endeavor.

As Mayor, I welcome you to our city and invite you to discover the many great things Tillamook has to offer.

Sincerely,

Mayor Suzanne Weber  
City of Tillamook

# Memorandum

**To:** Mayor McCall and Bay City Council

**From:** Debbie Pohs TLT Committee Secretary

**Date:** 1/4/2023

**Re:** TLT Advisory Committee Recommendations

---

The TLT Advisory Committee is asking members of the City Council to approve the following items:

To approve Board Committee Member Application for Janice Lehr-Bentley

To approve Board Committee Member Application for Mark Harguth

Applications are attached for review



# City of Bay City

CITY OF BAY CITY

RECEIVED

DEC 08 2022

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

## PLANNING COMMISSION MEMBER APPLICATION

Position Applying for: Member of Planning Commission

Date: December 8<sup>th</sup>, 2022

Name: PENNY EBERLE

Street Address: 8820 16<sup>th</sup> St. BAY CITY, OREGON 97107

Mailing Address: SAME

Phone Number: 503-801-7990

Email Address: hrhpenny57@hotmail.com

Current Occupation: LANDSCAPE DESIGNER

Number of Years as a Bay City Resident: 12

Registered Voter of Bay City:  Yes  No (NOT A U.S. CITIZEN)

• Have you worked with/for a public organization/agency before?  Yes  No

Additional Comments: SERVED ON CITY OF TILLAMOOK  
BEAUTIFICATION COMMITTEE FOR 3 YEARS.

• Have you participated in public meetings before?  Yes  No

Additional Comments: AS PART OF DUTIES ON THE  
BEAUTIFICATION COMMITTEE

• Are you familiar with the Oregon Land Use System?  Yes  No

Additional Comments: \_\_\_\_\_

- Are you familiar with a Quasi-Judicial Land Use Process? \_\_\_\_\_ Yes  No

Additional Comments: \_\_\_\_\_

Reasons why you would like to serve the City of Bay City:

As our area grows, and more building occurs, I would like to be part of steering decisions on growth, so that the aesthetics and character of Bay City remain. I would also intend to include not only building designs, & land usage, but also the need to include landscaping requirements. It is integral that as growth continues we follow all guidelines and proceed with foresight for the community as a whole, creating a sustainable and attractive town.

Qualifications for the City of Bay City Planning Commission:

3 year Member of City of Tillamook Beautification Committee  
Self-employed Landscape Designer and consultant - 20 year  
Member of Bay City Booster Club  
Master Gardener

Other Comments:

In my work, often starting with new build construction, I have gathered much experience in the visual aspects of construction and creation of outdoor spaces in relationship to the structure. I feel I can bring many years of experience in this field and be a pro-active member of this committee.

**2023  
CITY OF BAY CITY  
COMMITTEES/APPOINTMENTS**

CITY COUNCIL STANDING COMMITTEE APPOINTMENTS

1. EMERGENCY PREPAREDNESS COMMITTEE: Helen Wright, and Liane Welch

BUDGET COMMITTEE: All City Council Members (including the Mayor) plus the following citizens:

	<u>Term Ends</u>		<u>Term Ends</u>
Pat Vining		Shaena Peterson	2024
Bob Miles	2026	Amanda Stanaway	2026
Ada Harris		Mike Rawson	2025
Greg Sweeney	2026	vacant	

PLANNING COMMISSION: One member is from the Urban Growth Boundary

Pat Vining	June 30, 2026
Dan Overholser	June 30, 2026
Gary Frey	June 30, 2026
Jasper Lind	June 30, 2024
Vacant	
Vacant	
Vacant	

TLT COMMITTEE:

Greg Sweeney, Chair  
Becky Smith  
Debi Lee  
Vacant  
Vacant  
Vacant  
Staff, Debbie Pohs

PLANNING COMMISSION LIAISON – Tom Imhoff

FIRE DEPARTMENT – LIAISON – Tim Josi

BAY CITY WATER SYSTEM REPRESENTATIVE – David McCall

BAY CITY TLT COMMITTEE LIAISON – Kathy Baker

STAFF APPOINTMENTS

CITY MANAGER	Liane Welch
CITY RECORDER/TREASURER	Lindsey Gann
BUDGET OFFICER	Lindsey Gann
DEPUTY CITY RECORDER	Debbie Pohs
CITY PLANNER	David Mattison
PUBLIC WORKS DIRECTOR	Roy Markee
SANITARY SEWER INSPECTOR	Roy Markee
CODE ENFORCEMENT OFFICER	Roy Markee

INTERIM FIRE CHIEF  
DIVISION FIRE CHIEF  
ACTING ASSISTANT FIRE CHIEF  
FIRE MARSHALL  
CAPTAIN

Dale Kamrath  
Alan Christensen  
Jon Kapiniak  
Jon Kapiniak  
vacant

CONTRACTED SERVICES

CITY ATTORNEY  
ENGINEER  
BUILDING INSPECTOR/OFFICIAL  
EMERGENCY SERVICES (State Purchasing)  
Welch and David McCall.

Local Government Law Group CITY  
AKS Engineering  
Tillamook County  
Roy Markee, Debbie Pohs, Liane

All appointments of contracted Services are made subject to the renewal of their respective contracts by the City Council.

DRAFT

## INTERGOVERNMENTAL AGREEMENT FOR FIRE AND RESCUE SERVICES

This Intergovernmental Agreement (the "IGA") is entered into by and between the City of Garibaldi and the City of Bay City (the "Parties") as of January 17, 2023, (Effective Date). This Agreement supersedes any previous Agreements for Fire and Rescue Services.

### RECITALS

- a. Whereas, the cities of Garibaldi and Bay City desire to provide the most expedient and affordable service to their respective communities, to further economy and efficiency in local government and intergovernmental cooperation, and to minimize unnecessary and costly duplication of services, by combining and coordinating their resources; and
- b. Whereas, The Garibaldi Fire Department maintains administration of its fire department through its Chief Officers and the Bay City Fire Department maintains administration of its fire department through its Chief Officers; and
- c. Whereas, the City of Garibaldi and the City of Bay City desire to provide emergency service options that are sustainable to their respective service areas; and
- d. Whereas, the Garibaldi Fire Department maintains and operates training services for itself, and the Bay City Fire Department maintains and operates training services, and desires to share such services on a limited basis; and
- e. Whereas, the Garibaldi Fire Department and the Bay City Fire Department have qualified and trained Administration training staff and Firefighters available to provide these services, and the Garibaldi Fire Department and the Bay City Fire Department have appropriate and secure quarters for the appropriate personnel at their respective stations; and
- f. Whereas, Oregon Revised Statutes (ORS) Chapter 190, authorizes units of local government, including cities and special districts, to enter into written agreements with other units of local government for the performance of any or all functions and activities that a party to the agreement has authority to perform.

**Now therefore, the parties agree as follows:**

### Term

This Agreement shall be effective January 17, 2023 ("Effective Date"). This Agreement shall remain in effect until July 31, 2024, or until terminated by either party. Either party may

terminate this Agreement by providing ninety days' written notice of termination to the other party.

#### **RESPONSIBILITIES OF GARIBALDI FIRE DEPARTMENT**

Beginning with the effective date, and for the duration of this Agreement, the Garibaldi Fire Department shall:

- a. Provide a Division Chief to collaborate with Bay City Fire Department on the training program and assist to merge the two departments training documentation and scheduling.
- b. Provide administrative help for the purpose of writing grants.
- c. Provide a Division Chief that is trained and certified to drive emergency response vehicles and have a valid Oregon Drivers license.
- d. Provide access to prior fire department training records.
- e. Provide flexibility in schedule to respond to Bay City Fire Department emergency calls for service while on duty at the Garibaldi Fire Department as Duty Officer, if necessary.

#### **RESPONSIBILITIES OF THE BAY CITY FIRE DEPARTMENT**

Beginning with effective date, and for the duration of this agreement, the Bay City Fire department shall;

- a. Provide a Division Chief to collaborate with Garibaldi Fire Department on the training program and assist to merge the two departments training documentation and scheduling.
- b. Provide access to prior fire department training records.
- c. Provide a Division Chief that is trained and certified to drive emergency response vehicles and have a valid Oregon Drivers license.
- d. Provide safe and operational emergency apparatus for emergency response.
- e. Provide flexibility in schedule to respond to Garibaldi Fire Department emergency calls for service while on duty at the Bay City Fire Department as Duty Officer, if necessary.

#### **COMPENSATION**

The City of Garibaldi and the City of Bay City will have no billing or invoicing responsibilities to the other. This will be a cooperative Working IGA requiring no compensation either way.

#### **REVIEW, EVALUATION AND QUALITY ASSURANCE**

The Parties shall collaborate, as required, to deliver excellent patient care and customer service, and shall notify each other as soon as possible of incidents that affect the quality-of-service delivery under this Agreement. Both parties will work diligently toward resolving any issues that



may arise for the mutual benefit of the Parties. In addition, the parties shall jointly perform an annual evaluation of the effectiveness of the program. For the purposes of evaluating the program, the parties shall consider at a minimum: financial impacts / revenue, response times, unit availability, crew interoperability and overall program success

**LIABILITY AND INDEMNITY**

Each party is required to provide and be responsible for their employees' worker's compensation insurance. Additionally, each party shall be responsible for any and all liability arising out of its use of the vehicles by its respective employees. Each party further agrees to be responsible for any physical damage to their own vehicles while they are in use, whether being driven or parked.

- a. This section does not confer any right to indemnity on any person or entity other than the parties, waive any right of indemnity or contribution from any person or entity, or waive any governmental immunity.
- b. The obligations of the parties under this section will survive expiration or termination of this Agreement.

**GENERAL**

- a. Assignment and Amendment. Any changes to this Agreement must be agreed to in writing by authorized representatives of each party.
- b. Notice. Any written notification required for this Agreement shall be made to the following:

\* Liane Welch, City Manager, City of Bay City PO Box 3309 Bay City, OR 97107

\* Jay Marugg, Fire Chief, Garibaldi Fire Department, 107 6<sup>th</sup> street Garibaldi, OR 97118

Counterparts. This Agreement may be executed in any number or counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument.

- e. Authority. Each party represents and warrants that it is free to enter into this Agreement and to perform each of the terms and conditions of the Agreement.

**CITY OF GARIBALDI**

**CITY OF BAY CITY**

By: \_\_\_\_\_  
**Jay Marugg, Interim City Manager**

By: \_\_\_\_\_  
**Liane Welch, City Manager**

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

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

By: \_\_\_\_\_  
**Jay Marugg, Fire Chief City of Garibaldi  
City**

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

By: \_\_\_\_\_  
**Dale Kamrath, Interim Fire Chief, City of Bay**

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

**Appendix A**  
**SCOPE OF WORK**

**Training and Operational Services**

The City of Garibaldi will provide a Division Chief to assist with management of Training & Operations for both Garibaldi Fire Department and Bay City Fire Department. As such, the City of Bay City will provide a Division Chief to assist with management of Training & Operations for both the Bay City Fire Department and Garibaldi Fire Department. Both Division Chiefs will work together under their agencies chain of command to accomplish the following:

1. Collaborate and manage the training program in its entirety for both agencies.
  - a) Records management and online training management
  - b) Weekly training schedule for drills
  - c) Annual training academies and event coordination
2. Access to both agencies' trainings
3. Renewal training tracking and administration
4. DPSST Accreditation Management
5. Duty Chief Coverage
  - a) Create standard of cover
  - b) Establish volunteer duty officer standard of cover
  - c) Implement cross coverage between agencies officer pools
6. Implement EMS/QRT coverage shift schedule
7. Collaborate to streamline department operational procedures and guidelines
8. Create interdepartmental transparency for training and response configurations
9. Collaborate cost sharing across departments to accomplish interdepartmental goals
10. Collaborate with volunteer associations to accomplish set goals or needs
11. Bi-annual reports analyzing measurable success of the IGA and department programs
  - a) Standard of Cover
  - b) Volunteer Officer coverage
  - c) EMS coverage
  - d) Training program
  - e) Operational programs

## **FEE**

The City of Garibaldi and the City of Bay City will have no billing or invoicing responsibilities to the other. This will be a Cooperative Working IGA requiring no compensation either way.

Though no invoices for personnel services will be billed, the City of Bay City will continue to hold the Vector Solutions contract and invoice the City of Garibaldi for their portion accordingly.

## **Duty Coverage Schedule:**

Both Division Chiefs will work opposite coverage schedules to ensure duty chief coverage within both agencies' boundaries. Chief Officer on duty will monitor both agencies calls for service and act accordingly. Both agencies agree to supply a competent Division Chief capable of managing complex incidents. Chief Officers will work with officers and staff to ensure optimal staffing levels and response.

- A) Garibaldi Fire Department Division Chief will work 7 days on and 7 days off for duty coverage starting Monday at 0800 until the following Monday at 0800.
- B) Bay City Fire Department Division Chief will work 7 days on and 7 days off for duty coverage starting Monday at 0800 until the following Monday at 0800, on the opposite week schedule.
- C) Each Division Chief may choose to take the Friday following their duty coverage week as a paid day off for compensation of duty week coverage. This will be labeled as the "duty day off".
- D) Coverage needed for vacation, sick time or unforeseen case by case needs may be worked out between the Division Chiefs and approved by the Fire Chiefs. If both Division Chiefs will be absent, Division Chiefs will work with Fire Chiefs for relief duty coverage.



## MEMORANDUM

Date: January 10, 2023  
To: City Council  
From: Liane Welch, City Manager  
Subject: Recommendations Next Steps for Fire Department

---

These are draft recommendations from City Manager, Interim Fire Chief, Division Fire Chief and Fire Committee.

### Administrative Organization:

1. Continue with Interim Fire Chief Dale Kamrath until June 30, 2022. We use the funds from the Part Time Fire Chief to pay. Develop a Resolution for transfer appropriations. Fire Chief to send City Manager a job description and goals and estimate how much time will be needed and review the budget to see what we can afford. Currently we can afford 16 hrs/week.
2. It is not recommended to hire a full-time Fire Chief as we look toward forming a new Fire District.
3. Appoint Alan Christensen as Interim Fire Chief effective July 1, 2023, and hire a full time Officer, for 2 FTE. We use the new Operating Levy to pay for these positions. Keep this structure as we form a new Fire District.
4. We should be hearing early January if we were successful with the 2 full time fire fighter grant application.

### Administrative Goals:

1. Dale/Alan (Bay City) and Jay/Blake (Garibaldi) discuss with the volunteer fire fighters.
  - a. Which night works best for the organizations for 1 drill night/week?
  - b. Do the volunteers support a Fire District?
  - c. Where do the volunteers stand with Darrell's retirement?
2. Decrease the Fire Response time from the Bay City Fire Department.
  - a. The Goal is to leave the fire station within 5-6 minutes from the call. The last two fire calls the response time was 10 and 11 minutes.
  - b. Train the volunteers for more drivers. Check if our insurance covers drivers at age 18.
  - c. Develop a policy/SOGs regarding driving apparatus.
3. Increase Duty Officer's so Alan is not on call 24/7, which is unacceptable.
  - a. Develop the officers; Aaron Bently, Jon Kapiniak, David Stacy, and Jacob Griffith. Are other volunteers capable of being duty officer? If not, Dale/Alan to develop plan to develop more duty officers.
  - b. Complete the IGA between Bay City and Garibaldi for duty coverage and other operational issues such as training, volunteers, and equipment.



4. Develop a Standard of Cover for both departments so we are all on the same page.
5. Modify the Response Model for Bay City so there are more opportunities for volunteers to respond and increase their experience.
6. The Safety Committee needs to meet monthly per OSHA requirements.

**CITY OF BAY CITY  
RESOLUTION NO. 2023-01**

**A RESOLUTION SUPPORTING A SAFE PEDESTRIAN CROSSING OF  
US 101 IN BAY CITY AND A NEW PATH THAT WILL EVENTUALLY  
BECOME PART OF THE SALMONBERRY TRAIL**

**WHEREAS**, the *2010 City of Bay City Transportation System Plan* identifies several projects including a safe pedestrian crossing of US 101 at Hays Oyster Drive, and

**WHEREAS**, a new path that is separated from US 101 along the railroad right-of-way would give hikers and cyclists a transportation option other than US 101 which has significant traffic volumes and a speed limit of 45 mph through Bay City, and

**WHEREAS**, the Salmonberry Trail Intergovernmental Agency, consisting of State legislators and representatives of Tillamook and Washington Counties, the Port of Tillamook Bay, the Oregon Parks and Recreation Department, the Oregon Department of Transportation, the Salmonberry Trail Foundation, the Washington County Visitor Association, the Confederated Tribes of the Grand Ronde, and the Oregon Department of Forestry, was formed to explore the possibility of developing a multi-use trail along the 87-mile railroad corridor. The proposed Salmonberry Trail has strong support from multiple agencies at the State and local level and from community groups because of its potential to support economic development, to improve connectivity for pedestrians and cyclists by providing an alternative to US 101, use of an existing public asset, and to enhance livability and promote healthy lifestyles in communities served by the Salmonberry Trail, and

**WHEREAS**, the Salmonberry Trail Intergovernmental Agency (STIA) has an Agreement with the Port of Tillamook Bay for the ownership and management of the Salmonberry Trail. This proposed 87-mile trail links western Washington County to the City of Tillamook, and its alignment runs through Bay City.

**NOW, THEREFORE,** The City Council does hereby resolve as follows:

1. The City of Bay City will work collaboratively with the Salmonberry Trail Intergovernmental Agency to identify opportunities to plan, design and construct the portion of the Salmonberry Trail through the City of Bay City.
2. If portions of the Salmonberry Trail are constructed through Bay City, the City of Bay City will develop an Agreement with the Salmonberry Trail Interagency Agency (STIA) for the long-term ownership and maintenance of the trail by STIA.
3. In the interim of the Agreement with STIA identified in item 2 above, the City of Bay City will own and maintain the path through Bay City.

**ADOPTED** by the City Council of Bay City and **APPROVED** by the Mayor of Bay City on January 10, 2023.

---

David McCall, Mayor

**ATTEST:**

---

Lindsey Gann, City Recorder



**CITY OF BAY CITY**

**ORDINANCE 701**

**AN ORDINANCE IMPLEMENTING A PROPERTY TAX EXEMPTION PROGRAM TO INCENTIVIZE REHABILITATION AND CONSTRUCTION OF MULTIUNIT RENTAL HOUSING; PROVIDING ADMINISTRATIVE PROCEDURES FOR COMPLIANCE AND ENFORCEMENT OF THE PROGRAM; AND ESTABLISHING AN EFFECTIVE DATE**

**RECITALS**

**WHEREAS**, there is a workforce housing shortage in Oregon, Tillamook County and Bay City. Many professionals such as teachers and nurses have left our community due to lack of workforce housing

**WHEREAS**, House Bill 2377 from the 2017 session of the Oregon Legislature, HB 2377 (2017), enables local government to adopt ordinances that create a property tax exemption program for eligible rental property; and

**WHEREAS**, the City Council of the City of Bay City desires to adopt and implement the property tax exemption program in conformance with HB 2377 (2017).

**WHEREAS**, Bay City want to incentivize workforce housing in furtherance of Tillamook County and Bay City's housing and livability goals.

**NOW THEREFORE, the City of Bay City ordains as follows:**

Section 1. Adoption. The City of Bay City adopts the foregoing recitals and the property tax exemption program set out in Exhibit A, which is incorporated into this Ordinance No. 701 by reference.

Section 2. Severability. 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 judgement 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 3. Codification. Provisions of this Ordinance shall be incorporated into the City Code, and the words "ordinance" or "section" may be changed to "code," "article," "chapter," "division," or another word, and the sections of this Ordinance may be renumbered or re-lettered, provided however, that any recital clause and boilerplate provisions of this Ordinance need not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

Section 4. Effective Date. This Ordinance shall take effect on the 30th day after City Council enactment.

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

PASSED and ENACTED by the City Council this xx day of xxx, 2023, and APPROVED by the Mayor this xx day of xxxx, 2023

\_\_\_\_\_

David McCall, Mayor

Attest:

\_\_\_\_\_

Lindsey Gann, City Recorder

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstentions: \_\_\_\_\_

## EXHIBIT A

Section 1. Purpose. The purpose of this Ordinance is to incentivize the rehabilitation and construction of multiunit rental housing in furtherance of the City's housing goals.

Section 2. Applicability. This Ordinance shall apply within the City's boundaries.

Section 3. Definitions

Except where the context otherwise requires, the following definitions apply for purposes of this Ordinance.

- (a) "Affordable". Housing which costs a household no more than thirty percent (30%) of Area Median Income adjusted to household size.
- (b) "Area median income". The Housing and Urban Development Area Median Income for Tillamook County that is effective as of January 1 of the calendar year in which an applicant is seeking this property tax exemption.
- (c) "Assessor". The Tillamook County Assessor.
- (d) "Building". A structure built and maintained for the support, shelter, or enclosure of persons, motor vehicles, animals, chattels, or personal or real property of any kind. The word "building" shall include the word "structure".
- (e) "City Planning Department". The City of Bay City Planning Department.
- (f) "Claim" or "claimed". A unit that was deemed eligible and for which the applicant sought the property tax exemption.
- (g) "Community Development". The Tillamook County Department of Community Development.
- (h) " Dwelling unit". One or more rooms designed for occupancy by one family and not having more than one cooking facility except facilities designed for camping purposes such tents and recreation vehicles.
- (i) "Eligible". A building or dwelling unit that qualifies under Section 4 of this Ordinance.
- (j) "Multiunit rental housing". For the purposes of this exemption, any structure within which there are at least three (3) separate dwelling units per property.
- (k) "Real Market Value". The real market value as determined by the Assessor.

- (l) "Rehabilitation". Bringing an existing building, having been occupied for no fewer than twenty (20) years, up to full compliance with applicable building code and completing all deferred maintenance. Additionally, the cost of the rehabilitation must exceed fifty percent (50%) of the most recent Real Market Value of the structure prior to the proposed improvement.
  
- (m) "Transient lodging" means:
  - 1) Hotel, motel, and inn dwelling units that are used for temporary overnight human occupancy.
  - 2) Spaces used for parking recreational vehicles or erecting tents during periods of human occupancy; or
  - 3) Houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units, that are used for temporary human occupancy.
  
- (n) "Unclaimed". An otherwise eligible unit for which the applicant did not claim the property tax exemption.

#### Section 4. Eligibility and Duration of Exemption.

- (a) An applicant may apply for this exemption for new construction or rehabilitation which is completed after adoption of this Ordinance. If determined to be eligible, the property tax exemption shall apply in the first property tax year after the receipt of a Certificate of Occupancy for the subject building.
  
- (b) Only those dwelling units with rents which are affordable to households earning one hundred twenty percent (120%) of the Area Median Income shall be considered eligible for the property tax exemption.
  - (1) An applicant may choose to omit an otherwise eligible dwelling unit from the exemption program. An omitted unit shall be referred to as "unclaimed." However, no more than twenty percent (20%) of the total units located in or on the subject property shall be omitted via this mechanism.
  
  - (2) An applicant may not claim or unclaim new units for this exemption once an application has been approved and the first property tax year of the approved exemption has begun, unless the City Planning Department, in conjunction with the Assessor, determines that unforeseen circumstances necessitate the change. Tax statements shall be adjusted, including adding previously exempt property taxes as required, according to any changes in eligibility made as a result of this subsection, to be assessed on the next property tax year.

- (c) The percentage of units which claim the exemption as compared to the total number of units in or on a subject property, rounded down to the nearest ten percent (10%), shall determine the duration of the exemption according to the following schedule:

Minimum % of Eligible Units	Years of Exemption
10%	1
20%	2
30%	3
40%	4
50%	5
60%	6
70%	7
80%	8
90%	9
100%	10

- (d) Eligible rental property may not receive an exemption on the basis of rehabilitation more than once.
- (e) Any limits on rent pursuant to this Ordinance shall expire on the first property tax year after the exemption expires.
- (f) If this Ordinance is repealed, any property that has been granted an exemption under this Ordinance shall continue to receive the exemption under the provisions of this Ordinance for the period of time for which the exemption was granted.

Section 5. Rent Limits.

- (a) The maximum monthly rent for a claimed unit shall be equal to or less than the maximum rent that is affordable to households earning up to one hundred twenty percent (120%) of the area median income adjusted to household size.
- (b) The average rent of the claimed units shall not exceed the average rent of the same units rented at a level affordable to a household making one hundred percent (100%) of the Area Median Income.
- (c) Any utilities separately charged from the landlord to the tenant shall count toward the maximum monthly rent. Utilities for which the tenant is solely responsible, or for which the landlord does not separately charge the tenant, shall not count towards the maximum monthly rent.
- (d) An applicant seeking this exemption on the basis of rehabilitation, which has received State of Federal funding and, as a condition of securing said funding, limits rents to those affordable to households making eighty percent (80%) or less of the Area Median Income at the time of

higher than the rent limit to which they were previously bound, for the duration of the property tax exemption.

Section 6. Additional Rules.

- (a) All rents and rent limits shall be rounded to the nearest dollar for the purposes of determining compliance.
- (b) Claimed units shall be prohibited from being converted to any form of transient lodging for the lifetime of the building.
  - (1)** Property owners shall record a legally binding covenant with the County Clerk identifying units for which the property tax exemption was claimed and prohibiting them from future usage as transient lodging.

Section 7. Application Process.

- (a) The City Planning Department shall provide exemption application and annual renewal forms which are required to be filed timely.
- (b) If the County has also adopted an ordinance or resolution to enact a similar exemption program, then the applicant may choose which program to apply to.
- (c) The applicant must be the owner or lessee of the eligible rental property to which the application relates.
- (d) The applicant shall pay an application fee as established by resolution of the Bay City Council which fee will be determined to compensate the City for the actual costs of processing the application.
- (e) The applicant must submit an application renewing the exemption each year for the duration of the property tax exemption using the form prescribed by the City.
  - (1)** This renewal shall not require a Resolution by the Bay City Council but shall be recorded by the City Planning Department.
- (f) Upon receipt of an application, the City Planning Department shall determine, as soon as practicable:
  - 1)** Whether the subject property falls within the boundary of the Bay City limits or the Bay City Urban Growth Boundary.
  - 2)** The date on which the rehabilitation of construction of the subject property was or will be completed.

- 3) The date on which the subject property was first offered for residential occupancy.
  - 4) The rent charged for each unit of the subject property and whether the rent meets the requirements of this Ordinance.
- (g) An application for the property tax exemption must be filed on or before March 1 preceding the property tax year to which the application relates.
- (h) Notwithstanding paragraph (g) of this subsection, an application may be filed under this section for the current property tax year:
- 1) On or before December 31 of the property tax year, if the application is accompanied by a late filing fee of the greater of \$200 or one-tenth of one percent (0.1%) of the real market value as of the most recent assessment date of the eligible rental property to which the application relates.
  - 2) On or before April 1 of the property tax year, if the applicant is accompanied by a late filing fee of \$200 and the applicant demonstrates good and sufficient cause, as defined in ORS 307.162, for failing to file in a timely application or is a first-time filer, as defined in ORS 307.162, of an application under this Ordinance.
- (i) An application may be filed as provided in subsection (h) notwithstanding that there are no grounds for hardship as required for late filing under ORS 307.475.
- (j) A late filing fee collected under subsection (h) must be deposited in the general fund of the City.
- (k) If any eligibility determination made under this Ordinance renders the property ineligible for the exemption, the application shall be rejected and the rejection may not be appealed.
- (l) If the property qualifies for the exemption and the application meets the requirement of this Ordinance, the governing body shall on or before April 1, adopt a resolution:
- 1) Approving the application; and
  - 2) Notifying the County Assessor and providing all information necessary for the County Assessor to perform the assessor's duties with respect to the eligible rental property.

#### Section 8. Reporting and Enforcement.

- (a) City Planner shall track active property tax exemptions under this Ordinance, including the duration as well as all units of the affected buildings, their eligibility and claim on the exemption, and their rents.
- (b) As soon as practicable after January 1 of each year, the City Planning Department shall

- b. Notify each owner or lessee of eligible rental property granted an exemption pursuant to this Ordinance for the immediately preceding property tax year of the determination, and,
  - c. Publish the determination on the City's website.
  
- (c) Any activity which the City Planning Department deems to have violated the terms of the property tax exemption and in which the City Planning Department has exhausted all notice requirements required by this section shall result in a recommendation to the Assessor to terminate the exemption; the Assessor shall make a final determination and act accordingly without right of notice or appeal of the applicant.
  - (1) Exemptions terminated via this process will be responsible for paying property taxes previously exempted according to ORS.
  
- (d) As soon as practicable, but no later than fourteen (14) days after the rent thresholds are published, all property owners receiving the exemption shall file an application to continue the property tax exemption with the City Planning Department.
  - (1) Failure to apply within fourteen (14) days shall result in written notice to the owner.
  - (2) Failure to apply within twenty-eight (28) days shall result in immediate termination of the exemption according to Section 8(c).
  
- (e) Property owners who receive the exemption must provide written notice to all tenants at the time of the lease that their unit is rent limited and provide contact information for the City Planning Department.
  - (1) City Planning Department shall provide the requisite language and shall have forms available at the City Planning Department office for this purpose.
  
- (f) Any change in rents on claimed units shall be reported to the City Planning Department no later than one (1) week before the change in rent is due to take effect.
  - (1) Any changes in rent must continue to comply with Section 5 of this Ordinance.
  
- (g) If at any time the rent of an individual claimed unit exceeds the limits set forth in the published rent limits, or if the average rent of all claimed units exceeds the average rent limit, the City Planning Department shall notify the landlord with a written notice.
  - (1) Failure to adjust the rent below the individual unit limit within fourteen (14) days of notice shall result in termination of the exemption according to Section 8(C).



- (i) The assessment and tax rolls shall show “potential additional tax liability” for each eligible rental property granted exemption under this Ordinance.
- (j) The above subsections notwithstanding, no part of tis Ordinance precludes a property owner from adjusting rents on a given claimed unit.