

# City of Bay City

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**BAY CITY COUNCIL AGENDA  
February 14, 2023, 6:00pm  
5525 B Street, Bay City  
Ad Montgomery Community Hall**

- A. Call to Order, Pledge of Allegiance, Roll Call
- B. PUBLIC HEARING ORDINANCE 701 – AN ORDINANCE IMPLEMENTING A PROPERTY TAX EXEMPTION PROGRAM TO INCENTIVIZE REHABILITATION AND CONSTRUCTION OF MULTIUNIT RENTAL HOUSING; PROVIDING ADMINISTRATION PROCEDURES FOR COMPLIANCE AND ENFORCEMENT OF THE PROGRAM; AND ESTABLISHING EFFECTIVE DATE.
- C. Visitor Propositions (Public Comment on Non-Agenda Items)
- D. Presentation by Commissioner Skaar/Sarah Absher proposed Senate Bill 406 – Tillamook County Pilot project for multi family housing
- E. Committee, Department, and Staff Reports
  - a. City Manager,
  - b. Fire Department
  - c. Fire Committee Report
  - d. Public Works
  - e. Emergency Preparedness,
    - 1. Next meeting **Tuesday** February 21, 2023, 5:30 pm at Ad Montgomery Community Hall
  - f. Planning Department,
    - 1. Next Planning Commission – Wednesday February 15, 2023, at 6:00 pm at Ad Montgomery Community Hall
- F. Minutes
  - a. Council Workshop – December 12, 2022
  - b. Regular Council Meeting – December 13, 2022
- G. Treasurers Report
- H. Bills against the City
- I. Unfinished Business
  - a. Fiscal Policy status
  - b. Business Registration status
- J. New Business
  - a. John Gettman Volunteer Community Service Award
  - b. Review 2022 City Council Goals for upcoming budget development

- c. Presentation by Riglioni and Haugen on their development requirements
  - d. Resolution 2023-002 – A Resolution recognizing unanticipated Revenue for the City of Bay City from the Oregon Parks and Recreation Department Local Government Grant Program for the Hiker/Biker Campground at the Al Griffin Memorial Park.
  - e. Resolution 2023-004 – Joint Resolution of the City Council and the Local Contract Review Board Opting out of the Attorney General’s Model Public Contracting Rules for the City of Bay City.
  - f. Discussion and request for approval to procure Hiker/Biker ADA bathroom shower
  - g. Proposed Budget Calendar FY 2023-2024
  - h. AKS Engineers & Forestry Contract for City Engineer
  - i. Grant Agreement Department of Transportation Small City Allotment Program
  - j. State of the City April 8, 2023
  - k. Recommendation to name Aaron Bently Assistant Fire Chief, Bay City Fire Department
  - l. Addendum Contract with Dale Kamrath Interim Fire Chief
  - m. Proclamation Tillamook Public Utility District and Public Works staff
  - n. Proposed new Logo for Bay City as part of Wayfinding program.
  - o. TLT Committee Recommendations for grant applications
- K. Mayor's Presentation
- L. Council Presentation
- M. Attorney Presentation

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

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

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**CITY OF BAY CITY**

**ORDINANCE 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.



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February 14, 2023

City Manager Report – Liane Welch

- Bay City was successful and awarded a \$40,000 grant from Tillamook County TLT. These funds will be a match for the ODOT Community Path Grant if we are successful with that application.
- Assist City of Tillamook with their Water Transmission Line Replacement project.
- Attended the League of Oregon Cities Day at the Capital with Mayor McCall.
- Working with City of Garibaldi Fire Department, Rural Garibaldi Fire District and City of Rockaway Beach on Fire related services.
- Working with the BCEV on the Firewise program and the emergency supply sheds.
- Working on the Wayfinding program, including the kiosks in the parks, the Logo design and the Mural design.
- Working with Tillamook County on Homeless Task Force.
- Working with staff on development reviews.
- Met with the Tillamook Pickle Club, they will be painting pickle lines on the tennis courts at Al Griffin Memorial Park.

## City of Bay City Grants Summary

Completed project	Not successful, no award	Success, Grant Awarded
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Grant Source	Due Date	Submitted	Amount Requested	Awarded?	Match Required	Report Requirements	last report submitted
Bay City TLT - Hiker/biker campground	1/31/2022	Yes	\$ 15,000	Yes	Yes, these 3 grants match each other	Annual, which is final	Yes, 6 mo
Tillamook County TLT - Hiker/Biker campground		Yes	\$ 75,000	Yes		quarterly 1/31, 4/30, 7/31, 10,31	10/31/2022
Oregon Parks and Recreation Local Gov Grant Hiker/Biker campground		Yes	\$ 318,001	Yes		Yes	Not yet
ODOT SCA 2021 - Hays Oyster		Yes	\$ 100,000	Yes	No	Annual and final	Yes
ODOT SCA - 16, 14, and Main	8/31/2022	Yes	\$ 250,000	Yes	No	Yes	
NOAA Fish Barrier Removal - Patterson Creek Culvert Replacement	8/15/2022	Yes	\$6.2 million	NO	No. Although for extra points, we added the DEQ SRF \$364,299.02. We are applying for a \$728,598.04 Forgivable loan		
Siletz Tribal Charitable Contribution Fund		yes	\$ 9,402	Yes	\$9,402. we budgeted 4 turnouts for match	Annual report and media	Yes, final report done
Business OR - Water Master Plan	8/1/2022	Yes	\$ 20,000	Yes	Matching with \$30,000 Budgeted in 601 fund	We have budgeted \$50,000 for this work	
DEQ State Revolving Fund for Patterson Creek Culvert project on 7th and 8th streets	8/12/2022	Yes	\$ 730,000	Yes	This is a 50% forgivable loan \$365,000		
Business OR - LOI for BIL funds - Alderbrook and Juno waterline replacement and new water reservoir	9/15/2022	Yes	\$ 3,528,000	?	No, we added \$250,000 for match	Yes, many	
2022 Oregon Fire Service Capacity Program - 2 Firefighters for 3 yrs	11/30/2022	Yes	\$ 551,774	?	We used soft match of the volunteers	Yes	
ODOT Oregon Community Paths	LOI 9/15/22 - Application 1/31/23	yes	\$ 508,769	passed 1st phase	Bay City submitted TLT match grant for \$40k	ODOT has funds in this program as a result of COVID and will only have this much funding through 2024.	
Tillamook County TLT - Match for ODOT community path grant	12/1/2022	Yes	\$ 40,000	Yes		Yes, quarterly	
Business Oregon Fire Department Seismic Rehabilitation	12/16/2022	Yes	\$ 2,497,510	Apr-23	No Match	yes	
OSFM Engine Program	1/17/2023	Yes		passed 1st phase			
OSFM Wildfire Risk Reduction	1/31/2023	Yes	\$ 220,000				



## Fire Department Report—January 2023

**Administratively**-I have been continuing to work on clearing the office of materials and reorganizing the Office. Also, continuing to work on organizational structure, assisting Division Chief Christensen with operations, and beginning to mentor DC Christensen on Administrative Functions. Meetings regarding Fire Wise Program and Potential Future Direction of the Department.

**Volunteers:** January was a giving Month, as the Volunteers responded to a total of 17 Requests for Assistance: with 10 Medical alarms within the City Limits, and 1 Unintentional Fire Alarm at the Smoker. We were in a assisting mode this Month as we responded to requests for Fire Alarms from Nestucca RFPD-1, Tillamook FFPD-2, Garibaldi-2 and Rockaway Beach-1. The Volunteers Roster started with 21 Members and gained one Returning Member and saw Asst. Chief Jon Kapiniak and FF Angela Franske both resign during the month.

Training Chief Paulsen has provided 46 hours of Service to the Department this month with Training and Response. The Volunteers provided 206 hours of Training and 114 hours of Alarm Response.

Additionally, Asst. Chief Jon Kapiniak, Captain Aaron Bentley and Lieutenant David Stacey provided (11) twelve-hour Duty Officer Shifts during the month of January for a total of 132 hours coverage.

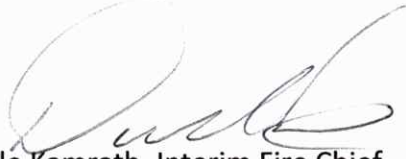
In addition, The Volunteers received a \$20,000.00 Donation from the Tillamook Anglers on behalf of the Loren E. Parks Trust.

**Operations** has continued working on the New Pick-up Build; the Truck has gone over to Portland for Installation of lights and radios. 4111 and 4113 Pumps are now kept with Water in them, to both save time at the Scene initiating operations and also to preserve the Pump Packings. Firefighter Evan Saindon condensed and installed equipment on 4191 (Suburban). Still researching repairs on the Suburban, 4191 Seatbelt repaired. Apparatus was shifted in Bays to make response more efficient and safer for moving Apparatus. Change of Pre-Connect hose-lays on Engines to coincide with Mutual Aid Companies and Ease of deployment.

Facility repairs of significance was replacement of North-East Street Light to improve parking lot and entryway for Safety and Security of Volunteers and their vehicles. Moving Lucas Tool over

to Office-Bay area to allow for multiple vehicles usage. Clean-up of clutter on Bench and Storage by Rear Sink. Clean-up of Tool Room.

Operations Chief provided 214 hours of Employment and had an additional 239 hours of Coverage as Duty Officer.

A handwritten signature in black ink, appearing to read 'Dale Kamrath', written in a cursive style.

Dale Kamrath, Interim Fire Chief

## Water

- Jones Drilling has completed the drilling and casing portion of the project. 16 inch temporary drill casing was drilled to 55 feet, the permanent 12 inch screen and casing was installed inside the temporary 16 inch casing, pea gravel was placed between the 16 and 12 inch casing prior to pulling the 16 inch casing from the ground. The final casing and screen consist of a 12 inch diameter 5 foot solid pipe in the bottom of the hole, 30 feet of 12 inch screen, and 20 feet of 12 inch solid pipe on the upper portion. The water enters the well hole thru the screen which is located from 20 feet to 50 feet deep

The simplified results of the well testing during the pump test the following was observed. For reference existing Well #1 and #2 pump between 550 and 650 gpm with the size and horsepower of motors used.

While pumping at 300 gpm, the level of water in the well dropped from about 16 feet to 18.5 feet

While pumping at 500 gpm the level of the water in the well dropped from about 16 feet to 21 feet ( 21 feet is about 1 foot below the top of the screen)

While pumping at 700 gpm the level of the water in the well dropped from about 16 feet to 25 feet (25 feet is about 5 feet below the top of the screen)

While pumping at 900 gpm the level of the water in the well dropped from about 16 feet to 29 to 30 feet +/- (30 feet is about 10 feet below the top of the screen)

As expected the faster water is pumped from the well, the level of the water in the well drops until the ground water cannot run to the well fast enough to keep up with pumping rates.

When pumping at 900 gpm, there was water free falling into the well as it entered the upper portion of the screen above the water level in the well. This created turbulence and air bubbles that made the water meter recording the flows fluctuate to a point, accuracy of the readings were in question.

Water quality was tested (passed) and the casing has been capped and the next portion of the project is to bid the balance of the work, connecting well #3 to the existing piping and consolidating the operation to the larger building on site where chemicals are injected.

- All of the water districts have signed the new water contract except TCCA. They needed to have a meeting to give the TCCA president authorization to sign the contract.
- Water meter at Well #1 is giving some erroneous flow readings on water production. A water meter is onsite to replace it with, and the water meter will be replaced in the next month once we get the final part to the correct size to make up the gap between the old meter and the new meter since they are not the same size.

## Streets

- Some downed trees were removed from the Right of Way,
- Some potholes were filled in the street
- Currently working with local engineer Rich Gitschlag on the 2023 paving project with the \$250,000 SCA grant. Rich is putting the paving drawings together and I will be putting the spec book and bid package together.



## Wastewater

- The headworks screen at the Wastewater treatment plant is operational. January 30<sup>th</sup> the screens went online removing debris from the sewer stream. The crews are experimenting with the control settings to find what settings best works for the situation at Bay City. As paper and what not accumulates on the screen the water backs up on the upstream side of the screen. When the auger on the screen cycles, the debris are removed from the screen bringing the water back to an equal level upstream and downstream of the screen. The screens cycle when the differential between the upstream depth and downstream depth hits a set point. The more the screen runs the quicker the brushes wear out and need replaced. We started at 0.4 foot differential, and are currently experimenting with 0.75 feet differential between the upstream and downstream elevations of the screen. It appears the screen has been running about 2 hours a day with a couple hundred starts a day on the screen cycling on and off. In the first week, approximately 30 gallons of paper and debris was removed from the inflow to the WWTP.
- WWTP continues to see increased flows with I&I during storm events.
- DEQ has approved our construction plan for the new sewer lift station. The last piece of the puzzle will be the scadia method used to transmit the data from the sewer lift station to the treatment plant. The method used will transmit the data from the new headworks screen and the downtown sewer lift station. The original plan was to use a non licensed radio frequency (line of site) to transmit the data. But with the coming sewer lift station on the North side of High Street on the North side of the hill, the radio may not work since there is no line of site. Either a repeater will need to be installed on top of the hill, or potentially internet or cellular options may work better, though the cellular and internet options have reliability issues at the Coast. Hopefully a quick study of the options is completed in the next couple weeks. If the screen and each lift station don't use the same method of telemetry it may be more costly and installation troublesome with more than one method being used. We are trying to find a method that works in all situations to simplify the process.
- Crews have been cleaning and TV inspecting sewers. The basin that drains into the sewer lift station was done first looking for areas to repair to give the lift station relief from I&I issues. Then crews moved to Main Street between 9<sup>th</sup> and 13<sup>th</sup> looking for areas to repair before the summer 2023 paving project is underway, so a new street is not cut to repair an existing sewer issue.

## Parks

- A few campers have been using the campground in the last month, currently a camper has been in campground site 11 for almost a month and has all of the typical excuses of nowhere else to go, no tow vehicle, etc.... They are also not current on payments.
- Liane and I have met with the Tillamook Pickle Ball Club. Currently they play in Tillamook but their court surface and location is not to their liking. They will be painting 4 sets of pickleball court lines at no cost to the City, on the basketball/tennis courts at Al Griffin Park, so they can play pickleball summer and fall. Their group is 50 + strong and expect to play from 8 am to 10 am each day of the week.
- We looked at the access to and from Al Griffin memorial park with getting the truck and trailer hauling the hiker biker bathroom/shower facility into the park. It looks difficult at best to get the truck and trailer into and out of the campground with some tight corners and limited moving room for the truck and crane.

## Misc.

- The yearly City Engineering contract with AKS Engineers has expired and needs renewed
- Oregon Health Authority performed its 3 to 5 year audit of the water system. We did not achieve Outstanding Performer status due to a couple deficiencies. The consumer

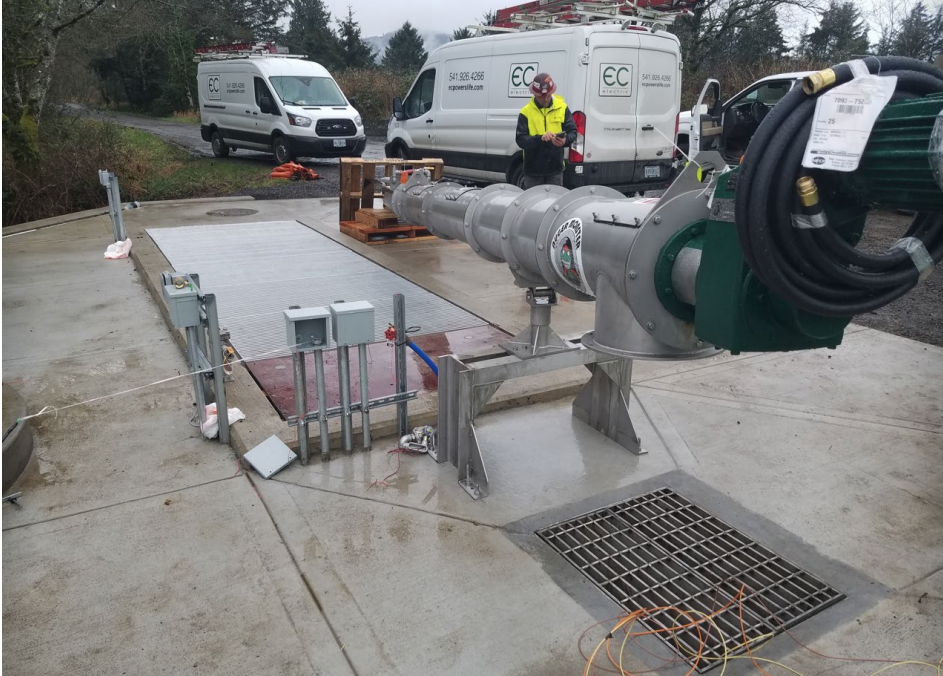
confidence reports were sent out as required to each residence, but the affidavit that the report was sent out was not sent to the state for 2020 and 2021. Staff was not aware these needed done, they are being filed late. OHA had some other suggestions for the City to do like take pictures of the hatches, screens and overflow flaps at the reservoirs yearly and to keep record of the pictures, update the operations, maintenance, emergency plans and coliform sampling plan yearly.

- Two crew members are scheduled to take the OAWU Water Distribution level 1 training class on February 7<sup>th</sup> and 8<sup>th</sup>, then take the test for the certification on February 9<sup>th</sup>.
- Utility work continues for PUD and communication providers at Hobsonville Point Road where 4<sup>th</sup> and 5<sup>th</sup> Street meet. Hopefully soon the vaults and conduits are installed to get the wires below ground that have been in the street and on the shoulder of the road for about a month.
- The Small City allotment contract needs signed by the City, it should be part of this packet.

Weekends worth of debris from the screen in the dumpster



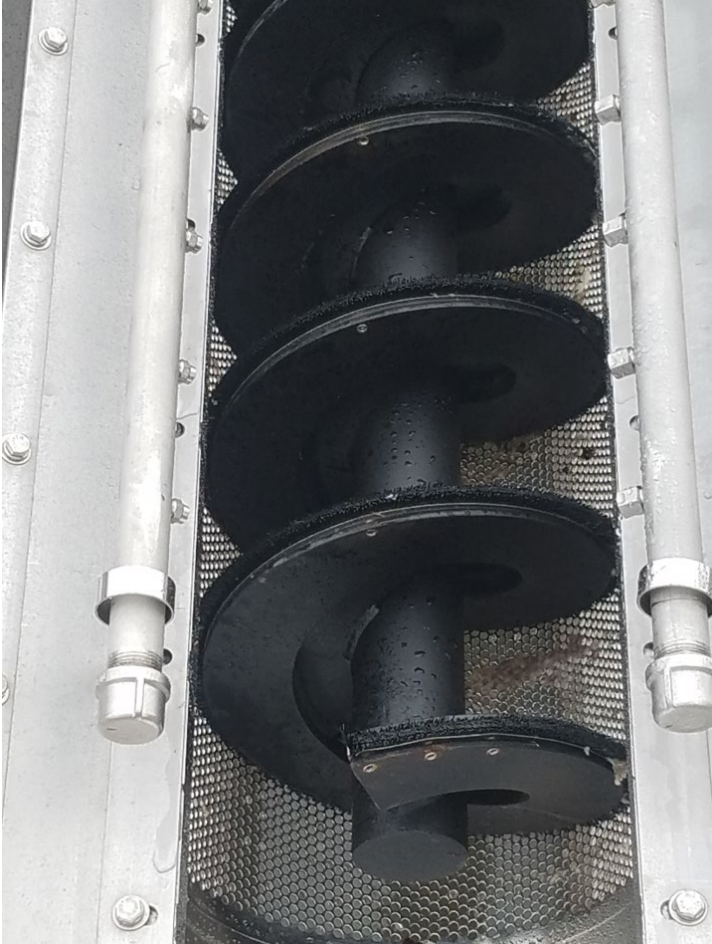
Screen not set in the flow yet



Screen being lowered into place



Business end of the screen



Well being drilled





# City of Bay City

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

## **BAY CITY PLANNING DEPARTMENT MONTHLY REPORT** **FOR JANUARY 2023**

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

- 5175 Trade Avenue – Temporary Use.

### **2. Planning Commission Hearing January 18<sup>th</sup> Hearing**

- Conditional Use Permit #CU-2022-03 (McRae) 6-month review.

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

- Development and Flood Req for property at 6735 Tillamook (5 inquiries);
- Illegal Construction and Temporary Use Permit for property at 5175 Trade (5 inquiries);
- Onsite Setback Review and email Correspondence regarding development at 6940 Seattle Avenue (4 inquiries);
- Review of Development Requirements for 9th and E Street (4 inquiries);
- Plat Recording and Development Requirements for property at 6740 Baseline Road (4 inquiries);
- ROW Construction Permit, Permit Submittals and SDC Fees Payment for property at 6235 Portland Avenue (3 inquiries);
- Development Requirements for property at 7th between Seattle and Portland (3 inquiries);
- Permit Requirements and Zoning Permit review for property at 5415 Pacific (3 inquiries);
- Development Requirements, ROW location and setbacks for property at 8975 8th Street (3 inquiries);
- Encroachment issues and Plan review for property at 6795 McCoy (3 inquiries);
- Development Requirements for property at Clam and Elliot (3 inquiries);
- Illegal Accessory Structure Placement at 12th and Portland (2 inquiries);
- Seismic Design Requirements and SDC Fees for the approved duplexes at 4th and A (2 inquiries);
- Review of Development Requirements for 9th and D Street (2 inquiries);
- Geologic Hazard Req in Bay Ridge Subdivision (2 inquiries);
- Permit requirements for property at 5930 Seattle (2 inquiries);
- Vacation of adjacent ROW for property at 8975 Doughty Road;
- Prep for house construction for property at 6205 Tillamook Avenue;
- Dog Permits and Burning Permits at Counter;
- Solar Work onsite for property at 6215 Dew Pointe Dr.;
- Review of RV at 6th and B;
- Garage Requirements and Changes in Code Update;
- Shed violation review at 9655 8<sup>th</sup> Street;
- Timber harvest and forest management onsite and Review of Survey for property at 14th and Baseline Road;
- Counter Water Payments;
- Tree Removal for property at 6035 Pennsylvania;
- Storm Drainage Issues for property at 9475 3rd Street;
- Tree Removal at 7th and Main;
- Development Issues for property at 9640 Seattle Avenue;

- Review Permit Process for Bay Ridge Subdivision discussion with new HOA president;
- Replacing accessory structure on 15th Street;
- Road Improvements at 6220 E Street;
- Development Requirements in general
- Tree Removal at 6875 McCoy Avenue;
- Development Requirements at 3rd and Hendricks Street;
- Road Improvements at 2102 11th and Portland Avenue;
- Street Vacation at 10320 8<sup>th</sup> Street;
- Road Improvements at 8975 8<sup>th</sup> Street;
- Radio Tower and ADU Requirements for property at 5880 Main Street;
- Development Requirements for property at east end of Seattle Avenue;
- Manufactured Home Development; Requirements for property at 10220 7<sup>th</sup>; and
- Encroachment on Property at 5970 Ocean.

*(The number of questions/inquiries has more than doubled from last Jan)*

#### **4. Land Use Applications (1)**

- Temporary Use Permit for continued placement of Camp Host at Kilchis Point Reserve (Planning Commission Hearing scheduled for March 15<sup>th</sup>).

#### **5. Meetings/Inspections involving Planning Department**

- January 9<sup>th</sup> – City Council Workshop re annual land use issues report;
- January 17<sup>th</sup> – Meeting with Dan Oveholser regarding upcoming Planning Commission meeting;
- January 18<sup>th</sup> – Meeting with Rick Knode – new Bay Ridge HOA president;
- January 18<sup>th</sup> – Meeting with Laura Buhl DLCD regarding TGM Code Edits;
- January 19<sup>th</sup> – Meeting with Bill Raglione and Joel Haugen regarding improvements at 11<sup>th</sup> and Portland Avenue
- January 19<sup>th</sup> – Inspection and Site Visit to 5970 Pennsylvania Avenue;
- January 25<sup>th</sup> – Pre-Application Meetings (3):
  - ✓ Mark Zawadski- 9<sup>th</sup> and D Street
  - ✓ Ralph McRae – 8140 Bewley
  - ✓ Kurt Victor – 9<sup>th</sup> and E Street
- January 31<sup>st</sup> – City-Tillamook County Monthly Meeting at the Tillamook County Courthouse.

#### **6. Upcoming February Meetings/Inspections**

- Site Inspection setbacks 6205 Tillamook Avenue– February 2<sup>nd</sup>;
- Weekly LOC Legislative Weekly Update Meetings via Zoom – February 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>;
- Planning Commission Meeting – February 15<sup>th</sup> DLCD Training Session;
- Safety Meeting – February 16<sup>th</sup>
- City-Tillamook County Monthly Meeting, Bay City City Hall – February 28<sup>th</sup>.

#### **7. Counterwork**

- 8 Permitting, Land Use and public facility questions at counter;
- 1 Zoning Permit submittal at counter;
- 2 Tree Removal Permits at counter.

## **BAY CITY COUNCIL WORKSHOP**

January 9, 2023

5:30 P.M.

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

Staff Present: City Manager Liane Welch, City Recorder/Finance Director Lindsey Gann, Fire Division Chief Alan Christensen, City Planner David Mattison

Others present: Pat Vining, Bob Mile, Mike Rawson, Cathy Manis, Blake Paulsen, Janice Lehr - Bentley

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

No visitor propositions.

### **B. Committee, Department, and Staff Reports**

- a. City Manager – City Manager Welch presented the City Manager report, see copy of report in council packet. Mayor McCall asked for clarification on the grant application that both Garibaldi and Bay City are applying for, for the Fire Departments. Division Chief Paulsen explained the grant is a joint application for both departments to have mutual use of equipment by both departments for public and private property use.
- b. Fire Department – Report presented by City Manager Welch, copy of report in council packet.
- c. Fire Committee Report – City Manager Welch presented the Fire Committee report, continues to meet monthly. The committee is moving forward with district discussion. City Manager Welch recommended calling a meeting with the fire departments to further discuss the merger into a district.
- d. Public Works- City Manager Welch presented the public works report, copy in city council packet. Lessons were learned during the power outage and storms. Generator at City Hall is propane and would repeatedly shut off. City Manager Welch discussed with an electrician on whether the generator that supplies power to the Fire Department could also supply power to city hall. The electrician agreed that the generator would be able to power both. A Tree fell on a house during the recent storm, also had power lines come down on 9<sup>th</sup> street.
- e. Emergency Preparedness,
  - i. Next meeting **Wednesday** January 18, 2023, 5:30 pm at Ad Montgomery Community Hall  
City Manager Welch presented the report. Next meeting will discuss the recent storms and how the BCEV could help.

**f. Planning Department,**

- i. Next Planning Commission – January 18, 2023, at 6:00 pm at Ad Montgomery Community Hall

City Manager Welch presented the planning department report. Planner David Mattison presented a report on the growth in Bay City and the increase in permits. Copy of report and presentation charts are in City Council Packet.

Councilor Rondeau suggested adding an FAQ page for the planning department for questions that are repeatedly asked.

**C. Minutes**

- a. Council Workshop – December 12, 2022  
b. Regular Council Meeting – December 13, 2022

No questions or comments

**D. Treasurers Report**

No questions or comments

**E. Bills against the City**

No questions or comments

**F. Unfinished Business**

- a. Fiscal Policy

City Manager Welch presented the draft fiscal policy. Looking for suggestions on percentages for the stabilization policy / saving plan. Will discuss further with the budget committee before moving forward. Staff will send a draft copy to the auditors for review.

- b. Business Registration Discussion

City Manager Welch discussed the pros and cons of having a business registration in Bay City. List is available in the City Council packet. Provided a sample of a welcome packet by City of Tillamook that could be modified to welcome businesses in Bay City.

Citizen Mike Rawson stated as a business owner he feels it is a good idea and providing information on the city website about local businesses would be beneficial.

City council is in support of the business registration idea. City Manager Welch will draft a resolution for discussion at the March City Council meeting.

**G. New Business**

- a. TLT committee Recommendation for new committee members



TLT committee received applications from Janice Lehr-Bentley and Mark Harguth. Janice Lehr-Bentley was available at the meeting and introduced herself to the council. Mark Harguth was not at the workshop meeting, staff will contact him and ask him to attend the council meeting.

Councilor Baker discussed the need for a mix of individuals on the committee and does have a concern about conflict of interest with having too many individuals that are both involved in the committee and pay into the TLT tax.

City Manager Welch explained that the destination management plan can be used to help the TLT committee with decision making for grants.

- b.** Penny Eberle application for Planning Commission – Planning commission received one application from Penny Eberle, she plans to attend the city council meeting.
- c.** 2023 Bay City Committees and Appointments – City Manager Welch presented a list of committees and appointments for the council to review and discuss appointments. Councilor Imhoff volunteered to remain the liaison for the planning commission. Councilor Baker volunteered to remain TLT liaison. Councilor Josi volunteered to remain Fire Department liaison. Mayor McCall will remain the Bay City Water systems liaison. Will need to assign a liaison for the BCEV committee. Need to confirm appointments and elect new council president at the city council meeting.
- d.** IGA between Bay City and Garibaldi for Fire and Rescue Services – City Manager Welch presented the IGA, Division Chiefs Christensen and Paulsen explained the scope of work listed in the IGA and the mutual cooperation, cost, mutual training. Copy of draft IGA is in the city council packet.
- e.** Recommended Next Steps for Fire Department Administrative Organization  
City Manager Welch presented a brief overview of the administrative next steps after the retirement of Chief Griffith. Copy of recommended next steps is in the council packet. Fire Chief Kamrath will be at the city council meeting to present and discuss. Looking for direction from council on how to move forward.
- f.** Resolution 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.  
City Manager Welch presented the resolution which is required to move forward with a grant application. No questions or comments
- g.** Discussion of Tax Exemptions for Workforce Housing – Ordinance 701  
City Manager Welch presented the draft ordinance 701 for the review by council. Draft ordinance mirrors the County Ordinance for tax exemptions. Will need two public hearings if council agrees to move forward with the ordinance. Discussion was held on what taxes and how long the exemption lasts. Mike Rawson expressed concern about the city losing money by

allowing the tax exemption.

- H.** Mayor's Presentation – Mayor McCall would like to have a townhall meeting in March to present to the public items that the city is currently working on.
- I.** Council Presentation – No Council presentations.
- J.** Attorney Presentation – No attorney present.

Adjourned at 7:08pm

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David McCall, Mayor

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Lindsey Gann, City Recorder

## **BAY CITY COUNCIL MEETING**

January 10, 2023

6:00 P.M.

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

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

Others present: Bob Miles, Peter Smith, Mark Harguth, Pat Vining, Penny Eberle, David Wells, Mike Rawson, Ralph McRae

- A. Call to Order, Pledge of Allegiance, Roll Call
- B. Election Swearing In – City Recorder Gann did the swearing in of newly elected Councilor Tony Boatman and re-elected Councilor Baker and Mayor McCall
- C. Visitor Propositions (Public Comment on Non-Agenda Items) – No visitor propositions
- D. Declaring a vacancy City Councilor position – Greg Sweeney won the tie breaker for the election, but did not accept the nomination. City Council declared the position vacant. Motion by Councilor Baker to declare a vacancy and for staff to advertise to fill the vacancy and accept applications. Seconded by Councilor Josi.

### **Motion passed 5-0**

- E. Moved ahead on the agenda:
  - a. TLT committee Recommendation for new committee members  
Mark Harguth was present and introduced himself to the council. Motion by Councilor Josi to accept both Mark Harguth and Janice Lehr-Bentley's applications to the TLT committee, seconded by Councilor Rondeau.

### **Motion passed 5-0**

- b. Penny Eberle application for Planning Commission – Penny Eberle was present and introduced herself to the council. Motion to accept application to the planning commission for a 4-year term by Councilor Rondeau, seconded by Councilor Boatman.

### **Motion passed 5-0**

- F. Committee, Department, and Staff Reports
  - a. City Manager, City Manager Welch presented the report to council. Is moving forward with purchasing the bathrooms for the Hiker/Biker Campground and moving forward with the mural concept on the City Hall building. Copy of

report in the council packet.

- b. Fire Department – City Manager Welch presented the report, copy of the report in the city council packet.
- c. Fire Committee Report – City Manager Welch presented the report, the committee continues to move forward with discussion of a district.
- d. Public Works – City Manager Welch presented the public works report. Copy of the report is in the city council packet. Lessons learned during the recent power outages and storm damage. Public Works director Markee discussed the difficulty in getting additional propane when tanks are owned by Suburban, if a situation arises and the highway is closed, we will be unable to fill tanks as Suburban is the only one that can fill the tanks.
- e. Emergency Preparedness,
  - i. Next meeting **Wednesday** January 18, 2023, 5:30 pm at Ad Montgomery Community Hall  
City Manager Welch presented the report, copy in city council packet.
- f. Planning Department,
  - i. Next Planning Commission – January 18, 2023, at 6:00 pm at Ad Montgomery Community Hall  
City Manager Welch presented the planning department report. Planner David Mattison presented data regarding the increase of building and permitting, copies are available in the city council packet.

#### G. Minutes

- a. Council Workshop – December 12, 2022
- b. Regular Council Meeting – December 13, 2022  
Motion to approve minutes by Councilor Rondeau, seconded by Councilor Baker.

**Motion passed 5-0**

#### H. Treasurers Report

No questions or discussion

#### I. Bills against the City

Need to correct month on billing list to state December, not November.

Motion to approve bills against the City by Councilor Baker, seconded by Councilor Rondeau.

**Motion passed 5-0**

#### J. Unfinished Business

- a. Fiscal Policy – City Manager Welch will continue to analyze fund balances,

and staff will send the draft policy to the auditors for review.

- b. Business Registration Discussion – City Manager Welch presented the pros and cons of a business registration to council at the workshop, copy available in the city council packet. Directed by council to move forward and create a resolution.

#### K. New Business

- a. 2023 Bay City Committees and Appointments –

Committees were discussed at the council workshop. Positions will remain the same for liaisons, need to appoint a liaison for the BCEV. Created a vacancy on the budget committee with removal of Ada Harris. Councilor Imhoff nominated Councilor Baker for the Council President position, seconded by Councilor Rondeau.

**Motion passed 5-0**, Councilor Baker will continue to be the Council President.

Mayor McCall suggested Councilor Boatman for the liaison for the BCEV. Councilor Boatman had concern with accepting the position with being new to the council. Councilor Baker explained the role of the liaison on the committees. Councilor Boatman accepted the position of liaison to the BCEV. Motion by Councilor Rondeau to accept the 2023 committees and appointments, seconded by Councilor Imhoff.

**Motion passed 5-0**

- b. IGA between Bay City and Garibaldi for Fire and Rescue Services- IGA was presented to council by City Manager Welch at the City Council Workshop. Councilor Josi motioned to approve and sign the IGA, seconded by Councilor Imhoff.

**Motion passed 5-0**

- c. Recommended Next Steps for Fire Department Administrative Organization – City Manager Welch presented her recommendations to council regarding how to move forward with the Fire Department after the retirement of Chief Griffith. Copy of the recommendations available in the city council packet. Chief Kamrath agrees with the suggested directions to move forward.

Motion by Councilor Josi to move forward with recommendations, seconded by Councilor Rondeau.

**Motion passes 5-0**

- d. Resolution 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

Resolution was presented by Manager Welch at the council workshop. No further questions of comments.

Councilor Baker made a motion to approve Resolution 2023-01, seconded by Councilor Rondeau.

**Motion passed 5-0**

**e. Discussion of Tax Exemptions for Workforce Housing – Ordinance 701**

Draft Ordinance was presented to City Manager Welch. Discussion was held regarding what taxes would be waived, what rent amounts would be, and what would happen if the tax exemption is approved and the developer fails to use it as workforce housing. City Manager Welch will check with TJ Fiorelli to see if he can attend next months Council Meeting and present information about the County tax exemption at the first public hearing.

Motion by Councilor Josi to move forward with 1<sup>st</sup> public hearing for Ordinance 701 on February 14, 2023, seconded by Councilor Baker.

**Motion passed 5-0**

**L. Mayor's Presentation – Discussion was held regarding having a town hall meeting to share projects being worked on in the city. Town hall meeting was set for April 8<sup>th</sup>, 2023, at city hall.**

**M. Council Presentation**

Councilor Rondeau reminded everyone of the unusually high tides and to use caution when viewing / visiting the beach.

Councilor Boatman suggested a proclamation in support of the public works employees and Tillamook PUD.

Councilor Imhoff stated some improvements are needed at Watt Family Park, suggested putting together volunteers together to work on the needed improvements.

**N. Attorney Presentation – No attorney present**

Motion to adjourn by Councilor Boatman, seconded by Councilor Rondeau.  
Meeting adjourned at 7:04pm

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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**

*Revised Budget*  
*For General Fund (100)*  
*For the Fiscal Period 2023-7 Ending January 31, 2023*

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	\$ 214,525.97	\$ 5,394.03
100-00-4010 Property Taxes - Prior Years	0.00	0.00	7,000.00	2,569.45	\$ 4,430.55
100-00-4105 Liquor Tax	0.00	3,884.56	23,000.00	16,498.32	\$ 6,501.68
100-00-4110 Cigarette Tax	0.00	0.00	1,200.00	580.66	\$ 619.34
100-00-4205 Licenses	0.00	1,300.00	1,000.00	1,350.00	\$ (350.00)
100-00-4210 Dog Licenses/Fines	0.00	155.00	150.00	196.25	\$ (46.25)
100-00-4305 Franchise Fees	0.00	3,229.95	30,000.00	24,983.79	\$ 5,016.21
100-00-4510 State Revenue Sharing	0.00	0.00	20,000.00	10,728.19	\$ 9,271.81
100-00-4605 Hall Rental	0.00	250.00	500.00	1,100.00	\$ (600.00)
100-00-4650 Transient Lodging Tax	0.00	4,755.27	20,000.00	26,694.54	\$ (6,694.54)
100-00-4800 Miscellaneous	0.00	327.88	48,971.69	53,547.65	\$ (4,575.96)
100-00-4805 Earnings on Investments	0.00	0.00	2,000.00	2,021.29	\$ (21.29)
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>13,902.66</b>	<b>721,068.69</b>	<b>553,580.47</b>	<b>167,488.22</b>
<b>Fire Revenues</b>					
100-30-4005 Property Taxes - Current	0.00	0.00	128,734.00	132,391.04	\$ (3,657.04)
100-30-4010 Property Taxes - Prior Years	0.00	0.00	1,500.00	1,313.12	\$ 186.88
100-30-4520 Intergovernmental Agreements	0.00	0.00	3,000.00	0.00	\$ 3,000.00
100-30-4800 Miscellaneous	0.00	4,670.61	55,902.00	61,412.61	\$ (5,510.61)
100-30-4805 Earnings on Investments	0.00	0.00	1,200.00	1,572.81	\$ (372.81)
100-30-4930 Transfers In	0.00	0.00	178,258.00	169,126.05	\$ 9,131.95
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>4,670.61</b>	<b>506,594.00</b>	<b>521,401.27</b>	<b>(14,807.27)</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	306.08	6,500.00	5,661.31	\$ 838.69
<b>Total Recreation Revenues</b>	<b>0.00</b>	<b>306.08</b>	<b>121,600.00</b>	<b>45,661.31</b>	<b>75,938.69</b>
<b>Transient Lodging Tax Revenues</b>					
100-60-4650 Transient Lodging Tax	0.00	11,095.61	55,000.00	66,723.51	\$ (11,723.51)
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>11,095.61</b>	<b>123,000.00</b>	<b>165,026.40</b>	<b>(42,026.40)</b>
<b>Planning Revenues</b>					
100-70-4310 Planning Fees	0.00	125.00	6,000.00	6,445.00	\$ (445.00)
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>125.00</b>	<b>10,000.00</b>	<b>10,095.00</b>	<b>(95.00)</b>
<b>Total General Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 30,099.96</b>	<b>\$ 1,482,262.69</b>	<b>\$ 1,295,764.45</b>	<b>\$ 186,498.24</b>

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

*Revised Budget*  
*For General Fund (100)*  
*For the Fiscal Period 2023-7 Ending January 31, 2023*

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	\$ 10,968.51	\$ 118,727.00	\$ 80,073.27	\$ 38,653.73
100-10-5115	Part-Time Employees	0.00	0.00	14,300.00	2,553.06	11,746.94
100-10-5200	Payroll Taxes	0.00	21.89	0.00	21.89	0.00
100-10-5205	Employer FICA Taxes	0.00	837.44	9,000.00	6,312.15	2,687.85
100-10-5210	Unemployment Insurance	0.00	10.96	1,200.00	83.54	1,116.46
100-10-5215	Workers' Compensation Insurance	0.00	3.60	700.00	619.97	80.03
100-10-5305	Employer PERS Contributions	0.00	2,209.14	22,000.00	16,506.52	5,493.48
100-10-5405	Health Insurance	0.00	2,756.34	37,000.00	21,897.91	15,102.09
100-10-5415	Life Insurance	0.00	20.24	300.00	147.88	152.12
100-10-6105	Office Supplies & Equipment	0.00	1,508.65	30,000.00	16,323.30	13,676.70
100-10-6290	Other Professional Fees	0.00	0.00	500.00	100.00	400.00
100-10-6305	Building Repairs & Maintenance	0.00	128.68	35,000.00	1,693.29	33,306.71
100-10-6311	Contracted Ground Maintenance	0.00	0.00	5,000.00	1,120.00	3,880.00
100-10-6405	Dues & Subscriptions	0.00	435.00	5,000.00	2,941.37	2,058.63
100-10-6410	Training	0.00	6.10	10,000.00	7,011.57	2,988.43
100-10-6605	Electricity	0.00	464.34	4,000.00	2,247.16	1,752.84
100-10-6620	Telecommunications	0.00	462.41	2,500.00	2,346.54	153.46
100-10-6700	Insurance	0.00	0.00	7,400.00	7,400.00	0.00
100-10-6825	Advertising/Publishing	0.00	286.75	5,000.00	1,225.40	3,774.60
100-10-6830	Janitorial Services	0.00	550.00	5,000.00	3,580.00	1,420.00
100-10-6850	Dog Licenses/Catching	0.00	0.00	150.00	0.00	150.00
100-10-6860	Computers/Software/Services	0.00	1,583.07	20,000.00	15,500.06	4,499.94
100-10-6870	Pre-Hazard Preparedness	0.00	2,540.10	10,000.00	5,809.65	4,190.35
100-10-6880	Ordinance Enforcement	0.00	850.00	1,500.00	850.00	650.00
100-10-6990	Other Miscellaneous Expenses	0.00	0.00	38,971.69	3,003.96	35,967.73
<b>Total Administration Expenditures</b>		<b>0.00</b>	<b>25,643.22</b>	<b>383,248.69</b>	<b>199,368.49</b>	<b>183,880.20</b>
<b>Fire Expenditures</b>						
100-30-5105	Full-Time Employees - Regular	0.00	6,661.28	70,348.00	47,761.14	22,586.86
100-30-5115	Part-Time Employees	0.00	555.00	45,400.00	28,035.50	17,364.50
100-30-5118	Volunteer Stipends	0.00	1,412.50	48,000.00	16,046.29	31,953.71
100-30-5200	Payroll Taxes	0.00	21.17	0.00	21.17	0.00
100-30-5205	Employer FICA Taxes	0.00	659.14	14,000.00	7,018.22	6,981.78
100-30-5210	Unemployment Insurance	0.00	8.64	1,200.00	91.88	1,108.12
100-30-5215	Workers' Compensation Insurance	0.00	504.46	2,300.00	1,939.81	360.19
100-30-5305	Employer PERS Contributions	0.00	1,455.92	27,000.00	12,533.95	14,466.05
100-30-5405	Health Insurance	0.00	2,060.22	29,000.00	12,846.00	16,154.00
100-30-5415	Life Insurance	0.00	4.74	300.00	111.36	188.64
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	134.15	4,000.00	2,456.00	1,544.00
100-30-6115	First Aid Supplies	0.00	0.00	10,000.00	6,352.78	3,647.22
100-30-6140	Fuel/Lubes/Etc.	0.00	1,332.13	10,000.00	3,751.07	6,248.93
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	428.50	8,000.00	12,928.50	(4,928.50)
100-30-6305	Building Repairs & Maintenance	0.00	108.23	8,000.00	6,700.71	1,299.29



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

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**Statement of Revenue and Expenditures**

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*Revised Budget*

*For General Fund (100)*

*For the Fiscal Period 2023-7 Ending January 31, 2023*

<b>Account Number</b>	<b>Current Budget</b>	<b>Current Actual</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>Remaining Budget Amount</b>
100-30-6340 Radios & Radio Repair	0.00	0.00	4,000.00	207.44 \$	3,792.56
100-30-6345 Operational Equipment & Repairs	0.00	6,164.83	15,000.00	18,320.00 \$	(3,320.00)
100-30-6350 Personal Protective Equipment	0.00	6,604.31	75,402.00	29,180.25 \$	46,221.75
100-30-6405 Dues & Subscriptions	0.00	100.00	2,400.00	3,302.65 \$	(902.65)
100-30-6410 Training	0.00	488.67	7,000.00	1,374.60 \$	5,625.40
100-30-6605 Electricity	0.00	417.43	4,700.00	1,961.18 \$	2,738.82
100-30-6620 Telecommunications	0.00	254.64	4,000.00	2,642.38 \$	1,357.62
100-30-6700 Insurance	0.00	0.00	16,000.00	16,000.00 \$	0.00
100-30-6830 Janitorial Services	0.00	260.00	3,500.00	1,820.00 \$	1,680.00
100-30-6840 Printing & Copying	0.00	150.00	300.00	210.45 \$	89.55
100-30-6860 Computers/Software/Services	0.00	526.41	6,000.00	11,513.50 \$	(5,513.50)
100-30-6990 Other Miscellaneous Expenses	0.00	317.02	4,000.00	2,430.71 \$	1,569.29
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>30,629.39</b>	<b>506,594.00</b>	<b>321,423.04</b>	<b>185,170.96</b>
<b>Recreation Expenditures</b>					
100-50-5105 Full-Time Employees - Regular	0.00	1,649.31	21,322.00	12,297.24 \$	9,024.76
100-50-5200 Payroll Taxes	0.00	3.29	0.00	3.29 \$	0.00
100-50-5205 Employer FICA Taxes	0.00	125.90	1,700.00	940.34 \$	759.66
100-50-5210 Unemployment Insurance	0.00	1.66	250.00	12.39 \$	237.61
100-50-5215 Workers' Compensation Insurance	0.00	75.58	650.00	634.98 \$	15.02
100-50-5305 Employer PERS Contributions	0.00	288.20	4,000.00	2,135.95 \$	1,864.05
100-50-5405 Health Insurance	0.00	454.37	8,000.00	4,730.62 \$	3,269.38
100-50-5415 Life Insurance	0.00	2.17	150.00	15.93 \$	134.07
100-50-6145 Tourism	0.00	131.48	500.00	252.25 \$	247.75
100-50-6190 Other Supplies	0.00	0.00	5,000.00	546.13 \$	4,453.87
100-50-6310 Grounds Maintenance	0.00	21.73	8,000.00	8,515.38 \$	(515.38)
100-50-6311 Contracted Ground Maintenance	0.00	0.00	15,000.00	5,910.00 \$	9,090.00
100-50-6605 Electricity	0.00	185.68	2,000.00	1,193.60 \$	806.40
100-50-6995 Feasibility Studies / Projects	0.00	15,230.00	115,000.00	24,871.05 \$	90,128.95
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>18,169.37</b>	<b>189,572.00</b>	<b>62,059.15</b>	<b>127,512.85</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	250.00	5,000.00	3,500.00 \$	1,500.00

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

*Revised Budget*  
*For General Fund (100)*  
*For the Fiscal Period 2023-7 Ending January 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
100-90-6220 Legal Fees	0.00	5,374.70	40,000.00	11,982.70	\$ 28,017.30
100-90-6805 Mayor	0.00	0.00	3,500.00	1,212.73	\$ 2,287.27
100-90-6910 Fee Refunds	0.00	0.00	500.00	0.00	\$ 500.00
100-90-6990 Other Miscellaneous Expenses	0.00	0.00	1,000.00	647.79	\$ 352.21
100-90-9000 Transfers Out	0.00	0.00	128,258.00	119,126.05	\$ 9,131.95
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>5,624.70</b>	<b>260,348.00</b>	<b>136,469.27</b>	<b>123,878.73</b>
<b>Total General Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 80,066.68</b>	<b>\$ 1,482,262.69</b>	<b>\$ 753,526.79</b>	<b>\$ 728,735.90</b>
<b>General Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (49,966.72)</b>	<b>\$ 0.00</b>	<b>\$ 542,237.66</b>	<b>\$ 0.00</b>

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

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**Statement of Revenue and Expenditures**

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*Revised Budget*

*For Street and Road Fund (200)*

*For the Fiscal Period 2023-7 Ending January 31, 2023*

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	\$ 8,984.65	\$ 100,000.00	\$ 65,298.23	\$ 34,701.77
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	966.64	(696.64)
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>8,984.65</b>	<b>412,070.00</b>	<b>426,926.50</b>	<b>(14,856.50)</b>
<b>Total Street and Road Fund Revenues</b>		<b>\$ 0.00</b>	<b>\$ 8,984.65</b>	<b>\$ 412,070.00</b>	<b>\$ 426,926.50</b>	<b>\$ (14,856.50)</b>

**Expenditures**

<b>Non-Departmental Expenditures</b>						
200-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 6,600.51	\$ 70,000.00	\$ 49,453.21	\$ 20,546.79
200-00-5115	Part-Time Employees	0.00	0.00	2,200.00	392.80	1,807.20
200-00-5200	Payroll Taxes	0.00	13.19	0.00	13.19	0.00
200-00-5205	Employer FICA Taxes	0.00	503.94	5,500.00	3,804.96	1,695.04
200-00-5210	Unemployment Insurance	0.00	6.62	770.00	49.95	720.05
200-00-5215	Workers' Compensation Insurance	0.00	1,002.42	3,200.00	2,110.01	1,089.99
200-00-5305	Employer PERS Contributions	0.00	1,251.14	13,500.00	9,324.02	4,175.98
200-00-5405	Health Insurance	0.00	1,746.60	25,000.00	13,448.21	11,551.79
200-00-5415	Life Insurance	0.00	9.56	300.00	69.29	230.71
200-00-6105	Office Supplies & Equipment	0.00	45.00	500.00	45.00	455.00
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	375.96	3,000.00	742.05	2,257.95
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	824.95	12,000.00	5,244.37	6,755.63
200-00-6700	Insurance	0.00	0.00	4,000.00	4,000.00	0.00
200-00-6860	Computers/Software/Services	0.00	201.16	2,000.00	769.74	1,230.26
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>12,581.05</b>	<b>412,070.00</b>	<b>310,768.73</b>	<b>101,301.27</b>
<b>Total Street and Road Fund Expenditures</b>		<b>\$ 0.00</b>	<b>\$ 12,581.05</b>	<b>\$ 412,070.00</b>	<b>\$ 310,768.73</b>	<b>\$ 101,301.27</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
*For Street and Road Fund (200)*  
*For the Fiscal Period 2023-7 Ending January 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Street and Road Fund Excess of Revenues Over Expen	\$ 0.00	\$ (3,596.40)	\$ 0.00	\$ 116,157.77	\$ 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 2023-7 Ending January 31, 2023

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	\$ 1,292.76	\$ (792.76)
201-18-4825 Loan Payback	0.00	2,000.00	0.00	9,000.00	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>2,000.00</b>	<b>111,200.00</b>	<b>138,174.90</b>	<b>(26,974.90)</b>
<b>Total Housing Rehabilitation Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 2,000.00</b>	<b>\$ 111,200.00</b>	<b>\$ 138,174.90</b>	<b>\$ (26,974.90)</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>\$ 2,000.00</b>	<b>\$ 0.00</b>	<b>\$ 138,174.90</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 2023-7 Ending January 31, 2023**

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	\$ 331.22	\$ 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>627.22</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>\$ 627.22</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>\$ 627.22</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 2023-7 Ending January 31, 2023**

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	\$ 28,128.39	\$ (8,778.39)
301-11-4010 Property Taxes - Prior Years	0.00	0.00	300.00	296.66	\$ 3.34
301-11-4805 Earnings on Investments	0.00	0.00	200.00	515.36	\$ (315.36)
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>79,921.20</b>	<b>(12,071.20)</b>
<b>Total Sewer Bond Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 67,850.00</b>	<b>\$ 79,921.20</b>	<b>\$ (12,071.20)</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>\$ 79,921.20</b>	<b>\$ 0.00</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For DEQ Loan Repayment Fund (302)**  
**For the Fiscal Period 2023-7 Ending January 31, 2023**

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**

*Revised Budget*  
**For Street Reserve Fund (400)**  
**For the Fiscal Period 2023-7 Ending January 31, 2023**

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	\$ 1,455.28	\$ 5,000.00	\$ 4,480.66	\$ 519.34
400-13-4805 Earnings on Investments	0.00	0.00	250.00	343.48	\$ (93.48)
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>1,455.28</b>	<b>201,550.00</b>	<b>203,801.34</b>	<b>(2,251.34)</b>
<b>Street Trust Revenues</b>					
400-17-4805 Earnings on Investments	0.00	0.00	1,000.00	2,388.62	\$ (1,388.62)
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>238,676.74</b>	<b>(2,076.74)</b>
<b>Street Maintenance Fee Revenues</b>					
400-24-4320 Street Maintenance Fees	0.00	5,578.59	95,000.00	58,610.14	\$ 36,389.86
400-24-4805 Earnings on Investments	0.00	0.00	400.00	2,066.76	\$ (1,666.76)
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>5,578.59</b>	<b>272,400.00</b>	<b>265,125.52</b>	<b>7,274.48</b>
<b>Total Street Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 7,033.87</b>	<b>\$ 710,550.00</b>	<b>\$ 707,603.60</b>	<b>\$ 2,946.40</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>\$ 7,033.87</b>	<b>\$ 0.00</b>	<b>\$ 271,852.40</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 2023-7 Ending January 31, 2023**

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	\$ 102.00	\$ (77.00)
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>38,193.43</b>	<b>(92.43)</b>
<b>Total Bay City Equipment Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 38,101.00</b>	<b>\$ 38,193.43</b>	<b>\$ (92.43)</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>\$ 38,193.43</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 2023-7 Ending January 31, 2023**

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	\$ 623.54	\$ (373.54)
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>83,805.07</b>	<b>(555.07)</b>
<b>Building Fund Revenues</b>					
402-19-4805 Earnings on Investments	0.00	0.00	500.00	1,281.60	(781.60)
402-19-4890 Fire Department Relocation	0.00	2,908.43	24,000.00	15,878.52	8,121.48
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>2,908.43</b>	<b>140,500.00</b>	<b>143,939.09</b>	<b>(3,439.09)</b>
<b>Total Fire Apparatus Reserve &amp; Building Reserve Fun</b>	<b>\$ 0.00</b>	<b>\$ 2,908.43</b>	<b>\$ 223,750.00</b>	<b>\$ 227,744.16</b>	<b>\$ (3,994.16)</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>\$ 2,908.43</b>	<b>\$ 0.00</b>	<b>\$ 203,524.38</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 2023-7 Ending January 31, 2023**

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	\$ 81.22	\$ (61.22)
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>8,115.42</b>	<b>(195.42)</b>
<b>Total Park &amp; Recreation Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,920.00</b>	<b>\$ 8,115.42</b>	<b>\$ (195.42)</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>\$ 8,115.42</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 2023-7 Ending January 31, 2023**

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	\$ 90.75	\$ 900.00	\$ 659.57	\$ 240.43
405-13-4805 Earnings on Investments	0.00	0.00	50.00	102.89	(52.89)
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>90.75</b>	<b>9,850.00</b>	<b>10,940.24</b>	<b>(1,090.24)</b>
<b>Total Footpaths and Bicycle Trails Reserve Revenues</b>	<b>\$ 0.00</b>	<b>\$ 90.75</b>	<b>\$ 9,850.00</b>	<b>\$ 10,940.24</b>	<b>\$ (1,090.24)</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>\$ 90.75</b>	<b>\$ 0.00</b>	<b>\$ 10,940.24</b>	<b>\$ 0.00</b>

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

*Revised Budget*  
*For Bay City Water Fund (600)*  
*For the Fiscal Period 2023-7 Ending January 31, 2023*

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	\$ 22,461.14	\$ 370,000.00	\$ 219,576.77	\$ 150,423.23
600-00-4615 Water Deposits	0.00	0.00	2,000.00	0.00	\$ 2,000.00
600-00-4800 Miscellaneous	0.00	0.00	7,903.47	11,917.27	\$ (4,013.80)
600-00-4805 Earnings on Investments	0.00	0.00	480.00	2,679.40	\$ (2,199.40)
600-00-4815 Sale of Pipe/Supplies	0.00	0.00	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>22,461.14</b>	<b>571,383.47</b>	<b>504,152.75</b>	<b>67,230.72</b>
<b>Reserve Revenues</b>					
600-13-4710 SDC - Improvement Fees	0.00	5,632.67	35,000.00	56,063.65	\$ (21,063.65)
600-13-4720 SDC - Reimbursement Fees	0.00	3,018.33	20,000.00	30,042.35	\$ (10,042.35)
600-13-4805 Earnings on Investments	0.00	0.00	1,300.00	2,775.08	\$ (1,475.08)
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>8,651.00</b>	<b>288,737.00</b>	<b>363,398.34</b>	<b>(74,661.34)</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>\$ 31,112.14</b>	<b>\$ 860,120.47</b>	<b>\$ 869,296.16</b>	<b>\$ (9,175.69)</b>

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

600-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 14,515.43	\$ 172,000.00	\$ 109,669.53	\$ 62,330.47
600-00-5115 Part-Time Employees	0.00	0.00	2,200.00	392.80	\$ 1,807.20
600-00-5200 Payroll Taxes	0.00	28.99	0.00	28.99	\$ 0.00
600-00-5205 Employer FICA Taxes	0.00	1,108.24	14,000.00	8,410.38	\$ 5,589.62
600-00-5210 Unemployment Insurance	0.00	14.48	2,000.00	109.82	\$ 1,890.18
600-00-5215 Workers' Compensation Insurance	0.00	78.12	3,400.00	2,168.82	\$ 1,231.18
600-00-5305 Employer PERS Contributions	0.00	2,678.08	32,500.00	20,284.85	\$ 12,215.15
600-00-5405 Health Insurance	0.00	4,151.46	55,000.00	34,381.94	\$ 20,618.06
600-00-5415 Life Insurance	0.00	17.96	500.00	127.66	\$ 372.34
600-00-6105 Office Supplies & Equipment	0.00	239.97	3,000.00	1,126.44	\$ 1,873.56
600-00-6125 Shop Supplies & Small Tools	0.00	6.02	2,500.00	455.37	\$ 2,044.63
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	940.76	6,000.00	3,300.32	\$ 2,699.68
600-00-6190 Other Supplies	0.00	0.00	250.00	0.00	\$ 250.00
600-00-6205 Accounting & Auditing	0.00	0.00	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	92.06	4,000.00	1,452.82	\$ 2,547.18
600-00-6311 Contracted Ground Maintenance	0.00	0.00	2,000.00	620.00	\$ 1,380.00

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

*Revised Budget*  
**For Bay City Water Fund (600)**  
**For the Fiscal Period 2023-7 Ending January 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
600-00-6325 Utility System Repairs	0.00	0.00	15,000.00	11,242.31	\$ 3,757.69
600-00-6335 Vehicle Repairs & Maintenance	0.00	620.63	12,903.47	4,176.96	\$ 8,726.51
600-00-6345 Operational Equipment & Repairs	0.00	5.97	22,000.00	109.72	\$ 21,890.28
600-00-6350 Personal Protective Equipment	0.00	53.33	3,000.00	267.95	\$ 2,732.05
600-00-6410 Training	0.00	0.00	6,000.00	850.49	\$ 5,149.51
600-00-6605 Electricity	0.00	55.90	1,000.00	279.01	\$ 720.99
600-00-6620 Telecommunications	0.00	53.62	5,000.00	703.76	\$ 4,296.24
600-00-6700 Insurance	0.00	0.00	10,000.00	10,000.00	\$ 0.00
600-00-6830 Janitorial Services	0.00	100.00	1,000.00	671.68	\$ 328.32
600-00-6860 Computers/Software/Services	0.00	704.34	7,500.00	2,730.02	\$ 4,769.98
600-00-6905 Deposit Refunds	0.00	1,803.20	1,000.00	2,245.72	\$ (1,245.72)
600-00-6910 Fee Refunds	0.00	0.00	147.00	150.55	\$ (3.55)
600-00-6990 Other Miscellaneous Expenses	0.00	460.35	5,000.00	569.50	\$ 4,430.50
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>27,728.91</b>	<b>571,383.47</b>	<b>366,501.40</b>	<b>204,882.07</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>\$ 27,728.91</b>	<b>\$ 860,120.47</b>	<b>\$ 374,748.40</b>	<b>\$ 485,372.07</b>
<b>Bay City Water Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 3,383.23</b>	<b>\$ 0.00</b>	<b>\$ 494,547.76</b>	<b>\$ 0.00</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Kilchis Water Fund (601)  
 For the Fiscal Period 2023-7 Ending January 31, 2023

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	\$ 5,020.59	\$ 302,317.00	\$ 152,834.31	\$ 149,482.69
601-00-4805 Earnings on Investments	0.00	0.00	1,800.00	6,352.53	\$ (4,552.53)
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>5,020.59</b>	<b>1,177,600.00</b>	<b>1,073,076.88</b>	<b>104,523.12</b>
<b>Reserve Revenues</b>					
601-13-4800 Miscellaneous	0.00	918.00	80,000.00	19,334.00	\$ 60,666.00
601-13-4805 Earnings on Investments	0.00	0.00	2,500.00	8,158.79	\$ (5,658.79)
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>918.00</b>	<b>888,500.00</b>	<b>834,578.18</b>	<b>53,921.82</b>
<b>Total Kilchis Water Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 5,938.59</b>	<b>\$ 2,066,100.00</b>	<b>\$ 1,907,655.06</b>	<b>\$ 158,444.94</b>

**Expenditures**

**Non-Departmental Expenditures**

601-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 7,157.04	\$ 95,000.00	\$ 53,181.21	\$ 41,818.79
601-00-5115 Part-Time Employees	0.00	0.00	1,500.00	196.39	\$ 1,303.61
601-00-5200 Payroll Taxes	0.00	14.28	0.00	14.28	\$ 0.00
601-00-5205 Employer FICA Taxes	0.00	546.38	7,000.00	4,074.95	\$ 2,925.05
601-00-5210 Unemployment Insurance	0.00	7.12	1,000.00	53.21	\$ 946.79
601-00-5215 Workers' Compensation Insurance	0.00	74.52	5,000.00	2,141.62	\$ 2,858.38
601-00-5305 Employer PERS Contributions	0.00	1,338.96	18,000.00	9,932.22	\$ 8,067.78
601-00-5405 Health Insurance	0.00	1,811.48	29,000.00	15,010.90	\$ 13,989.10
601-00-5415 Life Insurance	0.00	9.48	800.00	65.64	\$ 734.36
601-00-6105 Office Supplies & Equipment	0.00	237.37	4,000.00	534.34	\$ 3,465.66
601-00-6125 Shop Supplies & Small Tools	0.00	0.00	4,000.00	419.14	\$ 3,580.86
601-00-6135 Chemical/Lab Supplies	0.00	1,536.61	22,000.00	11,714.78	\$ 10,285.22
601-00-6140 Fuel/Lubes/Etc.	0.00	940.76	7,000.00	3,309.06	\$ 3,690.94
601-00-6190 Other Supplies	0.00	20.66	100.00	20.66	\$ 79.34
601-00-6205 Accounting & Auditing	0.00	0.00	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	68.06	15,000.00	1,715.88	\$ 13,284.12
601-00-6325 Utility System Repairs	0.00	0.00	40,000.00	253.75	\$ 39,746.25
601-00-6335 Vehicle Repairs & Maintenance	0.00	620.63	5,000.00	4,176.97	\$ 823.03
601-00-6345 Operational Equipment & Repairs	0.00	1,001.76	40,000.00	9,418.61	\$ 30,581.39
601-00-6350 Personal Protective Equipment	0.00	53.33	5,000.00	267.95	\$ 4,732.05
601-00-6410 Training	0.00	0.00	10,000.00	760.48	\$ 9,239.52
601-00-6605 Electricity	0.00	2,165.59	30,000.00	14,758.35	\$ 15,241.65
601-00-6620 Telecommunications	0.00	53.62	2,500.00	703.77	\$ 1,796.23
601-00-6700 Insurance	0.00	0.00	10,000.00	10,000.00	\$ 0.00
601-00-6830 Janitorial Services	0.00	100.00	1,700.00	671.67	\$ 1,028.33



**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Kilchis Water Fund (601)  
 For the Fiscal Period 2023-7 Ending January 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
601-00-6860 Computers/Software/Services	0.00	680.34	5,000.00	2,657.26	\$ 2,342.74
601-00-6990 Other Miscellaneous Expenses	0.00	1.35	10,000.00	637.35	\$ 9,362.65
601-00-8200 Buildings & Structures	0.00	0.00	150,000.00	0.00	\$ 150,000.00
601-00-8400 Machinery & Equipment	0.00	7,266.25	370,000.00	29,332.06	\$ 340,667.94
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>25,705.59</b>	<b>1,177,600.00</b>	<b>191,289.00</b>	<b>986,311.00</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>\$ 25,705.59</b>	<b>\$ 2,066,100.00</b>	<b>\$ 441,289.00</b>	<b>\$ 1,624,811.00</b>
<b>Kilchis Water Fund Excess of Revenues Over Expendit</b>	<b>\$ 0.00</b>	<b>\$ (19,767.00)</b>	<b>\$ 0.00</b>	<b>\$ 1,466,366.06</b>	<b>\$ 0.00</b>

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

2/1/2023 3:55pm

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Revised Budget  
 For Bay City Sewer Fund (602)  
 For the Fiscal Period 2023-7 Ending January 31, 2023

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	28,372.19	364,000.00	249,874.14	\$ 114,125.86
602-00-4625 Sewer Deposits	0.00	0.00	2,000.00	0.00	\$ 2,000.00
602-00-4800 Miscellaneous	0.00	0.00	99,754.32	98,766.52	\$ 987.80
602-00-4805 Earnings on Investments	0.00	0.00	5,000.00	9,249.31	\$ (4,249.31)
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>28,372.19</b>	<b>1,740,754.32</b>	<b>1,272,852.27</b>	<b>467,902.05</b>
<b>Reserve Revenues</b>					
602-14-4710 SDC - Improvement Fees	0.00	7,518.24	50,000.00	60,145.92	\$ (10,145.92)
602-14-4720 SDC - Reimbursement Fees	0.00	761.76	1,500.00	6,094.08	\$ (4,594.08)
602-14-4805 Earnings on Investments	0.00	0.00	0.00	11,141.09	\$ 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>8,280.00</b>	<b>1,129,300.00</b>	<b>1,189,483.64</b>	<b>(60,183.64)</b>
<b>Reserve Revenues</b>					
602-15-4805 Earnings on Investments	0.00	0.00	700.00	1,155.97	\$ (455.97)
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>125,508.31</b>	<b>(808.31)</b>
<b>Reserve Revenues</b>					
602-16-4805 Earnings on Investments	0.00	0.00	500.00	831.08	\$ (331.08)
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>88,045.15</b>	<b>(545.15)</b>
<b>Total Bay City Sewer Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 36,652.19</b>	<b>\$ 3,082,254.32</b>	<b>\$ 2,675,889.37</b>	<b>\$ 406,364.95</b>

**Expenditures**

**Non-Departmental Expenditures**

602-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 18,295.86	\$ 232,000.00	\$ 140,703.38	\$ 91,296.62
602-00-5115 Part-Time Employees	0.00	0.00	2,200.00	392.80	\$ 1,807.20
602-00-5200 Payroll Taxes	0.00	36.50	0.00	36.50	\$ 0.00
602-00-5205 Employer FICA Taxes	0.00	1,396.84	18,000.00	10,783.74	\$ 7,216.26
602-00-5210 Unemployment Insurance	0.00	18.26	2,500.00	140.91	\$ 2,359.09
602-00-5215 Workers' Compensation Insurance	0.00	78.56	5,500.00	2,178.28	\$ 3,321.72
602-00-5305 Employer PERS Contributions	0.00	3,348.46	42,500.00	24,863.61	\$ 17,636.39
602-00-5405 Health Insurance	0.00	5,365.98	84,500.00	44,714.67	\$ 39,785.33
602-00-5415 Life Insurance	0.00	22.44	300.00	153.40	\$ 146.60
602-00-6105 Office Supplies & Equipment	0.00	249.36	5,000.00	1,229.92	\$ 3,770.08
602-00-6125 Shop Supplies & Small Tools	0.00	157.54	4,000.00	3,313.11	\$ 686.89
602-00-6135 Chemical/Lab Supplies	0.00	0.00	18,000.00	8,889.96	\$ 9,110.04
602-00-6140 Fuel/Lubes/Etc.	0.00	940.78	7,000.00	3,652.47	\$ 3,347.53

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

*Revised Budget*  
**For Bay City Sewer Fund (602)**  
**For the Fiscal Period 2023-7 Ending January 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
602-00-6190 Other Supplies	0.00	53.89	2,000.00	201.49	\$ 1,798.51
602-00-6205 Accounting & Auditing	0.00	0.00	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	68.07	8,000.00	7,359.31	\$ 640.69
602-00-6325 Utility System Repairs	0.00	22,233.25	160,837.00	51,618.85	\$ 109,218.15
602-00-6335 Vehicle Repairs & Maintenance	0.00	654.46	47,417.32	22,027.84	\$ 25,389.48
602-00-6345 Operational Equipment & Repairs	0.00	8,671.38	60,000.00	16,769.15	\$ 43,230.85
602-00-6350 Personal Protective Equipment	0.00	53.33	3,000.00	267.91	\$ 2,732.09
602-00-6410 Training	0.00	5,983.01	10,000.00	6,511.38	\$ 3,488.62
602-00-6605 Electricity	0.00	2,750.58	37,000.00	16,008.03	\$ 20,991.97
602-00-6620 Telecommunications	0.00	53.64	17,500.00	703.75	\$ 16,796.25
602-00-6700 Insurance	0.00	0.00	1,400.00	1,400.00	\$ 0.00
602-00-6830 Janitorial Services	0.00	100.00	1,100.00	671.65	\$ 428.35
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	704.34	10,000.00	4,094.53	\$ 5,905.47
602-00-6905 Deposit Refunds	0.00	0.00	1,500.00	414.85	\$ 1,085.15
602-00-6910 Fee Refunds	0.00	0.00	100.00	169.46	\$ (69.46)
602-00-6990 Other Miscellaneous Expenses	0.00	1.35	0.00	35.50	\$ 0.00
602-00-6995 Feasibility Studies / Projects	0.00	0.00	20,000.00	4,063.75	\$ 15,936.25
602-00-8400 Machinery & Equipment	0.00	8,113.34	526,400.00	17,489.34	\$ 508,910.66
602-00-8800 Utility System	0.00	53.83	350,000.00	348,552.41	\$ 1,447.59
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>79,405.05</b>	<b>1,740,754.32</b>	<b>779,277.95</b>	<b>961,476.37</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>\$ 79,405.05</b>	<b>\$ 3,082,254.32</b>	<b>\$ 779,277.95</b>	<b>\$ 2,302,976.37</b>
<b>Bay City Sewer Fund Excess of Revenues Over Expendi</b>	<b>0.00</b>	<b>\$ (42,752.86)</b>	<b>0.00</b>	<b>\$ 1,896,611.42</b>	<b>0.00</b>

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

*For the Fiscal Period 2023-7 Ending January 31, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Total Revenues	\$ 0.00	\$ 124,820.58	\$ 9,240,028.48	\$ 8,509,439.21	\$ 730,589.27
Total Expenditures	\$ 0.00	\$ 225,487.28	\$ 9,240,028.48	\$ 3,140,764.85	\$ 6,099,263.63
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (100,666.70)	\$ 0.00	\$ 5,368,674.36	\$ 0.00



# City of Bay City

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February 1, 2023

**Bills to pay total for January 2023 = \$181,901.63**

Summary of Bills to pay >\$5,000

US Bank Visa	\$34,181.29
AKS Engineering (Lift station)	\$7,278.75
AKS Engineering (Well 3)	\$5,847.50
US Department of Treasury	\$8,397.53
CIS – Insurance	\$10,454.47
Oregon Pers	\$8,564.73
Local Government Law	\$5,374.70
US Department of Treasury	\$8,435.75
CIS – Insurance	\$10,550.53
Oregon Pers	\$8,249.90
Oregon Corrections Entertainment (Hiker / Biker Campground)	\$15,230.00

A/P Control Report

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12737	98	CIS	3	Jan012023	Yes	2023 7		1/3/2023	1/10/2023		\$119.54
		Desc: Adj to health ins to correct payroll entries in december									
		Line	Account Number		AP Amount	Liq Amount	Project	Task	Category		
		1	100-10-5405	Health Insurance	119.54	0.00	0				
		Desc: Health Insurance									
12739	932	Barton Leake Repair	3	Jan2023	Yes	2023 7		1/3/2023	1/15/2023		\$509.00
		Desc: Repairs									
		Line	Account Number		AP Amount	Liq Amount	Project	Task	Category		
		1	600-00-6335	Vehicle Repairs & Maintenan	169.67	0.00	0				
		Desc: Vehicle Repairs & Maintenance									
		2	601-00-6335	Vehicle Repairs & Maintenan	169.67	0.00	0				
		Desc: Vehicle Repairs & Maintenance									
		3	602-00-6335	Vehicle Repairs & Maintenan	169.66	0.00	0				
		Desc: Vehicle Repairs & Maintenance									
12740	796	Pacific Office Automation	3	769846	Yes	2023 7		1/3/2023	1/15/2023		\$321.79
		Desc: Phone bill									
		Line	Account Number		AP Amount	Liq Amount	Project	Task	Category		
		1	100-30-6620	Telecommunications	80.45	0.00	0				
		Desc: Telecommunications									
		2	100-10-6620	Telecommunications	160.90	0.00	0				
		Desc: Telecommunications									
		3	600-00-6620	Telecommunications	26.81	0.00	0				
		Desc: Telecommunications									
		4	601-00-6620	Telecommunications	26.81	0.00	0				
		Desc: Telecommunications									
		5	602-00-6620	Telecommunications	26.82	0.00	0				
		Desc: Telecommunications									
12741	849	Municode	3	251667	Yes	2023 7		1/3/2023	1/15/2023		\$1,200.00
		Desc: Web page subscription									
		Line	Account Number		AP Amount	Liq Amount	Project	Task	Category		
		1	100-10-6860	Computers/Software/Service	240.00	0.00	0				
		Desc: Computers/Software/Services									
		2	100-30-6860	Computers/Software/Service	240.00	0.00	0				
		Desc: Computers/Software/Services									
		3	600-00-6860	Computers/Software/Service	240.00	0.00	0				
		Desc: Computers/Software/Services									
		4	601-00-6860	Computers/Software/Service	240.00	0.00	0				
		Desc: Computers/Software/Services									
		5	602-00-6860	Computers/Software/Service	240.00	0.00	0				
		Desc: Computers/Software/Services									
12742	886	Richard Coit	3	1830	Yes	2023 7		1/3/2023	1/15/2023		\$298.97
		Desc: Computer service									
		Line	Account Number		AP Amount	Liq Amount	Project	Task	Category		
		1	100-10-6860	Computers/Software/Service	298.97	0.00	0				
		Desc: Computers/Software/Services									
		1099									
12743	886	Richard Coit	3	1820	Yes	2023 7		1/3/2023	1/15/2023		\$120.00
		Desc: Computer services									
		Line	Account Number		AP Amount	Liq Amount	Project	Task	Category		
		1	100-10-6860	Computers/Software/Service	120.00	0.00	0				
		Desc: Computers/Software/Services									
		1099									
12746	145	U.S. Bank	3	Jan visa 2023	Yes	2023 7		1/5/2023	1/22/2023		\$34,181.29
		Desc: Visa Bill									
		Line	Account Number		AP Amount	Liq Amount	Project	Task	Category		



**A/P Control Report**

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	28	601-00-6860		Computers/Software/Service			64.67		0.00	0	
	Desc:	Computers/Software/Services									
	29	602-00-6860		Computers/Software/Service			64.66		0.00	0	
	Desc:	Computers/Software/Services									
	30	600-00-6860		Computers/Software/Service			23.33		0.00	0	
	Desc:	Computers/Software/Services									
	31	601-00-6860		Computers/Software/Service			23.33		0.00	0	
	Desc:	Computers/Software/Services									
	32	602-00-6860		Computers/Software/Service			23.33		0.00	0	
	Desc:	Computers/Software/Services									
	33	100-10-6105		Office Supplies & Equipment			9.59		0.00	0	
	Desc:	Office Supplies & Equipment									
	34	100-10-6305		Building Repairs & Maintenan			10.98		0.00	0	
	Desc:	Building Repairs & Maintenance									
	35	100-10-6105		Office Supplies & Equipment			9.46		0.00	0	
	Desc:	Office Supplies & Equipment									
	36	100-10-6305		Building Repairs & Maintenan			7.99		0.00	0	
	Desc:	Building Repairs & Maintenance									
	37	600-00-6105		Office Supplies & Equipment			9.44		0.00	0	
	Desc:	Office Supplies & Equipment									
	38	601-00-6105		Office Supplies & Equipment			9.44		0.00	0	
	Desc:	Office Supplies & Equipment									
	39	602-00-6105		Office Supplies & Equipment			9.44		0.00	0	
	Desc:	Office Supplies & Equipment									
	40	600-00-6350		Personal Protective Equipme			53.33		0.00	0	
	Desc:	Personal Protective Equipment									
	41	601-00-6350		Personal Protective Equipme			53.33		0.00	0	
	Desc:	Personal Protective Equipment									
	42	602-00-6350		Personal Protective Equipme			53.33		0.00	0	
	Desc:	Personal Protective Equipment									
	43	100-10-6105		Office Supplies & Equipment			1,608.90		0.00	0	
	Desc:	Office Supplies & Equipment									
	44	100-10-6410		Training			347.20		0.00	0	
	Desc:	Training									
	45	600-00-6350		Personal Protective Equipme			253.27		0.00	0	
	Desc:	Personal Protective Equipment									
	46	601-00-6350		Personal Protective Equipme			253.27		0.00	0	
	Desc:	Personal Protective Equipment									
	47	602-00-6350		Personal Protective Equipme			253.26		0.00	0	
	Desc:	Personal Protective Equipment									
	48	600-00-6305		Building Repairs & Maintenan			24.00		0.00	0	
	Desc:	Building Repairs & Maintenance									
	49	600-00-6860		Computers/Software/Service			41.67		0.00	0	
	Desc:	Computers/Software/Services									
	50	601-00-6860		Computers/Software/Service			41.67		0.00	0	
	Desc:	Computers/Software/Services									
	51	602-00-6860		Computers/Software/Service			41.66		0.00	0	
	Desc:	Computers/Software/Services									
	52	100-30-6105		Office Supplies & Equipment			38.17		0.00	0	
	Desc:	Office Supplies & Equipment									
	53	602-00-6410		Training			5,745.00		0.00	0	
	Desc:	Training									



A/P Control Report

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12747	145	U.S. Bank	3	01 Jan CM 2023	Yes	2023 7		1/5/2023	1/22/2023		\$139.99
		Desc: Credit - Return of Office supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6105		Office Supplies & Equipment		-139.99	0.00	0		
		Desc: Office Supplies & Equipment									
12748	145	U.S. Bank	3	02-Jan 2023 CM	Yes	2023 7		1/5/2023	1/22/2023		\$759.80
		Desc: Returned/not shipped - see cc slips									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	600-00-6350		Personal Protective Equipme		-253.27	0.00	0		
		Desc: Personal Protective Equipment									
		2	601-00-6350		Personal Protective Equipme		-253.27	0.00	0		
		Desc: Personal Protective Equipment									
		3	602-00-6350		Personal Protective Equipme		-253.26	0.00	0		
		Desc: Personal Protective Equipment									
12749	145	U.S. Bank	3	03-Jan 2023 CM	Yes	2023 7		1/5/2023	1/22/2023		\$1,608.90
		Desc: Xmas party - paid with points on Visa									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6105		Office Supplies & Equipment		-1,608.90	0.00	0		
		Desc: Office Supplies & Equipment									
12750	145	U.S. Bank	3	04-Jan Visa CM	Yes	2023 7		1/5/2023	1/22/2023		\$341.10
		Desc: Training / Airfare - paid with points on visa									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6410		Training		-341.10	0.00	0		
		Desc: Training									
12751	93	One Call Concepts, Inc.	3	2120212	Yes	2023 7		1/5/2023	1/15/2022		\$4.05
		Desc: call tickets									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	600-00-6990		Other Miscellaneous Expens		1.35	0.00	0		
		Desc: Other Miscellaneous Expenses									
		2	601-00-6990		Other Miscellaneous Expens		1.35	0.00	0		
		Desc: Other Miscellaneous Expenses									
		3	602-00-6990		Other Miscellaneous Expens		1.35	0.00	0		
		Desc: Other Miscellaneous Expenses									
12752	806	Vadim Municipal Software	3	367342	Yes	2023 7		1/5/2023	1/15/2023		\$313.43
		Desc: asyst software									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6860		Computers/Software/Service		313.43	0.00	0		
		Desc: Computers/Software/Services									
12753	727	Impact Office Systems	3	imp863-c286-inv	Yes	2023 7		1/5/2023	1/22/2023		\$221.55
		Desc: copies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6840		Printing & Copying		100.00	0.00	0		
		Desc: Printing & Copying									
		2	100-10-6105		Office Supplies & Equipment		121.55	0.00	0		
		Desc: Office Supplies & Equipment									
12754	727	Impact Office Systems	3	imp863-c286-inv	Yes	2023 7		1/5/2023	1/22/2023		\$217.73
		Desc: copies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6840		Printing & Copying		50.00	0.00	0		
		Desc: Printing & Copying									
		2	100-10-6105		Office Supplies & Equipment		167.73	0.00	0		
		Desc: Office Supplies & Equipment									

**A/P Control Report**

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12755	727	Impact Office Systems	3	imp863-c286-inv	Yes	2023 7		1/5/2023	1/22/2023		\$470.57
		Desc:	copies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-10-6105		Office Supplies & Equipment	470.57	0.00	0			
		Desc:	Office Supplies & Equipment								
			1099								
12756	727	Impact Office Systems	3	imp863-c286-inv	Yes	2023 7		1/5/2023	1/22/2023		\$408.84
		Desc:	copies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-10-6105		Office Supplies & Equipment	408.84	0.00	0			
		Desc:	Office Supplies & Equipment								
			1099								
12757	972	Communications Northwe	3	77473	Yes	2023 7		1/5/2023	1/22/2023		\$4,840.86
		Desc:	New vehicle equipment								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-30-6350		Personal Protective Equipme	4,840.86	0.00	0			
		Desc:	Personal Protective Equipment								
12759	821	Industrial Systems, Inc.	3	22.52.01	Yes	2023 7		1/5/2023	1/15/2023		\$150.00
		Desc:	Engineering								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	602-00-6345		Operational Equipment & Re	150.00	0.00	0			
		Desc:	Operational Equipment & Repairs								
12760	154	Quill	3	29713068	Yes	2023 7		1/5/2023	1/15/2023		\$44.99
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-10-6105		Office Supplies & Equipment	44.99	0.00	0			
		Desc:	Office Supplies & Equipment								
12761	855	AKS Engineering & Forest	3	8605-04-08	Yes	2023 7		1/9/2023	1/15/2023		\$1,418.75
		Desc:	Well 3								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	601-00-8400		Machinery & Equipment	1,418.75	0.00	6	1	EXP	
		Desc:	Machinery & Equipment								
12762	855	AKS Engineering & Forest	3	8605-02-09	Yes	2023 7		1/9/2023	1/15/2023		\$7,278.75
		Desc:	Lift Station								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	602-00-8400		Machinery & Equipment	7,278.75	0.00	5	CSLFRF	EXP	
		Desc:	Machinery & Equipment								
12763	114	Rosenberg Builders Suppl	3	2211-834909	Yes	2023 7		1/9/2023	1/15/2023		\$6.02
		Desc:	supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	600-00-6125		Shop Supplies & Small Tools	6.02	0.00	0			
		Desc:	Shop Supplies & Small Tools								
12764	114	Rosenberg Builders Suppl	3	2212-844363	Yes	2023 7		1/9/2023	1/15/2023		\$8.54
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	602-00-6125		Shop Supplies & Small Tools	8.54	0.00	0			
		Desc:	Shop Supplies & Small Tools								
12765	114	Rosenberg Builders Suppl	3	2212-845235	Yes	2023 7		1/9/2023	1/15/2023		\$76.34
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-10-6305		Building Repairs & Maintenan	76.34	0.00	0			
		Desc:	Building Repairs & Maintenance								
12766	206	Burden's Muffler, Towing	3	66620	Yes	2023 7		1/9/2023	1/15/2023		\$225.00
		Desc:	Tow bill								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	

**A/P Control Report**

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	1	600-00-6335		Vehicle Repairs & Maintenanc			75.00		0.00	0	
	Desc:	Vehicle Repairs & Maintenance									
	2	601-00-6335		Vehicle Repairs & Maintenanc			75.00		0.00	0	
	Desc:	Vehicle Repairs & Maintenance									
	3	602-00-6335		Vehicle Repairs & Maintenanc			75.00		0.00	0	
	Desc:	Vehicle Repairs & Maintenance									
12767	973	AmeriForms	3	61661	Yes	2023	7		1/9/2023	1/15/2023	\$548.80
	Desc:	Supplies									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	600-00-6105		Office Supplies & Equipment			182.93	0.00	0		
	Desc:	Office Supplies & Equipment									
	2	601-00-6105		Office Supplies & Equipment			182.93	0.00	0		
	Desc:	Office Supplies & Equipment									
	3	602-00-6105		Office Supplies & Equipment			182.94	0.00	0		
	Desc:	Office Supplies & Equipment									
12768	89	Les Schwab	3	22200594320	Yes	2023	7		1/9/2023	1/15/2023	\$1,503.84
	Desc:	Vehicle Repairs									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	200-00-6335		Vehicle Repairs & Maintenanc			375.96	0.00	0		
	Desc:	Vehicle Repairs & Maintenance									
	2	600-00-6335		Vehicle Repairs & Maintenanc			375.96	0.00	0		
	Desc:	Vehicle Repairs & Maintenance									
	3	601-00-6335		Vehicle Repairs & Maintenanc			375.96	0.00	0		
	Desc:	Vehicle Repairs & Maintenance									
	4	602-00-6335		Vehicle Repairs & Maintenanc			375.96	0.00	0		
	Desc:	Vehicle Repairs & Maintenance									
12769	49	Oregon Association of Wa	3	34285	Yes	2023	7		1/9/2023	1/15/2023	\$459.00
	Desc:	Membership renewal									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	600-00-6990		Other Miscellaneous Expens			459.00	0.00	0		
	Desc:	Other Miscellaneous Expenses									
12771	97	Country Media	3	609517	Yes	2023	7		1/9/2023	1/15/2023	\$111.60
	Desc:	Council meeting advertising									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	100-10-6825		Advertising/Publishing			111.60	0.00	0		
	Desc:	Advertising/Publishing									
12773	866	SAIF CORPORATION	3	100035006	Yes	2023	7		1/9/2023	1/15/2023	\$1,792.14
	Desc:	Workers Comp									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	100-30-5215		Workers' Compensation Insur			500.00	0.00	0		
	Desc:	Workers' Compensation Insurance									
	2	100-50-5215		Workers' Compensation Insur			75.00	0.00	0		
	Desc:	Workers' Compensation Insurance									
	3	200-00-5215		Workers' Compensation Insur			1,000.00	0.00	0		
	Desc:	Workers' Compensation Insurance									
	4	600-00-5215		Workers' Compensation Insur			72.38	0.00	0		
	Desc:	Workers' Compensation Insurance									
	5	601-00-5215		Workers' Compensation Insur			72.38	0.00	0		
	Desc:	Workers' Compensation Insurance									
	6	602-00-5215		Workers' Compensation Insur			72.38	0.00	0		
	Desc:	Workers' Compensation Insurance									
12774	806	Vadim Municipal Software	3	365358	Yes	2023	7		1/9/2023	1/15/2023	\$17.52
	Desc:	Billing subscription									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category



**A/P Control Report**

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12785	189	Oregon PERS	3	PR1346	Yes	2023 7		1/15/2023	1/15/2023		\$16.72
		Desc: Payroll from 12/1/2022 to 12/31/2022									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-2040	Retirement Payable		16.72	0.00	0			
		Desc:									
12786	630	State of Oregon Dept of Re	3	PR1346	Yes	2023 7		1/15/2023	1/15/2023		\$18.96
		Desc: Payroll from 12/1/2022 to 12/31/2022									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-2030	Payroll Taxes Payable		18.96	0.00	0			
		Desc:									
12787	122	Sheldon Oil	3	INV-063832	Yes	2023 7		1/10/2023	1/15/2023		\$227.10
		Desc: Fuel									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6140	Fuel/Lubes/Etc.		227.10	0.00	0			
		Desc: Fuel/Lubes/Etc.									
12788	544	Wave	3	106825901-0009	Yes	2023 7		1/10/2023	1/15/2023		\$766.00
		Desc: Internet services									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6860	Computers/Software/Service		287.25	0.00	0			
		Desc: Computers/Software/Services									
		2	100-30-6860	Computers/Software/Service		95.75	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									
12789	267	Tillamook County Solid W	3	2590	Yes	2023 7		1/10/2023	1/15/2023		\$850.00
		Desc: Removal of motorhome									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6880	Ordinance Enforcement		850.00	0.00	0			
		Desc: Ordinance Enforcement									
12790	37	Tillamook Farmers' Coope	3	434736	Yes	2023 7		1/10/2023	1/15/2023		\$19.80
		Desc: Supplies - Screens									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-8800	Utility System		19.80	0.00	2	1	EXP	
		Desc: Utility System									
12791	37	Tillamook Farmers' Coope	3	434960	Yes	2023 7		1/10/2023	1/15/2023		\$53.89
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6190	Other Supplies		53.89	0.00	0			
		Desc: Other Supplies									
12792	37	Tillamook Farmers' Coope	3	436181	Yes	2023 7		1/10/2023	1/15/2023		\$126.88
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6125	Shop Supplies & Small Tools		126.88	0.00	0			
		Desc: Shop Supplies & Small Tools									
12793	44	Davison Auto Parts	3	939-567256	Yes	2023 7		1/10/2023	1/15/2023		\$22.12
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-6125	Shop Supplies & Small Tools		22.12	0.00	0			
		Desc: Shop Supplies & Small Tools									

**A/P Control Report**

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12794	44	Davison Auto Parts	3	939-570293	Yes	2023 7		1/10/2023	1/15/2023		\$78.85
		Desc: Supplies									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-30-6305	Building Repairs & Mainten	78.85	0.00	0				
		Desc:	Building Repairs & Maintenance								
12795	86	Kimmel's True Value	3	B72846	Yes	2023 7		1/10/2023	1/15/2023		\$11.98
		Desc: Supplies									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	602-00-6105	Office Supplies & Equipment	11.98	0.00	0				
		Desc:	Office Supplies & Equipment								
			1099								
12796	114	Rosenberg Builders Suppl	3	2301-854350	Yes	2023 7		1/10/2023	1/15/2023		\$1.60
		Desc: Supplies									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-10-6305	Building Repairs & Mainten	1.60	0.00	0				
		Desc:	Building Repairs & Maintenance								
12797	855	AKS Engineering & Forest	3	8605-02-12	Yes	2023 7		1/10/2023	1/15/2023		\$834.59
		Desc: Lift Station Engineering									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	602-00-8400	Machinery & Equipment	834.59	0.00	5	CSLFRF	EXP		
		Desc:	Machinery & Equipment								
12798	855	AKS Engineering & Forest	3	8605-04-10	Yes	2023 7		1/10/2023	1/15/2023		\$5,847.50
		Desc: Well no 3 engineering									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	601-00-8400	Machinery & Equipment	5,847.50	0.00	6	1	EXP		
		Desc:	Machinery & Equipment								
12799	973	AmeriForms	3	61731	Yes	2023 7		1/10/2023	1/15/2023		\$270.00
		Desc: Checks									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-10-6105	Office Supplies & Equipment	45.00	0.00	0				
		Desc:	Office Supplies & Equipment								
		2	100-30-6105	Office Supplies & Equipment	45.00	0.00	0				
		Desc:	Office Supplies & Equipment								
		3	600-00-6105	Office Supplies & Equipment	45.00	0.00	0				
		Desc:	Office Supplies & Equipment								
		4	200-00-6105	Office Supplies & Equipment	45.00	0.00	0				
		Desc:	Office Supplies & Equipment								
		5	601-00-6105	Office Supplies & Equipment	45.00	0.00	0				
		Desc:	Office Supplies & Equipment								
		6	602-00-6105	Office Supplies & Equipment	45.00	0.00	0				
		Desc:	Office Supplies & Equipment								
12800	1	Oregon Department of Rev	3	PR1354	Yes	2023 7		1/15/2023	1/15/2023		\$0.50
		Desc: Payroll from 12/1/2022 to 12/31/2022									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-30-2030	Payroll Taxes Payable	0.50	0.00	0				
		Desc:									
12801	2	U.S. Department of the Tre	3	PR1354	Yes	2023 7		1/15/2023	1/15/2023		\$11.48
		Desc: Payroll from 12/1/2022 to 12/31/2022									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			
		1	100-30-2030	Payroll Taxes Payable	11.48	0.00	0				
		Desc:									
12802	630	State of Oregon Dept of Re	3	PR1354	Yes	2023 7		1/15/2023	1/15/2023		\$0.75
		Desc: Payroll from 12/1/2022 to 12/31/2022									
		Line	Account Number	AP Amount	Liq Amount	Project	Task	Category			







A/P Control Report

for user asystadmin from 1/1/2023 to 1/31/2023

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:										
12809	630	State of Oregon Dept of Re	3	PR1355	Yes	2023	7		1/15/2023	1/15/2023	\$328.57	
		Desc:		Payroll from 1/1/2023 to 1/15/2023								
		Line		Account Number			AP Amount		Liq Amount	Project	Task	Category
		1		100-00-2030			Payroll Taxes Payable	62.96	0.00	0		
		Desc:										
		2		100-30-2030			Payroll Taxes Payable	33.24	0.00	0		
		Desc:										
		3		200-00-2030			Payroll Taxes Payable	32.94	0.00	0		
		Desc:										
		4		600-00-2030			Payroll Taxes Payable	72.43	0.00	0		
		Desc:										
		5		601-00-2030			Payroll Taxes Payable	35.70	0.00	0		
		Desc:										
		6		602-00-2030			Payroll Taxes Payable	91.30	0.00	0		
		Desc:										
12811	422	True North Emergency Eq	3	3726	Yes	2023	7		1/19/2023	1/31/2023	\$400.00	
		Desc:		pump testing								
		Line		Account Number			AP Amount		Liq Amount	Project	Task	Category
		1		100-30-6345			Operational Equipment & Re	400.00	0.00	0		
		Desc:		Operational Equipment & Repairs								1099
12812	422	True North Emergency Eq	3	3725	Yes	2023	7		1/19/2023	1/31/2023	\$400.00	
		Desc:		pump testing								
		Line		Account Number			AP Amount		Liq Amount	Project	Task	Category
		1		100-30-6345			Operational Equipment & Re	400.00	0.00	0		
		Desc:		Operational Equipment & Repairs								1099
12813	422	True North Emergency Eq	3	3724	Yes	2023	7		1/19/2023	1/31/2023	\$400.00	
		Desc:		pump test								
		Line		Account Number			AP Amount		Liq Amount	Project	Task	Category
		1		100-30-6345			Operational Equipment & Re	400.00	0.00	0		
		Desc:		Operational Equipment & Repairs								1099
12814	70	EC Electric, Inc	3	238808	Yes	2023	7		1/19/2023	1/31/2023	\$135.00	
		Desc:		Bldg repairs								
		Line		Account Number			AP Amount		Liq Amount	Project	Task	Category
		1		600-00-6305			Building Repairs & Maintenan	45.00	0.00	0		
		Desc:		Building Repairs & Maintenance								
		2		601-00-6305			Building Repairs & Maintenan	45.00	0.00	0		
		Desc:		Building Repairs & Maintenance								
		3		602-00-6305			Building Repairs & Maintenan	45.00	0.00	0		
		Desc:		Building Repairs & Maintenance								
12815	630	State of Oregon Dept of Re	3	Q4 tlt 2022	Yes	2023	7		1/19/2023	1/31/2023	\$18.89	
		Desc:		State tlt tax								
		Line		Account Number			AP Amount		Liq Amount	Project	Task	Category
		1		100-50-6145			Tourism	18.89	0.00	0		
		Desc:		Tourism								
12816	139	Tillamook County Commu	3	2022 Q4 County	Yes	2023	7		1/19/2023	1/31/2023	\$12.59	
		Desc:		TLT taxes								
		Line		Account Number			AP Amount		Liq Amount	Project	Task	Category



**A/P Control Report**

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12826	54	Columbia Pacific EDD	3	1138	Yes	2023 7		1/19/2023	1/31/2023		\$250.00
		Desc:	Membership dues								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	100-10-6405		Dues & Subscriptions	250.00	0.00	0			
		Desc:	Dues & Subscriptions								
12828	115	R Sanitary Service	3	70005-Jan 2023	Yes	2023 7		1/19/2023	1/31/2023		\$108.65
		Desc:	Garbage service								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	600-00-6305		Building Repairs & Mainten	21.73	0.00	0			
		Desc:	Building Repairs & Maintenance								
		2	601-00-6305		Building Repairs & Mainten	21.73	0.00	0			1099
		Desc:	Building Repairs & Maintenance								
		3	602-00-6305		Building Repairs & Mainten	21.73	0.00	0			1099
		Desc:	Building Repairs & Maintenance								
		4	100-10-6305		Building Repairs & Mainten	21.73	0.00	0			1099
		Desc:	Building Repairs & Maintenance								
		5	100-50-6310		Grounds Maintenance	21.73	0.00	0			1099
		Desc:	Grounds Maintenance								
12829	245	Tillamook County Creamer	3	565332/1	Yes	2023 7		1/19/2023	1/31/2023		\$125.00
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	601-00-6135		Chemical/Lab Supplies	125.00	0.00	0			
		Desc:	Chemical/Lab Supplies								
12830	245	Tillamook County Creamer	3	565001/1	Yes	2023 7		1/19/2023	1/31/2023		\$100.00
		Desc:	Deposit returns								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	601-00-6135		Chemical/Lab Supplies	-100.00	0.00	0			
		Desc:	Chemical/Lab Supplies								
12831	906	Cues, Inc.	3	627885	Yes	2023 7		1/23/2023	2/15/2023		\$33.84
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	602-00-6335		Vehicle Repairs & Mainten	33.84	0.00	0			
		Desc:	Vehicle Repairs & Maintenance								
12832	75	Furrow Pump	3	0017313-IN	Yes	2023 7		1/23/2023	2/1/2023		\$1,001.76
		Desc:	Pump								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	601-00-6345		Operational Equipment & Re	1,001.76	0.00	0			
		Desc:	Operational Equipment & Repairs								
12833	114	Rosenberg Builders Suppl	3	2301-854977	Yes	2023 7		1/23/2023	2/15/2023		\$5.97
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	600-00-6345		Operational Equipment & Re	5.97	0.00	0			
		Desc:	Operational Equipment & Repairs								
12834	369	Ferguson Waterworks	3	1168562	Yes	2023 7		1/23/2023	2/15/2023		\$3,430.00
		Desc:	Supplies								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	602-00-6345		Operational Equipment & Re	3,430.00	0.00	0			
		Desc:	Operational Equipment & Repairs								
12835	974	Fred Jensen	3	5230-Trade St	Yes	2023 7		1/23/2023	2/15/2023		\$645.40
		Desc:	Annual payment refund, house sold								
		Line	Account Number			AP Amount	Liq Amount	Project	Task	Category	
		1	600-00-6905		Deposit Refunds	645.40	0.00	0			
		Desc:	Deposit Refunds								

**A/P Control Report**

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12836	974	Fred Jensen	3	5220 Trade St	Yes	2023 7		1/23/2023	2/15/2023		\$630.37
		Desc: Refund of annual payment, house sold									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	600-00-6905		Deposit Refunds		630.37	0.00	0		
		Desc: Deposit Refunds									
12837	902	Greg Sweeney	3	10385-7th St ref	Yes	2023 7		1/23/2023	2/15/2023		\$527.43
		Desc: Refund on aaccount, house sold									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	600-00-6905		Deposit Refunds		527.43	0.00	0		
		Desc: Deposit Refunds									
12838	886	Richard Coit	3	1835	Yes	2023 7		1/23/2023	2/15/2023		\$120.00
		Desc: Website hosting									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6860		Computers/Software/Service		24.00	0.00	0		
		Desc: Computers/Software/Services									
		2	100-30-6860		Computers/Software/Service		24.00	0.00	0		1099
		Desc: Computers/Software/Services									
		3	600-00-6860		Computers/Software/Service		24.00	0.00	0		1099
		Desc: Computers/Software/Services									
		4	200-00-6860		Computers/Software/Service		24.00	0.00	0		1099
		Desc: Computers/Software/Services									
		5	602-00-6860		Computers/Software/Service		24.00	0.00	0		1099
		Desc: Computers/Software/Services									
12839	114	Rosenberg Builders Suppl	3	2301-860493	Yes	2023 7		1/24/2023	2/15/2023		\$34.03
		Desc: Supplies									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	602-00-8800		Utility System		34.03	0.00	2	1	EXP
		Desc: Utility System									
12841	962	CivicPlus	3	252536	Yes	2023 7		1/24/2023	2/15/2023		\$1,000.00
		Desc: Self publishing ordinance software									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-10-6860		Computers/Software/Service		166.67	0.00	0		
		Desc: Computers/Software/Services									
		2	100-30-6860		Computers/Software/Service		166.66	0.00	0		
		Desc: Computers/Software/Services									
		3	200-00-6860		Computers/Software/Service		166.66	0.00	0		
		Desc: Computers/Software/Services									
		4	600-00-6860		Computers/Software/Service		166.66	0.00	0		
		Desc: Computers/Software/Services									
		5	601-00-6860		Computers/Software/Service		166.66	0.00	0		
		Desc: Computers/Software/Services									
		6	602-00-6860		Computers/Software/Service		166.69	0.00	0		
		Desc: Computers/Software/Services									
12842	831	Local Government Law Gr	3	65060 / 65061	Yes	2023 7		1/24/2023	2/15/2023		\$5,374.70
		Desc: Legal services									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-90-6220		Legal Fees		5,374.70	0.00	0		
		Desc: Legal Fees									
12843	796	Pacific Office Automation	3	827909	Yes	2023 7		1/24/2023	2/15/2023		\$321.79
		Desc: phone service									
		Line	Account Number		AP Amount		Liq Amount	Project	Task	Category	
		1	100-30-6620		Telecommunications		80.45	0.00	0		
		Desc: Telecommunications									

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for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	2	100-10-6620		Telecommunications			160.90		0.00	0	
	Desc:	Telecommunications									
	3	600-00-6620		Telecommunications			26.81		0.00	0	
	Desc:	Telecommunications									
	4	601-00-6620		Telecommunications			26.81		0.00	0	
	Desc:	Telecommunications									
	5	602-00-6620		Telecommunications			26.82		0.00	0	
	Desc:	Telecommunications									
12846	120	Seawestern	3	INV20951	Yes	2023	7		1/24/2023	2/15/2023	\$341.60
	Desc:	PPE									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-6350		Personal Protective Equipme			341.60	0.00	0		
	Desc:	Personal Protective Equipment									
12847	963	Department of Public Safet	3	ARF74784	Yes	2023	7		1/24/2023	2/15/2023	\$46.25
	Desc:	Prints									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-6410		Training			46.25	0.00	0		
	Desc:	Training									
12848	894	Curtis Tools for Heroes	3	inv666453	Yes	2023	7		1/24/2023	2/15/2023	\$135.08
	Desc:	Supplies									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-6350		Personal Protective Equipme			135.08	0.00	0		
	Desc:	Personal Protective Equipment									
12849	934	Nehalem Bay Fire & Rescu	3	Jan 2023 Invoice	Yes	2023	7		1/24/2023	2/15/2023	\$428.50
	Desc:	Medical services									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-6290		Other Professional Fees			428.50	0.00	0		
	Desc:	Other Professional Fees									
12850	434	Jones & Bartlett Learning,	3	2661343	Yes	2023	7		1/24/2023	2/15/2023	\$442.42
	Desc:	Training									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-6410		Training			442.42	0.00	0		
	Desc:	Training									
12851	957	Sirennet	3	0265825	Yes	2023	7		1/24/2023	2/15/2023	\$4,045.53
	Desc:	Vehicle equipment									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-6345		Operational Equipment & Re			4,045.53	0.00	0		
	Desc:	Operational Equipment & Repairs									
12852	120	Seawestern	3	INV20875	Yes	2023	7		1/24/2023	2/15/2023	\$76.87
	Desc:	PPE									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-6350		Personal Protective Equipme			76.87	0.00	0		
	Desc:	Personal Protective Equipment									
12853	957	Sirennet	3	0266187	Yes	2023	7		1/24/2023	2/15/2023	\$638.99
	Desc:	Vehicle Equipment									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-6345		Operational Equipment & Re			638.99	0.00	0		
	Desc:	Operational Equipment & Repairs									
12854	98	CIS	3	Jan 2023 credit f	Yes	2023	7		1/30/2023	2/10/2023	\$33.35
	Desc:	Credit for Darrell Griffith Insurance / Retired employee									
	Line	Account Number		AP Amount			Liq Amount	Project	Task	Category	
	1	100-30-5405		Health Insurance			-33.35	0.00	0		
	Desc:	Health Insurance									

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for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12855	1	Oregon Department of Rev	3	PR1357	Yes	2023 7		1/31/2023	1/31/2023		\$2,130.49
		<b>Desc: Payroll from 1/16/2023 to 1/31/2023</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		420.67	0.00	0			
		Desc:									
		2	100-30-2030	Payroll Taxes Payable		240.17	0.00	0			
		Desc:									
		3	200-00-2030	Payroll Taxes Payable		217.42	0.00	0			
		Desc:									
		4	600-00-2030	Payroll Taxes Payable		480.15	0.00	0			
		Desc:									
		5	601-00-2030	Payroll Taxes Payable		225.85	0.00	0			
		Desc:									
		6	602-00-2030	Payroll Taxes Payable		546.23	0.00	0			
		Desc:									
12856	2	U.S. Department of the Tre	3	PR1357	Yes	2023 7		1/31/2023	1/31/2023		\$8,435.75
		<b>Desc: Payroll from 1/16/2023 to 1/31/2023</b>									
		<b>Line</b>	<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
		1	100-00-2030	Payroll Taxes Payable		1,649.25	0.00	0			
		Desc:									
		2	100-30-2030	Payroll Taxes Payable		926.53	0.00	0			
		Desc:									
		3	200-00-2030	Payroll Taxes Payable		857.98	0.00	0			
		Desc:									
		4	600-00-2030	Payroll Taxes Payable		1,820.58	0.00	0			
		Desc:									
		5	601-00-2030	Payroll Taxes Payable		970.92	0.00	0			
		Desc:									
		6	602-00-2030	Payroll Taxes Payable		2,210.49	0.00	0			
		Desc:									
12857	5	Aflac	3	PR1357	Yes	2023 7		1/31/2023	1/31/2023		\$266.92
		<b>Desc: Payroll from 1/16/2023 to 1/31/2023</b>									
		<b>Line</b>	<b>Account Number</b>			<b>AP Amount</b>	<b>Liq Amount</b>	<b>Project</b>	<b>Task</b>	<b>Category</b>	
		1	100-00-2030	Payroll Taxes Payable		20.56	0.00	0			
		Desc:									
		2	100-00-2055	Med/Life Insurance Payable		39.71	0.00	0			
		Desc:									
		3	100-30-2055	Med/Life Insurance Payable		4.61	0.00	0			
		Desc:									
		4	200-00-2030	Payroll Taxes Payable		11.06	0.00	0			
		Desc:									
		5	200-00-2055	Med/Life Insurance Payable		10.62	0.00	0			
		Desc:									
		6	600-00-2030	Payroll Taxes Payable		28.90	0.00	0			
		Desc:									
		7	600-00-2055	Med/Life Insurance Payable		38.77	0.00	0			
		Desc:									
		8	601-00-2030	Payroll Taxes Payable		6.86	0.00	0			
		Desc:									
		9	601-00-2055	Med/Life Insurance Payable		24.13	0.00	0			
		Desc:									
		10	602-00-2030	Payroll Taxes Payable		29.94	0.00	0			
		Desc:									



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for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12861	190	Oregon Department of Jus	3	PR1357	Yes	2023 7		1/31/2023	1/31/2023		\$92.50
		<b>Desc: Payroll from 1/16/2023 to 1/31/2023</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	100-00-2050		Garnishments Payable		0.93	0.00	0		
		Desc:									
		2	200-00-2050		Garnishments Payable		0.93	0.00	0		
		Desc:									
		3	600-00-2050		Garnishments Payable		9.25	0.00	0		
		Desc:									
		4	601-00-2050		Garnishments Payable		1.85	0.00	0		
		Desc:									
		5	602-00-2050		Garnishments Payable		79.54	0.00	0		
		Desc:									
12862	630	State of Oregon Dept of Re	3	PR1357	Yes	2023 7		1/31/2023	1/31/2023		\$328.57
		<b>Desc: Payroll from 1/16/2023 to 1/31/2023</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		62.96	0.00	0		
		Desc:									
		2	100-30-2030		Payroll Taxes Payable		33.24	0.00	0		
		Desc:									
		3	200-00-2030		Payroll Taxes Payable		32.94	0.00	0		
		Desc:									
		4	600-00-2030		Payroll Taxes Payable		72.43	0.00	0		
		Desc:									
		5	601-00-2030		Payroll Taxes Payable		35.70	0.00	0		
		Desc:									
		6	602-00-2030		Payroll Taxes Payable		91.30	0.00	0		
		Desc:									
12864	180	CenturyLink	3	314199659-Jan	Yes	2023 7		1/31/2023	2/13/2023		\$234.35
		<b>Desc: Phone bill</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	100-10-6620		Telecommunications		140.61	0.00	0		
		Desc: Telecommunications									
		2	100-30-6620		Telecommunications		93.74	0.00	0		
		Desc: Telecommunications									
12865	114	Rosenberg Builders Suppl	3	2301-860593	Yes	2023 7		1/31/2023	2/10/2023		\$29.38
		<b>Desc: Flag rope supplies</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	100-30-6305		Building Repairs & Maintenan		29.38	0.00	0		
		Desc: Building Repairs & Maintenance									
12866	975	Gary Frey	3	BCEV Reimburs	Yes	2023 7		1/31/2023	2/10/2023		\$59.97
		<b>Desc: Reimbursement for BCEV supplies</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	100-10-6870		Pre-Hazard Preparedness		59.97	0.00	0		
		Desc: Pre-Hazard Preparedness									
12867	315	Tillamook Complete Janito	3	1952	Yes	2023 7		1/31/2023	2/15/2023		\$1,110.00
		<b>Desc: Janitorial services</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	100-10-6830		Janitorial Services		550.00	0.00	0		
		Desc: Janitorial Services									
		2	100-30-6830		Janitorial Services		260.00	0.00	0		
		Desc: Janitorial Services									
		3	600-00-6830		Janitorial Services		100.00	0.00	0		
		Desc: Janitorial Services									



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for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	4	601-00-6830		Janitorial Services			100.00		0.00	0	
	Desc:	Janitorial Services									1099
	5	602-00-6830		Janitorial Services			100.00		0.00	0	
	Desc:	Janitorial Services									1099
12869	27	Tillamook People's Utility	3	20890-2/23	Yes	2023	7	1/31/2023	2/13/2023		\$2,312.82
	Desc:	Power bill									
	Line	Account Number			AP Amount		Liq Amount	Project	Task	Category	
	1	602-00-6605		Electricity	2,312.82		0.00	0			
	Desc:	Electricity									
12870	27	Tillamook People's Utility	3	21211-2/23	Yes	2023	7	1/31/2023	2/13/2023		\$35.37
	Desc:	Power									
	Line	Account Number			AP Amount		Liq Amount	Project	Task	Category	
	1	100-50-6605		Electricity	35.37		0.00	0			
	Desc:	Electricity									
12871	27	Tillamook People's Utility	3	21215-2/23	Yes	2023	7	1/31/2023	2/13/2023		\$738.60
	Desc:	Power									
	Line	Account Number			AP Amount		Liq Amount	Project	Task	Category	
	1	200-00-6605		Electricity	738.60		0.00	0			
	Desc:	Electricity									
12872	27	Tillamook People's Utility	3	21221-2/23	Yes	2023	7	1/31/2023	2/13/2023		\$417.43
	Desc:	Power									
	Line	Account Number			AP Amount		Liq Amount	Project	Task	Category	
	1	100-30-6605		Electricity	417.43		0.00	0			
	Desc:	Electricity									
12873	27	Tillamook People's Utility	3	21223-2/23	Yes	2023	7	1/31/2023	2/13/2023		\$212.40
	Desc:	Power									
	Line	Account Number			AP Amount		Liq Amount	Project	Task	Category	
	1	100-10-6605		Electricity	212.40		0.00	0			
	Desc:	Electricity									
12874	27	Tillamook People's Utility	3	21224-2/23	Yes	2023	7	1/31/2023	2/13/2023		\$219.26
	Desc:	Power									
	Line	Account Number			AP Amount		Liq Amount	Project	Task	Category	
	1	100-10-6605		Electricity	219.26		0.00	0			
	Desc:	Electricity									
12875	27	Tillamook People's Utility	3	21231-2/23	Yes	2023	7	1/31/2023	2/13/2023		\$351.41
	Desc:	Power									
	Line	Account Number			AP Amount		Liq Amount	Project	Task	Category	
	1	602-00-6605		Electricity	351.41		0.00	0			
	Desc:	Electricity									
12876	27	Tillamook People's Utility	3	21244-2/23	Yes	2023	7	1/31/2023	2/13/2023		\$30.45
	Desc:	Power									
	Line	Account Number			AP Amount		Liq Amount	Project	Task	Category	
	1	200-00-6605		Electricity	30.45		0.00	0			
	Desc:	Electricity									
12877	27	Tillamook People's Utility	3	22182-2/23	Yes	2023	7	1/31/2023	2/13/2023		\$33.14
	Desc:	Power									
	Line	Account Number			AP Amount		Liq Amount	Project	Task	Category	
	1	601-00-6605		Electricity	33.14		0.00	0			
	Desc:	Electricity									
12878	27	Tillamook People's Utility	3	22221-2/23	Yes	2023	7	1/31/2023	2/13/2023		\$254.03
	Desc:	power									
	Line	Account Number			AP Amount		Liq Amount	Project	Task	Category	
	1	601-00-6605		Electricity	254.03		0.00	0			
	Desc:	Electricity									

A/P Control Report

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
12879	27	Tillamook People's Utility	3	22713-2/23	Yes	2023 7		1/31/2023	2/13/2023		\$1,822.53
		Desc:	Power								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	601-00-6605		Electricity		1,822.53	0.00	0		
		Desc:	Electricity								
12880	27	Tillamook People's Utility	3	41352-2/23	Yes	2023 7		1/31/2023	2/13/2023		\$223.59
		Desc:	Power								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	200-00-6605		Electricity		55.90	0.00	0		
		Desc:	Electricity								
		2	600-00-6605		Electricity		55.90	0.00	0		
		Desc:	Electricity								
		3	601-00-6605		Electricity		55.89	0.00	0		
		Desc:	Electricity								
		4	602-00-6605		Electricity		55.90	0.00	0		
		Desc:	Electricity								
12881	27	Tillamook People's Utility	3	45448-2/23	Yes	2023 7		1/31/2023	2/13/2023		\$111.17
		Desc:	Power								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-50-6605		Electricity		111.17	0.00	0		
		Desc:	Electricity								
12882	27	Tillamook People's Utility	3	75292-2/23	Yes	2023 7		1/31/2023	2/13/2023		\$30.45
		Desc:	Power								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	602-00-6605		Electricity		30.45	0.00	0		
		Desc:	Electricity								
12883	27	Tillamook People's Utility	3	96528-2/23	Yes	2023 7		1/31/2023	2/13/2023		\$39.14
		Desc:	power								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-50-6605		Electricity		39.14	0.00	0		
		Desc:	Electricity								
12884	27	Tillamook People's Utility	3	97001-2/23	Yes	2023 7		1/31/2023	2/13/2023		\$32.68
		Desc:	Power								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-10-6605		Electricity		32.68	0.00	0		
		Desc:	Electricity								
12885	86	Kimmel's True Value	3	B75907	Yes	2023 7		1/31/2023	2/24/2023		\$709.90
		Desc:	BCEV Shed shelves								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-10-6870		Pre-Hazard Preparedness		709.90	0.00	0		
		Desc:	Pre-Hazard Preparedness								
12886	952	Cathy Manis	3	BCEV Reimb - 2/	Yes	2023 7		1/31/2023	2/13/2023		\$95.51
		Desc:	Reimbursement for BCEV expenses								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	100-10-6870		Pre-Hazard Preparedness		95.51	0.00	0		
		Desc:	Pre-Hazard Preparedness								
12887	806	Vadim Municipal Software	3	372457	Yes	2023 7		1/31/2023	2/13/2023		\$42.00
		Desc:	billing software								
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	200-00-6860		Computers/Software/Service		10.50	0.00	0		
		Desc:	Computers/Software/Services								
		2	600-00-6860		Computers/Software/Service		10.50	0.00	0		
		Desc:	Computers/Software/Services								

**A/P Control Report**

for user asystadmin from 1/1/2023 to 1/31/2023

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
		3	601-00-6860	Computers/Software/Service			10.50		0.00	0	
		Desc:	Computers/Software/Services								
		4	602-00-6860	Computers/Software/Service			10.50		0.00	0	
		Desc:	Computers/Software/Services								
12888	976	Sewer Equipment Co of A	3	0000206526	Yes	2023	7	1/31/2023	2/13/2023		\$136.61
		Desc:	Supplies								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	602-00-6325	Utility System Repairs			136.61	0.00	0		
		Desc:	Utility System Repairs								
12891	567	State of Oregon	3	ARK47355	Yes	2023	7	1/31/2023	2/13/2023		\$40.00
		Desc:	Supplies								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-10-6870	Pre-Hazard Preparedness			40.00	0.00	0		
		Desc:	Pre-Hazard Preparedness								
12892	410	Oregon Corrections Enter	3	124581 - Sales #	Yes	2023	7	1/31/2023	2/1/2023		\$15,230.00
		Desc:	Hiker / Biker park improvements								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-50-6995	Feasibility Studies / Projects			15,230.00	0.00	7	1	EXP
		Desc:	Feasibility Studies / Projects								
12894	369	Ferguson Waterworks	3	1168532	Yes	2023	7	1/31/2023	2/13/2023		\$3,701.00
		Desc:	Supplies								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	602-00-6345	Operational Equipment & Re			3,701.00	0.00	0		
		Desc:	Operational Equipment & Repairs								
12895	369	Ferguson Waterworks	3	1169857	Yes	2023	7	1/31/2023	2/10/2023		\$11.00
		Desc:	Supplies								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	602-00-6345	Operational Equipment & Re			11.00	0.00	0		
		Desc:	Operational Equipment & Repairs								
12896	727	Impact Office Systems	3	imp863-c286-inv	Yes	2023	7	1/31/2023	2/13/2023		\$132.75
		Desc:	Copies								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	100-10-6860	Computers/Software/Service			132.75	0.00	0		
		Desc:	Computers/Software/Services								
											1099
12898	906	Cues, Inc.	3	628178	Yes	2023	7	1/31/2023	2/15/2023		\$35.48
		Desc:	Supplies								
		Line	Account Number				AP Amount	Liq Amount	Project	Task	Category
		1	602-00-6325	Utility System Repairs			35.48	0.00	0		
		Desc:	Utility System Repairs								

<b>Fund 100 Total</b>	66,189.25	0.00
<b>Fund 200 Total</b>	8,382.39	0.00
<b>Fund 600 Total</b>	18,477.06	0.00
<b>Fund 601 Total</b>	21,182.95	0.00
<b>Fund 602 Total</b>	67,669.98	0.00
<b>Grand Total</b>	181,901.63	0.00

**CITY OF BAY CITY  
RESOLUTION #19-01**

**A RESOLUTION TO ESTABLISH THE JOHN GETTMAN AWARD  
FOR THE RECOGNITION OF INDIVIDUALS FOR THEIR  
VOLUNTEER SERVICE TO THE CITY OF BAY CITY, OREGON**

WHEREAS, John Gettman served on the City Council and on various committees in the City of Bay City for decades, and is recognized for his dedication and devotion to the City, especially with regard to the manner in which he researched topics and prepared for matters in which the City was involved; and

WHEREAS, certain individuals have and continue to benefit the City through their volunteered time, services and contributions to the City and organizations operating in the City; and

WHEREAS, both residents of and visitors to the City of Bay City benefit from the contributions of said individuals in a way that reflects well on the City and promotes a more enjoyable experience in the City and enhances our community; and

WHEREAS, it is in the public interest that the City, on occasion, recognize individuals for their voluntary contributions to the City and/or organizations that benefit the City of Bay City community.

THEREFORE, the City Council of the City of Bay City hereby RESOLVES as follows:

Section 1: The City hereby establishes the John Gettman Award to recognize certain individuals who have enhanced the City of Bay City community and visitor experience through their voluntary contributions in Bay City.

Section 2: The John Gettman Award will be awarded not more than once per calendar year; however an annual award is not required.

Section 3: The City Council will determine the recipient or recipients of the John Gettman Award based upon nominations from City Council members, City staff, or the public. The City Council may establish an ad hoc committee to prepare nominations or recommendations to the City Council in matters relating to this award.

Section 4: The City Council shall determine what type of recognition the recipient is to receive, such as a plaque, flowers, etc. Funding for the recognition gift for the John Gettman Award

recognition will be provided from the City's General Fund, in an amount to be determined by the Council.

Section 5: The City Council of Bay City designates Jody Daily as the first recipient of the John Gettman Award, in recognition of her service to the Bay City Booster's Club and the organization of the 2018 Bay City Pearl Music & Antiques Festival.

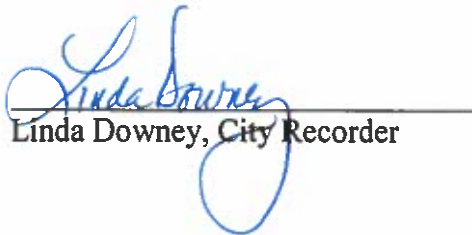
APPROVED this by the Bay City Council and signed by the Mayor this 8<sup>th</sup> day of January, 2019.

CITY OF BAY CITY



By: Christopher K. Kruebbe, Mayor

ATTEST:

  
Linda Downey, City Recorder

# City of BAY CITY

## City Council Goals

### **Vision**

Bay City is a small town with a big heart, renowned for its livability, natural beauty and as a caring, supportive community. We strive to encourage a strong and safe community, foster small businesses to develop their talents and to protect and sustain the natural environment. City government effectively manages resources, provides high quality municipal services and encourages citizen involvement in making Bay City a great place to live, work, and connect.

### **Strategic Goals**

To achieve our vision, City Council, City staff and citizens developed the following goals.

#### ***Fire Protection/EMS***

Goal: Provide reliable fire protection and emergency management services to keep residents, visitors, property and the natural environment safe.

Objectives:

- Propose fire levy to provide stable funding for fire and EMS services.
- Streamline Fire/EMS operations to maximize our capability to provide responsive, reliable services at a reasonable cost.
- Develop partnerships with local Fire/EMS agencies to share resources, equipment and talent.
- Work with local partners to form a regional fire district to coordinate and enhance services for Bay City and the surrounding area.

#### ***Development***

Goal: Modernize the development ordinance and planning process so that Bay City develops in a planned way, consistent with our community's vision and in compliance with state regulations.

Objectives:

- Proactively develop ordinances to provide guidance for anticipated uses, such as food carts, short-term rentals and accessory dwelling units (ADUs).
- Restructure the development code to make it more understandable and usable by citizens, staff and developers.

- Update the development code to ensure that Bay City develops in a planned way.

### ***City Resources***

Goal: Develop a plan to manage city facilities and to attract, train and retain staff to provide consistent high-quality services to its citizens.

Objectives:

- Develop a plan for facility maintenance to ensure that facilities are safe, clean and reliable.
- Provide updates to the kitchen at the community center to make it more usable by citizen groups.
- Develop a succession plan for key city staff positions to ensure continuity of services.
- Update the City's policies and procedures to provide guidance to staff so that services are delivered consistently.
- 

### ***City Infrastructure***

Goal: Plan, develop, operate and maintain public infrastructure to preserve the natural environment and support Bay City residents, businesses and visitors.

Objectives:

- Implement projects to provide critical public works infrastructure, including:
  - Reducing inflow and infiltration (I/I) of the sewer collection system.
  - Patterson Creek culvert replacement.
  - Design and construct Sewer lift station.
  - Design and construct Well #3.
  - Perfecting water rights.
  - Acquiring a new wastewater treatment plant permit.
  - Constructing a new sewer outfall.
  - Actively manage the Patterson Creek timber stand and other City held properties.
- Implement operational improvements to provide services effectively and consistently.
  - Implement a Geographic Information System (GIS)
  - Create a street maintenance plan and schedule.
  - Continue to provide high quality domestic water to our water contract holders.

### ***City Finances***

Goal: Proactively manage the City's financial resources to provide the best services possible to meet current and future needs of the community.

Objectives:

- Develop a long-term plan to stabilize the City's finances, including developing appropriate fund reserves.
- Facilitate monthly review of financial condition by City Council.
- Utilize our technology to track and report financial condition.
- Pursue grants (such as ARPA) to help fund City services and capital improvements.

- Proactively review and adjust City fees and rates, including Systems Development Charge (SDC) and water and sewer rates for City and Contract customers.
- Review staff salary rates and adjust them to be comparable to other similar organizations.

### ***Parks/Open Space***

Goal: Plan, develop and maintain City parks and open spaces for our residents and visitors, that are safe, and respectful of our natural resources.

Objectives:

- Finish and implement the Al Griffin Memorial Park Master Plan.
- Cooperate with the regional effort to design and construct the Salmonberry Rails and Trails project.
- Update the Watt Family Park Master Plan.
- Create safe pedestrian/bicycle assets around town including a safe access across Hwy 101.
- Implement Wayfinding with Visit Oregon Coast.
- Develop and implement future use options for Forest Park.



**Bay City**

**Strategic Goals: Action Plan**

Goal	Year 1: FY 2021/22	Year 2: FY 2022/23	Year 3: FY 2023/24	Year 4: FY 2024/25	Year 5: FY 2025/26	Future Years
<b>Fire Protection/EMS</b>	<ul style="list-style-type: none"> <li>• Fire Levy - passes</li> <li>• Staff (Full Time) Find Funding</li> <li>• IGA w/other fire agencies</li> <li>• Officers</li> <li>• Duty/Shifts</li> <li>• Operations &amp; Equipment-Streamline</li> <li>• Develop cost recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Levy - Funding begins</li> <li>• IGA w/other agencies for volunteers &amp; equipment sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Fire Authority</li> <li>• Form political identify (PAC)</li> </ul>	<ul style="list-style-type: none"> <li>• Form Fire District (election)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Year 6- Fire District Established</li> </ul>
<b>Development Ordinance and Comprehensive Plan</b>	<ul style="list-style-type: none"> <li>• Study the opportunity for an Ordinance to allow food carts</li> <li>• Begin work on Development Code</li> <li>• Begin work on short-term rental and ADU codes</li> </ul>	<ul style="list-style-type: none"> <li>• Restructure Development Code</li> <li>• Adopt code for short-term rentals &amp; ADUs</li> <li>• Update Comprehensive Plan to support Development Code update if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and adopt updated Development Code and Comprehensive Plan if needed</li> <li>• Revisit public improvement requirements for new development</li> </ul>	<ul style="list-style-type: none"> <li>• Revise Development Code as needed</li> </ul>		
<b>City Resources (staffing, succession plan, facilities, etc.)</b>	<ul style="list-style-type: none"> <li>• Policies &amp; Procedures</li> <li>• Succession Planning</li> <li>• Facility Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Policies &amp; Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Update kitchen facilities at community room</li> </ul>			

Goal	Year 1: FY 2021/22	Year 2: FY 2022/23	Year 3: FY 2023/24	Year 4: FY 2024/25	Year 5: FY 2025/26	Future Years
<b>Infrastructure</b>	<ul style="list-style-type: none"> <li>• Identify I/I (Inflow &amp; Infiltration)</li> <li>• Patterson Creek culvert replacement</li> <li>• Sewer lift station</li> <li>• Well #3</li> <li>• GIS</li> <li>• Plan for street maintenance</li> <li>• Create a repair list and schedule for City owned structures.</li> </ul>	<ul style="list-style-type: none"> <li>• I/I Repairs</li> <li>• Patterson Creek</li> <li>• Street Maintenance</li> <li>• Perfect water rights</li> <li>• Update Capital Improvement Plan and schedule for completion</li> <li>• Investigate opportunities to harden existing infrastructure against earthquake and tsunami</li> <li>• Complete GIS including methodology to maintain updates</li> <li>• Work to identify appropriate public infrastructure improvement standards</li> </ul>	<ul style="list-style-type: none"> <li>• Patterson Creek</li> <li>• New WWTP (Wastewater Treatment Plant) Permit</li> </ul>	<ul style="list-style-type: none"> <li>• Street Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Street Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• New sewer outfall</li> </ul>
<b>City Finances</b>	<ul style="list-style-type: none"> <li>• Monthly review of financial reports</li> <li>• Utilize our technology</li> <li>• Pursue grants (ARPA)</li> <li>• Salary comparables</li> <li>• Evaluate Budget structure to look for opportunities for consolidation of line items and address recent changes in Public Works operations</li> </ul>	<ul style="list-style-type: none"> <li>• SDC (Systems Development Charge) Rates</li> <li>• Water &amp; Sewer Rates</li> <li>• Water contract rates</li> <li>• Review CPI (Consumer Price Index) process</li> </ul>	<ul style="list-style-type: none"> <li>• Districts</li> <li>• Limited deficit \$\$</li> </ul>			

Goal	Year 1: FY 2021/22	Year 2: FY 2022/23	Year 3: FY 2023/24	Year 4: FY 2024/25	Year 5: FY 2025/26	Future Years
<b>*Parks/Open Spaces</b>	<ul style="list-style-type: none"> <li>• Complete Al Griffin Memorial Park Masterplan</li> <li>* Implement Wayfinding with Visit Oregon Coast</li> </ul>	<ul style="list-style-type: none"> <li>• Grant applications for construction of Griffin Park improvements</li> <li>• Continue Watt Family Park Masterplan revisions</li> <li>*Cooperate with regional efforts on the Salmonberry Trail</li> </ul>	<ul style="list-style-type: none"> <li>•Begin Griffin Park improvements</li> <li>• Identify individual Watt Family Park elements for grant opportunities</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•Complete Griffin Park Improvements</li> <li>•Complete an element of Watt Park Masterplan</li> <li>•Create safe pedestrian/bicycle assets around town including a safe access across Hwy 101</li> </ul>	<ul style="list-style-type: none"> <li>• Continue construction of elements of Watt Family Park Masterplan</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•Complete construction of Watt Park Masterplan elements</li> <li>•</li> <li>•</li> </ul>
<b>City Ordinances, Review and Update</b>		Begin study of all City ordinances to identify conflicts, omissions and opportunities for consolidation.	Continue	Continue		

**CITY OF BAY CITY  
RESOLUTION NO. 2023-002**

**A RESOLUTION RECOGNIZING UNANTICIPATED REVENUE FOR THE CITY OF BAY CITY FROM THE OREGON PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT PROGRAM FOR THE HIKER/BIKER CAMPGROUND AT THE AL GRIFFIN MEMORIAL PARK**

WHEREAS, The Oregon Parks and Recreation Department Local Government Grant Program for the Hiker/Biker Campground project in the Al Griffin Memorial Park.

WHEREAS, the City could not have foreseen the approval of this grant application when preparing for and adopting the original budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023. Additional revenue is \$318,001.

WHEREAS, The City has been awarded a \$75,000 grant from Tillamook County’s Transient Lodging Tax Tourism-Related Facilities Community Grant program as part of the required match.

WHEREAS, The City has been awarded a \$15,000 grant from the Bay City Transient Lodging Tax Grant program as part of the required match.

WHEREAS, The City will meet the rest of the match with in-kind that includes staff time to prepare the site and connect some of the utilities.

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

**STREET AND DRAINAGE FUND**

<b>Resources</b>	<b>Original Budget</b>	<b>Change</b>	<b>New Budget Amount</b>
100-50-4430 Local Grants	\$115,100.00	\$318,001.00	\$433,101.00
<b>Expenditures</b>			
100-50-6995 Feasibility Study/Projects	\$115,000	\$318,001.00	\$433,001.00

ADOPTED by the City Council of the City of Bay City and APPROVED by the Mayor of Bay City on this 14<sup>th</sup> day of February 2023.

ATTEST:

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Lindsey Gann, City Recorder

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David McCall, Mayor

**RESOLUTION NO. 2023-004**

**JOINT RESOLUTION OF THE CITY COUNCIL AND LOCAL CONTRACT REVIEW BOARD OPTING OUT OF THE ATTORNEY GENERAL'S MODEL PUBLIC CONTRACTING RULES AND AMENDING PUBLIC CONTRACTING RULES FOR THE CITY OF BAY CITY**

WHEREAS, it is the policy of the City of Bay City (City) that a sound and responsive public contracting system should allow impartial, meaningful, and open competition, preserving formal competitive selection as the standard for public contracts unless otherwise specifically exempted herein, by state law, or by subsequent ordinance or resolutions; and

WHEREAS, in 2021, the City opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C, as set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the "Model Rules") and adopted its own rules; and

WHEREAS, that 2021 Resolution confirmed City's governing body would continue as its local contract review board; and

WHEREAS, since then state law has changed in ways requiring further updates to accommodate changes in Oregon's public contracting code; and

WHEREAS, City recognizes it may exempt certain public improvement contracts or classes of such contracts under ORS 279C.335; and

WHEREAS, the City Council additionally requests that the City's Local Contract Review Board approve the amendments to various classes of special procurements set forth in the attached rules, based upon the findings set forth in Exhibit A to this Resolution.

NOW, THEREFORE, it is resolved as follows:

1. The City Council (Council) shall continue as the Local Contract Review Board of the City and shall have all of the rights, powers and authority necessary to carry out the provisions of Chapters 279A, 279B, and 279C (the "Public Contracting Code") and attached Rules. Except as otherwise provided in this Resolution, the definitions established in the attached Rules apply herein. The term "Contracting Agency" as used in the attached Rules includes Contracting Agency's chief administrative officer, his or her designee, or any other purchasing agent, as designated by City policy. Those individuals are hereby designated as City's Contracting Agency and may exercise all authorities, powers and duties granted to a Contracting Agency under the Public Contracting Code and attached Rules, unless otherwise established by City policy.

2. The above recitals and Exhibit A are hereby adopted by the Council, sitting as the Local Contract Review Board, as findings of fact supporting approval of the Council's request for amendments to classes of special procurement and public improvement contract exemptions.

3. The Model Rules adopted by the Attorney General pursuant to ORS 279A.065, including any implementing Oregon public contracting amendments from the 2021 legislative session, do not and will not apply to City. Instead, the City hereby prescribes the following Rules, which include portions of the Attorney General's Model Rules, as the Rules of Procedure that the City will use for its public contracting: Public Contracting Rules Chapter 137, Divisions 46, 47, 48 and 49. While the numbering of these Rules reflects the numbering system of the Attorney General's Model Rules, they incorporate City changes to the Model Rules, and, therefore, are not the Attorney General's promulgated administrative rules. City exemptions are also set forth in these Rules, as numbered Exemptions 1 through 18 (E-1 through E-18). All above-referenced Rules are attached to this Resolution as Exhibit B, and incorporated herein by this reference.

4. In accordance with ORS 279A.065(6)(b), the City shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules to implement Oregon Public Contracting Code amendments adopted after the 2021 legislative session in order to determine whether amendments are required to ensure statutory compliance.

5. Amendments to these Rules and new rules shall be adopted in accordance with this Resolution and the Public Contracting Code. Special procurement requests and approvals shall be made in accordance with Division 47 of the attached Rules and ORS 279B.085. Public improvement contract exemption procedures, including notice and public hearing requirements, shall be made in accordance with Division 49 of the attached Rules and ORS 279C.335.

6. The Model Cost Accounting Guidelines developed by the Oregon Department of Administrative Services pursuant to Section 3, Chapter 869, Oregon Laws 1979 are hereby adopted as the City's Cost Accounting System to apply to public improvement projects exceeding \$5,000 and constructed with City's own equipment or personnel. ORS 279C.310. For such public improvement projects estimated to cost more than \$200,000, or for certain road maintenance projects exceeding \$125,000, City shall also comply with the requirements of ORS 279C.305.

7. All previously adopted resolutions, including Resolution No. \_\_\_\_\_, establishing public contracting rules for City are hereby repealed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
David McCall, Mayor  
City Council

\_\_\_\_\_  
David McCall, Mayor, as President,  
for the Local Contract Review Board

ATTEST:

ATTEST:

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

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



## EXHIBIT A

### FINDINGS IN SUPPORT OF RESOLUTION NO. 2023-004 ADOPTING PUBLIC CONTRACTING CODE RULES

ORS 279B.085 and 279C.335 authorize City of Bay City's (City) City Council, sitting as City's local contract review board, to approve findings submitted and exemptions requested by City Council upon adoption of appropriate findings, to establish special selection, evaluation and award procedures for, or exempt from competition, the award of a specific contract or classes of contracts.

Pursuant to that authority, the Council makes the following findings in support of Resolution No. 2023-004, which establishes exempt classes of contracts and the solicitation methods for their award:

#### **No Findings Required**

Pursuant to ORS 279A.025 and 279A.055, the Council is not required to adopt findings with respect to the solicitation methods and awards of the following classes of contracts identified in City's Public Contracting Rules 2022, Class Exemptions:

E-4	Contracts for Price Regulated Items
E-6	Investment Contracts
E-12	Insurance, Employee Benefit
E-17	Personal Service Contracts
E-18	Liability Insurance Contracts

The above Rules govern subjects specifically authorized by state law and, therefore, require no local exemption.

#### **Specific Findings for Public Improvement Class Exemption**

The Council approves the following specific findings for the use of Request for Proposal alternative contracting method for public improvement contracts estimated to cost over \$100,000 and also finds that the establishment of this class of contracts and the method approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; and
2. The awarding of public improvement contracts under each exemption will result in substantial cost savings to City.

These conclusions are based on the following general findings:

- A. Operational, budget, and financial data. Where various criteria, which may or may not include cost, must be weighed in order to select an appropriate contractor for the desired project, the formal competitive bidding process costs of up to \$7,000 are a significant budgetary waste in that the most qualified contractor for the project may not be the lowest responsible bidder;
- B. Public benefits. Exempting contracts from competitive bidding requirements and instead utilizing statutory competitive proposal procedures will protect and preserve public funds, enable greater competition between the most qualified contractors, and result in a better product which meets the public's and City's needs;
- C. Value engineering, Specialized expertise required, Technical complexity. Only through a competitive proposal process can City weigh, evaluate and select the type of expertise needed to address the technical complexities of a particular public improvement project. Competitive proposal allow the City to determine which contractor may best provide such services. These are qualities not reflected in cost, where a determination on cost alone could forfeit these valuable and essential attributes;
- D. Public safety. Utilizing a competitive proposal process as opposed to competitive bidding can ensure high quality, more safely constructed facilities through the construction period, and after completion. Capitalizing upon design and construction planning and compatibility can also allow earlier use of public facilities even while construction continues;
- E. Market conditions. The increased availability of and need for technical expertise, value engineering, or other types of specialized expertise, as well as a need to investigate the compatibility, experience and availability of contractors require that certain public improvement contracts be awarded based upon an evaluation of a number of criteria, rather than simply cost.

**Specific Findings for Special Classes and Methods of Award for Contracts Other Than Public Improvements.**

The Council approves the specific findings for the establishment of special solicitation methods for the classes of public contracts described below and also finds that the establishment of each class of contracts and methods approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts because such exemptions still require alternative contracting procedures, ensuring:

- (1) reasonable competition; (2) the best contract price for the public; and (3) a cost-effective process for both contractors and City;
2. The awarding of public contracts under these exemptions will result in substantial cost savings to City because City will avoid costs associated with unnecessary documentation and procedures, where it is unmerited by the type and/or relatively low cost of the contracts; and
  3. The awarding of public contracts pursuant to any of the requested exemptions substantially promotes the public interest in a manner that could not practicably be realized by formal competitive solicitation procedures, given the fact that such exemptions facilitate smooth operation of City's administration and operations, include procedures and mechanisms to ensure the best product, service or outcome is obtained at the least cost to the public and City, and identified classes address areas of public contracting left unresolved by state statute which are essential for City's operations, such as awarding personal service contracts, purchasing used personal property, and disposing of surplus personal property.

Specifically, the Council finds:

## **E-2 – Advertising Contracts.**

**Alternate Award Process.** In City's discretion. The process selected may be competitive or non-competitive.

**Cost Savings and Other Benefits.** Size of and frequency of average advertisement (including all notices required to be published by City) does not justify the cost of solicitation. Period of time from recognition of need to advertise until advertising date is too short to issue solicitation.

**Effect on Competition.** The potential market is limited because not all advertisers work in every market. Choice of advertising medium is somewhat price sensitive, but primarily driven by location and size of circulation in comparison with City's target audience.

**No Favoritism.** Not applicable due to the lack of competitors and specialized contracting needs.

## **E-3 – Equipment Repair and Overhaul.**

**Alternate Award Process.** As needed, in City's discretion.

**Cost Savings and Other Benefits.**

1. Pre-contract pricing is difficult to obtain and cannot be relied upon.

2. City has discretion to decide whether costs of solicitation are justified in relationship to size of contract and availability of skilled technicians to repair the specific equipment.
3. Delay required for solicitation would impair City's ability to respond to equipment breakdown and be injurious to the public interest.
4. Experience with contractor is crucial because reliability over the course of several projects is important.

**Effect on Competition.** Allows contractor to be selected based on ability to provide accurate, reliable and fast service.

**Effect on Favoritism.** Favoritism will not be greater than if statutory request for proposals process is used.

#### **E-5 - Copyrighted Materials.**

**Alternate Award Process.** As needed, in City's discretion.

**Cost Savings and Other Benefits.** Necessary to allow City to acquire special needs products that are unique.

**Effect on Competition.** None. There is no competitive market for a unique product. Copyrighted materials are generally acquired from a sole-source copyright holder, as used property, or by donation.

**No Favoritism.** Not applicable due to the lack of competitors and specialized contracting needs.

#### **E-7 – Requirements Contracts.**

**Alternate Award Process.** Original contract must be based on a competitive process.

**Cost Savings and Other Benefits.** Size and frequency of procurements does not justify the cost of solicitation. Period of time from recognition of need until good or service required too short to issue solicitation.

**Effect on Competition.** Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years.

**Effect on Favoritism.** Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years.

## **E-8 – Office Copier Purchases.**

**Alternate Award Process.** Original contract must be based on a competitive process.

**Cost Savings and Other Benefits.** Size and frequency of procurements does not justify the cost of solicitation. Period of time from recognition of need until good or service required too short to issue solicitation.

**Effect on Competition.** Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years. In addition, rule requires evaluation and award based upon multiple factors, not just cost.

**Effect on Favoritism.** Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years. In addition, rule requires evaluation and award based upon set factors, in addition to cost.

**Other Factors.** Allows Contracting Agency to address emergency circumstances. Cannot anticipate when immediate replacement or repairs will be needed to ensure normal operations.

## **E-9 - Manufacturer Direct Supplies.**

**Alternate Award Process.** Subject to cost saving analysis.

**Cost Savings and Other Benefits.** Allowed only after a formal solicitation is completed and manufacturer's price is less than offers received. Cost of formal solicitation, therefore not merited.

**Effect on Competition.** None. Allowed only after assessment of manufacturer's costs to distributor within the same pool of potential contractors that would be qualified to respond to an invitation to bid.

**Effect on Favoritism.** None. Allowed only after assessment of manufacturer's costs to distributor within the same pool of potential contractors that would be qualified to respond to an invitation to bid.

**Other Factors.** Allowed on a contract-by-contract basis and shall not result in an ongoing price agreement, further fostering competition.

## **E-10 – Gasoline, Diesel Fuel, Heating Oil, Lubricants and Asphalt.**

**Alternate Award Process.** Intermediate procurement process.

**Cost Savings and Other Benefits.** Frequency and amount of exempt item purchases do not justify the cost of solicitation. Period of time from recognition of need through contract award too long for needed purchases of exempt fungible goods.

**Effect on Competition.** Minimal. Intermediate procurement process surveys market and ensures level of competition appropriate for these frequently purchased goods.

**Effect on Favoritism.** Purchase based on cost. Intermediate procurement process sufficiently avoids any favoritism.

#### **E-11 – Hazardous Material Removal; Oil Cleanup.**

**Alternate Award Process.** Rule encourages competitive procedures to the extent reasonable under the circumstances.

**Cost Savings and Other Benefits.** Avoids unnecessary cost and delay associated with procurement procedures when most qualified available contractor required for immediate performance. Primary consideration is public safety and compliance with hazardous material laws.

**Effect on Competition.** Minimal, given competitive procedures encouraged by Rule and supporting findings describing circumstance requiring clean up.

**Effect on Favoritism.** Minimal, given competitive procedures encouraged by Rule and supporting findings describing circumstance requiring clean up.

**Other Factors.** Exemption necessary to ensure City's ability to comply with State law governing hazardous materials.

#### **E-13 – Medical and Laboratory Supplies.**

**Alternate Award Process.** Direct award to different vendors allowed, following initial competitive solicitation process.

**Cost Savings and Other Benefits.** Frequency and amount of exempt item purchases do not justify the cost of solicitation. Period of time from recognition of need through contract award too long for needed purchases of exempt fungible goods.

**Effect on Competition.** Minimal. Intermediate procurement process surveys market and ensures level of competition appropriate for these frequently purchased goods.

**Effect on Favoritism.** Purchase based on cost. Intermediate procurement process sufficiently avoids any favoritism.

#### **E-14 – Concession Agreements.**

**Alternate Award Process.** When in City's best interest, a competitive proposal solicitation will be used.

**Cost Savings and Other Benefits.** Allows City to take advantage of unique revenue opportunities.

**Effect on Competition.** Responds to unique opportunities for which the number of competitors may range from none to many.

**Effect on Favoritism.** No impact. Responds to unique opportunities.

**Other Factors.** Not a contract for the acquisition or disposal of goods, or services or public improvements. Most similar to personal services contract because the quality of the concession may be more important than price factors. Variation in types and sizes of concession opportunities is too great to provide a single method of solicitation. Statutory public contracting requirements may not apply. May not be a public contract. Most similar to personal services contract. Findings may not be required.

#### **E-15 – Used Personal Property, Purchase of.**

**Alternate Award Process.** Rule requires individualized ORS 279B.085 findings and an intermediate procurement process, where feasible.

**Cost Savings and Other Benefits.** Allows City to take advantage of unique opportunity to acquire needed goods and services for discounted prices.

**Effect on Competition.** No impact. Responds to unique opportunities.

**Effect on Favoritism.** No impact. Responds to unique opportunities.

#### **E-16 – Surplus Personal Property, Disposition of.**

**Alternate Award Process.** Any means in City's best interest, after making individualized ORS 279B.085 findings. Items with a residual value of more than \$10,000 require local contract review board prior authorization.

**Cost Savings and Other Benefits.**

1. Avoids unnecessary solicitation expense by allowing City to determine whether cost of solicitation is justified by value of surplus property.
2. Allows City to establish programs for donation to charitable organizations.

**Effect on Competition.** No impact. Responds to unique opportunities.

**Effect on Favoritism.** No impact. Responds to unique opportunities.

**Other Factors.** Variations in the type, quantity, quality and opportunities for recycling of surplus property are too large to have this class of contracts governed by a single solicitation method.





## MEMORANDUM

Date: February 14, 2023  
To: City Council  
From: Liane Welch, City Manager  
Subject: Request approval to purchase Hiker/Biker ADA bathroom shower

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Dear City Council:

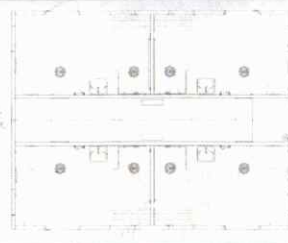
Bay City has been successful in obtaining the funds to move forward with the Hiker/Biker campground. Attached is the cost estimate, \$230,678.10. Our original budget for this line item was \$268,973. Therefore, we are under budget on this line item. Staff is requesting Council approval to purchase the ADA bathroom/shower.

### Status of the Project:

The archeological report is complete, and in the 30-day SHPO and tribal review period. We are waiting for this report to be complete before we start planting the native plants. The restoration plan has been completed. The in-water work window for the stream restoration project is from July 1 to Sept 15.

The bicycle kiosk has been ordered. The kiosk purchase price was \$15,230.00. We budgeted \$21,250 for the kiosk.

We plan to construct the ADA bathroom/shower this summer.



Navajo with chase restroom/shower building. Standard features include simulated barnwood texture walls, simulated cedar shake textured roof, vitreous china fixtures, interior and exterior lights, hot water, modular shower units, off loaded and set up at site.

Base Price	Price per unit	Click to select
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Navajo 20' x 26'	\$ 167,755.00	167,755.00
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**Added Cost Options:**

Final Connection to Utilities		\$ 7,000.00	<input type="checkbox"/>	0.00
Optional Wall Texture -choose one	<input type="radio"/> Split Face Block (\$4,000) <input type="radio"/> Struck Trowel (\$4,000) <input type="radio"/> Stone (\$5,500)		<a href="#">Reset Wall Texture</a>	
Optional Roof Texture -choose one	<input type="checkbox"/> Delta Rib	\$ 4,000.00		0.00
Insulation and Heaters		\$ 19,500.00	<input type="checkbox"/>	0.00
Stainless Steel Water Closet (each)	Qty: 4	\$ 1,500.00	<input checked="" type="checkbox"/>	6,000.00
Stainless Steel Lavatory (each)	Qty: 4	\$ 1,100.00	<input checked="" type="checkbox"/>	4,400.00
Electric Hand Dryer (each)	Qty: 4	\$ 700.00	<input checked="" type="checkbox"/>	2,800.00
Electronic Flush Valves (each)	Qty: 4	\$ 750.00	<input type="checkbox"/>	0.00
Electronic Lavatory Faucets (each)	Qty: 4	\$ 750.00	<input type="checkbox"/>	0.00
Exterior Mounted ADA Drinking Fountain w/Cane Skirt (each)	Qty: 1	\$ 4,500.00	<input type="checkbox"/>	0.00
Coin Operated Shower Control (each)	Qty: 4	\$ 2,500.00	<input type="checkbox"/>	0.00
Bill Changer (each)	Qty: 1	\$ 6,750.00	<input type="checkbox"/>	0.00
Skylights (each)	Qty: 4	\$ 950.00	<input type="checkbox"/>	0.00
Marine Grade Skylight in Restroom (each)	Qty: 4	\$ 2,450.00	<input checked="" type="checkbox"/>	9,800.00
Fiberglass Entry and Chase Doors and Frames (each)	Qty: 5	\$ 1,000.00	<input checked="" type="checkbox"/>	5,000.00
Optional Door Closures (each)	Qty: 5	\$ 450.00	<input type="checkbox"/>	0.00
Tile Floor in Restroom (per section)		\$ 6,000.00	<input type="checkbox"/>	0.00
2K Anti-Graffiti Coating (per section)		\$ 3,500.00	<input type="checkbox"/>	0.00
Timed Electric Lock System (2 doors - does not include chase door)	Qty: 4	\$ 600.00	<input type="checkbox"/>	0.00
Exterior Frostproof Hose Bib with Box (each)	Qty: 1	\$ 500.00	<input type="checkbox"/>	0.00
Paper Towel Dispenser (each)	Qty: 4	\$ 200.00	<input type="checkbox"/>	0.00
Toilet Seat Cover Dispenser (each)	Qty: 4	\$ 100.00	<input type="checkbox"/>	0.00
Sanitary Napkin Disposal (each)	Qty: 4	\$ 75.00	<input checked="" type="checkbox"/>	300.00
Baby Changing Station (each)	Qty: 4	\$ 675.00	<input type="checkbox"/>	0.00
CXT Wastebasket (each)	Qty: 4	\$ 150.00	<input checked="" type="checkbox"/>	600.00
<b>Total Cost of Selected Accessories from Accessories Price List:</b>			\$	<b>28,900.00</b>

Custom Options:	\$
Engineering and State Fees:	\$ 6,000.00
Estimated One-Way Transportation Costs to Site (quote):	\$ 23,500.00
Estimated Tax:	\$
<b>Total Cost per Unit Placed at Job Site:</b>	<b>\$ 226,155.00</b>
OR Management Fee (2% of building cost, including shipping):	\$ 4,523.10
<b>Grand Total:</b>	<b>\$ 230,678.10</b>

**Estimated monthly payment on 5 year lease \$4,545.72**

This price quote is good for 60 days from date below, and is accurate and complete.

**Todd Weger**  
Digitally signed by Todd Weger  
Date: 2023.01.09 13:59:04 -08'00'

CXT Sales Representative

Date

I accept this quote. Please process this order.

Company Name

Customer

Date



CXT® Precast Concrete Products manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES): CXT Precast Concrete Products, 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206

2. ORDERING PROCEDURES: Fax 509-928-8270

3. PAYMENT ADDRESS(ES):

**Remitting by check:**

CXT, Inc., PO Box 676208, Dallas, TX 75267-6208

**Remitting by ACH or wire transfer:**

Beneficiary: CXT, Inc.

Beneficiary Bank: PNC Bank, Pittsburgh, PA

Account: 1077766885 ABA/Routing: 043000096

Email remittance details to AR@lbfoster.com

4. WARRANTY PROVISIONS: CXT provides a one (1) year warranty. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;

2. To any goods which have been subject to misuse, negligence, acts of God or accidents; or

3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

5. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements. Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for special equipment required to perform

delivery and installation. Customers will negotiate installation on a project-by-project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at <http://www.cxtinc.com>.

In the event delivery of the building/s ordered is/are not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract value (excluding shipping and installation costs) will be submitted for payment. Delivery and installation charges will be invoiced at the time of delivery and installation.

Should the delivery and installation costs increase due to changes in the delivery period, this increase will be added to the price originally quoted, and will be subject to the contract payment terms.

In the event that the delivery is delayed more than 90 days after the agreed to schedule and through no fault of CXT, then in addition to the remedies above, a storage fee of 1-1/2% of contract price per month or any part of any month will be charged.

\*\*Customer is responsible for all local permits and fees.

6. DELIVERY CHARGE: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers.

7. PAYMENT TERMS: All orders are cash in advance. At CXT's discretion, credit may be given after approval of credit application. Payment to CXT by the purchaser of any approved credit amount is net 30 days after submission of invoice to purchaser. Interest at a rate equal to the lower of (i) the highest rate permitted by law; or (ii) 1.5% per month will be charged monthly on all unpaid invoices beginning with the 35th day (includes five (5) day grace period) from the date of the invoice. Under no circumstance can retention be taken. If CXT initiates legal proceeding to collect any unpaid amount, purchaser shall be liable for all of CXT's costs, expenses and attorneys' fees and costs of any appeal.

8. LIMITATION OF REMEDIES: In the event of any breach of any obligations hereunder; breach of any warranty regarding the goods, or any negligent act or omission of any party, the parties agree to submit all claims to binding arbitration. Any settlement reached shall include all reasonable costs including attorney fees. In no event shall CXT be subject to or liable for any incidental or consequential damages. Without limitation on the foregoing, in no event shall CXT be liable for damages in excess of the purchase price of the goods herein offered.

9. DELIVERY INFORMATION: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers. Use the information below to determine the origin:

- F.O.B. 6701 E. Flamingo Avenue, Building 300, Nampa, ID 83687 applies to: AK, CA, HI, ID, MT, ND, NV, OR, SD, UT, WA, WY.

- F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

- F.O.B. 362 Waverly Road, Williamstown, WV 26183 applies to AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, VA, VT, WI, WV.

- Prices exclude all federal/state/local taxes. Tax will be charged where applicable if customer is unable to provide proof of exemption.

**Exterior Color Options** (For single color mark an X. For two-tone combinations use W = Walls and R = Roof.)

<input type="checkbox"/> Amber Rose	<input type="checkbox"/> Liberty Tan	<input checked="" type="checkbox"/> Berry Mauve	<input type="checkbox"/> Sage Green
<input type="checkbox"/> Toasted Almond	<input type="checkbox"/> Oatmeal Buff	<input type="checkbox"/> Buckskin	<input type="checkbox"/> Rosewood
<input type="checkbox"/> Sun Bronze	<input type="checkbox"/> Golden Beige	<input type="checkbox"/> Mocha Caramel	<input type="checkbox"/> Malibu Taupe
<input type="checkbox"/> Sand Beige	<input type="checkbox"/> Natural Honey	<input type="checkbox"/> Salsa Red	<input type="checkbox"/> Java Brown
<input type="checkbox"/> Pueblo Gold	<input type="checkbox"/> Cappuccino Cream	<input type="checkbox"/> Coca Milk	<input type="checkbox"/> Raven Black
<input type="checkbox"/> Granite Rock	<input type="checkbox"/> Georgia Brick	<input type="checkbox"/> Western Wheat	<input type="checkbox"/> Nuss Brown
<input type="checkbox"/> Rich Earth	<input type="checkbox"/> Charcoal Grey	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Evergreen

Special roof color # \_\_\_\_\_

Special wall color # \_\_\_\_\_

Special trim color # \_\_\_\_\_

**Rock Color Options**

Basalt                       Mountain Blend                       Natural Grey                       Romana

**Roof Texture Options**

Cedar Shake                       Ribbed Metal

**Wall Texture Options** (For single color mark an X. For top and bottom textures use T = Top and B = Bottom.)

<input type="checkbox"/> Barnwood	<input type="checkbox"/> Horizontal Lap	<b>Can only be used as bottom texture</b>	
<input type="checkbox"/> Split Face Block	<input checked="" type="checkbox"/> Board & Batt	<input type="checkbox"/> Napa Valley Rock	<input checked="" type="checkbox"/> River Rock
<input type="checkbox"/> Stucco/Skip Trowel	<input type="checkbox"/> Brick	<input type="checkbox"/> Flagstone	

(Textures not included in CXT's quote are additional cost.)

**Door Opener Options**

Non-locking ADA Handle                       Privacy ADA Latch                       Pull Handle/Push Plate

**Deadbolt Option**

CXT supplied

**Accessible Signage Options**

Men                       Women                       Unisex

**Toilet Paper Holder Options**

2-Roll Stainless Steel                       3-Roll Stainless Steel

**Notes:** We want the each door to have an access code to open the doors that can be changed by staff.





## DELIVERY AND INSTALLATION QUESTIONNAIRE

1. Customer: City of Bay City, Oregon Site location: 5405 Trade St., Bay City, OR 97107

2. Your name: Liane Welch Title: City Manager

3. Desired delivery date: July 17, 2023

4. Physical address: 5405 Trade St, Bay City, OR 97107

**Please provide written directions from the closest town to your job site (maps acceptable).**

5. Who will be the representative on site? Roy Markee Phone #: 503-812-4918

**NOTE: This person will have the ability to sign for the acceptance of the building as well as authorize any changes onsite.**

6. Is there cell phone coverage at the site?  YES  NO  
If NO, how far would we need to travel to get service? \_\_\_\_\_

**The trucks delivering your building can range from 75' to 120' long and can weigh up to 150,000 lbs. They require a 32' wide, firm surface to make a 90 degree turn. Some of the trailers only have 6 to 8 inches of ground clearance so even road camber can cause a problem. These trucks need a 14' wide by 15' tall clear path for travel and even wider clearance at corners.**

7. Will your site accommodate the scenario listed above?  YES  NO  
If NO, additional equipment and crane time will be required. Please call for quote.

I included pictures and a map. You may want to visit the site first. We believe it is accessible.

8. Is it possible that our transport driver will encounter any of the following on our way to the job site or during the installation (including overhead obstacles):

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Load limit bridges     | <input type="checkbox"/> Seasonal road restrictions | <input type="checkbox"/> Switchback roads | <input type="checkbox"/> Low clearance |
| <input checked="" type="checkbox"/> Steep grade | <input type="checkbox"/> Rough terrain              | <input type="checkbox"/> Trees or stumps  | <input type="checkbox"/> Power lines   |
| <input type="checkbox"/> Signs                  | <input type="checkbox"/> Fences                     |   |  |

Please provide detail if any of the above apply.

There are a couple of ways to the Oregon Coast. Hwy 22 has length and weight limits. Hwy 6 from the Portland metro area travels over the coast range. Hwy 6 has steep grades and rough road near the summit with some road slumping. Hwy 6 has large semi tractor trailers traveling these roads all day and night.

9. Will the transport equipment be able to access the site in inclement weather (rain, snow, etc.)?  YES  NO

If NO, is there an alternate route to access the site?

It will be much easier to work at this site during the dry summer months. Since this is 150-180 days out this should work schedule wise.

10. Due to the weight, the equipment can damage underground utilities in parks. Is there any possibility of this happening?  YES  NO

**PLEASE NOTE: CUSTOMER IS RESPONSIBLE FOR MARKING THE EXACT LOCATION OF THE BUILDING AND A UTILITY LOCATE (CALL BEFORE YOU DIG) MUST BE DONE PRIOR TO OUR ARRIVAL FOR INSTALLATION.**

If YES, please explain:

11. Does a tractor trailer and a crane have the ability to get within 2 feet of the actual install site?

YES  NO

**Please reference the site mock ups to determine if either of these two scenarios is acceptable.**

12. Is the pad built to or the hole dug to the specifications provided by CXT?  YES  NO The site will be prepared prior to delivery.
13. Has the pad compaction and level been verified by a third party inspection?  YES  NO delivery.

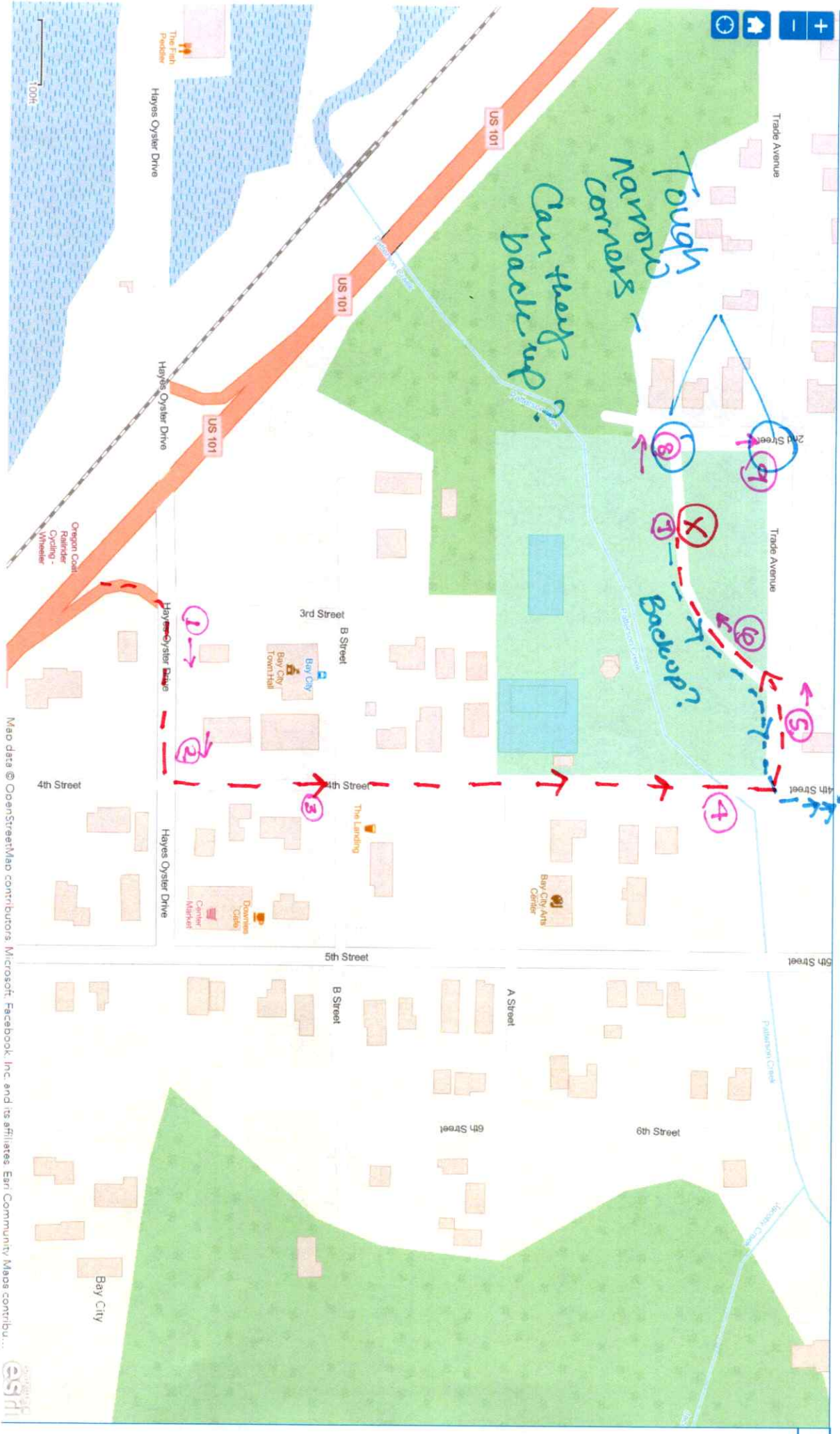
**NOTE: Your building pad is required to be constructed in accordance with the FOUNDATION DETAIL in your drawing packet as well as the CXT CONCRETE BUILDINGS SUBGRADE PREPARATION CHECKLIST. If this is not verified by a certified testing agency, your warranty may be voided.**

14. Are the stub ups correct per the drawing for your building?  YES  NO

15. Will a plumber and/ or electrician be on site to adjust the stub ups if they are not correct?  YES  NO  
**It is your responsibility to make sure that water and electricity are available and ready to be connected on the day of the installation and that the stub ups and pad are correct!**

- ❖ There is a possibility that damage to your site may occur (sidewalks, grass, curbing, asphalt, underground utilities, etc.). While we do not accept liability for this damage, there may be steps we can take to minimize the potential for this damage (steel plates, gravel ramps, etc.) at an additional cost.
  - **For forest service projects, per FAR 52.236-2, differing site conditions will need to be agreed upon prior to the start of the project.**
- ❖ The installer will conduct a safety meeting the morning of the installation. Anyone who plans to be onsite during the installation is required to attend this meeting.
- ❖ Any work outside of this scope you will need to negotiate directly with the installer. it is up to their discretion whether or not to accept it!
- ❖ **IMPORTANT:** Additional charges can and/or will be charged to the customer for any out of scope site work including, but not limited to: any of the above listed conditions, temporary off load due to any cause (weather), short trailer transfer, blasting/rock removal, and larger than normal crane requirements. Please check with CXT if you have any concerns or questions

Please visit our website at <http://www.cxtinc.com> as it contains information that can be very helpful to you.



Tough narrow corners - can they get back up?

Backpack?

① = Photo = A =



Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contribu...







## BUDGET CALENDAR FY 2023-2024

### **ON OR BEFORE TUESDAY FEBRUARY 14**

Approve proposed calendar, committee members, and budget officer

### **ON OR BEFORE FEBRUARY 24**

Budget officer to supply department heads with Preliminary budget for review

### **FEBRUARY, MARCH, APRIL**

Staff prepares proposed budget for review

### **MONDAY, APRIL 10**

Send to HH - Publish first and 2nd notice of budget committee meeting  
(No earlier than 30 days prior to meeting)  
*Publishing dates will be April 18, and April 25*

### **MONDAY, MAY 1**

Budget committee first meeting

### **TUESDAY, MAY 2**

Additional budget committee meeting (if needed)

### **MONDAY, MAY 22**

Send to HH - Publish notice of budget hearing.  
(No earlier than 30 days prior to hearing, no less than 5)  
*Publishing date will be May 30*

### **TUESDAY, JUNE 13**

Public Hearing to adopt FY 2023-2024 budget.

### **ON OR BEFORE, THURSDAY JULY 28**

Submit budget documents to the County and SOS

### **Council Members**

David McCall, Mayor  
Kathy Baker, Councilor  
Tom Imhoff, Councilor  
Tony Boatman, Councilor  
Melissa Rondeau,  
Councilor  
Tim Josi, Councilor  
Vacant Councilor Position

### **Budget Committee Members**

Two-Year terms / Term End

Shaena Peterson.....2024  
Pat Vining.....2024  
Mike Rawson.....2024  
Bob Miles.....2025  
Greg Sweeney..... 2025  
Amanda Stanaway.....2025  
Vacant.....

### **Budget Officer**

Lindsey Gann, Finance Director

All meetings will be held at City Hall

## CITY OF BAY CITY

### AKS Engineers & Forestry

#### CITY ENGINEER CONTRACT

This Contract is made by and between the City of Bay City, hereinafter referred to as the City, and AKS Engineers & Forestry LLC, a Washington Limited Liability Company, hereinafter referred to as AKS. In consideration of the promises, covenants conditions, terms, stipulations and payments hereinafter set forth herein, City and AKS agree to the following terms and conditions relevant to AKS's provision of engineering services to the City.

**1. SCOPE OF WORK:** The City of Bay City employs AKS under the terms of this Contract for the purpose of provided engineering services for the City, as the City Engineer, on an as-needed basis. These services include, but are not limited to: site Development Plan review, engineering support services, information support services and special projects for the City.

**2. TIME FOR PROJECT:**

AKS shall begin January 1, 2023 and be continuous from the last written contract between the parties, as the City Engineer for the City of Bay City, in accordance with the terms set forth herein. This contract shall expire on December 31<sup>st</sup>, 2023 unless mutually extended by both parties in writing and signed by both parties.

**3. SERVICES TO BE RENDERED:**

**A. SITE DEVELOPMENT PLAN REVIEW:**

At the request of the Public Works Director and upon the submittal of a land use application by an applicant, the City Engineer shall analyze tentative plans, survey reports, easements, topographical maps, soils reports, drawings, blueprints, as-built plans and other topographical and geological data necessary for site development of approved projects for compliance with City and any other applicable governmental agency standards and for compatibility with the existing City infrastructure for public infrastructure improvements, including, but not limited to, street right-of-ways, waterline extensions, sewer line extensions, erosion control and storm water system improvements.

AKS shall submit a written report to the City within 20 calendar days of receipt of the necessary data from the City, or such other date as the Public Works Director shall direct. The report shall indicate all incomplete information and all information inconsistent with applicable criteria.

AKS's work on each project shall be concluded when the plans are approved by City Public Works Director upon satisfactory findings of fact or upon expiration of the project

due to failure of the applicant to submit required or revised plans within timelines required by ordinance.

AKS shall keep all billings segregated by project and shall keep the Public Works Director apprised if the amount of the engineering fees is close to the amount collected by the City for site development fees on any specific project.

**B. ENGINEERING SUPPORT SERVICES**

Engineering support services may be authorized by the City Council or by the Public Works Director.

As directed by the City Council and under the supervision of the City Public Works Director, AKS shall provide services as directed, including, but not limited to, review of engineering plans for street right-of-way improvements, water system improvements, sewer system improvements, erosion and sedimentation control for public works projects and storm drainage improvements. Authorized projects may include preparation or review of Infrastructure Master Plans and Capitol Improvement Plans for the City.

As authorized by the Public Works Director, AKS may compute load and grade requirements, water flow rates, material stress factors and other computations to determine design specifications.

AKS shall submit a written report to the Public Works Director by the first day of each month detailing the work performed in the previous month, the hours worked and the amount being charged to the City for all services and fees. The written report shall include any inspection reports done in the previous month. In the event that there are specific funding sources to pay for the engineering costs, AKS shall segregate the time and billings for each separate project on its monthly time and billing reports.

**C. INFORMATION SUPPORT SERVICES**

If requested by the City Council and the Public Works Director, AKS shall respond to questions and concerns regarding the City's infrastructure system, policies, CIP projects and shall attend meetings and workshops as requested. AKS shall attend one City Council meeting per calendar year quarter at no charge to the City. AKS shall provide the City Council with a written report by the first day of each month of all work performed by AKS, as the City Engineer, in the previous month. This report shall summarize all work conducted by AKS for the City in the prior calendar month and shall identify the status of any projects in which AKS is involved and what expected future actions need to take place, so that the Council is advised of what has occurred and issues that may arise in the future.

**D. SPECIAL PROJECTS.** The Bay City Council may, from time to time, request AKS to provide special project engineering services. All special projects shall first be approved by the City Council. The City Council may request AKS to provide an estimate

of the project cost; however, unless agreed between the parties, all services and costs rendered in the project shall be billed in accordance with the terms and conditions set forth in this Contract. Special projects may include projects using AKS, as the City Engineer, as the primary engineer for a construction or improvement project, as well as any other project requested by the City.

#### **4. BILLING AND PAYMENT**

AKS shall submit its itemized bill and its monthly written report to the Public Works Director on the first day of each month for the previous month's work, as part of its written monthly report detailing the type and date of the work and services provided to the City for the previous month. AKS shall specify in the billing which project incurred each charge.

All services and expenses shall be charged to the City, as per the attached Fee Schedule, Exhibit 1. The City shall pay such bills in full within thirty (30) days upon receipt of billing invoice and the monthly report. The City agrees to pay AKS interest on any past due invoice at a rate of one percent (1 %) per month; however, the City will not pay the monthly invoice unless it is accompanied by the written monthly report summarizing the prior months work, and no interest shall accrue on the invoice balance. Further, the City shall not consider payment of any invoice, accompanied by the monthly report, if it is submitted to the City after the first day of the month, at which time, it will be placed on the following month's agenda for approval.

#### **5. PROFESSIONAL CONDUCT**

AKS shall perform all work consistent with the skill and care ordinarily exercised by other professional consultants practicing in the same locality under similar conditions for similar services as of the time AKS performs the work. All engineers and any other persons working on any project for the City who are required to be licensed by the State of Oregon shall maintain their licenses in good standing during the time of this Contract. During the time this Contract is in effect, AKS shall not engage in any work within the City of Bay City which would conflict with AKS's role as the City's Engineer.

#### **6. CITY OBLIGATIONS**

The City shall furnish to AKS all documents and information in the possession of the City that relates to any particular project or issue which the City wishes to have AKS's input, as well as providing all City regulations and standards that apply to the issue. AKS shall be entitled to rely on City-supplied documents and information in performing the work. AKS assumes no responsibility or liability for their accuracy or completeness and has a right to rely upon the information provided by the City.

#### **7. LIABILITY OF AKS**

AKS shall procure and maintain insurance policies with such coverage and in such amounts and for such period of time as required by and set forth in this Contract.

**8. INSURANCE**

Prior to the performance of any work under this Contract, AKS shall purchase and maintain from a company or companies lawfully authorized to do business in the State of Oregon insurance for the work to be performed under this Contract as will protect AKS and the City from claims set forth below and which arise out of or result from the acts, errors, omissions, or operations of AKS under this Contract or those of its employees or sub-vendors, or anyone else for whose acts, errors, omissions, or operation AKS may be liable.

The insurance required herein shall not be written for less than the following amounts:

Worker’s Compensation	Statutory
Employer’s Liability	\$1,000,000
Commercial General Liability	\$2,000,000 per occurrence \$2,000,000 aggregate
Business Automobile Liability	\$1,000,000
Professional Liability	\$2,000,000

**9. OWNERSHIP OF DATA**

All materials resulting from AKS work under this Contract, when paid for, shall become the property of City. AKS retains the sole and exclusive right of ownership with respect to any patentable concepts, copyrightable expressions or other proprietary information. However, all reports, maps and underlying data, including all electronic data, shall be provided to the City, and shall become City property to be utilized by the City in any way the City deems appropriate.

**10. SUSPENSION OF WORK**

The City may, upon two (2) days’ written notice to AKS, suspend all or any part of the work to be performed hereunder for such period of time as the City may direct. The City shall be responsible for payment of all of AKS’s reasonable charges incurred up to the time of suspension, but shall not be responsible for payment of any charges which relate to the work suspended for the duration of the suspension.

**11. TERMINATION**

The City may terminate this Contract upon five (5) days advance written notice to AKS. Upon termination, the City may take over and complete the project. The City may pay AKS only amounts that are due and owing as of the date of termination; however, no payment is required until AKS delivers to the City all data and reports that it obtained,

and/or compiled on all projects, as well as all materials, mapping and electronic data obtained and formulated on all projects through the date of termination.

## **12. DISPUTES**

Any dispute relating to this Contract may be submitted to mediation or arbitration by mutual consent of the parties. Arbitration shall be before a single arbitrator, whose fees shall be split equally between the parties, and who shall be mutually agreed to between the parties. No written or oral representation made during the course of any settlement shall be deemed a party admission. The arbitration shall be conducted in accordance with the Portland Arbitration Service rules. The award rendered by the arbitrator shall not include any punitive damages and shall be considered binding; judgment may be entered upon it in accordance with the applicable law in any court having jurisdiction.

## **13. INDEPENDENT CONTRACTOR**

AKS shall be fully independent in performing the work provided by this Contract and is not an agent or employee of the City. AKS shall be solely for the compensation, benefits, contributions, and taxes, if any, under both state and federal law, of its employees, subcontractors, and agents. AKS shall not be eligible for any benefits as a result of payments made pursuant to this contract including, but not limited to: social security, Public Employee Retirement System benefits, health insurance coverage and unemployment benefits.

## **14. ASSIGNMENT**

This Contract is personal between the parties. Neither party to this Contract may assign its duties and obligations hereunder without the prior written consent of the other party. In the event that AKS believes other expert services are required, AKS may request approval from the City Council for hiring the expert services or the Council may hire the expert on its own.

## **15. SURVIVAL**

Neither completion of the services hereunder nor any termination or cancellation of this Contract shall be deemed to relieve AKS or City of any obligations hereunder that survive such completion, termination or cancellation, including but not limited to payment, indemnities, and confidentiality.

## **16. GOVERNING LAW, JURISDICTION**

This Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Oregon.

## **17. SEVERABILITY**

In the event that any provision herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in full force and effect and binding upon the parties hereto.

## **18. ATTORNEY'S FEES**

In the event of litigation between the parties to this Contract that results in a final judgment or decision in favor of one party, the prevailing party shall be entitled to recover from the other party all reasonable costs and attorney's fees, at arbitration, trial or any appeal therefrom as defined in the judgement.

**19. INTEGRATION AND ENTIRE CONTRACT**

This Contract and the documents attached hereto, and which are incorporated herein, constitute the entire Contract between the parties and cannot be changed except by a written instrument signed by AKS and City. This Contract is intended by the parties as the final, complete and exclusive expression of the terms and conditions of their agreement. No prior dealings between the parties and no usage of the trade shall be relevant to supplement this Contract, and this Contract shall supersede all other written and/or oral agreements between AKS and the City.

**20. THIRD PARTY RIGHTS**

Nothing herein shall be construed as giving any third party any rights and no action based on a contractual theory of recovery may be brought against AKS, its officers, directors, agents, employees or subcontractors by any third party as a third party beneficiary to this Contract.

**21. INDEMNIFICATION**

Each party shall indemnify and hold the other party harmless from all liability or loss and against all claims and actions based upon or resulting from any damage or injury to persons or property caused by or sustained in connection with the performance of services rendered by AKS under this Contract. AKS shall be solely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of services for the City, and shall indemnify the City of all liability incurred by the City due to the negligent acts of AKS or its agents, employees, servants, or subcontractors.

**22. HEADINGS**

All article headings herein are for convenience only and are not to be construed as part of the Contract or limitations upon the scope of the particular articles to which they refer.

AKS Engineering & Forestry LLC

CITY OF BAY CITY

\_\_\_\_\_  
By: John Christiansen, Member

Date:

\_\_\_\_\_  
By: David McCall, Mayor

Date:

ATTEST:

\_\_\_\_\_  
By: Lindsey Gann, City Recorder

**GRANT AGREEMENT**  
**OREGON DEPARTMENT OF TRANSPORTATION**  
**SMALL CITY ALLOTMENT PROGRAM (SCA)**  
**Project Name: Paving Project**

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

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

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

3. **Project Cost; Grant Funds.** The total estimated Project cost is \$267,280. In accordance with the terms and conditions of this Agreement, ODOT shall provide Recipient grant funds in a total amount not to exceed \$250,000 (the “Grant Funds”). Recipient will be responsible for all Project costs not covered by the Grant Funds.
4. **Project.**
  - a. **Use of Grant Funds.** The Grant Funds shall be used solely for the Project described in Exhibit A (the “Project”) and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless ODOT approves such changes by amendment pursuant to Section 4.c.
  - b. **Eligible Costs.** Recipient may seek reimbursement for its actual costs to develop the Project, consistent with the terms of this Agreement (“Eligible Costs”).
    - i. Eligible Costs are actual costs of Recipient to the extent those costs are:
      - A. reasonable, necessary and directly used for the Project;



- B. permitted by generally accepted accounting principles established by the Governmental Accounting Standards Board, as reasonably interpreted by the State, to be capitalized to an asset that is part of the Project; and
  - C. eligible or permitted uses of the Grant Funds under the Oregon Constitution, the statutes and laws of the state of Oregon, and this Agreement.
- ii. Eligible Costs do NOT include:
- A. operating and working capital or operating expenditures charged to the Project by Recipient;
  - B. loans or grants to be made to third parties;
  - C. any expenditures incurred before the Effective Date or after the Availability Termination Date; or
  - D. costs associated with the Project that substantially deviate from Exhibit A, Project Description, unless such changes are approved by ODOT by amendment of this Agreement;
  - E. right of way costs;
  - F. costs to adjust, reconstruct or relocate utilities; or
  - G. equipment, tools, or materials that could be used beyond the scope of the project.

**c. Project Change Procedures.**

- i. If Recipient anticipates a change in scope or Availability Termination Date, Recipient shall submit a written request to the ODOT Program Manager at [SmallCityAllotments@odot.oregon.gov](mailto:SmallCityAllotments@odot.oregon.gov). The request for change must be submitted before the change occurs.
- ii. Recipient shall not proceed with any changes to scope or Availability Termination Date before the execution of an amendment to this Agreement executed in response to ODOT's approval of a Recipient's request for change. A request for change may be rejected at the sole discretion of ODOT.

**5. Reimbursement Process.**

- a. No later than ninety (90) days after the completion of the Project or Availability Termination Date, whichever occurs first, Recipient shall submit a reimbursement request to ODOT for the Eligible Costs of the Project. Recipient must pay its contractors, consultants and vendors before submitting the request for reimbursement to ODOT. Recipient's failure to timely submit the request for reimbursement may result in non-payment.
- b. Recipient's reimbursement request shall be submitted on Recipient letterhead to the ODOT Program Manager at [SmallCityAllotments@odot.oregon.gov](mailto:SmallCityAllotments@odot.oregon.gov). The reimbursement request must

ODOT/Recipient  
Agreement No. SCA2023-Bay City

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

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

authority and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.

- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. **No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify ODOT immediately if it is debarred, suspended or otherwise excluded from any federally assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.
- e. **Compliance with Oregon Taxes, Fees and Assessments.** Recipient is, to the best of the undersigned(s) knowledge, and for the useful life of the Project will remain, current on all applicable state and local taxes, fees and assessments.

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

## 7. **Records Maintenance and Access; Audit.**

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

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

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

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

## 8. Recipient Subagreements and Procurements

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

### a. Subagreements.

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

### b. Subagreement Indemnity.

- i.** *Recipient’s subagreement(s) shall require the other party to such subagreements(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless State of Oregon, the Oregon Transportation Commission and its members, the Department of Transportation, their officers, agents and employees from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys’ fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of*

*the other party to Recipient's subagreement or any of such party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that ODOT shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of ODOT, be indemnified by the other party to Recipient's subagreement(s) from and against any and all Claims.*

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

**c. Subagreement Insurance.**

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

- ii. All procurement transactions are conducted in a manner providing full and open competition.
- e. **Self-Performing Work.** Recipient must receive prior approval from ODOT Program Manager for any self-performing work.
- f. **Conflicts of Interest.** Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 *et seq.*, as those laws may be subsequently amended.

## 9. Termination

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

## 10. GENERAL PROVISIONS

**a. Contribution.**

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

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

- b. Contract-related Indemnification.** Subject to any limitations imposed by State law and the Oregon Constitution, Recipient agrees to the following contract-related indemnification for all

projects authorized under this Agreement: Where Recipient contracts for services or performs project management for a project, Recipient shall accept all responsibility, defend lawsuits, indemnify, and hold State harmless, for all contract-related claims and suits. This includes but is not limited to all contract claims or suits brought by any contractor, whether arising out of the contractor's work, Recipient's supervision of any individual project or contract, or Recipient's failure to comply with the terms of this Agreement. This Section 10.b. shall survive any expiration or termination of this Agreement.

- c. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- d. **Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.
- e. **Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- f. **No Third-Party Beneficiaries.** ODOT and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.
- g. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, email or mailing the same, postage prepaid, to Recipient Contact or ODOT Program Manager at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section 10.g. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against ODOT, such facsimile transmission must be confirmed by telephone notice to ODOT Program Manager. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.
- h. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between ODOT (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party



hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

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

ODOT/Recipient  
Agreement No. SCA2023-Bay City

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

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

**Signature Page to Follow**

**City of Bay City**, by and through its Governing  
Body

By \_\_\_\_\_  
(Legally designated representative)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

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

By \_\_\_\_\_  
Recipient's Legal Counsel

Date \_\_\_\_\_

**Recipient Contact:**

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

**ODOT Contact:**

Shelly White-Robinson, Project Manager  
455 Airport Road, SE, Bldg B  
Salem, OR 97301  
(971) 707-3924  
Shelly.White-Robinson@odot.oregon.gov

**STATE OF OREGON**, by and through its  
Department of Transportation

By \_\_\_\_\_  
Statewide Investments Management  
Section Manager

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
Program Manager

Date \_\_\_\_\_

By \_\_\_\_\_  
State Traffic-Roadway Engineer

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

By Sam Zeigler via email saved to file  
Assistant Attorney General

Date December 27, 2022

**SCA Program Manager:**

Deanna Edgar  
355 Capitol St NE, MS 21  
Salem, OR 97301-4178  
(503) 986-3441  
Deanna.Edgar@odot.oregon.gov

## **EXHIBIT A**

### **Project Description**

**Agreement No. SCA2023-Bay City**

**Project Name: Paving Project**

#### **A. PROJECT DESCRIPTION**

Main Street from approximately 9<sup>th</sup> Street to 13<sup>th</sup> Street  
14<sup>th</sup> Street from approximately Spruce Street to Williams Street  
16<sup>th</sup> Street from approximately Spruce Street to Williams Street

The project includes widening sections of Main St. and then paving to a 20 ft. width; approximately 450 ft. of 14<sup>th</sup> St. will be widened and then paved; 16<sup>th</sup> St. will be paved.

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

## EXHIBIT B

### Recipient Requirements

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

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

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

- iv. Recipient shall promptly notify ODOT of Project completion and allow ODOT to inspect Project sidewalks, curb ramps, and pedestrian-activated signals located on or along a state highway prior to acceptance of Project by Recipient and prior to release of any Recipient contractor.
  - v. Recipient shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Recipient shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, disability organizations, and ODOT at least 10 days prior to the start of construction.
- b. Local Roads:** For portions of the Project located on Recipient roads or facilities that are not on or along a state highway:

- i. Recipient shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian-activated signals, is designed, constructed and maintained in compliance with the ADA.
- ii. Recipient may follow its own processes or may use ODOT's processes for design, construction, or alteration of Project sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:

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

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

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

- c. Recipient shall ensure that any portions of the Project under Recipient's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Recipient ensuring that:
  - i. Pedestrian access is maintained as required by the ADA,
  - ii. Any complaints received by Recipient identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
  - iii. Recipient, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the Project in compliance with the ADA requirements that were in effect at the time the Project was constructed or altered,
  - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
  - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
- d. Maintenance obligations in this Section 5 shall survive termination of this Agreement.

#### **6. Work Performed within ODOT's Right of Way**

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

#### **7. General Standards**

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

## **8. Land Use Decisions**

- a. Recipient shall obtain all permits, "land use decisions" as that term is defined by ORS 197.015(1) (2020), and any other approvals necessary for Recipient to complete the Project by the Project completion deadline identified in Exhibit A (each a "Land Use Decision" and collectively, "Land Use Decisions").
- b. If at any time before the Availability Termination Date identified in Section 1 of this Agreement ODOT concludes, in its sole discretion, that Recipient is unlikely to obtain one or more Land Use Decisions before the Availability Termination Date, ODOT may (i) suspend the further disbursement of Grant Funds upon written notice to Recipient (a "Disbursement Suspension") and (ii) exercise any of its other rights and remedies under this Agreement, including, without limitation, terminating the Agreement and recovering all Grant Funds previously disbursed to Recipient.
- c. If after a Disbursement Suspension ODOT concludes, in its sole discretion and based upon additional information or events, that Recipient is likely to timely obtain the Land Use Decision or Decisions that triggered the Disbursement Suspension, ODOT will recommence disbursing Grant Funds as otherwise provided in this Agreement.
- d. This Section 8 is in addition to, and not in lieu of, ODOT's rights and remedies under Section 5.g ("Recovery of Grant Funds") of this Agreement.

## **9. Website**

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

## **10. Photographs**

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



## **EXHIBIT C**

### **Subagreement Insurance Requirements**

#### **1. GENERAL.**

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

#### **2. TYPES AND AMOUNTS.**

##### **a. WORKERS COMPENSATION.**

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

##### **b. COMMERCIAL GENERAL LIABILITY.**

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

Amounts below are a minimum requirement as determined by ODOT:

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

**c. AUTOMOBILE LIABILITY.**

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

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

**d. ADDITIONAL INSURED.**

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

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

**e. “TAIL” COVERAGE.**

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

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

**f. NOTICE OF CANCELLATION OR CHANGE.**

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

**g. CERTIFICATE(S) OF INSURANCE.**

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

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

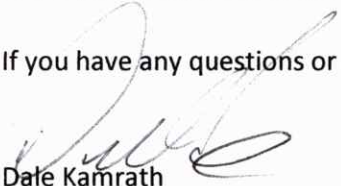


To: City Manager Liane Welch  
From: Interim Chief Dale Kamrath  
Re: Assistant Chief Position  
Date: January 26, 2023

On January 25<sup>th</sup>, Assistant Chief Jonathan Kapiniak, has resigned his Position as Assistant Chief and also resigned his involvement as a member of the Bay City Fire Department, a copy of his letter is attached to this memo.

I would like to at this time appoint Aaron Bentley, to the Position of Assistant Chief for the Department. Aaron was the Asst. Chief up to the time of the Covid Vaccination requirements imposed on Public Safety Members; at which time he left the Organization. As those Vaccination requirements are no longer required, and Aaron has returned to the organization, I believe that it would be in the best interests of the Department to reinstate him to his position of Assistant Chief. I believe that he is the most qualified person in the Organization to fulfill this role.

If you have any questions or needs in regards to this request, please contact myself.

  
Dale Kamrath  
Interim Fire Chief

1/25/2023

To Whom it may concern,

Due to personal reasons, and after much thought, I am resigning as Assistant Fire Chief of the Bay City Fire Department and I am leaving the department. This hasn't been an easy decision to make, but I feel it is the best decision for me. This is effective immediately.

Thank you,

A handwritten signature in blue ink that reads "Jonathan J. Kapiniak". The signature is written in a cursive style with a large initial 'J' and 'K'.

Jonathan J. Kapiniak



# City of Bay City

PO Box 3309  
5525 B Street  
Bay City, OR 97107  
Phone (503) 377-2288  
Fax (503) 377-4044  
[www.ci.bay-city.or.us](http://www.ci.bay-city.or.us)

ADDENDUM 1  
TO THE  
**Employment Agreement with Dale Kamrath for Interim Fire Chief**

This Addendum 1 amends the Agreement with Dale Kamrath for Interim Fire Chief for the City of Bay City Fire Department, original execution date November 15, 2022.

1. Section II, Change "... Agreement shall terminate on ~~February 16, 2023~~ June 30, 2023."
2. Section V, B. Delete "The City will provide a full hook up RV site at no cost to the Chief during the terms of this Contract."
3. Section V, C. Change "The Fire Chief is expected to work an average of ~~20~~ 16 hours per week....."
4. Addendum A. Add Goal 7 – Assist with the Development and Mentoring of the Operations Chief.

Objective 1: Assist Ops Chief with invoice coding.

Objective 2: Provide Sounding Board for Ops Chief regarding Personnel issues.

Objective 3: Provide Sounding Board for Operational Decisions and Actions.

Objective 4: Assist Ops Chief on Preparation of Budget Proposal for FY 2023-24 for the Fire Department.

5. All remaining terms and conditions set forth in the original Agreement shall remain unchanged.

For the City:

For the Interim Chief

\_\_\_\_\_  
Liane Welch, City Manager, Date

\_\_\_\_\_  
Dale Kamrath, date

# Support of Bay City Public Works and Tillamook PUD Employees Proclamation

2023—001

**WHEREAS**, Bay City residents along with all of Tillamook County can experience numerous storms throughout the year that impact utility services, and

**WHEREAS**, power, water, and sewer services are an essential part of our modern life, even isolated interruptions in service can have catastrophic health and economic consequences, and

**WHEREAS**, Bay City Public Works and Tillamook PUD employees provide our homes, businesses, schools, and local government agencies with reliable, efficient and safe utility service, and

**WHEREAS**, they may be pulled away from their families, to help ensure the health, safety, and comfort of our community by restoring lost services during such storms, and

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff these departments are influenced by the employees attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, we the City Council and Mayor of the City of Bay City express our respect and gratitude to our Bay City Public Works and Tillamook PUD employees who provide our community with their dedicated service.

ADOPTED by the City Council this 14<sup>th</sup> day of January 2023 and approved by the Mayor of Bay City this 14<sup>th</sup> day of January 2023.

---

David McCall, Mayor

ATTEST:

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Lindsey Gann, City Recorder

# Bay City Logo Design & Branding

Partners in Design and Lennox Insites  
“Badge” Development  
January 2023





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## Introduction

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

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

A logo takes the place of many words and can symbolically represent Bay City in a nutshell... better yet an oyster shell.

Bay City’s brand is currently in flux, with an nondistinctive oval mark and inconsistent usage. A new logo and brand will have a checklist of responsibilities...

**Be clear and consistent**

**Be memorable**

**Represent unique Bay City**

**Aid in wayfinding**

**Contribute to ‘visitor experience’**

**Be marketable**

**Resonant with visitors and residents**

**Be usable in suitable media and applications**

# Design

After members of the Bay City community considered, and weighed-in on, four design avenues presented by the design team... the design of the “badge” was further developed. The logo represents the dynamic place where Tillamook Bay meets old growth forest, where Bay City is nestled. A community of distinction and resilience which sets it apart from it’s neighbors. A place of harmony with nature and a place called home. It strikes a balance between water and earth, people and wildlife, history and the present.

This collage, right, represents the Bay City color palette and visual inspirations. The colors represent a confluence of bay, , forest, bivalves, land, sky, and people.

*The logo, the Bay City badge, is being developed for multi-media and board applications in print, signage, and merchandise. The comprehensive designs shown on these pages: mugs, shirts, banners and others need further design development.*







THE PEARL OF TILLAMOOK BAY

# Typography

Typography is one of the most powerful tools available to support Bay City’s logo and branding. Typography helps to create a distinctive visual look for Bay City and any future expansion of the program will be made stronger and easier by the consistent use of these fonts.

Metronic Slab Narrow Regular, Semi Bold & Black

abcdefghijklmnopqrstuvwxyz  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890&  
**abcdefghijklmnopqrstuvwxyz**  
**ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890&**  
**abcdefghijklmnopqrstuvwxyz**  
**ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890&**

PT Sans Pro Regular & Bold

abcdefghijklmnopqrstuvwxyz  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890&  
**abcdefghijklmnopqrstuvwxyz**  
**ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890&**

Metronic Slab Narrow is the primary display font, used in the Bay City logo and used in most communications. It is distinctive and at the same time legible for wayfinding and text applications. Being a serif font it brings heritage to the Bay City visual program. Within the Bay City program it is often used in ALL CAPS for further distinction.

BAY CITY

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





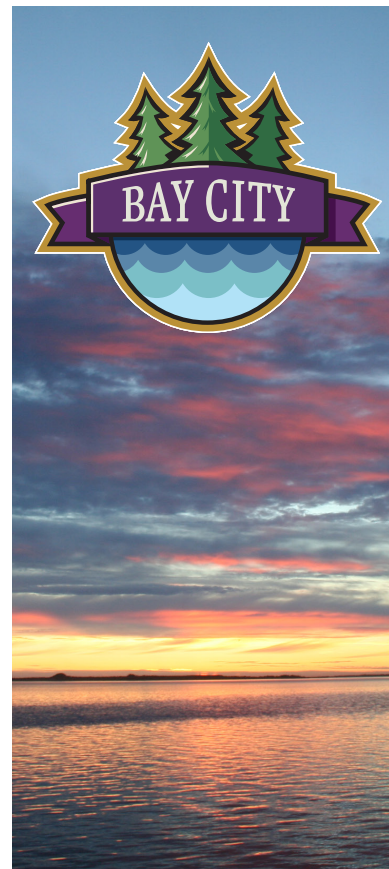
DESIGN IN DEVELOPMENT





*Banners and vehicle graphics are not yet included in the Bay City branding and wayfinding programs, but are presented here as demonstration of the logo's flexibility.*

DESIGN IN DEVELOPMENT





DESIGN IN  
DEVELOPMENT



# Memorandum

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

**From:** Debbie Pohs TLT Committee Secretary

**Date:** 2/9/2023

**Re:** TLT Advisory Committee Recommendations

---

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

To approve TLT Grant application from Helen Wright for the Bay City's Pearl Music & Oyster Festival in the amount of \$7500.00.

The application received from Tillamook Bay City RV park in the amount of \$7,332.00 was not recommended for City Council approval from the Advisory Committee.

## TLT GRANT APPLICATION

CITY OF BAY CITY

Date Submitted: 12.28.2022Name of Project: Bay City Pearl & Oyster Music FestivalLocation of Project: Al Griffin Park and A street between 4<sup>th</sup> - 5<sup>th</sup>Funding Amount Requested: 7,500 Project Total Cost: 10,000Applicant Name (person): Helen WrightName of Organization: Friends of Bay City Oyster ClubRelationship of Applicant to Organization: MemberPhone Number: 503.812.0293

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

**Describe your project (500 words or less using a size 12 font):** The Friends of Bay City Oyster Club is applying for TLT funds to advertise and promote the 2023 Pearl and Oyster Musical Festival, which will be a two-day event the last weekend of August 2023. The event will feature a wine and beer garden, food vendors, craft vendors, and childrens activities. The previous successful festivals have proven that it is becoming a destination attraction that draws out of town visitors and our local community.

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

This festival has been put on hold since 2020 and COVID. In 2018 and 2019 we found that our advertising coverage along the entire central and north Oregon Coast and in the Willamette Valley brought in vendors and visitors from northwest Oregon and beyond. We will also be promoting the festival locally. With the help of volunteers we will be attending Farmers' markets and placing entrees and passing out flyers in the summer parades in Tillamook, Rockaway Beach and Garibaldi Days.

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

We will talk to Bay City business owners after the festival to get their perceptions of how it affected their businesses. We will also have a table set up for Bay City "news and on-going projects. We will ask people who come by the Bay city table on where they are coming from. We will make observations of the crowd and number of vehicles through out the event to give us a subjective assessment of the crowd.

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

We estimate the advertisement of this event is \$10,000, please see attached cost estimate. The \$2,500 match is also presented,

**Additional Comments (500 words or less using a size 12 font):** The Pearl and Oyster Music Festival has been on hold since COVID in 2020. In 2019, the Festival was held on August 24<sup>th</sup> at the Al Griffin Memorial Park. Over 60 hobby and craft vendors and community resource organizations and non-profits attended. It also featured a car show sponsored by the Tillamook Car Club of Tillamook. Food and beverages were provided by four food carts serving a variety of cuisines. The new beer and wine garden was popular with attendees. The event draw people from all over Northwest Oregon and beyond, filling the town with visitors.

Applicant's Signature: \_\_\_\_\_

*Helen M. Wright*

Signature/Title/Organization of all Confirmed Partners: \_\_\_\_\_

*Friends of Bay City  
Oyster Club*

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

Reviewer:

Date:

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

Applicant:

Project:

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

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

100

Evaluator's Initial Scoring Total: \_\_\_\_\_

Post Discussion Scoring Total: \_\_\_\_\_

December 27, 2022

Dear TLT Committee Members,

I would like to take this opportunity to express my support of the Bay City Pearl and Oyster Music Festival grant application for 2023.

This event is an important part of our community culture. It's an opportunity to bring new visitors together with local residents and short term renters to visit, shop, sing and dance, enjoying each other's company and making new friends.

Former Bay City Councilor Helen Wright and select volunteers from past Festival events have stepped up to take the lead as Jody Daily steps aside. Jody has graciously donated her "play book" to help the guide the team's efforts to success.

I believe this Festival represents an opportunity to use TLT funds for their intended purpose, to promote tourism, bringing new visitors to our businesses, rentals, visit our parks and enjoy a fun summer event. Your support of this event will bring new returning visitors to our community.

Thank you for considering an investment in this event.

Sincerely,

Tom Imhoff

5660 Salem St, Bay City, OR, 97107



December 24, 2022

Liane Welch, City Manager  
City of Bay City  
5525 B Street  
P.O. Box 3309  
Bay City, Oregon 97107

Pearl Music Festival

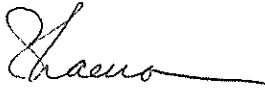
Dear Liane,

I was thrilled to hear the City is applying for assistance to promote the Pearl Music Festival. The festival had grown over the years and after the last few years our City deserves a celebration

As general manager of the commercial radio stations in Tillamook County, I know firsthand what it takes to get people to an event and keep them there. That is why we supported adding the event tent. The Pearl Music Festival is a perfect showcase for all that Bay City has to offer. Our radio station enjoyed being a sponsor of Bay City's Pearl Festival. Not just because we're community minded, an event creates the potential for advertising revenue around the event and in the future and it gets our name out there in a positive way. We look forward to being a part of this year's festival promotion.

Thank you for accepting this letter of support for your grant application. I look forward to hearing of a positive outcome to the application.

Sincerely,



Shaena Peterson, General Manager  
Alexandra Communications – Tillamook



170 Third Street – Tillamook, OR 97141  
503-842-4422 – tillamookradio.com

December 27, 2022

Dear TLT Committee Members,

I am taking this opportunity to inform you of my intent of financial support of the 2023 Bay City Pearl and Oyster Music Festival.

I am pledging a line of credit to help meet the proposed \$2500 match for the TLT Grant. This credit line will be used to make up the amount needed above the donated funds collected to date. Upon the hoped for grant award, donations will continue to be solicited to offset funds from the credit line.

I want to acknowledge the generosity shown by the City in stepping up with a strong contribution and feel fortunate to have the opportunity to help out too.

Sincerely,

Tom Imhoff

5660 Salem St, Bay City, Oregon, USA

2022 Pearl & Oyster Music Festival Advertising Cost Estimate

<b>Business</b>	<b>Item</b>	<b>Cost Estimate</b>
Headlight Herald	Ads in 3 newspapers, special inserts, Web ads, Discovery and Almanacs magazines	\$ 3,500
Coast Printing	Copies, posters, flyers	\$ 1,500
PSI	Banners, Signs	\$ 1,500
Two coastal travel magazines	Ads	\$ 1,000
Promotional Products	Festival promotional bags for attendees	\$ 1,000
Shopper Advertisement	Last Festival Ad	\$ 200
Design of advertisement	Design	\$ 1,300
	<b>Total</b>	<b>\$ 10,000</b>

<b>Revenue Estimates</b>	<b>Bay City TLT</b>	<b>Match</b>
Bay City TLT request	\$ 7,500	
City of Bay City General Fund		\$ 1,000
Donation by Tim Josi		\$ 100
Sheltered Nook Donation		\$ 250
Donations by private citizens, Helen Wright - Lead		\$ 1,150
<b>Total</b>	<b>\$ 7,500</b>	<b>\$ 2,500</b>

December 28, 2022

Dear Bay City TLT Committee:

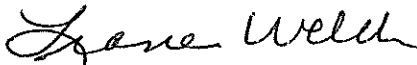
I have been a Bay City resident for over 16 years, and love living in our community. I am writing this letter of support for the advertisement for the Pearl and Oyster Music Festival for a Bay City TLT grant award. In the past, this event has drawn many from outside of Bay City to visit our town, explore our parks and enjoy the festival.

It is a huge effort for a group of volunteers to organize and manage this event. Advertising early is a key to the success of the festival. The City purchased an event tent for the Pearl and Oyster Music Festival, and it is used for the musicians and other activities. They are planning a beer and wine garden, craft and food vendors, and music. This will draw new visitors to Bay City and we get to show off our little community.

I believe that the Bay City Pearl and Oyster Music Festival are a perfect use of TLT funds to promote visitors, and bring new visitors to our businesses and other amenities in Bay City.

Thank you for the opportunity to provide this letter of support for the Pearl and Oyster Music Festival TLT grant program.

Sincerely,



Liane Welch  
10030 2<sup>nd</sup> Street  
Bay City, OR

RECEIVED

NOV 29 2022

---

TLT GRANT APPLICATION

CITY OF BAY CITY

Date Submitted: 11-22-22

Name of Project: Tillamook Bay City RV Park Good Sam Advertising

Location of Project: 7805 Alderbrook Rd Tillamook, OR 97141

Funding Amount Requested: \$7,332 Project Total Cost: \$9,777.60

Applicant Name (person) Jordan Englert

Name of Organization: Tillamook Bay City RV Park

Relationship of Applicant to Organization: Owner

Phone Number: 503-260-0585

Email Address: jenglert23@hotmail.com Website: www.tillamookbaycityrvpark.com

---

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

Tillamook Bay City RV Park's primary advertising focus is with Good Sam. Good Sam is a national campground guide that provides access, links and information about campgrounds throughout the US. Our advertising package includes digital photos, a video, a virtual tour, park map and activities link, park reservation link, park description, destination deals, pack and stay, adventure seekers and placement in the Good Sam campground book and website, which is provided to its 2 million members. Additionally, Good Sam members and guests who are not members enjoy the peace of mind that Tillamook Bay City is a Good Sam Park, and has met the standards and requirements in cleanliness and appeal.

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

Through advertising and general appeal of Good Sam rated parks, this distinction brings thousands of guests each year to the doorstep of Bay City. Our guests come looking to relax and recreate in this beautiful portion of the Oregon coast, and we provide recommendations on our website and in our registration office on local activities, restaurants and businesses. According to the Economic Impact of Travel in Oregon for 2021 by Dean Runyan Associates, travel spending increased 64% from 2020 to 2021. Visitors spent over 60% more on food services and food stores. The year to date spending from visitors is up 55% in 2022. By advertising with the largest organization of RV owners in the world, we are doing our best to bring as many guests as we can to the City of Bay City.

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

We use the reservation system ResNexus for our bookings. ResNexus has the ability to track the number of guests, occupancy rates, return guests, etc. With these tools we are able to see a steady increase in the amount of tourists that come to stay with us from when we first started advertising with Good Sam. In the last 5 years we have increased the amount of guests by almost 40%, putting a large increase of potential tourist dollars into Bay City's own "backyard". Local restaurants and stores within the City of Bay City can attest to the increase in business as well.

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

Good Sam requires RV park ownership to commit to their advertising packages by early August of the prior year with approximately a three week due date turn around. Because of this, Tillamook Bay City RV Park is never able to submit a grant request prior to the commitment, and therefore puts the entirety of the funds up. Our 2023 advertising package has been paid.

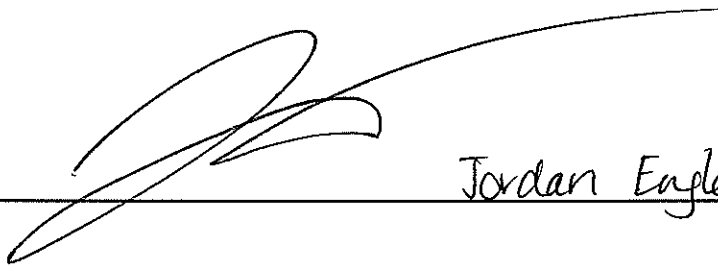
**Additional Comments (500 words or less using a size 12 font):**

What an experience we have all been through in the last two years as business owners. 2020 gave us a lesson in unpredictability, but 2021 did as well. Business owners all along the coast saw unprecedented growth in the 2021 season due to pent up demand, but also struggled with understaffing. 2022 returned businesses to a more typical busy season. We did not have a year as startlingly busy as in 2021, but we did increase the number of visitors from both 2020 and 2019. Between a record setting rainy spring and a return of normalcy to vacationers, OPB has estimated a decrease along the coast at approximately 10% from 2021 levels. We had approximately a 7% decrease in revenue from 2021 in our high season, but a 23% increase from the same period of time in 2019 and 2020.

Our advertising with Good Sam continues to outpace the statistics of the region and bring visitors to our town. We upgraded our internet and wifi to Oregon Coast wireless this past year to better meet the needs of our guests. Our office is filled with brochures of local attractions and activities for our guests to peruse. We've also added brochures made with Tillamook Bay City RV Park recommendations, which prominently include Downies,

The Landing, Mana's and The Fish Peddler that are put in each yurt prior to check in, as well as available to guests at our front desk. Bay City Businesses are listed on our website as well, and we are more than happy to make a suggestion to our out of town visitors. As noted previously, although occupancy numbers were slightly lower this year in the hospitality sector, spending in restaurants and markets had a significant increase over 2021. This is likely due to more reliable staffing and sense of normalcy in 2022, but goes to show that visitors to the coast absolutely enjoy experiencing our small town shops and restaurants.

**Applicant's Signature:**

  
Jordan Engert, Owner

**Signature/Title/Organization of all Confirmed Partners:**

Lindsay Engert / Owner



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

Reviewer:

Date:

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

Applicant:

Project:

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

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

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

**Agreement to Receive/Use Bay City TLT Committee Grant Funds**

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

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

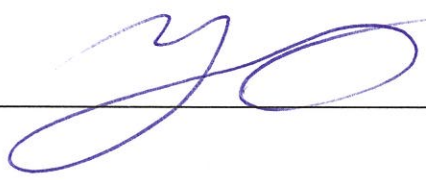
The undersigned agrees to provide the reports as called for in the programs Terms & Conditions and to provide copies of receipts and invoices for work done on their project.

Name: Jordan Englert Title: Owner

Organization: Kilchis River LLC / Tillamook Bay City RV Park

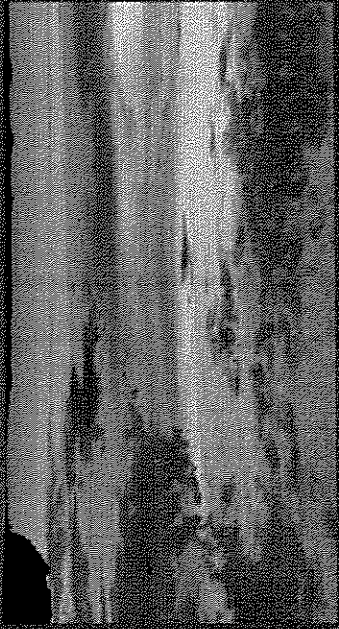
Address: 7805 Alderbrook Rd Tillamook, OR

Project: Good Sam Advertising

Signature: 

Email: jenglert23@hotmail.com Phone: 503-260-0585

Full color brochures in each yurt and lobby for guests



**Recommended Restaurants**  
 — Just because it isn't listed, doesn't mean it isn't wonderful! We love to support our local small businesses.

- |  |  |
|--|--|
| <p><b>Donnie's Cafe in Bay City</b><br/>         The Landing Restaurant and lounge in Bay City<br/>         Marie's Kitchen Coffee Shop in Bay City<br/>         The Fish Peddler in Bay City<br/>         The Bistro in Carlsbad<br/>         The Blue Heron in Tillamook<br/>         La Mercera in Tillamook<br/>         Las Margaritas in Tillamook</p> | <p><b>Roseanna's Cafe in OceanSide</b><br/>         Pelican Brewery in Tillamook<br/>         Illmer Beer and Brew in Tillamook<br/>         Main Street Pizza in Tillamook<br/>         Upper Crust Pizza in Rockaway<br/>         Hook, Line and Sinker in Carlsbad<br/>         The Bakery Next Door in Tillamook<br/>         And the many, many food carts in the area!</p> |
|--|--|

**ABOUT US**  
 We love this part of the Oregon Coast! From fishing and crabbing, beach coming and sunsets, we are sure you will find something that brings you back for more. The City of Bay City, Tillamook and surrounding towns offer a small town feeling in a big getaway area, with plenty to offer to everyone.

**Beaches near us**

**Bay Ocean** - Walk along a trail on the bay, cross the sand dunes to the ocean and quiet stretch of sand awaits you. Remnants of a town built along the shores in the early 19th century can be found!

**Bayview Jetty** - A short drive north will find you at a county beach with long stretch of sand.

**Oceanside** - A quiet town with an eagle hunting worthy beach, and a pedestrian tunnel through a rock accessible in low tide.

**Rockaway Beach** - 15 minutes north brings you to the quiet town of Rockaway and a popular beach destination.

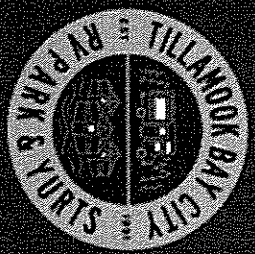
**Beautiful Walks - off the beach**

**Kilchis Point Reserve** is a hidden wonder of more than 2 miles of interpretive trails, just a couple of minutes away. This trail is dog friendly, woven through more than 200 acres of what was one of the largest Native American villages on the Northern Oregon Coast.

**Rockaway Big Tree Boardwalk** - This 12 mile out-and-back trail takes visitors on a wooden boardwalk to an old growth cedar grove, with an observation loop around the "Big Tree" at the end. Fun for all ages!

**Manson Creeek Falls State Natural Site** - Just south of Tillamook you'll find a 1/4 mile trail along Manson Creek that takes you to the viewpoint of the tallest waterfall in the coast range - 319 feet.

Tillamook Bay City RV Park  
 7805 Alderbrook Road  
 Tillamook, OR 97141  
 www.tillamookbaycityrvpark.com  
 503-377-2124





**Other activities**

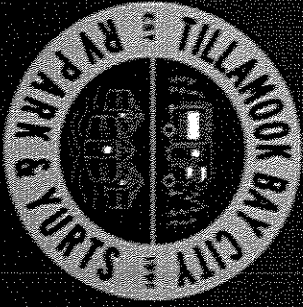
Bring your ATV or snow machine for your kids.

The State of Oregon has many trails for recreation and fishing opportunities. You'll also find local guides and other guided trails along the coast, west in the area.

The Tillamook Air Museum and Tillamook County Pioneer Museum are conveniently located near the park for any day, your or theirs.

The Oregon Coast Scenic Byway is an opportunity to have a scenic drive through the park. Along the coast, you'll find many beautiful views.

Various events can be found around every year. Some of our past events include the local art shows, Snow Show, and the Oregon Pioneer, Surfboard, Boat and Boat Show. We are excited to be holding the special art show for food, drinks, gifts and souvenirs, check out our list on the front of our event calendar at Tillamook County.

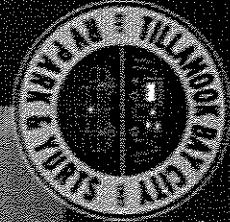


Tillamook Bay City RV Park

7915 Alderbrook Rd  
Tillamook, OR 97141

503-777-2124

Reservations only at:  
[www.tillamookbaycityrvpark.com](http://www.tillamookbaycityrvpark.com)



Tillamook Bay City RV Park

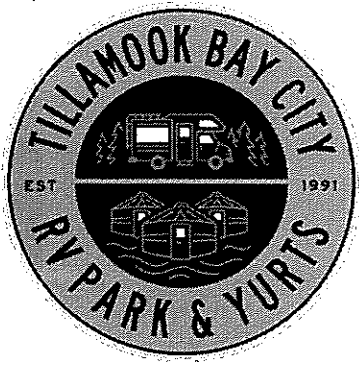
[www.tillamookbaycityrvpark.com](http://www.tillamookbaycityrvpark.com)



Explore from here!

Welcome to Tillamook Bay City RV Park! We hope you have a wonderful stay with us and enjoy this beautiful part of the Oregon Coast. We have put together some of our favorite outings to help you decide how to spend your time in these vibrant communities.

503-777-2124



**(503) 377-2124**

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# Things To Do

There's so much to see and do on the Oregon Coast. Here are a few ideas of things to do during your visit to Tillamook Bay City RV Park and Yurts. Need more ideas? Feel free to stop by the Front Desk during your visit.

## Local Businesses

The Fish Peddler 5150 Hayes Oyster Drive (503) 377-2323

Center Market 9320 5th Street (503) 377-2541

Downie's Cafe 9320 5th Street (503) 377-2220

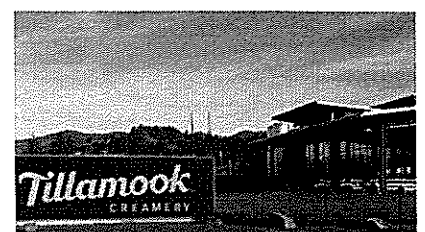
Pacific Oyster Company 5150 Hayes Oyster Drive (503) 377-2323

The Landing Restaurant & Lounge 5620 B Street (503) 377-2895

Tillamook Country Smoker Outlet 8335 Hwy 101 (503) 377-8222

Tillamook Country Smoker 8250 Warren Street (503) 377-2222

Cutting Loose Salon 8425 Hwy 101 (503) 377-0222



# Oregon tourism industry facing inflation and other challenges

By Elizabeth Castillo (OPB), Tuesday, August 2, 2022

In the last couple of years, the city of Seaside saw record-breaking numbers of visitors. During COVID-19 restrictions, Oregonians flocked to the coastal city. At the same time, Bend saw heightened numbers of visitors as well. Now, as coronavirus restrictions have eased, both Oregon cities have seen visitations mellow. Plus, other factors like inflation and worker shortages remain a concern. Joshua Heineman is the director of tourism marketing for the City of Seaside. Kevney Dugan is the president and CEO of Visit Bend. They join us with more on how the tourism industry has fared this summer.

*Note: The following transcript was created by a computer and edited by a volunteer.*

**Dave Miller:** *It has been a tumultuous 2.5 years for the tourism and hospitality industries with shutdowns and then reopenings and plenty of scuttled travel plans that lead to closer to home vacations. Given that we are now in the last full month of summer we were curious what tourism looks like right now in two of Oregon's popular destinations, the North Coast and Central Oregon. Joshua Heineman is the Director of tourism marketing for the City of Seaside. Kevney Dugan is the president and CEO of Visit Bend. They both join me now. Joshua Heineman first, what has the summer been like in Seaside this year?*

**Joshua Heineman:** Well first off, I resent that it's August already, so thanks for bringing that up.

**Miller:** *I resent it too. But time marches on. I was flabbergasted to learn that it was August but sorry that's*

*just the truth.*

**Heineman:** It is indeed August and you know this summer has been busy on the North Coast and in Seaside. But given how strange the pandemic summers have been and really all year, it's actually a bit more mellow this year than it has been, the heat wave the last week or so has ratcheted things back up.

**Miller:** *Because people from the Willamette Valley or the Portland area, when it hits in the nineties or hundreds, they head to the coast, correct?*

**Heineman:** Yeah it's been much cooler out here. Almost Bay Area-like, with some fog in the morning, but the afternoons and evenings are just gorgeous, so people come out here from Seattle, from Portland and try to cool off when it gets hot.

**Miller:** *Well, how do the numbers compare to the last two summers?*

**Heineman:** The way that we look at numbers, we don't actually have numbers yet for this summer. But you kind of get a sense, just based on what the hoteliers are saying and what the streets are like. But the last two summers of COVID were record breaking summers. People have felt like they could come out to the coast. So it's been my sense that, given the gas prices, given the cold spring and start to summer, that this will kind of moderate out a little bit this year.

**Miller:** *Kevney Dugan, what about you in Central Oregon and Bend? I mean, what has this year looked like in terms of the number of visitors?*

**Kevney Dugan:** Yeah, it's not dissimilar from what you're hearing in Seaside. The last two years have been record breaking numbers in terms of number of visitors coming over the summer months. And this year, so far, preliminary data shows us down about 10% from where we were this time last year. So summer, in our case as well, has been a little bit off and, I think what we're all feeling, that stability, is not necessarily a bad thing. And I think the industry is trying to find that ground, after two years of up and down, a cycle that was hard to trust.

**Miller:** *Kevney, what did you assume was the reason? Or maybe it's not an assumption. Maybe you've actually dug into the data. But how do you explain the record breaking years, two years in a row? What exactly went from the pandemic to more people going to Bend.*

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**Dugan:** Yeah, I think you hit it when you started this segment about people wanting to stay closer to home. Obviously, airline travel was extremely difficult. Places like Bend and the coast really thrive on outdoor recreation and being outside. And that was a space where people felt safe. So I think those were really the big drivers over the last two years, especially in the summer where international travel was not available. And I think that's part of what, when we look at the research right now or the data. What we're seeing this year is two things - people who maybe didn't travel internationally over the last couple of years are now doing so, those that have the means to do so. And then the other part of this, on the lower end, things like rising gas prices and inflation are having an impact on people who maybe don't have the ability to travel as freely. And so, this is not uncommon in the conversation we've had with other, let's call them mountain towns. Flagstaff, Boulder, other places throughout the west, are also seeing a softening and are trending about 10% down. And the assumption is it's the same things - people getting back to international travel or feeling a little tightening of the wallet because of things like gas prices or other economic indicators.

**Miller:** *Joshua Heineman, do you have a sense for the places that you're competing with? I mean if potential visitors are not going to Seaside or to the North Coast, where do you know that they're going instead? Or is the thinking that some of them just aren't going anywhere?*

**Heineman:** Well, that's a good question. I feel like during the pandemic we've had a new visitor. You know, we saw lots of new faces out who maybe weren't the historic visitor to the North Coast. Seaside has been having people who come out every single year for many generations and maybe they didn't feel comfortable traveling yet. So the people who were here, in large part, I think, were new travelers and hopefully they will come back in the future. But according to my Facebook feed, they're all in Europe right now. That's what it seems like.

**Miller:** *Although, I mean Kevney, as you were saying, this cuts different ways. I mean airline tickets are quite expensive right now. And so even if the dollar is strong, you need to have a lot of money to go to Europe. And then once you get there, I guess, from what I've read, the plate of pasta in Italy is going to be a little bit cheaper. But that's assuming you can get there in the first place.*

**Dugan:** Yeah, exactly and that's where I think we're seeing that segment of people who maybe weren't as financially impacted in the last couple of years, there. Now they're off doing those things and they're prioritizing travel and they're prioritizing family experiences and those sorts of efforts and they're willing to make that decision. So again, I think what Josh was saying is very similar to what we're seeing. It is a different consumer over the last couple of years and now, how does this all shake out and what does stability look like moving forward?

**Miller:** *It's interesting to call this stability. But Kevney, to stick with you for a second. It actually sounds like I'm almost hearing a little bit of relief in your voice, or that people in Bend, after record breaking years, meaning more people than ever were coming to visit. But also the stress of having a lot of people visit, there's some relief that it's not like that right now, even if it means that fewer dollars are going into cash registers. Is that a fair way to put it?*

**Dugan:** Yeah. And I think there's multiple angles here. It's not even just the community and how it feels after these record breaking years. But it's also that we could spend a whole another hour talking about the labor issues within the industry. And I think even on that side, there's still plenty of money being spent, being 10% down in the summer for Bend. There's still plenty of money being spent in the community and maybe having to clean a few less rooms at the end of the weekend is a welcome reprieve on the labor side. And I think what the industry is really grasping for is again, growth at 3 to 5% a year. Not these years where we're 20-30% up year over year. That's where it's hard to manage and control. And so I think getting back to a more stable understanding of where the industry is going and all that, from labor to revenue or all things that we're all trying to find a little bit more common ground on.

**Miller:** *We can't spend this whole hour on labor, but I do want to turn to it because it's a hugely important piece. What does hiring and labor availability look like in Seaside right now?*

**Heineman:** It's been really difficult. Everyone's really short staffed. Hours are curtailed, supply chains are affected and it's historically been kind of a tight labor market. And the pandemic has really just made that tighter. I'd love to put in a point on the tourism and dollars. You know, we're in a new era of tourism. Growth is a good thing, but we're really not looking to this unsustainable model. The whole industry was always pretty tight knit and we get together and talk about it a lot. And we've been waiting for the shoe to drop. We've had seven consecutive quarters of record or near record hotel receipts and it's still very busy. Even if this summer ends up flat that's okay because we need the people who are here to be having a good time as well. And we need the people who live here to be happy with things. And of course that's not even to touch the police and the public works and fire and all those services that are required of heavy visitation in small regions like ours.

**Miller:** *So it sounds like you're even more feeling a sense of relief that this this flattening this plateau of interest has actually given the region a chance to catch a breath and to figure out how*



*to make tourism sustainable on the North Coast ,a place that, I think it's fair to say, is way more dependent on tourist dollars than Bend is certainly than the Portland area is?*

**Heineman:** And what we've seen is the tourism economy expand to full year and that's really what we want. We're not spending our time trying to get more people to come out in the summer. We would love them to come out and experience what it's like to watch a fall sunset, be out here in the spring or watch the storms come in in the winter. The summer is always going to have tons of energy and lots of great events and everything. But we're not looking to grow at 20%. We're looking to have a good experience for the people who are here and increase the shoulders or even the full offseason.

**Miller:** *Kevney Dugan, what about you? I mean, how much emphasis are you putting in getting people to visit Bend in any month, but the summer?*

**Dugan:** Yeah, I mean my comments are the same as Joshua's, that shoulder season, winter months is where we want to see growth and we want to see more people visiting again to give local businesses more stability of who's coming through the door throughout the year. And if we are communicating and all in the summer, it's responsible recreation messaging or respect of the opportunity and the destination when you do show up. And so I think Joshua more or less said this. But what COVID did do was open the door to rethink how tourism should play out in communities. And I feel very proud that the State of Oregon, Seaside, Visit Bend, numerous organizations are taking that seriously and thinking about all the elements of tourism and how it plays out in the community and resident sentiment and just doing a better job understanding and not just looking at economic development figures as the end-all-be-all benchmark. But looking at other metrics to truly understand how these industries interact and impact the community and making sure that they're still viable, successful parts of our industries in 10, 15, 20 years.

**Miller:** *Joshua, you're the Director of tourism marketing for the City of Seaside. If you just had to quickly come up with a slogan to get people to visit Seaside in January, what would it be?*

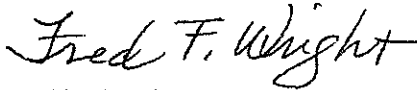
**Heineman:** Seaside is a surprise. The nice thing about a visit in January is things are slower. And so you can notice for instance, when you come out to the coast for a week, you're gonna catch seven or eight amazing sunbreaks and you're going to see whales out in the water and you're going to see the different tides and the different restaurants and the shops and the locals who are out here that give it a character. So it really is a surprise. You come out in January, you're gonna love it.

November 5th, 2022

To TLT committee,

I am writing on behalf of Tillamook Bay City RV Park. Tillamook Bay City RV Park has asked if I would write in to the TLT committee in support of their grant application. They have built a solid reputation within the community and the guests that stay at their park enjoy many of the local activities and supporting local businesses. They are reaching the right people in their advertising efforts should be continued.

Sincerely,

A handwritten signature in cursive script that reads "Fred F. Wright". The signature is written in black ink and is positioned above the printed name.

Fred Wright

Citizen of Tillamook County and Bay City.

November 1st, 2022

To whom it may concern with Bay City TLT Committee,

I am writing on behalf of Tillamook Bay City RV Park. Tillamook Bay City RV Park has asked if I would write in to the TLT committee in support of their application. By promoting tourism within the community they have supported the local economy. Advertising is an important part of any business, and helps reach visitors they wouldn't have reached otherwise. They run a clean park and have proven to be professionals.

Sincerely,

A handwritten signature in cursive script that reads "Robin Wright". The signature is written in black ink and includes a long horizontal flourish extending to the right.

Robin Wright

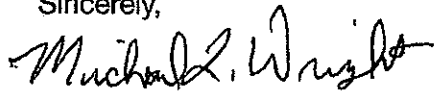
Local Tillamook County and Bay City Resident

October 29th, 2022

To TLT committee,

I am writing on behalf of Tillamook Bay City RV Park. Tillamook Bay City RV Park has asked if I would write in to the TLT committee in support of their grant application. They have built a solid reputation within the community and the guests that stay at their park enjoy many of the local activities and supporting local businesses. They are reaching the right people in their advertising efforts should be continued.

Sincerely,

A handwritten signature in black ink that reads "Michael L. Wright". The signature is written in a cursive style with a large, stylized "M" and "W".

Mike Wright

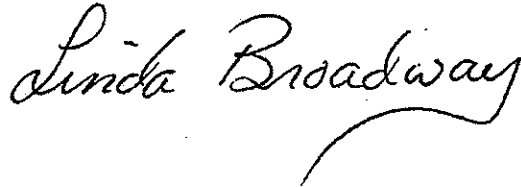
Citizen of Tillamook County and Bay City.

November 1st, 2022

Dear TLT review committee,

I am writing on behalf of Tillamook Bay City RV Park, Jordan Englert, and family. Tillamook Bay City RV Park has asked if I would write in to the TLT committee in support of their application. I can tell you that I whole heartedly support their efforts in promoting tourism within the community and that it is part of the backbone of the local economy, bringing in tourists to stay and spend time amongst our unique location on the coast. Each year they have increased their business and clientele to the area and I believe that trend will continue into the next season(s) because of their advertising and business strategies.

Sincerely,

A handwritten signature in cursive script that reads "Linda Broadway". The signature is written in black ink and has a long, sweeping underline that extends to the right.

Linda Broadway  
Manager-Tillamook Bay City RV Park

**TILLAMOOK BAY CITY RV PARK**

File # 940000160 List St/Pr OR List City TILLAMOOK Listing Type PARK PRIMARY Territory OR

Order Summary Created Date: August 9, 2022 at 3:51am UTC #32658

Rev 0

**GS Halo Online Only**

ADV Code TIBA Agency Code Rep Code 120 Harold & Leslie Boling

**Total Investment** **\$9,777.60**  
Payment Made on 08/09/22 (Credit Card 6654) **\$9,777.60**

**ADVERTISER INFORMATION**

Jordan Englert  
jenglert23@hotmail.com  
7805 Alderbrook Rd  
Tillamook, OR 97141  
(503) 377-2124

**BILL TO, IF DIFFERENT**

Jordan Englert  
8864 SE Kingswood Way  
Damascus, OR 97089  
(503) 260-0585

**AUTHORIZATION**



Full Name: Jordan Englert  
Title: Owner

- I agree to the Good Sam Campground & Coupon Guide Terms & Conditions
- I agree to the Affiliate Network Terms and Conditions
- I agree to the Copyright License Agreement

**PRODUCTS**

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Profile: Good Sam

Prepay Discount

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Placement - 6 Month: Good Sam Halo

Adventure Seekers: Good Sam  
FREE Adventure Seekers: Good Sam  
Good Sam Ad Network: 6 Month - 1K Per Day Impression  
Pack & Stay Rentals: Good Sam  
FREE Pack & Stay Rentals: Good Sam

Prepay Discount  
Cancellations must be submitted in writing by August 13, 2022.