



City of Bay City

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CITY COUNCIL WORKSHOP

The Bay City Council will hold a Workshop on Monday, August 8, 2016, at 5:30 p.m. to discuss the agenda items for the Tuesday, August 9, 2016, City Council meeting. The Workshop will be held in the Council Chambers located at 5525 B Street, Bay City, Oregon.

The public is welcome to attend.

Linda Downey
City Recorder

CITY COUNCIL WORKSHOP

Council members will meet and hold a Workshop on Tuesday, August 9, 2016, at 9:00 a.m. to review the bills against the City. The Workshop will be held in the Council Chambers located at 5525 B Street, Bay City, Oregon.

The public is welcome to attend.

Linda Downey
City Recorder

**AGENDA
BAY CITY COUNCIL MEETING
AUGUST 9, 2016**

1. CALL TO ORDER / FLAG SALUTE / ROLL CALL / WELCOME – 6.00 P.M.
2. PUBLIC HEARING
 - A. ORD. No. 670 Abandoned Vehicles
 - B. ORD. No. 671 Salmonberry Trail Comprehensive Plan Amendments
3. VISITOR'S PROPOSITIONS
John Sollman Recognition Award
4. COMMITTEE REPORTS
 - A. Administrative
 - B. Community Development
 - C. Public Works
5. MINUTES OF THE 07-11-2016 COUNCIL WORKSHOP and 07-12-2016 REGULAR COUNCIL MEETING
6. TREASURER'S REPORT
7. BILLS AGAINST THE CITY
8. UNFINISHED BUSINESS
 - A. Weber Sewer Connection
9. NEW BUSINESS
 - A. Ratify / Resolution No. 16-11 SCA Grant
 - B. Knot Weed Control
 - C. Local Emergency Planning Committee (LEPC)
 - D. County Chaplains Annual Dinner / Community Hall
 - E. North Coast Recreation District / Watt Family Park Field Use Request
10. MAYOR'S PRESENTATION
 - A. Pearl Festival Business Tent
 - B. Pearl Festival A Street Closure request
 - C. Crosswalk 4th & A street
 - D. Governor's Resilience Officer
11. EXECUTIVE SESSION
 - A. Executive Session pursuant to ORS 192.660(1)(h) consultation with legal counsel and pending threatened litigation.
12. CITY COUNCIL PRESENTATION
13. CITY ATTORNEY PRESENTATION
14. ADJOURNMENT

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

BAY CITY ORDINANCE

Ordinance No. 670

AN ORDINANCE PROVIDING FOR THE IMPOUNDING, TOWING AND DISPOSITION OF VEHICLES, BOATS AND TRAILERS ON PUBLIC RIGHTS OF WAY AND REPEALING ORDINANCE 608

The City of Bay City ordains as follows:

- 1.0 Repeal. Ordinance 608, codified as Ordinance 7-10, is repealed in its entirety.
- 2.0 POLICY. It is the policy of the City of Bay City that it shall be unlawful to park, store, service, leave, abandon or to permit the parking, storage, servicing, abandonment or leaving of any vehicle, boat or trailer of any kind, licensed or unlicensed, upon a public way in excess of 48 consecutive hours unless it is a hazard, in which case, it may be towed in accordance with Section 6.0
- 3.0 DEFINITIONS: As used in this Ordinance, unless the content requires otherwise, the following mean:
 - 3.1 **ABANDONED VEHICLE, BOAT OR TRAILER**: A vehicle, boat or trailer is abandoned if it is continuously parked or placed on any public street, alley, highway or other public way including rights of way for a period of more than 48 consecutive hours, without authorization.
 - 3.2 **BOAT**: Boat means every description of water craft used or capable of being used as a means of transportation on water.
 - 3.3 **HAZARDOUS VEHICLE, BOAT OR TRAILER**: A vehicle, boat or trailer left in a location or condition such as to constitute an immediate and continuous hazard to the safety of persons using the public streets or alleys of the City. For example, and not by limitation, the following are hazardous vehicles, boats or trailers:
 - 3.3.1 Vehicles, boats or trailers blocking or obstructing in any way private rights of ways or driveways.
 - 3.3.2 Vehicles, boats or trailers with leaks in gas or oil tanks.
 - 3.3.3 Vehicles, boats or trailers blocking or obstructing in any way fire hydrants or the fire station.
 - 3.3.4 Vehicles, boats or trailers blocking clear vision areas.

- 3.3.5 Vehicles, boats or trailers parked so that any part of the vehicle extends within the street right-of-way.
- 3.3.6. Vehicles, boats or trailers parked so as to interfere with maintenance of the public streets, drainage ditches and rights of way.
- 3.3.7 A vehicle, boat or trailer parked in a “no parking” zone or area.
- 3.3.8 A vehicle, boat or trailer parked so that any part of the vehicle extends within the paved portion of the travel lane or is in anyway a hazard to traffic.
- 3.3.9 A vehicle parked on public property without permission or is in anyway a hazard to traffic.
- 3.3.10 The vehicle, boat or trailer was reported stolen.
- 3.3.11 The vehicle, boat or trailer is to be used as evidence in traffic or criminal prosecutions, or the operator has been taken into custody by an enforcement agency.

A vehicle, boat or trailer is not hazardous if it has hazard operating lights flashing or if there are flares in use, or other actions indicating activity is in progress to remove the disabled vehicle, boat or trailer.

- 3.4 **IMPOUNDING AUTHORITY:** A private towing company or person removing and/or storing the vehicle, boat or trailer at the request of the City.
- 3.5 **JUNKED VEHICLE OR BOAT:** A vehicle/boat is a junked vehicle/boat if it is in a rusted, wrecked, junked, partially dismantled, inoperable or abandoned condition, whether attended to or not, upon any public property within the City.
- 3.6 **ENFORCEMENT OFFICER:** Any peace officer, police officer of the City, the Public Works Director, City Enforcement Officer or other City employee authorized to enforce this Ordinance.
- 3.7 **LEGAL INTEREST:** A person who claims some ownership interest in the subject property by direct ownership, security interest, or by way of marriage, partnership, inheritance or any other legally recognized method.
- 3.8 **OWNER:** A person shown by the records of the Oregon Department of Motor Vehicles to be the owner of the vehicle or from the Oregon

Department of Fish and Wildlife for any boat, or another person with a claim or interest, either individually or jointly, in a vehicle, boat or trailer.

- 3.9 PRIVATE GARAGE: An individual or a commercial business which provides towing services, a private storage yard, garage, or other storage place for any vehicle, boat or trailer at the request of the enforcement officer.
 - 3.10 PUBLIC WAY: A public way shall be considered any property owned by the City or under the jurisdiction of the City in which the City has the right to regulate the use thereof, including easements, rights of way, parks and property owned by the City.
 - 3.11 SERVICING ON STREETS: A vehicle, boat or trailer located on a public street or right of way dismantled or inoperable due to work, repair or maintenance being conducted on it.
 - 3.12 TRAILER. Any device which has no independent power mechanism of its own, but which can be attached to a vehicle.
 - 3.13 VEHICLE: Every device in, upon or by which a person may be transported except devices moved exclusively by human power or used exclusively upon stationary rails or tracks.
- 4.0 NOTICE OF VIOLATION/PRE-TOWING. Notice shall be given by affixing to the vehicle, boat or trailer a written notice at least 24 hours before taking the vehicle into custody. The notice shall include the following:
- 4.1 The vehicle, boat or trailer shall be removed and taken into custody if it is not removed before the time set by appropriate authority, and
 - 4.2 The ordinance provision it violates, and
 - 4.3 The place where the vehicle, trailer or boat will be held in custody or the telephone number and address where the information can be obtained, and
 - 4.4 That the vehicle will be subject to towing and storage charges and that a lien will attach to the vehicle and its contents, and
 - 4.5 That the vehicle will be sold to satisfy the costs of towing and storage if the charges are not paid, and
 - 4.6 That the owner, possessor or person having a legal interest in the vehicle is entitled to a hearing to contest the impoundment and removal if a hearing is timely requested, in writing, and
 - 4.7 That the owner, possessor or person having an interest in the vehicle may also challenge the reasonableness of any towing and storage charges at the hearing, and

4.8 The time within which a hearing must be requested and the method for requesting a hearing.

5.0 IMPOUNDMENT, TOWING, NOTICE AND FEES. If the vehicle, boat or trailer is not moved by the removal deadline, the enforcement officer shall cause the vehicle to be removed by the City or by a commercial tow truck, to any suitable place for storage of the vehicle, boat or trailer.

5.1 Post-Towing Notice. Within 48 hours of the removal and storage of the vehicle by the enforcement officer, the City shall give written notice to the registered owner of such vehicle by personal service or by certified mail, return receipt requested, with the following information:

5.1.1 That the vehicle, boat or trailer was impounded and stored for violation of this Ordinance, and

5.1.2 The location of the removed vehicle, boat or trailer or the telephone number and address for where this information can be obtained, and

5.1.3 The costs incurred by the City for the removal or towing, and

5.1.4 The procedures and time limits for obtaining a hearing to contest the validity of taking the vehicle into custody and towing it and to contest the reasonableness of the charges for towing and storage, and

5.1.5. That the vehicle, boat or trailer may be reclaimed by payment in cash to the City Recorder of the storage and towing charges, and all other charges incurred, within 30 days from the date of the notice, that the removed property shall be deemed to be the property of the impounding party. The 48 hours does not include Saturdays, Sundays or holidays.

5.2 No Vehicle Identification. If there is no vehicle identification number on a vehicle, no registration plates and no other markings to identify the owner of the vehicle, then no written notice is required under this Section 4 or 5 herein and the vehicle, boat or trailer may be towed and disposed of as though notice and opportunity for hearing had been given.

5.3 Lien. All vehicles, trailers and boats taken into custody are subject to a lien by the City. The owner, or person entitled to possession, or any person with a recorded interest on the title of the property is liable for all costs and expense incurred in the towing, custody, preservation of the vehicle and the contents, except that said person shall not be required to pay storage charges in excess of 20 days unless that person has received a written notice pursuant to Section 5.1 herein. In no case shall a person be required to pay storage charges for a storage time in excess of 60 days.

6.0 EMERGENCY IMPOUNDMENT. In the event it is determined by the enforcement officer that the vehicle, boat or trailer is an immediate hazard as per Paragraph 3.3, or is reported stolen, then the property may be impounded immediately, without prior notice to the owner. In such an event, written

notice shall be given to the registered owner of the vehicle, boat or trailer in accordance with Section 5.0 herein, if there is a registered owner.

- 7.0 HEARINGS. Any person provided notice under Section 4 or 5 or any other person who reasonably appears to have a legal interest in the vehicle may request a hearing under this section to contest the validity of the removal and custody of the vehicle by submitting a request for hearing in writing to the City not more than 5 days from the mailing date of the notice, not including Saturdays, Sundays or holidays. The written request shall state the reasons that the person believes that the custody and removal of the vehicle was not justified and shall state the legal interest in the property claimed by that person. Upon receipt of a written request for hearing, the City Council shall convene within 5 business days for the purpose of the hearing.

If the Council finds, by substantial evidence, that the removal was justified, then the person has the option of redeeming the vehicle in accordance with Section 8.0 herein. If the Council finds, by substantial evidence, that the removal was not justified, the City shall pay all towing and storage fees for releasing the vehicle to the person.

- 8.0 RELEASE OF IMPOUNDED PROPERTY. Said impounded vehicle, boat or trailer shall not be released until all charges connected with the removal, towing and storage of the vehicle, boat or trailer have been fully paid, as evidenced by the City Recorder's paid receipt. All payments shall be made by cash, money order or cashier's check. No personal, two party or employment checks shall be accepted. Said impounded vehicle, boat or trailer may be reclaimed at any time after it is taken into custody and before it is sold, upon said person presenting satisfactory proof of ownership, or proof of right to possession and upon payment of all costs and expenses associated therewith.

- 9.0 SALE OF ABANDONED VEHICLES, BOATS OR TRAILERS. In the event that the removed personal property is unclaimed within the 30 day period as per Section 5.0 herein, the removed personal property shall become the property of the City.

- 9.1 The enforcement officer shall first give 20 days notice by certified mail, return receipt requested, to the registered owner of the property, at the owner's latest address shown on the records of the Oregon Department of Motor Vehicle or the Oregon Department of Fish and Wildlife, as may be applicable. If there are no registered owners, then notice shall be posted in three public places in the City, including the post office and City Hall. Said notice shall advise the unknown owner of the right to reclaim the described property by paying all costs and expenses incurred by the removal and storage of the property for a period of twenty (20) days from the date of mailing. If reclaimed and all

costs are paid, the enforcement officer or City Recorder, shall issue a Certificate of Sale for the reclaimed property.

The notice of sale may be combined with the Post-Towing Notice described in Section 5.1 herein, with the date after which the vehicle, boat or trailer, and the contents thereof, will be sold if unclaimed.

- 9.2 The City Recorder, may, at any time convenient, sell such vehicles, boats or trailers which remain unclaimed after the 20 day notice by auction or by sealed bids.

Notice of the time and place of the auction, or if sealed bids are accepted, the date, time and location for submitting bids, along with a description of the vehicle, boat or trailer, by make and model, odometer reading and vehicle identification number, if applicable, shall be posted at the City Hall, the City post office and one other location within the City at least 10 days prior to the sale. This notice may run concurrent with the notice in Section 9.1 herein. The City may, but is not required to publish notice of the sale in the *Headlight Herald*.

- 9.3 Certificate of Sale. If the vehicle, boat or trailer is sold as per Section 9.2, the City Recorder shall issue a Certificate of Sale in the following form:

“CERTIFICATE OF SALE

This is to certify that under the provisions of Bay City Ordinance ____, I did on the _____ day of _____, 20__ sell to _____ for the consideration _____ Dollars (\$_____) the following described personal property:

(Brief description of property)

Dated this _____ day of _____, 20__

City Recorder

NOTE: The City of Bay City assumes no responsibility as to condition or title of the above described property. In case this sale is for any reason invalid, the liability of the City is limited to return of the purchase price.”

- 9.4 The proceeds of such sale will be first applied to payment of the cost of such sale and expense incurred in the towing and storage of such

vehicle, boat or trailer and the balance, if any, will be credited to the General Fund of the City.

10.0 SEVERABILITY. If any provision of this Ordinance is held invalid for any reason, such invalidity shall not affect any other provision of this Ordinance which can remain in effect without the invalid provision and to this end, the provisions of this Ordinance are severable.

11.0 ORS 819.100 et seq. In the event that any provision is not provided for in this Ordinance, applicable provisions of ORS 819 et. Seq., or any amendment thereto, provided that the application of the provision is not in conflict with the provisions of this Ordinance, shall apply.

PASSED and ADOPTED by the City Council this _____ day of _____, 2016
and APPROVED by the Mayor this _____ day of _____ 2016.

Shaena E. Peterson, Mayor

ATTEST:

Linda Downey, City Recorder



Fire Department Report, August 2016

In July, We responded to 12 calls for service; 7 Medical, 1 Assist Law Enforcement, 1 public assist, 1 unauthorized burn, and 2 Motor Vehicle Accidents. The Department completed 180 training and response hours in July. Additionally, I completed 143 admin hours bringing the departments total hours for July to 323. We are continuing along a trend to once again set a response record in 2016, we are currently 1 month ahead of our busiest year to date.

Fire Chief Hours and availability to respond to calls:

In June, I completed a total of 168 hours. Going into fire season, and the subsequent burn closure has resulted in numerous phone calls that are not reflected in the above hours. As an example, on Fri. July 29, I received my first phone call at 0630hrs, and my last at 2130hrs. I have chosen to only respond to complaints that appear to rise to a Life Safety and or Property conservation level. We will not be responding to nuisance and or smoke complaints until our next scheduled shift or when time permits.

Garibaldi steering committee:

The steering committee met on Tue 8/02. We once again discussed public outreach and education. This is the problem statement that the group is currently working under;

- Problem statement – The Bay City Fire Department, Garibaldi Fire Department and Rockaway Beach Fire Department have been under funded and under staffed for years.
 - 1) Each fire department cannot meet Federal and State mandates regarding safety and training.
 - 2) Each fire department cannot recruit, train and maintain enough volunteers to adequately and safely fight a residential structure fire not to mention a commercial building fire.

Our first priority has been to get the public aware of our problems, mainly that several volunteer chiefs and officers are reaching the end of their careers with no replacements in sight. This particular committee began almost a year ago when the Chief of the Garibaldi Fire Department advised the City of Garibaldi of his intent to retire. The Bay City Fire Department is just a few years away from being in the same circumstance, currently we have no prospect of a replacement within our current staff.

The volunteer departments are also seeing a very limited availability of volunteers at various hours, For Garibaldi their biggest need is weekends. For us our biggest need is week days, during normal business hours. In either case the response to a structure fire will require a mutual automatic aid call even under the best of circumstances.

We expect a press release or letter to the editor explaining the process to date, and trying to impart the dire predicament that the fire service within Bay City, Garibaldi, and Rockaway Beach are in. Once this begins, I will use Facebook, and Our Web pages to try and facilitate public education on this matter.

Burn Complaints:

I have chosen to only respond to complaints that appear to rise to a Life Safety and or Property conservation level. We will not be responding to nuisance and or smoke complaints until our next scheduled shift or when time permits. I am completing citizen comment forms for every complaint that I cover with a response, and have begun asking individuals to go to city hall and complete a complaint form for burn or smoke complaints that appear to be of a nuisance type.

Road side Conditions:

We continue to see lots of fuel growth adjacent to roads and structures. In several areas, this brush can delay our timely response to a structure fire. We have several fire hydrants that are covered in brush, others that are cleared for a couple of feet, but will require firefighters to work their way through brush just to get close to the hydrant. We also have a couple that are clear for about 30", and then surrounded by a wall of berry bushes. Besides the hydrants, we also have several intersections where visibility at the intersections is blocked to the point that cross traffic must drive into the adjacent traffic before being able to see. Roadside trees are also a concern, we have several streets where trees overhang to the point that they are striking pick-ups and SUVs. It's not uncommon to see delivery and service vehicles either striking the tree branches, or changing lanes to avoid them. I do have a concern that these branches will strike our Fire Apparatus as well. This is a difficult situation for myself and our Officers to evaluate while we pre plan responses, and actually respond to incidents. We have to consider all of the risks that our firefighters and the public face, and plan according to the benefits that our actions will lend toward life safety, incident stabilization, and property conservation. Besides getting safely to the scene, and establishing a water supply, our Officers and Apparatus operators must safely position our apparatus. Unfortunately, the current road-side brush conditions impact where we even stop to fight a fire.

We must ensure the safety of our personnel and equipment before we can commit to fire suppression operations. And if the fire should extend to the adjoining brush, we may well have to give up on the structure fire, and focus on the extension to the brush to avoid a wildland urban interface fire that will threaten all of the neighboring structures. Once a fire transitions from a single structure, and into a WUI type fire, we have to begin looking at viable escape routes for ourselves and citizens, and the current roadside brush conditions may make these escape routes hard to identify. These conditions influence our decisions under any weather conditions, and especially should we see any prolonged drying this season.

I am aware that this year has seen near record growth, but that cannot be allowed to become an excuse for lack of action with regard to the City's responsibility. Ordinance 666 clearly sets certain conditions as a nuisance. For example, section 10 Trees and brush over hanging sidewalks and streets. Section 11 Grass shrubbery and weeds from becoming a fire hazard. Ordinance 585 Section 17 place or maintain tree, brush etc. within eight feet of a hydrant. I would like to see a plan for some measurable improvement in these conditions. I understand that Public works has lots of responsibilities besides streets, I do believe that this particular situation warrants their attention as I am seeing the above described conditions worsening with each month.

Fire Conditions:

All of the Fire Departments within the County are on a total burn ban, and ODF has declared fire season. The current fire conditions remain at the moderate level for the North Oregon coast.

The attached link shows the current fires in Oregon and Washington. On Wed 8/3, there were 6 active fires in Washington, and 3 active fires in Oregon.

<http://gacc.nifc.gov/nwcc/information/firemap.aspx>

Recruiting:

We are once again approaching a critical shortage of volunteers. We are training 3 adult volunteers to become firefighters, their training will require about 200 hours each, and may well take over a year to complete. We started with 5, and it dwindled to 3 in a couple of weeks.

We currently have 18 adult members and 1 cadet. Our Fire qualified staff breaks down as follows; 13 entry level or above firefighters, these are individuals that are qualified with the minimum or above fire training to train in a live fire or fight a fire under direct supervision. This is a critical shortage as a suggested minimum number of firefighters before internal operations are initiated can rise to 20 total responders. Add to this that these individuals also fill the roles of Apparatus Operators and Company Officers, and you can see that we are stretched thin even if every member is able to respond to an incident. We can and do enhance these numbers by the way of the Automatic and Mutual Aide responses of our neighbors. We are in a time and place where an involved structure fire will always require at the least an Automatic aid call, if not a Mutual Aid request via a second or greater alarm. This is not unique to us, as all of the local departments are in the same circumstance with regard to fighting structure fires.

Our biggest opportunity, and the one for which I can see no end in sight is the lack of depth of seasoned volunteers and officers. If I am out of district, I cannot guarantee a response to a medical or rescue call. If there is a fire, one of the Officers will eventually make it to the area, but the two that can respond for large emergencies from work will be responding from the far side of Tillamook.

We are beginning an online training program with action training. We are optimistic that this web based training will allow for all of our members to increase their knowledge via a self-paced program. Hopefully, this will allow us to focus our drill time on more psychomotor and skill training of critical Fire, EMS, and Rescue skills.

As always, if you know of anyone that would possibly be interested in a position within our volunteer staff, please let them know that we are in need of a couple more members.

Respectfully,

Darrell Griffith

Fire Chief

Bay City Fire Department

firedept@ci.bay-city.or.us

503 377-0233

AUGUST REPORT 2016 Administrative Report

Linda Downey, City Recorder

Accuity LLC: The City's auditors completed the field audit for the City on July 27 & 28, 2016. All went well. The auditor's report is expected in September.

Election: As a reminder Deadline for election paper work, including signatures is Friday, August 19, 2016.

E Bill /E-payments: We have 42 customers that receive their water/sewer bill on-line now. Not all 42 customers make their payments on-line. Some still pay at the office. The response to the e-bill /e-payment system has been positive overall.

Records Retention: We are working on cleaning out the files of records passed the retention requirements. The clean out is long overdue. It will not be a quick process. We will call an on-site shedding service to shed the papers after we have finished sorting.

CIS: John Zakariassen with CIS will be in the City for the annual safety inspection in September. At my request He has agreed to evaluate the ergonomics of each work station. He will provide us with the vendors for the approved chairs.

CPR Class: We are planning to schedule a CPR class with the Fire Department for employees in the near future.



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WATER

- The well pump has been ordered. Talking with Steve about it might be a shorter lead time possibly 6 to 7 weeks instead of 12
- We did not receive the sustainability loan to help for engineering fees for the third well. I was told that we scored well in the points just got edged out by another project

STREETS

- Lois is working on the contract for the work on the gravel streets
- Public works continues to work on clearing the sides of streets that have overhanging limbs and brush
- FEMA is not helping with any relief money for the slide on Portland Street. SHN and I are still working on getting the 9th street repair done

PARK

- Lois is working on an easement that TPUD wants for the electrical that we need to extend to the park property for the bathrooms

Brian Bettis

**CITY COUNCIL WORKSHOP
JULY 11, 2016
5:30 P.M.**

Members Present: Dee Harguth, Shaena Peterson, David Olson, Robert Pollock, Kari Fleisher, Crystal Killion and Kathy Baker.

Staff Present: Brian Bettis, Darrell Griffith and Linda Downey.

Others present: Svein Wiese-Hansen from Pacific Oyster.

Shaena brought New Business item 9D forward on the agenda.

9D: Port of Garibaldi / Pacific Oyster

Shaena acknowledged the conversation with the Port of Garibaldi and Pacific Oyster concerning the clean up of the Pacific Oyster business site.

The Council requested that Pacific Oyster and/or the Port of Garibaldi work with the City to clean up the site. The Council was concerned about the view of the bay and the access to the jetty area.

Discussion was held on the progress being made.

Svein left the meeting 5:45 p.m.

1. PUBLIC HEARINGS

Salmonberry Trail / Text Amendments.

Discussion was held on the proposed Text Amendments. Changes are proposed for the Comprehensive Plan and Transportation Plan to acknowledge the development of the Salmonberry Trail in the future.

2. COMMITTEE REPORTS

A. Administrative

Darrell's report was briefly discussed.

Open burning will not be permitted on July 15th and all permitted burning will stop August 1, 2016.

Linda's report was briefly discussed

Discussion was held on the best use of the asphalt grindings if there is any surplus after the gravel streets project is complete.

B. Community Development

A Transient Lodging Tax (TLT) Advisory Committee meeting was held July 6, 2016. Dee said that there were no applications for TLT money at this time.

- C. Public Works
Brian Bettis reviewed his report with the Council.

4. MINUTES REVIEW

Minutes reviewed included the minutes for:
06/13/2016 Council Workshop
06/14/2016 Regular Council Meeting

An error was noted in the meeting minutes. The correction will be made.

5. TREASURER'S REPORT

No Comments were made.

6. BILLS AGAINST THE CITY

The bills will be reviewed tomorrow at 9:00 a.m.

7. UNFINISHED BUSINESS

- A. HEAL "Healthy Eating Active Living" Active City Resolution No. 2016-09.
Shaena reviewed the resolution. By adopting the resolution the City would be eligible for some additional grant funds to be used for trails and paths.

8. NEW BUSINESS

- A. Harold Weber Sewer Connection
Brian has been in contact with Mr. Weber. The work has begun on the sewer connection.
- B. ORD No. 670 Abandoned Vehicles
Discussion was held on the draft ordinance.
- C. SHN Contract / Slide Repair
Discussion was held on the contract with SHN for the slide repair. The slides happened during a winter storm. One slide was located on 9th Street and one on Portland Avenue.
- D. Port of Garibaldi / Pacific Oyster
This item was discussed at the beginning of the meeting.

Discussion was held on the removal of the scotch broom on the property.
- E. Kilchis Regional Water District / Project Funding
Shaena acknowledged the importance of planning for the third well. Funding options for the third well need to be considered.

Discussion was held on the water system and the districts involved.
- F. Non-Remonstrance Agreement for Annexation / UGB Inclusion

A brief discussion was held on the revisions to the Non-Remonstrance Agreement for people out side of the City limits that are requesting water service.

- G. Outside Water User Agreement
A brief discussion was held on the revisions to the Outside Water User Agreement.

9. MAYOR AND COUNCIL PRESENTATIONS

- A. Pearl Festival / Bay City Business Tent
Shaena requested the Council members spend a shift at the Bay City Business tent during the Pearl Festival.

10. CITY COUNCIL PRESENTATION

Kathy noted that Pokémon Go is being used at the Kilchis Point. She has seen several groups of young people out on the trails all on their phones.

11. ADJOURNMENT

The workshop was adjourned at 6:40 p.m.

Linda Downey, City Recorder

**CITY COUNCIL MEETING
JULY 12, 2016**

CALL TO ORDER/ROLL CALL/WELCOME - 6:00 P.M.

=====
Mayor Peterson called the Bay City Council meeting to order at 6:00 p.m. She asked that everyone stand and join her in the Flag Salute. The following Council members were present: Robert Pollock, Kathy Baker David Olson, Kari Fleisher, Crystal Killion and Dee Harguth. Others in attendance were Attorney Lois Albright, Public Works Director Brian Bettis, Fire Chief Darrell Griffith and City Recorder Linda Downey. See the attached list of visitors.

PUBLIC HEARINGS

=====
A. Salmonberry Trail / Text Amendments

Mayor Peterson opened the Public Hearing on the amendments to the Bay City Comprehensive Plan and Transportation Plan that references the future development of the Salmonberry Trail. The Bay City Planning Commission have recommended approval of the amendments.

There were no public comments.

DLCD representative Patrick Wingard was present and available to answer questions.

Mayor Peterson closed the public hearing and opened discussion to the Council.

Motion by Councilor Pollock second Baker to approve the amendments to the Bay City Comprehensive Plan and the Bay City Transportation Plan as presented. Motion carried 6-0.

Motion by Councilor Baker and second by Councilor Fleisher to set the public hearing on August 9, 2016, for the ordinance to amendment to the Bay City Comprehensive Plan. Motion carried 6-0.

Attorney Albright will draft the ordinance and revise the Transportation Plan.

VISITORS' PROPOSITIONS

=====
Mayor Shaena Peterson briefly acknowledged agenda item 10B under the Mayor's Presentation concerning the Banking of the Rail Line. Port of Tillamook Bay Manager Michele Bradley was present. The law firm *Stewart, Wald & McCully* have contacted property owners in the area encouraging them to hire the firm to file claims for money damages against the US government. The firm says that if the Port of Tillamook Railroad abandons the rail line and allows the *Salmonberry Trail* to be developed then they feel property owners would have reversionary right to the land currently in railroad right of way. The law firm is holding public informational meetings in the area.

Michele Bradley said they are not abandoning the line just changing the use from Industrial traffic rails to tourism rails.

COMMITTEE REPORTS

=====

A. Administrative:

Councilor Fleisher is in the process of organizing the sale of bricks for a fundraiser for development on the Watt Family Park.

Fire Chief Darrell Griffith provided a report to the Council.
The department is very busy and he would like to have additional volunteers.

This year's Fire Department car wash was a great success and the Firefighter's Association intends to purchase the CPR practice dummies with the funds.

Open burning will end on July 15, 2016 and burning in barrels will end August 1, 2016.

City Recorder Linda Downey provided a report for the Council.

The park campground has been busy especially on the weekends.

The auditors are scheduled to complete the City's field audit July 27-29, 2016.

Recorder Downey noted the up coming election for the Mayor, and three Councilors. She noted that the County has requested a deadline to submit signed petitions by August 19, 2016. Forms are available at City Hall.

The City received asphalt grindings from the paving company that was paving Highway 101. The City plans to grade, place the grindings and compact the gravel streets within the City. Discussion was held on the disposition of excess asphalt grindings. There are regulations and specific allowed uses for the grindings. City Hall has received request for the grindings from private homeowners. Discussion was held on how placement could be regulated and the grindings hauled. The Council acknowledged that Tillamook County Road Department and The Port of Garibaldi have requested the excess grindings.

Motion by Councilor Pollock and second by Councilor Olson to give any excess grindings to Tillamook County and The Port of Garibaldi. Motion carried 6-0.

B. Community Development:

Councilor Harguth noted that the Transient Lodging Tax (TLT) Advisory Committee met on July 6, 2016. At this time there are no applications requesting TLT funds. Councilor Harguth noted that the next meeting will be held on October 5, 2016.

Attorney Albright was asked if the City could apply for the TLT tax funds. Attorney Albright will review the requirements and report back to the City.

Discussion was held on the uses eligible for the TLT funds.

- C. Public Works:
Public Works Director Brian Bettis provided a report to the Council.

The Watt Family Park restroom building has been built. Electrical and plumbing work is being scheduled.

MINUTES REVIEW

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Minutes were reviewed for the 06/13/2016 Council Workshop and 06/14/2016 Regular Council Meeting.

An error was noted in the 06/14/2016 Meeting minutes and corrections were made.

Motion by Councilor Fleisher and second by Councilor Killion, to approve the minutes for the 06/13/2016 Council Workshop as presented and 06/14/2016 Regular Council Meeting as amended. Motion carried 6-0.

TREASURER'S REPORT

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With no questions or corrections Mayor Peterson asked the report be filled for audit.

BILLS AGAINST THE CITY

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Councilor Pollock reviewed the bills with Public Works Director Brian Bettis, Fire Chief Darrell Griffith and City Recorder Linda Downey.

Motion by Councilor Baker and second by Councilor Fleisher to approve payment of the bills against the City in the amount of \$104,929.08. Motion carried 6-0.

UNFINISHED BUSINESS

- A. Resolution No. 16-09 HEAL "Healthy Eating Active Living" Community

Mayor Peterson reviewed the resolution for being an "active community."
By adoption of this resolution the City is eligible for some additional grants that would provide and encourage the community to be more physically active.

Motion by Councilor Pollock and second by Councilor Baker to approve Resolution No. 16-09 as presented. Motion carried 6-0.

NEW BUSINESS

- A. Weber Sewer Connection

Public Works Director Brian Bettis has been in contact with Mr. Weber and he has begun to prepare the area for the connection. He expects to complete the connection in the near future.

This item will remain on the agenda.

- B. ORD No. 670 Abandon Vehicles
Discussion was held on the draft Abandon Vehicles Ordinance.

Due the abandoned vehicles being stored at the Public Works facility the Council approved an emergency clause in the ordinance. Attorney Albright will make revisions to the ordinance for the emergency clause.

Motion by Councilor Pollock and second by Councilor Baker to set Ordinance No. 670 for public hearing at the August 9, 2016, Council Meeting. Motion carried 6-0.

- C. SHN Contract / Slide Repair
Discussion was held on the SHN contract for engineering on the Portland Avenue and the 9th Street slides.

Motion by Councilor Olson and second by Councilor Fleisher to approve the SHN contract for the slide repair on Portland Avenue and 9th Street as presented. Motion carried 6-0.

- D. Port of Garibaldi / Pacific Oyster
The City has been working with the Port of Garibaldi and Pacific Oyster to make improvements to the Pacific Oyster business site area. Brush needs to be cleared and the area cleaned up. Pacific Oyster has moved their pipe storage so that there is less impact on the view of the bay.

- E. Kilchis Regional Water District / Project Funding
Mayor Peterson noted that the first quarterly Kilchis Regional Water District meeting will be held at 5:30 tomorrow, July 13, 2016.

Funding for the third well will need to be discussed.

- F. Non-Remonstrance Agreement for Annexation / UGB Inclusion
Attorney Albright explained the changes to the Non-Remonstrance Agreement for Annexation / UGB Inclusion and the Outside Water User Agreement. These documents would be needed for new water users outside of the City limits.

Motion by Councilor Baker and second by Councilor Fleisher to approve the Non-Remonstrance Agreement for Annexation / UGB Inclusion as presented. Motion carried 6-0.

- G. Outside Water User Agreement
Motion by Councilor Pollock and second by Councilor Olson to approve the Outside Water User Agreement as presented. Motion carried 6-0.

- H. Resolution No. 16-10 Well Pump Resolution.
Attorney Albright explained the concerns with the well pump and the need to replace the pump as soon as possible. The City Engineer has contacted several distributors for the pump. The pump with the desired specifications for the well is a difficult one to locate. There is only one distributor available to obtain the pump. The resolution will exempt the purchase of the pump from complete bid.

Motion by Councilor Olson and second by Councilor Baker to approve Resolution No.16-10 as presented. Motion carried 6-0.

MAYOR'S PRESENTATION

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- A. Pearl Festival / Bay City Business Tent
The Pearl Festival Committee will be sending letters to Bay City business owners. During the Festival a business tent will be provided to advertise the businesses in Bay City. Mayor Peterson requested all the Councilors take turns working at the tent during the festival.

- B. Banking of Rail Line
Discussion was held on the letters received from a law firm *Stewart Wald & McCulley* concerning the Port of Tillamook Bay and the change of use on the rail line. The firm focuses on cases typically referred to as "Rails to Trails" and are contacting property owners asking for interested parties to contact them about pursuing a potential claim against the United States Government for money damages.

Attorney Albright will review the letters sent and report back to the Council.

CITY COUNCIL PRESENTATION

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None

ATTORNEY PRESENTATION

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None

ADJOURNMENT

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Motion by Councilor Olson and second by Councilor Baker to adjourn the meeting at 7:11 p.m. Motion carried 6-0.

Shaena E. Peterson, Mayor

Linda S. Downey, City Recorder

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

Revised Budget
 For General Fund (100)
 For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
100-00-4005 Property Taxes - Current	\$ 163,084.00	\$ 0.00	\$ 163,084.00	0.00	100.00%
100-00-4010 Property Taxes - Prior Years	6,000.00	0.00	6,000.00	0.00	100.00%
100-00-4105 Liquor Tax	15,000.00	1,597.69	15,000.00	1,597.69	89.35%
100-00-4110 Cigarette Tax	1,200.00	416.63	1,200.00	416.63	65.28%
100-00-4205 Licenses	100.00	0.00	100.00	0.00	100.00%
100-00-4210 Dog Licenses/Fines	450.00	11.25	450.00	11.25	97.50%
100-00-4305 Franchise Fees	30,000.00	2,536.92	30,000.00	2,536.92	91.54%
100-00-4510 State Revenue Sharing	10,000.00	2,682.05	10,000.00	2,682.05	73.18%
100-00-4605 Hall Rental	800.00	100.00	800.00	100.00	87.50%
100-00-4650 Transient Lodging Tax	3,600.00	903.96	3,600.00	903.96	74.89%
100-00-4800 Miscellaneous	1,200.00	162.04	1,200.00	162.04	86.50%
100-00-4805 Earnings on Investments	800.00	0.00	800.00	0.00	100.00%
100-00-4850 Code Enforcement Fines	100.00	0.00	100.00	0.00	100.00%
100-00-4990 Beginning Fund Balance	185,000.00	0.00	185,000.00	243,745.27	(31.75%)
Total Non-Departmental Revenues	417,334.00	8,410.54	417,334.00	252,155.81	39.58%
Fire Revenues					
100-30-4005 Property Taxes - Current	49,854.00	0.00	49,854.00	0.00	100.00%
100-30-4010 Property Taxes - Prior Years	1,900.00	0.00	1,900.00	0.00	100.00%
100-30-4520 Intergovernmental Agreements	1,500.00	0.00	1,500.00	0.00	100.00%
100-30-4800 Miscellaneous	500.00	0.00	500.00	0.00	100.00%
100-30-4930 Transfers In	89,934.00	0.00	89,934.00	0.00	100.00%
100-30-4990 Beginning Fund Balance	59,244.00	0.00	59,244.00	62,782.70	(5.97%)
Total Fire Revenues	202,932.00	0.00	202,932.00	62,782.70	69.06%
Recreation Revenues					
100-50-4430 Local Grants	4,795.00	0.00	4,795.00	0.00	100.00%
100-50-4630 Park Camping	4,000.00	1,519.00	4,000.00	1,519.00	62.03%
100-50-4990 Beginning Fund Balance	0.00	0.00	0.00	4,774.08	0.00%
Total Recreation Revenues	8,795.00	1,519.00	8,795.00	6,293.08	28.45%
Transient Lodging Tax Revenues					
100-60-4650 Transient Lodging Tax	9,000.00	2,109.30	9,000.00	2,109.30	76.56%
100-60-4990 Beginning Fund Balance	9,000.00	0.00	9,000.00	10,194.51	(13.27%)
Total Transient Lodging Tax Revenues	18,000.00	2,109.30	18,000.00	12,303.81	31.65%
Planning Revenues					
100-70-4310 Planning Fees	5,000.00	700.00	5,000.00	700.00	86.00%
100-70-4315 Land Use Fees	1,000.00	0.00	1,000.00	0.00	100.00%
Total Planning Revenues	6,000.00	700.00	6,000.00	700.00	88.33%
Total General Fund Revenues	\$ 653,061.00	\$ 12,738.84	\$ 653,061.00	\$ 334,235.40	48.82%
Expenditures					
Administration Expenditures					
100-10-5105 Full-Time Employees - Regular	\$ 42,980.00	\$ 3,876.24	\$ 42,980.00	3,876.24	90.98%

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

Revised Budget
 For General Fund (100)
 For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-10-5115 Part-Time Employees	5,400.00	0.00	5,400.00	0.00	100.00%
100-10-5205 Employer FICA Taxes	3,800.00	296.52	3,800.00	296.52	92.20%
100-10-5210 Unemployment Insurance	765.00	11.64	765.00	11.64	98.48%
100-10-5215 Workers' Compensation Insurance	825.00	2.44	825.00	2.44	99.70%
100-10-5305 Employer PERS Contributions	4,500.00	356.65	4,500.00	356.65	92.07%
100-10-5405 Health Insurance	23,500.00	1,443.50	23,500.00	1,443.50	93.86%
100-10-5415 Life Insurance	250.00	13.22	250.00	13.22	94.71%
100-10-5420 Disability Insurance	100.00	0.00	100.00	0.00	100.00%
100-10-6105 Office Supplies & Equipment	6,000.00	0.00	6,000.00	0.00	100.00%
100-10-6305 Building Repairs & Maintenance	8,000.00	0.00	8,000.00	0.00	100.00%
100-10-6405 Dues & Subscriptions	3,500.00	0.00	3,500.00	0.00	100.00%
100-10-6410 Training	1,500.00	0.00	1,500.00	0.00	100.00%
100-10-6605 Electricity	7,000.00	0.00	7,000.00	0.00	100.00%
100-10-6620 Telecommunications	2,500.00	0.00	2,500.00	0.00	100.00%
100-10-6700 Insurance	4,500.00	0.00	4,500.00	0.00	100.00%
100-10-6825 Advertising/Publishing	1,500.00	0.00	1,500.00	0.00	100.00%
100-10-6830 Janitorial Services	6,000.00	0.00	6,000.00	0.00	100.00%
100-10-6850 Dog Licenses/Catching	600.00	0.00	600.00	0.00	100.00%
100-10-6860 Computers/Software/Services	5,000.00	373.71	5,000.00	373.71	92.53%
100-10-6870 Pre-Hazard Preparedness	2,000.00	0.00	2,000.00	0.00	100.00%
100-10-6880 Ordinance Enforcement	2,000.00	0.00	2,000.00	0.00	100.00%
100-10-6990 Other Miscellaneous Expenses	15,000.00	0.00	15,000.00	0.00	100.00%
100-10-8700 Community Hall/Office	15,000.00	0.00	15,000.00	0.00	100.00%
Total Administration Expenditures	162,220.00	6,373.92	162,220.00	6,373.92	96.07%
Police Expenditures					
100-20-6820 Police Patrol/Public Protection	100.00	0.00	100.00	0.00	100.00%
Total Police Expenditures	100.00	0.00	100.00	0.00	100.00%
Fire Expenditures					
100-30-5105 Full-Time Employees - Regular	18,103.00	1,525.61	18,103.00	1,525.61	91.57%
100-30-5115 Part-Time Employees	26,000.00	0.00	26,000.00	0.00	100.00%
100-30-5205 Employer FICA Taxes	4,000.00	116.70	4,000.00	116.70	97.08%
100-30-5210 Unemployment Insurance	800.00	4.58	800.00	4.58	99.43%
100-30-5215 Workers' Compensation Insurance	1,400.00	1.60	1,400.00	1.60	99.89%
100-30-5305 Employer PERS Contributions	2,500.00	166.46	2,500.00	166.46	93.34%
100-30-5405 Health Insurance	1,200.00	92.76	1,200.00	92.76	92.27%
100-30-5415 Life Insurance	25.00	1.12	25.00	1.12	95.52%
100-30-5420 Disability Insurance	8,000.00	0.00	8,000.00	0.00	100.00%
100-30-6105 Office Supplies & Equipment	2,500.00	0.00	2,500.00	0.00	100.00%
100-30-6115 First Aid Supplies	1,000.00	0.00	1,000.00	0.00	100.00%
100-30-6140 Fuel/Lubes/Etc.	3,000.00	0.00	3,000.00	0.00	100.00%
100-30-6205 Accounting & Auditing	1,200.00	0.00	1,200.00	0.00	100.00%
100-30-6220 Legal Fees	1,200.00	0.00	1,200.00	0.00	100.00%
100-30-6305 Building Repairs & Maintenance	4,400.00	0.00	4,400.00	0.00	100.00%
100-30-6340 Radios & Radio Repair	3,000.00	0.00	3,000.00	0.00	100.00%
100-30-6345 Operational Equipment & Repairs	12,500.00	0.00	12,500.00	0.00	100.00%
100-30-6350 Personal Protective Equipment	15,000.00	0.00	15,000.00	0.00	100.00%
100-30-6405 Dues & Subscriptions	1,000.00	0.00	1,000.00	0.00	100.00%

City of Bay City 503-377-2288

8/5/2016 3:01pm

Statement of Revenue and Expenditures

Page

3

Revised Budget

For General Fund (100)

For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-30-6410 Training	5,000.00	0.00	5,000.00	0.00	100.00%
100-30-6605 Electricity	4,000.00	0.00	4,000.00	0.00	100.00%
100-30-6620 Telecommunications	1,500.00	0.00	1,500.00	0.00	100.00%
100-30-6700 Insurance	12,000.00	0.00	12,000.00	0.00	100.00%
100-30-6840 Printing & Copying	300.00	0.00	300.00	0.00	100.00%
100-30-6860 Computers/Software/Services	300.00	0.00	300.00	0.00	100.00%
100-30-6990 Other Miscellaneous Expenses	2,000.00	0.00	2,000.00	0.00	100.00%
100-30-9400 Transfer to Capital Projects Funds	35,000.00	0.00	35,000.00	0.00	100.00%
100-30-9800 Contingency	11,004.00	0.00	11,004.00	0.00	100.00%
100-30-9900 Unappropriated Ending Fund Balance	25,000.00	0.00	25,000.00	0.00	100.00%
Total Fire Expenditures	202,932.00	1,908.83	202,932.00	1,908.83	99.06%
Recreation Expenditures					
100-50-5105 Full-Time Employees - Regular	6,340.00	482.02	6,340.00	482.02	92.40%
100-50-5205 Employer FICA Taxes	500.00	36.90	500.00	36.90	92.62%
100-50-5210 Unemployment Insurance	150.00	1.44	150.00	1.44	99.04%
100-50-5215 Workers' Compensation Insurance	975.00	0.58	975.00	0.58	99.94%
100-50-5305 Employer PERS Contributions	500.00	33.60	500.00	33.60	93.28%
100-50-5405 Health Insurance	5,000.00	269.70	5,000.00	269.70	94.61%
100-50-5415 Life Insurance	20.00	0.48	20.00	0.48	97.60%
100-50-6145 Tourism	200.00	0.00	200.00	0.00	100.00%
100-50-6190 Other Supplies	2,000.00	0.00	2,000.00	0.00	100.00%
100-50-6310 Grounds Maintenance	5,000.00	0.00	5,000.00	0.00	100.00%
100-50-6311 Contracted Ground Maintenance	13,000.00	0.00	13,000.00	0.00	100.00%
100-50-6605 Electricity	1,400.00	0.00	1,400.00	0.00	100.00%
100-50-8300 Improvements Other Than Buildings	15,000.00	0.00	15,000.00	0.00	100.00%
Total Recreation Expenditures	50,085.00	824.72	50,085.00	824.72	98.35%
Transient Lodging Tax Expenditures					
100-60-6145 Tourism	18,000.00	0.00	18,000.00	0.00	100.00%
Total Transient Lodging Tax Expenditures	18,000.00	0.00	18,000.00	0.00	100.00%
Planning Expenditures					
100-70-6220 Legal Fees	2,000.00	0.00	2,000.00	0.00	100.00%
100-70-6240 Comprehensive Planning	24,000.00	0.00	24,000.00	0.00	100.00%
100-70-6865 Building Inspector/Inspections	1,000.00	0.00	1,000.00	0.00	100.00%
Total Planning Expenditures	27,000.00	0.00	27,000.00	0.00	100.00%
General Service Expenditures					
100-90-6205 Accounting & Auditing	4,000.00	0.00	4,000.00	0.00	100.00%
100-90-6220 Legal Fees	15,000.00	0.00	15,000.00	0.00	100.00%
100-90-6805 Mayor	5,000.00	0.00	5,000.00	0.00	100.00%
100-90-6910 Fee Refunds	300.00	0.00	300.00	0.00	100.00%
100-90-6990 Other Miscellaneous Expenses	500.00	0.00	500.00	0.00	100.00%
100-90-9000 Transfers Out	89,934.00	0.00	89,934.00	0.00	100.00%
100-90-9800 Contingency	35,000.00	0.00	35,000.00	0.00	100.00%
100-90-9900 Unappropriated Ending Fund Balance	42,990.00	0.00	42,990.00	0.00	100.00%
Total General Service Expenditures	192,724.00	0.00	192,724.00	0.00	100.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For General Fund (100)
 For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total General Fund Expenditures	\$ 653,061.00	\$ 9,107.47	\$ 653,061.00	\$ 9,107.47	98.61%
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ 3,631.37	\$ 0.00	\$ 325,127.93	0.00%

City of Bay City 503-377-2288

8/5/2016 3:01pm

Statement of Revenue and Expenditures

Page

5

Revised Budget

For Street and Road Fund (200)

For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
200-00-4115 State Highway Tax	\$ 67,000.00	\$ 6,851.28	\$ 67,000.00	6,851.28	89.77%
200-00-4420 State Grants	50,000.00	0.00	50,000.00	0.00	100.00%
200-00-4800 Miscellaneous	500.00	0.00	500.00	0.00	100.00%
200-00-4805 Earnings on Investments	120.00	0.00	120.00	0.00	100.00%
200-00-4990 Beginning Fund Balance	35,000.00	0.00	35,000.00	20,248.05	42.15%
Total Non-Departmental Revenues	152,620.00	6,851.28	152,620.00	27,099.33	82.24%
Total Street and Road Fund Revenues	\$ 152,620.00	\$ 6,851.28	\$ 152,620.00	\$ 27,099.33	82.24%
Expenditures					
Non-Departmental Expenditures					
200-00-5105 Full-Time Employees - Regular	\$ 24,320.00	\$ 1,723.48	\$ 24,320.00	1,723.48	92.91%
200-00-5115 Part-Time Employees	5,400.00	0.00	5,400.00	0.00	100.00%
200-00-5205 Employer FICA Taxes	2,100.00	131.85	2,100.00	131.85	93.72%
200-00-5210 Unemployment Insurance	500.00	5.17	500.00	5.17	98.97%
200-00-5215 Workers' Compensation Insurance	2,500.00	1.41	2,500.00	1.41	99.94%
200-00-5305 Employer PERS Contributions	2,500.00	128.80	2,500.00	128.80	94.85%
200-00-5405 Health Insurance	14,700.00	783.38	14,700.00	783.38	94.67%
200-00-5415 Life Insurance	100.00	2.34	100.00	2.34	97.66%
200-00-6105 Office Supplies & Equipment	500.00	0.00	500.00	0.00	100.00%
200-00-6125 Shop Supplies & Small Tools	1,500.00	0.00	1,500.00	0.00	100.00%
200-00-6140 Fuel/Lubes/Etc.	3,000.00	0.00	3,000.00	0.00	100.00%
200-00-6205 Accounting & Auditing	1,000.00	0.00	1,000.00	0.00	100.00%
200-00-6215 Engineering Fees	5,000.00	0.00	5,000.00	0.00	100.00%
200-00-6220 Legal Fees	1,000.00	0.00	1,000.00	0.00	100.00%
200-00-6305 Building Repairs & Maintenance	3,000.00	0.00	3,000.00	0.00	100.00%
200-00-6315 Street Repairs & Maintenance	10,000.00	0.00	10,000.00	0.00	100.00%
200-00-6335 Vehicle Repairs & Maintenance	5,000.00	0.00	5,000.00	0.00	100.00%
200-00-6390 Other Repairs & Maintenance	3,000.00	0.00	3,000.00	0.00	100.00%
200-00-6410 Training	1,000.00	0.00	1,000.00	0.00	100.00%
200-00-6605 Electricity	10,000.00	0.00	10,000.00	0.00	100.00%
200-00-6700 Insurance	2,500.00	0.00	2,500.00	0.00	100.00%
200-00-8300 Improvements Other Than Buildings	50,000.00	0.00	50,000.00	0.00	100.00%
200-00-9400 Transfer to Capital Projects Funds	2,000.00	0.00	2,000.00	0.00	100.00%
200-00-9800 Contingency	2,000.00	0.00	2,000.00	0.00	100.00%
Total Non-Departmental Expenditures	152,620.00	2,776.43	152,620.00	2,776.43	98.18%
Total Street and Road Fund Expenditures	\$ 152,620.00	\$ 2,776.43	\$ 152,620.00	\$ 2,776.43	98.18%
Street and Road Fund Excess of Revenues Over Expenditur	\$ 0.00	\$ 4,074.85	\$ 0.00	\$ 24,322.90	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 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Housing Rehabilitation Revenues					
201-18-4805 Earnings on Investments	\$ 150.00	\$ 0.00	\$ 150.00	\$ 0.00	100.00%
201-18-4825 Loan Payback	90,000.00	0.00	90,000.00	0.00	100.00%
201-18-4990 Beginning Fund Balance	52,000.00	0.00	52,000.00	52,800.95	(1.54%)
Total Housing Rehabilitation Revenues	142,150.00	0.00	142,150.00	52,800.95	62.86%
Total Housing Rehabilitation Fund Revenues	\$ 142,150.00	\$ 0.00	\$ 142,150.00	\$ 52,800.95	62.86%
Expenditures					
Housing Rehabilitation Expenditures					
201-18-6890 Other Administration Expenses	\$ 4,000.00	\$ 0.00	\$ 4,000.00	\$ 0.00	100.00%
201-18-6920 Housing Rehab Loan Disbursements	138,150.00	0.00	138,150.00	0.00	100.00%
Total Housing Rehabilitation Expenditures	142,150.00	0.00	142,150.00	0.00	100.00%
Total Housing Rehabilitation Fund Expenditures	\$ 142,150.00	\$ 0.00	\$ 142,150.00	\$ 0.00	100.00%
Housing Rehabilitation Fund Excess of Revenues Over Exp	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52,800.95	0.00%

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

Revised Budget
For Kilchis Water Bond Fund (300)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Bond Payment Revenues					
300-11-4005 Property Taxes - Current	\$ 31,140.00	\$ 0.00	\$ 31,140.00	0.00	100.00%
300-11-4010 Property Taxes - Prior Years	1,000.00	0.00	1,000.00	0.00	100.00%
300-11-4611 Water User Charges - Capital	20,940.00	306.34	20,940.00	306.34	98.54%
300-11-4805 Earnings on Investments	150.00	0.00	150.00	0.00	100.00%
300-11-4990 Beginning Fund Balance	84,520.00	0.00	84,520.00	92,024.27	(8.88%)
Total Bond Payment Revenues	137,750.00	306.34	137,750.00	92,330.61	32.97%
Total Kilchis Water Bond Fund Revenues	\$ 137,750.00	\$ 306.34	\$ 137,750.00	\$ 92,330.61	32.97%
Expenditures					
Bond Payment Expenditures					
300-11-7010 Principal Payments - General Obligation B	\$ 45,000.00	\$ 0.00	\$ 45,000.00	0.00	100.00%
300-11-7015 Interest Payments - General Obligation Bo	13,100.00	0.00	13,100.00	0.00	100.00%
Total Bond Payment Expenditures	58,100.00	0.00	58,100.00	0.00	100.00%
Bond Reserve Expenditures					
300-12-9900 Unappropriated Ending Fund Balance	79,650.00	0.00	79,650.00	0.00	100.00%
Total Bond Reserve Expenditures	79,650.00	0.00	79,650.00	0.00	100.00%
Total Kilchis Water Bond Fund Expenditures	\$ 137,750.00	\$ 0.00	\$ 137,750.00	\$ 0.00	100.00%
Kilchis Water Bond Fund Excess of Revenues Over Expend	\$ 0.00	\$ 306.34	\$ 0.00	\$ 92,330.61	0.00%

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

Revised Budget
For Sewer Bond Fund (301)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Bond Payment Revenues					
301-11-4005 Property Taxes - Current	\$ 16,415.00	\$ 0.00	\$ 16,415.00	0.00	100.00%
301-11-4010 Property Taxes - Prior Years	1,000.00	0.00	1,000.00	0.00	100.00%
301-11-4805 Earnings on Investments	120.00	0.00	120.00	0.00	100.00%
301-11-4990 Beginning Fund Balance	43,153.00	0.00	43,153.00	44,283.32	(2.62%)
Total Bond Payment Revenues	60,688.00	0.00	60,688.00	44,283.32	27.03%
Total Sewer Bond Fund Revenues	\$ 60,688.00	\$ 0.00	\$ 60,688.00	\$ 44,283.32	27.03%
Expenditures					
Bond Payment Expenditures					
301-11-7010 Principal Payments - General Obligation B	\$ 9,300.00	\$ 0.00	\$ 9,300.00	0.00	100.00%
301-11-7015 Interest Payments - General Obligation Bo	15,500.00	0.00	15,500.00	0.00	100.00%
301-11-9900 Unappropriated Ending Fund Balance	35,888.00	0.00	35,888.00	0.00	100.00%
Total Bond Payment Expenditures	60,688.00	0.00	60,688.00	0.00	100.00%
Total Sewer Bond Fund Expenditures	\$ 60,688.00	\$ 0.00	\$ 60,688.00	\$ 0.00	100.00%
Sewer Bond Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 44,283.32	0.00%

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

Revised Budget
For DEQ Loan Repayment Fund (302)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Loan Reserve Revenues					
302-21-4620 Sewer User Charges	\$ 40,000.00	\$ 0.00	\$ 40,000.00	0.00	100.00%
302-21-4990 Beginning Fund Balance	40,000.00	0.00	40,000.00	41,004.00	(2.51%)
Total Loan Reserve Revenues	80,000.00	0.00	80,000.00	41,004.00	48.75%
Total DEQ Loan Repayment Fund Revenues	\$ 80,000.00	\$ 0.00	\$ 80,000.00	\$ 41,004.00	48.75%
Expenditures					
Loan Expenditures					
302-22-7040 Principal Payments - Notes Payable	\$ 22,000.00	\$ 0.00	\$ 22,000.00	0.00	100.00%
302-22-7045 Interest Payments - Notes Payable	2,500.00	0.00	2,500.00	0.00	100.00%
302-22-9900 Unappropriated Ending Fund Balance	55,500.00	0.00	55,500.00	0.00	100.00%
Total Loan Expenditures	80,000.00	0.00	80,000.00	0.00	100.00%
Total DEQ Loan Repayment Fund Expenditures	\$ 80,000.00	\$ 0.00	\$ 80,000.00	\$ 0.00	100.00%
DEQ Loan Repayment Fund Excess of Revenues Over Expe	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41,004.00	0.00%

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

Revised Budget
For Street Reserve Fund (400)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
400-13-4305 Franchise Fees	\$ 3,000.00	\$ 1,069.02	\$ 3,000.00	1,069.02	64.37%
400-13-4320 Street Maintenance Fees	43,000.00	3,997.57	43,000.00	3,997.57	90.70%
400-13-4805 Earnings on Investments	600.00	0.00	600.00	0.00	100.00%
400-13-4930 Transfers In	89,079.00	0.00	89,079.00	0.00	100.00%
400-13-4990 Beginning Fund Balance	5,000.00	0.00	5,000.00	277,186.15	(5443.72%)
Total Reserve Revenues	140,679.00	5,066.59	140,679.00	282,252.74	(100.64%)
Street Trust Revenues					
400-17-4990 Beginning Fund Balance	307,000.00	0.00	307,000.00	309,095.58	(0.68%)
Total Street Trust Revenues	307,000.00	0.00	307,000.00	309,095.58	(0.68%)
Street Maintenance Fee Revenues					
400-24-4990 Beginning Fund Balance	130,000.00	0.00	130,000.00	0.00	100.00%
Total Street Maintenance Fee Revenues	130,000.00	0.00	130,000.00	0.00	100.00%
FEMA Projects Revenues					
400-25-4410 Federal Grants	250,000.00	0.00	250,000.00	0.00	100.00%
Total FEMA Projects Revenues	250,000.00	0.00	250,000.00	0.00	100.00%
Total Street Reserve Fund Revenues	\$ 827,679.00	\$ 5,066.59	\$ 827,679.00	\$ 591,348.32	28.55%
Expenditures					
Reserve Expenditures					
400-13-6315 Street Repairs & Maintenance	\$ 1,000.00	\$ 0.00	\$ 1,000.00	0.00	100.00%
400-13-6910 Fee Refunds	500.00	0.00	500.00	0.00	100.00%
400-13-9900 Unappropriated Ending Fund Balance	81,179.00	0.00	81,179.00	0.00	100.00%
Total Reserve Expenditures	82,679.00	0.00	82,679.00	0.00	100.00%
Street Trust Expenditures					
400-17-9000 Transfers Out	89,079.00	0.00	89,079.00	0.00	100.00%
400-17-9900 Unappropriated Ending Fund Balance	217,921.00	0.00	217,921.00	0.00	100.00%
Total Street Trust Expenditures	307,000.00	0.00	307,000.00	0.00	100.00%
Street Maintenance Fee Expenditures					
400-24-6314 Street Overlay	188,000.00	0.00	188,000.00	0.00	100.00%
Total Street Maintenance Fee Expenditures	188,000.00	0.00	188,000.00	0.00	100.00%
FEMA Projects Expenditures					
400-25-6315 Street Repairs & Maintenance	250,000.00	0.00	250,000.00	0.00	100.00%
Total FEMA Projects Expenditures	250,000.00	0.00	250,000.00	0.00	100.00%
Total Street Reserve Fund Expenditures	\$ 827,679.00	\$ 0.00	\$ 827,679.00	\$ 0.00	100.00%
Street Reserve Fund Excess of Revenues Over Expenditure	\$ 0.00	\$ 5,066.59	\$ 0.00	\$ 591,348.32	0.00%

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

Revised Budget
For Bay City Equipment Reserve Fund (401)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
401-13-4805 Earnings on Investments	\$ 250.00	\$ 0.00	\$ 250.00	\$ 0.00	100.00%
401-13-4930 Transfers In	15,000.00	0.00	15,000.00	0.00	100.00%
401-13-4990 Beginning Fund Balance	88,900.00	0.00	88,900.00	89,420.14	(0.59%)
Total Reserve Revenues	104,150.00	0.00	104,150.00	89,420.14	14.14%
Total Bay City Equipment Reserve Fund Revenues	\$ 104,150.00	\$ 0.00	\$ 104,150.00	\$ 89,420.14	14.14%
Expenditures					
Reserve Expenditures					
401-13-8400 Machinery & Equipment	\$ 75,000.00	\$ 0.00	\$ 75,000.00	\$ 0.00	100.00%
401-13-9900 Unappropriated Ending Fund Balance	29,150.00	0.00	29,150.00	0.00	100.00%
Total Reserve Expenditures	104,150.00	0.00	104,150.00	0.00	100.00%
Total Bay City Equipment Reserve Fund Expenditures	\$ 104,150.00	\$ 0.00	\$ 104,150.00	\$ 0.00	100.00%
Bay City Equipment Reserve Fund Excess of Revenues Ove	\$ 0.00	\$ 0.00	\$ 0.00	\$ 89,420.14	0.00%

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

Revised Budget
For Fire Apparatus Reserve & Building Reserve Fund (402)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
402-13-4805 Earnings on Investments	\$ 200.00	\$ 0.00	\$ 200.00	\$ 0.00	100.00%
402-13-4930 Transfers In	35,000.00	0.00	35,000.00	0.00	100.00%
402-13-4990 Beginning Fund Balance	48,000.00	0.00	48,000.00	48,261.89	(0.55%)
Total Reserve Revenues	83,200.00	0.00	83,200.00	48,261.89	41.99%
Building Fund Revenues					
402-19-4890 Fire Department Relocation	15,000.00	1,903.60	15,000.00	1,903.60	87.31%
402-19-4990 Beginning Fund Balance	4,300.00	0.00	4,300.00	8,432.57	(96.11%)
Total Building Fund Revenues	19,300.00	1,903.60	19,300.00	10,336.17	46.44%
Total Fire Apparatus Reserve & Building Reserve Fund Re	\$ 102,500.00	\$ 1,903.60	\$ 102,500.00	\$ 58,598.06	42.83%
Expenditures					
Reserve Expenditures					
402-13-7050 Capital Lease Payments	\$ 24,500.00	\$ 0.00	\$ 24,500.00	\$ 0.00	100.00%
402-13-9900 Unappropriated Ending Fund Balance	58,700.00	0.00	58,700.00	0.00	100.00%
Total Reserve Expenditures	83,200.00	0.00	83,200.00	0.00	100.00%
Building Fund Expenditures					
402-19-9900 Unappropriated Ending Fund Balance	19,300.00	0.00	19,300.00	0.00	100.00%
Total Building Fund Expenditures	19,300.00	0.00	19,300.00	0.00	100.00%
Total Fire Apparatus Reserve & Building Reserve Fund Ex	\$ 102,500.00	\$ 0.00	\$ 102,500.00	\$ 0.00	100.00%
Fire Apparatus Reserve & Building Reserve Fund Excess of \$	0.00	\$ 1,903.60	\$ 0.00	\$ 58,598.06	0.00%

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

Revised Budget
For Storm Drainage Reserve Fund (403)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
403-13-4930 Transfers In	\$ 2,000.00	\$ 0.00	\$ 2,000.00	\$ 0.00	100.00%
403-13-4990 Beginning Fund Balance	3,000.00	0.00	3,000.00	5,197.98	(73.27%)
Total Reserve Revenues	5,000.00	0.00	5,000.00	5,197.98	(3.96%)
Total Storm Drainage Reserve Fund Revenues	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,197.98	(3.96%)
Expenditures					
Reserve Expenditures					
403-13-6390 Other Repairs & Maintenance	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00	100.00%
Total Reserve Expenditures	5,000.00	0.00	5,000.00	0.00	100.00%
Total Storm Drainage Reserve Fund Expenditures	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00	100.00%
Storm Drainage Reserve Fund Excess of Revenues Over Ex	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,197.98	0.00%

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

Revised Budget
For Park & Recreation Reserve Fund (404)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
404-13-4420 State Grants	\$ 27,000.00	\$ 0.00	\$ 27,000.00	\$ 0.00	100.00%
404-13-4820 Sale of Rock - Dill Bar	1,000.00	0.00	1,000.00	0.00	100.00%
404-13-4990 Beginning Fund Balance	1,000.00	0.00	1,000.00	5,103.33	(410.33%)
Total Reserve Revenues	29,000.00	0.00	29,000.00	5,103.33	82.40%
Total Park & Recreation Reserve Fund Revenues	\$ 29,000.00	\$ 0.00	\$ 29,000.00	\$ 5,103.33	82.40%
Expenditures					
Reserve Expenditures					
404-13-8300 Improvements Other Than Buildings	\$ 8,000.00	\$ 0.00	\$ 8,000.00	\$ 0.00	100.00%
404-13-8310 Buildings / Structures	21,000.00	4,525.14	21,000.00	4,525.14	78.45%
Total Reserve Expenditures	29,000.00	4,525.14	29,000.00	4,525.14	84.40%
Total Park & Recreation Reserve Fund Expenditures	\$ 29,000.00	\$ 4,525.14	\$ 29,000.00	\$ 4,525.14	84.40%
Park & Recreation Reserve Fund Excess of Revenues Over	\$ 0.00	\$ (4,525.14)	\$ 0.00	\$ 578.19	0.00%

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

Revised Budget
For Footpaths and Bicycle Trails Reserve (405)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
405-13-4115 State Highway Tax	\$ 500.00	\$ 69.20	\$ 500.00	\$ 69.20	86.16%
405-13-4805 Earnings on Investments	10.00	0.00	10.00	0.00	100.00%
405-13-4990 Beginning Fund Balance	3,800.00	0.00	3,800.00	3,965.41	(4.35%)
Total Reserve Revenues	4,310.00	69.20	4,310.00	4,034.61	6.39%
Total Footpaths and Bicycle Trails Reserve Revenues	\$ 4,310.00	\$ 69.20	\$ 4,310.00	\$ 4,034.61	6.39%
Expenditures					
Reserve Expenditures					
405-13-9900 Unappropriated Ending Fund Balance	\$ 4,310.00	\$ 0.00	\$ 4,310.00	\$ 0.00	100.00%
Total Reserve Expenditures	4,310.00	0.00	4,310.00	0.00	100.00%
Total Footpaths and Bicycle Trails Reserve Expenditures	\$ 4,310.00	\$ 0.00	\$ 4,310.00	\$ 0.00	100.00%
Footpaths and Bicycle Trails Reserve Excess of Revenues	\$ 0.00	\$ 69.20	\$ 0.00	\$ 4,034.61	0.00%

City of Bay City 503-377-2288

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Statement of Revenue and Expenditures

Page

16

Revised Budget

For Bay City Water Fund (600)

For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
600-00-4610 Water User Charges	\$ 280,000.00	\$ 26,762.03	\$ 280,000.00	26,762.03	90.44%
600-00-4615 Water Deposits	3,000.00	501.30	3,000.00	501.30	83.29%
600-00-4800 Miscellaneous	1,000.00	30.00	1,000.00	30.00	97.00%
600-00-4805 Earnings on Investments	400.00	0.00	400.00	0.00	100.00%
600-00-4815 Sale of Pipe/Supplies	500.00	0.00	500.00	0.00	100.00%
600-00-4930 Transfers In	40,000.00	0.00	40,000.00	0.00	100.00%
600-00-4990 Beginning Fund Balance	104,000.00	0.00	104,000.00	215,965.19	(107.66%)
Total Non-Departmental Revenues	428,900.00	27,293.33	428,900.00	243,258.52	43.28%
Reserve Revenues					
600-13-4710 SDC - Improvement Fees	9,244.00	4,622.00	9,244.00	4,622.00	50.00%
600-13-4720 SDC - Reimbursement Fees	4,954.00	2,477.00	4,954.00	2,477.00	50.00%
600-13-4805 Earnings on Investments	900.00	0.00	900.00	0.00	100.00%
600-13-4990 Beginning Fund Balance	309,000.00	0.00	309,000.00	335,136.85	(8.46%)
Total Reserve Revenues	324,098.00	7,099.00	324,098.00	342,235.85	(5.60%)
Total Bay City Water Fund Revenues	\$ 752,998.00	\$ 34,392.33	\$ 752,998.00	\$ 585,494.37	22.24%
Expenditures					
Non-Departmental Expenditures					
600-00-5105 Full-Time Employees - Regular	\$ 99,583.00	\$ 8,005.07	\$ 99,583.00	8,005.07	91.96%
600-00-5115 Part-Time Employees	5,400.00	0.00	5,400.00	0.00	100.00%
600-00-5205 Employer FICA Taxes	8,100.00	612.40	8,100.00	612.40	92.44%
600-00-5210 Unemployment Insurance	1,800.00	24.01	1,800.00	24.01	98.67%
600-00-5215 Workers' Compensation Insurance	2,900.00	6.78	2,900.00	6.78	99.77%
600-00-5305 Employer PERS Contributions	8,000.00	596.82	8,000.00	596.82	92.54%
600-00-5405 Health Insurance	60,000.00	3,577.46	60,000.00	3,577.46	94.04%
600-00-5415 Life Insurance	350.00	17.45	350.00	17.45	95.01%
600-00-6105 Office Supplies & Equipment	3,000.00	0.00	3,000.00	0.00	100.00%
600-00-6125 Shop Supplies & Small Tools	2,000.00	0.00	2,000.00	0.00	100.00%
600-00-6130 Customer Meters & Supplies	16,000.00	0.00	16,000.00	0.00	100.00%
600-00-6140 Fuel/Lubes/Etc.	3,000.00	0.00	3,000.00	0.00	100.00%
600-00-6190 Other Supplies	500.00	0.00	500.00	0.00	100.00%
600-00-6205 Accounting & Auditing	3,000.00	0.00	3,000.00	0.00	100.00%
600-00-6220 Legal Fees	5,000.00	0.00	5,000.00	0.00	100.00%
600-00-6225 Laboratory Fees	1,500.00	0.00	1,500.00	0.00	100.00%
600-00-6305 Building Repairs & Maintenance	10,000.00	0.00	10,000.00	0.00	100.00%
600-00-6325 Utility System Repairs	15,000.00	0.00	15,000.00	0.00	100.00%
600-00-6335 Vehicle Repairs & Maintenance	5,000.00	0.00	5,000.00	0.00	100.00%
600-00-6345 Operational Equipment & Repairs	5,000.00	0.00	5,000.00	0.00	100.00%
600-00-6410 Training	2,000.00	0.00	2,000.00	0.00	100.00%
600-00-6605 Electricity	800.00	0.00	800.00	0.00	100.00%
600-00-6620 Telecommunications	3,000.00	0.00	3,000.00	0.00	100.00%
600-00-6700 Insurance	7,500.00	0.00	7,500.00	0.00	100.00%
600-00-6830 Janitorial Services	1,000.00	0.00	1,000.00	0.00	100.00%
600-00-6860 Computers/Software/Services	11,500.00	373.71	11,500.00	373.71	96.75%

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

Revised Budget
For Bay City Water Fund (600)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
600-00-6905 Deposit Refunds	1,000.00	0.00	1,000.00	0.00	100.00%
600-00-6910 Fee Refunds	300.00	0.00	300.00	0.00	100.00%
600-00-6990 Other Miscellaneous Expenses	2,000.00	0.00	2,000.00	0.00	100.00%
600-00-8200 Buildings & Structures	10,000.00	0.00	10,000.00	0.00	100.00%
600-00-9400 Transfer to Capital Projects Funds	5,000.00	0.00	5,000.00	0.00	100.00%
600-00-9500 Transfer to Enterprise Funds	109,367.00	0.00	109,367.00	0.00	100.00%
600-00-9800 Contingency	20,300.00	0.00	20,300.00	0.00	100.00%
Total Non-Departmental Expenditures	428,900.00	13,213.70	428,900.00	13,213.70	96.92%
Reserve Expenditures					
600-13-6910 Fee Refunds	7,099.00	0.00	7,099.00	0.00	100.00%
600-13-9500 Transfer to Enterprise Funds	40,000.00	0.00	40,000.00	0.00	100.00%
600-13-9900 Unappropriated Ending Fund Balance	276,999.00	0.00	276,999.00	0.00	100.00%
Total Reserve Expenditures	324,098.00	0.00	324,098.00	0.00	100.00%
Total Bay City Water Fund Expenditures	\$ 752,998.00	\$ 13,213.70	\$ 752,998.00	\$ 13,213.70	98.25%
Bay City Water Fund Excess of Revenues Over Expenditure	\$ 0.00	\$ 21,178.63	\$ 0.00	\$ 572,280.67	0.00%

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

Revised Budget
 For Kilchis Water Fund (601)
 For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
601-00-4610 Water User Charges	\$ 198,579.00	\$ 1,257.55	\$ 198,579.00	1,257.55	99.37%
601-00-4800 Miscellaneous	1,000.00	0.00	1,000.00	0.00	100.00%
601-00-4930 Transfers In	109,367.00	0.00	109,367.00	0.00	100.00%
601-00-4990 Beginning Fund Balance	68,000.00	0.00	68,000.00	197,219.75	(190.03%)
Total Non-Departmental Revenues	376,946.00	1,257.55	376,946.00	198,477.30	47.35%
Reserve Revenues					
601-13-4800 Miscellaneous	20,000.00	0.00	20,000.00	0.00	100.00%
601-13-4930 Transfers In	50,000.00	0.00	50,000.00	0.00	100.00%
601-13-4990 Beginning Fund Balance	140,000.00	0.00	140,000.00	156,930.41	(12.09%)
Total Reserve Revenues	210,000.00	0.00	210,000.00	156,930.41	25.27%
Total Kilchis Water Fund Revenues	\$ 586,946.00	\$ 1,257.55	\$ 586,946.00	\$ 355,407.71	39.45%

Expenditures**Non-Departmental Expenditures**

601-00-5105 Full-Time Employees - Regular	\$ 74,685.00	\$ 5,982.01	\$ 74,685.00	5,982.01	91.99%
601-00-5205 Employer FICA Taxes	5,800.00	457.63	5,800.00	457.63	92.11%
601-00-5210 Unemployment Insurance	1,300.00	17.99	1,300.00	17.99	98.62%
601-00-5215 Workers' Compensation Insurance	2,900.00	4.75	2,900.00	4.75	99.84%
601-00-5305 Employer PERS Contributions	5,600.00	449.40	5,600.00	449.40	91.98%
601-00-5405 Health Insurance	39,500.00	2,682.73	39,500.00	2,682.73	93.21%
601-00-5415 Life Insurance	160.00	10.20	160.00	10.20	93.63%
601-00-6105 Office Supplies & Equipment	1,500.00	0.00	1,500.00	0.00	100.00%
601-00-6125 Shop Supplies & Small Tools	1,500.00	0.00	1,500.00	0.00	100.00%
601-00-6135 Chemical/Lab Supplies	20,000.00	0.00	20,000.00	0.00	100.00%
601-00-6140 Fuel/Lubes/Etc.	4,000.00	0.00	4,000.00	0.00	100.00%
601-00-6205 Accounting & Auditing	3,000.00	0.00	3,000.00	0.00	100.00%
601-00-6215 Engineering Fees	10,000.00	0.00	10,000.00	0.00	100.00%
601-00-6220 Legal Fees	4,000.00	0.00	4,000.00	0.00	100.00%
601-00-6225 Laboratory Fees	1,500.00	0.00	1,500.00	0.00	100.00%
601-00-6305 Building Repairs & Maintenance	3,000.00	0.00	3,000.00	0.00	100.00%
601-00-6325 Utility System Repairs	10,000.00	0.00	10,000.00	0.00	100.00%
601-00-6335 Vehicle Repairs & Maintenance	5,000.00	0.00	5,000.00	0.00	100.00%
601-00-6345 Operational Equipment & Repairs	15,000.00	0.00	15,000.00	0.00	100.00%
601-00-6410 Training	2,000.00	0.00	2,000.00	0.00	100.00%
601-00-6605 Electricity	25,000.00	0.00	25,000.00	0.00	100.00%
601-00-6620 Telecommunications	3,000.00	0.00	3,000.00	0.00	100.00%
601-00-6700 Insurance	7,500.00	0.00	7,500.00	0.00	100.00%
601-00-6860 Computers/Software/Services	5,000.00	0.00	5,000.00	0.00	100.00%
601-00-6990 Other Miscellaneous Expenses	2,000.00	0.00	2,000.00	0.00	100.00%
601-00-9000 Transfers Out	55,000.00	0.00	55,000.00	0.00	100.00%
601-00-9900 Unappropriated Ending Fund Balance	69,001.00	0.00	69,001.00	0.00	100.00%
Total Non-Departmental Expenditures	376,946.00	9,604.71	376,946.00	9,604.71	97.45%

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

Revised Budget
For Kilchis Water Fund (601)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Reserve Expenditures					
601-13-8000 Capital Outlay	55,000.00	0.00	55,000.00	0.00	100.00%
601-13-8200 Equipment	10,000.00	0.00	10,000.00	0.00	100.00%
601-13-8400 Machinery & Equipment	50,000.00	0.00	50,000.00	0.00	100.00%
601-13-9900 Unappropriated Ending Fund Balance	95,000.00	0.00	95,000.00	0.00	100.00%
Total Reserve Expenditures	210,000.00	0.00	210,000.00	0.00	100.00%
Total Kilchis Water Fund Expenditures	\$ 586,946.00	\$ 9,604.71	\$ 586,946.00	\$ 9,604.71	98.36%
Kilchis Water Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (8,347.16)	\$ 0.00	\$ 345,803.00	0.00%

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

Revised Budget
 For Bay City Sewer Fund (602)
 For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
602-00-4420 State Grants	\$ 161,216.00	\$ 0.00	\$ 161,216.00	0.00	100.00%
602-00-4620 Sewer User Charges	290,000.00	31,282.53	290,000.00	31,282.53	89.21%
602-00-4625 Sewer Deposits	3,000.00	739.22	3,000.00	739.22	75.36%
602-00-4800 Miscellaneous	1,000.00	0.00	1,000.00	0.00	100.00%
602-00-4805 Earnings on Investments	300.00	0.00	300.00	0.00	100.00%
602-00-4990 Beginning Fund Balance	120,000.00	0.00	120,000.00	146,129.90	(21.77%)
Total Non-Departmental Revenues	575,516.00	32,021.75	575,516.00	178,151.65	69.04%
Reserve Revenues					
602-14-4710 SDC - Improvement Fees	12,338.00	0.00	12,338.00	0.00	100.00%
602-14-4720 SDC - Reimbursement Fees	1,250.00	0.00	1,250.00	0.00	100.00%
602-14-4805 Earnings on Investments	2,000.00	0.00	2,000.00	0.00	100.00%
602-14-4990 Beginning Fund Balance	720,485.00	0.00	720,485.00	731,376.27	(1.51%)
Total Reserve Revenues	736,073.00	0.00	736,073.00	731,376.27	0.64%
Reserve Revenues					
602-15-4930 Transfers In	10,000.00	0.00	10,000.00	0.00	100.00%
602-15-4990 Beginning Fund Balance	27,772.00	0.00	27,772.00	48,051.83	(73.02%)
Total Reserve Revenues	37,772.00	0.00	37,772.00	48,051.83	(27.22%)
Reserve Revenues					
602-16-4930 Transfers In	5,000.00	0.00	5,000.00	0.00	100.00%
602-16-4990 Beginning Fund Balance	41,113.00	0.00	41,113.00	42,355.51	(3.02%)
Total Reserve Revenues	46,113.00	0.00	46,113.00	42,355.51	8.15%
Total Bay City Sewer Fund Revenues	\$ 1,395,474.00	\$ 32,021.75	\$ 1,395,474.00	\$ 999,935.26	28.34%

Expenditures**Non-Departmental Expenditures**

602-00-5105 Full-Time Employees - Regular	\$ 114,185.00	\$ 9,341.57	\$ 114,185.00	9,341.57	91.82%
602-00-5115 Part-Time Employees	5,400.00	0.00	5,400.00	0.00	100.00%
602-00-5205 Employer FICA Taxes	9,200.00	714.64	9,200.00	714.64	92.23%
602-00-5210 Unemployment Insurance	2,000.00	27.99	2,000.00	27.99	98.60%
602-00-5215 Workers' Compensation Insurance	4,000.00	6.94	4,000.00	6.94	99.83%
602-00-5305 Employer PERS Contributions	9,000.00	690.01	9,000.00	690.01	92.33%
602-00-5405 Health Insurance	60,000.00	3,860.41	60,000.00	3,860.41	93.57%
602-00-5415 Life Insurance	350.00	18.80	350.00	18.80	94.63%
602-00-6105 Office Supplies & Equipment	1,500.00	0.00	1,500.00	0.00	100.00%
602-00-6125 Shop Supplies & Small Tools	1,500.00	0.00	1,500.00	0.00	100.00%
602-00-6135 Chemical/Lab Supplies	10,000.00	0.00	10,000.00	0.00	100.00%
602-00-6140 Fuel/Lubes/Etc.	3,000.00	0.00	3,000.00	0.00	100.00%
602-00-6190 Other Supplies	500.00	0.00	500.00	0.00	100.00%
602-00-6205 Accounting & Auditing	2,500.00	0.00	2,500.00	0.00	100.00%
602-00-6220 Legal Fees	5,000.00	0.00	5,000.00	0.00	100.00%
602-00-6225 Laboratory Fees	1,000.00	0.00	1,000.00	0.00	100.00%
602-00-6305 Building Repairs & Maintenance	2,000.00	0.00	2,000.00	0.00	100.00%

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

Revised Budget
For Bay City Sewer Fund (602)
For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
602-00-6325 Utility System Repairs	15,000.00	0.00	15,000.00	0.00	100.00%
602-00-6335 Vehicle Repairs & Maintenance	5,000.00	0.00	5,000.00	0.00	100.00%
602-00-6345 Operational Equipment & Repairs	30,000.00	0.00	30,000.00	0.00	100.00%
602-00-6410 Training	1,500.00	0.00	1,500.00	0.00	100.00%
602-00-6605 Electricity	27,000.00	0.00	27,000.00	0.00	100.00%
602-00-6620 Telecommunications	3,000.00	0.00	3,000.00	0.00	100.00%
602-00-6700 Insurance	7,500.00	0.00	7,500.00	0.00	100.00%
602-00-6830 Janitorial Services	1,000.00	0.00	1,000.00	0.00	100.00%
602-00-6855 Permit Fees	2,000.00	0.00	2,000.00	0.00	100.00%
602-00-6860 Computers/Software/Services	4,500.00	373.71	4,500.00	373.71	91.70%
602-00-6905 Deposit Refunds	1,000.00	0.00	1,000.00	0.00	100.00%
602-00-6910 Fee Refunds	300.00	0.00	300.00	0.00	100.00%
602-00-6990 Other Miscellaneous Expenses	500.00	0.00	500.00	0.00	100.00%
602-00-6995 Feasibility Studies / Projects	161,216.00	0.00	161,216.00	0.00	100.00%
602-00-9000 Transfers Out	20,000.00	0.00	20,000.00	0.00	100.00%
602-00-9800 Contingency	64,865.00	0.00	64,865.00	0.00	100.00%
Total Non-Departmental Expenditures	575,516.00	15,034.07	575,516.00	15,034.07	97.39%
Reserve Expenditures					
602-14-9900 Unappropriated Ending Fund Balance	736,073.00	0.00	736,073.00	0.00	100.00%
Total Reserve Expenditures	736,073.00	0.00	736,073.00	0.00	100.00%
Reserve Expenditures					
602-15-6590 Other Equipment	20,000.00	0.00	20,000.00	0.00	100.00%
602-15-9900 Unappropriated Ending Fund Balance	17,772.00	0.00	17,772.00	0.00	100.00%
Total Reserve Expenditures	37,772.00	0.00	37,772.00	0.00	100.00%
Reserve Expenditures					
602-16-9900 Unappropriated Ending Fund Balance	46,113.00	0.00	46,113.00	0.00	100.00%
Total Reserve Expenditures	46,113.00	0.00	46,113.00	0.00	100.00%
Total Bay City Sewer Fund Expenditures	\$ 1,395,474.00	\$ 15,034.07	\$ 1,395,474.00	\$ 15,034.07	98.92%
Bay City Sewer Fund Excess of Revenues Over Expenditure \$	0.00	\$ 16,987.68	\$ 0.00	\$ 984,901.19	0.00%

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

For the Fiscal Period 2017-1 Ending July 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 5,034,326.00	\$ 94,607.48	\$ 5,034,326.00	\$ 3,286,293.39	34.72%
Total Expenditures	\$ 5,034,326.00	\$ 54,261.52	\$ 5,034,326.00	\$ 54,261.52	98.92%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 40,345.96	\$ 0.00	\$ 3,232,031.87	0.00%

Council Approval Report
(Council Approval Report)

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
148	ABECO Office Systems, 1332 Commercial Street, Astoria, OR, 97103								
July 2016	08/05/16	Office Supplies & Equipment	08/10/16	\$7.05	\$7.05	100-10-6105	Office Supplies & Equipm	\$6,000.00	\$6,000.00
July 2016	08/05/16	Printing & Copying	08/10/16	\$7.05	\$7.05	100-30-6840	Printing & Copying	\$300.00	\$300.00
July 2016	08/05/16	Office Supplies & Equipment	08/10/16	\$7.05	\$7.05	600-00-6105	Office Supplies & Equipm	\$3,000.00	\$3,000.00
July 2016	08/05/16	Office Supplies & Equipment	08/10/16	\$7.04	\$7.04	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,500.00
July 2016	08/05/16	Office Supplies & Equipment	08/10/16	\$7.05	\$7.05	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,500.00
					\$35.24				
307	Accuity, LLC, PO Box 1072, Albany, OR, 97321								
3536	08/05/16	Accounting & Auditing	08/10/16	\$833.33	\$833.33	100-30-6205	Accounting & Auditing	\$1,200.00	\$1,200.00
3536	08/05/16	Accounting & Auditing	08/10/16	\$833.35	\$833.35	100-90-6205	Accounting & Auditing	\$4,000.00	\$4,000.00
3536	08/05/16	Accounting & Auditing	08/10/16	\$833.33	\$833.33	200-00-6205	Accounting & Auditing	\$1,000.00	\$1,000.00
3536	08/05/16	Accounting & Auditing	08/10/16	\$833.33	\$833.33	600-00-6205	Accounting & Auditing	\$3,000.00	\$3,000.00
3536	08/05/16	Accounting & Auditing	08/10/16	\$833.33	\$833.33	601-00-6205	Accounting & Auditing	\$3,000.00	\$3,000.00
3536	08/05/16	Accounting & Auditing	08/10/16	\$833.33	\$833.33	602-00-6205	Accounting & Auditing	\$2,500.00	\$2,500.00
					\$5,000.00				
163	Albright & Kittell, PO Box 939, Tillamook, OR, 97141								
18320	08/05/16	Legal Fees	08/10/16	\$100.00	\$100.00	100-30-6220	Legal Fees	\$1,200.00	\$1,200.00
18320	08/05/16	Legal Fees	08/10/16	\$666.50	\$666.50	100-90-6220	Legal Fees	\$15,000.00	\$15,000.00
18320	08/05/16	Legal Fees	08/10/16	\$666.50	\$666.50	600-00-6220	Legal Fees	\$5,000.00	\$5,000.00
18320	08/05/16	Legal Fees	08/10/16	\$666.50	\$666.50	601-00-6220	Legal Fees	\$4,000.00	\$4,000.00
18320	08/05/16	Legal Fees	08/10/16	\$666.50	\$666.50	602-00-6220	Legal Fees	\$5,000.00	\$5,000.00
					\$2,766.00				
218	ATCO International, 1401 Barclay Circle, SE, Marietta, GA, 30060-2925								
IO465444	08/05/16	Operational Equipment & Repairs	08/10/16	\$127.00	\$127.00	100-30-6345	Operational Equipment &	\$12,500.00	\$12,500.00
					\$127.00				
39	Bay City Firefighters Association, PO Box 3309, Bay City, OR, 97107								
8022016	08/05/16	Part-Time Employees	08/10/16	\$95.00	\$95.00	100-30-5115	Part-Time Employees	\$26,000.00	\$26,000.00
8022016	08/05/16	Dues & Subscriptions	08/10/16	\$50.00	\$50.00	100-30-6405	Dues & Subscriptions	\$1,000.00	\$1,000.00
					\$145.00				
173	Boyd's Implement Service, 2850 Latimer Rd., Tillamook, OR, 97141								
6493	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$4.00	\$4.00	200-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00
					\$4.00				
175	CarQuest Auto Parts, 1865 N. Main Street, Tillamook, OR, 97141								
July 2016	08/05/16	Shop Supplies & Small Tools	08/10/16	\$31.28	\$31.28	600-00-6125	Shop Supplies & Small T	\$2,000.00	\$2,000.00
July 2016	08/05/16	Shop Supplies & Small Tools	08/10/16	\$31.29	\$31.29	601-00-6125	Shop Supplies & Small T	\$1,500.00	\$1,500.00
July 2016	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$7.35	\$7.35	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00
July 2016	08/05/16	Shop Supplies & Small Tools	08/10/16	\$31.29	\$31.29	602-00-6125	Shop Supplies & Small T	\$1,500.00	\$1,500.00
July 2016	08/05/16	Fuel/Lubes/Etc.	08/10/16	\$8.52	\$8.52	602-00-6140	Fuel/Lubes/Etc.	\$3,000.00	\$3,000.00

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							\$109.73					
176	Carson Oil, PO Box 6030, Portland, OR, 97228-6030											
1564284-IN	08/05/16	Fuel/Lubes/Etc.	08/10/16	\$500.20	\$500.20	200-00-6140	Fuel/Lubes/Etc.	\$3,000.00	\$3,000.00			
1564284-IN	08/05/16	Fuel/Lubes/Etc.	08/10/16	\$500.21	\$500.21	600-00-6140	Fuel/Lubes/Etc.	\$3,000.00	\$3,000.00			
1564284-IN	08/05/16	Fuel/Lubes/Etc.	08/10/16	\$500.21	\$500.21	601-00-6140	Fuel/Lubes/Etc.	\$4,000.00	\$4,000.00			
1564284-IN	08/05/16	Fuel/Lubes/Etc.	08/10/16	\$500.21	\$500.21	602-00-6140	Fuel/Lubes/Etc.	\$3,000.00	\$3,000.00			
							\$2,000.83					
400	Center for Education & Employment Law, 370 Technology Drive, PO Box 3008, Malvern, PA,											
O7060507	08/05/16	Other Miscellaneous Expenses	08/10/16	\$254.95	\$254.95	100-30-6990	Other Miscellaneous Exp	\$2,000.00	\$2,000.00			
							\$254.95					
180	CenturyLink, PO Box 2961, Phoenix, AZ, 85062-2961											
July 2016	08/05/16	Telecommunications	08/10/16	\$119.98	\$119.98	100-10-6620	Telecommunications	\$2,500.00	\$2,500.00			
July 2016	08/05/16	Telecommunications	08/10/16	\$58.38	\$58.38	100-30-6620	Telecommunications	\$1,500.00	\$1,500.00			
July 2016	08/05/16	Telecommunications	08/10/16	\$114.38	\$114.38	600-00-6620	Telecommunications	\$3,000.00	\$3,000.00			
July 2016	08/05/16	Telecommunications	08/10/16	\$76.26	\$76.26	601-00-6620	Telecommunications	\$3,000.00	\$3,000.00			
July 2016	08/05/16	Telecommunications	08/10/16	\$114.39	\$114.39	602-00-6620	Telecommunications	\$3,000.00	\$3,000.00			
							\$483.39					
588	Chris Erickson, PO Box, Bay City, OR, 97107											
Refund	08/05/16	Deposit Refunds	08/10/16	\$46.46	\$46.46	600-00-6905	Deposit Refunds	\$1,000.00	\$1,000.00			
Refund	08/05/16	Deposit Refunds	08/10/16	\$57.48	\$57.48	602-00-6905	Deposit Refunds	\$1,000.00	\$1,000.00			
							\$103.94					
544	CoastCom, Inc., 151 E Olive Street, Newport, OR, 97365											
July 2016	08/05/16	Telecommunications	08/10/16	\$75.00	\$75.00	100-10-6620	Telecommunications	\$2,500.00	\$2,500.00			
July 2016	08/05/16	Telecommunications	08/10/16	\$75.00	\$75.00	100-30-6620	Telecommunications	\$1,500.00	\$1,500.00			
							\$150.00					
556	Debra Pohs, 6160 DewPointe Drive, Bay City, OR, 97107											
July 2016	08/05/16	Training	08/10/16	\$19.44	\$19.44	100-10-6410	Training	\$1,500.00	\$1,500.00			
							\$19.44					
70	EC Power Systems, PO Box 10286, Portland, OR, 97296-0286											
137989	08/05/16	Operational Equipment & Repairs	08/10/16	\$203.30	\$203.30	601-00-6345	Operational Equipment &	\$15,000.00	\$15,000.00			
							\$203.30					
80	Hallowell Logger Supply, PO Box 787, Tillamook, OR, 97141											
0103035	08/05/16	Shop Supplies & Small Tools	08/10/16	\$22.33	\$22.33	200-00-6125	Shop Supplies & Small T	\$1,500.00	\$1,500.00			
0103035	08/05/16	Shop Supplies & Small Tools	08/10/16	\$22.34	\$22.34	600-00-6125	Shop Supplies & Small T	\$2,000.00	\$2,000.00			
0103035	08/05/16	Shop Supplies & Small Tools	08/10/16	\$22.34	\$22.34	601-00-6125	Shop Supplies & Small T	\$1,500.00	\$1,500.00			
0103035	08/05/16	Shop Supplies & Small Tools	08/10/16	\$22.34	\$22.34	602-00-6125	Shop Supplies & Small T	\$1,500.00	\$1,500.00			

Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
							\$89.35					
236	IDEXX Laboratories, Inc., , PO Box 101327, Atlanta, GA, 101327											
3004717396	08/05/16	Chemical/Lab Supplies	08/10/16	\$796.17	\$796.17	602-00-6135	Chemical/Lab Supplies	\$10,000.00	\$10,000.00			
							\$796.17					
81	Indoor Billboard, Inc., PO Box 17555, Portland, OR, 97217-0555											
1268256	08/05/16	Office Supplies & Equipment	08/10/16	\$79.28	\$79.28	100-10-6105	Office Supplies & Equipm	\$6,000.00	\$6,000.00			
1268256	08/05/16	Other Supplies	08/10/16	\$79.28	\$79.28	100-50-6190	Other Supplies	\$2,000.00	\$2,000.00			
1268256	08/05/16	Office Supplies & Equipment	08/10/16	\$39.64	\$39.64	600-00-6105	Office Supplies & Equipm	\$3,000.00	\$3,000.00			
1268256	08/05/16	Office Supplies & Equipment	08/10/16	\$39.64	\$39.64	601-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,500.00			
							\$237.84					
352	Interstate All Battery Center, 1225 NE 48th Avenue, Hillsboro, OR, 97124											
1917702000978	08/05/16	Operational Equipment & Repairs	08/10/16	\$81.90	\$81.90	100-30-6345	Operational Equipment &	\$12,500.00	\$12,500.00			
							\$81.90					
434	Jones & Bartlett Learning, LLC, , PO Box 417289, Boston, MA, 02241-7289											
522831	08/05/16	Training	08/10/16	\$475.00	\$475.00	100-30-6410	Training	\$5,000.00	\$5,000.00			
							\$475.00					
21	League of Oregon Cities, 1201 Court St. NE, Suite 200, Salem, OR, 97301											
17699	08/05/16	Dues & Subscriptions	08/10/16	\$1,044.12	\$1,044.12	100-10-6405	Dues & Subscriptions	\$3,500.00	\$3,500.00			
							\$1,044.12					
44	Napa Auto Parts, , PO Box 27, McMinnville, OR, 97128											
July 2016	08/05/16	Fuel/Lubes/Etc.	08/10/16	\$67.00	\$67.00	200-00-6140	Fuel/Lubes/Etc.	\$3,000.00	\$3,000.00			
July 2016	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$18.96	\$18.96	200-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00			
July 2016	08/05/16	Fuel/Lubes/Etc.	08/10/16	\$67.00	\$67.00	600-00-6140	Fuel/Lubes/Etc.	\$3,000.00	\$3,000.00			
July 2016	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$3.99	\$3.99	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00			
July 2016	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$4.48	\$4.48	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00			
July 2016	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$18.96	\$18.96	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00			
July 2016	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$3.99	\$3.99	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00			
July 2016	08/05/16	Fuel/Lubes/Etc.	08/10/16	\$67.00	\$67.00	601-00-6140	Fuel/Lubes/Etc.	\$4,000.00	\$4,000.00			
July 2016	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$4.00	\$4.00	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00			
July 2016	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$18.96	\$18.96	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00			
July 2016	08/05/16	Fuel/Lubes/Etc.	08/10/16	\$67.00	\$67.00	602-00-6140	Fuel/Lubes/Etc.	\$3,000.00	\$3,000.00			
July 2016	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$137.00	\$137.00	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00			
July 2016	08/05/16	Vehicle Repairs & Maintenance	08/10/16	\$18.96	\$18.96	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$5,000.00			
							\$497.30					
589	Newman Traffic Signs, PO Box 1728, Jamestown, ND, 58402-1728											
TI-0300323	08/05/16	Grounds Maintenance	08/10/16	\$810.50	\$810.50	100-50-6310	Grounds Maintenance	\$5,000.00	\$5,000.00			
							\$810.50					

Council Approval Report
(Council Approval Report)

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
523	North Coast Lawn, PO Box 1002, Tillamook, OR, 97141								
46320	08/05/16	Contracted Ground Maintenance	08/10/16	\$1,025.00	\$1,025.00	100-50-6311	Contracted Ground Maint	\$13,000.00	\$13,000.00
					\$1,025.00				
562	Northstar Chemical, PO Box 6860, Portland, OR, 97228-6860								
88931	08/05/16	Chemical/Lab Supplies	08/10/16	\$1,089.40	\$1,089.40	601-00-6135	Chemical/Lab Supplies	\$20,000.00	\$20,000.00
					\$1,089.40				
93	One Call Concepts, Inc., 7223 Parkway Drive, Suite 210, Hanover, MD, 21076								
6070230	08/05/16	Building Repairs & Maintenance	08/10/16	\$5.28	\$5.28	600-00-6305	Building Repairs & Maint	\$10,000.00	\$10,000.00
6070230	08/05/16	Building Repairs & Maintenance	08/10/16	\$5.28	\$5.28	601-00-6305	Building Repairs & Maint	\$3,000.00	\$3,000.00
6070230	08/05/16	Building Repairs & Maintenance	08/10/16	\$5.28	\$5.28	602-00-6305	Building Repairs & Maint	\$2,000.00	\$2,000.00
					\$15.84				
49	Oregon Association of Water Utilities, 935 N Main Street, Independence, OR, 97351								
21138	08/05/16	Training	08/10/16	\$157.50	\$157.50	600-00-6410	Training	\$2,000.00	\$2,000.00
21138	08/05/16	Training	08/10/16	\$157.50	\$157.50	602-00-6410	Training	\$1,500.00	\$1,500.00
21138	08/05/16	Training	08/10/16	\$630.00	\$630.00	602-00-6410	Training	\$1,500.00	\$1,500.00
					\$945.00				
110	Public Safety Center, 8248 West Doe Avenue, Visalia, CA, 93291								
5686509	08/05/16	First Aid Supplies	08/10/16	\$263.47	\$263.47	100-30-6115	First Aid Supplies	\$1,000.00	\$1,000.00
					\$263.47				
154	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600								
7399845	08/05/16	Office Supplies & Equipment	08/10/16	\$69.27	\$69.27	100-10-6105	Office Supplies & Equipm	\$6,000.00	\$6,000.00
7553926	08/05/16	Office Supplies & Equipment	08/10/16	\$3.29	\$3.29	100-10-6105	Office Supplies & Equipm	\$6,000.00	\$6,000.00
7399845	08/05/16	Office Supplies & Equipment	08/10/16	\$12.59	\$12.59	100-30-6105	Office Supplies & Equipm	\$2,500.00	\$2,500.00
7399845	08/05/16	Office Supplies & Equipment	08/10/16	\$17.03	\$17.03	200-00-6105	Office Supplies & Equipm	\$500.00	\$500.00
7399845	08/05/16	Office Supplies & Equipment	08/10/16	\$40.45	\$40.45	600-00-6105	Office Supplies & Equipm	\$3,000.00	\$3,000.00
7553926	08/05/16	Office Supplies & Equipment	08/10/16	\$31.92	\$31.92	600-00-6105	Office Supplies & Equipm	\$3,000.00	\$3,000.00
7399845	08/05/16	Office Supplies & Equipment	08/10/16	\$23.43	\$23.43	601-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,500.00
7553926	08/05/16	Office Supplies & Equipment	08/10/16	\$31.92	\$31.92	601-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,500.00
7399845	08/05/16	Office Supplies & Equipment	08/10/16	\$40.45	\$40.45	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,500.00
7553926	08/05/16	Office Supplies & Equipment	08/10/16	\$31.92	\$31.92	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,500.00
					\$302.27				
115	R Sanitary Service, PO Box 198, Garibaldi, OR, 97118								
July 2016	08/05/16	Grounds Maintenance	08/10/16	\$54.32	\$54.32	100-50-6310	Grounds Maintenance	\$5,000.00	\$5,000.00
July 2016	08/05/16	Building Repairs & Maintenance	08/10/16	\$54.33	\$54.33	600-00-6305	Building Repairs & Maint	\$10,000.00	\$10,000.00
July 2016	08/05/16	Building Repairs & Maintenance	08/10/16	\$54.33	\$54.33	601-00-6305	Building Repairs & Maint	\$3,000.00	\$3,000.00
July 2016	08/05/16	Building Repairs & Maintenance	08/10/16	\$54.32	\$54.32	602-00-6305	Building Repairs & Maint	\$2,000.00	\$2,000.00
					\$217.30				

Council Approval Report
(Council Approval Report)

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
114	Rosenberg Bldrs. Supply, 2 N. Main Avenue, Tillamook, OR, 97141								
1607-099536a	08/05/16	Buildings / Structures	08/10/16	\$506.20	\$506.20	404-13-8310	Buildings / Structures	\$21,000.00	\$16,474.86
1607-099536a	08/05/16	Shop Supplies & Small Tools	08/10/16	\$4.74	\$4.74	600-00-6125	Shop Supplies & Small T	\$2,000.00	\$2,000.00
1607-099536a	08/05/16	Office Supplies & Equipment	08/10/16	\$8.99	\$8.99	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,500.00
1607-099536a	08/05/16	Chemical/Lab Supplies	08/10/16	\$5.98	\$5.98	602-00-6135	Chemical/Lab Supplies	\$10,000.00	\$10,000.00
					\$525.91				
155	S & W Electric Works, Inc., 2960 N. Lafayette Ave., McMinnville, OR, 97128								
45294	08/05/16	Operational Equipment & Repairs	08/10/16	\$9,243.00	\$9,243.00	602-00-6345	Operational Equipment &	\$30,000.00	\$30,000.00
					\$9,243.00				
217	SHN Consulting Engineers & Geologists Inc., 812 W. Wabash Avenue, Eureka, CA, 95501								
88856	08/05/16	Engineering Fees	08/10/16	\$120.00	\$120.00	200-00-6215	Engineering Fees	\$5,000.00	\$5,000.00
88854	08/05/16	Utility System Repairs	08/10/16	\$10,652.50	\$10,652.50	600-00-6325	Utility System Repairs	\$15,000.00	\$15,000.00
88854	08/05/16	Machinery & Equipment	08/10/16	\$5,126.97	\$5,126.97	601-13-8400	Machinery & Equipment	\$50,000.00	\$50,000.00
88858	08/05/16	Feasibility Studies / Projects	08/10/16	\$24,541.75	\$24,541.75	602-00-6995	Feasibility Studies / Proje	\$161,216.00	\$161,216.00
					\$40,441.22				
158	T & L Chemical Toilet Service, PO Box 294, Lincoln City, OR, 97367								
July 2016	08/05/16	Grounds Maintenance	08/10/16	\$254.00	\$254.00	100-50-6310	Grounds Maintenance	\$5,000.00	\$5,000.00
					\$254.00				
315	Tillamook Complete Janitorial, 506 Williams Avenue, Tillamook, OR, 97141								
903	08/05/16	Janitorial Services	08/10/16	\$210.00	\$210.00	100-10-6830	Janitorial Services	\$6,000.00	\$6,000.00
					\$210.00				
138	Tillamook County Creamery Association, 4185 Highway 101 N., Tillamook, OR, 97141								
July 2016	08/05/16	Grounds Maintenance	08/10/16	\$5.66	\$5.66	100-50-6310	Grounds Maintenance	\$5,000.00	\$5,000.00
July 2016	08/05/16	Chemical/Lab Supplies	08/10/16	\$158.99	\$158.99	601-00-6135	Chemical/Lab Supplies	\$20,000.00	\$20,000.00
July 2016	08/05/16	Chemical/Lab Supplies	08/10/16	\$118.99	\$118.99	601-00-6135	Chemical/Lab Supplies	\$20,000.00	\$20,000.00
					\$283.64				
260	Tillamook County Public Works, 503 Marolf Loop, Tillamook, OR, 97141								
CAS1062	08/05/16	Street Repairs & Maintenance	08/10/16	\$1,269.87	\$1,269.87	200-00-6315	Street Repairs & Mainten	\$10,000.00	\$10,000.00
					\$1,269.87				
37	Tillamook Farmers Coop, 1920 Main Street North, Tillamook, OR, 97141								
July 2016	08/05/16	Radios & Radio Repair	08/10/16	\$8.57	\$8.57	100-30-6340	Radios & Radio Repair	\$3,000.00	\$3,000.00
July 2016	08/05/16	Fuel/Lubes/Etc.	08/10/16	\$33.89	\$33.89	602-00-6140	Fuel/Lubes/Etc.	\$3,000.00	\$3,000.00
					\$42.46				
27	Tillamook PUD, PO Box 433, Tillamook, OR, 97141-0433								
July 2016	08/05/16	Electricity	08/10/16	\$198.01	\$198.01	100-10-6605	Electricity	\$7,000.00	\$7,000.00
July 2016	08/05/16	Electricity	08/10/16	\$181.48	\$181.48	100-30-6605	Electricity	\$4,000.00	\$4,000.00
July 2016	08/05/16	Electricity	08/10/16	\$104.50	\$104.50	100-50-6605	Electricity	\$1,400.00	\$1,400.00

Council Approval Report

(Council Approval Report)

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
July 2016	08/05/16	Electricity	08/10/16	\$688.83	\$688.83	200-00-6605	Electricity	\$10,000.00	\$10,000.00
July 2016	08/05/16	Electricity	08/10/16	\$21.13	\$21.13	600-00-6605	Electricity	\$800.00	\$800.00
July 2016	08/05/16	Electricity	08/10/16	\$1,908.79	\$1,908.79	601-00-6605	Electricity	\$25,000.00	\$25,000.00
July 2016	08/05/16	Electricity	08/10/16	\$1,596.76	\$1,596.76	602-00-6605	Electricity	\$27,000.00	\$27,000.00
				\$4,699.50					
209	Tillamook Regional Medical Center, PO Box 386, Tillamook, OR, 97141								
4986944	08/05/16	Other Miscellaneous Expenses	08/10/16	\$57.00	\$57.00	100-10-6990	Other Miscellaneous Exp	\$15,000.00	\$15,000.00
				\$57.00					
145	US Bank, PO Box 790408, St. Louis, MO, 63179-0408								
July 2016	08/05/16	Radios & Radio Repair	08/10/16	\$26.00	\$26.00	100-30-6340	Radios & Radio Repair	\$3,000.00	\$3,000.00
July 2016	08/05/16	Radios & Radio Repair	08/10/16	\$334.35	\$334.35	100-30-6340	Radios & Radio Repair	\$3,000.00	\$3,000.00
July 2016	08/05/16	Operational Equipment & Repairs	08/10/16	\$90.66	\$90.66	100-30-6345	Operational Equipment &	\$12,500.00	\$12,500.00
July 2016	08/05/16	Operational Equipment & Repairs	08/10/16	\$88.16	\$88.16	100-30-6345	Operational Equipment &	\$12,500.00	\$12,500.00
July 2016	08/05/16	Operational Equipment & Repairs	08/10/16	\$243.14	\$243.14	100-30-6345	Operational Equipment &	\$12,500.00	\$12,500.00
July 2016	08/05/16	Personal Protective Equipment	08/10/16	\$358.51	\$358.51	100-30-6350	Personal Protective Equi	\$15,000.00	\$15,000.00
July 2016	08/05/16	Other Supplies	08/10/16	\$69.99	\$69.99	100-50-6190	Other Supplies	\$2,000.00	\$2,000.00
July 2016	08/05/16	Other Supplies	08/10/16	\$21.09	\$21.09	100-50-6190	Other Supplies	\$2,000.00	\$2,000.00
July 2016	08/05/16	Mayor	08/10/16	\$120.00	\$120.00	100-90-6805	Mayor	\$5,000.00	\$5,000.00
July 2016	08/05/16	Mayor	08/10/16	\$133.35	\$133.35	100-90-6805	Mayor	\$5,000.00	\$5,000.00
July 2016	08/05/16	Operational Equipment & Repairs	08/10/16	\$640.25	\$640.25	600-00-6345	Operational Equipment &	\$5,000.00	\$5,000.00
July 2016	08/05/16	Operational Equipment & Repairs	08/10/16	\$640.25	\$640.25	601-00-6345	Operational Equipment &	\$15,000.00	\$15,000.00
				\$2,765.75					
133	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004								
997670	08/05/16	Chemical/Lab Supplies	08/10/16	\$1,267.08	\$1,267.08	602-00-6135	Chemical/Lab Supplies	\$10,000.00	\$10,000.00
				\$1,267.08					
143	USTI Inc., PO Box 204814, Dallas, TX, 75320-4814								
89055	08/05/16	Computers/Software/Services	08/10/16	\$7.00	\$7.00	600-00-6860	Computers/Software/Ser	\$11,500.00	\$11,126.29
89055	08/05/16	Computers/Software/Services	08/10/16	\$7.00	\$7.00	602-00-6860	Computers/Software/Ser	\$4,500.00	\$4,126.29
				\$14.00					
130	UV Doctor Systems, LLC, Attn: Accounts Receivables, PO Box 192, Amelia, OH, 45102								
393	08/05/16	Operational Equipment & Repairs	08/10/16	\$9,780.00	\$9,780.00	602-00-6345	Operational Equipment &	\$30,000.00	\$30,000.00
				\$9,780.00					
215	Vanir Broadband, Inc., 2203 Main Avenue N, Suite J, Tillamook, OR, 97141								
17188	08/05/16	Telecommunications	08/10/16	\$16.65	\$16.65	600-00-6620	Telecommunications	\$3,000.00	\$3,000.00
17188	08/05/16	Telecommunications	08/10/16	\$16.65	\$16.65	601-00-6620	Telecommunications	\$3,000.00	\$3,000.00
17188	08/05/16	Telecommunications	08/10/16	\$16.65	\$16.65	602-00-6620	Telecommunications	\$3,000.00	\$3,000.00
				\$49.95					

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
472	Verizon Wireless, PO Box 660108, Dallas, TX, 75266-0108										
July 2016	08/05/16	Telecommunications	08/10/16	\$57.97	\$57.97	600-00-6620	Telecommunications	\$3,000.00	\$3,000.00		
July 2016	08/05/16	Telecommunications	08/10/16	\$57.97	\$57.97	601-00-6620	Telecommunications	\$3,000.00	\$3,000.00		
July 2016	08/05/16	Telecommunications	08/10/16	\$57.96	\$57.96	602-00-6620	Telecommunications	\$3,000.00	\$3,000.00		
							\$173.90				
167	Walter E. Nelson Company, 2240 Commercial Street, Astoria, OR, 97103										
404714	08/05/16	Other Supplies	08/10/16	\$92.42	\$92.42	100-50-6190	Other Supplies	\$2,000.00	\$2,000.00		
							\$92.42				
Total Bills To Pay:							\$90,462.98				

2017 SPECIAL CITY ALLOTMENT

RESOLUTION 16-11

Under the provisions of ORS 366.800 and 366.805, there has been withdrawn from State Highway funds appropriated for allocation to the several cities of the State of Oregon the sum of Five Hundred Thousand and No/100 (\$500,000) Dollars, and in addition there has been withdrawn from monies available to the Department of Transportation from the State Highway Fund the sum of Five Hundred Thousand and No/100 (\$500,000) Dollars. As provided in ORS 366.805, said sums have been set up in a separate account to be administrated by the Oregon Transportation Commission and to be allotted each year by said commission to be spent, within cities of 5,000 or fewer persons, upon streets not a part of the State Highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety.

No one project can receive more than \$50,000.

The City of Bay City is an incorporated City of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following streets of said City, Warren Street, between McCoy Street, and Spruce Street meet the conditions required in ORS 366.805.

NOW, THEREFORE, the members of the City Council, in regular or special session assembled, do hereby find, declare, and resolve:

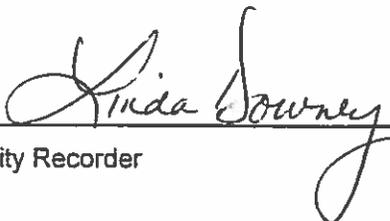
1. That the aforementioned named streets of said City are inadequate for the capacity they serve or are in a condition detrimental to safety.
2. That said streets of said City are in need of repair, reconstruction, or other major improvement.
3. That said street are not a part of the state highway system, and are under the jurisdiction and control of the City.
4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said \$1,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.
5. That the City of Bay City does hereby offer to Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation; and therefore does designate Brian Bettis as the official representative of the City in all negotiations resulting from this request.

Passed and approved this 20th day of July, 2016.

There is attached hereto and made a part hereof, a City map on which is indicated the street, streets, road, or roads, described in this resolution.

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of Bay City at a regular or special meeting of said Council, held on the 20th day of July, 2016.

Dated this 20th day of July, 2016


City Recorder

Biology and Management of Knotweeds in Oregon:

A Guide for Gardeners and Small-Acreage Landowners

EM 9031 • June 2011

Robert Emanuel, Andrew Hulting, and Rebecca Koepke-Hill

Woody knotweeds were introduced from Asia to North America as garden ornamentals during the 19th and 20th centuries. They have become established outside of cultivation in at least 41 states and most Canadian provinces. Because of their invasiveness, woody knotweeds are listed as noxious weeds throughout most of the United States.

There are four closely related species of woody knotweeds: Japanese (*Polygonum cuspidatum*), giant (*Polygonum sachalinense*), Bohemian (*Polygonum ×bohemicum*), and Himalayan (*Polygonum polys-tachyum*). These species are known by many other common names including fleece flower and Japanese, Mexican, or false bamboo.

Identification and Biology

Woody knotweeds have hollow stems (referred to as canes) that frequently grow in a zigzag pattern. Each joint in the stem is swollen and covered with a thin membrane (figure 1). Stems are red early in the growing season and mature to a brown color later in the fall. Open sprays (i.e., plume-like clusters or panicles) of showy, white flowers emerge during late summer and fall where each leaf meets the stem.

Young plants may be confused with oriental lady's thumb (*Polygonum caespitosum*), but oriental lady's thumb has tight clusters of pink flowers and often a dark green spot on the upper surface of the leaf.



Figure 1. Woody knotweed canes have swollen joints.

Japanese knotweed (figures 1 and 2) can grow to 10 feet tall and has oval-shaped, sharply tipped leaves and white flowers.

Giant knotweed (figure 3) is taller than Japanese knotweed. Leaves can be up to 2.5 feet long, and flowers are greenish-white.

Bohemian knotweed (figures 4 and 5) is a hybrid of Japanese knotweed and giant knotweed and has characteristics of both parents.

Himalayan knotweed (figure 6) grows to 6 feet tall. Stems and flowers are similar to those of other knotweed species, though flowers are occasionally pink. Leaves are a thin triangle between 4 and 8 inches long.

Robert Emanuel, water resources and community development specialist, Oregon Sea Grant Extension, Tillamook and Clatsop counties; Andrew Hulting, Extension weed management specialist, Department of Crop and Soil Science; Rebecca Koepke-Hill, faculty research assistant, Department of Crop and Soil Science; all of Oregon State University.



Figure 2. Japanese knotweed.



Figure 3. Giant knotweed.



Figure 4. Bohemian knotweed.



Figure 5. (left to right) Leaves of giant knotweed, Bohemian knotweed, and Japanese knotweed.



Figure 6. Himalayan knotweed.

Ecological Impact

Where they are native, woody knotweeds generally do not spread aggressively or form overwhelming populations. This is not the case in areas where they have been introduced. For example, although Japanese knotweed colonizes barren slopes in eastern Asia, the plants eventually die back and allow other plants to establish. In North America, however, woody knotweeds can quickly become serious invaders of open land, pastures, riparian areas, rights of way, and forest edges (figures 7 and 8). They even grow on and near the margins of ocean beaches in Oregon.

Where they have been introduced in North America, woody knotweeds form extensive, dense thickets of canes that exclude native plants and animals, suppress regrowth of competing vegetation, and change the cycling of nutrients through food webs in waterways. In a garden, they will quickly outcompete most neighboring plants. Knotweed infestations also pose a problem for real estate sales because they suppress property values.



Figure 7. Giant knotweed infestation.

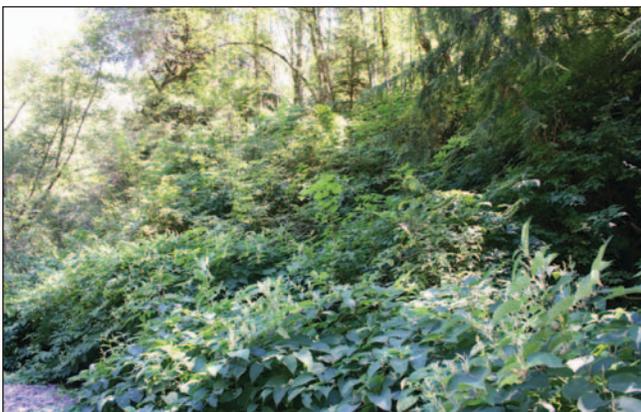


Figure 8. Knotweed infestation.

Strong canes grow quickly from large rhizomes and can puncture asphalt, concrete, and brick in an effort to reach sunlight. The extensive roots can persist for many years underground, making control a potentially long and expensive venture for property owners and land managers. Soil, mulch, or other media that has had knotweed growing in it could be contaminated with rhizomes and root fragments and must be treated with great care. In the United Kingdom, knotweed-infested soil is considered a hazardous material.

Management

Because woody knotweeds reproduce readily from very small pieces of roots and stems, mechanical control is virtually impossible. **We do not recommend cutting, pulling, or mowing because these practices only encourage denser new growth,** but there are some common best management practices for dealing with green material from knotweed:

- Do not allow cut canes, or any part of a cut cane, to come into contact with water or soil.
- If you cut canes, allow them to air dry completely before disposing of them in the garbage. Dry canes on a surface where they will not come into contact with soil or water, such as on concrete or a tarp.
- Do not compost canes, roots, or other plant material or dispose of this material in a brush pile or with your yard waste.
- Do not mow or weed-trim knotweed; this encourages stem growth and spreads plant pieces to new areas.
- Do not dig or pull roots; this encourages knotweed to spread and increases the size of knotweed infestations.
- Do not disturb any soil where knotweed has been actively growing (even if treated with herbicides), and monitor for regrowth for at least two seasons. If regrowth occurs, re-treatment will be necessary.
- Because roots of large infestations may be connected, cooperate with neighboring property owners to control large infestations that cross property lines.

Chemical Control

Biological control agents are currently being tested for host specificity and are not yet ready to be released into Oregon. At this time, chemical control is often the only effective way to control knotweed. A study by Rudenko and Hulting (2010) at Oregon State University showed that glyphosate (Roundup, Rodeo, and other trade names) or imazapyr (Habitat, Stalker, or Arsenal AC) applied alone to foliage provided more than 80% control of Japanese knotweed 1 year after treatment (figures 9 and 10). A tank mixture of these two products applied together resulted in similar levels of control and provided better control than a tank mixture of imazapyr plus aminopyralid (Milestone). Triclopyr (Garlon and other trade names) plus 2,4-D, which are often sold together as the common herbicide premix Crossbow, provided little lasting control of Japanese knotweed over the duration of the study. In terms of knotweed control and cost, glyphosate applied alone is often the most effective treatment that gardeners and landowners can use.

Table 1 shows herbicides and application rates that have been documented to provide partial to full control of knotweed. To completely control large knotweed infestations, apply herbicides over multiple growing seasons and actively monitor the results. Read herbicide labels carefully, and apply only according to label directions. Wear proper protective equipment when applying herbicides or any pesticide product.



Figure 9. Japanese knotweed 1 year after treatment with glyphosate.



Figure 10. Japanese knotweed with no herbicide treatment.

Table 1. Quick guide to chemical control methods for knotweed.

Trade name	Active ingredient	Active ingredient per acre	Amount of product per acre	Registered for use near water?
Roundup Pro	Glyphosate	3.75 lb/A	160 oz/A	No
Rodeo	Glyphosate	3.75 lb/A	120 oz/A	Yes
Arsenal AC	Imazapyr	1.08 lb/A	34.6 oz/A	No
Stalker	Imazapyr	1.08 lb/A	69.1 oz/A	No
Habitat	Imazapyr	1.08 lb/A	69.1 oz/A	Yes
Arsenal AC + Rodeo	Imazapyr + Glyphosate	1.08 lb/A + 3.75 lb/A	34.6 oz/A + 120 oz/A	No
Arsenal AC + Milestone	Imazapyr + Aminopyralid	1.08 lb/A + 0.11 lb/A	34.6 oz/A + 7 oz/A	No

The best time to spray knotweed is in the fall from August to October prior to a killing frost and complete leaf drop. Apply herbicides to as much of the mature growth as possible, including all leaves and canes. Leaves should be mostly green at the time of application but may have some yellowing. Many herbicides are not registered for use near water, so take care to use an appropriate product at each application site.

It is important to be patient after the first season of treatment. Allow any regrowth of canes to reach maturity before re-treating in following seasons. Specifically, re-treat plants during or after flowering and before leaf drop.

References

Rudenko, M., and A.G. Hulting. 2010. Integration of chemical control with restoration techniques for management of *Fallopia japonica* populations. *Management of Biological Invasions* 1:37–49.

Use pesticides safely!

- Wear protective clothing and safety devices as recommended on the label. Bathe or shower after each use.
- Read the pesticide label—even if you've used the pesticide before. Follow closely the instructions on the label (and any other directions you have).
- Be cautious when you apply pesticides. Know your legal responsibility as a pesticide applicator. You may be liable for injury or damage resulting from pesticide use.

For More Information

Parkinson, H., and J. Mangold. 2010. *Biology, Ecology and Management of the Knotweed Complex (Polygonum spp.)*. EB0196. Bozeman, MT: Montana State University Extension.

Prather, T.S., T.W. Miller, and S.S. Robins. 2009. *Knotweed Shrubs: Identification, Biology and Management*. PNW 610. Moscow, ID: University of Idaho Extension.

Rudenko, M. 2010. Integrating restoration and ecologically based weed management practices for invasive knotweed control. Master's thesis, Oregon State University, Corvallis.

Urgenson, L., S. Reichard, and C. Halpern. 2009. Community and ecosystem consequences of giant knotweed (*Polygonum sachalinense*) invasion into riparian forests of western Washington, USA. *Biological Conservation* 142:1536–1541.

King County, Washington, fact sheet on Japanese knotweed: <http://www.kingcounty.gov/environment/animalsAndPlants/noxious-weeds/weed-identification/invasive-knotweeds/japanese-knotweed.aspx>

Invasipedia: <http://wiki.bugwood.org/Invasipedia>

Plant Conservation Alliance Alien Plant Working Group: <http://www.nps.gov/plants/alien/fact/faja1.htm>

Japanese Knotweed Alliance (detailed information on biological control for Japanese knotweed): <http://www.cabi.org/japaneseknotweedalliance/>

Photo credits:

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DO'S AND DON'TS

Knotweed don'ts

Do not let knotweed move into rivers and streams. Stems and roots that break loose can float downstream and establish new infestations.

Do not compost root crowns and rhizomes. Instead, discard with the trash or take to a transfer station for disposal. Stems can be composted but make sure all stem pieces are completely dried out (brown and brittle). Keep fresh knotweed stems and fragments out of compost piles.

Do not spread soil contaminated with knotweed roots or rhizomes. Any soil that is obtained within 20 feet of a knotweed patch could contain fragments of rhizomes, which can grow into new plants. If you are using fill dirt, check the pile to see if there is knotweed nearby or ask your supplier.

Knotweed do's

Remove knotweed on your property. Follow the tips in this brochure or in the resources listed on the back to effectively rid your property of knotweed. Join others in your neighborhood to pool resources and get knotweed out of your community.

Be careful while working around knotweed, particularly if you are mowing or doing yard work. Small fragments can get into dirt piles and take root or get transported to other areas.

Encourage natives. Plant native species around your property for improved wildlife habitat and healthy rivers. Fill in gaps with natives suited to the site.

Volunteer your time. Help educate others about knotweed, or offer to help those controlling knotweed in your area. Help distribute knotweed information in your neighborhood.

Call us! We are mobilizing efforts to control knotweed along many waterways in King County. For more information, contact the noxious weed program at 206-296-0290.

For more information:

King County Noxious Weed Control Program:
www.kingcounty.gov/weeds

The Nature Conservancy Wildlands Invasive Species Web site:
tncinvasives.ucdavis.edu/esadocs/polybohe.html

Washington State Department of Agriculture Knotweed Program:
www.agr.wa.gov/PlantsInsects/Weeds/Knotweed/Knotweed.htm

Stem-injection tool information and ordering:
www.jkinjectiontools.com

Aquamaster label/supplemental label:
www.monsanto.com/ito/layout/industrial/aquamaster.asp

King County Native Plant Guide:
www.kingcounty.gov/GoNative

Questions?

King County Noxious Weed Control Program
201 S. Jackson St., Suite 600
Seattle WA 98104
206-296-0290
www.kingcounty.gov/weeds

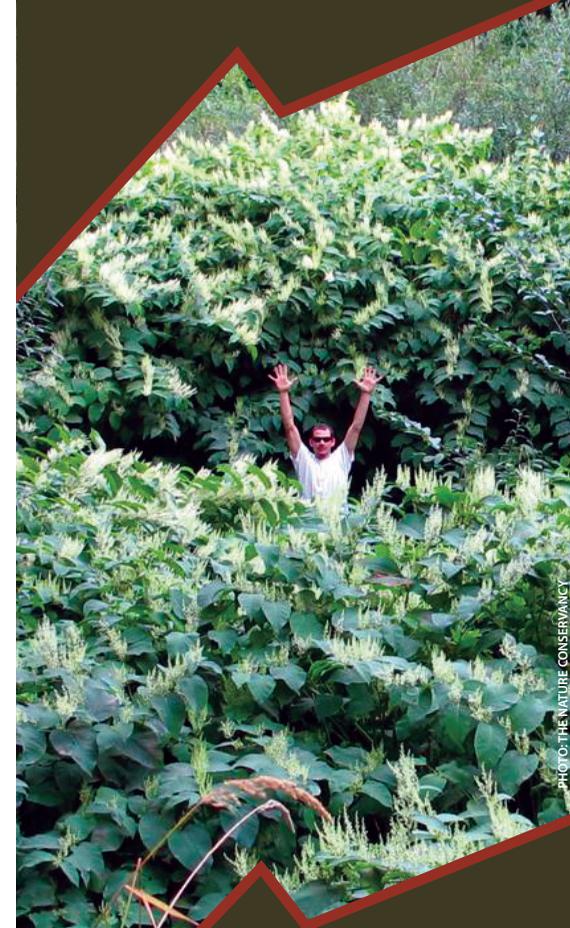
This publication is a modified version of a brochure produced by The Nature Conservancy in collaboration with multiple partners. Content has been revised significantly from the original and is the responsibility of the King County Noxious Weed Control Program.

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Printed on recycled, FSC certified paper using soy ink. Please recycle.

Alternate Formats Available
206-296-6519 TTY Relay: 711

 **King County**
Department of Natural Resources and Parks
Water and Land Resources Division
Noxious Weed Control Program

Stop the spread of INVASIVE KNOTWEED



*Help save
our rivers!*

 **King County**
Department of Natural Resources and Parks

Why is it important to control knotweed?

- Knotweed destroys critical fish and wildlife habitat and reduces recreational opportunities on rivers.
- Knotweed can create bank erosion problems, clog small waterways and salmon streams, and displace native streamside vegetation. It reduces food sources for wildlife and lowers nutrient input into stream systems.
- Knotweed can overwhelm yards and damage structures such as foundations and roads.



Knotweed dies back in winter leaving riverbanks exposed.



Knotweed's dense growth crowds out all other vegetation.

Knotweed is destroying important habitat along our rivers. We need to act now! Every year, knotweed becomes more widespread and more difficult to remove.

What Is invasive knotweed?

Knotweeds are robust, bamboo-like perennials, introduced from Asia, that are spreading throughout the Pacific Northwest. The main species are Japanese knotweed (*Polygonum cuspidatum*), giant knotweed (*P. sachalinense*), and Bohemian knotweed (*P. x bohemicum*, a hybrid species). Himalayan knotweed (*P. polystachyum*) is also present in some locations.

The heaviest concentrations are along rivers and roads, but knotweed is also found in backyards, forests, parks, and farms. All invasive knotweed species are Washington State Class B Noxious Weeds. Control is recommended but only required in selected areas in King County due to the widespread distribution of invasive knotweed in the county.

What does it look like?

Knotweed grows in dense stands 6–12 feet tall. Its stems are hollow, green to reddish and bamboo-like. Leaves are bright-green, broad, egg- or heart-shaped, with a pointed tip. Small, white flowers in branched sprays appear from July

to August. Dormant in winter, the dead reddish-brown stems often remain standing. Knotweed emerges from root crowns in April and reaches full height by June.



How to control knotweed

Controlling knotweed takes persistence and diligence. On waterways, begin control at the furthest upstream infestation because knotweed spreads downstream.

Digging: Can work for small, isolated patches. Dig up as much root as possible each summer for at least three consecutive years. Dispose of roots in the garbage—do not compost. Even small root fragments can grow into new plants.



Cutting: Cut stems to the ground over the entire patch every two to four weeks until plants go dormant. This will weaken the roots and, if repeated every year for about five years, can kill small stands of knotweed. Regrowth will have smaller stems, so don't cut plants where you intend to use the stem-injection method (see below).

Covering: For best results use a heavy-duty, non-woven (felted) geotextile fabric. Install covering at the beginning of the year or after cutting plants down several times during the growing season. Plan to leave the material in place for three to five growing seasons. Cover the entire patch extending out at least 10 feet beyond the outside stems. Weigh covering down with large rocks or blocks. Covering should be loose to allow some growth without knotweed punching through the fabric. Monitor area once or twice a month each year until plants go dormant. Fix any holes, break off any new shoots around perimeter, and stomp down any re-growth pushing up the covering material.



Eradication by covering works best on level, open terrain that does not get regularly flooded.

Chemical Control: If the knotweed is near water, a permit and special license may be required. Native plants, fish and other aquatic life may be harmed if herbicides are used improperly. Please check with the noxious weed program and the Washington State Department of Agriculture about using herbicides.

Spraying: Apply a systemic, translocated herbicide to actively growing plants. Two chemicals that are effective if used correctly are glyphosate (e.g. Roundup, Aquamaster) and imazapyr (e.g. Arsenal, Habitat). Rate, timing and careful application are key to effective and safe control, so follow all label directions carefully. Contact our office if you have any questions. Best time to spray is from July to September, before leaves begin to turn yellow. It may take several weeks to show results. If you wish to cut down sprayed plants, wait at least a month before doing so.



Stem Injection: A measured amount of concentrated herbicide is injected into each hollow cane using a stem-injection gun or large needle. This is effective and can reduce possible off-target damage compared with spraying. However, it is time-consuming and uses more herbicide. Also, there is a limit on how many canes can be treated per acre. The best time for injection is from July to September. Only glyphosate is labeled for this method. Labeled products include Aquaneat, Aquamaster and Roundup Pro Concentrate. Although you can expect about 90% control, there will be some re-growth the following year that will be too small to inject and will need to be controlled with another method. More information on stem-injection is available on the noxious weed program's Web site.



How does knotweed spread?

Knotweed spreads when roots and stems are moved by waterways, floods or in contaminated soil. Seasonal floods sweep plants into rivers and creeks. These plants then fragment and disperse throughout the floodplains and cobble bars. New knotweed plants quickly establish from the fragments. Knotweed can also germinate from seed, although this is less common.



Root and stem fragments as little as ½ inch can form new plants. As a result, even one patch can produce dozens of new populations.

Knotweed control on King County rivers

Knotweed does not stop at property lines and is constantly being moved by flood waters and other disturbance along waterways. Comprehensive, large scale control of knotweed along waterways requires the cooperation of all the stakeholders and landowners along the riverside. The King County Noxious Weed Control Program is working cooperatively with organizations and federal, state and local agencies to control knotweed along several high priority waterways in King County. Contact us for information on our current projects or to discuss future plans.

Without prompt and vigorous action, knotweed will take over riverbanks, displace native habitat, and ruin the recreational values of King County's waterways.

Hello,

Attached is an email from Chief Rick Adams of the Tillamook fire district. Chief Adams is currently implementing a LEPC(Local Emergency Planning Committee) for the area.

Information about LEPCs can be attained via this link <https://www.epa.gov/epcra/local-emergency-planning-committees>

I intend to participate as my schedule allows. For the LEPC to succeed, we need participation from local elected officials, and public works.

The first hazard to be addressed will likely be the Tillamook Creamery, and as you are aware they are the City's largest water customer, and as such our response to an incident will be assured.

Lin, would you include this information in the August Council packet.

Thanks.

Respectfully,

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



Tillamook County

Local Resources for Local Issues

OREGON LOCAL EMERGENCY PLANNING COMMITTEES

Meeting Agenda

Monday, August 15, 2016
10:00am – 12:00 pm

Tillamook County Emergency Communications District
2311 3rd Street, Tillamook, Oregon 97141

Meeting Called to Order	<i>Rick Adams</i>
Welcome & Introductions	<i>All Present</i>
Election of Officers	<i>All Present</i>
Bylaws Review / Adoption	<i>Rick Adams</i>
LEPC Membership Application	<i>Terry Wolfe</i>
HMEP Grant Update	<i>Terry Wolfe</i>
Understanding Your LEPC Role	<i>All Present</i>
Who's Missing	<i>All Present</i>
Questions/Discussion/Next Agenda.....	<i>All Present</i>
Adjournment	

TILLAMOOK COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
(LEPC)

BYLAWS

ARTICLE 1 - NAME

The name of this organization shall be the "Tillamook County Local Emergency Planning Committee", hereinafter referred to as "LEPC".

ARTICLE 2 – PURPOSE

The principal purposes of the Tillamook County Local Emergency Planning Committee (LEPC) are to:

- 2.1** Assist industry, local government, and the greater community to comply with the federal standards established in the Superfund Amendments and Reauthorization Act (SARA) Title III, Section 303(c), LEPC Planning Provisions (See Attachment A).
- 2.2** Assist industry, local governments, and emergency response agencies to prepare, plan, and manage resources for emergencies.
- 2.3** Assist members with risk management planning, designs of worst-case scenarios, and presentations as related to hazardous substances and other risks that may cause them to face an emergency situation and especially as related to extremely hazardous substance (EHS) releases.
- 2.4** Work with Tillamook County Emergency Management to advance county-wide emergency preparedness and Emergency Operations Center capabilities.
- 2.5** Increase meeting attendance and foster awareness throughout the greater community.
- 2.6** Encourage and facilitate appropriate, applicable training and certifications for members of the greater community.

ARTICLE 3 – MEMBERSHIP

- 3.1** LEPC membership shall be open to the public. Prospective members must complete a State of Oregon LEPC member application, which will be registered with the State of Oregon Fire Marshal's Office. Members are designated as

Agents of the State when performing within the scope of their duties with the LEPC.

3.2 LEPC members will be drawn from the following disciplines, allowing others at the pleasure of the committee:

- Industry: Facilities with extremely hazardous substances (EHS facilities) shall participate as described in US Code Title 42, Chapter 116, Subchapter I § 11003(d)(1).
- Law Enforcement
- Emergency Response Organizations such as fire and EMS
- American Red Cross
- 9-1-1/Dispatch
- School, Community College, and Educational Service Districts
- Hospitals and Healthcare Organizations
- Elected County and City Government Officials
- Emergency Management
- Utilities
- Transportation
- Public Health
- Broadcast and print media
- General Public

3.3 Each private entity, for example, processing plant, power generation plant, storage facility, commercial supplier, etc.; public entity, for example, emergency responder, public official, environmental agency, safety agency, etc.; and other entity, for example, hospitals, community groups, media and broadcast groups, etc., which have more than one member on the LEPC shall have a single vote for the entity. Individual members from the public will have a single vote.

An entity that has more than one facility in the LEPC area may have a member with voting rights from each one if those facilities are geographically separated. An entity that has more than one facility in the same location is entitled to a single vote.

3.4 Normal communication with members outside of meetings will be by e-mail. If a member does not have an e-mail address, he/she will specify another method of communication and provide such to the Information Officer.

- 3.5** A member entity is considered in good standing on acceptance of their individual representative's application by the LEPC.

The entity remains in good standing as long as an individual LEPC member representing that entity is present at meetings. If at least one member from the entity is not present for Two (2) consecutive meetings, that entity will be considered not in good standing and will lose voting privileges until they return to good standing.

An entity will return to good standing when at least one LEPC member representing their entity is present at two (2) consecutive regular meetings of the LEPC. The entity will be considered in good standing at the beginning of the second meeting.

ARTICLE 4 – OFFICE:

The principal office of the LEPC shall be at a location designated by the Board.

ARTICLE 5 – OFFICERS AND APPOINTED POSITION

- 5.1** LEPC Board shall be elected from and by the LEPC membership and consist of the following officers' positions:

- Chair
- Co-Chair
- Treasurer (if needed)
- Information Coordinator

- 5.2** **Appointed Position:** The Secretary shall be appointed by and serve at the discretion of the Board Chair. The Secretary may be chosen from the above list of officers of the LEPC.

- 5.3** **Elected Officer Duties:**

- **Chair:** The Chair shall:
 - Be the principal executive officer of the Board.
 - Supervise and oversee all affairs of the Board.
 - Perform all duties of the Chair's office and such other duties as may be prescribed by the membership or Board.
 - When present, preside over all Board meetings and membership meetings.
 - Sign any document that the Board has authorized to be executed.

- **Co-Chair:** The Co-Chair shall:
 - Perform the duties of the Chair in the event of the absence, death, or inability of the Chair and when so acting, shall have all the powers, limitations, and restrictions of the Chair.
 - If necessary, and in the Chair's absence, sign any instrument that the Board has authorized to be executed.
- **Treasurer:** The Treasurer shall:
 - Chair the Finance Workgroup and exercise general financial oversight of the workgroup.
 - Sign any financial document that the Board has authorized to be executed.
- **Information Coordinator:** The Information Coordinator shall:
 - Coordinate information dissemination to the membership and the public at large.
- This group of elected officers will be referred to collectively as the Board.

5.4 Appointed Position Duties:

- **Secretary:** The Secretary shall:
 - Cause the minutes of the meetings of the membership and Board to be kept and disseminated.
 - See that all notices are given in accordance with these Bylaws and as required by law.
 - Be custodian of any administrative records.
 - Perform all duties as may be assigned by the Chair.
 - Sign any document that the Board has authorized to be executed.

5.5 General Powers: The Board of the LEPC shall have reasonable authority to execute and manage the business and operational affairs of the LEPC, subject to general LEPC membership notification and approval.

- The Board will make notification within three to five business days by e-mail to the membership of such decisions.
- Material decisions shall be raised as questions at the next general or special meeting.

5.6 Election and Term: An election to fill any vacancy or expiring term of an elected officer will be held at the annual meeting and will be conducted by the Nominating Committee.

- Newly elected officer(s) will take office following the election and announcement of the election results by the Nominating Committee at the annual meeting, or such time as an election is conducted for an officer's position vacated before the normal period of appointment.
- **Committee Chair** will serve until the second annual meeting following initial election. Thereafter, the individual then elected will serve for a period of three years.
- **Committee Co-Chair** will serve until the first annual meeting following initial election. Thereafter, the individual then elected will serve for a period of three years.
- **Committee Treasurer** will serve until the first annual meeting following initial election. Thereafter, the individual then elected will serve for a period of three years.
- **Committee Information Coordinator** will serve until the second annual meeting following initial election. Thereafter, the individual then elected will serve for a period of three years.
- Committee officers may serve for three (3) consecutive terms of any length, unless extended by a vote of the LEPC membership.

5.7 Secretary Appointment Period: The Secretary will serve until replaced by the Board.

5.8 Nominating Committee:

- The Chair shall solicit volunteers from the LEPC to form a Nominating Committee.
- The Nominating Committee shall be appointed by the Chair and will consist of at least three LEPC members, but no more than five.
- The appointment will occur at a membership meeting at least two months before the term of the elected officer expires or as soon as practical after the resignation of an officer.
- The Nominating Committee shall select at least one nominee for each position for which there is a vacancy or a term of office that will expire.
- The Nominating Committee shall report their nominations, either orally or in writing, for each vacancy or expiration at the LEPC meeting before the meeting in which the election is to be held.

5.9 Removal: Any elected officer of the LEPC may be removed from that position by a majority vote of the membership.

5.10 Vacancies: A vacancy occurs when an elected officer leaves that office before his/her term has expired. The term of any officer elected to fill any vacancy shall be the unexpired portion of the term of his/her predecessor.

ARTICLE 6 – MEETINGS

6.1 Membership Meeting Quorum: A quorum of any LEPC meeting shall consist of a simple majority of registered LEPC member entities in good standing. If a member cannot attend a meeting, he/she may appoint a delegate to fill their roll in that meeting and vote in their place.

6.2 Regular Membership Meetings:

- The LEPC membership will establish a schedule for regular meetings.
- In no case shall meetings be held less frequently than one per quarter.
- Participation by the public at a regular LEPC meeting will take place during the time on the agenda for public comment but may also be solicited or allowed during discussion of agenda items throughout the meeting.
- The Chair has the authority and responsibility to limit public comment in the interest of good order.
- Any measure or issue requiring a vote of the membership may be adopted by a simple majority of the members present.

6.3 Special Meetings:

- Special meetings may be called by the Board to carry out the business of the LEPC.
- If the membership is not previously notified about the special meeting at a regularly scheduled membership meeting, the Board must make an effort to notify the membership by telephone, e-mail, or other means.
- Any measure or issue requiring a vote of the membership may be adopted by a simple majority of the members present.

6.4 Annual Meeting: The first regular meeting of the LEPC after January 1 will be designated as the annual meeting.

6.5 Committee and Workgroup Meetings: Meetings of any of the committees, subcommittees, and workgroups established for the benefit of the LEPC, including the Board, may establish (by consensus of the committee/workgroup members) the meeting place, date, and time.

6.6 Special Meeting of the Board: Special meetings of the Board may be held at any place or time, whenever called by any officer to carry out the business of the Board, except that, any business requiring a decision and vote by the LEPC membership will be presented by the Board to the membership at the next annual meeting, regular meeting, or special meeting of the membership.

6.7 Notice of Meetings: LEPC members and other interested persons will be provided notice of the time and place of any special or regular meeting. Two-day notice of special meetings shall be given by the Secretary or Information Coordinator. Public notice of meetings will be made in accordance with statutes.

ARTICLE 7 - COMMITTEES AND WORKGROUPS

7.1 Committees and Workgroups: The LEPC may have the following committees and workgroups as well as others deemed necessary by the Board or the LEPC membership. The workgroups shall meet on a regularly scheduled basis, as determined by the Board or the workgroup chair.

- **Board:** The Board shall consist of the Chair, Co-Chair, Information Coordinator, and Treasurer. The Board may only exercise those powers granted by these Bylaws and the LEPC membership.
- **Emergency Plan Review Workgroup (This is a required function of the LEPC):** The workgroup shall consist of a workgroup leader and as many other workgroup members as determined necessary by the workgroup leader.
- **Public Outreach Workgroup (This is a required function of the LEPC):** The workgroup shall consist of the Information Coordinator and as many other workgroup members as determined necessary by the workgroup leader.
- **Finance Workgroup:** The workgroup will consist of the Treasurer and at least two LEPC members who are not elected LEPC officers. The two members may be appointed by the Treasurer upon an expression of interest in serving.
- **Planning Workgroup:** The workgroup shall consist of a workgroup leader and as many other workgroup members as determined necessary by the workgroup leader. The function of this workgroup shall be to:
 - Review the site-specific Hazardous Materials Response Plans submitted for each facility with EHS.
 - Establish a vulnerability zones for public outreach activities.
 - Monitor completion of Action Items identified during plan reviews, and
 - Identify non-EHS facilities with large amounts of hazardous substances that the LEPC may choose to perform some preplanning activities with.
- **Membership Workgroup:** The workgroup shall consist of a workgroup leader and as many other workgroup members as determined necessary by the workgroup leader. The function of this workgroup shall be to:

- Self-education to learn about the Emergency Planning and Community Right-to-
 - Know Act (EPCRA), LEPCs, and the mandates and requirements of the law.
 - Research and be familiar with all resources in the planning district that could benefit from LEPC participation.
 - Review current membership and determine those organizations that should be in attendance and are not represented based on the review mentioned above.
 - Solicit participation of those not in attendance by providing background, benefits, requirements, answering questions, etc.
 - Report results to the membership and solicit input about how to address any organization not willing to participate.
 - If needed, recommend that the Board request assistance from the State Emergency Response Commission (SERC) Advisory Board to solicit participation.
- **Resource Assessment Workgroup:** The workgroup shall consist of a workgroup leader and as many other workgroup members as determined necessary by the workgroup leader. The function of this workgroup shall be to:
 - Research existing condition of emergency response community to identify what additional resources and training are needed and develop a report for the committee.
 - Identify costs associated with addressing response needs for submission to the SERC on the LEPC annual business plan.
 - Research community resources, other than emergency response organizations, both public and private, that might be available in an emergency situation (e.g., various types of equipment, facilities, and expertise available).
 - Develop and keep current the local resource inventory based on the review mentioned above.
 - Identify out-of-area resources upon which the community may draw in time of major emergency or disaster.
 - **Presentation Workgroup:** The workgroup shall consist of a workgroup leader and as many other workgroup members as determined necessary by the workgroup leader. The function of this workgroup shall be to:
 - Survey committee members to identify areas of training that would be of value.

- Identify resources that can provide that information in a presentation format.
- Solicit and schedule those resources to attend and provide a presentation to the group.
- Keep abreast of regulation changes affecting anyone in the group (public or private) and coordinate a presentation by the appropriate organization to update the committee on those changes.
- Keep the LEPC Chair and Secretary informed of upcoming presentations and provide scheduling information for inclusion in the agenda.
- Follow up with presenters (letters of appreciation that could be forwarded to presenter's supervisor, etc.).
- **Other Workgroups:** The membership may designate or appoint one or more additional workgroups on a temporary or permanent basis as deemed necessary. The function of this workgroup shall be to:
 - Each workgroup will consist of at least two members, one of which is the Workgroup Leader.
 - The Board may invest workgroups with such powers as it sees fit, subject to any conditions prescribed by the membership and by any applicable laws.
 - Delegating authority to any workgroup does not relieve the LEPC of any responsibility imposed by law.

7.2 Reports: All workgroups shall take notes of their meetings and report at the next membership meeting. Notes of all meetings of workgroups will be submitted to the LEPC Secretary or Information Officer for retention.

ARTICLE 8 - ADMINISTRATIVE AND FINANCIAL PROVISIONS

8.1 Branding and Service Mark: Distinctive recognition graphics, a logo, and/or other mark may be designed at the direction and approval of the LEPC membership.

8.2 LEPC Records:

- The Board shall maintain current and complete books and records of accounts and minutes of all meetings of the LEPC, the Board and all workgroups.
- Books and records of the LEPC shall be subject to the applicable laws regarding records, public reports, and meetings.

8.3 Bylaws Amendments: These Bylaws may be altered, amended, or repealed by the LEPC membership at any duly constituted regular or special meeting of the

membership. The Board shall provide notice of any membership meetings at which an amendment is to be approved.

8.4 Rules of Procedure: The rules of procedure at meetings of the Board and LEPC membership shall be governed generally by the form of the agenda and common form of public meeting process so far as applicable and when not inconsistent with these Bylaws, resolutions of the Board, or laws of the State of Oregon.

8.5 Distribution of Assets upon Dissolution of the LEPC: In the event of dissolution of the LEPC, the Board shall first pay or make provisions for paying all of the liabilities of the LEPC. If there are assets remaining after liabilities are satisfied, the Board shall dispose of all remaining assets to an organization or organizations operated for the same or similar purposes as the LEPC and for the public benefit.

The foregoing Bylaws were adopted by the Tillamook County Local Emergency Planning Committee Membership on the _____ day of _____, _____.

Chair

Date

Vice-Chair

Date

ATTACHMENT A

LEPC PLAN PROVISIONS

As stated in SARA Title III, Section 303 (c)

Each emergency plan shall include (but is not limited to) each of the following:

- 1) Identification of facilities subject to the requirements of this subtitle that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 302 (a), and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subtitle, such as hospitals or natural gas facilities.
- 2) Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.
- 3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.
- 4) Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 304).
- 5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such a release.
- 6) A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subtitle, and an identification of the persons responsible for such equipment and facilities.
- 7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
- 8) Training programs, including schedules for training of local emergency response and medical personnel.
- 9) Methods and schedules for exercising the emergency plan.

ATTACHMENT B

304 Reporting Requirements

Overview:

The Emergency Planning Community Right-to-Know Act (EPCRA) requires facilities to provide an emergency notification and written follow-up report to the Local Emergency Planning Committee (LEPC). Guidance is provided in the Oregon Emergency Release Notification Guidance Document provided by the State Fire Marshal's Office.

Procedure:

The following procedures are established to assist facilities in meeting the reporting requirements for notifying the LEPC:

1. Initial Notification:

If a facility notifies either NFR or OERS of an EHS release, within two hours of the notification the facility shall convey information about the release to the Public Safety Answering Point (PSAP) in the relevant jurisdiction, calling either 9-1-1- or a non-emergency business line. This call to the PSAP shall constitute notification to the LEPC.

2. Required Written Follow-up Report:

The Tillamook County LEPC's follow-up report should be mailed to the SERC at the address listed below at the same time you send your follow-up report to Oregon Emergency Response System (OERS).

*State Emergency Response Commission (SERC)
Attn: Sue Otjen
4760 Portland Road NE
Salem, OR 97305-1760*

Completing these procedures meets the intent of the required 304 reporting to the Tillamook County LEPC.



State of Oregon

State Emergency Response Commission

LOCAL EMERGENCY PLANNING COMMITTEE MEMBER APPLICATION

Submit completed application to:

State Emergency Response Commission
Office of State Fire Marshal
4760 Portland Rd. NE
Salem OR 97305-1760
Email: OR_SERC@state.or.us
FAX: 503-373-1825

Please print clearly

LEPC for which you are applying for membership _____

Circle the discipline you are representing: *(more than one may apply)*

Elected Official	Emergency Management	Law Enforcement
Emergency Medical Services	Firefighting	Public Health
Environmental	Hospital	Transportation
Broadcast/Print Media	Community Group	HazMat facility
Public Works	Public at Large	Other _____

Applicant Name: _____ Preferred Title: Mr. ___ Mrs. ___ Ms. ___ Miss. ___

Applicant Signature: _____ Date: _____

Please provide an address where you would prefer to receive mail related to the SERC and LEPC.

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip Code: _____

Email: _____ *(not required)*

FY 2016 - 2017
October 1, 2016 - September 30, 2017
Application Kit for Sub-grantees

Hazardous Materials Emergency Preparedness Grant Program

U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration



Grant administered by
Oregon State Police
Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305
www.oregon.gov/osp/sfm

Application Due Date: 5:00 p.m., Tuesday, March 15, 2016

Submit completed application by mail, fax or as an email attachment
Fax: 503-373-1825 sue.otjen@state.or.us

Hazardous Materials Emergency Preparedness Grant Program FY2016 - 2017

Introduction

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the U.S. Department of Transportation to provide assistance to public sector employees through training and planning grants for emergency response. The purpose of this grant program is to increase effectiveness in safely and efficiently handling hazardous materials transportation accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986, and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.

This document is intended to guide agencies (sub-grantees) in applying for planning and training and exercise grants under the Hazardous Materials Emergency Preparedness (HMEP) program.

Important Changes to the HMEP Grant

In December 2015, Congress enacted the FAST Act (Fixing America's Surface Transportation Act). The FAST Act made changes to the way the Pipeline and Hazardous Materials Safety Administration (PHMSA) administers the grant.

- The planning and training grants are combined into one grant, allowing states more flexibility in funding planning, training and exercise activities.
- The requirement for the 75% pass-through of funds to Local Emergency Planning Committees (LEPC) and local agencies has been removed. It is the intent of the Oregon State Emergency Response Commission (SERC) to continue to give priority consideration to applications submitted by LEPCs.

Additionally, the grant now has a three year performance period. The performance period will be 9/30/2016 through 9/30/2019. The grant will have funding available on the following schedule:

- Year 1 – September 30, 2016
- Year 2 – September 30, 2017
- Year 3 – September 30, 2018

This will allow additional time to complete projects, if necessary. It also gives an opportunity sub-grantees to take a phased-in approach to larger projects.

Please be sure you read this application guidance carefully, as it has changed from previous grant cycles. Due to changes new requirements under the FAST Act it is necessary to provide PHMSA with more detailed information about the projects submitted in Oregon's application.

Application Period

Thursday, January 28, 2016 – Tuesday, March 15, 2016 at 5:00 p.m.

Duration of Funding

It is anticipated that successful applicants will be awarded a grant for a period of 12 months (October 1, 2015 – September 30, 2016). The HMEP grant is a reimbursement grant. Reimbursement grants require you to spend some or the entire grant amount before requesting payment. Expenses accrued outside the approved grant project period will not be reimbursed.

Eligibility

Eligible applicants include state, local, and tribal units of government. Priority consideration will be given to applications from LEPCs. A list of Oregon LEPCs can be found at http://www.oregon.gov/OSP/SFM/pages/Local_Emergency_Planning_Committees.aspx.

Funding Priorities

Requirements for hazardous materials planning, training, and exercises

- See U.S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA), Eligible/Low Priority/Ineligible Planning and Training Expenditures and Activities
http://www.phmsa.dot.gov/pv_obj_cache/pv_obj_id_641C28DE450BD454E730448041C1CEA37D720200/filename/HMEP_Expenditures_Guide.pdf.
- See Appendix A (included): Hazardous Materials Public Sector Training and Planning Grants, Code of Federal Regulations.
- Additional training requirements:
 - Use Oregon Department of Public Safety Standards and Training (DPSST) approved instructors, when applicable.
- Additional exercise requirements:
 - The grantee is to work with the OSFM and the LEPC Training and Exercise Workgroup, if applicable. Representatives of the LEPC may attend the exercise as observers, participants and/or evaluators.
 - Use of the Federal Emergency Management Agency *Hazardous Materials Exercise Evaluation Methodology* manual and the National Response Team *Developing a Hazardous Materials Exercise Program – A Handbook for State and Local Officials (NRT-2)* is recommended, but not required.
 - If you wish to use the exercise to fulfill the Oregon Emergency Management's (OEM) requirements for the four-year Emergency Management Program Grant exercise cycle, contact OEM directly for exercise requirements.

Application Submission Requirements

Submit one copy (electronic, fax, or hard copy) of the following documents for a complete application:

1. Coversheet
2. Budget summary
3. Project narrative
4. Attachments (not required)

The complete application must be submitted by 5:00 p.m., Tuesday, March 15, 2016, February 26, 2015.

Submit the application to:

Sue Otjen
State Emergency Response Commission
Oregon State Police, Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305
Fax: 503-373-1825

sue.otjen@state.or.us

Application Evaluation

The State Emergency Response Commission (SERC) will conduct a review of applications to determine whether the proposal meets the U.S. DOT PHMSA's requirements. Approved projects will be included in the OSFM's federal grant application and will be pending final approval by the U.S. DOT PHMSA.

Award Notification

Final allocations (grant award) will not be announced until approximately September 30, 2016.

For additional information, please contact Sue Otjen at 503-934-8227 or sue.otjen@state.or.us.

Application Instructions

1. COVERSHEET

Project title

Assign a project title that accurately describes the project. If you are requesting funds for multiple activities, you can incorporate them under one title. Example: *Marion County Hazardous Materials Training*.

Project period

The project period must fall within October 1, 2016 – September 30, 2017. *Please note: If we receive late notification of grant award, the project start date will be adjusted accordingly.*

Applicant agency

Provide an agency name (and mailing address) that will serve as the sub-grantee and will accept the federal grant funds. The applicant agency will need to enter into an intergovernmental agreement (IGA) with the OSP/OSFM.

Federal Tax Identification Number

Provide the Federal Tax Identification Number of the applicant agency.

Data Universal Numbering System (DUNS) Number

Provide the DUNS Number of the applicant agency. The OSFM is unable to award grant funds to subrecipients unless the agency has provided a DUNS number.

Dun and Bradstreet (D&B) provides a DUNS Number, a unique nine digit identification number, for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the U.S. federal government for contracts or grants. If your agency does not have a DUNS Number (or you do not know if you have one), have the appropriate person (typically accounting or finance) from your agency go to the D&B website (<http://fedgov.dnb.com/webform>) or call the DUNS Number request line at 1-866-705-5711.

Project contact

List the primary contact (and title, phone, and email address) for this project.

Local Emergency Planning Committee

If you are applying on behalf of an Oregon LEPC, please list the LEPC.

Total project funding

The project funding must equal the budget summary for project total – (federal grant funds requested and matching funds required). Provide a total project amount. See Section 2 for Budget Summary details.

Agency Authorized Official

Provide the name and title of the authorized official for the applicant agency. Please have them sign and date the coversheet.

2. BUDGET SUMMARY

Budget Category

Select the appropriate budget category listed (travel, equipment, supplies, contractual, or other).

- **Planning/Description of Activities - Expense**
- **Training Course Activities Item - Expense**
- **Exercise/Description of Activities – Expense**

What do you plan to purchase, rent, or contract? What is travel needed for?

Federal Grant Funds Requested/Matching Funds Required

The budget summary must include proposed budgets for the Federal Grant Funds Requested. You may use cash (hard match), in-kind (soft match) contributions including staff time, or a combination of both to meet this requirement.

Calculating the Match

Example:

Total Federal HMEP Grant Funds Requested	\$10,000
Total Matching Funds Required (Total Federal HMEP Grant Funds Requested x .25)	+ \$2,500
Total Project (Total Federal HMEP Grant Funds Requested + the Total Matching Funds Required)	\$12,500

The required match is equal to 25% of the Grant Funds Requested ($\$10,000 \times .25 = \$2,500$).

The required match is also equal to 20% of the Total Project ($\$12,500 \times .20 = \$2,500$).

Planning Subtotal/Training Subtotal/Exercise Subtotal/PROJECT TOTAL

Provide a subtotal for each section and a project total.

3. Budget Detail

The budget detail sheet must show line item detail for all costs included in each project Federal Grant Funds are requested for. Additional budget detail sheets may be used if necessary.

EXAMPLE

Expenditure	Description	Amount
Personnel		\$0.00
Fringe Benefits		\$0.00
Travel	\$110 lodging (includes tax) x 5 days x 2 people = \$1,100 \$61 meals x 6 days x 2 people = \$732 \$270 round trip airfare x 2 people = \$540 \$390 registration x 2 people = \$780 \$.565 mileage rate x 30 miles round trip x 2 people = \$34 \$10 per day airport parking x 6 days x 2 people = \$120 \$50 per day rental car x 5 days x 1 car (2 people) = \$250 \$10 hotel parking x 5 days x 1 car (2 people) = \$50	\$3,606.00
Equipment		\$0.00
Supplies		\$0.00
Contractual		\$0.00
Construction		\$0.00
Other		\$0.00
Total		\$3,606.00

3. PROJECT NARRATIVE

Project type

Select one or more (Planning, Training, Exercise, Commodity Flow Study, or Other).

Project description

Provide a detailed description of the project. What is the purpose? Provide a description of how the project(s) relates to improving the ability to respond to transportation incidents. Identify what will be accomplished or furthered by this project. Identify capabilities that this will create or enhance. What emergency response plans are under evaluation? Provide specific name of training, etc. All activities must meet the requirements of funding priorities on page 3. Please be sure you address the following questions in the project description

Who –Who will be performing the task or activity?

What –What task or activity is being performed?

Why –Why is the task or activity being performed?

Where –Where will the task or activity take place?

When –When is the task or activity projected to be performed?

How Many – What is the projected number participants involved in the task or activity?

If you are requesting funds for multiple activities, please list them separately and number or letter them. Example: *A. HazMat Training and B. HazMat Exercise.*

Collaboration - Area of benefit and partners

List the cities, counties, etc. that will be served by the proposed project. Indicate who you will partner with to conduct this project. Memorandums of Understanding or letters of support from other agencies are encouraged, but not required.

Overall contribution

How does the project contribute to the overall effort of addressing the local hazardous materials planning and training? How does the activity address a need or provide a solution to the problem (e.g. long-range plans, etc.)?

Match Requirement

Project management - Itemize the tasks and include a timetable

Who is supervising the project? Who is responsible for managing the grant? Who will do the work? How will you make sure timelines and tasks are being met? What plans, strategies, or practices are you using to reach the project objectives? Have all pertinent parties agreed to these plans, strategies, and practices?

Objectives, project outcomes, results, and evaluation

List and prioritize the specific measurable and obtainable objectives. Discuss project objectives to be accomplished. What capabilities will be created or enhanced?

Outcomes describe the intended impact of the project on the preparedness environment. This often includes the ways in which the project has enhanced or developed the capability or capacity to serve the public. Outcomes described should demonstrate progress toward the overall objective of the

project. Describe how these outcomes will mitigate risks. Describe the tangible outcomes that will demonstrate that the project has been successful.

What are the expectations of the project? Is the project a continuation of a past HMEP grant funded project? If so, report briefly on the accomplishments of the previous project.

How will you evaluate project results in the short and long-term? How will you define and measure the project's success?

Match Requirement

Year 2 and 3 projects

Justification, comments, and additional information

Why should the review committee approve your project request? Explain if, or how this proposal addresses hazardous materials or the community's right to know.

4. ATTACHMENTS (NOT REQUIRED)

Please attach additional documentation, if necessary.

The complete application must be submitted by 5:00 p.m., Tuesday, March 15, 2016.

Submit the application to:

Sue Otjen
State Emergency Response Commission
Oregon State Police, Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305
Fax: 503-373-1825
sue.otjen@state.or.us

**FY 2016 – 2017 Hazardous Materials Emergency Preparedness Grant
Program
COVERSHEET**

Project title: _____

Project period: _____

Applicant agency: _____

Mailing address: _____

Federal Tax Identification Number: _____

Data Universal Numbering System (DUNS) Number: _____

Project contact: _____ **Title:** _____

Phone: _____ **Email:** _____

Local Emergency Planning Committee

Are you applying on behalf of a Local Emergency Planning Committee (LEPC)? _____

If yes, what LEPC?: _____

Total project funding

Refer to Calculating the Match on page 5 or the Budget Summary worksheet.

The Match is **25%** of the **Requested** Amount. The Match is also equal to **20%** of the **Total Project**

Total Federal HMEP Grant Funds Requested

Total Matching Funds Required

Total Project:

Agency Authorized Official: _____

Title: _____

Signature: _____

Date: _____

Application Due Date: 5:00 p.m., Tuesday, March 15, 2016

FY 2016-17 Hazardous Materials Emergency Preparedness Grant Program BUDGET SUMMARY

	A	B			C	
	Budget Category	Planning/Description of Activities - Expense			Grant Request	
1	Travel				\$	
2	Equipment				\$	
3	Supplies				\$	
4	Contractual				\$	
5	Other				\$	
6	Other				\$	
7		Planning Subtotal			\$	
	Budget Category	Training Course Activities	Item/Expense	Estimated # Training	Grant Request	
8	Travel				\$	
9	Equipment				\$	
10	Supplies				\$	
11	Contractual/Trainer				\$	
12	Other				\$	
13	Other				\$	
14		Training Subtotal			\$	
	Budget Category	Exercise/Description of Activities - Expense			Grant Request	
15	Travel				\$	
16	Equipment				\$	
17	Supplies				\$	
18	Contractual				\$	
19	Other				\$	
20	Other				\$	
21		Exercise Subtotal			\$	
22	Total Federal HMEP Grant Funds Requested = the sum of Column C, Rows 7, 14, and 21				TOTAL GRANT REQUEST	\$
23	Total Matching Funds Required = the Total Grant Request x .25				MATCH	\$
24	Total Project = the sum of the Total Grant Request + the Match				TOTAL PROJECT	\$

FY 2016-2017 Hazardous Materials Emergency Preparedness Grant Program

PROJECT BUDGET DETAIL

Project 1		
Expenditure	Description	Amount
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Total		

Project 2		
Expenditure	Description	Amount
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Total		

Project 3		
Expenditure	Description	Amount
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Total		

FY 2016-2017 Hazardous Materials Emergency Preparedness Grant Program

PROJECT NARRATIVE

Project type (select one or more)

- Planning Training Exercise Commodity Flow Study Other

Project Description

Collaboration - Area of benefit and partners

Overall contribution

Project management - Itemize the tasks and include a timetable

Objectives, project outcomes, results, and evaluation

Match Requirement

Proposed HMEP Projects for FY 2017-2018, and FY2018-2019

Proposed HMEP Projects for FY 2017-2018, and FY2018-2019

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Appendix A

Hazardous Materials Public Sector Planning and Training Grants

Code of Federal Regulations, Title 49, § 110.40

Activities eligible for funding

(a) *Planning*. Eligible State applicants may receive funding for the following activities:

(1) Development, improvement, and implementation of emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises which test the emergency plan. Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.

(2) An assessment to determine flow patterns of hazardous materials within a State, between a State and another State or Indian country, and development and maintenance of a system to keep such information current.

(3) An assessment of the need for regional hazardous materials emergency response teams.

(4) An assessment of local response capabilities.

(5) Conduct of emergency response drills and exercises associated with emergency preparedness plans.

(6) Provision of technical staff to support the planning effort.

(7) Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project plan and approved in the grant.

(b) *Training*. Eligible State and Indian tribe applicants may receive funding for the following activities:

(1) An assessment to determine the number of public sector employees employed or used by a political subdivision who need the proposed training and to select courses consistent with the National Curriculum.

(2) Delivery of comprehensive preparedness and response training to public sector employees. Design and delivery of preparedness and response training to meet specialized needs. Financial assistance for trainees and for the trainers, if appropriate, such as tuition, travel expenses to and from a training facility, and room and board while at the training facility.

(3) Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.

(4) Expenses associated with training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques and instructor evaluations.

(5) Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.

(6) Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project and approved in the grant.

[Amdt. 110-1, 57 FR 43067, Sept. 17, 1992, as amended by 66 FR 45377, Aug. 28, 2001]

Request for Field Use

North County Recreation District

36155 9th St. Nehalem Or. 97131

503-368-7644

Kristina "Gia" Naranjo-Rivera (Youth Program Director)

Crystal Dietrich (Youth Sports Coordinator)

We are requesting permission to use the field on Tillamook Ave in Bay City.

September 12th through October 27th for Youth Soccer practices.

Saturday October 8th and 22nd for Youth Soccer games.

Monday through Thursday times would be between 4 and 7pm.

Saturday Games are held between 9am and 1pm.

September 2nd, 2016

Crystal Dietrich

Youth Sports Coordinator

September 12th – October 27th on Mondays through Thursdays from 4pm to 7pm.

2 Saturdays, October 8th and 22nd for games 9 am to 1 pm.

Would like to close A Street to vehicles from 9am to 9pm for festival.

Safety of attendees makes this a good idea.

Thanks for adding to Mayor's Concerns on next agenda.

--

Shaena Peterson, Mayor

City of Bay City
5525 B Street
Post Office Box 3309
Bay City, Oregon 97107
City Hall 503-377-2288
Cell 503-812-6773
Fax 503-377-4044



"Honor the Past, Challenge the Present,
Envision the Future"

www.ci.bay-city.or.us

Hi Mayors and City Managers, Ports, Fire Chiefs, School Superintendents,
Etc.

Mike Harryman has recently been appointed and confirmed by the Senate to be the Governor's Resilience Officer. He's coming to Tillamook County on Tuesday September 13th to meet with us. We would like to meet with him for a no-host lunch at the Rockaway Beach City Hall in their conference Center from 12:30 to 1:30 pm. Lunch can be obtained at the market just north of City Hall. Mike is eager to meet us and talk about earthquake preparedness, tsunami preparedness and how we can be more resilient communities. He is also eager to listen to us. I know you have questions for Mike and he is eager to answer them. Please confirm with Isabel in the "To" above that you can attend so we have a rough number who will be there. If I have missed someone on this email chain, please let them know and ask them to also confirm with Isabel their attendance.

There will also be a meet and greet mtg. for Mike in Manzanita at 2:30 at Pine Grove if you can't make the lunch mtg. Hope you can make one of the meetings.

Thanks a Bunch.

Mark Labhart

Mark Labhart

Chair

Tillamook County Board of Commissioners

201 Laurel

Tillamook, OR 97141

[503-842-3403](tel:503-842-3403)

[503-801-1704](tel:503-801-1704) (cell)