



# City of Bay City

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## **CITY COUNCIL WORKSHOP**

The Bay City Council will hold a Workshop on Monday, September 12, 2016, at 5:30 p.m. to discuss the agenda items for the Tuesday, September 13, 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, September 13, 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  
SEPTEMBER 13, 2016**

1. CALL TO ORDER / FLAG SALUTE / ROLL CALL / WELCOME – 6.00 P.M.
2. PUBLIC HEARING
  - A. ORD. No. 671 Salmonberry Trail Comprehensive & Transportation Plan Amendments
3. VISITOR'S PROPOSITIONS
4. COMMITTEE REPORTS
  - A. Administrative
  - B. Community Development
  - C. Public Works
5. MINUTES OF THE 08-08-2016 COUNCIL WORKSHOP and 08-09-2016 REGULAR COUNCIL MEETING
6. TREASURER'S REPORT
7. BILLS AGAINST THE CITY
8. UNFINISHED BUSINESS  
None
9. NEW BUSINESS
  - A. Consideration of Fire District
  - B. Letter Kathie Lou Reames / Tree Removal
  - C. Kilchis Wells
  - D. Patterson Creek Culvert Project
10. MAYOR'S PRESENTATION
  - A. 2016 Pearl Festival
  - B. Water Kiosk - TLT County and City.
11. CITY COUNCIL PRESENTATION
12. CITY ATTORNEY PRESENTATION
13. AJOURNMENT

**CITY OF BAY CITY  
ORDINANCE NO. 671**

**AN ORDINANCE AMENDING THE BAY CITY COMPREHENSIVE PLAN  
AND TRANSPORTATION SYSTEM PLAN TO ACCOMMODATE THE  
SALMONBERRY TRAIL AND DECLARING AN EMERGENCY**

The City of Bay City ordains that the Bay City Comprehensive Plan, as amended through June 2016, shall be modified, as set forth herein.

SECTION 1. **COMPREHENSIVE PLAN**. The City of Bay City Comprehensive Plan is amended, as follows:

- A. Re-title and Amend “General Goals and Polices: Additional Policies: Bicycles” to read as follows:

“Bicycle and Pedestrian”

1. “Policy 3. The planned regional multiuse bicycle and pedestrian Salmonberry Trail will generally, but not exclusively, follow the 83-mile long Port of Tillamook Bay rail right-of-way between Banks, Oregon in Washington County to the Tillamook Airport south of the City of Tillamook in Tillamook County. Rail service connectivity along this right-of-way through the Oregon Coast Range and the Salmonberry Canyon was lost at multiple sites as a result of severe storms and flooding in 2007. The Port does not presently plan to restore the sections of damaged or destroyed rail infrastructure through the Oregon Coast Range and the Salmonberry Canyon. Rail infrastructure west of the former community of Enright and along the Oregon Coast is relatively intact.

Policy 4. The Port of Tillamook Bay is currently partnering with State agencies and local government jurisdictions and interest groups to plan and build the Salmonberry Trail within sections of the rail right-of-way. A Salmonberry Trail Concept Plan was completed in 2015. The Concept Plan illustrates or cites the possibility of rail-with-trail and rail-to-trail designs. The rail-with-trail design accommodates the continuation of current passenger rail service between Enright and the City of Garibaldi, with possible extension to the City of Tillamook. The current passenger rail service is provided by the Oregon Coast Scenic Railroad. The rail-with-trail design would also accommodate local freight rail services. A rail-to-trail design would use the rail bed exclusively for bicycle and pedestrian traffic.

Policy 5. The City supports the development of the planned regional multiuse bicycle and pedestrian Salmonberry Trail that will pass through the City by

utilizing the Port of Tillamook Bay rail right-of-way and/or by sharing portions of local vehicular streets or Highway 1010.

Policy 6. A safe multi-modal pedestrian, bicycle, connection between West and East Bay City is imperative, including and not limited to a critical component in the development of the Salmonberry Trail.”

SECTION 2. All remaining provisions of the Bay City Comprehensive Plan which have not been amended or replaced by the foregoing shall remain unchanged and in full force and effect.

Section 3. **BAY CITY TRANSPORTATION PLAN.** The Bay City Transportation Plan (TSP) (2010) should be amended as follows:

A. Replace the final paragraph in The Bay City Transportation Process, Background” as follows:

“A residential neighborhood in the southwest portion of Bay City that is west of Highway 101 is accessed via Warren Street. Warren Street provides the only access for this residential coastal shoreland neighborhood. A slight misalignment of the narrow Warren Street right-of-way at the Highway 101 intersection makes crossing Highway 101 difficult at this intersection. In addition, operation of the Port of Tillamook Bay railroad that parallels Highway 101 to the west through Bay City poses the potential to block access to Warren Street and the neighborhood west of Highway 101, although, with the cessation in 2007 of any regular freight rail services on the railroad, this potential is now limited and will be further reduced with the establishment of the regional multiuse bicycle and pedestrian Salmonberry Trail within the rail right-of-way.”

B. Section 2-2: Amend the Executive Summary to ADD:

“Regional Trails

In addition to the Oregon Coast Bicycle Route that is designated along US 101 through Bay City and many other coastal cities and communities, the planned regional multiuse bicycle and pedestrian Salmonberry Trail will generally, but not exclusively, follow the 83-mile-long Port of Tillamook Bay rail right-of-way between Banks, Oregon, in Washington County to the Tillamook Airport south of the City of Tillamook in Tillamook County. Rail service connectivity along this right-of-way through the Oregon Coast Range and the Salmonberry Canyon was lost at multiple sites as a result of severe storms and flooding in 2007. The Port does not presently plan to restore the sections of damaged or destroyed rail infrastructure through the Oregon Coast Range and the Salmonberry Canyon. Rail infrastructure west of the former community of Enright and along the Oregon Coast is relatively intact.

The Port of Tillamook Bay is currently partnering with state agencies and local government jurisdictions and interest groups to plan and build the Salmonberry Trail within sections of the rail right-of-way. A Salmonberry Trail Concept Plan was completed in 2015. The Concept Plan illustrates or cites the possibility of rail-with-trail and rail-to-trail designs. The rail-with-trail design accommodates the continuation of current passenger rail service between Enright and the City of Garibaldi, with possible extension to the City of Tillamook. The current passenger rail service is provided by the Oregon Coast Scenic Railroad. The rail-with-trail design would also accommodate local freight rail services. A rail-to-trail design would use the rail bed exclusively for bicycle and pedestrian traffic.

The City supports the development of the planned regional multiuse bicycle and pedestrian Salmonberry Trail that will pass through the City by utilizing the Port of Tillamook Bay rail right-of-way and/or by sharing portions of local vehicular streets or US 101.”

C. Amend the Transportation System Plan Executive Summary, Table 1, as follows:

“Table 1. Improvement Projects through 2030.

**Table 1. Improvement Projects (through 2030)**

<b>Project</b>	<b>Timing</b>	<b>Draft Cost Estimate</b>
Warren Street and US 101	Medium	\$200,000
Hayes Oyster Drive and US 101	Short	\$2,000,000
Downtown Streetscape	Short	\$2,500,000
McCoy Avenue and US 101	Medium	\$200,000
Traffic Calming on Williams and 16th	Short	\$9,000
Traffic Calming on 4th	Medium	\$8,000
Traffic Calming at 5th and Hayes Oyster	Medium	\$3,000
Salmonberry Trail	Long	\$2,000,000

5th Street Intersection with US Highway 101	Short	N/A
Pedestrian bridge at Hayes Oyster and US 101	Long	\$3,500,000
Pedestrian bridge at Warren and US 101	Long	\$3,000,000
<b>Total Costs</b>		<b>\$13,420,000”</b>

D. AMEND Technical Memorandum #1: Conditions, Deficiencies and Needs: Chapter 3: “Inventory of Existing Conditions; Pedestrian Facilities” to add the following at the end of that section:

“Pedestrians currently walk on the roadways or along gravel paths adjacent to the paved roads. There are no marked crosswalks or formal off-street paths in or adjacent to downtown Bay City. There is a need to encourage the development of a more walkable community with pedestrian facilities along the railroad right of way, two pedestrian crossings of US 101, and a more complete system throughout the city. The planned regional multiuse bicycle and pedestrian Salmonberry Trail that will pass through the City by utilizing the Port of Tillamook Bay rail right-of-way, and/or by sharing portions of local vehicular streets or US 101, will contribute to the development of a more walkable community.”

E. AMEND Technical Memorandum #1: “Inventory of Existing Conditions, Bicycle Facilities” to read:

“US 101 has been designated as the Oregon Coast Bicycle Route and each year thousands of cyclists travel on the shoulders of this highway. Most cyclists travel southbound in the direction of prevailing winds. There are no on-street bicycle lanes, designated bike routes, shared use paths or secure bike parking facilities in Bay City. Pedestrian and bicycle trip generators in Bay City include the post office, city park, library, the Bay City Arts Center, the Methodist church, and businesses, such as Art Space, Pacific Oyster, Downie’s Cafe, Center Market and The Landing. The planned regional multiuse bicycle and pedestrian Salmonberry Trail that will pass through the City by utilizing the Port of Tillamook Bay rail right-of-way, and/or by sharing portions of local vehicular streets or US 101, will contribute to the development of a more walkable community and will provide an alternative to using US 101 for the Oregon Coast Bicycle Route.”

- F. Delete the third paragraph of the Technical Memorandum #1: “Inventory of Existing Conditions: Transit and Intermodal Travel” and replace as follows:

“The Port of Tillamook Bay (POTB) railroad track runs north-south along the west side of U.S. 101. Before 2007, the POTB railroad track carried freight rail traffic from coastal Tillamook County to the Portland metropolitan area. In 2007, rail infrastructure east of the former community of Enright and through the Oregon Coast Range and the Salmonberry Canyon was severely damaged or destroyed by storms and flooding. The Port has no current plans to restore the rail infrastructure east of Enright and through the Oregon Coast Range and the Salmonberry Canyon. Both passenger and freight rail services are therefore currently limited to the Oregon Coast and the lower reaches of the Nehalem River west of Enright.

The Port currently leases use of its rail right-of-way to the nonprofit Oregon Coast Scenic Railroad, which operates a seasonal passenger rail service between Enright and the City of Garibaldi. The Oregon Coast Scenic Railroad is also considering expansion of passenger rail services to serve the City of Bay City and the City of Tillamook, as well as developing other visitor services and amenities that would use the rail line.

A Salmonberry Trail Concept Plan was completed in 2015. The Concept Plan illustrates or cites the possibility of rail-with-trail and rail-to-trail designs. The rail-with-trail design accommodates the continuation of current passenger rail service between Enright and the City of Garibaldi, with possible extension to the City of Tillamook. The rail-with-trail design would also accommodate local freight rail services. A rail-to-trail design would use the rail bed exclusively for bicycle and pedestrian traffic.”

- G. AMEND Technical Memorandum #1: Chapter 6: “Summary of Deficiencies and Needs: Bicycle and Pedestrian Improvements”, Part 3c, to read:

“The Port of Tillamook Bay (POTB) Railroad right-of-way through Bay City is 60' in width. The planned regional multiuse bicycle and pedestrian Salmonberry Trail that will pass through the City by utilizing the Port of Tillamook Bay rail right-of-way, and/or by sharing portions of local vehicular streets or US 101, will provide for through bicycle and pedestrian traffic and contribute to the development of a more walkable community and to opportunities to connect Hayes Oyster Drive with West Warren Street and the Larson Cove, Goosepoint, and Kilchis Point Reserve areas.”

- H. AMEND Technical Memorandum #2: Transportation Alternatives: Chapter 1 Introduction: Section 1.1.5c: “Summary of Deficiencies and Needs, Bicycle and Pedestrian System Improvement Projects” to read:

“The planned regional multiuse bicycle and pedestrian Salmonberry Trail that will pass through the City by utilizing the Port of Tillamook Bay rail right-of-way will provide opportunities to connect Hayes Oyster Drive with West Warren Street and the Larson Cove, Goosepoint, and Kilchis Point Reserve areas.”

- I. Re-Title and AMEND Technical Memorandum #2: Chapter 3: “Financing of Public Projects”: Section 3.5: “Grant Opportunities for Off-Road Trails and Rails to Trails Project” to read:

**“GRANT OPPORTUNITIES FOR TRAILS**

The Bay City TSP PAC has identified a need for the completion of three major trail projects. The first project (the Salmonberry Trail) is the only one of the three to be included in the transportation plan. The completion of the Jacoby Creek and Patterson Creek trails have been determined to be primarily recreation and parks projects and will not be considered in the financial evaluation of the transportation system. However, the project team has assembled information on potential funding sources for these projects as well as other trail projects.”

- J. ADD a new subsection to Technical Memorandum #2: Chapter 5: Pedestrian and Bicycle System Improvements” as follows:

**“5.4 Salmonberry Regional Trail**

The City supports the development of the planned regional multiuse bicycle and pedestrian Salmonberry Trail that will pass through the City by utilizing the Port of Tillamook Bay rail right-of-way, and/or by sharing portions of local vehicular streets or US 101.”

- K. AMEND Technical Memorandum #2: Chapter 6: “Future Transportation System” by modifying “Table 6-1: Improvement Projects in the 20-year Plan” to read:

**“Table 6-1. Improvement Projects in 20-year Plan**

<b>Project</b>	<b>Timing</b>	<b>Draft Cost Estimate</b>
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Warren Street and US 101	Medium	\$200,000
Hayes Oyster Drive and US 101	Short	\$2,000,000
Downtown Streetscape	Short	\$2,500,000
McCoy Avenue and US 101	Medium	200,000
Traffic Calming on Williams and 16th	Short	\$9,000
Traffic Calming on 4th	Medium	\$8,000
Traffic Calming at 5th and Hayes Oyster	Medium	\$3,000
Salmonberry Trail	Long	\$2,000,000
5th Street Intersection with US Highway 101	Short	N/A
Pedestrian bridge at Hayes Oyster and US 101	Long	\$3,500,000
Pedestrian bridge at Warren and US 101	Long	\$3,000,000
<b>Total Costs</b>		\$13,420,000”

L. Re-Title and AMEND Technical Memorandum #3: “Final Recommended Code and Policy Amendments”: Chapter 5: “Other Strategies”, as follows:

“Section 5.4 GRANT OPPORTUNITIES FOR TRAILS

The Bay City Refinement Plan PAC has identified a need for the completion of three major trail projects. The first project (the Salmonberry Trail) is the only one of the three to be included in the transportation plan. The completion of the Jacoby Creek and Patterson Creek trails have been determined to be primarily recreation and parks projects and will not be considered in the financial evaluation of the transportation system. However, the project team has assembled information on potential funding sources for these projects as well as other trail projects. City Staff should consider the following resources for trail projects:

- a) National Scenic Byways Grant Program
- b) Recreational Trail Grants
- c) Land and Water Conservation Fund (LWCF)

- d) Oregon Bicycle and Pedestrian Program
- e) Oregon State Lottery

SECTION 4. All remaining provisions of the Bay City Transportation System Plan (2010) which have not been amended or replaced by the foregoing shall remain unchanged and in full force and effect.

SECTION 5. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, which shall continue in full force and effect.

SECTION 6. Emergency. The City Council declares an emergency to exist to protect the health, safety and welfare of its residents and to provide continuity of its Comprehensive Plan. This ordinance shall become effective immediately after its adoption by the City Council and approval by the Mayor.

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

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

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

Adoption: \_\_\_\_\_

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

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

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

## Linda Downey

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**From:** Bay City Fire <firedept@ci.bay-city.or.us>  
**Sent:** Friday, September 09, 2016 1:07 PM  
**To:** ldowney@ci.bay-city.or.us  
**Cc:** speterson@ci.bay-city.or.us; Robert Pollock; Kari Fleisher  
**Subject:** FW: Garibaldi Fire Steering Committee final report and direction

Hello,

Has this been included in next week's City Council agenda? If not perhaps it should be. As I mentioned in the email that included my report, I will not be attending next week's council meetings, as I will be out of town. I do however agree that it is time to hand this subject off to whomever will be working toward whatever goals the City and Citizens have with regard to the Future of Fire Protection in the City of Bay City .

Respectfully,

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

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**From:** Michael Saindon [mailto:manager@portofgaribaldi.org]  
**Sent:** Friday, September 09, 2016 11:26 AM  
**To:** 'Jay Marugg' <jay@ci.garibaldi.or.us>; 'Rilette' <rilette@embarqmail.com>; 'Randy Schild' <schildr@tillamook.k12.or.us>; 'John OLeary' <john@ci.garibaldi.or.us>; firedept@ci.bay-city.or.us; 'Martin McCormick - Garibaldi Public Works' <McCormickGPW@gmail.com>; 'John Luquette' <luquette@gmail.com>; jmammano39@gmail.com; bow64man@hotmail.com; 'Terry Kandle' <terryonthebay@centurylink.net>; 'David Olson' <david@portofgaribaldi.org>; 'Gary Albright' <director@tcpm.org>  
**Subject:** Garibaldi Fire Steering Committee final report and direction

Good Day all,

After our public open house and last Tuesday's meeting it became clear that we actually had reached the point of answering the question that was our original mission as assigned by the Garibaldi City Council to come up with the problem and potential solutions. I think we as a group with our vast knowledge in public management, emergency services, and political experience we started looking at our task a bit too deep. We are at a point that if we keep going we are going to get marred down in the details of worrying about how to manage a new fire district. Our job is to make recommendations to the City on options, those details will be the responsibility of a transition team, the city, and/or the new organization.

Therefore, we are recommending we prepare a report outlining our recommended options and let the City Council make their decision. Based on the desired direction, they can form another task force/team (which I see our current members being part of if they desire) to move forward with the

establishment of whatever Cities and voters decide on. John O'Leary, David Olson, and I meet with Bay City's Mayor to let her know where we are at and requested a commitment from Bay City that we can include in the report. She said that they will make a motion at next week's city council meeting and get a vote. The Bay City Fire Chief is onboard and going to write a letter of support for Bay City to join Garibaldi's direction/efforts. John O'Leary, Jay, and I will attend this meeting and give a quick presentation.

So, unless there are any objections we will prepare a draft report over the next few weeks with options, pros/cons to all, and some rough cost estimates. We will also revamp our cost estimates to reflect a realistic transition using existing assets, facilities, and the such. Any replacements of equipment and facilities will be the responsibility of the new organization and its board.

Option 1; A combined Fire District consisting of Garibaldi, Bay City, and GRFPD.

Option 2; Contracting with an existing Fire District such as Tillamook Fire.

Option 3; The establishment of a fee based system that bills property owners directly for Fire Protection.

Option 4; No Fire Protection.

Our plan is to have a draft ready for our next meeting or possibly a special session a bit sooner to have all steering committee voting members to vote on. If this passes, we will then finalize it and present it to the City of Garibaldi for their action. Because this next meeting will require action from the steering committee we would really like to try to have all voting members present. We will send out a rough draft for comment to you in the next week or so and have a final draft ready for our meeting.

Thank You all,  
Mike

Michael Saindon  
Manager, Port of Garibaldi  
P.O. Box 10  
Garibaldi, OR 97118  
Office: 503-322-3292  
Cell: 503-812-8979

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**From:** Jay Marugg [<mailto:jay@ci.garibaldi.or.us>]  
**Sent:** Wednesday, September 7, 2016 6:39 PM  
**To:** 'Rilette' <[rilette@embarqmail.com](mailto:rilette@embarqmail.com)>; Randy Schild <[schildr@tillamook.k12.or.us](mailto:schildr@tillamook.k12.or.us)>; John OLeary <[john@ci.garibaldi.or.us](mailto:john@ci.garibaldi.or.us)>; 'firedept@ci.bay-city.or.us' <[firedept@ci.bay-city.or.us](mailto:firedept@ci.bay-city.or.us)>; Port Manager <[manager@portofgaribaldi.org](mailto:manager@portofgaribaldi.org)>; Martin McCormick - Garibaldi Public Works <[McCormickGPW@gmail.com](mailto:McCormickGPW@gmail.com)>; John Luquette <[luquette@gmail.com](mailto:luquette@gmail.com)>; 'jmammano39@gmail.com' <[jmammano39@gmail.com](mailto:jmammano39@gmail.com)>; [bow64man@hotmail.com](mailto:bow64man@hotmail.com); Terry Kandle <[terryonthebay@centurylink.net](mailto:terryonthebay@centurylink.net)>; David Olson <[david@portofgaribaldi.org](mailto:david@portofgaribaldi.org)>; Gary Albright <[director@tcpm.org](mailto:director@tcpm.org)>  
**Subject:** RE: Steering committee agenda

Gentlemen,

After last night meeting, I have attached the revised "Proposed " tax rate for a possible fire district. This represents somewhere in between sustainability and affordability, (realistic). I believe Mike Saindon will be sending out an E-mail soon. Mike and I had a discussion today. Basically, we believe we are very close to what we were originally chartered to do that is bring some proposals to the Garibaldi City Council. Sounds like most of the steering committee will be done. We could beat this subject to death, even more than we already have, but it's time to move ahead.

Stay tuned,

Respectfully,

Jay Marugg  
Fire Chief  
Garibaldi Fire Department  
[jay@ci.garibaldi.or.us](mailto:jay@ci.garibaldi.or.us)  
503-322-3635

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**From:** Jay Marugg  
**Sent:** Saturday, September 03, 2016 3:33 PM  
**To:** 'Rilette' <[rilette@embarqmail.com](mailto:rilette@embarqmail.com)>; Randy Schild <[schildr@tillamook.k12.or.us](mailto:schildr@tillamook.k12.or.us)>; John OLeary <[john@ci.garibaldi.or.us](mailto:john@ci.garibaldi.or.us)>; 'firedept@ci.bay-city.or.us' <[firedept@ci.bay-city.or.us](mailto:firedept@ci.bay-city.or.us)>; 'manager@portofgaribaldi.org' <[manager@portofgaribaldi.org](mailto:manager@portofgaribaldi.org)>; Martin McCormick - Garibaldi Public Works <[McCormickGPW@gmail.com](mailto:McCormickGPW@gmail.com)>; John Luquette <[luquette@gmail.com](mailto:luquette@gmail.com)>; 'jmammano39@gmail.com' <[jmammano39@gmail.com](mailto:jmammano39@gmail.com)>; [bow64man@hotmail.com](mailto:bow64man@hotmail.com); Terry Kandle <[terryonthebay@centurylink.net](mailto:terryonthebay@centurylink.net)>; [david@portofgaribaldi.org](mailto:david@portofgaribaldi.org); Gary Albright <[director@tcpm.org](mailto:director@tcpm.org)>  
**Subject:** Steering committee agenda

Gentlemen,

Attached is the agenda for this next Tuesdays meeting, (Sept. 6) at 6:00pm. I hope you all can make it and discuss the progress we have made.

Respectfully,

Jay Marugg  
Fire Chief  
Garibaldi Fire Department  
[jay@ci.garibaldi.or.us](mailto:jay@ci.garibaldi.or.us)  
503-322-3635

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## Fire Department Report, September 2016

In August, We responded to 19 calls for service; 10 Medical, 1 Assist Law Enforcement, 2 public assists, 2 unauthorized burning, 2 False alarms, and 2 Mutual Aid Calls. The Department completed 308 training and response hours in August. Additionally, I completed 183 admin hours bringing the departments total hours for August in at 491. 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, at this pace we will easily hit 200 calls this year.

### Fire Chief Hours:

In June, I completed a total of 221 hours.

### Garibaldi steering committee:

The steering committee met on Tue 9/06. I was unable to attend, but I did receive a briefing from Councilor Olson.

The Committees focus remains public outreach and education. We each had approximately 12 citizens ask about the status of our departments, and the direction we need to go to address the future of the volunteer fire service. Going forward, we will be focusing on staggered open houses so that the committee can be available for question.

Chief Marugg created a model budget to start the discussion, however, it is going to be a shock to voters. Here is the tax line from his model budget;

<u>District</u>	<u>Assessed value</u>	<u>Rate</u>	<u>Net Tax</u>
Tillamook Fire District	1,023,803,118	.69	\$698,961
Nestucca FD	987,897,782	.91	\$906,937
Nehalem Bay FD	967,152,243	1.15	\$1,112,770
Netarts/Oceanside FD	423,489,057	1.62	\$686,404
<b>GFD/GRFD/Bay City combined</b>	<b>315,151,468</b>	<b>1.74</b>	<b>\$ 548,363</b>

In my opinion, this is the bare minimum with 2 employees, a Chief and a Training Officer.

To get this accomplished, we will have to get the public involved and working with us.

We may also have to have some concessions from the Cities to get the public to approve such a measure. With regard to the City of Bay City, would it be possible to forgo the assessment of the roughly \$90,000 and \$0.81 per thousand portion of the general fund that currently goes to the Fire Department for a set amount of years? This added with the elimination of the \$0.47 per 1000 levy would result in a comparison of cost at the current funding of 1.28 per 1000 to the proposed 1.74 per 1000. Garibaldi will also be asked to do the same. We will also have to arrange for the Fire Station. It is my understanding that the Fire Equipment will follow the Fire Protection, however who owns the Stations is another matter. As you can see there is still lots to work out. Right now our biggest need is assistance with public outreach and education. How do we get the word out? The Status Quo is not possible for much longer. Garibaldi is facing it now, and we are only a couple of years behind them.

#### City Ordinances;

It has come to my attention that there may be some confusion or conflicting language with regard to the Fire Department and The Volunteer Firefighter's Association. In particular a statement in Ordinance 665 that states that the Association is not a part of the municipal government of the city, and a section of Ordinance 668 that states that the Chief and volunteers are not employees, except under very limited areas such as FICA. I request that the council ask staff and the City Attorney to assist in coordinating these various ordinances so that the responsibilities of the Association, and the Department are better defined. Of particular concern to me is the human resources and personnel management. Exactly where does the Department (Bay City Fire Department) end and the Association (Bay City Volunteer Firefighter's Association) begin? It was always my understanding that the Department was responsible for everything except fundraising and some charity and spending done at the request of the members. This has allowed us to purchase equipment that would otherwise be outside of our budget, and to assist community members at certain times.

#### Burn Complaints:

We are continuing to respond to complaints that appear to rise to a Life Safety and or Property conservation level.

#### Road side Conditions:

The Public works crew has been working to mitigate brush along roads and hydrants, and we appreciate it. I met with the Public Works Director and Councilor Killion, and Public works will be working on a maintenance plan to ensure that hydrants do not become such a concern in the future.

### Fire Conditions:

All of the Fire Departments within the County are on a total burn ban, and we remain in a declared fire season. The current fire conditions remain at a low level for the North Oregon coast, however there is no sign of a long term weather pattern that will end fire season.

### Recruiting:

We are training 6 adult volunteers to become firefighters. As you can imagine, this is a huge demand on my time, and is forcing me to not complete some administrative tasks to focus on training.

We currently have 19 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 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](mailto:firedept@ci.bay-city.or.us)

503 377-0233

**CITY OF GARIBALDI / GRFPD/ BAY CITY COMBINED**

• FIRE CHIEF		\$75,000	
	FICA	10,313	
	HEALTH INS	12,000	
	WORKMANS COMP	7,500	
	PERS	<u>15,000</u>	
	TOTAL		\$119,813
• TRAINING OFFICER		\$45,000	
	FICA	6,200	
	WORKMANS COMP	4,500	
	HEALTH INS	12,000	
	PERS	<u>9,000</u>	
	TOTAL		\$ 76,700
• VOLUNTEERS	WAGES	\$ 30,000	
	QRT (SHIFT)	40,000	
	FICA	9,000	
	WORKMANS COMP	<u>25,000</u>	
	TOTAL		\$ 104,000
• OPERATIONS AND MAINTNENACE			
A) Supplies		\$8,000	
B) Fuel and Oil		\$6,000	
C) Protective clothing		\$20,000	
D) Grant matching funds		\$25,000	
E) Fire Minor equipment		\$10,000	
F) Equipment repair		\$10,000	
G) Printing, advertising, notices		\$700	
H) Contracted services		\$30,000	
I) Telephone / internet		\$3,000	
J) Postage and shipping		\$500	
K) Travel and training		\$8,000	

L) Building and grounds	\$3,000	
M) Dues, licenses, subscriptions	\$ 3,000	
N) Insurance	\$30,000	
	<b>Total</b>	<b>\$157,200</b>
<b>• EQUIPMENT RESERVE</b>		<b><u>\$ 80,000</u></b>
	<b>TOTAL</b>	<b>= \$ 537,713</b>
<b>COMBINED ASSESSED VALUE</b>	<b>315,151,468</b>	<b>\$548,363</b>
	<b><u>1.74</u></b>	<b><u>-537,713</u></b>
	<b>\$ 548,363</b>	<b>= \$ 10,650</b>
		<b>Contingency</b>

**THIS SENARIO WOULD COST PROPERTY TAX PAYERS \$1.74 PER 1,000**

<b>Comparison</b>			
<b>District</b>	<b>Assessed value</b>	<b>Rate</b>	<b>Net Tax</b>
Tillamook Fire District	1,023,803,118	.69	\$698,961
Nestucca FD	987,897,782	.91	\$906,937
Nehalem Bay FD	967,152,243	1.15	\$1,112,770
Netarts/Oceanside FD	423,489,057	1.62	\$686,404
<b>GFD/GRFD/Bay City combined</b>	<b>315,151,468</b>	<b>1.74</b>	<b>\$ 548,363</b>

**CITY COUNCIL WORKSHOP  
AUGUST 8, 2016  
5:30 P.M.**

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

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

Others present:

1. PUBLIC HEARINGS

A. ORD No. 670 Abandoned Vehicles

A brief discussion was held on ORD. No. 670.

B. ORD No. 671 Salmonberry Trail Comprehensive Plan Amendments

The City Attorney is working to revise the ordinance to include the Transportation Plan. The Transportation Plan was adopted by the Council as an amendment to the Comprehensive plan.

2. VISITORS PROPOSITIONS

A. John Sollman will be presented a plaque from the City Council and the Planning Commission for his years of dedicated service to the City.

The Council unanimously voted to name the street in the park after John Sollman. The road will be called "*Sollman Lane.*"

3. COMMITTEE REPORTS

A. Administrative

Darrell submitted a report to the Council. His report noted his concern regarding the upkeep of the public rights of way. Discussion was held on the progress being made by the Public Works Department to cut back the right of ways, to keep travel clear and fire hydrants accessible.

Shaena acknowledged the announcement from the Garibaldi Fire Department that the Fire Department will close their doors if a district is not formed or funding does not increase.

Linda's report was briefly discussed.

B. Community Development  
No Report

C. Public Works

Brian Bettis reviewed his report with the Council.

Discussion was held on the new ice cream truck in the City.

The owner is required by ordinance to obtain a Hawker's license from the City, provide a bond and insurance.

Discussion was held on the gravel street repair resolution and contract.

Brian hopes to obtain the new pump earlier than it was first expected.

Brian met with the Bay Air RV Park. They have one well that has failed and may be interested in obtaining water from Bay City. Discussion was held.

4. MINUTES REVIEW

Minutes reviewed included the minutes for:  
07/11/2016 Council Workshop  
07/12/2016 Regular Council Meeting

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. Weber Sewer Connection: Brian has been in contact with Mr. Weber. The work almost complete on the sewer connection.

8. NEW BUSINESS

A. RATIFY / RESOLUTION NO. 16-11 SCA GRANT  
This resolution was approved by phone quorum for the SCA grant.

The grant required the resolution accompany the grant application.

B. KNOT WEED CONTROL

Discussion was held on how to educate the residents on how to control noxious weeds.

C. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Tillamook Fire Chief Rick Adams is implementing a LEPC for the area. Monday, August 15, 2016, there will be a meeting to discuss creating an emergency plan.

Darrell, Crystal and Brian will attend the meeting.

D. COUNTY CHAPLAINS ANNUAL DINNER / COMMUNITY HALL

Discussion was held on the City's requirement to require insurance of all hall rentals even if the rental fees have been waived for non-profit groups. Linda contacted Tillamook County and Hudson insurance for the County's insurance to cover the Chaplains annual dinner.

E. NORTH COAST RECREATION DISTRICT (NCRD)/ WATT FAMILY PARK  
FIELD USE REQUEST

The NCRD requested permission from the Council to use the Watt Family Park for the fall sports season.

Tillamook YMCA has had a contract for the use of the field in the past but did not think they would need it this year. If the YMCA does need the field they agreed to work out a schedule with NCRD.

F. RESOLUTION NO. 16-12 GRAVEL STREET REPAIR  
This item was discussed earlier in the meeting.

G. CONTRACT / GRAVEL STREET REPAIR  
This item was discussed earlier in the meeting.

9. MAYOR AND COUNCIL PRESENTATIONS

A. PEARL FESTIVAL / BAY CITY BUSINESS TENT  
Shaena spoke about the business tent that will be available at the Pearl Festival. This will allow the City to promote the local businesses and provide business owners a place to advertise their services.

B. PEARL FESTIVAL A STREET CLOSURE REQUEST  
The Pearl festival is requesting A Street between 4th and 5th for the festival.

C. CROSSWALK 4TH & A STREET  
Shaena would like to see a crosswalk across 4th Street on the South side of A Street.

Discussion was held on the use of digital speed signs near the park.

D. GOVERNOR'S RESILIENCE OFFICER  
September 13, 2016, the Governor's Resilience Officer will be in Tillamook. Shaena will attend the meeting.

10. EXECUTIVE SESSION

An Executive Session will at the Council meeting pursuant to ORS 192.660(1)(h) consultation with legal counsel and pending threatened litigation.

11. CITY COUNCIL PRESENTATION  
None

12. ADJOURNMENT  
The workshop was adjourned at 6:46 p.m.

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Linda Downey, City Recorder

**CITY COUNCIL MEETING  
AUGUST 9, 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, Kari Fleisher, Crystal Killion and Dee Harguth. Others in attendance were Attorney Lois Albright, Public Works Director Brian Bettis, Fire Chief Darrell Griffith, City Code Enforcement Officer Janelle Allen and City Recorder Linda Downey. See an attached list of visitors.

**PUBLIC HEARINGS**

=====

A. ORD No. 670 Abandoned Vehicles

Mayor Peterson opened the public hearing on Ordinance No. 670 Abandoned Vehicles. There were no public comments.

Mayor Peterson closed the public hearing and opened it for discussion with the Council.

Motion by Councilor Pollock second by Councilor Baker to have the first reading of Ordinance No. 670 by title only. Motion carried 5-0.

Attorney Albright read Ordinance 670 by title only.

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

Motion by Councilor Killion second By Councilor Fleisher to have the second reading of Ordinance No. 670 by title only. Motion carried 5-0.

Attorney Albright read Ordinance 670 by title only.

Motion by Councilor Killion and second by Councilor Harguth to adopt Ordinance No. 670. By roll call vote: Councilor Pollock; yes, Councilor Baker; Yes, Councilor Fleisher; yes, Councilor Harguth; yes, Councilor Killion; yes. Motion carried 5-0.

B. ORD No. 671 Salmonberry Trail Comprehensive Plan and Transportation Plan Amendments

Mayor Peterson opened the public hearing on Ordinance No. 671.

There were no public comments on the ordinance.

Attorney Albright is amending the ordinance to include the Transportation Plan

amendments.

Motion by Councilor Fleisher and second by Councilor Killion to continue the Public Hearing on ORD. No. 671 to the September 13, 2016, Council meeting. Motion carried 5-0.

## **VISITORS' PROPOSITIONS**

=====

### A. John Sollman Recognition Award

Bay City Resident John Sollman recently resigned from the Planning Commission due to an illness in his family. John served many years on the Planning Commission and has been very active on several other committees including the Streets Committee and Park Committee. John attended most City Council meetings and wrote new articles for his website *The Bay City Grapevine* keeping readers up to date on Bay City news. John's website also included historical articles on Bay City.

Mayor Peterson presented a plaque from the Bay City Planning Commission in recognition of his years of service on the Commission. She also presented John with a Community Service plaque from the City Council in recognition of his years of dedication and service to the Bay City Community. The plaque also acknowledged this journalistic contributions to the City and Bay City Community.

The City Council unanimously voted to name the road that runs through the *Al Griffin Memorial Park*, Sollman Lane in his honor. The street sign will be installed in the very near future.

John expressed his gratitude for the awards and was honored to have the street named after him. He said he enjoyed working with the City and will miss being involved.

B. Volunteer Firefighter James Wakefield attended the meeting to express his concern about the height of the some of the hydrants in the City. He stated that it makes the ability to use the hydrant wrench on the hydrants difficult. He was also concerned about the brush surrounding the hydrants being cleared so that they are more visible.

Mayor Peterson recommended Councilor Fleisher and Councilor Killion meet with Public Works Superintendent Bettis and Fire Chief Griffith to work on a plan to meet the needs of both departments.

Fire Chief Griffith and Public Works Director Bettis drove around the City to view the concerns identified by Chief Griffith.

Councilor Baker recommended that North Coast Lawn be contacted for a quote on clearing brush from around the problem hydrants.

Mayor Peterson brought the Pearl Festival item 11B forward on the agenda.

Sara Charlton gave a brief review of the progress being made in planning the Pearl Festival and handed out flyers advertising the Pearl Festival.

Mayor Peterson made the request to the Council to close A Street between 4th and 5th Streets from 8 am to 9 pm the day of the festival.

Motion by Councilor Pollock and second by Councilor Baker to close A Street between 4th Street and 5th Street 8 am to 9 pm on August 27, 2016. Motion carried 5-0.

Mayor Peterson move item 9E forward on the agenda.

North Coast Recreation District / Watt Family Park Field Use Request.

Crystal Dietrich the Youth Sports Coordinator with the North Coast Recreation District (NCED) requested the Council allow them to use the Watt Family Park Sports Field for the Soccer season.

Discussion was held on the use of the park.

Motion by Councilor Baker and second by Councilor Killion to have the City Attorney prepare a contract with North Coast Recreation District for the use of the Watt Family Park Sports Field. Motion carried 5-0.

## **COMMITTEE REPORTS**

=====

### A. Administrative:

Councilor Kari Fleisher informed the Council that the "That's my Brick" website for the brick sales fund raiser for the Watt Family Park went live today.

Discussion was held on the brick sales.

Fire Chief Darrell Griffith spoke about the Garibaldi Fire Department announcement that they would be closing the Fire Department if funding does not change or a Fire District is not formed.

The Bay City Fire Department will host an open house during the Pearl Festival on August 27, 2016. They hope to better inform the community about the difficulties and challenges that Volunteer Fire Departments face.

Discussion was held.

City Recorder Linda Downey provided a report for the Council. A brief discussion was held.

### B. Community Development:

No report

### C. Public Works:

Public Works Director Brian Bettis provided a report to the Council. Director Bettis stated that City Engineer Steve Donovan is concerned with the water study completed by the previous City engineering firm. SHN has found several inconsistencies in the report.

Public Works Director Bettis introduce the new Code Enforcement Officer Janelle Allen

## **MINUTES REVIEW**

=====

Minutes were reviewed for the 07/11/2016 Council Workshop and 07/12/2016 Regular Council Meeting.

Motion by Councilor Fleisher and second by Councilor Killion, to approve the minutes for the 07/11/2016 Council Workshop and 07/12/2016 Regular Council Meeting as presented. Motion carried 5-0.

## **TREASURER'S REPORT**

=====

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

## **BILLS AGAINST THE CITY**

=====

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 \$90,462.98. Motion carried 5-0.

## **UNFINISHED BUSINESS**

=====

- A. Weber Sewer Connection  
Public Works Director Brian Bettis inspected Mr. Weber's sewer line installation. Mr. Weber is having the electrician come to connect the sewer pump. The sewer connection should be completed in the near future.

## **NEW BUSINESS**

=====

- A. Ratify Resolution No. 16-11 SCA Grant  
A resolution was required to accompany the SCA grant application. The Council gave their consensus by phone on the resolution.

Cost of the paving project would be approximately \$65,000.

Motion by Councilor Baker and second by Councilor Fleisher to ratify Resolution No. 16-11 for the SCA grant application. Motion carried 5-0.

- B. Knot Weed Control  
Discussion was held on the most effective way to educate the community on controlling knot weed and other noxious weeds in the City. Property owners are required to mitigate the growth of noxious weeds. The Public Works Department is working to remove the plants along developed public rights of way. Knot weed should not be cut. Cutting knot weed can spread the plant. Tillamook County has sprayed knot weed for the City in the past.

Discussion was held.

Councilor Killion recommended the City create a link on the City website for information on noxious weeds.

- C. Local Emergency Planning Committee (LEPC)  
A Local Emergency Planning Committee is being formed for Tillamook County.

They are encouraging all communities to become involved.

Councilor Killion, Director Bettis and Chief Griffith will attend the meeting.

- D. County Chaplains Annual Dinner / Community Hall  
At the workshop Fire Chief Darrell Griffith asked the Council if community service organizations and other volunteer groups were required to provide insurance for the use of the Community Hall. The ordinance that regulate the rental of the Community Hall allows the City Recorder to wave the rental fee for not profit agencies but insurance is required. The discussion was held at the workshop on use of the hall in emergency situations. The hall maybe used during an emergency for organizations such as search and rescue or as an incident command center. This would be a service to the City and would be considered a City use.

- E. North Coast Recreation District / Watt Family Park Field Use Request  
This item was discussed earlier in the meeting.

- F. Resolution No.16-12  
A resolution exempting the one-time repair of gravel streets with asphalt milling from competitive bidding.

Public Works Director Brian Bettis solicited for bids on the gravel street repair and received only one written bid.

Motion by Councilor Fleisher and second by Councilor Killion to approve Resolution No. 16-12 as written. Motion carried 5-0.

- G Gravel Street Repair Contract  
Attorney Albright prepared a contract for the gravel street repair project for Willie McDonald, dba Sheldon Land Clearing.

Motion by Councilor Pollock and second by Councilor Fleisher to approve the contract for the gravel Street repair project. Motion carried 5-0.

## **MAYOR'S PRESENTATION**

- =====
- A. Pearl Festival / Bay City Business Tent  
Mayor Peterson asked the Councilors to volunteer time in the business tent during the Pearl Festival.
  
  - B. Pearl Festival A Street Closure Request  
This item was discussed and approved earlier in the meeting.
  
  - C. Crosswalk 4th & A Street  
Mayor Peterson spoke about the need for a crosswalk at 4th & A Street.

Discussion was held.

Director Bettis researched the use of torch down stripping for the crosswalks. He also researched solar powered speed limit signs that read the speed of cars and displayed the car's speed.

Discussion was held.

- D. Governor's Resilience Officer  
The Governor's new resilience Officer will be attending a meeting in Rockaway to speak about resilient communities. Mayor Peterson will attend the meeting.

## **CITY COUNCIL PRESENTATION**

=====

Councilor Fleisher noted that she will be assisting with a play by the production company presenting *I am my own wife* and invited everyone to come to the play.

## **ATTORNEY PRESENTATION**

=====

Attorney Albright spoke about the issue of providing water to large areas of property outside the City limits. She will be working with Director Bettis and inform the Council on the options available to the City.

## **EXECUTIVE SESSION**

=====

Executive Session pursuant to ORS 192.660(1)(h) consultation with legal counsel and pending threatened litigation.

The Council went into Executive Session at 7:22 pm.

The Council returned to Regular Session at 7:32 pm.

No action by the Council was required.

**ADJOURNMENT**

=====

Motion by Councilor Fleisher and second by Councilor Baker to adjourn the meeting at 7:34 p.m. Motion carried 5-0.

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Shaena E. Peterson, Mayor

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Linda S. Downey, City Recorder

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

**Statement of Revenue and Expenditures**

9/7/2016 2:41pm

Revised Budget

For General Fund (100)

For the Fiscal Period 2017-2 Ending August 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Non-Departmental Revenues</b>					
100-00-4005 Property Taxes - Current	\$ 0.00	\$ 0.00	\$ 163,084.00	0.00	100.00%
100-00-4010 Property Taxes - Prior Years	0.00	637.96	6,000.00	1,791.02	70.15%
100-00-4105 Liquor Tax	0.00	1,505.72	15,000.00	3,103.41	79.31%
100-00-4110 Cigarette Tax	0.00	164.64	1,200.00	581.27	51.56%
100-00-4205 Licenses	0.00	0.00	100.00	0.00	100.00%
100-00-4210 Dog Licenses/Fines	0.00	7.50	450.00	18.75	95.83%
100-00-4305 Franchise Fees	0.00	5,382.79	30,000.00	7,919.71	73.60%
100-00-4510 State Revenue Sharing	0.00	3,190.24	10,000.00	5,872.29	41.28%
100-00-4605 Hall Rental	0.00	0.00	800.00	100.00	87.50%
100-00-4650 Transient Lodging Tax	0.00	246.93	3,600.00	1,150.89	68.03%
100-00-4800 Miscellaneous	0.00	45.00	1,200.00	207.04	82.75%
100-00-4805 Earnings on Investments	0.00	173.85	800.00	339.28	57.59%
100-00-4850 Code Enforcement Fines	0.00	0.00	100.00	0.00	100.00%
100-00-4990 Beginning Fund Balance	0.00	0.00	185,000.00	243,745.27	(31.75%)
<b>Total Non-Departmental Revenues</b>	<b>0.00</b>	<b>11,354.63</b>	<b>417,334.00</b>	<b>264,828.93</b>	<b>36.54%</b>
<b>Fire Revenues</b>					
100-30-4005 Property Taxes - Current	0.00	0.00	49,854.00	0.00	100.00%
100-30-4010 Property Taxes - Prior Years	0.00	195.17	1,900.00	547.94	71.16%
100-30-4520 Intergovernmental Agreements	0.00	375.00	1,500.00	375.00	75.00%
100-30-4800 Miscellaneous	0.00	0.00	500.00	0.00	100.00%
100-30-4805 Earnings on Investments	0.00	41.13	0.00	81.53	0.00%
100-30-4930 Transfers In	0.00	338.12	89,934.00	949.28	98.94%
100-30-4990 Beginning Fund Balance	0.00	0.00	59,244.00	62,782.70	(5.97%)
<b>Total Fire Revenues</b>	<b>0.00</b>	<b>949.42</b>	<b>202,932.00</b>	<b>64,736.45</b>	<b>68.10%</b>
<b>Recreation Revenues</b>					
100-50-4430 Local Grants	0.00	0.00	4,795.00	0.00	100.00%
100-50-4630 Park Camping	0.00	1,468.00	4,000.00	2,987.00	25.33%
100-50-4990 Beginning Fund Balance	0.00	0.00	0.00	4,774.08	0.00%
<b>Total Recreation Revenues</b>	<b>0.00</b>	<b>1,468.00</b>	<b>8,795.00</b>	<b>7,761.08</b>	<b>11.76%</b>
<b>Transient Lodging Tax Revenues</b>					
100-60-4650 Transient Lodging Tax	0.00	576.18	9,000.00	2,685.48	70.16%
100-60-4990 Beginning Fund Balance	0.00	0.00	9,000.00	10,194.51	(13.27%)
<b>Total Transient Lodging Tax Revenues</b>	<b>0.00</b>	<b>576.18</b>	<b>18,000.00</b>	<b>12,879.99</b>	<b>28.44%</b>
<b>Planning Revenues</b>					
100-70-4310 Planning Fees	0.00	1,500.00	5,000.00	2,200.00	56.00%
100-70-4315 Land Use Fees	0.00	500.00	1,000.00	500.00	50.00%
<b>Total Planning Revenues</b>	<b>0.00</b>	<b>2,000.00</b>	<b>6,000.00</b>	<b>2,700.00</b>	<b>55.00%</b>
<b>Total General Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 16,348.23</b>	<b>\$ 653,061.00</b>	<b>\$ 352,906.45</b>	<b>45.96%</b>

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

9/7/2016 2:41pm

**Statement of Revenue and Expenditures**

Page

2

Revised Budget

For General Fund (100)

For the Fiscal Period 2017-2 Ending August 31, 2016

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Expenditures</b>						
<b>Administration Expenditures</b>						
100-10-5105	Full-Time Employees - Regular	\$ 0.00	\$ 3,503.31	\$ 42,980.00	\$ 7,379.55	82.83%
100-10-5115	Part-Time Employees	0.00	360.00	5,400.00	360.00	93.33%
100-10-5205	Employer FICA Taxes	0.00	295.53	3,800.00	592.05	84.42%
100-10-5210	Unemployment Insurance	0.00	3.83	765.00	15.47	97.98%
100-10-5215	Workers' Compensation Insurance	0.00	2.82	825.00	805.26	2.39%
100-10-5305	Employer PERS Contributions	0.00	317.11	4,500.00	673.76	85.03%
100-10-5405	Health Insurance	0.00	1,443.50	23,500.00	3,827.00	83.71%
100-10-5415	Life Insurance	0.00	13.13	250.00	26.35	89.46%
100-10-5420	Disability Insurance	0.00	0.00	100.00	0.00	100.00%
100-10-6105	Office Supplies & Equipment	0.00	373.89	6,000.00	410.39	93.16%
100-10-6305	Building Repairs & Maintenance	0.00	0.00	8,000.00	0.00	100.00%
100-10-6405	Dues & Subscriptions	0.00	1,044.12	3,500.00	1,044.12	70.17%
100-10-6410	Training	0.00	19.44	1,500.00	49.68	96.69%
100-10-6605	Electricity	0.00	198.01	7,000.00	424.36	93.94%
100-10-6620	Telecommunications	0.00	194.98	2,500.00	310.66	87.57%
100-10-6700	Insurance	0.00	0.00	4,500.00	4,002.00	11.07%
100-10-6825	Advertising/Publishing	0.00	0.00	1,500.00	0.00	100.00%
100-10-6830	Janitorial Services	0.00	210.00	6,000.00	420.00	93.00%
100-10-6850	Dog Licenses/Catching	0.00	0.00	600.00	0.00	100.00%
100-10-6860	Computers/Software/Services	0.00	0.00	5,000.00	472.05	90.56%
100-10-6870	Pre-Hazard Preparedness	0.00	0.00	2,000.00	0.00	100.00%
100-10-6880	Ordinance Enforcement	0.00	0.00	2,000.00	0.00	100.00%
100-10-6990	Other Miscellaneous Expenses	0.00	57.00	15,000.00	87.00	99.42%
100-10-8700	Community Hall/Office	0.00	0.00	15,000.00	0.00	100.00%
<b>Total Administration Expenditures</b>		<b>0.00</b>	<b>8,036.67</b>	<b>162,220.00</b>	<b>20,899.70</b>	<b>87.12%</b>
<b>Police Expenditures</b>						
100-20-6820	Police Patrol/Public Protection	0.00	0.00	100.00	0.00	100.00%
<b>Total Police Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Fire Expenditures</b>						
100-30-5105	Full-Time Employees - Regular	0.00	1,474.66	18,103.00	3,000.27	83.43%
100-30-5115	Part-Time Employees	0.00	95.00	26,000.00	180.00	99.31%
100-30-5205	Employer FICA Taxes	0.00	112.80	4,000.00	229.50	94.26%
100-30-5210	Unemployment Insurance	0.00	1.48	800.00	6.06	99.24%
100-30-5215	Workers' Compensation Insurance	0.00	1.60	1,400.00	877.64	37.31%
100-30-5305	Employer PERS Contributions	0.00	161.22	2,500.00	327.68	86.89%
100-30-5405	Health Insurance	0.00	92.76	1,200.00	245.52	79.54%
100-30-5415	Life Insurance	0.00	1.12	25.00	2.24	91.04%
100-30-5420	Disability Insurance	0.00	1,477.00	8,000.00	8,909.68	(11.37%)
100-30-6105	Office Supplies & Equipment	0.00	12.59	2,500.00	12.59	99.50%
100-30-6115	First Aid Supplies	0.00	263.47	1,000.00	263.47	73.65%
100-30-6140	Fuel/Lubes/Etc.	0.00	0.00	3,000.00	73.28	97.56%
100-30-6205	Accounting & Auditing	0.00	833.33	1,200.00	833.33	30.56%
100-30-6220	Legal Fees	0.00	100.00	1,200.00	370.00	69.17%
100-30-6305	Building Repairs & Maintenance	0.00	0.00	4,400.00	707.98	83.91%

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**Statement of Revenue and Expenditures**

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Revised Budget

For General Fund (100)

For the Fiscal Period 2017-2 Ending August 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-30-6340 Radios & Radio Repair	0.00	368.92	3,000.00	368.92	87.70%
100-30-6345 Operational Equipment & Repairs	0.00	630.86	12,500.00	3,499.45	72.00%
100-30-6350 Personal Protective Equipment	0.00	821.85	15,000.00	821.85	94.52%
100-30-6405 Dues & Subscriptions	0.00	50.00	1,000.00	100.00	90.00%
100-30-6410 Training	0.00	475.00	5,000.00	1,125.00	77.50%
100-30-6605 Electricity	0.00	181.48	4,000.00	368.64	90.78%
100-30-6620 Telecommunications	0.00	133.38	1,500.00	192.71	87.15%
100-30-6700 Insurance	0.00	0.00	12,000.00	10,551.00	12.08%
100-30-6840 Printing & Copying	0.00	7.05	300.00	19.55	93.48%
100-30-6860 Computers/Software/Services	0.00	0.00	300.00	125.00	58.33%
100-30-6990 Other Miscellaneous Expenses	0.00	254.95	2,000.00	307.40	84.63%
100-30-9400 Transfer to Capital Projects Funds	0.00	0.00	35,000.00	0.00	100.00%
100-30-9800 Contingency	0.00	0.00	11,004.00	0.00	100.00%
100-30-9900 Unappropriated Ending Fund Balance	0.00	0.00	25,000.00	0.00	100.00%
<b>Total Fire Expenditures</b>	<b>0.00</b>	<b>7,550.52</b>	<b>202,932.00</b>	<b>33,518.76</b>	<b>83.48%</b>
<b>Recreation Expenditures</b>					
100-50-5105 Full-Time Employees - Regular	0.00	502.99	6,340.00	985.01	84.46%
100-50-5205 Employer FICA Taxes	0.00	38.49	500.00	75.39	84.92%
100-50-5210 Unemployment Insurance	0.00	0.50	150.00	1.94	98.71%
100-50-5215 Workers' Compensation Insurance	0.00	0.58	975.00	950.01	2.56%
100-50-5305 Employer PERS Contributions	0.00	35.06	500.00	68.66	86.27%
100-50-5405 Health Insurance	0.00	269.70	5,000.00	1,127.40	77.45%
100-50-5415 Life Insurance	0.00	0.48	20.00	0.96	95.20%
100-50-6145 Tourism	0.00	0.00	200.00	21.18	89.41%
100-50-6190 Other Supplies	0.00	262.78	2,000.00	491.78	75.41%
100-50-6310 Grounds Maintenance	0.00	1,124.48	5,000.00	1,124.48	77.51%
100-50-6311 Contracted Ground Maintenance	0.00	1,025.00	13,000.00	2,050.00	84.23%
100-50-6605 Electricity	0.00	104.50	1,400.00	194.02	86.14%
100-50-8300 Improvements Other Than Buildings	0.00	0.00	15,000.00	0.00	100.00%
<b>Total Recreation Expenditures</b>	<b>0.00</b>	<b>3,364.56</b>	<b>50,085.00</b>	<b>7,090.83</b>	<b>85.84%</b>
<b>Transient Lodging Tax Expenditures</b>					
100-60-6145 Tourism	0.00	0.00	18,000.00	0.00	100.00%
<b>Total Transient Lodging Tax Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Planning Expenditures</b>					
100-70-6220 Legal Fees	0.00	0.00	2,000.00	0.00	100.00%
100-70-6240 Comprehensive Planning	0.00	2,000.00	24,000.00	4,000.00	83.33%
100-70-6865 Building Inspector/Inspections	0.00	0.00	1,000.00	0.00	100.00%
<b>Total Planning Expenditures</b>	<b>0.00</b>	<b>2,000.00</b>	<b>27,000.00</b>	<b>4,000.00</b>	<b>85.19%</b>
<b>General Service Expenditures</b>					
100-90-6205 Accounting & Auditing	0.00	833.35	4,000.00	833.35	79.17%
100-90-6220 Legal Fees	0.00	666.50	15,000.00	936.50	93.76%
100-90-6805 Mayor	0.00	253.35	5,000.00	318.35	93.63%
100-90-6910 Fee Refunds	0.00	0.00	300.00	0.00	100.00%
100-90-6990 Other Miscellaneous Expenses	0.00	0.00	500.00	0.00	100.00%
100-90-9000 Transfers Out	0.00	338.12	89,934.00	949.28	98.94%

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2017-2 Ending August 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-90-9800 Contingency	0.00	0.00	35,000.00	0.00	100.00%
100-90-9900 Unappropriated Ending Fund Balance	0.00	0.00	42,990.00	0.00	100.00%
<b>Total General Service Expenditures</b>	<b>0.00</b>	<b>2,091.32</b>	<b>192,724.00</b>	<b>3,037.48</b>	<b>98.42%</b>
<b>Total General Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 23,043.07</b>	<b>\$ 653,061.00</b>	<b>\$ 68,546.77</b>	<b>89.50%</b>
<b>General Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (6,694.84)</b>	<b>\$ 0.00</b>	<b>\$ 284,359.68</b>	<b>0.00%</b>

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

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**Statement of Revenue and Expenditures**

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*Revised Budget*

*For Street and Road Fund (200)*

*For the Fiscal Period 2017-2 Ending August 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Non-Departmental Revenues</b>					
200-00-4115 State Highway Tax	\$ 0.00	\$ 6,107.58	\$ 67,000.00	\$ 12,958.86	80.66%
200-00-4420 State Grants	0.00	40,920.00	50,000.00	40,920.00	18.16%
200-00-4800 Miscellaneous	0.00	0.00	500.00	0.00	100.00%
200-00-4805 Earnings on Investments	0.00	13.61	120.00	26.64	77.80%
200-00-4990 Beginning Fund Balance	0.00	0.00	35,000.00	20,248.05	42.15%
<b>Total Non-Departmental Revenues</b>	<b>0.00</b>	<b>47,041.19</b>	<b>152,620.00</b>	<b>74,153.55</b>	<b>51.41%</b>
<b>Total Street and Road Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 47,041.19</b>	<b>\$ 152,620.00</b>	<b>\$ 74,153.55</b>	<b>51.41%</b>
<b>Expenditures</b>					
<b>Non-Departmental Expenditures</b>					
200-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 2,004.67	\$ 24,320.00	\$ 3,728.15	84.67%
200-00-5115 Part-Time Employees	0.00	360.00	5,400.00	360.00	93.33%
200-00-5205 Employer FICA Taxes	0.00	180.88	2,100.00	312.73	85.11%
200-00-5210 Unemployment Insurance	0.00	2.37	500.00	7.54	98.49%
200-00-5215 Workers' Compensation Insurance	0.00	1.96	2,500.00	2,408.06	3.68%
200-00-5305 Employer PERS Contributions	0.00	147.02	2,500.00	275.82	88.97%
200-00-5405 Health Insurance	0.00	876.14	14,700.00	1,839.52	87.49%
200-00-5415 Life Insurance	0.00	2.48	100.00	4.82	95.18%
200-00-6105 Office Supplies & Equipment	0.00	17.03	500.00	17.03	96.59%
200-00-6125 Shop Supplies & Small Tools	0.00	64.85	1,500.00	118.83	92.08%
200-00-6140 Fuel/Lubes/Etc.	0.00	567.20	3,000.00	567.20	81.09%
200-00-6205 Accounting & Auditing	0.00	833.33	1,000.00	833.33	16.67%
200-00-6215 Engineering Fees	0.00	120.00	5,000.00	120.00	97.60%
200-00-6220 Legal Fees	0.00	0.00	1,000.00	0.00	100.00%
200-00-6305 Building Repairs & Maintenance	0.00	0.00	3,000.00	0.00	100.00%
200-00-6315 Street Repairs & Maintenance	0.00	1,269.87	10,000.00	1,408.12	85.92%
200-00-6335 Vehicle Repairs & Maintenance	0.00	22.96	5,000.00	219.52	95.61%
200-00-6390 Other Repairs & Maintenance	0.00	0.00	3,000.00	0.00	100.00%
200-00-6410 Training	0.00	0.00	1,000.00	0.00	100.00%
200-00-6605 Electricity	0.00	688.83	10,000.00	1,387.01	86.13%
200-00-6700 Insurance	0.00	0.00	2,500.00	2,183.00	12.68%
200-00-8300 Improvements Other Than Buildings	0.00	0.00	50,000.00	0.00	100.00%
200-00-9400 Transfer to Capital Projects Funds	0.00	0.00	2,000.00	0.00	100.00%
200-00-9800 Contingency	0.00	0.00	2,000.00	0.00	100.00%
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>7,159.59</b>	<b>152,620.00</b>	<b>15,790.68</b>	<b>89.65%</b>
<b>Total Street and Road Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 7,159.59</b>	<b>\$ 152,620.00</b>	<b>\$ 15,790.68</b>	<b>89.65%</b>
<b>Street and Road Fund Excess of Revenues Over Expenditur</b>	<b>\$ 0.00</b>	<b>\$ 39,881.60</b>	<b>\$ 0.00</b>	<b>\$ 58,362.87</b>	<b>0.00%</b>

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

*Revised Budget*  
**For Housing Rehabilitation Fund (201)**  
**For the Fiscal Period 2017-2 Ending August 31, 2016**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Housing Rehabilitation Revenues</b>					
201-18-4805 Earnings on Investments	\$ 0.00	\$ 35.48	\$ 150.00	\$ 69.46	53.69%
201-18-4825 Loan Payback	0.00	0.00	90,000.00	0.00	100.00%
201-18-4990 Beginning Fund Balance	0.00	0.00	52,000.00	52,800.95	(1.54%)
<b>Total Housing Rehabilitation Revenues</b>	<b>0.00</b>	<b>35.48</b>	<b>142,150.00</b>	<b>52,870.41</b>	<b>62.81%</b>
<b>Total Housing Rehabilitation Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 35.48</b>	<b>\$ 142,150.00</b>	<b>\$ 52,870.41</b>	<b>62.81%</b>
<b>Expenditures</b>					
<b>Housing Rehabilitation Expenditures</b>					
201-18-6890 Other Administration Expenses	\$ 0.00	\$ 0.00	\$ 4,000.00	\$ 0.00	100.00%
201-18-6920 Housing Rehab Loan Disbursements	0.00	0.00	138,150.00	0.00	100.00%
<b>Total Housing Rehabilitation Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>142,150.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Housing Rehabilitation Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 142,150.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Housing Rehabilitation Fund Excess of Revenues Over Exp</b>	<b>\$ 0.00</b>	<b>\$ 35.48</b>	<b>\$ 0.00</b>	<b>\$ 52,870.41</b>	<b>0.00%</b>

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

*Revised Budget*  
*For Kilchis Water Bond Fund (300)*  
*For the Fiscal Period 2017-2 Ending August 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Bond Payment Revenues</b>					
300-11-4005 Property Taxes - Current	\$ 0.00	\$ 0.00	\$ 31,140.00	\$ 0.00	100.00%
300-11-4010 Property Taxes - Prior Years	0.00	108.03	1,000.00	291.49	70.85%
300-11-4611 Water User Charges - Capital	0.00	3,183.80	20,940.00	3,490.14	83.33%
300-11-4805 Earnings on Investments	0.00	61.84	150.00	121.05	19.30%
300-11-4990 Beginning Fund Balance	0.00	0.00	84,520.00	92,024.27	(8.88%)
<b>Total Bond Payment Revenues</b>	<b>0.00</b>	<b>3,353.67</b>	<b>137,750.00</b>	<b>95,926.95</b>	<b>30.36%</b>
<b>Total Kilchis Water Bond Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 3,353.67</b>	<b>\$ 137,750.00</b>	<b>\$ 95,926.95</b>	<b>30.36%</b>
<b>Expenditures</b>					
<b>Bond Payment Expenditures</b>					
300-11-7010 Principal Payments - General Obligation B	\$ 0.00	\$ 0.00	\$ 45,000.00	\$ 0.00	100.00%
300-11-7015 Interest Payments - General Obligation Bo	0.00	0.00	13,100.00	0.00	100.00%
<b>Total Bond Payment Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>58,100.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Bond Reserve Expenditures</b>					
300-12-9900 Unappropriated Ending Fund Balance	0.00	0.00	79,650.00	0.00	100.00%
<b>Total Bond Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>79,650.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Kilchis Water Bond Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 137,750.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Kilchis Water Bond Fund Excess of Revenues Over Expend</b>	<b>\$ 0.00</b>	<b>\$ 3,353.67</b>	<b>\$ 0.00</b>	<b>\$ 95,926.95</b>	<b>0.00%</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Sewer Bond Fund (301)  
 For the Fiscal Period 2017-2 Ending August 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Bond Payment Revenues</b>					
301-11-4005 Property Taxes - Current	\$ 0.00	\$ 0.00	\$ 16,415.00	\$ 0.00	100.00%
301-11-4010 Property Taxes - Prior Years	0.00	89.58	1,000.00	257.59	74.24%
301-11-4805 Earnings on Investments	0.00	29.76	120.00	58.25	51.46%
301-11-4990 Beginning Fund Balance	0.00	0.00	43,153.00	44,283.32	(2.62%)
<b>Total Bond Payment Revenues</b>	<b>0.00</b>	<b>119.34</b>	<b>60,688.00</b>	<b>44,599.16</b>	<b>26.51%</b>
<b>Total Sewer Bond Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 119.34</b>	<b>\$ 60,688.00</b>	<b>\$ 44,599.16</b>	<b>26.51%</b>
<b>Expenditures</b>					
<b>Bond Payment Expenditures</b>					
301-11-7010 Principal Payments - General Obligation B	\$ 0.00	\$ 0.00	\$ 9,300.00	\$ 0.00	100.00%
301-11-7015 Interest Payments - General Obligation Bo	0.00	0.00	15,500.00	0.00	100.00%
301-11-9900 Unappropriated Ending Fund Balance	0.00	0.00	35,888.00	0.00	100.00%
<b>Total Bond Payment Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>60,688.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Sewer Bond Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 60,688.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Sewer Bond Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 119.34</b>	<b>\$ 0.00</b>	<b>\$ 44,599.16</b>	<b>0.00%</b>

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

*Revised Budget*  
*For DEQ Loan Repayment Fund (302)*  
*For the Fiscal Period 2017-2 Ending August 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Loan Reserve Revenues</b>					
302-21-4620 Sewer User Charges	\$ 0.00	\$ 3,748.50	\$ 40,000.00	\$ 7,492.50	81.27%
302-21-4990 Beginning Fund Balance	0.00	0.00	40,000.00	41,004.00	(2.51%)
<b>Total Loan Reserve Revenues</b>	<b>0.00</b>	<b>3,748.50</b>	<b>80,000.00</b>	<b>48,496.50</b>	<b>39.38%</b>
<b>Total DEQ Loan Repayment Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 3,748.50</b>	<b>\$ 80,000.00</b>	<b>\$ 48,496.50</b>	<b>39.38%</b>
<b>Expenditures</b>					
<b>Loan Expenditures</b>					
302-22-7040 Principal Payments - Notes Payable	\$ 0.00	\$ 0.00	\$ 22,000.00	\$ 0.00	100.00%
302-22-7045 Interest Payments - Notes Payable	0.00	0.00	2,500.00	0.00	100.00%
302-22-9900 Unappropriated Ending Fund Balance	0.00	0.00	55,500.00	0.00	100.00%
<b>Total Loan Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total DEQ Loan Repayment Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 80,000.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>DEQ Loan Repayment Fund Excess of Revenues Over Expe</b>	<b>\$ 0.00</b>	<b>\$ 3,748.50</b>	<b>\$ 0.00</b>	<b>\$ 48,496.50</b>	<b>0.00%</b>

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

**Statement of Revenue and Expenditures**

Revised Budget

For Street Reserve Fund (400)

For the Fiscal Period 2017-2 Ending August 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
400-13-4305 Franchise Fees	\$ 0.00	\$ 0.00	\$ 3,000.00	1,069.02	64.37%
400-13-4320 Street Maintenance Fees	0.00	3,995.98	43,000.00	8,318.24	80.66%
400-13-4805 Earnings on Investments	0.00	187.18	600.00	366.45	38.93%
400-13-4930 Transfers In	0.00	0.00	89,079.00	0.00	100.00%
400-13-4990 Beginning Fund Balance	0.00	0.00	5,000.00	277,186.15	(5443.72%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>4,183.16</b>	<b>140,679.00</b>	<b>286,939.86</b>	<b>(103.97%)</b>
<b>Street Trust Revenues</b>					
400-17-4805 Earnings on Investments	0.00	207.71	0.00	406.60	0.00%
400-17-4990 Beginning Fund Balance	0.00	0.00	307,000.00	309,095.58	(0.68%)
<b>Total Street Trust Revenues</b>	<b>0.00</b>	<b>207.71</b>	<b>307,000.00</b>	<b>309,502.18</b>	<b>(0.82%)</b>
<b>Street Maintenance Fee Revenues</b>					
400-24-4990 Beginning Fund Balance	0.00	0.00	130,000.00	0.00	100.00%
<b>Total Street Maintenance Fee Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>130,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>FEMA Projects Revenues</b>					
400-25-4410 Federal Grants	0.00	0.00	250,000.00	0.00	100.00%
<b>Total FEMA Projects Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>250,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Street Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 4,390.87</b>	<b>\$ 827,679.00</b>	<b>\$ 596,442.04</b>	<b>27.94%</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
400-13-6315 Street Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00	100.00%
400-13-6910 Fee Refunds	0.00	0.00	500.00	0.00	100.00%
400-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	81,179.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>82,679.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Street Trust Expenditures</b>					
400-17-9000 Transfers Out	0.00	0.00	89,079.00	0.00	100.00%
400-17-9900 Unappropriated Ending Fund Balance	0.00	0.00	217,921.00	0.00	100.00%
<b>Total Street Trust Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>307,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Street Maintenance Fee Expenditures</b>					
400-24-6314 Street Overlay	0.00	0.00	188,000.00	0.00	100.00%
<b>Total Street Maintenance Fee Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>188,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>FEMA Projects Expenditures</b>					
400-25-6315 Street Repairs & Maintenance	0.00	0.00	250,000.00	0.00	100.00%
<b>Total FEMA Projects Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>250,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Street Reserve Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 827,679.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Street Reserve Fund Excess of Revenues Over Expenditure</b>	<b>\$ 0.00</b>	<b>\$ 4,390.87</b>	<b>\$ 0.00</b>	<b>\$ 596,442.04</b>	<b>0.00%</b>

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

*Revised Budget*  
**For Bay City Equipment Reserve Fund (401)**  
**For the Fiscal Period 2017-2 Ending August 31, 2016**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
401-13-4805 Earnings on Investments	\$ 0.00	\$ 60.09	\$ 250.00	\$ 117.63	52.95%
401-13-4930 Transfers In	0.00	0.00	15,000.00	0.00	100.00%
401-13-4990 Beginning Fund Balance	0.00	0.00	88,900.00	89,420.14	(0.59%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>60.09</b>	<b>104,150.00</b>	<b>89,537.77</b>	<b>14.03%</b>
<b>Total Bay City Equipment Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 60.09</b>	<b>\$ 104,150.00</b>	<b>\$ 89,537.77</b>	<b>14.03%</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
401-13-8400 Machinery & Equipment	\$ 0.00	\$ 0.00	\$ 75,000.00	0.00	100.00%
401-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	29,150.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>104,150.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Bay City Equipment Reserve Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 104,150.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Bay City Equipment Reserve Fund Excess of Revenues Ove</b>	<b>\$ 0.00</b>	<b>\$ 60.09</b>	<b>\$ 0.00</b>	<b>\$ 89,537.77</b>	<b>0.00%</b>

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

*Revised Budget*  
**For Fire Apparatus Reserve & Building Reserve Fund (402)**  
**For the Fiscal Period 2017-2 Ending August 31, 2016**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
402-13-4805 Earnings on Investments	\$ 0.00	\$ 32.43	\$ 200.00	\$ 63.48	68.26%
402-13-4930 Transfers In	0.00	0.00	35,000.00	0.00	100.00%
402-13-4990 Beginning Fund Balance	0.00	0.00	48,000.00	48,261.89	(0.55%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>32.43</b>	<b>83,200.00</b>	<b>48,325.37</b>	<b>41.92%</b>
<b>Building Fund Revenues</b>					
402-19-4890 Fire Department Relocation	0.00	1,903.60	15,000.00	3,807.20	74.62%
402-19-4990 Beginning Fund Balance	0.00	0.00	4,300.00	8,432.57	(96.11%)
<b>Total Building Fund Revenues</b>	<b>0.00</b>	<b>1,903.60</b>	<b>19,300.00</b>	<b>12,239.77</b>	<b>36.58%</b>
<b>Total Fire Apparatus Reserve &amp; Building Reserve Fund Re</b>	<b>\$ 0.00</b>	<b>\$ 1,936.03</b>	<b>\$ 102,500.00</b>	<b>\$ 60,565.14</b>	<b>40.91%</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
402-13-7050 Capital Lease Payments	\$ 0.00	\$ 0.00	\$ 24,500.00	\$ 24,219.78	1.14%
402-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	58,700.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>83,200.00</b>	<b>24,219.78</b>	<b>70.89%</b>
<b>Building Fund Expenditures</b>					
402-19-9900 Unappropriated Ending Fund Balance	0.00	0.00	19,300.00	0.00	100.00%
<b>Total Building Fund Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>19,300.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Fire Apparatus Reserve &amp; Building Reserve Fund Ex</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 102,500.00</b>	<b>\$ 24,219.78</b>	<b>76.37%</b>
<b>Fire Apparatus Reserve &amp; Building Reserve Fund Excess of \$</b>	<b>0.00</b>	<b>\$ 1,936.03</b>	<b>\$ 0.00</b>	<b>\$ 36,345.36</b>	<b>0.00%</b>

**City of Bay City 503-377-2288**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Storm Drainage Reserve Fund (403)  
 For the Fiscal Period 2017-2 Ending August 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
403-13-4805 Earnings on Investments	\$ 0.00	\$ 3.49	\$ 0.00	6.83	0.00%
403-13-4930 Transfers In	0.00	0.00	2,000.00	0.00	100.00%
403-13-4990 Beginning Fund Balance	0.00	0.00	3,000.00	5,197.98	(73.27%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>3.49</b>	<b>5,000.00</b>	<b>5,204.81</b>	<b>(4.10%)</b>
<b>Total Storm Drainage Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 3.49</b>	<b>\$ 5,000.00</b>	<b>\$ 5,204.81</b>	<b>(4.10%)</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
403-13-6390 Other Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Storm Drainage Reserve Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,000.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Storm Drainage Reserve Fund Excess of Revenues Over Ex</b>	<b>\$ 0.00</b>	<b>\$ 3.49</b>	<b>\$ 0.00</b>	<b>\$ 5,204.81</b>	<b>0.00%</b>

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

*Revised Budget*  
**For Park & Recreation Reserve Fund (404)**  
**For the Fiscal Period 2017-2 Ending August 31, 2016**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
404-13-4420 State Grants	\$ 0.00	\$ 0.00	\$ 27,000.00	\$ 0.00	100.00%
404-13-4805 Earnings on Investments	0.00	3.43	0.00	6.71	0.00%
404-13-4820 Sale of Rock - Dill Bar	0.00	8,014.50	1,000.00	8,014.50	(701.45%)
404-13-4990 Beginning Fund Balance	0.00	0.00	1,000.00	5,103.33	(410.33%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>8,017.93</b>	<b>29,000.00</b>	<b>13,124.54</b>	<b>54.74%</b>
<b>Total Park &amp; Recreation Reserve Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 8,017.93</b>	<b>\$ 29,000.00</b>	<b>\$ 13,124.54</b>	<b>54.74%</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
404-13-8300 Improvements Other Than Buildings	\$ 0.00	\$ 0.00	\$ 8,000.00	\$ 0.00	100.00%
404-13-8310 Buildings / Structures	0.00	4,006.20	21,000.00	11,561.00	44.95%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>4,006.20</b>	<b>29,000.00</b>	<b>11,561.00</b>	<b>60.13%</b>
<b>Total Park &amp; Recreation Reserve Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 4,006.20</b>	<b>\$ 29,000.00</b>	<b>\$ 11,561.00</b>	<b>60.13%</b>
<b>Park &amp; Recreation Reserve Fund Excess of Revenues Over</b>	<b>\$ 0.00</b>	<b>\$ 4,011.73</b>	<b>\$ 0.00</b>	<b>\$ 1,563.54</b>	<b>0.00%</b>

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

*Revised Budget*  
*For Footpaths and Bicycle Trails Reserve (405)*  
*For the Fiscal Period 2017-2 Ending August 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Reserve Revenues</b>					
405-13-4115 State Highway Tax	\$ 0.00	\$ 61.69	\$ 500.00	130.89	73.82%
405-13-4805 Earnings on Investments	0.00	2.66	10.00	5.21	47.90%
405-13-4990 Beginning Fund Balance	0.00	0.00	3,800.00	3,965.41	(4.35%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>64.35</b>	<b>4,310.00</b>	<b>4,101.51</b>	<b>4.84%</b>
<b>Total Footpaths and Bicycle Trails Reserve Revenues</b>	<b>\$ 0.00</b>	<b>\$ 64.35</b>	<b>\$ 4,310.00</b>	<b>\$ 4,101.51</b>	<b>4.84%</b>
<b>Expenditures</b>					
<b>Reserve Expenditures</b>					
405-13-9900 Unappropriated Ending Fund Balance	\$ 0.00	\$ 0.00	\$ 4,310.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>4,310.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Footpaths and Bicycle Trails Reserve Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 4,310.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Footpaths and Bicycle Trails Reserve Excess of Revenues</b>	<b>\$ 0.00</b>	<b>\$ 64.35</b>	<b>\$ 0.00</b>	<b>\$ 4,101.51</b>	<b>0.00%</b>

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

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**Statement of Revenue and Expenditures**

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Revised Budget

For Bay City Water Fund (600)

For the Fiscal Period 2017-2 Ending August 31, 2016

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Non-Departmental Revenues</b>						
600-00-4610	Water User Charges	\$ 0.00	\$ 29,842.50	\$ 280,000.00	\$ 58,608.81	79.07%
600-00-4615	Water Deposits	0.00	845.04	3,000.00	1,346.34	55.12%
600-00-4800	Miscellaneous	0.00	338.92	1,000.00	368.92	63.11%
600-00-4805	Earnings on Investments	0.00	145.12	400.00	284.08	28.98%
600-00-4815	Sale of Pipe/Supplies	0.00	810.58	500.00	810.58	(62.12%)
600-00-4930	Transfers In	0.00	0.00	40,000.00	0.00	100.00%
600-00-4990	Beginning Fund Balance	0.00	0.00	104,000.00	215,965.19	(107.66%)
<b>Total Non-Departmental Revenues</b>		<b>0.00</b>	<b>31,982.16</b>	<b>428,900.00</b>	<b>277,383.92</b>	<b>35.33%</b>
<b>Reserve Revenues</b>						
600-13-4710	SDC - Improvement Fees	0.00	0.00	9,244.00	4,622.00	50.00%
600-13-4720	SDC - Reimbursement Fees	0.00	0.00	4,954.00	2,477.00	50.00%
600-13-4805	Earnings on Investments	0.00	225.21	900.00	440.86	51.02%
600-13-4990	Beginning Fund Balance	0.00	0.00	309,000.00	335,136.85	(8.46%)
<b>Total Reserve Revenues</b>		<b>0.00</b>	<b>225.21</b>	<b>324,098.00</b>	<b>342,676.71</b>	<b>(5.73%)</b>
<b>Total Bay City Water Fund Revenues</b>		<b>\$ 0.00</b>	<b>\$ 32,207.37</b>	<b>\$ 752,998.00</b>	<b>\$ 620,060.63</b>	<b>17.65%</b>
<b>Expenditures</b>						
<b>Non-Departmental Expenditures</b>						
600-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 8,160.07	\$ 99,583.00	\$ 16,165.14	83.77%
600-00-5115	Part-Time Employees	0.00	360.00	5,400.00	360.00	93.33%
600-00-5205	Employer FICA Taxes	0.00	651.83	8,100.00	1,264.23	84.39%
600-00-5210	Unemployment Insurance	0.00	8.53	1,800.00	32.54	98.19%
600-00-5215	Workers' Compensation Insurance	0.00	7.12	2,900.00	2,855.81	1.52%
600-00-5305	Employer PERS Contributions	0.00	601.59	8,000.00	1,198.41	85.02%
600-00-5405	Health Insurance	0.00	3,549.64	60,000.00	9,483.10	84.19%
600-00-5415	Life Insurance	0.00	16.81	350.00	34.26	90.21%
600-00-6105	Office Supplies & Equipment	0.00	119.06	3,000.00	161.29	94.62%
600-00-6125	Shop Supplies & Small Tools	0.00	100.88	2,000.00	140.59	92.97%
600-00-6130	Customer Meters & Supplies	0.00	0.00	16,000.00	0.00	100.00%
600-00-6140	Fuel/Lubes/Etc.	0.00	701.25	3,000.00	1,169.99	61.00%
600-00-6190	Other Supplies	0.00	0.00	500.00	0.00	100.00%
600-00-6205	Accounting & Auditing	0.00	833.33	3,000.00	833.33	72.22%
600-00-6220	Legal Fees	0.00	666.50	5,000.00	936.50	81.27%
600-00-6225	Laboratory Fees	0.00	23.00	1,500.00	46.00	96.93%
600-00-6305	Building Repairs & Maintenance	0.00	59.61	10,000.00	59.61	99.40%
600-00-6325	Utility System Repairs	0.00	10,652.50	15,000.00	10,795.15	28.03%
600-00-6335	Vehicle Repairs & Maintenance	0.00	31.42	5,000.00	223.98	95.52%
600-00-6345	Operational Equipment & Repairs	0.00	640.25	5,000.00	1,473.24	70.54%
600-00-6410	Training	0.00	203.59	2,000.00	203.59	89.82%
600-00-6605	Electricity	0.00	21.13	800.00	51.63	93.55%
600-00-6620	Telecommunications	0.00	189.00	3,000.00	321.47	89.28%
600-00-6700	Insurance	0.00	0.00	7,500.00	6,548.62	12.69%
600-00-6830	Janitorial Services	0.00	0.00	1,000.00	0.00	100.00%
600-00-6860	Computers/Software/Services	0.00	7.00	11,500.00	486.04	95.77%

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

*Revised Budget*  
*For Bay City Water Fund (600)*  
*For the Fiscal Period 2017-2 Ending August 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
600-00-6905 Deposit Refunds	0.00	46.46	1,000.00	274.24	72.58%
600-00-6910 Fee Refunds	0.00	0.00	300.00	0.00	100.00%
600-00-6990 Other Miscellaneous Expenses	0.00	0.00	2,000.00	84.99	95.75%
600-00-8200 Buildings & Structures	0.00	0.00	10,000.00	0.00	100.00%
600-00-9400 Transfer to Capital Projects Funds	0.00	0.00	5,000.00	0.00	100.00%
600-00-9500 Transfer to Enterprise Funds	0.00	0.00	109,367.00	0.00	100.00%
600-00-9800 Contingency	0.00	0.00	20,300.00	0.00	100.00%
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>27,650.57</b>	<b>428,900.00</b>	<b>55,203.75</b>	<b>87.13%</b>
<b>Reserve Expenditures</b>					
600-13-6910 Fee Refunds	0.00	0.00	7,099.00	0.00	100.00%
600-13-9500 Transfer to Enterprise Funds	0.00	0.00	40,000.00	0.00	100.00%
600-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	276,999.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>324,098.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Bay City Water Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 27,650.57</b>	<b>\$ 752,998.00</b>	<b>\$ 55,203.75</b>	<b>92.67%</b>
<b>Bay City Water Fund Excess of Revenues Over Expenditure</b>	<b>\$ 0.00</b>	<b>\$ 4,556.80</b>	<b>\$ 0.00</b>	<b>\$ 564,856.88</b>	<b>0.00%</b>

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

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**Statement of Revenue and Expenditures**

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*Revised Budget*

*For Kilchis Water Fund (601)*

*For the Fiscal Period 2017-2 Ending August 31, 2016*

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Non-Departmental Revenues</b>						
601-00-4610	Water User Charges	\$ 0.00	\$ 30,896.58	\$ 198,579.00	\$ 32,154.13	83.81%
601-00-4800	Miscellaneous	0.00	0.00	1,000.00	0.00	100.00%
601-00-4805	Earnings on Investments	0.00	132.53	0.00	259.43	0.00%
601-00-4930	Transfers In	0.00	0.00	109,367.00	0.00	100.00%
601-00-4990	Beginning Fund Balance	0.00	0.00	68,000.00	197,219.75	(190.03%)
<b>Total Non-Departmental Revenues</b>		<b>0.00</b>	<b>31,029.11</b>	<b>376,946.00</b>	<b>229,633.31</b>	<b>39.08%</b>
<b>Reserve Revenues</b>						
601-13-4800	Miscellaneous	0.00	0.00	20,000.00	0.00	100.00%
601-13-4805	Earnings on Investments	0.00	105.45	0.00	206.43	0.00%
601-13-4930	Transfers In	0.00	0.00	50,000.00	0.00	100.00%
601-13-4990	Beginning Fund Balance	0.00	0.00	140,000.00	156,930.41	(12.09%)
<b>Total Reserve Revenues</b>		<b>0.00</b>	<b>105.45</b>	<b>210,000.00</b>	<b>157,136.84</b>	<b>25.17%</b>
<b>Total Kilchis Water Fund Revenues</b>		<b>\$ 0.00</b>	<b>\$ 31,134.56</b>	<b>\$ 586,946.00</b>	<b>\$ 386,770.15</b>	<b>34.10%</b>

**Expenditures**

**Non-Departmental Expenditures**

601-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 6,135.95	\$ 74,685.00	\$ 12,117.96	83.77%
601-00-5205	Employer FICA Taxes	0.00	469.43	5,800.00	927.06	84.02%
601-00-5210	Unemployment Insurance	0.00	6.14	1,300.00	24.13	98.14%
601-00-5215	Workers' Compensation Insurance	0.00	4.72	2,900.00	2,851.38	1.68%
601-00-5305	Employer PERS Contributions	0.00	455.04	5,600.00	904.44	83.85%
601-00-5405	Health Insurance	0.00	2,664.18	39,500.00	7,126.91	81.96%
601-00-5415	Life Insurance	0.00	9.88	160.00	20.08	87.45%
601-00-6105	Office Supplies & Equipment	0.00	94.99	1,500.00	111.71	92.55%
601-00-6125	Shop Supplies & Small Tools	0.00	96.16	1,500.00	96.16	93.59%
601-00-6135	Chemical/Lab Supplies	0.00	1,367.38	20,000.00	1,645.36	91.77%
601-00-6140	Fuel/Lubes/Etc.	0.00	567.21	4,000.00	567.21	85.82%
601-00-6205	Accounting & Auditing	0.00	833.33	3,000.00	833.33	72.22%
601-00-6215	Engineering Fees	0.00	0.00	10,000.00	0.00	100.00%
601-00-6220	Legal Fees	0.00	666.50	4,000.00	666.50	83.34%
601-00-6225	Laboratory Fees	0.00	23.00	1,500.00	46.00	96.93%
601-00-6305	Building Repairs & Maintenance	0.00	59.61	3,000.00	59.61	98.01%
601-00-6325	Utility System Repairs	0.00	0.00	10,000.00	0.00	100.00%
601-00-6335	Vehicle Repairs & Maintenance	0.00	30.31	5,000.00	222.87	95.54%
601-00-6345	Operational Equipment & Repairs	0.00	843.55	15,000.00	1,676.54	88.82%
601-00-6410	Training	0.00	46.09	2,000.00	46.09	97.70%
601-00-6605	Electricity	0.00	1,908.79	25,000.00	3,822.28	84.71%
601-00-6620	Telecommunications	0.00	150.88	3,000.00	514.75	82.84%
601-00-6700	Insurance	0.00	0.00	7,500.00	6,548.62	12.69%
601-00-6860	Computers/Software/Services	0.00	0.00	5,000.00	0.00	100.00%
601-00-6990	Other Miscellaneous Expenses	0.00	0.00	2,000.00	85.00	95.75%
601-00-9000	Transfers Out	0.00	0.00	55,000.00	0.00	100.00%
601-00-9900	Unappropriated Ending Fund Balance	0.00	0.00	69,001.00	0.00	100.00%

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

*Revised Budget*  
*For Kilchis Water Fund (601)*  
*For the Fiscal Period 2017-2 Ending August 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>16,433.14</b>	<b>376,946.00</b>	<b>40,913.99</b>	<b>89.15%</b>
<b>Reserve Expenditures</b>					
601-13-8000 Capital Outlay	0.00	0.00	55,000.00	0.00	100.00%
601-13-8200 Equipment	0.00	0.00	10,000.00	0.00	100.00%
601-13-8400 Machinery & Equipment	0.00	5,126.97	50,000.00	5,126.97	89.75%
601-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	95,000.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>5,126.97</b>	<b>210,000.00</b>	<b>5,126.97</b>	<b>97.56%</b>
<b>Total Kilchis Water Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 21,560.11</b>	<b>\$ 586,946.00</b>	<b>\$ 46,040.96</b>	<b>92.16%</b>
<b>Kilchis Water Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 9,574.45</b>	<b>\$ 0.00</b>	<b>\$ 340,729.19</b>	<b>0.00%</b>

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

**Statement of Revenue and Expenditures**

Revised Budget

For Bay City Sewer Fund (602)

For the Fiscal Period 2017-2 Ending August 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Non-Departmental Revenues</b>					
602-00-4420 State Grants	\$ 0.00	\$ 0.00	\$ 161,216.00	\$ 0.00	100.00%
602-00-4620 Sewer User Charges	0.00	28,423.84	290,000.00	57,829.52	80.06%
602-00-4625 Sewer Deposits	0.00	1,230.04	3,000.00	1,969.26	34.36%
602-00-4800 Miscellaneous	0.00	510.32	1,000.00	510.32	48.97%
602-00-4805 Earnings on Investments	0.00	98.20	300.00	192.23	35.92%
602-00-4990 Beginning Fund Balance	0.00	0.00	120,000.00	146,129.90	(21.77%)
<b>Total Non-Departmental Revenues</b>	<b>0.00</b>	<b>30,262.40</b>	<b>575,516.00</b>	<b>206,631.23</b>	<b>64.10%</b>
<b>Reserve Revenues</b>					
602-14-4710 SDC - Improvement Fees	0.00	0.00	12,338.00	0.00	100.00%
602-14-4720 SDC - Reimbursement Fees	0.00	0.00	1,250.00	0.00	100.00%
602-14-4805 Earnings on Investments	0.00	491.47	2,000.00	962.08	51.90%
602-14-4990 Beginning Fund Balance	0.00	0.00	720,485.00	731,376.27	(1.51%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>491.47</b>	<b>736,073.00</b>	<b>732,338.35</b>	<b>0.51%</b>
<b>Reserve Revenues</b>					
602-15-4805 Earnings on Investments	0.00	32.29	0.00	63.21	0.00%
602-15-4930 Transfers In	0.00	0.00	10,000.00	0.00	100.00%
602-15-4990 Beginning Fund Balance	0.00	0.00	27,772.00	48,051.83	(73.02%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>32.29</b>	<b>37,772.00</b>	<b>48,115.04</b>	<b>(27.38%)</b>
<b>Reserve Revenues</b>					
602-16-4805 Earnings on Investments	0.00	28.60	0.00	55.99	0.00%
602-16-4930 Transfers In	0.00	0.00	5,000.00	0.00	100.00%
602-16-4990 Beginning Fund Balance	0.00	0.00	41,113.00	42,355.51	(3.02%)
<b>Total Reserve Revenues</b>	<b>0.00</b>	<b>28.60</b>	<b>46,113.00</b>	<b>42,411.50</b>	<b>8.03%</b>
<b>Total Bay City Sewer Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 30,814.76</b>	<b>\$ 1,395,474.00</b>	<b>\$ 1,029,496.12</b>	<b>26.23%</b>

**Expenditures**

**Non-Departmental Expenditures**

602-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 9,248.35	\$ 114,185.00	\$ 18,589.92	83.72%
602-00-5115 Part-Time Employees	0.00	360.00	5,400.00	360.00	93.33%
602-00-5205 Employer FICA Taxes	0.00	735.02	9,200.00	1,449.66	84.24%
602-00-5210 Unemployment Insurance	0.00	9.61	2,000.00	37.60	98.12%
602-00-5215 Workers' Compensation Insurance	0.00	7.28	4,000.00	3,730.56	6.74%
602-00-5305 Employer PERS Contributions	0.00	677.41	9,000.00	1,367.42	84.81%
602-00-5405 Health Insurance	0.00	3,814.02	60,000.00	10,170.43	83.05%
602-00-5415 Life Insurance	0.00	18.06	350.00	36.86	89.47%
602-00-6105 Office Supplies & Equipment	0.00	95.45	1,500.00	120.94	91.94%
602-00-6125 Shop Supplies & Small Tools	0.00	96.16	1,500.00	110.18	92.65%
602-00-6135 Chemical/Lab Supplies	0.00	2,069.23	10,000.00	2,349.71	76.50%
602-00-6140 Fuel/Lubes/Etc.	0.00	609.62	3,000.00	609.62	79.68%
602-00-6190 Other Supplies	0.00	0.00	500.00	0.00	100.00%
602-00-6205 Accounting & Auditing	0.00	833.33	2,500.00	833.33	66.67%
602-00-6220 Legal Fees	0.00	666.50	5,000.00	666.50	86.67%

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

*Revised Budget*  
*For Bay City Sewer Fund (602)*  
*For the Fiscal Period 2017-2 Ending August 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
602-00-6225 Laboratory Fees	0.00	0.00	1,000.00	0.00	100.00%
602-00-6305 Building Repairs & Maintenance	0.00	59.60	2,000.00	59.60	97.02%
602-00-6325 Utility System Repairs	0.00	0.00	15,000.00	0.00	100.00%
602-00-6335 Vehicle Repairs & Maintenance	0.00	155.96	5,000.00	348.52	93.03%
602-00-6345 Operational Equipment & Repairs	0.00	19,023.00	30,000.00	19,222.99	35.92%
602-00-6410 Training	0.00	787.50	1,500.00	787.50	47.50%
602-00-6605 Electricity	0.00	1,596.76	27,000.00	3,335.66	87.65%
602-00-6620 Telecommunications	0.00	189.00	3,000.00	591.47	80.28%
602-00-6700 Insurance	0.00	0.00	7,500.00	6,548.62	12.69%
602-00-6830 Janitorial Services	0.00	0.00	1,000.00	0.00	100.00%
602-00-6855 Permit Fees	0.00	0.00	2,000.00	0.00	100.00%
602-00-6860 Computers/Software/Services	0.00	7.00	4,500.00	486.04	89.20%
602-00-6905 Deposit Refunds	0.00	57.48	1,000.00	389.22	61.08%
602-00-6910 Fee Refunds	0.00	0.00	300.00	0.00	100.00%
602-00-6990 Other Miscellaneous Expenses	0.00	0.00	500.00	0.00	100.00%
602-00-6995 Feasibility Studies / Projects	0.00	24,541.75	161,216.00	24,541.75	84.78%
602-00-9000 Transfers Out	0.00	0.00	20,000.00	0.00	100.00%
602-00-9800 Contingency	0.00	0.00	64,865.00	0.00	100.00%
<b>Total Non-Departmental Expenditures</b>	<b>0.00</b>	<b>65,658.09</b>	<b>575,516.00</b>	<b>96,744.10</b>	<b>83.19%</b>
<b>Reserve Expenditures</b>					
602-14-9900 Unappropriated Ending Fund Balance	0.00	0.00	736,073.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>736,073.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Reserve Expenditures</b>					
602-15-6590 Other Equipment	0.00	0.00	20,000.00	0.00	100.00%
602-15-9900 Unappropriated Ending Fund Balance	0.00	0.00	17,772.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>37,772.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Reserve Expenditures</b>					
602-16-9900 Unappropriated Ending Fund Balance	0.00	0.00	46,113.00	0.00	100.00%
<b>Total Reserve Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>46,113.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Bay City Sewer Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 65,658.09</b>	<b>\$ 1,395,474.00</b>	<b>\$ 96,744.10</b>	<b>93.07%</b>
<b>Bay City Sewer Fund Excess of Revenues Over Expenditure \$</b>	<b>0.00</b>	<b>\$ (34,843.33)</b>	<b>\$ 0.00</b>	<b>\$ 932,752.02</b>	<b>0.00%</b>

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

For the Fiscal Period 2017-2 Ending August 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 179,275.86	\$ 5,034,326.00	\$ 3,474,255.73	30.99%
Total Expenditures	\$ 0.00	\$ 149,077.63	\$ 5,034,326.00	\$ 318,107.04	93.68%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 30,198.23	\$ 0.00	\$ 3,156,148.69	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
<b>148</b>	<b>ABECO Office Systems, 1332 Commercial Street, Astoria, OR, 97103</b>								
August 2016	09/09/16	Office Supplies & Equipment	09/14/16	\$6.56	\$6.56	100-10-6105	Office Supplies & Equipm	\$6,000.00	\$5,589.61
August 2016	09/09/16	Printing & Copying	09/14/16	\$6.56	\$6.56	100-30-6840	Printing & Copying	\$300.00	\$280.45
August 2016	09/09/16	Office Supplies & Equipment	09/14/16	\$6.56	\$6.56	600-00-6105	Office Supplies & Equipm	\$3,000.00	\$2,838.71
August 2016	09/09/16	Office Supplies & Equipment	09/14/16	\$6.55	\$6.55	601-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,388.29
August 2016	09/09/16	Office Supplies & Equipment	09/14/16	\$6.55	\$6.55	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,379.06
				<b>\$32.78</b>					
<b>163</b>	<b>Albright &amp; Kittell, PO Box 939, Tillamook, OR, 97141</b>								
18387	09/09/16	Legal Fees	09/14/16	\$100.00	\$100.00	100-30-6220	Legal Fees	\$1,200.00	\$830.00
18387	09/09/16	Legal Fees	09/14/16	\$336.50	\$336.50	100-90-6220	Legal Fees	\$15,000.00	\$14,063.50
18387	09/09/16	Legal Fees	09/14/16	\$336.50	\$336.50	600-00-6220	Legal Fees	\$5,000.00	\$4,063.50
18387	09/09/16	Legal Fees	09/14/16	\$336.50	\$336.50	601-00-6220	Legal Fees	\$4,000.00	\$3,333.50
18387	09/09/16	Legal Fees	09/14/16	\$336.50	\$336.50	602-00-6220	Legal Fees	\$5,000.00	\$4,333.50
				<b>\$1,446.00</b>					
<b>164</b>	<b>Alexin Analytical, Inc., 13035 SW Pacific Hwy., Tigard, OR, 97223</b>								
27369	09/09/16	Laboratory Fees	09/14/16	\$23.00	\$23.00	600-00-6225	Laboratory Fees	\$1,500.00	\$1,454.00
27369	09/09/16	Laboratory Fees	09/14/16	\$23.00	\$23.00	601-00-6225	Laboratory Fees	\$1,500.00	\$1,454.00
27265	09/09/16	Laboratory Fees	09/14/16	\$215.00	\$215.00	602-00-6225	Laboratory Fees	\$1,000.00	\$1,000.00
				<b>\$261.00</b>					
<b>168</b>	<b>Backflow Valve Services, PO Box 541, Seaside, OR, 97138</b>								
4110	09/09/16	Operational Equipment & Repairs	09/14/16	\$294.00	\$294.00	600-00-6345	Operational Equipment &	\$5,000.00	\$3,526.76
				<b>\$294.00</b>					
<b>39</b>	<b>Bay City Firefighters Association, PO Box 3309, Bay City, OR, 97107</b>								
9082016	09/09/16	Part-Time Employees	09/14/16	\$95.00	\$95.00	100-30-5115	Part-Time Employees	\$26,000.00	\$25,820.00
9082016	09/09/16	Dues & Subscriptions	09/14/16	\$50.00	\$50.00	100-30-6405	Dues & Subscriptions	\$1,000.00	\$900.00
				<b>\$145.00</b>					
<b>173</b>	<b>Boyd's Implement Service, 2850 Latimer Rd., Tillamook, OR, 97141</b>								
6710	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$134.75	\$134.75	200-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,780.48
6710	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$134.75	\$134.75	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,776.02
6710	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$134.75	\$134.75	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,777.13
6710	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$134.75	\$134.75	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,651.48
				<b>\$539.00</b>					
<b>290</b>	<b>Butch Olson Garage Doors, Inc., , 8105 Warren Street, Bay City, OR, 97107</b>								
August 2016	09/09/16	Building Repairs & Maintenance	09/14/16	\$62.50	\$62.50	600-00-6305	Building Repairs & Maint	\$10,000.00	\$9,940.39
August 2016	09/09/16	Building Repairs & Maintenance	09/14/16	\$62.50	\$62.50	601-00-6305	Building Repairs & Maint	\$3,000.00	\$2,940.39
				<b>\$125.00</b>					
<b>180</b>	<b>CenturyLink, PO Box 2961, Phoenix, AZ, 85062-2961</b>								

**Council Approval Report**  
**(Council Approval Report)**

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
August 2016	09/09/16	Telecommunications	09/14/16	\$117.45	\$117.45	100-10-6620	Telecommunications	\$2,500.00	\$2,189.34
August 2016	09/09/16	Telecommunications	09/14/16	\$60.32	\$60.32	100-30-6620	Telecommunications	\$1,500.00	\$1,307.29
August 2016	09/09/16	Telecommunications	09/14/16	\$114.91	\$114.91	600-00-6620	Telecommunications	\$3,000.00	\$2,678.53
August 2016	09/09/16	Telecommunications	09/14/16	\$76.61	\$76.61	601-00-6620	Telecommunications	\$3,000.00	\$2,485.25
August 2016	09/09/16	Telecommunications	09/14/16	\$114.91	\$114.91	602-00-6620	Telecommunications	\$3,000.00	\$2,408.53
				<b>\$484.20</b>					
<b>184</b>	<b>Coast Printing &amp; Stationery, 2106 Third Street, Tillamook, OR, 97141</b>								
H3049, H3392	09/09/16	Office Supplies & Equipment	09/14/16	\$41.50	\$41.50	100-10-6105	Office Supplies & Equipm	\$6,000.00	\$5,589.61
H3049, H3392	09/09/16	Other Miscellaneous Expenses	09/14/16	\$205.00	\$205.00	100-10-6990	Other Miscellaneous Exp	\$15,000.00	\$14,913.00
H3049, H3392	09/09/16	Office Supplies & Equipment	09/14/16	\$41.50	\$41.50	600-00-6105	Office Supplies & Equipm	\$3,000.00	\$2,838.71
H3049, H3392	09/09/16	Office Supplies & Equipment	09/14/16	\$41.50	\$41.50	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,379.06
				<b>\$329.50</b>					
<b>544</b>	<b>CoastCom, Inc., 151 E Olive Street, Newport, OR, 97365</b>								
August 2016	09/09/16	Telecommunications	09/14/16	\$75.00	\$75.00	100-10-6620	Telecommunications	\$2,500.00	\$2,189.34
August 2016	09/09/16	Telecommunications	09/14/16	\$75.00	\$75.00	100-30-6620	Telecommunications	\$1,500.00	\$1,307.29
				<b>\$150.00</b>					
<b>566</b>	<b>Debbie Pohs, , , ,</b>								
August 2016	09/09/16	Ordinance Enforcement	09/14/16	\$43.15	\$43.15	100-10-6880	Ordinance Enforcement	\$2,000.00	\$2,000.00
August 2016	09/09/16	Office Supplies & Equipment	09/14/16	\$3.46	\$3.46	100-30-6105	Office Supplies & Equipm	\$2,500.00	\$2,487.41
August 2016	09/09/16	Street Repairs & Maintenance	09/14/16	\$14.75	\$14.75	200-00-6315	Street Repairs & Mainten	\$10,000.00	\$8,591.88
August 2016	09/09/16	Other Repairs & Maintenance	09/14/16	\$6.49	\$6.49	200-00-6390	Other Repairs & Mainten	\$3,000.00	\$3,000.00
August 2016	09/09/16	Office Supplies & Equipment	09/14/16	\$51.00	\$51.00	600-00-6105	Office Supplies & Equipm	\$3,000.00	\$2,838.71
August 2016	09/09/16	Training	09/14/16	\$6.77	\$6.77	600-00-6410	Training	\$2,000.00	\$1,796.41
August 2016	09/09/16	Training	09/14/16	\$6.76	\$6.76	600-00-6410	Training	\$2,000.00	\$1,796.41
August 2016	09/09/16	Office Supplies & Equipment	09/14/16	\$51.00	\$51.00	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,379.06
August 2016	09/09/16	Permit Fees	09/14/16	\$14.30	\$14.30	602-00-6855	Permit Fees	\$2,000.00	\$2,000.00
August 2016	09/09/16	Permit Fees	09/14/16	\$14.30	\$14.30	602-00-6855	Permit Fees	\$2,000.00	\$2,000.00
August 2016	09/09/16	Other Miscellaneous Expenses	09/14/16	\$18.75	\$18.75	602-00-6990	Other Miscellaneous Exp	\$500.00	\$500.00
				<b>\$230.73</b>					
<b>556</b>	<b>Debra Pohs, 6160 DewPointe Drive, Bay City, OR, 97107</b>								
August Mileage	09/09/16	Training	09/14/16	\$36.72	\$36.72	100-10-6410	Training	\$1,500.00	\$1,450.32
				<b>\$36.72</b>					
<b>387</b>	<b>EDC Tillamook County, 4301 3rd Street, Tillamook, OR, 97141</b>								
16-17	09/09/16	Dues & Subscriptions	09/14/16	\$1,000.00	\$1,000.00	100-10-6405	Dues & Subscriptions	\$3,500.00	\$2,455.88
				<b>\$1,000.00</b>					
<b>369</b>	<b>Ferguson Waterworks, 9129 North Tyndall Avenue, Portland, OR, 97217-6964</b>								
0534837	09/09/16	Other Repairs & Maintenance	09/14/16	\$566.83	\$566.83	200-00-6390	Other Repairs & Mainten	\$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	
							<b>\$566.83</b>					
<b>80</b>	<b>Hallowell Logger Supply, PO Box 787, Tillamook, OR, 97141</b>											
0103470, 0102770	09/09/16	Street Repairs & Maintenance	09/14/16	\$104.23	\$104.23	200-00-6315	Street Repairs & Mainten	\$10,000.00	\$8,591.88			
0103470, 0102770	09/09/16	Operational Equipment & Repairs	09/14/16	\$104.22	\$104.22	600-00-6345	Operational Equipment &	\$5,000.00	\$3,526.76			
							<b>\$208.45</b>					
<b>593</b>	<b>Joel &amp; Taileigh Prickett, 10115 Hwy 101 S, Tillamook, OR, 97141</b>											
Deposit Refund	09/09/16	Deposit Refunds	09/14/16	\$52.30	\$52.30	600-00-6905	Deposit Refunds	\$1,000.00	\$725.76			
Deposit Refund	09/09/16	Deposit Refunds	09/14/16	\$75.60	\$75.60	602-00-6905	Deposit Refunds	\$1,000.00	\$610.78			
							<b>\$127.90</b>					
<b>21</b>	<b>League of Oregon Cities, 1201 Court St. NE, Suite 200, Salem, OR, 97301</b>											
2666	09/09/16	Mayor	09/14/16	\$445.00	\$445.00	100-90-6805	Mayor	\$5,000.00	\$4,681.65			
2695	09/09/16	Mayor	09/14/16	\$400.00	\$400.00	100-90-6805	Mayor	\$5,000.00	\$4,681.65			
							<b>\$845.00</b>					
<b>89</b>	<b>Les Schwab, 1220 Main Avenue, Tillamook, OR, 97141</b>											
August 2016	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$11.83	\$11.83	200-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,780.48			
August 2016	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$11.83	\$11.83	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,776.02			
August 2016	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$11.82	\$11.82	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,777.13			
August 2016	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$11.83	\$11.83	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,651.48			
							<b>\$47.31</b>					
<b>589</b>	<b>Newman Traffic Signs, PO Box 1728, Jamestown, ND, 58402-1728</b>											
TI-0301668	09/09/16	Grounds Maintenance	09/14/16	\$222.95	\$222.95	100-50-6310	Grounds Maintenance	\$5,000.00	\$3,875.52			
							<b>\$222.95</b>					
<b>562</b>	<b>Northstar Chemical, PO Box 6860, Portland, OR, 97228-6860</b>											
90505	09/09/16	Chemical/Lab Supplies	09/14/16	\$1,089.40	\$1,089.40	601-00-6135	Chemical/Lab Supplies	\$20,000.00	\$18,354.64			
							<b>\$1,089.40</b>					
<b>592</b>	<b>Oregon Dept. of Veterans Affairs, 700 Summer Street, Salem, OR, 97301</b>											
Deposit Refund	09/09/16	Deposit Refunds	09/14/16	\$52.30	\$52.30	600-00-6905	Deposit Refunds	\$1,000.00	\$725.76			
Deposit Refund	09/09/16	Deposit Refunds	09/14/16	\$75.60	\$75.60	602-00-6905	Deposit Refunds	\$1,000.00	\$610.78			
							<b>\$127.90</b>					
<b>595</b>	<b>OVFA, , 1284 Court Street NE, Salem, OR, 97301</b>											
2016-17	09/09/16	Dues & Subscriptions	09/14/16	\$205.00	\$205.00	100-30-6405	Dues & Subscriptions	\$1,000.00	\$900.00			
							<b>\$205.00</b>					
<b>207</b>	<b>Portland Engineering Inc., 7675 High Banks Road #1, Central Point, OR, 97502</b>											
5892	09/09/16	Operational Equipment & Repairs	09/14/16	\$60.00	\$60.00	600-00-6345	Operational Equipment &	\$5,000.00	\$3,526.76			
5892	09/09/16	Operational Equipment & Repairs	09/14/16	\$60.00	\$60.00	601-00-6345	Operational Equipment &	\$15,000.00	\$13,323.46			
							<b>\$120.00</b>					

**Council Approval Report  
(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>482 Quality Control Services, Inc., PO Box 14831, Portland, OR, 97293</b>		45971	09/09/16	Operational Equipment & Repairs	09/14/16	\$325.00	\$325.00	602-00-6345	Operational Equipment &	\$30,000.00	\$10,777.01
						<b>\$325.00</b>					
<b>154 Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600</b>		6856960	09/09/16	Office Supplies & Equipment	09/14/16	\$152.77	\$152.77	100-10-6105	Office Supplies & Equipm	\$6,000.00	\$5,589.61
		8653380	09/09/16	Office Supplies & Equipment	09/14/16	\$72.13	\$72.13	100-10-6105	Office Supplies & Equipm	\$6,000.00	\$5,589.61
		8653380	09/09/16	Office Supplies & Equipment	09/14/16	\$3.06	\$3.06	600-00-6105	Office Supplies & Equipm	\$3,000.00	\$2,838.71
		8653380	09/09/16	Office Supplies & Equipment	09/14/16	\$3.06	\$3.06	601-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,388.29
		8653380	09/09/16	Office Supplies & Equipment	09/14/16	\$15.04	\$15.04	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,379.06
						<b>\$246.06</b>					
<b>115 R Sanitary Service, PO Box 198, Garibaldi, OR, 97118</b>		August 2016	09/09/16	Grounds Maintenance	09/14/16	\$27.17	\$27.17	100-50-6310	Grounds Maintenance	\$5,000.00	\$3,875.52
		August 2016	09/09/16	Building Repairs & Maintenance	09/14/16	\$27.16	\$27.16	600-00-6305	Building Repairs & Maint	\$10,000.00	\$9,940.39
		August 2016	09/09/16	Building Repairs & Maintenance	09/14/16	\$27.16	\$27.16	601-00-6305	Building Repairs & Maint	\$3,000.00	\$2,940.39
		August 2016	09/09/16	Building Repairs & Maintenance	09/14/16	\$27.16	\$27.16	602-00-6305	Building Repairs & Maint	\$2,000.00	\$1,940.40
						<b>\$108.65</b>					
<b>364 rescueDIRECT, Inc., 201 Donaldson Street, Utica, IL 61373, ,</b>		65753	09/09/16	Personal Protective Equipment	09/14/16	\$3,415.86	\$3,415.86	100-30-6350	Personal Protective Equi	\$15,000.00	\$14,178.15
						<b>\$3,415.86</b>					
<b>594 Ron Otte, 6320 E Street, Bay City, OR, 97107</b>		Refund	09/09/16	Unapplied Cash	09/14/16	\$4.67	\$4.67	100-00-1090	Unapplied Cash	\$0.00	\$81,880.70
						<b>\$4.67</b>					
<b>114 Rosenberg Bldrs. Supply, 2 N. Main Avenue, Tillamook, OR, 97141</b>		1608-103507	09/09/16	Operational Equipment & Repairs	09/14/16	\$2.60	\$2.60	100-30-6345	Operational Equipment &	\$12,500.00	\$9,000.55
		1608-103507	09/09/16	Other Repairs & Maintenance	09/14/16	\$15.96	\$15.96	200-00-6390	Other Repairs & Mainten	\$3,000.00	\$3,000.00
		1608-103507	09/09/16	Laboratory Fees	09/14/16	\$9.99	\$9.99	600-00-6225	Laboratory Fees	\$1,500.00	\$1,454.00
		1608-103507	09/09/16	Laboratory Fees	09/14/16	\$9.99	\$9.99	601-00-6225	Laboratory Fees	\$1,500.00	\$1,454.00
		1608-103507	09/09/16	Operational Equipment & Repairs	09/14/16	\$2.61	\$2.61	601-00-6345	Operational Equipment &	\$15,000.00	\$13,323.46
		1608-103507	09/09/16	Operational Equipment & Repairs	09/14/16	\$25.97	\$25.97	601-00-6345	Operational Equipment &	\$15,000.00	\$13,323.46
						<b>\$67.12</b>					
<b>101 Sabrina Pearson, PO Box 3272, Bay City, OR, 97107</b>		August 2016	09/09/16	Comprehensive Planning	09/14/16	\$2,000.00	\$2,000.00	100-70-6240	Comprehensive Planning	\$24,000.00	\$20,000.00
						<b>\$2,000.00</b>					
<b>31 S-R Repair, LLC, 2101 7th Street, Tillamook, OR, 97141</b>		14410	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$1,104.64	\$1,104.64	200-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,780.48
		14410	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$1,104.64	\$1,104.64	600-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,776.02
		14410	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$1,104.65	\$1,104.65	601-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,777.13

**Council Approval Report**  
(Council Approval Report)

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
14410	09/09/16	Vehicle Repairs & Maintenance	09/14/16	\$1,104.65	\$1,104.65	602-00-6335	Vehicle Repairs & Mainte	\$5,000.00	\$4,651.48
					<b>\$4,418.58</b>				
<b>158</b>	<b>T &amp; L Chemical Toilet Service, PO Box 294, Lincoln City, OR, 97367</b>								
137498	09/09/16	Grounds Maintenance	09/14/16	\$213.00	\$213.00	100-50-6310	Grounds Maintenance	\$5,000.00	\$3,875.52
					<b>\$213.00</b>				
<b>315</b>	<b>Tillamook Complete Janitorial, 506 Williams Avenue, Tillamook, OR, 97141</b>								
916	09/09/16	Janitorial Services	09/14/16	\$210.00	\$210.00	100-10-6830	Janitorial Services	\$6,000.00	\$5,580.00
					<b>\$210.00</b>				
<b>245</b>	<b>Tillamook County Creamery Association Farm Store, #4 Ivy Avenue, Tillamook, OR, 97141</b>								
August 2016	09/09/16	Chemical/Lab Supplies	09/14/16	\$38.99	\$38.99	601-00-6135	Chemical/Lab Supplies	\$20,000.00	\$18,354.64
					<b>\$38.99</b>				
<b>199</b>	<b>Tillamook County FDB/TOA, PO Box 219, Netarts, OR, 97143</b>								
2016-17	09/09/16	FDB/TOA dues	09/14/16	\$200.00	\$200.00	100-30-6405	Dues & Subscriptions	\$1,000.00	\$900.00
					<b>\$200.00</b>				
<b>27</b>	<b>Tillamook PUD, PO Box 433, Tillamook, OR, 97141-0433</b>								
August 2016	09/09/16	Electricity	09/14/16	\$180.99	\$180.99	100-10-6605	Electricity	\$7,000.00	\$6,575.64
August 2016	09/09/16	Electricity	09/14/16	\$184.32	\$184.32	100-30-6605	Electricity	\$4,000.00	\$3,631.36
August 2016	09/09/16	Electricity	09/14/16	\$116.15	\$116.15	100-50-6605	Electricity	\$1,400.00	\$1,205.98
August 2016	09/09/16	Electricity	09/14/16	\$691.59	\$691.59	200-00-6605	Electricity	\$10,000.00	\$8,612.99
August 2016	09/09/16	Electricity	09/14/16	\$23.90	\$23.90	600-00-6605	Electricity	\$800.00	\$748.37
August 2016	09/09/16	Electricity	09/14/16	\$2,006.33	\$2,006.33	601-00-6605	Electricity	\$25,000.00	\$21,177.72
August 2016	09/09/16	Electricity	09/14/16	\$1,550.69	\$1,550.69	602-00-6605	Electricity	\$27,000.00	\$23,664.34
					<b>\$4,753.97</b>				
<b>27</b>	<b>Tillamook PUD, PO Box 433, Tillamook, OR, 97141-0433</b>								
143	09/09/16	Building Repairs & Maintenance	09/15/16	\$584.14	\$584.14	600-00-6305	Building Repairs & Maint	\$10,000.00	\$9,940.39
143	09/09/16	Building Repairs & Maintenance	09/15/16	\$584.14	\$584.14	601-00-6305	Building Repairs & Maint	\$3,000.00	\$2,940.39
143	09/09/16	Building Repairs & Maintenance	09/15/16	\$584.14	\$584.14	602-00-6305	Building Repairs & Maint	\$2,000.00	\$1,940.40
					<b>\$1,752.42</b>				
<b>591</b>	<b>Tim &amp; Lori Quinn, 1802 8th Street, Tillamook, OR, 97107</b>								
Refund	09/09/16	Deposit Refunds	09/14/16	\$74.77	\$74.77	600-00-6905	Deposit Refunds	\$1,000.00	\$725.76
Refund	09/09/16	Deposit Refunds	09/14/16	\$106.78	\$106.78	602-00-6905	Deposit Refunds	\$1,000.00	\$610.78
					<b>\$181.55</b>				
<b>56</b>	<b>Traffic Safety Supply Inc., 2324 SE Umatilla Street, Portland, OR, 97202</b>								
117291	09/09/16	Shop Supplies & Small Tools	09/14/16	\$150.35	\$150.35	200-00-6125	Shop Supplies & Small T	\$1,500.00	\$1,381.17
117497	09/09/16	Shop Supplies & Small Tools	09/14/16	\$138.68	\$138.68	200-00-6125	Shop Supplies & Small T	\$1,500.00	\$1,381.17
117410	09/09/16	Street Repairs & Maintenance	09/14/16	\$454.55	\$454.55	200-00-6315	Street Repairs & Mainten	\$10,000.00	\$8,591.88
117291	09/09/16	Shop Supplies & Small Tools	09/14/16	\$150.35	\$150.35	600-00-6125	Shop Supplies & Small T	\$2,000.00	\$1,859.41

**Council Approval Report  
(Council Approval Report)**

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
117497	09/09/16	Shop Supplies & Small Tools	09/14/16	\$138.68	\$138.68	600-00-6125	Shop Supplies & Small T	\$2,000.00	\$1,859.41
117291	09/09/16	Shop Supplies & Small Tools	09/14/16	\$150.35	\$150.35	602-00-6125	Shop Supplies & Small T	\$1,500.00	\$1,389.82
117497	09/09/16	Shop Supplies & Small Tools	09/14/16	\$138.69	\$138.69	602-00-6125	Shop Supplies & Small T	\$1,500.00	\$1,389.82
					<b>\$1,321.65</b>				
<b>145</b>	<b>US Bank, PO Box 790408, St. Louis, MO, 63179-0408</b>								
August 2016	09/09/16	Dues & Subscriptions	09/14/16	\$99.00	\$99.00	100-10-6405	Dues & Subscriptions	\$3,500.00	\$2,455.88
August 2016	09/09/16	First Aid Supplies	09/14/16	\$181.47	\$181.47	100-30-6115	First Aid Supplies	\$1,000.00	\$736.53
August 2016	09/09/16	Building Repairs & Maintenance	09/14/16	\$165.64	\$165.64	100-30-6305	Building Repairs & Maint	\$4,400.00	\$3,692.02
August 2016	09/09/16	Radios & Radio Repair	09/14/16	\$53.49	\$53.49	100-30-6340	Radios & Radio Repair	\$3,000.00	\$2,631.08
August 2016	09/09/16	Personal Protective Equipment	09/14/16	\$27.96	\$27.96	100-30-6350	Personal Protective Equi	\$15,000.00	\$14,178.15
August 2016	09/09/16	Training	09/14/16	\$1,759.20	\$1,759.20	100-30-6410	Training	\$5,000.00	\$3,875.00
August 2016	09/09/16	Other Miscellaneous Expenses	09/14/16	\$117.74	\$117.74	100-30-6990	Other Miscellaneous Exp	\$2,000.00	\$1,692.60
August 2016	09/09/16	Grounds Maintenance	09/14/16	\$1,121.00	\$1,121.00	100-50-6310	Grounds Maintenance	\$5,000.00	\$3,875.52
					<b>\$3,525.50</b>				
<b>208</b>	<b>USPS, , Garibaldi, OR, 97118</b>								
Postage Permit2	09/09/16	Office Supplies & Equipment	09/14/16	\$500.00	\$500.00	600-00-6105	Office Supplies & Equipm	\$3,000.00	\$2,838.71
Postage Permit2	09/09/16	Office Supplies & Equipment	09/14/16	\$500.00	\$500.00	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,379.06
					<b>\$1,000.00</b>				
<b>208</b>	<b>USPS, , Garibaldi, OR, 97118</b>								
2016-17	09/09/16	Office Supplies & Equipment	09/14/16	\$107.50	\$107.50	600-00-6105	Office Supplies & Equipm	\$3,000.00	\$2,838.71
2016-17	09/09/16	Office Supplies & Equipment	09/14/16	\$107.50	\$107.50	602-00-6105	Office Supplies & Equipm	\$1,500.00	\$1,379.06
					<b>\$215.00</b>				
<b>215</b>	<b>Vanir Broadband, Inc., 2203 Main Avenue N, Suite J, Tillamook, OR, 97141</b>								
17342	09/09/16	Telecommunications	09/14/16	\$16.65	\$16.65	600-00-6620	Telecommunications	\$3,000.00	\$2,678.53
17342	09/09/16	Telecommunications	09/14/16	\$16.65	\$16.65	601-00-6620	Telecommunications	\$3,000.00	\$2,485.25
17342	09/09/16	Telecommunications	09/14/16	\$16.65	\$16.65	602-00-6620	Telecommunications	\$3,000.00	\$2,408.53
					<b>\$49.95</b>				
<b>472</b>	<b>Verizon Wireless, PO Box 660108, Dallas, TX, 75266-0108</b>								
August 2016	09/09/16	Telecommunications	09/14/16	\$110.55	\$110.55	600-00-6620	Telecommunications	\$3,000.00	\$2,678.53
August 2016	09/09/16	Telecommunications	09/14/16	\$110.55	\$110.55	601-00-6620	Telecommunications	\$3,000.00	\$2,485.25
August 2016	09/09/16	Telecommunications	09/14/16	\$110.54	\$110.54	602-00-6620	Telecommunications	\$3,000.00	\$2,408.53
					<b>\$331.64</b>				
<b>167</b>	<b>Walter E. Nelson Company, 2240 Commercial Street, Astoria, OR, 97103</b>								
208687	09/09/16	Building Repairs & Maintenance	09/14/16	\$136.37	\$136.37	100-30-6305	Building Repairs & Maint	\$4,400.00	\$3,692.02
					<b>\$136.37</b>				

**Council Approval Report**

**(Council Approval Report)**

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>Total Bills To Pay:</b>							<u>\$33,150.65</u>				

# Formation, Alteration, and Dissolution of Special Districts

(Chapter 6)

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## INTRODUCTION

The formation of most types of special districts is covered in Oregon Revised Statute (ORS) Chapter 198 - "Special Districts Generally." Some types of districts have additional requirements for formation that are found in that particular type of district's principal enabling statute. Please check the principal statutes for each type of special district being formed.

### Applicable Oregon Revised Statutes

The formation of most types of special districts is covered in Oregon Revised Statute (ORS) Chapter 198 - "Special Districts Generally." Some types of special districts have additional requirements for formation that are found in that particular type of district's principal enabling statute. ORS Chapter 198 covers the formation of the following districts:

<u>Type of District</u>	<u>Enabling Oregon Statutes</u>
1. Cemetery Maintenance District	ORS Chapter 265
2. Domestic Water Supply	ORS Chapter 264
3. Geothermal Heating District	ORS Chapter 523
4. Health District	ORS 440.305 to 440.410
5. Heritage Districts	ORS 198.973 to 198.989
6. Highway Lighting District	ORS Chapter 372
7. Library District	ORS 357.216 to 357.286
8. Metropolitan Service District	ORS Chapter 268
9. Park and Recreation District	ORS Chapter 266
10. Port District	ORS 777.005 to 777.725
11. Road Assessment District	ORS 371.405 to 371.535
12. Sanitary Authority, Water Supply Authority or Joint Water and Sanitary Authority	ORS 450.600 to 450.989
13. Sanitary District	ORS 450.005 to 450.245
14. Special Road District	ORS 371.305 to 371.360
15. Transportation District	ORS 267.510 to 267.650
16. Vector Control District	ORS 452.020 to 452.170
17. Water Control District	ORS Chapter 553
18. Water Improvement District	ORS Chapter 552
19. Weather Modification District	ORS 558.200 to 558.540
20. County Road District	ORS 371.055 to 371.110
21. The Port of Portland	ORS Chapter 778.010
22. Translator District	ORS 354.605 to 354.715

Special districts with formation requirements in addition to those specified in this chapter:

1. Corporation for Irrigation, Drainage, Water Supply or Flood Control	554
2. County Service District	451
3. Drainage District	547
4. Emergency Communications District	401.818 to 401.857
5. Irrigation District	545
6. Mass Transit District	267.010 to 267.390
7. People's Utility District	261
8. Rural Fire Protection District	478
9. Soil and Water Conservation District	568.210 to 568.805

## INITIAL STEPS

Special districts are the most rapidly growing form of government in the United States. One reason is the advantage districts enjoy over other forms of government: districts provide one service, and all funds collected are expended on this one type of service. This allows special districts to concentrate on a particular service, and avoid many of the controversies that surround general-purpose governments who must make funding decisions by weighing the needs of competing groups or interests.

The first step in forming a special district is usually to form a committee to analyze the need for the district and to discuss the steps that must be undertaken. Consideration should be given to the area that will be served, the assessed valuation of the area, the revenue that could be provided by a reasonable tax or user fee, long and short term debt structure, if any, and how to generate needed funds for a security bond and possibly an election.

Formation may take as long as 12 to 24 months, depending on the type of district and whether the district will need to assess property taxes. Districts that involve public facilities construction may require advanced preparation (*i.e.*, sewer or water systems). In addition, there are important state and county deadlines, which must be met, and should be considered in the planning process.

The following steps are general guidelines to the formation of most types of special districts:

- Interested citizens with time, energy, and willing to raise or bear certain expenses should form an unofficial or “ad hoc” committee. This committee should be formed approximately 9 to 12 months prior to March 31st -- the date by which the county assessor and the Department of Revenue must be officially notified of the formation of a new district.
- Even at this early stage, the committee would be well advised to employ an attorney familiar with their particular type of special district and election laws. If possible, others who have gone through the process of formation should be contacted to gain additional information and assistance.
- The committee must determine who will initiate the formation and where the initiators will derive financial support. Costs will include obtaining a bond to accompany the formation petition, possible election fees, any attorney or consultant fees, printing fees, boundary commission filing fees, etc. Some of these costs are refundable if the district is formed. If the district is not formed, the members of the committee, or those that provided the funding, must bear the cost.
- The Committee should study the feasibility of forming a district by estimating the following:

- The area to be served (rough boundaries should be established, specific boundaries will be required with the formal proposal).
  - The assessed valuation of the area to be served.
  - Sources of potential revenue, such as taxes, user fees, bonds, etc.
  - The anticipated level of services to be provided.
  - The cost to provide these services.
- Notices advising of any proposed public discussion regarding formation should be developed and distributed as widely as possible within the proposed district area. Available news media should be utilized and special effort given in making sure notices are brought to the attention of all voters and property owners. The notices should briefly describe the proposal; announce a date, time, and place for a public meeting to discuss the proposal; outline the proposed boundaries; and briefly discuss relevant issues.
  - The committee should hold a meeting open to the public on the date, time, and place specified in the notice, in order to determine voter interest. At this meeting, the committee should:
    - Present information, data, and other research materials.
    - Present its recommendations.
    - Introduce any people available to serve as a resource, such as an attorney, consultant or representative from state organizations.
    - Present any other pertinent information or individuals regarding the need for the district and the services that it would provide.

After a limited time has been given to answering questions, those attending the meeting should be polled to determine if there is enough support to petition the county board on the matter. If it appears there is sufficient interest in the measure, the committee should begin the job of developing a formation plan.

#### **FORMATION**

A special district may be formed from contiguous or noncontiguous territory located in one or more adjoining counties. Exceptions to this may exist in individual principal acts that govern the formation and authorities of specific types of districts. A district may also include territory within a city if the city governing body consents to the formation. Territory within another district performing the same services as the proposed district may not be included in a new district unless the territory is withdrawn, either by a simultaneous withdrawal proceeding or automatically by statute, from the former district. The boundaries of a new district may only include territory that can be reasonably served by the facilities or services of the proposed district.

If two or more counties are affected by a formation proposal, the notices, proceedings, orders, and any other act required of a county board or county clerk must be given or taken to the person holding those offices in the principal county. The principal county is the county in which the greatest portion of the assessed valuation of all taxable property in the proposed district is located. Officers of any other affected county must cooperate with the officers of the principal county and must furnish such records and certificates as may be required. Once the principal county is determined, it will remain the county with jurisdiction over the special district for all purposes thereafter.

There are three procedures that may be used to form a special district:

- The filing of a petition for formation,
- The consent of all property owners within the area of the proposed district, or
- Initiation and order of the county board.

Following is an analysis of each of those procedures:

#### **Initiation by Petition**

Pursuant to ORS 198.800, formation of a special district may be initiated by a petition filed with the county board of the principal county. If the proposed district includes territory within a city, a certified copy of the resolution of the city's governing body approving the petition must be filed with the petition.

The petition must contain the following information:

- A statement that the petition is filed pursuant to ORS 198.705 to 198.955.
- A statement of the names of all affected districts and all affected counties.
- A designation of the principal act of each affected district.
- A statement of the nature of the proposal, whether formation of a district or change of organization and the kind of change proposed.
- A statement whether the territory subject to the petition is inhabited or uninhabited (uninhabited territory means territory within which there reside less than twelve (12) electors who were residents within the territory thirty (30) days prior to the date a proceeding is commenced to form the district).
- A statement that district board members are or are not to be elected and, if so, the number of members on the board.

- A proposed permanent tax rate sufficient to support the services and functions described in the economic feasibility statement and a declaration of the rate of taxation necessary to raise an amount of revenue equal to the proposed permanent tax rate. A permanent tax rate need not be included in the petition if no tax revenues are necessary to support the services and functions described in the economic feasibility statement. The permanent tax rate, if any, must be expressed as a total dollar amount and the tax rate must be expressed as a rate per thousand of assessed valuation. These rates must be calculated for the latest tax year for which information is available.
- A statement of the proposed terms and conditions, if any, to which a proposed formation is to be subject.
- A statement or indication opposite each signature on the petition whether the signers of the petition are landowners within the district or electors registered within the district, or both.
- A request that proceedings be taken for formation of the district.

The petition for formation must be signed by at least:

- 15% of the electors or 100 electors, whichever is more, registered in the territory to be included in the proposed district;
- 15 landowners or the owners of 10% of the acreage, whichever is greater, within the territory to be included in the proposed district.

Before circulating the petition for formation of a district, the persons designated on the petition as the chief petitioners must complete an economic feasibility statement for the proposed district. That feasibility statement forms the basis for any proposed permanent tax rate. The feasibility statement must contain:

- A description of the services and functions to be performed or provided by the proposed district;
- An analysis of the relationships between those services and functions and other existing or needed government services; and
- A proposed first year line item operating budget and a projected third year line item operating budget for the new district that demonstrates its economic feasibility.

The economic feasibility statement must be attached to the petition when it is filed with the county and before it is circulated for signing.

Prior to circulation of any petition, the petitioners must file with the county clerk of the principal county a prospective petition. The prospective petition must include a description of the boundaries of the territory proposed to be included in the district.

The petition should provide space for each signer to sign his or her name, print his or her name and add the date of signing. The petition should also provide that if the person is signing the petition as an elector, the person shall add after the signature the person's place of residence, giving street and number or a designation sufficient to enable the place of residence to be readily ascertained. If the signer is signing the petition as a landowner, the number of acres of land owned by the signer and the name of the county whose assessment role is used for the purpose of determining the signer's right to vote must be stated in the body of the petition or indicated opposite the signature. If the signer is a legal representative of the owner of the property, the signature must be accompanied by a certified copy of the signer's authority to sign as a legal representative.

A signer may withdraw his or her name from the petition up until the time of filing with the county, but may not withdraw the name after such filing.

A petition must designate not more than three (3) persons as "chief petitioners," setting forth their names and mailing addresses.

A petition may consist of a single document or separate documents.

### **Petition Filing Requirements**

A petition may not be accepted for filing by the county unless the signatures have been secured within six (6) months of the date on which the first signature on the petition was obtained. Nor may a petition be accepted for filing if it is not accompanied by the economic feasibility statement required under ORS 198.749.

If the petition for formation of a district includes a permanent tax rate for the proposed district, the petition must be filed not later than 180 days before the date of the next regular statewide primary or general election at which the petition for formation may be voted upon.

A petition for formation of a district may not be accepted for filing by the county unless the petition is accompanied by a bond, a cash deposit, or other security deposit.

- A bond must be in a form and in an amount approved by the county board not to exceed \$100 for each precinct in the affected district and any territory to be included in the district, up to a maximum of \$10,000. The bond must be conditioned that, if the attempted formation is not completed, the chief petitioners will pay the costs thereof.
- A cash deposit must be in an amount approved by the county board not to exceed \$100 for each precinct in the affected district and any territory to be included in the district up to a maximum of \$10,000. The cash deposit must be accompanied by a form prescribed by the Secretary of State. The form must include the names and addresses of all persons and organizations providing any part of the cash deposit and the amount provided by each, and a statement signed by the chief petitioners that if

the costs of the attempted formation exceed the deposit, the chief petitioners will pay to the county the amount of the excess costs.

- A security deposit other than a bond or cash deposit shall be of a kind and in an amount approved by the county board not to exceed \$100 for each precinct in the affected district and any territory to be included in the district up to a maximum of \$10,000. The security deposits must be accompanied by a form prescribed by the Secretary of State. The form must include the names and addresses of all persons and organizations providing any part of the security deposit and the amount in mind provided by each, and a statement signed by the chief petitioners that if the costs of the attempted formation exceed the security deposited, the chief petitioners shall or will pay to the county the amount of the excess cost.

After circulation of the petition, the clerk of the principal county has ten (10) days from the date the petition is received to review the petition and determine whether it has been signed by the requisite number of qualified signers. If the clerk determines there are sufficient signatures, the clerk files the petition. If the clerk determines there are insufficient signatures, the clerk notifies the chief petitioners and may return the petition to the petitioners.

A petition may not be filed unless the certificate of the county clerk or the district secretary is attached thereto certifying that the county clerk or district secretary has compared the signatures of the signers with the appropriate records and that the county clerk or district secretary has ascertained the number of qualified signers appearing on the petition and that the petition is signed by the requisite number of qualified signers.

After a petition satisfying all the statutory requirements has been filed, the county board must set a date for hearing on the petition and will give notice of the hearing by posting and publication as specified in ORS 198.730 and 198.800(2). Chief petitioners are advised to keep in constant contact with the county clerk and the board of county commissioners to assure that the functions required of the county by the statutes are actually performed in a timely manner.

### **Formation by Consent of Property Owners**

Pursuant to ORS 198.830, a special district may be created by consent of all property owners within the area of the proposed district. The owners of all real property within an area may petition the county board to form a district. The petition must contain all the information required by ORS 198.750 to 198.755, must state the names of the person who will serve as members of the first district board, and must contain the written acceptance of each person agreeing to serve as a board member. The petition must include an affidavit of one of the petitioners that the petitioner believes that the signers of the petition comprise all the owners, at the time of the verification, of all the land included within the proposed district.

The county board then holds a hearing on the petition. If the county board finds that all property owners within the proposed district have joined in the petition and that the area

could be benefited by formation of the district, the board will adopt an order approving formation of the district. If the formation is approved, any election otherwise required by law is dispensed with. The board shall enter an order creating the district, and the persons nominated by the petition and accepting nomination, as members of the board shall constitute the first board of the district.

### **Initiation by County Board**

Pursuant to ORS 198.835, a county board may initiate and pay the cost of the formation of a district to be located entirely within the county by adopting an order stating the county board's intention to initiate formation of the district, identifying the principal act, describing the name and boundaries of the proposed district, and setting a time, date, and place for a public hearing on the proposal. If any of the territory to be included within the proposed district is within the boundaries of a city, a certified copy of the city governing body's resolution approving the order must be attached to the order.

Notice of the hearing set by the board order must be posted in at least three public places and published by two insertions in a newspaper. In addition, the notice must state that the county board has entered an order declaring its intention to initiate formation. The hearing and election on the proposal, and the election of the initial board members, is to be conducted pursuant to ORS 198.800 to 198.825.

### **Hearing**

Once proper petitions have been circulated and filed with the principal county and have been approved by endorsement by any agency required by the principal act, the county is required to set a hearing on the petition. The hearing must be held between 30 days and 50 days after the date the petition is filed. Notice of hearing must be posted in at least three places and published by two insertions in a newspaper. The notice must include:

- The purpose for which the district is to be formed.
- The name and boundaries of the proposed district.
- The time and place of the hearing on the petition.
- A statement that all interested persons may appear and be heard.

On or before the date set for any hearing on the petition, any person interested in the proposed formation of a district may appear and present written statement for or against the granting of the petition. At the hearing on the petition for formation, the county board may receive oral or written testimony favoring or opposing the district formation. Any written statement objecting to the formation must clearly identify the error, omission, or defect, which is the basis for the objection. If the written objection is not timely filed, the objection is considered waived.

Upon conclusion of the hearing, the county board must evaluate the formation petition by applying the criteria in ORS 199.462. That statute requires consideration of local

comprehensive planning for the area, economic, demographic, and sociological trends and projections pertinent to the proposal, past and prospective physical development of land that would directly or indirectly be affected by the proposed district, and the statewide goals.

The board may modify the boundaries of the proposed district to include or exclude territory considering the benefit the proposed district will have to territory in or out of the district. The board may not modify the boundaries to exclude land that could be benefited by the district formation and may not include land that will not be benefited. If the county board determines that land that has been improperly omitted from the proposed district and the owner has not appeared, the county board must continue the hearing and order notice to be given to the non-appearing owner in the manner required by ORS 198.805.

If the county board approves the formation of the petition, the board adopts an order identifying the name and boundaries of the proposed district and setting a time and place, between 20 and 50 days from the date of the order, for a final hearing on the petition. The order must also state that if no written requests for an election are filed, the board will adopt an order creating the district at the final hearing. Notice of the final hearing is given by publication.

### **Election**

If the approved petition includes a permanent tax rate, an election on the question of formation of a special district is required. An election is also required if the county board receives requests for an election filed by at least 15% of the electors or 100 electors, whichever is less, on or before the date of the final hearing, even if the petition for formation includes no permanent tax rate.

If a sufficient number of requests for an election are filed with the county on or before the date of the final hearing, or if the petition for formation includes a permanent tax rate for the proposed district, the board provides by an order for the holding of an election to submit to the electors the question of forming the district.

The board must cause notice of the election to be published by two insertions in a newspaper. If requests for an election are filed by less than the required number of persons and no permanent tax rate is included in the petition, the county board shall dismiss the requests for an election and enter an order creating the district. Nevertheless, the county board must order an election for the purpose of electing the first members of the district board. The procedure for nominating and electing the first board is provided in ORS Chapter 255.

If no permanent tax rate is proposed, the only question before the electors is whether the proposed district should be formed. When the proposal for information includes a permanent tax rate for the proposed district, the ballot title shall clearly indicate that a single question is being proposed which is:

- Whether the proposed district should be formed.
- Whether the permanent tax rate specified in the ballot title should be adopted as the initial permanent tax rate of that district.

When the proposal for formation includes a permanent tax rate limit for the proposed district, the district will be authorized to impose operating taxes not in excess of the permanent rate limit if the proposal is approved by a majority of the votes cast in an election held in May or November of even numbered years.

The county board has thirty (30) days after the date of the election to canvass the votes and adopt an order regarding the proposed formation. If a majority vote favors formation of the district, the board adopts an order creating the district. After the date of the formation order, the inhabitants of the territory within the new district become a municipal corporation with all the powers conferred by the principal act. The new district pays the costs of forming the district and the county clerk refunds any cash deposit or other form of security to the persons who post the security with the county.

If a majority votes against formation of the district, the county board will adopt an order dismissing the petition. The county clerk reimburses the county for the costs of the attempted formation from the security deposit posted by the chief petitioners and refunds any remaining portion of the security deposit to the chief petitioners. If the costs of the attempted formation exceed the amount of the deposit, the chief petitioners must pay the amount of the excess costs.

### **Challenges to District Formation**

Pursuant to ORS 198.785, any citizen of the affected district or territory may initiate proceedings to challenge the county clerk's refusal to accept and file a petition for formation or the county board's refusal to call a special election on the question of formation within ten (10) days of such refusal. Such citizen may file in circuit court of the principal county for a writ of mandamus to compel the county clerk to accept and file the petition or to compel the county board to call an election. If the circuit court finds that the petition for formation is legally sufficient and the requisite number of signatures is attached, the circuit court will direct the county board to call the election. The courts are required to handle and decide such suits as quickly as possible and the circuit court's decision is appealable.

In addition, proceedings to challenge the validity of a formation of a district may be brought by filing a writ of review pursuant to ORS 33.710 or ORS 34.010 to 34.100.

### **STEPS FOR DISTRICT FORMATION**

- Establish a working committee.
  - Set up community meetings and contact local agencies.
  - Draft maps and research property values.

- Review estimated costs and boundaries at public meetings.
- Draw up petitions. Submit prospective petition to county clerk. Begin preparing Economic Feasibility Statement.
- Circulate petitions. Obtain resolutions from any affected cities.
- Submit petitions, Economic Feasibility Report, and security deposit 180 days prior to election to County Clerk and Surveyor for review.
- County schedules hearing date and bond posted.
- County holds initial hearing.
- County holds second hearing.
- County enacts formation resolution or schedules election date.
- Formation materials submitted to Department of Revenue.
- Submit formation order to Assessor's Office.
- Hold formation and Board Member election (formation elections including permanent tax rates may only be held in May or November of even numbered years).

**Note: If there is a formation election held, the permanent tax rate, if any, must be included in that election.**

#### **MERGERS AND CONSOLIDATIONS**

Pursuant to ORS 198.885 to 198.915, two or more districts providing like services may consolidate and form a new district or a district may merge its operations into a surviving district. Consolidation and merger are statutory methods for creating a special district by joining two or more existing districts into a single new or surviving district.

Districts which are merged into other districts are considered to be annexed by and absorbed into the surviving district. Districts which consolidate, however, become an entirely new district.

Mergers and consolidations are designed to promote efficiency in providing governmental service. In fact, Oregon law encourages and facilitates mergers and consolidations among water and sanitary service providers located within a single river basin or other region.

## **Initiation of Merger or Consolidation**

Creation of a new district by merger or consolidation may be initiated in any one of four ways:

- By duplicate petitions filed by the electors of two or more districts with the boards of the districts to be merged or consolidated. ORS 198.895(1). The petition shall state the names of the affected districts and the name of the surviving or successor district and whether the merger or consolidation must be approved by each district.
- By duplicate petitions filed by the electors of two or more districts with the district boards and by the electors of a city with the city governing body, if the proposed consolidation includes joining a city to the surviving or successor district. A petition under this statute must contain all the matters required stated in the petition under Bullet 1 above except that the petition must also state the name of the city proposed to join the surviving or successor district and whether the merger or consolidation must be approved by each district or city in order to be effective (ORS 198.895(3)).
- By duplicate petitions filed by the electors of a single district with the district board and by the electors of a city with the city governing body, if the proposal is to join a city to the district. ORS 198.895(4). A petition under this statute must contain the name of the district, the name of the city, and must state that the proposal must be approved by the district and the city in order to be effective.
- By resolution adopted by the boards of two or more districts. If the merger or consolidation proposes to join a city to the successor district, the city governing body must also adopt a resolution approving the consolidation. ORS 198.895(5). A resolution adopted or approved under this statute must contain all the matters required to be stated in a petition to merge or to consolidate.

A proposal to merge or consolidate districts may provide that a city be joined to the surviving or successor district for the purpose of receiving service from the district.

If a proposal to merge or consolidate districts includes a proposal to join a city to the surviving or successor district, the proposal may be initiated as provided in ORS 198.895.

The procedures and requirements for preparing, circulating, and filing a petition in a district or city proposed to be included in a proposed consolidation are described in ORS 198.705 to 198.955. A petition for merger or consolidation must be signed by not less than 15% of the electors or 100 electors, whichever is less, registered in each district proposed to merge or consolidate; or by 15 owners of land in each district or by the owners of 10% of the acreage located in each district, whichever is the greater number of signers. ORS 198.755(4).

A petition for consolidation or merger may include a plan for the distribution of debt, which is to be voted upon as a part of the proposal. The plan may provide for any distribution of indebtedness and may require that merging or consolidating districts, and

any city to be joined to the surviving or successor district, remain solely liable for all or any portion of the indebtedness outstanding at the time of the consolidation or merger. ORS 198.900(1).

When the governing body of each affected district or city has received a petition containing the required number of signatures, or has adopted or approved a resolution, the governing body of the affected entity having the largest population according to the most recent federal decennial census must call a joint assembly of the governing bodies of the affected entities. The governing body calling the joint assembly must give notice of the time and place of the assembly by certified mail.

At the joint assembly, a majority of the members of each governing body will constitute a quorum for the transaction of business. The assembly, by a majority of all members present, must adopt an order calling an election in each affected entity. That order must include all matters required in ORS 198.745. The order adopted by the assembly may include a plan for zoning or sub-districting the surviving or successor district for the purpose of nominating or electing members of its board if the principal Act for the district provides for election or representation by zone or sub-district. If required by the principal Act, the plan must also include a map of the proposed zone or sub-district boundaries.

It should be noted that zones or sub-districts must be based on equal distribution of population. Also, if the merger or consolidation is initiated by petition, and the petition includes a debt distribution plan, the order adopted by the assembly must include that plan. ORS 198.903.

## **Election**

As indicated above, there is held a joint assembly of the affected governing bodies. By a majority vote of all of the members present, the joint assembly adopts an order calling for an election in each affected entity. The electors of each district and city involved in the merger or consolidation must approve the merger or consolidation, and the majority of votes in any one of the districts or city against consolidation or merger defeats the proposal. However, where there are more than two districts, or districts and cities, involved and the proposal specifically provides that it will be effective in all districts or cities where it has been approved and does not require the approval of all areas to be effective, the election will be effective in those approving districts or cities, and the areas where the proposal is not approved would not be part of the merged or consolidated district.

If the proposal for merger or consolidation is approved by a majority of the votes cast in each affected entity required for approval of the proposal, the governing body of the affected entity with the largest population must call and give notice of a joint meeting of the governing bodies of the affected entities. The meeting must be held at a time and place designated by the governing body calling the meeting not later than ten (10) days after the canvass of the vote in the entity last canvassed. At the meeting, a majority of the members of the governing body of each affected entity constitutes a quorum for the transaction of business. The purpose of the joint meeting is to elect members of the board of the successor district and to declare the formation of the consolidated district.

The newly elected board meets immediately and adopts a resolution declaring the districts consolidated and each affected city joined to the district, as the case may be. The number of board members elected is as provided in the principal Act of the surviving or successor district, and the terms of office of such members are provided in ORS 198.910(3).

From the date of adoption of the resolution, the merger or consolidation is complete and the city territory, if any, together with any territory thereafter annexed to the city, is included in the boundaries of the surviving or successor district and shall be subject to all the liabilities of the district in the same manner and to the same extent as other territory included in the district.

In a merger or consolidation, board members of the new or surviving district are apportioned as required by ORS 198.912. If two or more of the affected districts each have 20 percent or more of the electors or owners of land within the successor or surviving district, then each affected district is represented by one member when the percentage of electors or owners of land is at least 20 percent but less than 40 percent of the successor or surviving district. When the percentage is between 40 and 60 percent, they are represented by two members.

At the first regular election held in the surviving or successor district, two or three board members are required to be elected as provided for in ORS 198.910(3).

### **Effect of Consolidation or Merger**

Once a consolidation is effective, the successor district succeeds to all the property, contract rights, and powers of the former districts. The former districts must turn over to the board of the successor district all funds, property, contracts, and records of the former districts, and uncollected taxes, assessments, or charges levied by the former districts become the property of the successor district. The successor district board must levy taxes and assessments for the liquidation of any prior existing indebtedness in accordance with the debt distribution plan.

Where two or more districts have merged or consolidated, the tax rate of the surviving district or successor district is that rate that would produce the same tax revenue as the merging or consolidating districts would have cumulatively produced in the year of consolidation or merger if the consolidation or merger had not occurred. *Oregon Constitution Article XI, Section 11(3)(d)*.

### **ANNEXATION**

Annexation is the process by which territory may be added to a special district.

A district may consist of contiguous or noncontiguous territory located in one or more adjoining county. If any part of territory to be annexed is within a city, the petition must be accompanied by a certified copy of a resolution of the governing body of the city approving the petition.

A district may not, by annexation or otherwise, include territory included within another district formed under the same principal Act when the other district is authorized to perform and is performing the services the affected district is authorized to perform unless:

- Withdrawal of such territory is proposed and the territory is actually withdrawn by means of withdrawal proceedings conducted in the other district simultaneously with the annexation proceedings, and the proposed boundary changes are approved for both districts; or
- The Principal Act provides for automatic withdrawal of the affected territory in such case.

The boundary lines of a special district must include only such territory as may reasonably be served by the facilities or services of the district. Therefore, if property proposed to be annexed cannot be served by the district, the county board may remove that territory or the annexation may be challenged in court on that ground.

### **Application of Statutes**

The process of annexation to special districts is governed by ORS 198.850 through 198.869. Those statutes refer to other statutes that indicate particular procedural requirements. The processes provided for in those statutes apply to annexation to special districts that are listed in ORS 198.010. Annexations to districts not listed in that statute

would be accomplished pursuant to the statute creating the particular district (principal Act). Territory within a district may not be included within or annexed to another district subject to the same principal act.

### **Initiation of Annexation**

A proceeding to annex territory to a special district may be initiated by any one of the following methods:

- By electors. Pursuant to ORS 198.850(1) electors of an area who wish to annex to a special district may file an annexation petition with the county board of the county in which the territory proposed to be annexed is located. Prior to filing the petition with the county board, the petition must be approved by the board of the affected district, by endorsement on the petition, and by any other agency which is required by the principal Act of the particular district to endorse or approve the petition.
- By the district board. Pursuant to ORS 198.850(3), annexation may be initiated by a resolution of the district board by adoption of a resolution setting forth the following:
  - The intention of the district to initiate
  - The annexation of territory to the district and citing the principal Act of the district.
  - The name of the district and the proposed territory to be annexed.
- By the county board. The county board may initiate an annexation to a special district by the same process indicated above. See ORS 198.850(3).
- Other agencies. If authorized by the principal Act, any other agencies so authorized may initiate an annexation to a special district pursuant to the process indicated above. See ORS 198.850(3).
- By a landowner. An owner of land may petition the county for annexation of such land. A public hearing is held, but no election. See ORS 198.857.
- By a city. A city may propose annexation of city territory to a special district to receive services. Such annexation is initiated by a resolution or motion of the city delivered to the district board. If the district board approves the proposal from the city, the board calls an election in the district and the city calls an election in the city on the same day. If the proposal passes in both jurisdictions, the county adopts an order annexing the city to the district. See ORS 198.866 and 198.867.

### **Contents of Petition**

A petition by electors should include the following information:

- An endorsement on the petition by the district or any agency required by the principal Act to endorse or approve the petition.
- A statement of how the proposal complies with the local comprehensive plan for the area and any service agreement executed between a local government and the affected district.
- Whether or not any of the proposed property to be annexed is within a city. If so, a copy of a resolution of the governing body of the city approving the petition should be attached.

Where an annexation is initiated by resolution of a district or the county board, or by any other public agency authorized to do so by the principal Act, the resolution should set forth the matters indicated above. In addition, if the initiation is by a district board, it may include an effective date, which is not later than 10 years after the date of the order declaring the annexation.

### **Sufficiency of Petition**

Before any further proceedings are conducted, the county must determine whether the petition is sufficient. The petition must:

- State that the petition is filed pursuant to ORS 198.705 to 198.955;
- State the names of all affected districts and all affected counties;
- Designate the principal act of each affected district;
- State the nature of the proposal (annexation);
- State whether the territory subject to the petition is inhabited or uninhabited. “Uninhabited territory” means territory within which there reside less than 12 electors who were residents within the territory 30 days prior to the date a proceeding for annexation is commenced (ORS 198.705(18));
- State any proposed terms and conditions, if any, to which the proposed annexation is to be subject;
- State opposite each signature whether the signers of the petition are landowners within the district or electors registered in the district or both;
- Request that proceedings be taken to annex the proposed territory;
- Include a description of the boundaries of the territory proposed to be annexed;
- Include an affidavit of the person circulating the petition stating that every person who signed the petition did so in the presence of the person circulating the petition;

- Be signed by not less than (a) 15% of the electors or 100 electors, whichever is less, registered in the area proposed to be annexed; or (b) 15 owners of land or the owners of 10% of the acreage, whichever is the greater number of signers, within the area proposed to be annexed;
- Include the printed name of each signer and the date of signing;
- If the signer is signing as an elector, include the person's place of residence, giving street and number or a designation sufficient to enable the place of residence to be readily ascertained;
- If the signer is signing the petition as a land owner, include the number of acres of land owned by the signer and the name of the county whose assessment roll is used for the purpose of determining the signer's right to vote;
- If the signer is a legal representative of a property owner, the signature shall be accompanied by a certified copy of the signer's authority to sign as a legal representative;
- Include endorsement on the petition by the district or any agency required by the principal act to endorse or approve the petition;
- Include whether or not any of the proposed property to be annexed is within a city. If so, a copy of a resolution of the governing body of the city approving the petition should be attached; and
- Where an annexation is initiated by resolution of a district or the county board, or by any other public agency authorized to do so by the principal act, the resolution should set forth the matters indicated above. In addition, if the initiation is by a district board, it may include an effective date, which is not later than 10 years after the date of the order declaring the annexation.

### **Notice of Hearing**

The county board must set a date for hearing on the petition, which hearing shall be held not less than 30 days nor more than 50 days after the date the petition is filed. The county board shall cause notice of the hearing to be posted in at least three public places and published by two insertions in a newspaper. The notice should state:

- The purpose of the proposal,
- The boundaries of the proposed annexation,
- The time and place of the hearing on the petition, and
- That all interested persons may appear and be heard.

## **Hearing**

At the time and place announced in the notice, the county will conduct a hearing pursuant to ORS 198.805. All interested persons may appear and be heard. The county must determine at the hearing whether the proposal is consistent with the local comprehensive plan and inter-governmental service agreements and if the area could be benefited by the annexation. The county must adopt written findings of compliance with those criteria. The county may adjourn the hearing from time to time but not exceeding four weeks in all without additional notice. The county may alter the boundaries proposed in the petition to either include or exclude territory based upon benefit of such inclusion or exclusion. The board may not modify the boundaries to exclude from the proposed area any land that could be benefited nor may the board include any land that may not be benefited.

If the county board determines that any land has been improperly omitted from the proposal and that the owner of such property has not appeared at the hearing, the board shall continue the hearing and order notice given to the non-appearing owner requiring the owner to appear before the board and show cause, if any, why the land of the owner should not be included in the proposal. Service of such notice is prescribed by ORS 198.805(2).

At the conclusion of the hearing, the board should make its determination, consistent with the above criteria, and adopt findings in support of that determination.

If the board approves the petition, as presented or as modified, or if the boundary commission does so and transmits its approval to the county board, the board shall enter an order declaring approval of the petition.

## **Election**

The county board must order an election on the proposed annexation to be held in the territory proposed for annexation to the special district and in the special district in the following circumstances:

- If the annexation petition is signed by less than all of the owners of all of the lands in the territory proposed to be annexed and the county board receives the requisite number of requests for an election pursuant to ORS 198.815; or
- If the annexation petition is signed by less than the majority of the electors registered in the territory proposed to be annexed and by the owners of half or less than half of the land in the territory and the county board receives the requisite number of requests for an election pursuant to ORS 198.815.

The election must be held both in the territory proposed to be annexed and in the affected district on the same day. After the election, the district board must certify the results of the election in the district to the county board. The county shall order the annexation only if a majority of the votes in the territory to be annexed and a majority of the votes in

the district are in favor of the annexation. Without such double majority, the county board shall declare that the proposal has failed.

If the annexation petition is signed by all the owners of land in the territory proposed to be annexed, or is signed by a majority of the electors registered in the territory proposed to be annexed and by the owners of more than half of the land in the territory, an election in the territory and in the district shall be dispensed with. Also, if an individual landowner files a petition to annex this land, there is no election.

After the hearing on the petition, if the county board approves the petition as presented or as modified, or if an election is held, and the electors approve the annexation, the county board shall enter an order describing the boundaries of the territory to be annexed and declaring it annexed to the district.

After the election, if any, is held, if it is determined by the county board that the majority of the votes cast were in favor of the annexation to the district, the board shall enter an order approving the annexation. The order shall be entered within 30 days after the date of the election.

#### **Effect of Annexation**

After the date of entry of an order by the county board annexing territory to a district, the annexed territory becomes subject to all outstanding indebtedness of the district, including bonded debt, in the same manner as other territory in the district.

#### **City Annexation to a District**

The governing body of a city may adopt a resolution or motion to propose annexation to a district for the purpose of receiving services from the district. Upon adoption of such annexation proposal, the governing body of the city shall certify to the district board a copy of the proposal.

The district board shall then approve or disapprove the city's annexation proposal. If the district board approves the proposal, the board shall adopt an order or resolution calling an election in the district. The order or resolution shall:

- Provide for giving notice of the election.
- Designate the district or the territory within which the election is to be held.
- Fix a date for the election.
- State the substance of the question to be submitted to the electors.
- Specify any terms or conditions provided for in the annexation proposal.

- Contain such other matters as may be necessary to provide for or give notice of the election and to provide for the conduct thereof in the canvass of the returns thereupon.

In addition, the order or resolution may contain a plan for zoning or sub-districting the district as enlarged by the annexation if the principal act for the district provides for election or representation by zone or sub-district.

The district board must certify a copy of the resolution or order to the governing body of the city. Upon receipt of the resolution or order from the district board, the city shall call an election on the date specified in the order or resolution of the district board. The election must be held on a date specified in ORS 255.345 that is not sooner than the 90th day after the date of the district order or resolution calling the election.

If the electors of the city approve the annexation, the city governing body must certify to the county board of the principal county for the district the fact of approval. If the electors of the district approve the election, the district board must certify the results of the election to the city and the county board. Upon receipt of the certificate from the city and the district, the county board enters an order annexing the territory included in the city to the district. Thereafter, the city territory is annexed to the district and is subject to all liabilities of the district in the same manner and to the same extent as other territory included in the district.

### **Contracts to Annex**

Pursuant to ORS 198.869, a special district and a landowner may contract regarding provision of extraterritorial service and consent to eventual annexation of property to the district. Such agreement must be recorded in county records and, when recorded is binding on all successors with an interest in that property.

### **WITHDRAWAL OF TERRITORY**

Territory of a special district can be withdrawn from the district pursuant to the procedures contained in ORS 198.870 to 198.882. Generally speaking, withdrawal of territory from a district may occur when the territory to be withdrawn has not been or cannot be served by the district.

### **Initiation of Withdrawal**

A withdrawal of territory from a special district may be initiated by either of two methods:

- A property owner within the district may petition the county board to withdraw the owner's property from the district.
- The electors of an area within a special district may petition the county board to withdraw their property from the district.

Under either of the above alternatives, such petition must be signed by not less than 15% of the electors or 100 electors registered in the district, or by 15 landowners or the owners

of 10% of the acreage, whichever is the greater number of signers within the district. Petitioners must cause notice of the filing of the petition to be given in writing to the secretary of the district. Within five days after the petition is filed, the petitioners must furnish the secretary of the district with a copy of the petition filed.

### **Procedure**

With some exceptions, the statutory procedure for withdrawing territory from the special district is the same as the statutory procedure for annexing property to a district. The procedures governing the county board's conduct of hearings, adoption of orders, and calling an election, are the procedures set forth in the preceding section on annexation. The county board may approve a petition for withdrawal as presented, or may approve the petition with modified boundaries. The county board must approve the petition if it has not been, or would not be feasible for the territory described in the petition to receive service from the district. The board must deny the petition if it appears that it is or would be feasible for the territory described in the petition to receive service from the district.

### **Election**

An election on the petition for withdrawal may or may not be required. If written requests for an election are filed by fifteen percent (15%) or one hundred (100) electors, whichever is less, an election must be held. If a sufficient number of written requests for election have not been filed at the time of the county board's final hearing on the proposed withdrawal, an election is not required, and the county board simply adopts an order withdrawing the territory from the district. If sufficient requests are timely filed, the county board must call an election on the proposed withdrawal if those requests are filed on or before the date of the board's final hearing on the withdrawal.

If a majority of the votes cast favors the proposed withdrawal of territory, the county board adopts and enters an order withdrawing the territory from the district. If a majority of the votes cast opposes the proposed withdrawal, the county board adopts and enters an order declaring the election result. The election is held district wide.

Regardless of the result of the election, the county board must cause a copy of the order to be filed with the secretary of the district.

### **Effect of Withdrawal**

From the date of the entry of the order by the county board, the area withdrawn from a district is thereafter free from assessments and taxes levied thereafter by the district. However, the withdrawn area remains subject to any bonded or other indebtedness existing at the time of the order. The proportionate share of such indebtedness is based upon the assessed valuation, or according to the assessment role in the year of the levy, of all the property contained in the district immediately prior to the withdrawal.

Notwithstanding the above, the governing body of the district shall relieve an area withdrawn from the district from taxation for its proportionate share of outstanding bonded or other indebtedness if no district services have been provided to the withdrawn area and the area withdrawn does not exceed five percent (5%) of the equalized assessed valuation of the taxable property within the entire district prior to the withdrawal.

However, if the total unlimited taxing power of the district over the area not withdrawn does not wholly satisfy the bonded or other indebtedness incurred prior to the withdrawal, the withdrawn territory is taxed in an amount sufficient to satisfy its proportionate share of that indebtedness.

## **DISSOLUTION**

Dissolution of a special district is a process of terminating the district's existence and disposing of any remaining assets.

### **Initiation**

Dissolution of a special district may be initiated in one of three ways:

- By a petition of electors requesting dissolution of the district, filed with the county board. Such petition must be signed by not less than 15% of the electors registered in the district or the owners of 15% of the acreage of the district.
- By resolution of the district board filed with the county board when the district board determines that it is in the best interest of the district's inhabitants that the district be dissolved and liquidated.
- By resolution of the county board if:
  - The district has failed to elect district board members to fill vacancies on the district board.
  - If the territory within the district is uninhabited.
  - If the county board determines it is in the best interest of the people of the county that the district be dissolved and liquidated.

Within five days after a petition is filed or a resolution of the county board is adopted, as provided for above, a copy shall be filed with the district's secretary, if any, or with any other district officer who can with reasonable diligence be located. If there are no qualified district board members at the time, the county board shall act as, or appoint, a board of trustees to act on behalf of the district regarding the dissolution proceedings.

If the district to be dissolved is located within the jurisdiction of a local government boundary commission, the dissolution must be reviewed and approved according to the boundary commission's procedures for the review of major boundary changes.

### **Procedures**

When dissolution proceedings have been initiated, the district board must make findings of fact concerning the district's finances. Specifically, those findings must include the following:

- Description of the indebtedness and the name of the holder and owner of each, if known.

- A description of each parcel of real property and interest in real property and, if the property was acquired from delinquent taxes or assessments, the amount of such taxes and assessments on each parcel of property.
- Uncollected taxes, assessments, and charges levied by the district and the amount upon each lot or tract of land.
- A description of the personal property and all other assets of the district.
- The estimated cost of dissolution.

In addition, the district board must also propose a plan of dissolution and liquidation as required by ORS 198.925(2) and 198.930. The plan of dissolution and liquidation may include provisions for transfer and conveyance of all assets of the district to any other district or, in the case of a county service district, to the county in which the district is located.

Within 30 days after initiation of the dissolution proceeding, the findings of fact and the proposed plan of dissolution and liquidation must be filed in the office of the county clerk and must be made available for inspection by any interested person.

Within 10 days after the district board files the dissolution and liquidation plan with the county clerk, the district board calls an election to determine whether the district shall be dissolved, its indebtedness liquidated and its assets disposed of in accordance with the proposed dissolution and liquidation plan. The notice of election must briefly summarize the dissolution and liquidation plan and state that the plan is available for examination at the office of the county clerk.

An election is not required and the county board may declare the district dissolved and proceed to wind up the district's affairs, if the county board finds:

- The dissolution is in the best interest of the people of the county; and
- The territory within the affected district is uninhabited;
- The district has failed regularly to elect district board members in accordance with the district principal act; or
- For a county service district, dissolution is required because there is no public need for continuation of the district.

If a majority of the district's electors approve dissolution of the district, the district board declares the district dissolved. The district board then becomes a board of trustees which pays or obtains releases of the district's debt and disposes of the district property. If the district is located entirely within the boundaries of a single county, the district board may designate the county board as the board of trustees for the purpose of winding up the district's affairs.

After the district's affairs have been fully settled, the board of trustees deposits all of the district's books and records with the county clerk. The board of trustees must execute, under oath, and file with the county board a statement that the district has been dissolved and its affairs liquidated. As of the date of the statement, the corporate existence of the district is terminated for all purposes.

If a majority of the district's electors opposes dissolution, the district board declares the dissolution proposal failed and makes the election results a part of the district's records. No subsequent election on dissolution of the district may be held for one year after the date of the election.

### **Disposition of District's Assets**

The board of trustees may convey all of the dissolving district's assets to another district if the other district assumes all of the debt and obligations of the dissolving district, continues to furnish the services provided by the dissolving district pursuant to the dissolution and liquidation plan, and if the consent of all known holders of valid indebtedness against the district has been obtained or the plan provides for payment of the non-assenting holders.

The board of trustees may turn over to the county treasurer any surplus funds remaining after payment of all of the district's indebtedness. If the district's assets are insufficient to pay the indebtedness, the board of trustees must levy taxes within the district for the liquidation of the indebtedness. However, if property of the district is within the corporate limits of a city, the property vests in the city upon dissolution and any property of the district located outside the city's corporate limits vests in the county upon dissolution.

### **Dissolution of Inactive District**

The procedures for dissolution of inactive districts are somewhat different.

Special districts that fail to file for three consecutive years reports required by ORS 294.555 or 297.405 to 297.555 with the Secretary of State or Department of Revenue, as the case may be, either of those state agencies must notify the county board of the county where the district is located. Within 30 days after such notice to the county board, the county must initiate proceedings to dissolve the special district and may appoint three individuals, which are residents of the district, to assist in locating the assets, debts and records of the district.

Within 60 days after receiving the notice from either state agency, the county board must prepare a financial statement for the district and file it with the county clerk. The financial statement must include:

- The date of formation of the district.
- The date of the last election of officers and the names of such officers;
- The amount of each outstanding bond, coupon, or other indebtedness with a general description of such indebtedness and the name of the holder and owner of each;

- A description of each parcel of real property and interest in real property owned by the district;
- Any uncollected charges, taxes, and assessments levied by the district;
- A description of all personal property and of all other assets of the district; and
- The estimated cost of dissolution.

Upon filing the financial statement, the county board must enter an order calling for a hearing on the question of dissolving the district. The hearing shall be called not less than 21 nor more than 30 days after the filing of the statement. If the county is within the jurisdiction of a local government boundary commission, the county board must, within ten days after filing a financial statement, file with the boundary commission a resolution requesting dissolution of the district.

If the county is not within a local government boundary commission, the notice of hearing by the county must be given by publication once each week for not less than three weeks in a newspaper of general circulation within the district. The notice must state the time and place of the hearing and that all interested persons may appear and be heard. The notice must also state that all persons having claims against the district must present them at the time of the hearing.

After the hearing, the county board must determine whether the district is in fact operating as an active district. Once the reports required by ORS 294.555 and 297.405 to 297.555 are properly filed by the county for the district, the county must then enter an order. Such order may (a) terminate all further proceedings if the county finds that continuation of the district is necessary, or (b) continue the hearing to initiate proceedings to incorporate or annex the district area into a county service district. In such case, the county proceeds under ORS Chapter 451 to create a county service district.

If the county board finds that the district is not active and there is no need for the district, the board shall thereupon constitute a board of trustees for the purpose of paying the debts and disposing of the property of the district. Any surplus funds and assets remaining to the credit of the district after payment of the debts of the district shall be credited to the county general fund. If the district was located in more than one county, the surplus shall be apportioned and turned over to each county in which the district was located. The funds and assets are apportioned according to the proportion in each county of the assessed valuation of taxable property in the district.

If the assets of the district are insufficient to pay the debts of the district, the county board must levy taxes for the liquidation of the debts. If the only debt of the district is the cost of dissolution proceedings, the county shall pay the cost of the proceedings.

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## RESOURCES

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Audits of Public Funds and Financial Records (ORS 297):

<http://landru.leg.state.or.us/ors/297.html>

County and Municipal Financial Administration (ORS 294):

<http://landru.leg.state.or.us/ors/294.html>

Special District Elections (ORS 255): <http://landru.leg.state.or.us/ors/255.html>

Special Districts Generally (ORS 198): <http://landru.leg.state.or.us/ors/198.html>

RECEIVED

SEP 06 2016

September 6, 2016

To: City of Bay City  
City Council

CITY OF BAY CITY

Subject: Culvert at 9<sup>th</sup> and Main in Bay City.

After the December 2015 flood, I had a conversation with Brian Bettis regarding the clogged culvert on the corner of 9<sup>th</sup> and Main Street.

The giant root wad of the willow tree on that corner is what caused Patterson Creek to overflow its banks, resulting in the flooding of my property. The creek flowed over 9<sup>th</sup> street onto my property and washed out 5 trees as well as a healthy amount of soil into Patterson Creek.

It is my understanding, after talking with Brian last week, that the willow tree will be pruned back to the ground in September 2016 and no further action will be taken. This is not acceptable. The root wad must be removed and the culvert cleaned to prevent further flooding.

I request the pruning of the willow tree include removal of the root system in order to begin the process of keeping our culverts in Bay City operating effectively.

Regards,



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