



City of Bay City

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Bay City, Oregon 97107
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CITY COUNCIL WORKSHOP

The Bay City Council will hold a Workshop on Monday, November 7, 2016, at 5:30 p.m. to discuss the agenda items for the Wednesday, November 9, 2016, City Council meeting. The Workshop will be held in the Council Chambers located at 5525 B Street, Bay City, Oregon.

The public is welcome to attend.

Linda Downey
City Recorder

CITY COUNCIL WORKSHOP

Council members will meet and hold a Workshop on Tuesday, November 8, 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
NOVEMBER 09, 2016**

1. CALL TO ORDER / FLAG SALUTE / ROLL CALL / WELCOME – 6.00 P.M.
2. VISITOR'S PROPOSITIONS
3. COMMITTEE REPORTS
 - A. Administrative
 - Planners Report
 - Fire Report
 - City Hall Report
 - B. Community Development
 - TLT Funding
 - C. Public Works
 - SCA Grant
4. MINUTES OF THE 10-10-2016 COUNCIL WORKSHOP and 10-11-2016 REGULAR COUNCIL MEETING
5. TREASURER'S REPORT
6. BILLS AGAINST THE CITY
7. UNFINISHED BUSINESS
 - A. Consideration of Fire District
 - B. Well Pump Contract / Revisions
8. NEW BUSINESS
 - A. Village Lights
 - B. Tillamook PUD Easement
 - C. FEMA ICS/NIMS Classes & Emergency Management
9. MAYOR'S PRESENTATION
 - A. January / February Meetings
 - B. Gantt Chart
10. CITY COUNCIL PRESENTATION
11. CITY ATTORNEY PRESENTATION
12. AJOURNMENT

City Planner Report November 2, 2016
Billing Reports for September 2016 and October 2016

My billing reports for September and October will be combined into one submission. The products for these are coordinated and include work on an updated billing report format, final ordinance products, application forms and checklists, and site visits for which a new more transparent process is requested. I anticipate this will be a work in process as it is developed. If it is the decision of the Council, I would recommend that the Administrative Committee continue to meet with me on a regular basis as we address process concerns.

1. City Work: Final Planning Ordinances, FEMA Ordinance Updated; Application Checklists

Final Planning Ordinances work consisted of reviewing changes directed by the Planning Commission to the Bay City Development Ordinance, Bay City Comprehensive Plan and Bay City Acknowledged Land Use Maps (part of the Bay City Comprehensive Plan) to correct inaccuracies caused by the passage of time and to ensure existing requirements are clear and objective. The FEMA Ordinance Updated consists of updates required by FEMA to the Bay City Damage Prevention Ordinance #467 during their last Community Assistance Visit. I reviewed these documents as the foundation for application checklists. I completed a preliminary analysis of checklist products. I coordinated with Angie Cherry and Linda Downey by email and by telephone.

2. Site Visits to Development Sites in Hazard Zones

I conducted Site Visits to development sites within the Hazard Overlay Zone as specified by Bay City Ordinance #374 Section 3.258 (c) which states: "*For development within the Hazard Overlay Zone, the property owner shall be responsible for the cost of inspection by the City*". The purpose of inspections specified by Section 1.703(c) to monitor the site for "*hazardous conditions*" and Section 3.258(e) to monitor for "*erosive conditions*". I spent 10 minutes for each site in plan review, site visit, and record documentation.

3. Timely Inspection Reports by Qualified Professionals for Approved Permits

The City issued permits for development in the Hazard Overlay Zone where reports required by the ordinance have not been filed yet structures are occupied. Bay City Ordinance Section 1.703(c) states:

"If timely submittal of requested reports is not provided, commensurate with the hazard, the City may hire its own appropriately qualified professional to provide addendum to or review of reports and plan submitted and shall bill the cost to the developer.

I recommend that it is a reasonable and cost effective method for me to work with Angie Cherry, Planning Secretary, to help her feel comfortable communicating with contacting the applicants when timely reports are delayed. I seek to meet criteria, ensure hazard mitigation, and avoid the cost of another professional.

4. Applications:

No new development permit, land use applications, or appeals were filed. Two single family dwelling permits in hazard zones are pending. One Conditional Use Permit is pending. One applicant who received an incomplete application report is communicating with Angie Cherry about resubmittal soon. I am completing agency coordination for a miscellaneous review for property in a Hazard / Flood Hazard Zone.

Thank you sincerely,
Sabrina Pearson, City Planner



Fire Department Report, November 2016

In October, We responded to 23 calls for service; 15 Medical, 1 Fire, 2 Mutual Aid calls one a medical call in Garibaldi, and the other a tornado in Manzanita, 1 Assist Law enforcement, 2 walk in first aid calls, 1 Flood, and 1 Assist Citizen. The Department completed 385 training and response hours in October. Additionally, I completed 184 admin hours bringing the departments total hours for August to 578. We are 8 calls away from our previous yearly call record. My total hours for October were 238.

Fire District Formation Committee:

In October, I reported that the Garibaldi Steering Committee and I recommended that the City proceed with the formation of a Fire District to include Bay City, Garibaldi, and the Garibaldi Rural District. This decision and the subsequent requirement of forming a district is the responsibility of the Citizens of Bay City and their elected representatives, the City Council. Has any action been taken to form a Committee or Workgroup of stake holders to look into this process?

City Ordinances:

In last month's report, I asked about clarification of roles within the department. My main area of concern is volunteer activity and liability. I currently feel that I, as Chief, supervise and manage our volunteers. This would place them under the control of the city and covered by the City's insurance. There are however a few gaps in our ordinances and possibly even conflicting language. I request that staff be assigned to address these issues with a workshop or committee. I have since spoken with the City Attorney about my concerns, but as of the writing of this report, I have yet to see any suggested ordinance changes. This issue was assigned to the Administrative Committee, and they will meet Wed 11/02. Unfortunately, I will be unavailable for the meeting. I will not be able to attend any Wed evening meetings, as this is our scheduled drill night.

Road side Conditions and Access: (All of these concerns remain the same)

*) Is there currently a plan for the mitigation of the slide on Portland Ave.? It appears to me to be moving with this recent rain. I have a concern that this slide could severely impact our response to a few residences in the area as it will exacerbate the closure of 9th St.

*) Access to 14th St, North of Spruce St. I have in the past asked about maintenance of Williams between 16th and 14th. This road was closed and gated due to concerns of vehicle traffic and mud. We have placed a frangible gate along the road way to block vehicle access. This road has overgrown to a point that it is impassable for fire apparatus. Would it be possible to clear the road and place some of our ODOT gravel in the roadway? The gate would continue to stop un-wanted vehicle traffic, and I would have a secondary access to several residences. This is a concern due to the fact that residences on 14th and 15th are accessible by less than standard roads. 14th is narrow and the initial Apparatus may entirely block this road. We had a structure fire here and experienced this very issue. Luckily, we were able to mitigate the fire in the vehicle before the exposure of the house was fully involved. Had the house required more water, we would have been hard pressed to supply the required water do to the Hydrant on 14th and no access to secondary hydrants on 16th street. Regarding 15th St, there are two residences that we will have to fight from quite a distance away. 15th St is so narrow that it is nearly a tunnel of brush, and we will not be able to approach from within that roadway. Currently, we would have to hand carry hose from Spruce St, and 16th St. this will result in an extreme delay, and the distinct possibility that we will have to fight defensively and simply protect exposures.

*) Access to Main St. east of 9th, including the Dew point area. In the process of the Patterson creek project, and our near miss of last December, I would like to ask about the possibility of secondary access to this area. Should Main between 7th and 9th experience any issues with trees, and or the adjoining creek, we will have no access to the residences (Approx. 37) that are in this area. **Additional re Main and 9th:** *The recent rain has shown an additional weakness of this area, we had water over topping the intersection of 9th and Main, and this would add to the need for secondary egress into this area.*

Emergency Preparedness:

The Fire Department continues to conduct needs assessments, and the biggest opportunity that I see is for the City to re convene its Emergency Preparedness Committee, and for the Council to oversee this undertaking. We have spoken about this at the last two council meetings, And have yet to have a meeting. Also the City's performance at our last weather event should be reason enough to convene this committee, the Council should be the party responsible for emergency preparedness and response within the City of Bay City. We briefly discussed the weather warning during the council meeting.

Fast forward to Thurs 10/13. At about 1730, I received a call of flooding on 7th by Captain Wakefield. I asked him to call public works and see if we could get any sandbags or other mitigation completed before the remainder of the storm came through. I spoke with Wakefield a bit later and he had still not heard from Public Works. I completed a task that I was conducting, and then responded to the area approximately an hour after my first call from Wakefield. I could see that the drainage ditch along 7th street was at capacity, and that water was over topping 7th just south of Ocean. Some of the drainage from the north side of Ocean was not entering the ditch system due to grass and dirt along the roadway and was crossing the intersection. As I arrived, Public works Director Bettis also arrived. Several home owners were out and pointing at water entering and or flowing underneath their dwellings. I asked for sandbags, and was told that Public works crews would be out early Friday to mitigate the area north of Ocean, and that they would purchase some sandbags. I cleared the scene and returned home. During the evening and night, I received several calls about flooding, mainly known problem areas that residents were looking for sandbags to mitigate. The first thing I do, is make sure that they are safe, and then ask what I could do for them. The calls were requesting sandbags for previously known areas of high water. A caller on 8th street above, Portland Ave, was worried that water behind his property would cause the slide along Portland Ave to move even further onto his property. I told him that sandbags would be available sometime tomorrow, and that I would pass this information on to Public Works, which I did.

Friday 10/14, I began to survey the area for damage at about 0700hrs. I found a tree into powerlines on E street, and requested PUD to mitigate. I checked the slides, and saw that the water that the homeowner was concerned about on 8th street had disappeared, and that the slide along Portland Ave had moved just a bit further into the roadway. Other than that, there were a few trees down.

After my survey, I went into City Hall to find out contact information for the on duty Public Works crew and who the supervisor was. I made contact with Waste water supervisor Miller who was supervising the crew. I spoke with him about the issues from last night as well as his plan for the day. At this time we were hearing about the tornado in Manzanita, and I had to arrange a third alarm response to the event. We sent a crew of 5 for coverage, and manned Station 41 with an additional 4. I began coordinating with Tillamook County's Incident Command Team. I also spoke with Miller, and he advised that the PW crew were sheltering in place at the plant until the tornado warning passed. We had one resident shelter at the Fire Hall because she was scared by the warning and didn't have a basement. I was advised by a firefighter that someone from city hall had called and said that City hall had closed and that the two employees at work had gone home at about 10:15. In my opinion, this was the single largest dereliction of duty that I have witnessed during my tenure with the Bay City Fire Department. This immediately transferred a work load to myself, and raised several questions among the Fire Crew manning the station. We maintained station coverage until about 1200 when all of our personnel were back and the storm had devolved into a typical rainy day. At the time I left, we were still getting a few calls and a few walk-ins asking questions about the storm, and what if the next storm was bigger as predicted. I told them about our plans, and asked them to contact the City if they have any questions for them.

Saturday, 10/15; Due to the prediction of an even larger storm hitting the coast, we manned the Fire Hall from 0730 through 1630hrs. Luckily this storm passed, but we had zero contact with any other City staff or Council during this time.

We need to consider the City's responsibility when these events occur. First, **pre hazard planning and mitigations**. Two items come to mind that I covered after the December storm: 1) Sandbags, 2) water on roadway signs. **Pre event planning**, who is responsible for what? Why was there no communication between departments before the event? Who is scheduled to work, and when? , and who is the supervisor? **Emergency Operations**, the City Council and as such the line of progression in our continuity of Government plan should be involved in every event.

Recruiting:

We are nearly fully staffed, we could however use another good volunteer or two. We have begun the online training program, and I am working out a system to document training and to incorporate this program into our overall program.

Respectfully,

Darrell Griffith

Fire Chief

Bay City Fire Department

firedept@ci.bay-city.or.us

503 377-0233



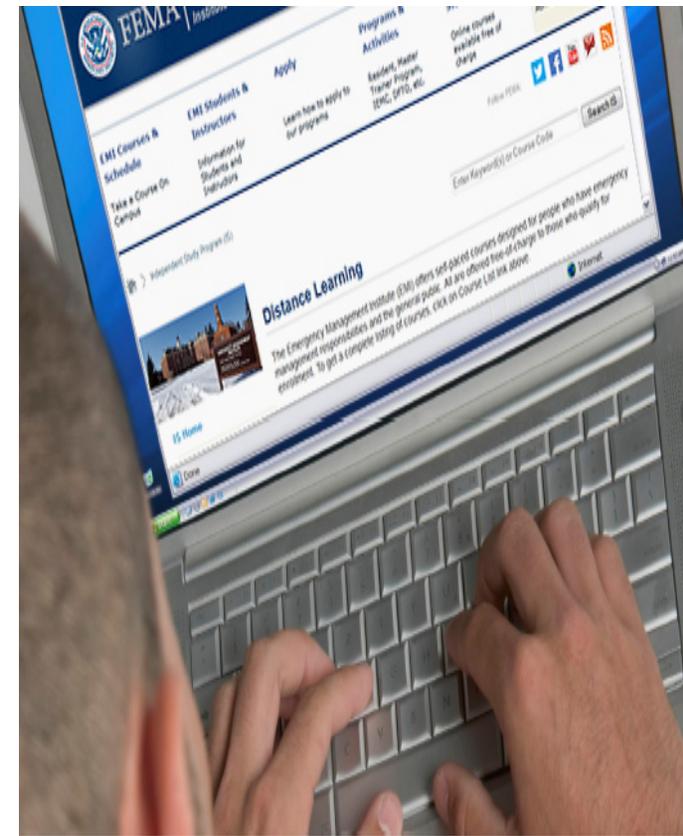
Areas of Interests

- Introduction to Incident Command System (ICS)
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- Professional Development Series



FEMMA

EMI Independent Study Program
16825 South Seton Avenue
Emmitsburg, MD 21727-8998



Independent Study Program

Emergency Management Institute
May 2015

Phone: (301) 447-1200

Fax: (301) 447-1201

Independent.Study@hgo c0lhs.gov

<http://training.fema.gov/IS/>



FEMA

Emergency Management Institute/Independent Study Program

The Independent Study Program

General Information

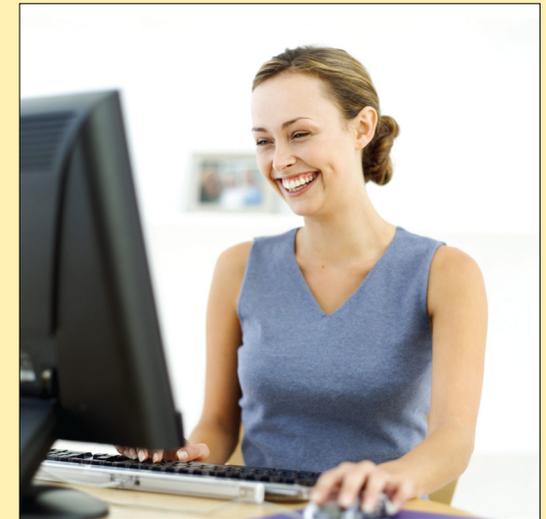
The Emergency Management Institute's (EMI) Distance Learning (DL) Section offers the Independent Study Program (ISP). This is a distance learning program which offers training, free of charge, to the nation's emergency management network and the general public. It serves as both an alternative means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally.

The Independent Study Program offers over 180 training courses via our training website <http://training.fema.gov/IS/>

In Addition...

Students are able to obtain continuing education units for all ISP courses. ISP also offers college credit for many of the courses through an agreement with the Frederick Community College in Maryland. Students who successfully complete courses can also request student transcripts be provided to institutions to assist students in obtaining continuing education units and/or to military institutions for military personnel to earn retirement points.

In addition, the program offers a customer support center to assist students. The customer support center can be reached through email at Independent.Study@fema.dhs.gov or telephone at 301-447-1200. The hours of operation are Monday through Friday, 8:00am–6:00pm ET.



How to get started

The fastest way to begin taking courses is to visit our website. You can learn about each course, download materials and take courses interactively. Just follow these easy steps:

1. Obtain a FEMA student ID number at: <https://cdp.dhs.gov/femasid>
2. Go to our website: <http://training.fema.gov/IS/>
3. Click on ISP Course List
4. Select your course of interest

Once, you have studied the training material, you can submit your final exam, all from the convenience of your home or office.

Upon successful exam completion, you will receive an email within one business day that confirms your transcript has been updated and a link to create your electronic certificate.



ICS/NIMS Training Pyramid

Learning Objectives

Audience



November Administrative Report for the month of October 2016

Linda Downey, City Recorder

Park: EC Electric replaced the recently installed lights on the Sports Court that burned out. The lights collected water and shorted out. They replaced the lights and drilled holes in the bottom to prevent this from happening again. EC now has the parts to install the timer switch for lighting on the courts. With the timer switch the lights on the sports court will not be on unless activated by a push button switch set on a timer. The programming in the system will still regulate the hours of operation and will not work after 10 pm.

CIS Training: I attended a day class with CIS Fall Supervisor Training in Tualatin on October 12, 2016. The training included Best Practices for HR Challenges, Family Leave Requirements and ADA Accommodations, Veterans Preference in Hiring & Promotions and Drug-Testing in the Government Workplace. It was a very informative class.

October 14th Storm: Rockaway was under a tornado watch shortly after 8 a.m. and continued until just before 10 a.m. I did not come into work. I was in contact with Angie and Debbie at City Hall during this time. They indicated that they spoke with Darrell, they were in contact with Public Works and the office was relatively quiet. I sent a text message to Shaena just before 9:30 a.m. and informed her I was still at home due to the tornado warnings and asked if I should close City Hall. I did not receive a reply.

Shortly before 10 a.m. I received a call from my husband and was informed that there was a water spout warning for Bay City. I contacted City Hall and told them they should close down. I asked Angie to change the message on the phone to inform callers that City Hall was closed due to the storm and please call my cell with any storm related issues and that all other calls would be returned on Monday. Angie posted a notice on the front door indicating that sand bags were available at the Public Works Facility, and called the Fire Station to inform Darrell they were leaving. Darrell was unavailable and she asked the firefighter to inform him they were closing City Hall. The City Hall was closed at approximately 10:20 a.m.

Shortly after the office closed I contacted Scott at Public Works to get Mike and Dakota's phone numbers for my cell phone. I called Darrell just before 10:30 a.m. while on the phone with him I received a call from a Bay City resident to inform us there was a tree down on 7th Street but it was not blocking the roadway. I called Darrell back to continue our conversation and told him there was a tree down and I would contact Donny. Darrell insisted that he was going to drive through that area and would take a look at it.

I called Donny shortly after 10:30 a.m. I informed him the messages at the office would instruct callers to contact me. Together we decided to use text messages to relay messages to each other. We discussed the sand pile for sand bags should be located near the recycle shed for easier access. I spoke with Angie and she came back to the office and changed the notice on the door and information on the website regarding the sandbags.

I send a text message to Shaena just after 11:30 a.m. informing her that I closed City Hall and that the phone message instructed callers with storm related messages to call my cell phone. She replied that it sounded good and she was pleased the employees in the office had gone home.

I received only one other call and it was concerning the sale that was taking place in the Community Center. The sale was canceled and rescheduled due to the storm.

Easement for Wastewater Outfall: City Hall was contacted by a representative for the Confederated Tribes of the Grand Ronde. They were having their property surveyed and discovered the City's wastewater outfall line that crosses the property but could not locate an easement. The County was contacted and there is no recorded easement. The Tribe is willing to provide an easement and will submit a draft to the City Attorney for review.

Welcome to Bay City Sign Area / Electrical Outlets: I have asked EC Electric to install an additional electrical outlet near the Bay City sign. The lights surrounding the sign were powered with an extension cord. The light burned out. Although this was not caused by the extension cord it would be better if an extension cord was not a permanent use. I spoke EC and they recommended that when the temporary Village Lights are in use that nothing smaller than a 14 gauge extension cord should be used. The Booster's representative was contacted and provided the recommendation.

Lin,

Will you please put in City Council packets for the Workshop. It might be time for the Council to make a list of what tourism related facilities are important to Bay City. The meeting that is scheduled for our area in November 15 at the Rockaway Beach Civic Facility. It would be wonderful to put out what is important to Bay City.

D

Dee Ann Hodges-Harguth
harguth@ymail.com
503-805-5526 - Cell
503-300-0015 - Home

On Tuesday, November 1, 2016 9:40 AM, Nan Devlin <nan@tillamookcoast.com> wrote:

Please share with your colleagues and community groups.

Tillamook County Commissioners want your advice on spending tourism money

November 1, 2016

Community Members,

Your County government wants advice from you and your communities about how to spend millions of tourism dollars on facilities that will serve visitors, as well as your communities. On behalf of the Board of County Commissioners, the Tillamook County Futures Council, with the support of Visit Tillamook Coast, the county tourism marketing organization, will conduct a series of county-wide facilitated meetings, starting in November. These meetings are designed to gather ideas on what facilities are most prized in each area, and what can be accomplished with the approximately \$1 million per year for tourism-related facilities.

The community meetings will be held in four county locations, for citizens of several communities in each of those areas. **All meetings are scheduled for 5:30 – 7pm.**

Refreshments will be served.

- Nov 14: North: at North County Recreation District, 36155 9th Street, Nehalem, for Manzanita, Nehalem and Wheeler citizens, facilitated by Leila Salmon.
- Nov 15: North Central: at the Rockaway Beach Civic Facility, 276 Hwy 101 S. Rockaway Beach, for Rockaway, Garibaldi and Bay City citizens, facilitated by Erin Skaar.
- Nov 16: Central: at Tillamook Bay Community College, 4301 3rd St, Tillamook, for Tillamook, Oceanside, Netarts and Pleasant Valley citizens, facilitated by Rick Kneeland.
- Nov 17: South: at Pelican Pub, 33180 Cape Kiwanda Dr., Pacific City, for Hebo, Cloverdale, Beaver, Pacific City and Neskowin citizens facilitated by Marie Heimberg.

The first meetings will cover purpose, goals, parameters, what the Transient Lodging Tax can be spent on and what it can't be spent on, and the agendas for the second (late January) and third (late February) meetings. There will be background documents, TLT spending to date, and other information.

Please share this letter with community members and encourage them to take part in the meetings and bring their ideas forth.

On behalf of the Futures Council,
Nan

Nan Devlin,
Tourism Director
Visit Tillamook Coast
nan@tillamookcoast.com
503-842-2672



Oregon

Kate Brown, Governor

Department of Transportation

Highway Division Region 2

455 Airport Rd. SE, Bldg B

Salem, OR 97301-5395

Phone: (503) 986-6925

Fax: (503) 986-2630

October 31, 2016

City of Bay City
Brian Bettis, Public Works Director
PO Box 3309
Bay City, OR 97107

SUBJECT: 2017 SCA Proposal – Warren Street: McCoy Street to Spruce Street

I'm sorry to inform you that your proposed Special City Allotment Project was not approved for funding in the 2017 Special City Allotment (SCA) Grant Program.

In reviewing your application and investigating the site, the street selected did not score enough points to qualify when comparing to other City applicants, or did not meet all of the criteria of the program. If you would like assistance in choosing a project for the 2018 program, please contact me before submitting your application. I cannot guarantee that your project will be approved, but I can help you select a project that has the best chance of qualifying.

If you have any questions, please feel free to give me a call at (503)986-6925 or e-mail me at shelly.white-robinson@odot.state.or.us.

Thank you for your interest in the SCA Grant Program.

Sincerely,

Shelly A. White-Robinson
ODOT Region 2 Local Program Delivery Coordinator

**BAY CITY COUNCIL WORKSHOP
OCTOBER 10, 2016
5:30 P.M.**

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

Staff Present: Darrell Griffith and Linda Downey.

Others present: Tom Imhoff

1. VISITORS PROPOSITIONS
None

2. PUBLIC HEARINGS

- A. ORD No. 671 Salmonberry Trail Comprehensive and Transportation Plan Amendments (continued)

This ordinance had the first reading by title only at the last meeting. The final draft was received by the Council within less than the required 7 day time frame. The public meeting was continued to 10/11/2016.

- B. ORD No. 672 Nuisances
A brief discussion was held on the ordinance.
There were a few questions for the attorney.

3. COMMITTEE REPORTS

- A. Administrative
Darrell recommended staff work on the ordinances for the Fire Department.

Darrell requested the Emergency Preparedness Committee be re-activated.

Darrell asked about the progress on the road repair. He is concerned about the impact on the response route if Portland closes due to another slide. He also noted access concerns for a portion of Williams Street and in the Dew Pointe area.

Shaena recommended the Public Works Committee become involved in street and access concerns.

- B. Community Development
TLT Report: Dee Harguth said the Transient Lodging Advisory Committee meeting was held. Kathy Lou Reames was added to the Committee. Dee reported that the grant recipients provided their financial reports as required.

Dee recommended the City go to the Tillamook TLT Committee to purchase a tent.

Dee stated that the Committee wanted to know if the City wanted to attract tourism.

Discussion was held. Ideas were held on use of TLT money. The possibility of creating a video promotion was discussed. Improvements to the park camping were discussed.

C. Public Works

Brian was unavailable to attend the meeting. Due to a serious illness in his family.

Discussion was held on controlling knotweed in the City.

4. MINUTES REVIEW

Minutes reviewed included the minutes for:

09/12/2016 Council Workshop

09/13/2016 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. Consideration of Fire District

Darrell provided a Steering Committee Report with an addendum written by him.

The Steering Committee strongly recommended a combined regional fire district consisting of City of Bay City, City of Garibaldi and Garibaldi Rural Fire District.

Dave Olson will be a member of the committee. Kari volunteered to assist but was unsure if she could attend all of the meetings. Discussion was held.

8. NEW BUSINESS

A. Port of Tillamook Bay / Parking & Access

Port of Tillamook Bay and the Rail Riders will attend the meeting to speak with the Council about additional parking for the area across Hwy 101.

Shaena spoke with LRL about the possibility of creating an under crossing beneath hwy 101 for a pedestrian and bicycle crossing.

Shaena noted that grant money may be available through the Marine Board for improvement of the boat launch but crossing is also an issue.

B. Food Cart Lot

Shaena spoke about a food cart lot on City property at 3rd and Hayes Oyster Drive. A conditional use would be required.

Tom Imhoff recommended the zoning regulations be reviewed on the properties near the highway to allow highway traffic generated uses.

Discussion was held on the development of the property.

Tom recommended the City obtain assistance of the Community College or Economic Development to review the possibilities.

C. Gravel Street Policy

Shaena would like the City to draft a policy on maintenance of the gravel streets.

Kathy spoke about the need for ditching along the roadways.

Discussion was held.

D. Park Safety / Kimball Letter

A letter was received from Norma Kimball concerning safety in the park.

Without police patrol it would be difficult to ensure a measure of security.

Cameras for the park were discussed.

9. MAYOR AND COUNCIL PRESENTATIONS

A. National Marine Fisheries Service /Biological Opinion

Shaena acknowledged the possibility of restrictions being mandated that will prohibit development 170 feet from streams and intermittent streams.

B. People's Coast Summit

Shaena will be attending the Summit.

11. CITY COUNCIL PRESENTATION

None

12. ADJOURNMENT

The workshop was adjourned at 7:20 p.m.

**CITY COUNCIL MEETING
OCTOBER 11, 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 and City Recorder Linda Downey. See an attached list of visitors.

PUBLIC HEARINGS

- =====
A. ORD No. 671 Salmonberry Trail Comprehensive Plan and Transportation Plan Amendments (public hearing continued)

Mayor Peterson open the hearing for public comment. No comments were made.

Mayor Peterson opened discussion to the Council.

Motion by Councilor Fleisher and second by Councilor Baker to have the second reading of Ordinance No. 671 by title only. Motion carried 5-0.

Attorney Albright read Ordinance No. 671 by title only.

Motion by Councilor Pollock and second by Councilor Baker to adopt Ordinance No. 671 as written. Roll call vote: Pollock, yes; Baker, yes; Fleisher, yes; Killion, yes; and Harguth, yes. Motion carried 5-0.

- B. ORD No. 672 Nuisances

Mayor Peterson opened the Public hearing on Ordinance No. 672. Nuisances.

There were no public comments received.

Mayor Peterson opened discussion o the City Council.

Discussion was held on the ordinance. The primary changes to the ordinance pertained to noise violations.

Motion by Councilor Pollock and second by Councilor Baker to have the first reading Ordinance No. 672 by title only. Motion carried 5-0.

Attorney Albright read the Ordinance No. 672 by title only.

Motion by Councilor Baker and second by Councilor Killion to have the second reading of Ordinance No. 672 by title only. Motion carried 5-0.

Attorney Albright read the Ordinance No. 672 by title only.

Motion by Councilor Harguth and second by Councilor Fleisher to adopt Ordinance No. 672 as written. Roll call vote: Pollock, yes; Baker, yes; Fleisher, yes; Killion, yes; Harguth, yes. Motion carried 5-0.

VISITORS' PROPOSITIONS

=====

Mayor Peterson move item New Business Item 9A forward on the agenda.

9A: Port of Tillamook Bay / Parking & Access

Mayor Peterson introduced Kim Metlen from the Oregon Coast Rail Riders and Port of Tillamook Bay General Manager Michele Bradley from the Port of Tillamook Bay.

Kim informed the Council that the Rail Riders first year was a success.

Kim Metlen expressed the desire to have the tunnel for pedestrian and bike traffic beneath Highway 101. He noted that Pacific Oyster is also in favor of developing the tunnel.

Mayor Peterson spoke with LRL Construction about the development of the tunnel.

Mayor Peterson recommended the Streets and Community Development Committees begin to work on the project.

Michele noted that the Governor Regional Solutions Team is also aware of the project.

They believe that providing an access across or under Hwy 101 to the Bay would be an asset to the local community.

COMMITTEE REPORTS

=====

A. Administrative:

Councilor Fleisher noted that an Administrative Committee meeting was held with the City Planner. The second meeting will be held in November.

Chief Darrell Griffith reviewed his report with the Council.

The Administrative Committee has been asked to review the Fire ordinances o determine where the Fire Department ends and the Fire Association begins.

Chief Griffith asked about the progress being made on Portland Avenue slide above the roadway. He believes the ground is sliding and is concern it will block access.

Chief Griffith mentioned concerns for access on a portion of Williams and in the Dew Pointe area. The Public Works Committee was asked to address the issues.

Chief Griffith is requesting the Emergency Preparedness Committee be re-activated.

- B. Community Development:
Transient Lodging Tax Advisory Committee met October 5, 2016. Councilor Harguth informed the Council that the Committee approved the grant recipient's financial accounting of the TLT funds awarded.
- C. Public Works:
Discussion was held on Knotweed control.

Councilor Fleisher will contact Nehalem City. They had a program to control knotweed within the City.

MINUTES REVIEW

=====

Minutes were reviewed for the 09/12/2016 Council Workshop and 09/13/2016 Regular Council Meeting.

Motion by Councilor Baker and second by Councilor Fleisher, to approve the minutes for the 09/12/2016 Council Workshop and 09/13/2016 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 City Recorder Linda Downey.

Motion by Councilor Baker and second by Councilor Harguth to approve payment of the bills against the City in the amount of \$39,812.82. Motion carried 5-0.

UNFINISHED BUSINESS

=====

- A. Consideration of Fire District

Chief Griffith provided the Steering Committee Report regarding the formation of a Fire District.

Chief Griffith reviewed the report. The Steering Committee is strongly recommending the formation of a Fire District with Bay City, Garibaldi City, and Garibaldi Rural Fire District.

Discussion was held on the process to form a district.

Chief Griffith noted that the Tillamook Fire Department may consider consolidation with Bay City and provide protection. Chief Griffith did not believe that Tillamook Fire would not consider extending to Garibaldi.

Councilor Baker felt it was important to research all of the City's options including consolidation with Tillamook.

Mayor Peterson will reach out to special district to obtain more information.

NEW BUSINESS

=====

- A. Port of Tillamook Bay / Parking & Access
This item was discussed under Visitor's Propositions.
- B. Food Cart Lot
Mayor Peterson recommended the Planning Commission review the possibility of changing the development ordinance for properties along Highway 101 to allow businesses that could generate higher traffic uses.

Councilor Harguth was asked to speak with the Planning Commission regarding the change in the development ordinance for the highway corridor for commercial use.

- C. Gravel Street Policy
Mayor Peterson would like the Streets Committee to work on a policy for maintenance of gravel streets.

The City in the past have not maintained gravel streets. The placement of the asphalt grindings was an opportunity to overlay the gravel streets for \$21,000.00

Dr. Bob Mile stated that he felt it was the most efficient use of public funds he had seen.

- D. Park Safety / Kimball Letter
Discussion was held on the letter received from Norma Kimball.

Discussion was held on the use of cameras in the park to help as a deterrent for criminal activity.

Recorder Linda Downey recommended the park ordinance be revised to acknowledge the winter closure of the camping area.

- E. 9th Street Repair / Resolution No. 16-13
Attorney Albright reviewed the project to repair the landslides on 9th Street and Portland Avenue.

Bids came in higher than expected. The City Engineer will contact the Office of

Emergency Management to see if FEMA will increase the money for the project.

Options were reviewed. The spiral nail installation is the preferred method to stabilize the bank but also more expensive. Other methods are available but may not last as long.

Faye Simmons expressed her concern about what she believed was a leaking water pipe near her home and close to the 9th Street slide.

Replacement of the waterline on 9th Street was discussed. Public Works Bettis plans to install the new water line next summer.

Tom Imhoff recommended the project have a \$50,000 to \$100,000 contingency included incase there were problems.

Motion by Councilor Fleisher and second by Councilor Pollock to approve Resolution No.16-13 as presented. Motion carried 5-0.

Motion by Councilor Fleisher and second by Councilor Baker if needed the City obtain a loan from another fund to complete the project with the preferred method of stabilization. A special meeting would be required. Motion carried 5-0.

Tom Imhoff recommended the waterline be replaced when the road is repaired.

MAYOR'S PRESENTATION

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- A. National Marine Fisheries Service / Biological Opinion
Mayor Peterson acknowledged the concern of possible regulations that would prohibit development 170 feet from streams and intermittent streams.
- B. People's Coast Summit
Mayor Peterson will attend the summit and report back to the Council.
- C. November 8, 2016 Council Meeting
Mayor Peterson recommended the regularly scheduled City Council meeting be change from Tuesday, November 8, 2016, to November 9, 2016, due to the national election.

Motion by Councilor Baker and second by Councilor Harguth to hold the regular November meeting on Wednesday November 9, 2016. Motion carried 5-0.

CITY COUNCIL PRESENTATION

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Timothy Wakefield spoke on behalf of the Fire Fighters Association and invited the City Council to the Christmas Party on December 10, 2016.

ATTORNEY PRESENTATION

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None

ADJOURNMENT

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Motion by Councilor Killion and second by Councilor Harguth to adjourn the meeting at 7:59 p.m. Motion carried 5-0.

Shaena E. Peterson, Mayor

Linda S. Downey, City Recorder

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

11/3/2016 10:56am

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Revised Budget
 For General Fund (100)
 For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
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	635.45	6,000.00	3,083.31	48.61%
100-00-4105 Liquor Tax	0.00	929.58	15,000.00	6,147.04	59.02%
100-00-4110 Cigarette Tax	0.00	164.60	1,200.00	889.93	25.84%
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	45.00	90.00%
100-00-4305 Franchise Fees	0.00	2,484.50	30,000.00	12,183.53	59.39%
100-00-4510 State Revenue Sharing	0.00	0.00	10,000.00	5,872.29	41.28%
100-00-4605 Hall Rental	0.00	25.00	800.00	325.00	59.38%
100-00-4650 Transient Lodging Tax	0.00	2,239.85	3,600.00	3,390.74	5.81%
100-00-4800 Miscellaneous	0.00	312.95	1,200.00	599.56	50.04%
100-00-4805 Earnings on Investments	0.00	195.19	800.00	707.26	11.59%
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%)
Total Non-Departmental Revenues	0.00	6,994.62	417,334.00	276,988.93	33.63%
Fire Revenues					
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	194.41	1,900.00	943.24	50.36%
100-30-4520 Intergovernmental Agreements	0.00	0.00	1,500.00	750.00	50.00%
100-30-4800 Miscellaneous	0.00	0.00	500.00	0.00	100.00%
100-30-4805 Earnings on Investments	0.00	47.37	0.00	170.59	0.00%
100-30-4930 Transfers In	0.00	336.80	89,934.00	1,634.20	98.18%
100-30-4990 Beginning Fund Balance	0.00	0.00	59,244.00	62,782.70	(5.97%)
Total Fire Revenues	0.00	578.58	202,932.00	66,280.73	67.34%
Recreation Revenues					
100-50-4430 Local Grants	0.00	0.00	4,795.00	0.00	100.00%
100-50-4630 Park Camping	0.00	0.00	4,000.00	3,681.00	7.98%
100-50-4990 Beginning Fund Balance	0.00	0.00	0.00	4,774.08	0.00%
Total Recreation Revenues	0.00	0.00	8,795.00	8,455.08	3.86%
Transient Lodging Tax Revenues					
100-60-4650 Transient Lodging Tax	0.00	5,226.39	9,000.00	7,911.87	12.09%
100-60-4990 Beginning Fund Balance	0.00	0.00	9,000.00	10,194.51	(13.27%)
Total Transient Lodging Tax Revenues	0.00	5,226.39	18,000.00	18,106.38	(0.59%)
Planning Revenues					
100-70-4310 Planning Fees	0.00	800.00	5,000.00	4,000.00	20.00%
100-70-4315 Land Use Fees	0.00	0.00	1,000.00	822.28	17.77%
Total Planning Revenues	0.00	800.00	6,000.00	4,822.28	19.63%
Total General Fund Revenues	\$ 0.00	\$ 13,599.59	\$ 653,061.00	\$ 374,653.40	42.63%

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

11/3/2016 10:56am

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Revised Budget
 For General Fund (100)
 For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Expenditures					
Administration Expenditures					
100-10-5105 Full-Time Employees - Regular	\$ 0.00	\$ 3,585.48	\$ 42,980.00	14,445.51	66.39%
100-10-5115 Part-Time Employees	0.00	240.00	5,400.00	780.00	85.56%
100-10-5205 Employer FICA Taxes	0.00	292.64	3,800.00	1,164.70	69.35%
100-10-5210 Unemployment Insurance	0.00	3.79	765.00	22.88	97.01%
100-10-5215 Workers' Compensation Insurance	0.00	2.72	825.00	810.61	1.74%
100-10-5305 Employer PERS Contributions	0.00	322.86	4,500.00	1,312.14	70.84%
100-10-5405 Health Insurance	0.00	1,443.50	23,500.00	6,714.00	71.43%
100-10-5415 Life Insurance	0.00	13.13	250.00	52.61	78.96%
100-10-5420 Disability Insurance	0.00	0.00	100.00	0.00	100.00%
100-10-6105 Office Supplies & Equipment	0.00	232.04	6,000.00	946.16	84.23%
100-10-6305 Building Repairs & Maintenance	0.00	0.00	8,000.00	0.00	100.00%
100-10-6405 Dues & Subscriptions	0.00	200.00	3,500.00	2,343.12	33.05%
100-10-6410 Training	0.00	30.24	1,500.00	116.64	92.22%
100-10-6605 Electricity	0.00	186.80	7,000.00	792.15	88.68%
100-10-6620 Telecommunications	0.00	192.02	2,500.00	695.13	72.19%
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	840.00	86.00%
100-10-6850 Dog Licenses/Catching	0.00	0.00	600.00	0.00	100.00%
100-10-6860 Computers/Software/Services	0.00	1,007.30	5,000.00	1,479.35	70.41%
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	43.15	97.84%
100-10-6990 Other Miscellaneous Expenses	0.00	0.00	15,000.00	2,892.00	80.72%
100-10-8700 Community Hall/Office	0.00	0.00	15,000.00	0.00	100.00%
Total Administration Expenditures	0.00	7,962.52	162,220.00	39,452.15	75.68%
Police Expenditures					
100-20-6820 Police Patrol/Public Protection	0.00	0.00	100.00	0.00	100.00%
Total Police Expenditures	0.00	0.00	100.00	0.00	100.00%
Fire Expenditures					
100-30-5105 Full-Time Employees - Regular	0.00	1,474.66	18,103.00	5,949.59	67.13%
100-30-5115 Part-Time Employees	0.00	95.00	26,000.00	370.00	98.58%
100-30-5205 Employer FICA Taxes	0.00	112.80	4,000.00	455.10	88.62%
100-30-5210 Unemployment Insurance	0.00	1.48	800.00	9.02	98.87%
100-30-5215 Workers' Compensation Insurance	0.00	1.60	1,400.00	880.84	37.08%
100-30-5305 Employer PERS Contributions	0.00	161.22	2,500.00	650.12	74.00%
100-30-5405 Health Insurance	0.00	92.76	1,200.00	431.04	64.08%
100-30-5415 Life Insurance	0.00	1.12	25.00	4.48	82.08%
100-30-5420 Disability Insurance	0.00	0.00	8,000.00	8,909.68	(11.37%)
100-30-6105 Office Supplies & Equipment	0.00	0.00	2,500.00	16.05	99.36%
100-30-6115 First Aid Supplies	0.00	0.00	1,000.00	444.94	55.51%
100-30-6140 Fuel/Lubes/Etc.	0.00	0.00	3,000.00	73.28	97.56%
100-30-6205 Accounting & Auditing	0.00	0.00	1,200.00	833.33	30.56%
100-30-6220 Legal Fees	0.00	100.00	1,200.00	570.00	52.50%
100-30-6305 Building Repairs & Maintenance	0.00	0.00	4,400.00	1,009.99	77.05%

City of Bay City 503-377-2288

Statement of Revenue and Expenditures

Revised Budget

For General Fund (100)

For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-30-6340 Radios & Radio Repair	0.00	0.00	3,000.00	422.41	85.92%
100-30-6345 Operational Equipment & Repairs	0.00	1,925.19	12,500.00	5,427.24	56.58%
100-30-6350 Personal Protective Equipment	0.00	707.42	15,000.00	4,973.09	66.85%
100-30-6405 Dues & Subscriptions	0.00	50.00	1,000.00	605.00	39.50%
100-30-6410 Training	0.00	1,790.00	5,000.00	4,674.20	6.52%
100-30-6605 Electricity	0.00	181.48	4,000.00	734.44	81.64%
100-30-6620 Telecommunications	0.00	133.61	1,500.00	461.64	69.22%
100-30-6700 Insurance	0.00	0.00	12,000.00	10,551.00	12.08%
100-30-6840 Printing & Copying	0.00	7.06	300.00	33.17	88.94%
100-30-6860 Computers/Software/Services	0.00	60.00	300.00	185.00	38.33%
100-30-6990 Other Miscellaneous Expenses	0.00	392.43	2,000.00	817.57	59.12%
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%
Total Fire Expenditures	0.00	7,287.83	202,932.00	49,492.22	75.61%
Recreation Expenditures					
100-50-5105 Full-Time Employees - Regular	0.00	497.51	6,340.00	1,971.48	68.90%
100-50-5205 Employer FICA Taxes	0.00	38.06	500.00	150.87	69.83%
100-50-5210 Unemployment Insurance	0.00	0.49	150.00	2.91	98.06%
100-50-5215 Workers' Compensation Insurance	0.00	0.58	975.00	951.17	2.44%
100-50-5305 Employer PERS Contributions	0.00	34.67	500.00	137.41	72.52%
100-50-5405 Health Insurance	0.00	269.70	5,000.00	1,666.80	66.66%
100-50-5415 Life Insurance	0.00	0.48	20.00	1.92	90.40%
100-50-6145 Tourism	0.00	0.00	200.00	21.18	89.41%
100-50-6190 Other Supplies	0.00	116.84	2,000.00	608.62	69.57%
100-50-6310 Grounds Maintenance	0.00	170.91	5,000.00	2,879.51	42.41%
100-50-6311 Contracted Ground Maintenance	0.00	0.00	13,000.00	2,050.00	84.23%
100-50-6605 Electricity	0.00	105.93	1,400.00	416.10	70.28%
100-50-8300 Improvements Other Than Buildings	0.00	0.00	15,000.00	0.00	100.00%
Total Recreation Expenditures	0.00	1,235.17	50,085.00	10,857.97	78.32%
Transient Lodging Tax Expenditures					
100-60-6145 Tourism	0.00	0.00	18,000.00	0.00	100.00%
Total Transient Lodging Tax Expenditures	0.00	0.00	18,000.00	0.00	100.00%
Planning Expenditures					
100-70-6220 Legal Fees	0.00	0.00	2,000.00	0.00	100.00%
100-70-6240 Comprehensive Planning	0.00	0.00	24,000.00	6,000.00	75.00%
100-70-6865 Building Inspector/Inspections	0.00	0.00	1,000.00	0.00	100.00%
Total Planning Expenditures	0.00	0.00	27,000.00	6,000.00	77.78%
General Service Expenditures					
100-90-6205 Accounting & Auditing	0.00	0.00	4,000.00	833.35	79.17%
100-90-6220 Legal Fees	0.00	655.75	15,000.00	1,928.75	87.14%
100-90-6805 Mayor	0.00	398.46	5,000.00	1,561.81	68.76%
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	336.80	89,934.00	1,634.20	98.18%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For General Fund (100)
 For the Fiscal Period 2017-4 Ending October 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%
Total General Service Expenditures	0.00	1,391.01	192,724.00	5,958.11	96.91%
Total General Fund Expenditures	\$ 0.00	\$ 17,876.53	\$ 653,061.00	\$ 111,760.45	82.89%
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (4,276.94)	\$ 0.00	\$ 262,892.95	0.00%

City of Bay City 503-377-2288

Statement of Revenue and Expenditures

Revised Budget

For Street and Road Fund (200)

For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
200-00-4115 State Highway Tax	\$ 0.00	\$ 7,724.78	\$ 67,000.00	\$ 27,062.58	59.61%
200-00-4420 State Grants	0.00	0.00	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	14.22	120.00	54.30	54.75%
200-00-4990 Beginning Fund Balance	0.00	0.00	35,000.00	20,248.05	42.15%
Total Non-Departmental Revenues	0.00	7,739.00	152,620.00	88,284.93	42.15%
Total Street and Road Fund Revenues	\$ 0.00	\$ 7,739.00	\$ 152,620.00	\$ 88,284.93	42.15%
Expenditures					
Non-Departmental Expenditures					
200-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 1,925.49	\$ 24,320.00	\$ 7,570.58	68.87%
200-00-5115 Part-Time Employees	0.00	240.00	5,400.00	780.00	85.56%
200-00-5205 Employer FICA Taxes	0.00	165.62	2,100.00	638.74	69.58%
200-00-5210 Unemployment Insurance	0.00	2.17	500.00	11.81	97.64%
200-00-5215 Workers' Compensation Insurance	0.00	1.82	2,500.00	2,411.64	3.53%
200-00-5305 Employer PERS Contributions	0.00	141.49	2,500.00	558.21	77.67%
200-00-5405 Health Insurance	0.00	876.14	14,700.00	3,591.80	75.57%
200-00-5415 Life Insurance	0.00	2.48	100.00	9.78	90.22%
200-00-6105 Office Supplies & Equipment	0.00	0.00	500.00	17.03	96.59%
200-00-6125 Shop Supplies & Small Tools	0.00	0.00	1,500.00	407.86	72.81%
200-00-6140 Fuel/Lubes/Etc.	0.00	0.00	3,000.00	567.20	81.09%
200-00-6205 Accounting & Auditing	0.00	0.00	1,000.00	833.33	16.67%
200-00-6215 Engineering Fees	0.00	0.00	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	223.18	10,000.00	2,204.83	77.95%
200-00-6335 Vehicle Repairs & Maintenance	0.00	28.50	5,000.00	1,499.24	70.02%
200-00-6390 Other Repairs & Maintenance	0.00	638.40	3,000.00	1,292.68	56.91%
200-00-6410 Training	0.00	0.00	1,000.00	0.00	100.00%
200-00-6605 Electricity	0.00	702.64	10,000.00	2,781.24	72.19%
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%
Total Non-Departmental Expenditures	0.00	4,947.93	152,620.00	27,478.97	82.00%
Total Street and Road Fund Expenditures	\$ 0.00	\$ 4,947.93	\$ 152,620.00	\$ 27,478.97	82.00%
Street and Road Fund Excess of Revenues Over Expenditur	\$ 0.00	\$ 2,791.07	\$ 0.00	\$ 60,805.96	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Housing Rehabilitation Fund (201)
 For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Housing Rehabilitation Revenues					
201-18-4805 Earnings on Investments	\$ 0.00	\$ 39.84	\$ 150.00	\$ 144.36	3.76%
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%)
Total Housing Rehabilitation Revenues	0.00	39.84	142,150.00	52,945.31	62.75%
Total Housing Rehabilitation Fund Revenues	\$ 0.00	\$ 39.84	\$ 142,150.00	\$ 52,945.31	62.75%
Expenditures					
Housing Rehabilitation Expenditures					
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%
Total Housing Rehabilitation Expenditures	0.00	0.00	142,150.00	0.00	100.00%
Total Housing Rehabilitation Fund Expenditures	\$ 0.00	\$ 0.00	\$ 142,150.00	\$ 0.00	100.00%
Housing Rehabilitation Fund Excess of Revenues Over Exp	\$ 0.00	\$ 39.84	\$ 0.00	\$ 52,945.31	0.00%

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

Revised Budget
For Kilchis Water Bond Fund (300)
For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Bond Payment Revenues					
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	100.50	1,000.00	508.07	49.19%
300-11-4611 Water User Charges - Capital	0.00	1,507.49	20,940.00	6,596.80	68.50%
300-11-4805 Earnings on Investments	0.00	69.43	150.00	251.58	(67.72%)
300-11-4990 Beginning Fund Balance	0.00	0.00	84,520.00	92,024.27	(8.88%)
Total Bond Payment Revenues	0.00	1,677.42	137,750.00	99,380.72	27.85%
Total Kilchis Water Bond Fund Revenues	\$ 0.00	\$ 1,677.42	\$ 137,750.00	\$ 99,380.72	27.85%
Expenditures					
Bond Payment Expenditures					
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%
Total Bond Payment Expenditures	0.00	0.00	58,100.00	0.00	100.00%
Bond Reserve Expenditures					
300-12-9900 Unappropriated Ending Fund Balance	0.00	0.00	79,650.00	0.00	100.00%
Total Bond Reserve Expenditures	0.00	0.00	79,650.00	0.00	100.00%
Total Kilchis Water Bond Fund Expenditures	\$ 0.00	\$ 0.00	\$ 137,750.00	\$ 0.00	100.00%
Kilchis Water Bond Fund Excess of Revenues Over Expend	\$ 0.00	\$ 1,677.42	\$ 0.00	\$ 99,380.72	0.00%

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

Revised Budget
For Sewer Bond Fund (301)
For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Bond Payment Revenues					
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	92.03	1,000.00	440.79	55.92%
301-11-4805 Earnings on Investments	0.00	33.41	120.00	121.06	(0.88%)
301-11-4990 Beginning Fund Balance	0.00	0.00	43,153.00	44,283.32	(2.62%)
Total Bond Payment Revenues	0.00	125.44	60,688.00	44,845.17	26.11%
Total Sewer Bond Fund Revenues	\$ 0.00	\$ 125.44	\$ 60,688.00	\$ 44,845.17	26.11%
Expenditures					
Bond Payment Expenditures					
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%
Total Bond Payment Expenditures	0.00	0.00	60,688.00	0.00	100.00%
Total Sewer Bond Fund Expenditures	\$ 0.00	\$ 0.00	\$ 60,688.00	\$ 0.00	100.00%
Sewer Bond Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ 125.44	\$ 0.00	\$ 44,845.17	0.00%

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

Revised Budget
For DEQ Loan Repayment Fund (302)
For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Loan Reserve Revenues					
302-21-4620 Sewer User Charges	\$ 0.00	\$ 3,955.50	\$ 40,000.00	\$ 15,534.00	61.17%
302-21-4990 Beginning Fund Balance	0.00	0.00	40,000.00	41,004.00	(2.51%)
Total Loan Reserve Revenues	0.00	3,955.50	80,000.00	56,538.00	29.33%
Total DEQ Loan Repayment Fund Revenues	\$ 0.00	\$ 3,955.50	\$ 80,000.00	\$ 56,538.00	29.33%
Expenditures					
Loan Expenditures					
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%
Total Loan Expenditures	0.00	0.00	80,000.00	0.00	100.00%
Total DEQ Loan Repayment Fund Expenditures	\$ 0.00	\$ 0.00	\$ 80,000.00	\$ 0.00	100.00%
DEQ Loan Repayment Fund Excess of Revenues Over Expe	\$ 0.00	\$ 3,955.50	\$ 0.00	\$ 56,538.00	0.00%

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

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Revised Budget
For Street Reserve Fund (400)
For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
400-13-4305 Franchise Fees	\$ 0.00	\$ 994.91	\$ 3,000.00	2,063.93	31.20%
400-13-4320 Street Maintenance Fees	0.00	4,075.56	43,000.00	16,787.07	60.96%
400-13-4805 Earnings on Investments	0.00	210.04	600.00	761.45	(26.91%)
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%)
Total Reserve Revenues	0.00	5,280.51	140,679.00	296,798.60	(110.98%)
Street Trust Revenues					
400-17-4805 Earnings on Investments	0.00	233.20	0.00	845.03	0.00%
400-17-4990 Beginning Fund Balance	0.00	0.00	307,000.00	309,095.58	(0.68%)
Total Street Trust Revenues	0.00	233.20	307,000.00	309,940.61	(0.96%)
Street Maintenance Fee Revenues					
400-24-4990 Beginning Fund Balance	0.00	0.00	130,000.00	0.00	100.00%
Total Street Maintenance Fee Revenues	0.00	0.00	130,000.00	0.00	100.00%
FEMA Projects Revenues					
400-25-4410 Federal Grants	0.00	0.00	250,000.00	0.00	100.00%
Total FEMA Projects Revenues	0.00	0.00	250,000.00	0.00	100.00%
Total Street Reserve Fund Revenues	\$ 0.00	\$ 5,513.71	\$ 827,679.00	\$ 606,739.21	26.69%
Expenditures					
Reserve Expenditures					
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%
Total Reserve Expenditures	0.00	0.00	82,679.00	0.00	100.00%
Street Trust Expenditures					
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%
Total Street Trust Expenditures	0.00	0.00	307,000.00	0.00	100.00%
Street Maintenance Fee Expenditures					
400-24-6314 Street Overlay	0.00	0.00	188,000.00	0.00	100.00%
Total Street Maintenance Fee Expenditures	0.00	0.00	188,000.00	0.00	100.00%
FEMA Projects Expenditures					
400-25-6315 Street Repairs & Maintenance	0.00	1,207.50	250,000.00	1,207.50	99.52%
Total FEMA Projects Expenditures	0.00	1,207.50	250,000.00	1,207.50	99.52%
Total Street Reserve Fund Expenditures	\$ 0.00	\$ 1,207.50	\$ 827,679.00	\$ 1,207.50	99.85%
Street Reserve Fund Excess of Revenues Over Expenditure	\$ 0.00	\$ 4,306.21	\$ 0.00	\$ 605,531.71	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Bay City Equipment Reserve Fund (401)
 For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
401-13-4805 Earnings on Investments	\$ 0.00	\$ 67.46	\$ 250.00	\$ 244.46	2.22%
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%)
Total Reserve Revenues	0.00	67.46	104,150.00	89,664.60	13.91%
Total Bay City Equipment Reserve Fund Revenues	\$ 0.00	\$ 67.46	\$ 104,150.00	\$ 89,664.60	13.91%
Expenditures					
Reserve Expenditures					
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%
Total Reserve Expenditures	0.00	0.00	104,150.00	0.00	100.00%
Total Bay City Equipment Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 104,150.00	\$ 0.00	100.00%
Bay City Equipment Reserve Fund Excess of Revenues Ove	\$ 0.00	\$ 67.46	\$ 0.00	\$ 89,664.60	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
Revised Budget
For Fire Apparatus Reserve & Building Reserve Fund (402)
For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
402-13-4805 Earnings on Investments	\$ 0.00	\$ 36.41	\$ 200.00	\$ 130.89	34.56%
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%)
Total Reserve Revenues	0.00	36.41	83,200.00	48,392.78	41.84%
Building Fund Revenues					
402-19-4890 Fire Department Relocation	0.00	1,849.72	15,000.00	7,436.23	50.43%
402-19-4990 Beginning Fund Balance	0.00	0.00	4,300.00	8,432.57	(96.11%)
Total Building Fund Revenues	0.00	1,849.72	19,300.00	15,868.80	17.78%
Total Fire Apparatus Reserve & Building Reserve Fund Re	\$ 0.00	\$ 1,886.13	\$ 102,500.00	\$ 64,261.58	37.31%
Expenditures					
Reserve Expenditures					
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%
Total Reserve Expenditures	0.00	0.00	83,200.00	24,219.78	70.89%
Building Fund Expenditures					
402-19-9900 Unappropriated Ending Fund Balance	0.00	0.00	19,300.00	0.00	100.00%
Total Building Fund Expenditures	0.00	0.00	19,300.00	0.00	100.00%
Total Fire Apparatus Reserve & Building Reserve Fund Ex	\$ 0.00	\$ 0.00	\$ 102,500.00	\$ 24,219.78	76.37%
Fire Apparatus Reserve & Building Reserve Fund Excess of \$	0.00	\$ 1,886.13	\$ 0.00	\$ 40,041.80	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Storm Drainage Reserve Fund (403)
 For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
403-13-4805 Earnings on Investments	\$ 0.00	\$ 3.92	\$ 0.00	14.20	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%)
Total Reserve Revenues	0.00	3.92	5,000.00	5,212.18	(4.24%)
Total Storm Drainage Reserve Fund Revenues	\$ 0.00	\$ 3.92	\$ 5,000.00	\$ 5,212.18	(4.24%)
Expenditures					
Reserve Expenditures					
403-13-6390 Other Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	5,000.00	0.00	100.00%
Total Storm Drainage Reserve Fund Expenditures	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	100.00%
Storm Drainage Reserve Fund Excess of Revenues Over Ex	\$ 0.00	\$ 3.92	\$ 0.00	\$ 5,212.18	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Park & Recreation Reserve Fund (404)
 For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
404-13-4420 State Grants	\$ 0.00	\$ 0.00	\$ 27,000.00	\$ 0.00	100.00%
404-13-4805 Earnings on Investments	0.00	3.85	0.00	13.95	0.00%
404-13-4820 Sale of Rock - Dill Bar	0.00	0.00	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%)
Total Reserve Revenues	0.00	3.85	29,000.00	13,131.78	54.72%
Total Park & Recreation Reserve Fund Revenues	\$ 0.00	\$ 3.85	\$ 29,000.00	\$ 13,131.78	54.72%
Expenditures					
Reserve Expenditures					
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	2,749.53	21,000.00	14,310.53	31.85%
Total Reserve Expenditures	0.00	2,749.53	29,000.00	14,310.53	50.65%
Total Park & Recreation Reserve Fund Expenditures	\$ 0.00	\$ 2,749.53	\$ 29,000.00	\$ 14,310.53	50.65%
Park & Recreation Reserve Fund Excess of Revenues Over	\$ 0.00	\$ (2,745.68)	\$ 0.00	\$ (1,178.75)	0.00%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Footpaths and Bicycle Trails Reserve (405)
 For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Reserve Revenues					
405-13-4115 State Highway Tax	\$ 0.00	\$ 78.02	\$ 500.00	273.34	45.33%
405-13-4805 Earnings on Investments	0.00	2.99	10.00	10.83	(8.30%)
405-13-4990 Beginning Fund Balance	0.00	0.00	3,800.00	3,965.41	(4.35%)
Total Reserve Revenues	0.00	81.01	4,310.00	4,249.58	1.40%
Total Footpaths and Bicycle Trails Reserve Revenues	\$ 0.00	\$ 81.01	\$ 4,310.00	\$ 4,249.58	1.40%
Expenditures					
Reserve Expenditures					
405-13-9900 Unappropriated Ending Fund Balance	\$ 0.00	\$ 0.00	\$ 4,310.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	4,310.00	0.00	100.00%
Total Footpaths and Bicycle Trails Reserve Expenditures	\$ 0.00	\$ 0.00	\$ 4,310.00	\$ 0.00	100.00%
Footpaths and Bicycle Trails Reserve Excess of Revenues	\$ 0.00	\$ 81.01	\$ 0.00	\$ 4,249.58	0.00%

City of Bay City 503-377-2288

Statement of Revenue and Expenditures

Revised Budget

For Bay City Water Fund (600)

For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Non-Departmental Revenues						
600-00-4610	Water User Charges	\$ 0.00	\$ 21,340.44	\$ 280,000.00	\$ 111,383.49	60.22%
600-00-4615	Water Deposits	0.00	417.75	3,000.00	2,396.04	20.13%
600-00-4800	Miscellaneous	0.00	0.00	1,000.00	398.92	60.11%
600-00-4805	Earnings on Investments	0.00	162.94	400.00	590.41	(47.60%)
600-00-4815	Sale of Pipe/Supplies	0.00	0.00	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%)
Total Non-Departmental Revenues		0.00	21,921.13	428,900.00	331,544.63	22.70%
Reserve Revenues						
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	252.85	900.00	916.23	(1.80%)
600-13-4990	Beginning Fund Balance	0.00	0.00	309,000.00	335,136.85	(8.46%)
Total Reserve Revenues		0.00	252.85	324,098.00	343,152.08	(5.88%)
Total Bay City Water Fund Revenues		\$ 0.00	\$ 22,173.98	\$ 752,998.00	\$ 674,696.71	10.40%

Expenditures

Non-Departmental Expenditures

600-00-5105	Full-Time Employees - Regular	\$ 0.00	\$ 8,010.22	\$ 99,583.00	\$ 32,063.48	67.80%
600-00-5115	Part-Time Employees	0.00	240.00	5,400.00	780.00	85.56%
600-00-5205	Employer FICA Taxes	0.00	631.23	8,100.00	2,512.73	68.98%
600-00-5210	Unemployment Insurance	0.00	8.27	1,800.00	48.91	97.28%
600-00-5215	Workers' Compensation Insurance	0.00	6.98	2,900.00	2,869.71	1.04%
600-00-5305	Employer PERS Contributions	0.00	591.15	8,000.00	2,372.20	70.35%
600-00-5405	Health Insurance	0.00	3,549.64	60,000.00	16,582.38	72.36%
600-00-5415	Life Insurance	0.00	16.81	350.00	67.88	80.61%
600-00-6105	Office Supplies & Equipment	0.00	43.04	3,000.00	913.95	69.54%
600-00-6125	Shop Supplies & Small Tools	0.00	34.87	2,000.00	464.49	76.78%
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	0.00	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	0.00	3,000.00	833.33	72.22%
600-00-6220	Legal Fees	0.00	655.75	5,000.00	1,928.75	61.43%
600-00-6225	Laboratory Fees	0.00	23.00	1,500.00	101.99	93.20%
600-00-6305	Building Repairs & Maintenance	0.00	27.16	10,000.00	760.57	92.39%
600-00-6325	Utility System Repairs	0.00	0.00	15,000.00	10,795.15	28.03%
600-00-6335	Vehicle Repairs & Maintenance	0.00	10.57	5,000.00	1,485.77	70.28%
600-00-6345	Operational Equipment & Repairs	0.00	60.00	5,000.00	1,991.46	60.17%
600-00-6410	Training	0.00	274.61	2,000.00	491.73	75.41%
600-00-6605	Electricity	0.00	34.88	800.00	110.41	86.20%
600-00-6620	Telecommunications	0.00	240.82	3,000.00	804.40	73.19%
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	400.89	11,500.00	894.37	92.22%

City of Bay City 503-377-2288
Statement of Revenue and Expenditures
 Revised Budget
 For Bay City Water Fund (600)
 For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
600-00-6905 Deposit Refunds	0.00	0.00	1,000.00	453.61	54.64%
600-00-6910 Fee Refunds	0.00	0.00	300.00	0.00	100.00%
600-00-6990 Other Miscellaneous Expenses	0.00	6.16	2,000.00	98.41	95.08%
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%
Total Non-Departmental Expenditures	0.00	14,866.05	428,900.00	87,144.29	79.68%
Reserve Expenditures					
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%
Total Reserve Expenditures	0.00	0.00	324,098.00	0.00	100.00%
Total Bay City Water Fund Expenditures	\$ 0.00	\$ 14,866.05	\$ 752,998.00	\$ 87,144.29	88.43%
Bay City Water Fund Excess of Revenues Over Expenditure	\$ 0.00	\$ 7,307.93	\$ 0.00	\$ 587,552.42	0.00%

City of Bay City 503-377-2288

Statement of Revenue and Expenditures

Revised Budget

For Kilchis Water Fund (601)

For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
601-00-4610 Water User Charges	\$ 0.00	\$ 14,958.33	\$ 198,579.00	62,672.51	68.44%
601-00-4800 Miscellaneous	0.00	0.00	1,000.00	0.00	100.00%
601-00-4805 Earnings on Investments	0.00	148.79	0.00	539.17	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%)
Total Non-Departmental Revenues	0.00	15,107.12	376,946.00	260,431.43	30.91%
Reserve Revenues					
601-13-4800 Miscellaneous	0.00	0.00	20,000.00	0.00	100.00%
601-13-4805 Earnings on Investments	0.00	118.40	0.00	429.03	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%)
Total Reserve Revenues	0.00	118.40	210,000.00	157,359.44	25.07%
Total Kilchis Water Fund Revenues	\$ 0.00	\$ 15,225.52	\$ 586,946.00	\$ 417,790.87	28.82%

Expenditures

Non-Departmental Expenditures

601-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 5,952.92	\$ 74,685.00	23,971.70	67.90%
601-00-5205 Employer FICA Taxes	0.00	455.43	5,800.00	1,833.93	68.38%
601-00-5210 Unemployment Insurance	0.00	5.96	1,300.00	35.99	97.23%
601-00-5215 Workers' Compensation Insurance	0.00	4.72	2,900.00	2,860.82	1.35%
601-00-5305 Employer PERS Contributions	0.00	442.28	5,600.00	1,785.38	68.12%
601-00-5405 Health Insurance	0.00	2,664.18	39,500.00	12,455.27	68.47%
601-00-5415 Life Insurance	0.00	9.88	160.00	39.84	75.10%
601-00-6105 Office Supplies & Equipment	0.00	43.04	1,500.00	164.36	89.04%
601-00-6125 Shop Supplies & Small Tools	0.00	8.49	1,500.00	104.65	93.02%
601-00-6135 Chemical/Lab Supplies	0.00	1,248.39	20,000.00	4,022.14	79.89%
601-00-6140 Fuel/Lubes/Etc.	0.00	0.00	4,000.00	567.21	85.82%
601-00-6205 Accounting & Auditing	0.00	0.00	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	655.75	4,000.00	1,658.75	58.53%
601-00-6225 Laboratory Fees	0.00	23.00	1,500.00	101.99	93.20%
601-00-6305 Building Repairs & Maintenance	0.00	27.16	3,000.00	760.57	74.65%
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	0.00	5,000.00	1,474.09	70.52%
601-00-6345 Operational Equipment & Repairs	0.00	60.00	15,000.00	1,825.12	87.83%
601-00-6410 Training	0.00	274.61	2,000.00	320.70	83.97%
601-00-6605 Electricity	0.00	2,017.42	25,000.00	7,846.03	68.62%
601-00-6620 Telecommunications	0.00	202.64	3,000.00	921.20	69.29%
601-00-6700 Insurance	0.00	0.00	7,500.00	6,548.62	12.69%
601-00-6860 Computers/Software/Services	0.00	249.17	5,000.00	249.17	95.02%
601-00-6990 Other Miscellaneous Expenses	0.00	6.16	2,000.00	91.16	95.44%
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 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Non-Departmental Expenditures	0.00	14,351.20	376,946.00	70,472.02	81.30%
Reserve Expenditures					
601-13-8000 Capital Outlay	0.00	315.00	55,000.00	315.00	99.43%
601-13-8200 Equipment	0.00	0.00	10,000.00	0.00	100.00%
601-13-8400 Machinery & Equipment	0.00	7,097.00	50,000.00	12,223.97	75.55%
601-13-9900 Unappropriated Ending Fund Balance	0.00	0.00	95,000.00	0.00	100.00%
Total Reserve Expenditures	0.00	7,412.00	210,000.00	12,538.97	94.03%
Total Kilchis Water Fund Expenditures	\$ 0.00	\$ 21,763.20	\$ 586,946.00	\$ 83,010.99	85.86%
Kilchis Water Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (6,537.68)	\$ 0.00	\$ 334,779.88	0.00%

City of Bay City 503-377-2288

Statement of Revenue and Expenditures

Revised Budget

For Bay City Sewer Fund (602)

For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Non-Departmental Revenues					
602-00-4420 State Grants	\$ 0.00	\$ 0.00	\$ 161,216.00	\$ 0.00	100.00%
602-00-4620 Sewer User Charges	0.00	28,722.97	290,000.00	117,053.01	59.64%
602-00-4625 Sewer Deposits	0.00	391.65	3,000.00	3,052.41	(1.75%)
602-00-4800 Miscellaneous	0.00	0.00	1,000.00	510.32	48.97%
602-00-4805 Earnings on Investments	0.00	110.25	300.00	399.51	(33.17%)
602-00-4990 Beginning Fund Balance	0.00	0.00	120,000.00	146,129.90	(21.77%)
Total Non-Departmental Revenues	0.00	29,224.87	575,516.00	267,145.15	53.58%
Reserve Revenues					
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	551.79	2,000.00	1,999.48	0.03%
602-14-4990 Beginning Fund Balance	0.00	0.00	720,485.00	731,376.27	(1.51%)
Total Reserve Revenues	0.00	551.79	736,073.00	733,375.75	0.37%
Reserve Revenues					
602-15-4805 Earnings on Investments	0.00	36.25	0.00	131.36	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%)
Total Reserve Revenues	0.00	36.25	37,772.00	48,183.19	(27.56%)
Reserve Revenues					
602-16-4805 Earnings on Investments	0.00	32.10	0.00	116.35	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%)
Total Reserve Revenues	0.00	32.10	46,113.00	42,471.86	7.90%
Total Bay City Sewer Fund Revenues	\$ 0.00	\$ 29,845.01	\$ 1,395,474.00	\$ 1,091,175.95	21.81%

Expenditures

Non-Departmental Expenditures

602-00-5105 Full-Time Employees - Regular	\$ 0.00	\$ 9,253.72	\$ 114,185.00	\$ 36,986.66	67.61%
602-00-5115 Part-Time Employees	0.00	240.00	5,400.00	780.00	85.56%
602-00-5205 Employer FICA Taxes	0.00	726.24	9,200.00	2,889.09	68.60%
602-00-5210 Unemployment Insurance	0.00	9.49	2,000.00	56.41	97.18%
602-00-5215 Workers' Compensation Insurance	0.00	7.14	4,000.00	3,744.78	6.38%
602-00-5305 Employer PERS Contributions	0.00	677.77	9,000.00	2,715.25	69.83%
602-00-5405 Health Insurance	0.00	3,814.02	60,000.00	17,798.47	70.34%
602-00-5415 Life Insurance	0.00	18.06	350.00	72.98	79.15%
602-00-6105 Office Supplies & Equipment	0.00	43.05	1,500.00	885.58	40.96%
602-00-6125 Shop Supplies & Small Tools	0.00	0.00	1,500.00	399.22	73.39%
602-00-6135 Chemical/Lab Supplies	0.00	836.28	10,000.00	3,185.99	68.14%
602-00-6140 Fuel/Lubes/Etc.	0.00	0.00	3,000.00	609.62	79.68%
602-00-6190 Other Supplies	0.00	23.32	500.00	23.32	95.34%
602-00-6205 Accounting & Auditing	0.00	0.00	2,500.00	833.33	66.67%
602-00-6220 Legal Fees	0.00	655.75	5,000.00	1,658.75	66.83%

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

Revised Budget
For Bay City Sewer Fund (602)
For the Fiscal Period 2017-4 Ending October 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	215.00	78.50%
602-00-6305 Building Repairs & Maintenance	0.00	27.16	2,000.00	698.06	65.10%
602-00-6325 Utility System Repairs	0.00	574.28	15,000.00	2,125.05	85.83%
602-00-6335 Vehicle Repairs & Maintenance	0.00	0.00	5,000.00	1,599.75	68.01%
602-00-6345 Operational Equipment & Repairs	0.00	0.00	30,000.00	19,547.99	34.84%
602-00-6410 Training	0.00	582.04	1,500.00	1,369.54	8.70%
602-00-6605 Electricity	0.00	1,624.33	27,000.00	6,510.68	75.89%
602-00-6620 Telecommunications	0.00	240.81	3,000.00	1,074.38	64.19%
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	28.60	98.57%
602-00-6860 Computers/Software/Services	0.00	463.38	4,500.00	956.86	78.74%
602-00-6905 Deposit Refunds	0.00	0.00	1,000.00	647.20	35.28%
602-00-6910 Fee Refunds	0.00	0.00	300.00	0.00	100.00%
602-00-6990 Other Miscellaneous Expenses	0.00	6.16	500.00	32.17	93.57%
602-00-6995 Feasibility Studies / Projects	0.00	7,384.13	161,216.00	31,925.88	80.20%
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%
Total Non-Departmental Expenditures	0.00	27,207.13	575,516.00	145,919.23	74.65%
Reserve Expenditures					
602-14-9900 Unappropriated Ending Fund Balance	0.00	0.00	736,073.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	736,073.00	0.00	100.00%
Reserve Expenditures					
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%
Total Reserve Expenditures	0.00	0.00	37,772.00	0.00	100.00%
Reserve Expenditures					
602-16-9900 Unappropriated Ending Fund Balance	0.00	0.00	46,113.00	0.00	100.00%
Total Reserve Expenditures	0.00	0.00	46,113.00	0.00	100.00%
Total Bay City Sewer Fund Expenditures	\$ 0.00	\$ 27,207.13	\$ 1,395,474.00	\$ 145,919.23	89.54%
Bay City Sewer Fund Excess of Revenues Over Expenditure	\$ 0.00	\$ 2,637.88	\$ 0.00	\$ 945,256.72	0.00%

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

For the Fiscal Period 2017-4 Ending October 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 101,937.38	\$ 5,034,326.00	\$ 3,683,569.99	26.83%
Total Expenditures	\$ 0.00	\$ 90,617.87	\$ 5,034,326.00	\$ 495,051.74	90.17%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 11,319.51	\$ 0.00	\$ 3,188,518.25	0.00%

**CITY OF BAY CITY
EQUIPMENT PURCHASE CONTRACT**

This Contract is made by and between the City of Bay City, an Oregon municipal corporation, hereinafter referred to as City, and Whitney Equipment Company, Inc., hereinafter referred to as Supplier.

The parties agree, as follows:

- 1.0 Project Scope of Work:
Supplier hereby agrees to provide to the City a DWT-Lineshaft Turbine Pump, Open Lineshaft,, 8FDHC/9-Stage, VIT-DITM, with the specifications set forth in Exhibit A, together with installation and start-up services. Said work shall be completed in conformance with the specification set forth in Exhibit A, and further directed by the City Engineer. This Contract, together with Exhibit A and any change orders authorized hereunder, shall be referred to as the Contract.

- 2.0 Term:
This agreement shall commence immediately and all work shall be concluded on or before December 31, 2016, so that the pump and the well is operational as of that date. Once commenced, work shall remain continuous until the project is completed. Time is of the essence of this Contract and each of its terms, covenants and conditions shall be fully performed and complied with and completed by Supplier on or before the date specified for completion of performance, unless an extension of time is agreed to between the parties by written change order.

- 4.0 Cost and Payment:
The total cost for the project is \$36,828.84. Supplier shall be paid \$15,000.00 upon City's receipt of the pump delivery, with the remaining balance due thirty (30) days after successful start-up of the pump.

- 5.0 Supplier Responsibilities:
Unless otherwise provided herein to the contrary, Supplier shall furnish and pay for all licenses, permits, approvals, inspections, materials, equipment, supervision, and labor incidental to or necessary to complete the Project in full compliance with this Agreement, for the total Compensation as set forth above.

- 6.0 Quality of Workmanship:
Any work necessary to finally complete the Project shall be executed in a neat and workmanlike manner and in accordance with the standards of the trade. Supplier shall at all times enforce strict discipline and good order among its employees and Subcontractors, if any.

7.0 Warranty:

Supplier warrants the work performed hereunder against all defects in material and workmanship for a period of one year from the date of final completion. During the term of such warranty, Supplier shall remedy any defect in materials or workmanship, without costs to City. In the event that any defect is caused by the action or inaction of City, or City's agents, Supplier shall not have any responsibility to correct or remedy such defect.

8.0 City's Right to Reject Project Work:

City shall have the right to reject any work or materials that do not conform to the descriptions or specifications contained on attached Exhibit A, approved samples, or as provided otherwise herein.

9.0 Risk of Loss:

City shall provide insurance to protect against risk of loss, damage, and casualty to the Project and all materials. Supplier shall bear all risk of loss, damage, and casualty for tools and equipment until the project is finally completed.

10.0 Site Conditions and Inspection:

A) Inspection by Supplier. Supplier acknowledges having fully inspected the plans and specifications described in Exhibit A and accepts them in their present condition. Further, Supplier will make a site visit to the City to view the pump site prior to delivering of the pump. City acknowledges and agrees on notification that the final dimension of the Project and/or its components, i.e., notwithstanding anything to the contrary contained herein, may vary from the plans and specifications due to field alterations or other matters.

B) Maintenance of Site and Condition at Final Completion. Supplier shall cause all work on the Project to be done in a neat and clean manner. Prior to final completion of the Project, Supplier shall put the Property in a neat and clean condition and shall remove all materials, debris, and machinery related to the Project from the Property.

12.0 Compliance with Law:

Supplier's work shall be performed and completed in compliance with all laws, ordinances, rules, regulations, orders, and requirements of any public, private, or governmental entity having jurisdiction over the Property and/or completion of the Project, including, but not limited to, building and safety codes and zoning ordinances in effect on the commencement date. Supplier accepts no responsibility for errors, and the costs related thereto, made by any applicable municipal entity, or any employee thereof. The total Compensation to be paid Supplier in accordance with this Agreement shall not be increased by reason of any work performed by Supplier in order to achieve such compliance, except for errors made by any applicable municipal entity, or any employee thereof, and any costs related to such error. In the event that any of the work to be performed

hereunder is subject to inspection, approval, or acceptance by another, including, but not limited to, a governmental agency, Supplier agrees to obtain such inspection, approval or, acceptance.

Supplier shall be solely responsible for all wage and hour compliance by his employees, if any. Specifically, Supplier warrants that it is aware of the Oregon wage and hours laws set forth in ORS 279B.020 and that Supplier will comply with these laws.

13.0 Insurance:

On execution of this Agreement, Supplier shall deliver or cause to be delivered to City copies of certificates with the City as an additional insured, showing the following types of coverage in the minimum limits set forth hereunder:

<i>Coverage</i>	<i>Each Person</i>	<i>Each Occurrence</i>
Bodily injury (public), including automobile and completed operations	\$500,000	\$1,000,000
Property damage liability including automobile and completed operations	\$500,000	\$1,000,000

The insurance policy or policies shall be written in such form, with such terms and by such insurance companies as are reasonably acceptable to City. Supplier shall deliver to City certificates of coverage from each insurer showing compliance with this Section and containing a stipulation that coverage will not be canceled or diminished without a minimum of (10) days written to City. Supplier shall hold City harmless from all liability associated with the project activities until acceptance of the improvement by the City.

14.0 Indemnity and Release:

Supplier shall indemnify and hold City and the Property harmless from any and all liens, claims, losses, liabilities, costs, and expenses (including reasonable attorney fees) arising out of or connected with the Project, or in any way, directly or indirectly, caused by Supplier, any subcontractor, or any agent of Supplier or any agent of subcontractor, unless the same is caused by City's actions or inactions. City shall not be liable for, and Supplier hereby releases City from, all claims for harm, injury, death, damage, or loss suffered by Supplier, subcontractors, and any agent or employee of Supplier or subcontractors or a third party, and for damage to or loss of any tools, equipment, or other personal property that occurs on or off the Property, unless the claim for harm, injury, death, damage, or loss is due to City's actions or inactions.

The original Supplier's obligation(s) to indemnify and/or hold harmless the City's for liens created under ORS 87.010 and perfected under ORS 87.035 shall not in any way be altered, amended, eliminated, or otherwise conditioned by ORS

87.021(4). City shall have any obligation to deliver a copy of any notice of right to a lien to the original Supplier or any other person or entity.

17.0 Liens:

Buyer shall not permit the Property, which is owned by the City, to become subject to any lien or encumbrance, and Supplier shall reimburse City for all costs and reasonable attorney's fees incurred in trial and on appeal by City in litigation relating to any such lien or encumbrance, and for all costs and reasonable attorney's fees incurred in settling, disposing of or taking any other action to dispose of any lien or encumbrance.

18.0 Third party payments:

In the event Supplier fails to pay when due any amounts required of Supplier to be paid to third parties hereunder, City may pay any or all such payments. If City makes any such payments, the amounts thereof shall be immediately due and payable. Until paid, such amounts shall be secured by this Contract and shall bear interest at the rate of 12% per annum until paid. City's election to make any payments pursuant to this paragraph shall not constitute a waiver of City's right to declare Supplier to be in default of this Agreement by reason of any such nonpayment by Supplier.

19.0 Notice:

Any notice under this Contract shall be in writing, unless otherwise specified, and shall be effective when actually delivered in person or two (2) after being deposited in the U.S. mail, postage prepaid and addressed to the party to whom the notice is provided, as follows:

Supplier: John M. Meena, President
Whitney Equipment Co., Inc.
21222 30th Drive SE, Suite 110
Bothell, WA 98021

City: City of Bay City
P.O. Box 3309
Bay City, OR 97107

or such other address as either party may designate by written notice to the other party.

For the purposes of this subsection, notice of a change of party address must be given seven (7) days prior to its effective date, and any notice delivered to the previously designated address.

20.0 Modifications/Change Orders:

The parties may modify this Agreement at any time in writing, by change order. All change orders shall be in writing and approved by both parties prior to the

work being commenced. No changes in work, no increases or decreases in the contract price and no change for the time of completion shall be effective unless made in writing before the work is performed.

21.0 Default:

Default by Supplier shall occur in the event of any of the following events:

- A) Supplier does not commence the project as required, or Supplier does not work on the project for seven (7) consecutive days;
- B) Supplier abandons the project;
- C) Failure of Supplier to materially perform any other obligation contained in this Contract within 5 days of notice of noncompliance by City. If default cannot be cured within 5 days, default shall exist if Buyer fails within 15 days to commence and pursue curative action with Supplier's best efforts and with reasonable diligence, to the satisfaction of City.
- D) Supplier becomes insolvent, a receiver is appointed to take possession of all or a substantial part of Supplier's properties, Supplier makes an assignment for the benefit of creditors or files a voluntary petition in bankruptcy, or Supplier is the subject of an involuntary petition in bankruptcy which is not dismissed within ten (10) days.

22.0 Remedies:

In the event of default by Supplier, the City may terminate this agreement upon five (5) days advance written notice to Supplier. Upon termination, the City may take over the project and complete the project. City may pay Supplier only amounts that are due and owing as of the date of termination. City may, at its sole option, retain all amounts that are owing to Supplier until the project is completed by City and deduct from any amounts owing to Supplier any costs to complete incurred by City in excess of the contract price listed in Section 3.0 for completion of this project.

City shall have all rights and remedies available to it under law and in equity.

23.0 Attorney fees:

In the event suit, action or proceedings are instituted or had to collect any sums payable under the terms of this Contract, or to enforce any provision of this Contract, or to protect, assert or determine either party's right in or to said project improvements or any part thereof, the prevailing party shall be entitled to collect, as part of the costs in such suit, action or proceedings, the costs of collection in addition to such sum as the judge of the court may adjudge reasonable as attorneys' fees at trial or on appeal, together with all costs and expenses, including expert witness fees.

24.0 Successor Interests/Subcontracting Prohibited:

This Contract shall inure to and be binding upon the heirs, successors, assigns and transferees of the parties, however, this Contract is personal to the Supplier. No

interest of Supplier shall be subcontracted, leased, sold, set over, assigned or otherwise transferred without Supplier first obtaining the written consent of the City which consent may be withheld, at the sole option of the City,

25.0 Waiver:

Failure of either party at any time to require performance of any provision of this Contract shall not limit the party's right to enforce the provisions or provisions, nor shall any waiver of any breach of any provision constitute a waiver of any succeeding breach of that provision or a waiver of that provision itself.

26.0 Severability:

This Contract is to be governed by and construed according to the laws of the State of Oregon. If it should appear that any of the provisions herein are in conflict with any rule of the State of Oregon or any local jurisdiction thereof or any applicable federal rule, law or statute, then the provision of this Contract which is in such conflict shall be deemed inoperative and null and void insofar as such provision is in conflict therewith, and shall be deemed modified to conform with such rule, law or statute. No conflict as stated above shall in any way invalidate the remaining provisions of this Contract and in the event that such conflict arises, the parties hereby reaffirm whatever modification is necessary and the remaining provisions of this Contract.

27.0 Albright and Kittell PC Representation:

The law firm of Albright and Kittell, P.C. represents only the City in the preparation of the documents and in the negotiation of this Contract.

28.0 Entire Contract:

This Contract represents the entire agreement between the parties with respect to the transaction herein set forth and supersedes any and all proposals, correspondence and oral agreements made prior to the date of this Contract. There shall be no modification or alteration of the same unless it is in writing and signed by all parties hereto. No oral amendment shall be binding on either party.

WHITNEY EQUIPMENT CO., INC.

CITY OF BAY CITY

By: _____
John M. Meena, President

By: _____
Shaena E. Peterson, Mayor

Date: _____

Date _____

Attest: _____
Linda Downey, City Recorder



21222 30th Dr. SE, Ste. 110 Bothell, WA 98024 425-486-9499
 7017 NE Hwy 99, Ste. 118 Vancouver, WA 98665 360-694-9175
 www.weci.com 800-255-2580

Attention: Steve Donovan **Date:** 10/11/2016
Company: SHN Engineers **Quote#:** 25818

Email: sdonovan@shn-engr.com
Phone: (541) 266-9890
Re: Bay City Intake Turbine Replacment

Quotation valid for 30 days
 Prepared by: Jason Morse
 Phone: 360-694-9175
 FAX: 360-695-2389
 imorse@weci.com

Steve Donovan,
 We are pleased to offer the following quote. If you have any questions please don't hesitate to call.
 This quote does not include any piping or modifications to the existing structure.

During my site visit, it was found that our discharge height is 1" higher then the existing. The modification to the filed piping should be done by a mechanical contractor. We are happy to get a mechanical contractor involved if the city would like to add this to Whitney Equipment's scope, but I will need to add this to the following proposal or create a second work order for this work.

Quantity	Item	Description
1	DWT - Lineshaft Turbine Pumps	Lineshaft Turbine: Open Lineshaft, 8FDHC/9-Stage, VIT-DITM
1	Bowl Assembly	8FDHC / 9-STG / Manufacturer's Standard
1	Column Assembly	6" x 1.00" Threaded W/L Column
1	Discharge Head Assembly	6" x 12.0" DI Head
1	Driver Assembly	US Motors VHS 40 HP 1800 RPM 324TPH
1	Installation and Start-up Services	
1	Site visit to review for installation	

Start-up Estimate:	Included
Freight Estimate:	Included
Total:	\$36,828.84

Please make purchase orders out to: Whitney Equipment Company Inc.

Freight: FOB - Jobsite
 Terms: Net 30 days & per attached terms and conditions.

Lead Time: 8-10 weeks ARO
 Sales and/or use tax not included

Copy:



TURBINE SUBMITTAL

Quote Number: 9001-160919-097:1

Model: VIT-DITM

Size: 8FDHC 9 Stage(s)

OPERATING CONDITIONS

Temp / SG	70° F / SP.GR 1.00
Fluid Type	Water
Lubrication Method	Water (Open Lineshaft)
Vapor Pressure	0.3633 psi
Viscosity	0.9695 cP
Specified Flow	535.00 USGPM
Total Dynamic Head	207.00 ft
Pumping Level	18.000 ft
TPL	43.000 ft
Sump/Pit Depth	0.000 ft
Documentation	Standard pump installation and operation manual and order data

PERFORMANCE AT 1750 RPM

Bowl Efficiency	81.70 @design, 82.00 Best Efficiency
Run Out Capacity	710.00 USGPM
Power	34.20 @design, 36.80 NOL (Hp)
Npshr	10.60 ft @design
Design Thrust	1835.90 @design (lb)
Shut off Pressure	125.10 psi

MATERIALS AND DIMENSIONS

Bowl	Cast iron with glass enamel	
Suction Bell	Cast Iron CL30	
Bowl Wear Ring	Not Included	
Impeller	Silicon Bronze C87610	
Impeller Diameter	5.0600 inch	
Impeller Wear Ring	Not Included	
Impeller Balance	Manufacturer's Standard	
Impeller Lock Method	Taper lock	Key Material None
Bowl Shaft	416SS, 1.1875 inch diam.	
Suction Bearing	Bronze C90300 "G" Modified	
Bowl Bearings	Bronze C90300 "G" Modified	
Rifled Drill Shaft	No	
Collets	Carbon steel	
Strainer Type	None Not Included	
Tube Bearing Adapter Material	Not Included	
Column	Carbon Steel, 6" [152mm] (in) diam., 36.02 ft , Threaded	
Column Shaft Diameter	416SS, 1.0000 (in) diam.	
Column Bearing Retainer	304SS	
Lineshaft Bearings	Rubber EPDM	
Column Bearing Options	Not Included	
Max Bearing Space	10 ft (3 m) Spacing	
Lineshaft Coupling	416SS	
Column Shaft Sleeve	Not Included	

DO NOT USE FOR CONSTRUCTION UNLESS CERTIFIED

Certified by	
Date of certification	
Pump serial number	
Project Name	Bay City - Well 2
Tag:	



TURBINE SUBMITTAL

Quote Number: 9001-160919-097:1
 Model: VIT-DITM
 Size: 8FDHC 9 Stage(s)

Tube Material	Carbon Steel
Discharge Head	Ductile Iron
Discharge Head Style	DI
Discharge Flange	6" [152mm] (in), 150#
Head Shaft Coupling	416SS Threaded
Steel Sub Base	Not Included
150# Disch Companion Flange	Not Included
300# Disch Convenience Flange	Not Included
Head Bolting	Carbon steel
Head Sleeve	None
Thrust Pot	Not Required
Sealing Method	Packing
Packing	Acrylic yarn and graphite
Mechanical Seal	Not Included
Sealing Features	

DRIVER INFORMATION

Motor Type	Standard
Motor Manufacturer	US Motors
Rating	40 Hp [29.8 kW]
Efficiency Level	PREM
Motor Part Number	H040B2A1FB-WPNU-00000A000
Enclosure	WPI
Phase / Frequency / Volts	3 / 60 Hz / 230/460
Speed	1800 RPM

TESTING

Hydrostatic:	None
Performance:	None
Vibration:	None
NPSH:	None
Post Inspection:	None
Final Inspection:	None
Other:	None

COATING

Coating Information: Goulds Water Technology Standard Blue Enamel; Bowl Assembly - STD; Column Assembly - STD; Head Assembly - STD

ADDITIONAL FEATURES

Additional Bowl Features
 Additional Column Features
 Additional Head Features:
 Additional Driver Features:

DO NOT USE FOR CONSTRUCTION UNLESS CERTIFIED	
Certified by	
Date of certification	
Pump serial number	
Project Name	Bay City - Well 2
Tag:	



TURBINE SUBMITTAL

Quote Number: 9001-160919-097:1

Model: VIT-DITM

Size: 8FDHC 9 Stage(s)

Additional Can features:

Additional Misc features:

WEIGHTS

Total bowl weight	352 lbs
Total column weight	960 lbs
Discharge head weight	230.00 lbs
Driver weight	635.00 lbs
Approximate net weight	2177.00 lbs

Our offer does not include specific review and incorporation of any Statutory or Regulatory Requirements and the offer is limited to the requirements of the design specifications. Should any Statutory or Regulatory requirements need to be reviewed and incorporated then the Customer is responsible to identify those and provide copies for review and revision of our offer.

Our quotation is offered in accordance with our comments and exceptions identified in our proposal and governed by our standard terms and conditions of sale – Xylem Americas attached hereafter.

For units requiring performance test, all performance tests will be conducted per ANSI/HI 14.6 standards unless otherwise noted in the selection software submittal documents. Test results meeting with grade 2B tolerances for pumps with a rated shaft power of 134HP or less and grade 1B for greater than 134HP will be considered passing.

Customer is responsible for verifying that the recommendations made and the materials selected are satisfactory for the Customer's intended environment and Customer's use of the selected pump. Customer is responsible for determining the suitability of Xylem recommendations for all operating conditions within Customer's and/or End User's control. Xylem disclaims all warranties, express or implied warranties, including, but not limited to, warranties of merchantability and fitness for a particular purpose and all express warranties other than the limited express warranty set forth in the attached standard terms and conditions of sale – Xylem Americas attached hereafter.

Xylem does not guarantee any pump intake configuration. The hydraulic and structural adequacies of these structures are the sole responsibility of the Customer or his representatives. Further, Xylem accepts no liability arising out of unsatisfactory pump intake field operating conditions.

The Customer or his representatives are referred to the Hydraulic Institute Standards for recommendations on pump intake design. To optimize the hydraulic design of a field pump intake configuration, the Customer should strongly consider performing a detailed scale model pump intake study. However, the adequacies of these recommendations are the sole responsibility of the Customer.

DO NOT USE FOR CONSTRUCTION UNLESS CERTIFIED	
Certified by	
Date of certification	
Pump serial number	
Project Name	Bay City - Well 2
Tag:	



HYDRAULIC ANALYSIS

Quote Number: 9001-160919-097:1

Model: VIT-DITM

Size: 8FDHC 9 Stage(s)

OVERALL PUMP PARAMETERS

Capacity:	535.00 USGPM	Total Dynamic Head:	207.00 ft
Total Pump Length:	43.000 ft	Impeller Trim:	5.0600 inch
Pump Type:	VIT - Short Set Lineshaft Turbine Pumps	Head Type:	Type DI (Ductile Iron Head)
Pump K-Factor:	7.9000 lbs/ft	Number of Stages:	9
Additional Pump K-Factor:	7.9000 lbs/ft	Pumping Level:	18.000 ft
Pump Operating Speed [RPM]:	1750		

LINE SHAFT RELATED DATA

Shaft Diameter:	1.0000 inch	Shaft Limit :	70 Hp
Shaft Material:	416SS	Material Correction Fact:	1.18
Line Shaft Length:	432.25 inch	Shaft Elongation:	0.03103 inch
Line Shaft Type:	Water (Open Lineshaft)	Impeller Running Clearance:	0.13 inch

BOWL DATA

Total Bowl Length:	83.75 inch	Bowl Shaft Limit:	121 Hp
Bowl Shaft Diameter:	1.1875 inch	Bowl Shaft Material:	416SS
Bowl Diameter:	7.500 inch		

COLUMN DATA

Column Diameter:	6 inch	Column Elongation:	0.00019 inch
Column Wall Thickness:	0.280 inch	Shut Off Column Elongation:	0.00027 inch
Column Load:	89.50 lb		

HORSEPOWER DATA

Shaft Friction Loss:	0.18983 Hp	Thrust Load Loss:	0.23515 Hp
Bowl Hp at Design:	34 Hp	Rating:	40 Hp [29.8 kW]

OTHER DATA

Hydraulic Thrust:	1635.10 lb	Thrust at Design:	1835.90 lb
Thrust at Shut Off:	2494.55 lb	Actual Head Above Grade:	187.23 ft
Available Lateral:	0.56 inch	Design Lateral:	0.16084 inch
Shut Off Lateral:	0.17409 inch		
Suction Head:	0.00 ft	Shut Off Discharge Pressure:	125.10 psi
Column Loss:	1.35 ft	NPSH Actual:	57.57 ft
Head Loss:	0.42 ft	NPSHr:	10.60 ft @design
Total Loss:	1.77 ft	NPSH Margin:	46.97 ft

EFFICIENCY DATA

Bowl Efficiency:	82.00 %	Overall Efficiency:	75.60 %
Motor Efficiency:	94.50 %	KWH per 1000 gallons:	0.86
Pump Efficiency:	80.00 %		

FLUID DATA

Fluid Type:	Water	Specific Gravity:	0.9999
Temperature:	70°F	Viscosity:	0.9695 cP

COMPONENT WEIGHTS

Bowl Weight:	352 lbs	Column Weight:	960 lbs
Head Weight:	230 lbs	Can Weight:	0 lbs
Driver Weight:	635 lbs	Total Pump Weight:	2177 lbs

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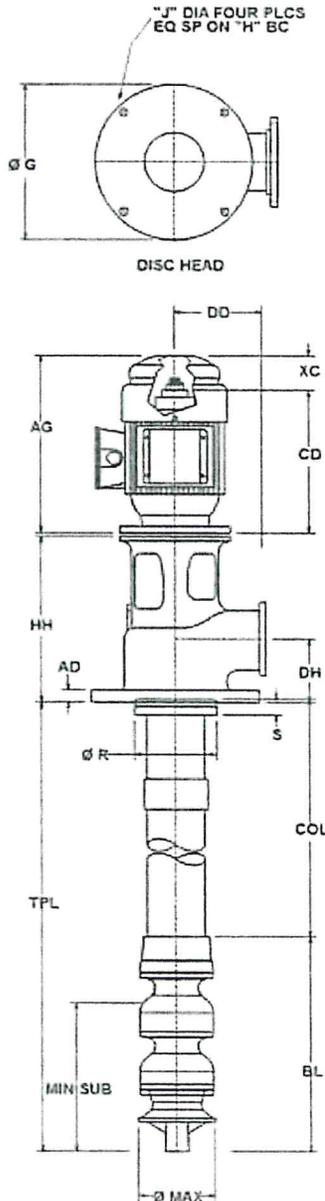
Certified by	
Date of certification	
Pump serial number	
Project Name	Bay City - Well 2
Tag	

OUTLINE DRAWING

Quote Number: 9001-160919-097:1

Model: VIT-DITM

Size: 8FDHC 9 Stage(s)



DIMENSIONS

AD	0.88	inch
AG	33.06	inch
BD	12.0	inch
BL	83.75	inch
CD	28.22	inch
CL	0.00	inch
COL	432.24	inch
DD	10.00	inch
MIN SUB	20.17	inch
DH	9.00	inch
G	19.00	inch
H	17.00	inch
HH	21.00	inch
J	0.75	inch
L	0.00	inch
M		
R	10.25	inch
S	1.81	inch
SL	0.00	inch
SU	0.00	inch
SUT	0.00	inch
TUBE	0.00	inch
TPL	456.00	inch
UG	0.00	inch
V	0.00	inch
W	0.00	inch
X	0.00	inch
XC	4.69	inch
Y	0.00	inch
Z	0.00	inch
Max Dia	7.50	inch
Discharge	(150 #) 6"	inch
Suction	(150 #) 8	inch

Weights

Total bowl	352.00	lb
Total column	960	lb
Discharge head	230.00	lb
Driver	635.00	lb
Approx weight	2177.00	lb

PUMP DATA

No. of Units	1.00
Model:	VIT-DITM 8FDHC
Stages:	9
Col Size:	6" [152mm]
Shaft:	1.0000 in dia
Flow:	535.00 USGPM
Head:	207.00 ft
Driver Mfr:	US Motors
Driver Type:	VHS
Rating:	40 Hp [29.8 kW]
Speed:	1800 RPM
Phase:	3
Frequency:	60 Hz
Voltage:	230/460

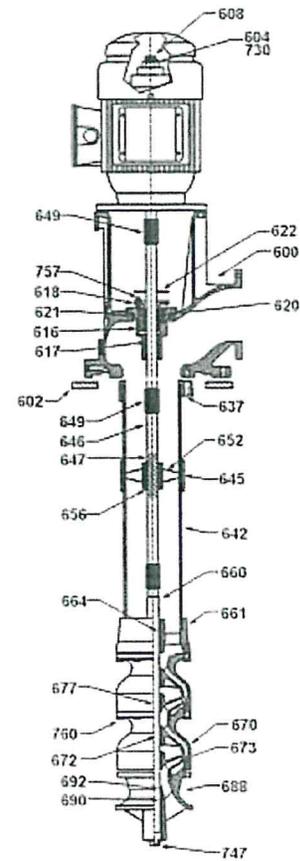
No.	NOTES
1	Total Pump Length ± 1.0 inch.
2	Tolerance on all dimensions is .12 or ± .12 inch per 5 ft, whichever is greater.
3	All dimensions shown are in inches unless otherwise specified.
4	Drawing not to scale.
5	½" NPT - Gauge Conn (plugged)
6	Driver may be rotated at 90° intervals about vertical centerline for details refer to driver dimension drawing.
7	Before starting pump, impeller must be lifted 0.19 inch.
8	This assembly has been designed so that its natural frequency responses avoid the specific operating speeds by an adequate safety margin. The design has assumed the foundation to be rigid.

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Pump serial number	
Project Name	Bay City - Well 2
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BILL OF MATERIAL

ITEM	Part Name	CODE	MATERIAL	ASTM#
Discharge Head Assembly				
600	Head – Discharge	1018	Ductile Iron	A536-84(1999)e1
602	Head – Base Plate	N/A	Not Included	N/A
604	Nut – Adjusting	2242	Carbon Steel 1018	A108-99
608	Headshaft	2227	416SS	A582M-95b
616	Housing	1003	Cast Iron CL30	A48-94-ae1
617	Bearing-Housing	1109	Bronze C90300 "G" Modified	B584-00
618	Gland-Split	1203	316SS	A744M-00
620	Packing	5026	Acrylic yarn and graphite	ML402-99
621	O-Ring	5302	Nitrile Buna N	D4322-96
622	Slinger	5121	Rubber EPDM	D3568-98
648	Head Sleeve	N/A	None	N/A
730	Key-Motor Gib	2242	Carbon Steel 1018	A108-99
757	Screw-Gland Adj	2229	SST 316	A276-00a
Column and Lineshaft Assembly				
637	Hanger Flange	N/A	Not Included	N/A
642	Column Pipe	9645	Carbon Steel	A53
645	Column-Coupling	9645	Carbon Steel	A53
646	Lineshaft	2227	416SS	A582M-95b
649	Lineshaft Coupling	2265	416SS	A582M-95b
652	Retainer-Bearing	1205	304SS	A744M-00
656	Lineshaft Bearing	5121	Rubber EPDM	D3568-98
Bowl Assembly				
660	Bowl-Shaft	2227	416SS	A582M-95b
664	Bearing – Disc Bowl	1109	Bronze C90300 "G" Modified	B584-00
670	Bowl-Inter	6911	Cast Iron CL30 Enamel	A48-94e1
672	Bearing-Int Bowl	1109	Bronze C90300 "G" Modified	B584-00
673	Impeller	1398	Silicon Bronze C87610	B584-00
677	Collet-Impeller	2242	Carbon steel	A108-99
674	Key-Impeller	N/A	None	N/A
680	Wear Ring-Bowl	N/A	Not Included	N/A
681	Wear Ring-Impeller	N/A	Not Included	N/A
688	Bell-Suction	690	Cast Iron CL30	1003
690	Bearing-Suction	1109	Bronze C90300 "G" Modified	B584-00
692	Sandcollar	1205	304SS	A744M-00
698	Not Included	N/A	None	N/A
747	Plug-Pipe	1046	Malleable Iron	A197
760	Capscrew-Hex	2298	Steel Bolting Gr8	J429-99



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Tag	

**TILLAMOOK COUNTY
ECONOMIC DEVELOPMENT COUNCIL**

**GRANT CONTRACT
TOURISM MARKETING AND PROMOTIONS**

Village Lights Program

This Grant Contract is made and entered into by and between the Tillamook County Economic Development Council ("EDC"), an ORS Chapter 190 Intergovernmental Agency, and Bay City.

RECITALS

Whereas, in November 2013 Tillamook County voters approved a county-wide transient lodging tax (TLT) which requires that 70% of this tax be used for tourism marketing and promotion, and tourism-related facilities;

Whereas, the funds provided under this Grant Contract were derived from TLT funds and designated for use on tourism marketing and promotion;

Whereas, EDC has reviewed Participant's Project, submitted on October 12, 2016 (the "Agreement") and determined the Project, as hereafter defined, is feasible and merits funding.

NOW THEREFORE, the parties agree as follows:

1. **Contract.** This Grant Contract shall include the following, which in the event of any inconsistency are to be interpreted in the following order of precedence:
 - A. This Grant Contract without any Exhibits.
 - B. Special Conditions of Project, attached as Exhibit A.
 - C. A description of the Project approved by EDC (the "Project"), attached as Exhibit B.
 - D. Participant's program, which by this reference is incorporated herein.
2. **Grant.** In reliance upon Participant's program and covenant to comply with all local, state and federal laws, rules and regulations as set forth herein, EDC agrees to provide the Participant the services and supplies described in Exhibit B. The Project is a three-year pilot project to light up the villages of the Tillamook Coast with holiday lighting displays.
3. **Project Completion Date.** The approved grant activities will occur over a period of three years, culminating in January 2020 ("Project Completion Date"). If not

terminated earlier as provided under this Contract, by the Project Completion Date, the Project supplies will be tendered to the Participant.

4. **Participant's Covenants – Compliance with Laws.**

- A. The Participant agrees to comply, and cause its agents, contractors and sub grantees to comply, with all applicable local, state and federal laws, regulations, policies, guidelines and requirements with respect to the use of the Project supplies provided under this Grant Contract.
- B. Participant agrees to cooperate in the Project and to timely execute its obligations for the Project as set out in Exhibit B.

5. **Default and Remedies.**

- A. **Default.** Participant shall be in default under this Grant Contract upon occurrence of any of the following events:
 - (1) Participant actions are not timely completed in accordance with the Project.
 - (2) Any representation, warranty or statement made by Participant herein or in any documents or reports relied upon by EDC is untrue in any material respect when made.
 - (3) Any other significant breach of the terms and conditions of this Grant Contract.
- B. **Remedies upon Default.** If Participant's default is not cured within a reasonable term, as defined by EDC, or such longer period as EDC may authorize at its sole discretion, EDC may pursue any remedies available under this Grant Contract either at law or in equity. Such remedies include, but are not limited to, termination of this Grant Contract.

6. **Termination.**

- A. EDC reserves the right to terminate this Grant Contract immediately upon notice to the Participant:
 - (1) If Participant fails to perform or breaches any of the terms of this Grant Contract; or
 - (2) If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the grant made pursuant to the terms of this Grant Contract or services to be performed hereunder are prohibited.
- B. EDC and Participant may mutually agree in writing to terminate this Grant Contract.
- C. In the event of termination prior to Project completion, EDC will have no further obligations or liabilities under this Grant Contract. EDC may also, in its sole discretion, retake possession of any Project supplies.

7. **Indemnification.** To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, Participant shall indemnify, defend, and hold harmless

Tillamook County, the EDC and their officers, employees, and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from, arising out of or relating to the activities of the Participant or Participant's officers, employees, sub-contractors, or agents under this Grant Contract.

8. Miscellaneous.

- A. This Grant Contract shall be null and void if this Grant Contract is not executed and returned to EDC by the Participant by October 31, 2016.
- B. EDC and the Participant are the only parties to this Grant Contract and are the only parties entitled to enforce its terms. Nothing in this Grant Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individuals identified by name herein and expressly described as intended beneficiaries of the terms of this Grant Contract.
- C. Except as otherwise expressly provided in this Grant Contract, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to EDC or the Participant at the address or number set forth on the signature page of this Grant Contract, or to such other addresses or numbers as either party may hereafter indicate. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine.
- D. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between EDC and Participant that arises from or relates to this Grant Contract shall be brought and conducted solely and exclusively within the Circuit Court of Tillamook County for the State of Oregon; provided however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.
- E. This Grant Contract and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Grant Contract. No waiver, consent, modification or change of terms of this Grant Contract shall bind either party unless in writing and signed by both parties and all necessary EDC approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of EDC to enforce any provision of this

Grant Contract shall not constitute a waiver by EDC of that provision or any other provision.

This Grant Contract is hereby executed by the Parties on the dates set forth below.

ECONOMIC DEVELOPMENT COUNCIL

By: *Kan Baker*

Date: 10/28/16

Address: 4301 Third Street
Tillamook OR 97141

PARTICIPANT

By: *[Signature]*

Date: 10/28/2016

Address: Bay City
PO Box 3309
5525 B Street, Bay City OR 97107

EXHIBIT A

SPECIAL CONDITIONS

EXHIBIT B

PROJECT DESCRIPTION

Under the Village Lights marketing program, EDC, through Visit Tillamook Coast, will provide the following assistance, products and services:

- 1. Meet and assist with selection of lights for each town.**
- 2. Place and purchase light order.**
- 3. Arrange and pay for display construction.**
- 4. Market and promote the Village Lights of Tillamook Coast as a holiday destination and event, as well as promote any associated events held by the community.**
- 5. Work closely with Tillamook PUD for power sources, ODOT for road restrictions, and other services as needed.**
- 6. Assist in establishing a Village Lights committee for future years.**

For these services provided by Visit Tillamook Coast, Participant agrees to provide the following assistance and services:

- 1. Determine lighting display(s).**
- 2. Submit specifications for display(s), including measurements, type of lights, color and number of lights needed.**
- 3. Establish a volunteer group to assist with lighting set-up.**
- 4. Assemble, set up and take down displays.**
- 5. Ensure the displays are in-place and lit, from Thanksgiving weekend through New Year's weekend.**
- 6. Absorb cost of utilities (electricity) to keep displays lit during holiday season.**
- 7. Take responsibility for protected storage of displays throughout the year.**
- 8. Assign a member of each village to serve on a Village Lights committee for future years.**

1S 10 2BC 100

Return to: TILLAMOOK PEOPLE'S UTILITY DISTRICT
P. O. Box 433
Tillamook, OR 97141

W/O No.: 70841

GRANTOR: CITY OF BAY CITY
PO BOX 3309
BAY CITY, OR 97107

TILLAMOOK PEOPLE'S UTILITY DISTRICT OVERHEAD -- UNDERGROUND EASEMENT

For true and actual consideration, in the amount of one (\$1.00) dollar, the receipt of which is hereby acknowledged, and in consideration of the mutual benefit hereby gained, the Grantor does hereby grant unto the Tillamook People's Utility District (District), a perpetual exclusive (exclusive as to parties other than Grantor) easement over, under and across the following described real property:

TOWNSHIP 1 SOUTH, RANGE 10 WEST, SECTION 2BC, TAX LOT 100;
also known as Parcel 1, 2, 3 and 4, all now known as School District No. 56,
Secured by a Warranty Deed-Statutory Form, and recorded as Instrument
No. 2012-003631, in T.C.D.R. for the placement of underground electrical
facilities within 15-feet of the westernmost property boundary on said
property.

The Grantor hereby grants and conveys to the District the right, privilege and authority to, without further consideration, use the space above, below or on the surface thereof to place, construct, reconstruct, alter, protect, repair, maintain, inspect, replace overhead facilities with underground facilities, operate and remove the District's overhead or underground electrical primary, secondary and service facilities and any and all necessary or desirable appurtenances, attachments or other District equipment as may be permitted by law (District Facilities).

The Grantor further grants unto the District the right of ingress and egress over and upon any portion of the property of Grantor adjoining the Described Property which the District determines is necessary or desirable to use in order to exercise the rights granted in this Easement, as well as the right, on the Described Property or adjoining property of Grantor, to remove natural or man-made obstructions which the District determines will interfere with the District's exercise of the rights granted in this Easement.

The Grantor reserves the right to use the Described Property in any manner the District determines does not interfere with the District's rights under this Easement. The District hereby reserves the right to approve or disapprove of any request to relocate the District Facilities or those of its Licensees on the Described Property, and, if approved, it will be the responsibility of the requesting party to compensate the District and its Licensees for the associated costs.

Any flowers, trees, shrubbery, vegetation or fences placed in or on the Described Property shall be done so at the sole risk of Grantor. District or its Licensees will not be held responsible for damages done to any such flowers, trees, shrubbery, vegetation or fences, resulting from the District exercising any of the rights granted in the Easement. At all times, District or its Licensees shall have the right to keep the Described Property clear of all flowers, trees, shrubbery, vegetation, fences, undergrowth, materials, substances or roots that are over, on, and/or under the Described Property and to cut, trim and control the growth by chemical means, machinery or otherwise and to remove and dispose of the same without liability and to remove all fire hazards.

The rights, duties, privileges and immunities created under this Easement shall inure to the benefit of and be binding upon the heirs, successors, assigns, and licensees of the respective parties hereto.

The Grantor covenants that he/she/they is/are the sole owner(s) of the Described Property and that the Described Property is free and clear of all encumbrances and liens of whatsoever character except those held by the following persons.

IN WITNESS WHEREOF, the undersigned executes this instrument this 24th day of October, 2016.

SHAENA E. PETERSON

Shaena E. Peterson
MAYOR, CITY OF BAY CITY

STATE OF OREGON)

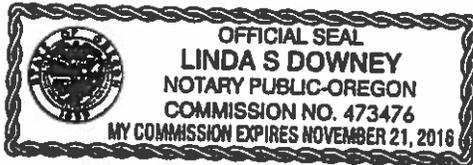
ss:

County of Tillamook

On this 24 day of October, 2016, personally appeared the above-named SHAENA E. PETERSON, MAYOR, CITY OF BAY CITY and acknowledged the foregoing instrument to be a voluntary act and deed.

Linda S. Downey
Notary Public for Oregon

My Commission Expires: November 21, 2016





OREGON OFFICE OF EMERGENCY MANAGEMENT

National Incident Management System (NIMS)

Frequently Asked Questions (FAQ)

TRAINING

Q: Who Makes the Decision on “Who Takes What” regarding NIMS training?

Based on the Federal government’s guidance in the *NIMS TRAINING PROGRAM* document, Oregon has developed a “Who Takes What” white paper. **You will determine** who within your agency or department must take the required NIMS courses.

Oregon Emergency Management (OEM) does not make the determination for Oregon jurisdictions. We do, however, offer assistance if you need clarification on the guidance that the Federal government has published, as well as our white papers which abbreviates the Federal guidance documents.

Q: Is my agency or department NIMS compliant?

Only your organization would know the answer to this question. If your organization is NIMS compliant, then someone put some significant effort into compliance. Hopefully, whoever has that information is still with your staff and can provide you with the NIMS compliance history. OEM can assist by looking into NIMSCAST for you and seeing what has been reported in the past (or alternatively, has not been reported on behalf of your organization). Aside from looking in NIMSCAST for what your organization historical reported, we simply would not have this information. The only exception is EMPG funded departments. We do track those on paper. But aside from that, it is incumbent upon each agency or department to maintain NIMS records for their own organization.

Q: Does my agency/department have to be NIMS compliant?

If you are receiving preparedness funds that originate at the Federal level or if you are receiving direct benefit from Federal preparedness funds, then you must be NIMS compliant.

In the case of schools, public health organizations, hospitals, volunteer organizations, et cetera, OEM will defer specific NIMS questions to other POCs in Oregon who are better acquainted with the varying funding streams of those disciplines. Pay close attention to your application for funding and see what is required concerning NIMS.

The agency that is providing funding will know whether or not NIMS compliance is a requirement for you in order to receive those funds. Oregon Emergency Management does not track every grant that is available to Oregon statewide, nor do we have access to all the many funding streams and programs. Check with your funding agency and see what they require. NIMS compliance information should be included with any grant application where that compliance is a requirement.

Q: Volunteers: What training do they need to complete?

The Federal government strongly recommends that volunteers with a direct role in emergency and incident management and response take NIMS and ICS training. The amount of training depends on the person's position level in response operations.

However, each volunteer organization falls under the host or sponsoring agency or department, so those organizations need to check with whatever agency they are tied to with regard to what is required of them. See *"Who Takes What"* on our Oregon NIMS website:

http://www.oregon.gov/OMD/OEM/plans_train/NIMS.shtml#Oregon_NIMS_Requirements

Q: Elected Officials: What training do they need to complete?

Per the NIC: Elected officials who are directly involved in emergency operations should take IS-700a (Introduction to NIMS) and IS-100 (Basic ICS). Otherwise, at the minimum, local chief elected and appointed officials should complete IS-700a to have an awareness of NIMS. Those who might have a more active role in disasters (such as in very rural locations where personnel wear many different hats), you should refer to the guidance of *"What Takes What"* on our website for additional training.

Q: Who issues ICS training certificates?

ICS 100 and ICS 200 are issued by the Emergency Management Institute (EMI) Independent Study Program. However, EMI does not issue training certificates/certificates of attendance for ICS 300 and 400 courses, as these are taught in the field only and cannot be taken online. It is the responsibility of the hosting/sponsoring agency to supply these certificates to participants and maintain a record of who attended the course. Please keep your certificates.

If you are teaching ICS-100, ICS- 200, IS-700a, and/or IS-800b (or an NIMS IS courses) in the field, your students must submit their test answers to the Independent Study Office or they will not receive a certificate from EMI, nor be included in the national database as having completed the course(s). Only an EMI Independent Study completion certificate is acceptable to show proof of completion of IS-100 and IS-200 courses. The EMI Independent Study website is located at: <http://training.fema.gov/IS/>

RESOURCE TYPING

Q: Is a particular format required for resource typing in Oregon?

There is no particular format required. Oregon Emergency Management has resource typing templates available on our Oregon NIMS website at:

http://www.oregon.gov/OMD/OEM/plans_train/NIMS.shtml#Oregon_NIMS_Requirements

Q: Will an inventory list be acceptable to meet the requirements?

An inventory list will suffice, so long as there is some way for you to include the actual “typing” of your assets on the inventory list itself. In case of a specific NIMS audit, you may be required to show that you have, in fact, typed your assets according to FEMA’s requirement regarding resource typing.

NIMSCAST

Q: Is NIMSCAST required in Oregon in order to be considered NIMS compliant?

As the NIMS Compliance Assistance Support Tool (NIMSCAST) has been suspended due to FEMA budget constraints, NIMSCAST is **no longer required** to be considered NIMS compliant. However, if you are receiving preparedness funds that originate at the Federal level or if you are receiving direct benefit from Federal preparedness funds, then you are still required to achieve NIMS compliance. Please reference our supporting documents, such as the *NIMS checklist* on the Oregon OEM website, to ensure NIMS compliance is maintained.

For more information, please contact your local emergency manager or the State of Oregon point of contact (P.O.C.) for NIMS:

Zachary Swick
Domestic Preparedness Planner
State of Oregon NIMS POC
Oregon Emergency Management
zach.swick@state.or.us
503-378-2911 Ext. 22233

For detailed information on NIMS, please see the Federal NIMS Website: <http://www.fema.gov/national-incident-management-system>

NIMS and the Incident Command System

The way this nation prepares for and responds to domestic incidents is about to change. It won't be an abrupt change; best practices that have been developed over the years are part of this new comprehensive national approach to incident management known as the **National Incident Management System (NIMS)**. But it will change - and for the better. Developed by the Department of Homeland Security and issued in March 2004, the NIMS will enable responders at all jurisdictional levels and across all disciplines to work together more effectively and efficiently. Beginning in FY 2006, federal funding for state, local and tribal preparedness grants will be tied to compliance with the NIMS.

One of the most important 'best practices' that has been incorporated into the NIMS is the **Incident Command System (ICS)**, a standard, on-scene, all-hazards incident management system already in use by firefighters, hazardous materials teams, rescuers and emergency medical teams. The ICS has been established by the NIMS as the standardized incident organizational structure for the management of all incidents.

Although many agencies now use various forms of ICS, there is considerable uncertainty about NIMS ICS and the impact it will have on systems and processes currently in place. These are important questions because one of the FY 2005 requirements for implementing NIMS is "institutionalizing the use of ICS, across the entire response system."

This paper is intended to provide an historical perspective on the development of ICS, explain how NIMS ICS works, describe how it is different from previous systems, and discuss the future of NIMS ICS training.

Background

In Homeland Security Presidential Directive-5 (HSPD-5), President Bush called on the Secretary of Homeland Security to develop a national incident management system to provide a consistent nationwide approach for federal, state, tribal and local governments to work together to prepare for, prevent, respond to and recover from domestic incidents, regardless of cause, size or complexity.

On March 1, 2004, after close collaboration with state and local government officials and representatives from a wide range of public safety organizations, Homeland Security issued the NIMS . It incorporates many existing best practices into a comprehensive national approach to domestic incident management, applicable at all jurisdictional levels and across all functional disciplines.

The NIMS represents a core set of doctrine, principles, terminology, and organizational processes to enable effective, efficient and collaborative incident management at all levels. To provide the framework for interoperability and compatibility, the NIMS is based on a balance between flexibility and standardization. The recommendations of the National Commission on Terrorist Attacks Upon the United States (the "9/11 Commission") further highlight the importance of ICS. The Commission's recent report recommends national adoption of the ICS to enhance command, control and communications capabilities.

The History of Incident Command System

The concept of ICS was developed more than thirty years ago, in the aftermath of a devastating wildfire in California. During 13 days in 1970, 16 lives were lost, 700 structures were destroyed and over one-half million acres burned. The overall cost and loss associated with these fires totaled \$18 million per day. Although all of the responding agencies cooperated to the best of their ability, numerous problems with communication and coordination hampered their effectiveness. As a result, the Congress mandated that the U.S. Forest Service design a system that would "make a quantum jump in the capabilities of Southern California wildland fire protection agencies to effectively coordinate interagency action and to allocate suppression resources in dynamic, multiple-fire situations."

The California Department of Forestry and Fire Protection, the Governor's Office of Emergency Services; the Los Angeles, Ventura and Santa Barbara County Fire Departments; and the Los Angeles City Fire Department joined with the U.S. Forest Service to develop the system. This system became known as FIRESCOPE (FIrefighting RESources of California Organized for Potential Emergencies).

In 1973, the first "FIRESCOPE Technical Team" was established to guide the research and development design. Two major components came out of this work, the ICS and the Multi-Agency Coordination System (MACS). The FIRESCOPE ICS is primarily a command and control system delineating job responsibilities and organizational structure for the purpose of managing day-to-day operations for all types of emergency incidents.

By the mid-seventies, the FIRESCOPE agencies had formally agreed upon on ICS common terminology and procedures and conducted limited field-testing of ICS. By 1980, parts of ICS had been used successfully on several major wildland and urban fire incidents. It was formally adopted by the Los Angeles Fire Department, the California Department of Forestry and Fire Protection (CDF), the Governor's Office of Emergency Services (OES), and endorsed by the State Board of Fire Services.

Also during the 1970s, the National Wildfire Coordinating Group (NWCG) was chartered to coordinate fire management programs of the various participating federal and state agencies. By 1980, FIRESCOPE ICS training was under development. Recognizing that in addition to the local users for which it was designed, the FIRESCOPE training could satisfy the needs of other state and federal agencies, the NWCG conducted an analysis of FIRESCOPE ICS for possible national application.

By 1981, ICS was widely used throughout Southern California by the major fire agencies. In addition, the use of ICS in response to non-fire incidents was increasing. Although FIRESCOPE ICS was originally developed to assist in the response to wildland fires, it was quickly recognized as a system that could help public safety responders provide effective and coordinated incident management for a wide range of situations, including floods, hazardous materials accidents, earthquakes and aircraft crashes. It was flexible enough to manage catastrophic incidents involving thousands of emergency response and management personnel. By introducing relatively minor terminology, organizational and procedural modifications to FIRESCOPE ICS, the NIIMS ICS became adaptable to an all-hazards environment.

While tactically each type of incident may be handled somewhat differently, the overall incident management approach still utilizes the major functions of the Incident Command System. The FIRESCOPE board of directors and the NWCG recommended national application of ICS. In 1982, all FIRESCOPE ICS

documentation was revised and adopted as the National Interagency Incident Management System (NIIMS). In the years since FIRESCOPE and the NIIMS were blended, the FIRESCOPE agencies and the NWCG have worked together to update and maintain the Incident Command System Operational System Description (ICS 120-1). This document would later serve as the basis for the NIMS ICS.

Variations on the Theme

In the early 1970s, the Phoenix Fire Department developed the Fire Ground Command System (FGC). The concepts of FGC were similar to FIRESCOPE ICS but there were differences in terminology and in organizational structure. The FGC system was developed for structural firefighting and was designed for operations of 25 or fewer companies.

There were several efforts to "blend" the various incident command systems. One early effort was in 1987 when the National Fire Protection Association (NFPA) undertook the development of NFPA 1561, then called Standard on Fire Department Incident Management System. The NFPA committee quickly recognized that the majority of the incident command systems in existence at the time were similar. The differences among the systems were mostly due to variations in terminology for similar components. That NFPA standard, later revised to its present title: Standard on Emergency Services Incident Management, provides for organizations to adopt or modify existing systems to suit local requirements or preferences as long as they meet specific performance measurements.

Recognizing the continuing challenges occurring in the fire service in applying a common approach to incident command, the National Fire Service Incident Management System (IMS) Consortium was created in 1990. Its purpose was to evaluate an approach to developing a single command system. The consortium consisted of many individual fire service leaders, representatives of most major fire service organizations and representatives of federal, state and local agencies, including FIRESCOPE and the Phoenix Fire Department. One of the significant outcomes of the consortium's work was an agreement on the need to develop operational protocols within ICS, so that fire and rescue personnel would be able to apply the ICS as one common system.

In 1993, the IMS consortium completed its first document: Model Procedures Guide for Structural Firefighting. As a result, FIRESCOPE incorporated the model procedures, thereby enhancing its organizational structure with operational protocols. These changes enabled the nation's fire and rescue personnel to apply the ICS effectively regardless of what region of the country they were assigned to work. The National Fire Academy (NFA), having already adopted the FIRESCOPE ICS in 1980, incorporated this material into its training curriculum as well.

National Incident Management System

The NIMS provides a consistent, flexible and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery and mitigation.

The NIMS provides a set of standardized organizational structures - including the ICS, Multi-Agency Coordination Systems and public information systems - as well as requirements for processes, procedures and systems to improve interoperability among jurisdictions and disciplines in various areas.

Homeland Security recognizes that the overwhelming majority of emergency incidents are handled on a daily basis by a single jurisdiction at the local level. However, the challenges we face as a nation are far greater than the capabilities of any one community or state, but no greater than the sum of all of us working together.

There will be instances in which successful domestic incident management operations depend on the involvement of emergency responders from multiple jurisdictions, as well as personnel and equipment from other states and the federal government. These instances require effective and efficient coordination across a broad spectrum of organizations and activities.

The success of the operations will depend on the ability to mobilize and effectively utilize multiple outside resources. These resources must come together in an organizational

framework that is understood by everyone and must utilize a common plan, as specified through a process of incident action planning. This will only be possible if we unite, plan, exercise and respond using a common National Incident Management System.

When Homeland Security released the NIMS on March 1, 2004, Secretary Tom Ridge and Under Secretary Brown specifically highlighted compliance with the ICS as being possible fairly quickly. They recognized that in some cities, the fire and police departments have worked together using ICS for years. In other places, only the fire department used ICS. Although law enforcement, public works and public health were aware of the concept, they regarded ICS as a fire service system. The NIMS ends this discrepancy because HSPD-5 requires state and local adoption of NIMS as a condition for receiving federal preparedness funding. While ICS was first pioneered by the fire service, it is, at its core, a management system designed to integrate resources to effectively attack a common problem. This system is not exclusive to one discipline or one set of circumstances; its hallmark is its flexibility to accommodate all circumstances. Some purists may claim that a particular application of ICS is not consistent with the NIMS. Yet, we need not approach ICS with the same mathematical precision used by an engineer. We are changing the culture of organizations and first responders at all levels of government. As long as implementation of ICS is consistent with the basic principles expressed in the NIMS, we will have made significant progress. Further refinements can be achieved over time based on experience with its use.

What is NIMS ICS?

With the exception of the way the intelligence function is handled, the principles and concepts of NIMS ICS are the same as the FIRESCOPE and NIIMS ICS.

ICS Management Characteristics

ICS is based on proven management tools that contribute to the strength and efficiency of the overall system. The following

ICS management characteristics are taught by DHS in its ICS training programs:

- Common Terminology
- Modular Organization
- Management by Objectives
- Reliance on an Incident Action Plan
- Manageable Span of Control
- Pre-designated Incident Mobilization Center Locations & Facilities
- Comprehensive Resource Management
- Integrated Communications
- Establishment and Transfer of Command
- Chain of Command and Unity of Command
- Unified Command
- Accountability of Resources and Personnel Deployment
- Information and Intelligence Management.

ICS Command Staff

Command comprises the Incident Commander (IC) and Command Staff. Command staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and the Liaison Officer (LNO), in addition to various others, as required and assigned by the IC.

Unified Command (UC)

Unified Command (UC) is an important element in multi-jurisdictional or multi-agency domestic incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team, the Unified Command overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework. The primary difference between the single command structure and the UC structure is that in a single command structure, the IC is solely responsible for establishing incident management objectives and strategies. In a UC structure, the individuals designated by their jurisdictional authorities jointly determine

objectives, plans, and priorities and work together to execute them.

General Staff

The General Staff includes incident management personnel who represent the major functional elements of the ICS, including the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.

Incident Action Plan (IAP)

The IAP includes the overall incident objectives and strategies established by the IC or UC. The Planning Section is responsible for developing and documenting the IAP. In the case of UC, the IAP must adequately address the overall incident objectives, mission, operational assignments, and policy needs of each jurisdictional agency. This planning process is accomplished with productive interaction between jurisdictions, functional agencies, and private organizations. The IAP also addresses tactical objectives and support activities for one operational period, generally 12 to 24 hours. The IAP also contains provisions for continuous incorporation of "lessons learned" as identified by the Incident Safety Officer or incident management personnel as activities progress.

Area Command

Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control considerations. An area command is established either to oversee the management of multiple incidents that are being handled by separate ICS organizations or to oversee the management of a very large incident that involves multiple ICS organizations. It is important to note that Area Command does not have operational responsibilities. For incidents under its authority, the Area Command: Sets overall agency incident-related priorities; Allocates critical resources according to established priorities; Ensures that incidents are managed properly; Ensures effective communications; Ensures that incident management objectives are met and do not conflict with each other or with agency policies; Identifies critical resource needs and reports them to the Emergency Operations Center(s); Ensures that short-

term emergency recovery is coordinated to assist in the transition to full recovery operations; and Provides for personnel accountability and a safe operating environment.

The Difference between NIMS ICS and FIRESCOPE/NIIMS ICS

The ICS organization has five major functions, including command, operations, planning, logistics, and finance and administration. In the NIMS ICS, a potential sixth functional area to cover the intelligence function can be established for gathering and sharing incident related information and intelligence.

The Information and Intelligence function provides analysis and sharing of information and intelligence during an incident. Intelligence can include national security or classified information but also can include operational information such as risk assessments, medical intelligence, weather information, structural designs of buildings and toxic contaminant levels. Traditionally, information and intelligence functions are located in the Planning Section. In exceptional situations, however, the IC may need to assign this role to other parts of the ICS organization. Under the NIMS ICS, the intelligence and information function may be assigned in one of the following ways:

- Within the Command Staff;
- As a unit within the Planning Section;
- As a branch within the Operations Section; or
- As a separate General Staff Section.

ICS as taught by Homeland Security

One of the first steps for becoming compliant with the NIMS requires states and local governments to institutionalize the use of ICS (as taught by Homeland Security) across the entire response system. This means that ICS training must be consistent with the concepts, principles and characteristics of the ICS training offered by the various DHS training entities. ICS training courses need not be taught by a DHS employee or at a DHS facility, although they can be. Organizations that are developing ICS training courses should be sure to review their materials and revise them if they are not consistent with DHS concepts and principles.

Available NIMS ICS Training

DHS, through its many training bodies, makes ICS training available. ICS training developed by the Federal Emergency Management Agency (FEMA) includes:

- ICS-100, Introduction to ICS
- ICS-200, Basic ICS
- ICS-300, Intermediate ICS
- ICS-400, Advanced ICS
- ICS-700, National Incident Management System (NIMS) An Introduction
- ICS-800, National Response Framework, An Introduction

To participate in FEMA's ICS training, contact the state emergency management training office. The Emergency Management Institute (EMI) and the National Fire Academy (NFA) also offer ICS Train-the-Trainer classes at their Emmitsburg, Md., facility. A variety of other ICS training programs are available. The NIMS Integration Center is working with federal and state training providers to ensure that their ICS course offerings are consistent with the NIMS.

Responders who have already been trained in ICS do not need retraining if their previous training is consistent with DHS standards. Since NIMS ICS is based on FIRESCOPE and NIIMS, any training developed or provided by FIRESCOPE and NIIMS is consistent with NIMS ICS.

The Future of NIMS ICS Training

Over time, the NIMS Integration Center will continue to define the critical components of NIMS ICS, and training providers should update their courses accordingly. With so many training bodies and companies offering ICS training, it will be impossible in the near term for the Center to certify each training program as "NIMS ICS compliant." But, the Center will provide NIMS ICS training and make the training materials available to others who offer ICS training.

More specific ICS modules, such as those developed by FIRESCOPE to facilitate the use of ICS in situations other than wildland fires, should be reviewed and updated to become additional

components of NIMS ICS training. The FIRESCOPE ICS modules include Multi-Casualty, Hazardous Materials, High-rise, Wildland/Urban Interface, and Urban Search and Rescue applications. As groups like the NWCG and FIRESCOPE update their ICS training modules, the NIMS Integration Center will be an active participant. Those ICS modules can form the basis for a suite of ICS training materials in which responders from all disciplines and at all levels of government can learn how to fit into the ICS structure and how to work with other responders.

Updates and revisions to existing ICS training modules should include the modifications necessary to allow for multiple methods of delivery. To ensure that all responders adopt and use ICS, we must provide ICS training in numerous ways. Classroom instruction, field training, independent study and distance learning are all valuable training methods. The more materials and options that the Center and its partners, the training providers, can provide, the more responders will be trained to use ICS. ICS training also should encourage and support integrated training opportunities, where law enforcement, fire, public health, emergency medical, emergency management, and public works personnel from a jurisdiction are trained together on using ICS. While the response disciplines may need specific tools and training to understand how they fit into the ICS structure, everyone should learn the same incident command system.

Conclusions

Throughout the transition to the National Incident Management System, it is important to remember why we have the NIMS and why ICS is a critical piece of the incident management system. Most incidents are local, but when we're faced with the worst-case scenario, such as Sept.11, 2001, all responding agencies must be able to interface and work together. The NIMS, and in particular, the ICS component, allow that to happen, but only if the foundation has been laid at the local level. If local jurisdictions adopt a variation of ICS that cannot grow or is not applicable to other disciplines, the critical interface between responding agencies and jurisdictions cannot occur when the response expands.

It is important that everyone understand that with the establishment of the NIMS, there is only one ICS. As agencies adopt the principles and concepts of ICS as established in the

NIMS, the incident command system can expand to meet the needs of the response, regardless of the size or number of responders. The key to both NIMS and ICS is a balance between standardization and flexibility.

The NIMS Integration Center (NIC) is working towards a common understanding and application of the ICS. As the office established to manage and oversee the entire NIMS, the Center will continue its collaboration with stakeholders at all levels of government and across all response disciplines. The initial staff is detailed from other parts of DHS, including FEMA, the Office for Domestic Preparedness (ODP) and the Science and Technology (S&T) Directorate.

As the NIMS Integration Center continues to grow it will evolve into robust, fully integrated center that will incorporate additional DHS employees, interagency detailees and liaisons, as well as state, tribal and local government representatives.

The NIMS document is available on www.fema.gov/nims. HSPD-5 states that: "Beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards and guidelines for determining whether a State or local entity has adopted the NIMS."

The NIC has developed a NIMS web page to provide updated information and resources to assist with NIMS implementation. The web page can be found at: www.fema.gov/nims. From this page, you can also email your NIMS related questions to the NIMS Integration Center (NIMS-Integration-Center@dhs.gov). A NIMS Awareness Course is also available through the NIMS web page.
Nov. 23, 2004

Emergency Management Self-Assessment

This is an informal five-minute quiz you can take as a confidential personal assessment of you and your community's emergency management risk. The questions reflect some of the survival capabilities that past experience has associated with effective CEO participation in emergency management.

Following the set of questions is a scoring section. The scoring section is designed to help you decide whether action is needed to reduce your risk.

1. Have you personally reviewed your community's emergency management plan within the past 12 months? Yes _____ No _____
2. Do you have a clear understanding of your authority and responsibilities in disaster situations? Yes _____ No _____
3. Have your elected officials participated within the last two years in either a comprehensive review of your emergency management system or a disaster exercise? Yes _____ No _____
4. Is a single news media point of contact (e.g., public information officer) provided in your community's emergency management plan? Yes _____ No _____
5. Were representatives of the news media involved in developing and testing the community's emergency management plan? Yes _____ No _____
6. Does your community have adequate accounting and disaster records-keeping procedures to document your community's requests for reimbursement under state and federal emergency assistance programs? Yes _____ No _____
7. Does your community's plan insure that the information needed to defend itself in a disaster-related lawsuit is maintained during an incident? Yes _____ No _____
8. Is the disaster organizational structure an extension and expansion of the day-to-day emergency structure? Yes _____ No _____
9. Have you spent more than one hour during the past year in face-to-face discussion with your emergency management program manager about how to improve disaster management? Yes _____ No _____

10. Are your emergency management procedures brief and organized in a manner that enables your community to respond smoothly to the range of incidents that may confront it? Yes _____ No _____
11. Are your mutual/automatic aid systems with other communities effective for both normal and disaster situations? Yes _____ No _____
12. Are all your emergency units equipped and your personnel trained so that they can begin to set up an incident command system? Yes _____ No _____
13. Do you understand state and local emergency management law, particularly as it relates to the CEO's powers during an emergency? Yes _____ No _____
14. Does the emergency operations plan contain lines of succession (at least three back-ups) for key officials and has the authority to act in their stead been pre-delegated? Yes _____ No _____

Self-Assessment Scoring

Obviously, the correct answer for all questions is yes. To give you a yardstick for how well you are doing, give yourself one point for each "yes" answer. Total your score. Grade your risk as follows:

13–14 Yes answers. Your risk is apparently well managed; now make it perfect. Look back at your "no" answers and decide what you can do to close this area of exposure.

11-12 Yes answers. You are making good progress, but there are a number of actions you can take to reduce your risk. You may wish to focus your attention on areas indicated by the "no" answers. Based on the results of reviews in these areas, you can decide what further steps are indicated.

8-10 Yes answers. You and your community may be at risk, but it is not too late. Scores in this range suggest your emergency management responsibilities are being partially met, but there is room for improvement. Start today to develop a comprehensive emergency management program.

Fewer than 8 Yes answers. You are at risk! Prompt action is indicated. You need to take immediate action to improve your ability to respond effectively to a major disaster. A complete review of emergency management organization and your role is warranted to reduce your risk.

Resolution
ADOPTION OF NIMS FOR {insert name of jurisdiction}

WHEREAS, response to and recovery from major emergencies and disasters requires integrated professional management and coordination; and

WHEREAS, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) to standardize and enhance incident management procedures nationwide; and

WHEREAS, the National Incident Management System provides a structure and process to effectively coordinate responders from multiple disciplines and levels of government and to integrate them with resources from the private sector and non-governmental organizations; and

WHEREAS, use of the National Incident Management System, which has as a key component the Incident Command System (ICS), will improve [your jurisdiction's] ability to manage major emergencies and disasters; and

WHEREAS, failure to adopt and use the National Incident Management System may preclude [your jurisdiction] from receiving federal preparedness grants;

THEREFORE, be it resolved that [your jurisdiction] hereby adopts the National Incident Management System as the foundation for incident command, coordination and support activities. It shall further be the policy of [your jurisdiction] to provide appropriate training on the National Incident Management System and its core components to personnel responsible for managing and/or supporting major emergency and disaster operations.

Authorized Signatory

Date of Adoption

City of Bay City

Oregon



Emergency Operations Plan

10/07/2013

Plan Intent and Authority

The purpose of this document is to provide the City of Bay City, an Emergency Operations Plan that is consistent with the State of Oregon and Tillamook County Emergency Operation Plans. Emergency Operation Programs are governed by a wide range of laws, regulations, plans, and policies. These include Oregon Revised Statutes and Administrative rules that provide planning and policy guidance for county and local entities. This plan is designed to fulfill our obligations under Oregon Revised Statutes, Section 401.

ORS 401.032 Statement of policy and purpose. (1) The general purpose of this chapter is to reduce the vulnerability of the State of Oregon to loss of life, injury to persons or property and human suffering and financial loss resulting from emergencies, and to provide for recovery and relief assistance for the victims of emergencies.

(2) It is declared to be the policy and intent of the Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local level. The state shall prepare for emergencies, but shall not assume authority or responsibility for responding to an emergency unless the appropriate response is beyond the capability of the city and county in which the emergency occurs, the city or county fails to act, or the emergency involves two or more counties. [Formerly 401.015]

ORS 401.035 Responsibility for emergency services systems. (1) The emergency services system is composed of all agencies and organizations involved in the coordinated delivery of emergency services. The Governor is responsible for the emergency services system within the State of Oregon. The executive officer or governing body of each county or city of this state is responsible for the emergency services system within that jurisdiction.

(2) In carrying out their responsibilities for emergency services systems, the Governor and the executive officers or governing bodies of the counties or cities may delegate any administrative or operative authority vested in them by this chapter and provide for the subdelegation of that authority. [1983 c.586 §3; 2009 c.718 §24]

Emergency Services:

For the purposes of this plan, Emergency services are defined as those vital services provided by The City of Bay City, including City Council functions of maintaining City Government; City Hall Maintenance of vital information and Records; Public Works maintenance of vital infrastructure, Water, Sewer, Road Access, and Debris Removal; Fire Department Response; Fire Protection, Rescue, Hazardous Materials Incidents, and Medical Response.

City of Bay City Emergency Operations Plan

Plan Preface

While no plan can replace the common sense and good judgment of local emergency responders and local decision makers, this Emergency Operations Plan (EOP) provides a framework to guide the efforts of the City of Bay City to respond to and initiate recovery from major emergencies and disasters resulting from incidents involving traditional and emerging threats and hazards. The City of Bay City's EOP is Volume II of the City's Emergency Management Plan. Today's threatened environment includes not only the traditional spectrum of manmade and natural hazards—wildfires, urban fires, floods, severe weather, hazardous-material incidents, transportation accidents, pandemics, and disruptions to critical infrastructure—but also the threat of terrorist attacks.

All emergency incidents begin locally, with initial response being managed by local first responders. County and State resources may be requested when local resources have been exhausted and a state of emergency has been declared. Similarly, when state resources have been exhausted, Oregon may seek Federal assistance.

This plan describes the roles and responsibilities of City agencies in addressing emergency response and recovery missions in a coordinated manner with local, county, state, and federal agencies, and establishes a program for comprehensive emergency management. It documents the procedures of local agencies as they respond to and manage the effects of major emergencies and disasters.

The combined expertise and capabilities of government at all levels, the private-sector, and non-governmental organizations are required to mitigate against, prepare for, respond to, and recover from major emergencies and disasters

This plan incorporates the principles of the National Incident Management System (NIMS), the National Response Framework (NRF), and the national priorities. It establishes a framework through which Local agencies prepare for, protect from, respond to, and recover from major emergencies and disasters.

The City of Bay City's Emergency Management Plan (EMP) is divided into three volumes:

Volume I

“Preparedness and Mitigation” and includes The City of Bay City's Pre Hazard Mitigation Plan, and The Continuity of Government Plan.

City of Bay City Emergency Operations Plan

Volume II

The “Emergency Operations Plan,” which is also referred to as the City of Bay City Emergency Operations Plan. Which, describes in broad terms the organization used by the City to respond to events, emergencies and disasters. The EOP is supplemented by Emergency Support Function Annexes, Support Annexes and Incident Annexes. It describes common management functions including areas common to most major emergencies or disasters such as communications, public information, and others.

Volume III (proposed)

“Relief and Recovery” gives guidance, process, and rules for assisting Oregonians with recovering from the effects of a disaster. It includes procedures to be used by government, business, and citizens.

Plan Distribution

Plan Distribution List

All Concerned parties will be provided information on where to access this plan, and where the plan will be maintained for use during actual events and training exercises.

Date	Agency	Position	Location
	City Government	Mayor	Residence
	City Government	Council President	Residence
	City Government	City Council Members	Residence
	City Hall	City Recorder	City Hall
	Public Works	Public Works Director	Public Works Office
	Fire Department	Fire Chief	Fire Hall, Training Office

All Department Heads are responsible for ensuring that their staff is familiar with the contents of this plan and location in which it is maintained.

Roles and Responsibilities

The following pages outline the roles and responsibilities of City agencies that may be involved in an emergency response or in an emergency management operation. This information is intended to provide a general overview of the roles and responsibilities of the agencies and is not intended to comprehensively cover specific procedures. Each department/agency is expected to develop and maintain procedures in an agency emergency plan or Continuity of Operations Plan/Business Continuity Plan that supports this EOP. During response to an emergency or disaster, agencies may be requested to send representatives to the Local Emergency Operations Center (EOC) as required by the complexity of the event.

Interoperability with Tillamook County and Oregon’s EOP

Homeland Security Presidential Directive (HSPD)-5 directed the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer a NIMS and a National Response Plan (NRP). The NIMS, including the ICS, enhances the management of emergency incidents by establishing a single comprehensive system and coordinated command structure to help facilitate a more efficient response among departments and agencies at all levels of government and, if necessary, spanning across jurisdictions.

The NRP organizes the types of federal response assistance a state is most likely to need into 15 ESFs. A primary agency is assigned to each ESF for maintaining and coordinating response activities. Oregon’s EMP, Volume II, mimics the ESF format in designating similar State Support Functions (SSFs). At a minimum, all emergency response personnel must be familiar with the NRP and have a working knowledge of the plans listed below.

The City of Bay City will develop a NIMS Implementation Plan to assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency. Each agency and department is responsible for ensuring that critical staff are identified and trained at a level that will enable effective execution of existing response plans, procedures, and policies.

Emergency Support Funtions

ESF	Function	City Service	Responsible Agency / Actions
1	Transportation	Yes	Public Works / Maintaining city roads in support of operations.
2	Communication	No	Tillamook County Emergency Communication District / 911 system, Emergency communication to public safety agencies. Tillamook Emergency Management / Mobile Communication Trailer, Amateur radio network Tillamook County EOC / Request additional resources
3	Public Works	Yes	Public Works / Infrastructure protection and restoration Emergency contracting for life-safety services Tillamook EOC / request additional resources
4	Firefighting	Yes	Fire Department / Fire Suppression Mutual and Automatic Aide agreements / Fire Suppression Activation of Conflagration act via Fire Defense Board Chief and Office of the State Fire Marshal / Fire Suppression
5	Emergency Management	Yes / No	Mayor or Authorized Designee / Declaration of disaster Tillamook county EOC / Additional resources, or Request for State Assistance.
6	Mass Care, Emergency assistance, Housing	No	Tillamook County EOC / Request resources.
7	Logistics	Yes	City Recorder / Document expenses Tillamook county EOC / Request for additional resources

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8	Public Health	No	Tillamook Health Department Tillamook EOC / Request for additional resources
9	Search and Rescue	Yes / No	Tillamook County Sheriff's Office / Primary responsibility for Search and Rescue within the State. Fire Department / Assist Sheriff's Search and Rescue Team.
10	Hazardous Materials	Yes	Fire Department / Initial response as per SOG. Mutual and Automatic Aide / Additional resources. Regional Hazardous Materials Response Team(s) / Activated through OARS and the State Fire Marshal's Office
11	Agriculture and Natural resources	No	Tillamook County EOC / request additional resources
12	Energy	No	Tillamook PUD Tillamook County EOC / coordinate resources
13	Public Safety Security	No	Tillamook County Sheriff's Office Tillamook county EOC / coordinate resources.
14	Long Term Recovery	Yes	City Government / Coordinate activities at local level Tillamook EOC / Request additional resources
15	External Affairs	Yes	City Government / Emergency Public Information, Media and Community relations. Tillamook County EOC / Request additional resources.

Activation of Plan

In the context of this Plan, a disaster or major emergency is considered an incident that requires the coordinated response of all levels of government to save the lives and protect the property of a large portion of the population. The City of Bay City Council or their designee will make an Emergency Declaration stating that an emergency exists and will specify the location or describe the affected area and jurisdictions included in the declaration. Under such conditions, this plan will be implemented. If possible, an initial Damage Assessment (DA) will be conducted. Particular attention will be given to special needs populations to appropriately allocate resources necessary for providing critical services during an emergency.

The Oregon Office of Emergency Management (OEM) has set forth the following criteria necessary in declaring a local emergency:

- Describe the circumstances impacting an identified area;
- Identify the problems for which assistance is needed; and
- Clearly state what has been done locally to respond to the impact and needs.

ORS 401.309 Declaration of state of emergency by city or county; procedures; mandatory evacuations. (1) The governing body of a city or county in this state may declare, by ordinance or resolution, that a state of emergency exists within the city or county. The ordinance or

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resolution must limit the duration of the state of emergency to the period of time during which the conditions giving rise to the declaration exist or are likely to remain in existence.

(2) A city or county in this state may, by ordinance or resolution, establish procedures to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. The ordinance or resolution shall describe the conditions required for the declaration of a state of emergency within the jurisdiction.

(3) An ordinance or resolution adopted under subsection (2) of this section may designate the emergency management agency, if any, or any other agency or official of the city or county as the agency or official charged with carrying out emergency duties or functions under the ordinance.

(4) A city or county may authorize an agency or official to order mandatory evacuations of residents and other individuals after a state of emergency is declared under this section. An evacuation under an ordinance or resolution authorized under subsection (2) of this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

(5) Nothing in this section shall be construed to affect or diminish the powers of the Governor during a state of emergency declared under ORS 401.165. The provisions of ORS 401.165 to 401.236 supersede the provisions of an ordinance or resolution authorized by this section when the Governor declares a state of emergency within any area in which such an ordinance or resolution applies. [1997 c.361 §2; 2009 c.718 §32]

This Plan shall be activated under the following conditions:

- Declaration of Emergency in the City of Bay City
- Declaration of Emergency in Tillamook County.
- Declaration of Emergency in Neighboring Local Jurisdiction(s).
- The onset of a human created or natural event or circumstance that causes or threatens widespread loss of life, injury to person or property, human suffering or financial loss, including but not limited to:
 - fire, explosion, flood, severe weather, landslides or mud slides, drought,
 - earthquake, volcanic activity, tsunamis or other oceanic phenomena, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, acts of terrorism and war.
- Any individual occurrence that requires all available City resources and Agencies, and appears to be beyond the capability of those resources.
- Any individual occurrence that requires all available City and Mutual Aid resources that lasts for longer than one operational period.
- Pre planned events that are of a magnitude that will overwhelm normally available resources.

Strategic Priorities

Strategic Priorities for response to all emergencies and events will be;

- 1) Life Safety, including the safety of responders, employees, and the public.
- 2) Incident Stabilization, In the case of natural and human caused events, it is often difficult to envision stabilizing the incident. However the responding agencies and personnel can focus on the stabilization of that portion of the incident they are responding to.
- 3) Property and Environmental conservation.

Activation Levels

Depending on the size and scope of the incident and the amount of coordination required, a partial or full activation of this Emergency Operations Plan is required;

Levels of Emergency Operations

Routine Operations – Daily activities, including incidents such as burglaries and road closures, which are routine in nature and managed by department and/or agency field resources without the need for higher level coordination. Routine operations are defined but not addressed in this plan.

- Resource management is handled internally.
- Information management is handled internally.
- Command management is handled internally.
- Policy coordination is handled internally.

Minor/Expanded Incident – A fairly common incident that may be large in scale or scope and involve multiple sites and/or disciplines but which can still be managed with existing department/agency resources. Examples include a winter storm with multiple road closures or a hazardous materials spill requiring an evacuation of a limited area. A higher level of management and coordination is typically required. A local emergency may be declared. Characteristics include:

- A limited area and/or impacts a limited population.
- Evacuation or in-place sheltering typically limited to the immediate area of the incident and for limited duration.
- Warning and public instructions are provided in the immediate area, not community-wide, other than to avoid the area.
- One or two local response departments acting under an incident commander.
- Limited external assistance from other local response agencies or contractors.
- Activation of a city message center to provide emergency information and recommended actions to the public.
- Resource management typically requires coordination at a Department Operations Center

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(DOC) level and may require coordination at the Emergency Operations Center (EOC) level.

- Information management typically requires coordination at a DOC level and may require coordination at the EOC level.
- Command management typically requires coordination at a DOC level and may require coordination at the EOC level.
- Policy coordination may be required at departmental or city level to deal with major issues.

Major Incident – An uncommon incident that is typically large in scale and scope and which requires outside assistance, such as a major flood or moderate earthquake. Centralization of a department's/agency's incident management and coordination activities is required. Local emergencies (city and county) will be declared as appropriate and a state emergency may also be declared. A Presidential Disaster Declaration may be requested. Some major incidents may also be designated Incidents of National Significance.

Characteristics include:

Affects a large area, significant population, and/or important facilities.

- May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations, possibly for extended durations.
- May require community-wide warning and public instructions.
- May require activation of the city message center to provide emergency information and recommended actions to the public.
- Requires a sizable multi-agency response operating under one or more incident commanders.
- May require external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- Resource management requires coordination at the EOC level.
- Information management requires coordination at the EOC level.
- Command management requires coordination at the EOC level.
- Policy coordination is required at the city and county level to deal with many major issues.
- In addition, DOCs, a Joint Field Office, a Joint Information Center, and perhaps a regional EOC will likely be activated to deal with resource, information, and command management

Disaster/Catastrophic Incident – A very rare incident that is broad in scope, complexity, and potentially lasting impact and which significantly reduces the government's ability to help itself or others, such as a subduction zone earthquake. Outside assistance is clearly needed and extraordinary incident management and coordination measures are required. Local and state emergencies will be declared and a Presidential Disaster Declaration will likely be requested. All Catastrophic Incidents will be Incidents of National Significance. Characteristics include:

- Affects a large area, a sizable population, and/or important facilities.
- May require implementation of large-scale evacuation or in-place sheltering and

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implementation of temporary shelter and mass care operations.

- Requires community-wide warning and public instructions.
 - Requires activation of the city message center to provide emergency information and recommended actions to the public.
 - Requires a response by all local response agencies operating under one or more incident commanders.
-
- Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - The Emergency Operations Center (EOC) will be activated to provide strategic guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - Resource management requires coordination at the EOC level.
 - Information management requires coordination at the EOC level.
 - Command management requires coordination at the EOC level.
 - Policy coordination is required at the city and county level or above to deal with many major issues.
 - In addition, DOCs, a Joint Field Office, a Joint Information Center, possibly a regional EOC, and the State Emergency Coordination Center (ECC) will be activated to deal with resource, information, and command management.

Activation Levels

Depending on the size and scope of the incident and the amount of coordination required, a partial or full activation of this Emergency Operations Plan is required;

1. Partial – This is a limited activation of the Plan and results from Routine Operations and Minor/Expanded Incidents; Local Departments operate internally with an Incident Commander or Department Operations Center. This type of response is typically used for establishing specific functions without activating the entire response organization.

Under a *Partial* activation, Individual departments shall coordinate their individual activities. Department Heads must inform the Mayor or designee of ongoing operations that are likely to require Administrative Authority, or may require an escalation of the Plan.

2. Full – A full activation of the City Emergency Operations Plan will be implemented during all major and disaster/catastrophic incidents and for some expanded incidents. It will be based on the resource management, information coordination, and notification requirements of the incident. For full activations, all department members will be notified.

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Under a *Full* activation, Department Heads shall coordinate their operations in a coordinated manner and establish a Local Emergency Operations Center. Notification to the City Government, Mayor and City Councilors will be made. A Local Disaster Declaration will be made by the Mayor or City Council and forwarded to the Tillamook County Emergency Management Department.

Activation of Local Emergency Operations Center

Emergency Operations Center (EOC) – The EOC is established as a location from which city officials can receive information pertaining to an incident and from which they can provide direction, coordination, and support to emergency operations. The EOC is staffed by city personnel and others who are assigned to specific positions within the EOC’s ICS organizational structure. EOC staff will provide information and recommendations to the Incident Commander to help determine a course of action to respond to, contain, control, and recover from an emergency. General responsibilities include:

- Receive emergency warnings and disseminate warnings to the public.
- Provide emergency information and instructions to the general public and private institutions, business, industry, and disaster relief organizations.
- Coordinate public information collection and dissemination.
- Coordinate command decisions and prioritization of response activities.
- Collect, collate, display, and assess situation reports.
- Coordinate and disseminate situation and resource status information to the Departments, regional EOC if activated, and state Emergency Coordination Center (ECC).
- Analyze information and process it into usable and relevant intelligence to assist with command decisions.
- Set strategic goals for city and citywide actions.
- Develop tactical objectives for department actions.
- Provide resource support to Departments and other local operations.
- Coordinate the initial damage assessment process citywide.
- Organize and implement large-scale evacuation.
- Organize and implement mass shelter and arrangements for evacuees.
- Request assistance from the county, state and other external sources.
- Prioritize resource allocations.
- Receive requests for assistance and emergency information from the public.
- Establish guidelines for the ordering of, use of, and release of resources to meet emergency needs.
- Document incident activity.
- Track costs.
- Establish and maintain contact with:
 - County and State agencies
 - Federal agencies
 - Private agencies that assist in emergency operations
 - General public, business, industry, community organizations, and disaster relief agencies

Department Responsibilities

All Departments

All departments within Bay City have responsibility for emergency functions in addition to their routine duties. Each department is responsible for developing and maintaining procedures to implement their emergency functions. All city departments have the following common responsibilities:

- Develop alert and notification procedures for department personnel.
- Develop operating guidelines to implement assigned duties specified by this plan.
- Track incident-related costs incurred by the department, and submit to city administration.
- Establish internal lines of succession of authority.
- Ensure that vehicles and other equipment are equipped and ready, in accordance with existing Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOG).
- Identify critical functions and develop procedures for maintaining and/or reestablishing services provided to the public and other county departments.
- Assign personnel to the Emergency Operations Center (EOC) as charged by this plan.
- Develop and implement procedures for the protection of vital records, materials, and facilities.
- Promote family preparedness among employees.
- Ensure key staff completes any National Incident Management System (NIMS) required training.
- Ensure department plans and procedures incorporate NIMS components, principles, and policies.
- Allow staff time for preparedness training and participation in exercises.

Specific Responsibilities by Department

In addition to these common responsibilities, each department has assigned response functions that are generally related to that department's day-to-day activities. Some departments may share response functions with other departments.

City Administrative Office

- Ensure continuity of city administration.
- Support city's role in alert and warning of the public.
- Ensure continuity of government plan is activated.
- Coordinate dignitary/Very Important Person (VIP) visits with the Emergency Operation Center (EOC).
- Provide necessary guidance, and support to the EOC and city government.
- Ensure accurate financial records are maintained as submitted
- Ensure the Administrative office follows NIMS ICS.

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- Coordinate accurate, timely public information messages with the EOC.
- Conduct financial damage assessment of buildings.
- Forecast economic impacts on city revenues impacts.

City Council

- Support city administrative office.
- Ensure continuity of government plan is implemented.
- Activate local EOC and fill or assign management positions.
- Manage legal programs and policies.
- Coordinate the declaration process.
- Approve (where necessary) public information messages.
- Advise Incident Commanders, Decision Makers, and The County Board of Commissioners on legal authorities and limitations, in regard to any delegation of authority.

Public Works (PW)

- Coordinate damage assessment of city facilities, roads and bridges.
- Coordinate building safety inspections.
- Coordinate engineering/construction of city roads.
- Coordinate maintenance and repair of roads and bridges.
- Support evacuation operations with the Fire Department.
- Support hazardous materials response with the Fire Department.
- Support heavy rescue with the Fire Department.
- Support public safety with traffic and access control.
- Support public information messages with the City Administrative Office.
- Support transportation needs.
- Coordinate utility response with utility providers, the Fire Department, Public Safety, and emergency management.
- Coordinate solid waste and debris management with the county.
- Coordinate road status information with the local and County EOC.
- Coordinate policy development and implementation with the City Administrative Office.
- Support alert and warning of the public with the EOC, the City Administrative Office, and the county EOC as appropriate.
- Communicate with local departments.
- Coordinate Incident objectives with the City Administrative Office, appropriate department heads, and elected officials.
- Support environmental services.
- Assist with Local EOC management.
- Support public information dissemination.
- Support transportation with ODOT.
- Support utility response and reconstruction with PUD and utility providers.

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Fire Department (FD)

- Handle regular functions of the department in fire fighting, extrication and emergency medical care
- Conduct evacuations as needed
- Initiate Incident Command of Fire Department Operations
- Disaster work in light duty and heavy duty rescue including the triage of patients
- Emergency warning in designated areas
- Establish priorities for debris removal with Public Works
- Identification and management of hazardous materials
- Coordinate and supervise volunteers assisting with these functions
- Work with community business and industrial leaders and companies to develop consistent emergency plans for their organizations
- Preplan relocation of response units if the Fire Station is damaged or threatened
- Conduct initial damage assessments as possible
- Assist with the Establishment of the Local Emergency Operations Center.
- Provide staff and support for the local EOC
- Provide staff and support for the Tillamook County EOC
- Coordinate Mutual and Automatic Aid response to emergency operations.
- Communicate with County Fire Defense Board Chief.
- Coordinate needed resources with Local EOC, Tillamook County EOC, Fire Defense Board Chief, and Oregon State Fire Marshal's Office.
- Initiate Incident action plan for ongoing incidents.
- Support City Administrative Office with the implementation of the initial Incident Action Plan.
- Ensure continuity of Fire Department functions.
- Establish shift rotation for Personnel to ensure ongoing Fire Department Operations beyond first operational period.
- Coordinate financial records; Materials consumed, Equipment costs, and time records with City Administrative Office.

Other Agencies

Other agencies may be requested and used based on the complexity and duration of the event activating the Emergency Operations Plan. All such activations will be requested through the Local EOC, or Tillamook County EOC if active.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

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Regional Response Partners

The regional response partners for Bay City may include:

- Tualatin Valley, Salem, and Astoria Regional Hazardous Material Response Teams
- Tillamook County Creamery Association
- Port of Tillamook Bay
- Port of Garibaldi
- Oregon State Police (OSP)
- US Army Corps of Engineers (ACOE) - Portland District
- Small Business Administration
- USCG-Tillamook Bay/Newport Stations
- American Red Cross**
- Community Emergency Response Members(CERT)
- Community Volunteers

Communications

Initial Communication will be handled by individual Departments using their normal communication procedures. During normal operations communication is handled in the following manner;

1. Traditional phone system
2. Cellular phone system
3. Radio Communication via the Bay City Public Works frequency

Each Department head is responsible for ensuring that initial communications procedures are adopted by their department. These procedures shall include a mechanism for the notification of all personnel, and the ability to notify the City Administrative Office when additional resources are required.

Ongoing Communication needs will be addressed by the Emergency Operations Center through a communication plan that will be documented on ICS form 205 and included in the incident action plan.

Communication needs beyond local capabilities will be requested through the Tillamook County Emergency Operation Center, or Tillamook County Emergency Management.

Communication with Citizens

Provided that the Tillamook County Emergency Communications District (911) is operational, channels of communication will be as normally used, with 911 being an initial point of contact. Should Tillamook 911 be unavailable, Citizens will require another initial point of contact to initiate emergency calls for service.

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Points of Contact

The Bay City Fire Department, 9390 4th St, Bay City shall be the point of contact for citizens during emergencies and routine 911 service interruptions that do not pose a danger such as inundation due to near event tsunamis.

Alternate point(s) of contact will be initiated by the City EOC if the initial point of contact is unavailable due to the nature of the emergency or ongoing operations.

Additional Communication Methods

In addition to Points of contact, citizens may try to communicate through other means.

Some examples;

Citizens Band (CB) Ch. 9

Marine Ch. 16

HAM Ch. 146.520

FRS Ch. 1 (no privacy).

Public Information

Public Information Systems: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Because the media is a conduit to the public, the Public Information Officer (PIO) will relay information to media persons at the direction of the Incident Commander (IC), or Emergency Operations Center (EOC).

Public Information will be coordinated through the Tillamook County Emergency Operations Center if active.

This information may include warnings, requests for volunteers or other help, bulletins on areas to be avoided or evacuated, evacuation routes, lists of places to obtain food, shelter and health care, phone numbers to contact for assistance.

The primary focus of communications with the public is to ensure that accurate and consistent messages are relayed to the public, without jeopardizing ongoing efforts to control the emergency;

- (1) Providing information to the affected public on actions to take and procedures to follow in response to the disaster.
- (2) Communicating with the news media to present an accurate picture of what is being done to respond to the event.

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EMERGENCY BROADCAST SYSTEM

Names and phone numbers of contacts for area radio stations that participate in the Emergency Broadcast System:

KTIL/KDEP/ 1590AM, 95.9FM105.5FM
Phone 503 842-4422 Fax 503-842-2755

KTIL will transmit emergency information on the hour, 20 and 40
minutes after the hour www.KTIL-Radio.com/streaminglive.htm

Internet Radio www.TillamookCow.com

KLON 90.3 FM 1-800-434-8400

KOPB 106.1 FM/87.5 FM 1-503-293-1905
KMUN 89.9 FM 1-503-325-0100

www.publicbroadcasting.net/kumn

KSHL 98.1 FM 1-503-717-9643 Fax 1-503-717-9578

Charter Communications (Cable) 1-866-731-5420

Demobilization

As the event transitions from response to recovery, EOC operations scale down accordingly. The EOC Manager and Incident Commander(s) releases resources as the situation dictates.

Debriefings are scheduled and conducted by the EOC Manager or Incident Commander. All logs and records are provided to the City Administrative Office to become part of the official record of the event. After-action reviews of EOC activation and operations are scheduled by the City Administrative Office.

The Homeland Security Exercise and Evaluation (HSEEP) doctrine is used to facilitate and document the incidents for future actions

Plan Development, Maintenance and Implementation

Each department is expected to develop and maintain procedures consistent with this Emergency Operations Plan. City Government and Department heads shall maintain and update this Emergency Operations Plan (EOP).

Each department is responsible for submission of updates and maintaining their annex to the EOP as required. Departments are required to incorporate new Presidential Directives, legislative changes, and procedural changes based on lessons learned from exercises and actual events.

Types of Changes

The types of changes include additions of new or supplementary material and deletions of old material. No proposed change should contradict or override authorities or other plans contained in a statute, Executive Order, or regulation that governs the basic requirements of the EOP.

Coordination and Approval

Any department with assigned responsibilities under the EOP may propose changes. However, the City Government is responsible for coordinating and approving all proposed modifications to the EOP with the assistance of primary and support agencies and other stakeholders as required. Once published, the modifications are considered part of the EOP for operational purposes. Copies of revisions are then distributed as appropriate and required.



Continuity of Government Plan

Introduction

Purpose: To provide guidance for City staff and elected officials when the City experiences an emergency that interferes with or prevents normal governance. This Plan enables activation of the Emergency Operations Plan, which provides the structure to deal with disasters or emergencies that affect the City of Bay City.

Top Priority: To ensure the safety and security of the City's employees, residents and visitors.

Secondary Priorities:

1. To protect City equipment, facilities, functions and records from sustaining further damage; and
2. To repair damage to essential facilities or equipment as soon as possible.
3. To obtain and preserve vital information as feasible, without endangering the safety of employees, volunteers, or the public.

Organization: This Plan is divided into two parts.

Part One, Continuity of Government: To provide continuity of operations should a disaster disable a City facility or function.

Part Two, Employee Preparedness and Response: Immediate action when an event occurs or is about to occur, to disseminate protection, evacuation and emergency shelter information.

Plan Updates: Annually to ensure accuracy and incorporate necessary changes. The Mayor shall direct the annual update and assign a Council member to work with the team, consisting of the Fire Chief, Public Works Superintendent and City Recorder. Each department head shall be responsible for updating department recovery plans.

Plan Objectives:

1. Ensure continuous operation of City government, including oversight by elected officials and performance of essential functions before, during and following an emergency;
2. Ensure the safety of employees;
3. Protect essential equipment, records, and other assets;
4. Reduce disruptions to vital city services;
5. Prevent/minimize damage and losses;
6. Achieve an orderly recovery from emergency operations.

These objectives fit within the scope of responsibility and expectations of local government, represent Continuity of Government's general planning principles, and conform with ORS 401.305 and .309 regarding emergency management and continuity of governance.

ORS 401.305 Emergency management agency of city or county; emergency program manager; coordination of emergency management functions.

- (1) Each county of this state shall, and each city may, establish an emergency management agency which shall be directly responsible to the executive officer or governing body of the county or city.
- (2) The executive officer or governing body of each county and any city which participates shall appoint an emergency program manager who shall have responsibility for the organization, administration and operation of such agency, subject to the direction and control of the county or city.
- (3) The local governing bodies of counties and cities that have both city and county emergency management programs shall jointly establish policies which provide direction and identify and define the purpose and roles of the individual emergency management programs, specify the responsibilities of the emergency program managers and staff and establish lines of communication, succession and authority of elected officials for an effective and efficient response to emergency conditions.
- (4) Each emergency management agency shall perform emergency program management functions within the territorial limits of the county or city and may perform such functions outside the territorial limits as required under any mutual aid or cooperative assistance agreement or as authorized by the county or city.
- (5) The emergency management functions shall include, as a minimum:
 - (a) Coordination of the planning activities necessary to prepare and maintain a current emergency operations plan, management and maintenance of emergency operating facilities from which elected and appointed officials can direct emergency and disaster response activities;
 - (b) Establishment of an incident command structure for management of a coordinated response by all local emergency service agencies; and
 - (c) Coordination with the Office of Emergency Management to integrate effective practices in emergency preparedness and response as provided in the National Incident Management System established by the Homeland Security Presidential Directive 5 of February 28, 2003. [1983 c.586 §12; 1993 c.187 §9; 2005 c.825 §11]

ORS 401.309 Declaration of state of emergency by city or county;

procedures; mandatory evacuations.

(1) The governing body of a city or county in this state may declare, by ordinance or resolution, that a state of emergency exists within the city or county. The ordinance or resolution must limit the duration of the state of emergency to the period of time during which the conditions giving rise to the declaration exist or are likely to remain in existence.

(2) A city or county in this state may, by ordinance or resolution, establish procedures to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. The ordinance or resolution shall describe the conditions required for the declaration of a state of emergency within the jurisdiction.

(3) An ordinance or resolution adopted under subsection (2) of this section may designate the emergency management agency, if any, or any other agency or official of the city or county as the agency or official charged with carrying out emergency duties or functions under the ordinance.

(4) A city or county may authorize an agency or official to order mandatory evacuations of residents and other individuals after a state of emergency is declared under this section. An evacuation under an ordinance or resolution authorized under subsection (2) of this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

(5) Nothing in this section shall be construed to affect or diminish the powers of the Governor during a state of emergency declared under ORS 401.165. The provisions of ORS 401.165 to 401.236 supersede the provisions of an ordinance or resolution authorized by this section when the Governor declares a state of emergency within any area in which such an ordinance or resolution applies. [1997 c.361 §2; 2009 c.718 §32]

Part One: Continuity of Government

Initial Action Steps

The Initial Action Steps are intended to ensure continuation of high priority and essential functions of all City departments. Each department head shall maintain a checklist of Initial Action Steps to complete as soon as possible.

The basic functions listed below are common to all departments and are essential to manage emergencies and starting the repair/recovery phase.

Communication/Phone System

The City Recorder shall coordinate telephone system needs to continue essential government services.

Department heads or their designees assess and report operability of their department phone system to the City Recorder.

If the land line phone system fails, City-owned cell phones will be used to establish cell phone-based communications.

During total phone system disruption, radio communication via the Public Works frequency shall be used to communicate between departments.

Computer System

If the central computer network located in City Hall becomes inoperable, the City Recorder shall secure individual computers in a safe location to safeguard the data.

Department heads shall assess and report the status of their department computer systems to the City Recorder.

Purchasing

City Administration shall coordinate procurement of office furniture, fixtures, supplies, machines, computers, telephones and other material through purchase, lease, or borrowing from vendors or other sources.

Department heads or their designees shall be responsible for procurement of items unique to their departments, such as rescue or public works specific equipment needed to address the emergency. Purchases exceeding the scope of the department's budget shall be made only with the approval of City Government, and shall be coordinated through City Administration.

Insurance

The City's insurance is through City County Insurance (CIS). The policy covers all city facilities and vehicles. CIS provides a number of tools and links to assist their members in preparing for and recovering from a disaster. Planning before an emergency or crisis is good risk management.

All CIS Members that have property coverage are automatically subscribed to Agility Recovery Solutions. Agility offers access to recovery solutions of power, technology, space and connectivity. The subscription includes expert assistance to help develop a disaster recovery plan. It also includes access to your own exclusive online, password protected [myagility](#) website where you can store, view, and update pertinent recovery planning information. All city managers and council members should watch the [CIS/Agility Webinar](#) or review the [FAQ](#) about Agility. You may contact Agility directly by calling Mark Norton at 704.927.7953 or email mark.norton@agilityrecovery.com.

Mutual Aid

The City has formal mutual aid agreements with a number of communities in the area for public works and public safety. Also, other neighboring communities are likely to offer their assistance outside of a formal agreement. If Mutual Aid is implemented, the appropriate department head or designee shall identify a staging area for volunteers and Mutual Aid responders. The City will follow NIMS when requesting outside help.

Vehicles

The Fire Chief and Public Works Superintendent or their designees shall assess their vehicles to determine response status at the onset of an event.

Facilities Inventory

Facility	# of people	Where in building	Phone access?	Computer access?	Restrooms	Adequate parking?	Heat?	A/C?	Emergency power?
City Hall 5525 B St.	4	Office	Yes	Yes	Yes	Yes	Yes	No	No
City Hall 5525 B St.	15	Council chambers	No*	Wireless internet	Yes	Yes	Yes	No	No
City Hall 5525 B St.	50	Banquet Hall	No*	Wireless internet	Yes	Yes	Yes	No	No
Fire Department 9390 4th. St.	20	Training room	No*	None*	Yes(1)	Yes	Yes	No	Yes
Fire Department 9390 4th. St.	3	Training office	Yes	Yes	Yes(1)	Yes	Yes	No	Yes
Fire Department 9390 4th. St.	50	Apparatus Bay	Yes	No	Yes(1) w/Shower	Yes	Yes	No	Yes
Public Works 8000 Elliott St.	20	Office	Yes	Yes	Yes w/Shower	Yes	Yes	No	No
Waste Water Plant 8000 Elliott St.	4	Office	Yes	Yes	Yes Emergency showers	Yes	Yes	No	Yes

- Phone access possible with the addition of phone jacks and service connection to current provider.
- Wireless internet via city's modem. Further system development required to secure city's network before access can be granted.
- Computer access in Fire hall could be available with the addition of Ethernet cable installation or wireless internet adapter.

Relocation Plan by Building

These scenarios cover major disasters affecting City Hall, the Fire Hall, and the Public Works buildings. This plan covers only short-term displacement. If departments are displaced on a long-term basis, the City will investigate and identify suitable space in the City to house the department.

Scenario 1: City Hall is destroyed

Administration; Fire Hall, Training room
City Recorder; Fire Hall, Training Office
City Council Meeting; Public Works Office

Scenario 2: Fire Department is destroyed

Administration: City Hall Office.
Apparatus and Equipment: Public Works

Scenario 3: Public Works building is destroyed

Public Works vehicles: Fire Department, apparatus bay
Administration: City Hall Office

Scenario 4: City Hall, Public Works, and Fire Station Building are all destroyed

Remaining vehicles, apparatus, and equipment will be moved to staging area(s) deemed available by incident type.

Administrative functions will be located in nearest available office space.

Part II: Employee Preparedness and Response

Roles & Responsibilities

Mayor / Council President

- Be available to declare state of emergency if necessary
- Authorize Public Information Releases for the City or assign a Public Information Officer.
- Authorized to sign checks
- Provide ongoing policy guidance
- Participate in Local Emergency Operations Center

City Council

- Be available to declare state of emergency
- Make ongoing policy decisions
- Serve as city spokesperson when acting as council's designee
- Report to Emergency Operations Center to assist with ongoing management of incident

Department Heads

- Talk to media when authorized.
- Coordinate public information activities through the Public Information Officer, such as press releases, press conferences and web site updates to inform citizens where services have been relocated, new phone numbers, etc.
- Set up Emergency Operations Center, and oversee the Continuity of Government Plan activation
- Consult Emergency Operations plan, and relocate facilities and/or operations as needed.

City Administration

- Coordinate relocation efforts with affected departments.
- Begin phone tree – contact Mayor, Council, and all department heads.
- If City Hall is affected by disaster, notify all other groups using City Hall for meetings, if possible.

Risk Assessment

Following are examples of disasters/emergency events that could affect city facilities/operations and their likelihood of occurring.

Disaster	Probability	Severity
Bomb threat	Low	Low - High
Fire	Medium	Low - High
Gas explosion	Low	Medium – High
Hazardous Materials release	Low	Low – High
Water contamination	Low	Low – Medium
Union strike	Low	Low
Riot	Low	Low – Medium
Plane crash	Low	High
Nuclear attack/spill	Low	High
Food contamination	Low	Varies
LPG gas leak	Low	Low
Water main break	Low	Low
Hostile confrontation	Low	Medium - High
Building issues: f Power/phone outage f No heat f Mold/Environmental	Medium	Low
Tornado/straight line winds	Medium	Low – High
Flood (internal)	Medium	Medium
Flood (external)	Medium	Medium
Blizzard/cold	Medium	Low - Medium
Sewer back up	Low	Low – Medium
Computer hacker	Low	Low – High
Burglary/vandalism	Low	Medium – High
Lightning strike	Low	High
Near Event Tsunami / Earthquake	Low	High

The “probability” was determined by past experience, the design of the City and experience in cities similar to Bay City in terms of size, design/layout, and history of disasters.

The “Severity” is based on the harmful effects of the disaster, should it occur. Many of the potential disasters have a range of severity that depends on the extent of the disaster.

A copy of this plan shall be maintained at the home of: the Mayor, the City Council President, and each department head or designee, and shall be stored in each of the following locations:

- City Hall
- Fire Station
- Public Works Building

Line of Succession

The following table indicates the order of succession to execute the plan, and ensure that all essential functions of government are provided in a prudent and timely manner.

Entity/ Department	Contact	Alternate #1	Alternate #2	Alternate #3
City Government	Mayor	Council President	Unified Councilors	Individual Councilors by seniority
City Admin	City Recorder	City Clerk	City Clerk	City Council Member(s)
Public Works	Superintendent	Waste Water Tech	Utility Worker II	Utility Worker I
Fire Department	Fire Chief	Asst. Fire Chief	Fire Marshal	Fire Captain

Essential Facilities

The facilities listed below should be restored as soon as possible, in this order, following any event;

- 1) Wells and Water Distribution System
- 2) Wastewater System
- 3) Fire Station
- 4) City Hall
- 5) Public Works Building
- 6) Utility Company Facilities (PUD, Phone, Cable Television)
- 7) Commercial establishments
- 8) Business establishments
- 9) Private residences
 - A) At risk populations