

*"Making a difference through excellence of service"*



## **CITY OF WARRENTON**

### **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING  
January 8, 2019 – 6:00 P.M.  
Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **OATHS OF OFFICE**

4. **APPOINTMENT OF MAYOR PRO TEM FOR 2019**

5. **CONSENT CALENDAR**

- A. Commission Town Hall Meeting Minutes – 12.04.18
- B. Commission Regular Meeting Minutes – 12.11.18
- C. Monthly Finance Report – November 2018
- D. Police Department Monthly Statistics – November 2018

6. **COMMISSIONER REPORTS**

7. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card, and submit to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

8. **PUBLIC HEARINGS**

- A. Transportation System Plan & Code Amendments (File No. DCA 18-5)
- B. Clatsop County Street Vacation – Ordinance No. 1226

9. **BUSINESS ITEMS**

- A. Consideration of Audit Report – FYE June 30, 2018
- B. Consideration of Development Code Amendment – Pacific Seafoods Employee Housing
- C. Consideration of Homestay Lodging Program – Ordinance No. 1224
- D. Consideration of Nuisance Determination – 1940 S. Main Avenue
- E. Consideration of Nuisance Determination – 1030 Third Avenue
- F. Consideration of Goods Contract – Emergency Responder Services; Installation of Patrol Tahoe Safety Equipment
- G. Consideration of Leitch/Campbell Lease – Storage; 60 NE Iredale
- H. Consideration of Granting Cable Television Franchise to Falcon Community Ventures I (dba Charter) - First Reading of Ordinance No. 1227
- I. Consideration of Public Records Request Policy Update – First Reading of Resolution No. 2531
- J. Consideration of Committee Appointments

10. **DISCUSSION ITEMS**

- A. Low Pressure Sewer

11. **GOOD OF THE ORDER**

12. **EXECUTIVE SESSION**

*Under the authority of ORS 192.660(2)(e); to conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

13. **ADJOURNMENT**

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

4A

BALLOT FOR MAYOR PRO TEM

January 8, 2019

Write your name next to the Commissioner for whom you are voting.

Commissioner Tom Dyer \_\_\_\_\_

Commissioner Rick Newton Tom Dyer \_\_\_\_\_

Commissioner Pam Ackley \_\_\_\_\_

Commissioner Mark Baldwin \_\_\_\_\_

Mayor Henry A. Balensifer \_\_\_\_\_

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BALLOT FOR MAYOR PRO TEM

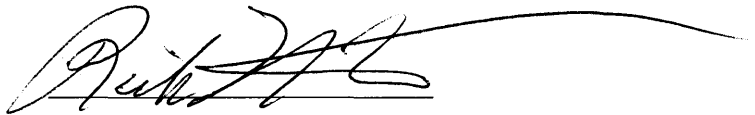
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Commissioner Rick Newton

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Commissioner Pam Ackley

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Commissioner Mark Baldwin

\_\_\_\_\_

Mayor Henry A. Balensifer

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5-A

MINUTES  
Warrenton City Commission  
Town Hall Meeting – December 4, 2018  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, Or 97146

Mayor Balensifer called the meeting to order at 6:02 p.m., and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Pam Ackley, Tom Dyer, Mark Baldwin and Rick Newton

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, and City Recorder Dawne Shaw

Mayor Balensifer welcomed everyone and gave a brief overview of the format for the town hall. He noted there was no time limit on speaking however asked everyone to be considerate and timely.

Mr. Robinson, land use attorney representing Pacific Seafoods introduced himself and gave his contact information to the public. He noted an email that was passed out to the City Commission and submitted a copy for the record. He explained the conditional use process and summarized the submitted criteria. He explained the location of the dormitory; and spoke about the concerns about crime. He noted the employees have already been vetted – they are hardworking people that simply need a place to live. He stated terminated employees can no longer reside in the dorm and the company will provide a bus ticket back to their point of origin. Mr. Robinson addressed traffic concerns, and discussed the good neighbor agreement, noting it will include a 24 hour contact for problems. He stated the number of employees and dorm set up is not yet known, but will be part of the conditional use permit application. Mayor Balensifer asked Mr. Robinson to read over the proposed conditional use language and the I-2 development standards, for the audience's benefit. Mayor Balensifer proceeded to read the text from Mr. Robinson's email. Mr. Robinson noted there are two sets of development standards they have to adhere to, and they cannot deviate from them. He stated they built that language into the conditional use permit approval criteria, so they become part of the approval and part of the standards.

Ms. Dixie Dowaliby voiced concerns about the square footage of the office space and it not being adequate. Mr. Robinson stated it is about 6,000 sq. ft., but noted the plan is not determined yet, and will be part of the conditional use permit application. Ms. Dowaliby stated she was offended that Mr. Robinson talked about the neighbors to the east, she is to the west. Mr. Robinson amended his comment to include all neighbors. Ms. Dowaliby stated she was worried about follow through because the owner, Mr. Dulcich does not live in Hammond. She discussed

the existing building, and the lack of space and amenities. It was noted they will be housing employees May – September. Mayor Balensifer explained that some details will not be hashed out until the development application is presented – this process is for the zone amendment. Mr. Robinson noted they are not changing the I-2 zone, they are adding a conditional use permit to the list of uses.

Ms. Judy Bearman noted personal events that led up to her buying a home on NW 17<sup>th</sup> Place. She talked about her current good neighbors, and stated she never dreamed someone would drop 100 part time residents near her home. She stated she has compassion for people that need this housing, but this is not the place. She asked the commission to not approve.

Ms. Tess Chedsey stated she does not understand how a zoning change can be approved before knowing what the development possibilities are.

Mr. Scott Widdicombe noted concerns about the number of workers as outlined in the Planning Commission agenda, and stated there is not enough room. He voiced concerns that they are seeking a precedent, and will then develop additional property for more housing. Mayor Balensifer explained zoning and uses of zones; and stated it is not unusual for the city to change a zone. He explained the application process and conditional use approval/review process. Mr. Widdicombe asked for clarification on when the public gets a chance to speak at the Planning Commission hearing, and noted concerns about not seeing the application until the night of the meeting. Mr. Robinson explained the public hearing notice process and stated he will make Mr. Widdicombe aware of the notice. He explained when and how the records are available, and the hearing and appeal process. Discussion continued on building codes for dormitory housing. Mr. Cronin suggested Mr. Widdicombe schedule a meeting with the city's building official.

Ms. Barb Balensifer stated she was apprehensive about coming here since one of the decision makers is her relative, but noted she has lived in the area for over 60 years and her property abuts the dormitory site, so she felt she had the right to testify. She asked if the Newport housing is on site, or offsite like in Warrenton. Mr. Robinson explained the Newport city council adopted the ordinance amending their code to allow the use described, and stated the housing is offsite. Ms. Balensifer noted she was very happy to hear the commission was considering a conditional use instead of an outright use. She stated she would like to see the commission have really tight control over the conditional use language, and would also like to see them put a timeline on a revisit of the conditional use.

Mr. Gil Gramson complimented the city on having the town hall, and noted he appreciates that the abandoned cars and derelict buildings are getting cleaned up. He noted Pacific Seafoods had the option to build housing on Skipanon Drive, but the city put on so many restrictions or conditions; they thought it was not viable to go ahead. He stated he would like city to take a look at adopting a housing policy to work with more affordable homes and workforce apartments. Mr. Gramson noted he wrote up his own ordinance with tougher standards, and he would like the commission to consider it. He distributed a copy of his proposed ordinance.

Mrs. Anne Marie Gramson noted the housing shortage has been coming on for years, and she does not believe the sense of urgency. She talked about Mr. Dulcich's business practices, and stated she was concerned about the good neighbor policy. She noted Bio Oregon has not been a good neighbor until they were required to. Mrs. Gramson read the proposed ordinance language.

Mayor Balensifer noted the good comments, questions and feedback received from the public. Ms. Dowaliby asked if housing is part of the pay; Brandi Hogg, Director of Team Member Services (Pacific Seafoods), noted housing is not part of the hourly wage but employees do pay a \$15.00 per diem for housing; the company pays the rest. Brief discussion continued on worker housing conditions and the welfare of the workers. Mr. Terry Ferguson stated this dormitory sounds like medium security prison. He also noted water pressure problems in the area. Mayor Balensifer noted the new 1.6 million dollar water line going in to Ridge Road; brief discussion continued. Ms. Christina Whitney stated she thinks it is a terrible idea; stating the workers won't have anything to do and will hang out on the dike, and destroy a nice neighborhood. Discussion continued. Ms. Hogg noted the majority of these workers are return seasonal workers, and this is a coveted position. She stated they are known team members, and working at Pacific Seafoods is a good opportunity, with good working conditions. Discussion followed.

Commissioner Newton asked for clarification that they can house people in the dorm for Bio Oregon and/or Pacific Seafoods; Mr. Robinson confirmed they can house employees for both businesses in the dorm. Brief discussion continued. Mayor Balensifer noted there is a member of DLCD in attendance - Lisa Phipps, North Coast Regional Representative. Ms. Phipps explained the challenges of a zone change or amendment to a land use. She stated once this use is approved, any applicant with property in the I-2 zone can apply for this, if they meet the criteria. She noted applications to the state are reviewed for compliance with the statewide planning goals, of which there are 19. She noted the state is mainly focused on Goal 17, which is shorelands. Ms. Phipps noted the state worked with applicant on the language. She stated if approved by the city commission, it will go to state for review, and can overturn the commission's decision. She said she came to hear the concerns and issues. Brief discussion continued.

Commissioner Dyer asked for clarification that the building footprint cannot be expanded, and the building and fire codes will determine how many people can live in the dorm; Mr. Robinson confirmed. Discussion continued and it was noted that many questions will be answered in the conditional use application process. Commissioner Newton asked for clarification on the wording in the draft rules & regulations regarding when visitors are allowed in the dormitory. Mr. Robinson noted there was an error and it will be corrected.

Commissioner Ackley noted this is not a lock down facility with barbed wire fencing; it is a dormitory housing employees. Mayor Balensifer discussed industrial zones, noting a noisy industrial machine shop use could go in, and it would be an allowed use. The Commissioners all thanked everyone for coming and providing input. Mayor Balensifer noted "the city works better when we hear from you."

#### MINUTES

Warrenton City Commission

Town Hall - 12.04.18

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There being no further business Mayor Balensifer adjourned the town hall at 7:49 p.m.

APPROVED:

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Henry Balensifer, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, City Recorder

DRAFT

MINUTES  
Warrenton City Commission  
Regular Meeting – December 11, 2018  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Pro Tem Newton called the meeting to order at 6:10 p.m., and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Pro Tem Rick Newton, Tom Dyer, Pam Ackley, and Mark Baldwin

Excused: Mayor Henry Balensifer

Staff Present: City Manager Linda Engbretson, Legal Counsel Spencer Parsons via Skype, Finance Director April Clark, Fire Chief Tim Demers, Police Chief Mathew Workman, Harbormaster Jane Sweet, Public Works Director Collin Stelzig, Asst. Harbormaster Mike Olsen, Police Officer Len Mossman, Police Officer Robert Wirt, Police Officer Al Fontana and City Recorder Dawne Shaw

City Manager Linda Engbretson requested an addition to the agenda, as item 7-D; Consideration of Warner Family and City of Warrenton Perkins Road Waterline MOU.

**Commissioner Baldwin made the motion to add agenda item 7-D. Motion was seconded and passed unanimously.**

**Baldwin – aye; Newton – aye; Dyer – aye; Ackley – aye**

CONSENT CALENDAR

- A. Commission Work Session Minutes – 11.13.18
- B. Commission Regular Meeting Minutes – 11.27.18
- C. Abstract of Votes
- D. Monthly Finance Report – October 2018
- E. Marina Report – July – November 2018
- F. Community Center Board Meeting Minutes – October 2018

Mayor Pro Tem Newton noted a correction to the 11.13.18 work session minutes.

**Commissioner Ackley made the motion to approve the consent calendar as amended. Motion was seconded and passed unanimously.**

**Baldwin – aye; Newton – aye; Dyer – aye; Ackley – aye**

City Manager Engbretson thanked Harbormaster Jane Sweet for the marina report on the consent calendar. She noted it has a lot of really good information.

## COMMISSIONER REPORTS

Commissioner Dyer welcomed everyone.

Commissioner Ackley gave an update on the Warrenton-Hammond Healthy Kids Christmas toy and gift drive.

Commissioner Baldwin thanked everyone for coming.

Mayor Pro Tem Newton stated he attended the Pacific Safety Community Council meeting, and noted there was discussion during Coffee with the Mayor on theft arrests at Walmart. He also gave an update on the Warrenton Warming Center, and reminded everyone about Coffee with the Mayor every Monday morning at 9:00 a.m.

City Manager Engbretson reminded everyone of the Breakfast with Santa this Saturday at 8:00 a.m.; all proceeds go to the Community Center. She also recognized City Recorder Dawne Shaw for being appointed as OAMR Region 1 Director.

Mayor Pro Tem Newton presented an award of appreciation plaque to Senior Police Officer Al Fontana, for his recent retirement, and thanked him for 26 years of service with the Warrenton Police Department. Officer Fontana made a few comments on his time with the City. City Manager Engbretson also spoke a few words and gave a bouquet of flowers to Mrs. Fontana.

PUBLIC COMMENT – None

## PUBLIC HEARING

Mayor Pro Tem Newton noted this is the time scheduled for the continued public hearing; he noted Mayor Balensifer is not in attendance and asked to continue the hearing to January 8, 2019. City Attorney Spencer Parsons noted the applicant requested the hearing be reopened, and recommended the Commission entertain a motion to reopen the record. He clarified the applicant wishes to submit further written testimony. Mayor Pro Tem Newton noted he would still like to hear from people on January 8<sup>th</sup> for full transparency. Mr. Parsons clarified the Commission has the authority to reopen for written and oral testimony. Commissioner Baldwin noted this has been discussed at two hearings and the Commission has heard the same testimony, and they need to make a decision. He stated he feels like they have been overly transparent, and at some point they have to rule on what was put in front of them. Commissioner Ackley stated she understood they wanted to have a full Commission present and to reopen the record to allow written testimony – not oral testimony. Commissioner Dyer agreed with written testimony only. City Manager Engbretson suggested the city commit to notify each of the town hall speakers of the written testimony submission deadline, and also publish a public notice regarding the January 2 deadline.

**Commissioner Ackley made the motion to reopen the record to allow written submissions, to be delivered on or before January 2, for the meeting of January 8, 2019, for the Pacific Seafood hearing. Motion was seconded and passed unanimously.**

**Baldwin – aye; Newton – aye; Dyer – aye; Ackley – aye**

**Commissioner Ackley made the motion to continue the hearing for Application File DCR 18-4 until January 8, 2019. Motion was seconded and passed unanimously.**

**Baldwin – aye; Newton – aye; Dyer – aye; Ackley – aye**

#### BUSINESS ITEMS

City Manager Engbretson presented an Intergovernmental Agreement for the Clatsop County Natural Hazards Mitigation Plan. She stated it includes special districts, the county and all local jurisdiction cities, to all work together to update the plan, which is required every five years. She noted the IGA does not require any cash match but does require a commitment of staff time. She noted the agreement outlines the work and the partnership and recommends the Commission authorize the Mayor's signature. Brief discussion followed.

**Commissioner Dyer made the motion to approve the IGA for the Clatsop County Natural Hazards Multi-Jurisdictional Mitigation Plan Update and authorize the Mayor to execute the IGA. Motion was seconded and passed unanimously.**

**Baldwin – aye; Newton – aye; Dyer – aye; Ackley – aye**

Ms. Engbretson noted each jurisdiction will each appoint a steering committee member, and suggested appointing Community Development Director Kevin Cronin, with herself as an alternate.

**Commissioner Baldwin made the motion to appoint Community Development Director Kevin Cronin as steering committee member, and City Manager Linda Engbretson as an alternate. Motion was seconded and passed unanimously.**

**Baldwin – aye; Newton – aye; Dyer – aye; Ackley – aye**

Finance Director April Clark presented Resolution No. 2532, and noted in the prior fiscal year, the City received a grant from Oregon Parks and Recreation Department for the purpose of constructing the VFW Veteran's monument. She explained the grant process and noted the project is complete and the grant is in the process of being closed. This budget adjustment increases spending authority in the Administration department in the Grants Fund, to pay the last few invoices. Brief discussion followed.

**Commissioner Ackley made the motion to approve Resolution No. 2532; Approving and Adopting Increases to the 2018-2019 Budget by Increasing Appropriations for Unanticipated Revenues from Specific Purpose Grant. Motion was seconded and passed unanimously.**

#### MINUTES

Warrenton City Commission

Regular Meeting – 12.11.18

Page: 3

**Baldwin – aye; Newton – aye; Dyer – aye; Ackley – aye**

Public Works Director Collin Stelzig presented a professional services agreement for the SW 4<sup>th</sup> Street reconstruction project. He noted the contract is for \$44,300.00 with OTAK for the design of engineering plans, technical specifications, contract documents and coordination of bidding and notifications to the selected contractor. Brief discussion followed. Commissioner Baldwin voiced concerns about the condition of 7<sup>th</sup> and Main and stated the Commission has been talking about paving it for about seven years and nothing has happened. He asked when the city will fix it, and noted they have been promising it for a long time but it has never been repaved. Discussion continued. Mr. Stelzig stated the design has been done for 7<sup>th</sup> and Main; and noted the city will bring sewer in to that section. He continued to discuss low pressure systems, and grinder pumps. He stated once the sewer line is in, it will be quick. Commissioner Baldwin continued to discuss and stated it should get done as soon as possible since promises were made. Brief discussion continued, and Mr. Stelzig stated if the low pressure system is allowed, work can start next summer.

**Commissioner Ackley made the motion to approve staff's recommendation to accept the professional services proposal 68185.A00 from OTAK for \$44,300.00 for the design of engineering plans, technical specifications, contract documents and coordination of bidding and notifications to the selected contractor for the SW 4<sup>th</sup> Street Reconstruction Project. Motion was seconded and passed unanimously**

**Baldwin – aye; Newton – aye; Dyer – aye; Ackley – aye**

City Attorney Spencer Parsons noted the distributed proposed MOU, drafted by the attorney representing the Warner family, regarding the Perkins Road waterline. He stated the Warners want the city to provide water service to them, and noted there is an obstacle in the way - a 1981 agreement for a water line with limited connections. Mr. Parsons stated he had recommended the city not provide a connection unless they are willing to indemnify the city against any claims brought by any parties of the 1981 agreement. After that recommendation, the Warners had their attorney do more research. Mr. Parsons further discussed the MOU, and also recommended an addition to the language to include, in the event of a sale of their property the Warners disclose this MOU as well as the 1981 agreement.

**Commissioner Ackley made the motion to authorize the City Manager's signature on the MOU, with addition that the MOU is also disclosed when the property is sold. Motion was seconded and passed unanimously.**

**Baldwin – aye; Newton – aye; Dyer – aye; Ackley - aye**

#### DISCUSSION ITEMS

Finance Director April Clark noted at a previous Coffee with the Mayor she gave a presentation on where property tax dollars are spent, and it was suggested she bring this information to a City Commission meeting. She explained where the property tax dollars go, as outlined on the handout. Brief discussion continued.

#### MINUTES

Warrenton City Commission

Regular Meeting – 12.11.18

Page: 4

GOOD OF THE ORDER

Commissioner Dyer noted he appreciated that the town hall meeting went well, and all was civil.

Commissioner Ackley thanked marina staff for the great report on that status of the marinas; she noted they are waiting to get the permit to dredge, and that staff has been doing a wonderful job.

Commissioner Baldwin asked for clarification regarding a social media post on a recent event at the Warrenton Grade School. Police Chief Workman explained that a suspicious item was found in a school locker. He noted he cannot say much because it is still under investigation. He stated the item was secured, and the Fire Department was already on site. He stated he erred on the side of caution and called Hazmat to check the item over, and secure it. He noted they are moving forward with the investigation. Chief Workman stated students and staff were never in danger and he put something out on social media before there was a panic. Commissioner Baldwin noted a negative comment on social media and stated the city did follow protocol and did their due diligence. He also noted the "Fire Truck to School" program, and gave kudos to the Fire Department. He stated he was proud of the city and staff, and noted they are doing a great job. Ms. Engbretson gave assurances that the Police Chief and Fire Chief are in communication in events such as this, and are taking appropriate steps and following procedures.

Mayor Pro Tem Newton stated went to a LOC training on ethics, and noted he is proud of staff. He also stated the task forces will be meeting next year to work on Hammond streets and the marina. He noted he heard news that UCLA is testing new gel to stop the reoccurrence of cancer, and they have had success with it.

There being no further business, Mayor Pro Tem Newton adjourned the regular meeting at 7:14 p.m.

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, City Recorder

**Volume 12, Issue 5**

**Monthly Finance Report**  
**November 2018**

**January 8, 2019**

**Economic Indicators**

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.50%	1.55%
Prime Rate:	5.25%	4.25%
◆ CPI-U change:	2.2%	2.2%
◆ Unemployment Rates:		
Clatsop County:	not avail.	4.2%
Oregon:	3.9%	4.2%
U.S.:	3.7%	4.1%

**Department Statistics**

◆ Utility Bills mailed	3,317
◆ New Service Connections	5
◆ Reminder Letters	499
◆ Door Hangers	123
◆ Water Service Discontinued	13
◆ Walk-in counter payments	701
◆ Mail payments	1,171
◆ Auto Pay Customers/pmts	608
◆ Online (Web) payments	673
◆ Phone payments	129

**Current and Pending Projects**

- ◆ M D & A / Audit
- ◆ SDC Annual Report
- ◆ Landfill Financial Assurance Report
- ◆ Warrenton Urban Renewal Agency Annual Report

**Financial Narrative as of November 30, 2018**

**Note:** Revenues and expenses should track at 5/12 or 41.7% of the budget.

**General Fund:** Year to date revenues amount to \$2,107,119, which is 52.5% of the budget, compared to the prior year amount of \$2,154,671, which was 55.8% of the budget and are down by \$47,552. Increases are shown in property taxes, franchise fees, municipal court, community development fees, interest and lease receipts and are offset by decreases in transient room tax, state revenue sharing, and police charges.

Expenses year to date amount to \$1,891,536, which is 40.8% of the budget, compared to the prior year amount of \$1,660,792, which was 38% of the budget. All departments are tracking at or under the budget except the Admin/Comm/Fin which has large one-time expenditures at the beginning of the year. Transfers of \$204,578 were made to other funds as budgeted this month.

**WBA:** Business license revenue amounts to \$55,005, compared to \$48,855 last year at this time, a difference of \$6,150.

**Building Department:** Permit revenues this month amount to \$14,402 and \$62,730 year to date, which is 40% of the budgeted amount. Last year to date permit revenue was \$124,966.

**State Tax Street:** State gas taxes re-

ceived this month amount to \$34,657 for fuel sold in October and \$132,382 year to date. City gas taxes received this month amount to \$64,566 for fuel sold in September (an adjustment was made for late filing of City taxes from the prior month from one vendor) and are \$110,087 year to date.

**Warrenton Marina:** Total revenues to date are \$453,910, 71.9% of the budgeted amount, compared to the prior year amount of \$406,624, which was 76.4% of the budgeted amount. There is \$33,713 in moorage receivables outstanding.

**Hammond Marina:** Total revenues to date are \$326,560, 81.7% of the budgeted amount, compared to the prior year amount of \$277,599, which was 96.5% of the budgeted amount. There is \$3,729 in moorage receivables outstanding.

Of the total outstanding receivables \$18,956 is over 90 days old.

**Water Fund:** Utility fees charged this month are \$136,620 and \$75,718, and \$882,322 and \$729,796 year to date for in-city and out-city respectively and totals \$1,612,118 and is 53.2% of the budget. Last year at this time year to date fees were \$835,403 and \$694,199, for in-city and out-city, respectively, and totaled \$1,529,602.

On page 5, water revenue history is

shown for each fiscal year beginning July 1, 2008. The green is in-city and the gray is out-city, and the grand total is shown in orange. Also shown, segregated from the in-city and out-city category is the top 5 users of the system each year and then the 5 months of the current year.

**Sewer Fund:** Utility fees charged this month are \$183,441 and \$2,189,950 year to date, which is 43.9% of the budget. Last year at this time year to date fees were \$913,774. Shoreline Sanitary fees year to date are \$54,281. Septage revenue year to date is \$134,758 and is 44.5% of the budget. Total revenues year to date are \$1,210,242 compared to \$1,527,179 at this time last year. Last year revenue included loan proceeds for the Core Conveyance Project.

**Storm Sewer:** Utility fees (20% of sewer fees) this month are \$36,688 and \$192,095 year to date and is 44% of the budget. Last year to date revenues were \$182,753 which was 45.1% of the budget.

**Sanitation Fund:** Service fees charged this month for garbage and recycling were \$76,494 and \$16,098, and \$406,360 and \$80,136, year to date, and are 44.3% and 43.2% of the budget respectively.

**Library:** Property taxes were received this month in the amount of \$146,603 and \$173,166 year to date.

## Financial data as of November 2018

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,120,833	1,337,045	908,000	147.25
Plus: Revenues	917,060	2,107,119	4,013,541	52.50
Less: Expenditures				
Municipal Court	9,080	51,610	139,198	37.08
Admin/Comm/Fin(ACF)	60,546	525,463	1,142,969	45.97
Planning	14,255	88,647	219,607	40.37
Police	145,016	717,733	1,894,677	37.88
Fire	44,451	247,924	868,783	28.54
Parks	7,339	55,581	163,659	33.96
Transfers	204,578	204,578	204,578	100.00
Total Expenditures	485,265	1,891,536	4,633,471	40.82
Ending Fund Balance	1,552,628	1,552,628	288,070	538.98

(see details of revenue, page 4)

	WBA			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	69,438	65,586	53,000	123.75
Plus: Revenues	620	62,047	63,000	98.49
Less: Expenditures	1,182	58,757	98,692	59.54
Ending Fund Balance	68,876	68,876	17,308	397.94

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	254,873	272,657	200,000	136.33
Plus: Revenues	14,915	65,338	158,682	41.18
Less: Expenditures	15,267	83,474	315,577	26.45
Ending Fund Balance	254,521	254,521	43,105	590.47

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,871,230	1,809,511	1,500,000	120.63
Plus: Revenues	103,136	260,610	753,057	34.61
Less: Expenditures	18,877	114,632	1,572,100	7.29
Ending Fund Balance	1,955,489	1,955,489	680,957	287.17

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	440,821	195,211	190,000	102.74
Plus: Revenues	21,688	453,910	631,700	71.86
Less: Expenditures	34,738	221,350	711,179	31.12
Ending Fund Balance	427,771	427,771	110,521	387.05

## Financial data as of November 2018, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	309,421	122,905	119,000	103.28	2,357,623	1,337,636	1,100,000	121.60
Plus: Revenues	11,457	326,560	399,751	81.69	226,982	1,825,040	4,821,100	37.86
Less: Expenditures	21,431	150,018	457,137	32.82	741,062	1,319,133	5,297,243	24.90
Ending Fund Balance	<u>299,447</u>	<u>299,447</u>	<u>61,614</u>	<u>486.00</u>	<u>1,843,543</u>	<u>1,843,543</u>	<u>623,857</u>	<u>295.51</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,334,537	1,939,250	1,700,000	114.07	681,327	596,394	375,000	159.04
Plus: Revenues	223,680	1,210,242	2,698,919	44.84	37,731	196,825	439,800	44.75
Less: Expenditures	172,633	763,908	3,235,301	23.61	13,547	87,708	602,036	14.57
Ending Fund Balance	<u>2,385,584</u>	<u>2,385,584</u>	<u>1,163,618</u>	<u>205.01</u>	<u>705,511</u>	<u>705,511</u>	<u>212,764</u>	<u>331.59</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	458,127	417,570	380,000	109.89	15,594	14,375	10,000	143.75
Plus: Revenues	93,954	494,808	1,109,100	44.61	2,616	10,524	18,020	58.40
Less: Expenditures	83,505	443,802	1,301,768	34.09	1,437	8,126	26,241	30.97
Ending Fund Balance	<u>468,576</u>	<u>468,576</u>	<u>187,332</u>	<u>250.13</u>	<u>16,773</u>	<u>16,773</u>	<u>1,779</u>	<u>-</u>

	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	37,727	40,842	40,000	102.11	296,448	297,770	234,692	126.88
Plus: Revenues	146,503	183,552	226,925	80.89	568	2,640	1,897,622	0.14
Less: Expenditures	10,939	51,103	183,285	27.88	180	3,574	2,132,314	0.17
Ending Fund Balance	<u>173,291</u>	<u>173,291</u>	<u>83,640</u>	<u>207.19</u>	<u>296,836</u>	<u>296,836</u>	<u>-</u>	<u>-</u>

## Financial data as of November 2018, continued

## (\$) Cash Balances as of November, 2018

General Fund	1,805,951	Warrenton Marina	398,884	Storm Sewer	657,559
WBA	68,896	Hammond Marina	297,176	Sanitation Fund	377,875
Building Department	257,604	Water Fund	1,428,549	Community Center	18,218
State Tax Street	1,959,869	Sewer Fund	2,046,085	Library	174,724

## Warrenton Urban Renewal Agency

Capital Projects	296,836
Debt Service	1,787,451

General Fund Revenues	Collection Frequency	2018-2019 Budget	Actual as a % of Current Budget	Collections/Accruals		(over) under budget
				Year to date		
				November 2018	November 2017	
Property taxes-current	AP	955,270	94.48	902,542	859,812	52,728
Property taxes-prior	AP	35,000	50.17	17,559	18,156	17,441
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	551,000	29.34	161,680	154,159	389,320
COW - franchise fees	M	146,621	45.94	67,357	63,984	79,264
Transient room tax	Q	532,696	39.83	212,175	280,616	320,521
Liquor licenses	A	700	3.57	25	125	675
State revenue sharing	MQ	162,745	17.31	28,171	39,255	134,574
Municipal court	M	104,400	53.87	56,236	42,525	48,164
Community development fees	I	50,000	35.32	17,660	15,344	32,340
Police charges	I	8,500	92.27	7,843	43,497	657
Fire charges	SM	97,582	0.00	-	-	97,582
Park charges	I	-	0.00	50	125	
Miscellaneous	I	1,200	967.08	11,605	11,499	(10,405)
Interest	M	15,000	55.95	8,392	4,901	6,608
Lease receipts	M	209,858	43.06	90,361	88,340	119,497
<b>Sub-total</b>		<b>2,870,572</b>	<b>55.10</b>	<b>1,581,656</b>	<b>1,622,338</b>	<b>1,288,916</b>
Transfers from other funds	I	-	0.00	-	25,629	-
Overhead	M	1,142,969	45.97	525,463	506,704	617,506
<b>Total revenues</b>		<b>4,013,541</b>	<b>52.50</b>	<b>2,107,119</b>	<b>2,154,671</b>	<b>1,906,422</b>

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

MAQ - Century Link & NW Nat-quarterly, Charter annually in March,  
all others monthly

S - semi-annual

I - intermittently

MQ - Monthly, cigarette and liquor and Quarterly, revenue sharing

R - renewals due in July and new licenses intermittently

A - annual

Note: Budget columns do not include contingencies as a separate line item but are included in the ending fund balance. Unless the Commission authorizes the use of contingency, these amounts should roll over to the following year beginning fund balance. For budget details, please refer to the City of Warrenton Adopted Budget for fiscal year ending June 30, 2018. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

## Financial data as of November 2018, continued

## water fund utility revenues

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	5 months 2019
in city	1,221,783	744,632	753,354	909,751	874,148	957,484	1,014,340	1,201,543	1,240,268	1,377,004	688,300
out city		514,819	523,402	664,558	608,385	635,841	672,179	798,288	821,264	926,781	471,109
4 pacific coast seafoods	164,353	156,602	214,773	230,083	296,702	22,742	25,443	38,549	46,390	35,581	31,978
1 city of gearhart	665,723	564,788	538,496	534,382	264,658	125,075	178,583	211,396	201,556	238,334	234,093
2 fort stevens	44,153	52,824	47,114	40,868	76,354	54,324	60,915	80,824	95,380	110,956	60,098
* camp rilea	49,810	65,629	58,345	16,471	4,425	4,831	5,217	5,940	6,389	6,991	3,101
3 bio oregon	28,399	30,785	33,376	33,293	51,602	68,430	91,106	72,408	93,145	82,570	40,550
* hampton lumber	92,738	37,631	7,998	30,028	37,267	40,070	39,595	41,336	54,111	64,422	29,953
* glenwood village							35,960	36,317	35,010	45,472	21,493
5 point adams packing									57,728	60,046	31,443
<b>total</b>	<b>2,266,959</b>	<b>2,167,710</b>	<b>2,176,858</b>	<b>2,459,434</b>	<b>2,213,541</b>	<b>1,908,797</b>	<b>2,123,338</b>	<b>2,486,601</b>	<b>2,651,241</b>	<b>2,948,157</b>	<b>1,612,118</b>

\* used to be in the top 5

## sewer fund utility revenues

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	5 months 2019
in city	1,120,661	1,149,385	1,187,121	1,315,666	1,395,820	1,483,459	1,534,362	1,601,310	1,752,561	1,886,823	844,995
shoreline								54,247	114,454	121,893	54,281
fred meyer				20,396	36,998	68,023					
hampton lumber mill	130,132	50,507		39,203	48,810	52,575	48,144	44,576	58,408	68,549	31,341
fort stevens state park	38,526	38,526	40,292	38,935	44,598	46,828	47,999	49,199	52,151	54,759	23,957
columbia point apts	28,123	28,123	29,410	28,420	32,551	34,178	35,035	35,914	38,066	39,967	17,487
port warren condos	26,248	26,248	27,450	26,525	30,381	31,900	32,700		35,529		
alder creek village		18,749	19,607					39,505		43,964	19,236
northwest housing			19,607								
astoria/seaside koa	19,288						37,581	41,628	48,112	44,237	23,371
<b>total gross revenue</b>	<b>1,362,978</b>	<b>1,311,538</b>	<b>1,323,487</b>	<b>1,469,145</b>	<b>1,589,158</b>	<b>1,716,963</b>	<b>1,735,821</b>	<b>1,866,379</b>	<b>2,099,281</b>	<b>2,260,192</b>	<b>1,014,668</b>

5-D



# WARRENTON POLICE DEPARTMENT

## NOVEMBER 2018 STATISTICS

JANUARY 8, 2019



November Statistics (% changes are compared to 2017)							
Category	2018	2017	% Chg	2016	% Chg	2015	% Chg
Calls for Service	<b>837</b>	697	<b>20%</b>	541	<b>55%</b>	611	<b>37%</b>
Incident Reports	<b>215</b>	210	<b>2%</b>	133	<b>62%</b>	137	<b>57%</b>
Arrests/Citations	<b>164</b>	88	<b>86%</b>	61	<b>169%</b>	66	<b>148%</b>
Traffic Events	<b>246</b>	133	<b>85%</b>	144	<b>71%</b>	183	<b>34%</b>
DUII Calls	<b>5</b>	2	<b>150%</b>	2	<b>150%</b>	0	<b>500%</b>
Traffic Accidents	<b>26</b>	23	<b>13%</b>	21	<b>24%</b>	15	<b>73%</b>
Property Crimes	<b>131</b>	153	<b>-14%</b>	62	<b>111%</b>	60	<b>118%</b>
Disturbances	<b>99</b>	60	<b>65%</b>	52	<b>90%</b>	47	<b>111%</b>
Drug/Narcotics Calls	<b>7</b>	17	<b>-59%</b>	4	<b>75%</b>	5	<b>40%</b>
Animal Complaints	<b>23</b>	20	<b>15%</b>	15	<b>53%</b>	20	<b>15%</b>
Officer O.T.	<b>136</b>	280	<b>-51%</b>	267.5	<b>-49%</b>	80.5	<b>69%</b>
Reserve Hours	<b>32.5</b>	27.5	<b>18%</b>	7	<b>364%</b>	60	<b>-46%</b>

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	553	517	772	776	921	870	1091	1015	927
Incident Reports	177	138	160	185	235	238	212	267	267
Arrests/Citations	91	49	84	89	137	174	183	176	203
Traffic Events	152	161	267	247	316	266	362	319	310
DUII Calls	4	1	4	4	9	2	8	3	5
Traffic Accidents	13	17	18	27	22	22	28	28	27
Property Crimes	86	58	59	94	93	109	103	120	97
Disturbances	50	58	75	73	88	74	75	103	85
Drug/Narcotics Calls	7	5	7	10	10	6	10	9	10
Animal Complaints	17	17	25	20	37	32	30	29	29
Officer O.T.	173	222.75	64.4	88.15	119	146	149.98	160.25	135.5
Reserve Hours	18.5	24	13	37	21	7	43.5	37.5	26

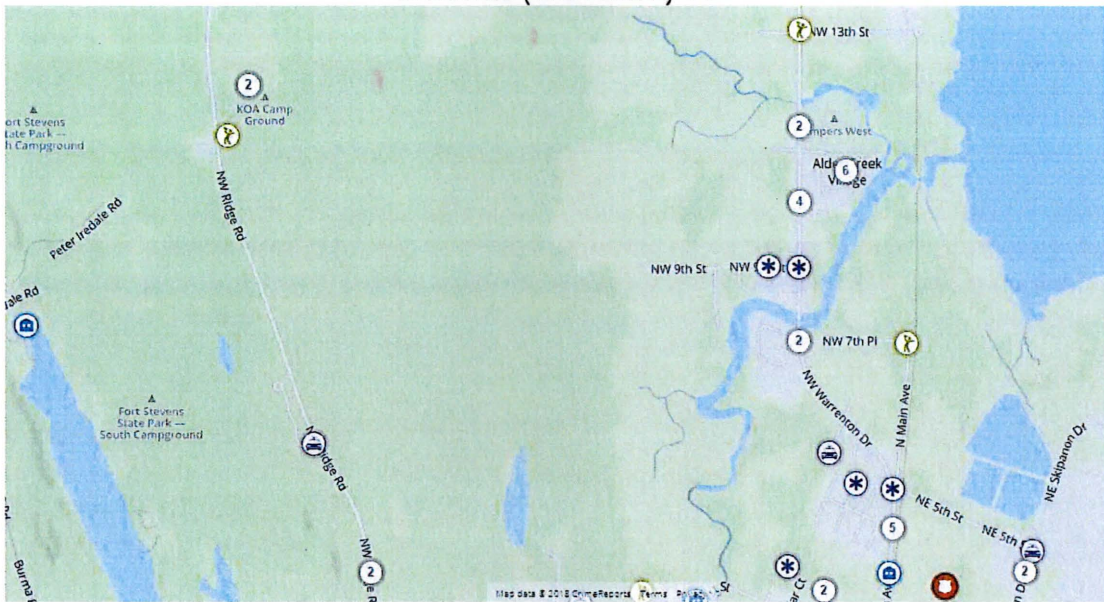
Oct	Nov	Dec	2018 YTD	2018 Estimate	2017	2018 v 2017	2016	2018 v. 2016	2015	2018 v. 2015
840	837		9119	9948	7956	25%	8239	21%	8317	20%
226	215		2320	2531	2028	25%	1749	45%	1515	67%
163	164		1513	1651	1098	50%	925	78%	994	66%
218	246		2864	3124	2094	49%	2353	33%	2220	41%
5	5		50	55	52	5%	15	264%	14	290%
22	26		250	273	226	21%	291	-6%	408	-33%
106	131		1056	1152	902	28%	805	43%	1374	-16%
85	99		865	944	778	21%	781	21%	1359	-31%
15	7		96	105	79	33%	42	149%	80	31%
44	23		303	331	301	10%	311	6%	318	4%
171.95	135.95		1566.9	1709	2400.3	-29%	1249	37%	997.5	71%
20	32.5		280	305	290	5%	901.75	-66%	804.75	-62%

The following is a graphic representation of statistics for November 2018 using our [CrimeReports.com](https://www.crimereports.com) membership. If you go to the website you can zoom in on each incident for more details.

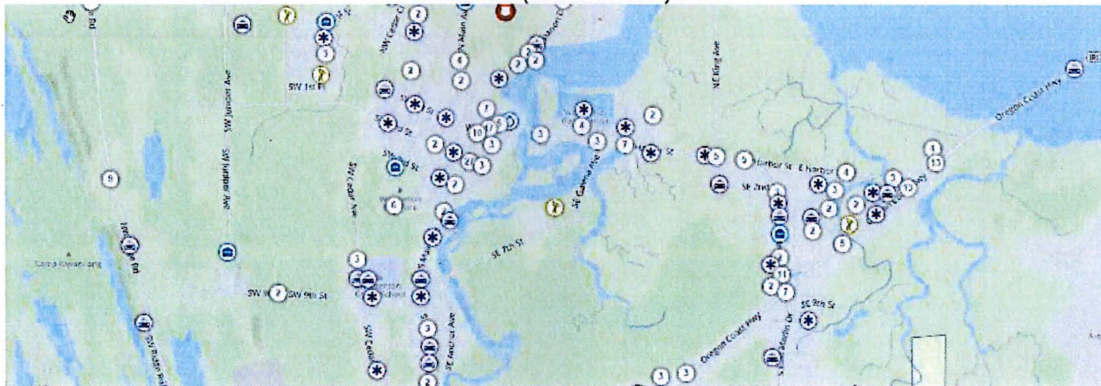
- Violent**  
 Assault  
 Assault with Deadly Weapon  
 Homicide  
 Kidnapping  
 Robbery  
 Other Sexual Offense  
 Sexual Assault  
 Sexual Offense
- Property**  
 Breaking & Entering  
 Property Crime  
 Property Crime Commercial  
 Property Crime Residential  
 Theft  
 Theft from Vehicle  
 Theft of Vehicle
- Quality Of Life**  
 Disorder  
 Quality of Life  
 Drugs  
 Liquor
- 911 & Other**  
 Alarm  
 Arson  
 Death  
 Family Offense  
 Missing Person  
 Other  
 Pedestrian Stop  
 Vehicle Recovery
- Vehicle Stop  
 Weapons Offense  
 Community Policing  
 Proactive Policing  
 Emergency  
 Fire  
 Traffic



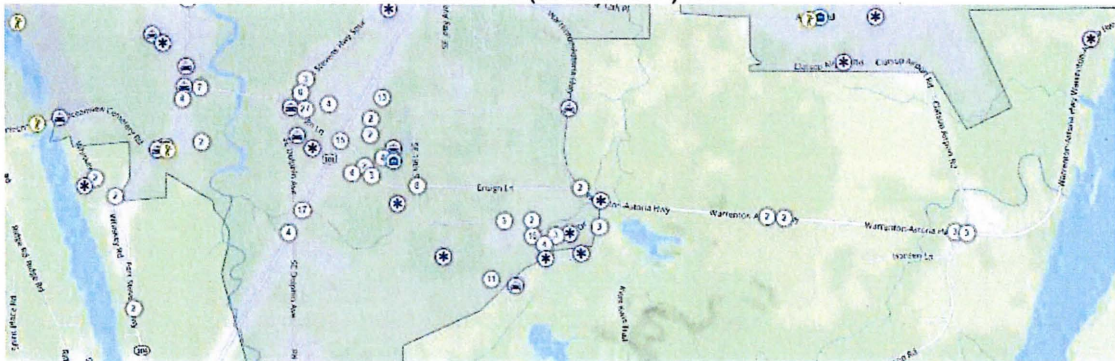
### Incidents (Warrenton) #1



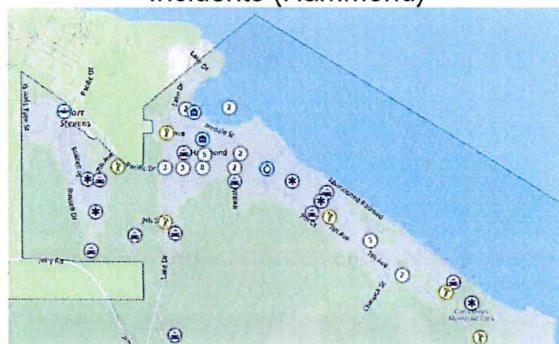
### Incidents (Warrenton) #2



### Incidents (Warrenton) #3



### Incidents (Hammond)



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## CITY OF WARRENTON

REG  
meeting  
1-08-19

### WARRENTON CITY COMMISSION PUBLIC COMMENT CARD

NAME: Mike Balesita

ADDRESS: 947 SE Anchor Ave. \*Failure to list address will result in  
not being recognized by Commission

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DOES YOUR COMMENT HAVE TO DO WITH AN AGENDA ITEM: (Y or N) Y

BRIEFLY DESCRIBE YOUR TOPIC: item 9-B

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## CITY OF WARRENTON

### WARRENTON CITY COMMISSION PUBLIC COMMENT CARD

NAME: SCOTT WIDDICOMBE

ADDRESS: 27 NW 17<sup>TH</sup> PLACE \*Failure to list address will result in  
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DOES YOUR COMMENT HAVE TO DO WITH AN AGENDA ITEM: (Y or N) Y

BRIEFLY DESCRIBE YOUR TOPIC: COMMENTS ON ZONE TEXT CHANGE  
ORDINANCE

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## CITY OF WARRENTON

### WARRENTON CITY COMMISSION PUBLIC COMMENT CARD

NAME:

Dixie L Dowalby

ADDRESS:

399 Pacific Dr. Hammond

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not being recognized by Commission

EMAIL:

toddix@charter



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Y

BRIEFLY DESCRIBE YOUR TOPIC:

dike traffic

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**COMMENTS ABOUT PROPOSED ORDINANCE # 1223**

**The Pacific Seafood zoning text change ordinance is going to be a conditional agreement and I am not totally aware of what all of the legal implications of that are. However, I believe that if the commissioners do vote to not approve the zone text change, this process is done and they have no other legal avenues to challenge the city.**

**However, if the zone text change is approved as it is now, Pacific Seafood will gain some legal advantage in their status and be able to challenge conditions that the city of Warrenton might want them to comply with as a condition for these later changes. They then could use all legal appeals and expertise they have to use their new approved zone text change standing.**

**Pacific Seafood has been allowed to comment on all objections that have been raised by local citizens in a detailed way that allows them to state their final position. The letter from Michael C. Robinson to Mayor Balensifer dated 12/19/18 chooses to not include any comment in it about their publicly stated intention to use this housing for SEASONAL employees only and for only the period of May to September each year.**

**I disagree that using the term DORMITORY in the same context as HOTEL is an honest expression of what the most likely consequences will be if you house a large number of unmarried men concentrated in one small building with limited afterwork options. No hotel that I am aware of anywhere in Warrenton would have an average all male population living in extremely spartan conditions (we do not know what recreational opportunities the people will have or what their living conditions will be).**

**I reject the statement by Mr. Robinson that no business would allow itself to be put in a position where they could have their operations curtailed at a known future date. Businesses sign leases and make agreements all the time that could force them to substantially alter their operations or move their business because of legal constraints they have agreed to.**

**Pacific Seafood wants to conduct a housing experiment never attempted before in the state of Oregon that I am aware of, which will result in housing an unknown number of men in an area directly adjacent to a long-established residential neighborhood of mostly retired residents living a very specific lifestyle which is likely to be substantially different than the one to be experienced in spartan living conditions.**

**I accept that no criminal activity can be accurately anticipated as a result of this concentration. However, common sense tells you that there are no guarantees of what is going to happen and Pacific Seafood has set the stage so that if there are substantial (undefined at this time) problems in the future, there is no reasonable way to deal with this once the zoning text change is approved.**

**I do not agree that Nuisance enforcement can deal with the unforeseen potential problems I am concerned about, and I suspect that Pacific Seafood would use all of their legal resources to avoid making substantial changes in their operations after they have made a major investment to repurpose the Pacific Fab old office section of that building.**

**If this ordinance is passed as currently presented, I will be sending a written objection to Lisa Phipps, Clatsop County representative at DLCD and Mark Ellsworth who is also a DLCD representative in the area of the North Coast. The essence of my written complaint will be based on my comments above. I will be commenting to them that Pacific Seafood representatives have made many public verbal statements in the past about their intentions for this zone text change that have changed numerous times in the last 4 months, and I feel there needs to be more written commitments from this organization that will protect the interests of local residents if their publicly stated comments that there will be no adverse consequences for local residents turn out to be incorrect.**

**After I am able to view the final vote results of the zone text change ordinance # 1223 along with the final plans that the Warrenton Planning Commission ends up approving after receiving a final written plan from Pacific Seafood (assuming the zone text change is approved), I will once again purchase space in the Columbia Press to summarize my observations of how this process was carried out in relation to full transparency from start to completion. I have observed that the Warrenton City Commissioners went a long way to attempt to provide full transparency on this issue. However, my idea of what full transparency means is obviously substantially different from the Warrenton City Commission.**

8-A

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# CITY OF WARRENTON

## AGENDA MEMORANDUM

TO: Warrenton City Commission  
 FROM: Kevin A. Cronin, AICP, Community Development Director  
 DATE: For the Agenda of January 8, 2019  
 SUBJ: **Public Hearing:** Transportation System Plan & Code Amendments  
 (File No. DCA 18-5)

## SUMMARY

The City has been working on a TSP Update since 2015. The Oregon Department of Transportation (ODOT) has provided full funding to create a new transportation plan to guide coordinated transportation and land use investments for the next 20 years. On November 8, 2018 the City Commission and Planning Commission held a joint work session where major elements of the proposed Transportation System Plan (TSP) were discussed. The Planning Commission held multiple work sessions and a public hearing on December 13 and recommended approval to the City Commission. No public comments were received. A public hearing for January 8, 2019 was properly noticed in *The Columbia Press* on December 21, 2018.

The following items are included in this Type 4 legislative package:

- Ordinance No. 1225 – “Track Changes” Version
- Transportation System Plan – September 2018
- Draft Code Amendments – Attachment B – December 17, 2018
- Staff Report to Planning Commission – December 6, 2018

The Development Code amendments implement the new TSP policy. A few notable changes include the removal of the requirement for off street parking in downtown, and adding drive thru establishments as a “conditional use” instead of an “outright permitted use.” The Planning Commission recommended a few revisions to the Development Code amendment proposal from staff’s recommendation. The changes include the following:

- Street Design Standard: 36 feet wide for new streets, 32 feet wide for existing streets from 28-32 wide for all streets regardless of new or existing.
- Add drive thru establishments as a conditional use to the Commercial Mixed Use (CMU) Zone. Currently, drive thrus are prohibited.

**RECOMMENDATION/SUGGESTED MOTION**

The City Commission must make a decision on the street design standard and drive thrus. Staff has developed a comparison table (enclosed) to weigh the costs and benefits of the street design standard. In addition, staff recommends removing drive thrus as a conditional use in the CMU zone and remain as a prohibited use. Drive thrus are not an appropriate land use for pedestrian scale, neighborhoods (S Main Avenue & Hammond). The C-1 General Commercial Zone is where these land uses are most appropriate to handle the additional traffic and impacts to an existing commercial district compared to a mostly residential district.

*Based on the staff report, application, and exhibits presented to the Planning Commission, the record established by the Planning Commission in its review of Application DCA 18-5, and Agenda Summary for January 8, 2019 City Commission public hearing, public testimony, I move to approve the first reading of Ordinance No. 1225, by title only.*

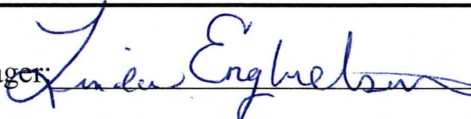
*Title: Ordinance 1225, Introduced by All Commissioners, to Amend Warrenton Comprehensive Plan, Adopt the Transportation System Plan, and amend Warrenton Municipal Code (WMC) Section 16.12 Definitions, 16.40 C-1 Commercial Uses, 16.44 Development Standards, 16.120 Vehicular Access & Circulation, 16.128.030 Vehicle Parking Standards, 16.128.040 Bicycle Parking Standards, 16.136.020 Transportation Standards, 16.208 Procedures, 16.216 General Requirements, 16.220 Conditional Use Review Criteria, 16.232 Transportation Planning Rule Compliance, & 16.256 Traffic Impact Study.*

**ALTERNATIVE**

*Based on the public testimony and Commission discussion, I move to continue the hearing to allow additional testimony and deliberation until the next regularly scheduled Commission meeting on January 22, 2019.*

**FISCAL IMPACT**

The TSP sets a capital improvement plan but does not generate new revenues to fund planned projects. The City Commission will need to identify additional sources to implement the TSP.

Approved by City Manager:   
All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

## ORDINANCE No. 1225

Introduced by All Commissioners

An ordinance amending Warrenton Comprehensive Plan Section 8, Adoption of Transportation System Plan, and amending Municipal Code Chapter Section 16.12 Definitions, 16.40 C-1 Commercial Uses, 16.44 Development Standards, 16.120 Vehicular Access & Circulation, 16.128.030 Vehicle Parking Standards, 16.128.040 Bicycle Parking Standards, 16.136.020 Transportation Standards, 16.208 Procedures, 16.216 General Requirements, 16.220 Conditional Use Review Criteria, 16.232 Transportation Planning Rule Compliance, & 16.256 Traffic Impact Study.

**WHEREAS**, the City of Warrenton needs to update master plans for infrastructure based on past and project growth patterns;

**WHEREAS**, the City of Warrenton has worked on creating a new Transportation System Plan to guide transportation investments and manage land use in an efficient and coordinated approach, and multiple public involvements opportunities were provided to allow community input;

**WHEREAS**, the City of Warrenton needs to update the Development Code to implement the new TSP policies to be consistent with state laws and regulations;

**NOW, THEREFORE**, the City of Warrenton ordains as follows: (Key: ~~deleted~~ OR new)

Section 1. Warrenton Comprehensive Plan Section 8 is hereby repealed and replaced with the Transportation System Plan - January 2019;

Section 2. Warrenton Municipal Code Section 16.12.010 Definitions, is amended as follows:

**Drive-Through/Drive-Up Facility. A facility or structure that is designed to allow drivers to remain in their vehicles before and during an activity on the site. Drive-through facilities may serve the primary use of the site or may serve accessory uses. Examples are drive-up windows; automatic teller machines; coffee kiosks and similar vendors; menu boards; order boards or boxes; gas pump islands; car wash facilities; auto service facilities, such as air compressor, water, and windshield washing stations; quick-lube or quick-oil change facilities; and drive-in theaters. All driveways queuing and waiting areas associated with a drive-through/drive-up facility are similarly regulated as part of such facility.**

Section 3. Warrenton Municipal Code Section 16.40.030 General Commercial Conditional Uses.

The following uses and their accessory use may be permitted in the C-1 zone when approved under Chapter 16.220 and shall comply with Sections 16.40.040 through 16.40.060 and Chapters 16.124 (Landscaping) and 16.212 (Site Design Review):

A. Only the following uses and their accessory uses are permitted along Highway 101, SE Marlin and SW Dolphin Avenues, and shall comply with the above noted sections and Chapter 16.132:

5. RV Park.

**6. New Drive-Through/Drive-Up Facility or substantially improved as defined by 25% of assessed value.**

**6.7.** Similar uses as those stated in this section.

16.40.050 Design Standards.

The following design standards are applicable in the C-1 zone:

- A. Any commercial development shall comply with Chapter 16.116 of the Development Code.
- B. Lots fronting onto U.S. Highway 101 shall have a setback of at least 50 feet between any part of the proposed building and the nearest right-of-way line of U.S. Highway 101.
- C. Signs in General Commercial Districts along Fort Stevens Highway/State Highway 104 (i.e., S. Main Avenue, N. Main Avenue, NW Warrenton Drive, and Pacific Drive) shall comply with the special sign standards of Section 16.144.040.
- D. Maximum front yard setback for commercial buildings in the C-1 zone along Fort Stevens Highway/State Highway 104 shall be 10 feet.
- E. Maximum front yard setback for commercial buildings in the C-1 zone adjacent to existing or planned transit stops shall be 10 feet.**
  - 1. The Community Development Director may allow a greater front yard setback when the applicant proposes extending an adjacent sidewalk or plaza for public use, or some other pedestrian amenity is proposed between the building and public right-of-way, subject to Site Design Review approval.**

Section 4. Warrenton Municipal Code Section 16.44.030 Commercial Mixed Use Conditional Uses.

The uses listed under Section 16.44.020 and their accessory uses may be permitted in the C-MU district when approved under Chapter 16.220, Conditional Use Permits:

[...]

- C. Research and development establishments.
- D. **Drive-Through/Drive-Up Facility**
- D. **E.** Multiple (or mixed) uses on the same lot or parcel.
- E. **F.** Multiple (or mixed) uses on adjoining lots or parcels.
- F. **G.** Accessory dwelling subject to standards of Section 16.180.040.
- G. **H.** Similar uses as those listed in this section.

16.44.040 Development Standards.

The following development standards are applicable in the C-MU district:

- B. Setback Requirements (Residential and Multiple Uses).
  - 1. Minimum front yard setback: 15 feet **(Residential); none (Multiple Uses).**

2. Minimum side yard setback: 8 feet.
3. Minimum corner lot street side yard setback: 8 feet.
4. Minimum rear yard setback: 15 feet except accessory structures that meet the criteria of Section 16.280.020 may extend to within five feet of a rear property line.
5. **Maximum front yard setback: 10 feet for Multiple Uses adjacent to existing or planned transit stops.**
  - a. **The Community Development Director may allow a greater front yard setback when the applicant proposes extending an adjacent sidewalk or plaza for public use, or some other pedestrian amenity is proposed between the building and public right-of-way, subject to Site Design approval.**

C. Setback Requirements (Commercial Uses).

1. Minimum front yard setback: none.
2. Minimum side yard setback: None except where adjoining a residential zone in which case there shall be a visual buffer strip of at least 10 feet wide to provide a dense evergreen landscape buffer which attains a mature height of at least eight feet. Such buffers must conform to the standards in Chapter 16.124, Landscaping, Street Trees, Fences and Walls.
3. Minimum rear yard setback: None except where adjoining a residential zone in which case there shall be a visual buffer strip of at least 10 feet wide to provide a dense evergreen landscape buffer which attains a mature height of at least eight feet. Such buffers must conform to the standards in Chapter 16.124, Landscaping, Street Trees, Fences and Walls.
4. **Maximum front yard setback: 10 feet for Commercial Uses adjacent to existing or planned transit stops.**
  - a. **The Community Development Director may allow a greater front yard setback when the applicant proposes extending an adjacent sidewalk or plaza for public use, or some other pedestrian amenity is proposed between the building and public right-of-way, subject to Site Design approval.**

Section 5. Warrenton Municipal Code Section 16.120.020 Vehicular Access and Circulation.

- G. Access Spacing. Driveway accesses shall be separated from other driveways and street intersections in accordance with the following standards and procedures:
  2. Arterial and Collector Streets. Unless directed otherwise by this Development Code or by the Warrenton Comprehensive Plan/TSP, access spacing on City collector and arterial streets (~~see Warrenton Comprehensive Plan and TSP for a list of City collector and arterial streets~~) and at controlled intersections (i.e., with four-way stop sign or traffic signal) in the City of Warrenton shall be determined based on the policies and standards contained in the Warrenton Transportation System Plan, Manual for Uniform Traffic Control Devices, or other applicable documents adopted by the City.
- J. Street Connectivity and Formation of Blocks Required. In order to promote efficient vehicular and pedestrian circulation throughout the City, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:
  1. Block Length and Perimeter. The maximum block length shall not exceed **600 feet** ~~1,000 feet~~ between street corner lines **in Residential and C-1 zones, 400 feet in the C-MU zone, and**

**1,000 feet in other zones** unless it is adjacent to an arterial street or unless the topography or the location of adjoining streets justifies an exception. The minimum length of blocks along an arterial **in zones other than Residential, C-1, and C-MU** is 1,800 feet. A block shall have sufficient width to provide for two tiers of building sites unless topography or location of adjoining streets justifies an exception.

16.120.030 Pedestrian Access and Circulation.

A. Pedestrian Access and Circulation.

2. Safe, Direct, and Convenient Pathways. Pathways within developments shall provide safe, reasonably direct and convenient connections between primary building entrances and all adjacent streets **and existing or planned transit stops**, based on the following definitions:

**Section 6.** Warrenton Municipal Code Section 16.128.030 Vehicle Parking Standards.

At the time a structure is erected or enlarged, or the use of a structure or parcel of land is changed within any zone in the City, off-street parking spaces shall be provided in accordance with requirements in this section, chapter, and Code, unless greater requirements are otherwise established. The minimum number of required off-street vehicle parking spaces (i.e., parking that is located in parking lots and garages and not in the street right-of-way) shall be determined based on the standards in Table 16.128.030.A.

A. **General Provisions.**

7. **Parking spaces and parking areas may be used for transit related uses such as transit stops and park-and-ride/rideshare areas, provided minimum parking space requirements can still be met.**
8. **Parking areas that have designated employee parking and more than 20 automobile parking spaces shall provide at least 10% of the employee parking spaces (minimum two spaces) as preferential carpool and vanpool parking spaces. Preferential carpool and vanpool parking spaces shall be closer to the employee entrance of the building than other parking spaces, with the exception of ADA accessible parking spaces.**
9. **Sites that are adjacent to existing or planned transit stops or are in the General Commercial (C-1) and Commercial Mixed Use (C-MU) districts are subject to maximum off-street vehicle parking requirements. The maximum number of off-street vehicle parking spaces allowed per site shall be equal the minimum number of required spaces, pursuant to Table 16.128.030.A, multiplied by a factor of:**
  - a. **1.2 spaces for uses fronting a street with adjacent on-street parking spaces; or**
  - b. **1.5 spaces, for uses not fronting a street with adjacent on-street parking; or**
  - c. **A factor determined according to a parking analysis prepared by a qualified professional/registered engineer and submitted by the applicant.**
10. **The applicant may propose a parking space standard that is different than the standard in Table 16.128.030.A, for review and action by the Community Development Director through a variance procedure, pursuant to Chapter 16.272. The applicant's proposal shall consist of a written request and a parking analysis prepared by a qualified professional/registered engineer. The parking analysis, at a minimum, shall assess the**

average parking demand and available supply for existing and proposed uses on the subject site; opportunities for shared parking with other uses in the vicinity; existing public parking in the vicinity; transportation options existing or planned near the site, such as frequent transit service, carpools, or private shuttles; and other relevant factors.

The Community Development Director may reduce or waive the off-street parking standards for sites with one or more of the following features:

- a. Site has a transit stop with existing or planned frequent transit service (30-minute headway or less) located adjacent to it, and the site's frontage is improved with a transit stop shelter, consistent with the standards of the applicable transit service provider: Allow up to a 20 percent reduction to the standard number of automobile parking spaces;
- b. Site has dedicated parking spaces for carpool/vanpool vehicles: Allow up to a 10 percent reduction to the standard number of automobile parking spaces;
- c. Site has dedicated parking spaces for motorcycle and/or scooter or electric carts: Allow reductions to the standard dimensions for parking spaces and the ratio of standard to compact parking spaces;
- d. Available on-street parking spaces adjacent to the subject site in amounts equal to the proposed reductions to the standard number of parking spaces.
- e. Site has more than the minimum number of required bicycle parking spaces: Allow up to 10 percent reduction to the number of automobile parking spaces.
- f. The property is located in the downtown area as defined by the intersection of E Harbor Drive, S Main Ave and 4<sup>th</sup> St.

B. Parking Location and Shared Parking.

1. Location. Vehicle parking is allowed only on approved parking shoulders (streets), within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this Code. **Parking and loading areas shall not be located in required yards adjacent to a street unless otherwise specifically permitted in this ordinance. Side and rear yards that are not adjacent to a street may be used for such areas when developed and maintained as required in this ordinance.** Specific locations for parking are indicated in Division 2 for some land uses (e.g., the requirement that parking be located to side or rear of buildings, with access from alleys, for some uses). See also Chapter 16.120, Access and Circulation.

16.128.040 Bicycle Parking Requirements.

- A. All uses shall provide bicycle parking in conformance with the following standards which are evaluated during development review or site design review.
- B. Number of Bicycle Parking Spaces. **The minimum number of bicycle parking spaces required for uses is provided in Table 16.128.040.A.** A minimum of two bicycle parking spaces per use is required for all uses with more than 10 vehicle parking spaces. The following additional standards apply to specific types of development:
  1. Multifamily Residences. Every residential use of four or more dwelling units provides at least one sheltered bicycle parking space for each dwelling unit. Sheltered bicycle parking spaces may be located within a garage, storage shed, basement, utility room or similar area. In those instances in which the residential complex has no garage or other easily accessible storage unit, the bicycle

parking spaces may be sheltered from sun and precipitation under an eave, overhang, an independent structure, or similar cover.

2. Parking Lots. All public and commercial parking lots and parking structures provide a minimum of one bicycle parking space for every 10 motor vehicle parking spaces, with a maximum of 28 bicycle parking spaces per commercial lot.
3. Schools. Elementary and middle schools, both private and public, provide one bicycle parking space for every 10 students and employees. High schools provide one bicycle parking space for every five students and employees. All spaces should be sheltered under an eave, overhang, or bicycle shelter.

**Where an application is subject to Conditional Use Permit approval or the applicant has requested a reduction to the vehicle parking standard, pursuant to 16.128.030(A)(10), the City may require bicycle parking spaces in addition to those in Table 16.128.040.A.**

**Table 16.128.040.A Bicycle Parking Requirements**

<b><u>Minimum Required Bicycle Parking Spaces</u></b>		<b><u>Long and Short Term Bicycle Parking</u></b>
<b><u>Use</u></b>	<b><u>Minimum Number of Spaces</u></b>	<b><u>(As % of Minimum Required Bicycle Parking Spaces)</u></b>
<b><u>Multifamily Residential</u></b> <b><u>(required for 4 or more dwelling units)</u></b>	<b><u>1 space per 4 dwelling units</u></b>	<b><u>75% long term</u></b> <b><u>25% short term</u></b>
<b><u>Commercial</u></b>	<b><u>2 spaces per primary use or 1 per 5 vehicle spaces, whichever is greater. Maximum of 28 spaces per commercial lot.</u></b>	<b><u>25% long term</u></b> <b><u>75% short term</u></b>
<b><u>Schools</u></b> <b><u>(all types)</u></b>	<b><u>2 spaces per classroom</u></b>	<b><u>100% long term</u></b>
<b><u>Parks</u></b> <b><u>(active recreation areas only)</u></b>	<b><u>4 spaces</u></b>	<b><u>100% short term</u></b>
<b><u>Transit Stops</u></b>	<b><u>2 spaces</u></b>	<b><u>100% short term</u></b>
<b><u>Transit Centers</u></b>	<b><u>4 spaces or 1 per 10 vehicle spaces, whichever is greater</u></b>	<b><u>50% long term</u></b> <b><u>50% short term</u></b>
<b><u>Other Uses</u></b>	<b><u>2 spaces per primary use or 1 per 10 vehicle spaces, whichever is greater</u></b>	<b><u>50% long term</u></b> <b><u>50% short term</u></b>

**C. Design and Location.**

- 1. All bicycle parking shall be securely anchored to the ground or to a structure.**
- 2. All bicycle parking shall be lighted for theft protection, personal security and accident prevention.**
- 3. All bicycle parking shall be designed so that bicycles may be secured to them without undue inconvenience, including being accessible without removing another bicycle. Bicycle parking spaces shall be at least six (6) feet long and two-and-one-half (2 ½) feet wide, and overhead clearance in covered spaces should be a minimum of seven (7) feet. A five (5) foot aisle for bicycle maneuvering should be provided and maintained beside or between each row/rack of bicycle parking.**
- 4. Bicycle parking racks shall accommodate locking the frame and both wheels using either a cable or U-shaped lock.**
- 5. Direct access from the bicycle parking area to the public right-of-way shall be provided at-grade or by ramp access, and pedestrian access shall be provided from the bicycle parking area to the building entrance.**
- 6. Bicycle parking shall not impede or create a hazard to pedestrians or vehicles and shall not conflict with the vision clearance standards of Chapter 16.132.**
- 7. All bicycle parking should be integrated with other elements in the planter strip when in the public right-of-way.**
- 8. Short-term bicycle parking.**
  - a. Short-term bicycle parking shall consist of a stationary rack or other approved structure to which the bicycle can be locked securely.**
  - b. If more than 10 short-term bicycle parking spaces are required, at least 50% of the spaces must be sheltered. Sheltered short-term parking consists of a minimum 7-foot overhead clearance and sufficient area to completely cover all bicycle parking and bicycles that are parked correctly.**
  - c. Short-term bicycle parking shall be located within 50 feet of the main building entrance or one of several main entrances, and no further from an entrance than the closest automobile parking space.**
- 9. Long-term bicycle parking. Long-term bicycle parking shall consist of a lockable enclosure, a secure room in a building onsite, monitored parking, or another form of sheltered and secure parking.**

**D. Exemptions. This Section does not apply to single-family and duplex housing, home occupations, and agricultural uses. The City may exempt other uses upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.**

**E. Hazards. Bicycle parking shall not impede or create a hazard to pedestrians or vehicles and shall be located so as to not conflict with the vision clearance standards of Chapter 16.132.**

F. Minimum Rights-of-Way and Street Sections. Street rights-of-way and improvements shall conform to the design standards in Table 16.136.010. A variance shall be required in accordance with Chapter 16.272 of this Code to vary the standards in Table 16.136.010. Where a range of width is indicated, the width shall be determined by the decision-making authority based upon the following factors:

1. — Street classification in the Transportation System Plan or Comprehensive Plan;
2. — Anticipated traffic generation;
3. — On-street parking needs;
4. — Sidewalk and bikeway requirements based on anticipated level of use;
5. — Requirements for placement of utilities;
6. — Street lighting;
7. — Street tree location, as provided for in Chapter 16.124;
8. — Protection of significant vegetation and wetland and riparian areas, as provided for in Chapters 16.124 and 16.156;
9. — Safety and comfort for motorists, bicyclists, and pedestrians;
10. — Street furnishings (e.g., benches, lighting, bus shelters, etc.), when provided;
11. — Access needs for emergency vehicles; and
12. — Transition between different street widths (i.e., existing streets and new streets), as applicable.

**Table 16.136.010**

**City of Warrenton Street Design Standards**

Type of Street	Average Daily Trips (ADT)	Right-of-Way Width	Curb-to-Curb Pavement Width	Motor Vehicle Travel Lanes <sup>4</sup>	Median/Flex Lane <sup>5</sup>	Bike Lanes or On-Street Parking (both sides)	Curb	Planting Strip <sup>5</sup>	Sidewalks
<b>Arterial Roads</b>									
<b>4-Lane Arterial</b>	Varies	80–102 ft.	64–78 ft.	12 ft. <sup>4</sup>	14 ft.	8 ft.	Yes	6 ft.	6 ft.
<b>2-Lane Arterial</b>	Varies	80 ft.	40–54 ft.	12 ft. <sup>4</sup>	14 ft.	8 ft.	Yes	6 ft.	6 ft.
<b>Collector Roads</b>									
<b>Collector Road</b>	Varies	60–64 ft.	36–40 ft.	12 ft. <sup>4</sup>	None	6–8 ft.	Yes	6 ft.	6 ft.
<b>Local Roads</b>									
<b>Local Road</b>	Varies	50–60 ft.	36 ft.	10–12 ft.	None	8 ft. parking (on one	Yes	5 ft.	5 ft. <sup>3</sup>

						or both sides <sup>1)</sup>	(on one or both sides)		
<b>Alternative Local Road<sup>2</sup></b>	<250	50 ft.	20–28 ft. (no curbs required)	10 ft.	None	None <sup>1</sup>	None	5 ft.	None
<b>Alleys</b>	N/A	12–24 ft.	12–24 ft.	N/A	N/A	None	None	None	None
<b>Multi-Use Paths</b>	N/A	8–16 ft.	8–16 ft.	N/A	N/A	None	None	None	None

**Notes:**

<sup>1</sup>—Bike lanes are generally not needed on low volume (less than 3,000 ADT) and/or low travel speed (less than 35 mph) roads.

<sup>2</sup>—The alternative local road standard may be used when approved by the City of Warrenton. The standard is intended to apply under the following circumstances:

— The local road will serve 18 or fewer dwelling units upon buildout of adjacent property.

— The ADT volume of the road is less than 250 vehicles per day.

— Significant topographical or environmental constraints are present.

— Use of the alternative local road standard will not create gaps in connectivity or roadway standards with adjacent roadway sections (i.e., side walk, parking, travel lane widths).

— The City-appointed engineer and emergency service providers have reviewed and accepted usage of the alternative local roadway standard.

<sup>3</sup>—Sidewalks are required on all local roads in high-density residential and commercial zones unless exempted by the City-appointed engineer or Planning Commission.

<sup>4</sup>—Where parking is constructed next to a travel lane, the travel lane shall be increased to a width of 14 feet to function as a shared roadway and accommodate bicycles.

<sup>5</sup>—Footnote indicates that these features are optional. Flex lanes would provide for traffic flow in one direction or another depending upon the specific traffic patterns and demands for an area. Flex lanes could be used for transit routes or emergencies, and would provide extra right-of-way width for future rail or transit. Appropriate safety measures would need to be installed in conjunction with flex lanes.

— REFER TO FIGURES 5-3, 5-4, and 5-5 OF THE TSP FOR CROSS SECTION VIEWS OF LOCAL, COLLECTOR, AND ARTERIAL ROADS.

<sup>1</sup> Width if on-street parking is constructed in place of bike lanes. The travel lane width shall function as a

<u>Type of Street</u>	<u>Standard Requirements or Alternative Minimum</u>	<u>Right-of-Way Width</u>	<u>Curb-to-Curb Pavement Width</u>	<u>Motor Vehicle Travel Lanes<sup>4</sup></u>	<u>Median /Flex Lane<sup>3</sup></u>	<u>Bike Lanes (both sides)</u>	<u>On-Street Parking (both sides)</u>	<u>Curb</u>	<u>Planting Strip<sup>3</sup></u>	<u>Side-walks</u>
<i>Arterial Roads</i>										
<b>4 – Lane Arterial</b>	<u>Standard Requirements</u>	<u>102 ft.</u>	<u>78 ft.</u>	<u>12 ft.</u>	<u>14 ft.</u>	<u>8 ft.</u>	<u>None</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
	<u>Alternative Minimum<sup>2</sup></u>	<u>80 ft.</u>	<u>64 ft.</u>	<u>11 ft.</u>	<u>None</u>	<u>6 ft.</u>	<u>None</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
<b>2- Lane Arterial</b>	<u>Standard Requirements</u>	<u>78 ft. (82 ft.)<sup>1</sup></u>	<u>54 ft. (58 ft.)<sup>1</sup></u>	<u>12 ft. (14 ft.)<sup>1</sup></u>	<u>14 ft.</u>	<u>8 ft.</u>	<u>8 ft.</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
	<u>Alternative Minimum<sup>2</sup></u>	<u>58 ft. (66 ft.)<sup>1</sup></u>	<u>34 ft. (42 ft.)<sup>1</sup></u>	<u>11 ft. (14 ft.)<sup>1</sup></u>	<u>None</u>	<u>6 ft.</u>	<u>7 ft.</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
<i>Collector Roads</i>										
<b>Major Collector Road</b>	<u>Standard Requirements</u>	<u>64 ft. (68 ft.)<sup>1</sup></u>	<u>40 ft. (44 ft.)<sup>1</sup></u>	<u>12 ft. (14 ft.)<sup>1</sup></u>	<u>None</u>	<u>8 ft.</u>	<u>8 ft.</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
	<u>Alternative Minimum<sup>2</sup></u>	<u>58 ft. (66 ft.)<sup>1</sup></u>	<u>36 ft. (42 ft.)<sup>1</sup></u>	<u>11 ft. (14 ft.)<sup>1</sup></u>	<u>None</u>	<u>8 ft.</u>	<u>7 ft.</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
<b>Minor Collector Road</b>	<u>Standard Requirements</u>	<u>58 ft. (68 ft.)<sup>1</sup></u>	<u>40 ft. (44 ft.)<sup>1</sup></u>	<u>11 ft. (14 ft.)<sup>1</sup></u>	<u>None</u>	<u>6 ft.</u>	<u>8 ft.</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
	<u>Alternative Minimum<sup>2</sup></u>	<u>50 ft. (62 ft.)<sup>1</sup></u>	<u>36 ft. (42 ft.)<sup>1</sup></u>	<u>10 ft. (14 ft.)<sup>1</sup></u>	<u>None</u>	<u>5 ft.</u>	<u>7 ft.</u>	<u>Yes</u>	<u>5 ft.</u>	<u>5 ft.</u>
<i>Local Roads</i>										
<b>Local Road</b>	<u>Standard Requirements</u>	<u>60 ft.</u>	<u>36 ft.<sup>6</sup></u>	<u>12 ft.</u>	<u>None</u>	<u>None</u>	<u>8 ft</u>	<u>Yes</u>	<u>5 ft.</u>	<u>5 ft.</u>
	<u>Alternative Minimum<sup>2</sup></u>	<u>50 ft. (48 ft.)<sup>4</sup></u>	<u>28 ft.</u>	<u>10 ft.</u>	<u>None</u>	<u>None</u>	<u>8 ft<sup>4</sup></u>	<u>Yes</u>	<u>5 ft.</u>	<u>5 ft.</u>
<b>Alleys</b>	<u>N/A</u>	<u>12 ft. - 24 ft.</u>	<u>12 - 24 ft.</u>	<u>N/A</u>	<u>N/A</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>
<b>Shared-Use Path<sup>5</sup></b>	<u>N/A</u>	<u>10 ft. - 16 ft.</u>	<u>10 - 16 ft.</u>	<u>N/A</u>	<u>N/A</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>

shared roadway and accommodate bikes. On-street parking is not permitted where posted speeds are greater than 35 mph.

<sup>2</sup> The standard design should be provided where feasible. In constrained areas where providing the standard widths are not practical, alternative minimum design requirements may be applied with approval of the City Engineer.

<sup>3</sup> Median/flex lane and planting strips are optional depending on surrounding land use and available right-of-way.

<sup>4</sup> Parking on residential neighborhood streets is allowed and may be allowed on one side only in constrained areas or where approved by the City Engineer, resulting in a curb-to-curb width of 28 feet and overall right-of-way width of 48 feet.

<sup>5</sup> Shared-use path requires 2 ft. gravel shoulder and 10 ft. minimum vertical clearance. If a shared-used path is put in place of a sidewalk and bike lane a 1 ft. to 2 ft. paved shoulder and a 5 ft. planter strip is required between the path and the travel lane.

<sup>6</sup> Existing streets that require reconstruction or additional improvements such as sidewalks can be built to a 32 ft standard.

REFER TO FIGURES 9 - 14 OF THE TSP FOR CROSS SECTION VIEWS OF ALL STREET TYPES.

#### **Section 8. Warrenton Municipal Code Section 16.201 Transit Access and Supportive Improvements**

Development that is proposed adjacent to an existing or planned transit stop, as designated in an adopted transportation or transit plan, shall provide the following transit access and supportive improvements in coordination with the transit service provider:

- A. Reasonably direct pedestrian connections between the transit stop and primary entrances of the buildings on site. For the purpose of this Section, "reasonably direct" means a route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for users.
- B. The primary entrance of the building closest to the street where the transit stop is located that is oriented to that street.
- C. A transit passenger landing pad that is ADA accessible.
- D. An easement or dedication for a passenger shelter or bench if such an improvement is identified in an adopted plan.
- E. Lighting at the transit stop.
- F. Other improvements identified in an adopted plan.

#### **Section 9. Warrenton Municipal Code Section 16.208 Type II Procedure (Administrative).**

##### **C. Notice of Application for Type II Administrative Decision.**

1. Before making a Type II administrative decision, the Community Development Director shall mail notice to:
  - a. All owners of record of real property within 100 feet of the subject area not less than 20 days prior to the decision date;
  - [...]
  - d. Any person who submits a written request to receive a notice; and
  - e. Any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the City. The City may shall notify other affected agencies, as appropriate, for review of the application. Affected agencies include but are not limited to other City and corresponding County departments; Warrenton-Hammond School District; utility companies; and Sunset Empire Transportation District and other transportation facility

**and service providers.** ODOT shall be notified when there is a land division abutting a state facility for review of, comment on, and suggestion of conditions of approval for, the application.

#### 16.208.050 Type III Procedure (Quasi-Judicial).

##### C. Notice of Hearing.

1. Mailed Notice. Notice of a Type III application hearing (or appeal) or Type I or II appeal hearing shall be given by the Community Development Director in the following manner:
  - a. At least 20 days before the hearing date, notice shall be mailed to:
    - i. The applicant and all owners or contract purchasers of record of the property which is the subject of the application;
    - ii. All property owners of record within 200 feet of the site (N/A for Type I appeal);
    - iii. Any governmental agency which has entered into an intergovernmental agreement with the City, which includes provision for such notice, or who is otherwise entitled to such notice. ODOT shall be notified when there is a land division abutting a state facility for review of, comment on, and suggestion of conditions of approval for, the application. **Transit and other transportation facility and service providers shall be notified of Type III application hearings.** [Owners of airports shall be notified of a proposed zone change in accordance with ORS 227.175.];

#### 16.208.070 General Provisions.

##### C. Pre-Application Conferences.

1. Participants. When a pre-application conference is required, the applicant shall meet with the Community Development Director or his/her designee(s). **The Community Development Director shall invite City staff from other departments to provide technical expertise applicable to the proposal, as necessary, as well as other public agency staff such as transportation and transit agency staff.**

##### D. Applications.

#### 3. Check for Acceptance and Completeness.

##### b. Completeness.

- iv. Coordinated Review. When required by this Code, or at the direction of the Community Development Director, the City shall submit the application for review and comment to ODOT and other applicable City, county, state, and federal review agencies. **Potential applicable agencies include but are not limited to City Building, Public Works, Fire, Police, and Parks departments; Clatsop County Building, Planning, Parks, Public Health, Public Safety, and Public Works departments; Warrenton-Hammond School District; utility companies; and Sunset Empire Transportation District and other transportation facility and service providers.**

**k. Flag lots and lots accessed by midblock lanes.**

**Infill lots may be developed as flag lots or mid-block developments as defined in this section.**

- A. Flag Lots. Flag lots may be created only when a through street cannot be extended to serve future development. A flag lot must have at least 16 feet of frontage on a public way and may serve no more than two dwelling units, including accessory dwellings and dwellings on individual lots or other commercial or industrial uses. A minimum width of 12 feet of frontage for each lot shall be required when three or more flag lots are using a shared access. In no instance may more than four parcels utilize a joint access; in such instances the properties shall be served by a public or private street as the case may dictate. The layout of flag lots, the placement of buildings on such lots, and the alignment of shared drives shall be designed so that future street connections can be made as adjacent properties develop, to the extent practicable, and in accordance with the transportation connectivity and block length standards of Section 16.120.020.**
- B. Mid-Block Lanes. Where consecutive flag lot developments or other infill development could have the effect of precluding local street extensions through a long block, the Planning Director may require the improvement of mid-block lanes through the block. Lots may be developed without frontage onto a public street when access is provided by mid-block lanes. Mid-block lanes are private drives serving more than two dwelling units with reciprocal access easements; such lanes are an alternative to requiring public right-of-way street improvements where physical site constraints preclude the development of a standard street. Mid-block lanes, at a minimum, shall be paved, have adequate storm drainage (surface retention, where feasible, is preferred), meet the construction standards for alleys, and conform to the standards of subsections C through E.**
- C. Dedication of Shared Drive Lane. A drive serving more than one lot shall have a reciprocal access and maintenance easement recorded for all lots. No fence, structure or other obstacle shall be placed within the drive area. The owner shall record an easement from each property sharing a drive for vehicle access similar to an alley. Dedication or recording, as applicable, shall be so indicated on the face of the subdivision or partition plat.**
- D. Maximum Drive Lane Length. The maximum drive lane length is subject to requirements of the Uniform Fire Code, but shall not exceed 150 feet for a shared drive, and 400 feet for a shared rear lane.**
- E. Future Street Plans. Building placement and alignment of shared drives shall be designated so that future street connections can be made as surrounding properties develop.**

Section 11. Warrenton Municipal Code Section 16.220.030 Conditional Use Review Criteria.

**C. Drive-Up/ Drive-Through Facility**

**A. Purpose. Where drive-up or drive-through uses and facilities are allowed, they shall conform to all of the following standards, which are intended to calm traffic, provide for adequate vehicle queuing space, prevent automobile turning movement conflicts, and provide for pedestrian comfort and safety.**

**B. Standards. Drive-up and drive-through facilities (i.e., driveway queuing areas, customer service windows, teller machines, kiosks, drop-boxes, or similar facilities) shall meet all of the following standards:**

- 1. The drive-up or drive-through facility shall orient to and receive access from a driveway that is internal to the development and not a street, as generally illustrated.**
- 2. The drive-up or drive-through facility shall not be oriented to street corner.**
- 3. The drive-up or drive-through facility shall not be located within 20 feet of a street right-of-way.**
- 4. Drive-up and drive-through queuing areas shall be designed so that vehicles will not obstruct any street, fire lane, walkway, bike lane, or sidewalk.**
- 5. Along Highway 101, between SE Marlin and SE Dolphin Avenues, no new drive-up or drive-through facility is allowed within 400 linear feet of another drive-up or drive-through facility, where the existing drive-up or drive-through facility lawfully existed as of the date of an application for a new drive-up or drive-through facility.**

Section 12. Warrenton Municipal Code Section 16.232.060 Transportation Planning Rule Compliance.

A. When a development application includes a proposed Comprehensive Plan amendment, ~~or~~ **rezone, or land use regulation change**, the proposal **shall demonstrate it is consistent with the adopted transportation system plan and the planned function, capacity, and performance standards of the impacted facility or facilities. The proposal shall** be reviewed to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060. See also Chapter 16.256, Traffic Impact Study. **Where it is found that a proposed amendment would have a significant effect on a transportation facility, the City will work with the applicant and, where applicable, with the roadway authority to modify the request or mitigate the impacts in accordance with the TPR and applicable law.** Significant means the proposal would:

- 1. Change the functional classification of an existing or planned transportation facility. This would occur, for example, when a proposal causes future traffic to exceed the capacity of a “collector” street classification, requiring a change in the classification to an “arterial” street, as identified by the Transportation System Plan; or**
- 2. Change the standards implementing a functional classification system; or**
- 3. Allow types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility; or**

4. ~~Reduce the level of service of the facility below the minimum acceptable level identified in the Transportation System Plan.~~
- B. ~~Amendments to the Comprehensive Plan and land use standards which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:~~
1. ~~Limiting allowed land uses to be consistent with the planned function of the transportation facility; or~~
  2. ~~Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the transportation planning rule; or~~
  3. ~~Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.~~

### Section 13. Warrenton Municipal Code Section 16.256 Traffic Impact Study

#### 16.256.010 Purpose.

The purpose of this chapter of the Warrenton Development Code is to implement Section 660-012-0045(2)(e) of the State Transportation Planning Rule that requires the City to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities (**see Section 16.256.060**). This chapter establishes the standards for when a proposal must be reviewed for potential traffic impacts; when a traffic impact study must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; what must be in a traffic impact study; and who is qualified to prepare the study.

#### 16.256.020 Typical Average Daily Trips.

~~Standards by which to gauge a~~ Average daily vehicle trips include: 10 trips per day per single family household; five trips per day per apartment; and 30 trips per day per 1,000 square feet of gross floor area such as a new supermarket or other retail development **shall be calculated using the rates and methodology in the most recent addition of the Institute of Transportation Engineers Trip Generation Manual.**

#### 16.256.030 When Required.

A traffic impact study ~~may~~ **will** be required to be submitted to the City with a land use application, when the following conditions apply :

- A. The development application involves a change in zoning or a plan amendment designation; or,
- B. The development shall cause one or more of the following effects, which can be determined by field counts, site observation, traffic impact analysis or study, field measurements, crash history, Institute of Transportation Engineers Trip Generation ~~Manual~~ **Manual**; and information and studies provided by the local reviewing jurisdiction and/or ODOT:

1. An increase in site traffic volume generation by 300 average daily trips (ADT) or more; or
2. An increase in ADT hour volume of a particular movement to and from the state highway by 20% or more; or
3. An increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day; or
4. The location of the access driveway does not meet minimum sitesight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the state highway, creating a safety hazard; or
5. A change in internal traffic patterns that may cause safety problems, such as back up onto the highway or traffic crashes in the approach area.

16.256.040 Traffic Impact Study Requirements.

- A. Preparation. A traffic impact study shall be prepared by a professional engineer in accordance with OAR 734-051-180 registered in the State of Oregon. The study scope and content shall be determined in coordination with the City Public Works Director or designee. Traffic impact analyses required by Clatsop County or ODOT shall be prepared in accordance with the requirements of those road authorities. Preparation of the study report is the responsibility of the land owner or applicant.
- B. Transportation ~~p~~Planning ~~r~~Rule compliance, Section 16.232.060.

**16.256.050 Approval Criteria.**

**The traffic impact study report shall be reviewed according to the following criteria:**

- A. The study complies with the content requirements set forth by the City and/or other road authorities as appropriate;**
- B. The study demonstrates that adequate transportation facilities exist to serve the proposed land use action or identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the road authority;**
- C. For affected City facilities, the study demonstrates that the project meets mobility and other applicable performance standards established in the adopted transportation system plan, and includes identification of multi-modal solutions used to meet these standards, as needed; and**
- D. Proposed design and construction of transportation improvements are in accordance with the design standards and the access spacing standards specified in the transportation system plan.**

**16.256.060 Conditions of Approval.**

- A. The City may deny, approve, or approve a proposal with conditions necessary to meet operational and safety standards; provide the necessary right-of-way for planned improvements; and require construction of improvements to ensure consistency with the future planned transportation system.**
- B. Construction of off-site improvements may be required to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and/or to upgrade or construct public facilities to City standards.**
- C. Where the existing transportation system is shown to be impacted by the proposed use, improvements such as paving; curbing; installation of or contribution to traffic signals; and/or**

**construction of sidewalks, bikeways, access ways, paths, or streets that serve the proposed use may be required.**

**D. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development.**

Section 14. This ordinance shall become effective 30 days after second reading

First Reading:

Second Reading:

ADOPTED by the City Commission of the City of Warrenton, Oregon this day    of    .

APPROVED

\_\_\_\_\_  
Henry A. Balensifer, Mayor

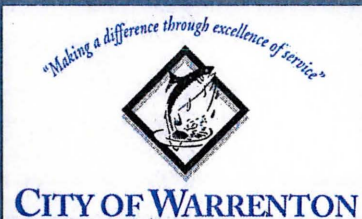
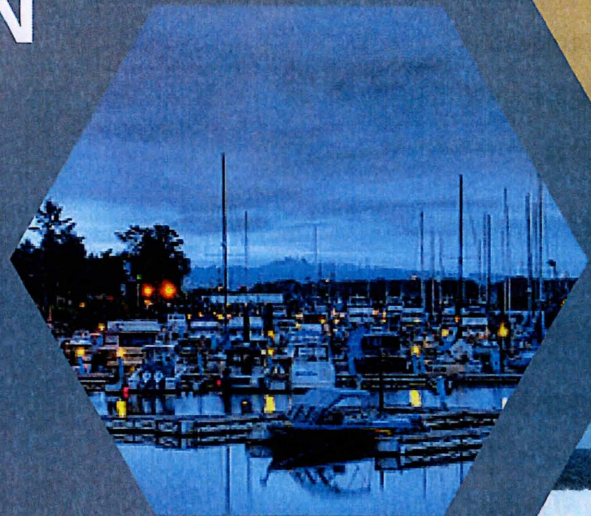
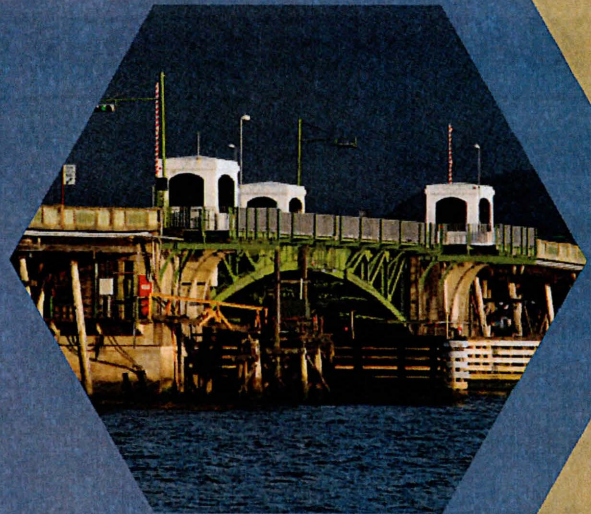
Attest:

\_\_\_\_\_  
Dawne Shaw, City Recorder



# DRAFT TRANSPORTATION SYSTEM PLAN

Warrenton, Oregon  
September 2018



# ACKNOWLEDGMENTS

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# TSP ROADMAP

## Context

The Context chapter describes the city of Warrenton and its existing transportation system. Current and potential issues are outlined and funding constraints are described.

## Vision

The Vision chapter establishes the community's vision, goals, and objectives for the city's transportation system.

## Plan

The Plan chapter outlines the lists of financially constrained and aspirational projects identified to be achieve the community's vision for the transportation system.

## Standards

The Standards chapter outlines the requirements that the system must meet in order to fulfill the goals and objectives identified by the community.

# CONTEXT



# CONTEXT

## What is a Transportation System Plan?

A TSP is a long-range plan that sets the vision for a community's transportation system for the next 20 years. This vision is developed through community and stakeholder input and is based on the system's existing needs, opportunities, and anticipated available funding.

In compliance with State requirements, the City of Warrenton updated the City's TSP, replacing the previous TSP was adopted in 2004. This Warrenton TSP update establishes a new 2016 baseline condition and identifies transportation improvements needed through the year 2040. The TSP addresses compliance with new or amended federal, state, and local plans, policies, and regulations including the Oregon Transportation Plan, the State's Transportation Planning Rule, and the Oregon Highway Plan.

## How was this TSP developed?

The best way to build a community-supported TSP is through an open, inclusive process. The decision-making structure for this TSP was developed to establish clear roles and responsibilities throughout the project.

### Warrenton Committee

was responsible for all final decisions for this TSP project.

### Citizen Advisory Committee (CAC)

was approved by the City Committee to provide community-based recommendations. The CAC was the primary recommendation body for the project team.

### Project Management Team (PMT)

made recommendations to the City Committee based on technical analysis and stakeholder input.

## Public Engagement

The strategy used to guide stakeholder and public involvement throughout the TSP update reflects the commitments of the City of Warrenton and the Oregon Department of Transportation (ODOT) to carry out public outreach that provided community members with the opportunity to weigh in on local transportation concerns and to provide input on the future of transportation within their city.

The City of Warrenton involved the public and stakeholders through a series of committee meetings, public open houses, and work sessions with elected officials and by providing project materials through the project's website [www.warrentontsp.com](http://www.warrentontsp.com). Engaging community members and organizations in the TSP process included engaging with the CAC, which included members representing:

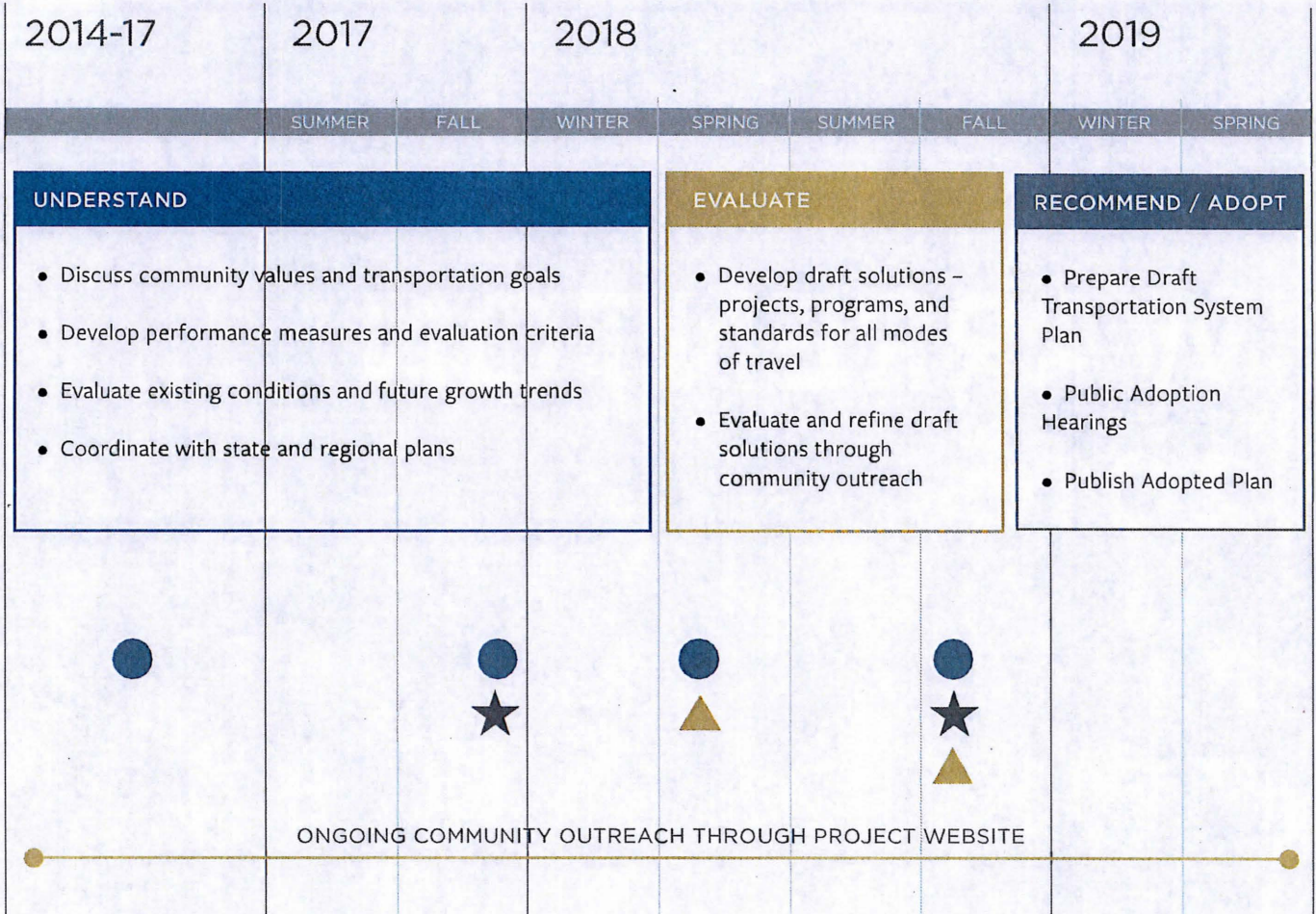
- Oregon Department of Transportation (ODOT)
- City of Warrenton
- Clatsop County

Figure 1. Warrenton TSP Decision-Making Structure



- Warrenton-Hammond School District
- Emergency service providers
- Warrenton Business Association
- Sunset Empire Transportation District
- Other key community groups and stakeholders
- General public

**Figure 2. City of Warrenton TSP Development Process**





# WARRENTON 2016

# WARRENTON 2016

Warrenton is situated on the most northwestern point of Oregon, adjacent to the Pacific Ocean, Fort Stevens State Park and the mouth of the Columbia River. Although Warrenton has a shared history and ongoing connection with the City of Astoria, its neighbor to the northeast, Warrenton has its own unique character. Warrenton residents and visitors alike have access to significant amounts of open space, city parks and water features, as well as important historical sites, within the City's boundaries.

## Key Destinations

An important aspect of evaluating and planning an effective transportation system is knowing where the people want to go. Warrenton has several destinations that attract a variety of visitors. Generally, these community features can be grouped into the following:

- Schools (e.g. Warrenton Prep, Warrenton Grade School, Warrenton High School)
- Places of employment (e.g. business areas, industrial areas, offices, airport)
- Shopping (e.g. downtown core, grocery stores, shopping centers, restaurants)
- Recreational (e.g., Fort Stevens State Park, beach, Warrenton Waterfront Trail)
- Cultural (e.g. Maddox Dance Studio, library, Wreck of the *Peter Iredale*)
- Public Transportation (e.g. Bus stops)

**Wreck of the *Peter Iredale***



**Warrenton Fiber-Nygaard Logging**



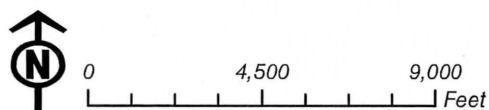
**Warrenton Waterfront Trail**



Figure 3. Warrenton TSP Study Area



**Data Sources:**  
 ESRI, ArcGIS Online, World Topography Map. 2015.  
 City of Warrenton, Oregon. 2015. Clatsop County, Oregon. 2015.



Document Path: C:\Users\emily.guise\Documents\ArcGIS\Package\Fig\_7-01\_WarrentonTSP\_CommunityFeatures\_70D03253-7ED5-4AD0-A895-DCB23063A6B7\10\Fig\_01\_WarrentonTSP\_CommunityFe...

## Current and Anticipated Issues

Warrenton's existing transportation system poses issues for all users, including the following:

### PEDESTRIANS & BICYCLISTS

On Warrenton-Astoria Highway, there is no sidewalk present on the south side of Harbor Drive/Marlin Avenue from 160 feet east of SE Anchor Avenue to SE Galena Avenue.

Sidewalks do not exist from SE/NE King Avenue to SE 2nd Street, or on the east side of the roadway approximately 160 feet north of SE 11th Place to the City limits.

Bicycle and pedestrian safety on the Old Youngs Bay and New Youngs Bay Bridges.

Sidewalks do exist on the north side of Warrenton-Astoria Highway between NE Heron Avenue and Ensign Road.

Most pedestrian facilities can be rated "poor" when considering what type of system is currently in place in Warrenton. This means that facilities either are not in place or a pedestrian is required to travel along a roadway shoulder against vehicles at higher speeds.

It is apparent that the current network service system is only partially connected.

### TRANSIT USERS

Warrenton has about 10 bus stops. Improved access to transit may make this more desirable travel option for some community members.

Of the bus stops, only a fraction offer benches and shelter to the surrounding neighborhoods and businesses.

### DRIVERS

Warrenton is expected to experience more tourism traffic, as well as increased congestion in neighboring communities such as Astoria.

The New Youngs Bay Bridge (US 101) and the Old Youngs Bay Bridge (US 101 Business) are existing bottlenecks in the traffic that travels to and from Astoria that are expected to increase by 2040.

US 101 between mile point 6.48 and 6.58 (by SE Neptune Drive) and US 101 between mile point 7.96 and 8.09 (by SE Ensign Lane) were identified as a high collision roadway segments.

## Funding Constraints

The City's current revenue sources are expected to provide about \$21 million through 2040. This estimate is based on the assumption that the average amounts received over the previous five years will continue to be received at that per capita rate through 2040. Warrenton is expected to generate \$384,000 in Local Motor Vehicle Fuel Tax and \$378,000 in State Highway Fund shared revenue. House Bill 2017 is expected to contribute an additional \$121,000 annually. Forecast estimated System Development Charges (SDC) revenue was based, instead, on the current SDC rates that was used in the City's SDC methodology (for residential developments \$669 per single-family dwelling and for non-residential developments \$436 per hour per trip) and the forecasted yearly population and employment growth through 2040. This calculation yields an estimate of \$1,784,400 over the planning horizon.

The current funding sources summarized below and potential additional funding sources are detailed in Volume 2 in Technical Memorandum #9.

### ODOT Statewide Transportation Improvement Program (STIP) Enhance Funding

ODOT has modified the process for selecting projects that receive STIP funding to allow local agencies to receive funding for projects off the state system. Projects that enhance system connectivity and improve multi-modal travel options are the focus. The updated TSP prepares the City to apply for STIP funding. It is expected that ODOT will allocate about \$5

million for improvements in Warrenton over the planning horizon.

### **Transportation Utility Fee**

A transportation utility fee is a recurring monthly charge that is paid by all residences and businesses within the City. The fee can be based on the number of trips a particular land use generates or as a flat fee per unit. It can be collected through the City's regular utility billing. Assuming a flat fee of \$5.00 per month per water meter for both residential and \$ 0.5 per month per square foot for non-residential uses in the City, the City could collect approximately an additional \$19 million (\$1.6 million average annually) for transportation related expenses through 2040.

### **ODOT All Road Transportation Safety (ARTS) Funding**

ODOT All Roads Transportation Safety Program is a competitive data-driven funding program that is used to address safety challenges on all public roads, including the local and state system. It is focused on reducing fatal and serious crashes. Safety funding will be distributed to each ODOT region, which will collaborate with local governments to select projects that can reduce fatalities and serious injuries, regardless of whether they lie on a local road or a state highway.

### **Safe Routes to School**

The Oregon Safe Routes to School (SRTS) Program has money allocated for projects that improve connectivity for children to walk, bike and roll to and from school. Potential grant funds are distributed as a reimbursement program through an open and competitive process. Funding is available through this program for pedestrian and bicycle infrastructure projects within two miles of schools. These funds should be pursued to implement key pedestrian and bicycle projects identified through the SRTS process. The Warrenton Grade School is an ideal candidate due to its proximity to downtown and S Main Ave.

### **General Fund Revenues**

At the discretion of the City Council, the City can allocate General Fund revenues to pay for its transportation program (General Fund revenues primarily include property taxes, use taxes, and any other miscellaneous taxes and fees imposed by the City). This allocation is completed as a part of the City's annual budget process, but the funding potential of this approach is constrained by competing community priorities set by the City Council. General Fund resources can fund any aspect of the program, from capital improvements to operations, maintenance, and administration. Additional revenues available from this source are only available to the extent that either General Fund revenues are increased or City Council directs and diverts funding from other City programs.

### **Urban Renewal District**

An Urban Renewal District (URD) would be a tax-funded district within the City. The URD would be funded with the incremental increases in property taxes that result from construction of applicable improvements. This type of tax increment financing has been used in Oregon since 1960. Use of the funding includes, but is not limited to, transportation. Improvements are funded by the incremental taxes, rather than fees. The City has an existing URA serving the downtown core area.

### **Local Improvement Districts**

Local Improvement Districts (LIDs) can be formed to fund capital transportation projects. LIDs provide a means for funding specific improvements that benefit a specific group of property owners. LIDs require owner/voter approval and a specific project definition. Assessments are placed against benefiting properties to pay for improvements. LIDs can be matched against other funds where a project has system wide benefit beyond benefiting the adjacent properties. LIDs are often used for sidewalks and pedestrian amenities that provide local benefit to residents along the subject street. The City has no active LIDs.

## Debt Financing

While not a direct funding source, debt financing can be used to mitigate the immediate impacts of significant capital improvement projects and spread costs over the useful life of a project. This has been successful recently in Oregon communities such as Bend and McMinnville, where general obligation (GO) bond measures were passed. Key to the measures' success was that the increased property taxes were earmarked toward a defined set of projects with strong public support.

Though interest costs are incurred, the use of debt financing can serve not only as a practical means of funding major improvements, but is also viewed as an equitable funding strategy, spreading the burden of repayment over existing and future customers who will benefit from the projects. The obvious caution in relying on debt service is that a funding source must still be identified to fulfill annual repayment obligations.

In addition, a “value capture” district is another financing tool to consider similar to urban renewal but uses a payment in lieu of taxes (PILOT) from large institutions and employers to finance the repayment of bonds.





# THE VISION

# THE VISION

## The Vision

The process of identifying a vision, goals, and objectives uncovers the transportation system that best fits Warrenton's values and sets the guide for development and implementation of the TSP.

The goals and objectives will guide the development of the transportation system plan, while the evaluation criteria will be used to evaluate and prioritize future transportation programs and improvements against the goals and objectives. Once adopted, the goals and objectives, as well as the project list, will become part of Warrenton's Comprehensive Plan. The goals and objectives outlined below were largely developed from previous local plans, including: 2004 Warrenton Transportation System Plan, 2009 Revised Warrenton Transportation System Plan, 2007 Warrenton Urban Renewal District Plan, Warrenton Comprehensive Plan, 2010 Warrenton Downtown and Marina Master Plans, 2005 Hammond Marina Master Plan, 2010 Warrenton Parks Master Plan, and 2008 Warrenton Trails Master Plan.

Towards the end of the process, once solutions were identified, policy statements to guide future decisions were developed to help the City implement plan recommendations.

## Goals & Objectives

### Goal 1: Health

---

Develop a transportation system that maintains and improves individual health by maximizing active transportation options.

#### Objectives

1. Maximize active transportation options.
2. Provide recreational opportunities outlined in the 2008 Warrenton Trails Master Plan.

### Goal 2: Safety

---

Develop a transportation system that maintains and improves public safety and effectively manages evacuations and emergency response preceding and following natural disasters.

#### Objectives

1. Improve safety and provide safe connections for all modes.
2. Meet applicable City and Americans with Disabilities (ADA) standards.
3. Increase public safety.
4. Improve signage for streets, pedestrian and bike ways, and trails as well as directional signs to points of interest.
5. Create safe routes and connections for vehicles, bicycles, and pedestrians, especially across US 101.
6. Limit access points on highways and major arterials, and use techniques such as alternative access points when possible.
7. Increase the city's resilience to natural hazards.

### Goal 3: Travel Choices

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Develop and maintain a well-connected transportation system that offers travel choices, reduces travel distance, improves reliability, and manages congestion for all modes.

#### Objectives

1. Reduce travel distance for all modes.
2. Improve travel reliability for all modes.
3. Manage congestion for all modes.
4. Encourage ride sharing.
5. Work with the Sunset Empire Transportation District to expand transit service, improve amenities, and develop stations in appropriate locations that efficiently serve resident and employee needs.
6. Provide a network of arterials, collectors, and paths that are interconnected, appropriately spaced, and reasonably direct.
7. Develop unused rights-of-way for pedestrian and bike ways or trails where appropriate.
8. Increase access to the transportation system for all modes regardless of age, ability, income, and geographic location.
9. Encourage development patterns that offer connectivity and mobility options for all members of the community.
10. Balance the desires of community members with public agency requirements.

### Goal 4: Economic Vitality

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Support the development and revitalization efforts of the City, Region, and State economies and create a climate that encourages growth of existing and new businesses.

#### Objectives

1. Balance needs for freight system efficiency, access, and capacity with needs for local circulation, safety, and access.
2. Manage parking efficiently and ensure that it supports downtown business needs and promotes new development.
3. Balance the simultaneous needs to accommodate local traffic and through-travel on state highways.
4. Provide transportation facilities that support existing and planned land uses.
5. Enhance the vitality of the Warrenton downtown area by incorporating design elements for all modes in roadway design standards.
6. Ensure that all new development contributes a fair share toward on-site and off-site transportation system improvements.
7. Support expansion of local boating and shipping activities, including the development of waterfront activities along the Skipanon River, Youngs Bay, and Alder Cove.
8. Enhance the connection of the Warrenton Harbor to the surrounding community.
9. Enhance tourism opportunities and access to tourist attractions.

## Goal 5: Livability

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Customize transportation solutions to suit the local context while providing a system that supports active transportation, promotes public health, facilitates access to daily needs and services, and enhances the livability of Warrenton neighborhoods and business community.

### Objectives

1. Minimize adverse social and economic impacts created by the transportation system, including balancing the need for street connectivity and the need to minimize neighborhood cut-through traffic.
2. Develop safe, connected pedestrian and bicycle facilities near schools, high-density residential districts, commercial districts, and waterfront areas.
3. Balance downtown livability with the need to accommodate freight access to industrial and waterfront areas.
4. Design streets to serve the widest range of users, support adjacent land uses, and increase livability.
5. Enhance the quality of life in commercial areas and in neighborhoods.
6. Improve public access to the waterfront and trails along the waterfront.
7. Develop transportation facilities that will allow development without major disruption of existing neighborhoods or the downtown area.

## Goal 6: Sustainability

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Provide a sustainable transportation system that meets the needs of present and future generations and is environmentally, fiscally and socially sustainable.

### Objectives

1. Support travel options that allow individuals to reduce single-occupant vehicle trips.
2. Minimize damage to the environment.
3. Support the reduction of greenhouse gas emissions from transportation sources.
4. Support and encourage transportation system management (TSM) and transportation demand management (TDM) solutions to congestion.
5. Preserve and protect the City's historic sites.

## Goal 7: Fiscal Responsibility

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Plan for and implement an economically viable transportation system that protects and improves existing transportation assets while cost-effectively enhancing the total system.

### Objectives

1. Plan for an economically viable and cost-effective transportation system.
2. Identify and develop diverse and stable funding sources to implement recommended projects in a timely fashion and ensure sustained funding for transportation projects and maintenance.
3. Make maintenance and safety of the transportation system a priority.
4. Maximize the cost effectiveness of transportation improvements by prioritizing operational enhancements and improvements that address key safety and congestion issues.
5. Identify local street improvement projects that can be funded through grant programs.
6. Provide funding for the local share (i.e. match) of capital projects jointly funded with other public partners.
7. Prioritize funding of projects that are most effective at meeting the goals and policies of the Transportation System Plan.

## Goal 8: Compatibility

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Develop a transportation system that is consistent with the City's Comprehensive Plan and that is coordinated with County, State, and Regional plans.

### Objectives

1. Coordinate, support, and cooperate with adjacent jurisdictions and other transportation agencies to develop transportation projects that benefit the City, Region, and State as a whole (e.g. evacuation routes, county-wide transit, and jurisdictional transfer of roadways).
2. Work collaboratively with other jurisdictions and agencies to ensure the transportation system functions seamlessly.
3. Coordinate land use and transportation decisions to efficiently use public infrastructure investments to meet goals and objectives.
4. Maintain and implement functional classification standards and criteria.
5. Coordinate with other jurisdictions and community organizations to develop and distribute transportation-related information.
6. Review City transportation standards periodically to ensure consistency with Regional, State, and Federal standards.
7. Coordinate with the County and State agencies to ensure that improvements to County and State highways within the city benefit all modes of transportation.
8. Participate with ODOT, Clatsop County, and Astoria in the revision of their transportation system plans, and coordinate with neighboring jurisdictions regarding land development outside of the Warrenton urban growth boundary to ensure provision of a transportation system that serves the needs of all users.
9. Participate in updates of the ODOT State Transportation Improvement Program (STIP) and Clatsop County Capital Improvement Program (CIP) to promote the inclusion of projects identified in the Warrenton TSP.
10. Coordinate with the U.S. Army Corps of Engineers and the Oregon Division of State Lands to maintain appropriate operating depths at marina facilities, and identify beneficial uses of dredged material resulting from maintenance dredging.
11. Work to protect airspace corridors and airport approaches.
12. Coordinate planning for lifeline and evacuation routes with local, State, and private entities.



# WARRENTON IN 2040

# WARRENTON IN 2040

Future land use changes and growth in population, housing, and employment within Warrenton’s urban growth boundary (UGB) will have a significant impact on the existing transportation system and will create new travel demands. These growth projections and how they translate to new trips on the transportation network are key elements of the future conditions and performance analysis.

## Forecasted Population and Employment Growth

Understanding the influence of area land uses on the transportation system is a key factor in transportation system planning. The amount of land that is to be developed, the types of land uses, and their proximity to each other have a direct relationship to expected demands on the transportation system.

The process for developing future 2040 traffic volume forecasts for Warrenton involved three key components:

**The Astoria-Warrenton regional travel demand model was utilized as the primary tool to estimate future travel demand in Warrenton, using a base model year of 2015 and a future model year of 2035.**

**Refined travel demand forecasts were developed by adding local circulation characteristics in the travel demand model as needed (using a focus area approach).**

**The 20-year growth increment between the base and future year models was extrapolated to a 25-year increment and then added to the base year 2015 count data (referred to as post-processing) to develop final year 2040 traffic volume forecasts for Warrenton.**

As shown in Table 1, the 2015 model included approximately 2,179 households (representing 5,175 people) and 3,410 employees within the Warrenton UGB. With expected growth to the horizon year 2035, 579 households (or about 27 percent growth) are projected to be added, while the total employment is projected to grow by approximately 1,370 employees (40 percent growth). These future totals within the UGB were established in coordination with City using new population forecasts for Clatsop County and its cities.

Warrenton is currently experiencing a steep growth trajectory with several housing subdivision and employment-related land use applications being filed. The control totals shown in Table 1 represent our best estimate of 20-year growth given the available data and studies, and we understand that growth will not be linear over the 20 years.

**Table 1. Warrenton UGB Land Use Summary**

LAND USE	2015	2035	PERCENT INCREASE
Population	5,175	7,410	43%
Households	2,179	3,153	45%
Total Employment	3,410	4,934	45%

*Note: Land use summary based on travel demand model and zones that approximate the Warrenton UGB*

## Future Conditions without Improvements

The population, housing, and employment growth projected to occur through 2040 will result in increased travel demands within and through the city. An evaluation of Warrenton's transportation system under these conditions was performed to understand how transportation needs might change if no further investments to improve the system were made. This resulted in the following findings:

The forecast generated by analysis of the future 2040 roadway system identifies the following findings:

- The US 101 signalized intersections at E Harbor Drive, Marlin Drive and SE Ensign Lane are all expected to operate at levels above their corresponding mobility targets.
  - Future (2040) Summer PM Peak Hour
- Driving needs: The future summer and average weekday conditions each have separate needs:
  - Future (2040) Average Weekday PM Peak Hour
- Alternative Mobility Targets: There is a need to pursue alternative mobility targets along US 101, as it is not expected that enough capacity can be reasonably added to this facility to alleviate congestion during summer months.
- Including the three intersections operating worse than mobility targets under the average weekday conditions, four additional intersections worsen to exceed mobility targets: US 101 at SE Neptune Drive, OR 104/Ft Stevens Highway at NE Skipanon Drive/S Main Avenue, E Harbor Drive at Marline Drive and OR 104/S Main Avenue at SW 2nd Street.
- Safety Needs: High collision locations were identified at 4 signalized intersections along US 101. Warrenton has two SPIS locations. Both are on US 101 and each include a signalized intersection, at East Harbor Street and Ensign Lane.<sup>1</sup>
- Walking and Biking Needs: Warrenton lacks existing bike and pedestrian facility networks to adequately connect neighborhoods with commercial, institutional, recreational areas, and transit stops. Future improvements could improve safety and accessibility of using active modes of transportation to get around the City.
- Transit Needs: There are a limited number of transit stops and there are gaps in service and frequency. Some neighborhoods to the south and west of downtown are not within comfortable walking distance to a transit stop. An expansion in the number of stops and buses on routes would be required to fully serve all areas of the City.
- Freight Needs: Warrenton's only Federal Truck Route is US 101. It is important that future improvements maintain the geometry required to accommodate large freight vehicles along US 101.



<sup>1</sup> ODOT SPIS Report 2015(2012-2014 Data): Top ten percent SPIS sites

## Preparing for Smart Mobility

Emerging vehicle technology and design approaches will shape our roads, communities, and daily lives. As vehicles become more connected, automated, shared, and electric, the way we plan, design, build, and use our transportation system will change.

When discussing these vehicles as a whole, they can be referred to as connected, automated, shared, and electric (CASE) vehicles. Many of these vehicles will not be exclusive of the others and it is important to think of the host of implications that arise from the combination of these technologies.



**Connected Vehicles (CVs)** will enable communications between vehicles, infrastructure, and other road users. This means that our vehicles will be able to assist human drivers and prevent crashes while making our system operate more smoothly.



**Automated Vehicles (AVs)** will, to varying degrees, take over driving functions and allow travelers to focus their attention on other matters. Today, we already have vehicles with combined automated functions such as lane keeping and adaptive cruise control. However, these still require constant driver oversight. In the future, more sophisticated sensing and programming technology will allow vehicles to operate with little to no operator oversight.

### Planning for Change

The impacts of CASE vehicles on road capacity are uncertain. After CASE vehicles are widely adopted, there is a high likelihood that increases in road capacity will correspond with increasing traffic demand. We can expect that congestion will continue to persist.

The expected congestion can be used to encourage use of transit, shared vehicles, and bike share. These modes could all be encouraged through pricing mechanisms that are vastly less expensive to implement than building more road capacity. A variety of pricing mechanisms are enabled with CASE technology because these vehicles will be tracked geographically, and by time of day. With time/location data, transportation system operators will be able to develop pricing mechanisms that reduce congestion at a lower cost than other roadway improvements. Larger cities will be the first to implement these strategies and smaller cities should follow these developments closely.

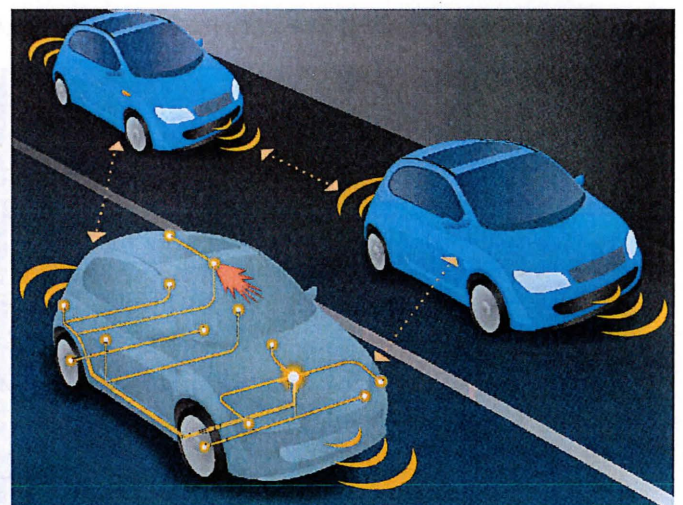


**Shared Vehicles (SVs)** are already on the road today that allow ride-hailing companies to offer customers access to vehicles through smart phone applications. Ride-hailing applications allow for on-demand transportation with comparable convenience to car ownership without the hassle of maintenance and parking. Ride-hailing applications can enable customers to choose whether share a trip with another person along their route, or travel alone.



**Electric Vehicles (EVs)** have been on the road for decades and are becoming more economically feasible as the production costs of batteries decline.

**Figure 4. Vehicle-to-Vehicle Communication**



## Potential Impacts, Questions and Policy Considerations

### CONGESTION AND ROAD CAPACITY

#### Anticipated Impacts

- AVs may provide a more relaxing or productive experience and people may have less resistance to longer commutes.
- Shared AVs will likely cost significantly less on a per mile basis, increasing demand for travel.
- CVs will allow vehicles to operate safely at closer following distances. In the long run, this will increase road capacity in the long run as CVs and AVs comprise increasing portions of the public and private fleet of vehicles.
- In the near term, as AVs still make up a fraction of the fleet of vehicles, road capacity could decrease as AVs operate more slowly and cautiously than regular vehicles.
- A new class of traffic — zero-occupant vehicles — may increase traffic congestion
- Roadways may need to be redesigned or better maintained to accommodate the needs of automated driving systems.

#### Questions

- How much will AVs cost for people to own them personally?
- How much will AVs cost if they are used as a shared fleet?
- How does cost and the improved ride experience of AVs influence travel behavior?
- How much more efficiently will AVs operate compared to regular human driven vehicles once they dominate the vehicle fleet?
- How will AVs impact road capacity in the near term as they are deployed in mixed traffic with human driven vehicles?
- What portion of traffic will be zero-occupant vehicles and what areas will likely generate the highest portion of zero-occupant vehicles looking for parking or waiting for their next passenger?

### PARKING

Because AVs and Shared AVs will be able to park themselves, travelers will elect to get dropped off at their destination while the vehicle goes to find parking or its next passenger. With parking next to their destination no longer a priority for the traveling public, parking may be over-supplied in many areas and new opportunities to reconfigure land use will emerge.

#### Questions

- How does vehicle ownership impact parking behavior?
- What portion of the AV fleet will be shared?
- How far out of the downtown area will AVs be able to park while remaining convenient and readily available?

#### Considerations

- Consider building new parking garages that can be converted (with flat instead of ramped floors) to other uses in case AVs make them underutilized in their lifetime. If that isn't financially feasible, consider alternative transportation demand management strategies.
- Consider revising minimum parking requirements for new developments, especially in areas that are within one mile of transit.
- Consider system development charges that fund the installation of charging stations in new developments.

### CURB SPACE

The ability to be dropped off at your destination will also create more potential for conflicts in the right-of-way between vehicles dropping off passengers, vehicles moving through traffic, and vehicles parked on the street. In urban areas with ride-hailing companies, popular destinations are already experiencing significant double-parking issues. Curb-space management is a growing consideration. Jurisdictions should inventory parking utilization and identify areas that could be converted from parking to curbside pick-up and drop-off zones.

## PACKAGE DELIVERY

With the use of AVs to deliver packages, food, and expanded services, these vehicles will need to be accommodated in the right-of-way. For instance, if the AV parks at the curb in a neighborhood and smaller robots are used to deliver packages to the door, new conflicts will arise between vehicles, pedestrians, and bicyclists.

## TRANSIT

AVs could become cost competitive with transit and undermine transit ridership as riders prefer a more convenient alternative. However, transit will remain the most efficient way to move high volumes of people through constricted urban environments. AVs will not eliminate congestion and as discussed above, could exacerbate it — especially in the early phases of AV adoption. In addition, shared AVs may not serve all areas of a community and underserved communities still require access to transit to meet daily needs.

To avoid potential equity and congestion issues, transit agencies need to work together to integrate the use of automated vehicles and transit. Transit needs to adapt to new competition in the transportation marketplace as well as consider adopting CASE technologies to support transit operations.

### Considerations

- Partnering with ride-hailing companies to provide first and last-mile solutions.
- Working with ride-hailing companies and bike share to integrate payment platforms and enable one button purchase of a suite of transportation options for multimodal trips.
- Creating fixed route autonomous shuttles to provide first and last-mile solutions.
- Creating on-demand autonomous shuttles to provide first and last-mile solutions.

## ELECTRIC VEHICLE CHARGING

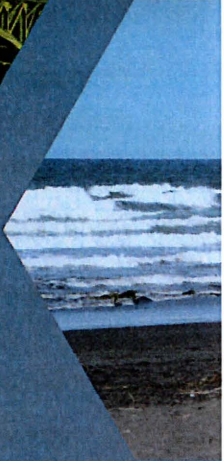
To accommodate a future where electric vehicles will come to dominate our vehicle fleet, charging station capacity will need to be increased. Cities, electric utilities, regions, and states will need to work together to meet the significant increase in demand.

## MOBILITY HUBS

A mobility hub is a central location that serves as a multimodal connection point for transit, car share, bike share, and ride share stations, see Figure 21. This system can serve as a tool to encourage travelers to take seamless multimodal trips that are well timed and convenient. Mobility hubs make the most sense to put in transit centers that are located near urbanized areas with multimodal supportive infrastructure (e.g., protected bike lanes) to maximize connectivity for first and last-mile solutions.

Figure 5. Mobility Hub





# THE PLAN

# THE PLAN

The purpose of the Warrenton TSP Update is to determine how best to serve the future transportation needs of Warrenton residents, businesses, and visitors. The existing and future conditions analysis suggest that the TSP will incorporate multi-modal options with the vision of the community to define draft transportation system solutions that address local needs.

## Evaluating the Possibilities

Recommended solutions were developed to be consistent with the project vision and goals and to focus on creating a balanced system able to provide travel options for a wide variety of needs and users. The list of recommended projects was prioritized using guidance provided by the project goals and objectives and with input from three main sources:

- Review of projects in 2004 TSP Update and other Local and Regional Plans, including:
  - 2015 Clatsop County Transportation System Plan
  - 2010 City of Warrenton Downtown and Marina Master Plans
  - 2018-2023 Warrenton Streets Capital Improvement Program
  - 2010-2030 Warrenton Parks Capital Improvements Plan
  - 2018-2021 Oregon (Final as Amended) Statewide Transportation Improvement Program (STIP)
- New Projects based on identified deficiencies and feedback from public and advisory committees
- System and Demand Management strategies

While the recommended projects include all identified projects for improving Warrenton's transportation system, regardless of their priority or their likelihood to be funded, the TSP planning process eliminated projects that may not be feasible for reasons other than financial limitations (such as environmental or existing development limitations). The recommended project list is composed of the following three lists, created based on each project's priority and likelihood to be funded.

- Aspirational Projects list includes all projects identified in the TSP.
- Likely Funded Projects list identifies the high priority projects from the Aspirational Projects list that could be constructed with funding anticipated through 2040.
- Possibly Funded Projects list identifies projects from the Aspirational Project list that are highly supported but that, due to cost or jurisdiction, were unable to be included in the Likely Funded list. Should additional funding become available, these are projects the City may want to consider.

The City is free to implement projects identified on the Likely Funded list first. Priorities may change over time and unexpected opportunities may arise to fund particular projects. The City is free pursue any of these opportunities at any time. The purpose of the Likely Funded project list is to establish reasonable expectations for the level of improvements that will occur and give the City initial direction on where funds should be allocated. The project design elements depicted are identified for the purpose of creating a reasonable cost estimate for planning purposes. The actual design elements for any project are subject to change and will ultimately be determined through a preliminary and final design process, and are subject to City, County and/or ODOT approval.

## Likely Funded Project List

The projects are listed in order of funding priority. Each project is identified by a project ID that consists of a mode acronym and number. Numbers do not imply priority. BP stands for Bicycle and Pedestrian, meaning it is a project primarily benefiting biking and walking; R is for Roadways, meaning it is primarily benefiting driving; T is for transit and benefits transit users, and O is for other, which benefits airport or waterways.

**Table 2. Likely Funded Projects**

PROJ. ID	DESCRIPTION	JURISDICTION	LOCATION	COST
BP1	Improve wayfinding signage and visibility of Warrenton Waterfront Trail. Provide a bicycle wayfinding signage network to help guide bicyclists to and from local destinations via bike routes and trails.	Warrenton	Warrenton Waterfront Trail	\$50,000
BP2	Provide a path connection and wayfinding for the Airport Dike Trail to cross US 101 at Harbor Drive.	Warrenton / ODOT	Airport Dike Trail: US 101 at Harbor Dr	\$133,000
BP3	Install bicycle parking at points of interest, such as downtown Warrenton, the City Park and the Warrenton Soccer Complex.	Warrenton	Parks, downtown, soccer complex	\$5,000
BP4	Improve pedestrian crossing at Fort Stevens Hwy 104, Warrenton-Astoria Hwy 105 (E Harbor Dr) and Skipanon Dr/Main Ave	ODOT	Fort Stevens Hwy 104, Warrenton-Astoria Hwy 105 (E Harbor Dr) and Skipanon Dr/Main Ave	\$100,000
BP5	Construct a 10-foot wide multi-use path on the east side of Ridge Road from SW 9th Street to the north edge of the Warrenton Soccer Complex.	County/ Warrenton	Ridge Rd: SW 9th St north along soccer fields	\$200,000
BP6	Construct an at-grade pedestrian crossing of Ridge Road at the Warrenton Soccer Complex with high visibility paint and advanced signage.	County	Soccer fields and across/along Ridge Rd	\$20,000
BP7	Enhance bicycle connectivity in Hammond. <i>Option A:</i> Install wayfinding and sharrows on parallel routes (6th and 7th) through Hammond and provide high visibility crosswalk across Pacific Drive. <i>Option B:</i> Construct curb, gutter and sidewalks on Pacific Drive through Hammond	ODOT/ Warrenton	Pacific Dr (Hammond)	\$50,000
BP8	Add bicycle route designation signage for length of Warrenton-Astoria Hwy 105 within Warrenton city limits.	ODOT/ Warrenton	Warrenton-Astoria Hwy 105	\$25,000
BP9	Install high visibility crosswalk at the intersection of Fort Stevens Hwy 104 (Main Avenue) at SW 9th Street to enhance visibility of crossing near elementary school.	ODOT/ Warrenton	Fort Stevens Hwy 104 (Main Ave) at SW 9th St	\$2,000

PROJ. ID	DESCRIPTION	JURISDICTION	LOCATION	COST
BP10	Upgrade curb and crosswalks to be ADA-compliant at Warrenton Elementary School.	Warrenton	SW Cedar Ave at SW 7th St	\$40,000
BP11	New marked crosswalks near community center/park. The crossings at SW 4th Street would also require installation of new curb.	Warrenton	SW Alder Ave at SW 3rd St and SW 4th St	\$30,000
BP12	Enhance bicycle visibility on New Youngs Bay Bridge. <i>Option A:</i> Install signage indicating bicyclists in outer lane. <i>Option B:</i> Install additional bike detection for cyclists traveling along the bridge	ODOT	New Youngs Bay Bridge	\$500,000
BP25	Construct bicycle lanes, curb, gutter and sidewalks on both sides of SE Neptune Avenue between Harbor Drive and US 101.	Warrenton	SE Neptune Ave: E Harbor Dr to US 101	\$1,400,000
BP27	Construct curb, gutter and sidewalks on both sides of Warrenton-Astoria Hwy 105 (E Harbor Drive) from Marlin Avenue to US 101.	ODOT	Warrenton-Astoria Hwy 105 (E Harbor Dr): Marlin Ave to US 101	\$1,600,000
BP28	Widen road to provide additional paved width for pedestrian connectivity on Delaura Beach Lane.	Warrenton / ODOT	Delaura Beach Ln: Pine Dr to Ridge Rd	\$1,400,000
BP32	Bike and pedestrian access from SW Dolphin Rd south to US 101. Consider an overpass to facilitate multi-modal crossing to employment and education center on SE Dolphin Rd south of US 101.	Warrenton / ODOT	SW Dolphin Rd at US 101	\$50,000
T1	Extend hours, decrease headway, review scheduling, improve efficiency of dial-a-ride program, meet the needs of future demands, improve connections, and advertise and promote services.	Sunset Empire Transportation District / NorthWest POINT	City wide	TBD
T2	Modernize transit stops to accommodate mobility devices	Warrenton	City wide	TBD
T3	Install transit shelters and kiosks on US 101 and both the north and south ends of the New Youngs Bay Bridge.	Warrenton / Astoria / ODOT	US 101 North and South of the New Youngs Bay Bridge	TBD
R1	Modify intersection to accommodate WB-62 trucks with a minimum turning radius of 45 degrees. This project rebuilds the intersection and includes water quality facilities, a new drainage system, concrete walks and curb.	ODOT	Fort Stevens Hwy 104 (Main Ave/ Skipanon Dr) at Warrenton-Astoria Hwy 105	\$3,000,000

PROJ. ID	DESCRIPTION	JURISDICTION	LOCATION	COST
R7	Construct shoulder widening of three feet on both sides (conservative estimate) of Fort Stevens Hwy 104 (Main Avenue) between 14th Street to just south of the spur to provide additional paved width. The estimate includes a new drainage system and two water quality facilities.	ODOT	Fort Stevens Hwy 104 (Main Ave) - 14th St to South of Spur	\$1,100,000
R9	Improve SW 4th Street between S Main Avenue and SW Alder Court and add sidewalk. Also includes drainage and power line improvements.	Warrenton	SW 4th St: S Main Ave to SW Alder Ct	\$296,000

\* Cost were not considered for possibly funded projects

## Possibly Funded Projects

The Possibly Funded Plan identifies additional transportation solutions that could be funded if the City develops new revenue sources. If the new funding sources do not become viable options, these projects would not be funded. The assumed possible new sources are summarized in the table below.

**Table 3. Potential New Funding Source**

DESCRIPTION	ESTIMATED AMOUNT THROUGH 2040
Transportation Utility Fee	\$19,000,000
Total New Revenue	\$19,000,000

Using these potential new funding sources, the additional projects in Possibly Funded table could be funded. More projects could be funded through other sources, such as development, state or federal funding, urban renewal districts, local improvement districts, and reallocating general fund and lodging tax revenues to transportation projects. The Possibly Funded Transportation System includes about \$18.7 million in transportation investments.

**Table 4. Possibly Funded Projects**

PROJ. ID	DESCRIPTION	JURISDICTION	LOCATION	COST OPINION (2018 DOLLARS)
BP13	Construct a new trail connection from the KOA access east to NW Warrenton Drive following the NW 11th Street alignment. Includes excavation and embankment.	Private/ Warrenton	KOA access/NW 11th alignment	\$2,700,000
BP14	Install bicycle facilities along Fort Stevens Hwy 104 (Main Avenue): <i>Option A:</i> Install sharrows and “share the road” signage <i>Option B:</i> Remove parking on one side of the road and widening where needed to provide striped bicycle facilities	ODOT	Fort Stevens Hwy 104: Harbor Dr to 9th St	<i>Option A:</i> \$30,000 <i>Option B:</i> \$695,000*
BP15	Construct sidewalks on both sides of SE 19th Street south of Ensign Lane. Project includes new sidewalk, curb and gutter on the north/east side of the road and extends the sidewalk on the south/west side of the road.	Warrenton	SE 19th: Ensign Ln to Chokeberry Ave	\$1,600,000
BP16	Construct a 10-foot wide multi-use path on one side of Pacific Drive from Lake Drive to Fort Stevens State Park entrance.	State Parks/ County/ Warrenton	Hammond to Fort Stevens State Park	\$600,000
BP17	Provide enhanced bicycle and pedestrian connectivity along SW 9th Street. <i>Option A:</i> Widen sidewalk to 10 feet on north side <i>Option B:</i> Multiuse path (Cedar Dr to Ridge Rd)	Warrenton	SW 9th St: SW 9th St to Ridge Rd	\$1,160,000
BP18	Stripe bicycle lane stencil on both sides of the road for length of Fort Stevens Hwy 104 Spur to indicate bicyclists are present.	ODOT	Fort Stevens Hwy 104 Spur	\$10,000

PROJ. ID	DESCRIPTION	JURISDICTION	LOCATION	COST OPINION (2018 DOLLARS)
BP19	Construct curb, gutter and sidewalks on the east side of Fort Stevens Hwy 104 between SW 3rd Street and SW 9th Street.	ODOT	Fort Stevens Hwy 104: SW 3rd St to SE 9th St	\$1,400,000
BP20	Construct bicycle lanes, curb, gutter and sidewalks on both sides of SE Marlin Avenue between Harbor Drive and SE 6th Street.	ODOT	Warrenton-Astoria Hwy 105 (SE Marlin Ave): Harbor Dr to SE 6th St	\$1,500,000
BP23	Provide bicycle and pedestrian improvements at the OR 104S bridge over the Skipanon River <i>Option A:</i> Advanced signing and striping to share the road with pedestrian and bicyclists <i>Option B:</i> Cantilever multi-use path on one side of bridge	ODOT	Skipanon River Br. No. 1400	Option A: \$25,000 Option B: \$2,100,000*
BP24	Construct multi-use path from north end of Burman Road to connect to Fort Stevens State Park trail system.	State Parks / County / Warrenton	Along Burma Rd to Delaura Beach Rd	\$300,000
BP28	Provide sidewalks on S Main Ave	Warrenton / ODOT	S Main Ave and SW 14th Pl (Orchard Subdivision)	\$24,000
BP29	Provide multi-use trail along NW 13th St between Warrenton Dr and River Front Trail.	Warrenton	NW 13th St and Warrenton Dr Trail	\$113,000
R2	Rebuild N Main Avenue and NW 7th Place between NW Warrenton Dr and NE 5th Street to improve rideability. (Would also include water system upgrades of \$500,000)	Warrenton	N Main Ave and NW 7th Pl (NW Warrenton Dr to NE 5th St)	\$367,000
R3	This project would allocate the SDC funds for street improvements throughout the city.	Warrenton	City of Warrenton	\$742,400
R4	Construct new section of SW 2nd Street to improve connectivity. Design will involve determining if any wetland mitigation needs to be done. Potential wetland mitigation not included in estimate.	Warrenton	SW 2nd St (Elm - Gardenia)	\$315,000
R5	Rebuild SW Alder Avenue with curbs from 1st Street to 2nd Street, grind, and overlay from 2nd Street to 3rd Street.	Warrenton	SW Alder Ave Reconstruction Project (SW 1st - SW 3rd)	\$185,000
R6	Modify signal timing to optimize traffic operations (e.g. Flashing yellow arrows, cycle length, optimize signal splits, protecting/ permitted phasing)	ODOT	US 101 at Harbor, Marlin and Neptune	\$30,000
R11	Construct a new road by extending SE 19th St north (connectivity project). Project assumes minor collector cross-section.	Warrenton / County	19th to Jetty or King	\$1,700,000

PROJ. ID	DESCRIPTION	JURISDICTION	LOCATION	COST OPINION (2018 DOLLARS)
R12	Construct a new road by extending NW/SW Juniper Avenue (connectivity project). Project assumes minor collector cross-section and accounts for excavation and embankment work.	Warrenton	NW/SW Juniper Ave: SW 9th St to Ridge Rd	\$3,800,000
R13	Provide access management control measures to improve safety and traffic flow at the Premarq Center accesses.	Private / ODOT	Premarq Center accesses	\$10,000
R14	Install intersection capacity improvement such as traffic signal (if warranted), turn lanes or roundabout and then cite the ODOT approval criteria.	ODOT	Fort Stevens Hwy 104 (Main Ave/ Skipanon Dr) at Warrenton-Astoria Hwy 105	Option A:\$1,000,000* Option B:\$500,000
R15	Install intersection capacity improvement such as traffic signal (if warranted), turn lanes or roundabout and then cite the ODOT approval criteria.	ODOT	E Harbor Dr at SE Neptune Ave	Option A: \$1,000,000* Option B: \$500,000
R16	Install intersection capacity improvement such as traffic signal (if warranted), turn lanes or roundabout and then cite the ODOT approval criteria.	ODOT	East Harbor Dr at SE Marlin Ave (Warrenton-Astoria Hwy 105)	Option A:\$1,200,000* Option B:\$750,000
R25	Rebuild SE Main Court between SE 9th Street and SE 11th Street.	Warrenton	SE Main Ct (9th - 11th)	\$107,000
R27	Realign Delaura Beach Lane to intersect with Ridge Road at a T-intersection.	Warrenton	Delaura Beach Ln at Ridge Rd	\$470,000

\* Cost were not considered for possibly funded projects

# Aspirational Project List

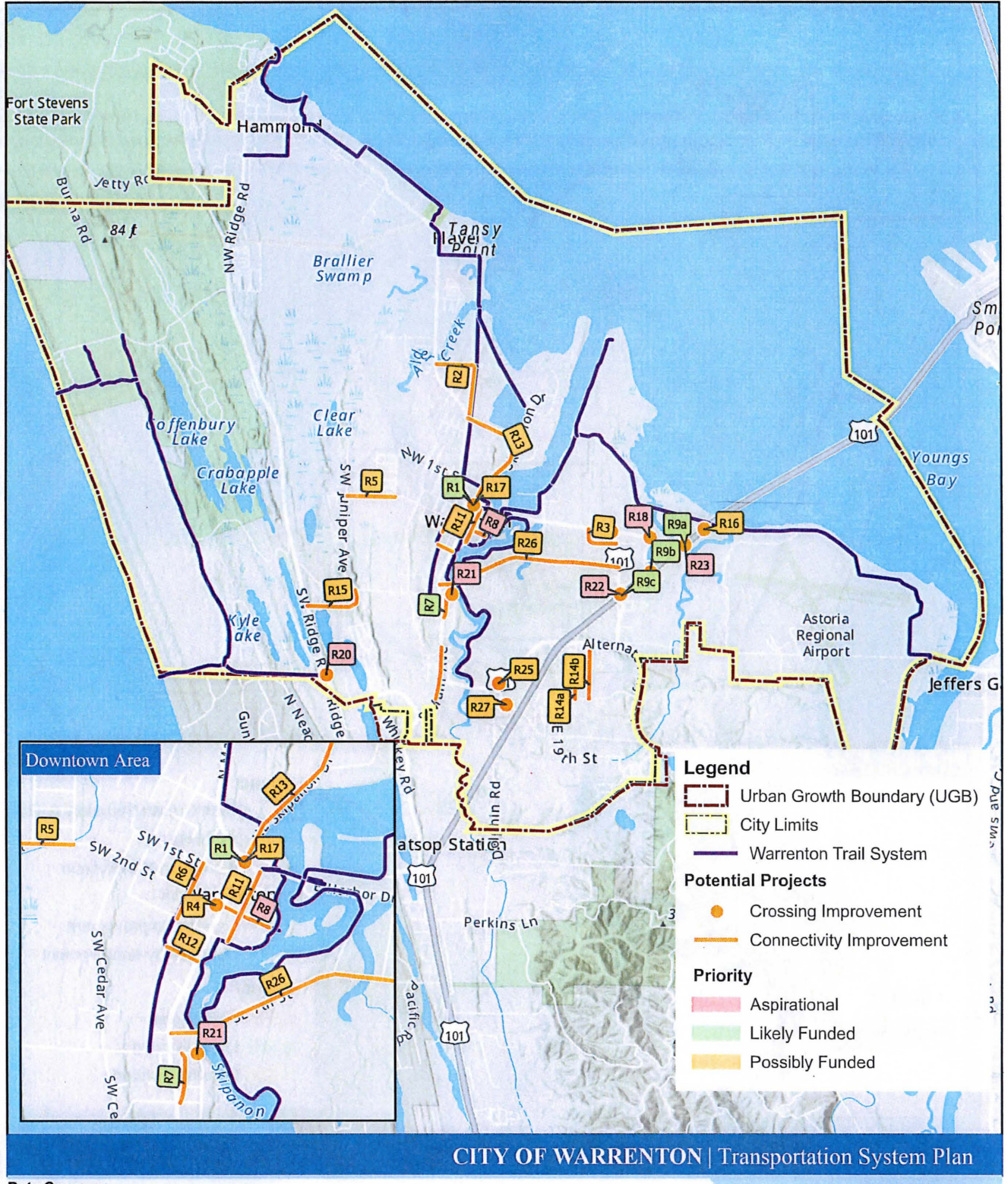
Table 5. Aspirational Project List

PROJ. ID	DESCRIPTION	JURISDICTION	LOCATION	COST OPINION (2018 DOLLARS)
BP21	Construct curb, gutter and sidewalks on both sides of Fort Stevens Hwy 104 Spur: Phase 1: Hwy 104 (Main Ave) to Ensign Ln Phase 2: Ensign Ln to US 101	ODOT	Fort Stevens Hwy 104 Spur	\$3,300,000
BP22	Improve pedestrian amenities along the Warrenton Waterfront Trail including restrooms, lighting, trash receptacles	Warrenton	Warrenton Waterfront Trail	-
BP26	Construct curb, gutter and sidewalks on both sides of Warrenton-Astoria Hwy 105 (E Harbor Drive) from Fort Stevens Hwy 104 (Main Avenue) to Marlin Avenue.	ODOT	Warrenton-Astoria Hwy 105 (E Harbor Dr): Fort Stevens Hwy 104 (Main Ave) to Marlin Ave	\$3,200,000
BP30	Construct sidewalk on south side of Ensign Ln	Warrenton	Fort Stevens Hwy 104 Spur to US 101	\$472,000
BP31	Pave top of Airport Dike Trail from Hwy 105 by Lewis and Clark bridge to US 101.	Warrenton / Airport (?)	Airport Dike Trail	\$3,300,000
T4	Increase transit amenities throughout the city (covered shelters, signage, and bus pullouts).	Warrenton / Varies	City wide	-
R8	Rebuild SE Anchor Avenue and add sidewalk between Harbor Street and SE 3rd Street. Also includes drainage and power line improvements.	Warrenton	SE Anchor Ave: Harbor St to SE 3rd St	\$1,323,000
R13	Rebuild and widen roadway to accommodate WB 62 trucks. This improvement supports a truck route by rebuilding the intersection of Hwy 104 (Warrenton Drive) at 5th Street and roadway improvements along Skipanon Drive and 5th Street. Project assumes new water quality facilities, drainage system, curb, gutter and sidewalks.	Private / ODOT	5th St: Hwy 104 (Warrenton Dr) to Skipanon Dr	\$9,000,000
R18	Add STOP-control at the intersection of SE 9th Street at SE Anchor Avenue.	Warrenton	SE 9th St at Anchor Ave	\$28,000
R19	Install intersection capacity improvement such as right-turn lanes on SE Marlin Ave (Warrenton-Astoria Hwy 105)	ODOT	SE Marlin Ave (Warrenton-Astoria Hwy 105) at US 101	\$1,100,000
R20	Add second eastbound left-turn lane on E Harbor Drive, second northbound through lane, and second southbound through lane.	ODOT	E Harbor Dr at US 101	\$1,200,000

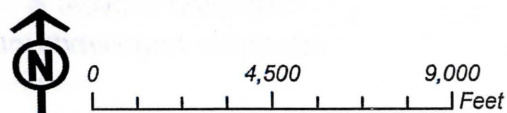
PROJ. ID	DESCRIPTION	JURISDICTION	LOCATION	COST OPINION (2018 DOLLARS)
R21	Add westbound left-turn lane on East Harbor Drive. This improvement would decrease traffic delays for westbound through traffic on East Harbor Drive, but further improvements would be necessary to resolve the delays on the south leg.	ODOT	East Harbor Dr at SE Marlin Ave (Warrenton-Astoria Hwy 105)	Option A: \$1,200,000* Option B: \$400,000
R22	Widen OR 104 Spur to add a dedicated westbound left-turn lane with 100 feet of storage.	ODOT	OR 104 Spur at Ensign Ln	Option A: \$1,000,000* Option B: \$140,000
R23	Construct a new local roadway by extending SE 7th Street east to connect to SE Marlin Avenue. The project assumes a new 3-lane bridge over the Skipanon Slough.	Private / Warrenton	Private road (SE 7th St): Hwy 104 (Main Ave) to SE Marlin Ave	\$20,000,000
R24	Provide a westbound left-turn from SE Ensign Lane to the Warrenton Highland Shopping Center <i>Option A:</i> Remove existing raised median and add a westbound left-turn lane to provide single-vehicle turn lane <i>Option B:</i> Reconstruct roadway to provide a westbound left-turn lane and shared through-right	Warrenton	SE Ensign Ln at Warrenton Highland Shopping Center	Option A: \$105,000 Option B: \$420,000*
R26	Rebuild SE 2nd Street between S Main Street and SE Anchor Avenue and pave from Anchor Avenue to Skipanon River Park.	Warrenton	SE 2nd St (Main - Skipanon River Park/Anchor Ave)	\$281,000
O1	Improve existing water facilities	Warrenton	Marina/Rivers	-
O2	Retrofit Skipanon River Bridge to address structural deficiency.	ODOT	Skipanon River Br. No. 1400	\$2,100,000
O3	Improve runway surface at Astoria Regional Airport	Airport	Astoria Regional Airport	-
O4	Improve runway safety areas	Airport	Astoria Regional Airport	-

\* Cost were not considered for possibly funded projects

Figure 6. Proposed Roadway Projects

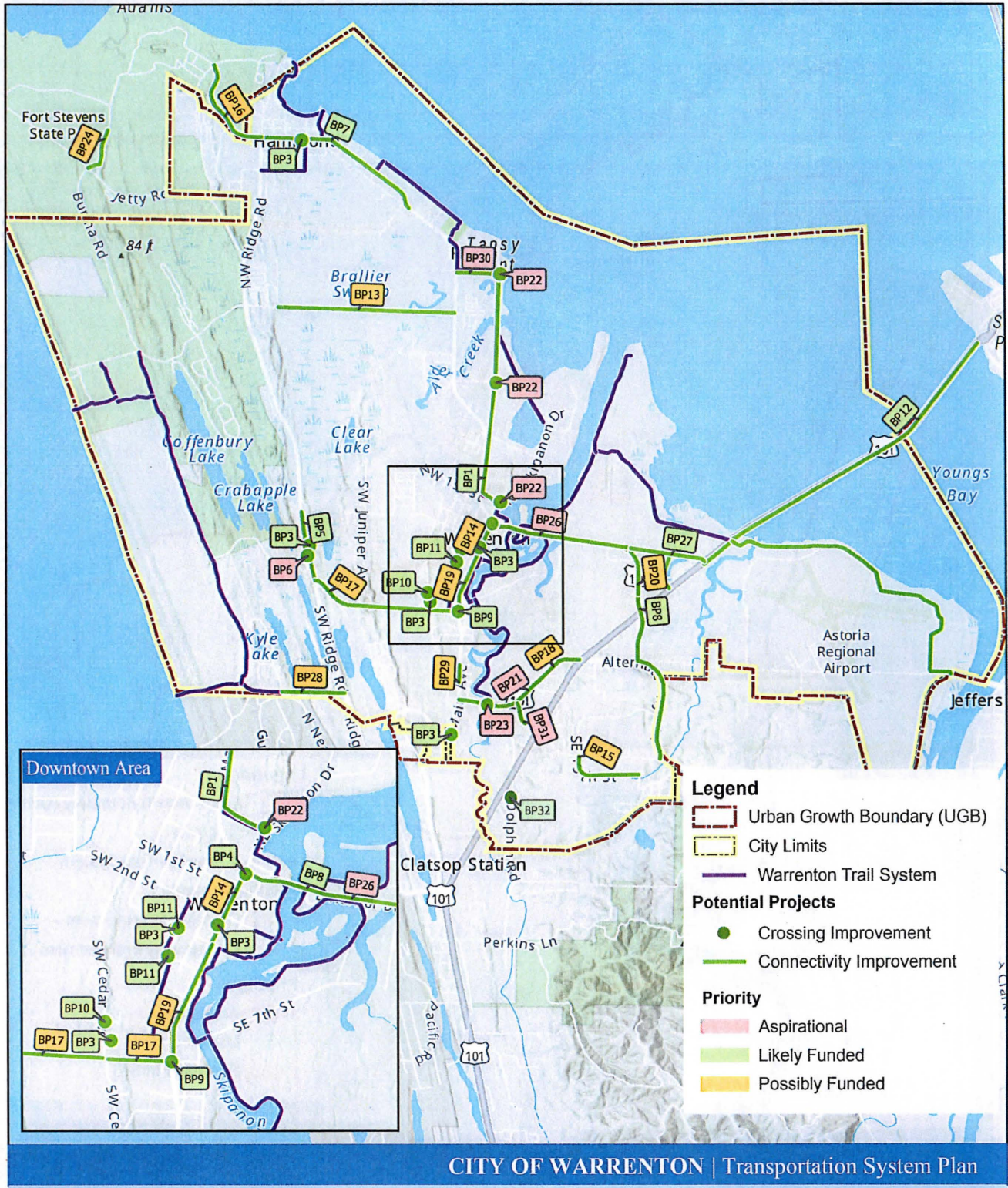


**Data Sources:**  
 ESRI, ArcGIS Online, World Topography Map. 2015.  
 City of Warrenton, Oregon. 2015. Clatsop County, Oregon. 2015.

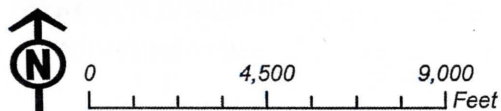


*Proposed Roadway  
 Improvements*

Figure 7. Proposed Bicycle and Pedestrian Projects

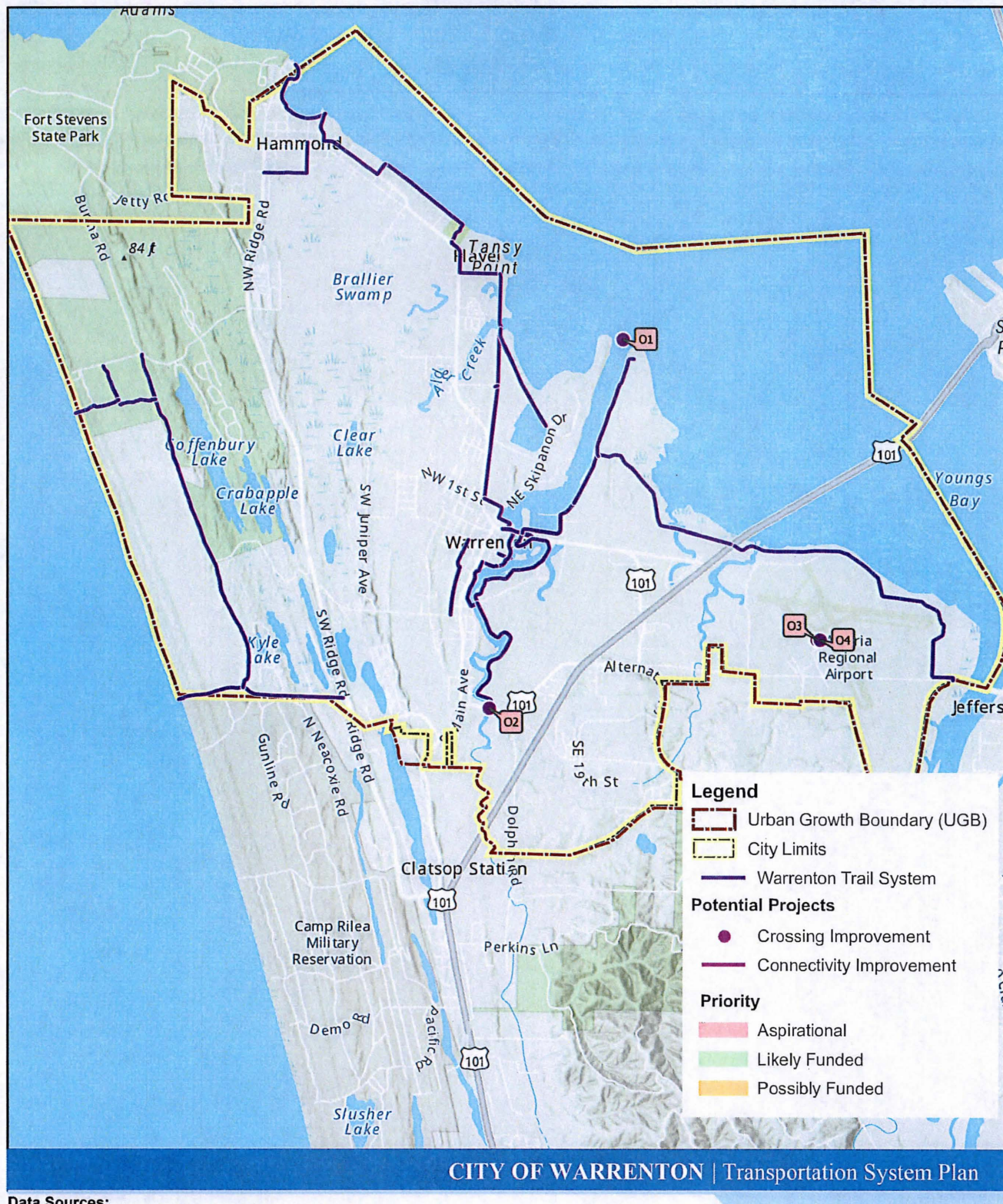


Data Sources:  
 ESRI, ArcGIS Online, World Topography Map. 2015.  
 City of Warrenton, Oregon. 2015. Clatsop County, Oregon. 2015.



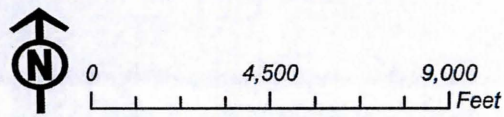
*Proposed Bicycle & Pedestrian Improvements*

Figure 8. Proposed Waterway and Airport Improvements

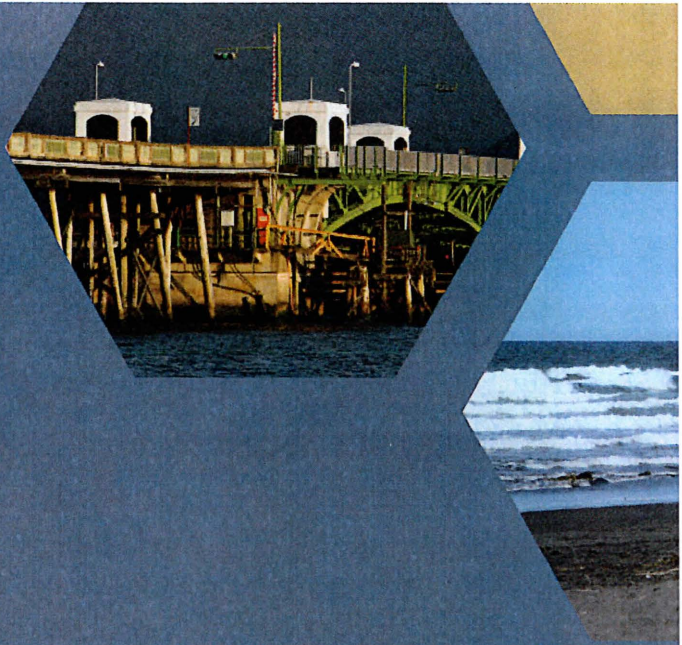


CITY OF WARRENTON | Transportation System Plan

**Data Sources:**  
 ESRI, ArcGIS Online, World Topography Map. 2015.  
 City of Warrenton, Oregon. 2015. Clatsop County, Oregon. 2015.



Proposed Waterway & Airport Improvements



# THE STANDARDS

Figure 10. Proposed 4-Lane and 2-Lane Minor Arterial Typical Cross-Section Standards

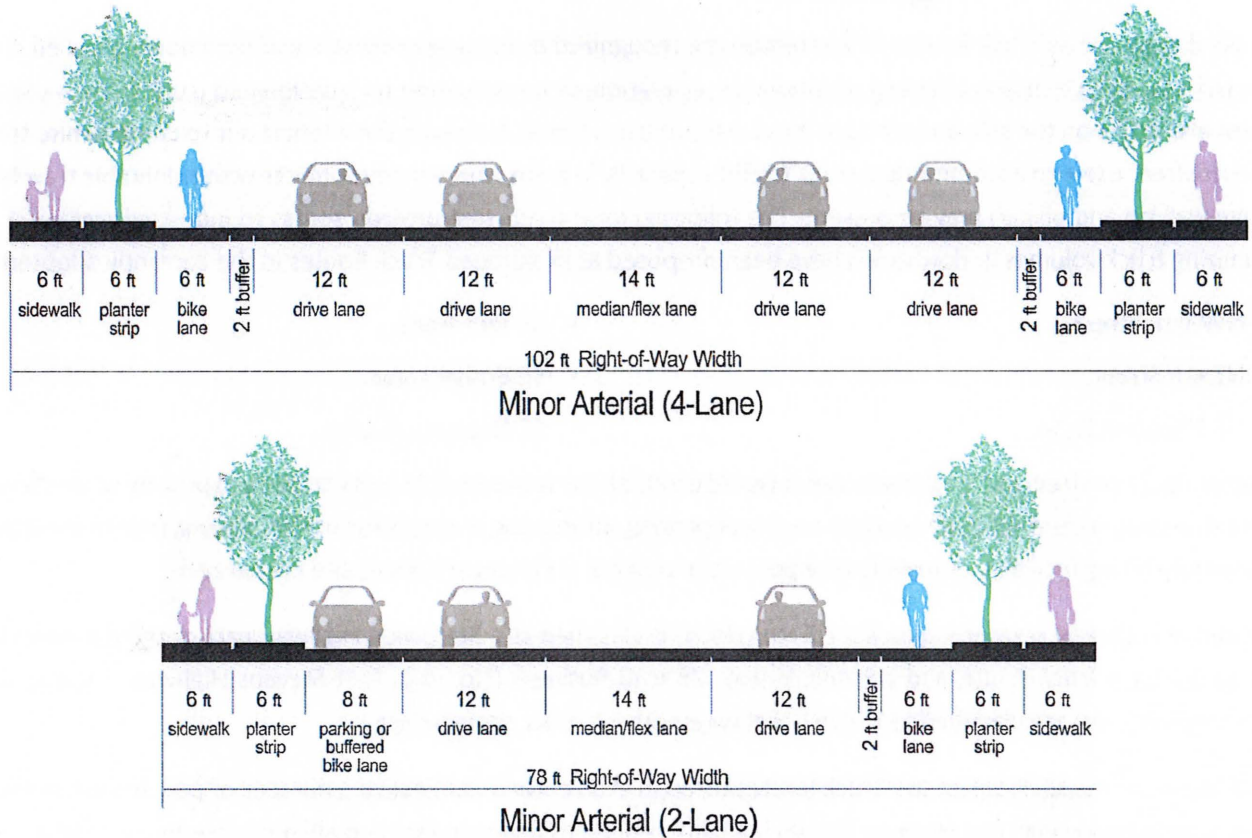


Table 6. Proposed Minor Arterial Typical Cross-Section Standards and Alternative Minimum Standards

WIDTH	4-LANE STANDARD	4-LANE ALTERNATIVE MINIMUM	2-LANE STANDARD	2-LANE ALTERNATIVE MINIMUM	CONSIDERATIONS
Right-of-Way	102 ft.	80 ft.	<del>78 ft. 80 ft.</del> <b>(82 ft.)<sup>1</sup></b>	<del>58 ft. 66 ft.</del> <b>(66 ft.)<sup>1</sup></b>	Median/flex lane and planting strips is optional depending on surrounding land use and available right-of-way.
Curb-to-Curb Pavement	78 ft.	64 ft.	<del>54 ft. 58 ft.</del> <b>(58 ft.)</b>	<del>34 ft. 40 ft.</del> <b>(42 ft.)<sup>1</sup></b>	
Travel Lanes	12 ft.	11 ft.	<del>12 ft. 14 ft.</del> <b>(14 ft.)<sup>1</sup></b>	<del>11 ft. 12 ft.</del> <b>(14 ft.)<sup>1</sup></b>	The standard design should be provided where feasible. In constrained areas where providing the standard widths are not practical, alternative minimum design requirements may be applied with approval of the City Engineer.
Median/Flex Lane	14 ft.	None	14 ft.	None	
Bike Lanes	8 ft.	6 ft.	8 ft.	<del>6 ft. 8 ft.</del>	
On-Street Parking	None	None	8 ft.	<del>7 ft. 8 ft.</del>	On-street parking is not permitted on 4-lane minor arterial streets. On-street parking is permitted in place of bike lanes on 2-lane minor arterial streets. However, where parking is constructed next to a travel lane, the travel lane width shall be increased to 14 feet to function as a shared roadway and accommodate bikes.
Curb	Yes	Yes	Yes	Yes	
Planting Strip	6 ft.	6 ft.	6 ft.	6 ft.	
Sidewalks	6 ft.	6 ft.	6 ft.	6 ft.	

## Truck Route Designations

Streets designated as Truck Routes in Warrenton are recognized as being appropriate and commonly traveled corridors for truck passage. Decisions affecting maintenance, operation, or construction on a designated truck route must address potential impacts on the safe and efficient movement of truck traffic. However, the intent is not to compromise the safety of other street users to accommodate truck traffic, especially in areas where many conflicts with vulnerable travelers (e.g., people walking and biking) may be present. The following local roads that provide access to industrial areas and help to minimizing truck volumes in downtown have been proposed as designated Truck Routes in the currently adopted TSP:

- NW 13th Street
- NE 5th Street
- NE Skipanon Drive
- SE 12th Place
- SE Ensign Lane
- SE Neptune Avenue

Designating these streets as local truck routes would establish the movement of truck traffic as a priority when considering future decisions such as whether to allow on-street parking, addressing requests for traffic calming, determining the need for separate biking facilities, or making changes to the physical curb-to-curb width and corner radii.

As noted in Technical Memorandum #2, US 101 (No. 9) is classified as a Statewide Highway, part of the National Highway System (NHS), a Truck Route, and a Scenic Byway. US 101B Business (No. 105), Fort Stevens Highway 104, and OR-104S (Fort Stevens Spur) are classified as District Highways with no other designations.

The design and management of the Truck Routes through Warrenton is subject to a number of policies and standards in the Oregon Highway Plan and Highway Design Manual intended to maintain safe and efficient movement of large vehicles.

## Roadway Cross-Section Standards

Roadway cross-section standards identify the design characteristics needed to meet the function and demand for each City of Warrenton transportation facility type. Since the actual design of a roadway can vary from segment to segment due to adjacent land uses and demands, this system allows standardization of key characteristics to provide consistency, while providing application criteria that allow some flexibility in meeting the design standards.

Figure 10 to Figure 15 and Table 7 to Table 10 illustrate the standard cross-sections for minor arterials, major collectors, minor collectors, local streets, and shared-use paths in the City of Warrenton. These street standards are compliant with the Oregon Transportation Planning Rule, which specifies that local governments limit excessive roadway widths. They are intended to be used as guidelines in the development of new roadways and the upgrade of existing roadways. Planning level right-of-way needs can be determined using these figures. Under some conditions a variance to the street standards may be requested from the City-appointed engineer to consider the alternative minimum cross-section or other adjustments. Typical conditions that may warrant consideration of a variance include:

- Infill sites
- Innovative designs
- Severe constraints presented by topography, environmental, or other resources present
- Existing developments and/or buildings that make it extremely difficult or impossible to meet the standards

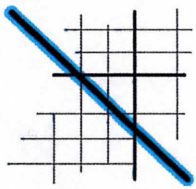
Roadways under ODOT jurisdiction are subject to design standards in ODOT's Highway Design Manual. Roadways under Clatsop County jurisdiction are subject to design standards in the Clatsop County TSP.

# THE STANDARDS

Warrenton applies transportation standards and regulations to the construction of new transportation facilities and to the operation of all facilities to ensure that the system functions as intended and investments are not wasted. These standards reflect the goals of the City for a safe and efficient transportation system and enable consistent future actions.

## Street Functional Classification

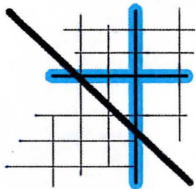
Street functional classification is an important tool for managing the roadway network. The street functional classification system recognizes that individual streets do not act independently of one another but instead form a network that works together to serve travel needs on a local and regional level. By designating the management and design requirements for each roadway classification, this hierarchical system supports a network of streets that perform as desired.



### Principal and Minor Arterials

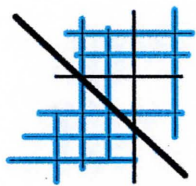
Principal Arterials provide a high degree of mobility and can serve both major metropolitan centers and rural areas. They serve high volumes of traffic over long distances, typically maintain higher posted speeds, and minimize direct access to adjacent land to support the safe and efficient movement of people and goods. Inside urban growth boundaries, speeds may be reduced to reflect the roadside environment and surrounding land uses.

Minor Arterials serve trips of moderate length and smaller geographic areas than Principal Arterials and are often used as a transition between Principal Arterials and Collectors. Minor Arterials typically serve higher volumes of traffic at moderate to high speeds, with posted speeds generally no lower than 30 mph.



### Major and Minor Collectors

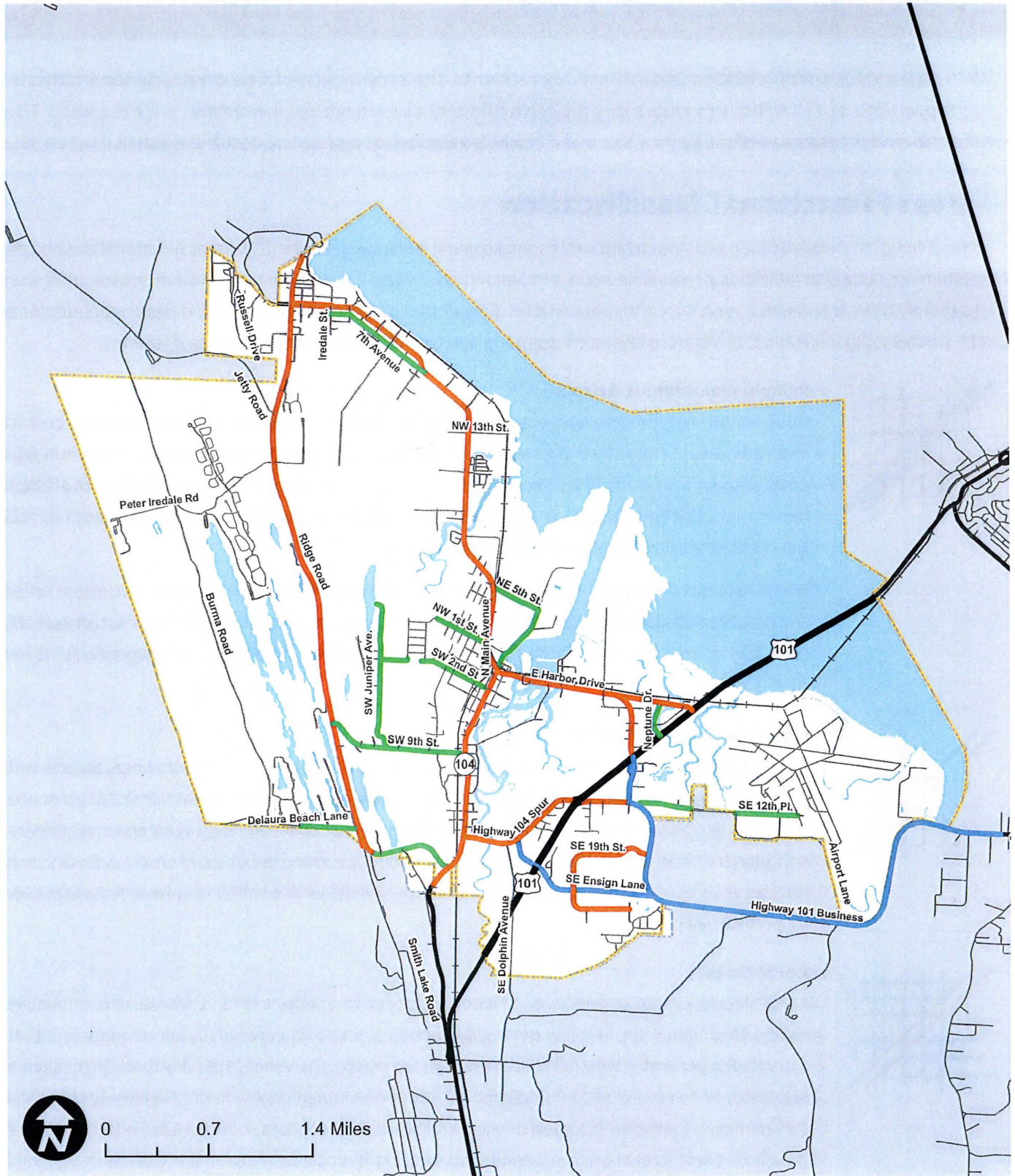
Collectors serve a critical role in the roadway network by connecting traffic from Local Streets with the Arterial network. Major Collector routes are generally distinguished from Minor Collector routes by longer length; lower connecting driveway densities; higher speed limits; greater spacing intervals; and higher traffic volumes. While access and mobility are more balanced than on Arterials, new driveways serving residential units should not be permitted where traffic volume forecasts exceed 5,000 vehicles per day.



### Local Streets






Local streets prioritize provision of immediate access to adjacent land. These streets should be designed to enhance the livability of neighborhoods and should generally accommodate less than 2,000 vehicles per day. When traffic volumes reach 1,000 to 1,200 vehicles per day through residential areas, safety and livability can be degraded. A well-connected grid system of relatively short blocks can minimize excessive volumes of motor vehicles and encourage more use by pedestrians and bicyclists. Local streets are not intended to support long distance travel and are often designed to discourage through traffic.

Figure 9. Warrenton Proposed Street Functional Classification



**Functional Classification**

-  Principal Arterial
-  Minor Arterial
-  Major Collector
-  Minor Collector

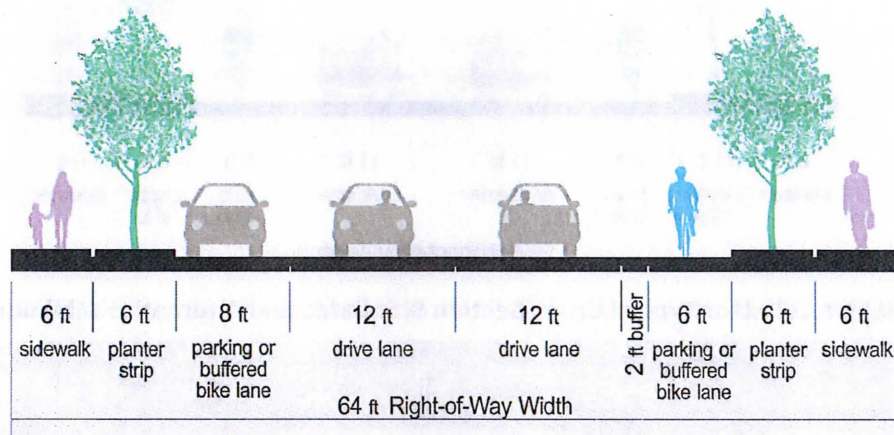
-  Street
-  Railroad
-  City Limit
-  UGB
-  Water Bodies



\*Changes from the Municipal Code Section 16.136.020 are shown in **bold text** and existing standards where changes are proposed are shown in ~~strike through text~~. Text not bold or stricken is consistent with the City's current standard.

1. Width if on-street parking is constructed in place of bike lanes.
2. Minor arterials under ODOT jurisdiction have to follow Oregon Highway Plan and Highway Design Manual.

**Figure 11. Proposed Major Collector Typical Cross-Section Standard**



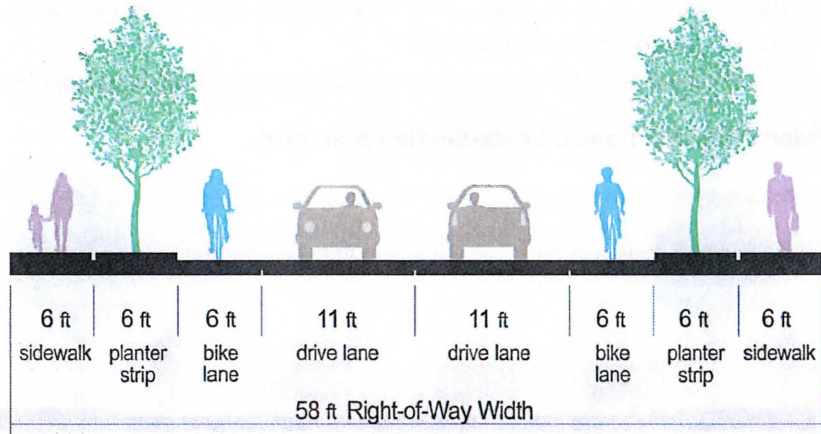
**Table 7. Proposed Major Collector Typical Cross-Section Standards and Alternative Minimum Standard**

WIDTH	STANDARD	ALTERNATIVE MINIMUM	CONSIDERATIONS
Right-of-Way	64 ft. <b>(68 ft.)</b> <sup>1</sup>	<b>58 ft.</b> <del>60 ft.</del> <b>(66 ft.)</b> <sup>1</sup>	Planting strips is optional depending on surrounding land use and available right-of-way.
Curb-to-Curb Pavement	40 ft. <b>(44 ft.)</b> <sup>1</sup>	36 ft <b>(42 ft.)</b> <sup>1</sup>	
Travel Lanes	12 ft. <b>(14 ft.)</b> <sup>1</sup>	<b>11 ft.</b> <del>12 ft.</del> <b>(14 ft.)</b> <sup>1</sup>	The standard design should be provided where feasible. In constrained areas where providing the standard widths are not practical, alternative minimum design requirements may be applied with approval of the City Engineer.
Median/Flex Lane	None	None	
Bike Lanes	8 ft	6 ft.	
On-Street Parking	8 ft.	<b>7 ft.</b>	On-street parking is permitted in place of bike lanes on major collector streets. However, where parking is constructed next to a travel lane, the travel lane width shall be increased to 14 feet to function as a shared roadway and accommodate bikes. On-street parking is discouraged where posted speeds are greater than 35 mph.
Curb	Yes	Yes	
Planting Strip	6 ft.	6 ft.	
Sidewalks	6 ft.	6 ft.	

\*Changes from the Municipal Code Section 16.136.020 are shown in **bold text** and existing standards where changes are proposed are shown in ~~strike through text~~. Text not bold or stricken is consistent with the City's current standard.

1. Width if on-street parking is constructed in place of bike lanes.

**Figure 12. Proposed Minor Collector Typical Cross-Section Standard**



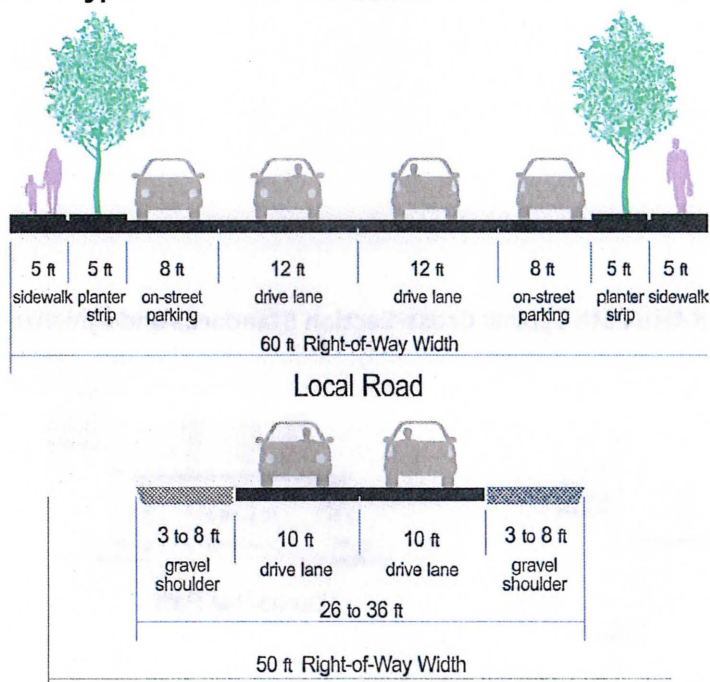
**Table 8. Proposed Minor Collector Typical Cross-Section Standards and Alternative Minimum Standard**

WIDTH	STANDARD	ALTERNATIVE MINIMUM	CONSIDERATIONS
Right-of-Way	<b>58 ft.</b> <del>64 ft.</del> <b>(68 ft.)</b> <sup>1</sup>	<b>50 ft.</b> <del>60 ft.</del> <b>(62 ft.)</b> <sup>1</sup>	Planting strips is optional depending on surrounding land use and available right-of-way.
Curb-to-Curb Pavement	<b>40 ft. (44 ft.)</b> <sup>1</sup>	<b>36 ft. (42 ft.)</b> <sup>1</sup>	
Travel Lanes	<b>11 ft. 12 ft. (14 ft.)</b> <sup>1</sup>	<b>10 ft. 12 ft. (14 ft.)</b> <sup>1</sup>	The standard design should be provided where feasible. In constrained areas where providing the standard widths are not practical, alternative minimum design requirements may be applied with approval of the City Engineer.
Median/Flex Lane	None	None	
Bike Lanes	<b>6 ft. 8 ft.</b>	<b>5 ft. 6 ft.</b>	
On-Street Parking	8 ft.	<b>7 ft.</b>	On-street parking is permitted in place of bike lanes on minor collector streets. However, where parking is constructed next to a travel lane, the travel lane width shall be increased to 14 feet to function as a shared roadway and accommodate bikes. On-street parking is discouraged where posted speeds are greater than 35 mph.
Curb	Yes	Yes	
Planting Strip	6 ft.	<b>5 ft. 6 ft.</b>	
Sidewalks	6 ft.	<b>5 ft. 6 ft.</b>	

\*Changes from the Municipal Code Section 16.136.020 are shown in **bold text** and existing standards where changes are proposed are shown in ~~strikethrough text~~. Text not bold or stricken is consistent with the City's current standard.

1. Width if on-street parking is constructed in place of bike lanes.

**Figure 13. Proposed Local Street Typical Cross-Section Standard**



**Constrained Local Road Standard**

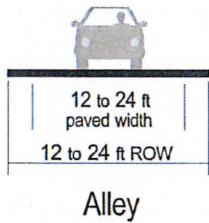
**Table 9. Proposed Local Street Typical Cross-Section Standards and Alternative Minimum Standard**

WIDTH	STANDARD	ALTERNATIVE MINIMUM	CONSIDERATIONS
Right-of-Way	60 ft.	50 ft.	Planting strips is optional depending on surrounding land use and available right-of-way.
Curb-to-Curb Pavement	36 ft.	28 ft.	Parking on residential neighborhood streets is allowed and may be allowed on one side only in constrained areas or where approved by the City Engineer, resulting in a curb-to-curb width of 28 feet and overall right-of-way width of 48 feet.
Travel Lanes	12 ft.	10 ft	The constrained local road standard may be used when approved by the City of Warrenton. The standard is intended to apply under one of the following circumstances: 1. The local road will serve 18 or fewer dwelling units upon build out of adjacent property. 2. The ADT volume of the road is less than 250 vehicle/day. 3. Significant topographical or environmental constraints are present. Providing the following conditions will be met: 4. Use of the alternative local road standard will not create gaps in connectivity or roadway standards with adjacent roadway sections (i.e., sidewalk, parking, travel lane widths). 5. The City Engineer and emergency service providers have reviewed and accepted usage of the alternative local roadway standard.
Median/Flex Lane	None	None	
Bike Lanes	None	None	
On-Street Parking	8 ft	8 ft	
Curb	Yes	Yes	
Planting Strip	5 ft.	5 ft.	
Sidewalks	5 ft.	5 ft.	

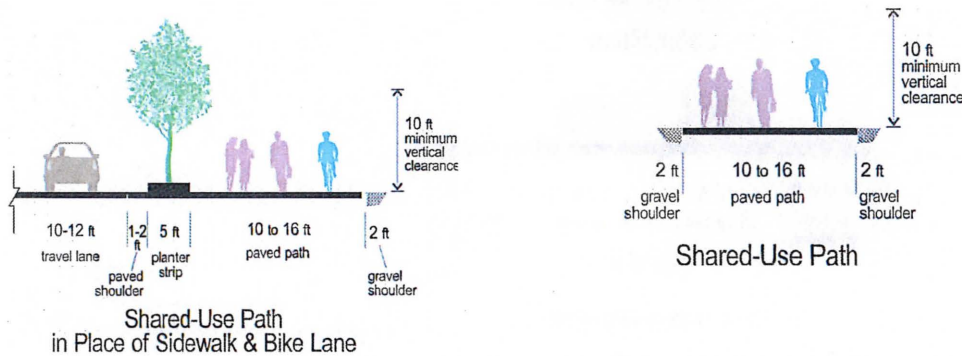
\*Changes from the Municipal Code Section 16.136.020 are shown in **bold text** and existing standards where changes are proposed are shown in ~~strike through text~~. Text not bold or stricken is consistent with the City's current standard.

1. Width if on-street parking is constructed in place of bike lanes.

**Figure 14. Proposed Alley Typical Cross-Section Standard**



**Figure 15. Proposed Shared-Use Path Typical Cross-Section Standards and Alternative Minimum Standards**



## Access Management

The number and spacing of access points, such as driveways and street intersections, along a roadway affects its function and capacity. Access management is the control of these access points to match the functionality and capacity intended by the roadway’s functional classification.

Access management is especially important on arterial and collector facilities to reduce congestion and crash rates and to provide for safe and efficient travel. Since each access point is an additional conflict point, reducing or consolidating driveways on these facilities can decrease collisions and preserve capacity on high volume roads, maintaining traffic flow and mobility within the city. Balancing access and good mobility can be achieved through various access management strategies, including establishing access management spacing standards for driveways and intersections.

Table 11 below contains recommended access spacing standards under the City of Warrenton’s jurisdiction. New access points shall meet or exceed these minimum spacing requirements. However, where no reasonable alternatives exist or where strict application of the standards would create a safety hazard, the City may allow a variance.

Both Clatsop County and ODOT maintain access regulations for roadways under their jurisdiction. Clatsop County’s access regulations are documented in the Clatsop County TSP in Volume 1. Access Management regulations for the state highways are provided through the 1999 Oregon Highway Plan and OAR 734-051.

**Table 10. Existing and Recommended Access Spacing Standards**

FUNCTIONAL CLASSIFICATION	CURRENT MINIMUM ACCESS SPACING	RECOMMENDED MINIMUM ACCESS SPACING
Minor Arterial		300 ft
Major Arterial		150 ft
Minor Collector		100 ft
Local Street	25 ft	15 ft

## Local Street Connectivity

Local street connectivity is required by the state Transportation Planning Rule (OAR 660-012) and is important for Warrenton’s continued development. Providing adequate connectivity can reduce the need for wider roads, traffic signals, and turn lanes. Increased connectivity can reduce a city’s overall vehicle miles traveled (VMT), balance the traffic load on major facilities, encourage citizens to seek out other travel modes, and reduce emergency vehicle response times. While improvement to local street connectivity is easier to implement in newly developed areas, retrofitting existing areas to provide greater connectivity should also be attempted.

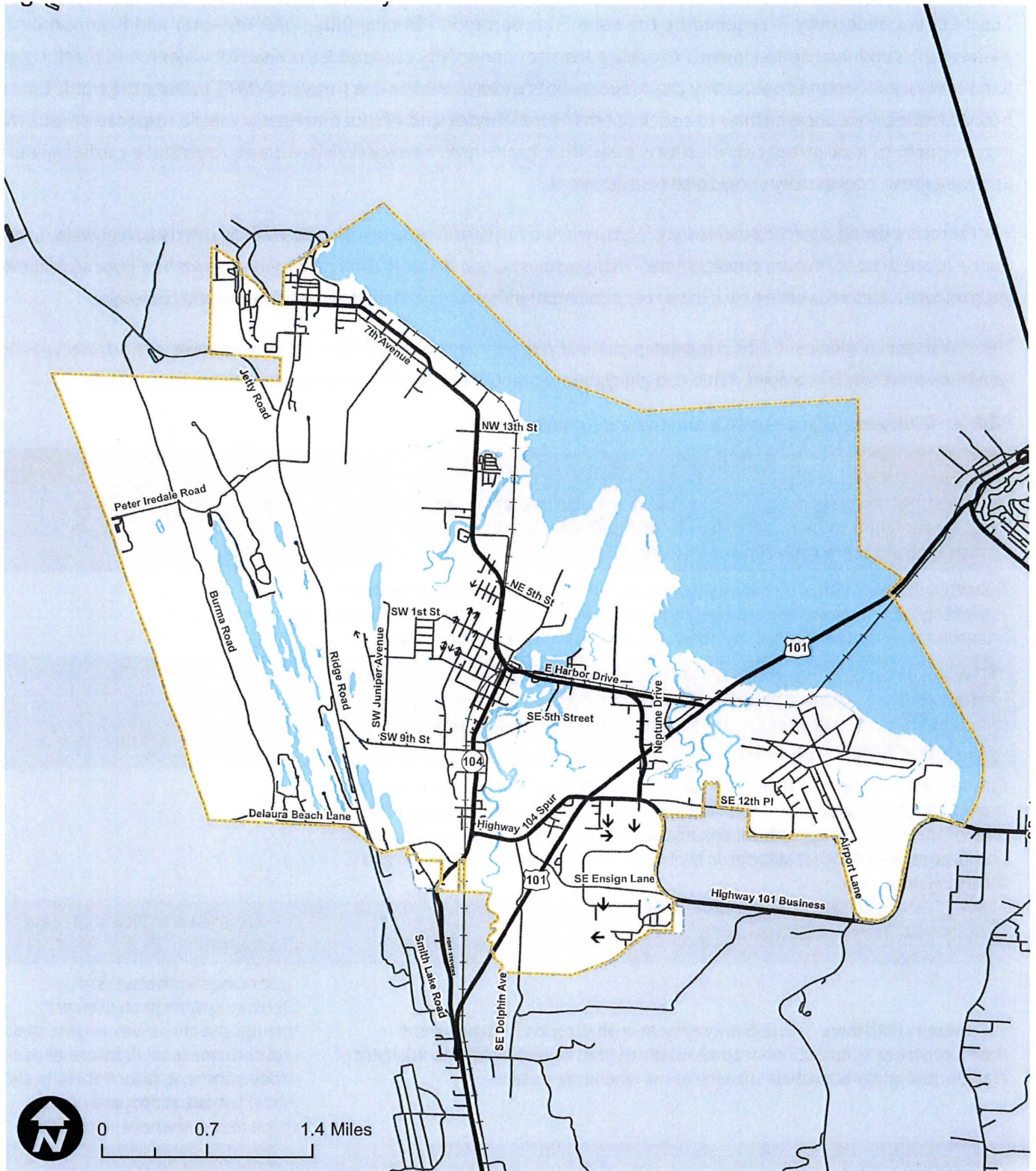
Warrenton’s existing street connectivity is constrained by natural features such as wetlands, railroads, highways, and by undeveloped areas of future development. The proposed Local Street Connectivity Plan shown in Figure 16 identifies approximate locations where new local street connections should be installed as areas continue to develop.

The Warrenton Municipal Code regulates proposed development in residential zones to ensure good transportation system connectivity is provided. Table 12 highlights key requirements and some proposed changes to consider.

**Table 11. Proposed Changes to Connectivity Requirements**

EXISTING REQUIREMENT	PROPOSED CHANGE
Staggering of streets making “T” intersections at collectors and arterials shall not be designed so that jogs of less than 300 feet on such streets are created, as measured from the centerline of the street.	
Spacing between local street intersections shall have a minimum separation of 125 feet, except where more closely spaced intersections are designed to provide an open space, pocket park, common area or similar neighborhood amenity.	
The maximum block length shall not exceed 1,000 feet between street corner lines unless it is adjacent to an arterial street or unless the topography or the location of adjoining streets justifies an exception. The maximum length of blocks along an arterial is 1,800 feet.	
Cul-de-Sacs. A dead-end street shall be no more than 200 feet long, shall not provide access to greater than 18 dwelling units, and shall only be used when environmental or topographical constraints, existing development patterns, or compliance with other standards in this Code preclude street extension and through circulation.	
Pedestrian Access and Circulation	Pedestrian and Bicycle Access and Circulation
Continuous Pathways. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks and open space areas whenever possible.	Continuous Pathways. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks, <b>transit stops</b> and open space areas whenever possible.
Street Connectivity: Multi-use pathways (i.e., for pedestrians and bicyclists) are no less than six feet wide.	Street Connectivity: Multi-use pathways (i.e., for pedestrians and bicyclists) are no less than <b>10</b> feet wide.

Figure 16. Local Street Connectivity Plan



↑ New Connection Direction  
 □ Existing Taxlots

— Street  
 —+— Railroad  
 - - - City Limit  
 - - - UGB



## Mobility Targets

Mobility standards, or targets, are the thresholds set by an agency for the maximum amount of congestion that is acceptable for a given roadway. Warrenton does not currently have adopted mobility standards. The City would like to adopt mobility standards as part of this TSP Update process.

Similar cities, such as Philomath and Junction City, use “level of service” (LOS) as the measure of congestion for their mobility standards. Philomath has adopted LOS D as the minimum acceptable operating condition for both signalized and unsignalized intersections during the peak hour. Junction City has adopted LOS D as the minimum acceptable operating conditions for signalized intersection and LOS E for unsignalized intersections during the peak hour. LOS D equates to a maximum allowed average delay per vehicle of 55 seconds at signalized intersections and 35 seconds at stop-controlled intersections. LOS E equates to a maximum allowed average delay per vehicle of 50 seconds at unsignalized intersections.

It is recommended that Warrenton adopt LOS D as the minimum acceptable operating condition for both signalized and unsignalized intersections during the peak hour. The assessment of traffic operating conditions under existing and future (year 2040) conditions conducted in Technical Memoranda #5 and #7 found that all studied intersections under City jurisdiction comply with the adopted LOS D mobility standard and will continue to do so through 2040. Establishing the recommended mobility standard will give the City of Warrenton the ability to ensure that future development proposals do not overly burden the transportation system and that improvements are made in a timely manner to maintain the desired level of service.

For roadways within the City of Warrenton that are under ODOT or Clatsop County jurisdiction, the mobility standards/targets of those agencies will apply. All intersections under ODOT jurisdiction must comply with the volume to capacity (v/c) ratio targets in the Oregon Highway Plan (OHP). The ODOT v/c targets are based on highway classification and posted speed. Mobility standards for roadways under Clatsop County are documented in the Clatsop County TSP in Volume 1.

## Traffic Impact Analyses

Warrenton’s development review process is designed to manage growth in a responsible and sustainable manner. By assessing the transportation impacts associated with land use proposals and requiring that adequate facilities be in place to accommodate those impacts, the City is able to maintain a safe and efficient transportation system concurrently with new development, diffusing the cost of system expansion.

Technical Memorandum #3 included a review of the Warrenton Development Code that is needed to ensure and strengthen compliance with the state Transportation Planning Rule (OAR 660-012) and to help the transportation system serve planned growth. That review found that the existing development code already includes requirements for traffic impact analyses (TIAs) as part of development proposals. There are some recommended changes to consider.

A TIA will be required with a land use application where the following conditions apply:

- The development application involves a change in zoning or a plan amendment designation; or,
- The development shall cause one or more of the following effects, which can be determined by field counts, site observation, traffic impact analysis or study, field measurements, crash history, Institute of Transportation Engineers Trip Generation Manual; and information and studies provided by the local reviewing jurisdiction and/or ODOT:

- An increase in site traffic volume generation by 300 average daily trips (ADT) or more; or
- An increase in peak hour volume of a particular movement to and from the state highway by 20% or more; or
- An increase in use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day; or
- The location of the access driveway does not meet minimum sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the state highway, creating a safety hazard; or
- A change in internal traffic patterns that may cause safety problems, such as back up onto the highway or traffic crashes in the approach area.

The Warrenton Development Code currently does not establish minimum content required in a TIA. It is recommended that the development code be amended to specify that the scope and content of the TIA be determined in consultation with the City Engineer and the roadway authority.

It is recommended that Warrenton add approval criteria to existing TIA requirements, as well as an acknowledgment of transportation mitigation measures that may be required as conditions of approval in order to meet adopted mobility and safety standards. Mitigation measure provisions can address multi-modal transportation improvements that may be required to mitigate impacts of the proposed development and protect the function and operation of the planned transportation system.

## Intelligent Transportation Systems

Two pieces of Intelligent Transportation System (ITS) equipment exist along US 101: a Highway Advisory Radio (HAR) Beacon Sign and a Variable Message Sign (VMS). The HAR Beacon is located just north of Dolphin Avenue and alerts northbound traffic to upcoming congestion with flashing lights. The VMS is just over a mile south of Warrenton. Although it is outside city limits, it provides alerts to northbound travelers on US 101.

Warrenton does not own or operate any ITS systems, or even traffic signals at this time. It is unlikely that the City of Warrenton will invest in ITS systems on its own, but there may be opportunities to work with regional partners on larger scale efforts that would benefit Warrenton residents. Such cooperation could range from agreements to share information and data or allow use of City right-of-way for regional ITS infrastructure.

For example, US 101 is a regional roadway facility that could benefit from transportation system management (TSM) infrastructure. Before future investments are made along this roadway designs should be reviewed with City and ODOT staff to determine if communications or other ITS infrastructure should be addressed as part of the street design/construction. The City should follow the Oregon Statewide ITS Plan for any projects that affect operations on state roadways.

# Neighborhood Traffic Management Tools

Neighborhood Traffic Management (NTM) describes strategies that can be deployed to slow traffic, and potentially reduce volumes, creating a more inviting environment for pedestrians and bicyclists. NTM strategies are primarily traffic calming techniques for improving neighborhood livability on local streets, though a limited set of strategies can also be applied to collectors and arterials. Mitigation measures for neighborhood traffic impacts must balance the need to manage vehicle speeds and volumes with the need to maintain mobility, circulation, and function for service providers, such as emergency responders. Figure 17 includes a visual summary of common neighborhood traffic management strategies.

Figure 17. Neighborhood Traffic Management Strategies

## CHICANES



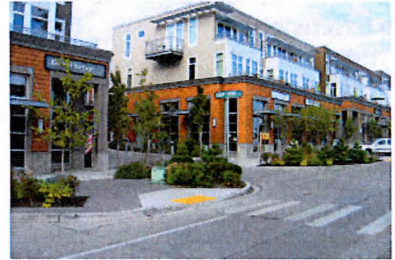
[www.pedbikeimages.org](http://www.pedbikeimages.org)/Dan Burden

## CHOKERS



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## CURB EXTENSIONS



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## MEDIAN ISLANDS



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## RAISED CROSSWALKS



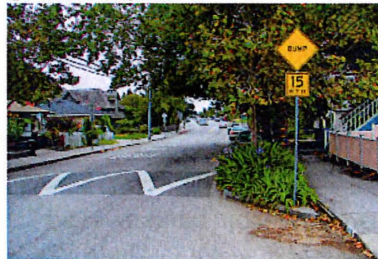
[www.pedbikeimages.org](http://www.pedbikeimages.org)/Tom Harned

## SPEED CUSHIONS



NACTO Urban Street Design Guide

## SPEED HUMP



[www.pedbikeimages.org](http://www.pedbikeimages.org)/Dan Burden

## TRAFFIC CIRCLES



[www.pedbikeimages.org](http://www.pedbikeimages.org)/Carl Sundstrom

Table 13 lists common NTM applications. Any NTM project should include coordination with emergency response staff to ensure that public safety is not compromised. NTM strategies implemented on a state freight route will require input from ODOT regarding freight mobility considerations.

**Table 12. Application of Neighborhood Traffic Management Strategies**

NTM APPLICATION	USE BY FUNCTION CLASSIFICATION			IMPACT	
	Arterials	Collectors	Local Streets	Speed Reduction	Traffic Diversion
Chicanes			■	■	■
Chokers			■	■	■
Curb Extensions	■	■	■	■	■
Diverters (with emergency vehicle pass-through)		■	■		■
Median Islands	■	■	■	■	■
Raised Crosswalks			■	■	■
Speed Cushions (with emergency vehicle pass-through)			■	■	■
Speed Hump			■	■	■
Traffic Circles			■	■	■

The City of Warrenton currently does not have a formal neighborhood traffic management program. If such a program were desired to help respond to future issues, suggested elements include:

- Provide a formalized process for citizens who are concerned about the traffic on their neighborhood street. The process could include filing a citizen request with petition signatures and a preliminary evaluation. If the evaluation finds cause for concern, a neighborhood meeting would be held and formal data would be collected and evaluated. If a problem is found to exist, solutions would be identified and the process continued with neighborhood meetings, feedback from service and maintenance providers, cost evaluation, and traffic calming device implementation. Six months after implementation the device would be evaluated for effectiveness.
- For land use proposals, in addition to assessing impacts to the entire transportation network, traffic studies for new developments must also assess impacts to residential streets. A recommended threshold to determine if this additional analysis is needed is if the proposed project at ultimate build out increases through traffic on any one residential street by 200 or more vehicles per day. Once the analysis is performed, the threshold used to determine if residential streets are impacted would be if their daily traffic volume exceeds 1,200 vehicles.

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

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December 6, 2018

To: Warrenton Planning Commission  
From: Kevin A. Cronin, AICP, Community Development Director  
Re: Comprehensive Plan Amendment - Section 8 Transportation, Adoption of Transportation System Plan, Development Code Amendments to Warrenton Municipal Code (WMC) 16.12 Definitions, 16.40 C-1 Commercial Uses, 16.44 Development Standards, 16.120 Vehicular Access & Circulation, 16.128.030 Vehicle Parking Standards, 16.128.040 Bicycle Parking Standards, 16.136.020 Transportation Standards, 16.208 Procedures, 16.216 General Requirements, 16.220 Conditional Use Review Criteria, 16.232 Transportation Planning Rule Compliance, & 16.256 Traffic Impact Study (File: DCR 18-5)

The purpose of this memo is to outline a proposed amendment to the Warrenton Comprehensive Plan Section 8 Transportation, adopt the new Transportation System Plan (TSP) as a reference to the Comprehensive Plan, and Development Code amendments that implement the new TSP policies and Oregon Statutes and Administrative Rules. The Development Code amendments include housekeeping, clarification of street, parking, and bike standards as well as adding "drive thru/up" as a new category for land use review as a conditional use. A summary of the changes is described below along with required findings for a text amendment to the Development Code (DCR 18-5).

First, the City of Warrenton like all cities in Oregon has a Comprehensive Plan to guide land use and growth management decisions and address Statewide Land Use Planning Goals. Section 8 of the Comprehensive Plan addresses "Goal 12: Transportation." The proposal is to replace Section 8 with the new TSP which has new goals, policies, and standards. The original Section 8 has policies from 2003 that are in conflict with the new TSP.

Second, the City of Warrenton adopted its original TSP in 2003 but became outdated after the amount of growth that occurred in the 2000s and the projected growth rate that was expected made the original TSP obsolete. The Oregon Department of Transportation (ODOT) funded the development of a new TSP in 2015 and hired DKS a Portland based consulting firm to conduct the technical analysis. A Project Advisory Committee (PAC) was formed to provide technical advice to the City, consultant team, and policymakers. Multiple, periodic PAC meetings were held to gather feedback on major element of the TSP, including new capital projects, street classifications, mobility standards, and amended codes.

A three-year process was not expected and was a result of skewed traffic numbers that were taken during the summer of 2015 from two bridge closures, construction projects, and heavy summer traffic.

In addition to the PAC meetings, two community open houses were held to gather input. The level of analysis for the TSP has been exhaustive and thorough and provides among other things a list of capital projects that are needed to maintain a working transportation system for all modes, including vehicles, bikes, pedestrians, transit, airport, and freight. However, it does not specify how the improvements will be funded over and above existing sources.

Finally, in order to implement the TSP, Development Code amendments are proposed to bring land use regulations into compliance with the State Transportation Planning Rule (TPR).

The following changes, include:

- Street standards for new development
- Refinements to vehicle parking and bike parking standards
- A drive thru category for land use review to better manage new traffic impacts of new development proposals.
- Clarifications on land use procedures
- Clarifications on traffic impact study requirements; and
- Improvements for coordinated transit improvements

#### **Procedures, Public Notice, & Public Involvement**

The Community Development Director has the authority to initiate a text amendment according to WMC 16.208.070(D) General Provisions. This proposal is being reviewed pursuant to Warrenton Municipal Code Sections 16.208.060 (Type IV Procedure - Legislative and Map Amendments), 16.232 (Land Use District Map and Text Amendments), Comprehensive Plan (CP), Statewide Planning Goals, Oregon Revised Statutes and the Oregon Administrative Rules. The City will publish notice of the Planning Commission public hearing in *The Columbia Press* before the December 13 meeting. The City, Project Advisory Committee, and consultants hosted a community open house on October 10, 2018 at the Warrenton Community Center. About 24 people signed in. One public comment was received after the community open house. A public notice was published in *The Columbia Press* as required for Type 4 applications. The Planning Commission will make a recommendation to the City Commission, which will consider it with another public hearing.

#### **FINDINGS**

## **Comprehensive Plan**

Comprehensive Plan Section 8 is being replaced by the proposal.

## **Compliance with Oregon's Statewide Planning Goals and Related Rules and Statutes**

### **Goal 1, Citizen Involvement**

Goal 1 outlines policies and procedures to be used by local governments to ensure that citizens will be involved "in all phases of the planning process."

This proposal for a development code amendment is being reviewed in accordance with the acknowledged provisions for citizen involvement in the municipal code. It does not propose any changes to those provisions. This application therefore complies with Goal 1.

### **Goal 2, Land Use Planning**

Goal 2 requires local governments to "establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions."

The proposal and applicable comprehensive land use plan policy is being reviewed by the Planning Commission who will forward a recommendation to the City Commission who will ultimately make a decision on it, which satisfies Goal 2.

### **Goal 3, Agricultural Lands**

Goal 3 deals with conservation of "agricultural lands" as defined in that goal. The goal's provisions are directed toward counties, not cities (such as Warrenton). The goal states, "Agricultural land does not include land within acknowledged urban growth boundaries...." This goal does not apply.

### **Goal 4, Forest Lands**

Goal 4 deals with conservation of "forest lands" as defined in that goal. Details about such conservation are set forth in related administrative rules: OAR Chapter 660, Division 006. OAR

660-006-0020 states: "Goal 4 does not apply within urban growth boundaries...." This goal does not apply.

#### **Goal 5, Natural Resources, Scenic and Historic Areas, and Open Spaces**

The basic aim of Goal 5 is "To protect natural resources and conserve scenic and historic areas and open spaces." Because no such natural resources, scenic and historic areas and open spaces will be affected, this goal does not apply.

#### **Goal 6, Air, Water and Land Resources**

Statewide Planning Goal 6 is "to maintain and improve the quality of the air, water and land resources of the state." It deals mainly with control of "waste and process discharges from future development." Because no development is proposed, this goal does not apply.

#### **Goal 7, Areas Subject to Natural Hazards**

Statewide Planning Goal 7 is to "to protect people and property from natural hazards." This proposed code amendment does not address natural hazards and therefore is not applicable.

#### **Goal 8, Recreational Needs**

Goal 8 is "to satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts." This goal does not apply to the proposal.

#### **Goal 9, Economic Development**

Goal 9 is to strengthen the ensure there is adequate land for commercial and industrial development and policies to support the type of industries that a local government wants to attract and grow. A community that consistently invests in quality infrastructure is an economically diverse, resilient, and stronger community. Standard is met.

#### **Goal 10, Housing**

Statewide Planning Goal 10 is "to provide for the housing needs of citizens of the state." The goal requires cities to assess future need for various housing types and to plan and zone

sufficient buildable land to meet those projected needs. The TSP does not directly address housing therefore this goal does not apply.

#### **Goal 11, Public Facilities and Services**

Goal 11 is “to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.” The TSP does not directly address public facilities such as city owned utilities. However, an efficient transportation network is a conduit for utility location and maintenance. Standard is met.

#### **Goal 12, Transportation**

Goal 12 is “to provide and encourage a safe, convenient and economic transportation system.” The purpose of the amendment is to comply with Goal 12 and the Transportation Planning Rule. The new TSP coupled with the Development Code amendments are intended to bring the City into compliance with applicable Oregon Revised Statutes and Oregon Administrative Rules. Standard is met.

#### **Goal 13, Energy**

Goal 13 is simply “to conserve energy” and does not apply.

#### **Goal 14, Urbanization**

Goal 14 is “to provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.” An efficient transportation system supports the efficient use of urban land within the UGB. Standard is met.

#### **Goal 15, Willamette River Greenway**

Goal 15 deals with lands adjoining the Willamette River and does not apply to this proposal.

#### **Goal 16, Estuarine Resources**

Goal 16 is “to recognize and protect the unique environmental, economic, and social values of each estuary and associated wetlands; and to protect, maintain, where appropriate develop, and where appropriate restore the long-term environmental, economic, and social values, diversity and benefits of Oregon's estuaries.” Because the code amendment would not affect any natural estuarine characteristics, this goal does not apply.

#### **Goal 17, Coastal Shorelands**

Goal 17 aims “to conserve, protect, where appropriate, develop and where appropriate restore the resources and benefits of all coastal shorelands, recognizing their value for protection and maintenance of water quality, fish and wildlife habitat, water-dependent uses, economic resources and recreation and aesthetics.” This goal does not apply.

#### **Goal 18, Beaches and Dunes**

Goal 18 says that “coastal areas subject to this goal shall include beaches, active dune forms, recently stabilized dune forms, older stabilized dune forms and interdune forms.” This goal does not apply.

#### **Goal 19, Ocean Resources**

Goal 19 deals with management of resources in Oregon’s territorial sea (the waters bordering the state’s coastline). Goal 19 does not apply to this application.

### **CONCLUSIONS AND RECOMMENDATION**

Adoption of the amendment would fulfill the comprehensive plan policy regarding housing, airport development, and economic development. The action would also meet the applicable statewide planning goals. Most importantly, incorporating these changes to the Development Code would facilitate more investment in our transportation system in the future.

Based on these findings and conclusions, staff recommends that the Planning Commission hold a public hearing on December 13 to take public testimony.

**Attachments:**

- Transportation System Plan, Final Draft – October 31, 2018
- Comprehensive Plan Amendment, Section 8 – Transportation
- Attachment B: Development Code Amendments
- Technical Memorandum: Proposed Development Code Amendments, September 27, 2018

# Attachment B: Development Code (Title 16 of the Warrenton Municipal Code) Amendments

*Provided in this attachment are the recommended changes to the City's development requirements, based on an audit and analysis of the Development Code (Title 16 of the Warrenton Municipal Code) and input from the Project Advisory Committee and Planning Commission. Proposed amendments to development requirements are intended to both implement the goals and policies of the draft TSP and to ensure consistency with the Transportation Planning Rule (TPR).*

**Underlined bolded** text is new, ~~strikeout~~ is current text to be removed from adopted development code language.

## 16.12.010 Definitions.

**Drive-Through/Drive-Up Facility.** **A facility or structure that is designed to allow drivers to remain in their vehicles before and during an activity on the site. Drive-through facilities may serve the primary use of the site or may serve accessory uses. Examples are drive-up windows; automatic teller machines; coffee kiosks and similar vendors; menu boards; order boards or boxes; gas pump islands; car wash facilities; auto service facilities, such as air compressor, water, and windshield washing stations; quick-lube or quick-oil change facilities; and drive-in theaters. All driveways queuing and waiting areas associated with a drive-through/drive-up facility are similarly regulated as part of such facility.**

[...]

## 16.40.030 Conditional Uses.

The following uses and their accessory use may be permitted in the C-1 zone when approved under Chapter 16.220 and shall comply with Sections 16.40.040 through 16.40.060 and Chapters 16.124 (Landscaping) and 16.212 (Site Design Review):

- A. Only the following uses and their accessory uses are permitted along Highway 101, SE Marlin and SW Dolphin Avenues, and shall comply with the above noted sections and Chapter 16.132:

[...]

- 5. RV Park.

**6. New Drive-Through/Drive-Up Facility or substantially improved as defined by 25% of assessed value.**

- ~~6-7.~~ Similar uses as those stated in this section.

[...]

#### 16.40.040 Development Standards.

[...]

##### B. Setback Requirements.

1. Minimum front yard setback, commercial uses: none except where adjoining a residential zone, in which case it shall be 15 feet. See Section 16.40.050 for maximum front yard setback for commercial uses.

[...]

#### 16.40.050 Design Standards.

The following design standards are applicable in the C-1 zone:

- A. Any commercial development shall comply with Chapter 16.116 of the Development Code.
- B. Lots fronting onto U.S. Highway 101 shall have a setback of at least 50 feet between any part of the proposed building and the nearest right-of-way line of U.S. Highway 101.
- C. Signs in General Commercial Districts along Fort Stevens Highway/State Highway 104 (i.e., S. Main Avenue, N. Main Avenue, NW Warrenton Drive, and Pacific Drive) shall comply with the special sign standards of Section 16.144.040.
- D. Maximum front yard setback for commercial buildings in the C-1 zone along Fort Stevens Highway/State Highway 104 shall be 10 feet.

##### **E. Maximum front yard setback for commercial buildings in the C- 1 zone adjacent to existing or planned transit stops shall be 10 feet.**

- 1. The Community Development Director may allow a greater front yard setback when the applicant proposes extending an adjacent sidewalk or plaza for public use, or some other pedestrian amenity is proposed between the building and public right-of-way, subject to Site Design approval.**

#### 16.44.030 Conditional Uses.

The uses listed under Section 16.44.020 and their accessory uses may be permitted in the C-MU district when approved under Chapter 16.220, Conditional Use Permits:

[...]

- C. Research and development establishments.
- D. **Drive-Through/Drive-Up Facility**
- ~~D.~~ **E.** Multiple (or mixed) uses on the same lot or parcel.
- ~~E.~~ **F.** Multiple (or mixed) uses on adjoining lots or parcels.
- ~~F.~~ **G.** Accessory dwelling subject to standards of Section 16.180.040.
- ~~G.~~ **H.** Similar uses as those listed in this section.

#### 16.44.040 Development Standards.

The following development standards are applicable in the C-MU district:

[...]

##### B. Setback Requirements (Residential and Multiple Uses).

1. Minimum front yard setback: 15 feet **(Residential); none (Multiple Uses)**.
2. Minimum side yard setback: 8 feet.
3. Minimum corner lot street side yard setback: 8 feet.
4. Minimum rear yard setback: 15 feet except accessory structures that meet the criteria of Section 16.280.020 may extend to within five feet of a rear property line.
5. **Maximum front yard setback: 10 feet for Multiple Uses adjacent to existing or planned transit stops.**
  - a. **The Community Development Director may allow a greater front yard setback when the applicant proposes extending an adjacent sidewalk or plaza for public use, or some other pedestrian amenity is proposed between the building and public right-of-way, subject to Site Design approval.**

##### C. Setback Requirements (Commercial Uses).

1. Minimum front yard setback: none.
2. Minimum side yard setback: None except where adjoining a residential zone in which case there shall be a visual buffer strip of at least 10 feet wide to provide a dense evergreen landscape buffer which attains a mature height of at least eight feet. Such buffers must conform to the standards in Chapter 16.124, Landscaping, Street Trees, Fences and Walls.
3. Minimum rear yard setback: None except where adjoining a residential zone in which case there shall be a visual buffer strip of at least 10 feet wide to provide a dense evergreen landscape buffer which attains a mature height of at least eight feet. Such buffers must conform to the standards in Chapter 16.124, Landscaping, Street Trees, Fences and Walls.
4. **Maximum front yard setback: 10 feet for Commercial Uses adjacent to existing or planned transit stops.**
  - a. **The Community Development Director may allow a greater front yard setback when the applicant proposes extending an adjacent sidewalk or plaza for public use, or some other pedestrian amenity is proposed between the building and public right-of-way, subject to Site Design approval.**

#### 16.120.020 Vehicular Access and Circulation.

G. Access Spacing. Driveway accesses shall be separated from other driveways and street intersections in accordance with the following standards and procedures:

[...]

2. Arterial and Collector Streets. Unless directed otherwise by this Development Code or by the Warrenton Comprehensive Plan/TSP, access spacing on City collector and arterial streets (~~see Warrenton Comprehensive Plan and TSP for a list of City collector and arterial streets~~) and at controlled intersections (i.e., with four-way stop sign or traffic signal) in the City of Warrenton shall be determined based on the policies and standards contained in the Warrenton Transportation System Plan, Manual for Uniform Traffic Control Devices, or other applicable documents adopted by the City.

[...]

- J. Street Connectivity and Formation of Blocks Required. In order to promote efficient vehicular and pedestrian circulation throughout the City, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:
  1. Block Length and Perimeter. The maximum block length shall not exceed **600 feet** ~~1,000 feet~~ between street corner lines **in Residential and C-1 zones, 400 feet in the C-MU zone, and 1,000 feet in other zones** unless it is adjacent to an arterial street or unless the topography or the location of adjoining streets justifies an exception. The minimum length of blocks along an arterial **in zones other than Residential, C-1, and C-MU** is 1,800 feet. A block shall have sufficient width to provide for two tiers of building sites unless topography or location of adjoining streets justifies an exception.

#### 16.120.030 Pedestrian Access and Circulation.

##### A. Pedestrian Access and Circulation.

2. Safe, Direct, and Convenient Pathways. Pathways within developments shall provide safe, reasonably direct and convenient connections between primary building entrances and all adjacent streets **and existing or planned transit stops**, based on the following definitions:
  - a. Reasonably Direct. A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.
  - b. Safe and Convenient. Bicycle and pedestrian routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.
  - c. For commercial, industrial, mixed use, public, and institutional buildings, the “primary entrance” is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.
  - d. For residential buildings the “primary entrance” is the front door (i.e., facing the street). For multifamily buildings in which each unit does not have its own exterior entrance, the “primary entrance” may be a lobby, courtyard or breezeway which serves as a common entrance for more than one dwelling.

## 16.128.030 Vehicle Parking Standards.

At the time a structure is erected or enlarged, or the use of a structure or parcel of land is changed within any zone in the City, off-street parking spaces shall be provided in accordance with requirements in this section, chapter, and Code, unless greater requirements are otherwise established. The minimum number of required off-street vehicle parking spaces (i.e., parking that is located in parking lots and garages and not in the street right-of-way) shall be determined based on the standards in Table 16.128.030.A.

### A. General Provisions.

[...]

- 7. Parking spaces and parking areas may be used for transit related uses such as transit stops and park-and-ride/rideshare areas, provided minimum parking space requirements can still be met.**
- 8. Parking areas that have designated employee parking and more than 20 automobile parking spaces shall provide at least 10% of the employee parking spaces (minimum two spaces) as preferential carpool and vanpool parking spaces. Preferential carpool and vanpool parking spaces shall be closer to the employee entrance of the building than other parking spaces, with the exception of ADA accessible parking spaces.**
- 9. Sites that are adjacent to existing or planned transit stops or are in the General Commercial (C-1) and Commercial Mixed Use (C-MU) districts are subject to maximum off-street vehicle parking requirements. The maximum number of off-street vehicle parking spaces allowed per site shall be equal the minimum number of required spaces, pursuant to Table 16.128.030.A, multiplied by a factor of:**
  - a. 1.2 spaces for uses fronting a street with adjacent on-street parking spaces; or**
  - b. 1.5 spaces, for uses not fronting a street with adjacent on-street parking; or**
  - c. A factor determined according to a parking analysis prepared by a qualified professional/registered engineer and submitted by the applicant.**
- 10. The applicant may propose a parking space standard that is different than the standard in Table 16.128.030.A, for review and action by the Community Development Director through a variance procedure, pursuant to Chapter 16.272. The applicant's proposal shall consist of a written request and a parking analysis prepared by a qualified professional/registered engineer. The parking analysis, at a minimum, shall assess the average parking demand and available supply for existing and proposed uses on the subject site; opportunities for shared parking with other uses in the vicinity; existing public parking in the vicinity; transportation options existing or planned near the site, such as frequent transit service, carpools, or private shuttles; and other relevant factors.**

**The Community Development Director may reduce or waive the off-street parking standards for sites with one or more of the following features:**

  - a. Site has a transit stop with existing or planned frequent transit service (30-minute headway or less) located adjacent to it, and the site's frontage is improved with a transit stop shelter, consistent with the standards of the applicable transit service**

provider: Allow up to a 20 percent reduction to the standard number of automobile parking spaces;

- b. Site has dedicated parking spaces for carpool/vanpool vehicles: Allow up to a 10 percent reduction to the standard number of automobile parking spaces;
- c. Site has dedicated parking spaces for motorcycle and/or scooter or electric carts: Allow reductions to the standard dimensions for parking spaces and the ratio of standard to compact parking spaces;
- d. Available on-street parking spaces adjacent to the subject site in amounts equal to the proposed reductions to the standard number of parking spaces.
- e. Site has more than the minimum number of required bicycle parking spaces: Allow up to 10 percent reduction to the number of automobile parking spaces.
- f. The property is located in the downtown area as defined by the intersection of E Harbor Drive, S Main Ave and 4<sup>th</sup> St.

B. Parking Location and Shared Parking.

1. Location. Vehicle parking is allowed only on approved parking shoulders (streets), within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this Code. **Parking and loading areas shall not be located in required yards adjacent to a street unless otherwise specifically permitted in this ordinance. Side and rear yards that are not adjacent to a street may be used for such areas when developed and maintained as required in this ordinance.** Specific locations for parking are indicated in Division 2 for some land uses (e.g., the requirement that parking be located to side or rear of buildings, with access from alleys, for some uses). See also Chapter 16.120, Access and Circulation.
2. Off-Site Parking. Except for single-family, two-family, and three-family dwellings, the vehicle parking spaces required by this chapter may be located on another parcel of land, provided the parcel is within 200 feet or a reasonable walking distance of the use it serves. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use the off-site parking must be evidenced by a recorded deed, lease, easement, or similar written instrument.

**Bicycle Parking**

**16.128.040 Bicycle Parking Requirements.**

- A. All uses shall provide bicycle parking in conformance with the following standards which are evaluated during development review or site design review.
- B. Number of Bicycle Parking Spaces. **The minimum number of bicycle parking spaces required for uses is provided in Table 16.128.040.A.** A minimum of two bicycle parking spaces per use is required for all uses with more than 10 vehicle parking spaces. The following additional standards apply to specific types of development:
  1. Multifamily Residences. Every residential use of four or more dwelling units provides at least one sheltered bicycle parking space for each dwelling unit. Sheltered bicycle parking spaces may be located within a garage, storage shed, basement, utility room or similar area. In those instances in which the residential complex has no garage or other easily accessible

storage unit, the bicycle parking spaces may be sheltered from sun and precipitation under an eave, overhang, an independent structure, or similar cover.

2. ~~Parking Lots. All public and commercial parking lots and parking structures provide a minimum of one bicycle parking space for every 10 motor vehicle parking spaces, with a maximum of 28 bicycle parking spaces per commercial lot.~~
3. ~~Schools. Elementary and middle schools, both private and public, provide one bicycle parking space for every 10 students and employees. High schools provide one bicycle parking space for every five students and employees. All spaces should be sheltered under an eave, overhang, or bicycle shelter.~~

**Where an application is subject to Conditional Use Permit approval or the applicant has requested a reduction to the vehicle parking standard, pursuant to 16.128.030(A)(10), the City may require bicycle parking spaces in addition to those in Table 16.128.040.A.**

**Table 16.128.040.A**  
**Bicycle Parking Requirements**

<u>Minimum Required Bicycle Parking Spaces</u>		<u>Long and Short Term Bicycle Parking</u>
<u>Use</u>	<u>Minimum Number of Spaces</u>	<u>(As % of Minimum Required Bicycle Parking Spaces)</u>
<b><u>Multifamily Residential</u></b>  (required for 4 or more dwelling units)	1 space per 4 dwelling units	75% long term  25% short term
<b><u>Commercial</u></b>	2 spaces per primary use or 1 per 5 vehicle spaces, whichever is greater. Maximum of 28 spaces per commercial lot.	25% long term  75% short term
<b><u>Schools</u></b>  (all types)	2 spaces per classroom	100% long term
<b><u>Parks</u></b>  (active recreation areas only)	4 spaces	100% short term
<b><u>Transit Stops</u></b>	2 spaces	100% short term
<b><u>Transit Centers</u></b>	4 spaces or 1 per 10 vehicle spaces, whichever is greater	50% long term  50% short term
<b><u>Other Uses</u></b>	2 spaces per primary use or 1 per 10 vehicle spaces, whichever is greater	50% long term  50% short term

**C. Design and Location.**

- 1. All bicycle parking shall be securely anchored to the ground or to a structure.**
- 2. All bicycle parking shall be lighted for theft protection, personal security and accident prevention.**
- 3. All bicycle parking shall be designed so that bicycles may be secured to them without undue inconvenience, including being accessible without removing another bicycle. Bicycle parking spaces shall be at least six (6) feet long and two-and-one-half (2 ½) feet wide, and overhead clearance in covered spaces should be a minimum of seven (7) feet. A five (5) foot aisle for bicycle maneuvering should be provided and maintained beside or between each row/rack of bicycle parking.**
- 4. Bicycle parking racks shall accommodate locking the frame and both wheels using either a cable or U-shaped lock.**
- 5. Direct access from the bicycle parking area to the public right-of-way shall be provided at-grade or by ramp access, and pedestrian access shall be provided from the bicycle parking area to the building entrance.**
- 6. Bicycle parking shall not impede or create a hazard to pedestrians or vehicles and shall not conflict with the vision clearance standards of Chapter 16.132.**
- 7. All bicycle parking should be integrated with other elements in the planter strip when in the public right-of-way.**
- 8. Short-term bicycle parking.**
  - a. Short-term bicycle parking shall consist of a stationary rack or other approved structure to which the bicycle can be locked securely.**
  - b. If more than 10 short-term bicycle parking spaces are required, at least 50% of the spaces must be sheltered. Sheltered short-term parking consists of a minimum 7-foot overhead clearance and sufficient area to completely cover all bicycle parking and bicycles that are parked correctly.**
  - c. Short-term bicycle parking shall be located within 50 feet of the main building entrance or one of several main entrances, and no further from an entrance than the closest automobile parking space.**
- 9. Long-term bicycle parking. Long-term bicycle parking shall consist of a lockable enclosure, a secure room in a building onsite, monitored parking, or another form of sheltered and secure parking.**

**D. Exemptions. This Section does not apply to single-family and duplex housing, home occupations, and agricultural uses. The City may exempt other uses upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.**

**E. Hazards. Bicycle parking shall not impede or create a hazard to pedestrians or vehicles and shall be located so as to not conflict with the vision clearance standards of Chapter 16.132.**

16.136.020 Transportation Standards.

F. Minimum Rights-of-Way and Street Sections. Street rights-of-way and improvements shall conform to the design standards in Table 16.136.010. A variance shall be required in accordance with Chapter 16.272 of this Code to vary the standards in Table 16.136.010. Where a range of width is indicated, the width shall be determined by the decision-making authority based upon the following factors:

1. Street classification in the Transportation System Plan or Comprehensive Plan;
2. Anticipated traffic generation;
3. On-street parking needs;
4. Sidewalk and bikeway requirements based on anticipated level of use;
5. Requirements for placement of utilities;
6. Street lighting;
7. Street tree location, as provided for in Chapter 16.124;
8. Protection of significant vegetation and wetland and riparian areas, as provided for in Chapters 16.124 and 16.156;
9. Safety and comfort for motorists, bicyclists, and pedestrians;
10. Street furnishings (e.g., benches, lighting, bus shelters, etc.), when provided;
11. Access needs for emergency vehicles; and
12. Transition between different street widths (i.e., existing streets and new streets), as applicable.

**Table 16.136.010**

**City of Warrenton Street Design Standards**

Type of Street	Average Daily Trips (ADT)	Right-of-Way Width	Curb-to-Curb Pavement Width	Motor Vehicle Travel Lanes <sup>4</sup>	Median/Flex Lane <sup>5</sup>	Bike Lanes or On-Street Parking (both sides)	Curb	Planting Strip <sup>5</sup>	Sidewalks
<i>Arterial Roads</i>									
<b>4-Lane Arterial</b>	Varies	80-102 ft.	64-78 ft.	12 ft. <sup>4</sup>	14 ft.	8 ft.	Yes	6 ft.	6 ft.
<b>2-Lane Arterial</b>	Varies	80 ft.	40-54 ft.	12 ft. <sup>4</sup>	14 ft.	8 ft.	Yes	6 ft.	6 ft.
<i>Collector Roads</i>									

<b>Collector Road</b>	Varies	60–64 ft.	36–40 ft.	12 ft. <sup>4</sup>	None	6–8 ft.	Yes	6 ft.	6 ft.
<i>Local Roads</i>									
<b>Local Road</b>	Varies	50–60 ft.	36 ft.	10–12 ft.	None	8 ft. parking (on one or both sides <sup>5</sup> )	Yes (on one or both sides)	5 ft.	5 ft. <sup>3</sup>
<b>Alternative Local Road<sup>2</sup></b>	<250	50 ft.	20–28 ft. (no curbs required)	10 ft.	None	None <sup>1</sup>	None	5 ft.	None
<b>Alleys</b>	N/A	12–24 ft.	12–24 ft.	N/A	N/A	None	None	None	None
<b>Multi-Use Paths</b>	N/A	8–16 ft.	8–16 ft.	N/A	N/A	None	None	None	None

Notes:

<sup>1</sup> Bike lanes are generally not needed on low volume (less than 3,000 ADT) and/or low travel speed (less than 35 mph) roads.

<sup>2</sup> The alternative local road standard may be used when approved by the City of Warrenton. The standard is intended to apply under the following circumstances:

— The local road will serve 18 or fewer dwelling units upon buildout of adjacent property.

— The ADT volume of the road is less than 250 vehicles per day.

— Significant topographical or environmental constraints are present.

— Use of the alternative local road standard will not create gaps in connectivity or roadway standards with adjacent roadway sections (i.e., side-walk, parking, travel lane widths).

— The City-appointed engineer and emergency service providers have reviewed and accepted usage of the alternative local roadway standard.

<sup>3</sup> Sidewalks are required on all local roads in high-density residential and commercial zones unless exempted by the City-appointed engineer or Planning Commission.

<sup>4</sup> Where parking is constructed next to a travel lane, the travel lane shall be increased to a width of 14 feet to function as a shared roadway and accommodate bicycles.

<sup>5</sup> Footnote indicates that these features are optional. Flex lanes would provide for traffic flow in one direction or another depending upon the specific traffic patterns and demands for an area. Flex lanes could be used for transit routes or emergencies, and would provide extra right-of-way width for future rail or transit. Appropriate safety measures would need to be installed in conjunction with flex lanes.

— REFER TO FIGURES 5-3, 5-4, and 5-5 OF THE TSP FOR CROSS SECTION VIEWS OF LOCAL, COLLECTOR, AND ARTERIAL ROADS.

<sup>1</sup> Width if on-street parking is constructed in place of bike lanes. The travel lane width shall function

<u>Type of Street</u>	<u>Standard Requirements or Alternative Minimum</u>	<u>Right-of-Way Width</u>	<u>Curb-to-Curb Pavement Width</u>	<u>Motor Vehicle Travel Lanes<sup>4</sup></u>	<u>Median /Flex Lane<sup>3</sup></u>	<u>Bike Lanes (both sides)</u>	<u>On-Street Parking (both sides)</u>	<u>Curb</u>	<u>Planting Strip<sup>3</sup></u>	<u>Side-walks</u>
<i>Arterial Roads</i>										
<u>4 – Lane Arterial</u>	<u>Standard Requirements</u>	<u>102 ft.</u>	<u>78 ft.</u>	<u>12 ft.</u>	<u>14 ft.</u>	<u>8 ft.</u>	<u>None</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
	<u>Alternative Minimum<sup>2</sup></u>	<u>80 ft.</u>	<u>64 ft.</u>	<u>11 ft.</u>	<u>None</u>	<u>6 ft.</u>	<u>None</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
<u>2- Lane Arterial</u>	<u>Standard Requirements</u>	<u>78 ft. (82 ft.)<sup>1</sup></u>	<u>54 ft. (58 ft.)<sup>1</sup></u>	<u>12 ft. (14 ft.)<sup>1</sup></u>	<u>14 ft.</u>	<u>8 ft.</u>	<u>8 ft.</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
	<u>Alternative Minimum<sup>2</sup></u>	<u>58 ft. (66 ft.)<sup>1</sup></u>	<u>34 ft. (42 ft.)<sup>1</sup></u>	<u>11 ft. (14 ft.)<sup>1</sup></u>	<u>None</u>	<u>6 ft.</u>	<u>7 ft.</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
<i>Collector Roads</i>										
<u>Major Collector Road</u>	<u>Standard Requirements</u>	<u>64 ft. (68 ft.)<sup>1</sup></u>	<u>40 ft. (44 ft.)<sup>1</sup></u>	<u>12 ft. (14 ft.)<sup>1</sup></u>	<u>None</u>	<u>8 ft.</u>	<u>8 ft.</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
	<u>Alternative Minimum<sup>2</sup></u>	<u>58 ft. (66 ft.)<sup>1</sup></u>	<u>36 ft. (42 ft.)<sup>1</sup></u>	<u>11 ft. (14 ft.)<sup>1</sup></u>	<u>None</u>	<u>8 ft.</u>	<u>7 ft.</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
<u>Minor Collector Road</u>	<u>Standard Requirements</u>	<u>58 ft. (68 ft.)<sup>1</sup></u>	<u>40 ft. (44 ft.)<sup>1</sup></u>	<u>11 ft. (14 ft.)<sup>1</sup></u>	<u>None</u>	<u>6 ft.</u>	<u>8 ft.</u>	<u>Yes</u>	<u>6 ft.</u>	<u>6 ft.</u>
	<u>Alternative Minimum<sup>2</sup></u>	<u>50 ft. (62 ft.)<sup>1</sup></u>	<u>36 ft. (42 ft.)<sup>1</sup></u>	<u>10 ft. (14 ft.)<sup>1</sup></u>	<u>None</u>	<u>5 ft.</u>	<u>7 ft.</u>	<u>Yes</u>	<u>5 ft.</u>	<u>5 ft.</u>
<i>Local Roads</i>										
<u>Local Road</u>	<u>Standard Requirements</u>	<u>60 ft.</u>	<u>36 ft.<sup>6</sup></u>	<u>12 ft.</u>	<u>None</u>	<u>None</u>	<u>8 ft</u>	<u>Yes</u>	<u>5 ft.</u>	<u>5 ft.</u>
	<u>Alternative Minimum<sup>2</sup></u>	<u>50 ft. (48 ft.)<sup>4</sup></u>	<u>28 ft.</u>	<u>10 ft.</u>	<u>None</u>	<u>None</u>	<u>8 ft<sup>4</sup></u>	<u>Yes</u>	<u>5 ft.</u>	<u>5 ft.</u>
<u>Alleys</u>	<u>N/A</u>	<u>12 ft. - 24 ft.</u>	<u>12 - 24 ft.</u>	<u>N/A</u>	<u>N/A</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>Shared-Use Path<sup>5</sup></u>	<u>N/A</u>	<u>10 ft. - 16 ft.</u>	<u>10 - 16 ft.</u>	<u>N/A</u>	<u>N/A</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>

as a shared roadway and accommodate bikes. On-street parking is not permitted where posted speeds are greater than 35 mph.

<sup>2</sup> The standard design should be provided where feasible. In constrained areas where providing the standard widths are not practical, alternative minimum design requirements may be applied with approval of the City Engineer.

<sup>3</sup> Median/flex lane and planting strips are optional depending on surrounding land use and available right-of-way.

<sup>4</sup> Parking on residential neighborhood streets is allowed and may be allowed on one side only in constrained areas or where approved by the City Engineer, resulting in a curb-to-curb width of 28 feet and overall right-of-way width of 48 feet.

<sup>5</sup> Shared-use path requires 2 ft. gravel shoulder and 10 ft. minimum vertical clearance. If a shared-used path is put in place of a sidewalk and bike lane a 1 ft. to 2 ft. paved shoulder and a 5 ft. planter strip is required between the path and the travel lane.

<sup>6</sup> Existing streets that require reconstruction or additional improvements such as sidewalks can be built to a 32 ft standard.

REFER TO FIGURES 9 - 14 OF THE TSP FOR CROSS SECTION VIEWS OF ALL STREET TYPES.

### [New Chapter] 16.201 Transit Access and Supportive Improvements

Development that is proposed adjacent to an existing or planned transit stop, as designated in an adopted transportation or transit plan, shall provide the following transit access and supportive improvements in coordination with the transit service provider:

- A. Reasonably direct pedestrian connections between the transit stop and primary entrances of the buildings on site. For the purpose of this Section, "reasonably direct" means a route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for users.
- B. The primary entrance of the building closest to the street where the transit stop is located that is oriented to that street.
- C. A transit passenger landing pad that is ADA accessible.
- D. An easement or dedication for a passenger shelter or bench if such an improvement is identified in an adopted plan.
- E. Lighting at the transit stop.
- F. Other improvements identified in an adopted plan.

### 16.208.040 Type II Procedure (Administrative).

[...]

#### C. Notice of Application for Type II Administrative Decision.

1. Before making a Type II administrative decision, the Community Development Director shall mail notice to:
  - a. All owners of record of real property within 100 feet of the subject area not less than 20 days prior to the decision date;

[...]

- d. Any person who submits a written request to receive a notice; and
- e. Any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the City. The City may shall notify other affected

agencies, as appropriate, for review of the application. **Affected agencies include but are not limited to other City and corresponding County departments; Warrenton-Hammond School District; utility companies; and Sunset Empire Transportation District and other transportation facility and service providers.** ODOT shall be notified when there is a land division abutting a state facility for review of, comment on, and suggestion of conditions of approval for, the application.

#### 16.208.050 Type III Procedure (Quasi-Judicial).

[...]

##### C. Notice of Hearing.

1. Mailed Notice. Notice of a Type III application hearing (or appeal) or Type I or II appeal hearing shall be given by the Community Development Director in the following manner:
  - a. At least 20 days before the hearing date, notice shall be mailed to:
    - i. The applicant and all owners or contract purchasers of record of the property which is the subject of the application;
    - ii. All property owners of record within 200 feet of the site (N/A for Type I appeal);
    - iii. Any governmental agency which has entered into an intergovernmental agreement with the City, which includes provision for such notice, or who is otherwise entitled to such notice. ODOT shall be notified when there is a land division abutting a state facility for review of, comment on, and suggestion of conditions of approval for, the application. **Transit and other transportation facility and service providers shall be notified of Type III application hearings.** [Owners of airports shall be notified of a proposed zone change in accordance with ORS 227.175.];
    - iv. Any neighborhood or community organization recognized by the City Commission and whose boundaries include the property proposed for development;

[...]

#### 16.208.070 General Provisions.

[...]

##### C. Pre-Application Conferences.

1. Participants. When a pre-application conference is required, the applicant shall meet with the Community Development Director or his/her designee(s). **The Community Development Director shall invite City staff from other departments to provide technical expertise applicable to the proposal, as necessary, as well as other public agency staff such as transportation and transit agency staff.**

[...]

D. Applications.

3. Check for Acceptance and Completeness.

b. Completeness.

[...]

iv. Coordinated Review. When required by this Code, or at the direction of the Community Development Director, the City shall submit the application for review and comment to ODOT and other applicable City, county, state, and federal review agencies. Potential applicable agencies include but are not limited to City Building, Public Works, Fire, Police, and Parks departments; Clatsop County Building, Planning, Parks, Public Health, Public Safety, and Public Works departments; Warrenton-Hammond School District; utility companies; and Sunset Empire Transportation District and other transportation facility and service providers.

16.216.020 General Requirements.

[...]

k. Flag lots and lots accessed by midblock lanes.

Infill lots may be developed as flag lots or mid-block developments as defined in this section.

A. Flag Lots. Flag lots may be created only when a through street cannot be extended to serve future development. A flag lot must have at least 16 feet of frontage on a public way and may serve no more than two dwelling units, including accessory dwellings and dwellings on individual lots or other commercial or industrial uses. A minimum width of 12 feet of frontage for each lot shall be required when three or more flag lots are using a shared access. In no instance may more than four parcels utilize a joint access; in such instances the properties shall be served by a public or private street as the case may dictate. The layout of flag lots, the placement of buildings on such lots, and the alignment of shared drives shall be designed so that future street connections can be made as adjacent properties develop, to the extent practicable, and in accordance with the transportation connectivity and block length standards of Section 16.120.020.

B. Mid-Block Lanes. Where consecutive flag lot developments or other infill development could have the effect of precluding local street extensions through a long block, the Planning Director may require the improvement of mid-block lanes through the block. Lots may be developed without frontage onto a public street when access is provided by mid-block lanes. Mid-block lanes are private drives serving more than two dwelling units with reciprocal access easements; such lanes are an alternative to requiring public right-of-way street improvements where physical site constraints preclude the development of a standard street. Mid-block lanes, at a

minimum, shall be paved, have adequate storm drainage (surface retention, where feasible, is preferred), meet the construction standards for alleys, and conform to the standards of subsections C through E.

- C. Dedication of Shared Drive Lane.** A drive serving more than one lot shall have a reciprocal access and maintenance easement recorded for all lots. No fence, structure or other obstacle shall be placed within the drive area. The owner shall record an easement from each property sharing a drive for vehicle access similar to an alley. Dedication or recording, as applicable, shall be so indicated on the face of the subdivision or partition plat.
- D. Maximum Drive Lane Length.** The maximum drive lane length is subject to requirements of the Uniform Fire Code, but shall not exceed 150 feet for a shared drive, and 400 feet for a shared rear lane.
- E. Future Street Plans.** Building placement and alignment of shared drives shall be designated so that future street connections can be made as surrounding properties develop.

16.220.030 Review Criteria.

[...]

**C. Drive-Up/ Drive-Through Facility**

- A. Purpose.** Where drive-up or drive-through uses and facilities are allowed, they shall conform to all of the following standards, which are intended to calm traffic, provide for adequate vehicle queuing space, prevent automobile turning movement conflicts, and provide for pedestrian comfort and safety.
- B. Standards.** Drive-up and drive-through facilities (i.e., driveway queuing areas, customer service windows, teller machines, kiosks, drop-boxes, or similar facilities) shall meet all of the following standards:

  - 1. The drive-up or drive-through facility shall orient to and receive access from a driveway that is internal to the development and not a street, as generally illustrated.**
  - 2. The drive-up or drive-through facility shall not be oriented to street corner.**
  - 3. The drive-up or drive-through facility shall not be located within 20 feet of a street right-of-way.**
  - 4. Drive-up and drive-through queuing areas shall be designed so that vehicles will not obstruct any street, fire lane, walkway, bike lane, or sidewalk.**
  - 5. Along Highway 101, between SE Marlin and SE Dolphin Avenues, no new drive-**

**up or drive-through facility is allowed within 400 linear feet of another drive-up or drive-through facility, where the existing drive-up or drive-through facility lawfully existed as of the date of an application for a new drive-up or drive-through facility.**

#### **16.232.060 Transportation Planning Rule Compliance.**

- A. When a development application includes a proposed Comprehensive Plan amendment, or rezone, or **land use regulation change**, the proposal **shall demonstrate it is consistent with the adopted transportation system plan and the planned function, capacity, and performance standards of the impacted facility or facilities. The proposal shall** be reviewed to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060. See also Chapter 16.256, Traffic Impact Study. **Where it is found that a proposed amendment would have a significant effect on a transportation facility, the City will work with the applicant and, where applicable, with the roadway authority to modify the request or mitigate the impacts in accordance with the TPR and applicable law.** Significant means the proposal would:
1. Change the functional classification of an existing or planned transportation facility. This would occur, for example, when a proposal causes future traffic to exceed the capacity of a “collector” street classification, requiring a change in the classification to an “arterial” street, as identified by the Transportation System Plan; or
  2. Change the standards implementing a functional classification system; or
  3. Allow types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility; or
  4. Reduce the level of service of the facility below the minimum acceptable level identified in the Transportation System Plan.
- B. Amendments to the Comprehensive Plan and land use standards which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:
1. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or
  2. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the transportation planning rule; or
  3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.

#### **16.256.010 Purpose.**

The purpose of this chapter of the Warrenton Development Code is to implement Section 660-012-0045(2)(e) of the State Transportation Planning Rule that requires the City to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation

facilities (see Section 16.256.060). This chapter establishes the standards for when a proposal must be reviewed for potential traffic impacts; when a traffic impact study must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; what must be in a traffic impact study; and who is qualified to prepare the study.

#### **16.256.020 Typical Average Daily Trips.**

~~Standards by which to gauge a~~ Average daily vehicle trips include: 10 trips per day per single-family household; five trips per day per apartment; and 30 trips per day per 1,000 square feet of gross floor area such as a new supermarket or other retail development **shall be calculated using the rates and methodology in the most recent addition of the Institute of Transportation Engineers Trip Generation Manual.**

#### **16.256.030 When Required.**

A traffic impact study ~~may~~ **will** be required to be submitted to the City with a land use application, when the following conditions apply :

- A. The development application involves a change in zoning or a plan amendment designation; or,
- B. The development shall cause one or more of the following effects, which can be determined by field counts, site observation, traffic impact analysis or study, field measurements, crash history, Institute of Transportation Engineers Trip Generation ~~m~~Manual; and information and studies provided by the local reviewing jurisdiction and/or ODOT:
  1. An increase in site traffic volume generation by 300 average daily trips (ADT) or more; or
  2. An increase in ADT hour volume of a particular movement to and from the state highway by 20% or more; or
  3. An increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day; or
  4. The location of the access driveway does not meet minimum ~~sitesight~~ distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the state highway, creating a safety hazard; or
  5. A change in internal traffic patterns that may cause safety problems, such as back up onto the highway or traffic crashes in the approach area.

#### **16.256.040 Traffic Impact Study Requirements.**

- A. Preparation. A traffic impact study shall be prepared by a professional engineer ~~in accordance with OAR 734-051-180~~ **registered in the State of Oregon. The study scope and content shall be determined in coordination with the City Public Works Director or designee. Traffic impact analyses required by Clatsop County or ODOT shall be prepared in**

accordance with the requirements of those road authorities. Preparation of the study report is the responsibility of the land owner or applicant.

B. Transportation ~~p~~Planning ~~r~~Rule compliance, Section 16.232.060.

**16.256.050 Approval Criteria.**

The traffic impact study report shall be reviewed according to the following criteria:

- A. The study complies with the content requirements set forth by the City and/or other road authorities as appropriate;
- B. The study demonstrates that adequate transportation facilities exist to serve the proposed land use action or identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the road authority;
- C. For affected City facilities, the study demonstrates that the project meets mobility and other applicable performance standards established in the adopted transportation system plan, and includes identification of multi-modal solutions used to meet these standards, as needed; and
- D. Proposed design and construction of transportation improvements are in accordance with the design standards and the access spacing standards specified in the transportation system plan.

**16.256.060 Conditions of Approval.**

- A. The City may deny, approve, or approve a proposal with conditions necessary to meet operational and safety standards; provide the necessary right-of-way for planned improvements; and require construction of improvements to ensure consistency with the future planned transportation system.
- B. Construction of off-site improvements may be required to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and/or to upgrade or construct public facilities to City standards.
- C. Where the existing transportation system is shown to be impacted by the proposed use, improvements such as paving; curbing; installation of or contribution to traffic signals; and/or construction of sidewalks, bikeways, access ways, paths, or streets that serve the proposed use may be required.
- D. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development.

**City Street Design Standards  
"Local Streets"**

**Pros & Cons of Wider Streets**

**December 2018**

<b>Pros</b>	<b>Cons</b>	<b>Notes</b>
Provides full emergency responder access	Allows higher travel speeds and potentially creates an enforcement burden for WPD and unsafe traffic conditions	Wider streets end up costing cities more over time when traffic calming measures are employed to retrofit streets
City does not bear initial additional cost	More expensive for developers; increases O&M for City over time	Costs are passed along to new homeowners/renters
Could allow quicker evacuation in case of major catastrophic event	How often do severe events occur to warrant wide streets? Pedestrian movement higher priority in case of event	Frequency of events must be weighed with normal use and neighborhood livability
Works better for larger trucks and SUVs	Increases impervious runoff and water quality can be compromised	Stormwater management is a challenge; balancing act of competing priorities
	Less land devoted to housing or commercial that has assessed value for city services	Balancing efficient land use is hallmark of Oregon planning system
Trucks prefer wider streets	Trucks can navigate 32 ft streets but must slow down	Freight traffic is mostly confined to US 101; local deliveries can navigate 32 ft standard

8-B

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

# AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A. Cronin, AICP, Community Development Director  
**DATE:** For the Agenda of January 8, 2019  
**SUBJ:** **Public Hearing:** Clatsop County Street Vacation | Ordinance No. 1226

The City received a street vacation request from Clatsop County on October 23, 2018. On November 27, 2018, the City Commission directed staff to schedule a public hearing for January 8, 2019 which was properly noticed in *The Columbia Press* per ORS 271. The proposal includes several unimproved street rights of way in the vicinity of SW 9<sup>th</sup> Street. The Oregon Department of State Lands required a street vacation on County owned property before a planned transfer of property to the North Coast Land Conservancy for open space preservation. The County owns in excess of two-thirds of the impacted property around the proposed street vacation which satisfies ORS 271.

An exhibit of the proposal is attached along with a proposed ordinance to enact the street vacation. The Transportation System Plan or Trails Master Plan does not contemplate new streets or trails, respectively on the subject property. However, the Development Code allows the City Commission to require a pedestrian easement to meet transportation and recreation policy objectives.

Finally, the County has requested vacation of the lots and blocks in the plat. The Warrenton Development Code WMC 16.216.110.B requires the same procedure for the creation of a subdivision as for a plat vacation. A special meeting of the Planning Commission will be scheduled for January 31 to hear this case.

### **RECOMMENDATION/SUGGESTED MOTION**

I move to conduct the first reading of Ordinance No. 1226 by title only.

*"An ordinance vacating undeveloped street rights-of-way in the plat of WC Smith's Warrenton in Warrenton, Oregon"*

**ALTERNATIVE**

None recommended

**FISCAL IMPACT**

None

Approved by City Manager:

*Linda Engelson*

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

**RIGHT OF WAY VACATION**  
Street Vacation Check List

**DISCLAIMER:** Completion of this application does not constitute approval of the street vacation. The ultimate decision will be made by the Warrenton City Commission.

To help facilitate the street vacation process, you must complete the steps below in the order presented.

- I have read the "Vacating A Street" brochure.
- I have called and spoken to ADAM NILES at Clatsop County's Cartography Department (503/ 325-8522) to see who will own the right-of-way area after the vacation is completed. (In most cases the vacated area is split down the middle and reverts back to the adjacent property owner.) Please list who receives property: ALL OF THE AREA WITHIN THE LOTS, BLOCKS AND STREETS WILL BE OWNED BY CLATSOP COUNTY AFTER THE VACATION.
- I have talked with all owners of the properties that abut all sides and corners of the portion of right-of-way to be vacated and they will support the vacation request (objecting property owners will complicate or stop the process).
- I have contacted private utilities to determine if the companies will support the vacation, with or without special conditions. To ensure that you have a complete understanding of affected utilities, a utility locate should be requested by calling: 800/ 332-2344.

**SIGN TO CONFIRM:**

I have completed all of the above

*Michael J. [Signature]*  
Signature

10/15/2018  
Date

**After you have done all of the above and it appears that a right-of-way vacation may be feasible,** a written right-of-way vacation petition (attached) and a Six Hundred Dollar (\$600.00) application fee is required. If multiple streets are involved, or it affects multiple lots, a land use review by the Planning Department and Planning Commission is required. The petition fee is Eight Hundred Dollars (\$800) when it's required to go before the Planning Commission.

Upon receipt of this checklist, the petition, the required fee and all necessary signatures, (see ORS 271.080 – attached), the City Recorder shall review the petition. If petition is deemed incomplete, it will be returned to the petitioner for additional signatures or other required information. If required percentages of consent is confirmed, the matter will be placed on the City Commission's Agenda to consider setting a public hearing or referred to the Planning Commission, if required. Please allow four weeks for the review of the petition.

Street Vacation Check List

Page Two (2)

Send the petition along with the petition fee in the form of a check made out to the City of Warrenton and a signed copy of this checklist to:

**Mail Form To:**  
City Recorder  
City of Warrenton  
P.O. Box 250  
Warrenton, OR 97146

**or**

**Deliver Form in Person To:**  
City Recorder  
City of Warrenton  
225 S. Main Street  
Warrenton, OR 97146

If you have additional questions about the street vacation process, please contact Linda Engbretson, at 503/ 861-0823 or at [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us).

**STREET VACATION PETITION**  
**City of Warrenton**

Fee: \$600.00

<u>Petitioner</u>	<u>Petitioner's Representative</u>
Name: <i>CLATSOP COUNTY</i>	Name: <i>MICHAEL SUMMERS</i> <i>(PUBLIC WORKS DIRECTOR)</i>
Mailing Address: <i>1100 OLNEY AVE.</i> <i>ASTORIA, OR 97103</i>	Mailing Address: <i>1100 OLNEY AVE.</i> <i>ASTORIA, OR 97103</i>
Phone Number: <i>503-325-8631</i>	Phone Number: <i>503-325-8631</i>
Email Address: <i>MSUMMERS@CO.CLATSOP.OR.US</i>	Email Address: <i>MSUMMERS@CO.CLATSOP.OR.US</i>
<p>1. A description of the right-of-way area to be vacated. <i>(Don't forget to include a map highlighting the area. A survey or professionally developed legal description is required).</i></p> <p><i>SEE ATTACHED LEGAL DESCRIPTION AND MAPS.</i></p>	
<p>2. Reason for the Vacation Request. <i>(Advise if any buildings/structures will be in the area to be vacated).</i></p> <p><i>SEE ATTACHED PAGE.</i></p>	
<p>Note: If additional room is necessary, please attach extra pages.</p>	
<p>3. Required affidavits.</p> <ul style="list-style-type: none"><li>a. <u>100%</u> of abutting property owners.</li><li>b. Two-thirds in area of real property affected by proposal. Refer to <i>ORS Chapter 271</i> (attached).</li><li>c. List of all abutting and affected property owners, mailing addresses, and corresponding square footage of property owned.</li></ul>	

*Michael J. Humme*  
\_\_\_\_\_  
Petitioner

*10/15/2018*  
\_\_\_\_\_  
Date

Return To:

City of Warrenton  
P.O. Box 250  
225 S. Main Street  
Warrenton, OR 97146

For Questions – Contact:

Linda Engbretson, City Recorder  
Phone: 503/ 861-0823  
Email: [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us)

## **Town Plat of W.C. Smith's Warrenton Vacation Request**

### **Reason for Vacation Request:**

Clatsop County is planning on creating a 40 acre wetlands preservation area on county-owned land in the area between SW 2<sup>nd</sup> Street and SW 9<sup>th</sup> Street. One of the requirements within this preservation area is that all public streets are vacated. During the vacation process, Clatsop County is intending to vacate all of the lots and blocks within the preservation area also. Clatsop County is the owner of all of the land adjoining the streets to be vacated. There are no existing roadways along the platted streets and structures on the platted lots.

AFFIDAVIT

STATE OF OREGON       )  
COUNTY OF CLATSOP   )

CLATSOP COUNTY,

being the owners of the following real property: BLOCKS D, 7-12, 24-29,  
EXCEPTING LOT 3, BLOCK 9 AND LOT 6, BLOCK 24 IN THE  
TOWN PLAT OF W.C. SMITH'S WARRENTON,

as a basis of the petition from CLATSOP COUNTY,

REPRESENTING 100% OF ADJOINING OWNERS,

do hereby consent to the vacation of a portion of THE TOWN PLAT OF W.C.  
SMITH'S WARRENTON

as described: - SEE ATTACHED LEGAL DESCRIPTION.

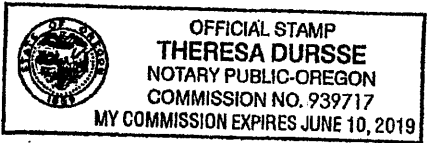
Signature: Michael Summers Date: 10/15/2018

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

On this 15 day of October, 2018, personally appeared before me, a  
notary public in and for the State of Oregon, the within named \_\_\_\_\_

Michael Summers acknowledged the following instrument to be \_\_\_\_\_

voluntary act and deed.









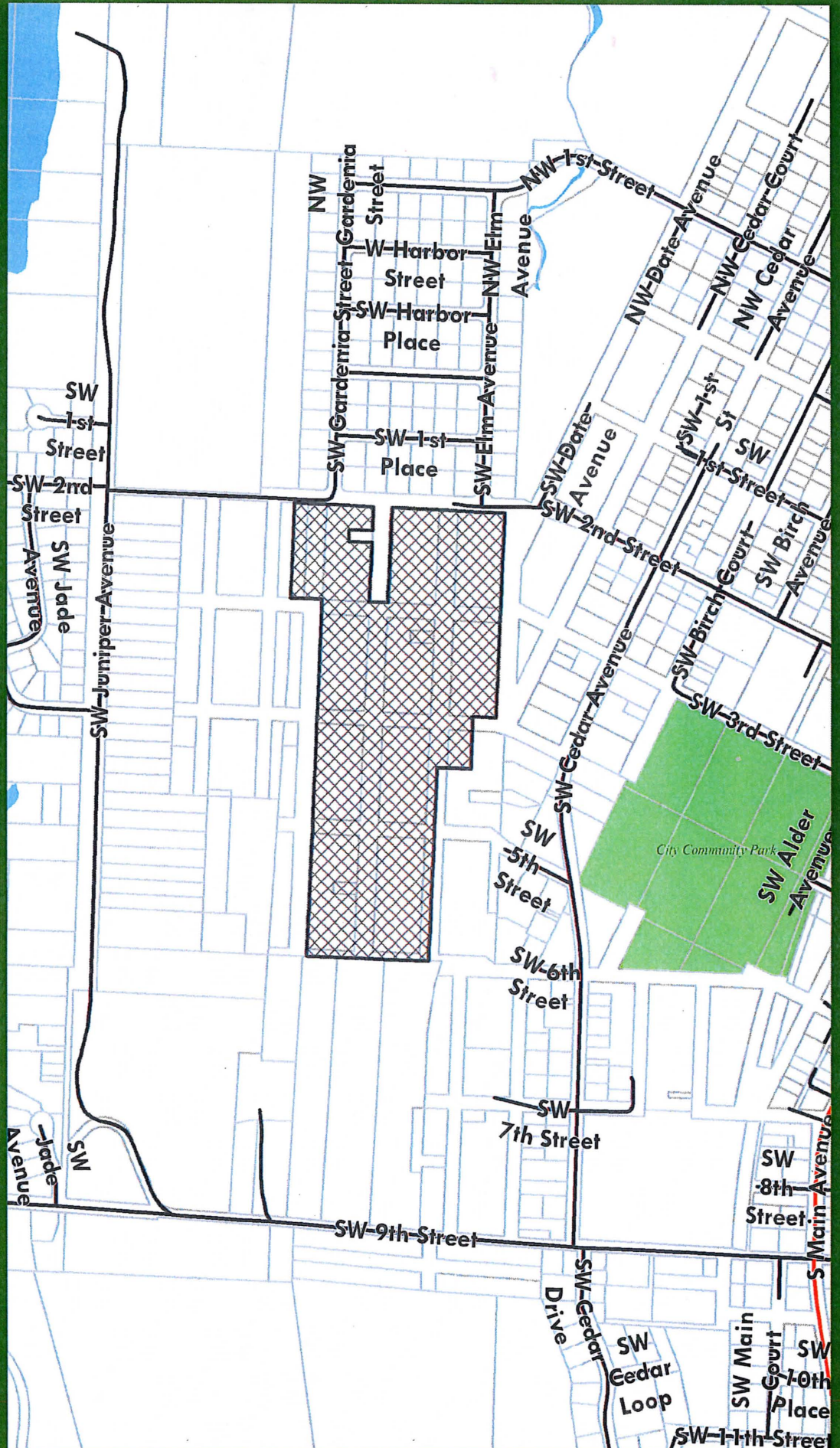
Theresa Dursse  
Notary Public for Oregon

My commission expires: 6/10/19



# 9th Street Mitigation Site

-  Area to be Vacated
-  Highway
-  Local
-  Tax Lot Boundary
-  Waterbodies
-  Park/Open Space/Natural Area



0 12.5 25 Miles      0 40 80 Miles

DISCLAIMER: This data was produced using Clatsop County GIS data. The data is maintained by Clatsop County to support its governmental activities. Clatsop County is not responsible for any map errors, possible misuse, or misinterpretation.

MAP AUTHOR: Alejandra Sanchez (GIS Specialist / Project Planner) ,  
DATE SAVED: Monday, October 08, 2018

**271.080 Vacation in incorporated cities; petition; consent of property owners.** (1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.

See attached petition, included therein is a description of the plat and street areas to be vacated, as well as a description of the purpose for which the ground is proposed to be used.

(2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby.

Clatsop County is the owner of all the property to be vacated, and the only abutting property is one 5000 square foot lot (TL81021BD03300), which is not proposed to be vacated, and the street serving it is not proposed to be vacated.

The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated.

Each street was offset 200 feet and extended 400 along its course beyond the extents of the portions proposed to be vacated. All of the real properties adjoining these offsets and extensions were factored into the total area of real property affected. Clatsop County owns more than two-thirds in area of the real property affected thereby.

Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted.

The vacated portions of the streets were extended 400 feet along their course beyond the portions proposed to be vacated. No streets were vacated to their termini, but would include the same extension described above.

In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply.

Clatsop County owns all of the portion of the plat to be vacated. The vacation embraces street area, therefore see descriptions above for street vacation requirements.

The consent of the owners of the required amount of property shall be in writing. [Amended by 1999 c.866 §2]

Clatsop County has completed petition in writing and submitted it to the City of Warrenton.

# Map



### Clatsop County Webmaps

Disclaimer: This map was produced using Clatsop County GIS data. The GIS data is maintained by the County to support its governmental activities. This map should not be used for survey or engineering purposes. The County is not responsible for map errors, omissions, misuse or misinterpretation. Photos may not align with taxlots.



PRIVATE NUMBER	AREA
1	80,000
2	22,400
3	80,000
4	23,000
5	22,800
6	62,500
7	42,000
8	39,500
9	65,000
10	20,000
11	5,000
12	10,000
13	20,000
14	22,500
15	7,000
16	20,500
17	31,150
18	12,600
19	12,800
20	21,350
21	10,450
22	60,000
23	10,000
24	5,000
TOTALS	705,550

COUNTY NUMBER	AREA
30	22,600
31	79,500
32	80,000
33	80,000
34	72,900
35	80,000
36	80,000
37	80,000
38	13,700
39	80,000
40	80,000
41	20,000
42	69,000
43	98,000
44	98,000
45	105,600
46	617,201
47	46,600

1,803,101

TOTAL AREA 2,508,651

PERCENTAGE OF TOTAL AREA  
72%

ORDINANCE NO. 1226

INTRODUCED BY ALL COMMISSIONERS

**AN ORDINANCE VACATING UNDEVELOPED STREET RIGHTS-OF-WAY IN THE TOWN PLAT OF W.C. SMITH'S OF WARRENTON IN WARRENTON, OREGON**

WHEREAS, The Warrenton City Commission deems it to be in the best interest of the City to vacate undeveloped street rights-of-way in the town plat of W.C. Smith in the City of Warrenton, County of Clatsop, State of Oregon; and

WHEREAS, a public hearing on the petition was held at the hour of 6:00 p.m. on Tuesday, January 8, 2019, in the Commission's Chambers at Warrenton City Hall; and

WHEREAS, due notice of time and place for said hearing was given, as by law required;

NOW, THEREFORE, the City of Warrenton ordains as follows:

**Section 1.** The public rights-of-way in the City of Warrenton, Clatsop County, State of Oregon, described in Exhibit A, are hereby vacated. Nothing contained herein shall cause or require the removal or obstruction of any drainage ditch, abandonment of any sewer, water main conduit, utility line, pole or any other thing used or intended to be used for any public service.

**Section 2.** The City Recorder of the City of Warrenton is hereby ordered to make this vacation a matter of public record; and it is expressly provided that the petitioner shall forthwith pay the costs of the necessary changes of public records, as required by law, and it is hereby provided that the City Recorder shall file with the clerk, the assessor, and the surveyor of Clatsop County, a certified copy of this ordinance.

**Section 3.** This ordinance will take effect 30 days after its adoption by the Warrenton City Commission.

Adopted by the City Commission of the City of Warrenton, Oregon this \_\_ day of January, 2019.

First Reading:

Second Reading:

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, City Recorder

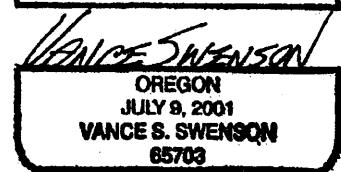
01/04/19

**Portions of Streets in W.C. Smith's Warrenton to be Vacated**

Those portions of the streets in the town plat of *W.C. Smith's Warrenton*, Book 3, Page 5, Clatsop County Town Plat Records described as: that portion of Willow Street between the Westerly extensions of the north and south lines of Block 9; that portion of Laurel Street lying Southerly of the Easterly extension of the south line of Block 9; all of Pine Street; that portion of 5th Street lying between the Southerly extension of the west line of Block 9 and the Southerly extension of the east line of Block 7; that portion of 6th Street lying between the Southerly extension of the west line of Block 10 and the southerly extension of the west line of Lot 8, Block 12; and those portions of 7th and 8th Streets lying between the Southerly extension of the west line of Block 26 and the Southerly extension of the west line of Block 24 in the town plat of *W.C. Smith's Warrenton*, being more particularly described as:

All those Streets within a tract of land in the West Half of Section 21, Township 8 North, Range 10 West, Willamette Meridian, Clatsop County Oregon, the boundaries of which are described as follows:

Beginning at the northeast corner of Block 7, in the town plat of *W.C. Smith's Warrenton*, Book 3, Page 5, Clatsop County Town Plat Records; thence Southerly along the east line of Block 7 and its Southerly extension to the southeast corner of Block 12, *W.C. Smith's Warrenton*; thence Westerly along the south line of Block 12 to the southwest corner of Lot 8, Block 12; thence Southerly in a straight line to the northeast corner of Lot 16, Block 24, *W.C. Smith's Warrenton*; thence Southerly along the east line of Lot 16 and its Southerly extension to the southeast corner of Lot 13, Block 24; thence Westerly along the south line of Lot 13 to its southwest corner on the west line of Block 24; thence Southerly along the west line of Block 24 and its Southerly extension to the south line of *W.C. Smith's Warrenton*; thence Westerly along the south line of *W.C. Smith's Warrenton* to its intersection with the Southerly extension of the west line of Block 27, *W.C. Smith's Warrenton*; thence Northerly along the west line of Block 27 and its Northerly extension to the Easterly extension of the south line of Block D, *W.C. Smith's Warrenton*; thence Westerly in a straight line to the southeast corner of Block D; thence Westerly along the south line of Block D to its southwest corner; thence Northerly along the west line of Block D to its northwest corner; thence Easterly along the north line of Block D and its Easterly extension to the northeast corner of Block 9, *W.C. Smith's Warrenton*; thence Southerly along the east line of Block 9 to the northeast corner of Lot 3, Block 9; thence Westerly along the north line of Lot 3 to its northwest corner; thence Southerly along the west line of Lot 3 to its southwest corner; thence Easterly along the south line of Lot 3 to its southeast corner on the east line of Block 9; thence Southerly along the east line of Block 9 to its southeast corner; thence Easterly in a straight line to the southwest corner of Block 8, *W.C. Smith's Warrenton*; thence Northerly along the west line of Block 8 to its northwest corner; thence Easterly along the north line of Block 8 and its Easterly extension to the northeast corner of Block 7 *W.C. Smith's Warrenton* at the Point of Beginning.



RENEWS 07-01-2020

9-A

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## CITY OF WARRENTON

### Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission  
From: April Clark  
Finance Director  
Date: January 8, 2019

#### Regarding – Audit for Fiscal Year Ending June 30, 2018

---

The financial Statements, for the City of Warrenton, for the period ending June 30, 2018 are attached.

Our auditor, Paul Nielson, of Isler, CPA will be here this evening to present the financial statements and the results of the audit.

Approved by City Manager:

A handwritten signature in blue ink, which appears to read "Linda Engle". The signature is written in a cursive style and is contained within a rectangular box.

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

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# CITY OF WARRENTON

FINANCIAL STATEMENTS AND SUPPLEMENTAL INFORMATION

FOR THE YEAR ENDED JUNE 30, 2018

WITH

INDEPENDENT AUDITOR'S REPORT

FINANCIAL SECTION

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

**CITY OF WARRENTON, OREGON**

List of Elected and Appointed Officials

June 30, 2018

**ELECTED OFFICIALS - CITY COMMISSION**

Mayor	Henry Balensifer III
Position No. 1	Pam Ackley
Position No. 2	Mark Baldwin
Position No. 3	Tom M. Dyer
Position No. 4	Rick Newton

**Mailing Address**

PO Box 250  
Warrenton, Oregon 97146

**APPOINTED OFFICIALS**

City Manager	Linda Engbretson
Deputy City Recorder	Dawne Shaw
City Attorney	Beery, Elsner & Hammond

**Mailing Address**

PO Box 250  
Warrenton, Oregon 97146

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

INTRODUCTORY SECTION

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

**CITY OF WARRENTON, OREGON**

Financial Statements and Supplemental Information

For the Year Ended June 30, 2018

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**CITY OF WARRENTON, OREGON**

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*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

**CITY OF WARRENTON, OREGON**  
List of Elected and Appointed Officials  
June 30, 2018

**ELECTED OFFICIALS - CITY COMMISSION**

Mayor	Henry Balensifer III
Position No. 1	Pam Ackley
Position No. 2	Mark Baldwin
Position No. 3	Tom M. Dyer
Position No. 4	Rick Newton

**Mailing Address**

PO Box 250  
Warrenton, Oregon 97146

**APPOINTED OFFICIALS**

City Manager	Linda Engbretson
Deputy City Recorder	Dawne Shaw
City Attorney	Beery, Elsner & Hammond

**Mailing Address**

PO Box 250  
Warrenton, Oregon 97146

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**CITY OF WARRENTON**

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

**CITY OF WARRENTON, OREGON**  
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**CITY OF WARRENTON, OREGON**

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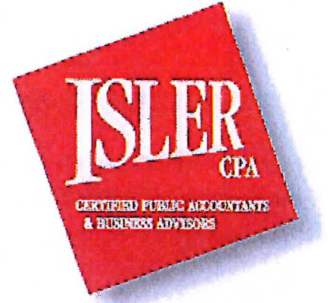
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**CITY OF WARRENTON, OREGON**  
**FINANCIAL STATEMENTS AND SUPPLEMENTAL**  
**INFORMATION**  
**FOR THE YEAR ENDED JUNE 30, 2018**  
**WITH**  
**INDEPENDENT AUDITOR'S REPORT**



## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Commission  
City of Warrenton, Oregon

1976 Garden Ave.  
Eugene, OR 97403  
541.342.5161  
www.islercpa.com

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Warrenton, Oregon ("City") as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Warrenton, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparisons for the major governmental funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of proportionate share of the net pension liability, and the schedule of pension contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual fund financial statements and other supplemental information are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund financial statements and other supplemental information are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and other supplemental information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

**Report on Other Legal and Regulatory Requirements**

In accordance with the Minimum Standards of Audits of Oregon Municipal Corporations, we have issued our report dated December 28, 2018 on our consideration of the City of Warrenton's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Isler CPA

By:



Paul R Nielson, CPA, a member of the firm

Eugene, Oregon

December 28, 2018

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

### Management's Discussion and Analysis

As management of the City of Warrenton, Oregon, we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2018. We encourage readers to consider the information presented here in conjunction with the additional information that we have furnished in our annual financial report.

### Financial Highlights

- The City's total assets and deferred outflows at June 30, 2018 were \$60,277,791.
- The City's total liabilities and deferred inflows at June 30, 2018 were \$21,916,588.
- The net position of the City at June 30, 2018 was \$38,361,203. Of this amount, \$4,263,191 represents unrestricted net position, which may be used to meet the government's ongoing obligations to citizens and creditors.
- At June 30, 2018, the City's governmental funds reported combined ending fund balances of \$6,766,314.
- At the end of the fiscal year, the City's total combined governmental funds had a restricted fund balance of \$5,009,815, a committed fund balance of \$89,950, an assigned fund balance of \$329,145, and an unassigned fund balance of \$1,336,925.
- The General Fund's unassigned fund balance is \$1,336,925 at the end of the current fiscal year, or 34.2% of General Fund expenditures and transfers out.

### Overview of Financial Statements

This discussion and analysis provided here are intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The Statement of Net Position presents financial information on all of the City's assets, liabilities, and deferred outflows/inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenue and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned but unused vacation leave). Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities).

The governmental activities of the City include the following:

- General government
- Fire and emergency medical services
- Police
- Planning and development
- Library and culture
- Public works

The business-type activities of the City include the following:

- Water utilities
- Sewer utilities
- Sanitation utilities
- Marinas

The government-wide financial statements can be found in the basic financial statements as listed in the table of contents.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City of Warrenton maintains individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund and the Grant Fund, which are considered to be major funds. Data from the remaining governmental funds (nonmajor governmental funds) are combined into a single aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The City of Warrenton adopts an annual appropriated budget for all governmental funds. A budgetary comparison statement has been provided for each fund to demonstrate compliance with the budget. To demonstrate compliance, budgetary comparison statements for all of the governmental funds have been prepared and can be found in the basic financial statements and supplemental information as listed in the table of contents.

The basic governmental fund financial statements and respective reconciliations can also be found in the basic financial statements as listed in the table of contents.

**Proprietary funds.** Proprietary funds are used to account for activities where the emphasis is placed on net income determination. The City of Warrenton maintains two types of proprietary funds: enterprise and internal service funds. The City uses enterprise funds to account for its water, sewer and sanitation utilities, and marinas. The City uses an internal service fund to account for engineering services provided to other departments/funds within the City. The internal service fund activity is included with the business-type activities on the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Water, Sewer, and Sanitation utilities, all of which are considered to be major funds of the City of Warrenton. The Marina funds are considered to be nonmajor funds.

The City also adopts an annual appropriated budget for all proprietary funds. To demonstrate compliance with the budget, budgetary comparison statements have been provided for the enterprise funds as supplemental information, as listed in the table of contents. The proprietary fund financial statements can also be found in the basic financial statements as listed in the table of contents.

**Notes to the basic financial statements.** The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found in the basic financial statements as listed in the table of contents.

**Required Supplementary Information.** Information regarding the City's share of the net pension liability and pension contributions can be found in the required supplementary information as listed in the table of contents.

### **Government-wide Overall Financial Analysis**

As noted earlier, net position over time may serve as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows exceeded liabilities and deferred inflows by \$38,361,203 at the close of the most recent fiscal year.

By far, the largest portion of the City's net position, 75.9%, reflects its investment in capital assets (e.g. land, buildings, machinery and equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position, 13.0%, represents resources that are subject to external restrictions on how they may be used. The remaining portion represents 11.1% of total net position, and may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City is able to report positive balances in all three categories of net position, both for the government as a whole and for its separate business-type activities. The governmental activities category, unrestricted, is reported as negative \$4,029,395. The negative balance in unrestricted net position is a result of the City issuing general obligation bonded debt for the Wastewater Treatment Facility (an asset in the Sewer Enterprise). The debt reduces unrestricted net position in the governmental activities column by \$4,118,896 while the related capital asset increases net investment in capital assets for business-type activities. In essence, the general government has taken on debt for the Sewer Utility.

City of Warrenton's Net Position

	Governmental Activities		Business-type Activities		Total	
	2018	2017	2018	2017	2018	2017
Current and other assets	\$ 7,399,576	\$ 7,076,500	\$ 10,672,620	\$ 9,089,240	\$ 18,072,196	\$ 16,165,740
Capital assets, net	12,448,935	12,408,722	28,127,793	29,302,398	40,576,728	41,711,120
Total assets	<u>19,848,511</u>	<u>19,485,222</u>	<u>38,800,413</u>	<u>38,391,638</u>	<u>58,648,924</u>	<u>57,876,860</u>
Deferred outflows	953,863	1,613,412	675,004	1,092,746	1,628,867	2,706,158
Noncurrent liabilities	10,188,144	11,394,012	10,285,575	10,957,336	20,473,719	22,351,348
Other liabilities	558,094	830,769	688,345	809,195	1,246,439	1,639,964
Total liabilities	<u>10,746,238</u>	<u>12,224,781</u>	<u>10,973,920</u>	<u>11,766,531</u>	<u>21,720,158</u>	<u>23,991,312</u>
Deferred inflows	115,029	89,683	81,401	60,740	196,430	150,423
Net position:						
Net investment in capital assets	9,216,147	8,950,247	19,892,516	20,625,228	29,108,663	29,575,475
Restricted	4,754,355	4,108,074	234,994	282,438	4,989,349	4,390,512
Unrestricted	(4,029,395)	(4,274,151)	8,292,586	6,749,447	4,263,191	2,475,296
Total net position	<u>\$ 9,941,107</u>	<u>\$ 8,784,170</u>	<u>\$ 28,420,096</u>	<u>\$ 27,657,113</u>	<u>\$ 38,361,203</u>	<u>\$ 36,441,283</u>

The City's net position increased by \$1,919,920 during the current fiscal year.

The City's total assets and deferred outflows at June 30, 2018 decreased \$305,227 from \$60,583,018 to \$60,277,791, or 0.50% from the prior year. Cash increased by \$2,406,153, or 17.61% from the prior year. Receivables increased by \$52,862, or 3.75% from the prior year. Inventories decreased by \$562,574, or 55.13% from the prior year. Capital assets, net, decreased by \$1,134,392, or 2.72%, from the prior year. The remaining current assets, prepayments, decreased by \$18,444, or 87.92%, from the prior year.

The City's total liabilities and deferred inflows at June 30, 2018 decreased by \$2,225,147, or 9.22%, from the prior year. Accounts payable decreased \$425,493, or 33.86%, from the prior year. Interest payable on long term debt increased by \$11,768 or 8.00% from the prior year. The City's outstanding debt decreased \$1,197,628, or 6.91%.

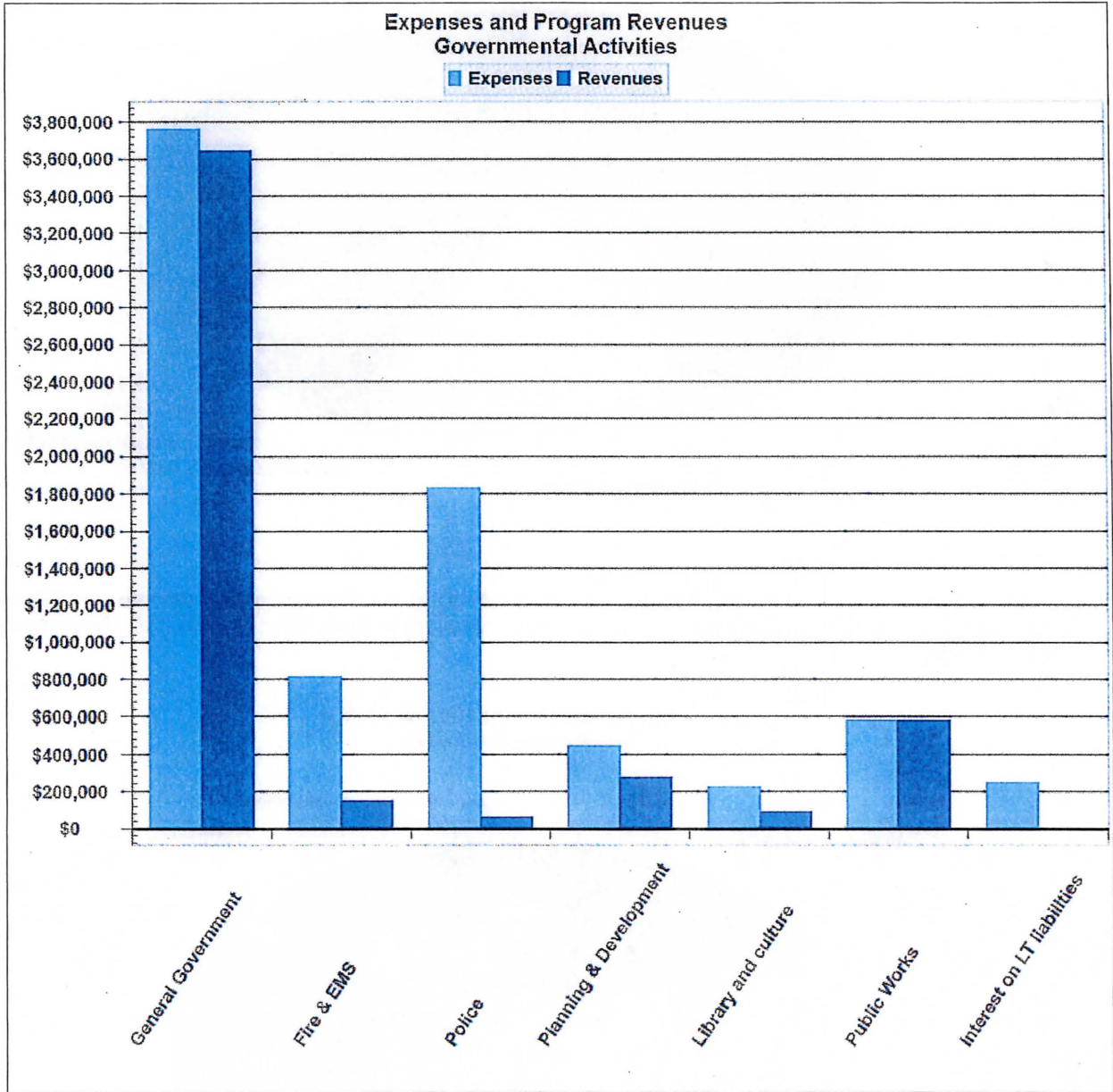
City of Warrenton's Change in Net Position

	Governmental Activities		Business-type Activities		Total	
	2018	2017	2018	2017	2018	2017
<b>Revenues:</b>						
<b>Program revenues:</b>						
Fines, fees & charges for services	\$ 870,417	\$ 805,014	\$ 7,986,992	\$ 7,525,047	\$ 8,857,409	\$ 8,330,061
Operating grants & contributions	3,690,640	530,424	24,775	67,497	3,715,415	597,921
Capital grants & contributions	271,687	154,454	643,731	159,506	915,418	313,960
<b>General revenues:</b>						
Property taxes	2,195,832	2,248,770	-	-	2,195,832	2,248,770
Other taxes	1,210,476	1,063,952	162,957	140,606	1,373,433	1,204,558
Franchise fees	713,532	711,288	-	-	713,532	711,288
Unrestricted investment earnings	109,023	61,937	112,920	40,254	221,943	102,191
<b>Total revenues</b>	<b>9,061,607</b>	<b>5,575,839</b>	<b>8,931,375</b>	<b>7,932,910</b>	<b>17,992,982</b>	<b>13,508,749</b>
<b>Expenses:</b>						
General government	3,762,629	550,908	-	-	3,762,629	550,908
Fire & emergency medical services	809,204	729,040	-	-	809,204	729,040
Police	1,830,911	1,771,096	-	-	1,830,911	1,771,096
Planning and development	446,383	400,553	-	-	446,383	400,553
Library and cultural services	225,692	198,029	-	-	225,692	198,029
Public works	580,561	788,323	-	-	580,561	788,323
Interest on long-term liabilities	249,290	275,600	-	-	249,290	275,600
Water utility	-	-	3,704,181	2,732,348	3,704,181	2,732,348
Sewer utility	-	-	2,488,436	2,489,455	2,488,436	2,489,455
Sanitation utility	-	-	1,060,713	1,063,265	1,060,713	1,063,265
Marinas	-	-	915,062	989,497	915,062	989,497
<b>Total expenses</b>	<b>7,904,670</b>	<b>4,713,549</b>	<b>8,168,392</b>	<b>7,274,565</b>	<b>16,073,062</b>	<b>11,988,114</b>
<b>Change in net position</b>	<b>1,156,937</b>	<b>862,290</b>	<b>762,983</b>	<b>658,345</b>	<b>1,919,920</b>	<b>1,520,635</b>
Net position, July 1	8,784,170	7,921,880	27,657,113	26,998,768	36,441,283	34,920,648
Net position, June 30	<u>\$ 9,941,107</u>	<u>\$ 8,784,170</u>	<u>\$28,420,096</u>	<u>\$27,657,113</u>	<u>\$38,361,203</u>	<u>\$36,441,283</u>

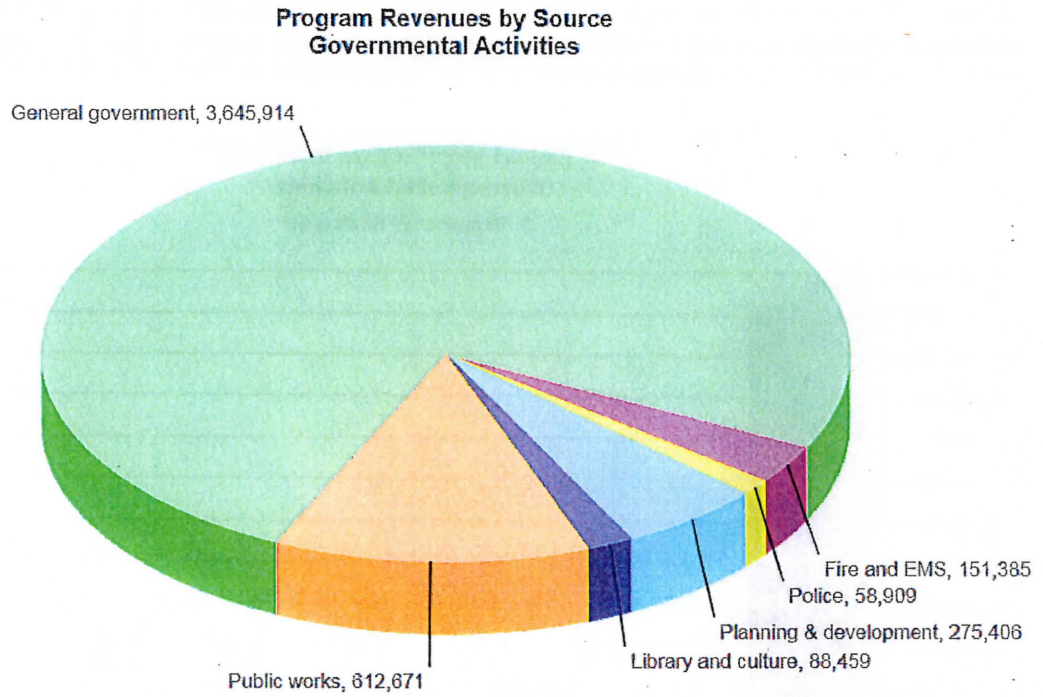
**Governmental activities.** Governmental activities increased the City's net position by \$1,156,937. The primary elements of the change in total net position are as follows:

- Revenues overall increased \$3,485,768 as program revenues increased \$3,342,852 and general revenues increased \$142,916. The increase in program revenues relates to grants revenues of \$3,150,000 that were passed through to Pacific Coast Seafoods. This revenue is not expected to be received again.
- The General Fund permanent rate tax increased \$43,130, the Urban Renewal Agency's tax increased \$28,598, local option taxes for the Police Department increased \$8,101 and the Library increased \$2,846, and taxes to pay debt decreased \$135,045.
- Franchise fees increased by \$2,244 during the year. This revenue can be cyclical due to weather conditions and demand for telecommunication services.
- Unrestricted investment earnings (interest from bank accounts) increased by \$47,086 during the year.
- Interest expense on debt decreased \$26,310 from the prior year.
- Total expenses increased by \$3,191,121. Most of this increase is the pass through grant to Pacific Coast Seafoods.

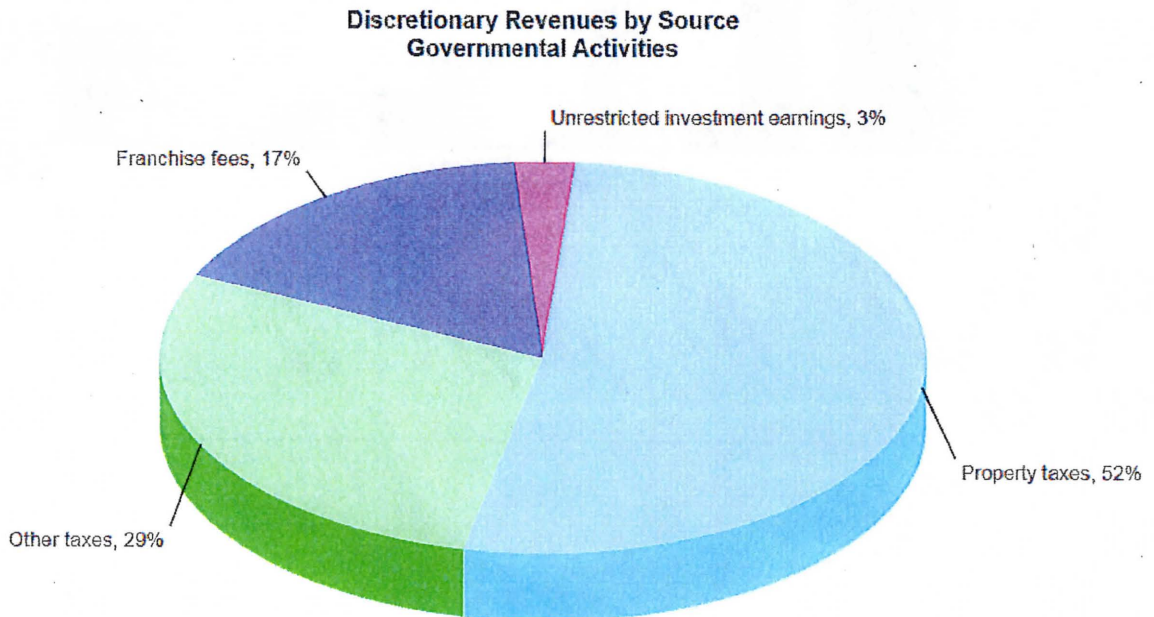
The following graph summarizes the 2017-2018 governmental activity program revenues and corresponding expenses. The revenues shown total \$4,832,744, an increase from the prior year of \$3,342,852, are directly attributable to each activity (program revenues) and **do not** include property taxes, other taxes, franchise fees, investment earnings, and other one-time or extraordinary revenue streams which are discretionary (general revenues). Discretionary revenues amount to \$4,228,863, an increase of \$142,916 from the prior year.



This next chart shows the total functional revenues for each program in the amount of \$4,832,744 by its source.



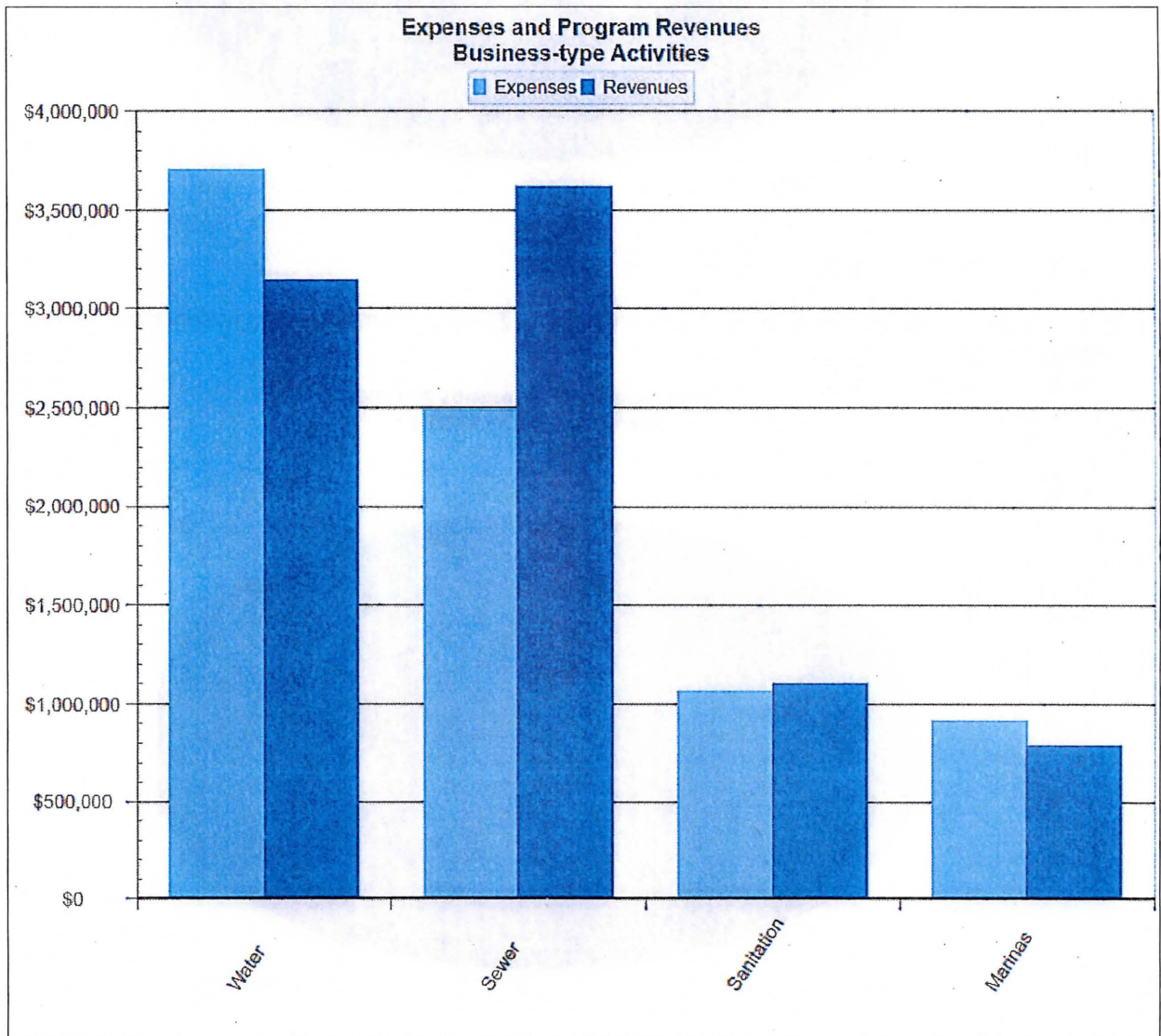
As the next chart reflects, most 2017-2018 governmental activities relied on general discretionary revenues to support the function. This graph shows total discretionary revenues in the amount of \$4,228,863 by percentage in each category



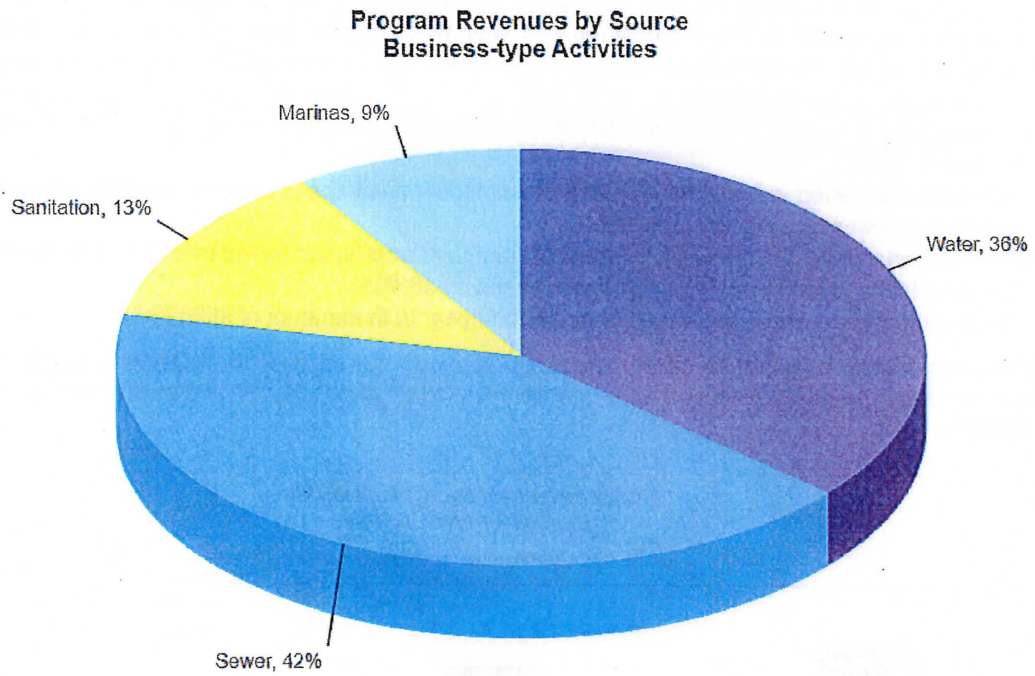
**Business-type activities.** Business-type activities increased the City's net position by \$762,983. Key elements of this increase are as follows:

- Fines, fees, and charges for services had a net increase this year of \$461,945 from the prior year. Revenues increased in the Water fund, this year by \$286,621, they increased in the Sewer Fund by \$185,127, and increased in the Sanitation Fund by \$15,651, and the Marinas show decreases of \$25,455. Gross water sales increased by \$296,916, or 11.20%, from the prior year, as a result of water consumption increases of approximately 6.6 million gallons and a rate increase of 7% that was effective on July 1, 2017.
- Combined operating and capital grants and contributions increased this year by \$441,503 and are mostly due to forgiveness of a sewer fund loan.
- Unrestricted investment earnings (interest from bank accounts) increased by \$72,666 during the year.
- Total business-type activity revenues increased by \$998,465.
- Total operating expenses increased from the prior year in the amount of \$893,827.

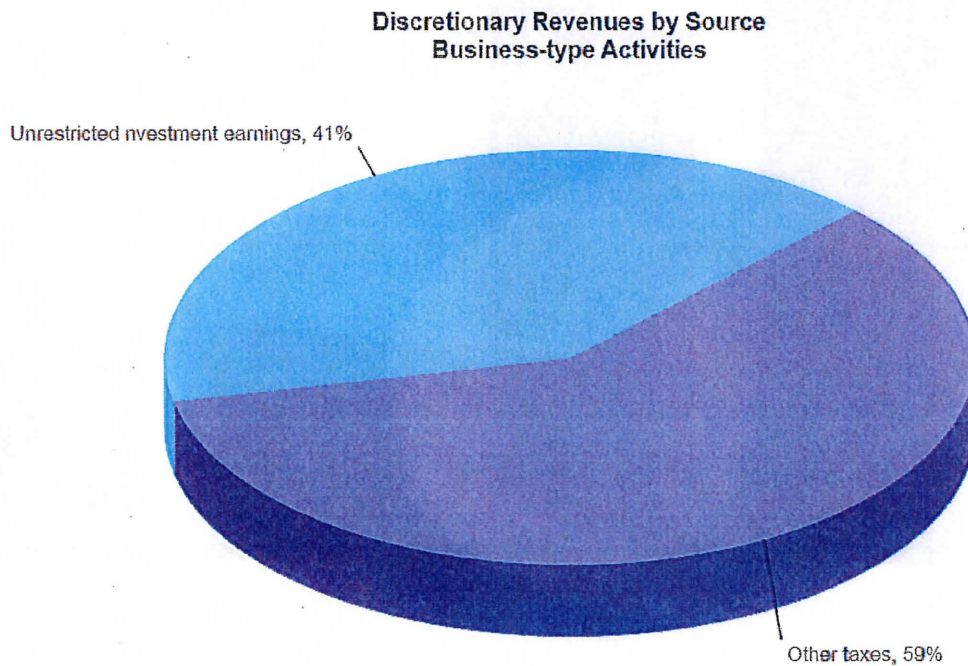
Business-type activities of the City of Warrenton are supported by charges for utility service, capital contributions, development fees, and other grants. The graph below summarizes the 2017-2018 expenses and revenues of those funds.



Total program revenues in the business-type activities of the City total \$8,655,498 as represented by the percentages in the chart below for 2017-2018.



In the following graph, discretionary revenues amount to \$275,877. Other taxes are transient room tax dedicated to the Hammond Marina.



## **Financial Analysis of the Government's Funds**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$6,766,314, an increase of \$607,261 in comparison with the prior year. Approximately 19.8% of this amount (\$1,336,925) constitutes *unassigned fund balance*, which is available for spending at the government's discretion. The remainder of the fund balance is either, *nonspendable, restricted, committed, or assigned* to indicate that it is 1) not in spendable form (\$479), 2) restricted for particular purposes (\$5,009,815), 3) committed for particular purposes (\$89,950), or 4) assigned for particular purposes (\$329,145).

The General Fund is the chief operating fund of the City. At the end of the current fiscal year, the total fund balance of the General Fund was \$1,337,045. This balance increased from the prior year, in the amount of \$31,003. As a measure of the General Fund's liquidity, it may be useful to compare the categories of restrictions placed on the fund balance to total fund expenditures. Total fund balance represents approximately 34.2% of total General Fund expenditures and transfers out.

The fund balance of the City's General Fund increased by \$31,003 during the current fiscal year. While revenues increased \$119,627, expenditures also increased by \$163,417. Key elements of the increase to fund balance are as follows:

- Taxes increased by \$143,326 during the year. Revenue in this category comes mostly from property taxes and land sales which increased by \$65,236 and transient room tax which increased by \$78,091.
- Franchise fees decreased by \$39,496. This revenue stream can be quite cyclical.
- Intergovernmental receipts from Oregon state revenue sharing for cigarette, liquor and marijuana taxes and fees increased by \$31,660.
- Charges for services increased by \$54,227. This increase is mainly from police and fire related reimbursements.
- Lease receipts increased by \$321 due to scheduled increases per lease agreements.
- Fines and fees from Municipal Court decreased by \$5,145.
- Investment (interest) earnings increased by \$6,746.
- Other revenues decreased by \$3,703.
- Expenditures and other financing sources and uses in the General Fund also increased \$124,788 from the prior year. The decreases in general government (Administration, Commission, Finance) (\$66,511), public works (\$10,892), and transfers out (\$13,000) were offset by increases in fire and emergency medical services (\$66,266), police (\$153,086), planning and development (\$21,468) and transfers in (\$25,629).

The Grants Fund has a total fund balance of \$10,339, all of which is committed to grant expenditures. The net increase in fund balance during the current year in the Grant Fund was \$3,254.

- Revenue, from all sources increased from the prior year by \$3,193,632. The increase was primarily related to the pass through grants received for Pacific Coast Seafood in the amount of \$3,150,000.
- Total expenses increased this year by \$3,192,319. Operational expenses increased this year by \$3,077,291 and capital project costs this year increased by \$115,028.

**Proprietary funds.** The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the Water, Sewer, and Sanitation utilities amount to \$7,418,808, and those for the marinas, the nonmajor funds, amount to \$868,372.

The total change in net position for all funds was \$760,969. Other factors concerning the finances of these funds have already been addressed in the discussion of the City's business-type activities.

### Budgetary Highlights

The Commission approved changes to the original budgets of the Sewer Operating, Sewer Capital Reserve, Grants, and Building Department Funds for the fiscal year ended June 30, 2018.

An adjustment was approved in the Sewer Operating Fund to allow for a transfer to the Sewer Capital Reserve Fund of additional loan proceeds received from the Department of Environmental Quality in the amount of \$521,078. This supplemental budget allowed for additional spending authority in the Sewer Capital Reserve Fund to complete the Core Conveyance Project.

An adjustment was approved in the Grants Fund to increase appropriations for unanticipated revenues for two specific purpose pass-through grants from the State of Oregon and Oregon Business Development Department in the amount of \$3,150,000 to assist Pacific Coast Seafoods in rebuilding a new concrete dock and seafood processing facility, as well as a reimbursement from Pacific Coast Seafoods for administrative costs in the amount of \$75,000.

A transfer was made in the Building Department Fund from contingency to allow for additional spending authority in professional services in the amount of \$49,909 for additional inspection services.

### Capital Asset and Debt Administration

**Capital assets.** The City's investment in capital assets for its governmental and business-type activities as of June 30, 2018, amounts to \$40,576,728. This investment in capital assets includes land, buildings and improvements, furniture and equipment, heavy equipment, vehicles, facilities (utilities) and work in progress. Net capital assets decreased by \$1,134,392 during the year because capital asset additions of \$895,742 less current year depreciation, in the amount of \$1,971,573 and a loss on disposition of assets of \$58,561, net to the overall decrease of capital assets at the end of the year.

City of Warrenton's Capital Assets, Net of Accumulated Depreciation

	Governmental Activities		Business-type Activities		Total	
	2018	2017	2018	2017	2018	2017
Land	\$ 2,410,432	\$ 2,410,432	\$ 379,623	\$ 379,623	\$ 2,790,055	\$ 2,790,055
Buildings	3,173,601	3,279,975	1,366,766	1,425,398	4,540,367	4,705,373
Equipment	1,555,553	1,529,657	936,919	1,050,635	2,492,472	2,580,292
Improvements	732,831	713,089	455,087	474,898	1,187,918	1,187,987
Facilities	-	-	24,636,679	23,937,164	24,636,679	23,937,164
Infrastructure	4,249,061	2,428,741	-	-	4,249,061	2,428,741
Construction in progress	327,457	2,046,828	352,719	2,034,680	680,176	4,081,508
<b>Total</b>	<b>\$12,448,935</b>	<b>\$12,408,722</b>	<b>\$28,127,793</b>	<b>\$29,302,398</b>	<b>\$40,576,728</b>	<b>\$41,711,120</b>

Major capital asset additions during the current fiscal year included the following:

Equipment and vehicle acquisitions amounted to a total of \$200,023 which includes a public works service truck for \$40,246; a chlorine system rectifier for the water treatment facility for \$100,603; a police K-9 vehicle for \$58,936; and additional costs for the aerial ladder fire truck purchased in the previous year in the amount of \$238.

Major capital improvements were as follows:

- New playground equipment at Quincy Robinson Park amounted to \$125,101.
- Construction of the VFW Memorial Statue at the Post Office in the amount of \$109,808.
- Completion of the Core Conveyance and SE Ensign Pump Station amounted to \$109,472.
- Commencement of the Hammond Marina Dredging Project in the amount of \$43,008.
- SE King Street improvement in the amount of \$42,090.
- Warrenton Marina commercial work pier improvement in the amount of \$35,600.
- 3rd and Main pump station generators in the amount of \$26,973.
- Trail 1st to Skipanon in the amount of \$21,355.

- The Warrenton Urban Renewal Agency spent \$120,324 in capital improvements this year for Marina Phase I improvements to the commercial FDock (\$69,458), landscaping design (\$42,275), a portion of the SE 4<sup>th</sup> & Main Storm water Pump Station (\$3,200), a portion of SW 4th Street (1,971), and the SE 14th Place waterline (\$3,420).

Overall, these construction and equipment additions total \$836,845 and represent approximately 93% of the total additions.

Additional information regarding the City's capital assets can be found at Note III C.

**Long-term Debt.** At the end of the current fiscal year, the City had total long-term debt of \$15,884,731. Of this amount, \$8,235,277 is proprietary fund secured loans, \$40,184 is a capital lease, and \$7,098,651 represents outstanding bonded indebtedness. The bonded indebtedness represents debt backed by the full faith and credit of the government.

City of Warrenton's Outstanding Debt						
	Governmental Activities		Business-type Activities		Total	
	2018	2017	2018	2017	2018	2017
General obligation bonds	\$ 4,118,896	\$ 4,539,680	\$ -	\$ -	\$ 4,118,896	\$ 4,539,680
Tax increment financial bonds	2,979,755	3,218,194	-	-	2,979,755	3,218,194
Notes payable	510,619	566,954	8,235,277	8,677,170	8,745,896	9,244,124
Capital leases payable	40,184	79,125	-	-	40,184	79,125
<b>Total</b>	<b>\$ 7,649,454</b>	<b>\$ 8,403,953</b>	<b>\$ 8,235,277</b>	<b>\$ 8,677,170</b>	<b>\$ 15,884,731</b>	<b>\$ 17,081,123</b>

Additional information on the City of Warrenton's long-term debt can be found in Note III F.

### **Economic Factors and Next Year's Budgets and Rates**

During the preparation of the budget for the ensuing fiscal year, the long-term impacts of the local economy were examined in conjunction with business decisions made by the City. The following are the major assumptions used in developing the FY 2019 budget:

- A 3% increase in assessed property values resulting in the same increase in property tax revenue.
- Cost of living adjustment to wages of 2.5% for Police and 2% for all others.
- A 7% increase in water utility rates, a 5% increase in sewer utility rates and storm sewer rates to fund future capital needs.
- Interest rates on money market and savings accounts are rising.
- On the expenditure side, increases are expected in health insurance premiums and retirement costs.
- The City of Warrenton continues to purchase a catastrophic liability insurance policy to protect itself from unforeseen losses in excess of \$5 million.

### **Requests for Information**

This financial report is designed to provide a general overview of City's finances for those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be directed to the following address:

April Clark  
 Finance Director  
 City of Warrenton  
 P. O. Box 250  
 Warrenton, OR 97146

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

**CITY OF WARRENTON**

Statement of Net Position

June 30, 2018

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 6,710,410	\$ 9,358,405	\$ 16,068,815
Receivables	688,687	773,554	1,462,241
Inventory, at cost	-	457,934	457,934
Prepaid items	479	2,054	2,533
Restricted cash	-	80,673	80,673
Capital assets:			
Nondépreciable assets	2,737,889	732,342	3,470,231
Depreciable assets, net	<u>9,711,046</u>	<u>27,395,451</u>	<u>37,106,497</u>
Total assets	19,848,511	38,800,413	58,648,924
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Related to pensions	<u>953,863</u>	<u>675,004</u>	<u>1,628,867</u>
Total assets and deferred outflows	<u>20,802,374</u>	<u>39,475,417</u>	<u>60,277,791</u>
<b>LIABILITIES</b>			
Accounts payable and other	415,899	415,137	831,036
Accrued interest payable	22,283	136,665	158,948
Compensated absences	118,461	116,506	234,967
Unearned revenue	1,451	20,037	21,488
Noncurrent liabilities:			
Due within one year	806,666	642,605	1,449,271
Due in more than one year	6,842,788	7,846,465	14,689,253
Net pension liability	<u>2,538,690</u>	<u>1,796,505</u>	<u>4,335,195</u>
Total liabilities	10,746,238	10,973,920	21,720,158
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Related to pensions	<u>115,029</u>	<u>81,401</u>	<u>196,430</u>
Total liabilities and deferred inflows	<u>10,861,267</u>	<u>11,055,321</u>	<u>21,916,588</u>
<b>NET POSITION</b>			
Net investment in capital assets	9,216,147	19,892,516	29,108,663
Restricted for:			
Road maintenance	1,804,858	-	1,804,858
Debt service	1,751,211	-	1,751,211
Library and culture	40,495	-	40,495
Public works	48,064	-	48,064
Building inspection program	267,160	-	267,160
System development	842,567	234,994	1,077,561
Unrestricted (deficit)	<u>(4,029,395)</u>	<u>8,292,586</u>	<u>4,263,191</u>
Total net position	<u>\$ 9,941,107</u>	<u>\$ 28,420,096</u>	<u>\$ 38,361,203</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**

Statement of Activities

For the Year Ended June 30, 2018

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Indirect Expense Allocation</u>	<u>Program Revenues</u>		
			<u>Fees, Fines, and Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
<b>Governmental activities:</b>					
General government	\$ 4,676,739	\$(914,110)	\$ 325,068	\$ 3,320,846	\$ -
Fire and emergency medical services	757,306	51,898	151,385	-	-
Police	1,768,990	61,921	42,133	16,776	-
Planning and development	431,207	15,176	275,406	-	-
Library and culture	195,902	29,790	75,764	12,695	-
Public works	533,347	47,214	661	340,323	271,687
Interest on long-term liabilities	249,290	-	-	-	-
Total governmental activities	<u>8,612,781</u>	<u>(708,111)</u>	<u>870,417</u>	<u>3,690,640</u>	<u>271,687</u>
<b>Business-type activities:</b>					
Water utilities	3,454,155	250,026	3,067,741	-	77,865
Sewer utilities	2,192,601	295,835	3,035,408	20,000	565,866
Sanitation utilities	997,949	62,764	1,099,857	-	-
Marinas	815,576	99,486	783,986	4,775	-
Total business-type activities	<u>7,460,281</u>	<u>708,111</u>	<u>7,986,992</u>	<u>24,775</u>	<u>643,731</u>
Total activities	<u>\$16,073,062</u>	<u>\$ -</u>	<u>\$ 8,857,409</u>	<u>\$ 3,715,415</u>	<u>\$ 915,418</u>

General revenues:

Taxes:

  Property taxes levied for general purpose

  Property taxes levied for debt service

  Other taxes

Franchise fees

Unrestricted investment earnings

    Total general revenues

Change in net position

Net position, beginning

Net position, ending

The accompanying notes are an integral part of these financial statements.

<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
\$ (116,715)	\$ -	\$ (116,715)
(657,819)	-	(657,819)
(1,772,002)	-	(1,772,002)
(170,977)	-	(170,977)
(137,233)	-	(137,233)
32,110	-	32,110
<u>(249,290)</u>	<u>-</u>	<u>(249,290)</u>
<u>(3,071,926)</u>	<u>-</u>	<u>(3,071,926)</u>
-	(558,575)	(558,575)
-	1,132,838	1,132,838
-	39,144	39,144
<u>-</u>	<u>(126,301)</u>	<u>(126,301)</u>
<u>-</u>	<u>487,106</u>	<u>487,106</u>
<u>(3,071,926)</u>	<u>487,106</u>	<u>(2,584,820)</u>
1,023,423	-	1,023,423
1,172,409	-	1,172,409
1,210,476	162,957	1,373,433
713,532	-	713,532
<u>109,023</u>	<u>112,920</u>	<u>221,943</u>
<u>4,228,863</u>	<u>275,877</u>	<u>4,504,740</u>
1,156,937	762,983	1,919,920
<u>8,784,170</u>	<u>27,657,113</u>	<u>36,441,283</u>
<u>\$ 9,941,107</u>	<u>\$ 28,420,096</u>	<u>\$ 38,361,203</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**  
**GOVERNMENTAL FUNDS**

Balance Sheet

June 30, 2018

	General (001)	Grant (015)	Nonmajor Governmental Funds	Total
<b>ASSETS</b>				
Cash and cash equivalents	\$ 1,337,335	\$ 14,396	\$ 5,358,679	\$ 6,710,410
Receivables:				
Taxes	75,841	-	90,251	166,092
Accounts	248,596	-	77,067	325,663
Rehabilitation loans	70,427	-	-	70,427
Intergovernmental	25,677	-	95,552	121,229
Grants receivable	-	5,276	-	5,276
Prepaid items	120	-	359	479
Total assets	\$ 1,757,996	\$ 19,672	\$ 5,621,908	\$ 7,399,576
 <b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable and other	\$ 275,348	\$ 9,333	\$ 131,218	\$ 415,899
Unearned revenue	150	-	1,301	1,451
Total liabilities	275,498	9,333	132,519	417,350
Deferred Inflows of Resources:				
Unavailable revenues	145,453	-	70,459	215,912
Fund Balances:				
Nonspendable - Prepaid items	120	-	359	479
Restricted for:				
Road maintenance	-	-	1,809,505	1,809,505
Debt service	-	-	1,698,413	1,698,413
Library and culture	-	-	40,841	40,841
Public works	-	-	48,064	48,064
Community development	-	-	297,770	297,770
Building inspection program	-	-	272,655	272,655
System development	-	-	842,567	842,567
Committed to:				
Library and culture	-	-	79,611	79,611
Grant expenditures	-	10,339	-	10,339
Assigned to:				
Capital projects	-	-	329,145	329,145
Unassigned	1,336,925	-	-	1,336,925
Total fund balances	1,337,045	10,339	5,418,930	6,766,314
 Total liabilities, deferred inflows of resources and fund balances	\$ 1,757,996	\$ 19,672	\$ 5,621,908	\$ 7,399,576

The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**

Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position

June 30, 2018

Amounts reported for governmental activities in the statement of net position are different because:

Fund balances - governmental funds	\$ 6,766,314
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Receivables are not available to pay for current period expenditures and, therefore, are reported as unavailable revenue in the funds.	215,912
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Capital assets used in governmental activities are not financial resources and, therefore are not reported in the funds:

Nondepreciable assets	\$ 2,737,889	
Depreciable assets	15,048,384	
Accumulated depreciation	<u>(5,337,338)</u>	
		12,448,935

Assets, liabilities, deferred inflows and deferred outflows related to the City's portion of the State-wide pension plan are not current resources or requirements and therefore are not reported in the funds:

Deferred outflows of resources related to pensions	953,863	
Net pension liability	(2,538,690)	
Deferred inflows of resources related to pensions	<u>(115,029)</u>	
		(1,699,856)

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds:

Compensated absences	(118,461)	
Accrued interest payable	(22,283)	
Capital leases	(40,184)	
Long-term debt	<u>(7,609,270)</u>	
		<u>(7,790,198)</u>

Net position of governmental activities	<u>\$ 9,941,107</u>
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The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**

**GOVERNMENTAL FUNDS**

Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ended June 30, 2018

	General (001)	Grant (015)	Nonmajor Governmental Funds	Total
<b>Revenues:</b>				
Taxes	\$ 1,555,528	\$ -	\$ 1,855,278	\$ 3,410,806
Franchise fees	713,083	-	-	713,083
Licenses and permits	750	-	297,160	297,910
Intergovernmental	165,109	3,225,225	340,323	3,730,657
Charges for services	197,836	-	18,655	216,491
Lease receipts	209,572	-	-	209,572
Fines and forfeits	99,801	-	231	100,032
Investment earnings	18,680	-	90,341	109,021
Donations	-	52,182	64,720	116,902
Indirect cost allocation	936,779	-	-	936,779
Other revenue	12,591	5,739	26,101	44,431
<b>Total revenues</b>	<b>3,909,729</b>	<b>3,283,146</b>	<b>2,692,809</b>	<b>9,885,684</b>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	1,043,235	3,265,546	333,494	4,642,275
Fire and emergency medical services	679,688	-	-	679,688
Police	1,665,746	14,346	-	1,680,092
Planning and development	157,456	-	267,727	425,183
Library and culture	-	-	198,500	198,500
Public works	128,153	-	456,184	584,337
<b>Debt service:</b>				
Principal retirement	95,276	-	713,723	808,999
Interest	18,223	-	233,813	252,036
Capital outlay	-	-	170,844	170,844
<b>Total expenditures</b>	<b>3,787,777</b>	<b>3,279,892</b>	<b>2,374,285</b>	<b>9,441,954</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>121,952</b>	<b>3,254</b>	<b>318,524</b>	<b>443,730</b>
<b>Other Financing Sources (Uses):</b>				
Transfers in	25,629	-	154,768	180,397
Transfers out	(116,578)	-	(63,819)	(180,397)
Loan proceeds	-	-	54,500	54,500
Capital contributions	-	-	109,031	109,031
<b>Total other financing sources (uses)</b>	<b>(90,949)</b>	<b>-</b>	<b>254,480</b>	<b>163,531</b>
<b>Net change in fund balances</b>	<b>31,003</b>	<b>3,254</b>	<b>573,004</b>	<b>607,261</b>
<b>Fund Balances:</b>				
Beginning of year	1,306,042	7,085	4,845,926	6,159,053
End of year	<u>\$ 1,337,045</u>	<u>\$ 10,339</u>	<u>\$ 5,418,930</u>	<u>\$ 6,766,314</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities

June 30, 2018

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - governmental funds	\$	607,261
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.		
Change in unavailable revenues		(6,011)
Capital outlays are reported as expenditures in governmental funds. However, the Statement of Activities allocates the cost of capital outlays over their estimated useful lives as depreciation expense.		
Expenditures for capital assets	\$	508,381
Current year depreciation		<u>(468,168)</u>
		40,213
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.		
Change in:		
Compensated absences		(8,245)
Accrued interest payable		2,746
Expenses related to pension obligations		<u>(233,526)</u>
		(239,025)
Proceeds from the issuance of long-term debt provide current financial resources to governmental funds and are reported as other financing sources. In the same way, repayments of long-term debt use current financial resources and are reported as expenditures in governmental funds. However, neither the receipt of debt proceeds nor the payment of debt principal affect the Statement of Activities, but are reported as increases and decreases in noncurrent liabilities in the Statement of Net Position.		
Proceeds from issuance of debt		(54,500)
Repayment of long-term debt		<u>808,999</u>
		<u>754,499</u>
Change in net position of governmental activities	\$	<u><u>1,156,937</u></u>

The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**

General Fund

Statement of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
<b>Resources:</b>				
Beginning fund balance	\$ 790,000	\$ 790,000	\$ 1,306,042	\$ 516,042
Taxes	1,448,342	1,448,342	1,555,528	107,186
Franchise fees	679,414	679,414	713,083	33,669
Licenses and permits	650	650	750	100
Intergovernmental	130,267	130,267	165,109	34,842
Charges for services	138,990	138,990	197,836	58,846
Lease receipts	209,529	209,529	209,572	43
Fines and forfeits	119,400	119,400	99,801	(19,599)
Investment earnings	10,000	10,000	18,680	8,680
Indirect cost allocation	1,094,696	1,094,696	936,779	(157,917)
Other revenue	1,200	1,200	12,591	11,391
Transfers in	32,000	32,000	25,629	(6,371)
<b>Total resources</b>	<b><u>\$ 4,654,488</u></b>	<b><u>\$ 4,654,488</u></b>	<b><u>\$ 5,241,400</u></b>	<b><u>\$ 586,912</u></b>
<b>Requirements:</b>				
Municipal Court	\$ 131,566	\$ 131,566	\$ 106,455	\$ 25,111
Administration/Commission/Finance	1,094,696	1,094,696	936,779	157,917
Community Development	185,068	185,068	157,456	27,612
Police	1,823,175	1,823,175	1,665,746	157,429
Fire	852,775	852,775	793,188	59,587
Parks	163,825	163,825	128,153	35,672
Contingency	218,603	218,603	-	218,603
Transfers out	120,949	120,949	116,578	4,371
<b>Total department requirements</b>	<b><u>4,590,657</u></b>	<b><u>4,590,657</u></b>	<b><u>3,904,355</u></b>	<b><u>686,302</u></b>
Ending fund balance	63,831	63,831	1,337,045	(1,273,214)
<b>Total requirements</b>	<b><u>\$ 4,654,488</u></b>	<b><u>\$ 4,654,488</u></b>	<b><u>\$ 5,241,400</u></b>	<b><u>\$ (586,912)</u></b>

The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**

Grant Fund

Statement of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 5,945	\$ 5,945	\$ 7,085	\$ 1,140
Intergovernmental	126,497	3,276,497	3,225,225	(51,272)
Donations	6,800	6,800	52,182	45,382
Other revenue	-	75,000	5,739	(69,261)
	<u>\$ 139,242</u>	<u>\$ 3,364,242</u>	<u>\$ 3,290,231</u>	<u>\$ (74,011)</u>
<b>Requirements:</b>				
Administration	\$ 113,497	\$ 3,338,497	\$ 3,265,546	\$ 72,951
Police	<u>22,679</u>	<u>22,679</u>	<u>14,346</u>	<u>8,333</u>
Total expenditures	136,176	3,361,176	3,279,892	81,284
Ending fund balance	<u>3,066</u>	<u>3,066</u>	<u>10,339</u>	<u>(7,273)</u>
Total requirements	<u>\$ 139,242</u>	<u>\$ 3,364,242</u>	<u>\$ 3,290,231</u>	<u>\$ 74,011</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**

**PROPRIETARY FUNDS**

Statement of Net Position

June 30, 2018

	Business-type Activities - Enterprise Funds					Business-type Activities
	Water Enterprise Fund	Sewer Enterprise Fund	Sanitation Enterprise Fund	Nonmajor Enterprise Funds	Total	Engineering Internal Service Fund (042)
<b>ASSETS</b>						
Current assets:						
Cash and cash equivalents	\$ 3,165,403	\$ 4,384,425	\$ 703,102	\$ 1,100,069	\$ 9,352,999	\$ 5,406
Utility receivables	280,074	308,945	112,523	-	701,542	-
Accounts receivable	-	34	-	13,101	13,135	-
Intergovernmental receivables	-	-	-	46,796	46,796	-
Other receivables	8,560	2,832	69	620	12,081	-
Inventory, at cost	317,007	104,459	36,468	-	457,934	-
Prepaid expenses	846	781	380	47	2,054	-
Total current assets	<u>3,771,890</u>	<u>4,801,476</u>	<u>852,542</u>	<u>1,160,633</u>	<u>10,586,541</u>	<u>5,406</u>
Noncurrent assets:						
Restricted cash	-	80,673	-	-	80,673	-
Capital assets:						
Nondepreciable assets	300,690	90,461	39,050	302,141	732,342	-
Depreciable assets, net	<u>14,994,205</u>	<u>11,083,610</u>	<u>404,569</u>	<u>913,067</u>	<u>27,395,451</u>	<u>-</u>
Total noncurrent assets	<u>15,294,895</u>	<u>11,254,744</u>	<u>443,619</u>	<u>1,215,208</u>	<u>28,208,466</u>	<u>-</u>
Total assets	<u>19,066,785</u>	<u>16,056,220</u>	<u>1,296,161</u>	<u>2,375,841</u>	<u>38,795,007</u>	<u>5,406</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>						
Related to pensions	<u>292,869</u>	<u>217,618</u>	<u>47,238</u>	<u>117,279</u>	<u>675,004</u>	<u>-</u>
<b>LIABILITIES</b>						
Current liabilities:						
Accounts payable and other	260,890	51,591	64,475	38,181	415,137	-
Accrued interest payable	103,833	32,832	-	-	136,665	-
Compensated absences	47,292	36,677	7,492	25,045	116,506	-
Unearned revenue	-	-	-	20,037	20,037	-
Loans payable - current	505,269	125,686	-	-	630,955	-
Landfill postclosure care - current	-	-	11,650	-	11,650	-
Total current liabilities	<u>917,284</u>	<u>246,786</u>	<u>83,617</u>	<u>83,263</u>	<u>1,330,950</u>	<u>-</u>
Noncurrent liabilities:						
Loans payable	5,656,955	1,947,367	-	-	7,604,322	-
Landfill postclosure care liability	-	-	242,143	-	242,143	-
Net pension liability	<u>779,468</u>	<u>579,182</u>	<u>125,721</u>	<u>312,134</u>	<u>1,796,505</u>	<u>-</u>
Total liabilities	<u>7,353,707</u>	<u>2,773,335</u>	<u>451,481</u>	<u>395,397</u>	<u>10,973,920</u>	<u>-</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Related to pensions	<u>35,318</u>	<u>26,243</u>	<u>5,697</u>	<u>14,143</u>	<u>81,401</u>	<u>-</u>
<b>NET POSITION</b>						
Net investment in capital assets	9,132,671	9,101,018	443,619	1,215,208	19,892,516	-
Restricted for system development	107,282	127,712	-	-	234,994	-
Unrestricted	<u>2,730,676</u>	<u>4,245,530</u>	<u>442,602</u>	<u>868,372</u>	<u>8,287,180</u>	<u>5,406</u>
Total net position	<u>\$11,970,629</u>	<u>\$13,474,260</u>	<u>\$ 886,221</u>	<u>\$ 2,083,580</u>	<u>\$28,414,690</u>	<u>\$ 5,406</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**

Reconciliation of the Statement of Net Position of Enterprise Funds to the Statement of Net Position

June 30, 2018

Amounts reported for business-type activities in the statement of net position are different because:

Net position - enterprise funds \$ 28,414,690

Internal service funds are used by management to charge the cost of engineering to individual funds. The assets, deferred outflows of resources, liabilities and deferred inflows of resources of the internal service fund are included in business-type activities in the statement of net position.

5,406

Net position of business-type activities

\$ 28,420,096

The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**

**PROPRIETARY FUNDS**

Statement of Revenues, Expenses, and Changes in Net Position

For the Year Ended June 30, 2018

	Business-type Activities - Enterprise Funds					Business-type Activities
	Water Enterprise Fund	Sewer Enterprise Fund	Sanitation Enterprise Fund	Nonmajor Enterprise Funds	Total	Engineering Internal Service Fund (042)
Operating revenues:						
Charges for services	\$ 3,059,246	\$ 3,030,769	\$ 1,097,434	\$ 729,366	\$ 7,916,815	\$ 33,267
Lease receipts	-	-	-	43,395	43,395	-
Other revenue	8,495	4,639	2,423	11,225	26,782	311
Total operating revenues	<u>3,067,741</u>	<u>3,035,408</u>	<u>1,099,857</u>	<u>783,986</u>	<u>7,986,992</u>	<u>33,578</u>
Operating Expenses:						
Payroll and payroll benefits	1,075,448	915,431	259,007	506,249	2,756,135	30,684
Contracted services	170,596	134,162	603,077	21,757	929,592	451
Utilities and telephone	99,950	191,512	6,913	130,586	428,961	429
Repairs and maintenance	1,223,135	235,238	25,961	75,303	1,559,637	-
Other operating expenses	132,437	134,681	80,541	51,125	398,784	-
Overhead cost allocation	112,194	132,749	28,164	44,642	317,749	-
Depreciation	681,979	671,976	64,050	85,400	1,503,405	-
Total operating expenses	<u>3,495,739</u>	<u>2,415,749</u>	<u>1,067,713</u>	<u>915,062</u>	<u>7,894,263</u>	<u>31,564</u>
Operating income (loss)	<u>(427,998)</u>	<u>619,659</u>	<u>32,144</u>	<u>(131,076)</u>	<u>92,729</u>	<u>2,014</u>
Nonoperating Revenues (Expenses):						
Investment earnings	36,917	47,372	9,047	19,584	112,920	-
Taxes	-	-	-	162,957	162,957	-
Intergovernmental	-	520,000	-	4,775	524,775	-
Gain/(loss) on disposition of capital assets	(26,772)	(23,931)	7,000	-	(43,703)	-
Interest expense	(181,670)	(50,770)	-	-	(232,440)	-
Total nonoperating revenues (expenses)	<u>(171,525)</u>	<u>492,671</u>	<u>16,047</u>	<u>187,316</u>	<u>524,509</u>	<u>-</u>
Income (loss) before contributions	(599,523)	1,112,330	48,191	56,240	617,238	2,014
Capital contributions	<u>77,865</u>	<u>65,866</u>	<u>-</u>	<u>-</u>	<u>143,731</u>	<u>-</u>
Change in net position	(521,658)	1,178,196	48,191	56,240	760,969	2,014
Net Position:						
Beginning of year	12,492,287	12,296,064	838,030	2,027,340	27,653,721	3,392
End of year	<u>\$11,970,629</u>	<u>\$13,474,260</u>	<u>\$ 886,221</u>	<u>\$ 2,083,580</u>	<u>\$28,414,690</u>	<u>\$ 5,406</u>

Reconciliation of the Statement of Revenues, Expenses, and Changes in Net  
Position of Enterprise Funds to the Statement of Activities

Amounts reported for business-type activities in the statement of activities are different because:

Change in net position - enterprise funds	\$ 760,969
The internal service fund is used by management to charge the cost of engineering services to individual funds. The net revenue is reported with business-type activities in the statement of activities	<u>2,014</u>
Change in net position of business-type activities	<u>\$ 762,983</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF WARRENTON**

**PROPRIETARY FUNDS**

**Statement of Cash Flows**

For the Year Ended June 30, 2018

	Business-type Activities - Enterprise Funds					Business-type Activities
	Water Enterprise Fund	Sewer Enterprise Fund	Sanitation Enterprise Fund	Nonmajor Enterprise Funds	Total	Engineering Internal Service Fund (042)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>						
Receipts from customers	\$ 3,061,048	\$ 3,014,786	\$ 1,093,950	\$ 828,651	\$ 7,998,435	\$ -
Receipts from interfund charges	-	-	-	-	-	33,578
Payments to suppliers and contractors	(976,218)	(699,516)	(719,641)	(295,584)	(2,690,959)	(896)
Payments to employees	(805,518)	(692,234)	(213,923)	(432,198)	(2,143,873)	(37,406)
Payments for interfund services	(250,026)	(295,835)	(62,764)	(99,486)	(708,111)	-
Net cash provided by (used in) operating	<u>1,029,286</u>	<u>1,327,201</u>	<u>97,622</u>	<u>1,383</u>	<u>2,455,492</u>	<u>(4,724)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>						
Intergovernmental operating grants received	20,000	22,863	-	11,191	54,054	-
Taxes collected	-	-	-	151,902	151,902	-
Net cash provided by (used in) noncapital financing activities	<u>20,000</u>	<u>22,863</u>	<u>-</u>	<u>163,093</u>	<u>205,956</u>	<u>-</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>						
Proceeds from debt issuance	249,453	473,317	-	-	722,770	-
Proceeds from disposition of capital assets	710	959	7,000	-	8,669	-
Capital contributions	77,865	65,866	-	-	143,731	-
Acquisition and construction of capital assets	(137,739)	(417,546)	(7,243)	(54,096)	(616,624)	-
Principal paid on debt	(524,014)	(140,649)	-	-	(664,663)	-
Interest paid on debt	(185,530)	(32,396)	-	-	(217,926)	-
Net cash used in capital and related financing activities	<u>(519,255)</u>	<u>(50,449)</u>	<u>(243)</u>	<u>(54,096)</u>	<u>(624,043)</u>	<u>-</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>						
Interest and dividends received	<u>36,917</u>	<u>47,372</u>	<u>9,047</u>	<u>19,584</u>	<u>112,920</u>	<u>-</u>
Net change in cash and cash equivalents	566,948	1,346,987	106,426	129,964	2,150,325	(4,724)
Cash and cash equivalents:						
Beginning of year	<u>2,598,455</u>	<u>3,118,111</u>	<u>596,676</u>	<u>970,105</u>	<u>7,283,347</u>	<u>10,130</u>
End of year	<u>\$ 3,165,403</u>	<u>\$ 4,465,098</u>	<u>\$ 703,102</u>	<u>\$ 1,100,069</u>	<u>\$ 9,433,672</u>	<u>\$ 5,406</u>

Cash and cash equivalents are reported on the Statement of Net Position as follows:

Cash and cash equivalents	\$ 3,165,403	\$ 4,384,425	\$ 703,102	\$ 1,100,069	\$ 9,352,999	\$ 5,406
Restricted cash	-	80,673	-	-	80,673	-
	<u>\$ 3,165,403</u>	<u>\$ 4,465,098</u>	<u>\$ 703,102</u>	<u>\$ 1,100,069</u>	<u>\$ 9,433,672</u>	<u>\$ 5,406</u>

The accompanying notes are an integral part of these financial statements.

PROPRIETARY FUNDS

Statement of Cash Flows, Continued

For the Year Ended June 30, 2018

Business-type Activities - Enterprise Funds					Business-type Activities
Water Enterprise Fund	Sewer Enterprise Fund	Sanitation Enterprise Fund	Nonmajor Enterprise Funds	Total	Engineering Internal Service Fund (042)

Continued on next page

**Reconciliation of operating income  
(loss) to net cash provided by (used  
in) operating activities:**

Operating income (loss)	\$ (427,998)	\$ 619,659	\$ 32,144	\$ (131,076)	\$ 92,729	\$ 2,014
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:						
Depreciation	681,979	671,976	64,050	85,400	1,503,405	-
Net increase (decrease) of expense under GASB 68	131,600	58,487	8,182	11,502	209,771	-
(Increase) decrease in assets:						
Receivables	(6,693)	(20,622)	(5,907)	38,060	4,838	-
Inventory, at cost	551,075	12,857	(1,358)	-	562,574	-
Prepaid items	(85)	(75)	(24)	(47)	(231)	-
Increase (decrease) in liabilities:						
Accounts payable and other	98,910	(16,705)	(531)	(16,766)	64,908	(16)
Compensated absences	498	1,624	2,302	7,705	12,129	(6,722)
Unearned revenue	-	-	-	6,605	6,605	-
Landfill postclosure care	-	-	(1,236)	-	(1,236)	-
 Net cash provided by (used in) operating activities	 <u>\$ 1,029,286</u>	 <u>\$ 1,327,201</u>	 <u>\$ 97,622</u>	 <u>\$ 1,383</u>	 <u>\$ 2,455,492</u>	 <u>\$ (4,724)</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF WARRENTON

### Notes to the Financial Statements

June 30, 2018

#### **Note I - Summary of Significant Accounting Policies**

##### **A. Reporting Entity**

The City of Warrenton, Oregon ("City") is a municipal corporation incorporated on February 11, 1899. The City operates under a council-city manager form of government. The governing body (City Commission) consists of five elected members who serve four-year terms. The City Manager administers policies and coordinates the activities of the City. The City Manager reports to, and is responsible to the City Commission. The heads of various departments, formed to provide various services, are under the direct supervision of the City Manager.

The City has the authority to levy taxes on property within the city for basic services and for payment of general obligation bonds. It has exercised that authority for several years.

*Blended component unit.* The Warrenton Urban Renewal Agency ("Agency") serves all citizens of the City and is governed by a Board comprised of members of the City Commission. The Agency was formed by the City to implement various public improvement programs in the revitalization plan of the City. Projects are funded through tax increment dollars. Separate financial statements for the Agency can be obtained from the City.

##### **B. Government-Wide and Fund Financial Statements**

The government-wide financial statements display information about the reporting government as a whole. For the most part, the effect of interfund activity has been removed from these statements. These statements focus on the sustainability of the City as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. These aggregated statements consist of the statement of net position and the statement of activities.

The statement of activities demonstrates the degree to which the direct and allocated indirect expenses of a given function or program are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or program. *Indirect expenses* are those costs, usually administrative in nature, that support all City functions, programs, and enable direct services to be provided. *Program revenues* include 1) fees, fines, and charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or program and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or program. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated in a single column on these statements.

##### **C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide and proprietary funds financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and *available*. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

## CITY OF WARRENTON

### Notes to the Financial Statements

June 30, 2018

#### **Note I - Summary of Significant Accounting Policies, Continued**

##### **C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation, Continued**

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The City reports the following major governmental funds:

The *General Fund* is the government's primary operating fund. It accounts for all of the financial operations of the City except those required to be accounted for in another fund. Principal sources of revenue are property taxes, licenses and permits, state and county shared revenues and charges for administrative services from other funds. Primary expenditures are for general government and police and fire protection.

The *Grant Fund* accounts for grants received from a variety of sources.

Additionally, the City reports the following nonmajor funds within the governmental fund type:

*Special revenue funds* account for the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specific purposes.

*Debt service funds* account for the servicing of general long-term debt. Revenue sources are property taxes levied for general obligation bonds and other general governmental revenues.

*Capital project funds* account for financial resources used for the acquisition or construction of major capital facilities (other than those financed by business-type or proprietary funds).

The City reports the following major proprietary funds:

The *Water Enterprise Fund* (a combination of the operating, system development, and capital reserve funds) accounts for the costs of operating the water system of the City and paying for its costs and renovation. User fees provide revenue.

The *Sewer Enterprise Fund* (a combination of the operating, system development, capital reserve, and storm sewer funds) accounts for the costs of operating the sewer and storm facilities. User fees provide the revenue.

The *Sanitation Enterprise Fund* (a combination of the operating and capital reserve funds) accounts for the costs of providing trash removal services. User fees provide the revenue.

Additionally, the City reports the *Engineering Internal Service Fund* to account for the cost of providing engineering services to other departments of the City. Internal user fees provide revenue to the fund.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and other charges between the City's enterprise funds and various other functions of the City. The City allocates charges as reimbursement for services provided by the general fund in support of those functions based on levels of service provided. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned. These charges are included in direct program expenses.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note I - Summary of Significant Accounting Policies, Continued**

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation, Continued**

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds are charges to customers for sales and services. Significant operating expenses include personnel, contracted services, repairs and maintenance, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance**

**1. Deposits and Investments**

The government's cash and cash equivalents are considered to be cash on hand, demand deposits, and investments in the State of Oregon Local Government Investment Pool ("LGIP").

State statutes authorize the City to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, and repurchase agreements.

**2. Receivables and Payables**

Service and property taxes receivables that meet the measurable and available criteria for revenue recognition are accrued as revenue in the governmental funds financial statements. Receivables in the government-wide and proprietary fund financial statements are accrued as revenue when earned. In governmental funds, any revenues not meeting the revenue recognition criteria are offset by unavailable revenue accounts.

Special assessments receivable in the governmental funds and proprietary funds are recognized at the time the property owners are assessed for property improvements. In governmental funds special assessments receivable are offset by unavailable revenue accounts and, accordingly, have not been recognized as revenue.

Property taxes are levied and become a lien on July 1st. Property taxes are assessed in October and tax payments are due November 15th of the same year. Under the partial payment schedule, the first one-third of taxes are due November 15th of the same year, the second one-third on February 15th, and the remaining one-third on May 15th. A three percent discount is allowed if full payment is made by November 15th and a two percent discount is allowed if two-thirds payment is made by November 15th. Taxes become delinquent if not paid by the due date and interest accrues after each trimester at a rate of one percent per month. Property foreclosure proceedings are initiated four years after the due date.

Receivables for housing rehabilitation loans in the general fund are recognized at the time the loan is made. The loans receivable are offset by an unavailable revenue account and accordingly, have not been recognized as revenue in the governmental fund financial statements.

Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

In the government-wide financial statements any residual balances outstanding between the governmental and business-type activities are reported as "internal balances."

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note I - Summary of Significant Accounting Policies, Continued**

**D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance, Continued**

**3. Inventories and Prepaid Items**

Inventories of materials and supplies in the proprietary funds are stated at cost, on a first-in, first-out basis, and charged to expense as used.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

**4. Restricted Cash**

Cash whose use is restricted for construction, debt service or by other agreement are segregated on the government-wide statement and the proprietary funds statement of net position and the governmental funds balance sheet.

**5. Capital Assets**

Capital assets, which include land, right-of-way (included with land), buildings, improvements, equipment, infrastructure, and other tangible assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life beyond a single reporting period. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of the donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

No depreciation is taken in the year the assets are acquired. Gains or losses from sales or retirements of capital assets are included in operations of the current period.

Capital assets of the City are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Parking and land improvements	10 - 50
Buildings	10 - 50
Equipment and vehicles	5 - 40
Dike and flood control	20 - 40
Infrastructure	20 - 25
Utility facilities	5 - 40

**6. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The government-wide statements and the enterprise funds report deferred outflows of resources related to pensions.

## CITY OF WARRENTON

### Notes to the Financial Statements

June 30, 2018

#### **Note I - Summary of Significant Accounting Policies, Continued**

#### **D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance, Continued**

##### **6. *Deferred Outflows/Inflows of Resources, Continued***

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City reports two types of deferred inflows. Unavailable revenues, which arises only under a modified accrual basis of accounting, are reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes, occupancy taxes, franchise fees and rehabilitation loans. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The government-wide statements and the enterprise funds report deferred inflows of resources related to pensions.

A detailed description of deferred outflows and inflows of resources related to pensions and how they are calculated can be found in note III.G.

##### **7. *Compensated Absences***

It is the City's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since the government does not have a policy to pay any amounts when employees separate from service with the government. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements. The compensated absences liability is extinguished by the fund in which the liability is incurred.

##### **8. *Long-Term Obligations***

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the bonds-outstanding method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures in the year the debt is issued.

##### **9. *Pensions***

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement System (OPERS) and additions to/deductions from OPERS's fiduciary net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

## CITY OF WARRENTON

### Notes to the Financial Statements

June 30, 2018

#### **Note I - Summary of Significant Accounting Policies, Continued**

#### **D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance, Continued**

##### **10. Net Position Flow Assumptions**

Sometimes the City will fund outlays for a particular resource from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

##### **11. Fund Balance Flow Assumptions**

Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

##### **12. Fund Balance Policies**

In the fund financial statements, the fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The fund balance classifications are:

*Nonspendable* - resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include inventories, prepaids and deposits, and assets held for sale.

*Restricted* - constraints placed on the use of resources are either: (a) externally imposed by creditors (such as through debt covenants), grants, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed* - the City Commission passes an ordinance that places specific constraints on how the resources may be used. The City Commission can modify or rescind the ordinance at any time through passage of an additional ordinance.

*Assigned* - resources that are constrained by the City's intent to use them for a specific purpose, but are neither restricted, nor committed. Intent is expressed when the City Commission approves which resources should be "reserved" during the adoption of the annual budget.

*Unassigned* - resources that have not been restricted, committed, or assigned within the General Fund. This classification is also used to report any negative fund balance amounts in other governmental funds.

##### **13. Use of Estimates**

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note II - Stewardship, Compliance, and Accountability**

**A. Budgetary Information**

Annual budgets are adopted on a basis consistent with Oregon Revised Statutes (ORS 294 - Local Budget Law).

A budget is prepared by the City Manager in the early winter preceding the fiscal year the budget will be used. The City is required to budget for all funds. The City's budget is prepared for each fund on the modified accrual basis of accounting. The budget committee, with public input, deliberates and approves the budget for transmittal to the City Commission in early spring. After public notices and a hearing, the final budget is adopted, appropriations made, and a tax levy declared no later than June 30.

The City Commission resolution adopting the budget and authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriation. The level of control for all City funds is by department, debt service, interfund transfers, and contingency. The level of control for the Warrenton Urban Renewal Agency funds is by materials and services, capital outlay, debt service, interfund transfers, and contingency. Appropriations lapse as of year-end.

Expenditures cannot legally exceed appropriations except in the case of grants which could not be estimated at the time of budget adoption. Supplemental appropriations and appropriation transfers may occur with notice and City Commission action.

**Note III - Detailed Notes On All Funds**

**A. Deposits and Investments**

The City maintains a cash and investment pool for its cash and cash equivalents in which each fund participates. Cash and investments comprise the following:

Petty cash	\$ 1,200
Deposits with financial institutions	2,087,223
State of Oregon Local Government Investment Pool	14,061,065
Total	<u>\$ 16,149,488</u>

Cash and investments are reflected in the government-wide Statement of Net Position as follows:

Cash and cash equivalents	\$ 16,068,815
Restricted cash	80,673
Total	<u>\$ 16,149,488</u>

*Deposits.* All deposits not covered by FDIC insurance are covered by the Public Funds Collateralization Program ("PFCP") of the State of Oregon. The PFCP is a shared liability structure for participating bank depositories. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities.

The Oregon Local Government Investment Pool (LGIP) is an open-ended, no-load diversified portfolio offered to any municipality, political subdivision or public corporation of the State that by law is made the custodian of, or has control of, any public funds. The Office of the State Treasurer (OST) manages the LGIP. The LGIP is commingled with other State funds in the Oregon Short-Term Fund (OSTF). The OSTF is not managed as a stable net asset value fund; therefore, the preservation of principal is not assured. Additional information about the OSTF can be obtained at [www.ost.state.or.us](http://www.ost.state.or.us) and [www.oregon.gov/treasury](http://www.oregon.gov/treasury).

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**A. Deposits and Investments, Continued**

*Custodial Credit Risk.* Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. At June 30, 2018, the City's deposits were covered and collateralized by federal depository insurance and the PFCP.

*Credit Risk -- Investments.* The City has no investment policy for credit risk, but in practice follows state statutes which authorize the City to invest primarily in general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers acceptances, certain commercial papers and the State Treasurer's Investment Pool, among others. The LGIP is not rated by a national rating service.

*Interest Rate Risk.* The City does not have a formal investment policy that explicitly limits investment maturities as a means of managing its exposure to fair value loss arising from increasing interest rates. The weighted-average maturity of LGIP is less than one year.

**B. Receivables and Deferred Inflows of Resources**

***Housing rehabilitation loans***

The City has lent money to qualifying property owners through a federally funded low-income housing rehabilitation program. The loans are non interest-bearing and become a lien against the property, payable upon sale of the property or death of the owner.

***Unavailable revenues***

At the end of the current fiscal year, the components of unavailable revenue reported in the governmental funds were as follows:

	General Fund	Nonmajor Special Revenue Funds	Nonmajor Debt Service Funds	Total
Delinquent property taxes receivable	\$ 59,537	\$ 2,984	\$ 67,475	\$ 129,996
Franchise fees	15,489	-	-	15,489
Rehabilitation loans	70,427	-	-	70,427
Total unavailable revenues	<u>\$ 145,453</u>	<u>\$ 2,984</u>	<u>\$ 67,475</u>	<u>\$ 215,912</u>

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**C. Capital Assets**

Capital asset activity for the year ended June 30, 2018 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balance</u>
<b>Governmental activities:</b>					
Capital assets, not being depreciated:					
Land	\$ 2,410,432	\$ -	\$ -	\$ -	\$ 2,410,432
Construction in progress	<u>2,046,828</u>	<u>169,910</u>	<u>-</u>	<u>(1,889,281)</u>	<u>327,457</u>
Total capital assets, not being depreciated	<u>4,457,260</u>	<u>169,910</u>	<u>-</u>	<u>(1,889,281)</u>	<u>2,737,889</u>
Capital assets, being depreciated:					
Parking and land improvements	1,128,144	47,631	-	24,117	1,199,892
Buildings	4,742,594	-	-	-	4,742,594
Equipment and vehicles	2,992,121	176,092	(26,662)	-	3,141,551
Infrastructure	<u>3,984,435</u>	<u>114,748</u>	<u>-</u>	<u>1,865,164</u>	<u>5,964,347</u>
Total capital assets, being depreciated	<u>12,847,294</u>	<u>338,471</u>	<u>(26,662)</u>	<u>1,889,281</u>	<u>15,048,384</u>
Less accumulated depreciation for:					
Parking and land improvements	(415,055)	(52,006)	-	-	(467,061)
Buildings	(1,462,619)	(106,374)	-	-	(1,568,993)
Equipment and vehicles	(1,462,464)	(150,196)	26,662	-	(1,585,998)
Infrastructure	<u>(1,555,694)</u>	<u>(159,592)</u>	<u>-</u>	<u>-</u>	<u>(1,715,286)</u>
Total accumulated depreciation	<u>(4,895,832)</u>	<u>(468,168)</u>	<u>26,662</u>	<u>-</u>	<u>(5,337,338)</u>
Total capital assets, being depreciated, net	<u>7,951,462</u>	<u>(129,697)</u>	<u>-</u>	<u>1,889,281</u>	<u>9,711,046</u>
Governmental activities capital assets, net	<u>\$ 12,408,722</u>	<u>\$ 40,213</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,448,935</u>

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**C. Capital Assets, Continued**

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balance</u>
<b>Business-type activities:</b>					
Capital assets, not being depreciated:					
Land	\$ 379,623	\$ -	\$ -	\$ -	\$ 379,623
Construction in progress	<u>2,034,680</u>	<u>89,715</u>	<u>(6,187)</u>	<u>(1,765,489)</u>	<u>352,719</u>
Total capital assets, not being depreciated	<u>2,414,303</u>	<u>89,715</u>	<u>(6,187)</u>	<u>(1,765,489)</u>	<u>732,342</u>
Capital assets, being depreciated:					
Parking areas	920,676	-	-	-	920,676
Buildings	2,574,852	249	(18,351)	-	2,556,750
Equipment and vehicles	5,156,768	62,857	(159,451)	10,199	5,070,373
Utility facilities	<u>41,700,578</u>	<u>234,540</u>	<u>(107,968)</u>	<u>1,755,290</u>	<u>43,582,440</u>
Total capital assets, being depreciated	<u>50,352,874</u>	<u>297,646</u>	<u>(285,770)</u>	<u>1,765,489</u>	<u>52,130,239</u>
Less accumulated depreciation for:					
Parking areas	(445,778)	(19,811)	-	-	(465,589)
Buildings	(1,149,454)	(55,499)	14,969	-	(1,189,984)
Equipment and vehicles	(4,106,133)	(186,772)	159,451	-	(4,133,454)
Utility facilities	<u>(17,763,414)</u>	<u>(1,241,323)</u>	<u>58,976</u>	-	<u>(18,945,761)</u>
Total accumulated depreciation	<u>(23,464,779)</u>	<u>(1,503,405)</u>	<u>233,396</u>	<u>-</u>	<u>(24,734,788)</u>
Total capital assets, being depreciated, net	<u>26,888,095</u>	<u>(1,205,759)</u>	<u>(52,374)</u>	<u>1,765,489</u>	<u>27,395,451</u>
Business-type activities capital assets, net	<u>\$ 29,302,398</u>	<u>\$(1,116,044)</u>	<u>\$ (58,561)</u>	<u>\$ -</u>	<u>\$ 28,127,793</u>

**CITY OF WARRENTON**  
Notes to the Financial Statements  
June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**C. Capital Assets, Continued**

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government	\$ 102,692
Fire and emergency medical services	95,818
Police	41,595
Library and culture	23,504
Public works	<u>204,559</u>
Total depreciation expense - governmental activities	<u>\$ 468,168</u>
Business-type activities:	
Water utilities	\$ 681,979
Sewer utilities	671,976
Sanitation utilities	64,050
Marinas	<u>85,400</u>
Total depreciation expense - business-type activities	<u>\$ 1,503,405</u>

**D. Interfund Receivables, Payables, and Transfers**

During the year ended June 30, 2018 the general fund transferred \$116,578 to nonmajor governmental funds. Interfund transfers were used to provide funds for debt service, contribute towards the cost of capital projects, and to provide operational resources.

During the year ended June 30, 2018 \$25,629 was transferred to the general fund from the public safety building GO bond fund (a nonmajor debt service fund) to close out the fund.

**E. Capital Lease**

The City has entered into a lease agreement as lessee for financing equipment. This lease agreement qualifies as a capital lease for accounting purposes and therefore, have been recorded at the present value of the future minimum lease payments as of the inception date. Amortization of the leased asset is included in current year depreciation expense.

The asset acquired through a capital lease is as follows:

	Governmental Activities
2010 E-One Pumper Truck	\$ 281,776
Less: Accumulated Depreciation	<u>(112,710)</u>
Total	<u>\$ 169,066</u>

The future minimum lease payments under the capital lease at June 30, 2018, are as follows:

Year Ending June 30,	Present Value	Interest	Total
2019	\$ 40,184	\$ 1,282	<u>\$ 41,466</u>

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**F. Long-Term Liabilities**

Long-term liability activity for the year ended June 30, 2018 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Governmental Activities:</b>					
General obligation bonds payable	\$ 4,539,680	\$ -	\$ (420,784)	\$ 4,118,896	\$ 433,245
Tax increment financial bonds	3,218,194	54,500	(292,939)	2,979,755	275,342
Notes/loans payable	<u>566,954</u>	<u>-</u>	<u>(56,335)</u>	<u>510,619</u>	<u>57,895</u>
Total long-term debt	8,324,828	54,500	(770,058)	7,609,270	766,482
Capital leases	<u>79,125</u>	<u>-</u>	<u>(38,941)</u>	<u>40,184</u>	<u>40,184</u>
Total noncurrent liabilities	8,403,953	54,500	(808,999)	7,649,454	806,666
Compensated absences	<u>110,216</u>	<u>118,461</u>	<u>(110,216)</u>	<u>118,461</u>	<u>118,461</u>
Governmental activities long-term liabilities	<u>\$ 8,514,169</u>	<u>\$ 172,961</u>	<u>\$ (919,215)</u>	<u>\$ 7,767,915</u>	<u>\$ 925,127</u>
<b>Business-Type Activities:</b>					
Loans payable	\$ 8,677,170	\$ 722,770	\$ (1,164,663)	\$ 8,235,277	\$ 630,955
Landfill postclosure care (see note IV.D.)	<u>255,029</u>	<u>10,414</u>	<u>(11,650)</u>	<u>253,793</u>	<u>11,650</u>
Total noncurrent liabilities	8,932,199	733,184	(1,176,313)	8,489,070	642,605
Compensated absences	<u>111,099</u>	<u>116,506</u>	<u>(111,099)</u>	<u>116,506</u>	<u>116,506</u>
Business-type activities long-term liabilities	<u>\$ 9,043,298</u>	<u>\$ 849,690</u>	<u>\$ (1,287,412)</u>	<u>\$ 8,605,576</u>	<u>\$ 759,111</u>

General obligation bonds outstanding at June 30, 2018 were as follows:

<u>Purpose</u>	<u>Interest Rates</u>	<u>Governmental Activities</u>
The general obligation bonds series 2007 in the original amount of \$8,079,696 were facilities bonds. The bonds were authorized by taxpayers in November 2006 to finance improvements to the wastewater treatment and disposal system of the City. These general obligation bonds are direct obligations and pledge the full faith and credit of the City. The Wastewater Treatment GO Bond fund is used to liquidate these bonds. Final maturity of these 20-year bonds is December 1, 2026.	2.94% plus 0.5% annual fee	\$ 4,118,896
Total general obligation bonds outstanding		4,118,896
Less current portion		<u>(433,245)</u>
Long-term portion		<u>\$ 3,685,651</u>

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**F. Long-Term Liabilities, Continued**

Tax increment financial bonds outstanding at June 30, 2018 were as follows:

<u>Purpose</u>	<u>Interest Rates</u>	<u>Governmental Activities</u>
The urban renewal bond series 2012, in the original amount of \$1,640,000, was used to finance urban renewal projects. This tax increment financing is secured by assignment of incremental tax revenues. The bond matures on June 15, 2027.	3.75%	\$ 1,090,034
The urban renewal bond series 2016, in the original amount of \$2,200,000, was used to finance urban renewal projects. This tax increment financing is secured by assignment of incremental tax revenues. The bond matures on June 1, 2028.	1.86%	1,859,721
The urban renewal taxable revolving line of credit series 2018 note is used to finance urban renewal projects. The Agency may draw up to \$200,000 on the line. The note carries a variable interest rate defined as the Columbia Bank Base Rate plus 1%, with a minimum rate of 5%. This tax increment financing is secured by assignment of incremental tax revenues. The line matures on March 8, 2020.	5.00%	<u>30,000</u>
Total debt outstanding		2,979,755
Less current portion		<u>(275,342)</u>
Long-term portion		<u>\$ 2,704,413</u>

Notes/loans outstanding at June 30, 2018 were as follows:

<u>Purpose</u>	<u>Interest Rates</u>	<u>Governmental Activities</u>	<u>Business-Type Activities</u>
The Full Faith and Credit Note, Series 2015, in the original amount of \$621,771, was used as a deposit on the purchase of an aerial fire truck that was purchased in FY2017. The loan is secured by Warrenton Fiber Revenues and matures on December 29, 2025.	2.7690%	\$ 510,619	\$ -
The Oregon Economic Development Department loan B97004B NCIP Bond in the original amount of \$120,675 was used in the water and sewer enterprises for equipment and facilities. The loan matures on December 1, 2018 and is unsecured.	6.0%	-	9,926
The Oregon Economic Development Department loan G99001A Bond in the original amount of \$3,165,000 was used in the water enterprise for equipment and facilities. The loan matures on December 1, 2023 and is secured by water facilities.	5.16%	-	1,140,774
The Oregon Economic Development Department loan S99005 in the original amount of \$2,000,000 was used in the water enterprise for equipment and facilities. The loan matures on December 1, 2021 and is secured by water facilities.	4.1%	-	537,660
The Oregon Economic Development Department loan G99001B in the original amount of \$300,000 was used in the water enterprise for equipment and facilities. The loan matures on December 1, 2024 and is secured by water facilities.	5.16%	-	152,641

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**F. Long-Term Liabilities, Continued**

<u>Purpose</u>	<u>Interest Rates</u>	<u>Governmental Activities</u>	<u>Business-Type Activities</u>
The Oregon Economic Development Department loan S02011 in the original amount of \$2,657,000 was used in the water enterprise for equipment and facilities. The loan matures on December 1, 2031 and is secured by water facilities.	1.0%	\$ -	\$ 1,338,783
The Oregon Infrastructure Finance Authority loan SZ9012 was issued in the original amount up to \$5,399,048 and was used in the design and construction of a new covered-water reservoir. \$2,699,524 of the loan was forgiven upon completion of the project and was recognized as a capital contribution in 2013. The loan matures on December 1, 2033 and is secured by the net revenues of the water fund.	3.0%	-	2,067,921
The Oregon Infrastructure Finance Authority loan S17016 was issued in the original amount up to \$1,100,000 and was used to replace manual-read water meters with radio-read water meters. The loan was not fully drawn at June 30, 2018. \$640,000 of the loan is forgivable upon completion of the project. The loan matures on the 19th anniversary of the Repayment Commencement Date and is secured by the net revenues of the water fund.	1.0%	-	919,384
The Oregon Economic Development Department loan Y04001 in the original amount of \$506,000 was used in the sewer enterprise for equipment and facilities. The loan matures on December 1, 2024 and is secured by sewer and general revenues.	4.62%	-	230,598
The Oregon Department of Environmental Quality loan R94940 in the original amount of \$216,266 was used in the sewer enterprise for equipment and facilities. The loan matures on June 1, 2020 and is secured by sewer revenues.	3.77%	-	32,416
The Oregon Department of Environmental Quality loan R94942 in the original amount of \$1,200,000 was used in the sewer enterprise for biosolids removal. The loan matures on June 1, 2025 and is secured by sewer revenues.	2.91% plus 0.5% annual fee	-	432,631
The Oregon Department of Environmental Quality loan R94945 was issued in the original amount up to \$1,920,304 and was used to make upgrades to the wastewater treatment plant. DEQ forgave \$500,000 of the loan during the year ended June 30, 2018. The loan matures on February 1, 2048 and is secured by sewer revenues.	1.45% plus 0.5% annual fee	-	1,364,762
The Oregon Infrastructure Finance Authority loan V16013 was issued in the original amount up to \$35,000 and was used to complete an inflow and infiltration reduction study for the wastewater system. The loan was not fully drawn at June 30, 2018. The loan matures on the 6th anniversary of the Repayment Commencement Date and the City pledges its full faith and credit.	1.69%	-	<u>7,781</u>

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**F. Long-Term Liabilities, Continued**

Purpose	Interest Rates	Governmental Activities	Business-Type Activities
Total notes/loans outstanding		510,619	8,235,277
Less current portion		<u>(57,895)</u>	<u>(630,955)</u>
Long-term portion		<u>\$ 452,724</u>	<u>\$ 7,604,322</u>

Loan covenants require the City to establish reserves as follows:

	Business-Type Activities
Oregon Department of Environmental Quality:	
Loan R94940	\$ 17,661
Loan R94942	34,553
Loan R94945	28,459
Total	<u>\$ 80,673</u>

The reserves are reported as restricted cash on the statement of net position.

Annual debt service requirements to maturity for long-term debt at June 30, 2018 are as follows:

Year Ending June 30,	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2019	\$ 766,482	\$ 227,767	\$ 630,955	\$ 245,802
2020	818,020	205,721	701,716	203,567
2021	810,186	178,101	711,051	179,121
2022	833,005	152,954	732,454	154,080
2023	856,491	127,068	610,982	128,169
2024 - 2028	3,525,086	236,596	2,039,401	396,461
2029 - 2033	-	-	1,587,339	207,113
2034 - 2038	-	-	641,871	76,410
2039 - 2043	-	-	305,422	40,228
2044 - 2048	-	-	274,086	14,517
Total	<u>\$ 7,609,270</u>	<u>\$ 1,128,207</u>	<u>\$ 8,235,277</u>	<u>\$ 1,645,468</u>

**G. Pension Plans**

Employees of the City are provided with pensions through the Oregon Public Employees Retirement System (OPERS) a cost-sharing multiple-employer defined benefit pension plan. The Oregon Legislature has delegated authority to the Public Employees Retirement Board to administer and manage the system. All benefits of the System are established by the legislature pursuant to ORS Chapters 238 and 238A. Tier One/Tier Two Retirement Benefit plan, established by ORS Chapter 238, is closed to new members hired on or after August 29, 2003. The Pension Program, established by ORS Chapter 238A, provides benefits to members hired on or after August 29, 2003. OPERS issues a publicly available Comprehensive Annual Financial Report and Actuarial Valuation that can be obtained at:

[http://www.oregon.gov/pers/Pages/section/financial\\_reports/financials.aspx](http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx).

## CITY OF WARRENTON

### Notes to the Financial Statements

June 30, 2018

#### **Note III - Detailed Notes On All Funds, Continued**

#### **G. Pension Plans, Continued**

##### **Benefits Provided**

##### *1. Tier One/Tier Two Retirement Benefit (ORS Chapter 238)*

###### *Pension Benefits*

The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

###### *Death Benefits*

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS-covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

###### *Disability Benefits*

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

###### *Benefit Changes*

After Retirement Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25 percent on the first \$60,000 of annual benefit and 0.15 percent on annual benefits above \$60,000

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**G. Pension Plans, Continued**

*2. OPSRP Pension Program (OPSRP DB)*

*Pension Benefits.*

The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and Fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

*Death Benefits*

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

*Disability Benefits*

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

*Benefit Changes After Retirement*

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25 percent on the first \$60,000 of annual benefit and 0.15 percent on annual benefits above \$60,000.

## CITY OF WARRENTON

### Notes to the Financial Statements

June 30, 2018

#### **Note III - Detailed Notes On All Funds, Continued**

##### **G. Pension Plans, Continued**

###### **3. OPSRP Individual Account Program (OPSRP IAP)**

###### *Pension Benefits*

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the OPSRP Individual Account Program (IAP) may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

###### *Death Benefits*

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

###### *Recordkeeping*

OPERS contracts with VOYA Financial to maintain IAP participant records.

##### **Contributions:**

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2013 actuarial valuation as subsequently modified by 2015 legislated changes in benefit provisions. The rates based on a percentage of payroll, first became effective July 1, 2015. Employer contributions for the year ended June 30, 2018 were \$650,268 excluding amounts to fund employer specific liabilities. The rates in effect for the fiscal year ended June 30, 2018 were 22.49 percent for Tier One/Tier Two General Service Member, 22.49 percent for Tier One/Tier Two Police and Fire, 13.42 percent for OPSRP Pension Program General Services, 18.19 percent for OPSRP Police and Fire members and 6 percent for OPSRP Individual Account Program.

##### **Pension Assets, Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2018 the City reported a liability of \$4,335,195 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2015 rolled forward to June 30, 2017. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2017, the City's proportion was 0.03216011 percent, which was a change from its proportion measured as of June 30, 2016 of 0.03340720 percent.

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**G. Pension Plans, Continued**

For the year ended June 30, 2018 the City recognized pension expense of \$914,700. At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 209,652	\$ -
Change in assumptions	790,229	-
Net difference between projected and actual earnings on pension plan investments	44,663	-
Changes in proportionate share	44,435	157,755
Differences between City contributions and proportionate share of contributions	<u>75,374</u>	<u>38,675</u>
Subtotal before post-measurement date contributions	1,164,353	196,430
City contributions subsequent to the measurement date	<u>464,514</u>	<u>-</u>
Total	<u>\$ 1,628,867</u>	<u>\$ 196,430</u>

Deferred outflows of resources related to pensions of \$464,514 resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Net deferred outflows (inflows) of resources of \$967,923 will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>		
2019	\$	185,927
2020		537,747
2021		355,829
2022		(115,259)
2023		<u>3,679</u>
Total	\$	<u>967,923</u>

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**G. Pension Plans, Continued**

**Actuarial Methods and Assumptions:**

The total pension liability in the December 31, 2015 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	December 31, 2015
Measurement Date	June 30, 2017
Experience Study Report	2014, published September 2015
Actuarial Cost Method	Entry Age normal
Actuarial Assumptions:	
Inflation Rate	2.50 percent
Long-Term Expected Rate of Return	7.50 percent
Discount Rate	7.50 percent
Project Salary Increases	3.50 percent overall payroll growth
Cost of Living Adjustments (COLA)	Blend of 2.00% COLA and Grade COLA
Mortality	<p>Healthy retirees and beneficiaries: RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described in the valuation.</p> <p>Active Members: Mortality rates are a percentage of healthy retiree rates that vary by group, as described in the valuation.</p> <p>Disabled retirees: Mortality rates are a percentage (70% for males, 95% for females) of the RP-2000 Sex-distinct, generational per Scale BB, disabled mortality table.</p>

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2014 Experience Study which reviewed experience for the four-year period ending on December 31, 2014.

## CITY OF WARRENTON

### Notes to the Financial Statements

June 30, 2018

#### **Note III - Detailed Notes On All Funds, Continued**

##### **G. Pension Plans, Continued**

###### **Long-term Expected Rate of Return**

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model. For more information on the Plan's portfolio, assumed asset allocation, and the long-term expected rate of return for each major asset class, calculated using both arithmetic and geometric means, see PERS' audited financial statements at:

[http://www.oregon.gov/pers/docs/financial\\_reports/2017\\_cafr.pdf](http://www.oregon.gov/pers/docs/financial_reports/2017_cafr.pdf)

###### **Depletion Date Projection**

GASB 68 generally requires that a blended discount rate be used to measure the total pension liability (the actuarial accrued liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's Fiduciary Net Position is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 68 will often require that the actuary perform complex projections of future benefit payments and pension plan investments. GASB 68 (paragraph 67) does allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for PERS:

- PERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB 68 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan's funded position.

Based on these circumstances, it is PERS' independent actuary's opinion that the detailed depletion date projections outlined in GASB 68 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses.

###### **Discount Rate**

The discount rate used to measure the total pension liability was 7.50 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

**CITY OF WARRENTON**  
Notes to the Financial Statements  
June 30, 2018

**Note III - Detailed Notes On All Funds, Continued**

**G. Pension Plans, Continued**

**Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.50 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate:

	1% Decrease (6.50%)	Discount Rate (7.50%)	1% Increase (8.50%)
Proportionate Share of Net Pension Liability	\$ 7,387,964	\$ 4,335,195	\$ 1,782,515

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued OPERS financial report.

**Changes in Assumptions and Other Inputs**

Changes in actuarial methods and assumptions implemented since the December 31, 2013 valuation are described in the 2014 Experience Study (Study), published September 2015.

Changes in assumptions from that Study are reported in the table of actuarial methods and assumptions, modifications to the allocation of actuarial accrued liabilities, administrative expense assumptions, healthcare cost inflation, and mortality tables can be found in the Study at:

<http://www.oregon.gov/PERS/Documents/Financials/Actuary/2015/Experience-Study.pdf>.

**Changes in Plan Provisions Subsequent to Measurement Date**

At its July 28, 2017 meeting, the PERS Board lowered the assumed earning rate from 7.5% to 7.2%.

**Note IV - Other Information**

**A. Risk Management**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. In 1981, the League of Oregon Cities joined together with the Association of Oregon Cities to form City County Insurance Services ("CCIS"), a public entity risk pool currently operating a common risk management and insurance program. The City pays an annual premium to CCIS for insurance coverage. Based on the experience of the City and CCIS, the City may be liable for an additional premium of up to 20% of its initial premium or it may receive a refund. The City has not had to pay an additional premium. Predetermined limits and deductible amounts are stated in the policy. Settled claims have not exceeded commercial insurance coverage in any of the past three years.

**B. Contingencies Under Grant Provisions**

Under terms of federal and state grants, periodic audits are required and certain costs may be questioned as not being appropriate expenditures under terms of the grants. Such audits could lead to reimbursement to the grantor agencies. The City believes disallowances, if any, will be immaterial.

**CITY OF WARRENTON**

Notes to the Financial Statements

June 30, 2018

**Note IV - Other Information, Continued**

**C. Contingent Liabilities**

The City is contingently liable with respect to lawsuits and other claims incidental to the ordinary course of its operations and capital projects. Management intends to contest these matters and does not believe their ultimate resolution will have a material effect upon the City's financial position, results of operations, or cash flows.

**D. Postclosure Landfill Care**

The Municipal Solid Waste Landfill ("MSWLF") ceased accepting solid waste in the fall of 1985 and final cover was applied subsequently in conformity with state regulations. The landfill closure permit for the MSWLF was renewed by the Oregon Department of Environmental Quality on February 20, 1997. State and federal laws and regulations require the City to perform certain maintenance and monitoring functions at the site.

The City has recorded a liability for the estimated costs of landfill postclosure care. Annually, the City evaluates the liability by examining the estimated costs needed to perform the postclosure care over the remaining life and adjusts the liability accordingly. During the year ended June 30, 2018 the City's estimated liability changed as follows:

	<u>Landfill postclosure care liability</u>
Balance at June 30, 2017	\$ 255,029
Change in estimate	10,414
Maintenance costs paid in 2018	<u>(11,650)</u>
Balance at June 30, 2018	<u>\$ 253,793</u>

The estimated future costs to maintain and monitor the landfill may change due to one or more of the following factors: inflation, deflation, changes in technology or changes to applicable laws or regulations.

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**CITY OF WARRENTON**

REQUIRED SUPPLEMENTARY INFORMATION

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**CITY OF WARRENTON**

**CITY OF WARRENTON**

Required Supplementary Information

June 30, 2018

**Schedule of the Proportionate Share of the Net Pension Liability**

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Proportion of the net pension liability (asset)	0.03216011 %	0.03340720 %	0.03518114 %	0.03043630 %	0.03043630 %
Proportionate share of the net pension liability (asset)	\$ 4,335,195	\$ 5,015,196	\$ 2,019,912	\$ (689,903)	\$ 1,553,209
Covered payroll	\$ 3,172,039	\$ 3,074,084	\$ 3,036,331	\$ 2,744,201	\$ 2,594,589
Proportionate share of the pension liability (asset) as a percentage of its covered employee payroll	136.67 %	163.14 %	66.52 %	(25.14)%	59.86 %
Plan net position as a percentage of the total pension liability	83.1 %	80.5 %	91.9 %	103.6 %	92.0 %

**Schedule of Pension Contributions**

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 650,268	\$ 557,802	\$ 545,611	\$ 475,054	\$ 448,503
Contributions in relation to the contractually required contribution	<u>650,268</u>	<u>557,802</u>	<u>545,611</u>	<u>475,054</u>	<u>448,503</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	\$ 3,172,039	\$ 3,074,084	\$ 3,036,331	\$ 2,744,201	\$ 2,594,589
Contributions as a percentage of covered employee payroll	20.50 %	18.15 %	17.97 %	17.31 %	17.29 %

**Notes to Required Supplementary Information**

**Note I - Measurement Period**

Amounts presented are for the measurement period reported during the fiscal year, which for FY 2018 is July 1, 2016 - June 30, 2017.

**Note II - Changes in Benefit Terms**

The Oregon Supreme Court on April 30, 2015, ruled that the provisions of Senate Bill 861, signed into law in October 2013, that limited the post-retirement COLA on benefits accrued prior to the signing of the law was unconstitutional. Benefits could be modified prospectively, but not retrospectively. As a result, those who retired before the bills were passed will continue to receive a COLA tied to the Consumer Price Index that normally results in a 2% increase annually. OPERS will make restoration payments to those benefit recipients. OPERS members who have accrued benefits before and after the effective dates of the 2013 legislation will have a blended COLA rate when they retire. This change in benefit terms was not included in the net pension liability (asset) proportionate shares provided by OPERS for the year ending June 30, 2015.

**Note III - Changes in Assumptions**

Details and a comprehensive list of changes in methods and assumptions can be found in the 2012 and 2014 Experience Study for the System, which were published on September 18, 2013 and September 23, 2015. These reports can be found at:

[http://www.oregon.gov/pers/Pages/section/financial\\_reports/mercereports.aspx](http://www.oregon.gov/pers/Pages/section/financial_reports/mercereports.aspx).

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**CITY OF WARRENTON**

COMBINING AND INDIVIDUAL FUND STATEMENTS AND SCHEDULES

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

**CITY OF WARRENTON**  
 Nonmajor Governmental Funds  
 Combining Balance Sheet  
 June 30, 2018

	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Total
<b>ASSETS</b>				
Cash and cash equivalents	\$ 2,184,019	\$ 1,679,464	\$ 1,495,196	\$ 5,358,679
Receivables:				
Taxes	3,827	86,424	-	90,251
Accounts	77,067	-	-	77,067
Intergovernmental	95,552	-	-	95,552
Prepaid items	359	-	-	359
Total assets	<u>\$ 2,360,824</u>	<u>\$ 1,765,888</u>	<u>\$ 1,495,196</u>	<u>\$ 5,621,908</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable and other	\$ 105,504	\$ -	\$ 25,714	\$ 131,218
Unearned revenue	1,301	-	-	1,301
Total liabilities	106,805	-	25,714	132,519
Deferred Inflows of Resources:				
Unavailable revenues	2,984	67,475	-	70,459
Fund Balances:				
Nonspendable - Prepaid items	359	-	-	359
Restricted for:				
Road maintenance	1,809,505	-	-	1,809,505
Debt service	-	1,698,413	-	1,698,413
Library and culture	40,841	-	-	40,841
Public works	48,064	-	-	48,064
Community development	-	-	297,770	297,770
Building inspection program	272,655	-	-	272,655
System development	-	-	842,567	842,567
Committed to:				
Library and culture	79,611	-	-	79,611
Assigned to:				
Capital projects	-	-	329,145	329,145
Total fund balances	<u>2,251,035</u>	<u>1,698,413</u>	<u>1,469,482</u>	<u>5,418,930</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 2,360,824</u>	<u>\$ 1,765,888</u>	<u>\$ 1,495,196</u>	<u>\$ 5,621,908</u>

**CITY OF WARRENTON**

Nonmajor Governmental Funds

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ended June 30, 2018

	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Total
<b>Revenues:</b>				
Taxes	\$ 678,021	\$ 1,177,257	\$ -	\$ 1,855,278
Licenses and permits	297,160	-	-	297,160
Intergovernmental	340,323	-	-	340,323
Charges for services	18,655	-	-	18,655
Fines and forfeits	231	-	-	231
Investment earnings	32,801	34,639	22,901	90,341
Donations	64,720	-	-	64,720
Other revenue	3,528	-	22,573	26,101
<b>Total revenues</b>	<u>1,435,439</u>	<u>1,211,896</u>	<u>45,474</u>	<u>2,692,809</u>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	268,912	-	64,582	333,494
Planning and development	267,727	-	-	267,727
Library and culture	195,000	-	3,500	198,500
Public works	456,184	-	-	456,184
<b>Debt service:</b>				
Principal retirement	-	713,723	-	713,723
Interest	-	233,813	-	233,813
Capital outlay	-	-	170,844	170,844
<b>Total expenditures</b>	<u>1,187,823</u>	<u>947,536</u>	<u>238,926</u>	<u>2,374,285</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>247,616</u>	<u>264,360</u>	<u>(193,452)</u>	<u>318,524</u>
<b>Other Financing Sources (Uses):</b>				
Transfers in	22,000	33,190	99,578	154,768
Transfers out	(5,000)	(58,819)	-	(63,819)
Loan proceeds	-	-	54,500	54,500
Capital contributions	-	-	109,031	109,031
<b>Total other financing sources (uses)</b>	<u>17,000</u>	<u>(25,629)</u>	<u>263,109</u>	<u>254,480</u>
<b>Net change in fund balances</b>	264,616	238,731	69,657	573,004
<b>Fund Balances:</b>				
Beginning of year	1,986,419	1,459,682	1,399,825	4,845,926
End of year	<u>\$ 2,251,035</u>	<u>\$ 1,698,413</u>	<u>\$ 1,469,482</u>	<u>\$ 5,418,930</u>

## **NONMAJOR SPECIAL REVENUE FUNDS**

*Special Revenue Funds* account for revenues derived from specific tax or other earmarked revenue sources, including federal and state grant awards, which are restricted to finance particular functions or activities. Funds included in this fund category are:

***Community Center Fund*** - Accounts for the operational activities of the Community Center.

***Warrenton Business Association Fund*** - Accounts for the operational activities of the Warrenton Business Association, whose goal is to enhance the business community by providing funds for a variety of projects.

***Library Fund*** - Accounts for the operational activity of the library.

***Building Department Fund*** - Accounts for the activities of the Building Division, which is responsible for the enforcement of building, plumbing, mechanical, fire and life safety codes of the State of Oregon.

***Transient Room Tax Fund*** - Accounts for transient room tax to be expended on police, first response medical assistance and infrastructure usage by tourists and other short term visitors, as well as to provide funds for tourist promotion.

***State Tax Street Fund*** - Accounts for funds provided by the Oregon State Department of Transportation and State Highway Trust Fund that are set aside for bicycle lanes, pedestrian paths, street maintenance and repair, and street lighting. The fund also accounts for the City fuel tax.

***Quincy Robinson Park Trust Fund*** - Accounts for the establishment and maintenance of public parks.

**CITY OF WARRENTON**

Nonmajor Special Revenue Funds

Combining Balance Sheet

June 30, 2018

	<u>Community Center (005)</u>	<u>Warrenton Business Association (006)</u>	<u>Library (020)</u>	<u>Building Department (021)</u>
<b>ASSETS</b>				
Cash and cash equivalents	\$ 17,695	\$ 68,626	\$ 41,092	\$ 286,968
Receivables:				
Taxes	-	-	3,827	-
Accounts	-	-	-	-
Intergovernmental	-	-	-	-
Prepaid items	-	350	1	2
Total assets	<u>\$ 17,695</u>	<u>\$ 68,976</u>	<u>\$ 44,920</u>	<u>\$ 286,970</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable and other	\$ 2,019	\$ 3,390	\$ 1,094	\$ 14,313
Unearned revenue	1,301	-	-	-
Total liabilities	<u>3,320</u>	<u>3,390</u>	<u>1,094</u>	<u>14,313</u>
Deferred Inflows of Resources:				
Unavailable revenues	-	-	2,984	-
Fund Balances:				
Nonspendable - Prepaid items	-	350	1	2
Restricted for:				
Road maintenance	-	-	-	-
Library and culture	-	-	40,841	-
Public works	-	-	-	-
Building inspection program	-	-	-	272,655
Committed to:				
Library and culture	<u>14,375</u>	<u>65,236</u>	<u>-</u>	<u>-</u>
Total fund balances	<u>14,375</u>	<u>65,586</u>	<u>40,842</u>	<u>272,657</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 17,695</u>	<u>\$ 68,976</u>	<u>\$ 44,920</u>	<u>\$ 286,970</u>

Transient Room Tax (024)	State Tax Street (040)	Quincy Robinson Park Trust (065)	Total Nonmajor Special Revenue Funds
\$ 156	\$ 1,721,418	\$ 48,064	\$ 2,184,019
-	-	-	3,827
77,067	-	-	77,067
-	95,552	-	95,552
-	6	-	359
<u>\$ 77,223</u>	<u>\$ 1,816,976</u>	<u>\$ 48,064</u>	<u>\$ 2,360,824</u>
\$ 77,223	\$ 7,465	\$ -	\$ 105,504
-	-	-	1,301
<u>77,223</u>	<u>7,465</u>	<u>-</u>	<u>106,805</u>
-	-	-	2,984
-	6	-	359
-	1,809,505	-	1,809,505
-	-	-	40,841
-	-	48,064	48,064
-	-	-	272,655
-	-	-	79,611
<u>-</u>	<u>1,809,511</u>	<u>48,064</u>	<u>2,251,035</u>
<u>\$ 77,223</u>	<u>\$ 1,816,976</u>	<u>\$ 48,064</u>	<u>\$ 2,360,824</u>

**CITY OF WARRENTON**

Nonmajor Special Revenue Funds

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ended June 30, 2018

	<u>Community Center (005)</u>	<u>Warrenton Business Association (006)</u>	<u>Library (020)</u>	<u>Building Department (021)</u>
<b>Revenues:</b>				
Taxes	\$ -	\$ -	\$ 52,471	\$ -
Licenses and permits	-	54,100	-	243,060
Intergovernmental	-	-	-	-
Charges for services	18,655	-	-	-
Fines and forfeits	-	-	231	-
Investment earnings	160	1,307	543	3,880
Donations	4,351	1,664	6,681	-
Other revenue	32	25	2,722	288
	<u>23,198</u>	<u>57,096</u>	<u>62,648</u>	<u>247,228</u>
<b>Total revenues</b>				
<b>Expenditures:</b>				
<b>Current:</b>				
General government	-	-	-	-
Planning and development	-	-	-	267,727
Library and culture	19,259	90,204	85,537	-
Public works	-	-	-	-
	<u>19,259</u>	<u>90,204</u>	<u>85,537</u>	<u>267,727</u>
<b>Debt service:</b>				
	<u>19,259</u>	<u>90,204</u>	<u>85,537</u>	<u>267,727</u>
<b>Total expenditures</b>				
Excess (deficiency) of revenues over (under) expenditures	3,939	(33,108)	(22,889)	(20,499)
<b>Other Financing Sources (Uses):</b>				
Transfers in	-	-	22,000	-
Transfers out	-	(5,000)	-	-
	<u>-</u>	<u>(5,000)</u>	<u>-</u>	<u>-</u>
<b>Net change in fund balances</b>				
	3,939	(38,108)	(889)	(20,499)
<b>Fund Balances:</b>				
Beginning of year	10,436	103,694	41,731	293,156
End of year	<u>\$ 14,375</u>	<u>\$ 65,586</u>	<u>\$ 40,842</u>	<u>\$ 272,657</u>

Transient Room Tax (024)	State Tax Street (040)	Quincy Robinson Park Trust (065)	Total Nonmajor Special Revenue Funds
\$ 268,912	\$ 356,638	\$ -	\$ 678,021
-	-	-	297,160
-	340,323	-	340,323
-	-	-	18,655
-	-	-	231
-	25,881	1,030	32,801
-	-	52,024	64,720
-	461	-	3,528
<u>268,912</u>	<u>723,303</u>	<u>53,054</u>	<u>1,435,439</u>
268,912	-	-	268,912
-	-	-	267,727
-	-	-	195,000
-	298,337	157,847	456,184
<u>268,912</u>	<u>298,337</u>	<u>157,847</u>	<u>1,187,823</u>
-	424,966	(104,793)	247,616
-	-	-	22,000
-	-	-	(5,000)
-	424,966	(104,793)	264,616
-	1,384,545	152,857	1,986,419
<u>\$ -</u>	<u>\$ 1,809,511</u>	<u>\$ 48,064</u>	<u>\$ 2,251,035</u>

**CITY OF WARRENTON**

Community Center Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
<b>Resources:</b>				
Beginning fund balance	\$ 7,800	\$ 7,800	\$ 10,436	\$ 2,636
Charges for services	13,000	13,000	18,655	5,655
Investment earnings	30	30	160	130
Donations	2,800	2,800	4,351	1,551
Other revenue	-	-	32	32
<b>Total resources</b>	<b><u>\$ 23,630</u></b>	<b><u>\$ 23,630</u></b>	<b><u>\$ 33,634</u></b>	<b><u>\$ 10,004</u></b>
<b>Requirements:</b>				
Community Center:				
Personal services	\$ 7,779	\$ 7,779	\$ 5,757	\$ 2,022
Materials and services	14,771	14,771	13,502	1,269
Total department expenditures	22,550	22,550	19,259	3,291
Contingency	1,000	1,000	-	1,000
Total expenditures	23,550	23,550	19,259	4,291
Ending fund balance	80	80	14,375	(14,295)
<b>Total requirements</b>	<b><u>\$ 23,630</u></b>	<b><u>\$ 23,630</u></b>	<b><u>\$ 33,634</u></b>	<b><u>\$ (10,004)</u></b>

**CITY OF WARRENTON**

Warrenton Business Association Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
<b>Resources:</b>				
Beginning fund balance	\$ 108,000	\$ 108,000	\$ 103,694	\$ (4,306)
Licenses and permits	48,100	48,100	54,100	6,000
Investment earnings	750	750	1,307	557
Donations	-	-	1,664	1,664
Other revenue	-	-	25	25
	<u>\$ 156,850</u>	<u>\$ 156,850</u>	<u>\$ 160,790</u>	<u>\$ 3,940</u>
<b>Total resources</b>				
<b>Requirements:</b>				
Warrenton Business Association:				
Personal services	\$ 11,814	\$ 11,814	\$ 10,328	\$ 1,486
Materials and services	134,392	134,392	79,876	54,516
Total department expenditures	146,206	146,206	90,204	56,002
Contingency	5,000	5,000	-	5,000
Transfers out	5,000	5,000	5,000	-
Total expenditures	156,206	156,206	95,204	61,002
Ending fund balance	644	644	65,586	(64,942)
	<u>\$ 156,850</u>	<u>\$ 156,850</u>	<u>\$ 160,790</u>	<u>\$ (3,940)</u>
<b>Total requirements</b>				

**CITY OF WARRENTON**

Library Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 39,000	\$ 39,000	\$ 41,731	\$ 2,731
Taxes	50,939	50,939	52,471	1,532
Fines and forfeits	200	200	231	31
Investment earnings	150	150	543	393
Donations	7,333	7,333	6,681	(652)
Other revenue	1,800	1,800	2,722	922
Transfers in	<u>26,371</u>	<u>26,371</u>	<u>22,000</u>	<u>(4,371)</u>
<b>Total resources</b>	<u>\$ 125,793</u>	<u>\$ 125,793</u>	<u>\$ 126,379</u>	<u>\$ 586</u>
<b>Requirements:</b>				
Library:				
Personal services	\$ 40,574	\$ 40,574	\$ 39,627	\$ 947
Materials and services	<u>50,025</u>	<u>50,025</u>	<u>45,910</u>	<u>4,115</u>
Total department expenditures	90,599	90,599	85,537	5,062
Contingency	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>5,000</u>
Total expenditures	95,599	95,599	85,537	10,062
Ending fund balance	<u>30,194</u>	<u>30,194</u>	<u>40,842</u>	<u>(10,648)</u>
<b>Total requirements</b>	<u>\$ 125,793</u>	<u>\$ 125,793</u>	<u>\$ 126,379</u>	<u>\$ (586)</u>

**CITY OF WARRENTON**

Building Department Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
<b>Resources:</b>				
Beginning fund balance	\$ 270,000	\$ 293,155	\$ 293,156	\$ 1
Licenses and permits	174,014	174,014	243,060	69,046
Investment earnings	800	800	3,880	3,080
Other revenue	-	-	288	288
<b>Total resources</b>	<b><u>\$ 444,814</u></b>	<b><u>\$ 467,969</u></b>	<b><u>\$ 540,384</u></b>	<b><u>\$ 72,415</u></b>
<b>Requirements:</b>				
<b>Building Department:</b>				
Personal services	\$ 181,300	\$ 181,300	\$ 159,302	\$ 21,998
Materials and services	68,263	141,327	108,425	32,902
<b>Total department expenditures</b>	<b>249,563</b>	<b>322,627</b>	<b>267,727</b>	<b>54,900</b>
Contingency	49,909	-	-	-
<b>Total expenditures</b>	<b>299,472</b>	<b>322,627</b>	<b>267,727</b>	<b>54,900</b>
Ending fund balance	145,342	145,342	272,657	(127,315)
<b>Total requirements</b>	<b><u>\$ 444,814</u></b>	<b><u>\$ 467,969</u></b>	<b><u>\$ 540,384</u></b>	<b><u>\$ (72,415)</u></b>

**CITY OF WARRENTON**

Transient Room Tax Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ -	\$ -	\$ -	\$ -
Taxes	<u>295,000</u>	<u>295,000</u>	<u>268,912</u>	<u>(26,088)</u>
Total resources	<u>\$ 295,000</u>	<u>\$ 295,000</u>	<u>\$ 268,912</u>	<u>\$ (26,088)</u>
<b>Requirements:</b>				
Transient Room Tax Program:				
Materials and services	\$ 295,000	\$ 295,000	\$ 268,912	\$ 26,088
Ending fund balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total requirements	<u>\$ 295,000</u>	<u>\$ 295,000</u>	<u>\$ 268,912</u>	<u>\$ 26,088</u>

**CITY OF WARRENTON**

State Tax Street Fund

Statement of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 1,000,000	\$ 1,000,000	\$ 1,384,545	\$ 384,545
Taxes	333,000	333,000	356,638	23,638
Intergovernmental	298,132	298,132	340,323	42,191
Investment earnings	7,000	7,000	25,881	18,881
Other revenue	-	-	461	461
	<u>                  </u>	<u>                  </u>	<u>                  </u>	<u>                  </u>
Total resources	<u>\$ 1,638,132</u>	<u>\$ 1,638,132</u>	<u>\$ 2,107,848</u>	<u>\$ 469,716</u>
 <b>Requirements:</b>				
Streets Department:				
Personal services	\$ 98,969	\$ 98,969	\$ 88,612	\$ 10,357
Materials and services	373,974	373,974	148,625	225,349
Capital outlay	<u>972,980</u>	<u>972,980</u>	<u>61,100</u>	<u>911,880</u>
Total department expenditures	1,445,923	1,445,923	298,337	1,147,586
Contingency	<u>94,589</u>	<u>94,589</u>	<u>-</u>	<u>94,589</u>
Total expenditures	1,540,512	1,540,512	298,337	1,242,175
Ending fund balance	<u>97,620</u>	<u>97,620</u>	<u>1,809,511</u>	<u>(1,711,891)</u>
	<u>                  </u>	<u>                  </u>	<u>                  </u>	<u>                  </u>
Total requirements	<u>\$ 1,638,132</u>	<u>\$ 1,638,132</u>	<u>\$ 2,107,848</u>	<u>\$ (469,716)</u>

**CITY OF WARRENTON**

Quincy Robinson Park Trust Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 141,122	\$ 141,122	\$ 152,857	\$ 11,735
Investment earnings	400	400	1,030	630
Donations	46,000	46,000	52,024	6,024
Total resources	<u>\$ 187,522</u>	<u>\$ 187,522</u>	<u>\$ 205,911</u>	<u>\$ 18,389</u>
<b>Requirements:</b>				
Parks:				
Capital outlay	\$ 170,000	\$ 170,000	\$ 157,847	\$ 12,153
Ending fund balance	17,522	17,522	48,064	(30,542)
Total requirements	<u>\$ 187,522</u>	<u>\$ 187,522</u>	<u>\$ 205,911</u>	<u>\$ (18,389)</u>

### **NONMAJOR DEBT SERVICE FUNDS**

*Debt Service Funds* account for the accumulation of resources for and payment of general long-term debt principal and interest. Funds included in this category are:

***Public Safety Building GO Bond Fund*** - Accounts for the payment of principal and interest on the general obligation bonds issued on November 4, 1997 for the construction of a Public Safety Building.

***Wastewater Treatment GO Bond Fund*** - Accounts for the payment of principal and interest on the general obligation bonds approved by voters on November 7, 2006 for the construction of the wastewater treatment facility.

***Warrenton Urban Renewal Agency Debt Service Fund*** - Accounts for the payment of principal and interest on the debt related to improvements of the downtown area funded through the Warrenton Urban Renewal Agency.

***Warrenton Urban Renewal Agency Debt Reserve Fund*** - Accounts for funds set aside for the payment of principal and interest on the debt related to improvements of the downtown area funded through the Warrenton Urban Renewal Agency.

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

**CITY OF WARRENTON**  
**Nonmajor Debt Service Funds**  
**Combining Balance Sheet**  
**June 30, 2018**

	<u>Public Safety Building GO Bond (057)</u>	<u>Wastewater Treatment GO Bond (059)</u>	<u>Warrenton Urban Renewal Agency Debt Service (300)</u>	<u>Warrenton Urban Renewal Agency Debt Reserve (400)</u>	<u>Total Nonmajor Debt Service Funds</u>
<b>ASSETS</b>					
Cash and cash equivalents	\$ -	\$ 92,731	\$ 1,203,526	\$ 383,207	\$ 1,679,464
Receivables:					
Taxes	-	43,298	43,126	-	86,424
Total assets	<u>\$ -</u>	<u>\$ 136,029</u>	<u>\$ 1,246,652</u>	<u>\$ 383,207</u>	<u>\$ 1,765,888</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>					
Deferred Inflows of Resources:					
Unavailable revenues	\$ -	\$ 33,960	\$ 33,515	\$ -	\$ 67,475
Fund Balances:					
Restricted for:					
Debt service	-	102,069	1,213,137	383,207	1,698,413
Total liabilities, deferred inflows of resources and fund balances	<u>\$ -</u>	<u>\$ 136,029</u>	<u>\$ 1,246,652</u>	<u>\$ 383,207</u>	<u>\$ 1,765,888</u>

**CITY OF WARRENTON**

Nonmajor Debt Service Funds

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ended June 30, 2018

	<u>Public Safety Building GO Bond (057)</u>	<u>Wastewater Treatment GO Bond (059)</u>	<u>Warrenton Urban Renewal Agency Debt Service (300)</u>	<u>Warrenton Urban Renewal Agency Debt Reserve (400)</u>	<u>Total Nonmajor Special Revenue Funds</u>
Revenues:					
Taxes	\$ -	\$ 568,373	\$ 608,884	\$ -	\$ 1,177,257
Investment earnings	-	5,321	29,318	-	34,639
Total revenues	<u>-</u>	<u>573,694</u>	<u>638,202</u>	<u>-</u>	<u>1,211,896</u>
Expenditures:					
Current:					
Debt service:					
Principal retirement	-	420,784	292,939	-	713,723
Interest	-	152,050	81,763	-	233,813
Total expenditures	<u>-</u>	<u>572,834</u>	<u>374,702</u>	<u>-</u>	<u>947,536</u>
Excess (deficiency) of revenues over (under) expenditures	-	860	263,500	-	264,360
Other Financing Sources (Uses):					
Transfers in	-	-	-	33,190	33,190
Transfers out	<u>(25,629)</u>	<u>-</u>	<u>(33,190)</u>	<u>-</u>	<u>(58,819)</u>
Net change in fund balances	(25,629)	860	230,310	33,190	238,731
Fund Balances:					
Beginning of year	<u>25,629</u>	<u>101,209</u>	<u>982,827</u>	<u>350,017</u>	<u>1,459,682</u>
End of year	<u>\$ -</u>	<u>\$ 102,069</u>	<u>\$ 1,213,137</u>	<u>\$ 383,207</u>	<u>\$ 1,698,413</u>

**CITY OF WARRENTON**

Public Safety Building GO Bond Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Beginning fund balance	\$ 32,000	\$ 32,000	\$ 25,629	\$ (6,371)
Total resources	<u>\$ 32,000</u>	<u>\$ 32,000</u>	<u>\$ 25,629</u>	<u>\$ (6,371)</u>
Requirements:				
Transfers out	\$ 32,000	\$ 32,000	\$ 25,629	\$ 6,371
Total requirements	<u>\$ 32,000</u>	<u>\$ 32,000</u>	<u>\$ 25,629</u>	<u>\$ 6,371</u>

**CITY OF WARRENTON**

Wastewater Treatment GO Bond Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Unrestricted Fund Balance	\$ 55,000	\$ 55,000	\$ 101,209	\$ 46,209
Taxes	561,661	561,661	568,373	6,712
Investment earnings	<u>2,000</u>	<u>2,000</u>	<u>5,321</u>	<u>3,321</u>
Total resources	<u>\$ 618,661</u>	<u>\$ 618,661</u>	<u>\$ 674,903</u>	<u>\$ 56,242</u>
Requirements:				
Debt service	\$ 572,834	\$ 572,834	\$ 572,834	\$ -
Ending fund balance	<u>45,827</u>	<u>45,827</u>	<u>102,069</u>	<u>(56,242)</u>
Total requirements	<u>\$ 618,661</u>	<u>\$ 618,661</u>	<u>\$ 674,903</u>	<u>\$ (56,242)</u>

**CITY OF WARRENTON**

Warrenton Urban Renewal Agency Debt Service Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Beginning fund balance	\$ 966,810	\$ 966,810	\$ 982,827	\$ 16,017
Taxes	594,761	594,761	608,884	14,123
Investment earnings	<u>15,000</u>	<u>15,000</u>	<u>29,318</u>	<u>14,318</u>
Total resources	<u>\$ 1,576,571</u>	<u>\$ 1,576,571</u>	<u>\$ 1,621,029</u>	<u>\$ 44,458</u>
Requirements:				
Debt service	\$ 850,017	\$ 850,017	\$ 374,702	\$ 475,315
Transfers out	<u>300,000</u>	<u>300,000</u>	<u>33,190</u>	<u>266,810</u>
Total expenditures	1,150,017	1,150,017	407,892	742,125
Ending fund balance	<u>426,554</u>	<u>426,554</u>	<u>1,213,137</u>	<u>(786,583)</u>
Total requirements	<u>\$ 1,576,571</u>	<u>\$ 1,576,571</u>	<u>\$ 1,621,029</u>	<u>\$ (44,458)</u>

**CITY OF WARRENTON**

Warrenton Urban Renewal Agency Debt Reserve Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 350,017	\$ 350,017	\$ 350,017	\$ -
Transfers in	<u>300,000</u>	<u>300,000</u>	<u>33,190</u>	<u>(266,810)</u>
Total resources	<u>\$ 650,017</u>	<u>\$ 650,017</u>	<u>\$ 383,207</u>	<u>\$ (266,810)</u>
<b>Requirements:</b>				
Debt service	\$ 650,017	\$ 650,017	\$ -	\$ 650,017
Ending fund balance	<u>-</u>	<u>-</u>	<u>383,207</u>	<u>(383,207)</u>
Total requirements	<u>\$ 650,017</u>	<u>\$ 650,017</u>	<u>\$ 383,207</u>	<u>\$ 266,810</u>

## NONMAJOR CAPITAL PROJECTS FUNDS

*Capital Project Funds* are used to account for the acquisition or construction of major capital facilities. Funds included in this category are:

***Parks System Development Charges Fund*** - Accounts for fees on new construction that are used for capital projects and improvements made necessary by the increased usage of infrastructure caused by development within the community.

***Community Center Capital Reserve Fund*** - Accumulates resources from the operational surplus of the Community Center Fund for the financing of services, projects, property, and equipment purchases.

***Facilities Maintenance Fund*** - Accumulates money for financing the costs of major maintenance and capital improvements of the Municipal Building, Head Start Building, and Park Facilities.

***Streets System Development Charges Fund*** - Accounts for fees on new construction that are used for capital projects and improvements made necessary by the increased usage of infrastructure caused by development within the community.

***Police Vehicle Replacement Fund*** - Accumulates money for financing the costs of police vehicles.

***Fire Apparatus Replacement Fund*** - Accumulates money for financing the costs of fire apparatus.

***Tansy Point Dock Capital Reserve Fund*** - Accumulates money for financing the costs of major maintenance and capital improvements to the Tansy Point Dock.

***Warrenton Urban Renewal Agency Capital Projects Fund*** - Accounts for the property tax revenue collected and improvements to the downtown area completed through the Warrenton Urban Renewal Agency.

**CITY OF WARRENTON**

Nonmajor Capital Projects Funds

Combining Balance Sheet

June 30, 2018

	<u>Parks System Development Charges (003)</u>	<u>Community Center Capital Reserve (004)</u>	<u>Facilities Maintenance (035)</u>	<u>Streets System Development Charges (041)</u>
<b>ASSETS</b>				
Cash and cash equivalents	\$ 129,649	\$ 3,087	\$ 93,454	\$ 712,918
Total assets	<u>\$ 129,649</u>	<u>\$ 3,087</u>	<u>\$ 93,454</u>	<u>\$ 712,918</u>
 <b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable and other	\$ -	\$ -	\$ 1,990	\$ -
Fund Balances:				
Restricted for:				
Community development	-	-	-	-
System development	129,649	-	-	712,918
Assigned to:				
Capital projects	-	3,087	91,464	-
Total fund balances	<u>129,649</u>	<u>3,087</u>	<u>91,464</u>	<u>712,918</u>
 Total liabilities, deferred inflows of resources and fund balances	<u>\$ 129,649</u>	<u>\$ 3,087</u>	<u>\$ 93,454</u>	<u>\$ 712,918</u>

<u>Police Vehicle Replacement (070)</u>	<u>Fire Apparatus Replacement (071)</u>	<u>Tansy Point Dock Capital Reserve (072)</u>	<u>Warrenton Urban Renewal Agency Capital Projects (200)</u>	<u>Total Nonmajor Capital Projects Funds</u>
\$ 6,656	\$ 103,821	\$ 124,117	\$ 321,494	\$ 1,495,196
<u>\$ 6,656</u>	<u>\$ 103,821</u>	<u>\$ 124,117</u>	<u>\$ 321,494</u>	<u>\$ 1,495,196</u>
\$ -	\$ -	\$ -	\$ 23,724	\$ 25,714
-	-	-	297,770	297,770
-	-	-	-	842,567
<u>6,656</u>	<u>103,821</u>	<u>124,117</u>	<u>-</u>	<u>329,145</u>
<u>6,656</u>	<u>103,821</u>	<u>124,117</u>	<u>297,770</u>	<u>1,469,482</u>
<u>\$ 6,656</u>	<u>\$ 103,821</u>	<u>\$ 124,117</u>	<u>\$ 321,494</u>	<u>\$ 1,495,196</u>

**CITY OF WARRENTON**

Nonmajor Capital Projects Funds

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ended June 30, 2018

	<u>Parks System Development Charges (003)</u>	<u>Community Center Capital Reserve (004)</u>	<u>Facilities Maintenance (035)</u>	<u>Streets System Development Charges (041)</u>
Revenues:				
Investment earnings	\$ 1,650	\$ -	\$ 873	\$ 11,750
Other revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>1,650</u>	<u>-</u>	<u>873</u>	<u>11,750</u>
Expenditures:				
Current:				
General government	-	-	17,229	-
Library and culture	-	3,500	-	-
Capital outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>3,500</u>	<u>17,229</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures	1,650	(3,500)	(16,356)	11,750
Other Financing Sources (Uses):				
Transfers in	-	5,000	15,000	-
Loan proceeds	-	-	-	-
Capital contributions	<u>48,500</u>	<u>-</u>	<u>-</u>	<u>60,531</u>
Net change in fund balances	50,150	1,500	(1,356)	72,281
Fund Balances:				
Beginning of year	<u>79,499</u>	<u>1,587</u>	<u>92,820</u>	<u>640,637</u>
End of year	<u>\$ 129,649</u>	<u>\$ 3,087</u>	<u>\$ 91,464</u>	<u>\$ 712,918</u>

Police Vehicle Replacement (070)	Fire Apparatus Replacement (071)	Tansy Point Dock Capital Reserve (072)	Warrenton Urban Renewal Agency Capital Projects (200)	Total Nonmajor Capital Projects Funds
\$ 45	\$ 1,136	\$ 2,017	\$ 5,430	\$ 22,901
-	22,573	-	-	22,573
<u>45</u>	<u>23,709</u>	<u>2,017</u>	<u>5,430</u>	<u>45,474</u>
-	-	-	47,353	64,582
-	-	-	-	3,500
<u>50,000</u>	<u>239</u>	<u>-</u>	<u>120,605</u>	<u>170,844</u>
<u>50,000</u>	<u>239</u>	<u>-</u>	<u>167,958</u>	<u>238,926</u>
(49,955)	23,470	2,017	(162,528)	(193,452)
50,000	10,000	19,578	-	99,578
-	-	-	54,500	54,500
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>109,031</u>
45	33,470	21,595	(108,028)	69,657
<u>6,611</u>	<u>70,351</u>	<u>102,522</u>	<u>405,798</u>	<u>1,399,825</u>
<u>\$ 6,656</u>	<u>\$ 103,821</u>	<u>\$ 124,117</u>	<u>\$ 297,770</u>	<u>\$ 1,469,482</u>

**CITY OF WARRENTON**

Parks System Development Charges Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 69,274	\$ 69,274	\$ 79,499	\$ 10,225
Investment earnings	-	-	1,650	1,650
System development charges	<u>38,000</u>	<u>38,000</u>	<u>48,500</u>	<u>10,500</u>
Total resources	<u>\$ 107,274</u>	<u>\$ 107,274</u>	<u>\$ 129,649</u>	<u>\$ 22,375</u>
 <b>Requirements:</b>				
Parks Department:				
Capital outlay	\$ 107,274	\$ 107,274	\$ -	\$ 107,274
Ending fund balance	<u>-</u>	<u>-</u>	<u>129,649</u>	<u>(129,649)</u>
Total requirements	<u>\$ 107,274</u>	<u>\$ 107,274</u>	<u>\$ 129,649</u>	<u>\$ (22,375)</u>

**CITY OF WARRENTON**

Community Center Capital Reserve Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources				
Beginning fund balance	\$ 1,587	\$ 1,587	\$ 1,587	\$ -
Transfers in	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>
Total resources	<u>\$ 6,587</u>	<u>\$ 6,587</u>	<u>\$ 6,587</u>	<u>\$ -</u>
Requirements:				
Community Center:				
Materials and services	\$ 6,587	\$ 6,587	\$ 3,500	\$ 3,087
Ending fund balance	<u>-</u>	<u>-</u>	<u>3,087</u>	<u>(3,087)</u>
Total requirements	<u>\$ 6,587</u>	<u>\$ 6,587</u>	<u>\$ 6,587</u>	<u>\$ -</u>

**CITY OF WARRENTON**

Facilities Maintenance Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 69,000	\$ 69,000	\$ 92,820	\$ 23,820
Investment earnings	350	350	873	523
Transfers in	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>
Total resources	<u>\$ 84,350</u>	<u>\$ 84,350</u>	<u>\$ 108,693</u>	<u>\$ 24,343</u>
 <b>Requirements:</b>				
Facilities Maintenance:				
Materials and services	\$ 25,035	\$ 25,035	\$ 17,229	\$ 7,806
Contingency	<u>59,315</u>	<u>59,315</u>	<u>-</u>	<u>59,315</u>
Total expenditures	84,350	84,350	17,229	67,121
Ending fund balance	<u>-</u>	<u>-</u>	<u>91,464</u>	<u>(91,464)</u>
Total requirements	<u>\$ 84,350</u>	<u>\$ 84,350</u>	<u>\$ 108,693</u>	<u>\$ (24,343)</u>

**CITY OF WARRENTON**

**Streets System Development Charges Fund**

**Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)**

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Beginning fund balance	\$ 629,000	\$ 629,000	\$ 640,637	\$ 11,637
Investment earnings	3,000	3,000	11,750	8,750
System development charges	<u>110,400</u>	<u>110,400</u>	<u>60,531</u>	<u>(49,869)</u>
Total resources	<u>\$ 742,400</u>	<u>\$ 742,400</u>	<u>\$ 712,918</u>	<u>\$ (29,482)</u>
Requirements:				
Streets Department:				
Capital outlay	\$ 742,400	\$ 742,400	\$ -	\$ 742,400
Ending fund balance	<u>-</u>	<u>-</u>	<u>712,918</u>	<u>(712,918)</u>
Total requirements	<u>\$ 742,400</u>	<u>\$ 742,400</u>	<u>\$ 712,918</u>	<u>\$ 29,482</u>

**CITY OF WARRENTON**

Police Vehicle Replacement Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 5,152	\$ 5,152	\$ 6,611	\$ 1,459
Investment earnings	25	25	45	20
Transfers in	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>
Total resources	<u>\$ 55,177</u>	<u>\$ 55,177</u>	<u>\$ 56,656</u>	<u>\$ 1,479</u>
 <b>Requirements:</b>				
Police Department:				
Capital outlay	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Ending fund balance	<u>5,177</u>	<u>5,177</u>	<u>6,656</u>	<u>(1,479)</u>
Total requirements	<u>\$ 55,177</u>	<u>\$ 55,177</u>	<u>\$ 56,656</u>	<u>\$ (1,479)</u>

**CITY OF WARRENTON**

Fire Apparatus Replacement Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 56,661	\$ 56,661	\$ 70,351	\$ 13,690
Investment earnings	600	600	1,136	536
Other revenue	-	-	22,573	22,573
Transfers in	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
Total resources	<u>\$ 67,261</u>	<u>\$ 67,261</u>	<u>\$ 104,060</u>	<u>\$ 36,799</u>
<b>Requirements:</b>				
Fire Department:				
Materials and services	\$ 12,000	\$ 12,000	\$ -	\$ 12,000
Capital outlay	<u>55,261</u>	<u>55,261</u>	<u>239</u>	<u>55,022</u>
Total department expenditures	67,261	67,261	239	67,022
Ending fund balance	<u>-</u>	<u>-</u>	<u>103,821</u>	<u>(103,821)</u>
Total requirements	<u>\$ 67,261</u>	<u>\$ 67,261</u>	<u>\$ 104,060</u>	<u>\$ (36,799)</u>

**CITY OF WARRENTON**

Tansy Point Dock Capital Reserve Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 102,000	\$ 102,000	\$ 102,522	\$ 522
Investment earnings	300	300	2,017	1,717
Transfers in	<u>19,578</u>	<u>19,578</u>	<u>19,578</u>	<u>-</u>
Total resources	<u>\$ 121,878</u>	<u>\$ 121,878</u>	<u>\$ 124,117</u>	<u>\$ 2,239</u>
<b>Requirements:</b>				
Administration:				
Capital outlay	\$ 121,878	\$ 121,878	\$ -	\$ 121,878
Ending fund balance	<u>-</u>	<u>-</u>	<u>124,117</u>	<u>(124,117)</u>
Total requirements	<u>\$ 121,878</u>	<u>\$ 121,878</u>	<u>\$ 124,117</u>	<u>\$ (2,239)</u>

**CITY OF WARRENTON**

Warrenton Urban Renewal Agency Capital Projects Fund

Statement of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 266,299	\$ 266,299	\$ 405,798	\$ 139,499
Investment earnings	-	-	5,430	5,430
Loan proceeds	<u>1,922,122</u>	<u>1,922,122</u>	<u>54,500</u>	<u>(1,867,622)</u>
Total resources	<u>\$ 2,188,421</u>	<u>\$ 2,188,421</u>	<u>\$ 465,728</u>	<u>\$ (1,722,693)</u>
<b>Requirements:</b>				
Materials and services	\$ 119,000	\$ 119,000	\$ 47,353	\$ 71,647
Capital outlay	<u>2,069,421</u>	<u>2,069,421</u>	<u>120,605</u>	<u>1,948,816</u>
Total expenditures	2,188,421	2,188,421	167,958	2,020,463
Ending fund balance	<u>-</u>	<u>-</u>	<u>297,770</u>	<u>(297,770)</u>
Total requirements	<u>\$ 2,188,421</u>	<u>\$ 2,188,421</u>	<u>\$ 465,728</u>	<u>\$ 1,722,693</u>

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

## ENTERPRISE FUNDS

*Enterprise Funds* are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs of providing services are financed or recovered primarily through user charges. Funds included in this category are:

***Water Operating Fund*** - Accounts for the operation, maintenance, and improvements of the water treatment, transmission and distribution systems.

***Water System Development*** - Accounts for fees on new construction that are used for capital projects and improvements made necessary by the increased usage of infrastructure caused by development.

***Water Capital Reserve Fund*** - Accumulates money for major maintenance and capital improvement projects.

***Sewer Operating Fund*** - Accounts for the operation, maintenance, and improvements of the sewer system.

***Sewer System Development Fund*** - Accounts for fees on new construction that are used for capital projects and improvements made necessary by the increased usage of infrastructure caused by development.

***Sewer Capital Reserve Fund*** - Accumulates money for major maintenance and capital improvement projects.

***Storm Sewer Operating Fund*** - Accounts for the storm sewer surcharge on all sewer bills and is used to expand and improve storm drainage systems.

***Storm System Development Charges Fund*** - Accounts for fees on new construction that are used for capital projects and improvements made necessary by the increased usage of infrastructure caused by development within the community.

***Sanitation Operating Fund*** - Accounts for the operations of the residential and commercial trash collection unit.

***Sanitation Capital Reserve Fund*** - Accumulates money for major maintenance and capital improvement projects.

***Warrenton Marina Fund*** - Accounts for the operation, maintenance and improvements of the Marina.

***Warrenton Marina Capital Reserve Fund*** - Accumulates money for major maintenance and capital improvement projects.

***Hammond Marina Fund*** - Accounts for the operation, maintenance and improvements of the Marina.

***Hammond Marina Capital Reserve Fund*** - Accumulates money for major maintenance and capital improvement projects.

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**CITY OF WARRENTON**

**CITY OF WARRENTON**

Water Enterprise

Combining Statement of Net Position

June 30, 2018

	Operating (025)	System Development (026)	Capital Reserve (029)	Total Water Enterprise
<b>ASSETS</b>				
Current assets:				
Cash and cash equivalents	\$ 995,339	\$ 103,982	\$ 2,066,082	\$ 3,165,403
Utility receivables	280,074	-	-	280,074
Other receivables	5,260	3,300	-	8,560
Inventory, at cost	317,007	-	-	317,007
Prepaid expenses	846	-	-	846
Total current assets	<u>1,598,526</u>	<u>107,282</u>	<u>2,066,082</u>	<u>3,771,890</u>
Noncurrent assets:				
Capital assets:				
Nondepreciable assets	300,690	-	-	300,690
Depreciable assets, net	<u>14,994,205</u>	<u>-</u>	<u>-</u>	<u>14,994,205</u>
Total noncurrent assets	<u>15,294,895</u>	<u>-</u>	<u>-</u>	<u>15,294,895</u>
Total assets	<u>16,893,421</u>	<u>107,282</u>	<u>2,066,082</u>	<u>19,066,785</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Related to pensions	<u>292,869</u>	<u>-</u>	<u>-</u>	<u>292,869</u>
<b>LIABILITIES</b>				
Current liabilities:				
Accounts payable and other	260,890	-	-	260,890
Accrued interest payable	103,833	-	-	103,833
Compensated absences	47,292	-	-	47,292
Loans payable - current	<u>505,269</u>	<u>-</u>	<u>-</u>	<u>505,269</u>
Total current liabilities	917,284	-	-	917,284
Noncurrent liabilities:				
Loans payable	5,656,955	-	-	5,656,955
Net pension liability	<u>779,468</u>	<u>-</u>	<u>-</u>	<u>779,468</u>
Total liabilities	<u>7,353,707</u>	<u>-</u>	<u>-</u>	<u>7,353,707</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Related to pensions	<u>35,318</u>	<u>-</u>	<u>-</u>	<u>35,318</u>
<b>NET POSITION</b>				
Net investment in capital assets	9,132,671	-	-	9,132,671
Restricted for system development	-	107,282	-	107,282
Unrestricted	<u>664,594</u>	<u>-</u>	<u>2,066,082</u>	<u>2,730,676</u>
Total net position	<u>\$ 9,797,265</u>	<u>\$ 107,282</u>	<u>\$ 2,066,082</u>	<u>\$ 11,970,629</u>

**CITY OF WARRENTON**

Water Enterprise

Combining Statement of Revenues, Expenses, and Changes in Net Position

For the Year Ended June 30, 2018

	Operating (025)	System Development (026)	Capital Reserve (029)	Total Water Enterprise
Operating revenues:				
Charges for services	\$ 3,059,246	\$ -	\$ -	\$ 3,059,246
Other revenue	8,495	-	-	8,495
Total operating revenues	<u>3,067,741</u>	<u>-</u>	<u>-</u>	<u>3,067,741</u>
Operating Expenses:				
Payroll and payroll benefits	1,075,448	-	-	1,075,448
Contracted services	170,596	-	-	170,596
Utilities and telephone	99,950	-	-	99,950
Repairs and maintenance	1,223,135	-	-	1,223,135
Other operating expenses	132,437	-	-	132,437
Overhead cost allocation	112,194	-	-	112,194
Depreciation	681,979	-	-	681,979
Total operating expenses.	<u>3,495,739</u>	<u>-</u>	<u>-</u>	<u>3,495,739</u>
Operating income (loss)	<u>(427,998)</u>	<u>-</u>	<u>-</u>	<u>(427,998)</u>
Nonoperating Revenues (Expenses):				
Investment earnings	35,361	1,556	-	36,917
Gain/(loss) on disposition of capital assets	(26,772)	-	-	(26,772)
Interest expense	(181,670)	-	-	(181,670)
Total nonoperating revenues (expenses)	<u>(173,081)</u>	<u>1,556</u>	<u>-</u>	<u>(171,525)</u>
Income (loss) before contributions	(601,079)	1,556	-	(599,523)
Capital contributions	-	77,865	-	77,865
Capital transfers, net	130,725	-	(130,725)	-
Debt transfers, net	85,000	(85,000)	-	-
Net transfers within Enterprise	<u>(547,864)</u>	<u>-</u>	<u>547,864</u>	<u>-</u>
Change in net position	(933,218)	(5,579)	417,139	(521,658)
Net Position:				
Beginning of year	10,730,483	112,861	1,648,943	12,492,287
End of year	<u>\$ 9,797,265</u>	<u>\$ 107,282</u>	<u>\$ 2,066,082</u>	<u>\$ 11,970,629</u>

**CITY OF WARRENTON**

Water Enterprise

Combining Statement of Cash Flows

For the Year Ended June 30, 2018

	Operating (025)	System Development (026)	Capital Reserve (029)	Total Water Enterprise
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Receipts from customers	\$ 3,061,048	\$ -	\$ -	\$ 3,061,048
Payments to suppliers and contractors	(976,218)	-	-	(976,218)
Payments to employees	(805,518)	-	-	(805,518)
Payments for interfund services	<u>(250,026)</u>	<u>-</u>	<u>-</u>	<u>(250,026)</u>
Net cash provided by (used in) operating	<u>1,029,286</u>	<u>-</u>	<u>-</u>	<u>1,029,286</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>				
Intergovernmental operating grants received	20,000	-	-	20,000
Transfers within enterprise, net	<u>(547,864)</u>	<u>-</u>	<u>547,864</u>	<u>-</u>
Net cash provided by (used in) noncapital financing activities	<u>(527,864)</u>	<u>-</u>	<u>547,864</u>	<u>20,000</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Proceeds from debt issuance	249,453	-	-	249,453
Proceeds from disposition of capital assets	710	-	-	710
Capital contributions	-	77,865	-	77,865
Acquisition and construction of capital assets	(2,871)	-	(134,868)	(137,739)
Principal paid on debt	(439,014)	(85,000)	-	(524,014)
Interest paid on debt	<u>(185,530)</u>	<u>-</u>	<u>-</u>	<u>(185,530)</u>
Net cash used in capital and related financing activities	<u>(377,252)</u>	<u>(7,135)</u>	<u>(134,868)</u>	<u>(519,255)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Interest and dividends received	<u>35,361</u>	<u>1,556</u>	<u>-</u>	<u>36,917</u>
Net change in cash and cash equivalents	159,531	(5,579)	412,996	566,948
Cash and cash equivalents:				
Beginning of year	<u>835,808</u>	<u>109,561</u>	<u>1,653,086</u>	<u>2,598,455</u>
End of year	<u>\$ 995,339</u>	<u>\$ 103,982</u>	<u>\$ 2,066,082</u>	<u>\$ 3,165,403</u>

Continued on next page

**CITY OF WARRENTON**

Water Enterprise

Combining Statement of Cash Flows, Continued

For the Year Ended June 30, 2018

	Operating (025)	System Development (026)	Capital Reserve (029)	Total Water Enterprise
<b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:</b>				
Operating income (loss)	\$ (427,998)	\$ -	\$ -	\$ (427,998)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation	681,979	-	-	681,979
Net increase (decrease) of expense under GASB 68	131,600	-	-	131,600
(Increase) decrease in assets:				
Receivables	(6,693)	-	-	(6,693)
Inventory, at cost	551,075	-	-	551,075
Prepaid items	(85)	-	-	(85)
Increase (decrease) in liabilities:				
Accounts payable and other	98,910	-	-	98,910
Compensated absences	498	-	-	498
	<u>498</u>	<u>-</u>	<u>-</u>	<u>498</u>
 Net cash provided by (used in) operating activities	 <u>\$ 1,029,286</u>	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ 1,029,286</u>
 <b>Schedule of noncash transactions:</b>				
Capital assets transferred between funds	<u>\$ 130,725</u>	<u>\$ -</u>	<u>\$ (130,725)</u>	<u>\$ -</u>
Debt principal payments transferred between funds	<u>\$ 85,000</u>	<u>\$ (85,000)</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF WARRENTON**

Sewer Enterprise

Statement of Net Position

June 30, 2018

	Operating (030)	System Development (036)	Capital Reserve (038)	Storm (028)	Storm System Development Charges (051)	Total Sewer Enterprise
<b>ASSETS</b>						
Current assets:						
Cash and cash equivalents	\$ 1,539,208	\$ 91,177	\$ 2,167,452	\$ 550,053	\$ 36,535	\$ 4,384,425
Utility receivables	264,843	-	-	44,102	-	308,945
Accounts receivable	-	-	-	34	-	34
Other receivables	2,832	-	-	-	-	2,832
Inventory, at cost	100,696	-	-	3,763	-	104,459
Prepaid expenses	706	-	-	75	-	781
Total current assets	<u>1,908,285</u>	<u>91,177</u>	<u>2,167,452</u>	<u>598,027</u>	<u>36,535</u>	<u>4,801,476</u>
Noncurrent assets:						
Restricted cash	80,673	-	-	-	-	80,673
Capital assets:						
Nondepreciable assets	68,172	-	-	22,289	-	90,461
Depreciable assets, net	10,451,697	-	-	631,913	-	11,083,610
Total noncurrent assets	<u>10,600,542</u>	<u>-</u>	<u>-</u>	<u>654,202</u>	<u>-</u>	<u>11,254,744</u>
Total assets	<u>12,508,827</u>	<u>91,177</u>	<u>2,167,452</u>	<u>1,252,229</u>	<u>36,535</u>	<u>16,056,220</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>						
Related to pensions	197,093	-	-	20,525	-	217,618
<b>LIABILITIES</b>						
Current liabilities:						
Accounts payable and other	49,708	-	250	1,633	-	51,591
Accrued interest payable	32,832	-	-	-	-	32,832
Compensated absences	32,658	-	-	4,019	-	36,677
Loans payable - current	125,686	-	-	-	-	125,686
Total current liabilities	<u>240,884</u>	<u>-</u>	<u>250</u>	<u>5,652</u>	<u>-</u>	<u>246,786</u>
Noncurrent liabilities:						
Loans payable	1,947,367	-	-	-	-	1,947,367
Net pension liability	524,559	-	-	54,623	-	579,182
Total liabilities	<u>2,712,810</u>	<u>-</u>	<u>250</u>	<u>60,275</u>	<u>-</u>	<u>2,773,335</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Related to pensions	23,768	-	-	2,475	-	26,243
<b>NET POSITION</b>						
Net investment in capital assets	8,446,816	-	-	654,202	-	9,101,018
Restricted for system development	-	91,177	-	-	36,535	127,712
Unrestricted	1,522,526	-	2,167,202	555,802	-	4,245,530
Total net position	<u>\$ 9,969,342</u>	<u>\$ 91,177</u>	<u>\$ 2,167,202</u>	<u>\$ 1,210,004</u>	<u>\$ 36,535</u>	<u>\$ 13,474,260</u>

**CITY OF WARRENTON**

**Sewer Enterprise**

**Statement of Revenues, Expenses, and Changes in Net Position**

**For the Year Ended June 30, 2018**

	Operating (030)	System Development (036)	Capital Reserve (038)	Storm (028)	Storm System Development Charges (051)	Total Sewer Enterprise
<b>Operating revenues:</b>						
Charges for services	\$ 2,603,346	\$ -	\$ -	\$ 427,423	\$ -	\$ 3,030,769
Other revenue	4,006	-	-	633	-	4,639
Total operating revenues	<u>2,607,352</u>	<u>-</u>	<u>-</u>	<u>428,056</u>	<u>-</u>	<u>3,035,408</u>
<b>Operating Expenses:</b>						
Payroll and payroll benefits	823,298	-	-	92,133	-	915,431
Contracted services	115,763	-	-	18,399	-	134,162
Utilities and telephone	180,578	-	-	10,934	-	191,512
Repairs and maintenance	201,014	-	-	34,224	-	235,238
Other operating expenses	131,226	-	-	3,455	-	134,681
Overhead cost allocation	117,322	-	-	15,427	-	132,749
Depreciation	614,574	-	-	57,402	-	671,976
Total operating expenses	<u>2,183,775</u>	<u>-</u>	<u>-</u>	<u>231,974</u>	<u>-</u>	<u>2,415,749</u>
Operating income (loss)	<u>423,577</u>	<u>-</u>	<u>-</u>	<u>196,082</u>	<u>-</u>	<u>619,659</u>
<b>Nonoperating Revenues (Expenses):</b>						
Investment earnings	39,684	2,180	-	5,052	456	47,372
Intergovernmental	520,000	-	-	-	-	520,000
Gain/(loss) on disposition of capital assets	(23,931)	-	-	-	-	(23,931)
Interest expense	(22,756)	(28,014)	-	-	-	(50,770)
Total nonoperating revenues (expenses)	<u>512,997</u>	<u>(25,834)</u>	<u>-</u>	<u>5,052</u>	<u>456</u>	<u>492,671</u>
Income (loss) before contributions	936,574	(25,834)	-	201,134	456	1,112,330
Capital contributions	-	57,766	-	-	8,100	65,866
Capital transfers, net	164,498	-	(164,498)	-	-	-
Debt transfers, net	82,353	(82,353)	-	-	-	-
Net transfers within Enterprise	<u>(1,289,704)</u>	<u>-</u>	<u>1,289,704</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in net position	(106,279)	(50,421)	1,125,206	201,134	8,556	1,178,196
<b>Net Position:</b>						
Beginning of year	<u>10,075,621</u>	<u>141,598</u>	<u>1,041,996</u>	<u>1,008,870</u>	<u>27,979</u>	<u>12,296,064</u>
End of year	<u>\$ 9,969,342</u>	<u>\$ 91,177</u>	<u>\$ 2,167,202</u>	<u>\$ 1,210,004</u>	<u>\$ 36,535</u>	<u>\$ 13,474,260</u>

**CITY OF WARRENTON**

Sewer Enterprise

Statement of Cash Flows

For the Year Ended June 30, 2018

	Operating (030)	System Development (036)	Capital Reserve (038)	Storm (028)	Storm System Development Charges (051)	Total Sewer Enterprise
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>						
Receipts from customers	\$ 2,590,571	\$ -	\$ -	\$ 424,215	\$ -	\$ 3,014,786
Payments to suppliers and contractors	(629,396)	-	-	(70,120)	-	(699,516)
Payments to employees	(624,390)	-	-	(67,844)	-	(692,234)
Payments for interfund services	(261,455)	-	-	(34,380)	-	(295,835)
Net cash provided by (used in) operating	<u>1,075,330</u>	<u>-</u>	<u>-</u>	<u>251,871</u>	<u>-</u>	<u>1,327,201</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>						
Intergovernmental operating grants received	22,863	-	-	-	-	22,863
Transfers within enterprise, net	(1,289,704)	-	1,289,704	-	-	-
Net cash provided by (used in) noncapital financing activities	<u>(1,266,841)</u>	<u>-</u>	<u>1,289,704</u>	<u>-</u>	<u>-</u>	<u>22,863</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>						
Proceeds from debt issuance	473,317	-	-	-	-	473,317
Proceeds from disposition of capital assets	959	-	-	-	-	959
Capital contributions	-	57,766	-	-	8,100	65,866
Acquisition and construction of capital assets	-	-	(414,309)	(3,237)	-	(417,546)
Principal paid on debt	(58,296)	(82,353)	-	-	-	(140,649)
Interest paid on debt	(4,382)	(28,014)	-	-	-	(32,396)
Net cash used in capital and related financing activities	<u>411,598</u>	<u>(52,601)</u>	<u>(414,309)</u>	<u>(3,237)</u>	<u>8,100</u>	<u>(50,449)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>						
Interest and dividends received	<u>39,684</u>	<u>2,180</u>	<u>-</u>	<u>5,052</u>	<u>456</u>	<u>47,372</u>
Net change in cash and cash equivalents	259,771	(50,421)	875,395	253,686	8,556	1,346,987
Cash and cash equivalents:						
Beginning of year	<u>1,360,110</u>	<u>141,598</u>	<u>1,292,057</u>	<u>296,367</u>	<u>27,979</u>	<u>3,118,111</u>
End of year	<u>\$ 1,619,881</u>	<u>\$ 91,177</u>	<u>\$ 2,167,452</u>	<u>\$ 550,053</u>	<u>\$ 36,535</u>	<u>\$ 4,465,098</u>

Cash and cash equivalents are reported on the Statement of Net Position as follows:

Cash and cash equivalents	\$ 1,539,208	\$ 91,177	\$ 2,167,452	\$ 550,053	\$ 36,535	\$ 4,384,425
Restricted cash	<u>80,673</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>80,673</u>
	<u>\$ 1,619,881</u>	<u>\$ 91,177</u>	<u>\$ 2,167,452</u>	<u>\$ 550,053</u>	<u>\$ 36,535</u>	<u>\$ 4,465,098</u>

Continued on next page

**CITY OF WARRENTON**

Sewer Enterprise

Statement of Cash Flows, Continued

For the Year Ended June 30, 2018

	Operating (030)	System Development (036)	Capital Reserve (038)	Storm (028)	Storm System Development Charges (051)	Total Sewer Enterprise
<b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:</b>						
Operating income (loss)	\$ 423,577	\$ -	\$ -	\$ 196,082	\$ -	\$ 619,659
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:						
Depreciation	614,574	-	-	57,402	-	671,976
Net increase (decrease) of expense under GASB 68	52,902	-	-	5,585	-	58,487
(Increase) decrease in assets:						
Receivables	(16,781)	-	-	(3,841)	-	(20,622)
Inventory, at cost	10,818	-	-	2,039	-	12,857
Prepaid items	(66)	-	-	(9)	-	(75)
Increase (decrease) in liabilities:						
Accounts payable and other	(11,567)	-	-	(5,138)	-	(16,705)
Compensated absences	1,873	-	-	(249)	-	1,624
	<u>\$ 1,075,330</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 251,871</u>	<u>\$ -</u>	<u>\$ 1,327,201</u>
Net cash provided by (used in) operating activities						

**Schedule of noncash transactions:**

Capital assets transferred between funds	<u>\$ 164,498</u>	<u>\$ -</u>	<u>\$ (164,498)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt principal payments transferred between funds	<u>\$ 82,353</u>	<u>\$ (82,353)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Forgiveness of loan	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>

**CITY OF WARRENTON**  
Sanitation Enterprise  
Combining Statement of Net Position  
June 30, 2018

	<u>Operating (032)</u>	<u>Capital Reserve (034)</u>	<u>Total Sanitation Enterprise</u>
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 332,605	\$ 370,497	\$ 703,102
Utility receivables	112,523	-	112,523
Other receivables	69	-	69
Inventory, at cost	36,468	-	36,468
Prepaid expenses	380	-	380
Total current assets	<u>482,045</u>	<u>370,497</u>	<u>852,542</u>
Noncurrent assets:			
Capital assets:			
Nondepreciable assets	39,050	-	39,050
Depreciable assets, net	404,569	-	404,569
Total noncurrent assets	<u>443,619</u>	<u>-</u>	<u>443,619</u>
Total assets	<u>925,664</u>	<u>370,497</u>	<u>1,296,161</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Related to pensions	<u>47,238</u>	<u>-</u>	<u>47,238</u>
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable and other	64,475	-	64,475
Compensated absences	7,492	-	7,492
Landfill postclosure care - current	11,650	-	11,650
Total current liabilities	<u>83,617</u>	<u>-</u>	<u>83,617</u>
Noncurrent liabilities:			
Landfill postclosure care liability	242,143	-	242,143
Net pension liability	125,721	-	125,721
Total liabilities	<u>451,481</u>	<u>-</u>	<u>451,481</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Related to pensions	<u>5,697</u>	<u>-</u>	<u>5,697</u>
<b>NET POSITION</b>			
Net investment in capital assets	443,619	-	443,619
Unrestricted	72,105	370,497	442,602
Total net position	<u>\$ 515,724</u>	<u>\$ 370,497</u>	<u>\$ 886,221</u>

**CITY OF WARRENTON**

Sanitation Enterprise

Combining Statement of Revenues, Expenses, and Changes in Net Position

For the Year Ended June 30, 2018

	<u>Operating (032)</u>	<u>Capital Reserve (034)</u>	<u>Total Sanitation Enterprise</u>
Operating revenues:			
Charges for services	\$ 1,097,434	\$ -	\$ 1,097,434
Other revenue	<u>2,423</u>	<u>-</u>	<u>2,423</u>
Total operating revenues	<u>1,099,857</u>	<u>-</u>	<u>1,099,857</u>
Operating Expenses:			
Payroll and payroll benefits	259,007	-	259,007
Contracted services	603,077	-	603,077
Utilities and telephone	6,913	-	6,913
Repairs and maintenance	25,961	-	25,961
Other operating expenses	80,541	-	80,541
Overhead cost allocation	28,164	-	28,164
Depreciation	<u>64,050</u>	<u>-</u>	<u>64,050</u>
Total operating expenses	<u>1,067,713</u>	<u>-</u>	<u>1,067,713</u>
Operating income (loss)	32,144	-	32,144
Nonoperating Revenues (Expenses):			
Investment earnings	9,047	-	9,047
Gain/(loss) on disposition of capital assets	<u>7,000</u>	<u>-</u>	<u>7,000</u>
Income (loss) before contributions	48,191	-	48,191
Capital transfers, net	6,233	(6,233)	-
Net transfers within Enterprise	<u>(75,000)</u>	<u>75,000</u>	<u>-</u>
Change in net position	(20,576)	68,767	48,191
Net Position:			
Beginning of year	<u>536,300</u>	<u>301,730</u>	<u>838,030</u>
End of year	<u>\$ 515,724</u>	<u>\$ 370,497</u>	<u>\$ 886,221</u>

**CITY OF WARRENTON**

Sanitation Enterprise

Combining Statement of Cash Flows

For the Year Ended June 30, 2018

	Operating (032)	Capital Reserve (034)	Total Sanitation Enterprise
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from customers	\$ 1,093,950	\$ -	\$ 1,093,950
Payments to suppliers and contractors	(719,641)	-	(719,641)
Payments to employees	(213,923)	-	(213,923)
Payments for interfund services	<u>(62,764)</u>	-	<u>(62,764)</u>
Net cash provided by (used in) operating	<u>97,622</u>	<u>-</u>	<u>97,622</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>			
Transfers within enterprise, net	<u>(75,000)</u>	75,000	-
Net cash provided by (used in) noncapital financing activities	<u>(75,000)</u>	<u>75,000</u>	<u>-</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Proceeds from disposition of capital assets	7,000	-	7,000
Acquisition and construction of capital assets	<u>-</u>	<u>(7,243)</u>	<u>(7,243)</u>
Net cash used in capital and related financing activities	<u>7,000</u>	<u>(7,243)</u>	<u>(243)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest and dividends received	<u>9,047</u>	-	<u>9,047</u>
Net change in cash and cash equivalents	38,669	67,757	106,426
Cash and cash equivalents:			
Beginning of year	293,936	302,740	596,676
End of year	<u>\$ 332,605</u>	<u>\$ 370,497</u>	<u>\$ 703,102</u>

Continued on next page

**CITY OF WARRENTON**

Sanitation Enterprise

Combining Statement of Cash Flows, Continued

For the Year Ended June 30, 2018

	Operating (032)	Capital Reserve (034)	Total Sanitation Enterprise
<b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:</b>			
Operating income (loss)	\$ 32,144	\$ -	\$ 32,144
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:			
Depreciation	64,050	-	64,050
Net increase (decrease) of expense under GASB 68	8,182	-	8,182
(Increase) decrease in assets:			
Receivables	(5,907)	-	(5,907)
Inventory, at cost	(1,358)	-	(1,358)
Prepaid items	(24)	-	(24)
Increase (decrease) in liabilities:			
Accounts payable and other	(531)	-	(531)
Compensated absences	2,302	-	2,302
Landfill postclosure care	(1,236)	-	(1,236)
	<u>97,622</u>	<u>-</u>	<u>97,622</u>
Net cash provided by (used in) operating activities	<u>\$ 97,622</u>	<u>\$ -</u>	<u>\$ 97,622</u>
 <b>Schedule of noncash transactions:</b>			
Capital assets transferred between funds	<u>\$ 6,233</u>	<u>\$ (6,233)</u>	<u>\$ -</u>

**CITY OF WARRENTON**

Nonmajor Enterprise Funds

Combining Statement of Net Position

June 30, 2018

	<u>Warrenton Marina (010)</u>	<u>Warrenton Marina Capital Reserve (012)</u>	<u>Hammond Marina (011)</u>	<u>Hammond Marina Capital Reserve (013)</u>	<u>Total Nonmajor Enterprise Funds</u>
<b>ASSETS</b>					
Current assets:					
Cash and cash equivalents	\$ 183,951	\$ 173,850	\$ 128,905	\$ 613,363	\$ 1,100,069
Accounts receivable	11,630	-	1,471	-	13,101
Intergovernmental receivables	-	-	-	46,796	46,796
Other receivables	620	-	-	-	620
Prepaid expenses	28	-	19	-	47
Total current assets	<u>196,229</u>	<u>173,850</u>	<u>130,395</u>	<u>660,159</u>	<u>1,160,633</u>
Noncurrent assets:					
Capital assets:					
Nondepreciable assets	72,553	-	229,588	-	302,141
Depreciable assets, net	<u>309,647</u>	<u>-</u>	<u>603,420</u>	<u>-</u>	<u>913,067</u>
Total noncurrent assets	<u>382,200</u>	<u>-</u>	<u>833,008</u>	<u>-</u>	<u>1,215,208</u>
Total assets	<u>578,429</u>	<u>173,850</u>	<u>963,403</u>	<u>660,159</u>	<u>2,375,841</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
Related to pensions	<u>71,182</u>	<u>-</u>	<u>46,097</u>	<u>-</u>	<u>117,279</u>
<b>LIABILITIES</b>					
Current liabilities:					
Accounts payable and other	7,664	4,450	5,383	20,684	38,181
Compensated absences	15,277	-	9,768	-	25,045
Unearned revenue	<u>15,745</u>	<u>-</u>	<u>4,292</u>	<u>-</u>	<u>20,037</u>
Total current liabilities	38,686	4,450	19,443	20,684	83,263
Noncurrent liabilities:					
Net pension liability	<u>189,448</u>	<u>-</u>	<u>122,686</u>	<u>-</u>	<u>312,134</u>
Total liabilities	<u>228,134</u>	<u>4,450</u>	<u>142,129</u>	<u>20,684</u>	<u>395,397</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Related to pensions	<u>8,584</u>	<u>-</u>	<u>5,559</u>	<u>-</u>	<u>14,143</u>
<b>NET POSITION</b>					
Net investment in capital assets	382,200	-	833,008	-	1,215,208
Unrestricted	<u>30,693</u>	<u>169,400</u>	<u>28,804</u>	<u>639,475</u>	<u>868,372</u>
Total net position	<u>\$ 412,893</u>	<u>\$ 169,400</u>	<u>\$ 861,812</u>	<u>\$ 639,475</u>	<u>\$ 2,083,580</u>

**CITY OF WARRENTON**

Nonmajor Enterprise Funds

Combining Statement of Revenues, Expenses, and Changes in Net Position

For the Year Ended June 30, 2018

	<u>Warrenton Marina (010)</u>	<u>Warrenton Marina Capital Reserve (012)</u>	<u>Hammond Marina (011)</u>	<u>Hammond Marina Capital Reserve (013)</u>	<u>Total Nonmajor Enterprise Funds</u>
Operating revenues:					
Charges for services	\$ 450,727	\$ -	\$ 278,639	\$ -	\$ 729,366
Lease receipts	30,254	-	13,141	-	43,395
Other revenue	<u>7,198</u>	<u>-</u>	<u>4,027</u>	<u>-</u>	<u>11,225</u>
Total operating revenues	<u>488,179</u>	<u>-</u>	<u>295,807</u>	<u>-</u>	<u>783,986</u>
Operating Expenses:					
Payroll and payroll benefits	302,158	-	204,091	-	506,249
Contracted services	7,243	-	14,514	-	21,757
Utilities and telephone	84,844	-	45,742	-	130,586
Repairs and maintenance	43,629	-	31,674	-	75,303
Other operating expenses	26,782	-	24,343	-	51,125
Overhead cost allocation	27,239	-	17,403	-	44,642
Depreciation	<u>49,417</u>	<u>-</u>	<u>35,983</u>	<u>-</u>	<u>85,400</u>
Total operating expenses	<u>541,312</u>	<u>-</u>	<u>373,750</u>	<u>-</u>	<u>915,062</u>
Operating income (loss)	<u>(53,133)</u>	<u>-</u>	<u>(77,943)</u>	<u>-</u>	<u>(131,076)</u>
Nonoperating Revenues (Expenses):					
Investment earnings	7,946	-	11,638	-	19,584
Taxes	-	-	-	162,957	162,957
Intergovernmental	<u>3,175</u>	<u>-</u>	<u>1,600</u>	<u>-</u>	<u>4,775</u>
Total nonoperating revenues (expenses)	<u>11,121</u>	<u>-</u>	<u>13,238</u>	<u>162,957</u>	<u>187,316</u>
Income (loss) before contributions	(42,012)	-	(64,705)	162,957	56,240
Capital transfers, net	35,600	(35,600)	43,008	(43,008)	-
Net transfers within Enterprise	<u>(30,000)</u>	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in net position	(36,412)	(5,600)	(21,697)	119,949	56,240
Net Position:					
Beginning of year	449,305	175,000	883,509	519,526	2,027,340
End of year	<u>\$ 412,893</u>	<u>\$ 169,400</u>	<u>\$ 861,812</u>	<u>\$ 639,475</u>	<u>\$ 2,083,580</u>

**CITY OF WARRENTON**

Nonmajor Enterprise Funds

Combining Statement of Cash Flows

For the Year Ended June 30, 2018

	<u>Warrenton Marina (010)</u>	<u>Warrenton Marina Capital Reserve (012)</u>	<u>Hammond Marina (011)</u>	<u>Hammond Marina Capital Reserve (013)</u>	<u>Total Nonmajor Enterprise Funds</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>					
Receipts from customers	\$ 526,860	\$ -	\$ 301,791	\$ -	\$ 828,651
Payments to suppliers and contractors	(176,913)	-	(118,671)	-	(295,584)
Payments to employees	(259,323)	-	(172,875)	-	(432,198)
Payments for interfund services	<u>(60,703)</u>	<u>-</u>	<u>(38,783)</u>	<u>-</u>	<u>(99,486)</u>
Net cash provided by (used in) operating	<u>29,921</u>	<u>-</u>	<u>(28,538)</u>	<u>-</u>	<u>1,383</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>					
Intergovernmental operating grants received	3,175	-	8,016	-	11,191
Taxes collected	-	-	-	151,902	151,902
Transfers within enterprise, net	<u>(30,000)</u>	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net cash provided by (used in) noncapital financing activities	<u>(26,825)</u>	<u>30,000</u>	<u>8,016</u>	<u>151,902</u>	<u>163,093</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>					
Acquisition and construction of capital assets	<u>-</u>	<u>(31,150)</u>	<u>-</u>	<u>(22,946)</u>	<u>(54,096)</u>
Net cash used in capital and related financing activities	<u>-</u>	<u>(31,150)</u>	<u>-</u>	<u>(22,946)</u>	<u>(54,096)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
Interest and dividends received	<u>7,946</u>	<u>-</u>	<u>11,638</u>	<u>-</u>	<u>19,584</u>
Net change in cash and cash equivalents	11,042	(1,150)	(8,884)	128,956	129,964
Cash and cash equivalents:					
Beginning of year	172,909	175,000	137,789	484,407	970,105
End of year	<u>\$ 183,951</u>	<u>\$ 173,850</u>	<u>\$ 128,905</u>	<u>\$ 613,363</u>	<u>\$ 1,100,069</u>

Continued on next page

**CITY OF WARRENTON**

Nonmajor Enterprise Funds

Combining Statement of Cash Flows, Continued

For the Year Ended June 30, 2018

	Warrenton Marina (010)	Warrenton Marina Capital Reserve (012)	Hammond Marina (011)	Hammond Marina Capital Reserve (013)	Total Nonmajor Enterprise Funds
<b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:</b>					
Operating income (loss)	\$ (53,133)	\$ -	\$ (77,943)	\$ -	\$ (131,076)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:					
Depreciation	49,417	-	35,983	-	85,400
Net increase (decrease) of expense under GASB 68	4,860	-	6,642	-	11,502
(Increase) decrease in assets:					
Receivables	36,256	-	1,804	-	38,060
Prepaid items	(28)	-	(19)	-	(47)
Increase (decrease) in liabilities:					
Accounts payable and other	(14,387)	-	(2,379)	-	(16,766)
Compensated absences	4,511	-	3,194	-	7,705
Unearned revenue	2,425	-	4,180	-	6,605
	<u>29,921</u>	<u>-</u>	<u>(28,538)</u>	<u>-</u>	<u>1,383</u>
Net cash provided by (used in) operating activities	<u>\$ 29,921</u>	<u>\$ -</u>	<u>\$ (28,538)</u>	<u>\$ -</u>	<u>\$ 1,383</u>
<b>Schedule of noncash transactions:</b>					
Capital assets transferred between funds	<u>\$ 35,600</u>	<u>\$ (35,600)</u>	<u>\$ 43,008</u>	<u>\$ (43,008)</u>	<u>\$ -</u>

**CITY OF WARRENTON**

Water Operating Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 1,000,000	\$ 1,000,000	\$ 1,841,311	\$ 841,311
Intergovernmental	20,000	20,000	-	(20,000)
Charges for services	2,895,800	2,895,800	3,059,246	163,446
Investment earnings	6,000	6,000	35,361	29,361
Other revenue	1,000	1,000	8,495	7,495
Loan proceeds	2,730,000	2,730,000	249,453	(2,480,547)
Sale of capital assets	-	-	710	710
	<u>\$ 6,652,800</u>	<u>\$ 6,652,800</u>	<u>\$ 5,194,576</u>	<u>\$ (1,458,224)</u>
<b>Total resources</b>				
<b>Requirements:</b>				
<b>Water Department:</b>				
Personal services	\$ 1,023,451	\$ 1,023,451	\$ 946,220	\$ 77,231
Materials and services	<u>2,207,569</u>	<u>2,207,569</u>	<u>1,738,312</u>	<u>469,257</u>
Total department expenditures	3,231,020	3,231,020	2,684,532	546,488
Debt service	624,544	624,544	624,544	-
Contingency	578,335	578,335	-	578,335
Transfers out	<u>2,177,864</u>	<u>2,177,864</u>	<u>547,864</u>	<u>1,630,000</u>
Total expenditures	6,611,763	6,611,763	3,856,940	2,754,823
Ending fund balance	<u>41,037</u>	<u>41,037</u>	<u>1,337,636</u>	<u>(1,296,599)</u>
	<u>\$ 6,652,800</u>	<u>\$ 6,652,800</u>	<u>\$ 5,194,576</u>	<u>\$ 1,458,224</u>
<b>Total requirements</b>				
<b>Reconciliation to GAAP Basis:</b>				
Ending fund balance - budget basis			\$ 1,337,636	
Capital assets - net			15,294,895	
Deferred outflows of resources Related to pensions			292,869	
Accrued interest payable			(103,833)	
Compensated absences			(47,292)	
Net pension liability			(779,468)	
Loans payable			(6,162,224)	
Deferred inflow of resources Related to pensions			<u>(35,318)</u>	
Ending net position - GAAP basis			<u>\$ 9,797,265</u>	

**CITY OF WARRENTON**

Water System Development

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
<b>Resources:</b>				
Beginning fund balance	\$ 85,000	\$ 85,000	\$ 112,861	\$ 27,861
Investment earnings	200	200	1,556	1,356
System development charges	92,000	92,000	77,865	(14,135)
<b>Total resources</b>	<b><u>\$ 177,200</u></b>	<b><u>\$ 177,200</u></b>	<b><u>\$ 192,282</u></b>	<b><u>\$ 15,082</u></b>
<b>Requirements:</b>				
<b>Water Department:</b>				
Capital outlay	\$ 92,200	\$ 92,200	\$ -	\$ 92,200
Debt service	85,000	85,000	85,000	-
<b>Total expenditures</b>	<b>177,200</b>	<b>177,200</b>	<b>85,000</b>	<b>92,200</b>
Ending fund balance	-	-	107,282	(107,282)
<b>Total requirements</b>	<b><u>\$ 177,200</u></b>	<b><u>\$ 177,200</u></b>	<b><u>\$ 192,282</u></b>	<b><u>\$ (15,082)</u></b>

**CITY OF WARRENTON**

Water Capital Reserve Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Beginning fund balance	\$ 1,600,000	\$ 1,600,000	\$ 1,648,943	\$ 48,943
Transfers in	<u>2,177,864</u>	<u>2,177,864</u>	<u>547,864</u>	<u>(1,630,000)</u>
Total resources	<u>\$ 3,777,864</u>	<u>\$ 3,777,864</u>	<u>\$ 2,196,807</u>	<u>\$ (1,581,057)</u>
Requirements:				
Water Department:				
Capital outlay	\$ 1,904,436	\$ 1,904,436	\$ 130,725	\$ 1,773,711
Ending fund balance	<u>1,873,428</u>	<u>1,873,428</u>	<u>2,066,082</u>	<u>(192,654)</u>
Total requirements	<u>\$ 3,777,864</u>	<u>\$ 3,777,864</u>	<u>\$ 2,196,807</u>	<u>\$ 1,581,057</u>

**CITY OF WARRENTON**

Sewer Operating Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 1,500,000	\$ 1,500,000	\$ 1,664,745	\$ 164,745
Intergovernmental	20,000	20,000	20,000	-
Charges for services	2,497,850	2,497,850	2,603,346	105,496
Investment earnings	5,200	5,200	39,684	34,484
Other revenue	-	-	4,006	4,006
Loan proceeds	35,000	556,078	473,317	(82,761)
Sale of capital assets	-	-	960	960
<b>Total resources</b>	<u>\$ 4,058,050</u>	<u>\$ 4,579,128</u>	<u>\$ 4,806,058</u>	<u>\$ 226,930</u>
<b>Requirements:</b>				
Sewer Department:				
Personal services	\$ 892,716	\$ 892,716	\$ 768,525	\$ 124,191
Materials and services	<u>1,024,093</u>	<u>1,024,093</u>	<u>745,902</u>	<u>278,191</u>
Total department expenditures	1,916,809	1,916,809	1,514,427	402,382
Debt service	156,146	156,146	62,677	93,469
Contingency	496,929	496,929	-	496,929
Transfers out	<u>824,169</u>	<u>1,345,247</u>	<u>1,289,704</u>	<u>55,543</u>
Total expenditures	3,394,053	3,915,131	2,866,808	1,048,323
Ending fund balance	<u>663,997</u>	<u>663,997</u>	<u>1,939,250</u>	<u>(1,275,253)</u>
<b>Total requirements</b>	<u>\$ 4,058,050</u>	<u>\$ 4,579,128</u>	<u>\$ 4,806,058</u>	<u>\$ (226,930)</u>
<b>Reconciliation to GAAP Basis:</b>				
Ending fund balance - budget basis			\$ 1,939,250	
Capital assets - net			10,519,869	
Deferred outflows of resources Related to pensions			197,093	
Accrued interest payable			(32,832)	
Compensated absences			(32,658)	
Net pension liability			(524,559)	
Loans payable			(2,073,053)	
Deferred inflow of resources Related to pensions			<u>(23,768)</u>	
Ending net position - GAAP basis			<u>\$ 9,969,342</u>	

**CITY OF WARRENTON**

Sewer System Development Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 157,900	\$ 157,900	\$ 141,598	\$ (16,302)
Investment earnings	800	800	2,180	1,380
System development charges	<u>92,000</u>	<u>92,000</u>	<u>57,766</u>	<u>(34,234)</u>
Total resources	<u>\$ 250,700</u>	<u>\$ 250,700</u>	<u>\$ 201,544</u>	<u>\$ (49,156)</u>
<b>Requirements:</b>				
Sewer Department:				
Capital outlay	\$ 140,333	\$ 140,333	\$ -	\$ 140,333
Debt service	<u>110,367</u>	<u>110,367</u>	<u>110,367</u>	<u>-</u>
Total expenditures	250,700	250,700	110,367	140,333
Ending fund balance	<u>-</u>	<u>-</u>	<u>91,177</u>	<u>(91,177)</u>
Total requirements	<u>\$ 250,700</u>	<u>\$ 250,700</u>	<u>\$ 201,544</u>	<u>\$ 49,156</u>

**CITY OF WARRENTON**

**Sewer Capital Reserve Fund**

**Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)**

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Beginning fund balance	\$ 900,000	\$ 543,936	\$ 1,041,996	\$ 498,060
Transfers in	<u>824,169</u>	<u>1,345,247</u>	<u>1,289,704</u>	<u>(55,543)</u>
Total resources	<u>\$ 1,724,169</u>	<u>\$ 1,889,183</u>	<u>\$ 2,331,700</u>	<u>\$ 442,517</u>
Requirements:				
Sewer Department:				
Capital outlay	\$ 974,172	\$ 1,139,186	\$ 164,498	\$ 974,688
Ending fund balance	<u>749,997</u>	<u>749,997</u>	<u>2,167,202</u>	<u>(1,417,205)</u>
Total requirements	<u>\$ 1,724,169</u>	<u>\$ 1,889,183</u>	<u>\$ 2,331,700</u>	<u>\$ (442,517)</u>

**CITY OF WARRENTON**

Storm Sewer Operating Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 290,000	\$ 290,000	\$ 330,759	\$ 40,759
Charges for services	405,300	405,300	427,423	22,123
Investment earnings	700	700	5,052	4,352
Other revenue	-	-	633	633
	<u>\$ 696,000</u>	<u>\$ 696,000</u>	<u>\$ 763,867</u>	<u>\$ 67,867</u>
<b>Requirements:</b>				
Storm Sewer Department:				
Personal services	\$ 96,765	\$ 96,765	\$ 86,797	\$ 9,968
Materials and services	225,830	225,830	51,060	174,770
Capital outlay	<u>216,732</u>	<u>216,732</u>	<u>29,616</u>	<u>187,116</u>
Total department expenditures	539,327	539,327	167,473	371,854
Contingency	<u>64,519</u>	<u>64,519</u>	-	<u>64,519</u>
Total expenditures	603,846	603,846	167,473	436,373
Ending fund balance	<u>92,154</u>	<u>92,154</u>	<u>596,394</u>	<u>(504,240)</u>
Total requirements	<u>\$ 696,000</u>	<u>\$ 696,000</u>	<u>\$ 763,867</u>	<u>\$ (67,867)</u>
<b>Reconciliation to GAAP Basis:</b>				
Ending fund balance - budget basis			\$ 596,394	
Capital assets - net			654,202	
Deferred outflows of resources Related to pensions			20,525	
Compensated absences			(4,019)	
Net pension liability			(54,623)	
Deferred inflow of resources Related to pensions			<u>(2,475)</u>	
Ending net position - GAAP basis			<u>\$ 1,210,004</u>	

**CITY OF WARRENTON**

**Storm System Development Charges Fund**

**Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)**

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
<b>Resources:</b>				
Beginning fund balance	\$ 27,000	\$ 27,000	\$ 27,979	\$ 979
Investment earnings	190	190	456	266
System development charges	<u>25,000</u>	<u>25,000</u>	<u>8,100</u>	<u>(16,900)</u>
Total resources	<u>\$ 52,190</u>	<u>\$ 52,190</u>	<u>\$ 36,535</u>	<u>\$ (15,655)</u>
<b>Requirements:</b>				
Storm Sewer Department:				
Capital outlay	\$ 52,190	\$ 52,190	\$ -	\$ 52,190
Ending fund balance	<u>-</u>	<u>-</u>	<u>36,535</u>	<u>(36,535)</u>
Total requirements	<u>\$ 52,190</u>	<u>\$ 52,190</u>	<u>\$ 36,535</u>	<u>\$ 15,655</u>

**CITY OF WARRENTON**

Sanitation Operating Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 320,000	\$ 320,000	\$ 371,081	\$ 51,081
Charges for services	1,074,500	1,074,500	1,097,434	22,934
Investment earnings	2,500	2,500	9,047	6,547
Other revenue	-	-	2,423	2,423
Sale of capital assets	-	-	7,000	7,000
<b>Total resources</b>	<b><u>\$ 1,397,000</u></b>	<b><u>\$ 1,397,000</u></b>	<b><u>\$ 1,486,985</u></b>	<b><u>\$ 89,985</u></b>
<b>Requirements:</b>				
Sanitation Department:				
Personal services	\$ 285,100	\$ 285,100	\$ 248,523	\$ 36,577
Materials and services	858,510	858,510	745,892	112,618
Total department expenditures	1,143,610	1,143,610	994,415	149,195
Contingency	171,542	171,542	-	171,542
Transfers out	75,000	75,000	75,000	-
Total expenditures	1,390,152	1,390,152	1,069,415	320,737
Ending fund balance	6,848	6,848	417,570	(410,722)
<b>Total requirements</b>	<b><u>\$ 1,397,000</u></b>	<b><u>\$ 1,397,000</u></b>	<b><u>\$ 1,486,985</u></b>	<b><u>\$ (89,985)</u></b>
<b>Reconciliation to GAAP Basis:</b>				
Ending fund balance - budget basis			\$ 417,570	
Capital assets - net			443,619	
Deferred outflows of resources Related to pensions			47,238	
Compensated absences			(7,492)	
Net pension liability			(125,721)	
Landfill postclosure care			(253,793)	
Deferred inflow of resources Related to pensions			(5,697)	
<b>Ending net position - GAAP basis</b>			<b><u>\$ 515,724</u></b>	

**CITY OF WARRENTON**

Sanitation Capital Reserve Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance
<b>Resources:</b>				
Beginning fund balance	\$ 290,000	\$ 290,000	\$ 301,730	\$ 11,730
Transfers in	75,000	75,000	75,000	-
Total resources	<u>\$ 365,000</u>	<u>\$ 365,000</u>	<u>\$ 376,730</u>	<u>\$ 11,730</u>
<b>Requirements:</b>				
Sanitation Department:				
Capital outlay	\$ 85,080	\$ 85,080	\$ 6,233	\$ 78,847
Ending fund balance	279,920	279,920	370,497	(90,577)
Total requirements	<u>\$ 365,000</u>	<u>\$ 365,000</u>	<u>\$ 376,730</u>	<u>\$ (11,730)</u>

**CITY OF WARRENTON**

Warrenton Marina Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 190,000	\$ 190,000	\$ 188,461	\$ (1,539)
Intergovernmental	3,175	3,175	3,175	-
Charges for services	489,500	489,500	470,702	(18,798)
Lease receipts	30,000	30,000	30,254	254
Investment earnings	4,500	4,500	7,946	3,446
Other revenue	5,000	5,000	7,198	2,198
<b>Total resources</b>	<u>\$ 722,175</u>	<u>\$ 722,175</u>	<u>\$ 707,736</u>	<u>\$ (14,439)</u>
<b>Requirements:</b>				
Marinas:				
Personal services	\$ 351,632	\$ 351,632	\$ 292,787	\$ 58,845
Materials and services	249,315	249,315	189,738	59,577
<b>Total department expenditures</b>	600,947	600,947	482,525	118,422
Contingency	91,228	91,228	-	91,228
Transfers out	30,000	30,000	30,000	-
<b>Total expenditures</b>	722,175	722,175	512,525	209,650
Ending fund balance	-	-	195,211	(195,211)
<b>Total requirements</b>	<u>\$ 722,175</u>	<u>\$ 722,175</u>	<u>\$ 707,736</u>	<u>\$ 14,439</u>
<b>Reconciliation to GAAP Basis:</b>				
Ending fund balance - budget basis			\$ 195,211	
Allowance for doubtful accounts			(22,391)	
Capital assets - net			382,200	
Deferred outflows of resources Related to pensions			71,182	
Compensated absences			(15,277)	
Net pension liability			(189,448)	
Deferred inflow of resources Related to pensions			(8,584)	
<b>Ending net position - GAAP basis</b>			<u>\$ 412,893</u>	

**CITY OF WARRENTON**

Warrenton Marina Capital Reserve Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 115,000	\$ 115,000	\$ 175,000	\$ 60,000
Transfers in	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>-</u>
Total resources	<u>\$ 145,000</u>	<u>\$ 145,000</u>	<u>\$ 205,000</u>	<u>\$ 60,000</u>
<b>Requirements:</b>				
Marinas:				
Capital outlay	\$ 85,000	\$ 85,000	\$ 35,600	\$ 49,400
Ending fund balance	<u>60,000</u>	<u>60,000</u>	<u>169,400</u>	<u>(109,400)</u>
Total requirements	<u>\$ 145,000</u>	<u>\$ 145,000</u>	<u>\$ 205,000</u>	<u>\$ (60,000)</u>

**CITY OF WARRENTON**

Hammond Marina Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Beginning fund balance	\$ 140,000	\$ 140,000	\$ 140,032	\$ 32
Intergovernmental	1,600	1,600	1,600	-
Charges for services	268,000	268,000	280,398	12,398
Lease receipts	12,901	12,901	13,141	240
Investment earnings	2,300	2,300	11,638	9,338
Other revenue	3,000	3,000	4,027	1,027
<b>Total resources</b>	<b><u>\$ 427,801</u></b>	<b><u>\$ 427,801</u></b>	<b><u>\$ 450,836</u></b>	<b><u>\$ 23,035</u></b>
Resources:				
Marinas:				
Personal services	\$ 232,451	\$ 232,451	\$ 194,255	\$ 38,196
Materials and services	175,873	175,873	133,675	42,198
Total department expenditures	408,324	408,324	327,930	80,394
Contingency	19,477	19,477	-	19,477
Total expenditures	427,801	427,801	327,930	99,871
Ending fund balance	-	-	122,906	(122,906)
<b>Total requirements</b>	<b><u>\$ 427,801</u></b>	<b><u>\$ 427,801</u></b>	<b><u>\$ 450,836</u></b>	<b><u>\$ (23,035)</u></b>
Reconciliation to GAAP Basis:				
Ending fund balance - budget basis			\$ 122,906	
Allowance for doubtful accounts			(2,186)	
Capital assets - net			833,008	
Deferred outflows of resources Related to pensions			46,097	
Compensated absences			(9,768)	
Net pension liability			(122,686)	
Deferred inflow of resources Related to pensions			<u>(5,559)</u>	
Ending net position - GAAP basis			<b><u>\$ 861,812</u></b>	

**CITY OF WARRENTON**

Hammond Marina Capital Reserve Fund  
 Schedule of Resources and Requirements  
 Budget and Actual (Budgetary Basis)  
 For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Beginning fund balance	\$ 412,000	\$ 412,000	\$ 519,526	\$ 107,526
Taxes	<u>146,000</u>	<u>146,000</u>	<u>162,957</u>	<u>16,957</u>
Total resources	<u>\$ 558,000</u>	<u>\$ 558,000</u>	<u>\$ 682,483</u>	<u>\$ 124,483</u>
Requirements:				
Marinas:				
Capital outlay	\$ 250,000	\$ 250,000	\$ 43,008	\$ 206,992
Ending fund balance	<u>308,000</u>	<u>308,000</u>	<u>639,475</u>	<u>(331,475)</u>
Total requirements	<u>\$ 558,000</u>	<u>\$ 558,000</u>	<u>\$ 682,483</u>	<u>\$ (124,483)</u>

### **INTERNAL SERVICE FUND**

*Internal Service Funds* are used to report activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or other governments, on a cost reimbursement basis. Funds included in this category are:

***Engineer Internal Service Fund*** - The City began using an in-house engineer in 2016. The costs associated with the engineer are accumulated in this fund and reimbursed by the appropriate departments and projects.

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**CITY OF WARRENTON**

**CITY OF WARRENTON**

Engineer Internal Service Fund

Schedule of Resources and Requirements  
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Resources:</b>				
Beginning fund balance	\$ 7,200	\$ 7,200	\$ 10,114	\$ 2,914
Charges for services	128,283	128,283	33,267	(95,016)
Investment earnings	20	20	-	(20)
Other revenue	-	-	311	311
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total resources	<u>\$ 135,503</u>	<u>\$ 135,503</u>	<u>\$ 43,692</u>	<u>\$ (91,811)</u>
 <b>Requirements:</b>				
Engineering Department:				
Personal services	\$ 128,853	\$ 128,853	\$ 37,406	\$ 91,447
Materials and services	6,650	6,650	880	5,770
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total department expenditures	135,503	135,503	38,286	97,217
Ending fund balance	<u>          </u>	<u>          </u>	<u>5,406</u>	<u>(5,406)</u>
Total requirements	<u>\$ 135,503</u>	<u>\$ 135,503</u>	<u>\$ 43,692</u>	<u>\$ 91,811</u>

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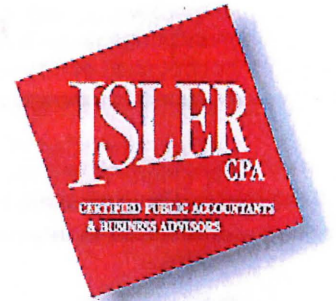


**CITY OF WARRENTON**

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**



COMMENTS AND DISCLOSURES OF INDEPENDENT  
AUDITOR REQUIRED BY STATE STATUE

1976 Garden Ave.  
Eugene, OR 97403  
541.342.5161  
www.islercpa.com

Honorable Mayor and City Commission  
City of Warrenton, Oregon

We have audited the basic financial statements of the City of Warrenton, Oregon ("City") as of and for the year ended June 30, 2018, and have issued our report thereon dated December 28, 2018. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

**Compliance**

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants including provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 to 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposits of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Highway revenues used for public highways, roads, and streets.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing nothing came to our attention that caused us to believe the City of Warrenton, Oregon was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

**OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

This report is intended for the information of the City Commission and the Secretary of State Division of Audits of the State of Oregon. However, this report is a matter of public record and is not intended to be and should not be used by anyone other than these parties.

Isler CPA

By:



Paul R Nielson, CPA, a member of the firm

Eugene, Oregon

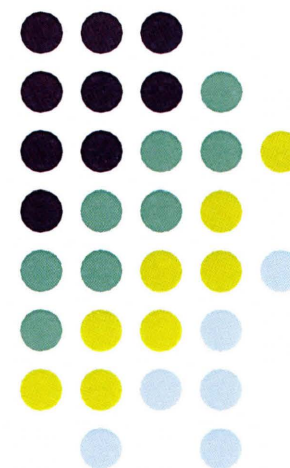
December 28, 2018

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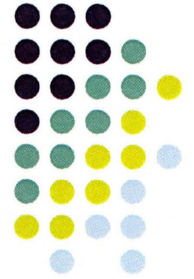
# City of Warrenton 2018

Isler CPA

Paul Nielson, CPA

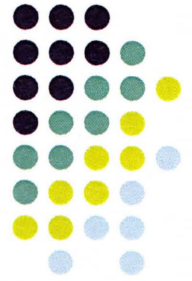


# Board Communication

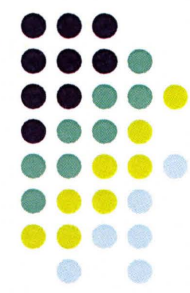


- Auditors' responsibilities
- Significant findings
- Difficulties encountered during audit
- Corrected and uncorrected misstatements
- Disagreements with management
- Management representations
- Management consultations with other auditors
- Other findings and issues

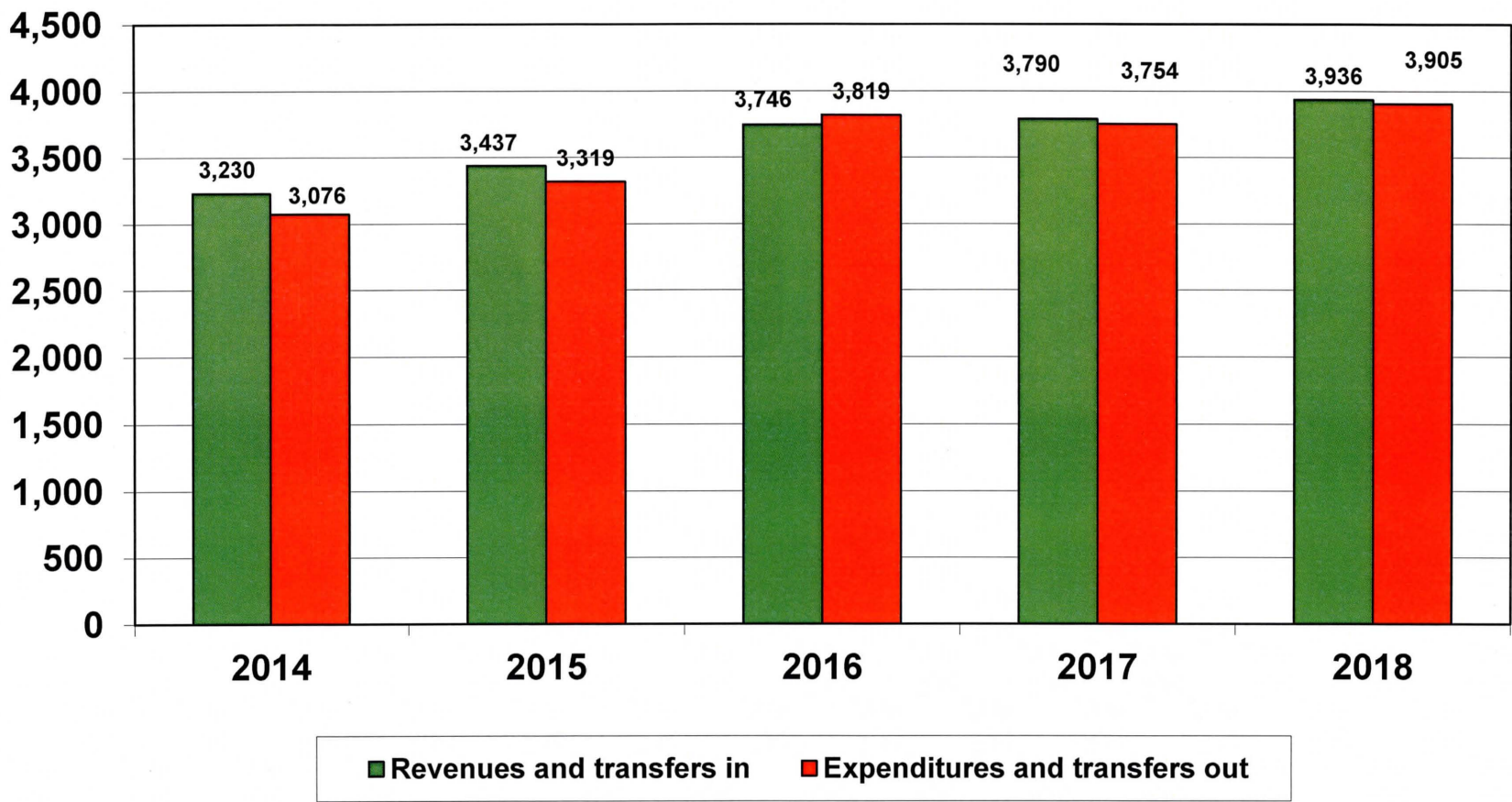
# Oregon Minimum Standards

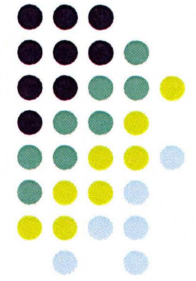


- Deposits of public funds
- Debt limitations
- Budget testing
- Insurance
- Programs funded from outside sources
- Highway revenues testing
- Investments of public funds
- Public contracting

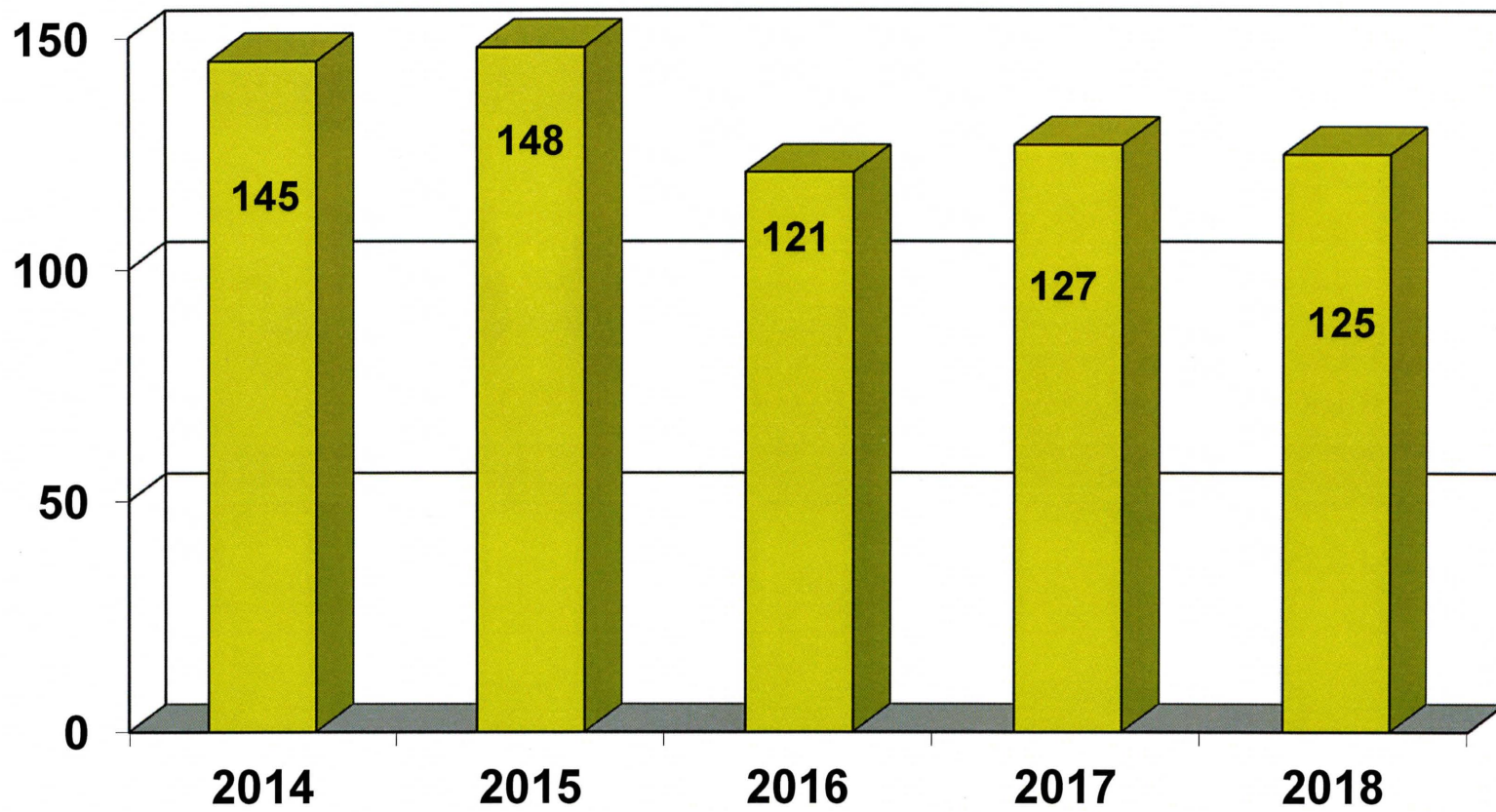


# General Fund: Change in Fund Balance (in thousands)

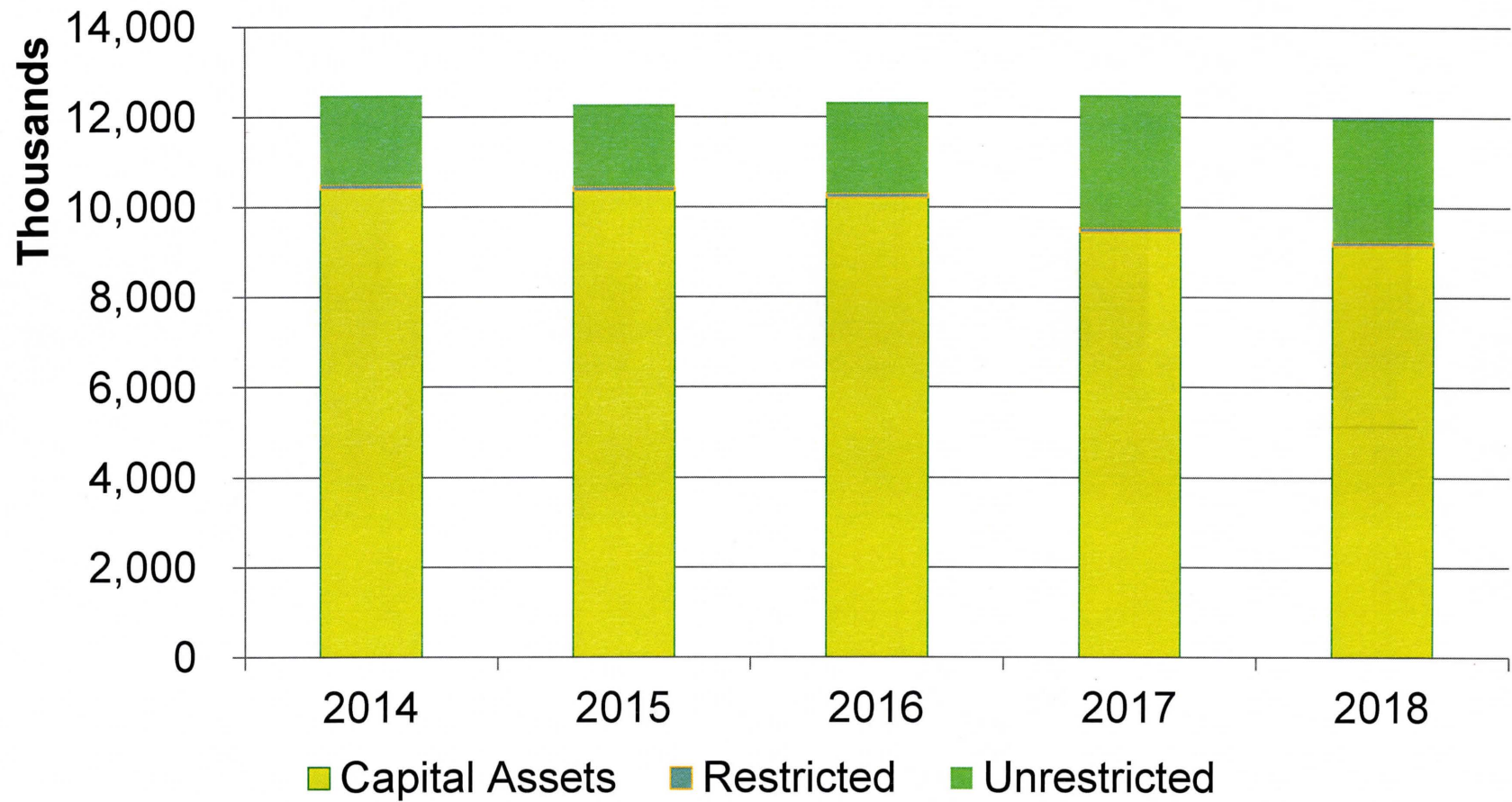
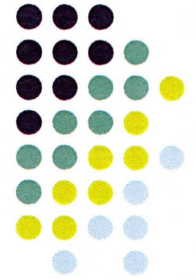




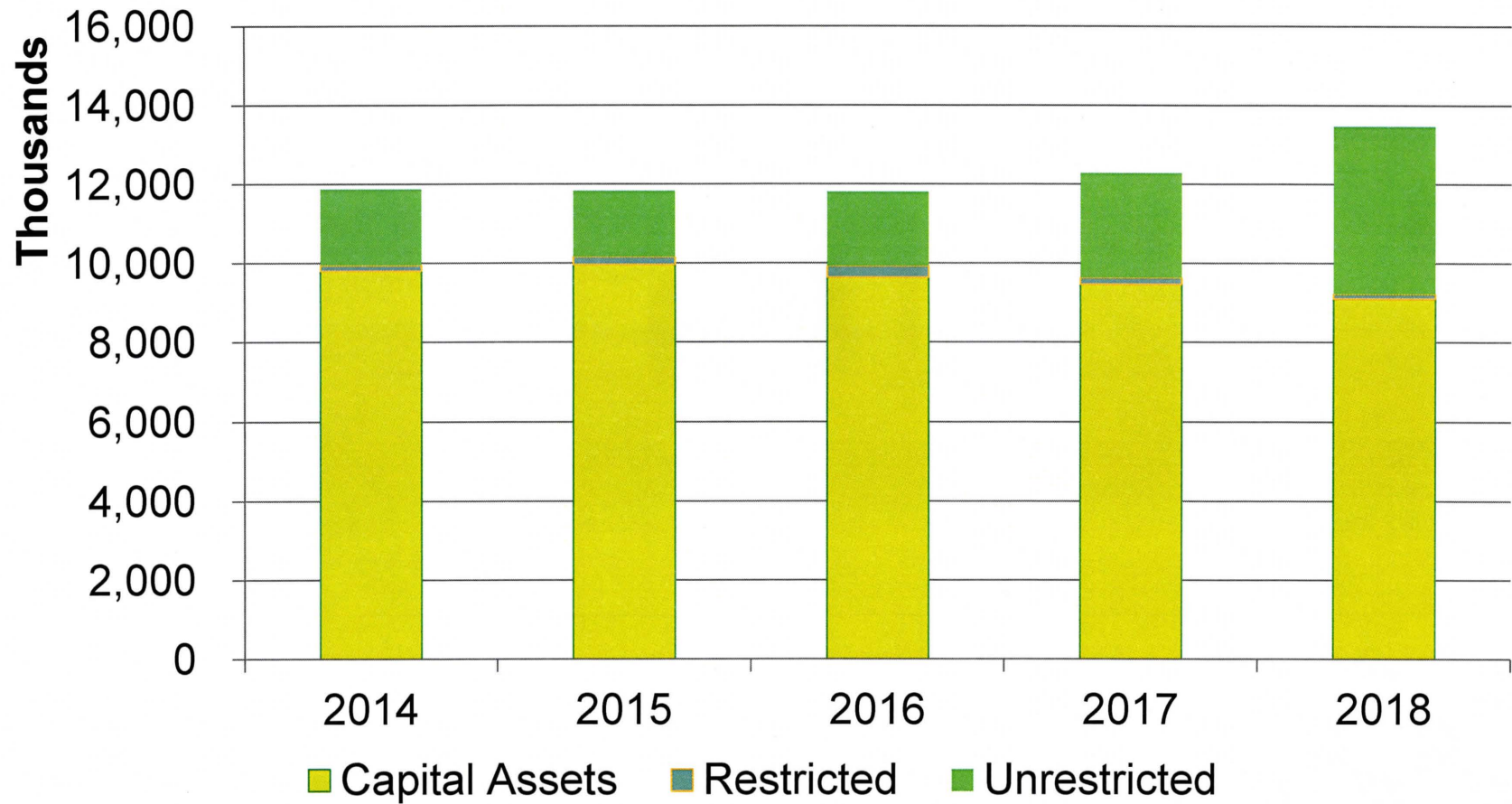
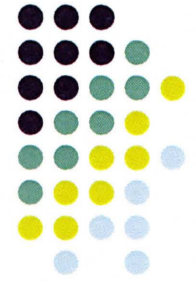
## General Fund: Days in Fund Balance



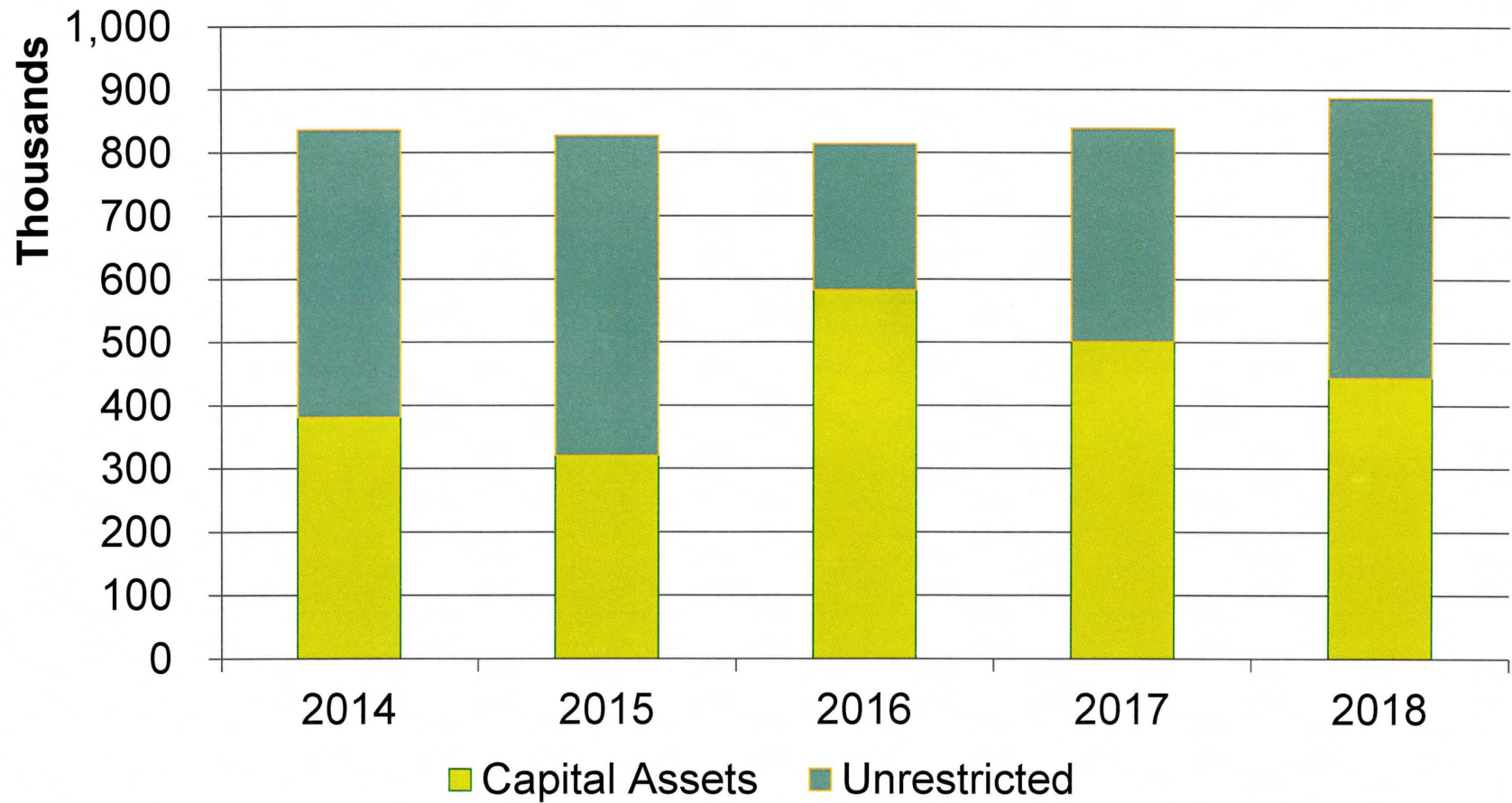
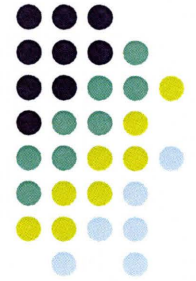
# Water Net Position



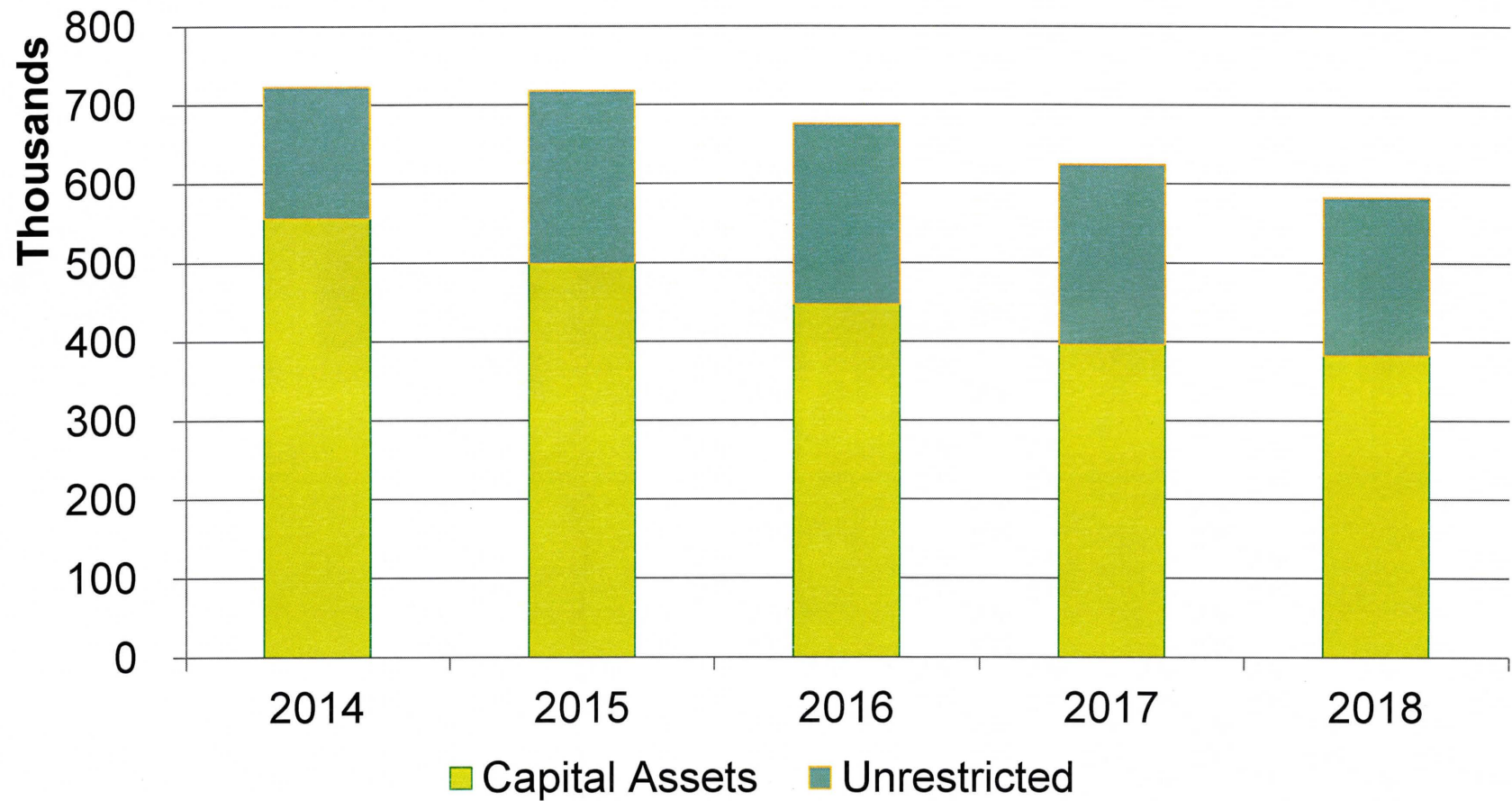
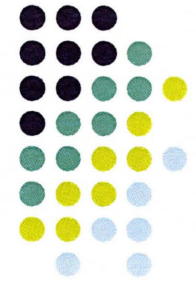
# Sewer Net Position



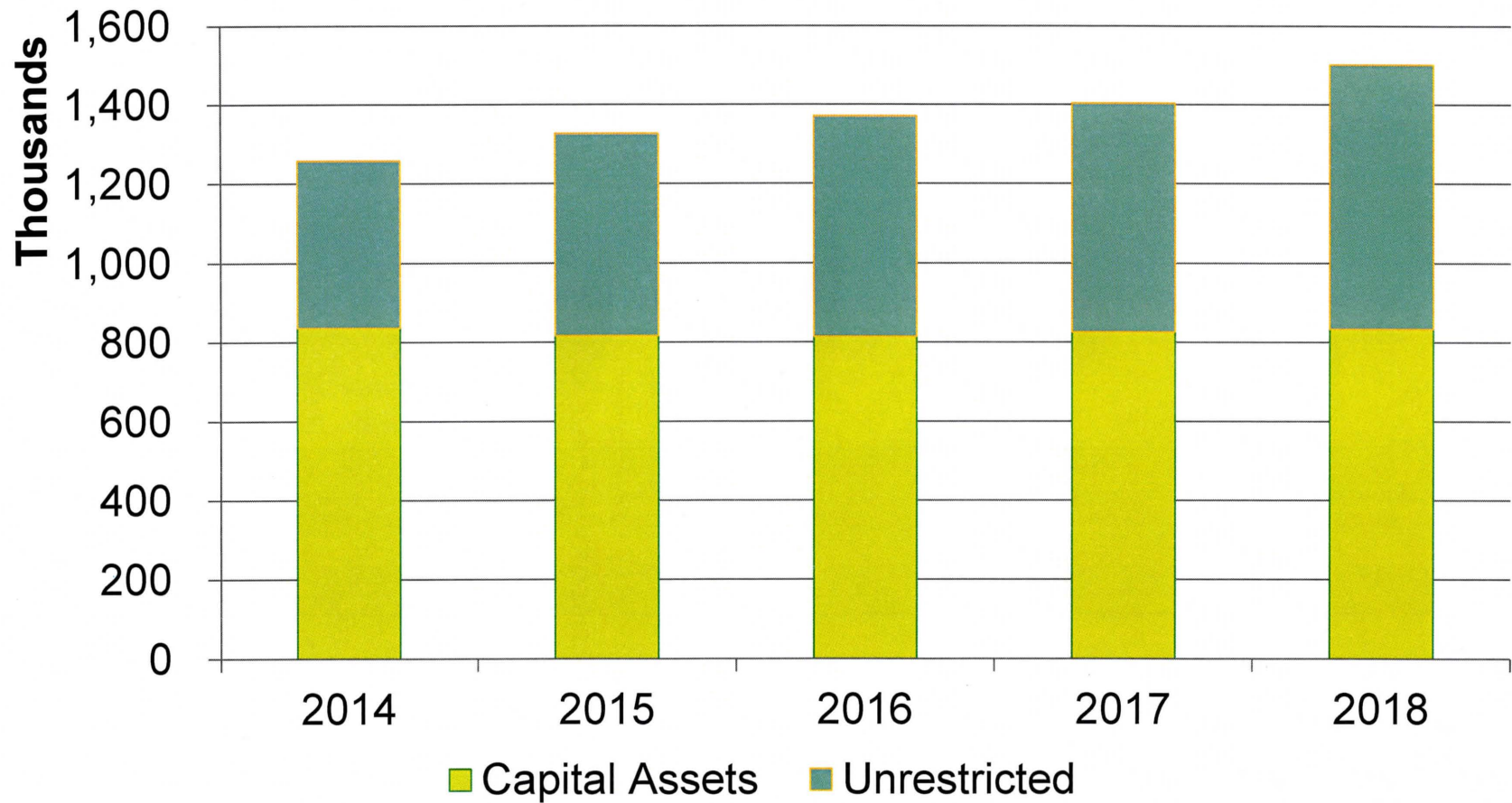
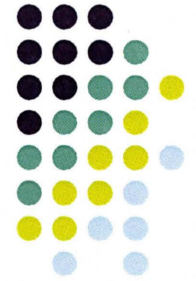
# Sanitation Net Position



# Warrenton Marina Net Position



# Hammond Marina Net Position



9-B

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

### AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A. Cronin, AICP, Community Development Director  
**DATE:** For Agenda of January 8, 2019  
**SUBJ:** **Deliberation:** Development Code Amendment | I-2 Industrial Shorelands Employee Housing | Pacific Seafoods (DCR: 18-4)

#### SUMMARY

The proposed development code amendment is a request made by Pacific Seafoods to allow under certain conditions employee housing on I-2 Industrial Water Dependent Shorelands. A more detailed policy discussion is contained in the Planning Commission staff report. The City Commission held a public hearing on November 13, 2018 and continued the hearing to allow additional testimony and requested the applicant hold a town hall with the full City Commission that ~~is~~ <sup>was</sup> scheduled for December 4. On December 11, the City Commission elected to deliberate on January 8, 2019. The City Commission allowed written testimony to be submitted by January 2, 2019. Enclosed are two comments that were received at the time of this report.

The final proposal as drafted from the applicant and revised based on community and City Commission input is enclosed as well as Ordinance No. 1223 for consideration.

#### RECOMMENDATION/SUGGESTED MOTION

*Based on the staff report, application, and exhibits presented to the Planning Commission, the record established by the Planning Commission*

Warrenton City Commission Agenda Summary  
I-2 Water Dependent Industrial Amendment (DCR 18-4)  
For Agenda of January 8, 2019

*in its review of Application DCA 18-4, and Agenda Summary for November 13, 2018, December 11, 2018, and January 8, 2019 City Commission public hearing, public testimony, and further input received at the town hall, I move to approve the first reading of Ordinance No. 1223, by title only.*

Title: *Ordinance 1223, Introduced by All Commissioners, to Amend Warrenton Municipal Code (WMC) 16.64.020.*

**ALTERNATIVE**

*Based on the public testimony and Commission discussion, I move to continue the deliberation until the next regularly scheduled Commission meeting on January 22, 2019.*

**FISCAL IMPACT**

Not known at this time.

Approved by City Manager:

*Linda Eglington*

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

## ORDINANCE No. 1223

Introduced by All Commissioners

An ordinance amending Warrenton Municipal Code Chapter 16.64.020

**WHEREAS**, Pacific Seafoods has made application to amend the I-2 Industrial Water Dependent Shorelands Zone to allow employee housing;

**WHEREAS**, the City of Warrenton has supported specific and targeted revisions to the Warrenton Development Code in order to facilitate new housing opportunities.

**WHEREAS**, the City of Warrenton has provided numerous public involvement opportunities for local residents and stakeholders to provide input and address potential neighborhood impacts;

**NOW, THEREFORE**, the City of Warrenton ordains as follows: (Key: ~~deleted~~ OR **new**)

Section 1. Warrenton Municipal Code Section 16.64.030 Conditional Uses, is amended as follows:

16.64.030 Conditional Uses.

The following uses and activities and their accessory uses and activities may be permitted in the I-2 zone when approved under Chapter 16.220, Conditional Use Permits. These uses are also subject to the provisions of Section 16.64.040, Development Standards.

- A. Temporary uses, subject to the standards in Section 16.64.040, involving an existing structure; a removable structure (such as a trailer); or involving minimal capital investment.
- B. Beach nourishment at sites designated in this plan.
- C. Mitigation, restoration, creation and enhancement.
- D. Dredged material disposal.
- E. Water-related uses subject to the standards in Section 16.64.040.
- F. Water-dependent commercial uses.
- G. Passive restoration measures.
- H. Excavation to create new water surface area.
- I. Public access improvement projects, as specified in public access plans.
- J. The following water-dependent industrial or port uses:
  - 1. Marine fuel storage and dispensing.
  - 2. Forest products processing, storage and loading.
- K. Communication facilities subject to the standards of Chapter 16.148.
- L.M. Similar uses as those listed in this section.

**16.64.030. L. Dormitory.** A dormitory only for employees of one or more industrial water-dependent uses in the I-2 zoning district. The dormitory shall be on a lot which includes one or more benefitting industrial water-dependent uses. The dormitory shall be discontinued if either the ownership changes so that the lot on which the dormitory is located is no longer controlled by the owner of one or more of the benefitting industrial water-dependent uses, or the benefitting industrial water dependent use on the same lot as the dormitory ceases to operate. The dormitory may house workers of other industrial water-dependent uses if in the same ownership as the lot on which dormitory is located.

**16.64.050 Conditional Use Standards for Dormitory Use in 16.64.030.M.** Subject to the provisions of Chapter 16.220, except 16.220.030, findings shall be made that the use will comply with the following standards:

- 1. The use meets the I-2 Development Standards in 16.64.040.**
- 2. The use provides for bus transportation to the work place for residents.**
- 3. The use provides for a Dormitory Management and Operations Plan, including a plan for removing terminated employees no longer allowed to reside in the dormitory.**
- 4. The use has proposed a Good Neighbor Agreement with the adjacent residential neighborhood.**
- 5. The use has appropriate on-site physical improvements, including fencing on the perimeter of the lot adjacent to a residential neighborhood.**

**16.64.060 Review of Conditional Use Permit Conditions Granted Under 16.64.050**

Two (2) years after final approval of the conditional use permit granted under this section, the City Commission may, in its discretion, request a report from the Community Development Director in a public meeting analyzing the permittee's adherence to the conditions of approval in the conditional use permit. If the report demonstrates substantial issues with compliance with the conditions of approval, the City Commission may hold a public hearing subject to the notice provisions in 16.208.050 where it may consider the report and determine remedies including but not limited to additional conditions of approval.

Section 4. This ordinance shall become effective 30 days after second reading

First Reading:

Second Reading:

ADOPTED by the City Commission of the City of Warrenton, Oregon this day    of    .2019

APPROVED

---

Henry A. Balensifer, Mayor

Attest:

---

Dawne Shaw, City Recorder

CITY OF WARRENTON  
FINANCE DEPARTMENT

JAN 02 2019

RECEIVED  
WARRENTON, OR 97146

**WRITTEN DOCUMENTS**

**for**

**WARRENTON CITY COMMISSION**

**regarding**

**PACIFIC COAST SEAFOODS HOUSING  
PROPOSAL**

**Submitted on January 2, 2019**

**by**

**Concerned Residents**

**TO: City of Warrenton Commissioners**  
**FROM: Concerned Warrenton residents**  
**REGARDING: Proposed Pacific Coast Seafoods dormitory**

We are opposed to any permanent changes to the City of Warrenton's zoning codes. We do not believe that this housing is appropriate at the proposed location. However, if the City Commission chooses to go forward with approval for this "dormitory" project, we believe this can be accomplished instead by a *conditional use* permit which incorporates language that addresses our concerns. We believe that a "sunset clause" *must* be included, since this is a **temporary** solution to their "unforeseen" affordable housing shortage. Conditions that we feel are essential:

- The "dormitory" shall make use only of currently existing structures, shall not enlarge any existing structure, and shall not create any new structure for "dormitory" purposes.
- The permit provides for a Dormitory Management and Operations Plan, including a plan for removing terminated employees, employees not engaged in full-time work, and all other individuals who are otherwise no longer allowed to reside in the "dormitory".
- The permit limits the capacity of the dormitory to not more than 100 residents, who are carefully screened with no prior criminal records.
- A "Good Neighbor Agreement" is included in the permit which includes **all** adjacent neighborhoods and provides for enforcement of the agreed upon conditions, including but not limited to: noise restrictions, vehicle parking, drug and alcohol prohibitions, and riverwalk restrictions. **Enforcement** is a key issue as we all know that Bio Oregon (the other Dulcich industry) did not respond to neighbors' concerns regarding air quality until DEQ was called. Will the City be the enforcer? How will they know when compliance issues occur?
- A "**sunset clause**" limiting the use of the "dormitory" to a period of three years from original occupancy, since this is a temporary solution allowing Pacific Coast Seafoods to develop other more suitable housing for their employees.

As neighbors of the proposed "dormitory" at the former B.H. Carruthers company site on the Warrenton waterfront, we are strongly opposed to the transient housing proposed for our neighborhood. We believe it will adversely affect our quality of life and reduce our property values. Please consider our recommendations if you decide to allow this project to go forward.

	<u>Address</u>
Mary L. Willer	29 NW 17th
Mark R. W.D.	29 NW 17th
Scott H. Johnson	27 NW 17th
Jess Chesney	27 NW 17th
Thomas W. Beaman	24 NW 17th
Lynda Jamer	24 NW 17th
Carol Wain	18 N.W. 17th Place
[Signature]	354 PACIFIC DR. HAMMOND
Gary Olson	20 SE 1st # 3
[Signature]	23 NW 17th Place
Ray Myfield	33 NW 17th Place
[Signature]	30 NW 17th Pl.
Ann Marie Gramson	15 N.W. 17th
Gilbert Gramson	15 NW 17th Place

December 19, 2018

**Michael C. Robinson**

Admitted in Oregon

T: 503-796-3756

C: 503-407-2578

mrobinson@schwabe.com

**VIA EMAIL**

Henry Balensifer III, Mayor  
Warrenton City Commission  
Warrenton City Hall  
225 S. Main Avenue  
Warrenton, OR 97146

RE: My client, Pacific Seafood Group; Proposed Text Amendment in the I-2 zone

Dear Mayor Balensifer and Members of the Warrenton City Commission:

This office represents Pacific Seafood Group (“Pacific Seafood”). I am writing to confirm the procedural status of this matter, to respond to the issues raised at the Warrenton City Commission public hearing on November 13, 2018 and the Town Hall meeting on December 4, 2018, and to address other issues.

**1. Procedural Status.**

The City Commission received a unanimous recommendation from the Warrenton Planning Commission and a recommendation from the Warrenton Development Director to approve the proposed text amendment. The proposed text amendment will allow residential housing only for employees of an I-2 water dependent use (consistent with Statewide Planning Goal 17, “Coastal Shorelands”, and its administrative rule, OAR Chapter 660, Division 37) as a conditional use.

The Warrenton City Commission conducted a public hearing and took testimony from the Community Development Director, the Applicant, those supporting the Application and those opposed to the Application. At the conclusion of the public hearing, the Warrenton City Commission took two actions:

- continued the legislative public hearing until December 11, 2018 at 6:00 p.m.; and
- scheduled a public Town Hall meeting on December 4, 2018 at 6:00 p.m.

The City Commission opened the continued public hearing on December 11, 2018 and took two further actions. First, it continued first reading of the ordinance to January 8, 2019 at 6:00 p.m. Second, it held the written record open until January 2, 2019 at 5:00 p.m. for submittal of additional argument and evidence.

Following the November 13, 2018 public hearing and in response to questions by the City Commission and the Mayor, the Applicant submitted a revised text amendment. The revised text amendment made the proposed use a conditional use rather than a permitted use, subject to specific approval criteria that will assure the City Commission and the citizens of Warrenton that the commitments made by Pacific Seafood will be part of the approval criteria and will become part of conditional use permit for the residential use. As the City Commission knows, the conditional use application is a public process which requires a submittal of the application and determination of the application's completeness by the Community Development Director, a twenty-day mailed notice of the Planning Commission public hearing to surrounding property owners and a Planning Commission public hearing open to anyone who wishes to participate. The Planning Commission's decision can be appealed to the City Commission.

The Applicant also proposed that the text amendment include a review provision in an email to the City dated December 12, 2018. The proposed text amendment as revised is shown in **Exhibit 1**.

**2. Response to issues raised at the November 13, 2018 public hearing.**

**A. Crime Issue.**

Pacific Seafood runs background checks on each employee and each employee hired meets the company's hiring policies. In fact, most of Pacific Seafood's seasonal team members are returning employees. Pacific Seafood has proposed an Operation and Management Plan for the residential use to assure a well-run and orderly residential facility. Pacific Seafood will not tolerate bad behavior in the dormitory. As explained below, Pacific Seafood proposes several ways to eliminate the possibility of such behavior.

It is unfair and unjustified to assume that the seasonal team members are criminals, or are inclined to commit crimes. No such evidence is in the record and hardworking employees should not be the target of such speculation. Pacific Seafood is confident that its hiring practices and its proposed Dormitory Operations and Management Plan for the residential use will assure the City that no such adverse effects will occur. This issue and issues such as use of public property are not germane to the land use issue.

**B. Transportation.**

Pacific Seafood is uncertain how many employees will bring cars to the site. However, past experience with seasonal employees suggests that very few will have cars. Further, Pacific Seafood has committed to providing a shuttle for workers to and from their place of employment in the I-2 zone. Pacific Seafood will develop a plan for providing a shuttle for shopping opportunities for the residents. The evidence before the City Commission is that there will not be a traffic issue.

The text amendment, if enacted, requires a conditional use permit for the dormitory. The conditional use application is subject to Warrenton Development Code (“WDC”) 16.64.040, which requires compliance with WDC 16.128 (Parking) and 16.144 (Traffic).

**C. Dormitory Operation and Management Plan (the “Plan”).**

Pacific Seafood will commit to a Dormitory Operation and Management Plan to assure a well-run residential facility. The Dormitory Operation and Management Plan is one of the approval criteria for the conditional use permit.

**D. Neighborhood Meeting and Good Neighbor Agreement.**

Pacific Seafood committed to offering a Good Neighbor Agreement to the adjacent neighbors and holding a neighborhood meeting.

**E. External Impacts.**

The proposed location of the residential use is on the west side of a large, existing industrial building in the I-2 zone. The building is at least 100 feet from the lot’s east property line, which abuts a residential area. No building entrance for the proposed dormitory will be located on the east side of the building. The lot on which the building is located is entirely surrounded by a fence on all sides. Traffic from the facility will not use the local street serving the residential area. There is no reason to believe that the location of, or the operation of the residential facility, will lead to any external impacts noticeable to the residential area.

The Applicant commits to not expanding the building footprint of the dormitory.

**F. Additional Provisions in Proposed Text Amendment.**

The City Commission suggested including a provision allowing for a subsequent review of the conditional use’s performance. The Applicant agrees with this suggestion and has included such a provision in the revised text amendment.

**G. Approval Criteria.**

The City Commission can find that the approval criteria for the text amendment are satisfied. The proposed findings by the Applicant demonstrate that the relevant portions of Statewide Planning Goal 17 and OAR Chapter 660, Division 37, as well as relevant Warrenton Comprehensive Plan and Warrenton Development Code standards and policies, are satisfied.

**3. Response to Issues Raised at the December 4, 2018 Town Hall.**

**A. Number of employees and beds.**

This information will be included in the conditional use permit application.

**B. Concerns about impacts on residences.**

There is no reason to believe that the employees will have any impact on any private residences.

**C. Will children and spouses reside in the dormitory?**

Pacific Seafood will provide appropriate housing for single employees.

**D. Will there be any off-street parking?**

The I-2 site has off-street parking and it can be used as needed for the residents.

**E. The dormitory use is a new use.**

A dormitory is not a new use. Warrenton Development Code 16.12.010 defines "Hotel" to include a dormitory.

**F. Will the dormitory meet building and fire codes?**

Yes. The City will not issue a building permit for the use unless relevant building and fire code provisions are met.

**G. Will there be adequate water and sanitary service?**

Yes. The conditional use permit process will assure adequate public services.

**H. Response to draft alternative ordinance.**

Some of the alternative ordinance's provisions mirror the proposed text amendment but it is intentionally and unnecessarily prescriptive and is unworkable, especially in its classification of employees. Further, it is unheard of to grant a conditional use permit but also tell the applicant that its investment will be rendered valueless in just a few years. No business owner can willingly accept such a "sunset" proposal. The "sunset" proposal is also unlawful under Oregon and federal law because it eliminates a property right without due process, or a quasi-judicial process.

The Applicant has proposed a review process in the revised text amendment that allows a review of compliance with the conditional use permit by the Warrenton City Commission. The review process is in addition to other remedies already contained in the Warrenton Municipal Code.

**4. Conclusion.**

The text amendment is needed to support the City's largest employer. Pacific Seafood depends on its team members for its success but those team members must have housing. The evidence is

Henry Balensifer III, Mayor  
December 19, 2018  
Page 5

overwhelming that housing is both expensive and difficult to find. This text amendment application allows Pacific Seafood at its cost to solve much of the problem by using a portion of its building in the I-2 zone near its plant to provide some of the housing. Approving this text amendment is a reasonable approach to solving a problem that, if not solved, will have a direct and adverse impact on the city.

The Warrenton City Commission can find that the relevant approval criteria have been satisfied, the issues raised by the public and the Warrenton City Commission have been addressed and the commitments made by Pacific Seafood will be assured through the conditional use permit process. For these reasons, Pacific Seafood respectfully requests that the Warrenton City Commission approve the amended text amendment contained in **Exhibit 1** for the use now proposed to be a conditional use.

Very truly yours,



Michael C. Robinson

MCR:jmhi  
Enclosure

Cc Mr. Kevin Cronin (w/encl.) (via email)  
Ms. Linda Engbretson (w/encl.) (via email)  
Mr. Tony Dal Ponte (w/encl.) (via email)  
Mr. Michael Miliucci (w/encl.) (via email)  
Ms. Lisa Phipps (w/encl.) (via email)

PDX\113023\241514\MCR\24419352.1

## EXHIBIT 1

### Revised I-2 Text Amendment Proposed for Adoption

16.64.030.M “Dormitory. A dormitory only for employees of one or more industrial water-dependent uses in the I-2 zoning district. The dormitory shall be on a lot which includes one or more benefitting industrial water-dependent uses. The dormitory shall be discontinued if either the ownership changes so that the lot on which the dormitory is located is no longer controlled by the owner of one or more of the benefitting industrial water-dependent uses, or the benefitting industrial water-dependent use on the same lot as the dormitory ceases to operate. The dormitory may house workers of other industrial water-dependent uses if in the same ownership as the lot on which dormitory is located.”

16.64.050 “Conditional Use Standards for Dormitory Use in 16.64.030.M”

“Subject to the provisions of Chapter 16.220, except 16.220.030, findings shall be made that the use will comply with the following standards:

1. The use meets the I-2 Development Standards in 16.64.040.
2. The use provides for bus transportation to the work place for residents.
3. The use provides for a Dormitory Management and Operations Plan, including a plan for removing terminated employees no longer allowed to reside in the dormitory.
4. The use has proposed a Good Neighbor Agreement with the adjacent residential neighborhood.
5. The use has appropriate on-site physical improvements, including fencing on the perimeter of the lot adjacent to a residential neighborhood.”

16.64.060 “Review of Conditional Use Permit Conditions Granted Under 16.64.050”

“Two (2) years after final approval of the conditional use permit granted under this section, the City Commission may, in its discretion, request a report from the Community Development Director in a public meeting analyzing the permittee’s adherence to the conditions of approval in the conditional use permit. If the report demonstrates substantial issues with compliance with the conditions of approval, the City Commission may hold a public hearing subject to the notice provisions in 16.208.050 where it may consider the report and determine remedies including but not limited to additional conditions of approval.”

## Dawne Shaw

---

**From:** Kevin Cronin  
**Sent:** Wednesday, January 02, 2019 8:37 AM  
**To:** Dawne Shaw  
**Subject:** FW: Address Correction.....Pacific Seafood Dormitory Type Housing

FYI

---

**From:** [robertadelemos@q.com](mailto:robertadelemos@q.com) <[robertadelemos@q.com](mailto:robertadelemos@q.com)>  
**Sent:** Tuesday, January 1, 2019 9:52 AM  
**To:** Kevin Cronin <[cityplanner@ci.warrenton.or.us](mailto:cityplanner@ci.warrenton.or.us)>; Linda Engbretson <[lengbretson@ci.warrenton.or.us](mailto:lengbretson@ci.warrenton.or.us)>  
**Cc:** robertadelemos <[robertadelemos@q.com](mailto:robertadelemos@q.com)>  
**Subject:** Re: Address Correction.....Pacific Seafood Dormitory Type Housing

**Jan 1st 2019**

**Attn: Kevin Cronin & City Recorder,**

**FYI.....I was given the wrong address for my neighbor Jean Webster's house that was included in my prior e-mail sent to you Dec 31st & also now including Jan Barkley's additional property. I have made these changes in the corrected letter below.**

To: Kevin Cronin, City Planner & also City Recorder  
From: Roberta DeLemos 12 NW 17th Place Warrenton, Or 97146  
Subject: Pacific Seafood's Dormitory Type Housing Concerns in Warrenton

My husband & I are Warrenton home owners and taxpayers living at 12 NW 17th Place. We have loved this peaceful, safe neighborhood for 6 years. We are deeply concerned with Pacific Seafood's plan to convert the warehouse next to us into a dormitory type housing for their seasonal employees.

My daily walks along the beautiful Columbia River will not be the same, as I will be constantly worried about my safety. This housing code change to allow migrant workers to live in this building next to our current peaceful scenic surroundings is a real worry to my husband & myself. If any of the property owners who have invested good money for their homes had an inkling that Pacific Seafood would have intended to install this type of living quarters for their workers (so close to our families & children) it is doubtful, any would have purchased their homes here or that investors looking to be homeowners would buy property here. The pleasant city of Warrenton could some day turn into a depressed, mostly low income housing town.

Pacific Seafood's partner, Bio-Oregon, has been working to clean up the air quality caused by their expelling toxic odors, but I cringe when I observe what daily, spews out of their pipes into the river. The other day while walking by their plant, I was sprayed with a "fowl-smelling" mist that landed on my face & arms coming from their vents. Putting up with these conditions are bad enough, but now to have people living next door that have no connection or involvement with the community other than to hold down an insufficient paying job, making it impossible for them to properly support their families with independent living choices, Is Not Acceptable! Please find other options for all of us! To justify

putting these workers into this kind of housing and expect them to keep positive, productive attitudes will prove to be unsuccessful in the long run.

It's just a "Bad Deal" all the way around and obviously you can sense my frustration and heartfelt distress regarding this serious matter!

Thank you for giving me the opportunity to express myself in this written testimony fashion.

My adjoining neighbors have asked that I include their names & properties having similar concerns. Their Names and addresses are listed below our names.

Roberta & Harold DeLemos. 12 NW 17th Place Warrenton, OR 97146

Jan Barkley 14 & 16 NW 17th Place Warrenton, OR 97146

Jan Barkley Parcel 1 & 2 Lots on the SE Corner of 17th St. Warrenton, OR 97146

Jean Webster 20 NW 17th Place Warrenton, OR 97146

RECEIVED  
JAN 02 2019

January 1, 2019

Warrenton City Commission

BY: \_\_\_\_\_  
CITY OF WARRENTON

RE: Pacific Seafood Co. Request for Zoning Variance

I live in the city of Warrenton and utilize the Warrenton River path for exercise daily. I've met many local residents on my walks, and we all share a common feeling of safety when we use the path.

Recently, I've learned of a request by Pacific Seafood Co. for a zone change on the property that abuts the path near NW 17<sup>th</sup> Place. Alarmed, I looked for additional information.

The zone change request is for the purpose of constructing seasonal transient housing for employees. When I learned this, I became exceptionally alarmed and very concerned for my safety on the beautiful walking path along the river.

Many of the people that I've shared my concerns with have agreed that this is unacceptable for our community. We are a collection of mature citizens using the path as exercise and for social exchanges. We are ALL concerned for our safety with this type of neighborhood being developed here.

I have questions:

Why would this area be considered for such use when there are other areas in the city that would be better locations?

How would increased crime levels be dealt with when our existing police department has difficulty keeping up with such things as illegal fireworks on the pathway in summer months?

How are senior citizens to be protected from crime? I use a walker, am 70 years old – and not prone to fast getaways if I should be in trouble.

In short, I want to launch my objection to this entire plan. We have a gem in our Warrenton River Path. Many local senior citizens use it for much needed therapy – both physical and mental. I would invite commissioners to take some time and take a walk along the entire length of our walking path. You'll enjoy the peace and safety – and the beauty of the great Columbia River on your stroll. Please think again on this idea of bringing all this to an end with a development of transient housing for people who don't share our love of home and community.

Kathleen Hagen  
kfpawelek@yahoo.com



12/31/18

Kevin Cronin  
City of WARRENTON Planner

RECEIVED  
DEC 31 2018

BY: CITY OF WARRENTON

I expressed my opposition to Pacific Seafood attempting to impose their will on my hometown of 71 years at a public hearing. I was astonished that not one commissioner took notes or asked me a question, very disturbing.

As I'm sure you're aware, Pacific Seafood has a very questionable history of dealings in the seafood industry. Frank Dulcich is attempting now, to get our city to roll over, play dead, and help him increase his profits by putting one of our neighborhoods at risk of lowering home values, safety, and a peaceful existence our citizens have earned and desire. It matters not if he didn't plan ahead for "seasonal" workers. Not our problem!!

You and the commission have an obligation, much like our law enforcement people, to protect the rights and safety of the citizens of Warrenton. Please don't let MR. Dulcich bluff his will on Warrenton, he will open for his new plant. Let Pacific Seafood figure things out Respectfully submitted  
LOREN GRAMSON

RECEIVED  
JAN 02 2019

BY: \_\_\_\_\_  
CITY OF WARRENTON

**TO: City of Warrenton Commissioners**  
**FROM: Mark P. Willner and Maria L. Willner**  
**DATE: January 2, 2019**  
**REGARDING: Consideration of Development Code  
Amendment – Pacific Seafoods  
Employee Housing**

We are opposed to any permanent changes to the City of Warrenton's zoning codes. We feel that this housing is inappropriate at the proposed location. However, if the City Commission elects to go forward with approval for this "dormitory" project, it should be accomplished instead by a *conditional use* permit which addresses our concerns. A "sunset clause" *must* be included, since this is a **conditional** and **temporary** solution to Pacific Seafood's "unforeseen" affordable housing shortage. Conditions that we feel are essential:

- The "dormitory" shall make use of currently existing structures *only* and shall not enlarge any existing structure, and shall not create any new structure for "dormitory" purposes.
- The permit must require a City of Warrenton approved Dormitory Management and Operations Plan which includes a plan for removing terminated employees, employees not engaged in full-time work, and all other individuals who are otherwise no longer allowed to reside in the "dormitory".
- The permit limits the capacity of the dormitory to not more than **50** simultaneous residents at any given time, who are to be *nationally* screened by Pacific Seafoods with no prior criminal records and have successfully completed a federal I-9.
- A "Good Neighbor Agreement" is included in the permit which includes **all** adjacent neighborhoods and provides for enforcement of the agreed upon conditions, including but not limited to: noise restrictions, vehicle parking, drug and alcohol prohibitions, and river walk restrictions that preserve the water quality and scenic natural views on the Columbia River. In addition, the City shall ensure that its fire and law-enforcement are trained and prepared to deal with issues arising in accordance with the Dormitory permit.
- **Enforcement** is a key issue. Bio Oregon (the other Dulcich industry) did not respond to neighbors' concerns regarding air quality until DEQ was called. Will the City ensure enforcement? How will the City know when compliance issues occur? Will the city increase its law enforcement staff to ensure adequate coverage and response to any problems arising from Pacific

Seafood's dormitory residents?

- A "**revocation clause**" allowing the City of Warrenton by majority vote to revoke the conditional use permit if issues / incidents with regard to adjacent neighborhoods, the security and safety of Warrenton residents is at risk due to Pacific Seafood's inability to manage the requirements of the conditional use permit.
- A "**sunset clause**" limiting the use of the "dormitory" to a period of not more than three years from original occupancy, since this is a temporary solution allowing Pacific Seafoods to develop other more suitable housing for their employees.

Mark P. [Signature] 1/2/2019

Spencer L. Wilk 1/2/2019

CITY OF WARRENTON  
FINANCE DEPARTMENT

JAN 02 2019

RECEIVED  
WARRENTON, OR 97146

January 2, 2019

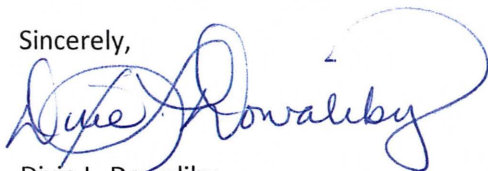
Dear City of Warrenton Commissioners,

The proposed change in I2 industrial zone to allow bunkhouse housing is strongly opposed.

The amount of individuals from Bio Oregon who come up on the dike with their vehicles to retrieve wood is already out of control. They hook logs up to their vehicles and peel out on the dike trying to bring them up from the river. If successful they continue to drag them down the dike. I believe the dike was meant for a walking trail and no vehicles were allowed other than emergency vehicles. To add employee housing will only add to the amount of traffic on the dike.

I would appreciate your consideration of the negative changes it will bring to our community and neighborhood.

Sincerely,



Dixie L. Dowaliby

399 Pacific Dr. Hammond Oregon 97121

9-C

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# AGENDA

## CITY OF WARRENTON

# MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A. Cronin, Community Development Director  
**DATE:** For Agenda of January 8, 2019  
**SUBJ:** Homestay Lodging Program

### SUMMARY

Homestay lodging was a topic of discussion at the August 14, August 28, October 9, and November 13 City Commission meetings. The Commission directed staff to prepare an ordinance to amend the Municipal Code to add new safety regulations for homestay lodging businesses. Enclosed is Ordinance 1224. The City attorney recommended breaking the original proposal into two distinct proposals: Municipal Code and Development Code. The latter will need to be developed in 2019. The safety regulations can be adopted first and in a quicker process than a development code amendment which can be a 3-5 month process.

The proposed safety regulations have been reviewed by the Building Official. The Community Development Director will conduct inspections to verify safety improvements and consult the Building Official as needed. Staff has begun to reach out to known homestay lodging and vacation rental owners about the new regulations and will launch a formal outreach strategy to initiate a one-month grace period beginning January 2 to February 1, 2019.

### RECOMMENDATION/SUGGESTED MOTION

*Based on the body of evidence and research presented to the City Commission over numerous work sessions and regular meetings, including the Agenda Summary for January 8, 2019 City Commission, I move to approve the first reading of Ordinance No. 1224, by title only, and schedule the second reading for January 22, 2019.*

Title: *Ordinance 1221, Introduced by All Commissioners, to Amend Warrenton Municipal Code (WMC) Chapter 8 and adding 8.24 Homestay Lodging Standards.*

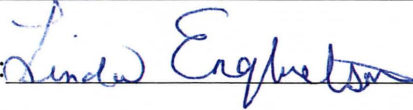
### ALTERNATIVE

*I move to direct staff to conduct additional research and provide a report at a future regularly scheduled Commission meeting.*

**FISCAL IMPACT**

The fiscal impact to the City is unknown at this time. However, a proposed fee resolution will offset staff time to process future homestay lodging requests. In addition, it is expected that additional revenue will be collected through business licenses and transient room taxes.

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Linda Engstrom", is written over a horizontal line.

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

**Ordinance 1224**  
**Introduced by All Commissioners**

**AN ORDINANCE CREATING WARRENTON MUNICIPAL CODE CHAPTER 8.24  
REGARDING SAFETY STANDARDS FOR SHORT TERM RENTALS REFERRED TO  
HOMESTAY LODGING**

**WHEREAS**, the Warrenton Municipal Code needs to be updated periodically to reflect changing economic conditions in the community, to protect public safety, and respond to changes required by the Oregon Legislature; and

**WHEREAS**, the City of Warrenton supports home-based tourism while creating and maintaining livable neighborhoods, and encouraging local economic development through the “shared economy;” and

**WHEREAS**, the City of Warrenton held multiple public meetings, open to public comment, to shape a homestay lodging proposal and met individually with impacted homeowners; and

**WHEREAS**, the City of Warrenton wants to balance the publics need to create a safe experience for visitors and common sense regulations to protect neighborhood livability.

**NOW, THEREFORE**, the City of Warrenton ordains as follows: (Key: **new**)

**Section 1.** A new chapter regulating the development and operation of Homestay Lodging shall be added to Warrenton Municipal Code Chapter 8 Health & Safety, Section 8.24 Homestay Lodging Standards.

**8.24.010 Definitions:**

1. **Homestay Lodging.** A short-term rental in an owner-occupied, single-family detached dwelling unit using up to five bedrooms, including bedrooms in accessory dwellings.
2. **Vacation Rental Dwelling.** A single-family dwelling or accessory dwelling that is non-owner occupied and is rented for terms of less than 30 days.
3. **For all other definitions, refer to Section 16.12.**

**8.24.020 Homestay Lodging.**

**Homestay lodging is permitted in certain residential zones as specified in Title 16, Division 2 of the Warrenton Municipal Code.**

**8.24.030 Safety Regulations.**

1. **All homestay lodging businesses shall comply with the following regulations:**
  - a. **Apply for a homestay lodging permit.**
  - b. **Comply with Chapter 3.04 Transient Room Tax and Chapter 5.04 Business License.**
  - c. **Install carbon monoxide (CO) and smoke detector devices in each bedroom for rent.**
  - d. **Post a tsunami evacuation map in a visible location.**

- e. A NOAA weather radio with alert capabilities, shall be permanently affixed in a visible location.
- f. All electrical outlets in a kitchen or bathroom accessible to guests will be rated GFCI and have faceplates installed.
- g. Circuit breaker box will be properly labeled.
- h. Any bedroom for short term rental will have emergency egress.
- i. All handrails shall comply with state building code.
- j. Address numbers shall be visible from the street.
- k. Garbage and recycling service is required.
- l. Provide one off street parking space per guest bedroom.
- m. A permit will not be issued until all outstanding code violations on record or any visible violations are recorded upon on-site inspection.
- n. Homeowners are required to maintain a complaint registry and report problems to the Community Development Director.
- o. All of the above are required prior to issuance of a homestay lodging permit and verified through an on-site inspection.
- p. Separate cooking facilities such as stoves, rangetops, ovens, hotplates, or other similar equipment (but excluding microwave ovens) may not be provided.

**8.24.040 Transferability.** Homestay lodging permits are non-transferable upon sale of the property. However, the new property owner may apply for a homestay lodging permit in accordance with this Chapter and other applicable ordinances.

**8.24.050 Enforcement.** Any enforcement of Chapter 8.24 shall follow enforcement procedures outlined in Chapter 16.16. In addition, if there are multiple violations that occur within a two-year period from the date of issuance, the Community Development Director may revoke the homestay lodging permit.

**Section 2.** This Ordinance being necessary for the immediate protection of the health, safety and welfare of the citizens and residents of the City of Warrenton, an emergency hereby is declared to exist and this Ordinance shall take full force and effect immediately upon its adoption by the Commissioner of the City of Warrenton.

**First Reading: January 8, 2019**

**Second Reading: January 22, 2019**

**ADOPTED** by the City Commission of the City of Warrenton, Oregon this 22<sup>nd</sup> day January of 2019.

APPROVED

\_\_\_\_\_  
Henry A. Balensifer, Mayor

Attest:

\_\_\_\_\_  
Dawne Shaw, City Recorder

9-D

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## CITY OF WARRENTON

# AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A. Cronin, Community Development Director  
**DATE:** For the agenda of January 8, 2019  
**SUBJ:** Determination of nuisance—1940 S Main Avenue

### SUMMARY

**Warrenton Municipal Code 8.16.020** states that “No person shall cause or permit a nuisance affecting public health on property owned or controlled by the person.” Nuisances listed in this section include accumulations of debris, rubbish, manure and other refuse that are not removed within a reasonable time and that affect the health of the City.

**WMC 8.16.040 Attractive Nuisances** states that no owner, or person in charge of property shall permit “unguarded machinery, equipment or other devices that are attractive, dangerous and accessible to children.

**WMC 8.16.060 Scattering rubbish** prohibits persons from depositing on public or private property, rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench or fire hazard, detract from the cleanliness or safety of the property or would be likely to injure a person, animal or vehicle traveling on a public way.

**WMC 8.16.120 Junk** prohibits keeping junk outdoors on a street, lot, or premises. “Junk” means and includes all old motor[s], old motor vehicle parts, abandoned automobiles, old machinery, old machinery parts, old appliances, parts, old iron or other metal, glass paper, lumber, wood or other waste or

discarded material.

**WMC 8.16.140 Unenumerated nuisances** declares that the conditions described above are public nuisances and may be abated as established in WMC 8.16.150 through 8.16.210. In addition to the nuisances specifically enumerated in this chapter, every other thing, substance or act that is determined by the City Commission to be injurious or detrimental to the public health, safety or welfare of the City can be declared a nuisance and may be abated.

The yard at 1940 S Main Avenue is chronically littered and strewn with rubbish, trash, junk, inoperable vehicles, vehicle parts, boats, recreation vehicles, unguarded machinery and equipment, construction debris, tall grass, and the like. The attached photographs, taken November 7, 2018 show a variety of junk and waste on the subject property. All of this material in the yard which is unfenced and unprotected from the public generally and neighborhood children specifically. Furthermore, the buildings are designed for storage and have illegal resident tenants living inside the premises. The Building Official is working to resolve this issue through the Building Code. The property owner has hired an attorney to evict the tenants. Staff concludes that conditions at the subject address are consistent with and meet the intent of the descriptions of various nuisances, both enumerated and unenumerated.

The City Commission is charged with the responsibility and authority to determine whether a nuisance exists. This must be done in a public meeting, and after five days notice by letter to the owner or person in charge of the property. Staff provided a courtesy letter on November 14, 2018 and sent a letter of notification on December 13, 2018 by certified mail to the owner as identified in Clatsop County Assessor's records that this would be an agenda item at the January 8 City Commission meeting. The Police Department posted the site on December 13.

#### **RECOMMENDATION/SUGGESTED MOTION**

*I move to declare that enumerated and unenumerated nuisances exist at 1940 S Main Ave, and direct staff to commence actions to notify the owner of record*

*and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160.*

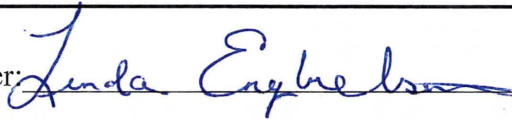
**ALTERNATIVE**

None recommended

**FISCAL IMPACT**

A potential fiscal impact exists, but cannot be quantified at this time. Should the owner or person responsible not abate the nuisance within the time allowed by code, the Commission may cause the nuisance to be abated by city personnel. The cost of performing that action would be based on the amount of time for collecting the material and the cost of disposal. This expense may be recovered by providing an invoice for the expense to the owner and persons responsible. WMC 8.16.200 authorizes the city place a lien on the property for the amount of the invoice if the invoice is not paid.

Approved by City Manager:



All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.







9-E

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**CITY OF WARRENTON**

## AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A. Cronin, Community Development Director  
**DATE:** For the agenda of January 8, 2019  
**SUBJ:** Determination of nuisance—1030 Third Avenue (Hammond)

### SUMMARY

**Warrenton Municipal Code 8.16.020** states that “No person shall cause or permit a nuisance affecting public health on property owned or controlled by the person.” Nuisances listed in this section include accumulations of debris, rubbish, manure and other refuse that are not removed within a reasonable time and that affect the health of the City.

**WMC 8.16.040 Attractive Nuisances** states that no owner, or person in charge of property shall permit “unguarded machinery, equipment or other devices that are attractive, dangerous and accessible to children.

**WMC 8.16.060 Scattering rubbish** prohibits persons from depositing on public or private property, rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench or fire hazard, detract from the cleanliness or safety of the property or would be likely to injure a person, animal or vehicle traveling on a public way.

**WMC 8.16.120 Junk** prohibits keeping junk outdoors on a street, lot, or premises. “Junk” means and includes all old motor[s], old motor vehicle parts, abandoned automobiles, old machinery, old machinery parts, old appliances, parts, old iron or other metal, glass paper, lumber, wood or other waste or

discarded material.

**WMC 8.16.140 Unenumerated nuisances** declares that the conditions described above are public nuisances and may be abated as established in WMC 8.16.150 through 8.16.210. In addition to the nuisances specifically enumerated in this chapter, every other thing, substance or act that is determined by the City Commission to be injurious or detrimental to the public health, safety or welfare of the City can be declared a nuisance and may be abated.

The yard at 1030 Third Avenue near Jetty Avenue is chronically littered and strewn with junk, inoperable vehicles, vehicle parts, boat, recreation vehicles, and the like. The attached photographs, taken January 2, 2019, illustrate the problems on the subject property. All of this material in the yard which is unfenced and unprotected from the public generally and neighborhood children specifically. Since September 2018, staff has worked with the property to resolve tall grass, derelict sign structures, and rubbish. However, staff concludes that conditions at the subject address are consistent with and meet the intent of the descriptions of various nuisances, both enumerated and unenumerated.

The City Commission is charged with the responsibility and authority to determine whether a nuisance exists. This must be done in a public meeting, and after five days notice by letter to the owner or person in charge of the property. Staff provided a courtesy “yellow tag” and met with the owner in September and sent a letter of notification on December 13, 2018 by certified mail to the owner as identified in Clatsop County Assessor’s records that this would be an agenda item at the January 8 City Commission meeting. The Police Department posted the site on December 13.

### **RECOMMENDATION/SUGGESTED MOTION**

*I move to declare that enumerated and unenumerated nuisances exist at 1030 Third Ave, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160.*

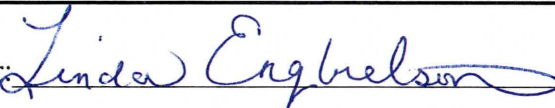
**ALTERNATIVE**

None recommended

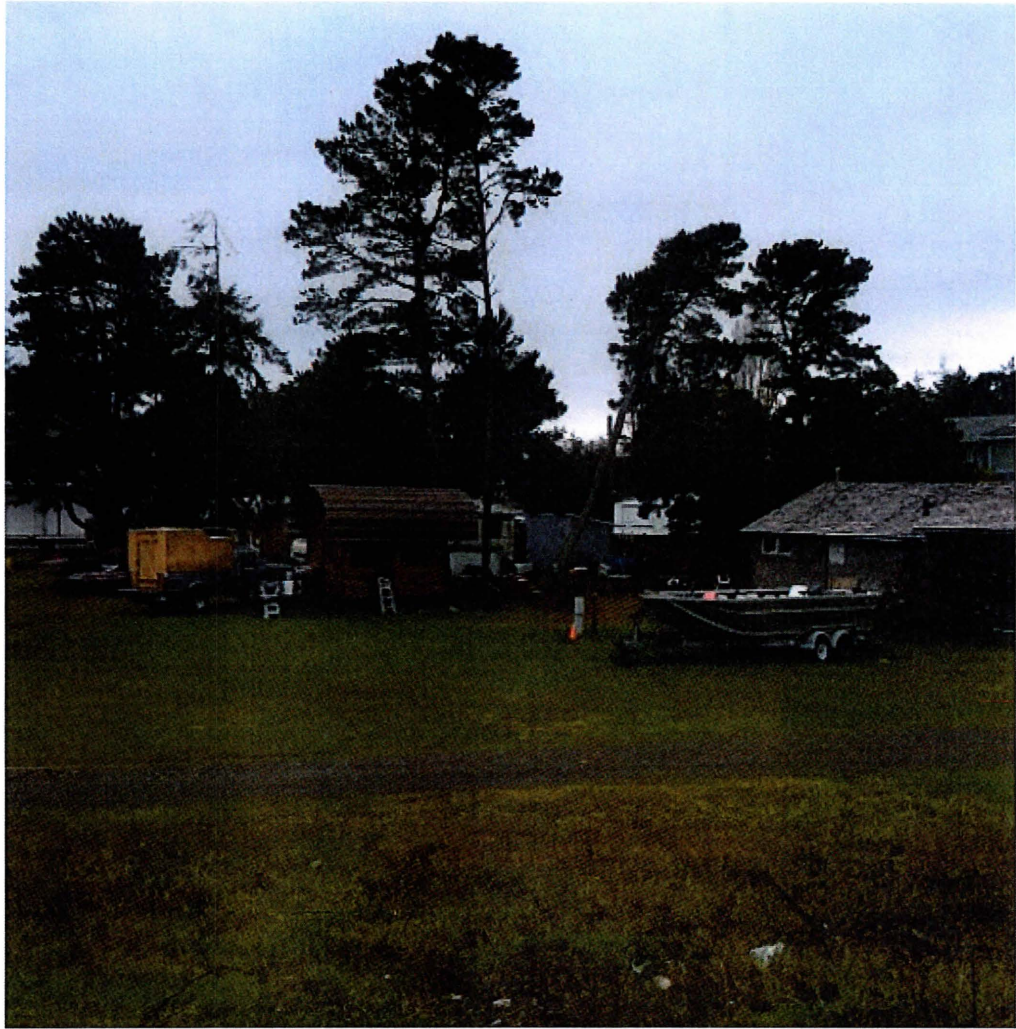
**FISCAL IMPACT**

A potential fiscal impact exists, but cannot be quantified at this time. Should the owner or person responsible not abate the nuisance within the time allowed by code, the Commission may cause the nuisance to be abated by city personnel. The cost of performing that action would be based on the amount of time for collecting the material and the cost of disposal. This expense may be recovered by providing an invoice for the expense to the owner and persons responsible. WMC 8.16.200 authorizes the city place a lien on the property for the amount of the invoice if the invoice is not paid.

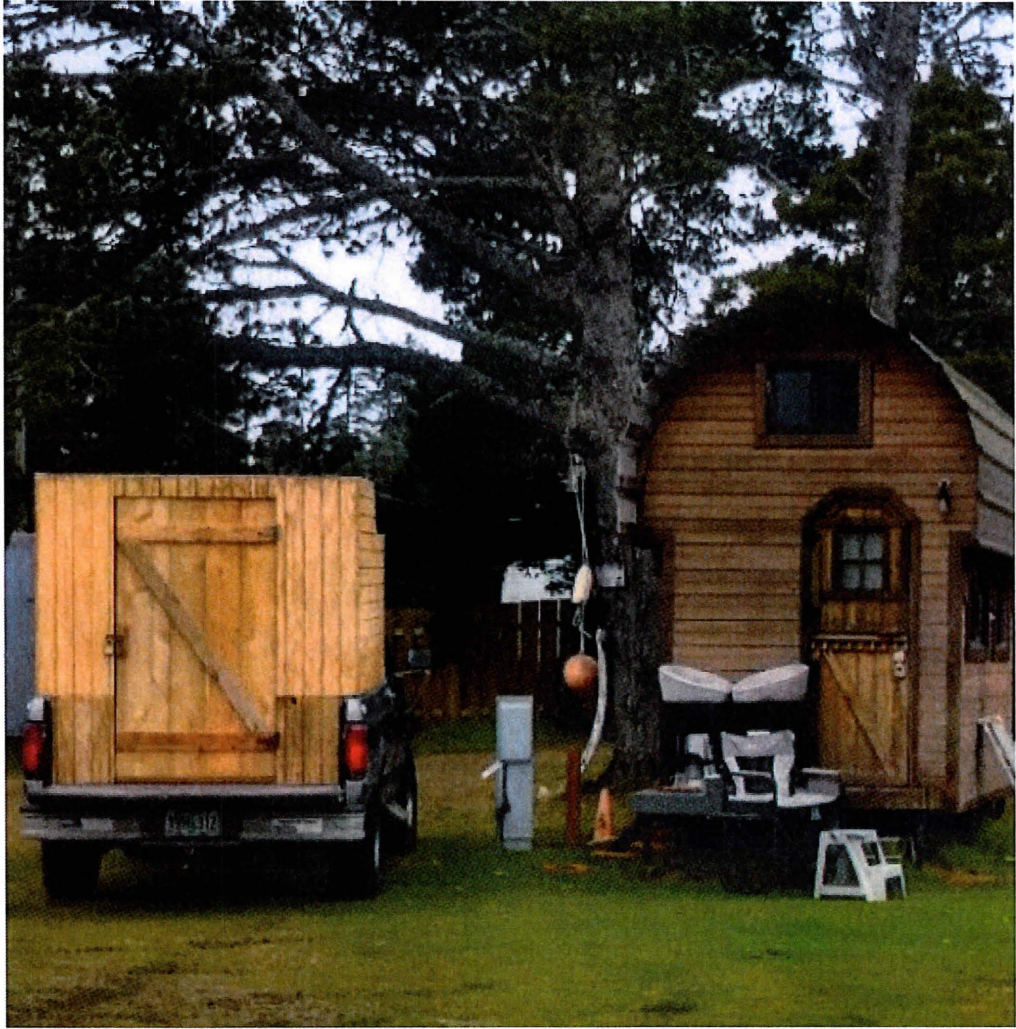
Approved by City Manager:



All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.









CITY OF WARRENTON

9-F

## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Mathew J. Workman, Chief of Police  
DATE: January 8, 2019  
SUBJ: Goods Contract for Purchase of Patrol Tahoes

### SUMMARY

The Warrenton Police Department budgeted for two 2019 Chevrolet PPV 4x4 Police Tahoes to replace the two 2011 Police Tahoes. These Tahoes were purchased through Hubbard Chevrolet and are currently sitting on the dealership lot. The WPD solicited quotes from three vendors to install all of the safety equipment (lights, siren, camera, radar, cages, prisoner seats, etc) and received the following three quotes (2 quotes for two different vehicle configurations combined into one amount from each vendor):

- Day Wireless, Long View, WA, \$27,380.67
- Emergency Responder Services, Hillsboro, WA, \$25,946.58
- LEHR, Salem, OR, \$27,611.70

### RECOMMENDATION/SUGGESTED MOTION

Approve the Goods and Services contract between Emergency Responder Services, Inc. and the City to complete the installation of equipment on the two 2019 Chevrolet PPV Police Tahoes and to have the Mayor and City Recorder sign the contract.

*"I move to approve the Goods and Services contract between Emergency Responder Services, Inc. and the City of Warrenton to complete the installation of equipment on the two 2019 Chevrolet PPV 4x4 Police Tahoes and to have the Mayor and the City Manager sign the contract."*

### ALTERNATIVE

Do not approve the contract and do not get the equipment installed on the two 2019 Chevrolet Tahoes.

### FISCAL IMPACT

The installation of equipment on the two police vehicles was budgeted in the FY 2018-2019 Budget.

### ATTACHMENTS:

- City of Warrenton Contract for Goods and Services to be signed by the Mayor and City Recorder
- Copy of the two quotes from Emergency Responder Services

Approved by City Manager:

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

**CITY OF WARRENTON  
CONTRACT FOR GOODS AND  
SERVICES**

CONTRACT:

This Contract, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY", and Emergency Responder Services, Inc 1204 6<sup>th</sup> St. North Nampa, ID 83687, hereinafter called "CONTRACTOR", duly authorized to do business in Oregon.

WITNESSETH

WHEREAS, the CITY requires goods and services which CONTRACTOR is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, CONTRACTOR is able and prepared to provide such goods and services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

IN CONSIDERATION of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. CONTRACTOR SERVICES: (Title: 2019 Tahoe Builds)

- A. CONTRACTOR shall provide services for the City of Warrenton, as outlined in its attached Estimate #M2466 & M2467 quote, dated November 13, 2018, and is attached hereto as Exhibit A.
- B. CONTRACTOR'S obligations are defined solely by this Contract, the RFP, or solicitation document, (if any) and its attachment and not by any other contract or agreement that may be associated with this project.

2. COMPENSATION

- A. The CITY agrees to pay CONTRACTOR a total not-to-exceed price of \$25,946.58 for providing goods and performance of those services provided herein;
- B. The CONTRACTOR will submit a final invoice for all goods provided or services rendered to: City of Warrenton, Attention: Accounts Payable, PO Box 250, Warrenton, Oregon 97146, **OR**, CONTRACTOR may submit invoice via email to ap@ci.warrenton.or.us. CITY pays net 21 upon receipt of invoice.
- C. CITY certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract.

3. CONTRACTOR IDENTIFICATION

CONTRACTOR shall furnish to the CITY the CONTRACTOR'S employer identification number, as designated by the Internal Revenue Service, or CONTRACTOR'S Social Security number, as CITY deems applicable.

4. CITY'S REPRESENTATIVE

For purposes hereof, the CITY'S authorized representative will be Mathew J. Workman, Chief of Police.

5. CONTRACTOR'S REPRESENTATIVE

For purposes hereof, the CONTRACTOR'S authorized representative will be\_\_\_\_\_.

6. CONTRACTOR IS INDEPENDENT CONTRACTOR

- A. CONTRACTOR'S services shall be provided under the general supervision of City's project director or his designee, but CONTRACTOR shall be an independent CONTRACTOR for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 2 of this Contract,
- B. CONTRACTOR acknowledges that for all purposes related to this contract, CONTRACTOR is and shall be deemed to be an independent CONTRACTOR and not an employee of the CITY, shall not be entitled to benefits of any kind to which an employee of the CITY is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that CONTRACTOR is found by a court of law or an administrative agency to be an employee of the CITY for any purpose, CITY shall be entitled to offset compensation due, or, to demand repayment of any amounts paid to CONTRACTOR under the terms of the contract, to the full extent of any benefits or other remuneration CONTRACTOR receives (from CITY or third party) as result of said finding and to the full extent of any payments that CITY is required to make (to CONTRACTOR or a third party) as a result of said finding.
- C. The undersigned CONTRACTOR hereby represents that no employee of the City of Warrenton, or any partnership or corporation in which a City of Warrenton employee has an interest, has or will receive any remuneration of any description from the CONTRACTOR, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

7. CANCELLATION FOR CAUSE

CITY may cancel all or any part of this Contract if CONTRACTOR breaches any of the terms herein or in the event of any of the following: Insolvency of CONTRACTOR; voluntary or involuntary petition in bankruptcy by or against CONTRACTOR; appointment of a receiver or trustee for CONTRACTOR, or any assignment for benefit of creditors of CONTRACTOR. Damages for breach shall be those allowed by Oregon law, reasonable and necessary attorney's fees, and other costs of litigation at trial and upon appeal. CONTRACTOR may likewise cancel all or any part of this contract if CITY breaches any of the terms herein and be therefore entitled to equivalent damages as expressed above for CITY.

8. ACCESS TO RECORDS

CITY shall have access to such books, documents, papers and records of contract as are directly pertinent to this contract for the purposes of making audit, examination, excerpts and transcripts.

9. FORCE MAJEURE

Neither CITY nor CONTRACTOR shall be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond the control and without fault or negligence on the part

of the party so disenabled provided the party so disenabled shall within ten (10) days from the beginning such delay notify the other party in writing of the causes of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation.

10. NONWAIVER

The failure of the CITY to insist upon or enforce strict performance by CONTRACTOR of any of the terms of this Contract or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

11. ATTORNEY'S FEES

In the event suit or action is instituted to enforce any of the terms of this contract, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

12. APPLICABLE LAW

The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

13. CONFLICT BETWEEN TERMS

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the proposal of the CONTRACTOR, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

14. INDEMNIFICATION

CONTRACTOR agrees to indemnify and hold harmless the CITY, its Officers, and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to CITY, contractor, or others resulting from or arising out of CONTRACTOR'S negligent acts, errors or omissions in the supply of goods or performance of services pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONTRACTOR and The CITY this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CONTRACTOR.

15. INSURANCE

Prior to starting work hereunder, CONTRACTOR, at CONTRACTOR'S cost, shall secure and continue to carry during the term of this contract, with an insurance company acceptable to CITY, the following insurance:

- A. **Commercial General Liability.** Contractor shall obtain, at Contractor's expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence and the annual aggregate of not less than \$2,000,000. Coverage shall include contractors, subcontractors and anyone directly or indirectly employed by either. This insurance will include personal and Advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be

written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence will not be less than \$1,000,000 for each job site or location. Each annual aggregate limit will not be less than \$2,000,000.

- B. **Automobile Liability.** Contract shall obtain, at Contractor's expense and keep in effect during the term of the resulting Contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than \$1,000,000, and annual aggregate not less than \$2,000,000.
- C. **Additional Insured.** The liability insurance coverage shall include City and its officers and employees as Additional Insured but only with respect to Contractor's activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, Contractor shall furnish a certificate to City from each insurance company providing insurance showing that the City is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.
- D. **Notice of Cancellation or Change.** There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from Contractor or its insurer(s) to City. Any failure to comply with the reporting provisions of this clause will constitute a material breach of this Contract and will be grounds for immediate termination of this Agreement.

16. WORKMEN'S COMPENSATION

The CONTRACTOR, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

17. LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES

Contractor shall make payment promptly, as due, to all persons supplying CONTRACTOR labor or material for the prosecution of the work provided for this contract.

Contractor shall pay all contributions or amounts due the Industrial Accident Fund from CONTRACTOR or any subcontractor incurred in the performance of the contract.

Contractor shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

18. PAYMENT OF MEDICAL CARE

Contractor shall promptly, as due, make payment to any person, copartnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of such CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the CONTRACTOR collected or





ERS  
Emergency Responder Services, Inc  
1204 6th St North  
Nampa, ID 83687

# Estimate

Date	Estimate #
11/12/2018	M2466

## Estimate Prepared For:

WARRENTON POLICE DEPARTMENT  
225 S. MAIN ST  
WARRENTON, OR 97146

### Questions?

Please refer to your Estimate # when calling your ERS Sales Representative. Your rep can be reached on location at Ph: (208) 362-1741 or Fx: (208) 562-1318

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Customer Reference #

Item	Description	Rate	Qty	Total
	2019 CHEVROLET TAHOE (PATROL)			
CERIDIAN DUO 5...	WHELEN CERIDIAN DUO COLOR LED LIGHTBAR, 54". DUO COLOR ON ALL SIDES, INCLUDES SUPER TAKEDOWN AND DIRECTIONAL STICK. INCLUDES STRAP KIT	1,375.00	1	1,375.00
ENT2B3RBW	SOUNDOFF SIGNAL INTERSECTOR LED UNDER MIRROR LIGHT, RED/BLUE/WHITE (SIDE MIRROR)	199.00	2	398.00
DLL-41-R/B	ERS DLL-41-R/B LED WARNING LIGHT, SPLIT COLOR, RED/BLUE, CHOICE OF SUCTION CUP OR SCREW MOUNT (REAR SIDE WINDOW)	85.00	2	170.00
SAP002RB	ERS LOW PROFILE SURFACE MOUNT WARNING LIGHT, RED/BLUE (RUNNING BOARD)	75.00	6	450.00
DLL-41-R/B	ERS DLL-41-R/B LED WARNING LIGHT, SPLIT COLOR, RED/BLUE, CHOICE OF SUCTION CUP OR SCREW MOUNT (REAR WINDOW)	85.00	2	170.00
H-2209RW	FENIEX CANNON 120 LED HIDE-A-WAY, RED/WHITE (REVERSE LIGHT)	99.00	1	99.00
H-2209BW	FENIEX CANNON 120 LED HIDE-A-WAY, BLUE/WHITE (REVERSE LIGHT)	99.00	1	99.00
ERSLPLIGHT	ERS LICENSE PLATE WARNING LIGHT W/ FOUR 6-LED WARNING LIGHT HEADS. RED/BLUE	260.00	1	260.00
FHL-TAIL	FEDERAL SIGNAL TAILLIGHT FLASHER, UNIVERSAL	70.00	1	70.00
SAP002RB	ERS LOW PROFILE SURFACE MOUNT WARNING LIGHT, RED/BLUE (REAR HATCH)	75.00	2	150.00
BK2019TAH15	SETINA PB450L4 BUSH BUMPER WITH INTERGRADED WHELEN ION LIGHTS--2015 CHEVROLET TAHOE	750.00	1	750.00
IPX630B-BRW	FEDERAL SIGNAL IPX6 IMPAXX LED WARNING LIGHT, TRI-COLOR, RBW (FRONT LIGHT AND FOG LIGHT)	175.00	2	350.00
IPX-PBL1	FEDERAL SIGNAL UNIVERSAL BRACKET FOR THE IMPAX/VIPER EXT	17.50	2	35.00
SA315P	WHELEN SA315P 100 WATT COMPACT SIREN SPEAKER	150.00	1	150.00
SAK63D	WHELEN SIREN SPEAKER MOUNTING BRACKET, FOR THE 2017+ CHEVROLET TAHOE	39.00	1	39.00
PK0373TAH15	SETINA 6VS RP PRISONER PARTITION W/ POLYCARBONATE WINDOW AND RECESSED PANEL. FOR THE 2015+ CHEVROLET TAHOE	575.00	1	575.00
QK0635TAH15	SETINA FULL COVER TRANSPORT SEAT TPO PLASTIC, WITH #12 EXPANDED METAL CARGO PARTITION & CENTER PULL SEAT BELT SYSTEM--CHEVROLET TAHOE	850.00	1	850.00

<b>Total</b>
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ERS  
Emergency Responder Services, Inc  
1204 6th St North  
Nampa, ID 83687

# Estimate

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Customer Reference #

Item	Description	Rate	Qty	Total
WK0514TAH15	SETINA WINDOW BARRIER VS, STEEL VERTICAL. FOR THE 2015 CHEVROLET TAHOE	199.00	1	199.00
DK0100TAH15	SETINA TPO DOOR PANELS--FOR THE 2015+ CHEVROLET TAHOE	199.00	1	199.00
TK0244TAH15	SETINA CARGO TRUNK TRAY--REAR CARGO--TFN TRAY FIXED W/ NO LOCK-BSC LOCK--2015 CHEVROLET TAHOE	789.00	1	789.00
TPA9289	SETINA CARGO RADIO TRAY W/ NO LOCK	310.00	1	310.00
GK10342UHKSSC...	SETINA DUAL WEAPON MOUNT WITH (2) EXTRA LARGE UNIVERSAL GUNLOCKS. W/ OVERRIDE HANDCUFF KEY	379.00	1	379.00
MISC	HAVIS CENTER CONSOLE (DEPARTMENT SUPPLIED)	0.00	1	0.00
MISC	KENWOOD POLICE RADIO AND FACE PLATE (DEPARTMENT SUPPLIED)	0.00	1	0.00
295SDA1	WHELEN 295SDA1 DUAL TONE SIREN/ LIGHT CONTROLLER W/ FULL FEATURE CONTROL HEAD. REMOTE HEAD UNIT. 100W AND 200W OUTPUT	525.00	1	525.00
BR-930-WP	ERS THREE OUTLET CIGAR PLUGS WITH PLUG	20.65	1	20.65
MISC	QC 3.0 USB CHARGER CAR POWER SOCKET. TWO OUTLET	29.00	2	58.00
MISC	USB, AUX, SD CARD READER (SUPPLIED WITH VEHICLE)	0.00	1	0.00
C-1800	HAVIS SHIELD 18" CONSOLE COMPLETE W/MOUNTING BRACKETS	168.66	1	168.66
C-TMW-GMC-03	HAVIS SHIELD 28" FLOOR PLATE FOR THE 2015 CHEVROLET TAHOE/ SILVERADO	83.48	1	83.48
C-CUP2-I	HAVIS SHIELD 4" HIGH PLATE W/TWO CUP HOLDERS INTERNAL MOUNT	40.00	1	40.00
C-AP-0325-L	HAVIS SHIELD 3" ACCESSORY POCKET W/ HINGED LID & LOCK, 2.5" DEEP	75.00	1	75.00
C-ARM-103	HAVIS SHIELD ARMREST FOR TOP MOUNT, CONSOLE, LARGE PAD	85.00	1	85.00
PL-RWO	BROOKINGS LED DOME LIGHT, RED/WHITE	40.00	1	40.00
MISC	RADAR (DEPARTMENT SUPPLIED)	0.00	1	0.00
MISC	WATCHGUARD VIDEO SYSTEM (DEPARTMENT SUPPLIED)	0.00	1	0.00
PDU8S	D AND R ELECTRONICS POWER DISTRIBUTION WITH TIMER OUTPUT.	325.00	1	325.00
ERSCB1	ERS 150 AMP RESETTABLE BREAKER	55.00	1	55.00
MISC PARTS & M...	MISC. PARTS AND MATERIALS	150.00	1	150.00
SHIPPING	SHIPPING AND HANDLING	400.00	1	400.00
LABOR	LABOR/INSTALLATIONS	76.00	44	3,344.00

<b>Total</b>	<b>\$13,235.79</b>
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ERS  
Emergency Responder Services, Inc  
1204 6th St North  
Nampa, ID 83687

# Estimate

Date	Estimate #
11/13/2018	M2467

## Estimate Prepared For:

WARRENTON POLICE DEPARTMENT  
225 S. MAIN ST  
WARRENTON, OR 97146

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Customer Reference #

Item	Description	Rate	Qty	Total
	2019 CHEVROLET TAHOE (UNMARKED)			
ISFW38Z	WHELEN INNER EDGE FST WECAN VISOR LIGHT, TEN LAMP, UPPER FRONT TWO PIECE UNIT. INCLUDES TWO LED FLASHING/ TAKEDOWNS. FOR THE 2013+ FORD INTERCEPTOR SEDAN	850.00	1	850.00
ENT2B3RBW	SOUNDOFF SIGNAL INTERSECTOR LED UNDER MIRROR LIGHT, RED/BLUE/WHITE (SIDE MIRROR)	199.00	2	398.00
DLL-41-R/B	ERS DLL-41-R/B LED WARNING LIGHT, SPLIT COLOR, RED/BLUE, CHOICE OF SUCTION CUP OR SCREW MOUNT (REAR SIDE WINDOW)	85.00	2	170.00
SAP002RB	ERS LOW PROFILE SURFACE MOUNT WARNING LIGHT, RED/BLUE (RUNNING BOARD)	75.00	6	450.00
DLL-41-R/B	ERS DLL-41-R/B LED WARNING LIGHT, SPLIT COLOR, RED/BLUE, CHOICE OF SUCTION CUP OR SCREW MOUNT (REAR WINDOW)	85.00	2	170.00
H-2209RW	FENIEX CANNON 120 LED HIDE-A-WAY, RED/WHITE (REVERSE LIGHT)	99.00	1	99.00
H-2209BW	FENIEX CANNON 120 LED HIDE-A-WAY, BLUE/WHITE (REVERSE LIGHT)	99.00	1	99.00
ERSLPLIGHT	ERS LICENSE PLATE WARNING LIGHT W/ FOUR 6-LED WARNING LIGHT HEADS. RED/BLUE	260.00	1	260.00
FHL-TAIL	FEDERAL SIGNAL TAILLIGHT FLASHER, UNIVERSAL	70.00	1	70.00
SAP002RB	ERS LOW PROFILE SURFACE MOUNT WARNING LIGHT, RED/BLUE (REAR HATCH)	75.00	2	150.00
BK2019TAH15	SETINA PB450L4 BUSH BUMPER WITH INTERGRADED WHELEN ION LIGHTS--2015 CHEVROLET TAHOE	750.00	1	750.00
IPX630B-BRW	FEDERAL SIGNAL IPX6 IMPAXX LED WARNING LIGHT, TRI-COLOR, RBW (FRONT LIGHT AND FOG LIGHT)	175.00	2	350.00
IPX-PBL1	FEDERAL SIGNAL UNIVERSAL BRACKET FOR THE IMPAX/VIPER EXT	17.50	2	35.00
SA315P	WHELEN SA315P 100 WATT COMPACT SIREN SPEAKER	150.00	1	150.00
SAK63D	WHELEN SIREN SPEAKER MOUNTING BRACKET, FOR THE 2017+ CHEVROLET TAHOE	39.00	1	39.00
PK0373TAH15	SETINA 6VS RP PRISONER PARTITION W/ POLYCARBONATE WINDOW AND RECESSED PANEL. FOR THE 2015+ CHEVROLET TAHOE	575.00	1	575.00
QK0635TAH15	SETINA FULL COVER TRANSPORT SEAT TPO PLASTIC, WITH #12 EXPANDED METAL CARGO PARTITION & CENTER PULL SEAT BELT SYSTEM--CHEVROLET TAHOE	850.00	1	850.00

<b>Total</b>
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ERS  
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# Estimate

Date	Estimate #
11/13/2018	M2467

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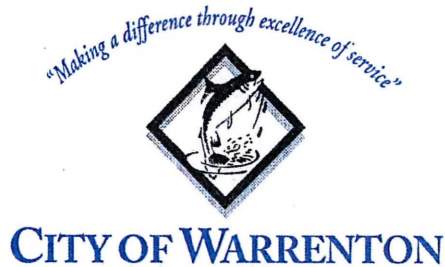
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Customer Reference #

Item	Description	Rate	Qty	Total
WK0514TAH15	SETINA WINDOW BARRIER VS, STEEL VERTICAL. FOR THE 2015 CHEVROLET TAHOE	199.00	1	199.00
DK0100TAH15	SETINA TPO DOOR PANELS--FOR THE 2015+ CHEVROLET TAHOE	199.00	1	199.00
TK0244TAH15	SETINA CARGO TRUNK TRAY--REAR CARGO--TFN TRAY FIXED W/ NO LOCK-BSC LOCK--2015 CHEVROLET TAHOE	789.00	1	789.00
TPA9289	SETINA CARGO RADIO TRAY W/ NO LOCK	310.00	1	310.00
GK10342UHKSSC...	SETINA DUAL WEAPON MOUNT WITH (2) EXTRA LARGE UNIVERSAL GUNLOCKS. W/ OVERRIDE HANDCUFF KEY	379.00	1	379.00
MISC	HAVIS CENTER CONSOLE (DEPARTMENT SUPPLIED)	0.00	1	0.00
MISC	KENWOOD POLICE RADIO AND FACE PLATE (DEPARTMENT SUPPLIED)	0.00	1	0.00
295SDA1	WHELEN 295SDA1 DUAL TONE SIREN/ LIGHT CONTROLLER W/ FULL FEATURE CONTROL HEAD. REMOTE HEAD UNIT. 100W AND 200W OUTPUT	525.00	1	525.00
BR-930-WP	ERS THREE OUTLET CIGAR PLUGS WITH PLUG	20.65	1	20.65
MISC	QC 3.0 USB CHARGER CAR POWER SOCKET. TWO OUTLET	29.00	2	58.00
MISC	USB, AUX, SD CARD READER (SUPPLIED WITH VEHICLE)	0.00	1	0.00
C-1800	HAVIS SHIELD 18" CONSOLE COMPLETE W/MOUNTING BRACKETS	168.66	1	168.66
C-TMW-GMC-03	HAVIS SHIELD 28" FLOOR PLATE FOR THE 2015 CHEVROLET TAHOE/ SILVERADO	83.48	1	83.48
C-CUP2-I	HAVIS SHIELD 4" HIGH PLATE W/TWO CUP HOLDERS INTERNAL MOUNT	40.00	1	40.00
C-AP-0325-L	HAVIS SHIELD 3" ACCESSORY POCKET W/ HINGED LID & LOCK, 2.5" DEEP	75.00	1	75.00
C-ARM-103	HAVIS SHIELD ARMREST FOR TOP MOUNT, CONSOLE, LARGE PAD	85.00	1	85.00
PL-RWO	BROOKINGS LED DOME LIGHT, RED/WHITE	40.00	1	40.00
MISC	RADAR (DEPARTMENT SUPPLIED)	0.00	1	0.00
MISC	WATCHGUARD VIDEO SYSTEM (DEPARTMENT SUPPLIED)	0.00	1	0.00
PDU8S	D AND R ELECTRONICS POWER DISTRIBUTION WITH TIMER OUTPUT.	325.00	1	325.00
ERSCB1	ERS 150 AMP RESETTABLE BREAKER	55.00	1	55.00
MISC PARTS & M...	MISC. PARTS AND MATERIALS	150.00	1	150.00
SHIPPING	SHIPPING AND HANDLING	400.00	1	400.00
LABOR	LABOR/INSTALLATIONS	76.00	44	3,344.00

<b>Total</b>	\$12,710.79
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9-G



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Linda Engbretson, City Manager  
DATE: January 8, 2019  
SUBJ: Leitch/Campbell Lease – Storage – Situs: 60 NE Iredale, Warrenton

### SUMMARY

Attached is a *Lease Assignment* from the estate of George Campbell to Paul Leitch for interest in the lease with the City of Warrenton for the property located at 60 NE Iredale, otherwise known as "Fishermen's Storage." City legal counsel has been working with counsel for Mr. Campbell's estate and for Mr. Leitch. The lease requires that written consent for any assignment is required (*which consent will not be unreasonably withheld*). Property taxes and lease payments are current. This lease terminates in 2036 with an additional 10 year option.

### RECOMMENDATION/SUGGESTED MOTION

"I move to authorize the Mayor's signature on the Lease Assignment from the estate of George R. Campbell to Paul Leitch for the property located at 60 NE Iredale."

### ALTERNATIVE

None recommended.

## **FISCAL IMPACT**

Lease payments are \$ 586.15 per month and increase every January (this reflects January 19 increase), based on a percentage determined by the CPI-U, US City Average. Lease Payments were reallocated several years ago from the General Fund to the Warrenton Marina for properties "related" to the marina.

## LEASE ASSIGNMENT

This Lease Assignment ("Assignment"), dated as of October 1, 2018 ("Effective Date"), is entered into by and among George R. Campbell, deceased, through the duly-appointed executor of his estate ("Assignor"), Paul Angelo Leitch ("Assignee"), with reference to the following facts:

- A. On November 9, 2006, the City of Warrenton, Oregon ("Landlord"), George Campbell and Assignee entered into a Lease ("Lease"), attached hereto as Exhibit A;
- B. Mr. Campbell passed away in 2017; and,
- C. The parties desire that Assignor transfer all of its interests and obligations in the Lease to Assignee, pursuant to the provisions of this Assignment and consistent with the terms of the Lease.

Based on the premises above and the promises below, and for other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

**Section 1 Assignment.** As of the Effective Date: (1) Assignor does hereby assign, transfer, and convey to Assignee all of Assignor's rights, title, and interests in, to, and under the Lease; (2) Assignee does hereby accept the assignment of the Lease from Assignor; (3) Assignee does hereby assume all of Assignor's obligations and liabilities under the Lease; (4) Assignee does hereby accept "AS IS" all of the premises covered by the Lease;

**Section 2 Estoppel.** As of the Effective Date, Assignor does hereby represent and warrant to Assignee that: (1) the Lease remains in full force and effect and has not been changed, modified, or amended; (2) all amounts owed or payable by Assignor to Landlord under the Lease have been paid; and (3) to Assignor's actual knowledge, there is no existing default (including any default that may arise by the passage of time or the giving of notice), defense, offset, or claim under the Lease.

**Section 3 Indemnity.** "Claims" means, collectively, all claims, demands, liabilities, disputes, causes of action, proceedings, obligations, debts, liens, fines, charges, penalties, contracts, promises, damages, costs, expenses, attorneys' fees (whether incurred at trial, on appeal, or otherwise), and losses, whether known, unknown, asserted, unasserted, presently existing, arising in the future, fixed, conditional, or contingent, that arise from or relate to the Lease. "Assignor Parties" means, collectively, Assignor and his estate, and their agents, representatives, employees, affiliates, heirs, successors, and assigns. "Assignee Parties" means, collectively, Assignee and its agents, representatives, employees, managers, owners, affiliates, successors, and assigns. Assignee must indemnify, defend, and hold harmless the Assignor Parties from and against any and all Claims that are based on any fact or circumstance occurring on or after the Effective Date.

**Section 4 Representations.** As of the Effective Date, each party represents and warrants to all other parties that: (1) it has the legal power and authority to enter into this Assignment and to undertake and perform all of its duties and obligations hereunder; (2) there is no contract or any other legal obligation that prevents it from entering into this Assignment or from undertaking or performing all of its duties and obligations hereunder; and (3) this Assignment is its legally binding and fully enforceable agreement.

**Section 5 Further Assurances.** All parties must take all reasonable actions and must execute, deliver, and provide to the requesting party all reasonable additional instruments and other documents to confirm and carry out all provisions of this Assignment.

**Section 6 General Provisions.** This Assignment contains the complete, final, and exclusive integrated agreement among the parties with respect to its subject matter. An amendment to this Assignment must be written and signed by every party. No waiver of any provision or breach of this Assignment is a waiver of any other provision or breach. All rights and remedies for any breach of this Assignment are cumulative and nonexclusive. This Assignment is governed by, and must be construed and enforced in accordance with, the laws of the State of Oregon, excluding principles of conflict of law. For all disputes relating to this Assignment, each party consents to the jurisdiction of the courts of the State of Oregon and agrees that those courts have personal jurisdiction over each party. This Assignment has been drafted jointly by the parties and must be construed to be neither against nor in favor of any party, but rather in accordance with the fair meaning hereof. The headings in this Assignment do not affect the interpretation of this Assignment. Plural terms refer to all members of the relevant class, and singular terms refer to any one or more members of the relevant class. "Or" is not exclusive in its meaning. "Hereunder," "hereof," and similar terms refer to this Assignment as a whole and not merely to the specific paragraph where it appears. "Including" means "including, but not limited to." All representations, warranties, and covenants contained in this Assignment are deemed material and survive the Effective Date until the expiration of the applicable statute of limitations. Time is of the essence with respect to the full performance by each party of each of its duties and obligations arising under this Assignment. This Assignment may be signed in counterparts, and emailed signatures and facsimile signatures are acceptable.

The parties execute this Assignment as of the Effective Date.

Estate of George R. Campbell, Assignor:

Paul Angelo Leitch, Assignee:

By: 

Name/Title: \_\_\_\_\_

Approval by the City of Warrenton, Landlord:

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

SEE ATTACHED  
CALIFORNIA ALL-PURPOSE  
ACKNOWLEDGMENT

# ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

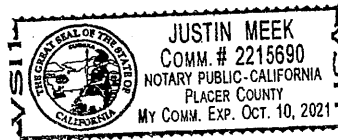
State of California  
County of Placer )

On 12-17-18 before me, Justin Meek Notary Public  
(insert name and title of the officer)

personally appeared Pamlyn Cooper,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that ~~he~~/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature *[Handwritten Signature]*

(Seal)

(JMG)

LEASE AMENDMENT

This lease amendment is made this 1<sup>st</sup> day of ~~August~~ October, 2014, by City of Warrenton, a municipal corporation of the State of Oregon, hereinafter referred to as "Landlord," and Paul Leitch and George R. Campbell, hereinafter referred to as "tenant," to that lease agreement originally entered into November 9, 2006, for that property described in Exhibits "A" and "B" attached hereto. The parties hereby amend the lease in the following particulars as follows:

(2) RENT

Beginning September 1, 2014, basic rent shall be the sum of \$542.00 per month, due and payable on the first day of the month at Warrenton City Hall, Warrenton, Oregon. A \$20 late fee will be assessed if not received by the 10<sup>th</sup> of the month. The basic rent shall be adjusted thereafter every January of each year by a percentage determined by the CPI-U, US City Average, for November of the preceding year. In no event shall this provision operate to decrease the rent for the premises below the basic rent set as of September 1, 2014.

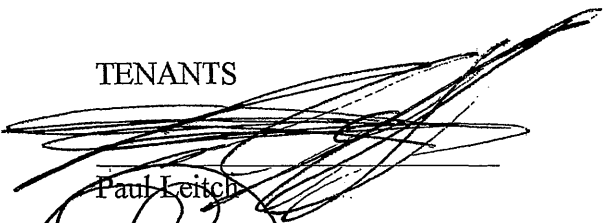
All other terms and conditions of the lease are hereby ratified and confirmed.

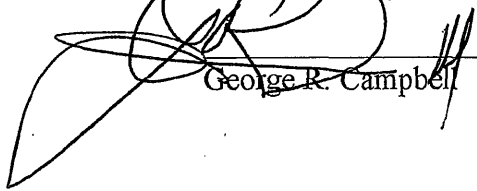
AGREED TO AND ACCEPTED

CITY OF WARRENTON

  
Kurt Fritsch, City Manager

TENANTS

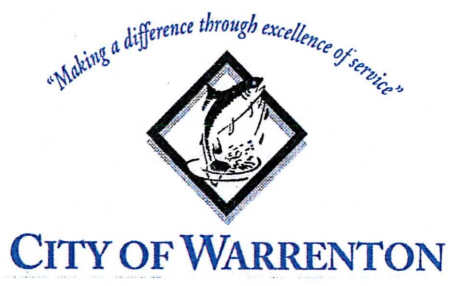
  
Paul Leitch

  
George R. Campbell

ATTEST

  
Linda Engbretson, City Recorder

9-H



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Linda Engbretson, City Manager  
DATE: January 8, 2019  
SUBJ: Consideration of Charter Franchise Agreement

### SUMMARY

The City has been working with Falcon Community Ventures I, LP, dba Charter Communications to renew its Franchise Agreement with the City. While other utilities that had franchise agreements are transferred to requirements under the city's right-of-way ordinance (Chapter 12.32 of the Municipal Code) as they expire, cable companies must have a franchise agreement (required under the cable act of 1984). This is a complicated process but legal counsel has managed negotiations on behalf of the City. Nancy Werner with Beery Elsner & Hammond started this process on behalf of the City several years ago. When Ms. Werner left the firm, we had already engaged BEH as our general counsel so it was a smooth transition and Mallory Beebe has worked on the City's behalf to complete negotiations over the past year. Spencer Parsons will be at our meeting on January 8 and will be able to answer your questions regarding the agreement. I did receive a phone call from Charter on January 3 to inform they have been unable to negotiate a new contract with a provider, and we will lose

channels 23, 783(HD), 9 and 790(HD). I will have more information regarding this at Tuesday's meeting.

#### RECOMMENDATION/SUGGESTED MOTION

*" I move to conduct the first reading, by title only, of Ordinance No. 1227."*

*Title: An Ordinance Granting a Non-Exclusive Cable Television Franchise to Falcon Community Ventures I, LP, dba Charter Communications.*

#### ALTERNATIVE

None recommended.

#### FISCAL IMPACT

The City receives approximately \$30,000 in franchise payments annually from Charter.

**ORDINANCE NO. 1227**

**AN ORDINANCE GRANTING A NON-EXCLUSIVE CABLE TELEVISION  
FRANCHISE TO FALCON COMMUNITY VENTURES I, LP, dba CHARTER  
COMMUNICATIONS**

**WHEREAS**, the City of Warrenton has the authority to regulate and franchise cable television services; and

**WHEREAS**, under federal law, a cable operator must have a franchise to provide cable services within the City; and

**WHEREAS**, Falcon Community Ventures I, LP dba Charter Communications (“Charter”) has requested a renewal of a cable franchise agreement from the City to provide cable services within the City; and

**WHEREAS**, the City finds that the terms and conditions in the proposed franchise are reasonable to meet the future cable-related community needs and interest and are in the best interest of the City.

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

Section 1. The City hereby grants Falcon Community Ventures I, LP dba Charter Communications a non-exclusive franchise substantially in the form attached as Exhibit A.

Section 2. In accordance with the terms of Section 15 of the proposed franchise, this Ordinance shall be void and of no effect in the event Charter fails to file with the city recorder its unconditional written acceptance of the franchise within sixty days after the effective date of this Ordinance.

Section 3. This Ordinance supersedes and replaces in its entirety existing Ordinance 595-A, Ordinance 791-A, and any other conflicting ordinance.

Section 4. This Ordinance will take effect 30 days after its adoption by the Warrenton City Commission.

ADOPTED by the City Commission of the City of Warrenton this \_\_\_\_ day of \_\_\_\_\_ 2019.

First Reading: January 8, 2019  
Second Reading: January 22, 2019

\_\_\_\_\_  
Henry Balensifer, Mayor

Attest: \_\_\_\_\_  
Dawne Shaw, City Recorder

**FRANCHISE AGREEMENT  
WARRENTON, OREGON**

This Franchise Agreement ("Franchise") is between the City of Warrenton, Oregon, hereinafter referred to as the "Grantor" and Falcon Community Ventures I, Limited Partnership, locally known as CHARTER COMMUNICATIONS, hereinafter referred to as the "Grantee."

**1. Definitions:**

- a. "Cable Act" means the Cable Communications Policy Act of 1984, P.L. 98-549, 47 U.S.C. §521 Supp., as it may be amended or superseded.
- b. "Cable System," "Cable Service," and "Basic Cable Service" shall be defined as set forth in the Cable Act.
- c. "Franchise" means the authorization granted hereunder of a privilege, to construct, operate and maintain a Cable System to provide Cable Service within the Service Area.
- d. "Gross Revenue" means any revenue, as determined in accordance with generally accepted accounting principles, derived by the Grantee from the operation of the Cable System to provide Cable Services in the Service Area, provided, however, that such phrase shall not include: (1) any taxes, fees or assessments collected by the Grantee from Subscribers for pass-through to a government agency, including the FCC user fee, but not including franchise fees, which shall be included in "Gross Revenue"; (2) bad debt; and (3) credits, refunds and deposits paid to Subscribers.
- e. "Service Area" shall mean the geographic boundaries of the Grantor.
- f. "Streets" shall mean and include, but is not limited to, the space in, upon, above, along, across, over or under the public streets, roads, highways, lanes, courts, ways, alleys, boulevards, bridges, trails, paths, sidewalks, bicycle lanes, public utility easements and all other public ways or areas, including the subsurface under and air space over these areas, but does not include parks, parkland, or other Grantor property not generally open to the public for travel. This definition applies only to the extent of the Grantor's right, title, interest and authority to grant a franchise to occupy and use such areas for a Cable System.
- g. "Subscriber" means any person lawfully receiving any Cable Service from the Grantee.

- 2. Granting of Franchise.** The Grantor hereby grants to Grantee a non-exclusive Franchise for the use of the Streets within the Service Area for the construction, operation and maintenance of the Cable System to provide Cable Service in the Service Area, upon the terms and conditions set forth herein. Nothing in this Franchise shall be construed to prohibit the Grantee from offering any service over its Cable System that is not prohibited by federal or state law, nor does this Franchise authorize the Grantee to offer

such services, and Grantor reserves the right to exercise its lawful authority with respect to Grantee's offering of such services. This Franchise is subject to the laws of the United States and the State of Oregon, and to the lawful, generally applicable ordinances, adopted pursuant to the Grantor's police powers, of the Grantor whether now existing or hereinafter enacted. Grantee agrees that, unless otherwise expressly set forth herein, it will comply with generally applicable requirements of WMC Chapter 12.32, "Public Rights-of-Way," as amended from time to time, as if fully set forth herein. Nothing herein shall be interpreted to prevent Grantee from challenging the lawfulness or enforceability of any provisions of applicable law.

3. **Term.** The Franchise shall be for a term of ten (10) years, commencing on the Effective Date of this Franchise as set forth in Section 15.

4. **Use of the Streets.**

Grantee is authorized to use the Streets of the Grantor for the construction, operation and maintenance of the Cable System to provide Cable Service in the Service Area, including the right to repair, replace and enlarge and extend the Cable System, subject to Section 2, above.

5. **Maintenance of the System.**

a. Grantee shall design, construct and operate the Cable System so as to meet those technical standards adopted by the FCC relating to Cable Systems contained in part 76 of the FCC's rules and regulations as they may, from time to time, be amended, regardless of the transmission technology utilized.

6. **Service.**

a. The Grantee shall continue to provide Cable Service to all residences within the Service Area where Grantee currently provides Cable Service. Grantee shall have the right, but not the obligation, to extend the Cable System into any other portion of the Service Area, including annexed areas. Cable Service offered to Subscribers pursuant to this Franchise shall be conditioned upon Grantee having legal access to any such Subscriber's dwelling unit or other units wherein such Cable Service is provided.

b. The Grantor shall promptly provide written notice to the Grantee of its annexation of any territory which is being provided Cable Service by the Grantee. Such annexed area will be subject to the provisions of this Franchise upon sixty (60) days' written notice from the Grantor, subject to the conditions set forth below and subsection (a) above. Grantee shall within ninety (90) days after receipt of the annexation notice, pay the Grantor franchise fees on revenue received from the operation of the Cable System to provide Cable Services in any area annexed by the Grantor if the Grantor has provided a written annexation notice that includes the addresses that will be moved into the Service Area. If the annexation notice does not include the addresses that will be moved into the Service Area, Grantee shall pay franchise fees within ninety (90) days after it receives the annexed addresses as

set forth above. All notices due under this section shall be sent by certified mail, return receipt requested to the addresses set forth in Section 12 with a copy to the Director of Government Relations. In any audit of franchise fees due under this Agreement, Grantee shall not be liable for franchise fees on annexed areas unless and until Grantee has received notification and information that meets the standards set forth in this section.

- c. The Grantor hereby adopts, and reserves the right to enforce, the customer service standards set forth in Part 76, §76.309 of the FCC's rules and regulations, as amended from time to time by the FCC, and the notice requirements set forth in Part 76, Subpart T (Notices) of the FCC's rules and regulations, as amended from time to time by the FCC. Grantee shall comply with the customer service and notice requirements.
- d. Grantee shall not deny service, deny access, or otherwise unlawfully discriminate against subscribers, or persons on the basis of race, color, religion, national origin, sex, age, disability, or, except as otherwise provided herein, the area in which such person lives. Charter shall not deny access to Cable Service to any group of potential residential cable subscribers because of the income of the residents of the local area in which the group resides.
- e. Grantor shall have the right to exercise rate regulation to the extent authorized by law, or to refrain from exercising such regulation for any period of time, at the sole discretion of the Grantor. If and when exercising rate regulation, the Grantor shall abide by the terms and conditions set forth by the FCC.
- f. The Grantee shall be subject to 47 U.S.C §551 (Section 631 of the Cable Act), as amended from time to time, regarding subscriber privacy.
- g. Grantee agrees at all times to comply with federal and state EAS rules as required in 47 C.F.R. Part 11 or as amended. Grantor shall hold the Grantee harmless from any third party claims for injury, damage, loss, liability, cost or expense arising as a result of use of the EAS by the Grantor, its employees or officers, including, but not limited to, reasonable attorneys' fees and costs.

7. **Insurance/Indemnity.**

- a. The Grantee shall maintain throughout the term of the Franchise insurance as required in WMC 12.32.140 in amounts at least as follows:
  - (1) Comprehensive general liability insurance with limits not less than:
    - i. \$3,000,000.00 for bodily injury or death to each person;
    - ii. \$3,000,000.00 for property damage resulting from any one accident; and
    - iii. \$3,000,000.00 for all other types of liability.
  - (2) Motor vehicle liability insurance for owned, non-owned and hired vehicles with a limit of \$1,000,000.00 for each person and \$3,000,000.00 for each accident.

- (3) Worker's compensation within statutory limits and employer's liability with limits of not less than \$1,000,000.00.
  - (4) Comprehensive form premises-operations, explosions and collapse hazard, underground hazard and products completed hazard with limits of not less than \$3,000,000.00.
  - (5) Grantee may comply with the limits above using a combination of primary and umbrella limits.
- b. The Grantor, including its officers, agents, employees, shall be added as additional insureds, to the coverage set forth herein. The coverage must apply as to claims between insureds on the policy. The policy shall provide that the insurance shall not be canceled without 30 days prior written notice first being given to the City. If the insurance is canceled or materially altered, the Grantee shall obtain a replacement policy that complies with the terms of this section and provide the City with a replacement certificate of insurance. The Grantee shall maintain continuous uninterrupted coverage, in the terms and amounts required. The Grantee may self-insure, or keep in force a self-insured retention plus insurance, for any or all of the above coverage.
  - c. The Grantee shall maintain on file with the Grantor a certificate of insurance, or proof of self-insurance acceptable to the Grantor, certifying the coverage required above.
  - d. Grantee hereby agrees to defend, indemnify and hold the Grantor and its officers, employees, agents and representatives harmless from and against any and all liability, causes of action, claims, damages, losses, judgments and other costs and expenses, including attorney fees and costs of suit or defense (at both the trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity in any way arising out of, resulting from, during or in connection with, or alleged to arise out of or result from the negligent, careless, or wrongful acts, omissions, failure to act, or other misconduct of the Grantee or its affiliates, officers, employees, agents, contractors, subcontractors, or lessees in the construction, operation, maintenance, repair, or removal of its facilities, and in providing or offering services over the Cable System, whether such acts or omissions are authorized, allowed, or prohibited by the Warrenton Municipal Code or this franchise agreement. Grantor shall give Grantee notice of its obligation to indemnify the City after receipt of a complaint or written demand pursuant to this section no later than ten (10) days before any response by Grantee is due, if the Grantee's duty to indemnify is readily apparent from the allegations of the complaint or written demand, and in all other cases, within sufficient time for Grantee to preserve its rights. Grantee shall also indemnify the Grantor for any damages, claims, additional costs or expenses assessed against or payable by the Grantor arising out of or resulting, directly or indirectly, from the Grantee's failure to remove or relocate any of its facilities in the rights-of-way or easements in a timely manner, unless the Grantee's failure arises directly from the Grantor's negligence or willful misconduct.

**8. Revocation.**

M. The following procedures shall be in lieu of and supersede the WMC 12.32.060 Section

- a. Revocation or Termination of Franchise. The Grantor may terminate or revoke this franchise for any of the following reasons:
  - (1) Violation of any of the provisions of WMC 12.32;
  - (2) Violation of any provision of this franchise;
  - (3) Misrepresentation in a franchise application;
  - (4) Failure to pay taxes, compensation, fees or costs due the Grantor after final determination of the taxes, compensation, fees or costs;
  - (5) Failure to restore the rights-of-way after construction as required by WMC 12.32, this franchise, or other applicable State and local laws, ordinances, rules and regulations;
  - (6) Failure to comply with technical, safety and engineering standards related to work in the rights-of-way; or
  - (7) Failure to obtain or maintain any and all licenses, permits, certifications and other authorizations required by State or Federal law for the placement, maintenance and/or operation of the Cable System.
- b. Standards for Revocation or Termination. In determining whether termination, revocation or some other sanction is appropriate, the following factors shall be considered:
  - (1) The egregiousness of the misconduct;
  - (2) The harm that resulted;
  - (3) Whether the violation was intentional;
  - (4) The Grantee's history of compliance; and/or
  - (5) The Grantee's cooperation in discovering, admitting and/or curing the violation.
- c. Notice and Cure. The Grantor shall give the Grantee written notice of any apparent violations before terminating the franchise. The notice shall include a short and concise statement of the nature and general facts of the violation or noncompliance and provide a reasonable time (no less than 20 and no more than 40 days) for the Grantee to respond. Grantee's response shall be in writing and may demonstrate that Grantee has remained in compliance, that it has cured or is in the process of curing any violation or noncompliance, that it is excused from compliance, or that it would not be in the public interest to revoke the franchise. If the Grantee is in the

process of curing a violation or noncompliance, the Grantee must demonstrate that it acted promptly and continues to actively work on compliance. If the Grantee does not respond or if the City Manager or designee determines that the Grantee's response is inadequate, the City Manager or designee shall refer the matter to the City Commission, which shall provide a duly noticed public hearing to determine whether the license shall be terminated or revoked. Such hearing shall be on the record and shall provide Grantee with an opportunity to present evidence and examine witnesses. The decision of the Grantor shall be made in writing and shall be delivered to the Grantee.

9. **Additional Franchises.** If any other provider of Cable Services or video services (without regard to the technology used to deliver such services) is lawfully and expressly authorized by the Grantor to use the Streets to provide such services, the Grantor shall, to the extent permitted by applicable law, within sixty (60) days of a written request from Grantee, (i) modify this Franchise to insure that the material obligations applicable to Grantee are no more burdensome than those imposed on the new competing provider, or (ii) dispute that the requested modification is required by this Section. "Material obligations" are limited to: franchise fees; insurance; indemnification; security instruments; public, education and government access channels and support; customer service standards; required reports and related record keeping; enforcement or revocation provisions; and notice and opportunity to cure breaches. In the event the Grantor disputes that the requested modification is required by this Section, Grantee may bring an action in federal or state court for a determination as to whether the requested modification is required by this Section. If the parties cannot agree on modifications to the Franchise, to the extent permitted by the Cable Act and related FCC rules and regulations, the Grantee may choose to have this Franchise with the Grantor be deemed expired thirty (30) days after written notice to the Grantor and take in its place the same franchise of the competing provider of Cable Services or video services authorized by Grantor. Notwithstanding the foregoing, the remedies provided in this Section may be invoked by Grantee only by providing written notice to the Grantor within the ninety (90) day period commencing upon the effective date of the Grantor's grant of authority to the other provider of cable services or video service as described in this Section, provided that Grantor provides written notice to Grantee within ten (10) days after Grantor's grant of such authority. In the event Grantor fails to provide such notice, the ninety (90) day period shall commence upon Grantee's actual notice of Grantor's grant of authority.
10. **Confidentiality.** To the extent permitted by law, the Grantor agrees to treat as confidential any books, records or maps that constitute proprietary or confidential information to the extent Grantee marks such books, records or maps as "confidential" or "proprietary" prior to providing them to the Grantor. If the Grantor believes it must release any such confidential books or records in the course of enforcing this Franchise, or for any other reason including compliance with the Oregon Public Records Law, it shall advise Grantee in advance so that Grantee may take appropriate steps to protect its interests. Until otherwise ordered by a court or agency of competent jurisdiction, the Grantor agrees that, to the extent permitted by State and Federal law, it shall deny access to any of Grantee's books and records marked confidential, as set forth above, to any Person; provided, however, that the Grantor shall not be required to incur any costs to

protect such books and records or maps, other than the Grantor's routine internal procedures for complying with the Oregon Public Records Law. The provisions of this Section 10 shall apply in addition to all requirements of WMC 12.32.160.

11. **Service to Public Schools and Libraries.** Grantee may, on a voluntary basis, provide one outlet of free Basic and Expanded Basic Cable Service to public school classroom buildings and to public libraries within the Service Area.

12. **Notices, Miscellaneous.**

- a. Unless otherwise provided by federal, state or local law, all notices, reports or demands pursuant to this Franchise shall be in writing and shall be deemed to be sufficiently given upon delivery to a Person at the address set forth below, or by U.S. certified mail, return receipt requested, nationally or internationally recognized courier service such as Federal Express or electronic mail communication to the designated electronic mail address provided below. Grantee shall provide thirty (30) days written notice of any changes in rates, programming services or channel positions using any reasonable written means.

As set forth above, notice served upon the Grantor shall be delivered or sent to:

City of Warrenton  
222 S. Main Street  
PO Box 250  
Warrenton, OR 97146

And every notice served upon Grantee shall be delivered or sent to:

Attn: Director, Government Relations  
Charter Communications  
222 NE Park Plaza Drive, #231  
Vancouver, WA 98684

With a copy to:

Attn: Vice President, Government Relations  
Charter Communications  
12405 Powerscourt Drive  
St. Louis, MO 63131

- b. All provisions of this Franchise shall apply to the respective parties, their lawful successors, transferees and assigns. Transfer of this Franchise shall be governed by the provisions for transfer of licenses in WMC 12.32.060.K, as in effect on the Effective Date, and applicable provisions of the Cable Act and FCC rules and regulations. No such consent shall be required, however, for a transfer in trust, by mortgage, by other hypothecation, or by assignment of any rights, title, or interest

of the Grantee in the Franchise or Cable System to secure indebtedness. In addition, no such consent shall be required for a transfer to an entity controlling, controlled by, or under common control with the Grantee, however notice of such transfer must be provided to the Grantor within 60 days of such transfer.

- c. If any particular section of this Franchise shall be held invalid, the remaining provisions and their application shall not be affected thereby.
- d. In the event of any conflict between this Franchise and any Grantor ordinance or regulation, this Franchise will prevail.

**13. Force Majeure.** The Grantee shall not be held in default under, or in noncompliance with the provisions of the Franchise, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by circumstances reasonably beyond the ability of the Grantee to anticipate and control. This provision includes, but is not limited to, severe or unusual weather conditions, fire, flood, or other acts of God, strikes, work delays caused by failure of utility providers to service, maintain or monitor their utility poles to which Grantee's Cable System is attached, as well as documented unavailability of materials and/or qualified labor to perform the work necessary.

**14. Franchise Fee.**

- a. Grantee shall pay to the Grantor an annual amount equal to five percent (5%) of Gross Revenues for such calendar year.
- b. The franchise fee shall be paid quarterly, in arrears, for each quarter during the term of the Franchise, within forty-five (45) days after the end of each calendar quarter, and shall be accompanied or followed by an accounting of Gross Revenues and a calculation of the amount payable. Grantee shall pay interest at the rate of nine percent (9%) per year for any payment made after the due date. Payment shall be subject to audit or review pursuant to WMC 12.32.130, as of the Effective Date of this Franchise.

**15. Effective Date.** The Franchise granted herein will take effect and be in full force from such date of acceptance by Grantee recorded on the signature page of this Franchise, provided that such acceptance is delivered to Grantor within sixty (60) days of the date the Franchise is considered and approved by the Grantor. If acceptance is not delivered as required in this Section, this Franchise shall be null, void and of no force or effect. This Franchise shall expire ten (10) years from the Effective Date unless extended by the mutual agreement of the parties.

16. **Acceptance and Entire Agreement.** The Grantor and the Grantee, by virtue of the signatures set forth below, agree to be legally bound by all provisions and conditions set forth in this Franchise. The Franchise constitutes the entire agreement between the Grantor and the Grantee. No modifications to this Franchise may be made without an appropriate written amendment signed by both parties. If any fee or grant that is passed through to Subscribers is required by this Franchise, other than the franchise fee, such fee or grant shall go into effect sixty (60) days after the Effective Date of this Franchise.

Considered and approved this \_\_\_ day of \_\_\_\_\_, 2018

City of Warrenton

Signature: \_\_\_\_\_

Name/Title \_\_\_\_\_

Accepted this \_\_\_ day of \_\_\_\_, 2018, subject to applicable Federal, State and Local law.

Falcon Community Ventures I, Limited Partnership, I/k/a Charter Communications

Signature: \_\_\_\_\_

Paul D. Abbott  
Vice President, Local Government Affairs and Franchising  
Charter Communications

9-I

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

### AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission  
FROM: Dawne Shaw, City Recorder  
DATE: January 8, 2019  
SUBJ: Resolution No. 2531 – Updating Public Records Requests Policy & Fees

#### SUMMARY

The Oregon State Legislature approved Senate Bill 481 in July 2017, which took effect January 1, 2018. SB 481 modified the Oregon Public Records Law in the Oregon Revised Statutes (ORS) 192.410 to 192.440. This resolution updates the City's public records request procedures and response timelines to comply with this new law, and also updates the applicable fees. The City has not increased its fees since 2010.

In order to provide the public an opportunity to comment, rate increases are considered over two meetings.

#### RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the first reading, by title only, of Resolution No. 2531; Policy, Procedures and Fees for Public Records and Information Requests, and Repealing Resolution No. 2301."

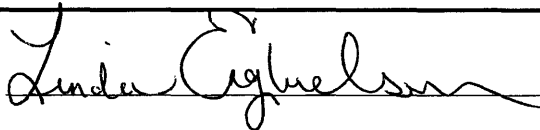
**ALTERNATIVE**

None recommended

**FISCAL IMPACT**

Public Records Requests are infrequent; therefore the fee increase will have minimal impact. The collected fees are typically applied to the Miscellaneous - General Fund.

Approved by City Manager:

A handwritten signature in cursive script, reading "Linda Eghelston", written over a horizontal line. The signature is contained within a rectangular box.

RESOLUTION NO. 2531

INTRODUCED BY ALL COMMISSIONERS

POLICY, PROCEDURES AND FEES FOR PUBLIC RECORDS AND INFORMATION REQUESTS,  
AND REPEALING RESOLUTION NO. 2301

This resolution provides amendments to record request procedures and response timelines, pursuant to ORS 192.410 – 192.440, and sets fees for requests, inspection, and copying of City Records.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WARRENTON, OREGON that the following is the City of Warrenton's Public Record Request Policy:

**Section 1. Procedure.**

- 2.1. Unless otherwise provided by these rules, a request for inspection and/or copies of public records shall be in writing on a form prescribed by the City of Warrenton (Attachment A); for Police Department requests, please see Attachment D.
- 2.2. Upon receipt, the department receiving the request shall post the date and time that the request is received and shall forward the request to the City Recorder.
- 2.3. The City Recorder or his/her designee shall keep on file a list of fees (Attachment B) and shall respond to all Public Record Requests as prescribed by these policies.
- 2.4. The City Recorder or his/her designee shall provide a written response to requests within at least 5 business days with at least one of the following responses:
  - a) Confirm that the public body is the custodian of the requested record;
  - b) Inform the requester that the public body is not the custodian of the requested record; or
  - c) Notify the requester that the public body is uncertain whether the public body is the custodian of the requested record.
- 2.5. As soon as reasonably possible, but no later than 10 business days after the date by which a public body is required to acknowledge receipt of the request, a public body shall:
  - a) Provide a written estimate of the cost to produce and/or provide the requested records on the City's prescribed form (Attachment C);
  - b) Complete its response to the public records request; or
  - c) Provide a written statement that the public body is still processing the request and a reasonable estimated date by which the public body expects to complete its response based on the current information available.

**Section 3. Fees to Reflect Costs** Fees charged to the requesting party for meeting public information requests shall be based on costs the City incurs for processing the request. These costs shall include, but not be limited to, personnel costs, attorney fees, and costs associated with materials used in processing the request.

- 3.1. Personnel costs shall include, but are not limited to, employee time spent while

locating, reviewing, and copying records and supervising public inspection of records. Costs shall be at an hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in processing the request.

3.2. Attorney fees will be the fee charged by the attorney to the City for time spent in reviewing the public records, and redacting or segregating exempt and nonexempt records therefrom.

**Section 4. Payment of Fees** Except as otherwise provided by these rules, public records shall not be released for inspection or as copies to members of the public unless the City has received in advance payment of the established fee for providing the records.

4.1. The City Recorder, or his/her designee shall provide a written estimate of the cost to produce and/or provide the requested records on the City's prescribed form (Attachment C).

4.2. Depending on volume or difficulty in retrieving the requested record(s), the written notice shall notify the requestor if a deposit is required prior to the commencement of research/retrieval/copying.

**Section 5. Records Requested for Court Proceedings.** The City shall not charge fees for costs incurred by the City when an employee of the City, in the employee's role as custodian of the records, is a witness in a trial or other court proceeding. When the City is a party to a court proceeding and a request for copies of public records is made by a party or representative of a party to such proceeding in the course of discovery, then the cost to be charged for providing such copies shall be as outlined in the City's Public Record Request Fee Schedule.

**Section 6. City Recorder Authority** The City Recorder is the designated custodian of the City of Warrenton's records. The City Recorder or his/her designee shall have the authority to:

- a) waive the requirement that the request must be in writing;
- b) waive fees if the request requires copying three or less pages and involves less than one-half hour of staff time to process;
- c) waive required compliance with this resolution in special cases where the public interest in supplying a public record free of charge outweighs the cost of furnishing the record;
- d) establish a particular charge or fee for routinely requested documents where the charge is a reasonable approximation of the city's cost;
- e) periodically adjust fees to cover increased costs of providing public records and information;
- f) waive the requirement for any person requesting public records pertaining to a matter which specifically affects the person and is pending before the City Commission or a board or Commission of the City;
- g) waive the fees for any member of the City Commission or a Board or Commission, other government agencies or the media;
- h) waive the fee for any crime victim requesting a copy of a police report pertaining to the crime in which they have been made a victim (applies to first copy only).

**Section 7.** **Effect.** This Resolution shall take effect immediately upon its passage.

First Reading: January 8, 2019  
Second Reading: January 22, 2019

ADOPTED by the Warrenton City Commission this 22<sup>nd</sup> day of January, 2019.

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST

\_\_\_\_\_  
Dawne Shaw, City Recorder

**Attachment A  
Resolution No. 2351**

**CITY OF WARRENTON  
PUBLIC RECORDS REQUEST FORM**

**REQUESTOR INFORMATION**

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Preferred method of contact:  Mail  Phone  Email  Fax

Is this request related to a lawsuit in which the City of Warrenton is a party, or a tort claims notice filed with the City of Warrenton? \_\_\_\_\_ Yes \_\_\_\_\_ No

**REQUESTED INFORMATION/RECORD(S)**

Please describe the materials you are requesting in as much detail as possible: type of document, date, author, title, etc. If you need more room, please attach additional sheets. \_\_\_\_\_

**The City shall follow timelines as required under ORS 192.**

- A. Within five (5) business days the City will acknowledge all record requests.
- B. As soon as reasonably possible, but no later than 10 business days after the date by which a public body is required to acknowledge receipt of the request under ORS 192.440, the City shall:
  - i. Complete its response to the public records request: or
  - ii. Provide a written statement that the City is still processing the request and a reasonable estimated date by which City staff expects to complete its response based on the information currently available.
  - iii. If the estimated costs involved in fulfilling your request exceed \$25.00, the City will advise you of the estimated costs and require your approval before beginning the work.
  - iv. If the fee estimate exceeds \$25.00, a deposit may be required to begin the work.
  - v. Full payment of the total amount of costs incurred is required before the public records are inspected or copies are released.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the cost of fulfilling this Public records Request according to the conditions set forth above. I understand these costs may include the cost of searching for records, reviewing records to redact exempt material, supervising the inspection of records, copying records, certifying records and mailing records. I agree to pay a deposit of the estimated costs, if required. I also understand that the documents or records requested may not be immediately available for my review, and that I may need to make an appointment to review the documents or records. I acknowledge that any documents or records made available to review must not be disassembled and must be left intact.

\_\_\_\_\_  
Signature of Requestor

Attachment B  
Resolution No. 2351

CITY OF WARRENTON  
PUBLIC RECORDS FEE SCHEDULE

(Some of these records may be available on the city's website - [www.ci.warrenton.or.us](http://www.ci.warrenton.or.us))

COPIES OF STANDARD PUBLIC RECORDS

8.5 x 11 per page	\$1.00 + .....	\$ .25
8.5 x 14 per page	\$1.00 + .....	\$ .25
11 x 17 per page	\$1.00 + .....	\$ .50
Color Copies per page	\$1.00 + .....	\$ 1.50

Audio Recordings.....\$15.00 per CD/DVD/ USB Thumb Drive  
Emailed Records (readily available)..... \$10.00  
Emailed Records (requiring scanning).....\$15.00 up to first ½ hr time; Over ½ hr: Actual staff time (includes benefits and overhead)

Electronic Records (readily available)

CD/DVD.....\$10.00 up to first ½ hr download time; Over ½ hr: Actual staff time (includes benefits and overhead)

USB Thumb Drive.....\$15.00 up to first ½ hr download time; Over ½ hr: Actual staff time (includes benefits and overhead)

Digital Photographs.....\$ 5.00 per printed side **OR**  
\$15.00 per CD/DVD/ USB Thumb Drive

COPIES OF POLICE /COURT RECORDS - See "Attachment D" for Police Department Body Cam Video Requests

Misc. Paperwork (see costs for standard public records above)

Police Reports.....\$10.00 (up to 30 pgs)  
\$ .25 per page (over 30)

Accident Reports.....\$10.00

Add Digital Photos.....\$5.00 per page **OR** \$10.00 per CD

Audio/Video.....\$15.00 per CD/DVD or USB Thumb Drive

SPECIAL PUBLICATIONS

**Administration**

City of Warrenton Code (General Ordinances)..... As charged for standard copying  
City Charter.....\$15.00

**Finance**

City Budget

Printed.....\$30.00

CD/USB Thumb Drive.....\$15.00

City Audit

Printed.....\$30.00

CD/USB Thumb Drive.....\$15.00

Business License List.....\$10.00

**Planning/Building**

Comprehensive Plan

Printed.....\$30.00

CD/USB Thumb Drive.....\$15.00

Development Code

Printed.....\$30.00

CD/USB Thumb Drive.....\$15.00

Wetland Conservation Plan

Printed.....\$30.00

CD/USB Thumb Drive.....\$15.00

Maps and other large documents are taken to a commercial copy business for reproduction. For documents reproduced at a commercial copy business the fee will be actual cost plus staff time (includes benefits and overhead).

**Public Works**

Large Format Printing (17x22, 22x34, 34x44)..... B&W \$15.00/per each

Color \$25.00/per each

Electronic Records (readily available)

CD/DVD.....\$ 10.00 up to first ½ hr download time; Over ½ hr: Actual staff time (includes benefits and overhead)

USB Thumb Drive.....\$15.00 up to first ½ hr download time; Over ½ hr: Actual staff time (includes benefits and overhead)

Scanning Large Format Documents.....\$15.00 up to first ½ hr;

Over ½ hr: Actual staff time (includes benefits and overhead)

Printing Large Format Documents..... \$5.00 + Standard Public Record Copying Fees

Maps and other large documents that are taken to a commercial copy business for reproduction; the fee will be actual cost plus staff time (includes benefits and overhead).

Other documents charged at Standard Public Record Copying Fees

**Fire Department**

All reports.....\$10.00

**RESEARCH FEES; SUPPLEMENTAL LABOR FEES**

If a request requires additional staff time to locate, retrieve, research, or attorney review, additional labor fees may be charged based on the actual cost of the employee performing the work. Actual cost includes hourly payroll rate, benefits, and overhead.

Level 1 Request: Inspection of Records Research Fee: Up to 30 minutes to locate files \$15.00  
Over 30 minutes - Actual Employee Cost (including benefits and overhead)

Level 2 Request: Up to 30 minutes of copying/\$15.00 + Copy Cost

Level 3 Request: Over 30 minutes/Copy Cost + Actual Employee/Attorney Cost (including benefits and overhead)

**POSTAGE**.....Actual Cost

Attachment C  
Resolution No. 2351

**For Office Use Only**

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

Time Received: \_\_\_\_\_

**Standard Public Records**

No. of Copies	Description	Amount
	\$1.00 + \$1.50 per page <b>Color Copies</b>	
	\$1.00 + \$ .25 per page (8 ½ x 11 or 8 ½ x14)	
	\$1.00 + \$ .50 per page (11x17)	

**Oversize Copies (Maps/Plans/Construction Drawings): see Public Records Fee Schedule for applicable charges**

No. of Copies	Description	Amount

**Other (see Public Records Fee Schedule for applicable charges)**

No. of Copies	Description	Amount

**Research Fee/Supplemental Labor Fees**

Level 1 Request: Inspection of Records Research Fee: Up to 30 minutes to locate files \$15.00

Over 30 minutes – Actual Employee Cost (including benefits and overhead)

Level 2 Request: Up to 30 minutes/\$15.00 + Copy Cost

Level 3 Request: Over 30 minutes/Copy Cost + Actual Employee Cost (including benefits and overhead)

Request Level	Describe Work	Hourly Rate	Estimated Hours	Estimated Cost	Actual Hours	Actual Cost

Deposit Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Deposit Amount: \$ \_\_\_\_\_

**Final Accounting:**

Total Due \$ \_\_\_\_\_ Minus Deposit (if required) \$ \_\_\_\_\_ = Balance Due \$ \_\_\_\_\_

**OR** Refund Due \$ \_\_\_\_\_



## WARRENTON POLICE DEPARTMENT ADDENDUM TO PUBLIC RECORDS REQUEST



### Requests for Police Body Cam Video

A request for police body cam video is regulated and controlled by ORS 192.501. Such recordings are exempt from disclosure *"unless the public interest requires disclosure in the particular instance."* ORS 192.501(40). In other words, the video will not normally be released, unless the requestor first establishes a public interest that requires such disclosure.

All such public record requests must be subjected to an additional process to determine whether the video must be released under the exception to the ORS 192.501 conditional exemption.

If such an exception is established, further guidelines for ORS 192.501(40) must be followed. Subsections (a), (b) and (c) of Section 40 provide the following:

*(a) Recordings that have been sealed in a court's record of a court proceeding or otherwise ordered by a court not to be disclosed may not be disclosed.*

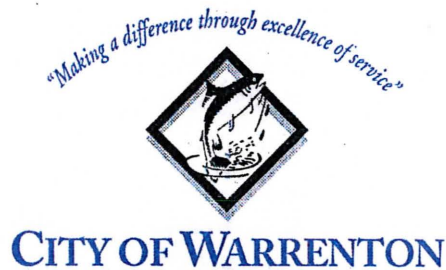
*(b) A request for disclosure under [ORS 192.501(40)] must identify the approximate date and time of an incident for which the recordings are requested and be reasonably tailored to include only that material for which a public interest requires disclosure.*

*(c) A video recording disclosed under this subsection must, prior to disclosure, be edited in a manner as to render the faces of all persons within the recording unidentifiable.*

This means that the request must identify the date and time of an identified incident and be limited only to those materials justified by the identified public interest. Further, prior to releasing the recording, the faces of **ALL** persons in the recording must be blurred or blocked. Personal information must also be redacted (ex: someone reciting their date of birth or social security number).

In order to meet these conditions, it will take additional time to determine whether a body cam video is subject to disclosure and, if it is, additional time to process the video. It will also mean additional processing costs. You will receive an estimate for this cost before any processing is done and you may be required to put a deposit down prior to any processing. Either way, you will be given an estimate and the opportunity to decide if you want to proceed.

9-5



## AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

DATE: January 8, 2019

SUBJ: Committee Applications/Appointments

### SUMMARY

Various terms on City Volunteer Committees ended on December 31, 2018. We have received the following applications for each board. Mayor Balensifer has submitted nomination letters for each board.

1. Warrenton Budget Committee - one position with term ending on December 31, 2018 – Positions 3. Mr. Gerald Poe has applied for reappointment.
2. Warrenton Community Center Board – one position with term ending on December 31, 2018 – Position 3; there has also been one resignation, which leaves Position No. 5 vacant, with a term end date of December 31, 2019. Position No. 7 is also vacant. Ms. Carol Snell has applied for reappointment, and we have received two new applications from Ms. Penny Morris and Mr. Jerry O'Neill.
3. Warrenton Parks Advisory Board – there are two positions with terms ending on December 31, 2018 – Positions 1 and 2. We have received two

applications from Ms. Sara Long, and Justin Kobe. Position 7 remains vacant, with a term end date of December 31, 2020.

4. Warrenton Business Association – There are 3 positions with terms ending on December 31, 2018; Positions 1, 2 & 3. Ms. Darlene Warren and Mr. Tommy Smith have applied for reappointment. Position 4 remains vacant and has a term end date of December 31, 2019.
5. Warrenton Planning Commission - There are two positions with terms ending on December 31, 2018 – Positions 4 and 5. Mr. Mike Moha and Mr. Ken Yuill have applied for reappointment.

#### **RECOMMENDATION/SUGGESTED MOTION**

I move to appoint Mr. Gerald Poe to Position No, 3 on the Warrenton Budget Committee.

I move to appoint Ms. Carol Snell to Position No. 3, Penny Morris to Position No. 5, and Jerry O'Neill to Position No. 7 on the Warrenton Community Center Board.

I move to appoint Ms. Sara Long to Position No. 2 on the Warrenton Parks Advisory Board.

I move to appoint Mr. Tommy Smith to Position No. 2, Ms. Penny Morris to Position No. 3, and Ms. Darlene Warren to Position No. 4 on the Warrenton Business Association.

I move to appoint Mr. Mike Moha to Position No. 4, and Mr. Ken Yuill to Position No. 5 on the Warrenton Planning Commission.

#### **ALTERNATIVE**

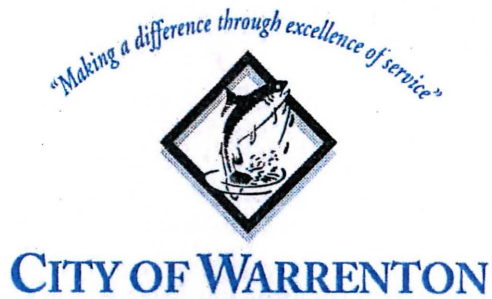
Other action as deemed appropriate by the City Commission

#### **FISCAL IMPACT**

N/A

Approved by City Manager:

*Linda Engstrom*



December 21, 2018

To the City Commission of Warrenton:

I nominate Gerald Poe to Positions 3 on the Warrenton Budget Committee.

Gerry currently serves on the budget committee and has been an asset to the city. His familiarity with the roles and responsibilities of budget committee members will be helpful as the city government moves toward tough decisions and continues its drive towards livability.

Budgets are statements of values and priorities (as they can be afforded), and I believe he will continue to reflect the values and priorities of Warrenton residents, including those that live within the Hammond neighborhood.

Sincerely,

A handwritten signature in blue ink that reads "Henry A. Balensifer III". The signature is fluid and cursive.

Henry A. Balensifer III  
Mayor

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

---

December 21, 2018

To the City Commission of Warrenton:

I nominate Carol Snell, Penny Morris, and Jerry O'Neil to Positions 3, 5, and 7 respectively, on the Warrenton Community Center Advisory Board.

Carol brings a wealth of institutional knowledge that I think is important to retain on the board. She also attends Mayor's Coffee regularly and remains an active presence within Warrenton activities. From my weekly interactions with her, I feel sufficiently comfortable nominating her without a formal interview.

I have interviewed Penny Morris and find that she will bring additional ideas and energy to the board. From my discussion with her, I feel she will bring both a desire to improve Warrenton's livability and the facilities of the Community Center.

I asked Mr. Jerry O'Neil to serve on the Community Center Board in hopes that the Warrenton Senior Citizens, Inc (WSC) board will better communicate with the city. The WSC board has announced twice in Mayor's Coffees of a task force of their own to explore expansion or spinoffs of the Community Center facility. I have been very forthright with both Gil Gramson and Jerry O'Neil (both of whom announced at Mayor's coffees the efforts of WSC) that any and all efforts to explore changes to public facilities should include the City. There has been precious little details provided to me and I asked Jerry to serve as a liaison. He has agreed.

Sincerely,

A handwritten signature in blue ink that reads "Henry A. Balensifer III". The signature is written in a cursive, flowing style.

Henry A. Balensifer III  
Mayor

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

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December 28, 2018

To the City Commission of Warrenton:

I nominate Sara M. Long to Position 2 on the Warrenton Parks Advisory Committee.

I have interviewed Miss Long and find that she has both the drive and energy to help continue the momentum started with that board. She has a background in sales and has stated she is not afraid of fundraising. Her interests within the Parks are in hiking and dog parks. She was recommended to apply by Mr. Chris Palmer, whose position on the board I am nominating her for.

She is a Warrenton resident, born and raised in Clatsop County, and has made it clear her employer is supportive of her involvement with the city.

Sincerely,

A handwritten signature in blue ink that reads "Henry A. Balensifer III". The signature is written in a cursive style with a prominent "H" and "B".

Henry A. Balensifer III  
Mayor

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

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December 28, 2018

To the City Commission of Warrenton:

It was discovered recently, that Mr. Justin Kobe had applied to be on the Parks Advisory Board as far back as June. Somehow his application was lost in the shuffle and just recently came to my attention. Mr. Justin Kobe is the husband of Mrs. Kailee Kobe, who already sits on the Parks Advisory Board and is doing a wonderful job. I have not been able to interview him yet, however before I do attempt to do so, I request the Commission's policy guidance.

Our Parks Advisory Board has a shortage of members and the commission has struggled with filling that board for several years. New energy and life has been injected and the board is taking a very active role in developing ideas. Still, filling seats with members who will attend regularly has been difficult. If the Commission appoints Sara Long, that will leave Positions 1 and 7 still open on the board.

I request the Commission develop a policy related to having spouses and domestic partners serve on the same board together. I propose, the Commission allow for spouses to serve on advisory boards as alternate members so long as the Mayor interviews them, formally nominates them. These alternate members would have voting powers (allowing a quorum) should the seat they are alternate for be vacant or the member for which they are alternate to is absent. This may require amendments to bylaws, which I recommend at this time to take place on a case-by-case basis, or any other basis as the Commission deems appropriate.

I do want to note that I oppose having spouses and domestic partners serve together on the Budget Committee and Planning Committee. The two committees have legal and ethical obligations above advisory committees and should be comprised of members that preserve the public's confidence in practice and avoid perceptions of anything untoward.

Sincerely,

A handwritten signature in blue ink that reads "Henry A. Balensifer III". The signature is written in a cursive style with a large, stylized initial 'H'.

Henry A. Balensifer III  
Mayor

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

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December 31, 2018

To the City Commission of Warrenton:

I nominate Tommy Smith, Penny Morris, Darlene Warren to Positions 2, 3, and 4 respectively, on the Warrenton Business Association Board.

I originally recruited Tommy Smith to this board after discussing ideas he had for events that would boost downtown engagement, commercial opportunities and increase livability. I feel he is just getting started, and should have a full term. He was first appointed to fulfill an unexpired term, which is why he's up for reappointment now.

When I interviewed Penny Morris about her application for the Community Center Board, I asked that she consider the WBA as well, if only for a trial period of at least a year or two. I have discussed the direction of the WBA with its chair, Mike Moha, as well as member engagements and I feel Penny would bring additional ideas and energy to the board, and help it reach new heights.

While I have not interviewed Darlene, I know her personally, and have multiple professional interactions with her throughout the year. She's been a faithful attendee of meetings and has applied for re-appointment. I see no pressing reason to interview her at this time, and feel comfortable nominating her without such formality all things considered.

Sincerely,

A handwritten signature in blue ink that reads "Henry A. Balensifer III". The signature is fluid and cursive.

Henry A. Balensifer III  
Mayor

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

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December 5, 2018

To the City Commission of Warrenton:

I nominate Mike Moha and Kenneth Yuill, to Positions 4 and 5 respectively, on the Warrenton City Planning Commission.

Both members offer very different perspectives and bring different backgrounds to the Planning Commission. They both are currently finishing out their first terms and have been integral parts in advancing the city's livability agenda. Mr. Moha works for the School District as their business manager, and Mr. Yuill is retired, but continues to work in maritime inspections. I am not aware of any members of the planning commission who work for or in those specific fields, thereby meeting the requirements under WMC 2.12.030 (F.) as established under Ordinance 975-A.

I have discussed ideas and their vision for the city with them and feel they would bring different viewpoints, but similar goals to the Planning Commission. This is important to me as I believe it will lend itself to more robust, but productive discussions on this vital committee.

Sincerely,

A handwritten signature in blue ink that reads "Henry A. Balensifer III". The signature is fluid and cursive.

Henry A. Balensifer III  
Mayor