

*"Making a difference through excellence of service"*



## **CITY OF WARRENTON**

### **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON

REGULAR MEETING

June 26, 2018 – 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. **CONSENT CALENDAR**

- A. Monthly Finance Report – May 2018
- B. Police Department Monthly Statistics – May 2018
- C. 2018 Spring Cleanup Statistics
- D. Fire Department Activity Report – May 2018

4. **COMMISSIONER REPORTS**

5. **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 Deputy 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.

6. **PUBLIC HEARINGS**

- A. State Revenue Sharing – Consideration of Resolution No. 2526; Declaring the City of Warrenton's Election to Receive State Revenues for Fiscal Year 2018-2018
- B. 2018-2019 City of Warrenton Budget Adoption – Consideration of Resolution No. 2525; Adopting the City of Warrenton FY 2018-2019 Budget
- C. Crites Appeal (AP 18-2) - Wetland Hardship Variance

## **7. BUSINESS ITEMS**

- A. RDI Presentation
- B. Consideration of Downtown & Thoroughfare Aesthetic Task Force Recommendations
- C. Consideration of the 2019-2024 Capital Improvement Program
- D. Nuisance Updates – 228 S. Main Ave. & 925 E. Harbor Dr.
- E. Determination of Nuisance – 719 S. Main Ave.
- F. Determination of Nuisance – 1062 NW Warrenton Dr.
- G. Consideration of Parks Advisory Board LCYSA Street Lighting Recommendation
- H. Consideration of Resolution No. 2520; Adopting and Setting Rental Rates and Fees for the Warrenton Community Center
- I. Consideration of Resolution No. 2523; Adopting and Setting Moorage Rental Rates and Fees
- J. Consideration of Resolution No. 2521; Adopting Water Department Rates and Fees
- K. Consideration of Resolution No. 2522; Adopting Monthly Sewer Service Rates
- L. Consideration of Resolution No. 2524; Adopting and Setting New Rates for Residential Recycling Services

## **8. DISCUSSION ITEMS**

## **9. GOOD OF THE ORDER**

## **10. EXECUTIVE SESSION**

*Under the authority of ORS 192.660(2)(i); to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing; and 192.660(2)(h); to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and 192.660(2)(e); to conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

## **11. 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, Deputy City Recorder, at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.**

**Volume 11, Issue 11**

**Monthly Finance Report**  
**May 2018**

**June 26, 2018**

**Economic Indicators**

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.10%	1.30%
Columbia Bank:	n/a	.05%
◆ Prime Rate:	4.75%	4.00%
◆ CPI-U change:	2.8%	1.9%
◆ Unemployment Rates:		
Clatsop County:	not avail.	4.0%
Oregon:	4.1%	4.1%
U.S.:	3.8%	4.3%

**Department Statistics**

◆ Utility Bills mailed	3,317
◆ New Service Connections	5
◆ Reminder Letters	448
◆ Door Hangers	99
◆ Water Service Discontinued	21
◆ Walk-in counter payments	690
◆ Mail payments	1,222
◆ Auto Pay Customers/pmts	594
◆ Online (Web) payments	641
◆ Phone payments	118

**Current and Pending Projects**

- ◆ 2018-2019 Proposed Budget has been approved by the Budget Committee and will be forwarded to the City Commission on June 26, 2018 for recommended adoption.
- ◆ 2019-2024 Capital Improvement Program will be presented to the City Commission on June 26, 2018 for recommended adoption.
- ◆ Workers' Compensation and Property Liability insurance renewals are in process.
- ◆ Audit Preparation has begun

**Financial Narrative as of May 31, 2018**

**Note:** Revenues and expenses should track at 11/12 or 91.7% of the budget.

**General Fund:** Year to date revenues amount to \$3,460,123, which is 89.5% of the budget, compared to the prior year amount of \$3,395,439, which was 92.6% of the budget and are up by \$64,684. Increases are shown in property taxes, city franchise fees, transient room tax, state revenue sharing, police charges, fire charges, leases and interest and are offset by decreases in franchise fees, municipal court, community development fees and miscellaneous.

Expenses year to date amount to \$3,527,537, which is 80.7% of the budget, compared to the prior year amount of \$3,459,545, which was 80.1% of the budget and are up by \$67,992. All departments are tracking at or under budget. Ending fund balance decreased during the year in the amount of \$67,414.

**WBA:** Business license revenue amounts to \$53,825 compared to \$49,590 last year at this time, a difference of \$4,235. The number of business licenses issued year to date is 576, compared to 617 at this time last year. Year to date expenses exceed revenues by \$33,783 and reduces fund balance by the same.

**Building Department:** Permit revenues this month amount to \$7,310 and \$236,111 year to date, which is 135.7% of the budget-

ed amount. Last year to date permit revenue was \$186,880. Year to date expenses exceed revenues by \$4,542 and reduces fund balance by the same.

**State Tax Street:** State gas taxes received this month amount to \$32,973 for fuel sold in April and \$274,952 year to date. City gas taxes received this month amount to \$28,053 for fuel sold in March and are \$264,976 year to date. Total gas taxes year to date for the current and prior year amount to \$539,928 and \$510,831, respectively.

**Warrenton Marina:** Total revenues to date are \$508,645, 95.6% of the budgeted amount, compared to the prior year amount of \$513,484 and was 105% of the budgeted amount. There is \$37,664 in moorage receivables outstanding.

**Hammond Marina:** Total revenues to date are \$305,145, 106% of the budgeted amount, compared to the prior year amount of \$277,743 and was 102.2% of the budgeted amount. There is \$2,009 in moorage receivables outstanding.

Of the total outstanding receivables \$28,419 is over 90 days old.

**Water Fund:** Utility fees charged this month are \$140,433 and \$79,878 and \$1,576,199 and \$1,121,133 year to date, for in-city and out-city respectively and totals \$2,697,332 and is 97% of the budg-

eted amount. Last year at this time year to date fees were \$1,434,949 and \$991,623, for in-city and out-city, respectively, and totaled \$2,426,572.

**Sewer Fund:** Utility fees charged this month are \$181,434 and \$1,955,091 year to date, which is 96.5% of the budget. Last year at this time year to date fees were \$1,816,965. Shoreline Sanitary Fees year to date are \$111,554. Septage revenue year to date is \$254,378 and is 80.8% of the budget. Total revenues year to date are \$2,912,529 compared to \$3,404,582 at this time last year. Revenues included loan proceeds received for the Core Conveyance Project.

**Storm Sewer:** Utility Fees (20% of sewer fees) this month are \$36,273 and \$390,956 year to date and is 96.5% of the budget. Last year to date revenues were \$363,291 which was 96.3% of the budget.

**Sanitation Fund:** Service fees charged this month for garbage and recycling were \$75,027 and \$15,337, and \$832,661 and \$167,783, year to date, and are 93.6% and 90.9% of the budget, respectively.

## Financial data as of May 2018

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,324,052	1,306,042	790,000	165.32
Plus: Revenues	178,839	3,460,123	3,864,488	89.54
Less: Expenditures				
Municipal Court	8,509	95,763	131,566	72.79
Admin/Comm/Fin(ACF)	60,553	870,108	1,094,696	79.48
Planning	12,766	145,065	185,068	78.38
Police	116,107	1,498,032	1,823,175	82.17
Fire	49,176	706,852	852,775	82.89
Parks	17,152	115,139	163,825	70.28
Transfers	-	96,578	120,949	79.85
Total Expenditures	264,263	3,527,537	4,372,054	80.68
Ending Fund Balance	1,238,628	1,238,628	282,434	438.55

(see details of revenue, page 4)

	WBA			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	69,343	103,694	108,000	96.01
Plus: Revenues	2,040	56,703	48,850	116.08
Less: Expenditures	1,472	90,486	151,206	59.84
Ending Fund Balance	69,911	69,911	5,644	1,238.68

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	301,157	293,155	293,155	100.00
Plus: Revenues	7,725	239,873	174,814	137.22
Less: Expenditures	20,269	244,415	322,627	75.76
Ending Fund Balance	288,613	288,613	145,342	198.58

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,632,576	1,384,545	1,000,000	138.45
Plus: Revenues	63,917	563,364	638,132	88.28
Less: Expenditures	17,145	268,561	1,445,923	18.57
Ending Fund Balance	1,679,348	1,679,348	192,209	873.71

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	240,651	188,461	190,000	99.19
Plus: Revenues	15,181	508,645	532,175	95.58
Less: Expenditures	34,579	475,853	630,947	75.42
Ending Fund Balance	221,253	221,253	91,228	242.53

**Financial data as of May 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	161,331	140,032	140,000	100.02	1,631,892	1,841,311	1,000,000	184.13
Plus: Revenues	6,859	305,146	287,801	106.03	356,796	3,005,254	5,652,800	53.16
Less: Expenditures	27,090	304,078	408,324	74.47	204,573	3,062,450	6,033,428	50.76
Ending Fund Balance	<u>141,100</u>	<u>141,100</u>	<u>19,477</u>	<u>724.44</u>	<u>1,784,115</u>	<u>1,784,115</u>	<u>619,372</u>	<u>288.05</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,746,987	1,664,745	1,500,000	110.98	547,275	330,759	290,000	114.05
Plus: Revenues	223,714	2,912,529	3,079,128	94.59	36,876	395,884	406,000	97.51
Less: Expenditures	109,641	2,716,214	3,418,202	79.46	11,357	153,849	539,327	28.53
Ending Fund Balance	<u>1,861,060</u>	<u>1,861,060</u>	<u>1,160,926</u>	<u>160.31</u>	<u>572,794</u>	<u>572,794</u>	<u>156,673</u>	<u>365.60</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	409,068	371,081	320,000	115.96	15,156	10,436	7,800	133.79
Plus: Revenues	92,351	1,017,833	1,077,000	94.51	1,565	22,648	15,830	143.07
Less: Expenditures	94,711	982,206	1,218,610	80.60	1,608	17,971	22,550	79.69
Ending Fund Balance	<u>406,708</u>	<u>406,708</u>	<u>178,390</u>	<u>227.99</u>	<u>15,113</u>	<u>15,113</u>	<u>1,080</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	29,264	41,731	39,000	107.00	263,793	405,798	266,299	152.38
Plus: Revenues	1,079	62,608	86,793	72.13	20,469	29,471	1,922,122	1.53
Less: Expenditures	6,377	80,373	90,599	88.71	300	151,307	2,188,421	6.91
Ending Fund Balance	<u>23,966</u>	<u>23,966</u>	<u>35,194</u>	<u>68.10</u>	<u>283,962</u>	<u>283,962</u>	<u>-</u>	<u>-</u>

## Financial data as of May 2018, continued

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

General Fund	1,469,448	Warrenton Marina	188,958	Storm Sewer	523,017
WBA	70,076	Hammond Marina	145,736	Sanitation Fund	330,881
Building Department	294,011	Water Fund	799,524	Community Center	17,484
State Tax Street	1,681,217	Sewer Fund	1,507,551	Library	24,273

## Warrenton Urban Renewal Agency

Capital Projects	284,262
Debt Service	1,465,695

General Fund Revenues	Collection Frequency	2017-2018 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date		(over) under budget
				May 2018	May 2017	
Property taxes-current	AP	904,940	100.36	908,154	856,893	(3,214)
Property taxes-prior	AP	35,000	81.95	28,683	24,475	6,317
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	543,000	88.43	480,191	523,854	62,809
COW - franchise fees	M	136,414	95.80	130,682	122,122	5,732
Transient room tax	Q	508,402	79.85	405,958	366,422	102,444
Liquor licenses	A	650	115.38	750	600	(100)
State revenue sharing	MQ	130,267	89.24	116,254	106,306	14,013
Municipal court	M	119,400	74.29	88,706	97,238	30,694
Community development fees	I	35,000	81.95	28,681	37,634	6,319
Police charges	I	8,750	404.31	35,377	8,382	(26,627)
Fire charges	SM	95,240	125.30	119,338	82,783	(24,098)
Park charges	I	-	0.00	150	300	
Miscellaneous	I	1,200	1045.75	12,549	16,200	(11,349)
Interest	M	10,000	166.73	16,673	10,719	(6,673)
Lease receipts	M	209,529	91.75	192,240	191,941	17,289
<b>Sub-total</b>		<b>2,737,792</b>	<b>93.67</b>	<b>2,564,386</b>	<b>2,445,869</b>	<b>173,406</b>
Transfers from other funds	I	32,000	80.09	25,629	-	6,371
Overhead	M	1,094,696	79.48	870,108	949,570	224,588
<b>Total revenues</b>		<b>3,864,488</b>	<b>89.54</b>	<b>3,460,123</b>	<b>3,395,439</b>	<b>404,365</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.

3-B



**WARRENTON POLICE DEPARTMENT**  
**MAY 2018 STATISTICS**  
 JUNE 26, 2018



May Statistics (% changes are compared to 2017)							
Category	2018	2017	%Chg	2016	%Chg	2015	%Chg
Calls for Service	<b>921</b>	679	<b>36%</b>	737	<b>25%</b>	791	<b>16%</b>
Incident Reports	<b>235</b>	179	<b>31%</b>	160	<b>47%</b>	149	<b>58%</b>
Arrests/Citations	<b>137</b>	78	<b>76%</b>	113	<b>21%</b>	99	<b>38%</b>
Traffic Events	<b>316</b>	153	<b>107%</b>	249	<b>27%</b>	250	<b>26%</b>
DUII Calls	<b>9</b>	5	<b>80%</b>	7	<b>29%</b>	1	<b>800%</b>
Traffic Accidents	<b>22</b>	14	<b>57%</b>	21	<b>5%</b>	19	<b>16%</b>
Property Crimes	<b>93</b>	66	<b>41%</b>	58	<b>60%</b>	49	<b>90%</b>
Disturbances	<b>88</b>	55	<b>60%</b>	76	<b>16%</b>	79	<b>11%</b>
Drug/Narcotics Calls	<b>10</b>	5	<b>100%</b>	8	<b>25%</b>	5	<b>100%</b>
Animal Complaints	<b>37</b>	31	<b>19%</b>	29	<b>28%</b>	21	<b>76%</b>
Officer O.T.	<b>119</b>	282	<b>-58%</b>	55.75	<b>113%</b>	73.5	<b>62%</b>
Reserve Hours	<b>21</b>	30	<b>-30%</b>	65	<b>-68%</b>	116	<b>-82%</b>

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	553	517	772	776	921				
Incident Reports	177	138	160	185	235				
Arrests/Citations	91	49	84	89	137				
Traffic Events	152	161	267	247	316				
DUII Calls	4	1	4	4	9				
Traffic Accidents	13	17	18	27	22				
Property Crimes	86	58	59	94	93				
Disturbances	50	58	75	73	88				
Drug/Narcotics Calls	7	5	7	10	10				
Animal Complaints	17	17	25	20	37				
Officer O.T.	173	222.75	64.4	88.15	119				
Reserve Hours	18.5	24	13	37	21				

Oct	Nov	Dec	2018 YTD	2018 Estimate	2017	2018 v 2017	2016	2018 v. 2016	2015	2018 v. 2015
			3539	8493.6	7982	6%	8239	3%	8317	2%
			895	2148	1739	24%	1749	23%	1515	42%
			450	1080	961	12%	925	17%	994	9%
			1143	2743.2	2407	14%	2353	17%	2220	24%
			22	52.8	37	43%	15	252%	14	277%
			97	232.8	219	6%	291	-20%	408	-43%
			390	936	850	10%	805	16%	1374	-32%
			344	825.6	855	-3%	781	6%	1359	-39%
			39	93.6	73	28%	42	123%	80	17%
			116	278.4	294	-5%	311	-10%	318	-12%
			667.3	1601.5	1789	-10%	1249	28%	997.5	61%
			113.5	272.4	577	-53%	901.75	-70%	804.75	-66%

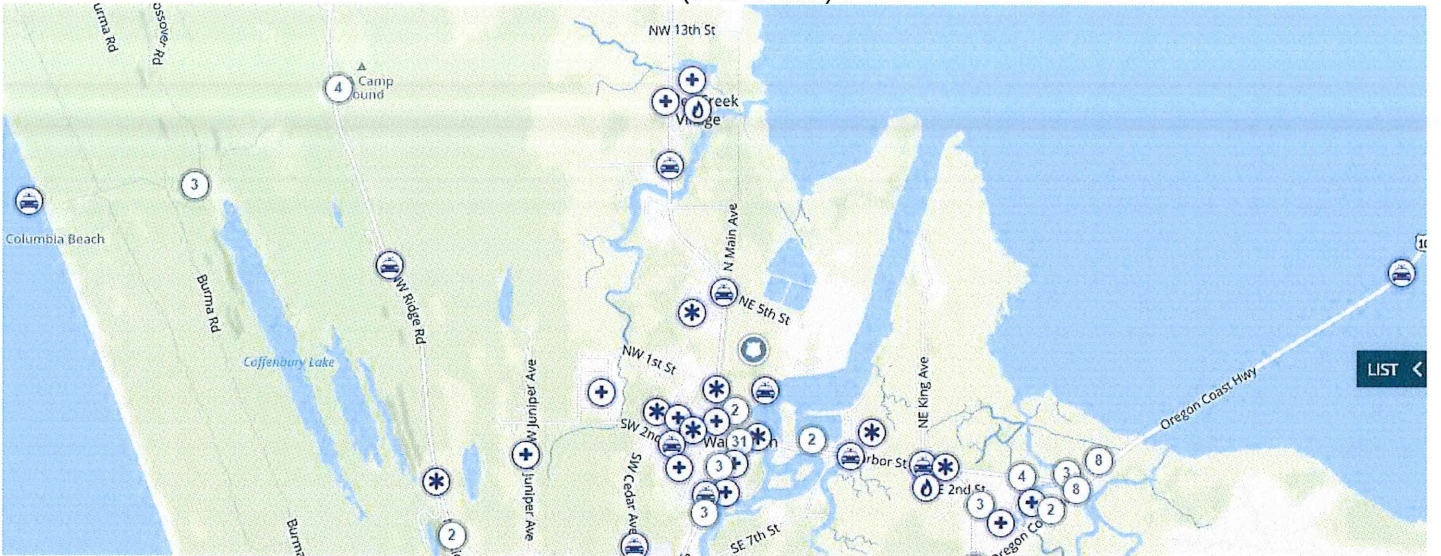
The following is a graphic representation of statistics for May 2018 using our [CrimeReports.com](http://CrimeReports.com) membership. If you go to the website you can zoom in on each incident for more details.

- 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

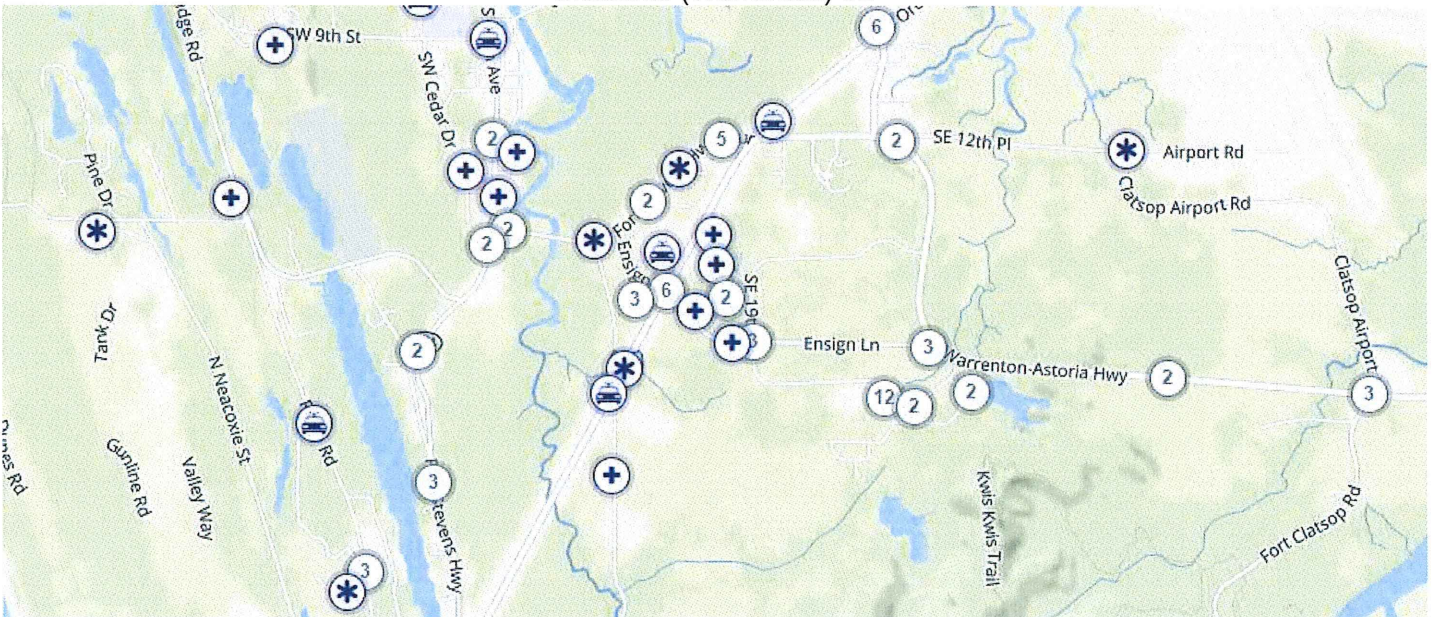
### Incident trends



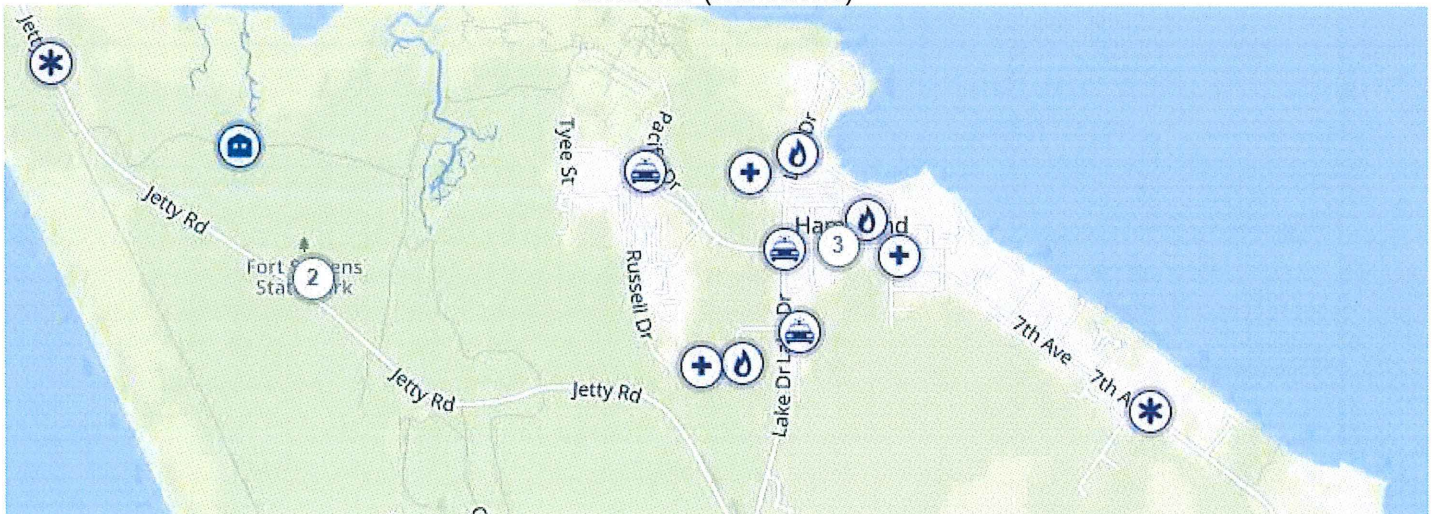
### Incidents (Warrenton) #1



### Incidents (Warrenton) #2



### Incidents (Hammond)



3-C

*"Making a difference through excellence of service."*



**CITY OF WARRENTON**

## **AGENDA MEMORANDUM**

**TO:** The Honorable Mayor and Warrenton City Commission  
**FROM:** Collin Stelzig, Public Works Director  
**DATE:** June 26, 2018  
**SUBJ:** Spring Clean-up 2018

### **SUMMARY**

The City of Warrenton sponsored its yearly Spring Clean-up at the Astoria Transfer Station Sunday, May 20, 2018. This year's Spring Clean-up had 179 participants who disposed of 44.88 tons of garbage, 6 refrigerators, 16 tires off-rim, 29 tires on-rim and 10 appliances. The City fees netted \$885.00 to offset the transfer station expense of \$5,814.39. Labor and material costs were approximately \$850.00 including use of a service vehicle, printing and distributing flyers, tally tickets and overhead. Total Costs for Spring Clean-up were \$5,779.39 including the City fees collected for participation.

### **RECOMMENDATION/SUGGESTED MOTION**

*" None recommended. "*

### **ALTERNATIVE**

None Recommended.

### **FISCAL IMPACT**

This item was budgeted for the 2017-2018 fiscal year.

Approved by City Manager \_\_\_\_\_



# City of Warrenton

## 2018 Spring Clean-up

**Sunday Only, May 20, 2018 from 8:30 a.m. to 4:00 p.m.**

**at the Astoria Transfer Station**

**Directions: Take Highway 202 east to Williamsport Road in Astoria**



**\$3.00 charge per vehicle per trip.**



**Passenger tires will be accepted at \$2.00 off rim and \$4.00 on rim.**



**Truck tires (18" and over) will be accepted at \$9.00 each off rim.**



**All refrigerators and freezers will be charged a \$20.00 fee to cover decontamination costs. All other appliances will be \$8.00 each.**



**NO Hazardous chemicals such as motor oil, paint, batteries or household cleaners, etc. will be accepted unless prepared for disposal according to Recology Western Oregon requirements. 503-861-0578**

***Photo Identification and a current City of Warrenton utility bill for garbage service are required for participation in this years' event.***

**Spring Clean-up 2018**

<b>Items</b>	<b>Number</b>	<b>Fee</b>	<b>Total Fees</b>
Loads	179	\$ 3.00	\$ 537.00
Refrigerators	6	\$ 20.00	\$ 120.00
18" tires	0	\$ 9.00	-
Tires	16	\$ 2.00	\$ 32.00
Appliances	10	\$ 8.00	\$ 80.00
Tires with rims	29	\$ 4.00	\$ 116.00
Tip		\$ 1.00	-
		\$ (3.00)	-
<b>Total Fees</b>			<b>\$ 885.00</b>
Petty Cash	1		\$ -
<b>Total Fees &amp; Petty Cash</b>			<b>\$ 885.00</b>

3-D



# Warrenton Fire Department

P.O. Box 250 Warrenton, OR 97146-0250 503/861-2494 Fax 503/861-2351

## STAFF REPORT

**Date:** June 26, 2018  
**To:** The Members of the Warrenton City Commission  
 Linda Engbretson, City Manager  
**From:** Tim Demers, Fire Chief  
**Re:** Fire Department Activity Report for May, 2018

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### **May, 2018 Emergency Response Activity -**

The Warrenton Fire Department responded to 94 emergency calls during the month of May, 2018. The department responded to 67 EMS (emergency medical service) calls, 10 motor vehicle crashes, and 12 service calls. There were 5 reportable fires during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 4 volunteers responded per call throughout the month. During the month of May, 61.7%, or 58 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 36 calls, or 38.3%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

### **May, 2018 Training –**

The department held 5 regularly scheduled Wednesday evening training sessions during the month of May, with an average attendance of 19 volunteers per drill. The department offered 1 additional training session during the month of May.

### **2<sup>nd</sup> Live-fire training evolutions – 53 NE Skipanon Dr.**

Instructors: Capt. Shepherd, company officers

### **9<sup>th</sup> EMS – Patient immobilization and moving, part II**

Instructors: Capt. Shepherd, EMTs

### **16<sup>th</sup> Physical ability evaluations**

Instructors: Company officers

### **SCBA FIT testing**

Instructor: Capt. Penno

## **Aerial ladder training**

Instructors: Aerial operators

## **23<sup>rd</sup> Physical ability evaluations**

Instructors: Company officers

## **SCBA FIT testing**

Instructor: Capt. Penno

## **S-131 Advanced wildland firefighter – Clatsop College**

Instructor: TBD

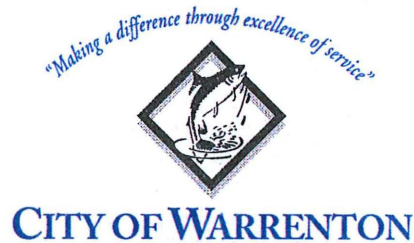
## **30<sup>th</sup> EMS – CPR recertification**

Instructors: Capt. Shepherd, CPR instructors


## **S-131 Advanced wildland firefighter – Clatsop College, 1900**

Instructor: TBD

6-A



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Linda Engbretson, City Manager   
DATE: June 26, 2018  
SUBJ: PUBLIC HEARING AND RESOLUTION TO RECEIVE STATE  
REVENUE SHARING PAYMENTS

### SUMMARY

State Revenue Sharing Law, ORS 221.770, requires cities to pass an ordinance or resolution each year stating they want to receive state revenue sharing funds. The attached resolution meets state requirements and declares the City's election to receive state revenues for the 2018 – 2019 fiscal year.

In order to receive State Revenue Sharing, the City must hold a public hearing before the Budget Committee (completed May 10) and the City Commission to give the public the opportunity to comment on the proposed use of State Revenue Sharing in relation to the City's budget. The attached worksheet provides State Shared Revenue estimates for FY 2018-2019.

**RECOMMENDATION/SUGGESTED MOTION**

Conduct the public hearing and then adopt Resolution No. 2466.

*Suggested Motion: A / move to adopt Resolution No. 2526; A Resolution Declaring the City of Warrenton's Election to Receive State Revenues for Fiscal Year 2018-2019."*

**ALTERNATIVE**

None recommended

**FISCAL IMPACT**

**\$545,802 in Revenue**

Approved by City Manager: \_\_\_\_\_

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

CITY OF WARRENTON  
fye 2019

STATE SHARED REVENUE ESTIMATES

	<u>RATE PER CAPITA</u>	<u>X POPULATION</u>	<u>TOTAL ESTIMATED REVENUE</u>	<u>FUND</u>
HIGHWAY USER TAXES	\$ 72.48	5,285	383,057	040
LIQUOR TAX	\$ 18.37	5,285	97,085	001
MARIJUANA TAX	\$ 2.51	5,285	13,265	001
CIGARETTE TAX	\$ 1.21	5,285	6,395	001
STATE REVENUE SHARING (LIQUOR)			46,000	001
<b>TOTAL GENERAL FUND</b>			<b>162,746</b>	
<b>TOTAL STATE TAX STREET FUND</b>			<b>383,057</b>	
<b>GRAND TOTAL</b>			<b>545,802</b>	

Highway fund revenues: Restricted to road-related purposes: Budget includes street lighting, maintenance, and street paving  
*Increased this year due to HB2017 transportation funding package. Resulted in approx. \$75,000 increase.*

Liquor tax revenues: General Government purposes without program restrictions

Cigarette tax revenues: General Government purposes without program restrictions

Marijuana tax revenues: General Government purposes without program restrictions

RESOLUTION NO. 2526

INTRODUCED BY ALL COMMISSIONERS

A RESOLUTION DECLARING THE CITY OF WARRENTON'S  
ELECTION TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2018-2019

WHEREAS, a public hearing before the Budget Committee was held on May 10, 2018, and a public hearing before the City Commission was held on June 26, 2018, giving the public an opportunity to comment on the use of State Revenue Sharing; and

WHEREAS, it is deemed to be in the City's best interest to receive state revenue sharing.

THEREFORE, BE IT RESOLVED, by the City Commission of the City of Warrenton that Pursuant to ORS 221.770, the City of Warrenton hereby elects to receive state revenues for fiscal year 2018-2019.

Passed by the City Commission of the City of Warrenton this 26th day of June 2018.

APPROVED

\_\_\_\_\_  
Henry Balensifer, III  
Mayor

ATTEST

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



Oregon

Kate Brown, Governor

Department of Administrative Services

Enterprise Goods and Services, Shared Financial Services

155 Cottage St. NE

Salem, OR 97301-3972

(503)373-0314

FAX (503)373-1273

RETURN TO:

DEPARTMENT OF ADMINISTRATIVE SERVICES  
SHARED FINANCIAL SERVICES  
ATTN Valya Rizzo  
155 COTTAGE ST NE  
SALEM OR 97301-3972

**AN ORDINANCE/RESOLUTION DECLARING THE CITY'S ELECTION  
TO RECEIVE STATE REVENUES**

The City of WARRENTON ordains as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2018-2019.

Passed by the Common Council the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Approved by the Mayor this \_\_\_\_\_ day \_\_\_\_\_, 2018.

Mayor \_\_\_\_\_

Attest \_\_\_\_\_

I \*certify that a public hearing before the Budget Committee was held on \_\_\_\_\_, 2018 and a public hearing before the City Council was held on \_\_\_\_\_, 2018, giving citizens an opportunity to comment on use of State Revenue Sharing.

\_\_\_\_\_  
City Recorder

\* NOTE: Please return certification only. We do not need copies of notices.

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## CITY OF WARRENTON

### Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission

Date: June 26, 2018

**Regarding – Public Hearing and consideration of *Resolution No. 2525 Adopting the City of Warrenton FY 2018-2019 budget as approved by the Warrenton Budget Committee and levying taxes for municipal purposes of the City of Warrenton for the fiscal year commencing July 1, 2018 and ending June 30, 2019***

**SUMMARY:**

The Warrenton Budget Committee met in two sessions during May to review and deliberate on the proposed fiscal year 2018-2019 City of Warrenton Budget (see attached *Budget Committee Action* and the *City of Warrenton Approved fiscal year 2018-2019 Budget*).

The next phase of the budget process is for the City Commission to undergo a public hearing to receive public testimony on the budget approved by the Warrenton Budget Committee. Once the Commission has heard the public testimony, the Commission can then consider the adoption of the attached Budget Resolution.

***PLEASE NOTE: The financial summary (LB-1) published in the Columbia Press on June 8, 2018 contained a scrivener's error. The Total Contingencies were reported as \$1,812,038 and Total Unappropriated Ending Balance and Reserved for Future Expenditure were reported as \$7,601,806. The corrected amounts are \$1,897,954 and \$7,515,889 respectively. The attached City of Warrenton Approved Budget reflects the correct amounts.***

The City Commission may note that, as the governing board, the Commission indeed possesses the authority to modify or change the approved budget, during this public hearing, within the following parameters:

1. Reduce the tax amount
2. Reduce expenditures with a corresponding reduction to resources
3. Increase expenditures, with a corresponding increase in resources, but not by more than \$5,000 or 10 percent of the total expenditures of the fund, whichever is greater.

6-B

**To: The Honorable Mayor and Members of the Warrenton City Commission**  
**Re: Budget Hearing and consideration of a Resolution No. 2525**  
**Date: June 26, 2018**

For example: If total expenditures, in the fund, as approved by the budget committee equal \$150,000, then, the Commission may increase expenditures by \$15,000 in that fund, on a per fund basis.

Changes beyond the scope of the above parameters require another public notice and subsequent public hearing.

**RECOMMENDATION:**

The City Commission shall conduct a public hearing on the City of Warrenton budget for fiscal year 2018-2019 as approved by the Warrenton Budget Committee. Then, the City Commission may move to adopt the *City of Warrenton FY 2018-2019 Budget* as approved by the Warrenton Budget Committee as set forth in Resolution No. 2525

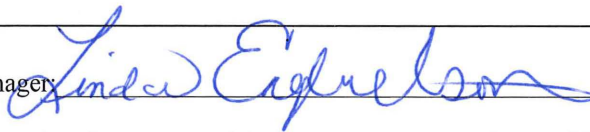
**ALTERNATIVE:**

The Commission may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2018, an adopted budget must be in place by June 30, 2018.

**FISCAL IMPACT:**

The City budget includes total appropriations among all departments and funds totaling \$27,324,003 for the fiscal year ending June 30, 2018.

Approved by City Manager



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

**RESOLUTION NO. 2525**

**Introduced by All Commissioners**

**ADOPTING THE 2018-2019 BUDGET**

**AS APPROVED, SUBMITTED AND ACTED UPON BY THE LEVYING BOARD AND BUDGET COMMITTEE OF THE CITY OF WARRENTON, MAKING APPROPRIATIONS AND LEVYING TAXES FOR MUNICIPAL PURPOSES OF THE CITY OF WARRENTON FOR THE FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019**

The City of Warrenton hereby does resolve as follows:

**Section 1.** Be it resolved that the Warrenton City Commission, for the City of Warrenton, hereby adopts the budget approved by the budget committee for the 2018-2019 fiscal year, in the total sum of \$34,839,892 now on file at City Hall.

**Section 2.** Be it resolved that the amounts for the fiscal year beginning July 1, 2018, are hereby appropriated for the purposes shown below, as follows:

<b><u>General Fund</u></b>		<b><u>Water Fund</u></b>	
Municipal Court	\$ 139,198	Water Department	\$ 2,261,200
Administration/Commission	1,142,969	Debt Service	633,765
Community Development	219,607	Contingency	434,235
Police	1,894,677	Transfers to Other Funds	2,402,278
Fire	868,783	Fund Total	<u>\$ 5,731,478</u>
Parks	163,659		
Contingency	231,674	<b><u>Water Fund Capital Reserve</u></b>	
Transfers to Other Funds	204,578	Water Department	\$ 1,809,278
Fund Total	<u>\$ 4,865,145</u>	Fund Total	<u>\$ 1,809,278</u>
<b><u>Community Center Capital Reserve Fund</u></b>		<b><u>Water SDC Fund</u></b>	
Community Center	\$ 5,087	Water Department	\$ 0
Fund Total	<u>\$ 5,087</u>	Debt Service	75,000
		Fund Total	<u>\$ 75,000</u>
<b><u>Community Center Fund</u></b>		<b><u>Storm Sewer Fund</u></b>	
Community Center	\$ 24,241	Storm Sewer	\$ 602,036
Transfer to Other Fund	2,000	Contingency	\$ 78,408
Contingency	1,000	Fund Total	<u>\$ 680,444</u>
Fund Total	<u>\$ 27,241</u>		
<b><u>Facilities Maintenance Fund</u></b>		<b><u>Storm Sewer SDC Fund</u></b>	
Facilities Maintenance	\$ 54,544	Storm Sewer	\$ 0
Contingency	85,916	Fund Total	<u>\$ 0</u>
Fund Total	<u>\$ 140,460</u>		
<b><u>Engineer Internal Service Fund</u></b>		<b><u>Parks SDC Fund</u></b>	
Engineering Department	\$ 164,441	Parks Department	\$ 0
Fund Total	<u>\$ 164,441</u>	Fund Total	<u>\$ 0</u>

**Warrenton Business Association**

WBA Program	\$	98,692
Contingency		12,000
Transfers to Other Funds		0
Fund Total	\$	<u>110,692</u>

**Grant Fund**

Police Department	\$	24,313
Administration		525,000
Fund Total	\$	<u>549,313</u>

**Library Fund**

Library	\$	183,285
Contingency		20,524
Fund Total	\$	<u>203,809</u>

**Transient Room Tax Fund**

Transient Room Tax Program	\$	305,000
Fund Total	\$	<u>305,000</u>

**Building Department Fund**

Building Department	\$	315,577
Contingency		30,000
Fund Total	\$	<u>345,577</u>

**State Tax Street Fund**

Streets Department	\$	1,572,100
Debt Service		0
Contingency		138,471
Fund Total	\$	<u>1,710,571</u>

**Streets SDC Fund**

Streets Department	\$	0
Fund Total	\$	<u>0</u>

**Sewer Fund**

Sewer Department	\$	2,083,561
Debt Service		122,177
Contingency		515,820
Transfers to Other Funds		1,029,563
Fund Total	\$	<u>3,751,121</u>

**Sewer SDC Fund**

Sewer Department	\$	0
Debt Service		70,783
Fund Total	\$	<u>70,783</u>

**Sewer Fund Capital Reserve**

Sewer Department	\$	1,579,566
Fund Total	\$	<u>1,579,566</u>

**Sanitation Fund**

Sanitation Department	\$	1,185,138
Contingency		177,771
Transfers to Other Funds		116,630
Fund Total	\$	<u>1,479,539</u>

**Sanitation Fund Capital Reserve**

Sanitation Department	\$	56,630
Fund Total	\$	<u>56,630</u>

**Wastewater Treatment Facility GO Bond**

Debt Service	\$	570,699
Fund Total	\$	<u>570,699</u>

**Fire Apparatus Replacement Fund**

Fire Department	\$	375,000
Fund Total	\$	<u>375,000</u>

**Police Vehicle Replacement Fund**

Police Department	\$	110,000
Fund Total	\$	<u>110,000</u>

**Warrenton Marina Fund**

Marinas	\$	596,179
Transfers to Other Funds		115,000
Contingency		110,521
Fund Total	\$	<u>821,700</u>

**Warrenton Marina Capital Reserve**

Marinas	\$	275,000
Fund Total	\$	<u>275,000</u>

**Hammond Marina Fund**

Marinas	\$	429,137
Transfers to Other Funds		28,000
Contingency		61,614
Fund Total	\$	<u>518,751</u>

<b><u>Hammond Marina Capital Reserve</u></b>	
Marinas	\$ 780,000
Fund Total	<u>\$ 780,000</u>

<b><u>Quincy Robinson Trust Fund</u></b>	
Parks Department	\$ 67,000
Contingency	0
Fund Total	<u>\$67,000</u>

<b><u>Tansy Point Dock Capital Reserve Fund</u></b>	
Administration	\$ 144,678
Fund Total	<u>\$ 144,678</u>

<b>Total Appropriations, All Funds</b>	<b>\$ 27,324,003</b>
<b>Total Unappropriated and Reserve Amounts, All Funds</b>	<b><u>7,515,889</u></b>
<b>Total Adopted Budget</b>	<b><u>\$ 34,839,892</u></b>

**Section 3.** Be it resolved that the City Commission of the City of Warrenton hereby imposes the taxes provided for in the adopted budget at the permanent rate of \$ 1.6701 per thousand dollars of assessed valuation for General Government, \$0.33 per thousand dollars of assessed valuation for the Library Local Option Levy, 0.280 per thousand dollars of assessed valuation for the Police Local Option Levy, and \$578,631 for bonded indebtedness excluded from the limitation, that these taxes are hereby imposed upon all taxable properties within said city as of 1:00 AM January 1, 2018. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon constitution make up the above aggregate levy:

	<b>Rate Subject to the General Government Limitation</b>	<b>Excluded from the Limitation</b>
<b>General Fund</b>	\$ 1.6701	\$
<b>Library Local Option</b>	0.3300	
<b>Police Local Option</b>	0.2800	
 <b>Wastewater Treatment Facility GO Bond Debt Service</b>		 578,631
 <b>Totals</b>	<b>\$ 2.2801</b>	<b>\$ 578,631</b>

\* Per thousand dollars of assessed valuation

**Section 4.** Be it resolved that the City Manager/Budget Officer of the City of Warrenton is hereby directed to send, no later than July 15<sup>th</sup>, 2018, to the Assessor and the Clerk of Clatsop County, State of Oregon, written notices, accompanied by copies of the budget as adopted, showing the amount of money proposed to be raised by taxation.

This resolution is effective on July 1, 2018.

PASSED by the City Commission of the City of Warrenton this \_\_\_\_ day of \_\_\_\_\_, 2018

APPROVED by the Mayor of the City of Warrenton this \_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Deputy City Recorder

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## CITY OF WARRENTON

### Budget Committee Action

#### Final Approval of the FY 2018-2019 Budget Document

Approval of the FY 2018-2019 proposed Budget Document, including amendments, by the Warrenton Budget Committee and submitting the approved Budget to the City Commission and recommending adoption.

**WHEREAS**, pursuant to Oregon budget law, and after careful consideration, Warrenton's Budget Committee has comprised and approved a balanced Budget for the City of Warrenton for FY 2018-2019;

**WHEREAS**, the proposed FY 2018-2019 Budget contains best estimates for projected revenues and expenditures; and

**WHEREAS**, the Budget Committee has reviewed all estimated revenues and expenditures, for all City Departments and funds, for FY 2018-2019, making modifications and changes where appropriate.

**THEREFORE, THE WARRENTON BUDGET COMMITTEE**, has approved and authorized the City to levy the permanent rate of \$1.6701 per-thousand of assessed value for the General Fund: to levy \$0.28 per thousand of assessed value for the Police Local Option Levy: to levy \$0.33 for the Library Local Option Levy: to levy the amount of \$578,631 for bonded debt for the wastewater treatment facility.

After completing all obligations required under Oregon Budget Law, the Warrenton Budget Committee hereby approves the *FY 2018-2019 Proposed Budget, as amended*, comprised of revenues and expenditures for all City funds and departments and submits the *Approved FY 2018-2019 Budget* to the City Commission for further consideration and recommended adoption.

APPROVED BY THE BUDGET COMMITTEE ON THIS 17<sup>th</sup> DAY OF MAY 2018.



Budget Committee Chair



Budget Committee Vice-Chair

# Approved BUDGET



**Fiscal Year 2018-2019**



*"Making a difference through excellence of service"*



**CITY OF WARRENTON**



*"Making a difference through excellence of service"*



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**CITY OF WARRENTON**  
**FISCAL YEAR 2018 – 2019 BUDGET**  
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## CITY OF WARRENTON

### BUDGET MESSAGE

May 10, 2018

Dear Budget Committee Members:

Enclosed is the proposed budget for the City of Warrenton Fiscal Year (FY) 2018-2019.

The purpose of the Budget Message, and other information included in the budget document, is to provide sufficient information to the Budget Committee, the City Commission, and residents so that an understanding of the proposed budget for the coming fiscal year may be gained.

The proposed budget was developed pursuant to state statute, City of Warrenton Fiscal Policy, Budget Development Policies, and the Budget Strategic Plan & Resource Reduction Policy. The information contained in the proposed budget represents the City staff's best estimates of resources and expenditures. These were obtained through the use of professional judgment, existing policies, budget history, and generally accepted accounting practices.

This Budget Message is presented in six sections: Introduction, Budget Committee, Budget Officer, Budget Format, Summary, and Conclusion.

#### INTRODUCTION

The City provides a wide range of services to its residents and businesses. These include police and fire protection, municipal court, city parks, dikes and road maintenance, land use planning and development, building inspection, general administration, water treatment and distribution, wastewater collection and treatment, refuse collection, and boat moorage. The annual City budget is a spending plan and guide for the City of Warrenton subject to statutory restrictions.

The budget includes a comprehensive listing of anticipated revenues and proposed expenditures for each function of the local government during the next fiscal year that begins July 1, 2018, and ends June 30, 2019.

The spending authority for the proposed FY 2018-2019 Budget is \$26,713,086.

Pacific Coast Seafood and Walmart are expected to complete construction in the near future. In fiscal year 17/18 to date, the city has issued building permits for 7 single family dwellings, 4 duplexes, 4 four-plexes, and a 68 unit apartment complex in addition to several significant commercial remodels and structures.

Continued service demands and enterprise fund debt service requirements will require the City to carefully manage all revenues and expenditures to ensure the continued financial health of the City as well as the timely repayment of debt. This budget includes those items needed to maintain the City's level of services as well as prudent capital planning.

The Budget Committee supported a 7% increase in water rates for FY 17/18, and a 5% increase in sewer. Pacific Coast Seafood was anticipated to be up and running by December 2017; they are now forecasting operations to begin early summer. We discussed reviewing rates this year based on growth and the impact of Pacific Coast being back on line; however, without that data and taking into consideration the findings in the Water Master Plan, staff is again recommending a 7% water rate increase and 5% sewer increase. The monthly increase (all utilities including recycling) for a customer using 4,000 gallons a month is \$6.09 for in-city customers. The draft Water Master Plan presented to the Commission in December 2017 outlined needed capital improvement projects over the next 5 years approximating \$5.8 million.

The proposed budget includes the addition of a half-time Police/Court Clerk, increasing half-time PW Office Assistant to full-time, and increases hours for the Library Manager and Library Assistants for a total increase of 2.2500 FTE. The increase in Library FTEs will be paid from the operating levy. Warrenton is the fastest growing community in the county. We continue to be conservative with personnel growth while striving to provide excellent public service.

## **BUDGET COMMITTEE**

The City of Warrenton Budget Committee consists of the City Commissioners (the governing body) and an equal number of residents appointed by the City Commission for a total of ten committee members. An appointed committee member must be qualified to vote in elections within the City. Neither the Budget Officer nor any member of city staff is eligible to serve as an appointed member of the budget committee. Appointed committee members serve on the committee for three-year terms. Reappointments for additional three-year terms are permitted. By staggering appointments to the committee, only one-third of the appointed committee members complete their terms each year.

All members of the committee have the same degree of authority and responsibility. The Budget Committee announces the time for its meeting(s), receives and deliberates on the proposed budget document, hears the Budget Message, and receives public input. Minutes of the meetings are kept by the Deputy City Recorder and are available to the public. The Budget Committee may request information from the Budget Officer that may require expansion on, or revision of, the budget document. All official action of the Budget Committee requires a quorum (six) of the membership, and a majority vote (one-half, plus one) of the membership present at the time of the vote.

In its deliberations, the Budget Committee reviews and, if necessary, revises the proposed budget from the Budget Officer. The Budget Committee generally studies the budget by using previous year data, current budget data, and the figures proposed by the Budget Officer. The Budget Committee is required to seek and receive citizen input from the public. The committee has the authority to set up rules for receiving citizen input, as well as rules under which the committee will function. The Budget Committee reviews each fund within the budget and can make changes as required.

The Budget Committee formally approves the entire budget as proposed or modified, and sets the tax levy amount or rate for the City. The Warrenton City Commission has the final responsibility for allocating the resources of the budget.

## **BUDGET OFFICER**

State statute requires that a Budget Officer is appointed and that the Budget Officer present a balanced budget to the Budget Committee. Acting under the authority of Warrenton's City Charter, the City Commission has designated the City Manager as the City's Budget Officer. Although the Charter does not specifically describe the duties of the Budget Officer, historical practice has included the following responsibilities to one degree or another:

### Coordination of the Budgetary Process

This typically includes preparation of revenue projections and compilation of the expenditure requests from each of the City's departmental units. After a final proposed budget is prepared, it is presented to the City of Warrenton Budget Committee. Following review and possible modification, the committee adopts a motion to forward an approved budget to the City Commission with a recommendation to accept. The City Commission then reviews the approved budget as presented, conducts a public hearing, makes any desired modifications, and then passes a resolution to create an adopted budget. The adopted budget must be created prior to June 30, 2018.

### Monitoring Budgetary Performance throughout the Budget Year

This includes overseeing the City of Warrenton's Finance Department, which is responsible for the tracking of actual revenues in relation to projections, and the monitoring of expenditures and encumbrances in relation to appropriations.

## **BUDGET FORMAT**

Following is a brief description of how the budget document is organized. Please refer to the Table of Contents for locating each of the items.

Located in the first portion of the budget document are pages showing the Budget Message, Budget Committee membership, and Budget Review Calendar. These are followed by a presentation of the Warrenton Fiscal Policy, Budget Development Policies, and the Budget Strategic Plan & Resource Reduction Plan.

Following these broad policy documents is a tabulation of Personnel Allocations, Full Time Equivalents (FTE), and Organizational Structure and Staffing. The Personnel Allocations and the FTE listings provide the number of employees budgeted in each individual department and salaries that are paid from more than one source. These two sources of information are provided to help the Budget Committee identify the personnel charges for each individual departmental unit within the budget document.

A summary of the requirements for the thirty-two active City funds that make up the proposed budget follows the personnel review.

A summary of interfund transfers among funds is detailed in the budget. This is an accounting function to delineate where the funds are actually being allocated and spent. This section summarizes transfers from the General Fund to other funds and Enterprise Operating Funds to Capital Reserve Funds.

A review of budget programs provides a brief summary of each program and changes, if any, proposed for the 2018-2019 budget.

A General Fund section displays Resources and Requirements, Summary of Revenues, Summary of Expenditures, General Fund expenses by Department (pie-chart), and Expenditures by Department. The individual expenditures by department sections looks at each departmental unit over the last two complete years, the current budget year, and the adopted budget. The remaining individual funds are listed in the remaining portion of the proposed budget document. These include Special Revenue Funds, Enterprise Funds, Debt Service Funds, and Capital Projects Funds.

## **SUMMARY**

Following is a brief review of the major elements of the proposed budget.

### **Property Tax**

A three percent increase in the rate-constrained property tax collections has been applied in the proposed budget. The City's permanent tax rate is \$1.6701 per \$1,000 of assessed property valuation. The local option levy for police services was approved by voters on November 5, 2013, and is 28 cents per \$1,000 of assessed property valuation. The current levy ends June 30, 2019. The current levy for the library is 33 cents per \$1,000. If the proposed budget is adopted, a home with an assessed valuation of \$100,000 will have a city property tax of approximately \$228.00. This does not include any general obligation bond levies.

### **Personnel Cost**

The proposed budget includes a 2.0% cost of living wage increase on July 1, 2018, for general service and non-union employees and a 2.5% for police personnel. A three-year contract was approved with the bargaining units effective July 1, 2017.

## Indirect Costs

The proposed budget incorporates governmental accounting principles that require municipalities to present to the public a clear picture of costs for each service provided. Over the past ten years the City has continued to use an indirect cost allocation plan. In the proposed budget, the City has consolidated all indirect costs to be allocated within the budget based on a percentage-of-spending methodology. The proposed budget indirect cost allocation plan is consistent with the adopted City fiscal policies, which provide that:

“Overhead/Indirect Cost Allocations All departments should budget the amount allocated to that department as determined by the Budget Officer and/or any future Indirect Cost Allocation Plan.

Full Cost Recovery The City will make every effort to assign costs where they occur through the use of interdepartmental/interfund charges and indirect cost assignments. The intent is to clearly define the true cost of City services provided both internally and externally. Recognizing the scale of this effort, the first priority is the recovery of overhead costs from all funds and grant programs.

Accurate Representation of Service Costs As with General Fund services, the citizens of Warrenton have a right to understand the full and undistorted actual costs associated with City services. Consequently, it will be the policy of the City of Warrenton that all departmental, service, and program costs will reside in the fund and department in which the activity occurs and where the service and cost has been historically linked.

## General Fund

The General Fund is the account with which general City operations are funded. It records expenditures needed to run the daily operations of the City such as wages, rent, and consumable materials. It also shows the money that is estimated to be available to pay for these general needs. The City of Warrenton provides and maintains various services under the General Fund. A summary of the operating expenses for these services in the coming Fiscal Year compared with the current year follows:

	<u>2017-2018</u>	<u>2018-2019</u>
Municipal Court	\$131,566	\$139,198
Administration/Commission	\$1,094,696	\$1,142,969
Community Development & Planning Services	\$185,068	\$219,607
Police Services	\$1,823,175	\$1,894,677
Fire & Emergency Medical Services	\$852,775	\$868,783
Parks	\$163,825	\$163,659
Contingency	\$218,603	\$231,674
Transfers	\$120,949	\$204,578

## Enterprise Funds

An Enterprise Fund is the account with which special City operations are funded by user fees in a manner similar to a private business. Each Enterprise Fund records the resources and expenses of acquiring, operating, and maintaining a self-supporting facility or service, such as City

Mooring Basins, the Water Utility, the Sewer (Wastewater) Utility, the Storm Sewer (Storm Water Management) Fund and the Sanitation Utility.

The financial health of the City Sewer Fund, Water Fund, and Storm Sewer Fund will determine the quality of services that will be available in the future. It is important that City enterprise funds be properly maintained and efforts made to ensure that all costs are being captured. Recovering the actual costs associated with enterprise activities is crucial for sustaining the services.

The City of Warrenton maintains a number of enterprise funds. A summary of the operating expenses of these utilities in the coming Fiscal Year follows:

	<u>2017-2018</u>	<u>2018-2019</u>
Warrenton Marina Fund (010)	\$722,175	\$821,700
Hammond Marina Fund (011)	\$427,801	\$518,751
Water Fund (025)	\$6,611,763	\$5,731,478
Storm Sewer Fund (028)	\$603,846	\$680,444
Sewer (Wastewater) Fund (030)	\$3,915,131	\$3,751,120
Sanitation Fund (032)	\$1,390,152	\$1,479,539

### **Special Revenue Funds**

A special revenue fund is an account with which specially designated city operations are funded by revenues specifically earmarked for such use. Each Fund accounts for money that must be used for a specific purpose and it records the expenditures that are made for that purpose. Warrenton maintains a variety of special revenue funded services. A summary of the operating expenses of these utilities in the coming fiscal year follows:

	<u>2017-2018</u>	<u>2018-2019</u>
Community Center Fund (005)	\$23,550	\$27,241
Warrenton Business Association Fund (006)	\$156,206	\$110,692
Grant Fund (015)	\$3,361,176	\$24,313
Library Fund (020)	\$95,599	\$203,809
Building Department Fund (021)	\$322,627	\$345,577
Transient Room Tax Fund (024)	\$295,000	\$305,000
Facilities Maintenance Fund (035)	\$84,350	\$140,460
State Tax Street Fund (040)	\$1,540,512	\$1,710,571
Quincy Robinson Trust Fund (065)	\$170,000	\$67,000

### **Capital Reserve Funds**

A Capital Reserve Fund is the account with which specially designated long term City projects, physical plant construction or equipment purchases costing more than \$5,000 are funded. Each fund accumulates money to pay for the service, project, property, or equipment planned for acquisition. Each functions as a savings account. A resolution is needed to set up a reserve fund

and it must have a specific purpose. After money is placed in a reserve fund it can only be spent for the specific purpose of the fund. Purchases are made directly out of the reserve fund and money cannot be transferred out of the reserve fund to another fund. Warrenton maintains a number of capital reserve funds. A summary of the operating expenses of these funds in the coming fiscal year follows:

	<u>2017-2018</u>	<u>2018-2019</u>
Community Center Capital Reserve Fund (004)	\$6,587	\$5,087
Warrenton Marina Capital Reserve Fund (012)	\$85,000	\$275,000
Hammond Marina Capital Reserve Fund (013)	\$250,000	\$780,000
Water Systems Development Fund (026)	\$177,200	\$75,000
Water Fund Capital Reserve Fund (029)	\$1,904,436	\$1,809,278
Sewer Systems Development Fund (036)	\$250,700	\$70,783
Sewer Fund Capital Reserve Fund (038)	\$1,139,186	\$1,579,566
Storm Sewer Systems Development Fund (051)	\$52,190	\$0
Sanitation Fund Capital Reserve Fund (034)	\$85,080	\$56,630

#### **Debt Service Funds**

A Debt Service Fund is the account with which specially designated debt is retired by periodic or lump sum payments by the City. Each fund accounts for money that must be repaid on debt incurred by the City for specific purposes. Expenditures from the fund are normally the principal and interest payment(s) planned many years in advance. Money dedicated to repay bonds cannot be used for any other purpose. Warrenton maintains two debt service funds for incurred debt. A summary of the planned expenses of these funds in the coming fiscal year follows:

	<u>2017-2018</u>	<u>2018-2019</u>
Wastewater Treatment GO Bond Fund (059)	\$572,834	\$570,699
Public Safety Building Go Bond Fund (057)	\$32,000	\$0

#### **Capital Projects Funds**

A Capital Project Fund is the account with which specially designated capital projects costing more than \$5,000 are built or acquired. Each Fund accounts for money and expenses used to build or acquire individual capital facilities such as land or buildings. These funds are used only while a project is being done. The fund is closed after the project has been completed. Warrenton maintains a number of capital project funds for capital projects. A summary of the planned expenses of these funds in the coming fiscal year follows:

	<u>2017-2018</u>	<u>2018-2019</u>
Parks SDC Fund (003)	\$107,274	\$0
Streets SDC Fund (041)	\$742,400	\$0
Police Vehicle Replacement Fund (070)	\$50,000	\$110,000
Fire Apparatus Replacement Fund (071)	\$67,261	\$375,000
Tansy Point Dock Capital Reserve Fund (072)	\$121,878	\$144,678

The six year Capital Improvement Plan identifies projected capital needs and projections for each department. The purpose of this planning tool is to understand fully where the City is headed with its programs and to be able to plan long term for our needs, as well as understanding the impacts of each year's decisions.

**Internal Service Funds**

An Internal Service Fund is used to report activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. The government must be the primary participant, and the fund must function on an essentially break-even basis over time. The City began using one Internal Service Fund in 2015-2016. A summary of the planned expenses of this fund in the coming fiscal year follows:

	<u>2017-2018</u>	<u>2018-2019</u>
Engineering Internal Service Fund (042)	\$135,503	\$164,441

**CONCLUSION**

Staff's assistance in preparing the proposed budget is vital and greatly appreciated. Department Heads worked diligently over several months to provide sufficient yet conservative budgets. Finance Director April Clark has put in extensive hours in the preparation of this document.

City staff welcomes the opportunity to review this proposed budget with you and to take a collaborative approach in developing those funding decisions that will affect the future of Warrenton.

Respectfully submitted,

Linda Engbretson  
Budget Officer

**City of Warrenton  
Budget Committee Members  
Fiscal Year 2018-2019**

*Commissioners*

- Mayor Henry Balensifer III
- Commissioner Rick Newton
- Commissioner Tom Dyer
- Commissioner Pam Ackley
- Commissioner Mark Baldwin

*Appointed Members*

- Budget Committee Member Rebecca Hoth
- Budget Committee Member Flint Carlson
- Budget Committee Member Paul Mitchell
- Budget Committee Member Gerald Poe
- Budget Committee Member Dan Jackson

*Budget Committee Staff*

- Linda Engbretson, Budget Officer
- April Clark, Finance Director
- Dawne Shaw, Deputy City Recorder

**CITY OF WARRENTON**  
**BUDGET CALENDAR**  
 FISCAL YEAR 2018 – 2019

<u>DATE</u>	<u>ACTION</u>
January 1, 2018 through February 23, 2018	Department Heads complete Capital Outlay/Improvements and major equipment requirements for 6 year period beginning July 1, 2018.
February 19, 2018 through February 23, 2018	Department Heads meet with City Manager to review Capital Outlay/Improvement Program requests.
March 19, 2018	Finance Department distribute personnel services costs, overhead costs, and revenue/resource estimates, and debt service requirements to Department Heads.
March 26, 2018	Department Heads complete Fiscal Year 2018/2019 budget requests and submit to Finance Director.
April 17, 2018	Work session with Commission to review Capital Improvement Program (City Commission Chambers 5:30 p.m.).
April 2, 2018 through April 6, 2018	Budget Officer meets with Department Heads and reviews budget requests.
April 9, 2018 through April 22, 2018	Budget Officer prepares proposed budget and budget message.
April 27, 2018	Publish <b>notice</b> of May 10, 2018 Budget Committee convening meeting date/time and opportunity to receive citizen input (5 - 30 days required, at least 5 days required between first and second) in newspaper and on city website.
April 26, 2018 (Thursday)	Proposed budget complete. Distribute to Budget Committee along with a current year Revenue and Expense report.
May 10, 2018 (Thursday)	1 <sup>st</sup> Budget Committee meeting (City Hall, Fire Training Room, 5:30 p.m.) Receive Proposed Fiscal Year 2018/2019 City of Warrenton Budget, Budget Message, and citizen input (ask questions and comment). Hold public hearing regarding possible uses of State Revenue Sharing funds.

**CITY OF WARRENTON  
BUDGET CALENDAR  
FISCAL YEAR 2018 - 2019**

<u>DATE</u>	<u>ACTION</u>
May 17, 2018 (Thursday)	2 <sup>nd</sup> Budget Committee meeting, 5:30 p.m. Receive Proposed Fiscal Year 2018/2019 Warrenton Urban Renewal Agency Budget, receive Budget Message and citizen input. Continue with City of Warrenton Budget review. Budget Committee approves tax rates and amounts of property taxes to be imposed.
May 24, 2018 (Thursday)	3 <sup>rd</sup> Budget Committee meeting, 5:30 p.m., (if needed)
June 6, 2018	Budget Officer submit budget summary and public hearing notices to newspaper of record (The Columbia Press) for publishing. Hearings scheduled for June 26, 2018.
June 15, 2018	Publish budget summaries in advance of City Commission public hearing (5 days in advance; 5 - 25 required).
June 26, 2018	City Commission conduct Public Hearings on Approved Fiscal Year 2018/2019 City of Warrenton and Warrenton Urban Renewal Agency Budgets as approved by Budget Committee (City Commission Chambers, 6:00 p.m.)
June 26, 2018	City Commission conduct Public Hearing on proposed uses of State Revenue Sharing funds (City Commission Chambers, 6:00 p.m.)
June 26, 2018	City Commission adopt Fiscal Year 2018/2019 City of Warrenton and Warrenton Urban Renewal Agency Budget, make appropriations by fund, impose taxes, and categorize taxes (City Commission Chambers, 6:00 p.m.) (must be accomplished prior to June 30, 2018).
June 26, 2018	City Commission adopt Capital Improvement Program, 2019-2024.
July 1, 2018	Budget Officer submit Fiscal Year 2018/2019 Levy and Appropriation Resolution to County Tax Assessor (must be accomplished prior to July 15, 2018).

**City of Warrenton  
General Fund  
5 Year Actual and 4 Year Forecast**

	FYE 2012	FYE 2013	FYE 2014	Actual FYE 2015	FYE 2016	FYE 2017	Adopted Budget FYE 2018	Proposed Budget FYE 2019	Projected FYE 2020	Projected FYE 2021
<b>Beginning Fund Balance</b>	1,172,902	1% 1,187,001	-10% 1,071,262	14% 1,224,517	10% 1,342,628	-5% 1,269,879	-38% 790,000	15% 908,000	-94% 56,396	-
<b>Resources:</b>										
Property Taxes	735,458	6% 782,774	6% 826,361	3% 851,876	6% 898,798	2% 920,075				
Permanent Rate							795,698	5% 837,595	3% 861,298	3% 887,137
Police Local Option							144,242	6% 152,675	3% 157,184	3% 161,900
Other Taxes, land sales	52	-100% 0	#DIV/0! 4,108	949	0	#DIV/0! 875	-	-	-	-
Transient Room Tax	312,761	5% 329,628	28% 420,798	1% 425,106	15% 489,145	0% 491,252	3% 508,402	5% 532,696	1% 538,023	1% 543,403
Franchise Fees	595,595	3% 613,089	2% 625,026	4% 649,261	4% 675,338	11% 752,579	-10% 679,414	3% 697,621	1% 706,064	1% 713,125
Licenses, Permits, Fees	525	10% 575	4% 600	17% 700	-7% 650	-8% 600	8% 650	8% 700	0% 700	0% 700
Grants	6,000	-10% 5,400	0% 5,400	0% 5,400	-100% 0	#DIV/0! 0	-	-	-	-
State Revenue Sharing	37,033	3% 38,145	9% 41,751	4% 43,378	-3% 42,203	10% 46,594	-6% 44,000	5% 46,000	1% 46,460	2% 47,389
911 Tax System	24,567	-75% 6,122	-100% 0	#DIV/0! 0	0% 0	0% 0	-	-	-	-
State Cigarette Tax	7,348	-2% 7,202	-4% 6,878	0% 6,881	-1% 6,829	-3% 6,629	-6% 6,210	3% 6,395	-2% 6,299	-1% 6,236
State Liquor Tax	64,267	5% 67,608	6% 71,661	4% 74,355	0% 74,333	8% 80,225	0% 80,057	21% 97,085	5% 101,579	3% 104,626
State Marijuana Tax								#DIV/0! 13,265	20% 15,960	1% 16,120
Charges for Services	109,331	-7% 101,375	17% 118,665	122% 263,967	-13% 230,393	-38% 143,609	-3% 138,990	12% 156,082	6% 165,259	3% 170,217
Fines and Forefeits	131,601	9% 143,790	-8% 132,112	-8% 120,962	-1% 119,328	-12% 104,946	14% 119,400	-13% 104,400	3% 108,025	1% 109,105
Interest Earnings	8,278	-7% 7,670	-24% 5,856	11% 6,489	9% 7,058	69% 11,934	-16% 10,000	50% 15,000	0% 15,000	-33% 10,000
Lease Receipts	139,516	-2% 137,385	2% 139,756	-21% 110,339	65% 181,996	15% 209,251	0% 209,529	0% 209,858	0% 210,229	0% 210,079
Miscellaneous	869	1842% 16,873	-39% 10,277	16% 11,970	-2% 11,677	40% 16,294	-93% 1,200	0% 1,200	0% 1,200	0% 1,200
Overhead Charge	751,402	6% 798,499	2% 816,466	6% 863,880	17% 1,007,452	0% 1,005,238	9% 1,094,696	4% 1,142,969	6% 1,211,547	6% 1,284,240
One Time Revenues	3,920	100% 7,620	100% 3,768	100% 1,200	100% 689	100% 0	-	-	-	-
Transfers In	0	0% 0	0% 0	0% 0	0% 0	0% 0	32,000	-	-	-
<b>Total Resources</b>	<b>2,928,523</b>	<b>5% 3,063,755</b>	<b>5% 3,229,483</b>	<b>6% 3,436,713</b>	<b>9% 3,745,889</b>	<b>1% 3,790,101</b>	<b>2% 3,864,488</b>	<b>4% 4,013,541</b>	<b>3% 4,144,827</b>	<b>3% 4,265,476</b>
<b>Expenditures:</b>										
Personal Services	1,824,153	7% 1,959,808	5% 2,050,994	0% 2,055,107	17% 2,401,892	-4% 2,300,050	20% 2,759,139	6% 2,911,326	12% 3,260,685	7% 3,488,933
Materials and Services	922,138	1% 931,834	-6% 878,617	23% 1,083,488	11% 1,207,602	0% 1,205,771	14% 1,376,566	2% 1,403,257	2% 1,438,338	2% 1,474,297
Capital Outlay	43,833	74% 76,408	-95% 3,673	717% 30,008	-73% 8,171	-38% 5,039	-62% 1,900	-57% 810	23% 1,000	0% 1,000
Debt Service		41,466	41,466	41,466	41,466	113,500	100% 113,500	0% 113,500	-37% 72,034	0% 72,034
Transfers Out	124,300	37% 169,978	-40% 101,478	7% 108,533	47% 159,507	-19% 129,578	-7% 120,949	69% 204,578	10% 224,578	0% 224,578
<b>Total Expenditures</b>	<b>2,914,424</b>	<b>9% 3,179,494</b>	<b>-3% 3,076,228</b>	<b>8% 3,318,602</b>	<b>15% 3,818,638</b>	<b>-2% 3,753,938</b>	<b>16% 4,372,054</b>	<b>6% 4,633,471</b>	<b>8% 4,996,636</b>	<b>5% 5,260,842</b>
<b>Contingency</b>							218,603	6% 231,674	8% 249,832	1% 251,763
<b>Ending Fund Balance</b>	<b>1,187,001</b>	<b>-10% 1,071,262</b>	<b>14% 1,224,517</b>	<b>10% 1,342,628</b>	<b>-5% 1,269,879</b>	<b>3% 1,306,042</b>	<b>-95% 63,831</b>	<b>-12% 56,396</b>	<b>-1953% (1,045,244)</b>	<b>19% (1,247,129)</b>
<b>Months operating expenditures in ending fund balance</b>	<b>4.89</b>	<b>4.04</b>	<b>4.78</b>	<b>4.85</b>	<b>3.99</b>	<b>4.17</b>	<b>0.18</b>	<b>0.15</b>	<b>0.00</b>	<b>0.00</b>

**Resolution Number - 2031**

A Resolution Establishing a Fiscal Policy for the City of Warrenton

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The City Commission of the City of Warrenton hereby resolves the following:

FISCAL POLICY

**Section A. Revenue Policy**

1. Revenue Policy. The cumulative increase of revenue from the levy of property tax will not exceed the maximum allowed under Oregon law and the Oregon Constitution.
2. SDC & Capital Connection Fees. Capital connection fees and/or System Development Charges will be established that reflects the cost of water and sewer improvements to service additional increments of growth. Capital connection fees and/or System Development Charges (SDC) will reflect a proportionate share of actual cost to be determined through a SDC methodology as provided for in the Oregon Revised Statutes. It will be the policy of the City of Warrenton to recover the appropriate capacity costs associated with new development and to minimize the cost of growth on existing utility users as much as possible.
3. Maximization of User Fees. It will be the policy of the City of Warrenton to maximize the utilization of user charges in lieu of ad valorem taxes for services that can be individually identified and where the costs are directly related to the level of service;
  - a. It will be the policy of the City to ensure that utility fees, user fees and user rates for water, sewer and all other fee supported services will be sufficient to finance all operating, capital and debt service costs associated with the service for which they are charged.
4. Discretionary Revenues. The City will seek to maximize all discretionary revenues in the General Fund as much as possible. Discretionary revenues include, but are not limited to, taxes, shared revenue, franchise fees and lease receipts.
5. Revenue Projections. The City will project General Fund revenues and expenditures for two years and will update the projections annually. The first revenue projections will be completed with one year of the adoption of this Resolution.

**Section B. Budget Policy**

1. Revenue will be sufficient to support current operating expenditures. Any reduction in services and programs will occur in accordance to the City's Resource Reduction Strategy (City Resolution 2033).
2. Debt or bond financing will not be used to finance current operating expenditures.
3. The City will strive to develop, over a period of time, the information needed to include performance measures in the City's budgeting process.

4. The City will coordinate all current risk management activities in order to better protect against loss and a reduction in exposure to liability.
5. The City will establish an equipment/vehicle replacement reserve fund to replace capital outlay items with a life of more than two years and a value of \$5,000 or more.
6. The City will seek a reasonable basis for allocating personal service costs.

#### **Section C. Capital Improvement Policy**

1. The City will prepare and adopt capital improvement plans that will detail capital projects and needs associated with water and wastewater improvements. The plans will also include estimated capital cost for improvements and list potential funding sources.

#### **Section D. Accounting Policy**

1. The City will establish and maintain the accounting systems in accordance with governmental accounting principals accepted in the United States, the Generally Accepted Principles and Standards of the Government Finance Officers Association (GFOA), and the National Committee on Governmental Accounting.
2. An annual audit will be performed by an independent public accounting firm that will issue an official opinion on the annual financial statements, with a management letter detailing areas that need improvement if required.
3. Full disclosure will be provided in the financial statements and bond representations.
4. Financial systems will be maintained to monitor expenditures and revenues on a monthly basis by both City Department Heads and the Finance Director with any adjustments being made prior to the end of the year.

#### **Section E. Debt Policy**

1. Capital projects, financed through the issuance of bonds, shall be financed for a period not to exceed the expected useful life of the project.
2. The City will attempt to utilize the lease/purchase of capital equipment if determined to be costs effective.

#### **Section F. General Fund Reserve Policy**

1. The City will strive to attain a General Fund Contingency of 5% of the overall General Fund to be used for unanticipated emergencies within the next five years.

#### **Section G. Selection of Finance Consultants**

1. Solicitation. If deemed appropriate by the City Commission, the City Manager shall be responsible

for establishing a Request for Proposals (RFP) and selection process for securing professional services that are required to develop and implement the City's debt program. Goals of the solicitation and selection process shall include encouraging participating from qualified service providers at competitive prices. RFPs may include the following types of services: 1) Bond Counsel, 2) Underwriters, 3) Financial Advisors, and; 4) Paying Agents.

#### **Section H. Comprehensive Capital Planning & Financing**

1. Debt Financing. It shall be the responsibility of the City Manager, within the context of the City's Capital Plans, to recommend to the City Commission the most advantageous debt instruments for financing capital projects. The City Manager will also oversee and coordinate the timing, process of issuance, and marketing of the City's borrowing and capital funding activities required in support the Plan.
2. Maintenance, Replacement and Renewal. Consistent with its philosophy of keeping the community's infrastructure in good repair, and to maximize the community's infrastructure's useful life, the City should set aside sufficient current revenues to finance ongoing maintenance needs and to provide reserves for periodic replacement and renewal.
3. Debt Authorization. The City Commission will authorize no debt to be issued for the purpose of funding capital projects unless it has been included in the Capital Improvement Plan or until the Commission has modified the Plan. Such modification shall occur only after the Commission has received a report of the impact of the contemplated borrowing on the City and the community in general. The Commission will also consider the City Manager, or professional consultant's recommendations as to the financing arrangements.

#### **Section I. Limitations on City Indebtedness**

1. It will be the policy of the City of Warrenton to apply all *City Charter* debt restriction consistent with all applicable definitions and restrictions established in law (see exhibit A).

#### **Section J. Structure and Term of City Indebtedness**

1. Debt Authorization. Nothing in this Fiscal Policy will be construed to limit the City from considering, and utilizing, any and all debt instruments available to municipal governments in Oregon.
2. Debt Repayment. Generally, borrowing by the City should be of a duration that does not exceed the economic life of the improvement that it finances and where feasible should be shorter than the projected economic life. Moreover, to the extent possible, the City should design the repayment of debt so as to recapture rapidly its credit capacity for future use. The City may choose to structure debt repayment so as to wrap around existing obligations or to achieve other financial planning goals. Such alternative structures shall be subject to the recommendations of the City Manager, the Finance Director and the approval of the City Commission.

#### **Section K. Method of Sale - Bonds**

1. Competitive Sale. The City, as a matter of policy, shall seek to issue its debt obligations in a

competitive sale unless it is determined by the City Manager that such a sale method will not produce the best results for the City. In such instances where the City, in a competitive bidding for its debt securities (whether general obligation or non-general obligation debt) deems the bids received as unsatisfactory or does not receive bids, it may, at the election of the City Commission, enter into negotiation for sale of the securities.

2. Negotiated Sale. When determined appropriate by the City Manager and approved by the City Commission, the City may elect to sell its debt obligations through a negotiated sale. Such determination may be made on an issue by issue basis, for a series of issues, or for part or all of a specific financing program.
3. Private Placement. When determined appropriate by the City Manager and approved by the City Commission, the City may elect to sell its debt obligations through a private placement or limited public offering. Selection of a placement agent shall be made pursuant to selection procedures developed by the City Manager and consistent with all applicable laws.

#### **Section L. Short-Term Debt & Interim Financing**

1. Commercial Lines of Credit. Where their use is judged by the City Manager to be prudent and advantageous to the City, the City has the power to enter into agreements with commercial banks or other financial entities for purposes of acquiring lines of credit. Before entering into any such agreements, the City Commission shall approve any agreements with financial institutions for the acquisition of credit. Lines and letters of credit entered into by the City shall be in support of projects contained in an approved Capital Plan. The City shall not secure lines or letters of credit for the purposes of paying for operations.

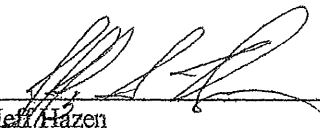
#### **Section M. Improvement District and Assessment Contract Financing**

1. Interest Rates on Improvement Assessment Loans. The contract interest rate on loans made from the proceeds of improvement Assessment Bonds shall be equal to the effective interest rate paid on the bonds sold to finance such loans plus an additional percentage markup to cover self-insurance and loan servicing costs. The contract interest rate shall be determined on the day of the sale of Improvement Assessment Bonds for those assessment contracts financed with proceeds of the sale.
2. Interim Assessment Contract Interest Rates. The interim assessment contract interest rate is the interest rate set on contracts that precede the sale of Improvement Assessment Bonds. This rate shall be set at a level deemed reasonable and prudent by the City Manager and the Finance Director to insure that funds collected through assessment contract payments are sufficient to meet that portion of future debt service requirements on Improvement Assessment Bonds attributable to such contracts.
3. Commitment to Self-Supporting Local Improvement Districts. Consistent with the concept of the Local Improvement District, all of the City's Local Improvement District's (LID) indebtedness shall be self-supporting. Prior to the issuance of any LID supported debt, the Finance Director will review projected cash flows which incorporate scheduled assessment contract payments, prepayments, delinquencies, and non-payments with the City Manager to ensure that the proposed Bonds shall meet the City's self-support requirement.


**Section N. Refunding of City Indebtedness**

1. Debt Service Savings - Advance Refunding. The City may issue advance refunding bonds (as defined for federal tax law purposes) when advantageous, legally permissible, prudent, and net present value savings, expressed as a percentage of the par amount of the refunding bonds, equal or exceed 3 percent as provided by law. Exceptions to this requirement shall be made only upon the approval of the City Commission.
2. Debt Service Savings - Current Refunding. The City may issue current refunding bonds (as defined for federal tax law purposes) when advantageous, legally permissible and prudent.
3. Restructuring of Debt. The City may choose to refund outstanding indebtedness when deemed in the best interest of the Community.

This resolution is effective December 1, 2003.

  
\_\_\_\_\_  
Mayor Jeff Hazen

Attest:

  
\_\_\_\_\_  
City Manager

## Resolution Number 2032

### A Resolution Establishing Budget Development Policies for the City of Warrenton

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The City Commission of the City of Warrenton hereby resolves the following:

#### BUDGET DEVELOPMENT POLICIES

##### 1. General Fund Budget

- A. Balanced Operating Budget. The City shall adopt a balanced budget where operating revenues are equal to, or exceed operating expenditures. Any increase in expenses, decreases in revenues, or combination of the two that would result in a budget imbalance will require budget revisions, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels.
- B. Budget Document. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy documents of the City Commission for implementing goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Commission determined service levels.
- C. General Fund Emphasis. In light of the passage of recent property tax limitations, and the potential need for expenditure reductions, the emphasis should be on conserving General Fund discretionary resources to fund high priority programs. Given this, it is the City's goal to prepare a budget that, to the greatest extent possible, maintains existing high-priority programs supported by the General Fund while at the same time seeking savings wherever possible. If necessary, funding for lower priority programs will be reduced or eliminated to insure that expenditures remain in balance with resources.
- D. Cost Efficiency. The Budget Officer will prepare a fiscally conservative budget and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- E. Base Budget – New Expenditures. As part of the Budget Officer's budget preparations, all City departments will prepare base budgets with no new regular positions, or other expenditures, unless specifically authorized by the Budget Officer.
- F. Base Budget – Budget Reductions. If anticipated costs exceed anticipated revenues, the Budget Officer will consider reductions in staffing levels, public services and related expenses in accordance to the City's Budget Reduction Strategy (City Resolution 2033). In addition, the Budget Officer will also consider the reorganization of departments, changes in staffing or positions if needed.

- G. Base Budget – Materials & Services. For activities or programs funded primarily from General Fund or other discretionary resources, City departments will prepare base budgets with a goal of holding materials and services expenditures to no more than the previous fiscal year's budget level. The Budget Committee must approve proposed increases in General Fund expenditures.
- H. Accurate Representation of Service Costs. The Citizens of Warrenton have a right to understand the full and undistorted actual costs associated with City services. Consequently, it'll be the policy of the City of Warrenton that all departmental, service and program costs will reside in the fund and department in which the activity occurs and pursuant to Generally Accepted Accounting Principles.
- I. Revenue Estimates. City departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to the City Manager. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.
- J. Pursuit of New Departmental Revenues. The City will pursue revenue sources to the fullest extent possible for all services as well as total cost identification, including indirect costs, for fee setting purposes. To the extent possible any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new services.
- K. Expenditure Reductions. Reductions in revenues may require expenditure reductions from a base budget level. Should such reductions be required, the City Manager will be guided by the City's adopted Resource Reduction Policy.
- L. Full Cost Recovery. The City will make every effort to assign costs where they occur through the use of interdepartmental/interfund charges and indirect cost assignments. The intent is to clearly define the true cost of City services provided both internally and externally. Recognizing the scale of this effort, the first priority is the recovery of overhead costs from all funds and grant programs.
- M. User Rates. It will be the policy of the City of Warrenton to set utility fees at levels that provide for the actual costs of services, including operating, maintenance and future capital and improvement expenses. When considering user rate structures, the City should always strive to demonstrate the real and actual costs of City services to the public. The City Enterprise Funds shall be supported by their own rates and not subsidized by the general Fund.
- N. Budget Savings During the Year. To the extent General Fund supported departments experience savings during the year (due to position vacancies, etc) that money should not be spent. Instead it should be saved to augment the beginning fund balance for the next fiscal year.

2. **Non-General Fund Budgets**

- A. Bottom – Line Emphasis. For activities or programs funded primarily from non-General Fund sources, City departments will prepare base budgets with a goal of holding any General Fund contribution to no more than the amount provided in the previous fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be sought.
- B. No Backfilling. With possible exceptions for high priority programs, General Fund discretionary dollars will not be used to back-fill any loss in State-shared or federal revenues.
- C. Revenue Estimates. Departments should budget for revenues based on the best information available at the time the budgets are prepared. If additional information becomes available during the budget process, it should be provided to the City Manager. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.
- D. Accurate Representation of Service Costs. As with General Fund services, the Citizens of Warrenton have a right to understand the full and undistorted actual costs associated with City services. Consequently, it'll be the policy of the City of Warrenton that all departmental, service and program costs will reside in the fund and department in which the activity occurs and where the service and cost has been historically linked.
- E. Overhead/Indirect Cost Allocations. All departments should budget the amount allocated to that department as determined by the Budget Officer and/or any future Indirect Cost Allocation Plan.
- F. Cost Efficiency. As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.

3. **Matching Funds**

- A. City Share. If State funding is reduced for a specific service or project, there should be no increased contribution from non-General Fund sources unless increased City share is mandated or the increase is approved by the City Commission.
- B. In-kind Contribution. Where matching funds are required for grant purposes, the City will provide as much in-kind (resources already allocated by the City that will be expended in any case) contribution as allowed, instead of hard-dollar matches.
- C. General Fund Matching Funds. No General Fund grant cash-match will be included in any grant applications without the prior review and approval of the City Commission.

4. **New Positions Generally**

- A. Considerations of New Positions. Unless otherwise determined by the Budget Committee, the Budget Officer will consider new permanent positions only if the cost of the position is offset by non-General Fund sources or a General Fund operating levy, or if the cost of the position is offset by a new external revenue source. Cost estimates for new positions will include office facility space, benefits, equipment, rent, utilities, supplies, etc. The Budget Committee may add new positions if determined essential for a high priority service and funding can be obtained.

5. **Mid-Year Budget Reductions**

- A. Revised Revenue Estimates. If additional information concerning revenue reductions becomes available after the start of the fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the City Commission's adopted Resource Reduction Strategy.

6. **Mid-Year Request, General Fund Contingency**

- A. Non-Emergency Requests. In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency will be made to cover unanticipated costs that could not be absorbed through the year.
- B. Emergency Requests. Emergency requests during the fiscal year will be submitted to the City Manager's office for recommendation and forwarded to the City Commission for consideration.

7. **Employee Salary Adjustments**

- A. Cost of Living Adjustment. Budgeting for personnel service expenditures will include an amount for a cost of living adjustment. The amount budgeted for this purpose will take into account the most recent consumer price index information available at the time the budget is prepared, existing collective bargaining agreements, and other relevant information. Employees may not receive a cost of living adjustment if it's determined that insufficient resources exist to do so.
- B. Step Adjustments. Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee step adjustments will not exceed 5%.

8. **Budget Controls**

- A. Legal Compliance. The City Manager's Office will continue to review and control

departmental budgets at the expenditure category level (such as personnel services, materials and supplies). As such, the City Manager's approval is necessary before actual or projected year-end expenditures are allowed to exceed total expenditure appropriations for each expenditure category.

9. **Discretionary Resources**

- A. Maximize the City Commission's Discretion. Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the City Commission as much flexibility as possible in allocating resources to local priorities.
- B. Transient Room Tax Revenues. Room tax monies are not legally dedicated to fund particular programs or services and shall be considered purely discretionary resources.
- C. Use of Dedicated Funding Sources. Whenever legally possible, the City will transfer funding responsibility for existing services or activities to the appropriate dedicated funding sources, freeing up scarce discretionary resources as much as possible.

10. **Unappropriated Ending Fund Balances & Contingencies**

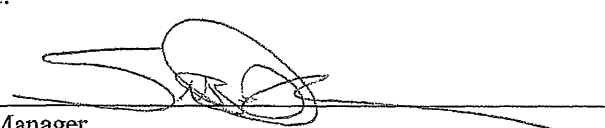
- A. Contingencies. Generally, the City should limit the use of contingencies to circumstances where they are required by law or needed for emergencies allow.

**Passed and adopted November 20, 2002.**

**This resolution is effective December 1, 2002.**

  
\_\_\_\_\_  
Mayor Jeff Hazen

Attest:

  
\_\_\_\_\_  
City Manager

## Resolution Number 2033

### A Resolution Establishing Budget Strategic Plan & Resource Reduction Policy

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The City Commission of the City of Warrenton hereby resolves the following:

#### BUDGET STRATEGIC PLAN

##### Section I - Guiding Policies & Principles

1. Recognizing its financial limits, and the potential for future decreases in General Fund revenue, the City of Warrenton will make a distinction between three different types of services: 1) those that are appropriately funded primarily from City discretionary resources, such as property taxes, 2) those that are appropriately funded primarily from entrepreneurial activities, and; 3) services designated as special revenues:
  - A. Services are appropriately funded with discretionary resources if they are traditional City services, have historically been funded by discretionary monies, and they are not services which are capable of generating significant revenues from fees or other sources. The City will continue to fund these programs primarily from discretionary resources.
  - B. Services are appropriately funded as enterprise activities if they are not traditional City services funded with discretionary monies or if they are traditional City services, but have the ability to generate significant revenues from fees, the sale of services, or other sources, to be self-sustaining. The City will fund these programs primarily from fees and the sale of services and user fees. Exceptions may be made on a case-by-case basis. The test will be whether or not the City would incur more discretionary costs by failing to provide discretionary support to a Citywide service appropriately funded as an enterprise activity.
  - C. Services are appropriately funded with special revenues if they are not traditional City services historically been funded with discretionary resources or if they are traditional City services, but have the ability to generate revenues and/or receive restricted or dedicated revenues from other sources. The City will fund these programs and services with special revenues. Exceptions may be made on a case-by-case basis. The test will be whether or not the City would incur more discretionary costs by failing to provide discretionary support to a Citywide service appropriately funded with special revenues.
  - D. All other fund types will be budgeted and managed in accordance to Generally Accepted Budgeting/Accounting Principles, State Budget Law and guidelines developed by the Warrenton Budget Committee.
2. The City has prioritized those services appropriately funded by discretionary resources. To the extent additional discretionary resources are available, high priority service areas will be slated for growth in discretionary support. Lower priority service areas will receive constant or decreasing discretionary support. The City's prioritization of services is as follows:

#### General Fund Priorities

1. Any/All General Fund Debt Obligations
  2. Fire Department
  3. Police Department
  4. Dikes Department
  5. Administration/Commission
  6. Planning Department
  7. Building Department
  8. Municipal Court
  9. Building Maintenance
  10. Parks Department
  11. Fire Apparatus Replacement Fund
  12. Recreation
3. Because the City Commission believes that the Citizens of Warrenton have a right to know the actual cost of City services, overhead and indirect costs will not be prioritized, but will be sized to the need and size of the overall organization. Any reduction in the proposed indirect or overhead costs will be matched with a proportionate decrease in program and service costs in the same fund.
  4. The Budget Officer will be responsible for budgeting and calculating the indirect cost and overhead allocations to the City's various departments and funds pursuant to definitions and principals found in Generally Accepted Accounting Principles for local governments. In calculating the General Fund's portion of indirect costs, the Budget Officer will use an allocation methodology based on objective financial information. The indirect cost methodology will be uniformly applied to all Departments and funds.
  5. Generally, wherever possible, the City's goal is to make fee-supported programs self-sufficient. This includes recovering those services fair share of overhead costs, including utilities.
  6. Where legally possible, the City will consider using dedicated resources to fund high priority services/programs related to the purpose for which the dedicated funds are received.

#### RESOURCE REDUCTION STRATEGY

##### Section II - General Policies and Principles

1. When faced with a potential reduction in resources, the City's goal is to continue to provide high priority services in a professional, effective and efficient manner. To the extent possible, across-the-board reductions in expenditures will be avoided. Reductions will be made on a case-by-case basis, focusing on each individual program or service.
2. In making expenditure reductions, the goal will be to reduce or eliminate funding for lower priority programs or services before considering funding reductions for higher priority programs. Wherever possible, it will be the City's goal to reduce the quantity of a service being provided, rather than the quality of service (e.g., limit the number of recipients of a service, rather than the quality of service provided to the remaining recipients).

3. Recognizing that it does not necessarily make sense to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the City's short and long term infrastructure and capital needs.

**Section III - Resource Reduction Priorities**

1. If, as a result of loss of a significant amount of discretionary resources, expenditure reductions become necessary, those reductions will be made roughly in the following order:
  - A. First, City's contributions to outside organizations will be reduced or eliminated. If this proves insufficient, then;
  - B. The Budget officer will propose moderate reductions in discretionary support will be made on a case-by-case basis. These reductions will focus first on programs appropriately funded by discretionary and/or dedicated resources and then low priority services appropriately funded by discretionary resources. If this proves insufficient, then;
  - C. Any discretionary funding for Citywide services will be reduced or eliminated. The Budget Officer will propose exceptions to be made on a case-by-case basis, focusing on those programs that are part of the service delivery system for which the City has primary responsibility. The test will be whether or not the City would incur more costs by failing to provide discretionary support to a Citywide service. If this proves insufficient, then;
  - D. Discretionary funding for programs will be reduced or eliminated, starting with the lowest priority service area and moving on to higher priority service areas as needed and on a case-by-case basis. Depending on the amount of the reduction needed, the City will consider and evaluate those discretionary services that constitute the largest allocation of revenue as areas to seek reductions. City service area priorities are:

**General Fund Reduction Priorities**

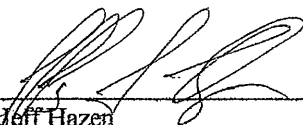
1. Recreation
2. Fire Apparatus Replacement Fund
3. Parks
4. Building Maintenance
5. Municipal Court
6. Building Department
7. Planning
8. Administration/Commission
9. Dikes
10. Police
11. Fire
12. Any/All General Fund Debt obligations

Overhead will be sized to the needs and size of the rest of the organization. If this proves insufficient, then;


- E. A reduced City workweek will be proposed to achieve salary savings. If this proves insufficient, then;

F. The City will consider a reduction in force.

This resolution is effective December 1, 2002.

  
\_\_\_\_\_  
Mayer Jeff Hazen

Attest:

  
\_\_\_\_\_  
City Manager

CITY OF WARRENTON

Budget 2018/2019

PERSONNEL ALLOCATION

PERSONNEL ALLOCATION	FTE	Gross Wage	001		001		005		015		020		021				
			FTE	413	Dept	Fund	FTE	General Fund	FTE	Community Center	FTE	Grant Fund	FTE	Library Fund	FTE	Bldg Div Fund	
City Manager	1.00	102,138	1.00	102,138													
Assistant to City Manager	1.00	56,239	1.00	56,239													
Deputy City Recorder	0.90	43,904	0.90	39,514													
	0.10				CD	419	0.0250	1,098						0.0750	3,293		
Finance Director	1.00	94,558	1.00	94,558													
Accounting Clerk	0.625	27,446	0.625	27,446													
Cashier/Accounting Clerk	1.00	41,807	0.20	8,361													
Accountant	1.00	55,569	1.00	55,569													
Accounting Technician	1.00	48,405	0.20	9,681													
Mayor		1,800		1,800													
Commissioners		7,200		7,200													
Community Center staff	0.15	4,535							0.1500	4,535							
Community Development Director	1.00	87,244			CD	419	0.7500	65,433						0.2500	21,811		
Permit Technician	1.00	41,807			CD	419	0.2500	10,452						0.7500	31,355		
Building Inspector	1.00	68,127												1.0000	68,127		
Fire Chief	1.00	87,244			Fire	422	1.0000	87,244									
Training Officer	1.00	69,042			Fire	422	1.0000	69,042									
Firefighter/EMT	1.00	62,003			Fire	422	1.0000	62,003									
Fire Volunteers		93,000			Fire	422		93,000									
Library Manager	0.750	22,221										0.750	22,221				
Library Admin. Assistant	0.915	20,495										0.915	20,495				
Harbormaster	1.00	68,358															
Marina Workers	4.00	166,534															
Assistant Harbormaster	1.00	53,561															
Police Chief	1.00	87,244			Police	421	1.0000	87,244									
Police Sergeant	1.00	64,695			Police	421	1.0000	64,695									
Police Officers	10.00	637,376			Police	421	10.0000	637,376									
Police/Court Clerk	0.51	54,232			Police	421	0.51220	27,778									
	0.49				Court	412	0.48780	26,455									
Police/Court Clerk PT	0.26	20,124			Police	421	0.25610	10,308									
	0.24				Court	412	0.24390	9,817									
Public Works Director	1.00	98,992			Parks	429	0.02699	2,672									
Public Works WTP Supervisor	1.00	77,626															
Public Works Foreman	1.00	58,886			Parks	429	0.02699	1,589									
Operations Manager	1.00	75,365			Parks	429	0.05	3,768									
Public Works Analyst	1.00	47,100			Parks	429	0.02699	1,271									
Public Works Clerk	1.00	46,206			Parks	429	0.02699	1,247									
Public Works Office Assistant	1.00	36,583			Parks	429	0.02699	987									
Public Works Water Quality Technician	1.00	58,652															
Public Works Sanitation	2.00	90,957															
Public Works Utility Worker	7.00	350,702			Parks	429	0.2807	14,063									
Public Works Utility Worker-WWTP	1.00	46,325															
Public Works WTP Operator	1.00	57,199															
Public Works WWTP Operator	1.00	56,078															
Engineer	1.00	96,187															
		<u>3,383,768</u>															
<b>Overtime</b>		203,505		1,500													
					Fire	422		8,000									
					Court	412		500									
					CD	419		905									
					Police	421		70,000									
					Parks	429		1,900									
<b>On-Call Time</b>		27,072			Parks	429		543									
<b>Part time</b>		45,000			Police	421		3,000									
					Parks	429		10,800									
<b>GRAND TOTALS</b>	<b>55.940</b>	<u><b>3,659,345</b></u>	<b>5.9250</b>	<u><b>404,006</b></u>				<b>17.9906</b>	<u><b>1,373,189</b></u>	<b>0.1500</b>	<u><b>4,535</b></u>	<b>0.0000</b>	<u><b>-</b></u>	<b>1.6650</b>	<u><b>42,717</b></u>	<b>2.0750</b>	<u><b>124,586</b></u>

General Fund Dept Summary

412	Municipal Court	0.7317	36,771
419	Community Development	1.0250	77,887
421	Police	12.7683	900,400
422	Fire	3.0000	319,289
429	Parks	0.4656	38,841
	<b>Total</b>	<u><b>17.9906</b></u>	<u><b>1,373,189</b></u>

CITY OF WARRENTON Budget 2018/2019 PERSONNEL ALLOCATION	040	010	011	025	030	028	032	042								
	FTE	State Tax Street	FTE	Warrenton Marina	FTE	Hammond Marina	FTE	Water	FTE	Sewer	FTE	Storm Sewer	FTE	Sanitation	FTE	Engineering
City Manager																
Assistant to City Manager																
Deputy City Recorder																
Finance Director																
Accounting Clerk																
Cashier/Accounting Clerk							0.264	11,037	0.328	13,713	0.064	2,676	0.144	6,020	-	-
Accountant																
Accounting Technician							0.264	12,779	0.328	15,877	0.064	3,098	0.144	6,970	-	-
Mayor																
Commissioners																
Community Center staff																
Community Development Director																
Permit Technician																
Building Inspector																
Fire Chief																
Training Officer																
Firefighter/EMT																
Fire Volunteers																
Library Manager																
Library Admin. Assistant																
Harbormaster			0.6006	41,053	0.3994	27,305										
Marina Workers			2.4022	100,012	1.5978	66,522										
Assistant Harbormaster			0.6006	32,166	0.3994	21,394										
Police Chief																
Police Sergeant																
Police Officers																
Police/Court Clerk																
Police/Court Clerk PT																
Public Works Director	0.0469	4,639					0.3906	38,662	0.3674	36,369	0.0646	6,398	0.1036	10,252		
Public Works WTP Supervisor							1.0000	77,626								
Public Works Foreman	0.0469	2,760					0.3906	22,998	0.3674	21,634	0.0646	3,806	0.1036	6,099		
Operations Manager	0.1000	7,536					0.2000	15,073	0.5000	37,682	0.0500	3,768	0.1000	7,536		
Public Works Analyst	0.0469	2,207					0.3906	18,395	0.3674	17,304	0.0646	3,044	0.1036	4,878		
Public Works Clerk	0.0469	2,165					0.3906	18,046	0.3674	16,976	0.0646	2,987	0.1036	4,785		
Public Works Office Assistant	0.0469	1,714					0.3906	14,288	0.3674	13,440	0.0646	2,365	0.1036	3,789		
Public Works Water Quality Technician							1.0000	58,652	-	-						
Public Works Sanitation													2.000	90,957		
Public Works Utility Worker	0.4606	23,076					2.5574	128,126	2.9331	146,949	0.7682	38,487				
Public Works Utility Worker-WWTP									1.0000	46,325						
Public Works WTP Operator							1.000	57,199								
Public Works WWTP Operator									1.000	56,078						
Engineer															1.0000	96,187
Overtime		2,300		6,000		6,000		37,000		59,000		1,600		8,800		
On-Call Time		891						11713		12440		1485				
Part time		900		12,000		12,000						5,400		900		
<b>GRAND TOTALS</b>	<b>0.7949</b>	<b>48,189</b>	<b>3.6033</b>	<b>191,232</b>	<b>2.3967</b>	<b>133,222</b>	<b>8.2382</b>	<b>521,595</b>	<b>7.9261</b>	<b>493,788</b>	<b>1.2694</b>	<b>75,114</b>	<b>2.9058</b>	<b>150,986</b>	<b>1.0000</b>	<b>96,187</b>

**City of Warrenton**  
**Full Time Equivalents (FTE)**

	Budget Year					
	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
<b>General Fund</b>						
Municipal Court	0.4880	0.4880	0.4880	0.4880	0.4878	0.7317
Admin/Commission/Finance	4.9000	5.4500	5.4500	5.4500	5.6750	5.9250
Community Development	1.0000	1.0250	1.0250	1.0250	1.0250	1.0250
Police	10.7620	11.0120	11.0120	12.0120	12.7622	12.7683
Fire	3.0000	3.0500	3.0500	3.0500	3.0000	3.0000
Parks	0.3697	0.3649	0.6442	0.6900	0.5229	0.4656
Total General Fund	<u>20.5197</u>	<u>21.3899</u>	<u>21.6692</u>	<u>22.7150</u>	<u>23.4729</u>	<u>23.9156</u>
<b>Special Revenue Funds</b>						
Community Center	0.2500	0.1800	0.1500	0.1500	0.1500	0.1500
Grants Fund	0.7500	0.7500	0.7500	0.7500	0.0000	0.0000
Library Fund	0.8750	0.8750	0.9150	0.9150	0.9150	1.6650
Building Division	2.2000	2.1750	2.1750	2.1750	2.0750	2.0750
State Tax Street Fund	2.3096	0.5847	0.5734	0.6031	0.8510	0.7949
Total Special Revenue Fund	<u>6.3846</u>	<u>4.5647</u>	<u>4.5634</u>	<u>4.5931</u>	<u>3.9910</u>	<u>4.6849</u>
<b>Enterprise Funds</b>						
Warrenton Marina	3.0870	3.4153	3.1332	3.7256	3.6597	3.6033
Hammond Marina	1.9130	1.5847	1.8668	2.2744	2.3403	2.3967
Water Fund	7.6284	7.8653	6.7694	7.8044	8.5304	8.2382
Sewer Fund	6.1881	7.5825	8.3388	6.7811	7.2457	7.9261
Storm Sewer Fund	0.8906	0.9366	0.6671	0.8329	0.7584	1.2694
Sanitation Fund	2.2136	2.266	2.6072	2.8884	2.6916	2.9058
Total Enterprise Fund	<u>21.9207</u>	<u>23.6504</u>	<u>23.3825</u>	<u>24.3068</u>	<u>25.2261</u>	<u>26.3394</u>
<b>Internal Service Funds</b>						
Engineering	0.0000	0.0000	1.0000	1.0000	1.0000	1.0000
Total All Funds	48.8250	49.6050	50.615	52.615	53.6900	55.9400
Addition:						
PW Office Assistant						1.0000
Library Manager (.625 to .75 FTE)						0.1250
Library Administrative Assistant (.29 to .625 FTE)						0.3350
Library Assistant						0.2900
Police/Court Clerk						0.5000
Subtraction:						
Total 2018/2019 net change						<u>2.2500</u>

# CITY OF WARRENTON ORGANIZATIONAL STRUCTURE AND STAFFING

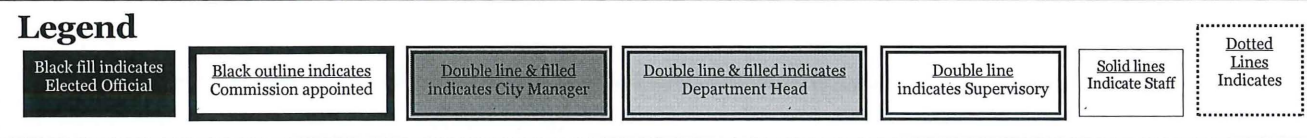
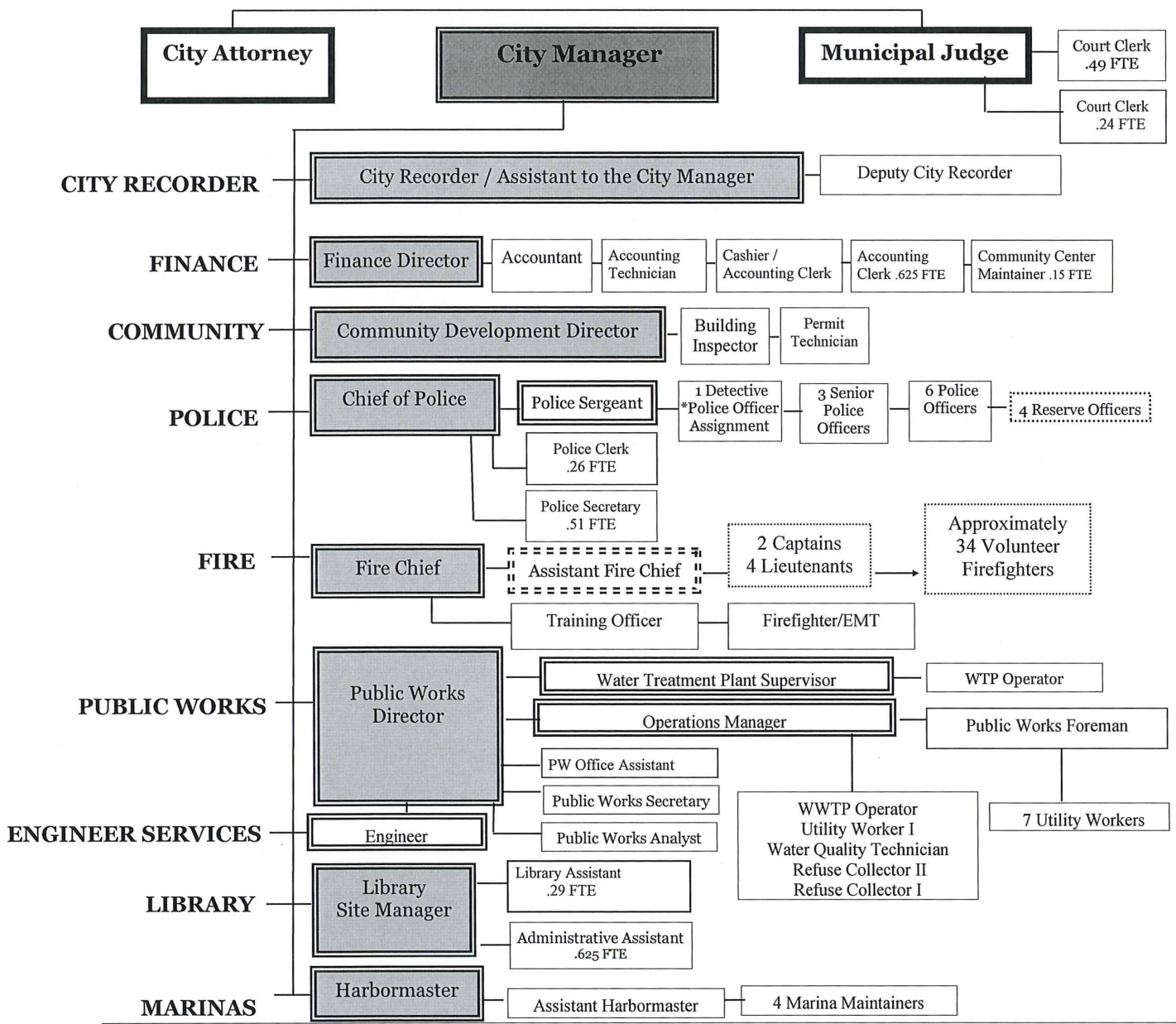


CITY OF WARRENTON

## WARRENTON CITY COMMISSION



### ADMINISTRATION



## **Budget Programs**

### **General Fund**

The General Fund accounts for services provided by the local government that is not accounted for in other funds. These major services include, among others, police and fire protection, management of the City's parks, operation of the municipal judicial system, City Administration/Commission/Finance, and Community Development and Planning.

The General Fund includes all services that are funded through general taxes and fees. In other words, it includes all city programs **except** those that are paid for through dedicated taxes (for example, the motor vehicle tax) or fees (for example, water fees).

Following is a review of the 2018-2019 General Fund and its programs.

#### **Municipal Court**

The Warrenton Municipal Court processes traffic infractions, misdemeanor crimes, and city ordinance violations (other crimes are handled by Clatsop County Circuit Court in Astoria). Court typically is held twice each month. Staff includes a half-time clerk. An additional quarter-time clerk is being proposed this year. Judge Woltjer is our judge and has provided an excellent service.

#### **Administration/Commission/Finance**

This department includes all of the costs of the City Commission, City Manager, City Recorder, and Finance Department staff.

The administration responsibilities include day-to-day management of the city; converting City Commission goals into action; managing city contracts, franchise agreements and grant projects, responding to citizen inquiries and complaints, working with state and federal elected officials and departments, and managing city records.

The mission of the Finance Department is to provide all proper and necessary accounting, auditing, and financial management services to and for the City. These services include receipting and disbursement of City financial resources (including utilities billing/collection and payroll), sound investment of cash, accurate and timely recording of all financial activity, monitoring compliance with Oregon Local Budget Law, maintaining financial records, accounting for fixed assets, monitoring financial compliance with various Federal, State, and local requirements and dealing with the involved governmental agencies, and providing support to City departments and staff in areas of financial management.

The costs of this department are charged to the various general fund departments as well as the other major funds which include the Community Center, WBA, Library, Building Department, State Tax Street Fund, Warrenton Marina, Hammond Marina, Water Fund, Sewer Fund, and Sanitation. The general fund resources show 100% of the costs being recovered through these charges. The overhead resources exactly offset the costs in this department with the resulting net effect of the overhead costs being allocated to the general fund departments.

## **Community Development and Planning**

The Community Development and Planning Department serves current residents and individuals moving to Warrenton with building and planning services in the belief that a growing community can remain livable, can meet the needs of its citizens and become a diverse community with jobs and housing needs met.

## **Police**

The Warrenton Police Department is a progressive department which believes in “community policing” and strives to deliver quality personal service to Warrenton residents and people visiting our community. Officers handle criminal investigations, traffic control/enforcement, and school resource functions. Currently there are ten patrol officers, one sergeant and the chief of police. Support staff consists of one half time police secretary and one quarter time administrative assistant. Currently there are two reserve officers who serve in a variety of support functions.

## **Fire**

The Warrenton Fire Department serves both the City of Warrenton and the Warrenton Rural Fire Protection District. Paid personnel consist of the Fire Chief, Fire Training Officer (Captain), and one Firefighter EMT position. All three positions are funded entirely by the General Fund. The Warrenton Fire Department provides a very high level of dedicated service to City residents and businesses. Currently there are approximately 30 volunteer firefighters. Similar services provided by a full time department would be unaffordable.

## **Parks**

The City maintains six parks within the City limits. These include the Quincy and Bessie Robinson City Park with baseball fields, tennis courts and playground equipment; Seafarer’s Marina Park, (next to the Hammond Marina); Eben Carruthers Park, with picnic areas and a viewing platform and dog park on the Columbia River; Parade Ground Park in the Old Fort Stevens Officers’ Row; Fort Stevens Park, at Pacific and 7<sup>th</sup> Drive and Skipanon River Park on Second Street. In addition, the City maintains the greenway along Pacific Avenue in the Hammond District.

## **Contingency**

This is used to account for a general operating contingency for the general fund. The City’s fiscal policies state that “the City will strive to attain a General Fund Contingency of at least 5% of the overall General Fund to be used for unanticipated emergencies during the year.

## **Transfers**

The City plans for transfers from the General Fund to other funds when required. For example, the City has reserve funds in which it saves money for the future purchase of equipment, vehicles, and major capital and maintenance needs for buildings and grounds.

## **Special Revenue Funds**

The special revenue fund type is used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

### **Community Center Capital Reserve Fund**

Reserve funds are used to accumulate money for financing the cost of any service, project, property or equipment. This allows the City to set aside money from year to year. This fund accumulates resources from the operational surpluses of the Community Center Fund

### **Community Center Fund**

The Community Center was built with funds from an Oregon Community Development Block Grant. It provides space for senior congregate meals supported by the Area Agency on Aging. It is also rented to the public for meetings, weddings, receptions and parties. The Center has an advisory board to the commission, while day to day operations are handled by the Center manager. Revenues are from rentals, donations, fund raisers and interest income. Expenditures are for the maintenance of the facility, insurance, utilities and supplies. Excess revenues are reserved in the capital reserve fund.

### **Warrenton Business Association Fund**

Warrenton Business Association is directed by a board consisting of local business leaders. It is funded by the sale of Business Licenses required of all businesses operating within the City of Warrenton. The goal of the WBA is to enhance the business community by providing funds for a variety of projects.

### **Grant Fund**

This fund is used to record grants from a variety of sources for the General Fund.

### **Library Fund**

From 1993 until recently, the library was located in the Hammond Town Hall building. In 2016 it was brought to light that the very old building is in disrepair and a new home was needed. The library moved to downtown in a rental facility in May 2017. Much of the library operations is provided by many volunteers. The library has an advisory board to the commission. In 2018-2019 the library will have a part-time (30 hour) site manager who is responsible for coordination of volunteers and day to day operations, and two part-time (25 hour and 11.5 hour) administrative assistants. Funding consists of a five year Local Option tax levy which was renewed and increased by voters in 2018 and expires in 2023.

## **Building Division**

The Building Division is a division of the Community Development Department providing comprehensive enforcement of building, plumbing, mechanical, and fire and life safety codes of the State of Oregon. This division ensures that commercial and industrial buildings, residential dwellings, and public buildings such as schools and government buildings are constructed in conformance with all regulatory codes to ensure the continued safety and well-being of all members of the community.

## **Transient Room Tax Fund**

The Transient Room Tax was passed to help defray costs of police and first response medical assistance and infrastructure usage by tourists and other short term visitors to the City of Warrenton, as well as to provide funds for tourist promotion. The tax is currently 12% of gross revenues for all short term (less than 30 days) rental of sleeping and camping space. Based on direction established in the 2004-05 Budget, funds are allocated as follows. Of the total collections, the collector retains 5% to cover costs of collection, and the remaining 95% is remitted to the City. The City then forwards 6.8% to the Lower Columbia Tourism Council, 5.84% to the Warrenton Visitors Center, 19.44% to the Hammond Marina Capital Reserve Fund, and the balance of 67.92% is transferred to the General Fund.

## **Facilities Maintenance Fund**

This reserve fund is used to accumulate money for financing the costs of major maintenance and capital improvements of the Municipal Building, Head Start Building, and Park Facilities. This allows the City to set aside money from year to year to meet future requirements. This fund's resources are transferred from the revenues of the General Fund.

## **State Tax Street Fund**

Revenues to this fund are provided by the Oregon State Department of Transportation, State Highway Trust Fund and the City .03 cent fuel tax. The revenues are paid each month from net receipts collected by the Motor Vehicles Division, Highway Division, and the Motor Carrier Transportation Branch. One percent of all gas tax receipts are set aside for bicycle lanes and pedestrian paths. The City fuel tax will net approximately \$350,000 this year. The City fuel tax is used to pay for rebuilding and overlaying city streets. (see capital projects list below). The balance of the fund is used for street maintenance and repair, and street lighting.

The City recently completed a pavement management program that determined a schedule of street improvements. The plan will use the City .03 cent fuel tax to fund street reconstruction and maintenance overlays of asphalt. Consideration will be given to street repair as conditions change. Other options to repair streets include system development charges, and local improvement districts.

## **Streets SDC Fund**

The City implemented a system development charge in 2012. The current fund balance is \$676,028.

### **Parks SDC Fund**

The City implemented a system development charge for Parks in 2013. The fee is \$500 per residential unit.

### **Quincy Robinson Trust Fund**

The Quincy and Bessie Robinson Trust was created to fund the establishment and maintenance of a public park(s). The only guideline is that the park(s) be a place for the preservation of nature and the perpetuation of enjoyment for all people. Each year, the trust distributes the greater of (1) an amount equal to 5 percent of the net fair market value of the trust assets or (2) 85 percent of the net income of the trust.

### **Police Vehicle Replacement Fund**

This reserve fund is used to accumulate money for financing the costs of police vehicles. This allows the City to set aside money from year to year to meet future requirements. This fund's resources are transferred from the revenues of the General Fund.

This year two vehicles are proposed for replacement.

### **Fire Apparatus Replacement Fund**

This reserve fund is used to accumulate money for financing the costs of fire apparatus. This allows the City to set aside money from year to year to meet future requirements. This fund's resources are transferred from the revenues of the General Fund.

A FEMA grant is expected to purchase a 2018 US Tanker Water Tender this year.

### **Tansy Point Dock Capital Reserve Fund**

This reserve fund is used to accumulate money for financing the costs of major maintenance and capital improvements to the Tansy Point Dock which is leased to Warrenton Fiber Company. This allows the City to set aside money from year to year to meet future maintenance and capital requirements. This fund's resources are transferred from the revenues of the General Fund.

## **Enterprise Funds**

The enterprise fund type is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

### **Warrenton Marina Fund**

The Warrenton Marina is actually two separate facilities located on the Skipanon River. One services commercial fishing, shrimp and crabbing vessels; the other services sports fishermen. The City provides water and electricity to the moorage slips. Revenue comes from moorage rentals, parking, electricity, hoist services, and land lease rentals. The marina is intended to be self-supporting, including payment of debt service. An increase in the current fee structure is proposed this year. New marina office facilities and a bathhouse were completed in 2015 and commercial docks were upgraded in 2017. These improvements were funded from Urban Renewal dollars.

### **Warrenton Marina Capital Reserve Fund**

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Warrenton Marina.

Phase 1 of Commercial Work Pier Improvements is proposed this year.

### **Hammond Marina Fund**

Hammond Marina is a sports fishing dock facility located on the Columbia River. The Marina is self-supporting. Revenues are from moorage rentals, electricity usage, dry boat storage, and launch ramp fees. An increase in the current fee structure is proposed this year.

### **Hammond Marina Capital Reserve Fund**

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Hammond Marina. (The transient room tax is a major contributor to this fund).

Dredging of the Hammond Marina is proposed this year.

### **Water Fund**

The Water Fund is self-supporting through user fees, connection fees and interest income. The Warrenton water system serves approximately 3,480 customers between the City of Gearhart and the Columbia River. The water fund operates, maintains and improves the water treatment, transmission, storage and distribution systems. The treatment system is a membrane filtration system.

It is strongly recommended that the City consider increasing the water rates structure by 7%. Projects have been delayed and omitted as a result in reduction in major customers and the fire at Pacific Seafood in 2014. In April 2016 a Water Rate Study was completed and rates were raised by 7% for the first two years. Rates were to be re-evaluated after the return of Pacific Seafood. Pacific Seafood has not yet restarted operations.

## **Water System Development Fund**

The City charges set fees on new construction. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community.

## **Water Fund Capital Reserve**

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Water Fund. A Study to update the capital needs of the Water System was commissioned in 2005. This report reviewed decisions made in the 1998 facilities plan and recommended a capital improvement schedule. In addition, a water hydraulic model was completed in 2011 that listed necessary improvements. Capital improvement projects included in the proposed Budget are based on these reports and the hydraulic model. A water masterplan was also prepared this year, identifying additional needed improvements. Additionally, the City continually updates their water system maps. Based on this information, the Commission will have an opportunity to review user charges.

Without a rate increase, and subsequently a transfer from the Water Fund, the City will not be able to sustain the costs required for future water improvement projects or maintenance. As noted earlier, we have delayed capital projects due to inadequate funds.

## **Storm Sewer Fund**

The Federal Environmental Protection Agency (EPA), through the Oregon State Department of Ecology, has established laws pertaining to storm water runoff and water quality. The intent behind these laws is to reduce the amount of storm water source pollution and to prevent such runoff from entering the sanitary sewer system. The revenue in this fund is based on a 20% surcharge on all sewer billings and is used to expand and improve storm drainage systems.

The dikes protect 3,718 acres of land from the encroachment of the Columbia River and the Pacific Ocean, during high tides and Columbia River flood events. The City is responsible for maintaining 8.83 miles of dikes (levees) and associated tide gates. In 2006 the Federal Emergency Management (FEMA) introduced new Flood Insurance Rate Maps (FIRM) as they relate to our ability to prevent flood damage up to the one percent annual chance of a flood event (100-year flood). As the City Commission is aware, the process to obtain levee certification with the US Army Corps of Engineers is of paramount concern. The City is now working with FEMA to determine the elevations of the one percent annual flood event and expects to have elevations from FEMA in 2019. The City is applying to the State for funds to complete a geotechnical study of its dike system. Funds will likely come in the form of loans and grants. Funding for this certification work has been allocated in the Storm Sewer Fund, along with funds for modifications, if needed. If the City is not able to obtain certification, then most residential owners within 60-70% of the city may be required to pay for flood insurance at a much higher premium cost. Any new home owners would be required to buy flood insurance as part of the purchase closing. The city adopted the new FIRM September 2010. A 5% increase has been proposed in the budget.

## **Storm Sewer SDC Fund**

The City approved a new system development charge in 2012.

## **Sewer Fund**

The Warrenton Sewer System currently serves approximately 2,100 customers. In 2006 the City completed construction of a new Sequence Batch Reactor Treatment Facility and outfall to the Columbia River to replace the current lagoon system. Revenues in this fund are from user fees, connection fees, and interest income. A ballot measure was approved by Warrenton voters to fund the new debt with property taxes. The Proposed Budget recognizes this funding method. The Shoreline Sanitary Sewer District connected to our system in 2016 through an intergovernmental agreement.

A 5% rate increase is proposed for 2018-2019.

## **Sewer Fund Capital Reserve**

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Sewer Fund.

Continuing sewer projects without a rate increase will jeopardize any future improvement projects. The City currently has identified \$1,579,566 in collection system and pump station projects. Reserves are also being set aside for future projects. It is recommended that a sewer rate increase be implemented, in order for the operating fund to continue to make transfers into the Sewer Fund Capital Reserve Fund for capital expenditures.

## **Sewer Systems Development Fund**

The City charges set fees on new construction. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community. The current balance in the fund is \$107,217.

## **Sanitation Fund**

The Sanitation fund provides solid waste collection for residents of Warrenton. The Sanitation Department services over 2,100 residential and commercial customers. Recycling service is contracted and provided by Recology, along with six other agreements.

The program included in the Proposed Budget is based on the City continuing to provide residential and commercial trash collection. This fund currently operates with a sustainable balance.

## **Sanitation Fund Capital Reserve**

This reserve fund is used to accumulate money for major maintenance, capital equipment, and major improvements. Funding of the reserve is solely from the operations of the Sanitation Fund.

## **Debt Service Funds**

The debt service fund type is used to account for the accumulation of resources for and payment of general long-term debt principal and interest.

### **Public Safety Building GO Bond Fund**

This bond issue was authorized by a double majority vote of the citizens of Warrenton on November 4, 1997. The amount issued for the construction of a Public Safety Building for police, fire and court activities was \$1,500,000. At the request of Rural Economic Development an additional amount of \$233,739 was sold to refinance the Hammond Sewer Bonds. Total bonds sold were \$1,740,000 and were retired on June 15, 2017. This fund was closed in FY 2018-2019 and the remaining balance was transferred to the General Fund.

### **Wastewater Treatment Facility GO Bond Fund**

This bond issue was authorized by a vote of the citizens of Warrenton on November 7, 2006. The amount issued for the construction of the Wastewater Treatment Facility was \$8,079,696 at 2.94% interest. The bonds will be fully repaid on December 1, 2026.

## **Internal Service Funds**

The internal service fund type is used to account for activity that provides goods or services to other funds, departments, or agencies of the primary governments and its component units, or to other governments, on a cost-reimbursement basis.

### **Engineering Internal Service Fund**

The City began using an in-house engineer in 2016. The costs associated with the engineer are accumulated here and reimbursed by the appropriate departments and projects.

## **Capital Projects Funds**

The capital projects fund type is used to account for the acquisition or construction of major capital facilities.

### **Sewer Collection**

The City Public Works Department is working on a collector line replacement at SE 12<sup>th</sup> Street & Marlin and three pump station upgrades at SE 2<sup>nd</sup> Street & Marlin, NW Jetty Street & Pacific Avenue, and NW Seventh Avenue & Enterprise. Improvements are also planned for N Main Avenue and NW Seventh Place. These projects are budgeted in the Sewer Capital Reserve Fund and are funded by a transfer from Sewer Fund Operations.

## **Water Distribution**

Many of these projects have been omitted from this year's budget. We have received funding from the Oregon Infrastructure Finance Authority to construct a new water transmission main on Warrenton Drive from 13<sup>th</sup> Street to Pacific Drive and Lake Drive in Hammond. This funding is in the form of a partially forgivable loan. Improvement projects are also planned at SW 4<sup>th</sup> Street.

## **Street Maintenance and Reconstruction**

The proposed budget highlights asphalt overlays to bring our streets to a minimally acceptable standard. These are considered maintenance and not capital projects. The City also intends to reconstruct N. Main Avenue and NW 7<sup>th</sup> Place, SW 4<sup>th</sup> Street from S Main Avenue to Alder Court and the intersection of SW 9<sup>th</sup> & S Main Ave.

**City of Warrenton  
Summary of Resources and Requirements  
All Funds Combined**

			Fiscal year 07/01/18 - 06/30/19			
Actual FYE 6/30/16	Actual FYE 6/30/17	Adopted Budget FYE 6/30/18	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
\$9,898,280	\$11,763,813	\$10,082,732	Beginning Fund Balance	\$13,083,883	\$13,083,883	
\$52,609			Change in Fund Balance-Inventory			
947,173	969,741	990,879	Property Taxes	1,172,208	1,172,208	
705,584	703,620	561,661	Property Taxes, Levied for Debt	559,855	559,855	
1,607,109	1,650,345	1,710,801	Other Taxes	1,885,498	1,885,498	
675,338	752,579	679,414	Franchise Fees	697,621	697,621	
7,915,662	8,429,654	8,516,817	Fees, Fines, and Charges for Service	9,210,870	9,210,870	
37,896	81,402	47,815	Investment Earnings	125,900	125,900	
740,724	2,743,795	3,786,060	Transfers In	3,898,049	3,898,049	
9,041	16,294	1,200	Miscellaneous Revenue	1,200	1,200	
621,771	2,069,157	3,286,078	Loan Proceeds	1,672,219	1,672,219	
74,959	151,831	3,293,208	Operating Grants and Contributions	39,721	564,721	
332,229	313,959	523,397	Capital Grants and Contributions	824,899	824,899	
1,007,452	1,005,238	1,094,696	Indirect Expense Allocation	1,142,969	1,142,969	
<u>\$ 24,625,827</u>	<u>\$ 30,651,428</u>	<u>\$ 34,574,758</u>	<b>Total Resources</b>	<u>\$ 34,314,892</u>	<u>\$ 34,839,892</u>	<u>\$ -</u>
5,157,217	5,106,668	6,114,043	Personnel Services	6,520,553	6,520,553	
4,330,583	4,957,926	10,416,696	Materials and Services	6,588,367	7,113,367	
1,667,223	1,712,787	1,662,391	Debt Service	1,585,924	1,585,924	
966,267	3,193,706	6,305,347	Capital Outlay	6,308,156	6,308,156	
740,724	2,743,795	3,786,060	Transfers Out	3,898,049	3,898,049	
		1,805,537	Contingency	1,897,954	1,897,954	
12,862,014	17,714,882	30,090,074	<b>Total Requirements by Category</b>	26,799,003	27,324,003	-
11,763,813	12,936,546	4,484,684	Ending Fund Balance	7,515,889	7,515,889	-
<u>\$24,625,827</u>	<u>\$30,651,428</u>	<u>\$34,574,758</u>	<b>Total Requirements</b>	<u>\$34,314,892</u>	<u>\$ 34,839,892</u>	<u>\$ -</u>

**City of Warrenton  
Summary of Requirements  
Fiscal Year Beginning July 1, 2018 and ending June 30, 2019**

Fund	Personnel Services	Materials and Services	Capital Outlay	Debt Service	Transfers To Other Funds	Contingency	Total Expenditures	Ending Fund Balance and Reserved for Future Expenditure	Total Requirements
<b>General Fund (by department)</b>									
Municipal Court	\$ 75,681	\$ 63,517					\$ 139,198	\$ -	\$ 139,198
Administration/Commission	652,939	490,030					1,142,969		1,142,969
Community Development	130,369	89,238					219,607		219,607
Police	1,465,800	428,877					1,894,677		1,894,677
Fire	516,802	238,481		113,500			868,783		868,783
Parks	69,735	93,114	810				163,659		163,659
Transfers					204,578		204,578		204,578
Contingency						231,674	231,674	56,396	288,070
<b>Total General Fund</b>	<b>2,911,326</b>	<b>1,403,257</b>	<b>810</b>	<b>113,500</b>	<b>204,578</b>	<b>231,674</b>	<b>4,865,145</b>	<b>56,396</b>	<b>4,921,541</b>
<b>Special Revenue Funds</b>									
Community Center Capital Reserve Fund		5,087					5,087		5,087
Community Center Fund	9,497	14,744			2,000	1,000	27,241	779	28,020
Warrenton Business Association	11,818	86,874				12,000	110,692	5,308	116,000
Grant Fund	4,000	545,313					549,313	3,066	552,379
Library Fund	84,546	78,561	20,178			20,524	203,809	63,116	266,925
Building Division Fund	206,598	108,979				30,000	345,577	13,105	358,682
Transient Room Tax Fund		305,000					305,000		305,000
Facilities Maintenance Fund		54,544				85,916	140,460		140,460
State Tax Street Fund	98,868	593,372	879,860			138,471	1,710,571	542,486	2,253,057
Quincy Robinson Trust Fund			67,000				67,000	32,350	99,350
<b>Total Special Revenue Funds</b>	<b>415,327</b>	<b>1,792,474</b>	<b>967,038</b>	<b>-</b>	<b>2,000</b>	<b>287,911</b>	<b>3,464,750</b>	<b>660,210</b>	<b>4,124,960</b>
<b>Debt Service Funds</b>									
Public Safety Building GO Bond							-		-
Wastewater Treatment GO Bond				570,699			570,699	45,656	616,355
<b>Total Debt Service Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>570,699</b>	<b>-</b>	<b>-</b>	<b>570,699</b>	<b>45,656</b>	<b>616,355</b>
<b>Capital Projects Funds</b>									
Parks SDC Fund								134,200	134,200
Streets SDC Fund								836,000	836,000
Police Vehicle Replacement Fund			110,000				110,000	6,654	116,654
Fire Apparatus Replacement Fund			375,000				375,000	87,822	462,822
Tansy Point Capital Reserve Fund			144,678				144,678		144,678
<b>Total Capital Projects Funds</b>	<b>-</b>	<b>-</b>	<b>629,678</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>629,678</b>	<b>1,064,676</b>	<b>1,694,354</b>
<b>Enterprise Funds</b>									
Warrenton Marina Fund	349,167	247,012			115,000	110,521	821,700		821,700
Warrenton Marina Fund Capital Reserve			275,000				275,000		275,000
Hammond Marina Fund	239,268	189,869			28,000	61,614	518,751		518,751
Hammond Marina Fund Capital Reserve			780,000				780,000		780,000
Water Fund	1,031,202	1,229,998			2,402,278	434,235	5,731,478	189,622	5,921,100
Water Systems Development							75,000	101,000	176,000
Water Fund Capital Reserve Fund			1,809,278				1,809,278	2,593,000	4,402,278
Sewer Fund	964,503	1,119,058			1,029,563	515,820	3,751,121	647,798	4,398,919
Sewer Systems Development							70,783	119,317	190,100
Storm Sewer Fund	149,149	242,731	210,156			78,408	680,444	134,356	814,800
Storm Sewer Systems Development								44,300	44,300
Sewer Fund Capital Reserve Fund			1,579,566				1,579,566	1,449,997	3,029,563
Sanitation Fund	304,870	880,268			116,630	177,771	1,479,539	9,561	1,489,100
Sanitation Fund Capital Reserve			56,630				56,630	400,000	456,630
<b>Total Enterprise Funds</b>	<b>3,038,159</b>	<b>3,908,936</b>	<b>4,710,630</b>	<b>901,725</b>	<b>3,691,471</b>	<b>1,378,369</b>	<b>17,629,290</b>	<b>5,688,951</b>	<b>23,318,241</b>
<b>Internal Service Fund</b>									
Engineer Internal Service Fund	155,741	8,700					164,441		164,441
<b>Total Internal Service Fund</b>	<b>155,741</b>	<b>8,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>164,441</b>	<b>-</b>	<b>164,441</b>
<b>City of Warrenton All Funds</b>	<b>\$ 6,520,553</b>	<b>\$ 7,113,367</b>	<b>\$ 6,308,156</b>	<b>\$ 1,585,924</b>	<b>\$ 3,898,049</b>	<b>\$ 1,897,954</b>	<b>\$ 27,324,003</b>	<b>\$ 7,515,889</b>	<b>\$ 34,839,892</b>

**City of Warrenton**  
**Fiscal Year 7/1/2018 - 6/30/2019**  
**Summary of Interfund Transfers**

<b>Transfers Out:</b>		<b>Transfers In:</b>	
[1] General Fund (001)	50,000	Facilities Maintenance Fund (035)	50,000
[2] General Fund (001)	110,000	Police Vehicle Replacement Fund (070)	110,000
[3] General Fund (001)	25,000	Fire Apparatus Replacement Fund (071)	25,000
[4] General Fund (001)	19,578	Tansy Point Dock Capital Reserve Fund (072)	19,578
[5] Community Center (005)	2,000	Community Center Capital Reserve (004)	2,000
[6] Warrenton Marina (010)	115,000	Warrenton Marina Capital Reserve Fund (012)	115,000
[7] Hammond Marina (011)	28,000	Hammond Marina Capital Reserve (013)	28,000
[8] Water Fund (025)	2,402,278	Water Fund Capital Reserve (029)	2,402,278
[9] Sewer Fund (030)	1,029,563	Sewer Fund Capital Reserve (038)	1,029,563
[10] Sanitation Fund (032)	<u>116,630</u>	Sanitation Fund Capital Reserve (034)	<u>116,630</u>
Total Transfers Out	<u>\$3,898,049</u>	Total Transfers In	<u>\$3,898,049</u>

- [1] To fund current and future repair and maintenance and capital improvements.
- [2] To fund current and future capital acquisitions of police vehicles.
- [3] To fund current and future capital acquisitions of fire apparatus.
- [4] To fund current and future capital requirements for the Tansy Pt Dock.
- [5] To fund current and future maintenance and capital improvements.
- [6] To fund current and future capital requirements for the Warrenton Marina.
- [7] To fund current and future capital requirement for the Hammond Marina.
- [8] To fund current and future capital requirements in the Water Fund.
- [9] To fund current and future capital requirements in the Sewer Fund.
- [10] To fund current and future capital requirements in the Sanitation Fund.

City of Warrenton  
Budget Document

**General Fund 001**

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019			
Historical Data		Adopted	<b>Resources and Requirements</b>	Proposed by	Approved by	Adopted by
Actual	Budget	Budget		Budget	Governing	
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Officer	Committee	Body
<u>Resources</u>						
\$ 1,342,628	\$ 1,269,879	\$ 790,000	Beginning Fund Balance	\$ 908,000	\$ 908,000	\$ -
\$ 38,857	\$ 33,768	35,000	Delinquent Ad Valorem Taxes	35,000	35,000	-
489,145	491,252	508,402	Non Ad Valorem Taxes	532,696	532,696	-
675,338	752,579	679,414	Franchise Fees	697,621	697,621	-
650	600	650	Licenses and Permits	700	700	-
123,365	134,323	130,267	Intergovernmental	162,745	162,745	-
230,393	143,609	138,990	Charges for Services	156,082	156,082	-
119,328	104,945	119,400	Fines and Forfeits	104,400	104,400	-
7,058	11,934	10,000	Interest Earnings	15,000	15,000	-
181,996	209,251	209,529	Leases	209,858	209,858	-
1,019,818	1,021,532	1,095,896	Miscellaneous	1,144,169	1,144,169	-
Transfers from Other Funds:						
		32,000	Public Safety Building GO Bond Fund	-	-	-
<u>4,228,576</u>	<u>4,173,672</u>	<u>3,749,548</u>		<u>3,966,271</u>	<u>3,966,271</u>	<u>-</u>
859,941	886,307	904,940	Taxes estimated to be received	955,270	955,270	-
<u>5,088,517</u>	<u>5,059,979</u>	<u>4,654,488</u>	<b>Total Resources</b>	<u>4,921,541</u>	<u>4,921,541</u>	<u>-</u>
<u>Requirements (by department)</u>						
117,949	104,507	131,566	Municipal Court	139,198	139,198	-
1,007,452	1,005,238	1,094,696	Administration/Commission	1,142,969	1,142,969	-
239,307	135,988	185,068	Community Development	219,607	219,607	-
1,494,316	1,512,660	1,823,175	Police	1,894,677	1,894,677	-
663,030	726,921	852,775	Fire	868,783	868,783	-
137,078	139,045	163,825	Parks	163,659	163,659	-
159,507	129,578	120,949	Transfers	204,578	204,578	-
-	-	218,603	Contingency	231,674	231,674	-
3,818,639	3,753,937	4,590,657	Total Requirements by Department	4,865,145	4,865,145	-
1,269,879	1,306,042	63,831	Ending Fund Balance	56,396	56,396	-
<u>\$ 5,088,517</u>	<u>\$ 5,059,979</u>	<u>\$ 4,654,488</u>	<b>Total Requirements</b>	<u>\$ 4,921,541</u>	<u>\$ 4,921,541</u>	<u>\$ -</u>

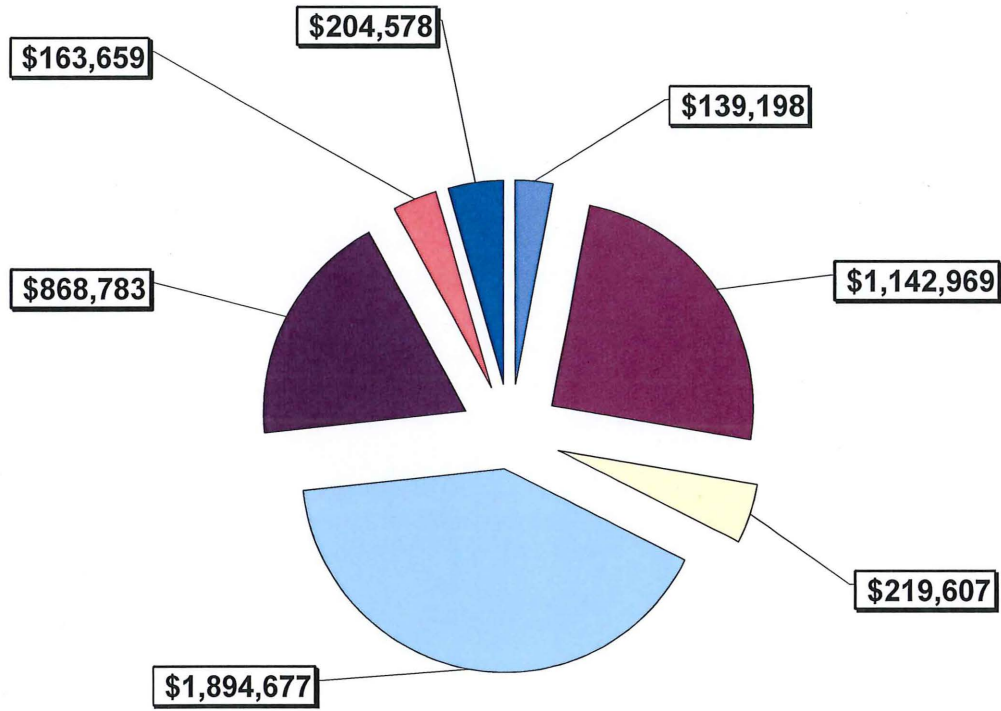
City of Warrenton  
Budget Document  
**General Fund 001**  
**Summary of Revenues**

Historical Data				Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
\$ 1,342,628	\$ 1,269,879	\$ 790,000	300000	\$ 908,000	\$ 908,000	
38,857	33,768	35,000	311200	35,000	35,000	
489,145	491,252	508,402	319300	532,696	532,696	
376,728	400,745	376,000	318100	390,000	390,000	
16,371	15,130	15,000	318200	13,000	13,000	
84,287	134,117	84,000	318300	82,000	82,000	
28,374	30,078	28,000	318400	30,000	30,000	
2,224	2,244		318600			
44,082	36,021	40,000	318700	36,000	36,000	
122,872	134,014	136,414	318800	146,621	146,621	
400	230		318000			
650	600	650	321100	700	700	
	875		314100			
42,203	46,594	44,000	335100	46,000	46,000	
6,829	6,629	6,210	335300	6,395	6,395	
74,333	80,225	80,057	335400	97,085	97,085	
			335500	13,265	13,265	
16,282	39,384	15,000	341300	10,000	10,000	
103,988	1,540	20,000	342004	40,000	40,000	
2,150	7,079	5,000	342100	5,000	5,000	
3,500	3,300	3,750	342150	3,500	3,500	
89,302	91,981	94,740	342201	97,582	97,582	
14,941		500	342250			
230	325		347300			
11,860	11,421	12,000	341101	11,000	11,000	
21,348	19,481	22,000	341102	19,000	19,000	
1,681	1,137	1,700	341103	1,300	1,300	
265	185	200	341104	100	100	
77,598	67,542	77,000	351100	67,000	67,000	
6,576	5,179	6,500	351200	6,000	6,000	
7,058	11,934	10,000	361000	15,000	15,000	
181,996	209,251	209,529	363000	209,858	209,858	
689			357000			
8,352	16,294	1,200	360000	1,200	1,200	
3,325			365000			
424,548	539,477	503,977	370000	490,030	490,030	
582,904	465,761	590,719	375000	652,939	652,939	
		32,000	391057			
4,228,576	4,173,672	3,749,548		3,966,271	3,966,271	-
	886,307	760,698	311100	802,595	802,595	
859,941		144,242	311100	152,675	152,675	
\$ 5,088,517	\$ 5,059,979	\$ 4,654,488		\$ 4,921,541	\$ 4,921,541	\$ -

City of Warrenton  
Budget Document  
General Fund 001  
Summary of Expenditures

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18			
<b>Personnel Services:</b>					
\$ 51,834	\$ 51,149	\$ 58,555	\$ 75,681	\$ 75,681	\$ -
582,904	465,761	590,719	652,939	652,939	-
107,078	110,600	121,224	130,369	130,369	-
1,140,176	1,159,754	1,413,263	1,465,800	1,465,800	-
450,493	437,202	499,443	516,802	516,802	-
69,407	75,583	75,935	69,735	69,735	-
<u>2,401,892</u>	<u>2,300,049</u>	<u>2,759,139</u>	<u>2,911,326</u>	<u>2,911,326</u>	<u>-</u>
<b>Materials and Services:</b>					
66,114	53,358	73,011	63,517	63,517	-
424,548	539,477	503,977	490,030	490,030	-
132,229	25,388	63,844	89,238	89,238	-
354,140	352,906	409,912	428,877	428,877	-
171,071	176,220	239,832	238,481	238,481	-
59,500	58,422	85,990	93,114	93,114	-
<u>1,207,602</u>	<u>1,205,771</u>	<u>1,376,566</u>	<u>1,403,257</u>	<u>1,403,257</u>	<u>-</u>
<b>Capital Outlay:</b>					
-	-	-	-	-	-
8,171	5,040	1,900	810	810	-
<u>8,171</u>	<u>5,040</u>	<u>1,900</u>	<u>810</u>	<u>810</u>	<u>-</u>
<b>Debt Service:</b>					
41,466	113,499	113,500	113,500	113,500	-
<u>41,466</u>	<u>113,499</u>	<u>113,500</u>	<u>113,500</u>	<u>113,500</u>	<u>-</u>
<b>Transfers to Other Funds:</b>					
7,629	-	-	-	-	-
-	15,000	26,371	-	-	-
55,000	40,000	15,000	50,000	50,000	-
30,000	15,000	50,000	110,000	110,000	-
40,000	40,000	10,000	25,000	25,000	-
26,878	19,578	19,578	19,578	19,578	-
<u>159,507</u>	<u>129,578</u>	<u>120,949</u>	<u>204,578</u>	<u>204,578</u>	<u>-</u>
-	-	218,603	231,674	231,674	-
-	-	-	-	-	-
<u>\$ 3,818,639</u>	<u>\$ 3,753,937</u>	<u>\$ 4,590,657</u>	<u>\$ 4,865,145</u>	<u>\$ 4,865,145</u>	<u>\$ -</u>

**2018-2019 Approved Budget  
General Fund Expenses by Department**



■	Municipal Court	\$139,198
■	Administration/Commission	\$1,142,969
■	Community Development	\$219,607
■	Police	\$1,894,677
■	Fire	\$868,783
■	Parks	\$163,659
■	Transfers to other Funds	\$204,578

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Municipal Court (412)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18						
\$ 24,696	\$ 25,314	\$ 25,750	110000	Personnel Services:		\$ 36,500	\$ 36,500	
128	75	1,000	110001	Regular Salaries		500	500	
1,853	1,892	2,046	141000	Overtime		2,831	2,831	
46	42	43	142000	FICA Taxes		50	50	
73	73	54	143000	Workers' Compensation		148	148	
5,849	6,033	7,602	144000	Unemployment		10,476	10,476	
6,838	7,382	7,718	145000	Retirement Contributions		13,493	13,493	
52	45	47	146000	Health Insurance		88	88	
			149000	Life Insurance		103	103	
12,299	10,293	14,295	199999	Long Term Disability		11,492	11,492	
				Personnel Services overhead (.1043 FTE)				
51,834	51,149	58,555		Total Personnel Services		75,681	75,681	-
		0.4878		Total Full-Time Equivalent (FTE)		0.7317	0.7317	
93		100	210000	Materials and Services:		100	100	
		125	223000	Office Supplies		125	125	
	124	400	310000	General Supplies/Small Tools		400	400	
		250	320000	Print/Advert/Publicity		250	250	
296	165	325	340002	Dues/Meetings/Training/Travel		325	325	
		1,000	360000	Communications		800	800	
547	841	900	366000	Bank Fees/Credit Cards		900	900	
25,732	16,954	23,000	380000	Equipment Maintenance		20,000	20,000	
23,294	20,804	25,000	380005	Professional Services		24,000	24,000	
1,005	957	1,200	380010	State/County Share of Fines		1,000	1,000	
4,614	1,516	5,000	380020	Rentals		4,000	4,000	
		1,000	380050	Computer Software Support		1,000	1,000	
1,575	75	2,500	382000	Non-capital Equipment		2,000	2,000	
8,958	11,922	12,211	390090	Prisoner Expense		8,617	8,617	
				Overhead Cost (Indirect allocation)				
66,114	53,358	73,011		Total Materials and Services		63,517	63,517	-
-	-	-	610000	Capital Outlay:				
				Machinery and Equipment				
-	-	-		Total Capital Outlay		-	-	-
\$ 117,949	\$ 104,507	\$ 131,566		Total Expenditures		\$ 139,198	\$ 139,198	\$ -

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Administration/Commission/Finance (413)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18						
				Personnel Services:				
\$ 395,954	\$ 292,543	\$ 357,250	110000	Salaries (Admin and Finance)	\$ 394,000	\$ 394,000		
590	725	2,000	110001	Overtime	1,500	1,500		
4,500	6,320	9,000	110002	Commissioner Stipends	9,000	9,000		
			110003	Part-Time Salaries				
29,576	22,013	28,171	141000	FICA Taxes	30,944	30,944		
633	554	553	142000	Workers' Compensation	554	554		
1,182	851	737	143000	Unemployment	1,618	1,618		
84,177	60,458	91,226	144000	Retirement Contributions	99,651	99,651		
65,468	81,710	100,994	145000	Health Insurance	113,808	113,808		
824	587	788	146000	Life Insurance	823	823		
			149000	Long Term Disability	1,041	1,041		
582,904	465,761	590,719		Total Personnel Services	652,939	652,939		-
		5,675		Total Full-Time Equivalent (FTE)	5.925	5.925		
				Materials and Services:				
12,468	10,920	15,500	210000	Office Supplies	15,500	15,500		
6,190	7,519	9,300	211000	Postage	9,300	9,300		
	17		223000	General Supplies/Small Tools				
2,597	2,571	2,680	223001	Janitorial	2,563	2,563		
49		1,000	223005	Safety Program	1,000	1,000		
7,490	5,820	5,900	310000	Printing/Advertising/Publicity	8,500	8,500		
3,798	3,213	8,000	320000	Dues/Meetings/Training/Travel-Finance	8,000	8,000		
13,309	13,577	17,000	320001	Dues/Meetings/Training/Travel-Administration	15,000	15,000		
3,051	3,574	6,000	320002	Dues/Meetings/Training/Travel-Commission	5,000	5,000		
4,358	4,436	4,853	340000	Electricity	5,177	5,177		
2,122	2,694	2,750	340001	Natural Gas	2,750	2,750		
2,314	2,074	3,000	340002	Communications	3,000	3,000		
390	366	485	340005	Water	843	843		
222	206	226	340006	Sewer	943	943		
52	41	49	340007	Storm Sewer	189	189		
67	206	210	340008	Sanitation	226	226		
170,261	173,306	185,875	350000	Insurance Bonds and Fire	182,940	182,940		
18,520	17,059	6,000	360000	Bank Fees	5,000	5,000		
4,275	3,310	4,168	366000	Equipment Maintenance	4,175	4,175		
126,122	250,135	150,960	380000	Professional Services	157,090	157,090		
211	318	500	380005	Recording/Title Fees	500	500		
1,715	1,564	1,750	380010	Storage Facilities Rental	1,750	1,750		
37,411	33,672	56,612	380020	Software and Computer Support	50,612	50,612		
4,849	1,146	17,000	380050	Non-capital equipment	5,250	5,250		
2,705	1,733	4,159	390000	Miscellaneous Expense	4,722	4,722		
424,548	539,477	503,977		Total Materials and Services	490,030	490,030		-
				Capital Outlay:				
			610000	Equipment				
			620000	Capital Improvements				
-	-	-		Total Capital Outlay	-	-		-
\$ 1,007,452	\$ 1,005,238	\$ 1,094,696		Total Expenditures	\$ 1,142,969	\$ 1,142,969	\$	-

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Community Development (419)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18						
\$ 72,018	\$ 73,926	\$ 78,290	110000	Personnel Services:		\$ 77,095	\$ 77,095	
955	406	710	110001	Regular Salaries		905	905	
5,368	5,392	6,044	141000	Overtime		5,967	5,967	
122	113	118	142000	FICA Taxes		107	107	
210	208	158	143000	Workers' Compensation		312	312	
11,938	12,255	15,311	144000	Unemployment		21,061	21,061	
10,686	13,814	14,170	145000	Retirement Contributions		19,078	19,078	
185	154	161	146000	Health Insurance		148	148	
			149000	Life Insurance		211	211	
5,596	4,332	6,262	199999	Long Term Disability		5,485	5,485	
				Personnel Services overhead (.0498 FTE)				
107,078	110,600	121,224		Total Personnel Services		130,369	130,369	-
		1.025		Total Full-Time Equivalent (FTE)		1.025	1.025	
				Materials and Services:				
565	369	1,000	210000	Office Supplies		1,000	1,000	
187	220	300	211000	Postage		350	350	
562	546	580	223001	Janitorial Supplies		555	555	
1,959	1,642	2,000	310000	Printing/Advertising/Publicity		2,000	2,000	
8,724	8,742	12,000	320000	Dues/Meetings/Training/Travel		12,000	12,000	
103,217	1,540	20,000	330000	Application Processing Fees		40,000	40,000	
942	958	1,050	340000	Electricity		1,120	1,120	
458	582	595	340001	Natural Gas		595	595	
418	165	150	340002	Communications		150	150	
84	79	105	340005	Water		105	105	
48	44	49	340006	Sewer		53	53	
11	9	11	340007	Storm Sewer		11	11	
14	43	46	340008	Sanitation		49	49	
		300	360000	Bank Fees/Credit Cards		150	150	
10,442	4,759	16,000	380000	Professional Services		26,000	26,000	
		300	380010	Facilities Rental				
522	473	1,000	380020	Computer and Software Support		1,000	1,000	
	200	3,000	380050	Non-capital Equipment				
			390000	Miscellaneous				
4,076	5,017	5,358	390090	Overhead Cost (Indirect allocation)		4,100	4,100	
132,229	25,388	63,844		Total Materials and Services		89,238	89,238	-
				Capital Outlay:				
			610000	Machinery and Equipment				
				Total Capital Outlay		-	-	-
\$ 239,307	\$ 135,988	\$ 185,068		Total Expenditures		\$ 219,607	\$ 219,607	\$ -

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Police (421)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019		
Actual		Adopted	Proposed by		
FYE 6/30/16	FYE 6/30/17	Budget FYE 6/30/18	Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Expenditures					
Personnel Services:					
\$ 680,644	\$ 682,982	\$ 800,500	110000	Regular Salaries	\$ 827,750
46,809	86,213	60,000	110001	Overtime	70,000
		1,500	110002	Part-Time Salaries	2,000
124		1,000	110003	Reserve Wages	1,000
54,148	57,228	66,020	141000	FICA Taxes	68,907
15,774	17,119	24,299	142000	Workers' Compensation	25,595
2,123	2,212	1,726	143000	Unemployment	3,603
158,012	154,038	219,273	144000	Retirement Contributions	219,330
153,569	135,819	198,587	145000	Health Insurance	208,431
1,343	1,041	1,312	146000	Life Insurance	1,328
			149000	Long Term Disability	2,207
27,630	23,102	39,046	199999	Personnel Services overhead (.3235 FTE)	35,649
<u>1,140,176</u>	<u>1,159,754</u>	<u>1,413,263</u>	<u>Total Personnel Services</u>		
		12.7622	Total Full-Time Equivalent (FTE)		
Materials and Services:					
773	851	1,300	210000	Office Supplies	1,100
228	205	500	211000	Postage	500
2,021	2,450	3,500	223000	General Supplies/Small Tools	3,500
406	190	350	223001	Janitorial Supplies	1,000
8,496	5,763	11,000	223004	Uniforms	13,000
180		4,000	233005	Reserve Expenses	4,000
1,114	1,587	2,500	310000	Printing/Advertising/Publicity	2,500
1,491	1,442	2,000	320000	Dues/Meetings/Travel	3,000
8,817	12,329	19,000	320001	Police Training	22,000
2,946	2,999	3,286	340000	Electricity	3,505
1,434	1,821	1,862	340001	Natural Gas	1,862
13,794	12,136	17,000	340002	Communications	17,000
264	247	329	340005	Water	329
150	139	153	340006	Sewer	164
35	28	33	340007	Storm Sewer	33
392	135	141	340008	Sanitation	153
173,870	187,096	191,064	340009	Dispatch Service	209,856
18,393	17,632	25,000	362000	Gasoline/Oil/Lubricants	25,000
		100	360000	Bank Fees/Credit Cards	100
12,349	14,714	18,000	366000	Equipment Maintenance	18,000
644		1,500	371000	Repair and Maintenance	1,500
8,494	40,881	15,000	380000	Professional Services	20,000
1,005	958	1,500	380010	Rentals	1,500
17,351	16,874	30,000	380020	Computer and Software Support	30,000
58,469	4,411	25,000	380050	Non-capital Equipment	20,000
900	1,175	2,000	382000	Prisoner Expense	2,000
	85	500	390000	Uniform Cleaning	500
20,124	26,758	33,294	390090	Overhead Cost (Indirect allocation)	26,775
<u>354,140</u>	<u>352,906</u>	<u>409,912</u>	<u>Total Materials and Services</u>		
Capital Outlay:					
			610000	Capital Equipment	
			610012	Machinery and Equipment	
<u>-</u>	<u>-</u>	<u>-</u>	<u>Total Capital Outlay</u>		
<u>\$ 1,494,316</u>	<u>\$ 1,512,660</u>	<u>\$ 1,823,175</u>	<u>Total Expenditures</u>		

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Fire (422)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019				
Actual		Adopted Budget	Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18					
			<b>Expenditures</b>				
			<b>Personnel Services:</b>				
\$ 206,160	\$ 208,609	\$ 213,250	110000	Regular Salaries	\$ 218,500	\$ 218,500	
4,927	1,655	5,000	110001	Overtime	8,000	8,000	
76,601	62,934	90,000	110003	Volunteer wages	93,000	93,000	
21,707	20,576	23,581	141000	FICA Taxes	24,442	24,442	
10,557	12,286	17,463	142000	Workers' Compensation	17,075	17,075	
851	794	617	143000	Unemployment	1,278	1,278	
47,573	47,902	59,281	144000	Retirement Contributions	61,460	61,460	
47,469	51,921	52,873	145000	Health Insurance	55,323	55,323	
623	528	552	146000	Life Insurance	510	510	
3,714	4,054	4,100	147000	AD & D	4,100	4,100	
			149000	Long Term Disability	598	598	
			199999	Personnel Services overhead (.2951 FTE)	32,516	32,516	
30,311	25,943	32,726					
450,493	437,202	499,443		<b>Total Personnel Services</b>	<b>516,802</b>	<b>516,802</b>	-
		3.00		Total Full-Time Equivalent (FTE)	3.00	3.00	
			<b>Materials and Services:</b>				
1,877	1,761	1,600	210000	Office Supplies	1,600	1,600	
77	425	200	211000	Postage	200	200	
16,388	11,920	28,800	223000	General Supplies/Small Tools	28,800	28,800	
529		700	223002	Chemical Supplies	700	700	
5,679	7,458	8,450	223003	Medical Supplies	9,000	9,000	
991	886	2,900	223004	Uniforms	5,000	5,000	
1,386	370	2,500	310000	Printing/Advertising/Publicity	2,500	2,500	
11,146	15,250	18,000	320000	Dues/Meetings/Training/Travel	18,000	18,000	
4,905	4,940	5,461	340000	Electricity	5,778	5,778	
4,030	5,001	5,198	340001	Natural Gas	5,198	5,198	
1,578	1,339	1,860	340002	Communications	1,860	1,860	
832	860	876	340005	Water	975	975	
873	887	922	340006	Sewer	988	988	
182	177	198	340007	Storm Sewer	198	198	
443	293	381	340008	Sanitation	406	406	
19,859	25,150	26,607	340009	Dispatch Service	29,887	29,887	
7,349	6,043	10,275	362000	Gasoline/Oil/Lubricants	10,275	10,275	
31,293	28,319	41,175	366000	Equipment Maintenance	42,675	42,675	
1,316	2,843	4,400	371000	Repair and Maintenance	4,400	4,400	
13,567	5,277	13,500	380000	Professional Services	13,500	13,500	
1,447	1,025	1,902	380020	Computer and Software Support	2,146	2,146	
23,250	25,947	36,000	380050	Non-capital Equipment	30,000	30,000	
22,077	30,049	27,927	390090	Overhead Cost (indirect allocation)	24,395	24,395	
171,071	176,220	239,832		<b>Total Materials and Services</b>	<b>238,481</b>	<b>238,481</b>	-
			<b>Capital Outlay:</b>				
			610000	Capital Equipment			
				<b>Total Capital Outlay</b>			-
			<b>Debt Service:</b>				
36,571	37,737	38,941	801001	Principal 02/01/19 (7 year term)	40,184	40,184	
4,895	3,728	2,525	801002	Interest 02/01/19 (payoff date = 2/1/19)	1,282	1,282	
	54,817	56,335	801003	Principal 12/29/18 (10 year term)	57,895	57,895	
	17,217	15,699	801004	Interest 12/29/18 (payoff date = 12/29/25)	14,139	14,139	
41,466	113,499	113,500		<b>Total Debt Service</b>	<b>113,500</b>	<b>113,500</b>	-
\$ 663,030	\$ 726,921	\$ 852,775		<b>Total Expenditures</b>	<b>\$ 868,783</b>	<b>\$ 868,783</b>	\$ -

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Parks (429)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019			
Actual		Adopted Budget				
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
\$ 29,938	\$ 33,835	\$ 28,800	110000 Personnel Services:	\$ 26,300	\$ 26,300	
1,379	974	1,900	110001 Regular Salaries	1,900	1,900	
4,099	8,086	10,800	110002 Overtime	10,800	10,800	
2,633	3,186	3,175	141000 Part-time Regular Salaries	2,984	2,984	
1,549	1,917	2,057	142000 FICA Taxes	1,587	1,587	
103	123	83	143000 Workers' Compensation	156	156	
5,608	6,170	6,894	144000 Unemployment	6,159	6,159	
9,186	10,956	9,303	145000 Retirement Contributions	7,142	7,142	
48	43	45	146000 Health Insurance	35	35	
			149000 Life Insurance	70	70	
14,864	10,293	12,878	199999 Long Term Disability	12,602	12,602	
			199999 Personnel Services overhead (.1144 FTE)			
69,407	75,583	75,935	Total Personnel Services	69,735	69,735	-
		0.5229	Total Full-Time Equivalent (FTE)	0.4656	0.4656	
95	115	240	210000 Materials and Services:	240	240	
		90	211000 Office Supplies	90	90	
2,483	2,954	1,800	223000 Postage	2,500	2,500	
833	828	1,000	223001 General Supplies/Small Tools	1,500	1,500	
426	7	500	223002 Janitorial Supplies	1,000	1,000	
58	95	250	223004 Chemical Supplies	250	250	
158	33	300	223005 Uniforms	500	500	
256	380	800	310000 Safety	1,000	1,000	
92	100	320	320000 Printing/Advertising/Publicity	1,000	1,000	
4,547	4,769	5,400	340000 Dues Meetings Training Travel	5,400	5,400	
481	315	500	340002 Electricity	500	500	
4,161	3,694	3,780	340005 Communications	4,500	4,500	
1,301	1,355	1,944	340006 Water	2,000	2,000	
308	271	200	340007 Sewer	500	500	
3,268	3,317	4,200	340007 Storm Sewer	4,200	4,200	
291	257	500	340008 Sanitation	500	500	
		700	350000 Insurance-Bonds & Fire	500	500	
1,739	3,099	3,500	360000 Bank Fees/Credit Cards	4,000	4,000	
2,236	1,883	3,500	362000 Gasoline/Oil/Lubricants	3,500	3,500	
9,971	6,800	10,000	366000 Equipment Maintenance	12,500	12,500	
561	785	3,000	371000 Repair & Maint. Materials	3,000	3,000	
1,325	1,485	6,000	371001 Rock	5,000	5,000	
11,744	11,761	22,000	378000 Building Maintenance	25,000	25,000	
784	459	877	380000 Professional Services	900	900	
1,556	1,738	3,600	380020 Computer and Software Support	3,600	3,600	
10,826	11,922	10,989	380050 Non-capital Equipment	9,434	9,434	
			390090 Overhead Cost (Indirect allocation)			
59,500	58,422	85,990	Total Materials and Services	93,114	93,114	-
	363		610007 Capital Outlay:			
479	1,086	880	610005 Generator for Public Works			
	3,004		610005 Public Works Service Truck			
7,692			610013 5-yard Dump Truck			
	587	765	620032 QR Ballfield Maintenance Shed	255	255	
		255	620091 Remodel of Public Works	255	255	
			620092 Fuel Depot Spill Control	300	300	
			620093 Automatic Gate at Public Works			
8,171	5,040	1,900	Total Capital Outlay	810	810	-
\$ 137,078	\$ 139,045	\$ 163,825	Total Expenditures	\$ 163,659	\$ 163,659	\$ -

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Transfers (600)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019		
Actual		Adopted Budget			
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Expenditures		
			Transfers to Other Funds:		
\$ 7,629					
	15,000	26,371			
55,000	40,000	15,000			
30,000	15,000	50,000			
40,000	40,000	10,000			
26,878	19,578	19,578			
\$ 159,507	\$ 129,578	\$ 120,949	\$ 204,578	\$ 204,578	\$ -

City of Warrenton  
Budget Document

**General Fund 001**  
Expenditures by Department  
**Contingency (500)**

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019			
Actual		Adopted Budget	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
\$ -	\$ -	\$ 218,603	800000 Contingency-5% of expenditures	\$ 231,674	\$ 231,674	
\$ -	\$ -	\$ 218,603	800000 Contingency-Warrenton Fiber Lease	\$ 231,674	\$ 231,674	\$ -
			Total	\$ 231,674	\$ 231,674	\$ -

City of Warrenton  
Budget Document

Parks System Development Charges Fund 003 (410)

Historical Data			Budget for Fiscal Year 7/1/2018- 6/30/2019			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<b>Resources</b>						
\$ 28,562	\$ 56,113	\$ 69,274	300000	Beginning Fund Balance	\$ 94,000	\$ 94,000
27,500	23,080	38,000	339200	Improvement Fee	39,000	39,000
			339100	Reimbursement Fee		
51	306		361000	Interest	1,200	1,200
<u>56,113</u>	<u>79,499</u>	<u>107,274</u>		<b>Total Resources</b>	<u>134,200</u>	<u>134,200</u>
<b>Requirements</b>						
		107,274	620000	Capital Outlay-Parks Dept: Improvements		
		<u>107,274</u>		<b>Total Capital Outlay</b>	-	-
-	-	-	800000	Contingency	-	-
-	-	107,274		<b>Total Expenditures</b>	-	-
56,113	79,499	-	880001	Ending Fund Balance	134,200	134,200
<u>\$ 56,113</u>	<u>\$ 79,499</u>	<u>\$ 107,274</u>		<b>Total Requirements</b>	<u>\$ 134,200</u>	<u>\$ 134,200</u>

City of Warrenton  
Budget Document

Established by Resolution No. 2055

**Police Vehicle Replacement Fund 070 (495)**

To accumulate funds for the purchase  
of police vehicles and equipment

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
			<b>Resources</b>			
\$ 2,392	\$ 34,758	\$ 5,152	300000	Beginning Fund Balance	\$ 6,634	\$ 6,634
16	23	25	361000	Interest Earnings	20	20
				Transfers from Other Funds:		
30,000	15,000	50,000	391001	General Fund	110,000	110,000
			391006	WBA Fund		
2,350	42		366000	Proceeds from Sale of Assets		
<u>34,758</u>	<u>49,824</u>	<u>55,177</u>		<b>Total Resources</b>	<u>116,654</u>	<u>116,654</u>
				<b>Requirements</b>		
				Materials and Services-Police Dept:		
			380000	Professional Services		
			380050	Non-capital Equipment		
				<b>Total Materials and Services</b>	-	-
				Capital Outlay-Police Dept:		
			610000	Equipment-Unallocated		
	43,213		610001	Police Patrol Vehicles	110,000	110,000
-	-	50,000	610002	K9 Vehicle		
	<u>43,213</u>	<u>50,000</u>		<b>Total Capital Outlay</b>	<u>110,000</u>	<u>110,000</u>
				Contingency		
			800000		-	-
	43,213	50,000		<b>Total Expenditures</b>	110,000	110,000
34,758	6,611	5,177	880001	Reserved for future expenditure	6,654	6,654
<u>\$ 34,758</u>	<u>\$ 49,824</u>	<u>\$ 55,177</u>		<b>Total Requirements</b>	<u>\$ 116,654</u>	<u>\$ 116,654</u>

City of Warrenton  
Budget Document

Established by Resolution No. 2021

**Fire Apparatus Replacement Fund 071 (495)**

To accumulate funds for the  
purchase of fire apparatus

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual FYE 6/30/16	Actual FYE 6/30/17	Adopted Budget FYE 6/30/18	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b><u>Resources</u></b>			
\$ 232,496	\$ 893,037	\$ 56,661	300000	\$ 103,589	\$ 103,589	
\$ 621,771			334120			
688	653	600	361000	900	900	
			365000			
			367000	333,333	333,333	
			Transfers from Other Funds:			
40,000	40,000	10,000	391001	25,000	25,000	
			392100			
11,082			360000			
<hr/>			<hr/>			
906,037	933,690	67,261	<b>Total Resources</b>	<b>462,822</b>	<b>462,822</b>	-
<hr/>			<hr/>			
			<b><u>Requirements</u></b>			
			Materials and Services-Fire Dept:			
-	-		380000			
		12,000	380050			
<hr/>			<hr/>			
-	-	12,000	Total Materials and Services			-
<hr/>			<hr/>			
			Capital Outlay-Fire Dept:			
			610004			
13,000	863,339		610006			
			610005	375,000	375,000	
		55,261	610000			
<hr/>			<hr/>			
13,000	863,339	55,261	Total Capital Outlay			-
<hr/>			<hr/>			
-	-	-	800000			
<hr/>			<hr/>			
13,000	863,339	67,261	Total Expenditures			-
893,037	70,351	-	880001	87,822	87,822	-
<hr/>			<hr/>			
\$ 906,037	\$ 933,690	\$ 67,261	<b>Total Requirements</b>	<b>\$ 462,822</b>	<b>\$ 462,822</b>	\$ -
<hr/>			<hr/>			

City of Warrenton  
Budget Document

Grant Fund 015

Budget for Fiscal Year  
7/1/2018- 6/30/2019

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2018- 6/30/2019		
Actual FYE 6/30/16	Actual FYE 6/30/17	Adopted Budget FYE 6/30/18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b>Resources</b>						
\$ 5,144	\$ 5,144	\$ 3,066	300000 Beginning Fund Balance	\$ 3,066	\$ 3,066	
		2,109	300000 Beginning Fund Balance-Memorial	2,109	2,109	
		770	300000 Beginning Fund Balance - K9	4,404	4,404	
1,452	2,524	2,000	334111 Safety Belt Grant - Police	2,500	2,500	
905	1,253	1,500	334112 DUII Grant - Police	1,500	1,500	
1,000	350	2,500	334113 Miscellaneous Grants - Police	2,500	2,500	
51,805	64,870		334119 COPS Grant			
1,161	2,992	6,000	334121 Miscellaneous Grants - Vests Police	4,000	4,000	
	17,525	6,500	334123 Donations for K-9	7,000	7,000	
		300	365003 Parent Aid Donation	300	300	
		3,000,000	365005 DAS Pac Coast Grant			
		150,000	365006 OBDD Pac Coast Grant		500,000	
		75,000	365007 Pac Coast Reimbursements		25,000	
		1,000	334124 Naloxone Grant Program			
		113,497	334125 VFW/OPRD Veteran's Memorial Grant/Donation			
61,468	94,658	3,364,242	<b>Total Resources</b>	<b>27,379</b>	<b>552,379</b>	<b>-</b>
<b>Requirements</b>						
<b>Police Department</b>						
Personnel Services						
34,351	35,618		110000 Regular Salaries			
889	2,027	2,000	110001 Overtime - Safety Belt Grant	2,500	2,500	
801	1,046	1,500	110003 Overtime - DUII Grant	1,500	1,500	
2,744	9,920		110005 Overtime - Cops Grant			
2,858	3,597		141000 Fica			
1,038	1,164		142000 Worker's Compensation			
112	139		143000 Unemployment			
5,795	9,564		144000 Retirement			
5,465	5,476		145000 Health Insurance			
83	66		146000 Life Insurance			
54,136	68,618	3,500	<b>Total Personnel Services</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
		0	<b>Total Full-Time Equivalent (FTE)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Materials and Services						
		300	223001 Parent Aid Supplies	300	300	
	2,044	750	223004 K-9 Supplies	2,000	2,000	
	69		223005 Promotional Materials			
27	28	2,109	380000 Professional Services-Memorial Fund	2,109	2,109	
	7,771	750	380003 Professional Services-K-9	6,904	6,904	
		1,000	380004 Naloxone Grant Program			
1,000	250	2,500	380050 Non-Capital Equipment - Police Misc	2,500	2,500	
1,161	2,992	6,000	380054 Non-Capital Equipment - Police VESTS	4,000	4,000	
	5,800	770	380057 Non-Capital Equipment - K-9	2,500	2,500	
2,188	18,954	14,179	<b>Total Materials and Services</b>	<b>20,313</b>	<b>20,313</b>	<b>-</b>
Capital Outlay						
		5,000	610002 K-9 Vehicle			
		5,000	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>
		22,679	<b>Total Police Department Requirements</b>	<b>24,313</b>	<b>24,313</b>	<b>-</b>
<b>Requirements Administration</b>						
Material and Services						
		3,000,000	380005 Pac Coast Pier Grant			
		150,000	380006 Pac Coast Facility Grant		500,000	
		75,000	380007 Pac Coast Grant-Admin		25,000	
		3,225,000	<b>Total Materials and Services</b>	<b>-</b>	<b>525,000</b>	<b>-</b>
Capital Outlay						
		113,497	620002 Veteran's Memorial Statue VFW Post 10580			
		113,497	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>
		3,338,497	<b>Total Administration Requirements</b>	<b>-</b>	<b>525,000</b>	<b>-</b>
56,324	87,573	3,361,176	<b>Total Expenditures</b>	<b>24,313</b>	<b>549,313</b>	<b>-</b>
5,144	7,085	3,066	800001 Ending Fund Balance	3,066	3,066	-
\$ 61,468	\$ 94,658	\$ 3,364,242	<b>Total Requirements</b>	<b>\$ 27,379</b>	<b>\$ 552,379</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

Community Center Fund 005 (401)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	Budget FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
			<b>Resources</b>			
\$ 7,539	\$ 11,801	\$ 7,800	300000	\$ 10,000	\$ 10,000	
11,306	13,234	12,500	347500	14,000	14,000	
669	944	500	348000	400	400	
			349000			
26	25		360000			
17	43	30	361000	120	120	
2,498	2,374	1,800	364000	2,000	2,000	
1,925	2,235	1,000	365000	1,500	1,500	
7,629			391001			
<u>31,608</u>	<u>30,655</u>	<u>23,630</u>	<b>Total Resources</b>	<u>28,020</u>	<u>28,020</u>	<u>-</u>
			<b>Requirements</b>			
			Personnel Services-Community Center:			
			110000			
3,680	3,901	4,500	110002	4,750	4,750	
282	298	344	141000	363	363	
111	107	150	142000	135	135	
11	12	9	143000	19	19	
		-	144000	1,292	1,292	
		-	145000			
		-	146000			
2,856	2,189	2,776	199999	2,938	2,938	
<u>6,940</u>	<u>6,507</u>	<u>7,779</u>	<b>Total Personnel Services</b>	<u>9,497</u>	<u>9,497</u>	<u>-</u>
		0.15	Total Full-Time Equivalent (FTE)	0.15	0.15	
			Materials and Services-Community Center:			
263	42	300	223000	300	300	
699	493	900	223001	900	900	
22	22	50	310000	50	50	
1,744	1,660	2,250	340000	2,250	2,250	
1,415	1,411	1,600	340001	1,600	1,600	
1,502	1,549	1,550	340002	1,600	1,600	
652	697	780	340005	840	840	
599	634	690	340006	700	700	
120	127	140	340007	140	140	
2,132	2,173	2,175	340008	2,190	2,190	
		200	360000	150	150	
167			371000			
8	10	10	380000	10	10	
492	768	600	380020	600	600	
	827	250	380050	300	300	
971	763	900	390000	900	900	
2,080	2,536	2,376	390090	2,214	2,214	
<u>12,867</u>	<u>13,712</u>	<u>14,771</u>	<b>Total Materials and Services</b>	<u>14,744</u>	<u>14,744</u>	<u>-</u>
			Not allocated:			
			Transfers to other Funds:			
			860004	2,000	2,000	
		1,000	800000	1,000	1,000	
19,807	20,219	23,550	Total Expenditures	27,241	27,241	-
11,801	10,436	80	880001	779	779	-
<u>\$ 31,608</u>	<u>\$ 30,655</u>	<u>\$ 23,630</u>	<b>Total Requirements</b>	<u>\$ 28,020</u>	<u>\$ 28,020</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Established by Resolution No. 2328

**Community Center Capital Reserve Fund 004 (401)**

To accumulate funds for maintenance and capital improvements for the Community Center

Review Year: 2021

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2018- 6/30/2019		
Actual	Adopted Budget			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<b><u>Resources</u></b>						
2,186	1,587	\$ 1,587	300000	Beginning Fund Balance	\$ 3,087	\$ 3,087
			365001	Contributions to Capital		
				Transfers from Other Funds:		
			391005	Transfer from Community Center	2,000	2,000
		5,000	391006	Transfer from WBA		
<u>2,186</u>	<u>1,587</u>	<u>6,587</u>	<b>Total Resources</b>		<u>5,087</u>	<u>5,087</u>
						-
<b><u>Requirements</u></b>						
				Materials and Services-Community Center:		
		5,800	371000	Repair and maintenance	4,000	4,000
599		787	380050	Non-capital Equipment	1,087	1,087
<u>599</u>	<u>-</u>	<u>6,587</u>		Total Materials and Services	<u>5,087</u>	<u>5,087</u>
				Capital Outlay-Community Center:		
			610000	Equipment		
			620000	Improvements		
<u>-</u>	<u>-</u>	<u>-</u>		Total Capital Outlay	<u>-</u>	<u>-</u>
			800000	Contingency		
<u>-</u>	<u>-</u>	<u>-</u>				
599	-	6,587		Total Expenditures	5,087	5,087
<u>1,587</u>	<u>1,587</u>	<u>-</u>	880001	Ending Fund Balance	<u>-</u>	<u>-</u>
<u>\$ 2,186</u>	<u>\$ 1,587</u>	<u>\$ 6,587</u>	<b>Total Requirements</b>		<u>\$ 5,087</u>	<u>\$ 5,087</u>
					<u>\$</u>	<u>\$</u>

City of Warrenton  
Budget Document

**Transient Room Tax Fund 024 (465)**

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019				
Actual		Adopted Budget	Resources and Requirements		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18					
<b><u>Resources</u></b>							
\$ -	\$ -		300000	Beginning Fund Balance			
48,972	49,183	62,000	319300	Room Taxes (LCTC Share)	65,000	65,000	
42,058	42,240	53,000	319301	Room Taxes (VC Share)	55,000	55,000	
140,003	140,606	180,000	319302	Room Taxes (Hammond Marina Share)	185,000	185,000	
<u>231,033</u>	<u>232,029</u>	<u>295,000</u>	<b>Total Resources</b>		<u>305,000</u>	<u>305,000</u>	<u>-</u>
<b><u>Requirements</u></b>							
Materials and Services-Transient Room Tax Program:							
		1,000	380000	Qualified Recipient/Tourism Purpose	1,000	1,000	
140,003	140,606	179,000	380001	Hammond Marina	184,000	184,000	
48,972	49,183	62,000	380002	Tourist Promotion LCTC	65,000	65,000	
42,058	42,240	53,000	380003	Warrenton Visitors' Center	55,000	55,000	
<u>231,033</u>	<u>232,029</u>	<u>295,000</u>	<b>Total Materials and Services</b>		<u>305,000</u>	<u>305,000</u>	<u>-</u>
<u>231,033</u>	<u>232,029</u>	<u>295,000</u>	<b>Total Expenditures</b>		<u>305,000</u>	<u>305,000</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	<b>Ending Fund Balance</b>		<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 231,033</u>	<u>\$ 232,029</u>	<u>\$ 295,000</u>	<b>Total Requirements</b>		<u>\$ 305,000</u>	<u>\$ 305,000</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Established by Resolution No. 2329

**Facilities Maintenance Fund 035 (410)**

To accumulate funds for maintenance and capital improvements of the Municipal Building, Head Start Building, Library, Community Center, and Park Facilities

Review Year: 2021

Historical Data			Budget for Fiscal Year 7/1/2018- 6/30/2019			
Actual FYE 6/30/16	FYE 6/30/17	Adopted Budget FYE 6/30/18	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
69,409	67,448	\$ 69,000	300000	\$ 90,000	\$ 90,000	
			360000			
295	504	350	361000	460	460	
			365000			
55,000	40,000	15,000	391001	50,000	50,000	
<u>124,704</u>	<u>107,952</u>	<u>84,350</u>	<b>Total Resources</b>	<u>140,460</u>	<u>140,460</u>	<u>-</u>
<b><u>Requirements</u></b>						
Materials and Services-Facilities Maintenance:						
452	485	470	340000	485	485	
936	940	950	340002	960	960	
293	313	340	340005	359	359	
599	634	670	340006	700	700	
120	127	135	340007	140	140	
92	98	120	340008	120	120	
15,917	8,261	16,000	371000	16,100	16,100	
	99	500	371003	500	500	
3,000	2,363	3,000	371004	3,000	3,000	
		2,000	371006	2,000	2,000	
683	1,143		371007	30,000	30,000	
			371008			
			371009			
			371014			
20,955			371015			
	499	500	380050			
325	168	350	390000	180	180	
<u>43,370</u>	<u>15,131</u>	<u>25,035</u>	<b>Total Materials and Services</b>	<u>54,544</u>	<u>54,544</u>	<u>-</u>
Capital Outlay-Facilities Maintenance:						
13,763			610000			
			620000			
123			620004			
<u>13,886</u>	<u>-</u>	<u>-</u>	<b>Total Capital Outlay</b>	<u>-</u>	<u>-</u>	<u>-</u>
Not allocated:						
		59,315	800000	85,916	85,916	
57,256	15,131	84,350	<b>Total Expenditures</b>	140,460	140,460	-
67,448	92,820	-	<b>Reserved for Future Expenditures</b>	-	-	-
<u>\$ 124,704</u>	<u>\$ 107,952</u>	<u>\$ 84,350</u>	<b>Total Requirements</b>	<u>\$ 140,460</u>	<u>\$ 140,460</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Established by Resolution No. 2017

**Tansy Point Dock Capital Reserve Fund 072 (410)**

To accumulate funds for maintenance and capital improvements to Tansy Point Dock

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<b>Resources</b>						
\$ 74,375	\$ 82,165	\$ 102,000	300000	Beginning Fund Balance	\$ 123,600	\$ 123,600
355	779	300	361000	Interest Earnings	1,500	1,500
				Transfers from Other Funds:		
16,878	19,578	19,578	391001	General Fund 10% of lease revenue	19,578	19,578
10,000			391001	General Fund		
<u>101,608</u>	<u>102,522</u>	<u>121,878</u>		Total Resources	<u>144,678</u>	<u>144,678</u>
<b>Requirements</b>						
				Materials and Services-Admin:		
19,443			380000	Professional Services		
			380050	Non-capital Equipment		
<u>19,443</u>	-	-		Total Materials and Services	-	-
				Capital Outlay-Admin:		
-	-	121,878	620000	Improvements-Unallocated	144,678	144,678
<u>-</u>	<u>-</u>	<u>121,878</u>		Total Capital Outlay	<u>144,678</u>	<u>144,678</u>
				Not allocated:		
-	-		800000	Contingency		
19,443	-	121,878		Total Expenditures	144,678	144,678
82,165	102,522	-	880001	Ending Fund Balance	-	-
<u>\$ 101,608</u>	<u>\$ 102,522</u>	<u>\$ 121,878</u>		<b>Total Requirements</b>	<u>\$ 144,678</u>	<u>\$ 144,678</u>

City of Warrenton  
Budget Document

**Public Safety Building GO Bond Fund 057 (720)**

Historical Data			Budget for Fiscal Year 7/1/2018- 6/30/2019			
Actual	Actual	Adopted Budget	Resources and Requirements	Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<b><u>Resources</u></b>						
\$ 31,000	\$ 27,340	\$ 32,000	300000			
6,392			311200			
689	1,179		361000			
<u>38,081</u>	<u>28,519</u>	<u>32,000</u>		-	-	-
132,510	138,860		311100			
<u>170,590</u>	<u>167,379</u>	<u>32,000</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
Debt Service:						
130,000	135,000		471000			
13,250	6,750		472000			
			472000			
<u>143,250</u>	<u>141,750</u>	-		-	-	-
		32,000	860001			
		<u>32,000</u>	<b>Total Transfers</b>	-	-	-
-	-	-	800000			
			<b>Contingency</b>	-	-	-
<u>143,250</u>	<u>141,750</u>	<u>32,000</u>	<b>Total Expenditures</b>	-	-	-
27,340	25,629	-	880001			
<u>\$ 170,590</u>	<u>\$ 167,379</u>	<u>\$ 32,000</u>	<b>Total Requirements</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

**Wastewater Treatment Facility GO Bond 059 (435)**

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2018- 6/30/2019		
Actual		Adopted Budget				Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18						
<b><u>Resources</u></b>								
\$ 116,572	\$ 108,185	\$ 55,000	300000	Beginning Fund Balance	\$ 53,000	\$ 53,000		
25,589	21,393	20,000	311200	Prior Year Taxes	20,000	20,000		
1,852	3,171	2,000	361000	Interest Earnings	3,500	3,500		
144,013	132,749	77,000		Sub-Total Resources	76,500	76,500		-
541,093	543,367	541,661	311100	Property Taxes - Bond Measure	539,855	539,855		
685,106	676,116	618,661		<b>Total Resources</b>	616,355	616,355		-
<b><u>Requirements</u></b>								
Debt Service:								
197,014	202,849	208,857	471000	Principal GO Bond due 12/01/18	215,042	215,042		
199,910	205,831	211,927	471000	Principal GO Bond due 06/01/19	218,203	218,203		
78,576	72,741	66,733	472000	Interest GO Bond due 12/01/18	60,548	60,548		
101,421	93,486	85,317	472000	Interest GO Bond due 06/01/19	76,906	76,906		
576,921	574,907	572,834		Total Debt Service (Pay off date is 12/1/26)	570,699	570,699		-
-	-	-	800000	Contingency	-	-		-
576,921	574,907	572,834		Total Expenditures	570,699	570,699		-
108,185	101,209	45,827	880001	Ending Fund Balance 8% of debt service	45,656	45,656		-
\$ 685,106	\$ 676,116	\$ 618,661		<b>Total Requirements</b>	\$ 616,355	\$ 616,355	\$	-

City of Warrenton  
Budget Document

Quincy Robinson Trust Fund 065 (429)

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
			<b>Resources</b>			
\$ 176,653	\$ 141,784	\$ 141,122	300000	\$ 47,000	\$ 47,000	
300	831	400	361000	350	350	
45,225	46,832	46,000	365000	52,000	52,000	
<u>222,178</u>	<u>189,447</u>	<u>187,522</u>	<b>Total Resources</b>	<u>99,350</u>	<u>99,350</u>	<u>-</u>
			<b>Requirements</b>			
			371000			
			Materials and Services-Parks Dept: Repair and Maintenance			
			Total Materials and Services			
-	-	-				
			Capital Outlay-Parks Dept:			
225	1,930	10,000	620005			
24,976		120,000	620009			
24,078			620010			
7,980			620079			
18,246			620080			
	9,925		620084			
4,890	3,400		620081			
	21,335		620076			
		20,000	620077			
		20,000	620078			
			620073	25,000	25,000	
			620074	7,000	7,000	
			620011	30,000	30,000	
			620075	5,000	5,000	
<u>80,394</u>	<u>36,590</u>	<u>170,000</u>	Total Capital Outlay	<u>67,000</u>	<u>67,000</u>	<u>-</u>
			Not allocated:			
-	-	-	800000			
			Contingency			
<u>80,394</u>	<u>36,590</u>	<u>170,000</u>	Total Expenditures	<u>67,000</u>	<u>67,000</u>	<u>-</u>
<u>141,784</u>	<u>152,857</u>	<u>17,522</u>	880001	32,350	32,350	-
			Ending Fund Balance			
<u>\$ 222,178</u>	<u>\$ 189,447</u>	<u>\$ 187,522</u>	<b>Total Requirements</b>	<u>\$ 99,350</u>	<u>\$ 99,350</u>	<u>\$ -</u>

**City of Warrenton  
Budget Document**

**Building Division Fund 021 (423)**

Historical Data			Budget for Fiscal Year 7/1/2018- 6/30/2019			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
			<b>Resources</b>			
\$ 250,885	\$ 261,655	\$ 293,155	300000 Beginning Fund Balance	\$ 200,000	\$ 200,000	
216,640	263,146	174,014	322100 Permits	156,682	156,682	
223	227		360000 Miscellaneous			
802	1,686	800	361000 Interest Earnings	2,000	2,000	
<u>468,550</u>	<u>526,714</u>	<u>467,969</u>	<b>Total Resources</b>	<u>358,682</u>	<u>358,682</u>	<u>-</u>
			<b>Requirements</b>			
			Personnel Services=Building Dept:			
116,317	119,545	122,710	110000 Regular Salaries	124,750	124,750	
	496	1,540	110001 Overtime			
9,692	7,350		110002 Part-Time Regular Salaries			
9,427	9,555	9,505	141000 FICA Taxes	9,543	9,543	
968	995	1,120	142000 Workers' Compensation	1,083	1,083	
370	370	249	143000 Unemployment	499	499	
19,030	19,791	24,217	144000 Retirement Contributions	32,352	32,352	
25,090	17,797	18,493	145000 Health Insurance	35,005	35,005	
176	150	158	146000 Life Insurance	149	149	
			149000 Long Term Disability	344	344	
4,022	2,701	3,308	199999 Personnel services overhead (.0261 FTE)	2,873	2,873	
<u>185,091</u>	<u>178,749</u>	<u>181,300</u>	<b>Total Personnel Services</b>	<u>206,598</u>	<u>206,598</u>	<u>-</u>
		2.075	Total Full-Time Equivalent (FTE)	2.075	2.075	
			Materials and Services-Building Dept:			
1,101	886	1,100	210000 Office Supplies	1,100	1,100	
		50	211000 Postage	50	50	
26			223000 General Supplies/Small Tools			
562	546	580	223001 Janitorial Supplies	555	555	
26	3	50	310000 Printing/Advertising/Publicity	250	250	
3,891	3,307	5,000	320000 Dues Meetings Training Travel	5,000	5,000	
942	959	1,050	340000 Electricity	1,120	1,120	
459	582	595	340001 Natural Gas	595	595	
702	619	450	340002 Communications	510	510	
84	79	105	340005 Water	105	105	
48	44	49	340006 Sewer	53	53	
11	9	11	340007 Storm Sewer	11	11	
14	43	46	340008 Sanitation	49	49	
		2,000	360000 Bank Fees/Credit Cards	3,500	3,500	
451	502	800	362000 Gasoline/Oil/Lubricants	800	800	
0	1	250	366000 Equipment Maintenance	250	250	
6,841	41,387	123,064	380000 Professional Services	90,000	90,000	
2,669	2,714	3,000	380020 Computer Software Support	2,801	2,801	
1,048		350	380050 Non-capital equipment			
2,929	3,129	2,777	390090 Overhead Cost (Indirect Allocation)	2,230	2,230	
<u>21,804</u>	<u>54,810</u>	<u>141,327</u>	<b>Total Materials and Services</b>	<u>108,979</u>	<u>108,979</u>	<u>-</u>
			Capital Outlay-Building Dept:			
-	-	-	610001 Equipment	-	-	-
			Total Capital Outlay			
			<b>Total Building Dept. Requirements</b>	<b>315,577</b>	<b>315,577</b>	<b>-</b>
			Not allocated:			
-	-	-	800000 Contingency	30,000	30,000	
<u>206,895</u>	<u>233,559</u>	<u>322,627</u>	<b>Total Expenditures</b>	<u>345,577</u>	<u>345,577</u>	<u>-</u>
261,655	293,156	145,342	880001 Ending Fund Balance	13,105	13,105	
<u>\$ 468,550</u>	<u>\$ 526,714</u>	<u>\$ 467,969</u>	<b>Total Requirements</b>	<u>\$ 358,682</u>	<u>\$ 358,682</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Library Fund 020 (455)

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual FYE 6/30/16	Adopted Budget FYE 6/30/17	Adopted Budget FYE 6/30/18						
			<b>Resources</b>					
\$ 28,378	\$ 31,129	\$ 39,000	300000	Beginning Fund Balance	\$ 40,000	\$ 40,000		
2,084	1,814	2,000	311200	Prior Year Taxes	2,000	2,000		
	600	500	334100	Grants-Misc				
1,000	1,050	1,000	334200	Grants-Ready to Read	1,000	1,000		
			334300	Grant-Automation-LSTA	36,566	36,566		
275	261	200	351200	Fines	200	200		
3,052	2,002	1,500	351500	Book Sales	2,000	2,000		
359	279	300	360000	Miscellaneous	350	350		
108	303	150	361000	Interest Earnings	650	650		
5,628	418	2,000	365000	Donations	1,500	1,500		
	1,327		365100	Donations-Building Fund	200	200		
		3,833	365200	Donations-OCF	2,521	2,521		
	15,000	26,371	391001	Transfer from General Fund				
40,884	54,183	76,854		Sub-Total Resources	86,987	86,987		-
46,291	47,852	48,939	311100	Property Taxes - Local Option Levy	179,938	179,938		
<b>87,174</b>	<b>102,034</b>	<b>125,793</b>		<b>Total Resources</b>	<b>266,925</b>	<b>266,925</b>		<b>-</b>
			<b>Requirements</b>					
				Personnel Services-Library:				
24,401	24,982	25,750	110002	Part-Time Regular Salaries	42,750	42,750		
			110003	LSTA Grant Position (Temp)	8,000	8,000		
1,608	1,637	1,970	141000	FICA	3,270	3,270		
82	76	70	142000	Workers Compensation	107	107		
63	63	52	143000	Unemployment	171	171		
3,005	3,116	3,710	144000	Retirement	9,526	9,526		
4,365	4,619	4,768	145000	Health Insurance	15,668	15,668		
66	57	60	146000	Life Insurance	118	118		
			149000	Long Term Disability	104	104		
3,206	3,260	4,194	199999	Personnel services overhead (.0438 FTE)	4,832	4,832		
<b>36,796</b>	<b>37,810</b>	<b>40,574</b>		<b>Total Personnel Services</b>	<b>84,546</b>	<b>84,546</b>		<b>-</b>
		0.915		Total Full Time Equivalent (FTE)	1.665	1.665		
				Materials and Services-Library:				
2,791	1,681	3,000	210000	Office Supplies	5,000	5,000		
16	15	100	211000	Postage	500	500		
3,316	3,527	2,500	223000	Books	7,000	7,000		
1,020	806	1,000	223001	Ready to Read Grant-Books	1,000	1,000		
1,282	1,089	1,600	223002	Janitorial	2,000	2,000		
		2,300	223003	OCF Grant-Programs	1,513	1,513		
			223004	OCF Grant-Building	1,008	1,008		
405	230	250	310000	Printing/Advertising/Publicity	1,000	1,000		
2,208	275	500	320000	Dues/Meetings/Training/Travel	4,000	4,000		
1,077	1,011	1,500	340000	Electricity	1,600	1,600		
795	764	1,750	340001	Natural Gas	1,750	1,750		
808	813	1,000	340002	Communications	1,000	1,000		
293	372	1,000	340005	Water	800	800		
599	737	800	340006	Sewer	700	700		
120	147	150	340007	Storm Sewer	150	150		
178	231	250	340008	Sanitation	500	500		
	105	250	366000	Equipment Maintenance	1,000	1,000		
	50	1,000	371000	Repair and Maintenance	1,500	1,500		
752	3,039	500	380000	Professional Services	3,000	3,000		
			380030	Pass through Seaside Library LSTA Grant	8,388	8,388		
	2,085	25,020	380010	Facilities Rental	25,020	25,020		
1,254	1,430	2,000	380020	Computer Support-high speed internet	3,000	3,000		
	310		380050	Non-capital equipment	3,500	3,500		
2,335	3,776	3,555	390090	Overhead Cost (Indirect Allocation)	3,632	3,632		
<b>19,249</b>	<b>22,493</b>	<b>50,025</b>		<b>Total Materials and Services</b>	<b>78,561</b>	<b>78,561</b>		<b>-</b>
				Capital Outlay:				
			620001	Library Automation	20,178	20,178		
				Total Capital Outlay	20,178	20,178		-
				Not allocated:				
		5,000	800000	Contingency	20,524	20,524		
56,045	60,303	95,599		Total Expenditures	203,809	203,809		-
		5,026	880001	Reserved for future expenditure - building	4,158	4,158		
31,129	41,731	25,168	880001	Ending Fund Balance	58,958	58,958		-
<b>\$ 87,174</b>	<b>\$ 102,034</b>	<b>\$ 125,793</b>		<b>Total Requirements</b>	<b>\$ 266,925</b>	<b>\$ 266,925</b>		<b>\$ -</b>

City of Warrenton  
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2018- 6/30/2019		
Actual FYE 6/30/16	Adopted Budget FYE 6/30/17	Adopted Budget FYE 6/30/18	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b>Resources</b>								
\$ 104,712	\$ 195,027	\$ 190,000	300000	Beginning Working Capital	\$ 190,000	\$ 190,000		
3,745	3,175	3,175	334602	OSMB Grant - Operating	1,200	1,200		
252,915	243,456	275,000	347801	Annual Moorage Rentals	270,000	270,000		
56,008	38,997	40,000	347802	Transient Daily Moorage	54,000	54,000		
47,030	45,071	45,000	347803	Utilities	96,000	96,000		
17,985	27,285	20,000	347804	Dry Storage	25,000	25,000		
21,425	17,385	16,000	347805	Launch Ramp	34,000	34,000		
19,575	23,100	15,000	347806	Hoist	15,000	15,000		
29,718	37,311	36,000	347808	Monthly Moorage	35,000	35,000		
14,731	14,398	14,000	347810	Parking	28,000	28,000		
100			347811	Pump Out Charges				
8,045	8,120	8,000	347812	Overnight Stays	14,000	14,000		
7,860	7,860	8,000	347813	Liveaboard Fees	6,000	6,000		
16,625	13,400	8,000	347814	Work Slip	8,000	8,000		
	796		347815	Repair Charges				
2,000	5,300	4,500	347816	Pier Use	4,500	4,500		
5,887	9,785	5,000	360000	Miscellaneous	5,000	5,000		
4,859	5,740	4,500	361000	Interest Earnings	6,000	6,000		
28,657	28,690	30,000	363000	Leases	30,000	30,000		
			366000	Proceeds from Sale of Assets				
<b>641,876</b>	<b>724,897</b>	<b>722,175</b>	<b>Total Resources</b>			<b>821,700</b>	<b>821,700</b>	<b>-</b>
<b>Requirements</b>								
Personnel Services-Marinas:								
143,543	151,693	175,700	110000	Regular Salaries	173,500	173,500		
789	2,502	5,000	110001	Overtime	6,000	6,000		
10,254	8,954	12,000	110002	Part-Time Regular Salaries	12,000	12,000		
11,326	12,116	14,742	141000	FICA	14,650	14,650		
8,321	8,358	10,428	142000	Workers Compensation	8,932	8,932		
444	469	385	143000	Unemployment	766	766		
23,410	27,011	38,395	144000	Retirement	36,872	36,872		
36,658	43,812	56,348	145000	Health Insurance	47,915	47,915		
340	255	355	146000	Life Insurance	321	321		
			149000	Long Term Disability	481	481		
35,033	28,970	38,279	199999	Personnel services overhead (.4331FTE)	47,730	47,730		
<b>\$ 270,117</b>	<b>\$ 284,141</b>	<b>\$ 351,632</b>	<b>Total Personnel Services</b>			<b>\$ 349,167</b>	<b>\$ 349,167</b>	<b>\$ -</b>
		3.6597	<b>Total Full-Time Equivalent (FTE)</b>			3.6033	3.6033	

City of Warrenton  
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Budget for Fiscal Year 7/1/2018- 6/30/2019			
Actual FYE 6/30/16	Adopted Budget FYE 6/30/17	Adopted Budget FYE 6/30/18	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b>Requirements</b>						
Materials and Services-Marinas:						
\$ 1,455	\$ 1,488	\$ 3,000	210000 Office Supplies	\$ 3,000	\$ 3,000	
803	848	1,000	211000 Postage	1,000	1,000	
85			223000 General Supplies/Small Tools			
1,934	1,477	3,000	223001 Janitorial Supplies	3,000	3,000	
760	1,295	3,000	223004 Uniforms	3,000	3,000	
592	308	1,000	310000 Printing/Advertising	1,000	1,000	
2,054	125	4,000	320000 Dues/Meetings/Training/Travel	2,000	2,000	
47,152	48,702	50,000	340000 Electricity	50,000	50,000	
1,281	1,367	2,000	340001 Natural Gas	2,000	2,000	
2,857	2,827	6,000	340002 Communications	4,000	4,000	
1,820	2,411	5,000	340005 Water	10,000	10,000	
2,190	2,114	5,000	340006 Sewer	5,000	5,000	
438	423	1,000	340007 Storm Sewer	1,000	1,000	
28,629	27,758	36,000	340008 Sanitation	30,000	30,000	
1,554	1,886	3,000	362000 Gasoline/Oil/Lubricants	3,000	3,000	
3,339	947	6,000	366000 Equipment Maintenance	4,000	4,000	
29,247	67,333	50,000	371000 Repair and Maintenance	50,000	50,000	
2,950	3,175	3,175	375000 Map expenses	1,200	1,200	
293	3,687	7,000	380000 Professional Services	10,000	10,000	
4,902	4,878	4,000	380005 Pay Station Merchant Fees	8,000	8,000	
6,946	6,650	7,500	380010 Submerged Land Lease	7,500	7,500	
3,940	3,456	4,500	380020 Computer and Software support	4,500	4,500	
1,315	1,108	1,500	380040 Transient Room Tax	2,000	2,000	
3,242	3,955	5,000	380050 Non-capital Equipment	5,000	5,000	
25,515	33,555	32,640	390090 Overhead Cost (Indirect Allocation)	35,812	35,812	
1,440		5,000	410000 Permits and fees	1,000	1,000	
<b>\$ 176,732</b>	<b>\$ 221,772</b>	<b>\$ 249,315</b>	<b>Total Materials and Services</b>	<b>\$ 247,012</b>	<b>\$ 247,012</b>	<b>\$ -</b>
	30,523	30,000	860012 Transfers to Other Funds: Marina Capital Reserve Fund	115,000	115,000	
-	30,523	30,000	<b>Total Transfers to Other Funds</b>	<b>115,000</b>	<b>115,000</b>	<b>-</b>
-	-	91,228	800000 Contingency	110,521	110,521	
446,849	536,435	722,175	<b>Total Expenditures</b>	<b>821,700</b>	<b>821,700</b>	<b>-</b>
195,027	188,461	-	Ending Fund Balance	-	-	-
<b>\$ 641,876</b>	<b>\$ 724,897</b>	<b>\$ 722,175</b>	<b>Total Requirements</b>	<b>\$ 821,700</b>	<b>\$ 821,700</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

Established by Resolution No. 2018

**Warrenton Marina Fund Capital Reserve Fund 012 (461)**

To accumulate funds for capital improvements at the Warrenton Marina

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual		Adopted Budget	Resources and Requirements		
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Resources</b>		
\$ 144,477	\$ 144,477	\$ 115,000	300000	Beginning Fund Balance	\$ 160,000
			361000	Interest Earnings	\$ 160,000
			Transfers from Other Funds:		
	30,523	30,000	391030	Warrenton Marina Fund-operations	115,000
					115,000
<u>144,477</u>	<u>175,000</u>	<u>145,000</u>	<b>Total Resources</b>		
					<u>275,000</u>
					<u>275,000</u>
					<u>-</u>
			<b>Requirements</b>		
			Capital Outlay-Marinas:		
			620002	Commercial Work Pier Improvements	275,000
		85,000	620000	Improvements-Unallocated	275,000
			<b>Total Capital Outlay</b>		
-	-	85,000			<u>275,000</u>
					<u>275,000</u>
					<u>-</u>
		85,000	<b>Total Expenditures</b>		
					275,000
					275,000
					-
		30,000	880001	Reserved for future expenditure-Pier	
		30,000	880001	Reserved for future expenditure-Building	
144,477	175,000	-	880001	Reserved for future expenditures	-
					-
<u>\$ 144,477</u>	<u>\$ 175,000</u>	<u>\$ 145,000</u>	<b>Total Requirements</b>		
					<u>\$ 275,000</u>
					<u>\$ 275,000</u>
					<u>\$ -</u>

City of Warrenton  
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18						
<b>Resources</b>								
\$ 162,079	\$ 168,011	\$ 140,000	300000	Beginning Working Capital	\$ 119,000	\$ 119,000		
1,230	8,016	1,600	334602	OSMB Grant - Operating				
			334603	OSMB Grant - Capital				
102,960	115,485	130,000	347801	Annual Moorage Rentals	125,000	125,000		
11,748	12,944	8,000	347802	Transient Daily Moorage	16,200	16,200		
3,508	4,603	5,000	347803	Utilities	12,000	12,000		
	225		347804	Boat Storage	150	150		
71,150	51,810	50,000	347805	Launch Fees	120,000	120,000		
23,371	21,096	20,000	347808	Monthly Moorage	20,000	20,000		
15,718	18,805	20,000	347810	Parking	30,000	30,000		
34,854	38,460	35,000	347812	Overnight Stays	52,000	52,000		
3,284	3,526	3,000	360000	Miscellaneous	3,500	3,500		
1,801	4,058	2,300	361000	Interest Earnings	8,000	8,000		
13,121	13,141	12,901	363000	Lease Receipts	12,901	12,901		
<b>444,825</b>	<b>460,179</b>	<b>427,801</b>	<b>Total Resources</b>			<b>518,751</b>	<b>518,751</b>	<b>-</b>
<b>Requirements</b>								
Personnel Services-Marinas:								
85,528	92,652	112,500	110000	Regular Salaries	115,500	115,500		
1,365	2,552	5,000	110001	Overtime	6,000	6,000		
7,188	3,221	12,000	110002	Part-Time Regular Salaries	12,000	12,000		
6,897	7,305	9,907	141000	FICA	10,213	10,213		
5,245	5,252	7,001	142000	Workers Compensation	5,969	5,969		
271	282	259	143000	Unemployment	534	534		
14,091	16,719	25,067	144000	Retirement	24,915	24,915		
22,137	26,806	36,034	145000	Health Insurance	31,870	31,870		
206	156	227	146000	Life Insurance	214	214		
			149000	Long Term Disability	320	320		
20,868	17,699	24,456	199999	Personnel services overhead (.2880 FTE)	31,733	31,733		
<b>\$ 163,795</b>	<b>\$ 172,644</b>	<b>\$ 232,451</b>	<b>Total Personnel Services</b>			<b>\$ 239,268</b>	<b>\$ 239,268</b>	<b>\$ -</b>
		2.3403	Total Full-Time Equivalent (FTE)			2.3967	2.3967	

City of Warrenton  
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual FYE 6/30/16	Actual FYE 6/30/17	Adopted Budget FYE 6/30/18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b>Requirements</b>						
Materials and Services-Marinas:						
\$ 1,037	\$ 1,182	\$ 1,500	210000	Office Supplies	\$ 1,500	\$ 1,500
123	224	500	211000	Postage	750	750
40			223000	General Supplies/Small Tools		
1,593	2,089	1,500	223001	Janitorial Supplies	1,800	1,800
760	1,133	4,000	223004	Uniforms	3,000	3,000
334	308	500	310000	Printing/Advertising	500	500
2,053	125	3,000	320000	Dues/Meetings/Training/Travel	1,500	1,500
7,146	9,830	4,000	340000	Electricity	10,000	10,000
1,979	2,047	5,000	340002	Communications	5,000	5,000
6,698	7,600	10,000	340005	Water	15,000	15,000
6,920	7,795	10,000	340006	Sewer	15,000	15,000
1,384	1,559	2,500	340007	Storm Sewer	4,000	4,000
20,705	20,120	28,000	340008	Sanitation	23,000	23,000
1,554	1,378	2,000	362000	Gasoline/Oil/Lubricants	2,500	2,500
2,932	837	3,000	366000	Equipment Maintenance	3,000	3,000
24,539	43,234	40,000	371000	Repair and Maintenance	40,000	40,000
2,025	1,600	1,600	375000	MAP expenses	-	-
1,780	6,428	12,000	380000	Professional Services	10,000	10,000
3,817	3,813	6,000	380005	Merchant Fees	8,000	8,000
4,865	5,731	6,000	380020	Computer and Software Support	6,000	6,000
3,986	5,041	5,000	380040	Transient Room Tax	6,500	6,500
1,547	3,951	5,000	380050	Non-capital Equipment	5,000	5,000
		3,000	383000	Miscellaneous	3,000	3,000
	980	900	410000	Permits and fees	1,000	1,000
15,199	20,500	20,873	390090	Overhead Cost (Indirect Allocation)	23,819	23,819
<b>\$ 113,019</b>	<b>\$ 147,503</b>	<b>\$ 175,873</b>		<b>Total Materials and Services</b>	<b>\$ 189,869</b>	<b>\$ 189,869</b>
			860013	Hammond Marina Capital Reserve-Grant		
			860013	Hammond Marina Capital Reserve-operatic	28,000	28,000
-	-	-		<b>Total Transfers</b>	<b>28,000</b>	<b>28,000</b>
				Not allocated:		
-	-	19,477	800000	Contingency	61,614	61,614
276,814	320,147	427,801		<b>Total Expenditures</b>	<b>518,751</b>	<b>518,751</b>
168,011	140,032	-	880001	Ending Fund Balance	-	-
<b>\$ 444,825</b>	<b>\$ 460,179</b>	<b>\$ 427,801</b>		<b>Total Requirements</b>	<b>\$ 518,751</b>	<b>\$ 518,751</b>

City of Warrenton  
Budget Document

Established by Resolution No. 2057

**Hammond Marina Fund Capital Reserve Fund 013 (461)**

To accumulate funds for capital improvements at the Hammond Marina

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
			<b>Resources</b>			
\$ 365,745	\$ 449,501	\$ 412,000	300000	Beginning Fund Balance	\$ 600,000	\$ 600,000
			361000	Interest Earnings		
140,003	140,606	146,000	364000	Transient Room Tax	152,000	152,000
				Transfers from Other Funds:		
			391030	Hammond Marina Fund-Grant		
			391030	Hammond Marina Fund-operations	28,000	28,000
<u>505,748</u>	<u>590,107</u>	<u>558,000</u>		<b>Total Resources</b>	<u>780,000</u>	<u>780,000</u>
						<u>-</u>
			<b>Requirements</b>			
	7,493			Capital Outlay-Marinas:		
		100,000	610002	Cargo Trailer		
	63,089	75,000	620000	Improvements - Unallocated		
56,247		75,000	620009	Marina Acquisition Costs	5,000	5,000
			620010	Bank Stabilization Project	75,000	75,000
			620006	Pave Parking Lot		
			620007	Hammond Marina Dredging	700,000	700,000
<u>56,247</u>	<u>70,581</u>	<u>250,000</u>		<b>Total Capital Outlay</b>	<u>780,000</u>	<u>780,000</u>
						<u>-</u>
56,247	70,581	250,000		<b>Total Expenditures</b>	780,000	780,000
449,501	519,526	308,000		<b>Ending Fund Balance</b>	-	-
<u>\$ 505,748</u>	<u>\$ 590,107</u>	<u>\$ 558,000</u>		<b>Total Requirements</b>	<u>\$ 780,000</u>	<u>\$ 780,000</u>
						<u>\$ -</u>

City of Warrenton  
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual	Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<b>Resources</b>						
\$ 932,184	\$ 1,140,492	\$ 1,000,000	300000 Beginning Fund Balance	\$ 1,100,000	\$ 1,100,000	
		1,630,000	334250 Loan Proceeds-IFA S17012	1,645,000	1,645,000	
	669,931	1,100,000	334255 Loan Proceeds-IFA Meters S17016			
60,631	67,799	45,000	340025 Connection Charges	58,000	58,000	
1,428,510	1,579,451	1,560,000	344000 Utilities - in city	1,680,000	1,680,000	
1,032,142	1,050,300	1,040,000	344500 Utilities - outside city	1,150,000	1,150,000	
		182,000	Rate increase: in and outside city 7%	198,100	198,100	
20,613	21,196	20,000	345000 Late Fees	20,000	20,000	
33,204	35,475	30,000	346000 Door Hanger Fees	30,000	30,000	
13,700	17,040	14,000	347000 Shut Off Fees	14,000	14,000	
3,905	3,870	3,800	348000 Service Calls - in city	3,500	3,500	
1,310	1,650	1,000	348500 Service Calls - outside city	1,500	1,500	
1,175	1,050	1,000	349000 NSF Fees	1,000	1,000	
3,453	3,289		360000 Miscellaneous			
4,140	12,857	6,000	361000 Interest Earnings	20,000	20,000	
	20,000	20,000	365002 Contributions for Operations			
			366000 Proceeds from Sale of Assets			
<b>3,534,966</b>	<b>4,624,400</b>	<b>6,652,800</b>	<b>Total Resources</b>	<b>5,921,100</b>	<b>5,921,100</b>	<b>-</b>
<b>Requirements</b>						
Personnel Services-Water Dept:						
354,550	413,067	496,400	110000 Regular Salaries	484,750	484,750	
19,769	24,774	37,000	110001 Overtime	37,000	37,000	
			110002 Part-Time Regular Salaries			
27,703	32,286	40,805	141000 FICA	39,914	39,914	
9,653	12,456	20,923	142000 Workers Compensation	24,199	24,199	
1,086	1,248	1,067	143000 Unemployment	2,087	2,087	
75,533	86,357	133,085	144000 Retirement	123,033	123,033	
88,492	107,325	135,751	145000 Health Insurance	136,369	136,369	
669	603	757	146000 Life Insurance	644	644	
			149000 Long Term Disability	1,297	1,297	
176,620	141,871	157,663	199999 Personnel services overhead(1.6507 FTE)	181,909	181,909	
<b>\$ 754,074</b>	<b>\$ 819,986</b>	<b>\$ 1,023,451</b>	<b>Total Personnel Services</b>	<b>\$ 1,031,202</b>	<b>\$ 1,031,202</b>	<b>\$ -</b>
		8.5304	Total Full-Time Equivalent (FTE)	8.2382	8.2382	

City of Warrenton  
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18			
<b>Requirements</b>					
Water Dept.					
Distribution System:					
Materials and Services: (430)					
\$ 1,318	\$ 1,420	\$ 2,000	210000 Office Supplies	\$ 2,000	\$ 2,000
4,249	4,518	6,500	211000 Postage	5,000	5,000
9,689	10,179	9,000	223000 General Supplies	12,000	12,000
729	757	800	223001 Janitorial Supplies	800	800
202	103	150	223002 Chemical Supplies	1,000	1,000
788	1,928	2,100	223004 Uniforms	2,500	2,500
442	554	1,000	223005 Safety	2,000	2,000
2,023	2,772	3,000	310000 Printing/Advertising	3,000	3,000
4,658	4,913	9,000	320000 Dues/Meetings/Training/Travel	9,000	9,000
3,495	3,643	3,900	340000 Electricity	3,900	3,900
4,085	4,071	5,000	340002 Communications	5,000	5,000
120	153	150	340005 Water	500	500
245	260	300	340006 Sewer	500	500
49	52	135	340007 Storm Sewer	135	135
4,270	4,272	4,750	340008 Sanitation	4,750	4,750
		8,000	360000 Bank Fees/Credit Cards	6,675	6,675
9,038	9,718	12,000	362000 Gasoline/Oil/Lubricants	12,000	12,000
15,402	12,845	15,000	366000 Equipment Maintenance	15,000	15,000
38,336	95,837	124,000	371000 Construction and Materials	100,000	100,000
9,639	8,016	12,500	371001 Rock	12,500	12,500
49,820	14,614	1,100,000	371004 Water Meter Replacement	30,000	30,000
4,428	1,252	5,000	378000 Building Maintenance	5,000	5,000
44,646	67,552	135,000	380000 Professional Services	100,000	100,000
4,420	6,018	7,162	380005 Professional Services-online payments	9,871	9,871
10,403	10,126	11,156	380006 Professional Services-utility billing	11,716	11,716
13,511	9,622	33,329	380020 Computer and Software Support	20,000	20,000
7,979	9,156	9,000	380050 Non-capital Equipment	9,000	9,000
128,638	164,325	134,528	390090 Overhead Cost (Indirect Allocation)	136,523	136,523
200		1,000	410000 Permits and Fees	1,000	1,000
42,855	47,384	49,509	420000 Franchise Fees (3%)	53,928	53,928
415,678	496,058	1,704,969	Sub-total	575,298	575,298
Treatment Facility:					
Materials and Services: (435)					
\$ 751		\$ 400	210000 Office Supplies	\$ 400	\$ 400
3,589	2,687	2,500	223000 General Supplies	2,500	2,500
379	623	700	223001 Janitorial Supplies	700	700
31,195	39,644	55,000	223002 Chemical Supplies	60,000	60,000
345	545	400	223004 Uniforms	400	400
8	22	200	310000 Printing/Advertising	200	200
3,216	1,065	2,500	320000 Dues/Meetings/Training/Travel	2,600	2,600
48,532	54,465	55,000	340000 Electricity	58,000	58,000
4,065	3,786	4,000	340002 Communications	4,000	4,000
10,686	5,793	12,000	340005 Water	12,000	12,000
1,061	752	2,000	362000 Gasoline/Oil/Lubricants	2,000	2,000
109,999	124,515	150,000	366000 Equipment Maintenance	170,000	170,000
31,434	24,705	60,000	371000 Repair and Maintenance	150,000	150,000
1,605	1,975	3,000	380000 Professional Services	3,500	3,500
1,978	7,727	4,500	380020 Computer and Software Support	4,500	4,500
2,036	4,807	5,000	380050 Non-capital Equipment	5,500	5,500
	1,508	2,000	410000 Permits and Fees	3,000	3,000
			460000 Environmental Cleanup		
250,879	274,618	359,200	Sub-total	479,300	479,300

City of Warrenton  
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual	Adopted	Resources	Proposed by	Approved by	Adopted by
FYE 6/30/16	Budget	and	Budget	Budget	Governing
FYE 6/30/17	FYE 6/30/18	Requirements	Officer	Committee	Body
<b>Requirements</b>					
Raw Water:					
Materials and Services: (440)					
\$ 2,083	\$ 1,556	\$ 2,000	223000	General Supplies	\$ 2,000 \$ 2,000
		500	223002	Chemical Supplies	500 500
	260	400	223004	Uniforms	400 400
280		1,000	223005	Safety Supplies	1,000 1,000
		50	310000	Printing/Advertising	50 50
2,344	3,277	3,500	340000	Electricity	3,500 3,500
3,255	3,500	5,500	362000	Gasoline/Oil/Lubricants	5,500 5,500
1,998	13,262	25,000	366000	Waterworks Maintenance	35,000 35,000
2,814	5,453	20,000	371000	Waterworks Repairs	20,000 20,000
12,135	13,368	40,000	380000	Professional Services	40,000 40,000
869	1,463	2,500	380050	Non-capital Equipment	2,500 2,500
1,409		3,000	410000	Permits and Fees	3,000 3,000
		500	460000	Environmental Cleanup	500 500
27,187	42,139	103,950		Sub-total	113,950 113,950 -
South Water Reservoir:					
Materials and Services: (445)					
		150	223002	Chemical Supplies	150 150
		100	223005	Safety Supplies	100 100
10,852	6,158	8,500	340000	Electricity	8,500 8,500
6,734	6,680	6,200	340002	Communications	6,200 6,200
2,425	1,465	1,000	362000	Gasoline/Oil/Lubricants	2,000 2,000
2,337	4,495	15,000	366000	Waterworks Maintenance	25,000 25,000
12,322	13,820	8,000	371000	Waterworks Repairs	19,000 19,000
			380000	Professional Services	
		500	380020	Computer/Software Support	
			380050	Non-capital Equipment	500 500
			410000	Permits & Fees	
34,670	32,617	39,450		Sub-total	61,450 61,450 -
728,414	845,431	2,207,569		Grand total Materials and Services	1,229,998 1,229,998 -
Not allocated:					
Debt Service:					
408,061	432,415	439,013		Principal	453,460 453,460
224,148	204,708	185,531		Interest	180,305 180,305
632,210	637,124	624,544		Total Debt Service	633,765 633,765 -
Transfers to Other Funds:					
279,776	480,547	547,864	860029	Water Fund Capital Reserve-operations	757,278 757,278
		1,630,000		Water Fund Capital Reserve-Loan	1,645,000 1,645,000
279,776	480,547	2,177,864		Total Transfers to Other Funds	2,402,278 2,402,278 -
-	-	578,335	800000	Contingency- 15% of operating exp	434,235 434,235
		578,335		Total Contingency	434,235 434,235 -
2,394,474	2,783,088	6,611,763		Total Expenditures	5,731,478 5,731,478 -
1,140,492	1,841,312	41,037	880001	Ending Fund Balance	189,622 189,622 -
\$3,534,966	\$4,624,400	\$6,652,800		<b>Total Requirements</b>	\$5,921,100 \$5,921,100 \$ -

City of Warrenton  
Budget Document

Established by Resolution No. 2019

**Water Fund Capital Reserve Fund 029 (430)**

To accumulate funds for capital improvements  
of the Water Fund

Review Year: 2023

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual FYE 6/30/16	FYE 6/30/17	Adopted Budget FYE 6/30/18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
			<b>Resources</b>				
\$ 1,108,707	\$ 1,311,219	\$ 1,600,000	300000	Beginning Fund Balance	\$ 2,000,000	\$ 2,000,000	
				Transfers from Other Funds:			
	480,547	1,630,000	391025	Water Fund Loans	1,645,000	1,645,000	
279,776		547,864	391025	Water Fund Operations	757,278	757,278	
			365001	Capital Contributions			
<b>1,388,483</b>	<b>1,791,766</b>	<b>3,777,864</b>		<b>Total Resources</b>	<b>4,402,278</b>	<b>4,402,278</b>	<b>-</b>
			<b>Requirements</b>				
				Capital Outlay-Water Dept:			
10,032	16,209	18,480	610005	Public Works Service Truck			
	4,953		610007	Generator for Public Works			
	46,054		610013	5-yard Dump Truck			
	16,706		610021	UPS for WTP SCADA			
		102,000	610022	Chlorine System Recifyer			
	13,886		610023	Utility Vehicle			
57,238			620051	Rebuild SE Pacific (Neptune-YBP Bridge)			
3,466	482		620059	NW Cedar Ct Improvement (Warrenton-5th St)			
6,343	13,663	1,630,000	620075	Hammond Waterline Upgrades	1,645,000	1,645,000	
184			620077	SW Birch Ct replace AC waterline			
			620078	East/West Easement			
	19,943		620068	24" Raw Water Shut off valve			
	2,807		620069	Cullaby Lake Ln Water Main Shutoff Valves			
	8,121	10,467	620091	Public Works Remodel	3,489	3,489	
		3,489	620092	Fuel Depot Spill Control	3,489	3,489	
		58,000	620084	SW 4th Street (S Main Ave - SW Alder Ct)	58,000	58,000	
		82,000	620085	SE Anchor (Harbor - SE 3rd St) Improvement	93,000	93,000	
			620093	Automatic Gate at Public Works	6,300	6,300	
<b>77,264</b>	<b>142,823</b>	<b>1,904,436</b>		<b>Total Capital Outlay</b>	<b>1,809,278</b>	<b>1,809,278</b>	<b>-</b>
<b>77,264</b>	<b>142,823</b>	<b>1,904,436</b>		<b>Total Expenditures</b>	<b>1,809,278</b>	<b>1,809,278</b>	<b>-</b>
			880001	Reserved for Water Filter Replacement			
		1,131,428		Replacement year is 2019/2020	1,320,000	1,320,000	
		742,000	880001	Reserved for Water Reservoir Replacement	848,000	848,000	
1,311,219	1,648,943		880001	Reserved for future projects	425,000	425,000	
1,311,219	1,648,943	1,873,428		<b>Total Reserved for future expenditure</b>	<b>2,593,000</b>	<b>2,593,000</b>	<b>-</b>
<b>\$ 1,388,483</b>	<b>\$ 1,791,766</b>	<b>\$ 3,777,864</b>		<b>Total Requirements</b>	<b>\$ 4,402,278</b>	<b>\$ 4,402,278</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

**Water System Development Charges Fund 026 (410)**

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual	Adopted	Resources	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	and	Budget	Budget	Governing
FYE 6/30/16	FYE 6/30/17	Requirements	Officer	Committee	Body
<b>Resources</b>					
\$ 113,135	\$ 104,480	\$ 85,000	300000	Beginning Working Capital	\$ 75,000 \$ 75,000
90,245	80,883	92,000	339100	Reimbursement Fee	100,000 100,000
100	498	200	361000	Interest Earnings	1,000 1,000
<b>203,480</b>	<b>185,861</b>	<b>177,200</b>	<b>Total Resources</b>		<b>176,000 176,000 -</b>
<b>Requirements</b>					
-	-	92,200	620000	Capital Outlay-Water Dept.: Improvements	
-	-	92,200		Total Capital Outlay	- - -
99,000	73,000	85,000	801016	Not allocated: Debt Service: Principal(G99001)	75,000 75,000
			801017	Interest	- - -
<b>99,000</b>	<b>73,000</b>	<b>85,000</b>		Total Debt Service	<b>75,000 75,000 -</b>
-	-	-	800000	Contingency	- - -
99,000	73,000	177,200		Total Expenditures	75,000 75,000 -
104,480	112,861	-		Ending Fund Balance	101,000 101,000 -
<b>\$ 203,480</b>	<b>\$ 185,861</b>	<b>\$ 177,200</b>		Total Requirements	<b>\$ 176,000 \$ 176,000 \$ -</b>

City of Warrenton  
Budget Document

Storm Sewer Fund 028 (430)

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual	Adopted		Resources	Proposed by	Approved by	Adopted by
FYE 6/30/16	Budget	FYE 6/30/17	and	Budget	Budget	Governing
	FYE 6/30/18		Requirements	Officer	Committee	Body
<b>Resources</b>						
\$ 127,218	\$ 284,330	\$ 290,000	300000	Beginning Fund Balance	\$ 375,000	\$ 375,000
362,084	395,837	386,000	344000	Utilities (20% of Sewer)	416,000	416,000
		19,300		Rate Increase (5%)	20,800	20,800
11,983	614		360000	Miscellaneous		
604	1,534	700	361000	Interest Earnings	3,000	3,000
<b>501,889</b>	<b>682,315</b>	<b>696,000</b>	<b>Total Resources</b>		<b>814,800</b>	<b>814,800</b>
						-
<b>Requirements</b>						
Personnel Services-Storm Sewer:						
31,643	40,073	40,500	110000	Regular Salaries	68,250	68,250
411	2,954	1,600	110001	Overtime	1,600	1,600
1,366	2,374	5,400	110002	Part-Time Regular Salaries	5,400	5,400
2,484	3,360	3,634	141000	FICA	5,757	5,757
1,164	1,564	2,184	142000	Workers Compensation	3,309	3,309
97	130	95	143000	Unemployment	301	301
5,654	6,838	9,223	144000	Retirement	15,127	15,127
8,093	10,747	12,386	145000	Health Insurance	19,038	19,038
52	58	64	146000	Life Insurance	84	84
			149000	Long Term Disability	183	183
23,374	33,069	21,679	199999	Personnel services overhead (.2731 FTE)	30,100	30,100
<b>74,338</b>	<b>101,168</b>	<b>96,765</b>	<b>Total Personnel Services</b>		<b>149,149</b>	<b>149,149</b>
		0.7584		Total Full-Time Equivalent (FTE)	1.2694	1.2694
						-
Materials and Services-Storm Sewer:						
156	192	276	210000	Office Supplies	328	328
322	336	400	211000	Postage	400	400
1,065	1,210	1,000	223000	General Supplies	1,500	1,500
45	54	100	223001	Janitorial	250	250
10	12	200	223002	Chemical Supplies	500	500
97	155	150	223004	Uniforms	200	200
54	55	100	223005	Safety	500	500
142	147	150	310000	Printing/Advertising/Publicity	150	150
416	721	500	320000	Dues/Meetings/Training/Travel	1,000	1,000
7,266	7,849	7,500	340000	Electricity-pump stations	10,000	10,000
414	764	500	340002	Communications	600	600
15	36	50	340005	Water	50	50
30	61	30	340006	Sewer	30	30
6	12	15	340007	Storm Sewer	15	15
521	998	700	340008	Sanitation	700	700
		900	360000	Bank Fees/Credit Cards	854	854
412	442	1,200	362000	Gasoline	1,200	1,200
4,796	2,852	8,500	366000	Equipment Maintenance	8,500	8,500
22,067	21,003	20,000	371000	Repair & Maint. Materials	30,000	30,000
2,910	835	4,000	371001	Rock	4,000	4,000
	2,100	5,000	371002	Ditch Restoration/Vegetation Removal	5,000	5,000
12,053		85,000	371003	Phase I Levee & Dike slope stability M & R	85,000	85,000
326	173	400	378000	Building Maintenance	400	400
11,264	12,802	27,400	380000	Professional Services	25,000	25,000
14,528	33,511	35,000	380001	Professional Services-FEMA Project	35,000	35,000
688	956	979	380005	Online payments	1,262	1,262
1,406	1,505	1,525	380006	Utility Billing	1,498	1,498
	9,332		380007	Professional Services-IGA FEMA		
1,645	1,977	2,064	380020	Computer & Software Support	2,500	2,500
444	1,521	700	380050	Non-capital Equipment	700	700
17,024	38,303	18,491	390090	Overhead Cost (Indirect Allocation)	22,594	22,594
		3,000	410000	Permits	3,000	3,000
<b>\$ 100,121</b>	<b>\$ 139,915</b>	<b>\$ 225,830</b>	<b>Total Materials and Services</b>		<b>\$ 242,731</b>	<b>\$ 242,731</b>
						-

City of Warrenton  
Budget Document

**Storm Sewer Fund 028 (430)**

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual FYE 6/30/16	Adopted Budget FYE 6/30/17	Adopted Budget FYE 6/30/18	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Capital Outlay-Storm Sewer:</b>			
\$ 719	\$ 3,280	\$ 1,320	610005 Public Works Service Truck			
	\$ 1,208		610007 Generator for Public Works			
	\$ 11,013		610013 5-yard Dump Truck			
167			620023 SW Birch Court Drainage Improvements			
2,706			620025 Pacific Bridge Improvement			
	4,273		620026 Fourth Avenue Drainage (Lake&Jetty- Marina Harbor)			
3,168	43		620079 NW 13th St/Warrenton Dr Trail and Drainage			
3,320	34,863		620080 SW 3rd St Improvement (Main Ct - Main Ave)			
18,835	29,323		620081 SE 4th & Main Stormwater Pump Station Rebuild			
14,184	7,386	90,000	620082 Tide Gates	50,000	50,000	
	17,095		620083 SW 9th St Culvert			
	1,990	2,559	620091 Remodel of Public Works Offices	853	853	
		853	620092 Fuel Depot Spill Control	853	853	
		62,000	620085 SE Anchor (Harbor-SE 3rd St) Improvements			
		50,000	620068 Stormwater MasterPlan Recommendation #1			
		10,000	620069 Raise Levee Low Area	10,000	10,000	
			620093 Automatic Gate at Public Works	450	450	
			620084 SW 4th Street (S Main Ave - SW Alder Ct)	148,000	148,000	
<b>43,100</b>	<b>110,473</b>	<b>216,732</b>	<b>Total Capital Outlay</b>	<b>210,156</b>	<b>210,156</b>	<b>-</b>
			<b>Not allocated:</b>			
-	-	64,519	800000 Contingency 20% of operating expenditures	78,408	78,408	
<b>217,559</b>	<b>351,557</b>	<b>603,846</b>	<b>Total Expenditures</b>	<b>680,444</b>	<b>680,444</b>	<b>-</b>
<b>284,330</b>	<b>330,759</b>	<b>92,154</b>	880001 Ending Fund Balance	134,356	134,356	-
<b>\$ 501,889</b>	<b>\$ 682,315</b>	<b>\$ 696,000</b>	<b>Total Requirements</b>	<b>\$ 814,800</b>	<b>\$ 814,800</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

**Storm Sewer System Development Charges Fund 051 (410)**

Historical Data						Budget for Fiscal Year 7/1/2018- 6/30/2019		
Actual	Adopted Budget	Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18						
			<b>Resources</b>					
\$ 75,052	\$ 97,698	\$ 27,000	300000	Beginning Fund Balance		\$ 31,000	\$ 31,000	
			339100	Reimbursement Fee				
\$ 22,516	\$ 9,312	25,000	339200	Improvement Fee		13,000	13,000	
130	292	190	361000	Interest		300	300	
<u>97,698</u>	<u>107,302</u>	<u>52,190</u>	<b>Total Resources</b>			<u>44,300</u>	<u>44,300</u>	<u>-</u>
			<b>Requirements</b>					
			Capital Outlay-Storm Sewer:					
	79,323		620081	SE 4th & Main Stormwater Pump Station Rebuild				
		52,190	620000	Improvements				
-	-							
<u>-</u>	<u>79,323</u>	<u>52,190</u>	<b>Total Capital Outlay</b>			<u>-</u>	<u>-</u>	<u>-</u>
			Not allocated:					
-	-	-	800000	Contingency		-	-	-
<u>-</u>	<u>79,323</u>	<u>52,190</u>	<b>Total Expenditures</b>			<u>-</u>	<u>-</u>	<u>-</u>
97,698	27,979	-	880001	Ending Fund Balance		44,300	44,300	-
<u>\$ 97,698</u>	<u>\$ 107,302</u>	<u>\$ 52,190</u>	<b>Total Requirements</b>			<u>\$ 44,300</u>	<u>\$ 44,300</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<b>Resources</b>						
\$ 1,106,104	\$ 1,369,458	\$ 1,500,000	300000	Beginning Fund Balance	\$ 1,700,000	\$ 1,700,000
52,609				Change in fund balance-inventory		
	1,399,226	521,078	334260	Loan Proceeds-DEQ-R94945		
		35,000	334350	Loan Proceeds-IFA	27,219	27,219
39,175	42,535	35,000	340030	Connection Charges	32,000	32,000
1,809,709	1,980,826	1,930,000	344000	Utilities	2,080,000	2,080,000
		102,200		Rate increase 5% in city and shoreline	109,950	109,950
1,661	1,715	1,650	344300	Industrial Waste Permitted Use	1,750	1,750
54,247	114,454	114,000	344500	Shoreline Sewer Revenue	119,000	119,000
321,219	311,008	315,000	344700	Septage Revenue	303,000	303,000
3,413	3,292		360000	Miscellaneous		
3,344	10,159	5,200	361000	Interest Earnings	26,000	26,000
	36,306	20,000	365002	Contributions for Operations		
<b>3,391,479</b>	<b>5,268,978</b>	<b>4,579,128</b>	<b>Total Resources</b>		<b>4,398,919</b>	<b>4,398,919</b>
<b>Requirements</b>						
				Personnel Services-Sewer Dept:		
401,694	341,798	389,750	110000	Regular Salaries	435,000	435,000
46,477	49,599	59,000	110001	Overtime	59,000	59,000
			110002	Part-Time Regular Salaries		
32,855	28,709	34,329	141000	FICA	37,791	37,791
13,642	12,037	16,446	142000	Workers Compensation	22,490	22,490
1,288	1,110	898	143000	Unemployment	1,976	1,976
80,474	66,009	103,339	144000	Retirement	107,875	107,875
116,302	107,358	123,492	145000	Health Insurance	127,534	127,534
759	566	592	146000	Life Insurance	540	540
			149000	Long Term Disability	1,162	1,162
155,111	111,736	164,870	199999	Personnel services overhead (1.5529 FTE)	171,135	171,135
<b>\$ 848,602</b>	<b>\$ 718,921</b>	<b>\$ 892,716</b>	<b>Total Personnel Services</b>		<b>\$ 964,503</b>	<b>\$ 964,503</b>
	7.2457		Total Full-Time Equivalent (FTE)		7.9261	7.9261
<b>Sewer Dept. Collection System Materials and Services (430):</b>						
\$ 1,617	\$ 1,646	\$ 2,700	210000	Office Supplies	\$ 2,700	\$ 2,700
1,593	1,624	4,000	211000	Postage	4,000	4,000
10,032	8,258	8,000	223000	General Supplies	10,000	10,000
697	845	1,500	223001	Janitorial Supplies	1,500	1,500
5,657	7,508	15,000	223002	Chemical Supplies	15,000	15,000
1,280	1,367	2,000	223004	Uniforms	2,000	2,000
654	551	1,500	223005	Safety	1,500	1,500
1,384	1,918	3,000	310000	Printing/Advertising	3,000	3,000
1,923	3,112	5,000	320000	Dues/Meetings/Training/Travel	5,000	5,000
1,768	1,878	2,000	340000	Electricity	2,000	2,000
			340001	Natural Gas	3,000	3,000
16,006	8,749	8,600	340002	Communications	8,000	8,000
105	124	100	340005	Water	500	500
215	211	200	340006	Sewer	800	800
43	42	50	340007	Storm	250	250
3,753	3,464	3,500	340008	Sanitation	5,000	5,000
42,855	48,893	50,000	340010	Pump Station Electricity	50,000	50,000
		8,100	360000	Bank Fees/Credit Cards	4,506	4,506
6,040	6,520	10,000	362000	Gasoline/Oil/Lubricants	10,000	10,000
17,477	21,719	18,000	366000	Equipment Maintenance	40,000	40,000
170,117	105,097	140,000	366100	Pump Station Maintenance	150,000	150,000
42,714	21,664	30,000	371000	Construction and Materials	75,000	75,000
2,775	6,194	10,000	371001	Rock	10,000	10,000
3,281	1,140	3,000	378000	Building Maintenance	3,000	3,000
20,005	77,198	156,580	380000	Professional Services	80,000	80,000
3,242	4,633	5,183	380005	Professional Services - online payments	6,663	6,663
8,902	8,269	8,073	380006	Professional Services - utility billing	7,910	7,910
			380007	Inflow & Infiltration Plan	44,532	44,532
13,673	27,290	33,000	380020	Computer and Software Support	35,000	35,000
31,012	16,644	10,000	380050	Non-capital Equipment	10,000	10,000
112,972	129,421	140,657	390090	Overhead Cost (Indirect Allocation)	128,427	128,427
	190	2,000	410000	Permits and Fees	2,000	2,000
54,291	59,425	60,250	420000	Franchise Fee (3%)	65,520	65,520
<b>576,085</b>	<b>575,593</b>	<b>741,993</b>	<b>Total Materials and Services (430)</b>		<b>786,808</b>	<b>786,808</b>

City of Warrenton  
Budget Document

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<b>Requirements</b>						
Sewer Dept. Shoreline Sanitary						
Materials and Services (433):						
		500	223000	General Supplies	500	500
	67	500	223002	Chemical Supplies	500	500
1,129	2,254	5,000	340001	Natural Gas	5,000	5,000
		3,000	340002	Communications		
3,579	8,107	10,000	340010	Pump Station Electricity	10,000	10,000
		500	362000	Gasoline/Oil/Lubricants	500	500
	4,838	5,000	366100	Pump Station Maintenance	7,500	7,500
	1,928	2,500	371000	Repair and Maintenance	5,000	5,000
	149	2,500	380000	Professional Services	2,500	2,500
	1,127	2,500	380020	Computer and Software Support	2,500	2,500
<b>4,708</b>	<b>18,468</b>	<b>32,000</b>		<b>Total Materials and Services (433)</b>	<b>34,000</b>	<b>34,000</b>
						<b>-</b>
Sewer Dept. Sewer Plant						
Materials and Services (435):						
1,116	8	1,500	210000	Office Supplies	1,500	1,500
		500	211000	Postage	500	500
2,383	3,171	5,000	223000	General Supplies	5,000	5,000
258	233	1,000	223001	Janitorial Supplies	1,000	1,000
1,593	1,134	5,000	223002	Chemical Supplies	5,000	5,000
405	266	1,000	223004	Uniforms	1,500	1,500
6,216	7,421	10,000	223005	Lab supplies	12,000	12,000
858	2,246	3,000	223006	Safety	3,000	3,000
954	420	2,000	310000	Printing/Advertising	2,000	2,000
2,140	3,055	6,000	320000	Dues/Meetings/Training/Travel	7,000	7,000
98,484	97,142	85,000	340000	Electricity	100,000	100,000
5,677	5,685	6,500	340002	Communications	6,500	6,500
293	836	300	340005	Water	1,500	1,500
599	634	650	340006	Sewer	1,000	1,000
120	127	150	340007	Storm Sewer	250	250
7,179	9,069	10,000	340008	Sanitation	10,000	10,000
2,116	2,038	5,000	362000	Gasoline/Oil/Lubricants	5,000	5,000
12,868	15,247	30,000	366000	Equipment Maintenance	50,000	50,000
16,349	30,550	30,000	371000	Repair and Maintenance	50,000	50,000
253		5,000	371001	Rock		
379	1,100	10,000	380000	Professional Services	10,000	10,000
17,067	10,696	20,000	380020	Computer and Software Support	15,000	15,000
1,861	8,323	10,000	380050	Non-capital Equipment	7,500	7,500
1,636	1,833	2,500	410000	Permits and Fees	3,000	3,000
<b>180,805</b>	<b>201,234</b>	<b>250,100</b>		<b>Total Materials and Services (435)</b>	<b>298,250</b>	<b>298,250</b>
						<b>-</b>
<b>761,598</b>	<b>795,296</b>	<b>1,024,093</b>		<b>Grand Total Materials and Services</b>	<b>1,119,058</b>	<b>1,119,058</b>
						<b>-</b>
Not allocated:						
Debt Service:						
130,650	54,770	77,672		Principal	68,053	68,053
43,727	7,098	78,474		Interest	54,124	54,124
<b>174,377</b>	<b>61,868</b>	<b>156,146</b>		<b>Total Debt Service</b>	<b>122,177</b>	<b>122,177</b>
						<b>-</b>
Transfers to Other Funds:						
237,445	2,028,147	1,345,247	860038	Sewer Fund Capital Reserve-operations	1,029,563	1,029,563
<b>237,445</b>	<b>2,028,147</b>	<b>1,345,247</b>		<b>Total Transfers to Other Funds</b>	<b>1,029,563</b>	<b>1,029,563</b>
						<b>-</b>
		82,338	800003	Contingency-debt reserves	80,673	80,673
		414,591	800000	Contingency- 20% of operating exp	435,147	435,147
		<b>496,929</b>		<b>Total Contingency</b>	<b>515,820</b>	<b>515,820</b>
						<b>-</b>
<b>2,022,021.39</b>	<b>3,604,232</b>	<b>3,915,131</b>		<b>Total Expenditures</b>	<b>3,751,121</b>	<b>3,751,121</b>
						<b>-</b>
<b>1,369,458</b>	<b>1,664,746</b>	<b>663,997</b>	880001	Ending Fund Balance	<b>647,798</b>	<b>647,798</b>
						<b>-</b>
<b>\$ 3,391,479</b>	<b>\$ 5,268,978</b>	<b>\$ 4,579,128</b>		<b>Total Requirements</b>	<b>\$ 4,398,919</b>	<b>\$ 4,398,919</b>
						<b>\$ -</b>

City of Warrenton  
Budget Document

Established by Resolution No. 2020

Sewer Fund Capital Reserve Fund 038 (430)

Review Year: 2023

To accumulate funds for capital  
improvements to the Sewer Fund

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual		Adopted		Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	Budget FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
\$ 537,035	\$ 590,218	\$ 543,936	300000	Beginning Fund Balance	\$ 2,000,000	\$ 2,000,000
237,445			391030	Transfers from Other Funds: Sewer Fund Loan R949454		
	2,028,147	1,345,247	391030	Sewer Fund Operations	1,029,563	1,029,563
<u>774,480</u>	<u>2,618,365</u>	<u>1,889,183</u>	<b>Total Resources</b>		<u>3,029,563</u>	<u>3,029,563</u>
<b>Requirements</b>						
7,411	12,785	13,640	610005	Capital Outlay-Sewer Dept: Public Works Service Truck		
	3,986		610007	Generator for PW Building		
	36,042		610013	5-yard Dump Truck		
	13,599		610022	Lateral Dolly Camera		
97,945	1,477,086	165,014	620011	Core Conveyance/Ensign Pump Station		
2,035			620042	NW Cedar Ct Sewer Main Recontruction		
40,137			620081	Storage Building Workshop		
7,297	2,164	104,000	620087	SE 12th St and Marlin Collector Line Repl	114,000	114,000
	8,000	25,000	620088	North Lagoon Decommissioning		
25,013	1,896	308,500	620089	SE 2nd Street & Marlin Ave Pump Station	308,500	308,500
4,426			620090	In Plant Pump Station Flowmeter		
	6,534	8,424	620091	Remodel of Public Works Offices	2,808	2,808
	10,199		620047	3rd & Main Pump Sta Generator		
	4,077		620048	Flowmeter 3rd & Main Pump Sta		
		50,000	620046	Pump Station Generator	100,000	100,000
		2,808	620092	Fuel Depot Spill Control	2,808	2,808
		366,800	620049	NW Jetty St & Pacific Ave Pump Sta. Upgrade	366,800	366,800
		15,000	620050	WWTP Laboratory Climate Control		
		20,000	620051	Septage Station Equilization	20,000	20,000
		60,000	620052	NW Seventh Ave & Enterprise Pump Sta. Ugrd	60,000	60,000
			620093	Automatic Gate at Public Works	4,650	4,650
			620078	N Main Ave & NW 7th Pl (NW Warr Dr to NE 5th St)	500,000	500,000
			620024	WWTP North Lagoon Dewatering Pump and Filter	100,000	100,000
<u>184,262</u>	<u>1,576,369</u>	<u>1,139,186</u>	<b>Total Capital Outlay</b>		<u>1,579,566</u>	<u>1,579,566</u>
<u>184,262</u>	<u>1,576,369</u>	<u>1,139,186</u>	<b>Total Expenditures</b>		<u>1,579,566</u>	<u>1,579,566</u>
		416,665	880001	Reserved for SBR Basin and Equipment	516,665	516,665
		333,332	880001	Reserved for Biosolids Disposal	433,332	433,332
			880001	Reserved for future projects	500,000	500,000
<u>590,218</u>	<u>1,041,996</u>	<u>749,997</u>	880001	<b>Total Reservations for future Expenditures</b>	<u>1,449,997</u>	<u>1,449,997</u>
<u>\$ 774,480</u>	<u>\$ 2,618,365</u>	<u>\$ 1,889,183</u>	<b>Total Requirements</b>		<u>\$ 3,029,563</u>	<u>\$ 3,029,563</u>

City of Warrenton  
Budget Document

**Sewer System Development Charges Fund 036 (410)**

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019			
Actual	Adopted		Resources	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	and	Budget	Budget	Governing
			Requirements	Officer	Committee	Body
<b><u>Resources</u></b>						
\$ 120,968	\$ 181,739	\$ 157,900	300000	Beginning Fund Balance	\$ 88,200	\$ 88,200
60,507	69,311	92,000	339100	Reimbursement Fee	100,000	100,000
264	1,185	800	361000	Interest Earnings	1,900	1,900
<u>181,739</u>	<u>252,235</u>	<u>250,700</u>	<b>Total Resources</b>	<u>190,100</u>	<u>190,100</u>	<u>-</u>
<b><u>Requirements</u></b>						
-	-	140,333	620000	Capital Outlay-Sewer Dept: Improvements		
-	-	140,333		<b>Total Capital Outlay</b>	-	-
	79,579	82,353		Not allocated:		
	31,058	28,014		Debt Service:		
				Principal	56,579	56,579
				Interest	14,204	14,204
-	110,637	110,367		<b>Total Debt Service</b>	<u>70,783</u>	<u>70,783</u>
-	-	-	800000	Contingency	-	-
-	110,637	250,700		<b>Total Expenditures</b>	<u>70,783</u>	<u>70,783</u>
181,739	141,598	-		Ending Fund Balance	119,317	119,317
<u>\$ 181,739</u>	<u>\$ 252,235</u>	<u>\$ 250,700</u>	<b>Total Requirements</b>	<u>\$ 190,100</u>	<u>\$ 190,100</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Sanitation Fund 032 (430)

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18						
			<b>Resources</b>					
\$ 330,622	\$ 354,473	\$ 320,000	300000	Beginning Fund Balance	\$ 380,000	\$ 380,000		
857,531	906,869	890,000	344000	Utilities	916,700	916,700		
169,819	175,178	184,500	345000	Recycling Fees	185,400	185,400		
1,908	2,159		360000	Miscellaneous				
2,052	3,930	2,500	361000	Interest Earnings	7,000	7,000		
			392100	Sale of surplus equipment				
<u>1,361,932</u>	<u>1,442,609</u>	<u>1,397,000</u>	<b>Total Resources</b>			<u>1,489,100</u>	<u>1,489,100</u>	<u>-</u>
			<b>Requirements</b>					
			Personnel Services-Sanitation Dept:					
115,478	121,414	131,550	110000	Regular Salaries	141,550	141,550		
5,434	5,846	8,800	110001	Overtime	8,800	8,800		
	963	900	110002	Part-time Salaries	900	900		
8,931	9,485	10,806	141000	FICA	11,571	11,571		
4,552	4,659	5,807	142000	Workers Compensation	5,479	5,479		
350	367	283	143000	Unemployment	605	605		
22,096	16,838	33,414	144000	Retirement	30,379	30,379		
42,210	40,614	53,765	145000	Health Insurance	56,759	56,759		
193	155	197	146000	Life Insurance	184	184		
			149000	Long Term Disability	391	391		
41,503	34,513	39,578	199999	Personnel services overhead (.4379 FTE)	48,252	48,252		
<u>\$ 240,746</u>	<u>\$ 234,853</u>	<u>\$ 285,100</u>	<b>Total Personnel Services</b>			<u>\$ 304,870</u>	<u>\$ 304,870</u>	<u>\$ -</u>
		2.6916	Total Full-Time Equivalent (FTE)			2.9058	2.9058	

City of Warrenton  
Budget Document

Sanitation Fund 032

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019				
Actual		Adopted Budget	Resources and Requirements		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18					
<b>Requirements</b>							
Materials and Services-Sanitation Dept:							
\$ 327	\$ 416	\$ 2,000	210000	Office Supplies	\$ 2,000	\$ 2,000	
1,178	1,058	1,600	211000	Postage	1,600	1,600	
3,577	4,620	4,000	223000	General Supplies	6,000	6,000	
463	716	650	223001	Janitorial Supplies	650	650	
758	870	1,750	223002	Chemical Supplies	2,500	2,500	
1,000	1,460	1,500	223004	Uniforms	1,500	1,500	
108	121	300	223005	Safety	500	500	
1,357	896	500	310000	Printing/Advertising	500	500	
246	837	1,000	320000	Dues/Meetings/Training/Travel	2,000	2,000	
513	567	1,100	340000	Electricity	1,100	1,100	
3,022	3,986	3,100	340002	Communications	3,100	3,100	
285,652	303,174	318,000	340003	Landfill Fees	328,600	328,600	
166,893	172,664	184,500	340004	Residential Curbside Recycling	190,800	190,800	
29	37	330	340005	Water	1,750	1,750	
60	63	250	340006	Sewer	1,000	1,000	
12	13	50	340007	Storm Sewer	500	500	
1,042	1,042	1,600	340008	Sanitation	1,600	1,600	
6,572	6,791	10,000	340015	Spring Cleanup	10,000	10,000	
28,127	29,278	31,000	340016	Commercial Recycling-Cardboard	33,920	33,920	
38,897	32,372	43,000	340017	Yard Debris Recycling	43,460	43,460	
18,371	29,512	25,000	340020	Landfill Postclosure Care Costs	25,000	25,000	
13,740	13,740	15,000	340025	Recycling Education	15,000	15,000	
		1,600	360000	Bank Fees/Credit Cards	2,167	2,167	
17,149	19,820	40,000	362000	Gasoline/Oil/Lubricants	30,000	30,000	
24,534	28,711	35,000	366000	Equipment Maintenance	35,000	35,000	
515	5,891	2,000	371000	Repair and Maintenance	2,000	2,000	
137	613	500	371001	Rock	500	500	
1,148	371	4,500	378000	Building Maintenance	4,500	4,500	
3,593	5,588	10,000	380000	Professional Services	10,000	10,000	
1,473	2,048	2,678	380005	Professional Services - online payments	3,204	3,204	
2,407	3,239	4,171	380006	Professional Services - utility billing	3,802	3,802	
4,540	4,485	6,100	380020	Computer/Software Support	6,100	6,100	
19,172	19,495	45,000	380050	Non-capital equipment	45,000	45,000	
30,228	39,975	33,825	390090	Overhead Cost (Indirect Allocation)	36,202	36,202	
25,726	27,206	26,656	420000	Franchise Fee (3%)	27,713	27,713	
150		250	460000	Environmental Cleanup	1,000	1,000	
<u>702,717</u>	<u>761,675</u>	<u>858,510</u>		<b>Total Materials and Services</b>	<u>880,268</u>	<u>880,268</u>	<u>-</u>
Not allocated:							
Transfers to Other Funds:							
63,996	75,000	75,000	860034	Sanitation Fund Capital Reserve	116,630	116,630	
<u>63,996</u>	<u>75,000</u>	<u>75,000</u>		<b>Total Transfers to Other Funds</b>	<u>116,630</u>	<u>116,630</u>	<u>-</u>
-	-	171,542	800000	Contingency 15% of expenditures	177,771	177,771	
1,007,459	1,071,528	1,390,152		<b>Total Expenditures</b>	1,479,539	1,479,539	-
354,473	371,081	6,848	880001	Ending Fund Balance	9,561	9,561	-
<u>\$ 1,361,932</u>	<u>\$ 1,442,609</u>	<u>\$ 1,397,000</u>		<b>Total Requirements</b>	<u>\$ 1,489,100</u>	<u>\$ 1,489,100</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Established by Resolution No. 2161

**Sanitation Fund Capital Reserve Fund 034 (430)**

To accumulate funds for equipment and capital improvements  
of the Sanitation Fund

Review Year: 2026

Historical Data						Budget for Fiscal Year 7/1/2018- 6/30/2019		
Actual	Adopted Budget					Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	Resources and Requirements			Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>								
\$ 508,384	\$ 244,165	\$ 290,000	300000	Beginning Fund Balance		\$ 340,000	\$ 340,000	
63,996	75,000	75,000	391032	Sanitation Fund		116,630	116,630	
<u>572,380</u>	<u>319,165</u>	<u>365,000</u>	<b>Total Resources</b>			<u>456,630</u>	<u>456,630</u>	-
<b><u>Requirements</u></b>								
	4,209	5,720	610005	Capital Outlay-Sanitation Dept:				
3,102	1,208		610007	Public Works Service Truck				
325,113	3,677		610008	Generator for PW Building				
	2,907	70,000	620001	Front Loading Garbage Truck		50,000	50,000	
	5,434	7,020	620091	SW 1st Street Recycling Center Upgrades		2,340	2,340	
		2,340	620092	Remodel of Public Works		2,340	2,340	
			620093	Fuel Depot Spill Control		1,950	1,950	
				Automatic Gate at Public Works				
<u>328,215</u>	<u>17,435</u>	<u>85,080</u>	<b>Total Capital Outlay</b>			<u>56,630</u>	<u>56,630</u>	-
<u>328,215</u>	<u>17,435</u>	<u>85,080</u>	<b>Total Expenditures</b>			<u>56,630</u>	<u>56,630</u>	-
<u>244,165</u>	<u>301,730</u>	<u>279,920</u>	880001	Reserved for future expenditure(Truck)		400,000	400,000	-
<u>\$ 572,380</u>	<u>\$ 319,165</u>	<u>\$ 365,000</u>	<b>Total Requirements</b>			<u>\$ 456,630</u>	<u>\$ 456,630</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

State Tax Street Fund 040 (431)

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual	Adopted	Resources	Proposed by	Approved by	Adopted by
FYE 6/30/16	Budget	and	Budget	Budget	Governing
FYE 6/30/17	FYE 6/30/18	Requirements	Officer	Committee	Body
			<b>Resources</b>		
\$ 1,155,918	\$ 1,421,947	\$ 664,326	300000	\$ 721,401	\$ 721,401
		316,770		756,560	756,560
		18,904		22,039	22,039
		334102			
		340025			
306,134	312,641	298,132	335700	383,057	383,057
317,430	339,494	333,000	335800	350,000	350,000
1,077	471		360000		
7,107	13,738	7,000	361000	20,000	20,000
			365001		
			<b>Total Resources</b>		
1,787,665	2,088,292	1,638,132		2,253,057	2,253,057
			<b>Requirements</b>		
			Personnel Services-Streets Dept:		
27,820	28,597	46,550	110000	45,050	45,050
1,676	1,156	2,300	110001	2,300	2,300
1,366	448	900	110002	900	900
2,292	2,230	3,806	141000	3,691	3,691
1,175	1,449	2,785	142000	2,126	2,126
90	87	100	143000	193	193
5,284	5,067	10,791	144000	10,292	10,292
7,413	9,125	14,768	145000	12,261	12,261
47	38	74	146000	61	61
			149000	121	121
21,917	11,132	16,895	199999	21,873	21,873
			<b>Total Personnel Services</b>		
69,080	59,329	98,969		98,868	98,868
	0.8510			0.7949	0.7949
			Materials and Services-Streets Dept:		
163	450	400	210000	500	500
		150	211000	150	150
2,384	3,661	3,000	223000	3,000	3,000
59	125	100	223001	100	100
	14	40	223002	40	40
100	318	300	223004	500	500
51	142	200	223005	1,000	1,000
267	759	800	310000	800	800
160	90	800	320000	1,000	1,000
269	230	300	340000	400	400
420	286	500	340002	500	500
14	12	60	340005	60	60
30	20	30	340006	30	30
6	4	10	340007	10	10
521	330	600	340008	600	600
57,028	58,951	60,000	341000	65,000	65,000
		700	360000	500	500
1,592	1,750	3,500	362000	3,500	3,500
4,463	5,080	5,500	366000	5,500	5,500
25,491	19,408	28,000	371000	50,000	50,000
3,417	3,242	13,000	371001	13,000	13,000
11,633	270,559	200,000		350,000	350,000
733	416	800	378000	800	800
7,214	12,932	37,000	380000	70,000	70,000
2,427	1,814	3,000	380020	5,000	5,000
506	2,414	800	380050	5,000	5,000
15,963	12,894	14,384	390090	16,382	16,382
			<b>Total Materials and Services</b>		
134,910	395,900	373,974		593,372	593,372

City of Warrenton  
Budget Document

State Tax Street Fund 040 (431)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2018 - 6/30/2019		
Actual FYE 6/30/16	FYE 6/30/17	Adopted Budget FYE 6/30/18		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b>Requirements</b>						
Capital Outlay-Streets Dept:						
2,146	1,737	3,960	610005 Public Works Service Truck			
	362		610007 Generator for Public Works			
	4,005		610013 5-yard Dump Truck			
19,215	142,181		620010 Delaura Beach Trail			
7,936	183		620011 Hammond Post Office Quick Fix			
8,533	1,471		620023 NW Cedar Ct Roadway Reconstruction			
37,316			620025 SE Pacific Bridge (Subway) access			
		48,000	620068 SW 2nd St (Elm - Gardenia)	40,000	40,000	
9,138			620069 NE Pacific Entry Road			
55,023			620074 Food Bank Roadway Improvements			
344			620076 SW Birch Ct (SW 1st-SW 2nd)			
7,206	2,381	367,000	620078 N Main & NW 7th Place (Warrenton Dr - NE 5th)	367,000	367,000	
6,332	79		620079 NW 13th St and Warrenton Dr trail/drainage	73,000	73,000	
8,538	95,518		620080 SW 3rd St Improvement (Main Ct-Main Ave)			
	602	765	620091 Public Works Remodel	255	255	
		225,000	620082 SE 2nd St (SE King-Marlin)			
		255	620092 Fuel Depot Spill Control	255	255	
		210,000	620085 SE Anchor (Harbor-SE 3rd St) Improvement			
		118,000	620084 SW 4th St (S Main Ave-Alder Ct)	218,000	218,000	
			620093 Automatic Gate at Public Works	1,350	1,350	
			620086 Intersection of SW 9th St and S Main Ave	180,000	180,000	
161,728	248,518	972,980	<b>Total Capital Outlay</b>	<b>879,860</b>	<b>879,860</b>	<b>-</b>
Not allocated:						
Debt Service:						
			801001 Principal			
			801002 Interest			
		-	<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>
		94,589	800000 Contingency 20% of expenditures	138,471	138,471	
365,718	703,747	1,540,512	<b>Total Expenditures</b>	<b>1,710,571</b>	<b>1,710,571</b>	<b>-</b>
1,421,947	1,384,545	97,620	880001 Ending Fund Balance	542,486	542,486	-
<b>\$1,787,665</b>	<b>\$ 2,088,292</b>	<b>\$ 1,638,132</b>	<b>Total Requirements</b>	<b>\$ 2,253,057</b>	<b>\$ 2,253,057</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

Streets System Development Charges Fund 041 (410)

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019					
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18						
			<b>Resources</b>					
\$ 484,389	\$ 570,254	\$ 629,000	300000	Beginning Fund Balance	\$ 679,000	\$ 679,000		
85,516	65,690	110,400	339200	Improvement Fee	151,000	151,000		
			339100	Reimbursement Fee				
349	4,693	3,000	361000	Interest	6,000	6,000		
<hr/>			<b>Total Resources</b>			<hr/>	<hr/>	<hr/>
570,254	640,637	742,400			836,000	836,000		-
<hr/>			<b>Requirements</b>					
				Capital Outlay-Streets Dept: Improvements				
		742,400	620000					
<hr/>			<b>Total Capital Outlay</b>			<hr/>	<hr/>	<hr/>
-	-	742,400			-	-		-
<hr/>			<b>Contingency</b>			<hr/>	<hr/>	<hr/>
-	-	-	800000		-	-		-
<hr/>			<b>Total Expenditures</b>			<hr/>	<hr/>	<hr/>
-	-	742,400			-	-		-
<hr/>			<b>Ending Fund Balance</b>			<hr/>	<hr/>	<hr/>
570,254	640,637	-	880001		836,000	836,000		-
<hr/>			<b>Total Requirements</b>			<hr/>	<hr/>	<hr/>
\$ 570,254	\$ 640,637	\$ 742,400			\$ 836,000	\$ 836,000	\$	-

City of Warrenton  
Budget Document

Engineer Internal Service Fund 042 (750)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<b>Resources</b>						
\$ -	\$ 6,553	\$ 7,200	300000	Beginning Fund Balance	\$ 5,194	\$ 5,194
50,742	124,032	128,283	347500	Engineering Services	159,247	159,247
	244		348000	Other Billed Services		
	2	20	360000	Miscellaneous Income		
	2		361000	Interest		
50,744	130,831	135,503		<b>Total Resources</b>	164,441	164,441
<b>Requirements</b>						
Personnel Services-Engineering Dept:						
37,582	89,965	94,000	110000	Regular Salaries	96,500	96,500
2,854	6,757	7,191	141000	FICA	7,382	7,382
375	1,036	1,430	142000	Workers Compensation	1,420	1,420
112	261	188	143000	Unemployment	386	386
	13,636	18,223	144000	Retirement	27,404	27,404
2,916	7,391	7,629	145000	Health Insurance	22,229	22,229
77	184	192	146000	Life Insurance	175	175
			149000	Long Term Disability	245	245
43,916	119,230	128,853		<b>Total Personnel Services</b>	155,741	155,741
		1		<b>Total Full-Time Equivalent</b>	1	1
Materials and Services-Engineering Dept:						
		1,000	210000	Office Supplies	1,000	1,000
	495	3,500	320000	Dues/Meetings/Training/Travel	3,000	3,000
263	630	650	340002	Communications	700	700
12	35		380000	Professional Services		
	327	1,500	380020	Computer/Software Support	2,000	2,000
			380050	Non-capital equipment	2,000	2,000
275	1,487	6,650		<b>Total Materials and Services</b>	8,700	8,700
44,191	120,717	135,503		<b>Total Expenditures</b>	164,441	164,441
6,553	10,114	-	880001	Ending Fund Balance	-	-
\$ 50,744	\$ 130,831	\$ 135,503		<b>Total Requirements</b>	\$ 164,441	\$ 164,441

City of Warrenton  
Budget Document

Warrenton Business Association 006 (400)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
			<b>Resources</b>			
\$ 153,331	\$ 137,741	\$ 108,000	300000	Beginning Fund Balance	\$ 53,000	\$ 53,000
45,830	49,685	48,100	321600	Business License Fees	50,000	50,000
			360000	Miscellaneous		
913	1,303	750	361000	Interest Earnings	1,000	1,000
5	5,669		364000	Fund Raising Revenues	12,000	12,000
			365000	Donations		
			391001	Transfer from the General Fund		
<u>200,079</u>	<u>194,398</u>	<u>156,850</u>	<b>Total Resources</b>		<u>116,000</u>	<u>116,000</u>
			<b>Requirements</b>			
			Personnel Services-WBA Program:			
			110001	Overtime/Code Enforcement		
7,694	4,658	11,814	199999	Personnel services overhead (.1072FTE)	11,818	11,818
<u>7,694</u>	<u>4,658</u>	<u>11,814</u>	<b>Total Personnel Services</b>		<u>11,818</u>	<u>11,818</u>
			Materials and Services-WBA Program:			
653	632	1,000	211000	Postage	1,000	1,000
18,711	6,040	15,000	310000	Printing/Advertising/Publicity/Marketing	10,000	10,000
2,500	2,500	3,000	320000	Dues/Meetings/Training/Travel		
		3,000	380000	Professional Services		
		5,000	380019	Nuisance Abatement		
1,305	2,316	2,300	380020	Computer & Software Support	2,500	2,500
184	75	1,000	380021	Recognition Program	500	500
1,237		5,000	380022	Banners		
	520	1,000	380039	North and South Welcome Sign	1,000	1,000
1,108	663	2,000	380031	July 4th Parade	2,000	2,000
12,020	4,895	15,000	380034	Winter Holiday Events/Decoration	5,000	5,000
	7,550	10,000	380036	Website maintenance	10,000	10,000
990	348	1,000	380043	Business After Hours	1,000	1,000
7,500			380045	Donations to Non-profits		
	500		380046	Economic Growth Marketing		
2,763	3,736	10,000	380047	Urban Renewal Matching Funds	5,000	5,000
	50,876	50,000	380048	Festival/Chamber Events	40,000	40,000
69			390000	Miscellaneous Expense		
5,604	5,395	10,092	390090	Overhead Cost (Indirect Allocation)	8,874	8,874
<u>54,644</u>	<u>86,046</u>	<u>134,392</u>	<b>Total Materials &amp; Services</b>		<u>86,874</u>	<u>86,874</u>
			Not allocated:			
		5,000	Transfers to Other Funds			
		5,000	860004	Community Center Capital Reserve Fund		
			<b>Total Transfers</b>			
		5,000	800000	Contingency	12,000	12,000
62,338	90,704	156,206	<b>Total Expenditures</b>		<u>110,692</u>	<u>110,692</u>
137,741	103,694	644	880001	Ending Fund Balance	5,308	5,308
<u>\$ 200,079</u>	<u>\$ 194,398</u>	<u>\$ 156,850</u>	<b>Total Requirements</b>		<u>\$ 116,000</u>	<u>\$ 116,000</u>

6-C

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

## AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A Cronin, Community Development Director  
**DATE:** For the Agenda of June 26, 2018  
**SUBJ:** **PUBLIC HEARING:** Crites Wetland Hardship Variance Appeal (File No. AP 18-2)

At its May 10, 2018 meeting, the Planning Commission approved a wetland hardship variance application (VAR 15-4) submitted by Adam Crites for eventual development of duplexes at 204-240 NW Cedar Ave. The subject property is located adjacent to an existing dead end portion of NW Cedar Ave. The Planning Commission included seven conditions of approval. An appeal was submitted by Terry and Nancy Ager an affected property owner. The appellant has standing since Mr. & Mrs. Ager are on record during the public hearing. Enclosed are 1) the original application materials, 2) Planning Commission staff reports, 3) Notice of Decision and Order, and 4) Appellant letter dated May 17, 2018. *The 120 day deadline to render a final decision is July 16, 2018.*

The appellant's letter does not include new evidence to refute the Notice of Decision. However, the appellant believes the Planning Commission should deny the application because the Army Corps of Engineers has not issued a permit for wetland fill/removal. The record includes a letter from the Army Corps dated February 16, 2018 stating the issuance of the permit is conditioned on approval from the State Coastal Zone Management Certification and Water Quality Certification. Attached is an approval from the Department of Land Conservation & Development for the CZM

certification. Staff will verify the water quality certification prior to building permits.

**RECOMMENDATION/SUGGESTED MOTION**

Based on the evidence in the record, the lack of new evidence to support the arguments in the appeal, and the conditions of approval that were required by the Planning Commission, the request should be denied.

*Suggested motion: Based on the May 3, 2018 staff report to the Planning Commission, the record established by the Planning Commission in its review of Application VAR 15-4, and the Agenda Summary for the June 26, 2018 City Commission public hearing, I move to deny Terry & Nancy Ager's appeal of Planning Commission approval and uphold the decision of the Planning Commission.*

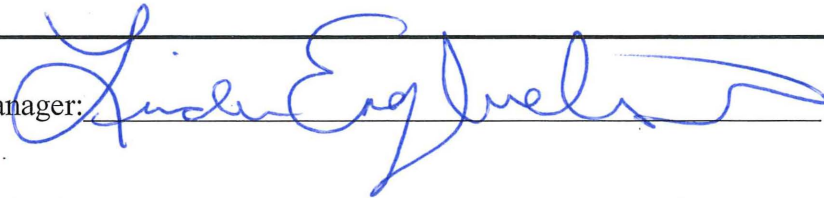
**ALTERNATIVE**

*Alternative Suggested Motion: I move to continue the hearing until July 10, 2018 to allow additional public testimony and at such time will reconsider the appeal and any new evidence in the record.*

**FISCAL IMPACT**

None

Approved by City Manager:



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

CITY OF WARRENTON  
PLANNING AND BUILDING DEPARTMENT  
Telephone: 503-861-0920 / Fax: 503-861-2351

**HARDSHIP VARIANCE APPLICATION**  
Warrenton Development Code - Section 16.156.080

Application fee ( non-refundable): \$900.00

City File No.: V- 15-4

NOTE: The applicant must complete sections I, II, and III below and submit the required application fee before staff can accept the application.

**I. APPLICATION / OWNER INFORMATION:**

Applicant: Adam Crites Phone: 208-440-5040

Mailing Address: PO Box 2127 Salt Lake City, Utah 84110

Applicant Signature: Adam Crites Date: 12-7-15

Owner: Adam Crites Phone: 208-440-5040

Mailing Address: PO Box 2127 SLC, UT 84110

Owner Signature (if different than applicant): \_\_\_\_\_  
*Signed written authorization by the property owner of record may be substituted here.*

**II. PROPERTY INFORMATION:**

Address: 204-240 NW Cedar Ave. Nearest Cross Street: N.W. 1st St.

Assessor Parcel No.: Twp 8N, Rng 10W, Section 16DD, Tax Lot 81016DD1700

Legal Description: lots 9,10,11,12 Block 101 second extension of warrenton

Lot Size: 200'x100' Date Current Owner Took Ownership: clatsop county OR

Current Use of Property: undeveloped vacant land April 6, 2015

**III. VARIANCE INFORMATION:**

Describe the Requested Variance (i.e., what is the proposed use and why does the proposal require impacts to wetlands):

see Attachment A and B

Written Responses to the Six Hardship Variance Criteria of Warrenton Municipal Code Section 16.156.080B (see below) are necessary.

A. For any lands demonstrated to have been rendered not buildable by application of this chapter, the property owner may apply for a hardship variance for relief from the restrictions of this chapter.

B. Hardship variance applications are subject to review in accordance with the standards of Section 16.208.050, Type III procedure (Quasi-Judicial). Granting of a hardship variance requires that:

1. The proposed development represents a reasonable and legal use of the lot or parcel, considering the zoning.
2. Strict adherence to this chapter and other applicable standards would effectively preclude a use of the parcel that could be reasonably expected to occur in similarly zoned parcels.
3. The property owner would be precluded a substantial property right enjoyed by the majority of landowners in the vicinity.
4. The variance is the minimum necessary to retain use of the property.
5. Granting of the variance will not be materially detrimental to the public welfare or be injurious to property or improvements in the neighborhood of the premises.
6. The variance will be in general harmony with the intent and purpose of this chapter, and will not adversely affect any officially adopted Comprehensive Plan policy.

Is a Site plan\* Attached? ( ) Yes ( ) No

*\*A site plan is required and must be drawn to scale, contain a north pointing arrow, show wetland boundaries (as scaled from the City's Local Wetland Inventory (LWI) map, or as professionally delineated), and show all setback distances from existing and proposed structures and roads to wetlands and property lines.*

Has a State/ Federal Wetland Removal Fill Permit Application been made for this project?

Yes ( ) No: If yes, what is the status? Final Review due 12-17-15  
Additional Information: see attachments

\*\*\*Do not write below this line\*\*\*

Date Paid / Receipt# \_\_\_\_\_ Received by: \_\_\_\_\_

Date applicant was provided written notification of additional information needed: \_\_\_\_\_

Date additional information was received: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date application was deemed complete: \_\_\_\_\_

1. The proposed development of residential duplexes represents a legal and reasonable use of the lots considering the zoning of RM 2 zoning designation from the City of Warrenton.
2. Strict adherence to the LSW overlay of the City of Warrenton determined by OFWAM would effectively preclude use of the parcels that could be reasonably expected to occur in similarly zoned parcels.
3. The property owner would be precluded substantial property rights enjoyed by the majority of landowners in the vicinity. The parcel would persist as undeveloped green space by default and would remain undeveloped with little to no value unless permitted for development to full potential as designated by RM 2 zoning by the City of Warrenton, Oregon.
4. The variance requested is the minimum necessary to retain use of the property under the RM 2 zone.
5. Granting of the variance would not be materially detrimental to public welfare or injurious to property improvements in the neighborhood or improvements.
6. The variance will be in harmony with the intent and purpose of this Chapter and will not adversely affect any officially adopted Comprehensive Plan Policy.
  
7. **Additional Notes** – A State Wetland Removal and Fill Permit for this project has been submitted to the DSL and is under Final Review with an expected conclusion Date of no later than December 17, 2015.

Proposed Site Plan is attached

Assessment of LSW as it pertains to the property using ORWAP by a qualified Wetland consultant is enclosed as Attachment B.

# Attachment 1A p. 1 of 6

## The project purpose –

Construction of four residential duplexes on lots in the City of Warrenton, Oregon RM zone to meet the documented rental demand for the workforce moderate income range of \$35,000 to \$50,000, \$1200.00/month targeted rents per unit. Warrenton serves as the major commercial hub for the North Coast region.

See Attachment 1A – Residential Need and Demand

## The project Need -

Removal and fill on Lots 9,10,11,12 of block 101 considered in conjunction with surrounding/contiguous lots 1 thru 8 of block 101 Warrenton Meadow in the RM zone of Warrenton , Oregon where community services and adequate access are available. Residential rental demand in income range of \$35,000 to \$50,000 within the City of Warrenton is in high demand and will continue as more commercial activity is approved and concentrated within the City of Warrenton.

See Attachment 1A – Residential Need and Demand

## **Attachment 1A – Residential Housing Needs**

### **Section 3.220 Population Projections**

The 2006 population of Warrenton was estimated to be 4,505 based on coordinated county/ city population projections and adjusted slightly to account for a very small number of housing units and people between the city limits and urban growth boundary. This compares to a population of 3,292 in 1990. Warrenton's population is expected to increase by approximately 1.8% per year over the next 20 years, generally consistent with growth rates during the last 15 years.

Table 3 summarizes historical and projected future population, assuming an updated current (2006 population estimate) and the future growth rate assumed in the coordinated county city forecasts. It also accounts for population within the entire UGB as described above

Table 3. Historical and Future Population Data and Forecasts

	1990	2000*	2006	2017	2027
Population	3,292	4,096	4,503	5,449	6,481

- Includes only population within City Limits. Estimates for years include population estimated within the entire UG

**Source :Warrenton Comprehensive Plan**

## Attachment 1A – Residential Housing Needs

### Section 3.240 Housing Cost, Housing Incomes and Housing Affordability

Warrenton, Comprehensive Plan.pdf - Adobe Reader

Table 7. Comparison of Housing Incomes and Costs, Warrenton, 2006

Income	Households	Affordable Monthly Housing Costs	Supply			Surplus/-Gap
			Owner housing	Rental housing	Total	
Less than \$15,000	299	Less than \$325	94	55	149	-150
\$15,000 to \$24,999	262	\$325-\$624	47	252	299	37
\$25,000 to \$34,999	190	\$625-\$874	114	155	269	79
\$35,000 to \$49,999	331	\$875-\$1249	211	63	274	-57
\$50,000 to \$74,999	389	\$1250-\$1874	378	19	397	8
\$75,000 to \$99,999	212	\$1875-\$2499	233	0	233	21
\$100,000 to \$149,999	115	\$2500-\$3749	77	0	77	-38
\$150,000 to \$199,999	30	\$3750-\$4999	38	0	38	8
\$200,000 and more	32	\$5000 or more	11	0	11	-21

This analysis indicates a need for more units in the very lowest price ranges as well as more units affordable to households with moderate incomes (just above and below Warrenton's median household income).

Source :Warrenton Comprehensive Plan

## **Attachment 1A – Residential Housing Needs**

### **Section 2.270 Future Land Needs**

The following table summarizes the difference between the supply of buildable land and the amount of land needed in each zone to meet these future land needs. There appears to be an overall surplus of residential land of over 277 acres. A portion of this land will be used for commercial purposes. However, even after taking most of the commercially zoned land out of the inventory, there still would be an overall surplus of land available for residential development.

□□The following table identifies current and projected percentages and numbers of homes by housing type in Warrenton.

	<b>Supply</b>	<b>Need</b>	<b>Gap</b>
R-40	61.5	37.6	23.9
R-10	167.2	65.8	101.4
<b>R-M</b>	21.7	52.3	<b>-30.6</b>
R-H	83.3	26.8	56.5
RGM	58.1		58.1
C-1	73.3	3.7	69.5
C-MU	0.3	2.0	-1.8
<i>Total</i>	<i>465.3</i>	<i>188.3</i>	<i>277.0</i>

Source: Cogan Owens Cogan

Project advisory committee members noted that some areas currently designated as wetlands would not necessarily meet the definition of wetlands if an official wetland delineation of those properties were undertaken. Approximately 1,130 acres of land designated for residential use in the city are covered by significant wetlands. If there were fewer areas with wetlands in Warrenton the surplus of buildable lands would be even larger. For example, if 20% of the lands currently designated as wetlands were in fact considered buildable, approximately 225 additional acres of land would be available for residential development. After deducting for land needed for roads and other public facilities, this would result in about 180 net acres of land, or almost double the surplus currently calculated.

**Source :Warrenton Comprehensive Plan**

## **Attachment 1A – Residential Housing Needs**

### **Section 3.260 Future Needed Housing Types**

The following trends are expected to affect the need for different types of housing:

- Increasing cost of land and housing in coastal and other communities throughout Oregon.
  
- Relatively modest increases in wages, consistent with trends during the last ten years.
  
- Continued need for relatively low cost housing for households and families with lower incomes, including workers in the retail / tourism sector.
  
- Continued expansion of the second home market in coastal communities such as Warrenton but with a lower seasonal occupancy rate than other coastal communities.
  
- Continued need for some manufactured housing as a potential supply of low-cost, workforce housing, although with a decreasing supply of this type of housing consistent with recent trends and a concurrent increase in the share of other relatively affordable housing types (see below).
  
- Potential increase in need and market for multi-family and single-family attached housing as a potential supply of low and moderate cost housing.

These factors and conditions are expected to have the following impacts on the need for different types of housing in Warrenton:

- Continued need for some manufactured housing as a potential supply of low-cost, workforce housing.
  
- Increased need for multi-family and single-family attached housing as a potential supply of low and moderate cost housing.
  
- Decreasing size of lots in comparison to recent trends as land and housing prices rise

**Source: Warrenton Comprehensive Plan**

## **Attachment 1A – Residential Housing Needs**

### **Section 3.280 Conclusions**

Following is a brief summary of conclusions.

□ The analysis indicates a significant surplus of land overall within Warrenton's UGB and the ability to accommodate growth during a 20-year period within expanding the city's UGB or relying on land within adjacent cities urban areas to accommodate needs projected in Warrenton.

□ The analysis shows a surplus in most individual plan designations, with the exception of RM and C-MU zones. This could be remedied by rezoning some C-1 land to C-MU and by zoning land in any of a number of residential zones (e.g., R-10, RGM or R-40) to RM. Or more land in one of these other zones could be assumed to be developed for single family detached housing (and less land in the RM zone).

□ The needs analysis generally identifies a significant gap between incomes and housing prices with a shortage of housing for households with very low incomes (under \$15,000) and a moderate gap for those in the \$35,000 to \$50,000 household income range. There also is a smaller gap in some of the upper income categories, while there is a surplus of housing affordable to households in other income ranges.

□ There is a need for additional multi-family units and some other types of units that are potentially more affordable to those with lower or moderate incomes, including duplexes, tri-plexes and single family detached homes (i.e., townhouses). The land needs analysis incorporates this finding.

□ The housing market cannot be expected to meet the projected housing needs of Warrenton residents alone, particularly for people with very low incomes. A variety of strategies can be implemented by the City in partnership with non-profit and for-profit developers and others to encourage the development of housing in price ranges and types that would be affordable to a wider range of residents. Many of those strategies are identified in the following *Proposed Housing Policies* section.

**Source: Warrenton Comprehensive Plan**

*Attachment*

**Carex Consulting**  
**Wetland Ecology, Watershed Restoration**  
**P.O. Box 441**  
**Seaside, Oregon 97138**  
**(503-738-8710)**

Dear Sirs,

Based upon my field observation and studies conducted in the course of a wetland delineation report completed for Adam Crites for DSL application requirements including ORWAP, the intent and purpose to construct residential Duplexes on Tax Lot # #81016DD01700.

I have concluded the wetlands contained within the boundaries do not meet the requirements of the Department of State Lands for Locally Significant Wetlands determination. The requirements have been provided below.

**Procedures for Identifying Locally Significant Wetlands**

- (1) LSW criteria are applied by the local government.**
- (2) The following base information is required prior to applying the LSW criteria:**
  - (a) An approved Local Wetlands Inventory (OAR 141-086-0110 through 141-086-0240) covering the plan area; and**
  - (b) A function and quality assessment of all inventoried wetlands using the Oregon Freshwater Wetland Assessment Methodology (OFWAM; Oregon Division of State Lands, 1996). Functional assessment descriptors from OFWAM appear in quotation marks in section 146-086-0350 of these rules. An equivalent functional assessment methodology may be used, or adjustments may be made, upon written approval by the Director. If a different assessment methodology is approved, then equivalent terminology will be set out in the Division's letter of approval.**
  - (c) The wetland contains one or more rare plant communities, as defined in this rule.**
  - (d) The wetland is inhabited by any species listed by the federal government as threatened or endangered, or listed by the state as sensitive, threatened or endangered, unless the appropriate**

state or federal agency indicates that the wetland is not important for the maintenance of the species.

(A) The use of the site by listed species must be documented, not anecdotal. Acceptable sources of documentation may include but are not limited to: field observations at the wetland sites during the local wetlands inventory and functional assessments, and existing information on rare species occurrences at agencies such as the Oregon Natural Heritage Program, Oregon Department of Fish and Wildlife, Oregon Department of Agriculture and the U.S. Fish and Wildlife Service.

(B) Input originating from other locally knowledgeable sources constitutes "documentation" if verified by one of the above agencies or a university or college reference collection.

(e) The wetland has a direct surface water connection to a stream segment mapped by the Oregon Department of Fish and Wildlife as habitat for indigenous anadromous salmonids, and the wetland is determined to have "intact" or "impacted or degraded" fish habitat function using OFWAM.

(3) Optional LSW Criteria. At the discretion of the local government, wetlands that meet one or more of the following criteria may be identified as locally significant wetlands:

(a) The wetland represents a locally unique native plant community: wetland is or contains the only representative of a particular native wetland plant community in the UGB/UUC, which is only applicable if the entire UGB/UUC is inventoried. To be identified as a LSW, such a wetland must also have been assessed to perform at least one of the following functions at the levels indicated below using OFWAM:

(A) Its wildlife habitat descriptor is either "provides diverse habitat", or "provides habitat for some wildlife species"; or

(B) Its fish habitat descriptor is either "intact", or "impacted or degraded"; or

(C) Its water quality function descriptor is either "intact", or "impacted or degraded"; or

(D) Its hydrologic control function descriptor is either "intact", or "impacted or degraded".

(b) The wetland is publicly owned and determined to "have educational uses" using OFWAM, and such use by a school or organization is documented for that site.

Stat. Auth.: .360

Stats. Implemented: .299

Hist.: LB 7-1996, f. 12-13-96, cert. ef. 1-1-97

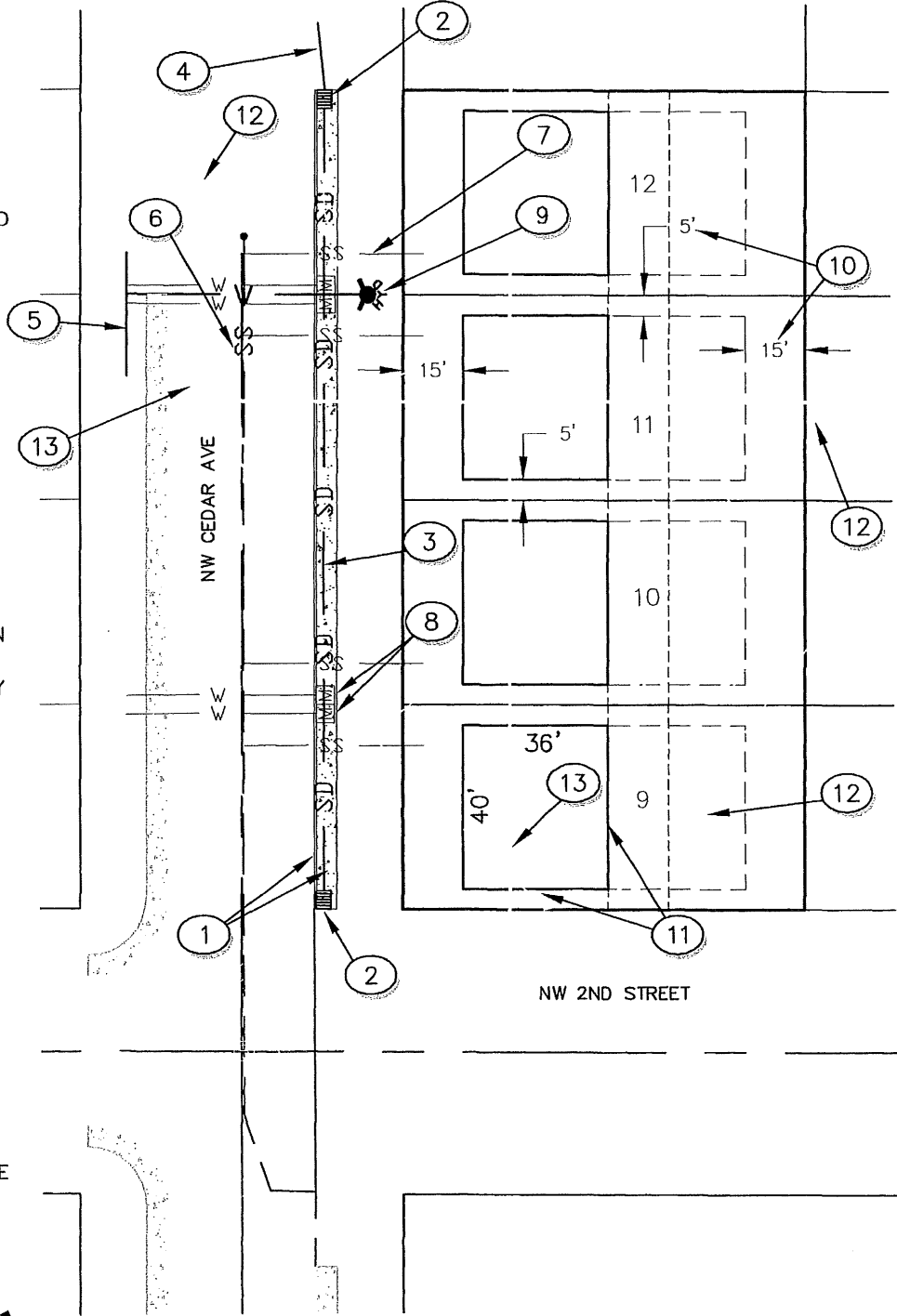
The study area wetlands do not meet any of the criteria listed above. The wetlands are typical of Warrenton with some disturbance from historic fill and impacts of dewatering from nearby drainage ditches. Its wetland functions are limited as evaluated using ORWAP. Please feel free to contact me if you have any questions.

# SITE PLAN

TAX LOT 1700 IN SECTION 16DD, T8N, R10W, W.M.  
 CITY OF WARRENTON, CLATSOP COUNTY, OREGON  
 DATE: NOVEMBER, 2015 SCALE: 1" = 40'

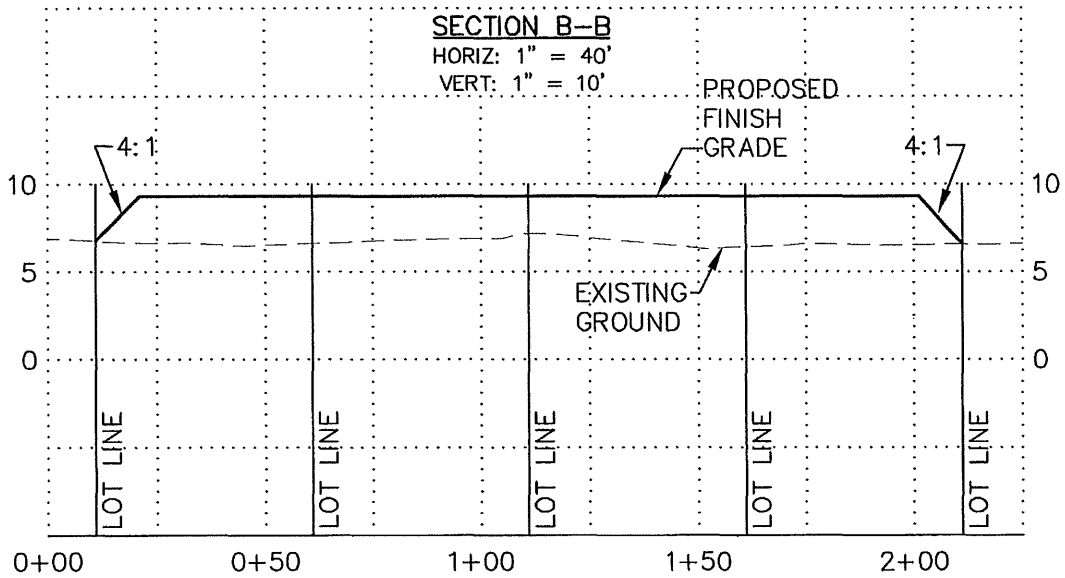
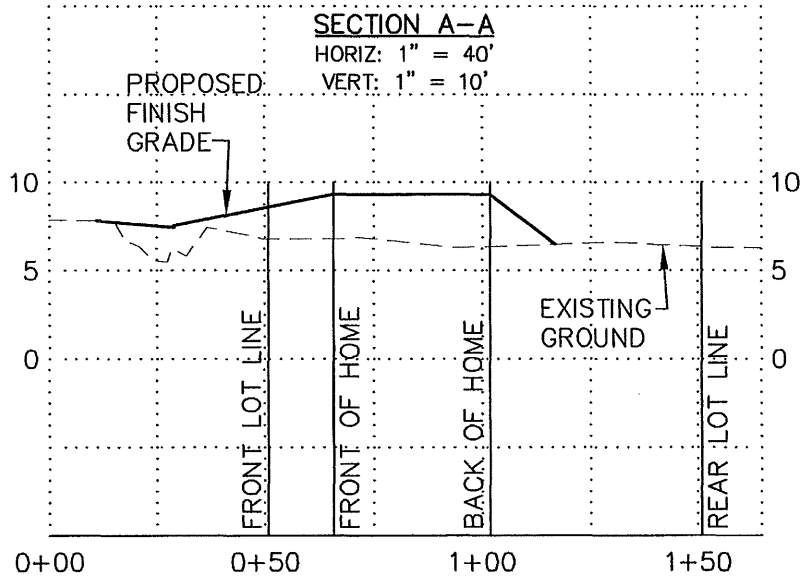
## NOTES

- ① PROPOSED CURB AND SIDEWALK
- ② PROPOSED STORM CURB INLET
- ③ PROPOSED PUBLIC STORM EXTENSION
- ④ PROPOSED OUTFALL TO DITCH
- ⑤ PROPOSED PUBLIC WATER EXTENSION
- ⑥ PROPOSED PUBLIC SANITARY EXTENSION
- ⑦ PROPOSED SANITARY LATERAL (TYP)
- ⑧ PROPOSED WATER METERS (TYP)
- ⑨ PROPOSED FIRE HYDRANT
- ⑩ BUILDING SETBACKS (TYPICAL)
- ⑪ PROPOSED BUILDING (TYPICAL)
- ⑫ EXISTING WETLAND LINE
- ⑬ CROSS SECTION LINE



# CROSS SECTIONS

TAX LOT 1700 IN SECTION 16DD, T8N, R10W, W.M.  
CITY OF WARRENTON, CLATSOP COUNTY, OREGON  
DATE: NOVEMBER, 2015 SCALE: 1" = 40'



S. E. 1/4 OF SECTION 16, T8N, R10W, W. M.

WETLAND DELINEATED BY DOUG RAY AND AUSTIN TOMLINSON ON 4/17/2015. WETLAND TIED BY KARL F. FOESTE, PLS 849, ON 4/22/2015.

SURVEY FOR: ADAM CRITES

SURVEY BY: KARL F. FOESTE, 361 S. W. MAIN CT. WARRENTON, OR 97146

DATE: 4/22/2015

SCALE: 1" = 40'

LEGEND:

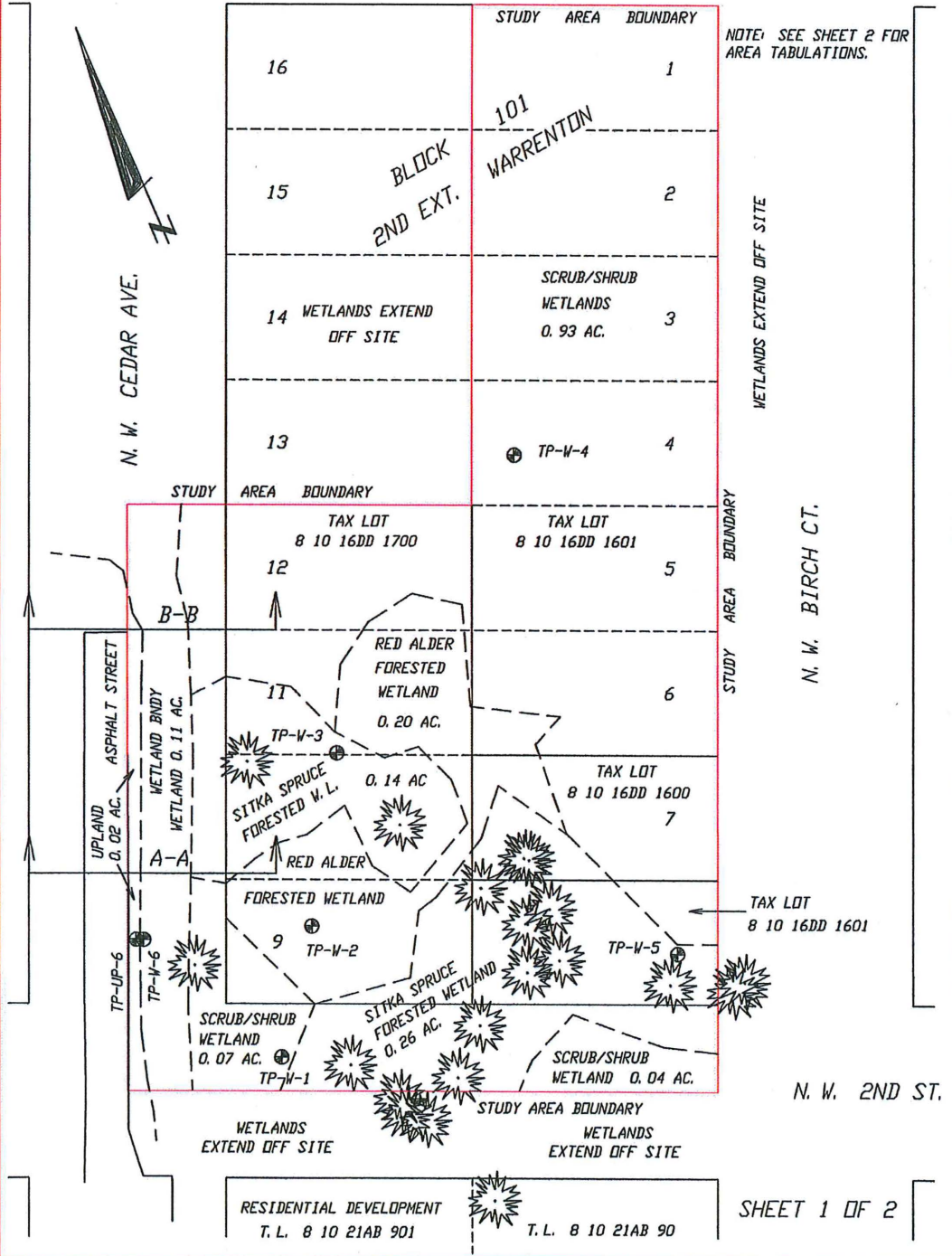
⊕ DENOTES TEST PLOT.

☼ DENOTES CONIFER TREE.



N. W. 3RD ST.

WETLANDS EXTEND OFF SITE





PO Box 2699 Gearhart, OR 97138  
Ph: 503 738 4320 Fax: 503 738 7854

## **IMPACT STUDY FOR 4 PLATTED LOTS ON NW CEDAR AVENUE**

### **T.8N,R.10W,Section 16DD, Tax Lot 1700**

The following is an impact study to assess the effects of the proposed development on public facilities and services.

#### **Transportation System**

The transportation system for the proposed project consists of an existing partially developed public street. The existing public street runs the length of the proposed project and is partially developed (1/2 street lengthwise). The street will be upgraded to meet public including an emergency vehicle turn around ("hammerhead").

This section of NW Cedar Avenue currently consists of 11 Single Family Residences. The proposed construction of 4 duplex Residences on Lots 9,10,11,12 will add 8 Dwelling units to NW Cedar Avenue. The ADT of NW Cedar Avenue upon build out of the proposed development is as follows. For the existing homes =  $11 \times 9.55$  ADT = 105.05 ADT. For the proposed development (4 duplexes) =  $8 \times 9.55 = 76.4$  ADT for a total of 181.45 ADT for that portion of Cedar. This is below the maximum of 250 ADT for the alternative local road standard.

#### **Drainage System**

The current public drainage system consists of a City maintained ditch running adjacent to the proposed project. A 4" corrugated pipe feeds into the start of the ditch at the corner of NW 2<sup>nd</sup> St and NW Cedar Ave. The proposal is to leave the existing ditch and install culverts for the driveways. All improvements will be to City of Warrenton public standards. All engineering will be submitted to The City of Warrenton for review and approval. In looking at the stormwater runoff for the 10 year, 24 hour storm, the volume of runoff from the proposed development only results in a 15% increase of the storm runoff for this development footprint area. If an analysis was done on the entire basin we would anticipate that this would be less than a 1% increase. As stated in the City code the City may require detention facilities if there are or are anticipated to be downstream deficiencies. It does not appear that there are downstream deficiencies but a detention system could be designed very easily for such a small project.

#### **Parks System**

The proposed project consists of existing platted lots within the RM zone. No impacts to Warrenton parks are anticipated with the project.

**Water System**

The site is served by an existing 4" water main in NW Cedar Ave. The water system for the project will consist of the extension of the 4" main to reach lots 10 and 11, as well as new water services. The project will also include a new fire hydrant. The proposed project will consist of 4 duplexes that will include one meter service per side. Using the Uniform Plumbing code for a typical 3 bed, 2.5 bath would result in 28.5 fixture units. Multiply this by 10 (8 duplexes plus the existing homes) results in 285 fixture units. Using Chart A-2 in Appendix A of the plumbing code yields a flow rate of 85 gpm. Assuming a maximum velocity of 5 ft/sec on a 4" water main the maximum flow rate is 200 gpm which is well above the 85 gpm that would be required. The 4" water main is sufficient to serve the proposed development.

**Sewer System**

There is an existing sanitary main on NW Cedar Ave. The sewer main will be extended to accommodate the new sanitary laterals to serve all of the lots within the project. The proposed project will have minimal impact on the existing system.



DEPARTMENT OF THE ARMY  
CORPS OF ENGINEERS, PORTLAND DISTRICT  
P.O. BOX 2946  
PORTLAND, OREGON 97208-2946

February 16, 2018

REPLY TO:

ATTENTION OF:

Operations Division  
Regulatory Branch  
Corps No. NWP-2016-128

Adam Crites  
P.O. Box 2127  
Salt Lake City, Utah  
Email: [adamcrites@gmail.com](mailto:adamcrites@gmail.com)

Dear Mr. Crites:

The U.S. Army Corps of Engineers (Corps) completed the review of the permit application you submitted to provide residential duplexes in the City of Warrenton, Oregon area. The project is identified as Corps No. NWP-2016-128. Please refer to this number in all correspondence.

Although the Corps is prepared to issue a permit, by Federal law a Department of the Army (DA) permit cannot be issued until State 401 Water Quality Certification (WQC) and State Coastal Zone Management (CZM) Certification have been issued or waived. The Oregon Department of Environmental Quality (DEQ), which is responsible for WQC and Oregon Department of Land Conservation and Development (DLCD), which is responsible for CZM certification, have not issued the prerequisite certification. For your convenience, a copy of the DA permit is enclosed.

Upon receipt of DEQ's and DLCD's approval or waiver, the DA permit will be issued, providing the DEQ and DLCD approvals or waivers are furnished within one year of the date of this letter, and there have been no significant changes in the Corps evaluation policies during that period nor any significant project modifications.

You must notify us in writing when you receive WQC and CZM Certification and enclose a copy of the certification as well as any revised drawings illustrating project modifications. You must notify this office of any changes to the project when you submit copies of the certification. Conditions of the WQC and CZM Certification will become conditions of the final DA permit. Should DEQ's and DLCD's action on the required certification permit a project different from that shown on the current permit application, a modification to the application will be required. You must notify this office of any changes to the project when you submit copies of the certification/permit. Substantial changes may require a new permit evaluation process, including issuing a new public

-2-

notice. If DEQ and DLCD deny the required WQC and CZM Certification, the DA permit is denied without prejudice.

You are cautioned that commencement of the proposed work prior to actual DA authorization would constitute a violation of Federal laws and subject you to possible enforcement action. Receipt of a permit from the Oregon Department of State Lands (DSL) does not obviate the requirement for obtaining a Department of the Army permit prior to commencing the proposed work.

If you have any questions about your permit application, please contact me at the letterhead address, by telephone at (503) 808-4368, or email at [danielle.h.erb@usace.army.mil](mailto:danielle.h.erb@usace.army.mil).

Sincerely,

**ERB.DANIELLE.HA  
RPER.1379534674**

Digitally signed by  
ERB.DANIELLE.HARPER.1379534674  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=USA, cn=ERB.DANIELLE.HARPER.1379534674  
Date: 2018.02.16 12:38:06 -08'00'

Danielle Erb  
Project Manager, Regulatory Branch

Enclosure

cc:

Oregon Department of State Lands ([dan.cary@state.or.us](mailto:dan.cary@state.or.us))  
Oregon Department of Environmental Quality ([Simpson.Amy@deq.state.or.us](mailto:Simpson.Amy@deq.state.or.us))  
Oregon Department of Land Conservation and Development ([patty.snow@state.or.us](mailto:patty.snow@state.or.us);  
[elizabeth.j.ruther@state.or.us](mailto:elizabeth.j.ruther@state.or.us))

## Kevin Cronin

---

**From:** Adam Crites <adamcrites@gmail.com>  
**Sent:** Wednesday, March 28, 2018 9:51 AM  
**To:** Kevin Cronin  
**Subject:** Re: Impact Study / Crites

Kevin,

Thanks for the email. Please find more extensive response to Hardship Variance Criteria 4-6.

***4. The Variance is the minimum necessary to retain use of the property.***

The applicant was required by the US Corp of Army Corps Engineers and Oregon Department of State Lands to consider alternative designs and locations resulting in the determination of least environmentally impactful alternative. The proposed use was accepted by both the state and federal agencies and was subject to rigorous avoidance and minimization standards prior to gaining their approval. The proposed hardship variance is the minimum necessary to allow an economically feasible development of the property.

***5. Granting of the variance will not be materially detrimental to the public welfare or be injurious to property or improvements in the neighborhood or premises.***

There is no factual evidence that the granting of the variance would be detrimental to "public welfare" or be injurious to property or improvements in the neighborhood or premises. The proposed project has either avoided, minimized or will mitigate as required by the DSL and USACE review process and permit issuance.

Issues concerning emergency vehicle turn around and storm water that were submitted in public response periods have been addressed in preliminary design drawings and Impact Studies conducted by engineering professionals.

A emergency vehicle turn around has been incorporated into the design.

All other safety and health concerns related to adjacent properties owners are addressed by the building, electrical, plumbing and fire safety requirements codes.

A storm water plan has been designed and approved by the Oregon Department of Environmental Quality 401 water quality certificate. The storm water plan and the impact study submitted to the City of Warrenton illustrate that impacts to adjacent or downstream property has been avoided or does not exist. (see Impact Study)

All environmental impacts will be fully mitigated as required by the DSL and USACE permits.

The proposed project will supply 8 new units of affordable housing to meet the lack of housing in the Warrenton area.

The public facilities and services of water, sewer, police, fire and street exist directly in front of the proposed project.

The proposed variance and project will not be injurious to property or improvements in the neighborhood or premises.

***6. The variance will be in general harmony with the intent and purpose of this chapter, and will not adversely affect any officially adopted Comprehensive Plan Policy.***

The subject property is zoned RM by the city of Warrenton and exists geographically in area surrounded on all side by residential zoning and development.

The granting of the variance will be in harmony with the intent and purpose of this chapter and will adversely affect any officially adopted plan policy.

Also, the Impact is for 0.49 acres of 1.83 acres total for the entire project lots 1-12.

Please let me know if you need anything else.

Thanks for your time and consideration,  
Adam Crites  
208-440-5040

On Tue, Mar 27, 2018 at 4:25 PM, Kevin Cronin <[cityplanner@ci.warrenton.or.us](mailto:cityplanner@ci.warrenton.or.us)> wrote:

Adam:

I am making substantial progress on your application. Notice has been published and mailed to adjacent property owners.

In reviewing your findings in response to the criteria, the responses are very light.

Please provide more information in response to Criterion 4-6. Email response is adequate.

I also need the amount of impacted removal/fill relative to the overall size of the property as well.

Please provide at your earliest convenience so we can make the April 5 staff report deadline.

CITY OF WARRENTON  
Pre-application Conference  
Warrenton Development Code - Chapter 16.208.070.C

FEE \$150.00

File# PRE16-3

Date Received 2/24/16

Receipt# 8680319

Subject Property Address: NW CEDAR AVE

Township 8 range 10, section 16 DD, Tax Lot (s) 81016 DD 01700

Lot Square Footage 200X 100 Zone \_\_\_\_\_

Property Owner Adam Crites Phone number 208-440-5040

Mailing Address PO Box 2127 Salt Lake City, UT 84110

Applicant (if not owner) \_\_\_\_\_ Phone number \_\_\_\_\_

Mailing Address \_\_\_\_\_

DESCRIBE PROPOSAL: Please see previously  
Submitted Hardship Variance  
Application

1. **Participants.** When a pre-application conference is required, the applicant shall meet with the Community Development Director or his/her designee(s). Please submit a preliminary site design showing the vicinity of the project and project design.
2. **Information Provided.** At such conference, the Community Development Director shall:
  - a. Cite the Comprehensive plan policies and map designations applicable to the proposal;
  - b. Cite the ordinance provisions, including the substantive and procedural requirements applicable to the proposal;
  - c. Provide available technical data and assistance, which will aid the applicant;
  - d. Identify other governmental policies and regulations that relate to the application; and
  - e. Reasonably identify other opportunities or constraints concerning the application.
3. **Disclaimer.** Failure of the Community Development Director or his/her designee to provide any of the Information required by this subsection C shall not constitute a waiver of any of the standards, criteria or requirements for the application.
4. **Changes in the Law.** Due to possible changes in federal, state, regional, and local law, the applicant is responsible for ensuring that the application complies with all applicable laws on the day the application is deemed complete.

# 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.



*"Making a difference through excellence of service"*



CITY OF WARRENTON

Engineering

## Pre-Application Memorandum

To: Skip Urling, Community Development Director  
From: Collin Stelzig, City Engineer  
Cc: Ed Wagner, Public Works Director  
Date: March 9, 2016  
Re: Crites Wetland Hardship Variance

---

### **Stormwater**

1. Possible flooding at intersection of NW Cedar Avenue and NW Second.
2. Will need equal volume and flow capacity of existing ditch.

### **Water/Sewer**

1. Possible 4" Water NW Cedar Avenue, will possibly need to be upsized

### **Transportation**

1. Will need a hammerhead or turnaround for fire and refuse truck.
2. Hammerhead may need to be moved north to allow refuse trucks to turnaround.
3. What is the proposed road width?

April 10, 2018

Dear Commissioners,

My name is Terry Ager and I own the property to the west of Mr. Crites on the 200 block of N.W. Cedar Ave. I retired from the City of Warrenton Public Works Department Water Quality Technician July 31, 2017 after 33 years of service with the City. My position provided expertise with water distribution and treatment, wastewater treatment and collection, storm water and drainage as well as streets, parks and sanitation. I am opposed to the development of the Crites property for several reasons.

- The property, itself is a locally significant wetland with an abundance of trees that drink up the water stored on this land. It is also identified on the National Wetlands Inventory for 2016. A copy of this map from Clatsop County is attached. The map shows the locally significant wetlands off N.W. Cedar Ave. in bright green and the dotted overlay is the National Wetland Inventory 2016 identifier.
- The drainage ditch west of the property is tidal activated and drains both sides of N.W. Cedar Ave.
- Filling this property would aggravate an already existing storage and drainage problem on NW 2<sup>nd</sup> St., NW Cedar Ave and my property.
- Flooding occurs during heavy rain events illustrating the need for wetland protection in the neighborhood. Please refer to the photographs enclosed with this letter. The 4" drain pipe that crosses N.W. Cedar Ave at N.W. 2<sup>nd</sup> Street is undersized for the conveyance of rainwater. The flooding problem was addressed in a 2016 memorandum from City Engineer, R. Collin Stelzig to Skip Urling, Community Development Director, which states concerns about flooding at N.W. 2<sup>nd</sup> Street. There is simply no way to install culverts or one culvert that will not restrict flows.
- The east side of N.W. Cedar Ave. south of N.W. 2<sup>nd</sup> Street drains the opposite direction.
- In a conversation with ODFW about the Crites Property and the drainage issues, a discussion about the impacts on the diverse wildlife occupying this ecosystem. Comments from Robert W. Bradley, District Fish Biologist, Oregon Department of Fish and Wildlife, North Coast Watershed District in an email from Joy R Vaughan referencing P/N NWP-2016-128, Adam Crites, Alder Creek, Warrenton, Clatsop (46.17061,-123.92782) were as follows:
  - "Danielle, We reviewed this notice and offer the following comments: There are some impacts to wetland/terrestrial habitats associated with this project. Therefore, ODFW recommends retaining all green (living) trees on site. We also recommend that all habitat mitigation be in proximity to the proposed development."
  - The original request for comment was from the Portland Regulatory Division of the U.S. Army Corps of Engineers, Danielle Erb, Project Manager, Regulatory Branch.
- Mr. Crites has received a letter from the Operations Division Regulatory Branch for Corps No. NWP-2016-128 indicating their willingness to issue the permit conditional upon the following:
  - Issuance of a State 401 Water Quality Certification (WQZ) from the Oregon Department of Environmental Quality (DEQ) or a waiver
  - Issuance of a State Coastal Management (CZM) from the Oregon Department of Land Conservation and Development (DLCD) certification or a waiver
  - Revised drawings, if any, illustrating changes to the project.

RECEIVED  
APR 12 2018

BY: \_\_\_\_\_  
CITY OF WARRENTON

- Mr. Crites proposes to have a variance allowing his development a lesser setback instead of the designated 15'. This variance would not allow off street parking for his tenants which will be necessary with a no parking fire lane posting on the entire 200 block of the street.
- I object to the variance.
- Mr. Crites should provide the minimum required parking spaces for his development per the City Development Code.
- A variance may not be needed if Mr. Crites were to submit a proposal for 3 duplexes instead of four.
- He has not provided any proof of financial hardship related to a reduction in structures.
- The lack of sufficient Public Utilities (water, sewer and storm water) for this proposed development
  - The 4" water main on N.W. Cedar Ave is undersized for delivery of the 850gpm required for the development. It is also a dead end line. This development would require an 8" water main. Connecting an 8" main on N.W. Cedar Ave to his development from the 10" main on N.W. 1<sup>st</sup> Street would provide the necessary flow. These concerns are also addressed in the memorandum from the City Engineer which is enclosed. The information provided by the developer from Fire Extinguisher Service Center about the hydrant flow testing is incorrect. Aside from the fact that the hydrant is a Pacific States and not an Iowa as described by the tester, the flows are impossible for a 4" main with a 4" hydrant with 2 ½" ports. As another note, Pacific States hydrants have not been manufactured since the late 1970's.
  - The existing sewer main has been reported to be 4' in depth at N.W. 2<sup>nd</sup> and N.W. Cedar Ave., but in actuality the manhole at N.W. 2<sup>nd</sup> and N.W. Cedar Ave. is 3' deep at the invert which is the bottom of the channel. This is not low enough to facilitate connection without obstructing the drainage ditch.
  - The street on the 200 block of N.W. Cedar Ave consists of a 17' width of asphalt not 20' as described by the developer, Mr. Crites. A recent survey conducted for Public Works by Pavement Management Services has identified N.W. Cedar Ave as a street in the poorest of condition. The pavement actually stops at my driveway. A cul-de-sac is required for emergency and utility vehicles. This cul-de-sac will need to be installed beyond the additional lots owned by myself and my ex-wife so as not to landlock our properties.
  - The fire department proposes there be no parking fire lane signs posted on both sides of the street in front of the proposed development. This will eliminate visitor parking in front of my property and present a new hardship. This new development should provide its own off-street parking.
  - The Traffic Impact Study considers only one vehicle per residence. This is not practical nor accurate. Of the 11 existing homes on N.W. Cedar Ave 100 and 200 blocks, only one of the homes has only one vehicle. The others have two or more. If the new proposed duplexes are 2 bedroom or larger, there is a strong likelihood there will be more than one vehicle per unit. The ADT would be more accurately described as 350 ADT or more using current realities and 2 vehicles per unit in each duplex.

- The Drainage System Impact Study contains inaccuracies about directional flow and fails to take into account that the street in the 200 block floods during extended rain events with high tides.
  
- The City has Engineering Standards, a Development Code, Water and Sewer Ordinances, a Wetlands Inventory and Designation, a Storm Water Master Plan, and a Transportation System Plan for responses to new developments. This proposed development should be held to these standards especially when this proposed development will impact existing homeowners with parking, drainage, street, fire safety, water, sewer and travel issues. I believe these standards were adopted to protect the environment and adjacent properties. I am giving the City notice of my concerns should this development be approved as proposed and my property suffers any loss related to the concerns I have outlined. I will have no choice, but to hold the City responsible for damages.







PO Box 2699 Gearhart, OR 97138  
Ph: 503 738 4320 Fax: 503 738 7854

## **IMPACT STUDY FOR 4 PLATTED LOTS ON NW CEDAR AVENUE**

**T.8N,R.10W,Section 16DD, Tax Lot 1700**

The following is an impact study to assess the effects of the proposed development on public facilities and services.

### **Transportation System**

The transportation system for the proposed project consists of an existing partially developed public street. The existing public street runs the length of the proposed project and is partially developed (1/2 street lengthwise). The street will be upgraded to meet public including an emergency vehicle turn around ("hammerhead").

This section of NW Cedar Avenue currently consists of 11 Single Family Residences. The proposed construction of 4 duplex Residences on Lots 9,10,11,12 will add 8 Dwelling units to NW Cedar Avenue. The ADT of NW Cedar Avenue upon build out of the proposed development is as follows. For the existing homes =  $11 \times 9.55 \text{ ADT} = 105.05 \text{ ADT}$ . For the proposed development (4 duplexes) =  $8 \times 9.55 = 76.4 \text{ ADT}$  for a total of 181.45 ADT for that portion of Cedar. This is below the maximum of 250 ADT for the alternative local road standard.

### **Drainage System**

The current public drainage system consists of a City maintained ditch running adjacent to the proposed project. A 4" corrugated pipe feeds into the start of the ditch at the corner of NW 2<sup>nd</sup> St and NW Cedar Ave. The proposal is to leave the existing ditch and install culverts for the driveways. All improvements will be to City of Warrenton public standards. All engineering will be submitted to The City of Warrenton for review and approval. In looking at the stormwater runoff for the 10 year, 24 hour storm, the volume of runoff from the proposed development only results in a 15% increase of the storm runoff for this development footprint area. If an analysis was done on the entire basin we would anticipate that this would be less than a 1% increase. As stated in the City code the City may require detention facilities if there are or are anticipated to be downstream deficiencies. It does not appear that there are downstream deficiencies but a detention system could be designed very easily for such a small project.

### **Parks System**

The proposed project consists of existing platted lots within the RM zone. No impacts to Warrenton parks are anticipated with the project.

**Water System**

The site is served by an existing 4" water main in NW Cedar Ave. The water system for the project will consist of the extension of the 4" main to reach lots 10 and 11, as well as new water services. The project will also include a new fire hydrant. The proposed project will consist of 4 duplexes that will include one meter service per side. Using the Uniform Plumbing code for a typical 3 bed, 2.5 bath would result in 28.5 fixture units. Multiply this by 10 (8 duplexes plus the existing homes) results in 285 fixture units. Using Chart A-2 in Appendix A of the plumbing code yields a flow rate of 85 gpm. Assuming a maximum velocity of 5 ft/sec on a 4" water main the maximum flow rate is 200 gpm which is well above the 85 gpm that would be required. The 4" water main is sufficient to serve the proposed development.

**Sewer System**

There is an existing sanitary main on NW Cedar Ave. The sewer main will be extended to accommodate the new sanitary laterals to serve all of the lots within the project. The proposed project will have minimal impact on the existing system.

S. E. 1/4 OF SECTION 16, T8N, R10W, W. M.

WETLAND DELINEATED BY DOUG RAY AND AUSTIN TOWLINSON ON 4/17/2015. WETLAND TIED BY KARL F. FOESTE, PLS 849, ON 4/22/2015.

SURVEY FOR: ADAM CRITES

SURVEY BY: KARL F. FOESTE, 361 S. W. MAIN CT. WARRENTON, OR 97146

DATE: 4/22/2015

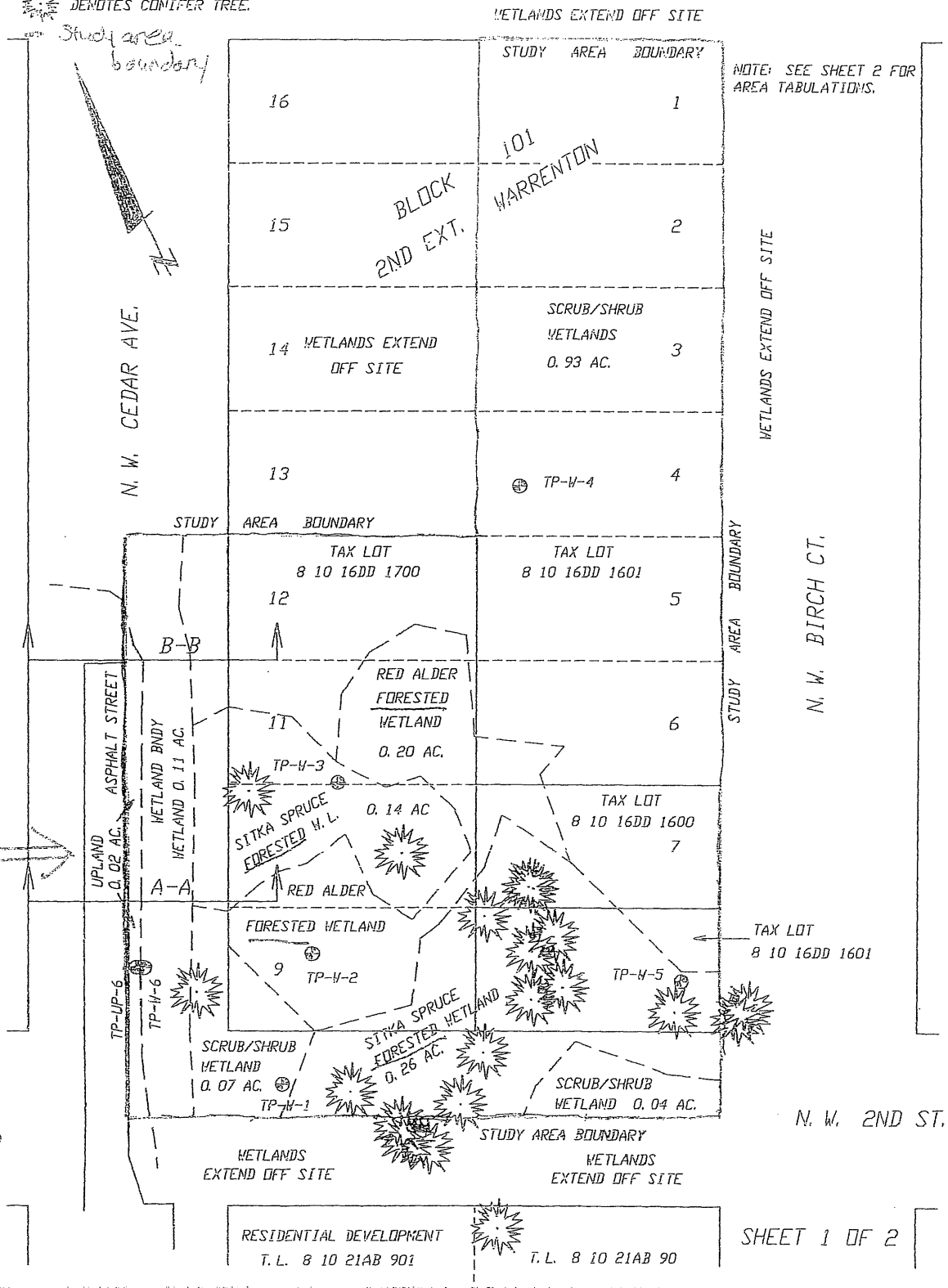
SCALE: 1" = 40'

LEGEND:

- ☉ DEMOTES TEST PLOT.
- ☼ DEMOTES CONIFER TREE.



N. W. 3RD ST.



NOTE: SEE SHEET 2 FOR AREA TABULATIONS.

note: site is wetland except for 0.02 upland rip next the road

DISL WD # 2015-0310  
 Approval Issued 9-17-15  
 Approval Expires 9-17-20

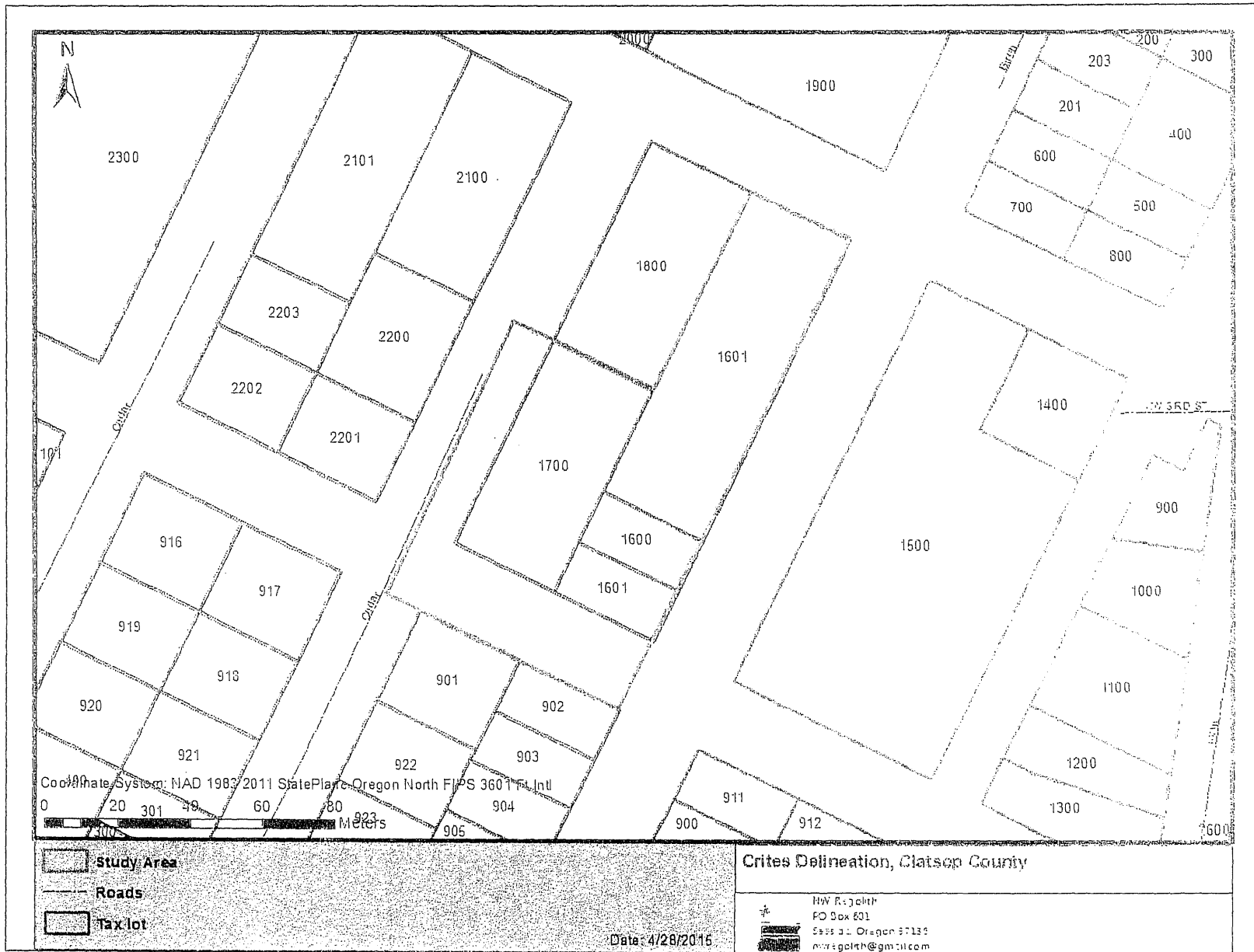


Figure 2. Tax lot Map

**WAP SCORES SHEET**

Version 2.0.2 May 2012

Site Name:			
Investigator Name:	Austin Tomlinson, Doug Ray		
Date of Field Assessment:	April 18th, 2015		
Latitude (decimal degrees):		Longitude (decimal degrees):	-123.928

Specific Functions:	Relative Effectiveness of the Function	Relative Values of the Function
Water Storage & Delay (WS)	0.67	2.50
Sediment Retention & Stabilization (SR)	9.38	4.11
Phosphorus Retention (PR)	4.67	5.08
Nitrate Removal & Retention (NR)	4.33	2.50
Temperature Regulation (T)	0.00	0.00
Carbon Sequestration (CS)	5.58	
Organic Matter Export (OE)	0.00	
Aquatic Invertebrate Habitat (INV)	4.28	6.00
Anadromous Fish Habitat (FA)	0.00	4.15
Non-anadromous Fish Habitat (FR)	1.67	2.07
Amphibian & Reptile Habitat (AM)	3.75	4.00
Waterbird Feeding Habitat (WBF)	4.15	4.00
Waterbird Nesting Habitat (WBN)	0.00	3.00
songbird, Raptor, & Mammal Habitat (SBM)	3.34	4.00
Pollinator Habitat (POL)	4.13	3.06
Native Plant Diversity (PD)	4.09	6.00

GROUPED FUNCTIONS	Group Scores (functions)	Group Scores (values)	
Hydrologic Function (WS)	0.67	2.50	(identical to Water Storage and Delay function and value scores)
Water Quality Group (WQ)	9.38	5.08	(maximum of scores for SR, PR, NR, and T)
Carbon Sequestration (CS)	5.58		(identical to Carbon Sequestration score above)
Fish Support Group (FISH)	1.67	4.15	(maximum of scores for FA and FR)
Aquatic Support Group (AQ)	4.28	6.00	(maximum of scores for OE, AM, INV, WBF, and WBN)
Terrestrial Support Group (TERR)	4.13	6.00	(maximum of scores for PD, POL, and SBM)
Public Use & Recognition (PU)		1.67	(click on this cell to see this attribute defined)
Provisioning Services (PS)		0.00	(click on this cell to see this attribute defined)

**OTHER ATTRIBUTES**

Vetland Ecological Condition (CQ)		4.13
Vetland Stressors (STR)		3.88
Vetland Sensitivity (SEN)		8.33

**IGM Class - Relative Probabilities (select max)**

Estuarine	0.00
Riverine	0.00
Slope	2.50
Flat	6.25
Depressional	0.00
lacustrine	0.00

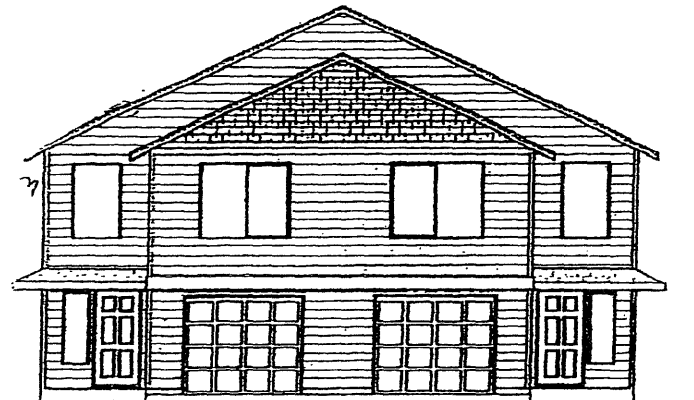
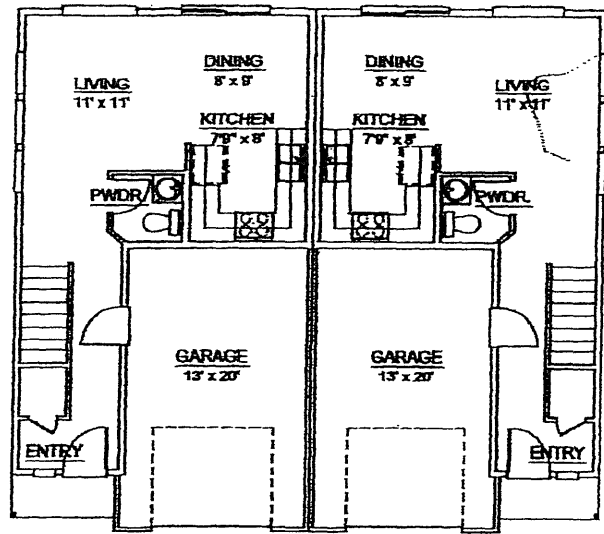
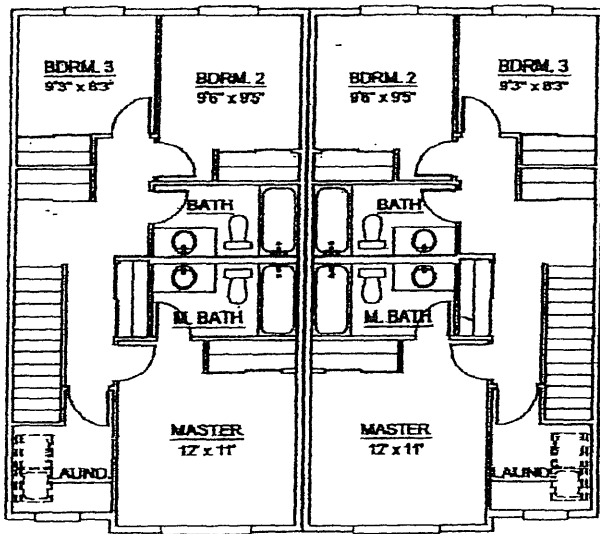
**CoverPg: Basic Description of Assessment**

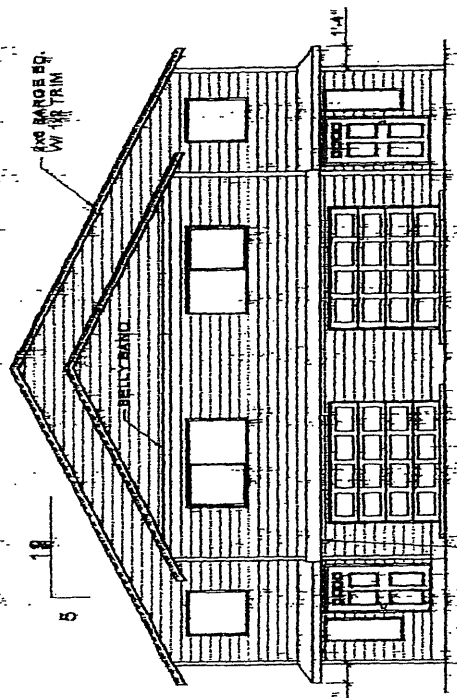
	<b>2012</b>
Site Name:	Crites Parcel
Investigator Name:	Austin Tomlinson, Doug Ray
Date of Field Assessment:	April 18th, 2015
County:	Clatsop
Nearest Town:	Warrenton
Latitude (decimal degrees):	46.1710
Longitude (decimal degrees):	-123.9280
TRS, quarter/quarter section and tax lot(s)	T8NR10WS16DD; 1700,1600, 1601
Approximate size of the Assessment Area (AA, in acres)	1.77
AA as percent of entire wetland (approx.)	100%
If delineated, DSL file number (WD #) if known	
<b>Soil Map Units within the AA</b> (list these in approx. rank order by area, from WSS web site or published county survey; see manual)	Coquille-Clatsop Complex
	Coquille variant silt loam
<b>Soil Map Units surrounding and contiguous to the AA</b> (list all present in approx. rank order by area; see manual)	See above
<b>Cowardin Systems &amp; Classes</b> (indicate all present, based on field visit and/or aerial imagery): Systems: Palustrine =P, Riverine =R, Lacustrine =L, Estuarine =E Classes: Emergent =EM, Scrub-Shrub =SS, Forested =FO, Aquatic Bed (incl. SAV) =AB, Open Water =OW, Unconsolidated Bottom =UB, Unconsolidated Shore =US	PEM, PSS, PFO
HGM Class (Scores worksheet will suggest a class; see manual section 2.4.2)	Ground water
If tidal, the tidal phase during most of visit:	
What percent (approx.) of the <b>wetland</b> were you able to visit?	1
What percent (approx.) of the <b>AA</b> were you able to visit?	1
Have you attended an ORWAP training session? If so, indicate approximate month & year.	Apr-14
How many wetlands have you assessed previously using ORWAP (approx.)?	1
Comments about the site or this ORWAP assessment (attach extra page if desired):	

# 2392 Sq. Ft. Duplex

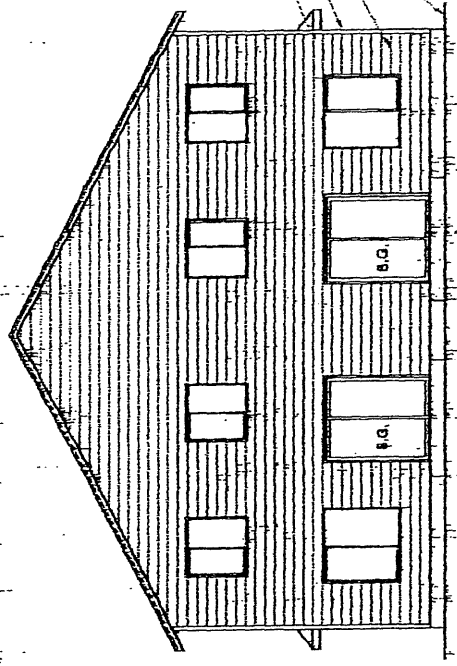
1196 Sq. Ft.  
each side

507 S. ROOSEVELT DR., SEASIDE, OR 97138 • (503) 739-4102





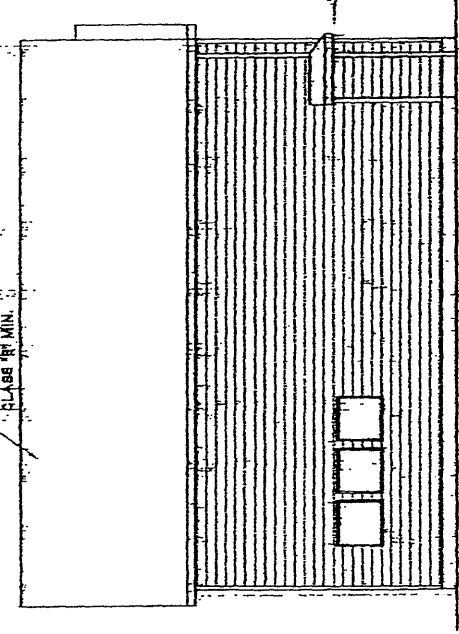
**FRONT ELEVATION**  
1/8" = 1'-0"



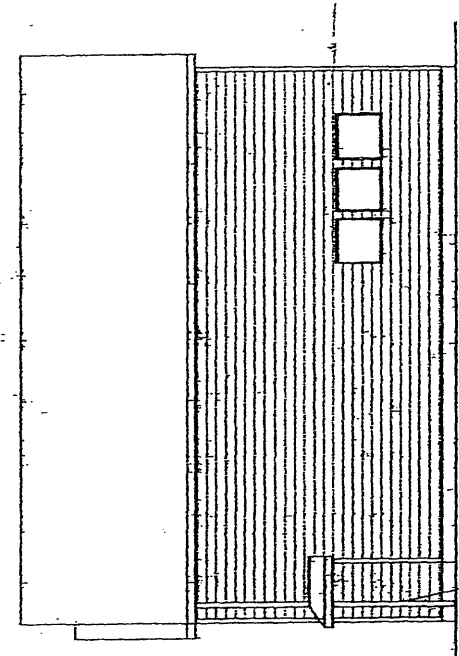
**REAR ELEVATION**  
1/8" = 1'-0"

**SITE ADDRESS:** [REDACTED]

**NOTE:**  
ADDRESS MUST BE LOCATED  
ON THE HOUSE WHERE IT IS EASILY  
SEEN FROM THE MAIN ACCESS  
ROAD (OWNER RESPONSIBILITY)



**LEFT ELEVATION**  
1/8" = 1'-0"



**RIGHT ELEVATION**  
1/8" = 1'-0"

1 1/2" BELLY BAND  
1" x 3" CORNER TRIM

1 1/2" BELLY BAND  
1" x 3" CORNER TRIM  
HORIZONTAL SIDING  
FINISHED GRADE BY  
OWNER SHALL SLOPE  
AWAY FROM BUILDING 6"  
IN 10'-0" MIN.

FIBERGLASS COMP. SHINGLES  
CLASS 1 MIN.

4" POST

After recording, return to:

*Adam Crites*  
*PO Box 2127*  
*Salt Lake City, Utah 84110*

**DECLARATION OF COVENANTS AND RESTRICTIONS AND  
ACCESS EASEMENT  
FOR PORTIONS OF  
2ND EXT. OF WARRENTON**

THIS DECLARATION is made this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by Adam Crites (“Declarant”).

**RECITALS**

1. Declarant is the owner of the real property described in Exhibit “A,” attached hereto and by this reference incorporated herein (the “Property”), and has designated the Property as a compensatory mitigation site in accordance with Removal-Fill Permit (as defined below) approved by the Oregon Department of State Lands (“Department”).
2. Declarant desires and intends to provide for the perpetual protection and conservation of the wetland and waterway functions and values of the Property and for the management of the Property and improvements thereon, and to this end desires to subject the Property to the covenants, restrictions, easements and other encumbrances hereinafter set forth, each and all of which is and are for the benefit of the Property.
3. The Department has accepted the mitigation plan for the Property under ORS 196.800 et seq.

**ARTICLE 1**  
**DEFINITIONS**

1.1 “Declaration” shall mean the covenants, restrictions, easement, and all other provisions set forth in the Declaration of Covenants and Restrictions.

1.2 “Declarant” shall mean and refer to Adam Crites, and his successors, and assigns.

1.3 “Removal-Fill Permit” shall mean the final Removal-Fill Permit # 585802 approved by the Department that formally establishes the mitigation site and stipulates the terms and conditions of its construction, operation and long-term management. A copy of the Removal-Fill Permit may be obtained at the Department of State Lands, 775 Summer St. NE, Salem, OR 97301; phone 503-986-5200.

1.5 “Property” shall mean and refer to all real property subject to this Declaration, as more particularly set forth in Exhibit “A.”

**ARTICLE 2**  
**PROPERTY SUBJECT TO THIS DECLARATION**

The Property which is and shall be held, transferred, sold, conveyed and occupied subject to this Declaration is located in Clatsop County, Oregon and is particularly described in Exhibit “A”.

**ARTICLE 3**  
**DECLARANT REPRESENTATIONS**

Declarant represents and warrants that after reasonable investigation, and to the best of its knowledge that no hazardous materials or contaminants are present that conflict with the conservation purposes intended; the Property is in compliance with all federal state, and local laws, regulations, and permits and there is no pending litigation affecting, involving, or relating to the Property that would conflict with the intended conservation use. Declarant that the Property is free and clear of any and all liens, claims, restrictions, easements and encumbrances that would interfere with the ability to protect and conserve the Property.

**ARTICLE 4**  
**GENERAL DECLARATION**

Declarant, in order to discharge in part Declarant's obligations under the Removal-Fill Permit declares that the Property shall be held, transferred, sold, conveyed and occupied subject to the covenants, restrictions, easements and other encumbrances hereinafter set forth in this Declaration, in order that the Property shall remain substantially in its restored, enhanced, preserved, open and natural condition, in perpetuity. The terms and conditions of this Declaration shall be both implicitly and explicitly included in any subsequent transfer, conveyance, or encumbrance affecting all or any part of the Property. These restrictions cannot be released nor modified unless authorized in writing by the Department. Any amendments shall be signed by the Department and shall be recorded in the official records of the county in which the Property is located.

**ARTICLE 5**  
**USE RESTRICTIONS, MANAGEMENT RESPONSIBILITIES,**  
**AND RESERVED RIGHTS**

Declarant and all users of the Property are subject to any and all easements, covenants and restrictions of record affecting the Property.

A. USE RESTRICTIONS. Except as necessary to conduct, remediate or maintain the Property consistent with the Removal-Fill Permit or as otherwise authorized in the Removal-Fill Permit, the actions prohibited by this covenant include:

1. There shall be no removal, destruction, cutting, trimming, mowing, alteration or spraying with biocides of any native vegetation in the Property, nor any disturbance or change in the natural habitat of the Property unless it is consistent with the approved permit or promotes the mitigation goals and objectives established for the Property. Hazard trees that pose a specific threat to structures including fences or pedestrian trails may be felled and left on site. Dry grass only may be mowed after July 1 to abate fire hazard.
2. There shall be no agricultural, commercial, or industrial activity undertaken or allowed in the Property; nor shall any right of passage across or upon the Property be

allowed or granted if that right of passage is used in conjunction with agricultural, commercial or industrial activity.

3. No domestic animals shall be allowed to graze or dwell on the Property; provided, however, this provision shall not prevent any animals from grazing or dwelling on any adjacent real property regardless of whether or not the adjacent property is part of the same parcel or parcels as the Property.
4. There shall be no filling, excavating, dredging, mining or drilling; no removal of topsoil, sand, gravel, rock minerals or other materials, nor any storage nor dumping of ashes, trash, garbage, or of any other material, and no changing of the topography of the land of the Property in any manner once the wetlands are constructed unless provided for in the Removal-Fill Permit or otherwise approved in writing by the Department.
5. There shall be no construction or placing of buildings, mobile homes, advertising signs, billboards or other advertising material, vehicles or other structures on the Property.
6. There shall be no legal or de facto division, subdivision or partitioning of the protected Property in the event that such action is prohibited by the Removal-Fill Permit.
7. Use of motorized off-road vehicles is prohibited except on existing roadways.

B. MANAGEMENT RESPONSIBILITIES. Declarant, or in the event the Declarant no longer owns any of the Property, the Declarants successors and assigns, shall take reasonable action to prevent the unlawful entry and trespass by persons whose activities are likely to degrade or harm the mitigation purposes of the Property or that are otherwise inconsistent with this Declaration.

C. RESERVED RIGHTS. Declarant reserves all other rights accruing from Declarant's ownership of the Property including but not limited to the exclusive possession of the Property, the right to transfer or assign all or any portion of Declarant's interest in the same; the right and any obligation to take action necessary to prevent erosion on the Property, to protect the Property from losing its wetland or waterway functions and values, or to protect public health or safety; and the right to use the Property in any manner not prohibited by this Declaration and which would not defeat or diminish the conservation purpose of this Declaration.

In addition to all other rights reserved by the Declarant, Declarant reserves the right, on Declarant's own behalf and on behalf of Declarant's heirs, successors and assigns to use the Property for all of the following to the extent that the reserved rights are not expressly prohibited by the Removal-Fill Permit:

1. To hunt, fish, and trap, in a manner consistent with all applicable state and federal laws and regulations.

2. Access to the Property for ingress, egress, hiking by foot, non-motorized vehicles or horseback and installation of reasonable signage related to the same. In the event of range fires, Declarant may access the Property by motor vehicle and suppress the fire by all reasonable methods or means, including mechanical means or methods, and the construction of the fire breaks.

**ARTICLE 6**  
**EASEMENT (RIGHT OF ENTRY)**

Declarant hereby grants to the Department an easement and right of entry on the Property for the purpose of physically accessing the Property at all reasonable times to inspect the Property in order to monitor and to ascertain whether there has been compliance with this Declaration and the Removal Fill-Permit (the "Easement"). In the event that the Property lacks access via a public road or other common area, Declarant grants to the Department, as part of the Easement, access over and across any other adjacent property of Declarant, if any, the use of which is necessary to access the property.

**ARTICLE 7**  
**GENERAL PROVISIONS**

A. NOTICE. The Department shall be provided with a 60-day advance written notice of any legal action concerning this Declaration, or of any action to extinguish, void or modify this Declaration, in whole or in part. This Declaration is intended to survive foreclosure, tax sales, bankruptcy proceedings, zoning changes, adverse possession, abandonment, condemnation and similar doctrines or judgments affecting the Property. A copy of this recorded Declaration shall accompany said notice.

B. VALIDITY. If any provision of this Declaration, or the application thereof to any person or circumstance, is found to be invalid, the remainder of the provisions of this Declaration, or the application of such provisions to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.

IN WITNESS WHEREOF, the undersigned being Declarant herein, has executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
By: Adam Crites

STATE OF UTAH            )  
                                  ) ss:  
County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this (date) by (person acknowledging, title or representative capacity, if any).

\_\_\_\_\_  
(Signature of Person Taking Acknowledgment)

\_\_\_\_\_  
(Title)  
My commission expires: \_\_\_\_\_  
Residing at: \_\_\_\_\_

GRANTEE: The State of Oregon, Department of State Lands, approves Declarant's conveyance of an easement in favor of the Department.

By \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Attachment:  
Exhibit A, legal description and labeled map of the Property

ATTACHMENT "A" SHOWING NON-IMPACTED AREAS OF LOTS 1 THRU 8, INCLUSIVE, AND THE EAST 25 FT. OF LOTS 9 THRU 12, INCLUSIVE, BLOCK 101, 2ND EXT. OF WARRENTON, CLATSOP COUNTY, OREGON

LEGEND:

⊕ DENOTES TEST PLOT.



DENOTES CONIFER TREE.

----- BOUNDARY OF NON-IMPACTED AREA

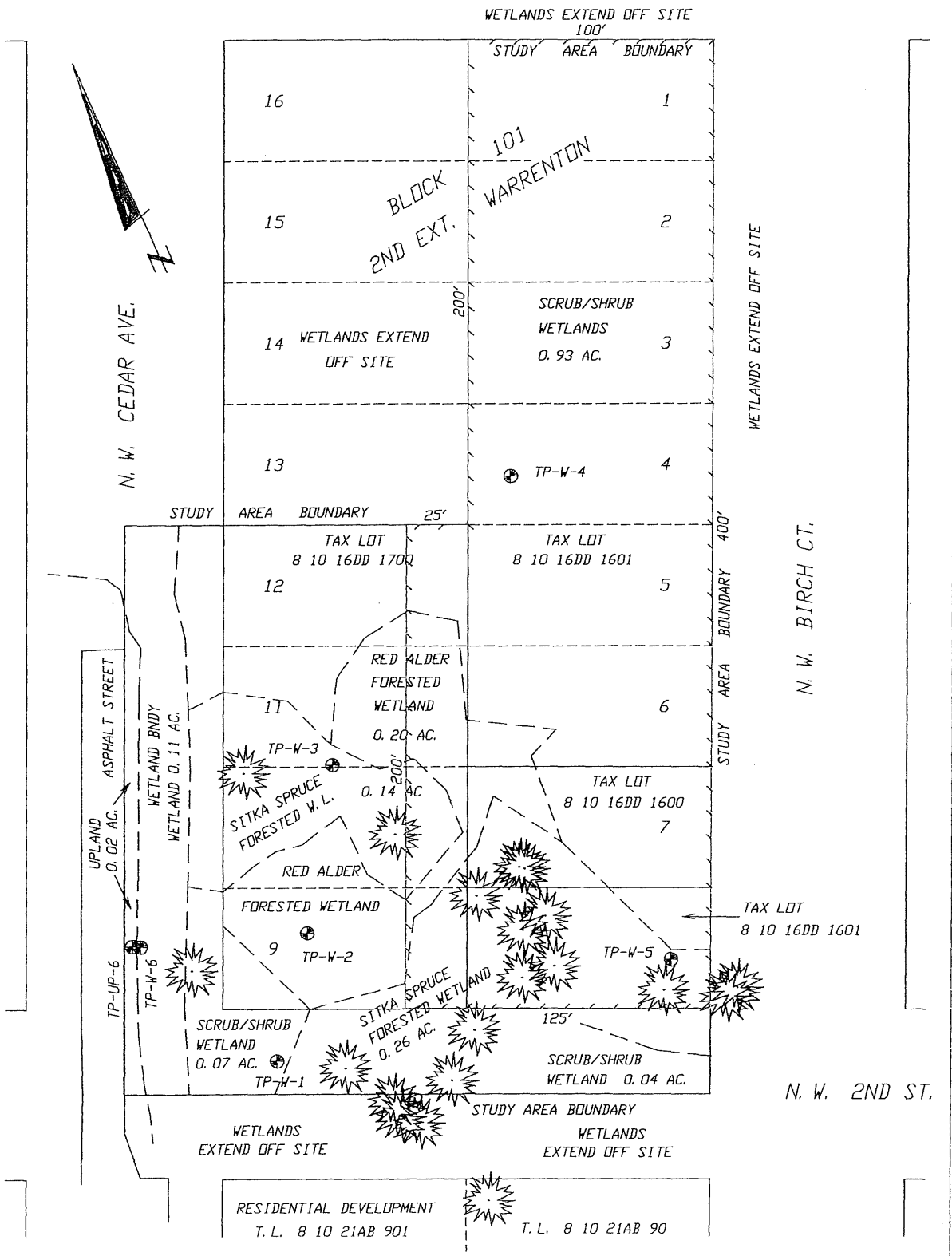
OWNER: ADAM CRITES

DATE: 4/11/2016

SCALE: 1" = 40'



N. W. 3RD ST.



Harry Ager  
7 NW Cedar Ave  
Warrenton, OR 97146

Wen Regier  
P.O. Box 1004  
Warrenton, OR 97146

Chris Rutherford  
1303- Hwy 202  
Astoria, OR 97103

Justin Kelly  
92 NW Cedar Ave  
Warrenton, OR 97146

Varner Trust  
Varner Marian – Agent  
9840 Castleberry Loop  
Astoria, Oregon City, OR 97103-7954

3/14/2016

**Response : Oregon DSL Letter January 25, 2016 – 30-day public review period comments - Dan Cary, Aquatic Resource Coordinator**

Dear Richard.

I appreciate opportunity to address the comments and concerns relevant to your permit-decision making process.

I have enclosed copies of the response to the public comments that were requested to be addressed in your letter dated January 25, 2016. These response letters have been mailed to Dustin and Sarah Kelly, Terry Ager and Mimi Sneer.

In response to the DSL item numbers 3 and 4 I have provided response to each item below as well as a complete revised DSL Removal and Fill Permit including the revisions pertinent to these items where applicable.

I met with Skip Uhrling, City of Warrenton Planner, Tim Demers, Fire Chief, Ed Wegner, Interim Public Works Director, Richard Stelzig, City Engineer on March 9, 2016 for a Hardship Variance Pre-Application Meeting.

I reviewed the preliminary Site Plan and Proposed House Plans and explained that this consisted of 2 covered garages and 2 off street parking pads included within the Property Lines. Skip reviewed the parking code in confirmed that the proposed plans exceeded the parking requirements in the code. A total of 3.5 parking spaces is required for each duplex. The parking that is provided in the proposed plans total 4 spaces.

The results of this determination requires no additional impact or major redesign affecting the area impacted that was submitted for in the original JPA.

A lengthy discussion between Tim Demers, Fire Chief, Skip Uhrling was had regarding the requirements, specifications and location of the emergency vehicle turn around. Alternatives were discussed in relation to Wetland Impact and it was agreed that the hammerhead would be located at the end of the street parallel to the Northern section of Lot 11. The results of this determination requires no additional Impact than was originally submitted for in the original JPA.

I have enclosed a revision to the application which provides the Alternative Site plan layout and

configuration analysis including visual illustrations . I believe that this analysis illustrates that the chosen alternative is the least impactful Site Layout that is available while considering and taking into account the impact to highest functioning wetland portions. The Alternative Site layout Analysis provides discussion of the needed use of some components of the highest functioning wetlands present within the total site. The rationale for this use in the context of the total acres requiring Impact that would be needed with the available alternatives is described within the analysis.

I appreciate the opportunity to address the items 1 through 4 outlined in your letter dated January 25, 2016.

I look forward to you determination of my application.

Sincerely,

Adam Crites

P.O. Box 2127

Salt Lake City , Utah 84110

3/14/2016

**Response : Oregon DSL Letter January 25, 2016 – PRP comments from Dustin and Sarah Kelly regarding Parking and turn around at Dead End Street**

Dear Dustin and Sarah Kelly,

In response to your public comments regarding the proposed development of block 1700 , Lots 9,10,11,12 on N.W. Cedar Avenue in the City of Warrenton. The opportunity for you as a neighbor to review and comment on this proposed development and the application for Removal and Fill in process with the Oregon Department of State Lands is much appreciated.

In specific response to your comments and concerns regarding this development I would like to provide the following response to assist in answering your concerns.

I am proposing to build four residential duplexes at the end of N.W. Cedar Avenue on four residentially platted lots zoned RM. These units are approximately 2392 sq. feet total, two stories, and will have two attached garages per duplex.

The parking and emergency vehicle turn around at the dead in street was addressed with the City of Warrenton during a Pre Application meeting on March 9, 2016.

The parking plans for the proposed development were discussed and the proposed parking consisting of 2 covered parking stalls and 2 additional parking stalls per Duplex will fulfill the requirements of the Parking design defined in the City of Warrenton Municipal Code Title 16 Chapter 16.128.030. This improvement is expected to have no adverse impact to the existing transportation system of N.W. Cedar Avenue

The street engineering which is in the development phase will provide for emergency vehicle turn around at the end of N.W. Cedar Avenue. The construction of this emergency vehicle turn around will greatly improve the fire access and safety of N.W. Cedar Avenue. All plans will be submitted to the City of Warrenton for review and approval.

Thank you for the opportunity to address this concern through the process provided by the Oregon Department of State Lands. Please feel free to contact me should you have further questions.

Sincerely,

Adam Crites

208-440-5040

3/14/2016

**Response : Oregon DSL Letter January 25, 2016 Terry Ager and Mimi Sneer, PRP comments – Storm drainage, water main size and extension, parking and emergency vehicle turn around, street widening, alternate location on property.**

In response to your public comments regarding the proposed development of block 1700, Lots 9,10,11,12 on N.W. Cedar Avenue in the City of Warrenton. The opportunity for you as a neighbor to review and comment on this proposed development and the application for Removal and Fill in process with the Oregon Department of State Lands is much appreciated.

In specific response to your comments and concerns regarding this development I would like to provide the following response to assist in answering your concerns.

I am proposing to build four residential duplexes at the end of N.W. Cedar Avenue on four residentially platted lots zoned RM. These units are approximately 2392 sq. feet total, two stories, and will have two attached garages per duplex.

The utility extensions, main sizing, street design requirements, storm water drainage, parking and emergency vehicle turn around at the dead in street were addressed with the City of Warrenton during a Pre Application meeting on March 9, 2016.

The parking plans for the proposed development were discussed and the proposed parking consisting of 2 covered parking stalls and 2 additional parking stalls per Duplex and will fulfill the requirements of the Parking design defined in the City of Warrenton Municipal Code Title 16 Chapter 16.128.030. This improvement is expected to have no adverse impact to the existing transportation system of N.W. Cedar Avenue

The street engineering which is in the development phase will provide for emergency vehicle turn around at the end of N.W. Cedar Avenue. The construction of this emergency vehicle turn around will greatly improve the fire access and safety of N.W. Cedar Avenue. All plans will be submitted to the City of Warrenton for review and approval.

The utilities exist within the ROW in close proximity to the proposed development. All utility, street and storm water drainage improvements will be engineered and in accordance with the design requirements and standards set forth by the City of Warrenton Municipal Code and City of Warrenton Public Works Department. No existing obstacles or issues were identified that would prohibit the engineering of required improvements to street, storm system and utilities. The engineered plans will be submitted to the City of Warrenton for review and approval.

3/14/2016

**Response : Oregon DSL Letter January 25, 2016 Terry Ager and Mimi Sneer, PRP comments – Storm drainage, water main size and extension, parking and emergency vehicle turn around, street widening, alternate location on property.**

In response to your public comments regarding the proposed development of block 1700, Lots 9,10,11,12 on N.W. Cedar Avenue in the City of Warrenton. The opportunity for you as a neighbor to review and comment on this proposed development and the application for Removal and Fill in process with the Oregon Department of State Lands is much appreciated.

In specific response to your comments and concerns regarding this development I would like to provide the following response to assist in answering your concerns.

I am proposing to build four residential duplexes at the end of N.W. Cedar Avenue on four residentially platted lots zoned RM. These units are approximately 2392 sq. feet total, two stories, and will have two attached garages per duplex.

The utility extensions, main sizing, street design requirements, storm water drainage, parking and emergency vehicle turn around at the dead in street were addressed with the City of Warrenton during a Pre Application meeting on March 9, 2016.

The parking plans for the proposed development were discussed and the proposed parking consisting of 2 covered parking stalls and 2 additional parking stalls per Duplex and will fulfill the requirements of the Parking design defined in the City of Warrenton Municipal Code Title 16 Chapter 16.128.030. This improvement is expected to have no adverse impact to the existing transportation system of N.W. Cedar Avenue

The street engineering which is in the development phase will provide for emergency vehicle turn around at the end of N.W. Cedar Avenue. The construction of this emergency vehicle turn around will greatly improve the fire access and safety of N.W. Cedar Avenue. All plans will be submitted to the City of Warrenton for review and approval.

The utilities exist within the ROW in close proximity to the proposed development. All utility, street and storm water drainage improvements will be engineered and in accordance with the design requirements and standards set forth by the City of Warrenton Municipal Code and City of Warrenton Public Works Department. No existing obstacles or issues were identified that would prohibit the engineering of required improvements to street, storm system and utilities. The engineered plans will be submitted to the City of Warrenton for review and approval.

An Alternative Site Plan Analysis was conducted prior to the acquisition of the subject lots and the N.W. Cedar site was deemed the least impactful and feasible alternative prior to the purchase of the property. As well, an alternate site plan layout analysis has been conducted and submitted to the Oregon DSL demonstrating that the proposed plan is the least impactful alternative for development within the 12 lots that are owned. All alternatives were carefully considered and the proposed plan that has been chosen provides the least Total Impact to the Wetlands.

Thank you for the opportunity to address this concern through the process provided by the Oregon Department of State Lands. Please feel free to contact me should you have further questions.

Sincerely,

Adam Crites

208-440-5040

greatest total impact in acreage due to the distance of utilities and the required wetland impact within the ROW that would be required. The plan contains the highest percentage of lowest functioning wetland type but also requires 4.6 times the total wetland impact than Plan A. Plan C was not chosen due to the weight of the total acres required compared to wetland type to be impacted.

Site Plan C consists of 0 Sitka Spruce in lot interiors that would require removal to accommodate the house foot prints and for safety concerns. The site consists of 3 Sitka Spruce in the N.W. Birch Ct. ROW that would require removal for improvements to be constructed. The removal of 3 total Sitka Spruce in the ROW is equal to the total spruce removal included in alternate Site Plan A. Given the equal amount of spruce tree removal and the significantly greater area of total wetland Impact being 4.6 times greater this Site Plan C was not chosen. **Visual Examples of tree location are provided in wetland delineation survey and are summarized in table 1A.**

Item F  
←

Attachment 6  
Impacts to Wetlands by Type, Volume and Acres

Wetland Type	Volume of Fill (C.Y.)	sq. feet	Acres of Impact
Spruce Forested	425	4763	0.11
Scrub / Shrub	600	7103	0.16
Red Alder Forested	375	4432	0.1
Other Wetland( Partially developed street and ditch planted with grass)	200	4093	0.09
Totals	1600	20391	0.46



DEPARTMENT OF THE ARMY  
CORPS OF ENGINEERS, PORTLAND DISTRICT  
P.O. BOX 2946  
PORTLAND, OREGON 97208-2946

February 16, 2018

REPLY TO:

ATTENTION OF:

Operations Division  
Regulatory Branch  
Corps No. NWP-2016-128

Adam Crites  
P.O. Box 2127  
Salt Lake City, Utah  
Email: [adamcrites@gmail.com](mailto:adamcrites@gmail.com)

Dear Mr. Crites:

The U.S. Army Corps of Engineers (Corps) completed the review of the permit application you submitted to provide residential duplexes in the City of Warrenton, Oregon area. The project is identified as Corps No. NWP-2016-128. Please refer to this number in all correspondence.

Although the Corps is prepared to issue a permit, by Federal law a Department of the Army (DA) permit cannot be issued until State 401 Water Quality Certification (WQC) and State Coastal Zone Management (CZM) Certification have been issued or waived. The Oregon Department of Environmental Quality (DEQ), which is responsible for WQC and Oregon Department of Land Conservation and Development (DLCD), which is responsible for CZM certification, have not issued the prerequisite certification. For your convenience, a copy of the DA permit is enclosed.

Upon receipt of DEQ's and DLCD's approval or waiver, the DA permit will be issued, providing the DEQ and DLCD approvals or waivers are furnished within one year of the date of this letter, and there have been no significant changes in the Corps evaluation policies during that period nor any significant project modifications.

You must notify us in writing when you receive WQC and CZM Certification and enclose a copy of the certification as well as any revised drawings illustrating project modifications. You must notify this office of any changes to the project when you submit copies of the certification. Conditions of the WQC and CZM Certification will become conditions of the final DA permit. Should DEQ's and DLCD's action on the required certification permit a project different from that shown on the current permit application, a modification to the application will be required. You must notify this office of any changes to the project when you submit copies of the certification/permit. Substantial changes may require a new permit evaluation process, including issuing a new public

notice. If DEQ and DLCD deny the required WQC and CZM Certification, the DA permit is denied without prejudice.

You are cautioned that commencement of the proposed work prior to actual DA authorization would constitute a violation of Federal laws and subject you to possible enforcement action. Receipt of a permit from the Oregon Department of State Lands (DSL) does not obviate the requirement for obtaining a Department of the Army permit prior to commencing the proposed work.

If you have any questions about your permit application, please contact me at the letterhead address, by telephone at (503) 808-4368, or email at [danielle.h.erb@usace.army.mil](mailto:danielle.h.erb@usace.army.mil).

Sincerely,

ERB.DANIELLE.HA  
RPER.1379534674

Digitally signed by  
ERB.DANIELLE.HARPER.1379534674  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=USA, cn=ERB.DANIELLE.HARPER.1379534674  
Date: 2018.02.16 12:38:06 -08'00'

Danielle Erb  
Project Manager, Regulatory Branch

Enclosure

cc:

Oregon Department of State Lands ([dan.cary@state.or.us](mailto:dan.cary@state.or.us))  
Oregon Department of Environmental Quality ([Simpson.Amy@deq.state.or.us](mailto:Simpson.Amy@deq.state.or.us))  
Oregon Department of Land Conservation and Development ([patty.snow@state.or.us](mailto:patty.snow@state.or.us);  
[elizabeth.j.ruther@state.or.us](mailto:elizabeth.j.ruther@state.or.us))



# Oregon

Kate Brown, Governor

**Oregon Coastal Management Program**  
Department of Land Conservation and Development  
635 Capitol Street, Suite 150  
Salem, Oregon 97301-2540  
Phone (503) 373-0050  
FAX (503) 378-6033  
[www.oregon.gov/LCD/OCMP](http://www.oregon.gov/LCD/OCMP)

June 8, 2018

Mr. Adam Crites  
PO Box 2127  
Salt Lake City, UT 84110  
[adamcrites@gmail.com](mailto:adamcrites@gmail.com)

Permit #: NWP-2016-0128  
Applicant: Adam Crites  
Location: NW Cedar Ave, Warrenton, OR  
Description: Residential duplexes

Dear Mr. Crites:

Any federal action in the coastal zone including administering a federal permit or license, like the Section 404/401 permits under the Clean Water Act, triggers a federal consistency review to comply with the federal Coastal Zone Management Act (CZMA) of 1972. The Department of Land Conservation and Development (DLCD) has reviewed the above referenced permit for consistency with the Oregon Coastal Management Program (OCMP) which has been accepted by the National Ocean and Atmospheric Administration (NOAA) under the CZMA. Without a concurrence, the federal permit is not valid.

To be consistent with the OCMP, the proposed project must be consistent with: 1) the statewide planning goals; 2) the applicable acknowledged city or county comprehensive plan; and 3) selected state authorities (e.g. those governing removal-fill, water quality, and fish & wildlife protections).

The following enforceable policies in Table 1 were determined to apply to this project in whole or in part by the project applicant and DLCD. Complying with these policies and associated permits/certifications will ensure the project is consistent with the OCMP. The review exceeded DLCD's initial 6-month review time, but parties agreed to extend the review time in order for the applicant to gather the needed materials and to avoid an 'objection' decision from DLCD. At this time, nearly all materials have been gathered, thus the decision is below.

Table 1. Matrix of applicable enforceable policies for reference project. A list of enforceable policies available at: [http://www.oregon.gov/LCD/OCMP/Pages/OCMP\\_Enforceable-Policies.aspx](http://www.oregon.gov/LCD/OCMP/Pages/OCMP_Enforceable-Policies.aspx)

Local Government Plan / Land Use Regulations (Statewide Planning Goals 1-18)			
Authority	Applicable Enforceable Policy(ies)	Coastal Effect	How Project Complies (list dates if available)


City of Warrenton Comp Plan and Development Ordinance			LUCS signed (Block 10) Skip Urling 09/28/2015; Wetland Hardship Variance approved, however was appealed. Hearing scheduled for 06/26/2018.  <b>Concurrence conditioned upon receipt of this approval. Please send to DLCD once obtained.</b>
<b>Statewide Planning Goals (Goal 19 Only)</b>			
N/A			
<b>State Agency Authorities</b>			
ORS Chapter 196 (Removal-Fill)	196.682 196.687 196.800 196.805 196.810 196.815 196.816 196.817 196.818 196.825 196.830 196.845 196.850 196.855 196.880 196.905	Impact to forested wetland, reduced wetland function from fill; removal of habitat.	Removal Fill Authorization pending, re: payment-  <b>Concurrence conditioned upon receipt of this authorization. Please send to DLCD once obtained.</b>
ORS Chapter 197 (Comprehensive Land Use Planning)			Implemented through local land use approval
ORS Chapter 215 (County Planning)			Implemented through local land use approval
ORS Chapter 468B (Water Quality)	Entire Chapter	Impacts to water quality from dredging, turbidity.	CWA Section 401 DEQ water quality certification issued 05/03/2018, Steve Mrazik/Amy Simpson

ORS Chapter 496 (Wildlife)	496.004	Impacts wetland habitat function; wetland species; forested wetland ecosystem function (ie. water filtration)	ODFW was consulted; David Nuzum and Chris Knutson.  Agreed that the mitigation required by DSL and the Corps is adequate for the forested wetland impacts on-site.
	496.007		
	496.009		
	496.012		
	496.162		
	496.171		
	496.182		

### Findings

- This project is under consideration by United States from the Army Corps of Engineers under Section 404 of the Clean Water Act, #NWP2016-128.
- The applicant has certified that to the best of their knowledge and belief, the project complies with the Oregon Coastal Management Program and will be completed in a manner consistent with the program. The Coastal Zone Certification was signed by Adam Crites on November 15, 2015 (see signed Block 11 below).
- The City of Warrenton determined the project needed to obtain a wetland hardship variance to be consistent with local authorities and Block 10 was signed by Skip Urling, September 02, 2015. The variance was granted; however appealed. A hearing date is set for June 26, 2018.
- The Department of State Lands has completed review of the project and awaits payment for the mitigation prescribed for project impacts.
- The Department of Environmental Quality issued a water quality certification on May 3, 2018.
- The Department of Fish and Wildlife determined that coastal impacts are adequately addressed through the mitigation prescribed by the Corp's federal permit mitigation requirements and DSL mitigation requirements.

### Certification Statement

<b>(11) COASTAL ZONE CERTIFICATION</b>	
<p>If the proposed activity described in your permit application is within the Oregon coastal zone, the following certification is required before your application can be processed. A public notice will be issued with the certification statement, which will be forwarded to the Oregon Department of Land Conservation and Development (DLCD) for its concurrence or objection. For additional information on the Oregon Coastal Zone Management Program, contact DLCD at 635 Capitol Street NE, Suite 150, Salem, Oregon 97301 or call 503-373-0050.</p>	
<p><b>CERTIFICATION STATEMENT</b> I certify that, to the best of my knowledge and belief, the proposed activity described in this application complies with the approved Oregon Coastal Zone Management Program and will be completed in a manner consistent with the program.</p>	
Print /Type Name Adam Crites	Title Owner/Applicant
Signature 	Date 11-15-15

### **Consistency Finding**

Pursuant to the applicant's receipt of and compliance with conditions of all necessary local, state, and federal permits, and with the Standard Conditions listed in Attachment 1, DLCD provides a **concurrence with conditions** that the proposal is consistent with the Oregon Coastal Management Program. Failure to obtain and abide by required local, state, or federal permits may constitute a violation of local, state, and/or federal law and subject the applicant to one or more enforcement actions. **Failure to comply with the conditions below turns this decision to an objection and the federal permit is not valid.**

#### Specific Conditions:

1. Obtain a DSL authorization for the project and provide a copy to DLCD.
2. Obtain a Wetland Hardship Variance for the project from the City of Warrenton and provide a copy to DLCD.
3. Mitigation is completed per the requirements of the federal permit and DSL removal-fill permit.

### **Right of Appeal (To Special Conditions)**

If the applicant objects to the above conditions, all parties shall treat DLCD's concurrence as an objection. Pursuant to 15 CFR § 930.63(e), and within 30 days from receipt of this letter, the applicant may request that the Secretary of Commerce override DLCD's special condition/objection. In order to grant an override request, the Secretary must find that the activity is consistent with the objectives or purposes of the Coastal Zone Management Act, or is necessary in the interest of national security. A copy of the request and supporting information must be sent to the Oregon Coastal Management Program and the federal permitting or licensing agency. The Secretary may collect fees from the applicant for administering and processing their request. (15 CFR 930.63)

If you have any questions or comments regarding this coastal zone management consistency finding or the consistency review process, please contact me at (503) 934-0029 or by e-mail at: [elizabeth.j.ruther@state.or.us](mailto:elizabeth.j.ruther@state.or.us).

Sincerely,



Elizabeth J. Ruther  
Coastal State-Federal Relations Coordinator

Cc: Danielle Erb, USACE  
Amy Simpson, DEQ  
Dan Cary, DSL  
Kevin Cronin, City of Warrenton

## Attachment 1

### Standard Oregon Coastal Management Program (OCMP) Coastal Zone Conditions

The federal Coastal Zone Management Act provides that federal actions affecting any use or resource of the coastal zone,\* including projects permitted by the U.S. Army Corps of Engineers (USACE), must be consistent with the enforceable policies of a State's federally approved coastal management program. Oregon's approved program, the Oregon Coastal Management Program (OCMP), is a "networked" program that integrates authorities of local governments and other state agencies. The coastal zone conditions contained in this document reflect the networked nature of the OCMP, and reference the specific applicable enforceable policies.

**In addition to all USACE national and regional permit conditions, permitted projects in Oregon's coastal zone must comply with the following coastal zone conditions.**

If an applicant chooses not to follow one or more of the coastal zone conditions, DLCD will object to the permit issuance pursuant to 15 CFR § 930.63(e). In that instance, the permittee may appeal the state's objection by requesting that the Secretary of Commerce override the objection pursuant to 15 CFR 930, subpart H, within 30 days of receipt of the letter informing the applicant of the OCMP's objection. In order to grant an override request, the Secretary must find that the activity is consistent with the objectives or purposes of the Coastal Zone Management Act, or is necessary in the interest of national security. A copy of the request and supporting information must be sent to the OCMP and the USACE. The Secretary may collect fees from the permittee for administering and processing the override request.

\*Oregon's coastal zone generally includes the area lying between the Oregon/Washington border on the north, to the Oregon/California border on the south, seaward to the extent of the state's jurisdiction as recognized by federal law, and inland to the crest of the Coast Range Mountains, excepting:

- (a) The Umpqua River basin, where the coastal zone extends to Scottsburg;
- (b) The Rogue River basin, where the coastal zone extends to Agness; and
- (c) The Columbia River basin, where the coastal zone extends to the downstream end of Puget Island.

#### **CZ Condition 1. Consistency with Local Comprehensive Plans**

(1) Permitted projects must be consistent with or not subject to the applicable local comprehensive plan and implementing land use regulations, including the applicable estuary management plan, or the statewide land use planning goals where applicable. Permittee must obtain required permits or other authorizations from the applicable local government before initiating work under any USACE permit. Permittee must provide USACE and the OCMP with verification of the local jurisdiction's approval in the form of a completed block seven (7) of the Joint Permit Application. All appeals of the local jurisdiction's decision(s) must be resolved before any regulated work may begin.

(2) All conditions placed on an authorization or permit by the local government are incorporated by reference into the OCMP coastal zone conditions.

*[Enforceable Policy: ORS chapter 197, Comprehensive Land Use Planning Coordination]*

#### **CZ Condition 2. Consistency with Removal-Fill Law**

(1) Permitted projects must be consistent with or not subject to the state requirements governing removal-fill in waters of the state. Permittee must obtain required permits or other authorizations from the Oregon Department of State Lands (DSL) before any regulated work may begin.

(2) Projects requiring a DSL removal-fill permit must compensate for reasonably expected adverse impacts by complying to the full extent with DSL's compensatory mitigation requirements.

(3) Where DSL finds a project not subject to the Removal/Fill Law, permittee must submit to DSL any changes in project design or implementation that may reasonably be expected to require application of the Removal/Fill Law.

(4) All conditions placed on a Removal-Fill permit by DSL are incorporated by reference into the OCMP coastal zone conditions.

*[Enforceable Policy: ORS chapter 196, Removal of Material; Filling]*

### **CZ Condition 3. Leases of State Lands**

(1) Permitted projects must be consistent with or not subject to state requirements governing use of state lands. Permittee must obtain any required lease, license, or other authorization for the use of state lands or waters from the Oregon Department of State Lands (DSL) before any regulated work may begin.

(2) All conditions placed on a lease, license, or authorization by DSL are incorporated by reference into the OCMP coastal zone conditions.

*[Enforceable Policy: ORS chapter 274, Submersible and Submerged Lands]*

### **CZ Condition 4. Department of Environmental Quality**

(1) Permitted projects must be consistent with or not subject to the state requirements governing water quality. Permittee must obtain certification, if required, from the Oregon Department of Environmental Quality (DEQ) through its 401 Water Quality Certification process before any regulated work may begin.

(2) All conditions placed on a license, permit, or authorization by DEQ are incorporated by reference into the OCMP coastal zone conditions.

*[Enforceable Policy: ORS chapter 468B, Water Quality]*

### **CZ Condition 5. Fish and Aquatic Life Passage**

(1) Where applicable, all authorized projects shall be in conformance with ODFW standards for fish passage (<http://www.dfw.state.or.us/fish/passage/>). Decisions to abrogate ODFW fish passage standards shall be accompanied by written approval from ODFW.

(2) No work shall be authorized that does not provide for adequate passage of "aquatic life." Aquatic life shall be interpreted to include amphibians, reptiles, and mammals whose natural habitat includes waters of this state and which are generally present in or around, or pass through the project site.

(3) This condition is effective only where ODFW regulations apply.

*[Enforceable Policy: ORS chapter 509, Additional Fishery Requirements]*

### **CZ Condition 6. Ocean Shore**

(1) Permitted projects must be consistent with or not subject to state requirements governing use of the ocean shore. Permittee must obtain, if required, an ocean shore permit from the Oregon Parks and Recreation Department (OPRD) before any regulated work may begin.

(2) All conditions placed on an Ocean Shore permit by OPRD are incorporated by reference into the OCMP coastal zone conditions.

*[Enforceable Policy: ORS chapter 390, Ocean Shores]*

#### **CZ Condition 7. Aquaculture**

(1) Permitted projects must be consistent with or not subject to state requirements governing commercial aquaculture or mariculture cultivation of oysters, clams, and mussels. Permittee must obtain, if required, authorization from the Oregon Department of Agriculture (ODA) for use of state submerged and submersible lands for aquaculture purposes.

(2) All conditions placed on an aquaculture or mariculture operation by the ODA are incorporated by reference into the OCMP coastal zone conditions.

*[Enforceable Policy: ORS chapter 622, Shellfish]*

# Applicant Testimony to City of Warrenton Planning Commission

## April 12, 2018

### in Response to Staff Report dated April 5, 2018

Wetland Hardship Variance Application V15-4, Adam Crites

Address: 204-240 NW Cedar Avenue

Applicant Testimony

#### **Background**

The project was purchased by the applicant in April of 2017. The applicant met with the City Planner, Skip Urling, and consulted with the Oregon Department of State Lands, Aquatic Resources Manager, Dan Cary. These meetings were conducted as a course of Due Diligence to discover the regulatory jurisdictions, processes, standards and requirements that were required and available to land owners for the development of Wetlands and Locally Significant Wetlands. A Land Use Compliance Signature was obtained from the City of Warrenton Planning Director and a Pre-Application Meeting was conducted with City Staff on March 9, 2016.

Impact Studies were submitted with requested revisions by the Planned Director on

During this due diligence and discussion with the City of Warrenton Planning Director, the Hardship Variance process was discussed and explained that development of Significant Wetlands is allowed with per 16.156.040(7) City of Warrenton Hardship Variance in conjunction with a valid State of Oregon Removal and Fill Authorization. To date the approval for Permits of this NWP 2016-128 have been obtained by the following agencies.

1. DSL Removal and Fill Permit Approved 1/25/2017 (attached)
2. US Corps of Army Engineers Letter of Intent issued 2/16/18 (attached)
3. Dept. of Environmental Quality 401 Certification issuance pending payment.

The approval of the Hardship Variance by the City of Warrenton is the final approval needed for the project to proceed.

#### **Project Description**

The project involves placement of removal and fill material to construct 4 duplexes on 4 individually platted lots (9-12) of a total of 12 lots and the widening of the existing half width (single lane Street that exists directly in front of the subject lots. Lots 1-8 are proposed for Deed Restriction to fulfill the requirements of avoidance and minimization and will remain undeveloped in the future per the Deed Restriction. The lots are zoned RM by the City of Warrenton. The entire project, lots 1-12 and the ROW are included in national Wetland Inventories and Locally Significant Wetland.

4. A Complete Removal and Fill application that has been submitted to the DSL and US Corps of Army Engineers has been provided to Kevin Cronin on X. Summarized excerpts from the application process have been provided for clarification in response to Staff Findings, specifically staff concerns regarding Alternative Site Analysis.
5. Applicant Testimony is provided below in response to Staff Finding not concurred.

#### **Wetland Description**

The proposed impacts of 0.49 acres of 1.83 acres of wetlands total have been approved by the DSL and USACE. A wetland inventory map is provided in the section of Visual Illustration attached herein.

## Wetland Mitigation

As compensatory mitigation for the proposed impacts to .49 acres of wetland the applicant proposes a combination of wetland mitigation credits from Clear Lake ILF and Claremont Road per the final negotiated agreement with the US Corps of Army Engineers. The wetland credits at these banks have permanently created and protected wetland in overall ratios that range from 4:1 to 14:1. The US Corps of Army engineer's mitigation requirements are in the final stage of negation and once concluded with credits purchased a stamped permit will be issued.

A Copy of the Mitigation Proposal has been attached in this enclosure.

## Index of Enclosures

1. Visuals
  - a. Site Location
  - b. Wetland Inventory Map Overlay (NWI and LSW)
  - c. Wetland Impact Map
  - d. Wetland Impact Map with Wetland Types "called Out"
  - e. Map of Project Area to be Deed Restricted
  - f. Utility Map of existing Infrastructure
  - g. Site Plan Including Emergency Vehicle Turn Around.
2. Communications from the City of Warrenton.
3. Alternatives Analysis excerpted from USACE and DSL permit applications
  - a. Initial Geographic Alternatives Analysis
  - b. Second Revised Geographic Alternatives Analysis
  - c. Interior On- Site Layout Alternatives Analysis
  - d. Consultant Report of Interior On- Site Alternatives Analysis
4. Impact Studies
  - a. CKI Engineering
  - b. Morgan Civil Engineering
5. Jurisdictional Approvals
  - h. Oregon Department of State Lands (1/25/2017)
  - i. US Corps of Army Engineers (2/16/2018)
  - j. Dept of Environmental Quality
6. Removal and Fill Application (Copy provided to City Clerk Only)

Provided below are the excerpted Staff Findings to Applicants Initial Response to the Criteria for approval of a Hardship Variance in WDC section 16.156.080

The Applicants responses to the Staff Finding highlighted in yellow will be presented to the Planning Commission today in rebuttal, clarification and an attempt to address all concerns needing resolution to obtain the Hardship Variance Approval.

**Existing Conditions & Previous Land Use Applications:** Staff conducted a site visit on March 29, 2018 to verify site conditions. The property has a City-maintained, tidal influenced, drainage swale along NW Cedar Avenue, mature Douglas Fir and Sitka Spruce, dense vegetation including native and invasive species. NW Cedar Ave dead ends and will require an extension to service and provide frontage for each legal lot. A turnaround is requested by the Fire Department among other requirements (See attachment). Staff did not locate any prior land use applications in the address file.

**Applicant Testimony:**

The proposed Site Plan for the development does not require an extension of the road beyond lots 9-12. A partially developed and city-maintained street exists that is paved to approximately 1/2 width. The widening of the road to service the lots 9-12 is provided for in the removal and fill permits approved by DSL and USACE. No further extension is planned or needed to meet the city code requirements. Please see Site Plan for depiction of road and turnaround.

**16.156.080(A):** *For any lands demonstrated to have been rendered not buildable by application of this chapter, the property owner may apply for a hardship variance for relief from the restrictions of this chapter.*

**Applicants Response:** The applicant has obtained all relevant state wetland approvals needed to go forward with this project; however, without the City's approval of this variance, the project cannot proceed. The City should find that the site is not buildable without approval of the proposed hardship variance for the reasons herein.

**Staff finding:** Staff does not concur. The hardship variance for the subject property is for a smaller portion of the property and would still be developable, whether for a duplex, single family home or any other use allowed for the zone. The request is not necessary to use the property for its intended zoning and does not warrant the variance. In addition, the property was purchased in 2015 well after the adoption of the City's Local Wetland Inventory (LWI) in 2004. The property owner was aware of the condition prior to purchase.

Applicant Testimony:

The Staff Finding is confusing and contradicts Chapter 16.156.030 Wetland Area Development Standards. The entire property and project lots 1-12 are inventoried as NWI and LSW. Per 16.156.040 Significant Wetland Area Development Standards a building permit will not be issued without a Hardship Variance approval. Comments in the Staff finding are also in conflict with the standards and criteria of the Hardship Variance Criteria. This project should not be disallowed or precluded from the variance process due to an acquisition date or the intent to remove and fill the property through the processes afforded Federal, State and City application processes. Other property owners have been authorized or are currently in the process of removal and fill authorizations and activity. These include commercial and residential projects including Walmart, North Coast Business Park, North River Homes and others in the past 10 years. The preclusion from the hardship Hardship Variance due to acquisition dates and intent to develop is discrimination and is not legal. Previous Hardship Variances approved by the City have included projects that were in knowledge of and aware of existing Wetland constraints to the development of their projects prior to land acquisitions needed for project completions.

Furthermore, two Geographic Alternatives Analysis were completed to meet the standards of the US Corps of Army Engineers and Oregon Department of State Land, the two regulatory agencies with jurisdiction over removal and fill activity. These analyses were reviewed and ultimately accepted in the process approving my removal and fill permit. These Alternatives Analysis are included as Enclosures herein.

**16.156.080(B)(2):** *Strict adherence to this chapter and other applicable standards would effectively preclude a use of the parcel that could be reasonably expected to occur in similarly zoned parcels;*

Applicant's response: Strict adherence to the LSW overlay of the City of Warrenton determined by OFWAM would effectively preclude use of the parcels that could be reasonably expected to occur in similarly zoned parcels.

**Staff finding:** Staff does not agree with the applicant's assessment of the Code. As noted above, this project already has Oregon DSL Wetland Removal-Fill Authorization, but the approval of this Warrenton hardship variance does not preclude the use of this parcel for residential use as reasonably expected in similarly zoned parcels based on the scope of the impact relative to the size of the property.

Applicant Testimony: B. Applicant does not agree.

Strict adherence to the provision of this chapter prohibiting fill in significant wetlands prevents development of this parcel unless this hardship variance is approved.

The *WDC section 16.156.040, (B)(7)* reads as follows: *Alteration of a significant wetland or portion of a significant wetland by grading, excavating, placement of fill including structures, and removal of vegetation, shall be prohibited, except for the following uses, upon demonstration that the uses are designed and constructed to minimize intrusion into the wetland area: ....7. Uses authorized by an approved City of Warrenton hardship variance in conjunction with a valid State of Oregon Wetland Removal-Fill Authorization*

*As of the date of this submission the approvals have been granted by the DSL and USACE. These agencies have the regulatory oversight of Removal and Fill permits to Wetlands. The standards that are required by these agencies regarding avoidance and minimization have been illustrated and approved during the application process with both agencies. The Interior / On-Site layout and Configuration Analysis and Consultant Memorandum for Mason Bruce & Girard detail and prove sufficient minimization that was ultimately approved by both the DSL and USACE.*

The project cannot proceed until the Hardship Variance is approved per WDC section 16.156.040. The applicant is requesting the reasonable use expected to occur in similarly zoned parcels that would be precluded with strict adherence to this chapter.

**16.156.080(B)(3):** *The property owner would be precluded a substantial property right enjoyed by the majority of landowners in the vicinity.*

Applicant's response: The property owner would be precluded substantial property rights enjoyed by the majority of the landowners in the vicinity. The parcel would persist as undeveloped green space by default and would remain undeveloped with little to no value unless permitted for development full potential as designated by RM 2 zoning by the City of Warrenton, Oregon.

**Staff finding:** Staff does not concur. The neighborhood has been developed with other residential units. Duplexes would be consistent with previous allowed development. Although greenspace offers intrinsic value in its natural state, the City has no way to calculate the environmental value or provide compensation for the value to the public. However, a majority of the property is developable and was purchased in 2015 with knowledge of the existing conditions. A "bundle of rights" does not transfer to a new owner (2015) after a regulation is enacted (2004).

Applicant Testimony: Applicant does not agree with staff finding.

The Property is not developable without the Hardship Variance. The entire property Lots 1-12 are listed inventory in the NWI and the LSW.

Historically and currently other property owners within Clatsop County and the City of Warrenton have benefited from the ability to remove and fill to create full use of their properties allowed under the code. The applicant requests that these same rights be afforded to this project.

Some of these recent projects include development projects by Clatsop County of Industrial and Commercial Business Park, Street extension and access associated with these projects. Private for profit residential development and commercial activity by North River Homes and other residential projects approved within the last several years.

Furthermore, this is private property and is not owned by the City of Warrenton or the adjacent residential neighbors. The statements by Staff Report implies that there is a right of value afforded to the public for the use of my property. The applicant does not agree with this assessment and finds it in contradiction to property rights. The intentions for the use of my property are made very clear by the City Zoning of RM as it is applied to lots 1-12.

I do not understand what "bundle of rights" that I am allegedly not entitled to.

**16.156.080(B)(4):** *The variance is the minimum necessary to retain use of the property.*

Applicant's response: The variance requested is the minimum necessary to retain use of the property under the RM 2 zone. The applicant was required by the US Corp of Army Corps Engineers and Oregon Department of State Lands to consider alternative designs and locations resulting in the determination of least environmentally impactful alternative. The proposed use was accepted by both the state and federal agencies and was subject to rigorous avoidance and minimization standards prior to gaining their approval. The proposed hardship variance is the minimum necessary to allow an economically feasible development of the property.

**Staff finding:** Staff does not concur. The application includes a delineation report from a wetland consultant and responses from DSL. However, the variance is not necessary for development to continue on most of the property. The applicant has not submitted any findings, such as a "pro forma" or construction estimates to support the assertion that the project is not economically feasible. In addition, a site plan indicates the impact to the wetlands can be avoided Warrenton Planning if the footprint of the proposed duplexes can be moved closer to NW Cedar. This design change may require a setback variance depending on the final design. For reference, the front yard setback standard for the RM Zone is 15 feet. The applicant has not demonstrated the feasibility of an alternative design. Therefore, the standard is not met.

#### Applicant Testimony:

I have attached exhibit A that excerpts and summarizes the Alternative Analysis that were completed and ultimately approved by the DSL and USACE. The process of proving avoidance, minimization and reaching the approval of the least environmentally practicable alternative with the US Corps of Army Engineers is a very extensive and exhaustive process. The attached exhibit includes the Geographic and Interior Site Plan analysis that were included in the decision process with the US Corps of Army Engineers. The DSL and the US Corps have regulatory jurisdiction over removal and fill activity. The impacts that I have received approval for from the DSL and Corps will not be revised by the applicant as final approval for the impacts applied for have already been approved. The application process with both the DSL and USACE has taken over two years to complete with substantial amounts of time and money invested. No revision to my removal and fill application in its current approved status will be made.

It should be noted that all 12 lots could have been potentially applied for in the application and that the location of the development has been deemed the least environmentally impactful and that the only 4 of 12 lots were applied for purposes of minimizing total impacts. The remaining lots 1-8 will be deed restricted from future development per the requirements as noted in the removal and fill authorization.

During Pre-Application meeting with the City of Warrenton on 9, 2016 no mention or suggestion of setback variance was discussed or recommended. Should a setback variance be imposed by the City it would be out of character with the existing neighborhood and in conflict with public comments received during the public response period of the DSL.

The removal and fill and the criteria relating to avoidance and minimization are regulated under the jurisdiction of the DSL and the USACE. The City of Warrenton should not be involved in regulating the feasibility of impacts to wetlands that have already been reviewed through the afforded processes at the DSL and USACE.

**TABLE OF CONTENTS**

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# Wetland Impact Map

S. E. 1/4 OF SECTION 16, T8N, R10W, W. M.

WETLAND DELINEATED BY DOUG RAY AND AUSTIN TOMLINSON ON 4/17/2015. WETLAND TIED BY KARL F. FOESTE, PLS 849, ON 4/22/2015.

SURVEY FOR: ADAM CRITES

SURVEY BY: KARL F. FOESTE, 361 S. W. MAIN CT. WARRENTON, OR 97146

DATE: 4/22/2015

SCALE: 1" = 40'

**LEGEND:**

⊕ DENOTES TEST PLOT.

☼ DENOTES CONIFER TREE.



N. W. 3RD ST.

WETLANDS EXTEND OFF SITE



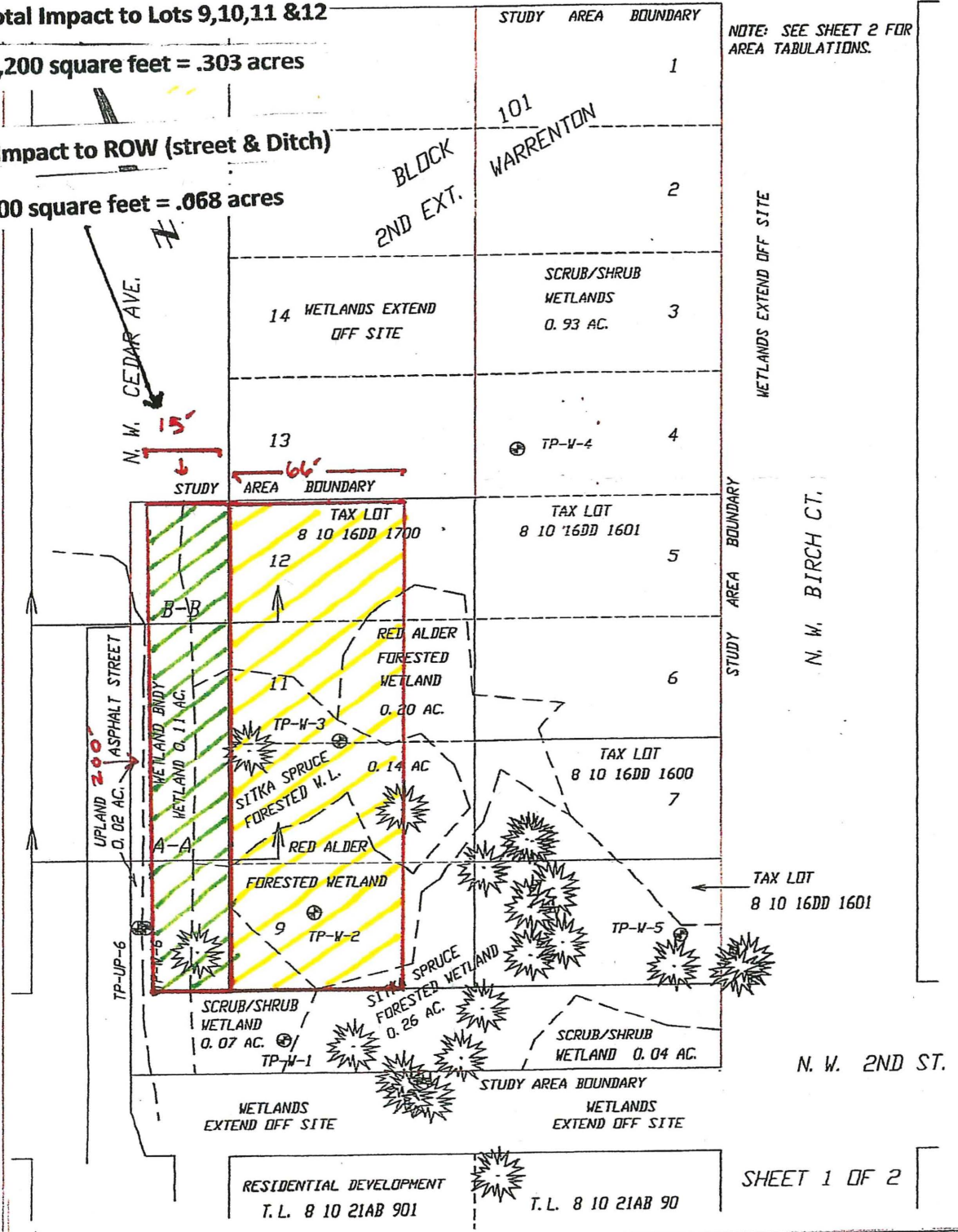
**Total Impact to Lots 9,10,11 & 12**

= 13,200 square feet = .303 acres



**Total Impact to ROW (street & Ditch)**

= 3,000 square feet = .068 acres



S. E. 1/4 OF SECTION 16, T8N, R10W, W. M.

WETLAND DELINEATED BY DOUG RAY AND AUSTIN TOMLINSON ON 4/17/2015. WETLAND TIED BY KARL F. FOESTE, PLS 849, ON 4/22/2015.

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DATE: 4/22/2015

SCALE: 1" = 40'

LEGEND:

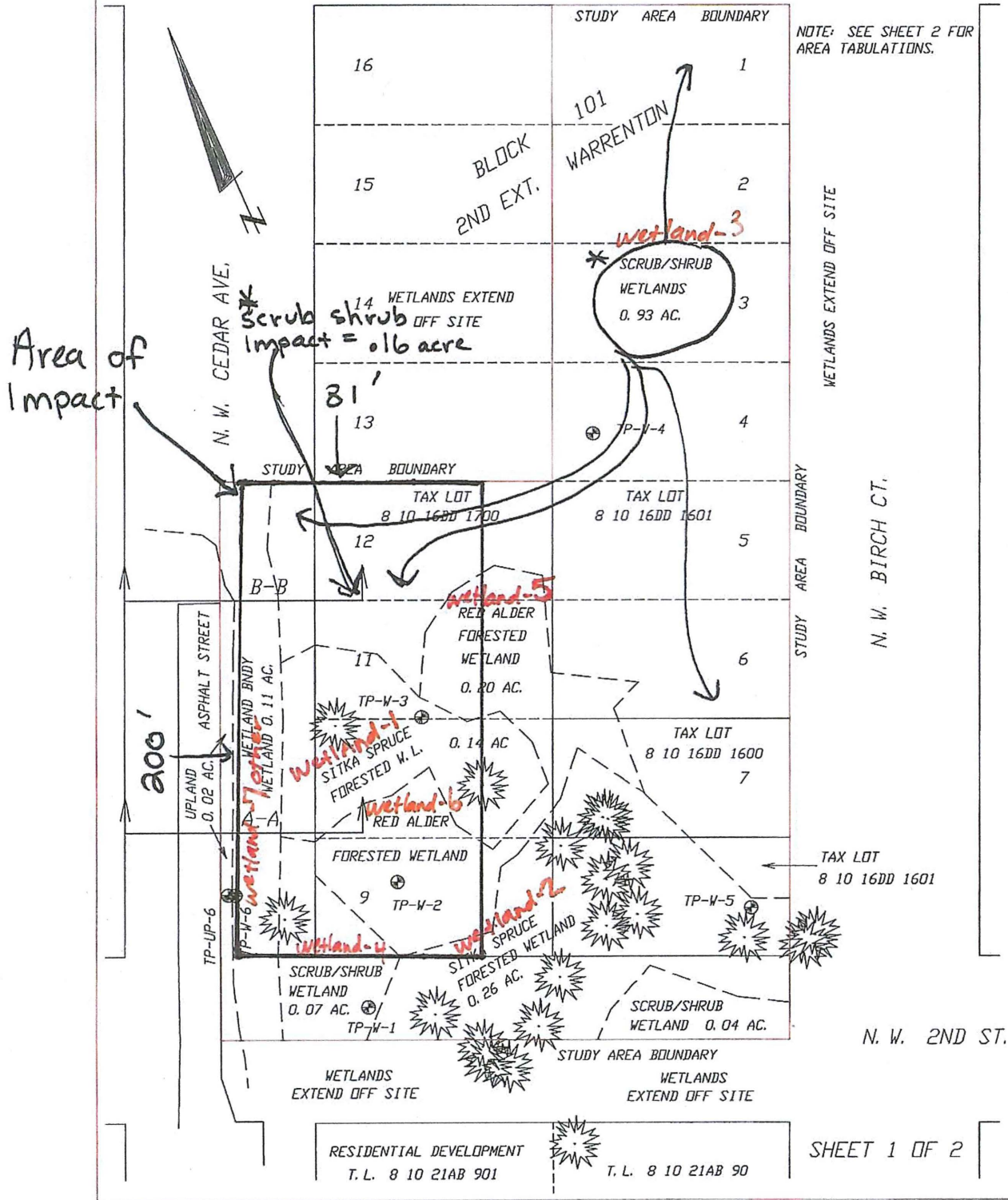
- ⊕ DENOTES TEST PLOT.
- ☼ DENOTES CONIFER TREE.



N. W. 3RD ST.

WETLANDS EXTEND OFF SITE

NOTE: SEE SHEET 2 FOR AREA TABULATIONS.



RESIDENTIAL DEVELOPMENT  
T. L. 8 10 21AB 901

T. L. 8 10 21AB 90

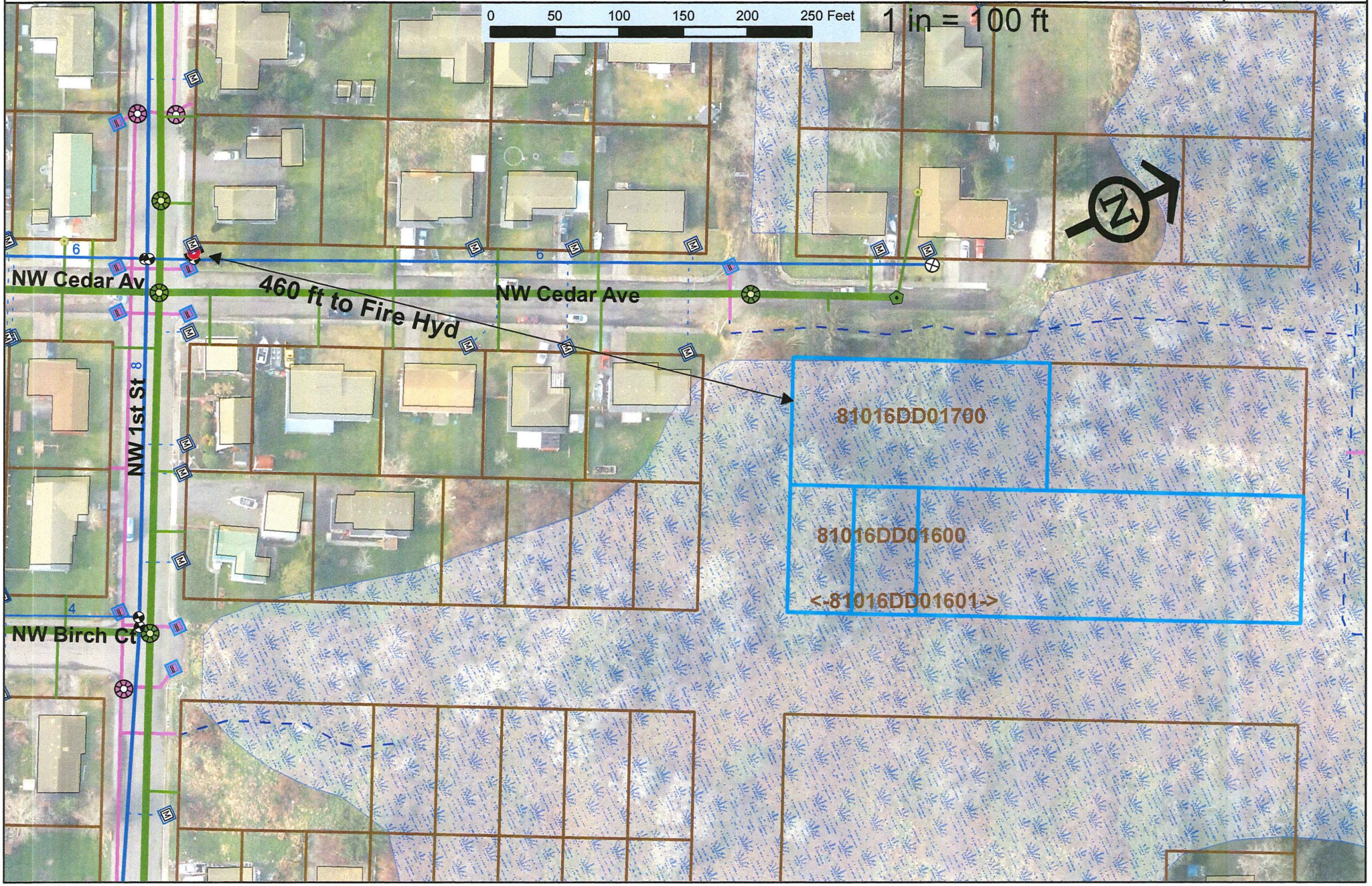
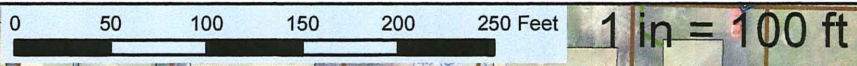
SHEET 1 OF 2



# City of Warrenton Public Works Utilities Map

**Tax Lots 81016DD01700  
81016DD01600  
81016DD01601**

Water		Sewer		Pump Stations		Drainage	
Services	Valve	Force Main	Sewer	Storm Drainage	Strm Drains/Culverts	Tax Lots	City Limits
Small Mains	Blow off Valve	Pvt Force Main	Storm Drainage	Storm Drainage	Drainage Ditches	Easements	Wetlands
Medium Mains	Air Release	Gravity Main	Sewer Manholes	Sewer Manholes	Strm Drain MHs	Drainage Cleanouts	
Large Mains	Reducer	Service	Sewer Cleanouts	Sewer Cleanouts	Catch Basins		
Water Meters	Backflow Check Valve						
Fire Hydrants							



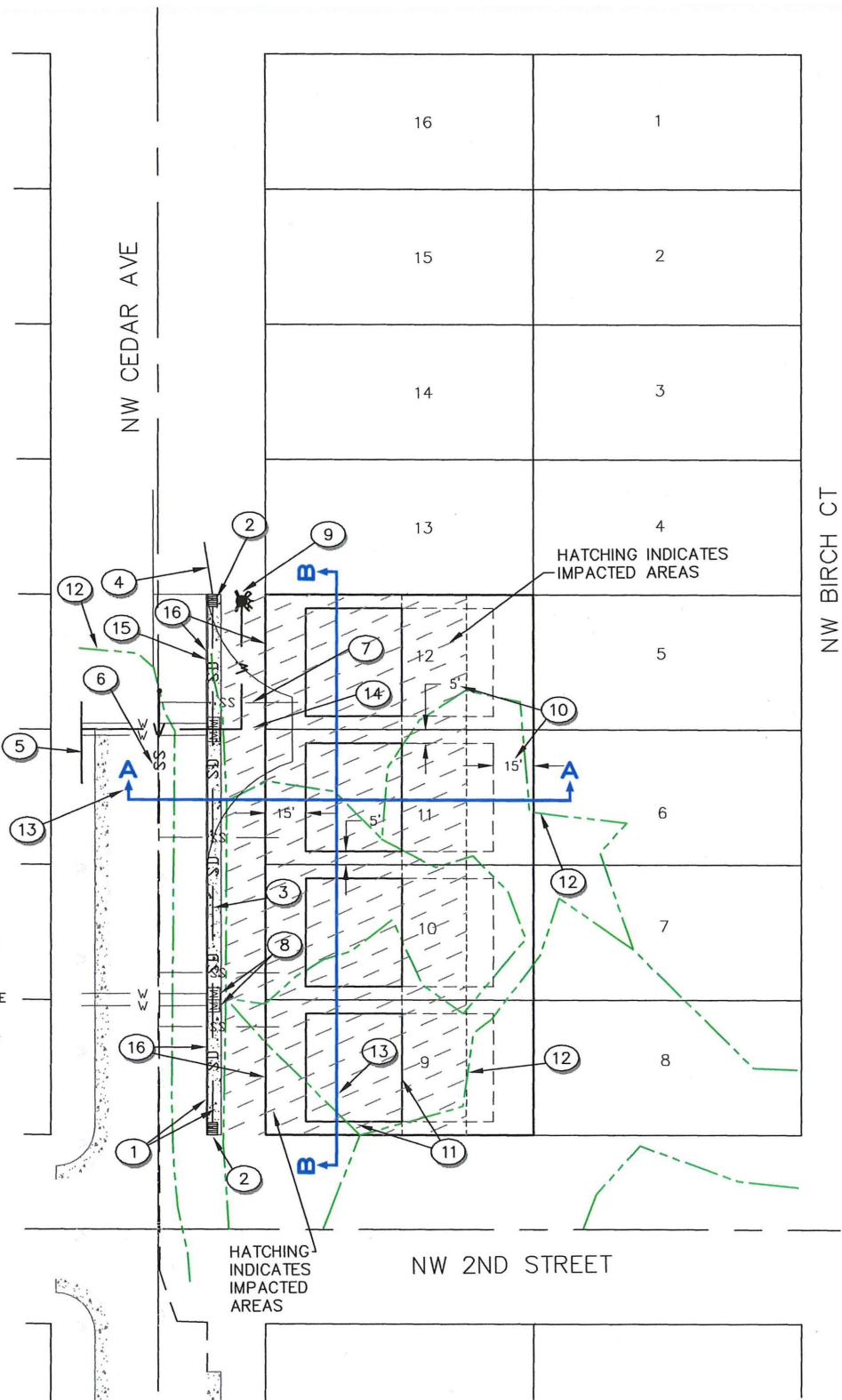
For illustration purposes only. Map is NOT a document of record.

# SITE PLAN

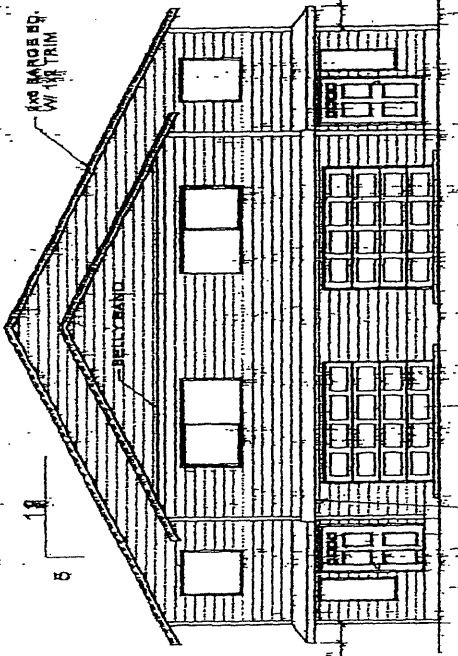
TAX LOT 1700 IN SECTION 16DD, T8N, R10W, W.M.  
CITY OF WARRENTON, CLATSOP COUNTY, OREGON  
DATE: NOVEMBER, 2015    SCALE: 1" = 40'

**NOTES**

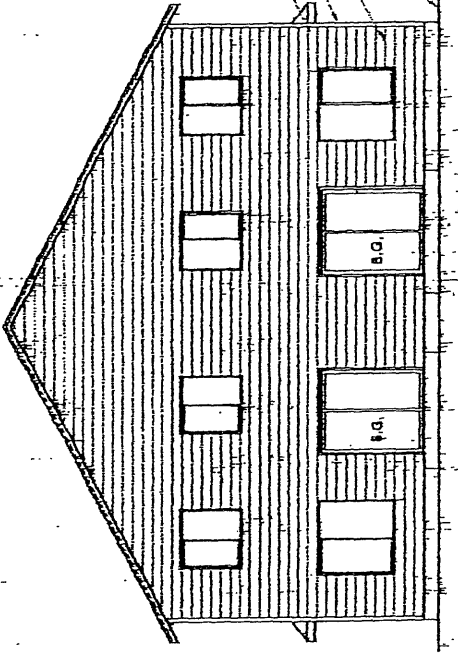
- ① PROPOSED CURB AND SIDEWALK
- ② PROPOSED STORM CURB INLET
- ③ PROPOSED PUBLIC STORM EXTENSION
- ④ PROPOSED OUTFALL TO DITCH
- ⑤ PROPOSED PUBLIC WATER EXTENSION
- ⑥ PROPOSED PUBLIC SANITARY EXTENSION
- ⑦ PROPOSED SANITARY LATERAL (TYP)
- ⑧ PROPOSED WATER METERS (TYP)
- ⑨ PROPOSED FIRE HYDRANT
- ⑩ BUILDING SETBACKS (TYPICAL)
- ⑪ PROPOSED BUILDING (TYPICAL)
- ⑫ EXISTING WETLAND LINE
- ⑬ CROSS SECTION LINE
- ⑭ FIRE APPARATUS TURNAROUND
- ⑮ MOUNTABLE CURB IN TURNAROUND AREA
- ⑯ STAGING AREA TO BE LOCATED BETWEEN PROPOSED FACE OF CURB AND RIGHT OF WAY LINE FOR THE FRONTAGE OF THE PROJECT







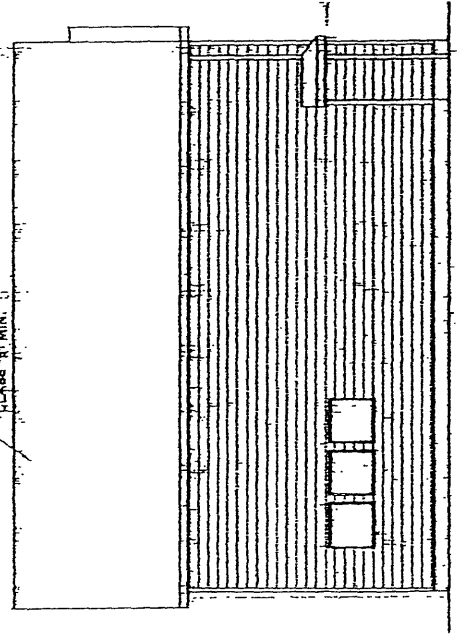
FRONT ELEVATION  
1/8" = 1'-0"



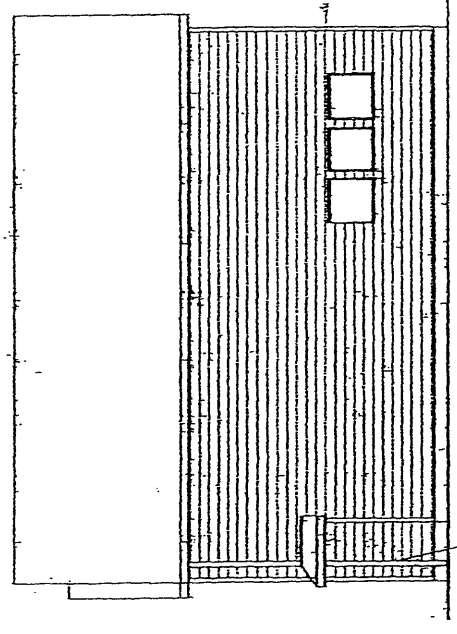
REAR ELEVATION  
1/8" = 1'-0"

SITE ADDRESS:  
[REDACTED]

NOTE:  
ADDRESSES MUST BE LOCATED  
ON THE HOUSE WHERE IT IS EASILY  
SEEN FROM THE MAIN ACCESS  
ROAD (OWNER RESPONSIBILITY)



LEFT ELEVATION  
1/8" = 1'-0"

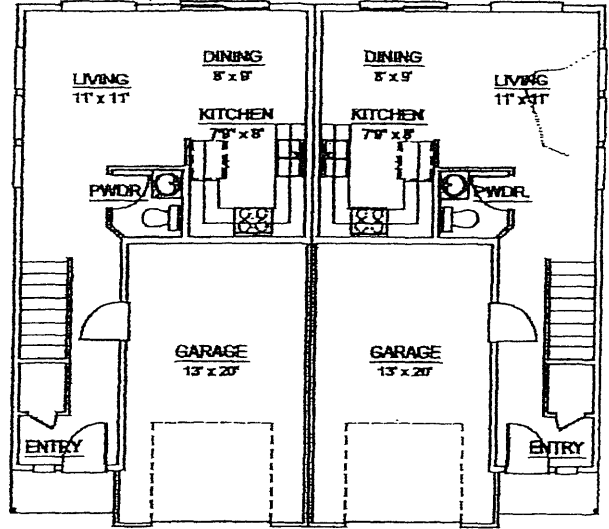
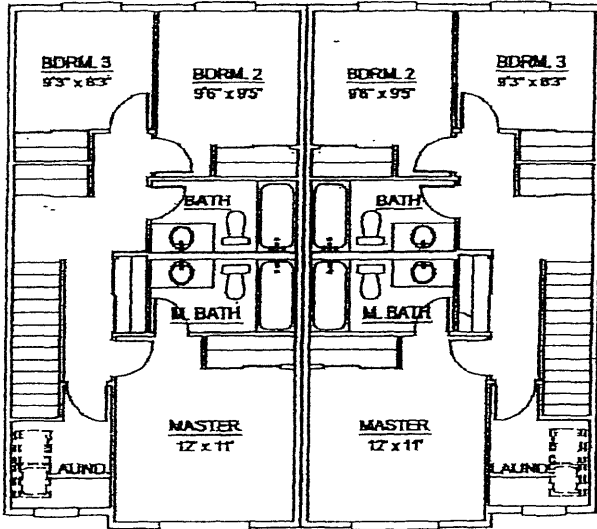


RIGHT ELEVATION  
1/8" = 1'-0"

# 2392 Sq. Ft. Duplex

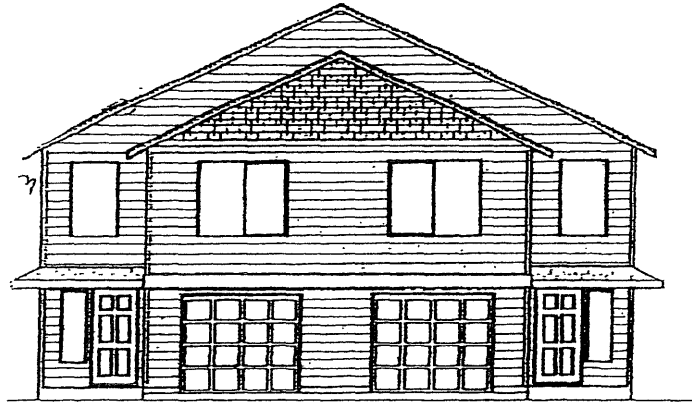
1196 Sq. Ft.  
each side

507 S. ROOSEVELT DR., SEASIDE, OR 97138 (503) 738-4102



← 40'-0" →

↑ 37'-0" ↓



*"Making a difference through excellence of service"*



## CITY OF WARRENTON

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March 9, 2016

To: Adam Crites

From: Skip Urling, Community Development Director

Re: Wetland Hardship Variance Application Tax Lot 81016DD01700

You have applied for a wetland hardship variance to fill a locally significant wetland and build four duplex structures on the tax lot identified above. The city will review the application through a Type III process described in WMC 16.208.050 culminating with a public hearing before the planning commission. The substantive review criteria for the application are found in WMC 16.156.080.

WMC 16.208.050.B.2.e requires an impact study quantifying/assessing the effect on the development on public facilities and services. Your original variance application did not include an impact study and was deemed incomplete. You subsequently provided the study and other items requested. However, the submitted study does not include any data or quantification of the existing stormwater drainage system or the potable water system, which will be critical for the city to review and assess your application and development proposal.

I note your proposal includes plans for half street improvements to NW Cedar Avenue, including curb, gutter and sidewalk. Note that some type of emergency vehicle/refuse collection truck turnaround will also be required.

Comments from other city departments will be provided under separate cover.



Adam Crites <adamcrites@gmail.com>

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## Impact Study / Crites

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**Skip Urling** <cityplanner@ci.warrenton.or.us>  
To: Adam Crites <adamcrites@gmail.com>

Tue, Mar 13, 2018 at 4:59 PM

Looks to me like impact analysis makes the application complete. We'll now start a substantive analysis. Provided there is no need for additional information from you, your application should be on the April 12 PC meeting agenda.

---

**From:** Adam Crites <adamcrites@gmail.com>  
**Sent:** Tuesday, March 13, 2018 7:15 AM  
**To:** Skip Urling <cityplanner@ci.warrenton.or.us>  
**Subject:** Fwd: Impact Study / Crites

Skip,

[Quoted text hidden]

**(10) CITY/COUNTY PLANNING DEPARTMENT LAND USE AFFIDAVIT  
(TO BE COMPLETED BY LOCAL PLANNING OFFICIAL)**

- I have reviewed the project described in this application and have determined that:
- This project is not regulated by the comprehensive plan and land use regulations.
  - This project is consistent with the comprehensive plan and land use regulations.
  - This project will be consistent with the comprehensive plan and land use regulations when the following local approval(s) are obtained:
    - Conditional Use Approval
    - Development Permit
    - Other Permit (see comment section)
  - This project is not consistent with the comprehensive plan. Consistency requires:
    - Plan Amendment
    - Zone Change
    - Other Approval or Review (see comment section)

An application  has  has not been filed for local approvals checked above.

Local planning official name (print) Skip Urling	Title Community Development Director	<u>City</u> / County (circle one) City of Warrenton
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Signature <i>Skip Urling</i>	Date <i>9/28/15</i>
---------------------------------	------------------------

Comments:  
*Wetland Hardship Variance is required; application has not yet ~~been~~ been submitted.*

**(11) COASTAL ZONE CERTIFICATION**

If the proposed activity described in your permit application is within the Oregon coastal zone, the following certification is required before your application can be processed. A public notice will be issued with the certification statement, which will be forwarded to the Oregon Department of Land Conservation and Development (DLCD) for its concurrence or objection. For additional information on the Oregon Coastal Zone Management Program, contact DLCD at 635 Capitol Street NE, Suite 150, Salem, Oregon 97301 or call 503-373-0050.

**CERTIFICATION STATEMENT**

I certify that, to the best of my knowledge and belief, the proposed activity described in this application complies with the approved Oregon Coastal Zone Management Program and will be completed in a manner consistent with the program.

Print /Type Name Adam Crites	Title Owner/Applicant
Signature	Date

## **Attachment 2A – Alternative Site Analysis**

All of the sites included in the alternative site analysis were considered during the search period from July through October of 2014. The alternative sites included in the analysis and search included properties spanning from between Seaside in the South and Astoria in the North. The Seaside area is located at the southern extreme and Astoria at the North. It was determined that the city of Warrenton was located within a very desirable central business core where healthy big box retail, Home Depot, Costco, Car dealerships and various retail strip centers are present and constitute a central business corridor. Although the City of Warrenton was desirable due to central location and the proximity to the rental demand income range targeted all sites were given equal consideration based on the defined list of criteria outlined in the Site Analysis Criteria. It should be noted that no property was placed into contract until considering all of the available alternatives against the criteria.

### **Alternative Site Analysis Criteria**

- I. Geographic area : Within the Warrenton, OR area
- II. Availability: An available site is one that could reasonably be obtained, utilized, expanded or managed to meet the project purpose.
- III. Infrastructure: Sites with sufficient infrastructure for residential facilities (e.g., roads, utilities, etc.) or capable of being added and /or connected to existing infrastructure (e.g., electricity, sewer, water).
- IV. Size: Sites of sufficient size to accommodate multiple dwellings.

## **Attachment 2A – Alternative Site Analysis**

### **Alternate 1 (Alder Court) Geo Lat. 46.166452 Geo Long. -123.927523**

I. **Meets the criteria**- The is located in Warrenton, OR within close proximity to major commercial hub and US Coast Guard installations where a moderate income rental housing demand pool exists

II. **Meets the Criteria** – The property was available for purchase at the time of the potential development site search. Only properties marketed for sale and reasonably attained at the time of the search and site evaluation were considered due to economic feasibility of searching properties not currently available for purchase. The site is located in an integrated and established housing pattern consistent with local land use.

III. **Meets the criteria**- the site is located in close proximity to established infrastructure with major roads, transportation and utilities readily available.

IV. **Fails to meet Criteria** – The site consists of .11 acres allowing for 1 unit based on the zoning requirements and does not fulfill the scope of the project purpose. Although several sites of similarity might be acquired cumulatively to accomplish the purpose the approach is limited by several economic factors. These include lack of availability, existence of similar sites within reasonable proximity which meet the established criteria, diminished economic feasibility due to diminished economies of scale as a result of separate and individual development sites. . The site is located in the NWI and would require mitigation. This site has limited capacity to provide a substantial amount of avoidance and minimization

## **Attachment 2A – Alternative Site Analysis**

### **Alternate 2 (Sea Breeze) Geo Lat. 46.171339 Geo Long.-123.1678601**

**I. Fails to meet the Criteria** – The site is located between seaside and Warrenton and is towards the southern extreme of the targeted rental demand pool.

**II. Meets the Criteria** - The property was available for purchase at the time of a potential development site search. Only properties marketed for sale and reasonably attained at the time of the search and site evaluation were considered due to economic feasibility of searching properties not currently available for purchase. The site is located in a gated subdivision consisting of large acre lots, large single family homes, restrictive CC&R's that prohibit the development of duplexes.

**III. Meets the Criteria** – Meets the criteria the site is located Close proximity to established infrastructure with major roads, transportation and utilities readily available. The site would require septic installation but was still considered to meet the criteria.

**IV. Fails to meet the Criteria** – Although the site size could physically accommodate the defined purpose the existence of the restrictive CC&R's prohibit the intended scope of the development and does not allow Duplexes.

## **Attachment 2A – Alternative Site Analysis**

### **Alternate 3 (Burnside Loop) Geo Lat. 46.171339 Geo Long. -123.678601**

I. **Fails to meet the Criteria.** . The sites is located north of the town of Astoria. The site is in close proximity to Astoria (within 10 minutes ) but was deemed to be in the extreme North in distance and proximity to transportation and normal everyday services and a central business district desired for multiple residential housing units.

II. **Meets the criteria.** The property was available for purchase at the time of a potential development site search.

III. **Fails to meet the Criteria.** Utilities were available but would require drain fields, septic and substantial limitations due to the topography and overall remoteness of the location. Given the location of the lot on a steep hillside and lack of established residential arterial streets the site failed to meet the criteria. In addition, the site topography consist of extremely steep hillsides classified as Canopy Forest and is within close proximity to a known Eagle Sanctuary. Given these characteristics the site was deemed not feasible as it pertains to this criteria.

IV. **Fails to Meets the Criteria-**The site is of sufficient size to accommodate multiple dwellings to facilitate economies of scale in site development and construction. . The site is located in a predominant with large spread out parcels of single family homes. The planning zone is RA1 (Residential Agriculture. The zone limitations will not allow for the intended purpose of multiple unit residential development and is not consistent with the scope and intention for the project purpose.

This revised alternatives analysis is provided in response to the U.S. Army Corps of Engineers (USACE) December 22, 2016 Request for Information (RFI) regarding the off-site alternatives analysis for NWP-2016-128.

## **Attachment 2A – Alternative Site Analysis**

February 27, 2017

### **Alternative Site Analysis Criteria**

1. Geographic area: Within the Warrenton, OR area.

The Warrenton, OR area is defined as the City of Warrenton and the associated Urban Growth Boundary (UGB) adopted by the City. This boundary is provided in Enclosure 1. In general, UGBs are intended to place “a limit on land development beyond a politically designated area—to curb sprawl, protect open space, or encourage the redevelopment of inner-city neighborhoods” (Staley 1999). The UGB system in Oregon is intended “to make development choices intentional and public rather than piecemeal and driven by private interests and profits” (The Oregon Historical Society 2017). In addition, beyond the city boundary and UGB, density of available public transportation, entertainment, food and other services (a driving factor of housing choice for the target housing population) is not adequate to support the available housing market.

2. Availability: An available site is one that could reasonably be obtained, utilized, expanded or managed to meet the project purpose.

Availability is defined as those lots, identified by the USACE in their December 2016 RFI, 1) that are were publically posted for sale as of January 1, 2017 or 2) whose owners responded with lot availability for purchase within four weeks of a claimed certified and trackable inquiry sent to addresses of record per the county tax records. A summary of the inquiry responses is included in Enclosure 2.

3. Infrastructure: Sites with sufficient infrastructure for residential facilities (e.g., roads, utilities, etc.) or capable of being added and /or connected to existing infrastructure (e.g., electricity, sewer, water).

Infrastructure availability is defined as a minimum of a partially developed street, a major water main, and sewer lateral within 300 feet of the site. Logistical issues, such a location within the 100-year floodplain that would require extensive engineering and post and piling construction are cost prohibitive and do not meet the definition of infrastructure availability. A floodplain map is included in Enclosure 3.

4. Size: Sites of sufficient size to accommodate multiple dwellings.

A minimum of 20,000 square feet within one site to develop at least four duplexes is required. This square footage is based on City zoning minimum lot requirements at the most dense (smallest lot size) land use zoning allowable (residential high density [RH]) (5,000 sq ft per duplex) (City of

Warrenton 2017). A size analysis is included in Enclosure 4.

The preferred alternative and Alternatives 1-4 were analyzed based on the criteria described above. These alternatives are discussed in the following narrative. A summary of the results is provided in Table 1 and the alternatives are shown in Figure 1.

**Table 1 - Site Analysis Summary**

	Preferred Alternative	Alt 1- Lots 900,901,903,904,1100,1300,1700,1800,2000	Alt 2 - Lot 6200	Alt 3- Lot 6300 Jeffers Garden	Alt 4 - Lots 3700, 3800
<b>Site Selection Criteria</b>					
Criteria 1 -Geographic Area	Yes	Yes	Yes	No	Yes
Criteria 2- Availability	Yes	No	No	Yes	Yes
Criteria 3- Infrastructure	Yes	Yes	Yes	No	Yes
Criteria 4 - Size	Yes	Yes	No	Yes	No

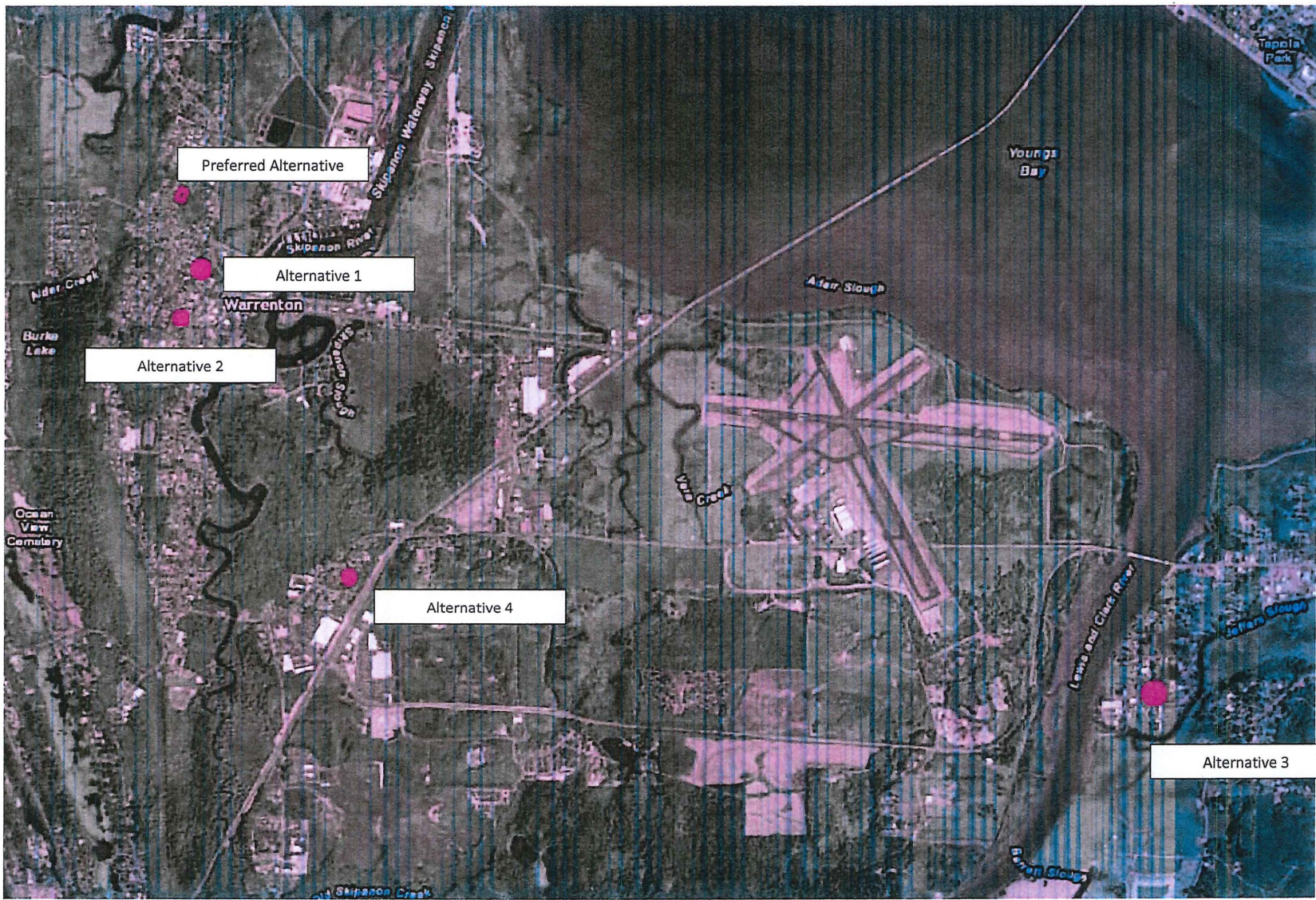


Figure 1. Alternatives

**Preferred Alternative – Lots 9,10,11,12 Block 101, 2<sup>nd</sup> Extension Warrenton, Clatsop County**

1. **Meets the Criteria-** The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of Demand for rental housing due to its proximity to existing commercial business and planned development of major Business Parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.
2. **Meets the Criteria-**Property available for development.
3. **Meets the Criteria-** The site is located on a developed street with infrastructure directly available in front of the site. The site has an existing partially paved and maintained road serving the property. The extension of utilities would be minimal with existing utilities already serving a portion of the subject lots and or within close and feasible distance for extension. The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Meets the Criteria-** The site is located on a 60,000 square foot lot, zoned RM. The site consists of 12 lots zoned residential multifamily (RM) allowing for four duplex units. The site provides sufficient size for multiple duplex units in addition to land available for avoidance, minimization and buffering for thoughtful and successful wetland conservation.

**Alternative 1 – Lots 900, 901, 903, 904, 1100, 1300, 1700, 1800 and 2000 between SW 1<sup>st</sup> Street and West Harbor Street and SW Birch Ave. and SW Alder. (46.166328, -123.926825)**

**Collective Summary Alternative Analysis of Lots 900, 901, 903, 904, 1100, 1300, 1700, 1800, 2000**

1. **Meets the Criteria -** The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.
2. **Fails to Meet the Criteria - -** The properties are not available for purchase at the time of this analysis. A certified and trackable inquiry was sent to the property to the individual owners of Lots

900, 901, 903, 904, 1100, 1300, 1700, 1800 and 2000 addresses of record per the county tax records. The properties outlined by USACE as alternative are owned by five separate individual owners. No properties in this collective group were determined to be available for sale.

3. **Meets the Criteria** - - The site is located on a partially developed street with infrastructure available in close proximity of the site. The extension of utilities would be reasonably feasible given the assumption that approval is potentially possible by the City of Warrenton with existing utilities already serving a portion of the subject lots, specifically lots 901, 1100 and 2000 and or within close and feasible distance for extension. The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Meets the Criteria** - The site consists of nine lots zoned RH totaling 35,000 square feet. The exclusion of the lots that already have an existing single family structure (901, 1100 and 2000) allow sufficient size for four duplex units (22,500 square feet remaining). However, this criterion's passage is possible only if lots 1300, 1700, 1800 and 900 in conjunction with either adjacent lot 903 or 904 are available. The combination of all of these lots together would be required for the criterion to be met.

Lots 900, 901, 903, 100, 1300, 1700, and 1800 are within an LWI-mapped palustrine forested wetland. The development of most of these lots would have significant adverse aquatic impact.

**Individual Alternative Analysis of Lots 900, 901, 903, 904, 1100, 1300, 1700, 1800, 2000**

**Table 2 – Alternative 1 Individual Lot Analysis Summary**

	Lot 900	Lot 901	Lot 903	Lot 904	Lot 1100	Lot 1300	Lot 1700	Lot 1800	Lot 2000
<b>Site Selection Criteria</b>									
Criteria I- Geographic Area	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Criteria II- Availability	No	No	No	No	No	No	No	No	No
Criteria III- Infrastructure	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Criteria IV-Size	No	No	No	No	No	No	No	No	No

**Alternate 1- Lot 900**

- Meets the Criteria** - The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.
- Fails to Meet the Criteria** – The property is not available for sale at the time of this analysis. The trackable inquiry as to availability for sale was sent to the owner of record, Rawhl Properties, LLC, on January 19, 2107. No response was received from the recipient in regards to the inquiry.
- Meets the Criteria** – A partially developed street exists in front of the property and has a major water main and sewer lateral in close proximity. The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
- Fails to Meet the Criteria** – The site is zoned RH (High Density Residential) and occupies 2,500 square feet, well short of the 20,000 square foot definition.

In addition, the majority of Lot 900 is located within a mapped LWI PFO wetland and would not incur less wetland impact than the Preferred Alternative.

### **Alternate 1- Lot 901**

1. **Meets the Criteria** - The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.
2. **Fails to Meet the criteria** - The property is not available for sale at the time of this analysis. The trackable inquiry as to availability for sale was sent to the owner of record, Mrs. and Mr. Hale. A call was received from Mrs. Hale on January 19, 2017. She stated that the current property has a single-family dwelling that covers both lots that she owns (lots 901 and 1100) and are not for sale. She also stated that the property is very wet and pools at the rear of the property during high tides.
3. **Meets the Criteria** - The site is located on a partially developed street with infrastructure available in close proximity of the site. The water and sewer infrastructure is currently connected to the single family home. The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Fails to Meet the Criteria** - The 2,500 square foot lot is fully developed with a single family home on Lot 901 and Lot 1100. The size of the property with a structure in existence is not feasible for the scope of the intended purpose of the project.

In addition, a portion of Lot 901 is located within a mapped LWI PFO wetland and would incur wetland impacts similar to the Preferred Alternative.

### **Alternate 1- Lot 903**

1. **Meets the Criteria** - The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.
2. **Fails to Meet the Criteria** - The property is not available for sale at the time of this analysis. The trackable inquiry as to availability for sale was sent to the owner of record, Doris Warren. The inquiry was received by the recipient on January 17, 2017. No response was received from the recipient in regards to the inquiry.

3. **Meets the Criteria-** The site is located on a partially developed street with infrastructure available in close proximity of the site. The water and sewer infrastructure is currently connected to the single family home. The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Fails to Meet the Criteria-** – The site is zoned RH (High Density Residential) and occupies 2,500 square feet, well short of the 20,000 square foot definition.

In addition, the entirety of Lot 903 is located within a mapped Local Wetland Inventory (LWI) palustrine forested (PFO) wetland and would not incur less wetland impact than the Preferred Alternative.

### **Alternate 1- Lot 904**

1. **Meets the Criteria -** The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.
2. **Fails to Meet the Criteria-** The property is not available for sale at the time of this analysis. The trackable inquiry as to availability for sale was sent to the owner of record, Rawhl Properties, LLC, on January 19, 2017. No response was received from the recipient in regards to the inquiry.
3. **Meets the Criteria-** The site is located on a partially developed street with infrastructure available in close proximity of the site. The water and sewer infrastructure is currently connected to the single family home. The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Fails to Meet the Criteria-** The site is zoned RH (High Density Residential) and occupies 2,500 square feet, well short of the 20,000 square foot definition.

### **Alternate 1- Lot 1100**

1. **Meets the Criteria -** The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.

2. **Fails to Meet the Criteria** - The property is not available for sale at the time of this analysis. The trackable inquiry as to availability for sale was sent to the owner of record, Mrs. and Mr. Hale. A call was received from Mrs. Hale on January 19, 2017. She stated that the current property has a single-family dwelling that covers both lots that she owns, lots 901 and 1100 and are not for sale. She also stated that the property is very wet and pools at the rear of the property during high tides.
3. **Meets the Criteria** - The site is located on a partially developed street with infrastructure available in close proximity of the site. The water and sewer infrastructure is currently connected to the single family home. The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Fails to Meet the Criteria** - The site is fully developed with a single family home on Lot 1100. The size of the property with a structure in existence is not feasible for the scope of the intended purpose of the project.

In addition, the entirety of Lot 1100 is located within a mapped Local Wetland Inventory (LWI) palustrine forested (PFO) wetland and would not incur less wetland impact than the Preferred Alternative.

### **Alternate 1- Lot 1300**

1. **Meets the Criteria** - The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.
2. **Fails to Meet the Criteria** - The property is not available for sale at the time of this analysis. The trackable inquiry as to availability for sale was sent to the owner of record, America Land Investment. The inquiry was returned on February 13, 2017 after a month of US Postal Service attempts to deliver the letter.
3. **Meets the Criteria** - The site is located on an undeveloped right-of-way. Sewer, water main, and developed roads do exist within reasonable distance (300 feet). The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Meets the Criteria** - The site is zoned RH (High Density Residential) and occupies 5,000 square feet, well short of the 20,000 square foot definition.

In addition, the majority of Lot 1300 is located within a mapped Local Wetland Inventory (LWI) palustrine forested (PFO) wetland and would not incur less wetland impact than the Preferred Alternative. The site has a major water channel that runs through the middle of the property and is fed by several city maintained ditches on the street. There is significant aquatic impact expected with the removal and fill that would be required for the development of this site. A city maintained ditch system also exist directly in front of the property located in the street, which discharges onto the property.

### **Alternate 1 -Lot 1700**

1. **Meets the Criteria** - The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.
2. **Fails to Meet the Criteria** - The property is not available for sale at the time of this analysis. The trackable inquiry as to availability for sale was sent to the owner of record, America Land Investment. The inquiry was returned on February 13, 2017 after a month of US Postal Service attempts to deliver the letter.
3. **Meets the Criteria** - The site is located on an undeveloped right-of-way. Sewer, water main, and developed roads do exist within reasonable distance (300 feet). The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Meets the Criteria** - The site is zoned RH (High Density Residential) and occupies 5,000 square feet, well short of the 20,000 square foot definition.

In addition, a portion of Lot 1700 is located within a mapped LWI PFO wetland and would not incur less wetland impact than the Preferred Alternative. The site has a major water channel that runs through the middle of the property and is fed by several city maintained ditches on the street. There is significant aquatic impact expected with the removal and fill that would be required for the development of this site. A city maintained ditch system also exist directly in front of the property located in the street, which discharges onto the property.

### **Alternate 1- Lot 1800**

1. **Meets the Criteria** - The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.
2. **Fails to Meet the Criteria** - The property is not available for sale at the time of this analysis. The trackable inquiry as to availability for sale was sent to the owner of record, America Land Investment. The inquiry was returned on February 13, 2017 after a month of US Postal Service attempts to deliver the letter.
3. **Meets the Criteria** - The site is located on an undeveloped right-of-way. Sewer, water main, and developed roads do exist within reasonable distance (300 feet). The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Meets the Criteria**-- The site is zoned RH (High Density Residential) and occupies 5,000 square feet, well short of the 20,000 square foot definition.

In addition, a portion of Lot 1800 is located within a mapped Local Wetland Inventory (LWI) palustrine forested (PFO) wetland and would not incur less wetland impact than the Preferred Alternative. The site has a major water channel that runs through the middle of the property and is fed by several city maintained ditches on the street. There is significant aquatic impact expected with the removal and fill that would be required for the development of this site. A city maintained ditch system also exist directly in front of the property located in the street, which discharges onto the property.

### **Alternate 1 -Lot 2000**

1. **Meets the Criteria** - The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County. The site is also located within close proximity to the local US Coast Guard installation, which is constantly in demand of rental housing.
2. **Fails to Meet the Criteria** - The property is not available for sale at the time of this analysis. The trackable inquiry as to availability was sent to the owner of record, Leonard Mattson. The inquiry

was returned on February 10, 2017 after a month of US Postal Service attempts to deliver the letter.

3. **Meets the Criteria** - The site is located on a partially developed street with infrastructure available in close proximity of the site. The water and sewer infrastructure is currently connected to the single family home. The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Fails to Meet the Criteria** - The site is zoned RH (High Density Residential) and occupies 5,000 square feet, well short of the 20,000 square foot definition.

**Alternate 2 – Lot 6200 (46.165402,-123.926953) between SW Alder Ct. and SW Alder Ave. at SW 1<sup>st</sup> St in Warrenton.**

1. **Meets the Criteria** - The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County.
2. **Fails to Meet the Criteria** - The property is not available for sale at the time of this analysis. The trackable inquiry as to availability for sale was sent to the owner of record, Gladys Dyer, on January 18, 2017. No response was received from the recipient in regards to the inquiry.
3. **Meets the Criteria** – The site is located on a developed street with infrastructure directly available in front of the site. The extension of utilities would be minimal with existing utilities already serving a portion of the subject lots and or within close and feasible distance for extension. The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Fails to Meet the Criteria** – The site consist of four individually platted lots (lots 1,2,15 and 16) that total 20,000 square feet, at the 20,000 square foot requirement. The site currently has a single-family home constructed on the site that covers all four lots. The current location of the home precludes use of the entire 20,000 square feet, causing the failure of this alternative.

**Alternate 3 - (Jeffers Garden) Lot 6300 (46.145842, -123.859562) Located at 7<sup>th</sup> Clover Lane, Clatsop County, Oregon**

1. **Fails to Meet the Criteria** - The property is not located in the Warrenton UGB. The property is located in unincorporated Clatsop County in the Jeffers Garden area. The Jeffers Garden area is a mixed rural residential and commercial zone located at the eastern edge of the Young's Bay. Jeffers Garden is located 4 miles from the City of Warrenton where public transportation and services exist.
2. **Meets the Criteria** – The property is available for sale.
3. **Fails to Meet the Criteria**- The site is located on a developed street and has water and sewer available through the Young's River & Lewis and Clark water and sewer district. However, industry standard construction and engineering services would be needed to meet the FEMA 100 year flood zone requirements. The property would require post and piling construction with significant and prohibitive associated costs that would deem the proposed development economically unfeasible.
4. **Meets the Criteria** – The site consists of 6.19 acres (270,000 square feet). The property is zoned RCR (Rural Community Residential) and is bordered by zoning of MI (Marine Industrial) and RCC (Rural Community Commercial). The maximum density per 7,500 square feet allows for one single family dwelling in RCR. Although it is the position of USACE that zoning is not a consideration due to possibility of zoning changes in the future, it should be noted that a denser zone does not exist within the Jeffers Garden area of Clatsop County. Furthermore, information provided by Bart at Clatsop County Zoning and Planning noted that recent individual request for zoning changes at a nearby location planned for multi-unit residential development located in proximity to Lewis in Clark School was denied and subsequently withdrawn. There are no plans for zoning changes by Clatsop County at this time.

In addition, the site is located almost entirely in a mapped palustrine emergent NWI wetland, is located in close proximity (630 feet) to Young's Bay, and would have a significant aquatic impact.

**Alternate 4 – Lots 3700 & 3800 adjacent to 713 SE 13<sup>th</sup> Place in Warrenton.  
(46.15111, -123.916315)**

1. **Meets the Criteria** - The site is within the City of Warrenton UGB. The site is in close proximity to the Warrenton downtown core, central business hub, major big box retail, public transportation and other commercial businesses. The site is located in an identified area of demand for rental housing due to its proximity to existing commercial business and planned development of major business parks by the County.
2. **Meets the Criteria** - The property is available for purchase at the time of this analysis.
3. **Meets the Criteria** - The site is located on a partially developed street with infrastructure directly available in front of the site. The extension of utilities would be minimal with existing utilities already serving a portion of the subject lots and or within close and feasible distance for extension. The site is not located within the 100-year floodplain and will not require extensive engineering or post and pile construction.
4. **Fails to Meet the Criteria** - The property is approximately 8,276 square feet, far less than the 20,000 square feet required to construct four duplexes. In addition, the property is currently zoned R-10 (intermediate density residential), which does not allow for duplex structures as a use. If a zoning change were achieved to R-M (Medium Density Residential, the next dense housing zone) in the future, the property would be allowed one duplex housing unit. Even if a zoning change to RH (the densest housing zone) were to occur, the lot dimensions and setback requirements of the RH zone would only allow a buildable footprint of 3,716 square feet. This would only allow one duplex to be developed.

**References:**

City of Warrenton. 2017. Warrenton Municipal Code. 16.36.040 Development Code. Available:  
<http://qcode.us/codes/warrenton/>.

The Oregon Historical Society. 2017. The Oregon Encyclopedia: Urban Growth Boundary. Available:  
[https://oregonencyclopedia.org/articles/urban\\_growth\\_boundary/#.WLBkIm8rI3A](https://oregonencyclopedia.org/articles/urban_growth_boundary/#.WLBkIm8rI3A)

Staley, Samuel, et. al., October 1999. A Line in the Land: Urban-growth Boundaries, Smart Growth, and Housing Affordability. Reason Public Policy Institute Policy Brief No. 11. Available:  
<http://reason.org/files/65590101cc82afbe097e264f97deb13b.pdf>

Attachment 4A Alternate Site Layout and Configuration Analysis

Alternate Site Plan Layout & Configuration Analysis

**Purpose:** To Identify the Interior Site Layout/Configuration with the most practicable alternative that will have the least impact on the environment and wetlands measured against a specific set of criteria.

**Project Specific Layout /Configuration Criteria**

- I. Geographic area : Within the Warrenton, OR area
- II. Availability: An available site is one that could reasonably be obtained, utilized, expanded or managed to meet the project purpose.
- III. Infrastructure: Sites with sufficient infrastructure for residential facilities (e.g., roads, utilities, etc.) or capable of being added and /or connected to existing infrastructure (e.g., electricity, sewer, water).
- IV. Size: Sites of sufficient size to accommodate multiple dwellings.

The following grid 1A exhibits the summary of environmental/ wetland impact which are required to provide utility and transportation improvements needed to serve the development.

Alternate Site Layout/Configuration Analysis

Alternative Site Layout/Configuration	Total House Footprint	Total Lots Impacted	Total Sitka Spruce tree count (proposed lots & ROW)	Impact within Lots	*Impact within ROW	Total Impact
Site Layout Plan A (Lots 9,10,11,12)	2392	4 of 12	3	0.37	0.09	0.46 acres
Site Layout Plan B (Lots 5,6,7,8)	2392	4 of 12	15	0.303	0.768	1.071 acres
Site Layout Plan C (Lots 1,2,3,4)	2392	4 of 12	3	0.303	1.414	1.717 acres

\* Impact within ROW includes dimensions to allow for emergency vehicle turn around

**Site Plan A - Analysis and Rationale - CHOSEN PLAN**

- I. **Geographic area** – The site exists within the Warrenton, Oregon area.
- II. **Availability** -The site is one that can be reasonably obtained, utilized, expanded or managed to meet the project purpose.

III. **Infrastructure-**

Site plan A has sufficient infrastructure for residential facilities in close proximity and requires the least amount of impact to bring service to the development.

Three alternate road configurations and utility realignments and their total Wetland Impact were taken into consideration in the process of analyzing the least impactful alternative to construct the improvements needed to bring service and access to the proposed development. Site Plan A consists of an existing partially developed street (½ of street is paved upland) running the length of lots 9, 10 and 11 and is designated Upland. Sewer and water are present within 50 feet of the proposed lots and electrical service existing in the ROW. The presence of the improved street and utilities in close proximity minimizes the need for impact to the ROW to serve the development. The proximity of available utilities and the total acres requiring impact make this Plan the most practicable alternative with the least Wetland Impact. **Visual Examples are provided in the attached Alternate Site Plan A layouts attached and are summarized in the table above.**

- IV. **Size:** The site is of sufficient size to accommodate multiple dwellings.

**Site Plan B Analysis and Rationale – Not Chosen**

- I. **Geographic area** – The site exists within the Warrenton, Oregon area.
- II. **Availability** -The site is one that can be reasonably obtained, utilized, expanded or managed to meet the project purpose.
- III. **Infrastructure-**

Site plan B has sufficient infrastructure for residential facilities in close proximity and requires the second largest total amount of impact to bring service to the development.

Site Plan B requires .76 acres of Impact to bring infrastructure to the development. This Alternative requires 8.5 times the Impact for infrastructure than that required in the preferred Site Plan A.

Three alternate road configurations and utility realignment and their total Wetland Impact were taken into consideration in the process of analyzing the least impactful alternative to construct the improvements needed to bring service and access to the proposed development. Site Plan B consists of an undeveloped ROW entering on N.W 2<sup>nd</sup> Street from the corner of N.W. Cedar and N.W. 2nd street proceeding to a left turn onto N.W. birch Court running the length of lots 5,6,7,8 and allows for the emergency vehicle turn around at the end of N.W. birch adjacent lots 3 & 4. The nearest Sewer and water and electrical connection are present within 500 feet of the proposed lots. The entire Wetland are required for Impact is 1.071 acres due to the lack of developed street and utility infrastructure in close proximity to serve lots 5,6,7,8. This alternate Plan B is not chosen due to the total acres requiring impact are greater than Plan A by 2.88 times. **Visual Examples are provided in the attached Site Plan B visual layouts attached and are summarized in the table above.**

- IV. **Size –**

The site is of sufficient size to accommodate multiple dwellings.

**Site Plan C Analysis and Rationale – Not Chosen**

- I. **Geographic area** – The site exists within the Warrenton, Oregon area.
- II. **Availability** -The site is one that can be reasonably obtained, utilized, expanded or managed to meet the project purpose.
- III. **Infrastructure-**

Site Plan C has sufficient infrastructure for residential facilities in reasonable proximity. However this option requires the largest total amount of impact to bring service to the development.

Site Plan C requires 1.414 acres of Impact to bring infrastructure to the development. This Alternative requires over 15.5 times the Impact for infrastructure required in the preferred site plan A.

Three alternate road configurations and utility realignment and their total Wetland Impact were taken into consideration in the process of analyzing the least impactful alternative to construct the improvements needed to bring service and access to the proposed development. Site Plan C consists of an undeveloped ROW entering on N.W 1<sup>st</sup> Street from the corner of N.W. Birch Court and N.W. 1st street proceeding the length of N.W. birch Court running the length of undeveloped N.W. Birch St. ending at lots 1,2,3,4 and allows for the emergency vehicle turn around at the intersection of N.W. Birch Court and undeveloped N.W. 3<sup>rd</sup> St.. The nearest Sewer and water and electrical connection are present within 900 feet of the proposed lots. The entire Wetland are required for Impact is 1.717 acres due to the lack of developed street and utility infrastructure in close proximity to serve lots 1,2,3,4. These facts and the total acres requiring impact make this Plan the least of the practicable alternative with the least Wetland Impact. **Visual Examples are attached and are summarized in the table 1A.**

- IV. **Size –**

The site is of sufficient size to accommodate multiple dwellings.

# Mason, Bruce & Girard, Inc.

707 S.W. Washington Street, Suite 1300  
Portland, OR 97205-3530

## MEMORANDUM

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**DATE:** August 16, 2016

**TO:** Adam Crites, Owner, Warrenton Meadows

**FROM:** Kristen Currens, PWS

**SUBJECT:** Warrenton Meadows US Army Corps of Engineers Clean Water Act Section 404 Alternatives Analysis Review

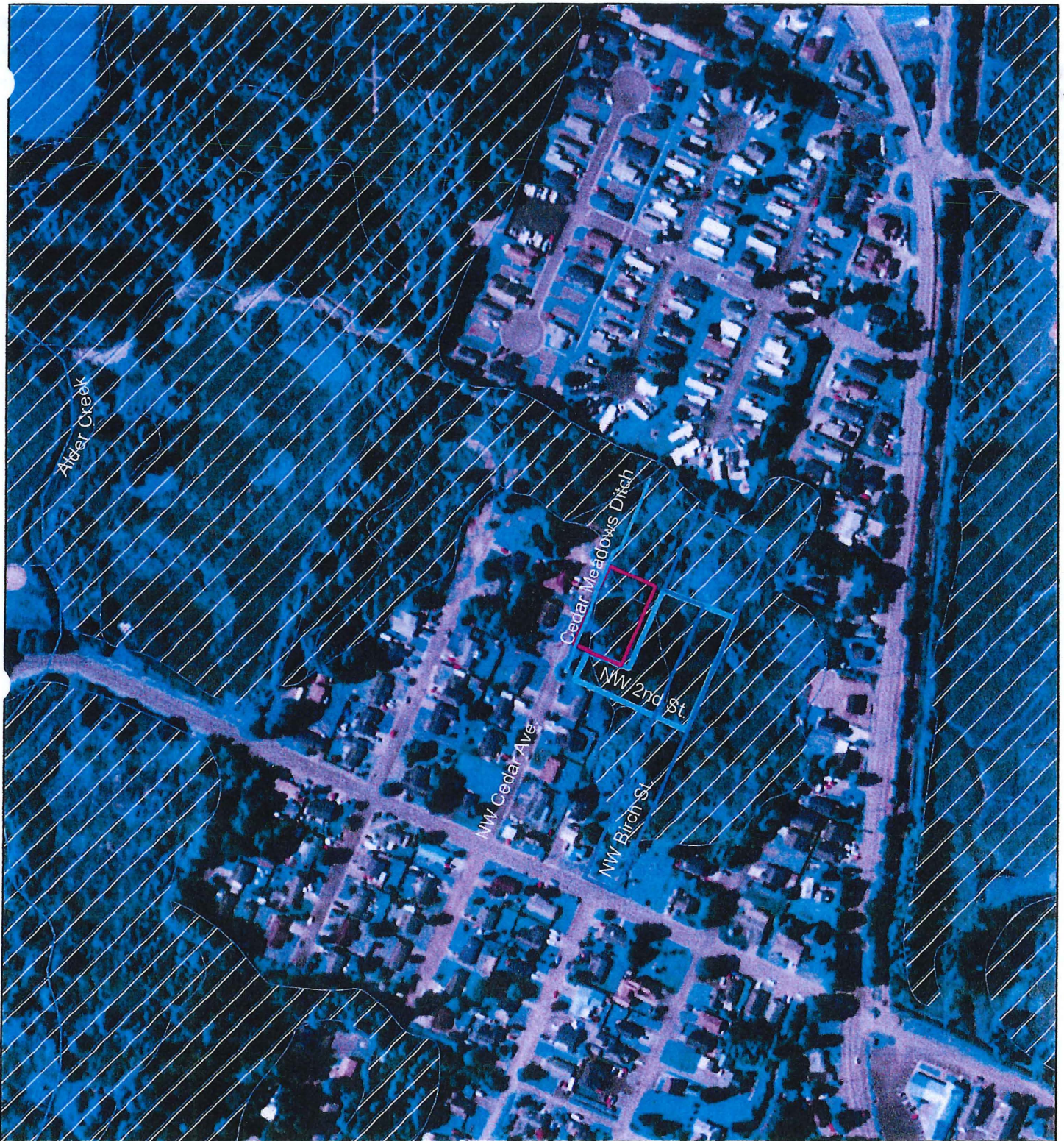
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Upon request from Adam Crites (Owner), owner of the proposed Warrenton Meadows development, Mason, Bruce & Girard, Inc. (MB&G) reviewed the previously-submitted Joint Permit Application (JPA) and supporting attachments to assess the three previously-proposed on-site alternatives (preferred alternative, Alternative B, and Alternative C) and an additional fourth alternative. The development would consist of four duplexes. This memorandum summarizes MB&G's assessment of the four project alternatives.

The undeveloped Warrenton Meadows site (site) consists of 12 lots and three designated right-of-ways (ROWs) for NW Cedar Ave., NW Birch Ct., and NW 2<sup>nd</sup> St in Warrenton, Oregon (Figure 1). Of the three ROWs, only the southern portion of NW Cedar Ave. has been previously developed. The wetland areas are hydrologically connected to Alder Creek to the northwest of the site; Alder Creek is a tributary of the Columbia River. According a previous 2015 wetland delineation report, "*Historical photos suggest that some alterations have occurred on site and to the adjacent properties but no major land use changes appear to have occurred on the property*" (NW Regolith 2015a).

The northern two-thirds of the site is dominated by palustrine scrub/shrub (PSS) wetland (dominated by salmonberry [*Rubus spectabilis* FAC] and reed canary grass [*Phalaris arundinacea* FACW]); the southern third is dominated by palustrine forested (PFO) wetland (dominated by Sitka spruce [*Picea sitchensis* FAC] and red alder [*Alnus rubra* FAC]) in the upper story and salmonberry in the understory) (NW Regolith 2015). This PFO wetland is classified as a Sitka spruce/salmonberry vegetation association according to the Classification of Native Vegetation of Oregon (Kagan et. al 2004). This association is ranked G3/G4 (G3 = Either very rare and local throughout its range or found locally in a restricted range; uncommon, with 21-100 occurrences; G4 = Apparently secure, though it may be quite rare in parts of its range, especially at the periphery; many occurrences). Although several Sitka spruce wetland vegetation associations in Oregon are ranked G1 or G2 (highest rarity/imperilment on a scale of 1-5), the PFO vegetation association on the site is slightly more common.

The preferred alternative for the development would be sited in the southwest quadrant of the site. Approximately three-quarters of the footprint of this alternative is located within the PFO wetland, and three mature Sitka spruce and numerous red alder would be removed during construction. The remaining one-quarter of the preferred alternative would be sited within the



### Warrenton Meadows Alternatives

- Preferred Alternative 0.461 Acres Impact
- Alternative B 1.071 Acres Impact
- Alternative C 1.717 Acres Impact
- NWI Wetland

MB&G



Imagery from ESRI, Alternatives from MB&G. Reproduced for information purposes and may not be suitable for legal, engineering or surveying purposes. Conclusions drawn are the responsibility of the user. Alternatives.mxd 8/12/16



PSS wetland. This alternative would incur the smallest wetland impact (0.371 acre) compared to the Alternatives B and C, and it would also impact a small portion of the Cedar Meadows Ditch (0.09 acre), for a total of 0.461 acre of impact to waters of the US and State. The preferred alternative is located in a corner of the overall, large wetland and is immediately adjacent to an existing development. This alternative will require improvements to the existing NW Cedar Ave., as well as an approximately 70-foot extension of this street into the PSS wetland. Since the impacts for this alternative are being proposed for the southwestern corner of the overall wetland, the project is not expected to significantly impact hydrology of the remaining wetland area.

Alternative B would be sited in the southeast quadrant of the site. Approximately one-third of the footprint of this alternative is located within PFO wetland, and approximately 11 mature Sitka spruce and numerous red alder would be removed. The remaining two-thirds of the alternative is located within PSS wetland. This alternative would incur 1.071 acres of wetland impacts. This alternative is located in the center of the overall, larger wetland. This alternative's footprint would be compacted and approximately 5 feet of fill would be placed on the top of the wetland, including along approximately 340-feet of NW 2<sup>nd</sup> St. and NW Birch Ct. to construct the new roadway. The compaction and fill are expected to impact the hydrology of the remaining wetland, potentially lowering the groundwater level of portions of the wetland to the west and north of this alternative and increasing the groundwater level to the south and east.

Alternative C would be sited in the northeast quadrant of the site. Approximately one-sixth of the footprint of this alternative is located within PFO wetland, and approximately three mature Sitka spruce and numerous red alder would be removed. The remaining five-sixths of the alternative is located within PSS wetland. This alternative would incur a total of 1.717 acres of wetland impacts, and this alternative is located in the center of the overall, larger wetland. The footprint of the alternative would be compacted and approximately 5 feet of fill would be placed on the top of the wetland, including along approximately 1,260-feet of NW Birch Ct. to construct the new roadway. The compaction and fill are expected to impact the hydrology of the remaining wetland, potentially lowering the groundwater level of portions of the wetland to the west of the alternative and increasing the groundwater level to the east.

Although not originally described in the JPA, an additional alternative, located in the northwest quadrant of the site, was assessed by MB&G. This alternative would incur impacts almost entirely within the PSS wetland and would require the removal of approximately one Sitka spruce. However, this alternative would almost entirely disconnect the overall, larger wetland into eastern and western segments and is expected to severely restrict hydrology movement. Because of the hydrologic impacts, this alternative is not assessed further in this memorandum.

MB&G ranked the overall impacts of each alternative in Table 1, on the following page. A rank of 1 indicates the least impacts, a rank of 3 indicates the most impacts.

Table 1. Summary of Expected Impacts per Alternative

	Preferred Alternative (Rank)	Alternative B (Rank)	Alternative C (Rank)
Acres of Wetland Impact	0.461 (1)	1.071 (2)	1.717 (3)
Number of Mature Sitka Spruce Removed	3 (1)	11 (3)	3 (1)
Acres of PFO Impact (approximate)	0.345 (2)	0.353 (3)	0.286 (1)
Feet of Road Improvement (approximate)	70 (1)	340 (2)	1,260 (3)
Anticipated Indirect Wetland Hydrology Impacts	No (1)	Yes (2)	Yes (2)
Overall Rank*	6	12	10

\*Overall rank is a summation of the above ranks in parentheses.

This site presents a large number of environmental challenges in designing on-site alternatives. MB&G utilized the overall wetland/waters acreage impacts, approximate impact to PFO wetland, expected additional indirect hydrology impacts, and impacts to mature Sitka spruce individuals to assess the appropriateness of each alternative. Although the preferred alternative impacts a large, intact area of PFO wetland, it has the lowest acreage of wetland impact, shortest length of required road improvements, least amount of indirect hydrologic impact, and is tied with Alternative C for the lowest number of Sitka spruce proposed for removal. The preferred alternative also has the second smallest area of PFO impact. Taking all of these factors into consideration, it is our judgment that the preferred alternative provides the greatest overall avoidance and minimization of wetland impacts possible on-site.

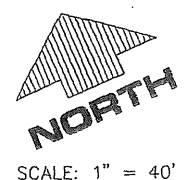
## References

- Kagan et. al. 2004. Classification of Native Vegetation of Oregon. Oregon Natural Heritage Information Center. Accessed August 12, 2016.  
[http://oregonexplorer.info/data\\_files/OE\\_topic/wetlands/documents/pclist\\_2004.pdf](http://oregonexplorer.info/data_files/OE_topic/wetlands/documents/pclist_2004.pdf)
- Oregon Department of State Lands (DSL), 2010. Guidance for Using the Oregon Rapid Wetland Assessment Protocol (ORWAP) in the State and Federal Permit Programs. 15pp. + appendices.
- NW Regolith, August 2015a. Crites Parcel Wetland Delineation Report; T8N, R10W, Section 16DD; Tax Lots 81016DD01700, 8106DD01601, 81016DD1600; Clatsop County, Oregon. 7 pp + appendices.
- NW Regolith April 18, 2015b. ORWAP Calculator Prepared for the Warrenton Meadows Development.

# SITE PLAN - ALTERNATE B

TAX LOT 1700 IN SECTION 16DD, T8N, R10W, W.M.  
CITY OF WARRENTON, CLATSOP COUNTY, OREGON  
DATE: NOVEMBER, 2015 SCALE: 1" = 40'

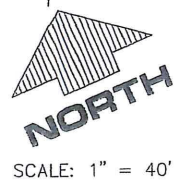
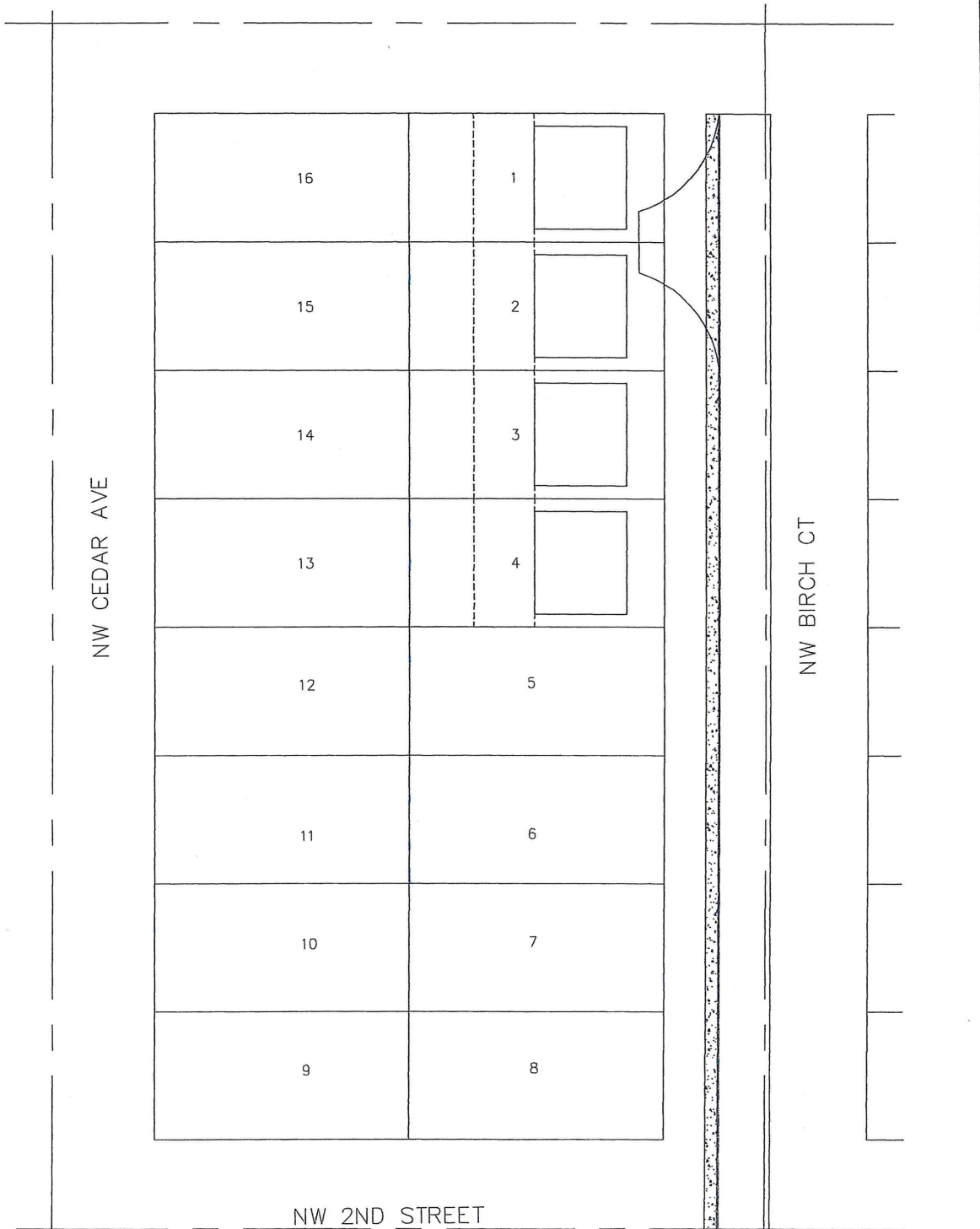
Item M



# SITE PLAN - ALTERNATE C

TAX LOT 1700 IN SECTION 16DD, T8N, R10W, W.M.  
CITY OF WARRENTON, CLATSOP COUNTY, OREGON  
DATE: NOVEMBER, 2015 SCALE: 1" = 40'

Item M

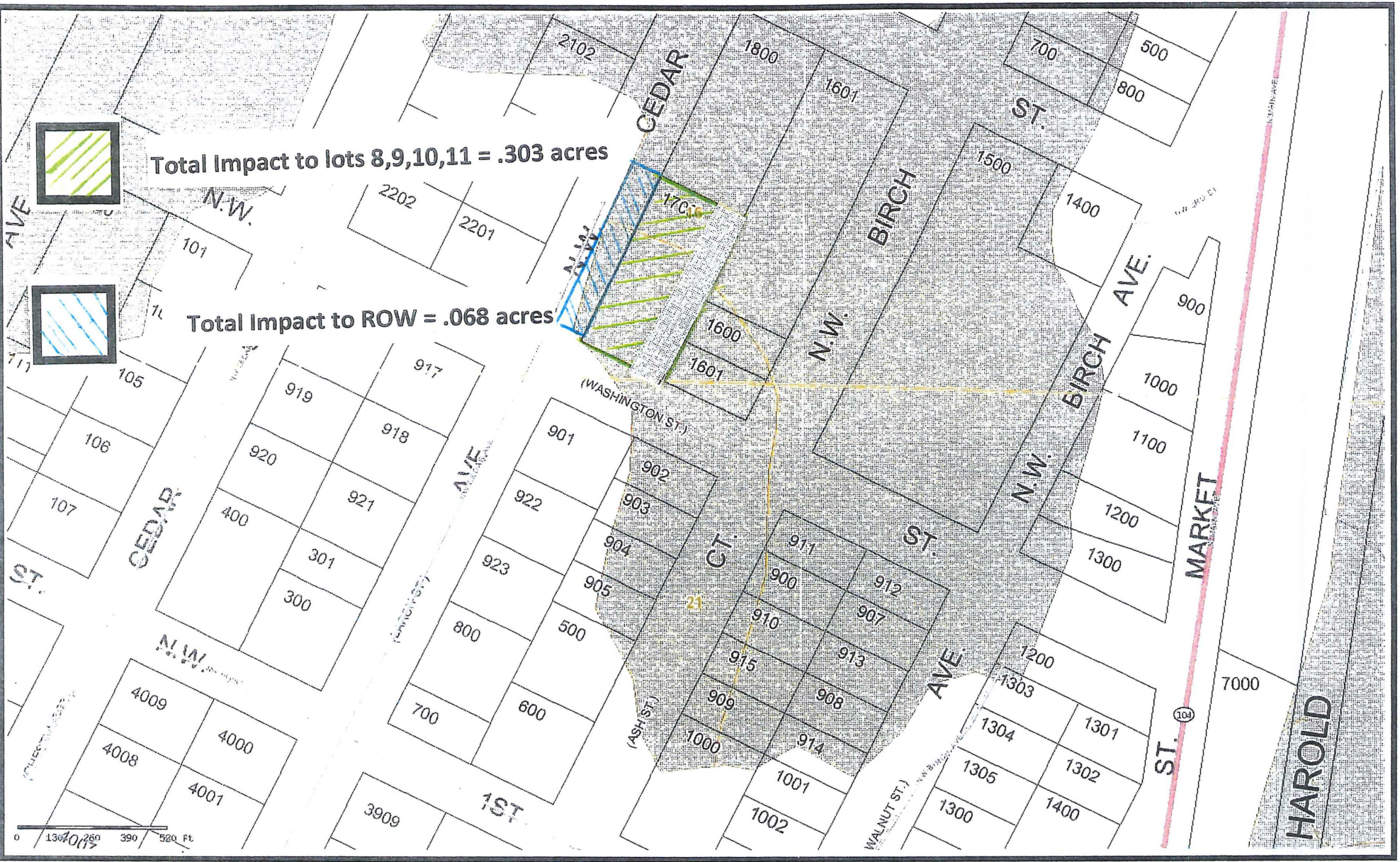


SCALE: 1" = 40'

IMPROVEMENTS  
EXTEND 250'  
FURTHER SOUTH

# Alternative Site Layout A

Total Impact = . . . acres



## Clatsop County Webmaps

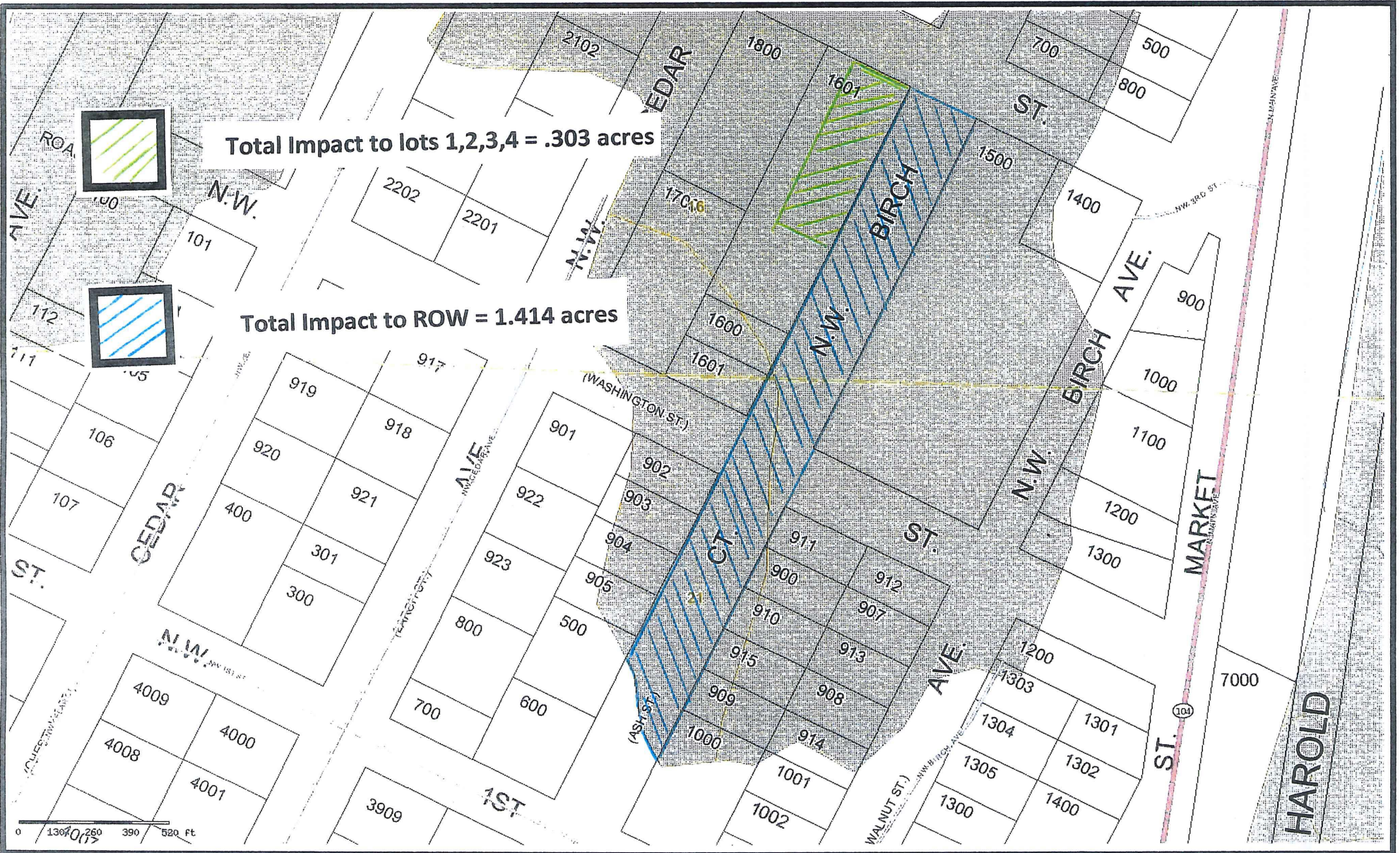
Disclaimer: This map was produced using Clatsop County GIS data. The GIS data is maintained by the County to support its governmental activities. This map should not be used for survey or engineering purposes. The County is not responsible for map errors, omissions, misuse or misinterpretation. Photos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





# Alternative Site Layout C

Total Impact = 1.77 acres



## 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.





PO Box 2699 Gearhart, OR 97138

Ph: 503 738 4320

Fax: 503 738 7854

## **IMPACT STUDY FOR 4 PLATTED LOTS ON NW CEDAR AVENUE**

### **T.8N,R.10W,Section 16DD, Tax Lot 1700**

The following is an impact study to assess the effects of the proposed development on public facilities and services.

#### **Transportation System**

The transportation system for the proposed project consists of an existing partially developed public street. The existing public street runs the length of the proposed project and is partially developed (1/2 street lengthwise). The street will be upgraded to meet public including an emergency vehicle turn around ("hammerhead").

This section of NW Cedar Avenue currently consists of 11 Single Family Residences. The proposed construction of 4 duplex Residences on Lots 9,10,11,12 will add 8 Dwelling units to NW Cedar Avenue. The ADT of NW Cedar Avenue upon build out of the proposed development is as follows. For the existing homes =  $11 \times 9.55$  ADT = 105.05 ADT. For the proposed development (4 duplexes) =  $8 \times 9.55$  = 76.4 ADT for a total of 181.45 ADT for that portion of Cedar. This is below the maximum of 250 ADT for the alternative local road standard.

#### **Drainage System**

The current public drainage system consists of a City maintained ditch running adjacent to the proposed project. A 4" corrugated pipe feeds into the start of the ditch at the corner of NW 2<sup>nd</sup> St and NW Cedar Ave. The proposal is to leave the existing ditch and install culverts for the driveways. All improvements will be to City of Warrenton public standards. All engineering will be submitted to The City of Warrenton for review and approval. In looking at the stormwater runoff for the 10 year, 24 hour storm, the volume of runoff from the proposed development only results in a 15% increase of the storm runoff for this development footprint area. If an analysis was done on the entire basin we would anticipate that this would be less than a 1% increase. As stated in the City code the City may require detention facilities if there are or are anticipated to be downstream deficiencies. It does not appear that there are downstream deficiencies but a detention system could be designed very easily for such a small project.

#### **Parks System**

The proposed project consists of existing platted lots within the RM zone. No impacts to Warrenton parks are anticipated with the project.

**Water System**

The site is served by an existing 4" water main in NW Cedar Ave. The water system for the project will consist of the extension of the 4" main to reach lots 10 and 11, as well as new water services. The project will also include a new fire hydrant. The proposed project will consist of 4 duplexes that will include one meter service per side. Using the Uniform Plumbing code for a typical 3 bed, 2.5 bath would result in 28.5 fixture units. Multiply this by 10 (8 duplexes plus the existing homes) results in 285 fixture units. Using Chart A-2 in Appendix A of the plumbing code yields a flow rate of 85 gpm. Assuming a maximum velocity of 5 ft/sec on a 4" water main the maximum flow rate is 200 gpm which is well above the 85 gpm that would be required. The 4" water main is sufficient to serve the proposed development.

**Sewer System**

There is an existing sanitary main on NW Cedar Ave. The sewer main will be extended to accommodate the new sanitary laterals to serve all of the lots within the project. The proposed project will have minimal impact on the existing system.



# MORGAN CIVIL ENGINEERING, INC.

PO Box 358, Manzanita, OR 97130

ph: 503-801-6016

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

February 8, 2018

Adam Crites

PO Box 2127

Salt Lake City, UT 84110

[adamcrites@gmail.com](mailto:adamcrites@gmail.com)

**Re: Impact Statement for Development at Lots 9-12, Block 101 of 2<sup>ND</sup> EXT. WARRENTON,  
Tax Lot 1700, Map 8N 10W 16DD, NW Cedar Avenue, City of Warrenton, Clatsop  
County, Oregon  
#17-04-Cri**

Dear Mr. Crites:

At your request, I have reviewed your property, referenced above, and the surrounding topography. The purpose of the review was to determine the impact of construction on the site on the surrounding areas, particularly with regards to flooding. LiDAR topography from the Oregon Department of Mineral and Geologic Industries (DOGAMI) was used to analyze the area. The LiDAR data was acquired by a DOGAMI project between 2007 and 2010 and uses the NAVD88 datum, which is the same as the local flood map.

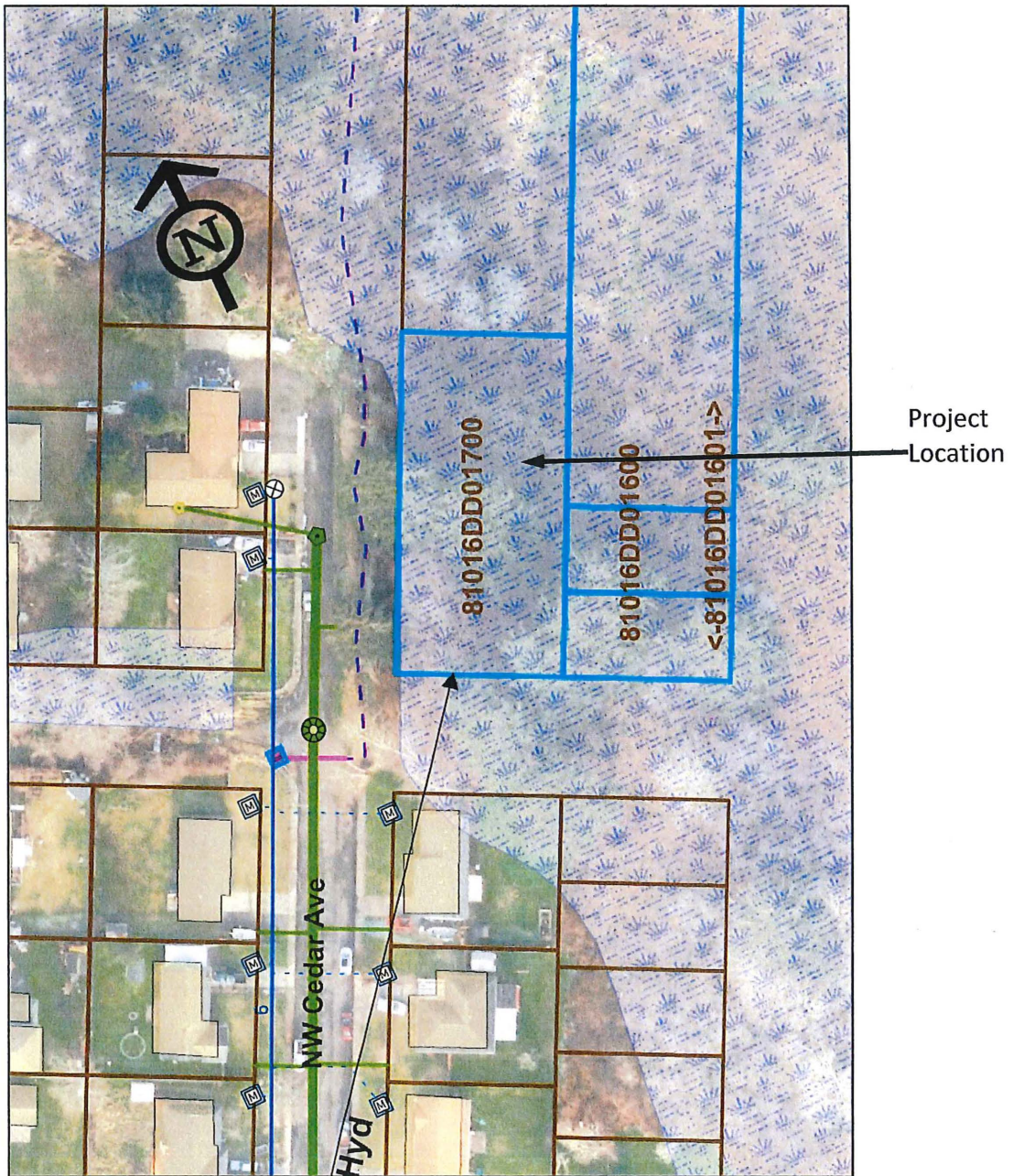
According to the FEMA National Flood Insurance Program Map Number 410033 0216 F, the property is located in the Zone X flood zone and outside of the Zone AE (elevation 8 feet). However, the property, the surrounding area and portions of NW Cedar Ave are located below an elevation of 8 feet. Therefore, under flood conditions, the site is not expected to be flooded from the rivers, but water below an elevation of 8 feet will not drain from the site.



Impact Statement

Tax Lot 1700, Map 8N 10W 16DD

City of Warrenton



Map 2: Wetland Map

All of the water storage will be below the 100-year flood elevation. The entire property and neighboring areas to the north and east are below the flood elevation, though not in the flood zone.

*Impact Statement**Tax Lot 1700, Map 8N 10W 16DD**City of Warrenton*

There are a few areas where water would initially pool that are slightly lower than the rest of the property, but they are not large enough to be noteworthy. These lower areas include the roadside ditch at the front of the property and an isolated area near the northeastern corner of the property. The ditch currently collects run-off from the roadway and directs it northward in the right-of-way. After the lowest areas on the site fill with water, the water will widely spread throughout the low areas to eventually reach North Third. Under flood conditions, the water will be trapped and pond in the area below an elevation of 8 feet until the flood water recedes.

Even without flood conditions, run-off is very slow due to the lack of slope. The surface water will eventually flow to the northwest on Third Street.

**Building Run-off**

Since the run-off coefficient for the native ground is 1.0, the construction of homes on the site will not directly change the run-off from the site. However, the elevated surfaces of the building roofs will result in concentration of the water elsewhere on the property.

With the use of the proposed planter boxes constructed above ground level, the water run-off from the site would be unchanged due to construction. The water would infiltrate through the boxes before reaching the native surface level, essentially detaining the water. Therefore, after construction, the water run-off from the new buildings would not leave the properties any faster than it currently does. With this design, the pre and post run-off volumes are the same.

**Building Fill**

All new buildings should be constructed with the horizontal structural components above an elevation of 8 feet. Structural slabs will be constructed below the ground level, with the building above the flood zone elevation. No fill should be used for the buildings. Therefore, the pre- and post- flood storage volume will not vary.

It is my opinion that the proposed development, with the use of on-site detention, and flow-through foundation, will not have an impact on the neighboring properties.

ADAM CRITES

February 8, 2018

MORGAN CIVIL ENGINEERING, INC.

*Impact Statement*

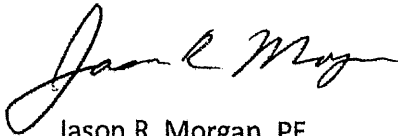
*Tax Lot 1700, Map 8N 10W 16DD*

*City of Warrenton*

Please contact me if me have any questions or need additional information.

Sincerely,

**MORGAN CIVIL ENGINEERING, INC.**



Jason R. Morgan, PE  
*Professional Engineer*



RENEWAL DATE: DECEMBER 31, 2018

JRM/st

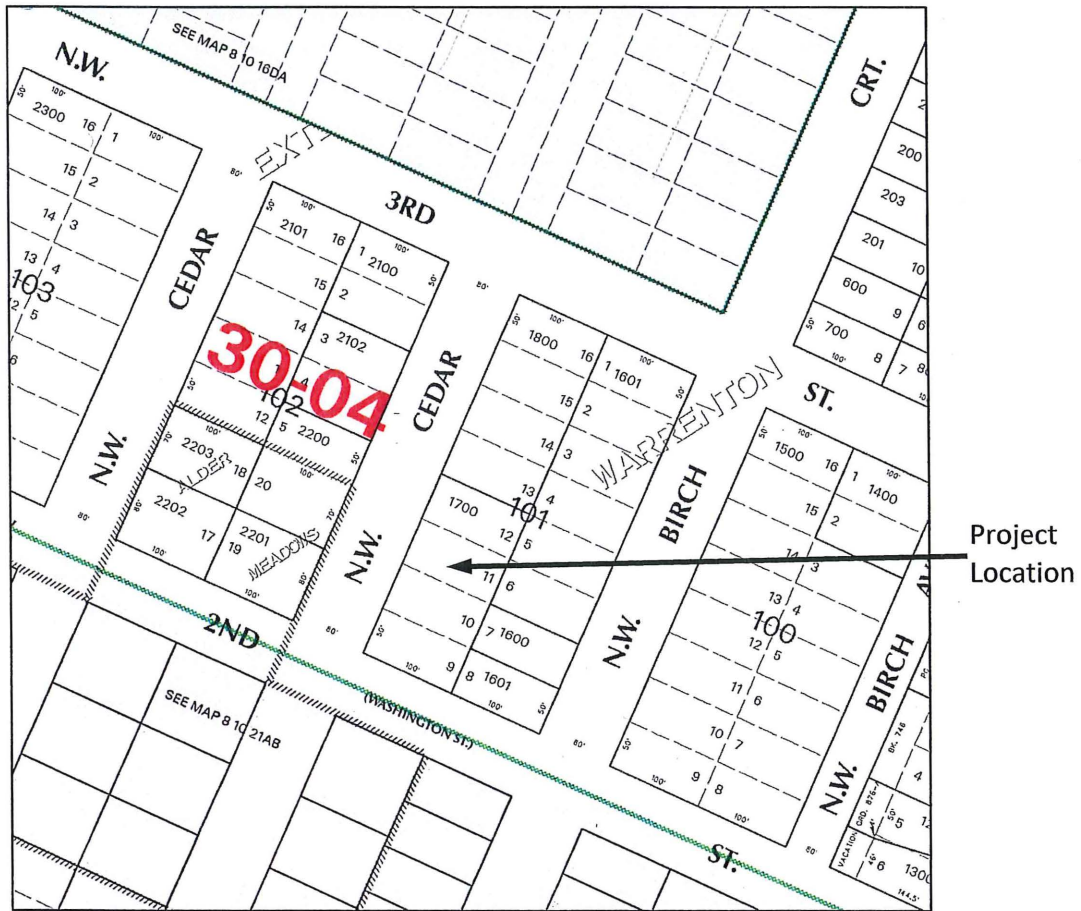
cc: Project File #17-04-Cri

<V:\17-04-Cri\Reports\Crites impact statement.docx>

Impact Statement

Tax Lot 1700, Map 8N 10W 16DD

City of Warrenton



**Lots 9-12, Block 101 of 2<sup>ND</sup> EXT. WARRENTON**

**Tax Lot 1700, Map 8N 10W 16DD**

**NW Cedar Avenue**

**City of Warrenton, Clatsop County, Oregon**



DEPARTMENT OF THE ARMY  
CORPS OF ENGINEERS, PORTLAND DISTRICT  
P.O. BOX 2946  
PORTLAND, OREGON 97208-2946

February 16, 2018

REPLY TO:

ATTENTION OF:

Operations Division  
Regulatory Branch  
Corps No. NWP-2016-128

Adam Crites  
P.O. Box 2127  
Salt Lake City, Utah  
Email: [adamcrites@gmail.com](mailto:adamcrites@gmail.com)

Dear Mr. Crites:

The U.S. Army Corps of Engineers (Corps) completed the review of the permit application you submitted to provide residential duplexes in the City of Warrenton, Oregon area. The project is identified as Corps No. NWP-2016-128. Please refer to this number in all correspondence.

Although the Corps is prepared to issue a permit, by Federal law a Department of the Army (DA) permit cannot be issued until State 401 Water Quality Certification (WQC) and State Coastal Zone Management (CZM) Certification have been issued or waived. The Oregon Department of Environmental Quality (DEQ), which is responsible for WQC and Oregon Department of Land Conservation and Development (DLCD), which is responsible for CZM certification, have not issued the prerequisite certification. For your convenience, a copy of the DA permit is enclosed.

Upon receipt of DEQ's and DLCD's approval or waiver, the DA permit will be issued, providing the DEQ and DLCD approvals or waivers are furnished within one year of the date of this letter, and there have been no significant changes in the Corps evaluation policies during that period nor any significant project modifications.

You must notify us in writing when you receive WQC and CZM Certification and enclose a copy of the certification as well as any revised drawings illustrating project modifications. You must notify this office of any changes to the project when you submit copies of the certification. Conditions of the WQC and CZM Certification will become conditions of the final DA permit. Should DEQ's and DLCD's action on the required certification permit a project different from that shown on the current permit application, a modification to the application will be required. You must notify this office of any changes to the project when you submit copies of the certification/permit. Substantial changes may require a new permit evaluation process, including issuing a new public

notice. If DEQ and DLCD deny the required WQC and CZM Certification, the DA permit is denied without prejudice.

You are cautioned that commencement of the proposed work prior to actual DA authorization would constitute a violation of Federal laws and subject you to possible enforcement action. Receipt of a permit from the Oregon Department of State Lands (DSL) does not obviate the requirement for obtaining a Department of the Army permit prior to commencing the proposed work.

If you have any questions about your permit application, please contact me at the letterhead address, by telephone at (503) 808-4368, or email at [danielle.h.erb@usace.army.mil](mailto:danielle.h.erb@usace.army.mil).

Sincerely,

ERB.DANIELLE.HA  
RPER.1379534674

Digitally signed by  
ERB.DANIELLE.HARPER.1379534674  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=USA, cn=ERB.DANIELLE.HARPER.1379534674  
Date: 2018.02.16 12:38:06 -08'00'

Danielle Erb  
Project Manager, Regulatory Branch

Enclosure

cc:

Oregon Department of State Lands ([dan.cary@state.or.us](mailto:dan.cary@state.or.us))  
Oregon Department of Environmental Quality ([Simpson.Amy@deq.state.or.us](mailto:Simpson.Amy@deq.state.or.us))  
Oregon Department of Land Conservation and Development ([patty.snow@state.or.us](mailto:patty.snow@state.or.us);  
[elizabeth.j.ruther@state.or.us](mailto:elizabeth.j.ruther@state.or.us))

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

---

May 3, 2018

To: Warrenton Planning Commission  
From: Kevin A. Cronin, AICP, Interim Community Development Director  
Re: Wetland Hardship Variance Application V15-4, Adam Crites, Amended Findings & Recommendation  
Address: 204-240 NW Cedar Avenue

**Background:** Adam Crites, the property owner, purchased the subject property in 2015. He has applied for a wetland hardship variance pursuant to Warrenton Municipal Code 16.156.080, Hardship Variance Procedure and Criteria. The application is to allow construction of new duplexes on individual lots. The subject property is 1.83 acres (Lots 1-12), located in the Medium Density Residential Zone (R-M), and the proposed impact to the wetlands is .49 acres (26%). The Oregon Department of State Lands is ready to issue a removal/fill permit for the project and a 404 permit is pending from the Corps of Engineers.

**Application Timeline & Public Notice:** Original application was submitted in 2015. The application was not deemed complete until March 13, 2018. Staff sent notice of the public hearing to adjacent property owners on March 23 and notice was published in the *Columbia Press* on March 23, 2018. One public comment was received through written and oral testimony at the April 12 public hearing. The hearing was continued to May 10 to allow additional testimony and revised findings based on new evidence submitted by the applicant.

**Existing Conditions & Previous Land Use Applications:** Staff conducted a site visit on March 29, 2018 to verify site conditions. The property has a City-maintained, tidal influenced, drainage swale along NW Cedar Avenue, mature Douglas Fir and Sitka Spruce, dense vegetation including native and invasive species. NW Cedar Ave dead ends and will require an extension to service and provide frontage for each legal lot. A turnaround is requested by the Fire Department among other requirements (See attachment). Staff did not locate any prior land use applications in the address file. The Local Wetland Inventory ((LWI) identifies the wetland as P-16 21-1. A screenshot of the subject wetland is attached.

The application is reviewed against the criteria of WMC 16.156.080 as a Type III Quasi-Judicial Public Hearing process spelled out in WMC 16.205.050.

## FINDINGS

Presented below are the review criteria followed by the applicant's response and staff findings.

**16.156.080(A):** *For any lands demonstrated to have been rendered not buildable by application of this chapter, the property owner may apply for a hardship variance for relief from the restrictions of this chapter.*

The applicant has obtained all relevant state wetland approvals needed to go forward with this project; however, without the City's approval of this variance, the project cannot proceed. The City should find that the site is not buildable without approval of the proposed hardship variance for the reasons herein.

**Staff finding:** Staff concurs. The hardship variance for the subject property is for a smaller portion of the property. The variance is necessary to make the portion developable, whether for a duplex, single family home or any other use allowed for the zone. The request is necessary to use the property since the entire property is designated as a wetland for its intended zoning and warrants the variance. The relief would come in the form of a smaller buildable portion that would be filled with the remainder of the property deeded as open space. The property owner purchased the property in 2015 and is not precluded from applying for a wetland hardship variance based on the criteria.

**16.156.080(B)(1):** *The proposed development represents a reasonable and legal use of the lot or parcel, considering the zoning;*

Applicant's response. The proposed development of residential duplexes represents a legal and reasonable use of the lots considering the zoning of RM 2 zoning designation from the City of Warrenton.

**Staff finding:** Staff concurs. The Medium Density Residential Zone allows duplexes outright so this is a reasonable and legal use of the property. Standard is met.

**16.156.080(B)(2):** *Strict adherence to this chapter and other applicable standards would effectively preclude a use of the parcel that could be reasonably expected to occur in similarly zoned parcels;*

Applicant's response: Strict adherence to the LSW overlay of the City of Warrenton determined by OFWAM would effectively preclude use of the parcels that could be reasonably expected to occur in similarly zoned parcels.

**Staff finding:** Staff agrees with the applicant's assessment of the Code. As noted above, this project already has Oregon DSL Wetland Removal-Fill Authorization. The approval of this hardship variance is required at the local level to allow development to continue and in this case for residential use which is a reasonably expected use in similarly zoned parcels based on the scope of the impact relative to the size of the property and the existing uses located in the neighborhood.

**16.156.080(B)(3):** *The property owner would be precluded a substantial property right enjoyed by the majority of landowners in the vicinity.*

Applicant's response: The property owner would be precluded substantial property rights enjoyed by the majority of the landowners in the vicinity. The parcel would persist as undeveloped green space by default and would remain undeveloped with little to no value unless permitted for development full potential as designated by RM 2 zoning by the City of Warrenton, Oregon.

**Staff finding:** Staff concurs. The neighborhood has been developed with other residential units. Duplexes would be consistent with previous allowed development. Although greenspace offers intrinsic value in its natural state, the City has no way to calculate the environmental value or provide compensation for the value to the public. The property right in this case would be to develop limited amount of residential uses based on local zoning. The wetland designation precludes the residential use. The majority of landowners are homeowners who have benefited from the same property right.

**16.156.080(B)(4):** *The variance is the minimum necessary to retain use of the property.*

Applicant's response: The variance requested is the minimum necessary to retain use of the property under the RM 2 zone. The applicant was required by the US Corp of Army Corps Engineers and Oregon Department of State Lands to consider alternative designs and locations resulting in the determination of least environmentally impactful alternative. The proposed use was accepted by both the state and federal agencies and was subject to rigorous avoidance and

minimization standards prior to gaining their approval. The proposed hardship variance is the minimum necessary to allow an economically feasible development of the property.

**Staff finding:** Staff concurs. The application includes a delineation report from a wetland consultant and responses from DSL. The variance is necessary for development to continue on any portion of the property. The applicant submitted a site plan illustrating the proposed development of duplexes relative to the total size of the property and the open space that will remain. Therefore, the standard is met.

**3.10.400(B)(5):** *Granting of the variance will not be materially detrimental to the public welfare or be injurious to property or improvements in the neighborhood of the premises.*

Applicant's response: Granting of the variance would be materially detrimental to public welfare or injurious to property improvements in the neighborhood or improvements. There is no factual evidence that the granting of the variance would be detrimental to "public welfare" or be injurious to property or improvements in the neighborhood or premises. The proposed project has either avoided, minimized or will mitigate as required by the DSL and USACE review process and permit issuance. Issues concerning emergency vehicle turn around and storm water that were submitted in public response periods have been addressed in preliminary design drawings and Impact Studies conducted by engineering professionals. An emergency vehicle turnaround has been incorporated into the design. All other safety and health concerns related to adjacent properties owners are addressed by the building, electrical, plumbing and fire safety requirements codes.

A stormwater plan has been designed and approved by the Oregon Department of Environmental Quality 401 water quality certificate. The stormwater plan and the impact study submitted to the City of Warrenton illustrate that impacts to adjacent or downstream property has been avoided or does not exist. (see Impact Study). All environmental impacts will be fully mitigated as required by the DSL and USACE permits. The proposed project will supply 8 new units of affordable housing to meet the lack of housing in the Warrenton area. The public facilities and services of water, sewer, police, fire and street exist directly in front of the proposed project.

The proposed variance and project will not be injurious to property or improvements in the neighborhood or premises.

**Staff finding:** Staff generally agrees with the applicant's response. Assuming the application complies with all public works improvements and building permits, the proposed development would not be detrimental to public improvements or adjacent private property. The Public Works

Department will require an engineered stormwater water plan to address the existing drainage capacity issues and address the open swale that runs along NW Cedar Ave.

**16.156.080(B)(6):** *The variance will be in general harmony with the intent and purpose of this chapter, and will not adversely affect any officially adopted Comprehensive Plan policy.*

Applicant's response: The variance will be in harmony with the intent and purpose of the Chapter and will not adversely affect any officially adopted Comprehensive Plan policy. The subject property is zoned RM by the city of Warrenton and exists geographically in area surrounded on all side by residential zoning and development.

The granting of the variance will be in harmony with the intent and purpose of this chapter and will adversely affect any officially adopted plan policy.

**Staff finding:** Staff agrees.

## **CONCLUSION & RECOMMENDATION**

Based on the new evidence submitted by the applicant, staff believes the application satisfies all of the wetland hardship variance criteria. Staff recommends the Planning Commission approve the application with the following conditions:

1. Prior to submittal of any building permits, the applicant shall provide:
  - a. Documentation from the Department of State Lands that the wetland delineation has been approved and mitigation credits issued.
  - b. A stormwater report by a licensed engineer that meets City standards. The ODOT Hydraulic Manual, City of Portland Stormwater Management Manual, or an equivalent guide shall be referenced in this report. This report will analyze the existing conveyance system for the 2,10,25, and 100-year storm events during our extensive wet season (high groundwater). This analysis will also determine the pre-development and post-development stormwater elevations of the adjacent drainage systems.
  - c. A grading and fill permit is to be submitted for all work above 50 cubic yards.
  - d. A street and utility plan designed to City standards, stamped by a registered engineer, and reviewed and approved by the City of designee.
  - e. A conservation landscape plan that meets Chapter 16.124.060 that identifies all existing trees above 18 caliper inches and a preservation plan for native trees

and mature vegetation and removal of all non-native invasive species. In addition, a new landscape plan that meets Chapter 16.124.070.

- f. Copy of deed restriction on portion of property that will be preserved as open space and recorded with Clatsop County.
- g. The subject property is in the Airport Overlay zone (Chapter 16.92). A landowner shall sign and record in the deed and mortgage records of Clatsop County a hold harmless agreement and aviation and hazard easement and submits them to the Port of Astoria and to the Warrenton Planning Department.

*Suggested motion: Based on the findings and conclusions contained in the May 3, 2018 staff report, and the evidence in the record, I move to approve Wetland Hardship Variance Application V15-4 by Adam Crites.*

#### Attachments

- Application Packet, including New Evidence Submitted by Adam Crites on April 12.
- Local Wetland Inventory Map – Subject Property
- Fire Department Comments: Tim Demers, Fire Chief, April 3, 2018

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

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April 5, 2018

To: Warrenton Planning Commission  
From: Kevin A. Cronin, AICP, Interim Community Development Director  
Re: Wetland Hardship Variance Application V15-4, Adam Crites  
Address: 204-240 NW Cedar Avenue

**Background:** Adam Crites, the property owner, purchased the subject property in 2015. He has applied for a wetland hardship variance pursuant to Warrenton Municipal Code 16.156.080, Hardship Variance Procedure and Criteria. The application is to allow construction of new duplexes on individual lots. The subject property is 1.83 acres (Lots 1-12), located in the Medium Density Residential Zone (R-M), and the proposed impact to the wetlands is .49 acres (26%). The Oregon Department of State Lands is ready to issue a removal/fill permit for the project and a 404 permit is pending from the Corps of Engineers.

**Application Timeline & Public Notice:** Original application was submitted in 2015. The application was not deemed complete until March 13, 2018. Staff sent notice of the public hearing to adjacent property owners on March 23 and notice was published in the *Columbia Press* on March 23, 2018. At this time, no public comments have been received.

**Existing Conditions & Previous Land Use Applications:** Staff conducted a site visit on March 29, 2018 to verify site conditions. The property has a City-maintained, tidal influenced, drainage swale along NW Cedar Avenue, mature Douglas Fir and Sitka Spruce, dense vegetation including native and invasive species. NW Cedar Ave dead ends and will require an extension to service and provide frontage for each legal lot. A turnaround is requested by the Fire Department among other requirements (See attachment). Staff did not locate any prior land use applications in the address file. The Local Wetland Inventory ((LWI) identifies the wetland as P-16 21-1. A screenshot of the subject wetland is attached.

The application is reviewed against the criteria of WMC 16.156.080 as a Type III Quasi-Judicial Public Hearing process spelled out in WMC 16.205.050.

### FINDINGS

Presented below are the review criteria followed by the applicant's response and staff findings.

**16.156.080(A):** *For any lands demonstrated to have been rendered not buildable by application of this chapter, the property owner may apply for a hardship variance for relief from the restrictions of this chapter.*

The applicant has obtained all relevant state wetland approvals needed to go forward with this project; however, without the City's approval of this variance, the project cannot proceed. The City should find that the site is not buildable without approval of the proposed hardship variance for the reasons herein.

**Staff finding:** Staff does not concur. The hardship variance for the subject property is for a smaller portion of the property and would still be developable, whether for a duplex, single family home or any other use allowed for the zone. The request is not necessary to use the property for its intended zoning and does not warrant the variance. In addition, the property was purchased in 2015 well after the adoption of the City's Local Wetland Inventory (LWI) in 2004. The property owner was aware of the condition prior to purchase.

**16.156.080(B)(1):** *The proposed development represents a reasonable and legal use of the lot or parcel, considering the zoning;*

Applicant's response. The proposed development of residential duplexes represents a legal and reasonable use of the lots considering the zoning of RM 2 zoning designation from the City of Warrenton.

**Staff finding:** Staff concurs. The Medium Density Residential Zone allows duplexes outright so this is a reasonable and legal use of the property. Standard is met.

**16.156.080(B)(2):** *Strict adherence to this chapter and other applicable standards would effectively preclude a use of the parcel that could be reasonably expected to occur in similarly zoned parcels;*

Applicant's response: Strict adherence to the LSW overlay of the City of Warrenton determined by OFWAM would effectively preclude use of the parcels that could be reasonably expected to occur in similarly zoned parcels.

**Staff finding:** Staff does not agree with the applicant's assessment of the Code. As noted above, this project already has Oregon DSL Wetland Removal-Fill Authorization, but the approval of this

hardship variance does not preclude the use of this parcel for residential use as reasonably expected in similarly zoned parcels based on the scope of the impact relative to the size of the property.

**16.156.080(B)(3):** *The property owner would be precluded a substantial property right enjoyed by the majority of landowners in the vicinity.*

Applicant's response: The property owner would be precluded substantial property rights enjoyed by the majority of the landowners in the vicinity. The parcel would persist as undeveloped green space by default and would remain undeveloped with little to no value unless permitted for development full potential as designated by RM 2 zoning by the City of Warrenton, Oregon.

**Staff finding:** Staff does not concur. The neighborhood has been developed with other residential units. Duplexes would be consistent with previous allowed development. Although greenspace offers intrinsic value in its natural state, the City has no way to calculate the environmental value or provide compensation for the value to the public. However, a majority of the property is developable and was purchased in 2015 with knowledge of the existing conditions. A "bundle of rights" does not transfer to a new owner (2015) after a regulation is enacted (2004).

**16.156.080(B)(4):** *The variance is the minimum necessary to retain use of the property.*

Applicant's response: The variance requested is the minimum necessary to retain use of the property under the RM 2 zone. The applicant was required by the US Corp of Army Corps Engineers and Oregon Department of State Lands to consider alternative designs and locations resulting in the determination of least environmentally impactful alternative. The proposed use was accepted by both the state and federal agencies and was subject to rigorous avoidance and minimization standards prior to gaining their approval. The proposed hardship variance is the minimum necessary to allow an economically feasible development of the property.

**Staff finding:** Staff does not concur. The application includes a delineation report from a wetland consultant and responses from DSL. However, the variance is not necessary for development to continue on most of the property. The applicant has not submitted any findings, such as a "pro forma" or construction estimates to support the assertion that the project is not economically feasible. In addition, a site plan indicates the impact to the wetlands can be avoided

if the footprint of the proposed duplexes can be moved closer to NW Cedar. This design change may require a setback variance depending on the final design. For reference, the front yard setback standard for the RM Zone is 15 feet. The applicant has not demonstrated the feasibility of an alternative design. Therefore, the standard is not met.

**3.10.400(B)(5):** *Granting of the variance will not be materially detrimental to the public welfare or be injurious to property or improvements in the neighborhood of the premises.*

Applicant's response: Granting of the variance would be materially detrimental to public welfare or injurious to property improvements in the neighborhood or improvements. There is no factual evidence that the granting of the variance would be detrimental to "public welfare" or be injurious to property or improvements in the neighborhood or premises. The proposed project has either avoided, minimized or will mitigate as required by the DSL and USACE review process and permit issuance. Issues concerning emergency vehicle turn around and storm water that were submitted in public response periods have been addressed in preliminary design drawings and Impact Studies conducted by engineering professionals. An emergency vehicle turnaround has been incorporated into the design. All other safety and health concerns related to adjacent properties owners are addressed by the building, electrical, plumbing and fire safety requirements codes.

A stormwater plan has been designed and approved by the Oregon Department of Environmental Quality 401 water quality certificate. The stormwater plan and the impact study submitted to the City of Warrenton illustrate that impacts to adjacent or downstream property has been avoided or does not exist. (see Impact Study). All environmental impacts will be fully mitigated as required by the DSL and USACE permits. The proposed project will supply 8 new units of affordable housing to meet the lack of housing in the Warrenton area. The public facilities and services of water, sewer, police, fire and street exist directly in front of the proposed project.

The proposed variance and project will not be injurious to property or improvements in the neighborhood or premises.

**Staff finding:** Staff generally agrees with the applicant's response. Assuming the application complies with all public works improvements and building permits, the proposed development would not be detrimental to public improvements or adjacent private property.

**16.156.080(B)(6):** *The variance will be in general harmony with the intent and purpose of this chapter, and will not adversely affect any officially adopted Comprehensive Plan policy.*

Applicant's response: The variance will be in harmony with the intent and purpose of the Chapter and will not adversely affect any officially adopted Comprehensive Plan policy. The subject property is zoned RM by the city of Warrenton and exists geographically in area surrounded on all side by residential zoning and development.

The granting of the variance will be in harmony with the intent and purpose of this chapter and will adversely affect any officially adopted plan policy.

**Staff finding:** Staff agrees.

## **CONCLUSION & RECOMMENDATION**

Staff believes the application does NOT satisfy all of the wetland hardship variance criteria. Although the State is ready to issue its wetland removal/fill permit, the local critiera has not been met. Until such time the applicant presents additional evidence and testimony to the contrary, staff recommends the Planning Commission deny the application

*Suggested motion: Based on the findings and conclusions contained in the April 5, 2018 staff report, I move to deny Wetland Hardship Variance Application V15-4 by Adam Crites.*

*Alternative motion: Based on the findings and conclusions contained in the April 5, 2018 staff report, and the staff recommendation, I move to continue the hearing until May 10 to allow the applicant to respond to the concerns raised in the staff report.*

### **Attachments**

- Application Packet
- Local Wetland Inventory Map – Subject Property
- Fire Department Comments: Tim Demers, Fire Chief, April 3, 2018

# Crites: 204-240 NW Cedar






# Warrenton Fire Department

P.O. Box 250 Warrenton, OR 97146-0250 503/861-2494 Fax 503/861-2351

## MEMORANDUM

**To:** Kevin Cronin, Interim Community Development Director  
**Date:** April 3, 2018  
**From:** Tim Demers, Fire Chief   
**Re:** Adam Crites 200 block NW Cedar Ave hardship variance

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### ACCESS:

The access off NW Cedar Avenue appears to narrow from a standard street size to a single lane. This access width must be a minimum of 20 feet wide, an all-weather surface capable of holding 60,000 lbs. It must bring all sections of the proposed homes within 150 feet of the apparatus. Home #12 does not appear to satisfy this requirement as the road appears to stop before the far property line. Both sides of the 20 foot street must be signed on both sides "No Parking Fire Lane".

In addition, the road is a dead end over 150 feet in length, and will require a 90 foot turn around at the end.

### WATER SUPPLY:

A one or two family dwelling of less than 3,600 sq. ft. requires a minimum flow of 1,000 gpm. It appears the water supply from the existing hydrant on the corner of NW 1<sup>st</sup> Street and NW Cedar Court may be capable of that flow. Verification of the flow will need to be made with the Fire Department and Public Works present. An engineering calculation will have to be made based on the new proposed hydrant and location verifying the 1,000 gpm minimum. If that flow cannot be achieved, a reduction of 50% may be offered with qualifying sprinkler systems in each residence.

The hydrant proposed shall be a Mueller 2500 Centurion with 2 each, 2.5 inch, and one each 4.5 inch discharge ports. A 4.5 inch to 5 inch Storz connection will be provided by the developer for the hydrant. Final fire hydrant location shall be approved prior to installation by the Fire Department.

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## CITY OF WARRENTON

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### NOTICE OF DECISION AND ORDER

Application V-15-4

May 14, 2018

Applicant: Adam Crites  
Application: Wetland Hardship Varinace  
Location: 204-220 NW Cedar Street  
Application Date: December 1, 2015  
Application Complete: March 13, 2018  
120 Day Deadline: July 16, 2018  
Criteria: Warrenton Municipal Code 16.156.080.B and 16.208.060

Hearing and Record: The Planning Commission held a public record April 12, 2018 and was continued to May 10. Based on the application, the evidence in the record, the analysis and findings in the staff report dated April 5, 2018 and May 3, 2018, which is hereby adopted, and in due consideration of the criteria in the Warrenton Municipal Code as set forth in the staff report and subject to the conditions of approval set forth below:

The wetland hardship variance application is **APPROVED**.

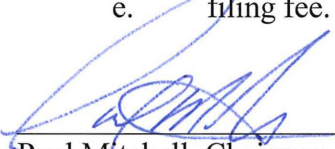
Appeals Any appeal of this decision shall be pursuant to Warrenton Municipal Code 16.208.050 H. **The deadline for an appeal of this decision is 5:00 p.m., May 29, 2018.**

Notice of appeal. Any person with standing to appeal may appeal a Planning Commission Decision by filing a Notice of Appeal according to the following procedure:

1. Time for filing. A notice of appeal shall be filed with the Community Development Director within 14 days of the date the Notice of Decision was

mailed. **A notice of appeal must be received in the Warrenton Planning Department by 5:00 p.m. April 5, 2018;**

2. Content of notice of appeal. The notice of appeal shall contain:
  - a. an identification of the decision being appealed, including the date of the decision;
  - b. a statement demonstrating the person filing the notice of appeal has standing to appeal;
  - c. a statement explaining the specific issues raised on appeal;
  - d. if the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period; and
  - e. filing fee.

  
\_\_\_\_\_  
Paul Mitchell, Chairman, Planning Commission

5-15-18.  
Date

Cc: Applicant  
Planning File

Enclosures

To the City of Warrenton City Commissioners, Planning Commissioners, Community Development Director, Kevin Cronin and the City Manager, Linda Engbretson

May 17, 2018

Terry and Nancy Ager  
237 N.W. Cedar Ave.  
Warrenton, OR  
Cell: 503-791-8023  
Home: 503-861-2342  
e-mail: tager10853@gmail.com

This application is an appeal of the Warrenton Planning Commission decision to approve Adam Crites wetland hardship variance (V15-4) for 204-240 N.W. Cedar Ave. on May 10, 2018.

We feel the Planning Commission should have denied the application until Mr. Crites received his required approval or waiver from the agencies identified in the permit correspondence from the Department of the Army Corps of Engineers Operations Division in Portland, OR.

We, the applicants feel that the decision rendered is not in the best interest of the City of Warrenton or the immediate residents of N.W. Cedar Ave as it impacts tidal activated drainage.

RECEIVED  
MAY 18 2018  
BY: *J. Wells*  
CITY OF WARRENTON

# AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, Deputy City Recorder

DATE: June 26, 2018

SUBJ: Downtown & Thoroughfare Aesthetic Task Force Recommendations

## SUMMARY

The Downtown & Thoroughfare Aesthetic Task Force was tasked with providing a complete and full recommendation to the City Commission, for ensuring a welcoming city, increased safety, and the highest and best use of land on thoroughfares and downtown. After several meetings and discussions on the 2001 Visioning Plan, the Task Force has determined the enclosed recommendations and updates to the Visioning Plan to be most important. These recommendations are intended to give guidance and clear direction to the Planning Commission.

## RECOMMENDATION/SUGGESTED MOTION

*The Task Force recommends the City Commission schedule a Work Session within 90 days, with the Task Force, the Planning Commission and the Hammond Marina Task Force.*

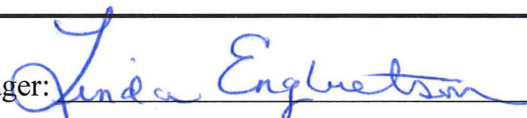
## ALTERNATIVE

Other action as deemed appropriate by the City Commission

## FISCAL IMPACT

N/A

Approved by City Manager:



Linda Engblom

## Downtown & Thoroughfare Aesthetic Task Force

After review and discussion of the 2001 Visioning Plan - Action Plan items, the Task Force has the following recommendations. (These recommendations are intended to give clear direction to the Planning Commission.)

- Update and Adopt the Visioning Plan
- Review and update the Nuisance Code to set standards, and to include derelict and vacant buildings.
- Review and update design standards for Marlin/Dolphin/Hwy 101 corridors, and add E. Harbor corridor and all “gateway corridors” (Main, 104 Spur, Pacific, etc.). Add specifics to development code to address no “blank walls,” consistency, more architectural design standards, with possible theme-based appearance.  
\*Coordinate with Hammond Marina task force concerning Pacific (104) & Lake.
- Address/add Tiny Home standards, including placement and possible communities.
- Move forward with scheduling a Work Session within 90 days

\*Code Enforcement is necessary to uphold design standard compliance, or none of this will work.

## **Report on Aesthetic Task Force**

**Task in a nutshell—-Investigate ways to ensure an attractive, inviting, welcoming entry, and help create an environment people would want to live within (all open to interpretation) along (1) Main Avenue from the High School to the intersection with Harbor Street, (2) from Harbor Street intersection along Hwy 104 to Ridge Road intersection at west side of Hammond, and lastly (3) from Hwy 101 along Harbor Street to the intersection with Main Avenue in “down town” Warrenton. Also, if an ordinance needed to be created to ensure achievement of above listed “beneficial” results in relation to building activities along said routes.**

### **Determinations— — of areas under review**

(1) The area along Main Avenue from Warrenton High School to the stop sign at the intersection with Harbor Street. It has only one area of concern which is the area along Main Avenue from 9th street to 10th street (approximate). This area is zoned C-1 along both sides of the street.

(2) The area along Hwy 104 has an area from the Harbor Street intersection of roughly 150 feet, to approximately 1st street, of concern. This area is zoned C-1 along both sides of the street, and State Highway Department controls access to properties in these areas.

(3) The area along Harbor Street, which is a main gateway to the Warrenton community, is a mix of houses existing, but mostly developable properties which have a zoning of C-1. The State Highway Department also has lot access control in this area for new construction.

## **Report on Aesthetic Task Force**

### **Facts in relating to zoning C-1 —**

C-1 zoning has provisions to guide development in our Chapter 16.220 on conditional use permits. (Please refer to chapter 16.220). This chapter, to assist the planning commission in decisions, has many points open to “interpretation”, such as—

“May impose in addition to those standards — — conditions which it considers necessary to protect the best interest of the surrounding property or the City as a whole. These additional conditions may include, but are not limited to:

- 1 Controlling the location and number of vehicle access points.
- 2 Increasing required street width.
- 3 Limiting the number, size, location and lighting of signs.
- 4 Require diking, fencing, screening, landscaping, berms, or other items to protect adjacent areas.
- 5 Designating sites for open space.
- 6 Specifying the types of materials to be used.”

Other areas open to interpretation are lot size, yard dimensions, height and size of buildings, time of year the activity may occur, plus other wording in the chapter.

### **Concern with Harbor Street-**

We, as a group, did not want a tunnel effect of building surfaces along this street as you enter Warrenton, but discussed the best “value” use of this property. I presented, as a worst case scenario for thought, the building of motorhome storage up against Harbor, which could present an approximately 20 foot tall flat wall. (This consists of at least 3 feet of fill required, 2 foot stem walls for the floors to be above flood requirements, and then 15 feet of building height).

## **Report on Aesthetic Task Force**

**We discussed-** “mini-storage”, “flat wall buildings”, “1 lot required setbacks”, “100 foot setbacks”, “building adornments as in dormers and windows to increase visual appeal”, “fronts of buildings having to face Harbor Street”, “access points of properties”, “fencing and landscaping requirements”, “storage above retail spaces and affecting factors”, “sidewalks and right-of-ways”, and any other points in relation to our objective.

We talked about the lack of enforcement personnel to ensure standards are maintained. It appears that at this point, a person could erect a building with T-111 siding, leave it for a time, and then reside it with steel panels and there would be no one prevent that being the building that remained.

We spoke many times of the un-adopted 2001 Community Visioning Project findings and the Downtown Development Master plan of 2008, revised in 2010.

When Kevin came on board, he suggested that the current rules regarding Marlin, Dolphin, Hwy 101 might do what needed to be done in regards to Harbor as an “entry to the city” street. This may be the code to adopt for Harbor Street, and it assists the Planning Commission in decisions. The variance appeal process would still be available.

A rebuild of the Visioning Report combined with the Downtown Development Master Plan, with the adoption, is an important beneficial step, and would also be a guide to the Planning Commission.

I also want it understood that this is my interpretation of our activities, conclusions, and discussions.

Rick Newton, chair

## Task Force – Visioning Plan notes (Original Visioning Plan – 2001)

### Downtown

Design & construct streetscape improvements – wider sidewalks, street trees, streetlights	In progress	Urban Renewal (URA) landscape project
Place overhead utilities underground	Not feasible at this time	
Enhance trail improvements – more signage better connections	In progress	
Add more parks & open space	In progress	
Develop parking plan	Long Term	
Relocate library & <del>add historical museum</del>	Done/ Library moved	
Prepare waterfront development plan	Long term	
Create gateway @ Harbor/Main intersection	In progress	URA
Secure grants to create small business loan fund/rehab	Done	URA façade grants
Construct pedestrian bridge across Skipanon River	Long term	
Commission public art/fountain	In progress	VFW memorial/park @ post office

### Hwy 101 Corridor

Prepare corridor plan to define retail areas/light industrial...	Done	
Identify vehicle & pedestrian connections....	In progress – TSP	
Plant new landscaping along Hwy 101 shoulders w/ maintenance	ODOT	
Identify local access road system as part of transportation plan	In progress – TSP	

Prepare airport area plan to encourage light industrial development	In progress – Port project	
Adopt new sign ordinance		Look into
Install new welcome sign & gateway @ Hwy 101/Harbor intersection	Done	Add more welcome signage
Install new welcome sign at Hwy 101/Ft. Stevens intersection	Done	

### Harbor Street Corridor

Undertake a corridor plan to identify the corridor area & determine feasibility for commercial & mixed-use development	In progress – RDI	
Adopt design guidelines & development standards for new buildings (no flat/blank walls) (w/in 100ft. of road frontage – think about wording)	Short term	Task force is working on (Kevin could craft language) *See notes/recommendations on last page
Construct a boardwalk w/ pedestrian bridge to Third street park in downtown	Delete	
Revitalize & expand Skipanon Marina/adding public market	Delete - N/A	
Design & construct streetscape improvements along Skipanon river	Long term	
Create a park w/ a trail connection along the Skipanon river	Done	

### Hammond

Revitalize the old city hall for public use as library, community center or museum	Long term	
Encourage rehabilitation of old gas station	Short Term (Rosa Lee's?)	Kevin looked @ property; no visible nuisance; * See

		notes/recommendations on last page
Maintain Pacific Street as a boulevard w/ a frontage lane, sidewalks & landscaping improvements	Long term	Downtown sidewalks – high on wish list
Encourage mixed use development along Pacific	Short & Long term	
Create a master plan for the expansion of the marina	In progress	Coordinate with Pacific & Lake development standards
Suggest appropriate small-scale, low-impact tourist facilities	Short term	
Implement the trail plan to provide connections to other parts of the community	In progress	

### **Neighborhoods**

Update zoning and building codes	Continually updated	
Adopt minimum standards for new development – front porches, front windows	Continually updated	
Construct sidewalks along streets for pedestrian safety	In progress w/ new development	Downtown Hammond – on wish list
Secure grants to create loan program for housing rehab & clean-up	Long term	Continue discussion
Encourage participation in neighborhood associations to address local issues	Short & Long term	Need guidelines – as recommendations

### **Community Services**

Secure grants to increase infrastructure capacity to support new development	Long term	
Establish a joint partnership w/ schools to create community facilities	Short & Long term	

Expand the community/senior center	Long term	
Develop a community recreation YMCA-type facility	Long term	
Review development charges to increase cost recovery for infrastructure improvements	Short term	In progress
* Open area/picnic area/parks	New - Add in	

### **Natural Areas**

Adopt a Goal 5 Wetlands Plan to create a fair & predictable regulatory environment	Delete/Completed	
Encourage developers to work with/around wetlands & natural resources	Ongoing	
Complete a citywide trail system w/ interpretive signs & viewing areas	Short & Long term (ongoing)	
Establish a natural history museum w/ interpretive exhibits for wetlands & the Columbia River estuary	Long term	

### **Transportation**

Complete the citywide Transportation System Plan	In progress – TSP	
Implement a Lewis & Clark bi-centennial traffic mitigation plan	Delete/Completed	
Install improved signage to provide clear direction to downtown, Hammond & other parts of the community	Short term/Priority	
Reestablish passenger service to the airport	Delete – until Port plan is complete	
*Support the Port for all services in development of their plan	Add – ongoing	Port is working on this

## Employment

Update the community's Economic Development Strategy	Long term	
Secure funding for infrastructure improvements to serve industrial parks	Long term	
Create a fiber optic business plan to take advantage of the new loop & connections	Long term	
Secure grants to create small business loan program to support expansion of local businesses	Delete	CEDR

- Add regulated design standards to development code for E. Harbor, and all "Gateway" corridors  
(See standards for Marlin/Dolphin/Hwy 101)
- Need to review and update to nuisance code, to set standards and provide enforcement; and to include derelict and vacant buildings.
- Need to address Tiny Home standards
- Need Code Enforcement staff

# TASK FORCE CREATION & TASKING STATEMENT

Statement No. 1

December 8, 2017

## **Name**

Downtown & Thoroughfare Aesthetic Task Force

## **Problem Statement**

The main entrances to downtown Warrenton are, in many instances, not inviting for both residents and visitors alike. Conditional uses have historically provided little to deter uninviting developments. E Harbor Street, S Main Avenue and Pacific Drive have seen increased use as pedestrian walkways and bike paths, despite inadequate infrastructure to support such use. These are both safety and aesthetic issues that continue to grow as the city grows.

## **Task**

To develop a policy proposal for ensuring new buildings and development on E Harbor Street and the collection of local streets known as HWY 104 add to the visual appeal of the City and safety for residents and visitors alike.

## *Rules and Suggestions*

The task force is to specifically work on policies for new development. The group is not expected to create an ordinance on its own, nor copy another city's code. The primary method should be to develop a vision for what it would like to see on the frontage properties of the corridor either as a whole, or by segment.

The task force may assume that its ideas will be proposed for adoption in the form of a planning zone overlay, unless it identifies a better way. This reduces the change factor associated with amending the conditional/outright uses allowed in residential, commercial and industrial zones in the whole city, which has much broader and unintended policy implications. An overlay only applies to where it is mapped.

There is no need to develop a grandfather clause for existing and currently used/occupied structures as the city code already provides such protection under WMC16.276.010.

Due to the time constraints of the task, this group is necessarily small and comprised of members who were involved in creating the city's vision plan, or are involved in its enactment through urban renewal or the planning commission. The group should look to the Downtown Master Plan and Vision Plan as the starting point for ideas. Where appropriate, the Urban Renewal Plan and Waterfront Revitalization Plan of 1994 may be instructive. These documents took enormous amounts of time over many public meetings to develop. The citizenry was heavily included in their development and is already invested in them. As such, there is no need to worry about a mandate from the citizens. It already exists in multiple forms.

NW Warrenton Drive may need a separate set of requirements, as it primarily goes through residential and industrial zones. The likelihood and priority of it receiving sidewalks is low, albeit bike lane development may be beneficial to discuss and/or landscaping and appropriate setbacks.

Trail connectivity should be considered to bridge gaps between areas without sidewalks/bike lanes and areas with them. Between 13<sup>th</sup> and Carruthers Park on NW Warrenton Drive is a prime example as it could be made a safer and wider corridor, while reducing conflicts with the nearby industrial use.

In all, the most important part of this task force is to provide a vision of what that area could/should look like. In codifying this vision, the city will be committing to its long-term attainment. Results will not be immediate, but it will make a lasting difference.

## Membership & Appointment

### **Authority to Appoint**

Chapter V §19 of the Warrenton City Charter

### **Appointments:**

Under the authority vested under the Warrenton City Charter, the Mayor hereby appoints the following persons to the Downtown & Thoroughfare Aesthetic Task Force:

- Rick Newton, Warrenton City Commission
- Paul Mitchell, Warrenton Planning Commission
- Llyla Gaebel, At-large member
- Dan Jackson, Warrenton Urban Renewal Advisory Committee/mini storage & properties manager

Commissioner Newton will serve as chair of this task force. Should he decline chairmanship, one can be selected by a simple majority vote of the non-elected members.

### **Expected Outcome**

The outcome should be a set of recommendations to the City Commission for ensuring a welcoming city, increased safety, and the highest and best use of land on thoroughfares and the downtown.

### **Deadline**

This task force is to provide a complete and full recommendation to the City Commission on or before March 22, 2018, in time for its inclusion in the City Commission Meeting Packet.

### **Sunset**

Dissolution of this task force will occur March 27, 2018 and all appointments shall expire upon that date.

Henry A. Balensifer III  
Mayor

## Appendix

### Guiding Documents

- Warrenton Downtown Master Plan
- Warrenton Vision Plan
- Warrenton Urban Renewal Agency Plan
- Warrenton Waterfront Revitalization Plan of 1994 (as applicable)

### Brief History

The Warrenton City Commission and Planning Commission held a joint meeting where both boards determined to move forward on improving the safety, walkability and livability of the city. There was particular interest in downtown improvements. Policies to enact these improvements included development of sidewalks, business development that added to a walkable downtown, neighborhood parks requirements and street width standards.

From this discussion a proposal was made to limit new development of mini storages on the main corridor through downtown Warrenton and Hammond, which starts with E Harbor Street and continues through Fort Stevens HWY 104, which comprises of: S Main Avenue, N Main Avenue, NW Warrenton Drive, and Pacific Drive. The rationale behind this proposal was that mini storages create a wall-like feeling that is neither attractive nor desirable. Having blank wall treatments with or without murals did not provide a “sense of place” nor an inviting atmosphere to the entryways to the residents nor visitors of Warrenton and Hammond. Additionally, it was stated by multiple members that walls did not add to the idea of a “walkable downtown” which includes having retail establishments where residents and visitors alike may walk through shops, stores and restaurants. At the request of staff, the Commission was given the choice to make the streets that comprise HWY 104 the sole area where new storage facilities could be banned, or to treat them like marijuana facilities and prohibit new development any place west of HWY 101. The Commission decided to forward the more restrictive HWY 101 staff proposal to the planning commission.

The planning commission met to discuss the proposal and some owners of local storage facilities came to oppose the proposal. The Planning Commission decided it was too broad and restrictive and notified the City Commission they did not support the proposal as presented to them. At the request of the Mayor, the City Commission authorized the policy to be further worked on and blessed the creation of a task force to start from scratch and develop a proposal that was more workable.

# TASK FORCE CREATION & TASKING STATEMENT

Statement No. 1a

Supplemental Amendment "a"

Original: December 8, 2017. Amended May 23, 2018

## **Name**

Downtown & Thoroughfare Aesthetic Task Force

## **Problem Statement**

The main entrances to downtown Warrenton are, in many instances, not inviting for both residents and visitors alike. Conditional uses have historically provided little to deter uninviting developments. E Harbor Street, S Main Avenue and Pacific Drive have seen increased use as pedestrian walkways and bike paths, despite inadequate infrastructure to support such use. These are both safety and aesthetic issues that continue to grow as the city grows.

## **Task**

Refer to Tasking Statement No. 1

## **Membership & Appointment**

### **Authority to Appoint**

Chapter V §19 of the Warrenton City Charter

### **Appointments:**

The committee had dissolved on March 27, 2018 per the sunset clause in Warrenton City Tasking Statement No. 1, dated December 8, 2017. This supplemental amendment to the statement retains the previous appointees.

### **Expected Outcome**

The outcome should be a set of recommendations to the City Commission for ensuring a welcoming city, increased safety, and the highest and best use of land on thoroughfares and the downtown.

### **Deadline**

This task force is to provide a complete and full recommendation to the City Commission on or before the June 26, 2018 meeting.

### **Sunset**

Dissolution of this task force will occur June 26, 2018 and all appointments shall expire upon that date.

Signed,



Henry A. Balensifer III

Mayor

7-C

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# CITY OF WARRENTON

## Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission

Date: June 26, 2018

### **Regarding: Adoption of the 2019-2024 Capital Improvement Program**

#### **SUMMARY:**

Staff prepares, reviews, updates, and then presents the City of Warrenton Capital Improvement Program annually to the City Commission. The document presented is for the six years ending June 30, 2024. The commission reviewed the document, in a work session, on April 17, 2018. No other changes were made to capital expenditures by the budget committee.

The document can be viewed and/or printed from our website at [ci.warrenton.or.us/finance/page/capital-improvement-program](http://ci.warrenton.or.us/finance/page/capital-improvement-program)

#### **RECOMMENDATION:**

Move to adopt the *2019-2024 Capital Improvement Program* as presented.

#### **ALTERNATIVE:**

Other action as deemed appropriate.

#### **FISCAL IMPACT:**

This is a financial planning tool. Adoption of this document will facilitate the completion of important infrastructure improvements and equipment purchases to ensure efficient delivery of quality services.

<p>Approved by City Manager: <u><i>Jenifer Engbretson</i></u></p> <p>All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.</p>
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7-D

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**CITY OF WARRENTON**

## **AGENDA MEMORANDUM**

**TO:** The Warrenton City Commission  
**FROM:** Kevin A. Cronin, AICP, Community Development Director  
**DATE:** For the Agenda of June 26, 2018  
**SUBJ:** Nuisance Updates—228 S Main Ave & 925 E Harbor Drive

### **SUMMARY**

The City Commission has made nuisance determinations at multiple properties since April 2018. Progress has been made on all properties. However, not all cases have been closed due to lingering issues with each property. Staff is requesting direction on next steps for properties that have not completed the clean up to a satisfactory status. Below is a brief summary of each property:

- 228 S Main Avenue: Cleaned up but has four inoperable and unlicensed vehicles.
- 925 E Harbor: House and garage demolished, but tall grass and weeds remain

According to WMC 8.16.190, the City can initiate abatement of the nuisance, track expenses, and invoice the property owner. 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.

### **RECOMMENDATION/SUGGESTED MOTION**

Warrenton City Commission  
Nuisance Updates  
June 26, 2018  
Page 2

*I move to initiate nuisance abatement at 228 S Main Ave \*\*and/or\*\* 925 E Harbor Drive, and direct staff to commence actions to abate the nuisances as prescribed in WMC 8.16.190.*

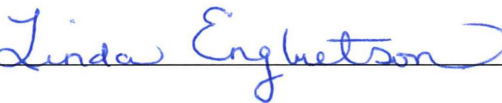
**ALTERNATIVE**

None recommended

**FISCAL IMPACT**

A potential fiscal impact exists, but cannot be quantified at this time.

Approved by City Manager:

A handwritten signature in blue ink, reading "Linda Engeltson", is written over a horizontal line.

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

7-E

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**CITY OF WARRENTON**

## AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A. Cronin, AICP, Community Development Director  
**DATE:** For the Agenda of June 26, 2018  
**SUBJ:** Determination of nuisance—719 S Main Ave

### 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 house at 719 S Main Ave has multiple code violations. As a result of a courtesy “yellow tag” doorhanger the tenant has been cleaning up the property. However, the attached photographs, taken June 18, show two, inoperable and unlicensed vehicles, trash, scrap metal, and construction materials. All of this material is in the front yard which is unfenced and unprotected from the public generally and neighborhood children specifically. We conclude 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. We sent a letter of notification by certified mail on June 12 to the owner as identified in Clatsop County Assessor’s records that this would be an agenda item at the June 26 City Commission meeting. The Police Department posted the onsite notice on June 12.

### **RECOMMENDATION/SUGGESTED MOTION**

*I move to declare that enumerated and unenumerated nuisances exist at 719 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.*

Warrenton City Commission  
Nuisance Determination—719 S Main Ave  
June 26, 2018  
Page 3

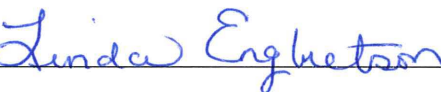
## **ALTERNATIVE**

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.

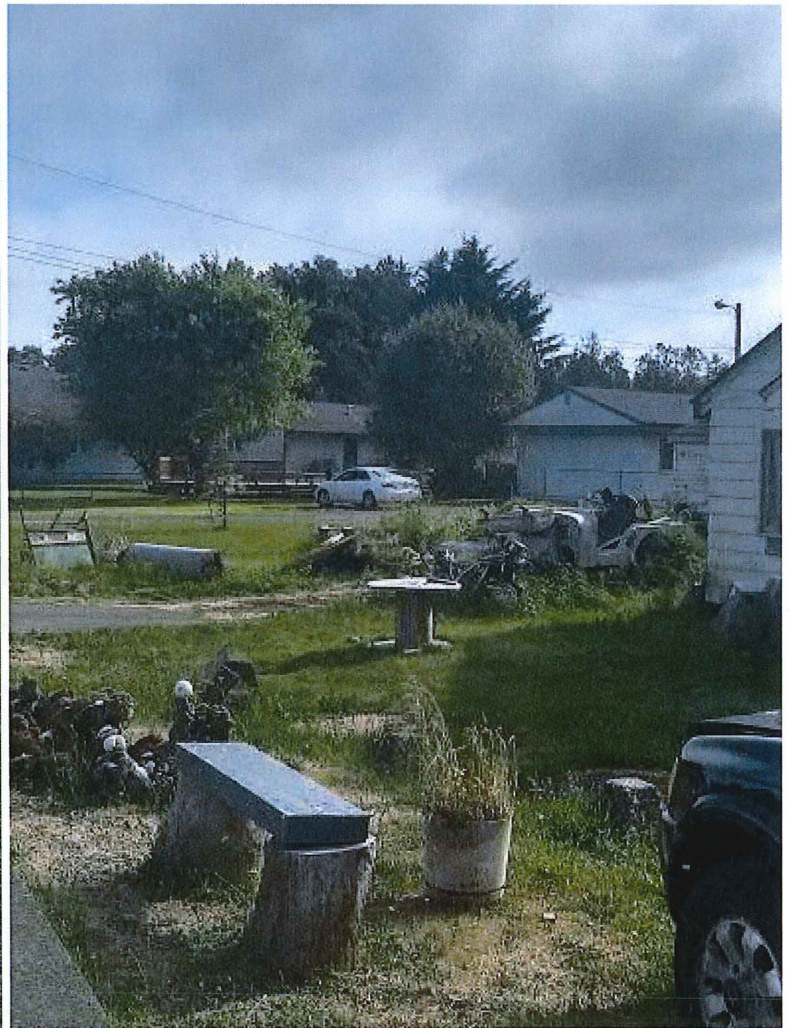
## Kevin Cronin

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**From:** Kevin Cronin (via Google Photos) <noreply-bf74c8bcdee1f696181914a14fb8c752@google.com>  
**Sent:** Tuesday, June 19, 2018 8:15 AM  
**To:** Kevin Cronin  
**Subject:** Kevin Cronin shared 2 photos with you



Kevin Cronin: 719 S Main Ave



7-F

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## CITY OF WARRENTON

# AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A. Cronin, AICP, Community Development Director  
**DATE:** For the Agenda of June 26, 2018  
**SUBJ:** Determination of nuisance—1062 NW Warrenton Drive  
**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 duplex at 1062 NW Warrenton Drive has multiple code violations. As a result of a courtesy “yellow tag” doorhanger the tenant has been cleaning up the property. However, the attached photographs, taken June 18, show the vehicles are still parked adjacent to the right of way. 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. We sent a letter of notification by certified mail on June 12 to the owner as identified in Clatsop County Assessor’s records that this would be an agenda item at the June 26 City Commission meeting. The Police Department posted the onsite notice on June 12.

#### **RECOMMENDATION/SUGGESTED MOTION**

*I move to declare that enumerated and unenumerated nuisances exist at 1062 NW Warrenton Drive, 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: Linda Engelson

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

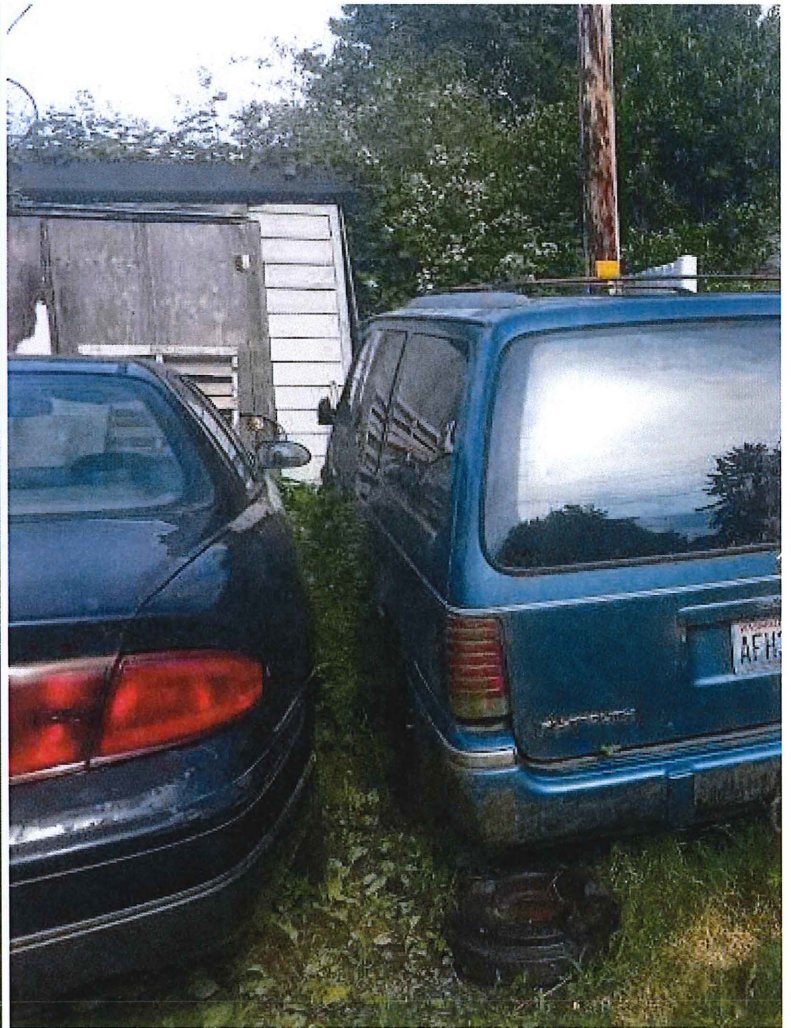
## Kevin Cronin

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**From:** Kevin Cronin (via Google Photos) <noreply-bf74c8bcdee1f696181914a14fb8c752@google.com>  
**Sent:** Tuesday, June 19, 2018 8:15 AM  
**To:** Kevin Cronin  
**Subject:** Kevin Cronin shared 2 photos with you



Kevin Cronin: 1062 NW Warrenton Dr



7-G

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**CITY OF WARRENTON**

# **AGENDA MEMORANDUM**

**TO:** The Honorable Mayor and Warrenton City Commission

**FROM:** Collin Stelzig, Public Works Director

**DATE:** June 26, 2018

**SUBJ:** Parks Advisory Board LCYSA Street Lighting Recommendation

## **SUMMARY**

The City of Warrenton Parks Advisory Board recommends the City support the application of LCYSA to Pacific Power for the installation of six 250 hps cobra streetlights on already existing poles along Ridge Road at the Lower Columbia Youth Soccer Association soccer complex. Additional lighting enhances safety for players and fans. There is only one light on the complex and it is adjacent to the concession stand.

LCYSA would be responsible for all costs associated with the installation. The City of Warrenton Public Works Department Parks Fund would be assessed a monthly billing for each light. This billing is about \$28.00 per light; approximately \$2,016.00 per year.

## **RECOMMENDATION/SUGGESTED MOTION**

*"I move to approve the Lower Columbia Youth Soccer Association's petition for City support of their efforts to improve safety conditions at the Ridge Road Soccer Complex."*

## **ALTERNATIVE**

Other options as recommended by the City Commission.

## **FISCAL IMPACT**

The Parks Budget will pay the monthly fees through the materials and services line item 001-429-371000.

Approved by City Manager *Shanda Engleston*

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7-H

## CITY OF WARRENTON

### Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission  
From: April Clark  
Finance Director  
Date: June 26, 2018

**Regarding: Consideration of Resolution No. 2520 Adopting and Setting Rental Rates and Fees for the Warrenton Community Center effective July 1, 2018**

**SUMMARY:**

The current rate structure and a history of rental rates is attached.

In preparation of the 2018-2019 budget, the Warrenton Community Center Advisory Board recommended a \$2.00 increase to daily rental rates and a corresponding percent increase to the all day rates, effective July 1, 2018.

After some discussion, the budget committee agreed with the recommended of the advisory board that Meeting Room with Kitchen and the Meeting Room Only hourly rates be raised to \$47 and \$37 per hour, respectively. All Day Rates would be raised at the same percentages. The Warrenton Community Center Advisory Board concurs with this recommendation.

Resolution No. 2520, which reflects the recommended 4.4% increase to the current rental rates for the Meeting Room with Kitchen and 5.7% increase for the Meeting Room Only, was presented on June 12, 2018 for first consideration.

Rate resolutions are typically done over two meetings in order to give the public an opportunity to comment.

**RECOMMENDATION:**

Move to Adopt Resolution No. 2520 Adopting and Setting Rental Rates and Fees for the Warrenton Community Center effective July 1, 2018.

**ALTERNATIVE:**

Maintain the current fee structure effective July 1, 2018.

**FISCAL IMPACT:**

This rate increase will help support current and future operations and keep pace with inflation.

Approved by City Manager: \_\_\_\_\_

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

**RESOLUTION NO. 2520**

Introduced by All Commissioners

**ADOPTING AND SETTING RENTAL RATES AND FEES FOR THE  
WARRENTON COMMUNITY CENTER**

The City of Warrenton hereby resolves as follows:

WHEREAS, the Warrenton Community Center is a mostly self-supporting special revenue fund of the City of Warrenton, and

WHEREAS, revenues are generated by user fees to sustain operating and some capital costs of the Community Center,

Be it resolved that the Warrenton City Commission hereby adopts the following fees and rates for all users of the Warrenton Community Center. The charges which shall be paid by all users of the Community Center are set forth in Exhibit 1.

This resolution shall become effective July 1, 2018.

**PASSED** by the Warrenton City Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2018

**APPROVED** by the Mayor of the City of Warrenton this \_\_\_\_\_ day of \_\_\_\_\_, 2018

First Reading:        June 12, 2018  
Second Reading:     June 26, 2018

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Deputy City Recorder

**RATE STRUCTURE**  
Effective July 1, 2018

	<u>PER HOUR</u>	<u>ALL DAY RATE</u>
<b>FACILITY RENTAL:</b>		
MEETING ROOM WITH KITCHEN	47.00	422.00
MEETING ROOM ONLY*	37.00	297.00
* (Includes minimal use of kitchen for beverage service)		
(Please see General Rules and Guidelines for further clarification of the above rates)		
<b>SUPPLY RENTAL:</b>		
SILVER PUNCH BOWL	15.00	
SILVER PLATTER	10.00	
CHAFING DISH SMALL (DOES NOT INCLUDE STERNO)	10.00	
CHAFING DISH LARGE (DOES NOT INCLUDE STERNO)	15.00	
DANCE FLOOR (12' x 12')	60.00	PER DAY
LAMPS	2.50	EACH
<b>DEPOSITS:</b>		
KEY	10.00	EACH
CLEANING and CANCELLATION	75.00	
ADDITION TO CLEANING DEPOSIT FOR BAR SET UP	125.00	
<b>DISCOUNTS:</b>		
LONG TERM USE OF FACILITY: MONDAY - FRIDAY ONLY:	25%	
A RENTER THAT BOOKS THE FACILITY ON A WEEKLY BASIS FOR A MINIMUM DURATION OF 3 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE		
A RENTER THAT BOOKS THE FACILITY ON A MONTHLY BASIS FOR A MINIMUM DURATION OF 6 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE		
<b>CLEANING FEE:</b>		
PER HOUR RATE FOR CLEANING	25.00	
<b>CANCELLATION FEES:</b>		
Upon cancellation, deposits will be refunded based on the following notification dates at the percentage rate stated:		
30 days or more notification prior to rental date	100%	
29 - 15 days notification prior to rental date	50%	
14 - 0 days notification prior to rental date	0%	

Warrenton Community Center  
Hourly Rates

Proposed\*

Effective Date	prior to 1/22/2003	1/22/2003	7/1/2005	7/1/2006	7/1/2007	7/1/2008	7/1/2012	7/1/2013	7/1/2014	7/1/2017	7/17/2018
Meeting Room	15.00										
Meeting Room w/kitchen <sup>1</sup>		28.00	28.00	29.00	30.00	31.00	32.00	35.00	40.00	45.00	47.00
Meeting Room w/o kitchen <sup>2</sup>		17.50	18.00	19.00	20.00	21.00	22.00	25.00	30.00	35.00	37.00
Resolution No.	none	2039	2119	2148	2186	2227	2363	2396	2409	2489	2520
Percentage increase <sup>1</sup>		87%	0%	4%	3%	3%	3%	9.4%	14.3%	12.5%	4.4%
Percentage increase <sup>2</sup>								13.6%	20.0%	16.7%	5.7%
As proposed by the Budget Committee											
w/kitchen									359	404	422
w/o kitchen									241	281	297

**RATE STRUCTURE**  
Effective July 1, 2017

	<u>PER HOUR</u>	<u>ALL DAY RATE</u>
<b>FACILITY RENTAL:</b>		
MEETING ROOM WITH KITCHEN	45.00	404.00
MEETING ROOM ONLY*	35.00	281.00
* (Includes minimal use of kitchen for beverage service)		
(Please see General Rules and Guidelines for further clarification of the above rates)		
<b>SUPPLY RENTAL:</b>		
SILVER PUNCH BOWL	15.00	
SILVER PLATTER	10.00	
CHAFING DISH SMALL (DOES NOT INCLUDE STERNO)	10.00	
CHAFING DISH LARGE (DOES NOT INCLUDE STERNO)	15.00	
DANCE FLOOR (12' x 12')	60.00	PER DAY
LAMPS	2.50	EACH
<b>DEPOSITS:</b>		
KEY	10.00	EACH
CLEANING and CANCELLATION	75.00	
ADDITION TO CLEANING DEPOSIT FOR BAR SET UP	125.00	
<b>DISCOUNTS:</b>		
LONG TERM USE OF FACILITY: MONDAY - FRIDAY ONLY:	25%	
A RENTER THAT BOOKS THE FACILITY ON A WEEKLY BASIS FOR A MINIMUM DURATION OF 3 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE		
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<b>CLEANING FEE:</b>		
PER HOUR RATE FOR CLEANING	25.00	
<b>CANCELLATION FEES:</b>		
Upon cancellation, deposits will be refunded based on the following notification dates at the percentage rate stated:		
30 days or more notification prior to rental date	100%	
29 - 15 days notification prior to rental date	50%	
14 - 0 days notification prior to rental date	0%	

7-I

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**CITY OF WARRENTON**

# AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Jane Sweet Harbormaster

DATE: Commission Meeting June 26, 2018

SUBJ: Consideration of Resolution 2523

**SUMMARY:** Second Reading Adopting and Setting Moorage Rental Rates and fees in the Warrenton and Hammond Municipal Basins, Repealing Resolution 2428 Dated January 27, 2015.

Attached are the proposed changes to the City of Warrenton Marina fees and approval letter from the Oregon State Marine Board, dated May 31, 2018, approving the increased fees.


The proposed rate increases are necessary to aid in future capital improvements, such as, the Warrenton Pier Improvements/Repairs and the Hammond Maintenance Dredging and Bank Stabilization.

RECOMMENDATION/SUGGESTED MOTION: "I move to adopt resolution 2523, Adopting and Setting Moorage Rental Rates and Fees in the Warrenton and Hammond Municipal Basins, and repeal any other Resolutions in conflict."

ALTERNATIVE

None Recommended

FISCAL IMPACT: Approximately Warrenton - \$95,000 and Hammond \$93,700 of additional Revenue, Fiscal year 2018 - 2019.

Approved by City Manager:  \_\_\_\_\_  
All supporting documentation, i.e., maps, exhibits, etc., should be attached to the memorandum.

**RESOLUTION 2523**

Introduced by All Commissioners

**The City of Warrenton resolves as follows:**

**SECTION 1. SETTING RATES:**

The Warrenton City Commission hereby adopts the following fees and rates for all users of the Warrenton and Hammond Municipal Boat Basins. The charges, which shall be paid by all users of the municipal basins, will be assessed according to the measurement of the overall length of the vessel. The Length Over All (LOA) includes across deck, bow to stern, including outrives, outboards, bowsprits, fish boxes and swim platforms; anchors are not included. All vessels will be charged at the rate provided by City resolutions. Annual Moorage shall run from July 1<sup>st</sup> to June 30<sup>th</sup> of each year.

- A. YEARLY RATES shall be \$32. Per foot based on OAL or slip size whichever is greater with the exception of Commercial - The term commercial vessel is defined by the United States Coast Guard as any vessel (i.e. boat or ship) engaged in commercial trade or that carries passengers for hire. This would exclude pleasure craft that do not carry passengers for hire. - shall be \$33. Per foot due to the additional wear and tear of the marina facilities. All annual moorage holders shall be required to have proof of ownership, current registration or documentation and provide proof of liability insurance in the amount of \$300,000 with the City of Warrenton listed as additionally insured.
- B. THESE ABOVE RATES will be raises \$1. Per year thereafter for a period of 5 years beginning in 2016 and ending in 2020.
- C. ANNUAL FACILIY FEE – Includes Water, Garbage and Oil Dump charges.  
 \$200.Commercial \$100. Recreational Monthly Rate Commercial \$175 Recreational \$75.  
 Daily Commercial \$10. Recreational \$5.
- D. TRANSIENT MOORAGE rates shall be charged as follows:

Recreational and Commercial Daily Moorage Rate

0 – 29'	\$15.00
30 – 39'	\$20.00
40 – 49'	\$25.00
50 – 59'	\$30.00
60 – 69'	\$35.00
70 – 79'	\$40.00
80 – 89'	\$45.00
90 – 99'	\$50.00

Recreational and Commercial Monthly Rate (June – September)

Warrenton		Hammond	
0 – 29'	\$350.00	0 – 19'	\$400.00
30 – 40'	\$400.00	20 – 29'	\$500.00
40 – 50'	\$500.00	30' +	\$550.00

Monthly Moorage for the remaining months will be 1/3 the annual rate (October – May).

Additional charges may apply to the above transient rates such as parking and electric fees.

- E. ELECTRICITY CHARGES for annual tenants will be based on the rates established by the PUC plus a \$10 per month maintenance fee. Monthly and Daily charges will be included in the Facility Fee.
- F. Unauthorized Moorage Fee – Includes Failure to Register \$25.00
- G. Key Replacement Fee – Includes Restrooms/Showers, Docks and Oil Dump \$20.00
- H. UNAUTHORIZED MOORAGE – Will be referred to WPD with possible result in Theft of Service Charge.

**SECTION 2.LIVEABOARD FEES**

A LIVE ABOARD FEE of \$60. Per month will be imposed for each individual living aboard a vessel to help offset extra costs incurred from living aboard. This fee shall also apply to commercial vessels with crew onboard for a period over 10 days per month. This fee shall be charged to the owner of the vessel. The Livaboard Fee shall include the Facility Fee.

**SECTION 3.LAUNCH RAMPS**

A LAUNCH RAMP fee of \$10.00 will be charged at both the Warrenton and Hammond launch ramps for all vessels using the facilities. Such fee will include load/unloading crab posts, nets, etc. Annual permits shall be available for the fee of \$150 per recreational vessels and \$250 for commercial vessels. The permit shall be for the period July 1<sup>st</sup> – June 30<sup>th</sup> of each year. It is understood that such permit holders shall have no priority in the launching their boats.

- A. LAUNCH CITATION FEE – If paid within 24 hours - \$25.00 Customers will have 10 days to appeal if disputing charges. After 10 days the fee will be turned over to the Warrenton Police Department.

**SECTION 4. HOIST CHARGES**

- A. Hoists are available at an hourly rate of \$75. Per hour, minimum one hour charge during regular operation hours. The hoist is available every day during the month. After hours

emergency appointments will be charged at time and a half. Appointments must be made 24 hours in advance with the Harbormasters' office, as all hoists must be operated by a City hoist/crane operator.

B. TO USE A PRIVATE HOIST OR CRANE - \$100./day

#### **SECTION 5. SERVICE DOCK CHARGES**

- A. Main Face of the Pier \$100. Allows for use up to 24 hours maximum for transient vessels. Annual Commercials will not be charged for their first 24 hours of use. All vessels exceeding the 24 hour time limit will be assessed a \$100. Per day user fee.
- B. Work Slip \$100. Per day with up to 6 days of use. After 6 days of use the fee will be assessed at \$200. Per day. Work slip use is designed for use of welders, painting, vendors etc. This fee may be assessed whether at the City Pier or in a City leased slip.
- C. Net Loading on Pier – Round Trip \$50.00

#### **SECTION 6. OVER THE PIER PRODUCT CHARGES**

For every pound of seafood taken over the pier there will be a charge of \$.05. For every gallon of fuel taken over the pier the charge will be \$.02. These charges shall be billed directly to the buyer/fishery/fuel vendor or directly to the owner of the vessel. Fish tickets and fuel ticket shall be required from the fish buyer and fuel vendor for billing purposes.

#### **SECTION 7. DRY STORAGE CHARGES**

- A. Dry storage areas of 20'x20' spaces are available for \$75 per month limited to fishing related gear only and shall be contained wholly within the confines of the marked leased area.
- B. Vessels will be charged \$15 per day for use of the dry storage or park area for net repair.
- C. Boaters wishing to store boat trailers shall be billed at the rate of \$10. Per day or \$75 per month.

#### **SECTION 8. PUMP OUT / CLEANUP/ REPAIR FEES**

- A. The City of Warrenton will only pump vessels in emergency situations or when a vessel is in danger of sinking. The vessel's owner will be notified that said vessel requires immediate attention. Vessels requiring pump out will be charged \$50. Per hour per employee required. Call out and Holiday charges shall be at time and one half per person with a minimum call out time of 3 hours.

- B. Any vessel or person leaving debris or unauthorized property on marina property shall be charged for the cleanup and or removal of debris or property at the rate of \$50/hour/employee required. This shall include pier, finger piers, oil dump and dumpsters if filled beyond capacity.
- C. Any damage to marina property due to negligence or neglect shall be charged at the rate of \$50/hour/employee plus any materials needed to repair to usable or like condition.
- D. All above fees shall be the responsibility of the legal owner of the vessel whether present at the time of the incident or not.

### **SECTION 9. LATE PAYMENT CHARGES**

- A. There shall be a minimum monthly late fee of \$6 shall be levied against all accounts which are not paid in full by the end of each month.
- B. If electrical accounts are not paid in full within 45 days of the billing the electric box shall be locked and your account must be paid in full – balance of \$0 – before the power will be turned back on. A \$30 charge will be assessed to reestablish power.
- C. There will be a \$25.00 fee for all checks returned NSF.

### **SECTION 10. PARKING FEES**

- A. The City of Warrenton requires a fee for all vehicles using marina properties to park. All vehicles must be in running condition with current state registration. Parking areas are to be used for parking only. No long term storage shall be allowed in areas designated for parking. If long term parking, more than 30 days is required vehicle shall be move to Dry Storage and pay fees associated with the use of dry storage area.
- B. Fees are as follows:
  - Daily Parking - \$10.00 per vehicle
  - Monthly Parking - \$100 per vehicle
  - Monthly Parking with Boat Trailer - \$150. Per vehicle
- C. FAILURE TO PAY PARKING FEE (if paid within 48 hours) - \$25.00 Customers will have 10 days to appeal if disputing charges. After 10 days the fee will be turned over to the Warrenton Police Department.
- D. Annual Moorage holders shall receive two parking passes per slip. Additional passes may be purchased at the annual parking rate.

## **SECTION 11. OVERNIGHT STAYS**

- A. The City of Warrenton charges a fee of \$40/day. Including transient room tax per overnight stays on marina properties. Each marina has designated areas for overnight camping with limited space available. Overnight stays shall be limited to no more than 30 consecutive days.
- B. All vehicles outside of the designated areas may be subject to a fine or towing.
- C. FAILURE TO PAY CAMPING/OVERNIGHT FEE - \$55.00
- D. 30 Day Passes may be purchase only at the Marina Office \$900.

## **SECTION 12. NON REFUNDABLE RESERVATION FEE**

There is a \$10 nonrefundable fee for daily reservations at the City of Warrenton marinas. If the reservation cannot be guaranteed, the request shall be put on a wait list where no fee shall be required.

## **SECTION 13. OFFENSIVE LITTERING**

- A. All refuse, garbage and debris must be deposited in the provided shore side dumpster. Nothing shall be dumped in the basin waters. This includes all fish, shellfish, bait or animal waste of any kind.
- B. Fish cleaning of any kind is prohibited on all City of Warrenton Marina Docks unless fish wastes are collected, contained and properly disposed of in provided dumpsters.
- C. FAILURE TO USE PROVIDED DUMPSTERS FOR ALL WASTE OF ANY KIND - will result in immediate loss of privileges to the City of Warrenton Marinas and will result in City fines up to \$300.
- D. EXCESSIVE DUMPING OR UNAUTHORIZED DUMPING – Will be referred to the WPD with a possible result in theft of service fines.

## **SECTION 14. EFFECITVE DATE**

This Resolution becomes effective July 1, 2018.

First Reading: June 12, 2018

Second Reading: June 26, 2018

Adopted by the City Commission of the City of Warrenton this 26th day of June, 2018.

APPROVED

---

Henry Balensifer, III

Mayor

ATTEST

---

Dawne Shaw, Deputy City Recorder

7-J

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**CITY OF WARRENTON**

## **AGENDA MEMORANDUM**

TO: The Honorable Mayor and Warrenton City Commission  
FROM: Collin Stelzig, Public Works Director  
DATE: June 26, 2018  
SUBJ: Water Rates

### **SUMMARY**

This is the second reading of Resolution 2521 adopting a 7% water rate increase for Fiscal Year 2018-2019. The attached resolution reflects this increase and the approved changes to Exhibits A and B. This is the last opportunity for Public Comment.

### **RECOMMENDATION/SUGGESTED MOTION**

*" I move to adopt Resolution No. 2521; Adopting Water Department Rates, Establishing July 1, 2018, as the Effective Date, and Repealing any Other Resolution in Conflict. "*

### **ALTERNATIVE**

None Recommended.

### **FISCAL IMPACT**

The 7% increase is expected to raise approximately \$198,100.00 in the water enterprise fund for fiscal year ending June 30, 2019.

Approved by City Manager

**RESOLUTION NO. 2521**  
Introduced by All Commissioners  
**ADOPTING WATER DEPARTMENT RATES; ESTABLISHING**  
July 1, 2018, AS THE EFFECTIVE DATE,  
REPEALING  
ANY OTHER RESOLUTION IN CONFLICT

**WHEREAS**, the City of Warrenton Water Department is an enterprise fund and revenues must pay expenses; and

**WHEREAS**, the City of Warrenton needs to update its water rates to keep up with increasing costs and debt service; and

**WHEREAS**, the Warrenton Budget Committee approved a 7% water rate increase during its Fiscal Year 2018-2019 budget process.

**NOW THEREFORE**, The City Commission of the City of Warrenton resolves as follows:

Section 1. The Warrenton City Commission hereby adopts the attached schedule of water rates, listed in Exhibits A for all users of its municipal water service.

Section 2. The Warrenton City Commission hereby adopts the attached schedule of installation and administrative fees, listed in Exhibit B, for all users of its municipal water service.

Section 3. Any fees, charges, taxes or penalties that are assessed, requested or required by this resolution are deemed by the Warrenton City Commission to not be subject to the limits of Section 11b, Article XI of the Oregon Constitution and will be adopted according to Section 1(b)(e) and Section 2 of ORS 310.145.

Section 3. This resolution shall effect rates July 1, 2018.

First Reading: June 12, 2018

Second Reading: June 26, 2018

ADOPTED by the City Commission of the City of Warrenton this 26th day of June, 2018.

APPROVED

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

ATTEST

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

**City of Warrenton**  
**Monthly Water Service Rates**  
**Effective 7/1/18**

EXHIBIT A

**Monthly water service rates for customers of the water system shall be a combination of the following:**

**Base Rate:** Every meter shall pay a base rate per month, according to the size of the meter, to include a consumption allowance of 2,000 gallons per month. All customers are subject to the monthly "ready-to-serve" base rate, regardless of consumption:

<b>Base Rate</b>				
<b>Meter Size (inches)</b>	<b>Inside City</b>		<b>Outside City</b>	
3/4	\$	29.91	\$	44.83
1	\$	34.66	\$	51.97
1 1/2	\$	46.40	\$	69.60
2	\$	60.54	\$	90.80
3	\$	98.32	\$	147.47
4	\$	140.76	\$	211.11
6	\$	258.57	\$	387.89
8	\$	400.04	\$	600.06
10	\$	565.13	\$	847.71

**Volume Rate:** Every meter shall pay a volume rate, according to customer class, for every thousand gallons of metered consumption:

<b>Volume Rate</b>				
<b>Range/Customer Class</b>	<b>Inside City</b>		<b>Outside City</b>	

**0 to 2,000 gallons:**

Residential	\$	-	\$	-
Multi Family Residential	\$	-	\$	-
Commercial	\$	-	\$	-
Industrial	\$	-	\$	-
School	\$	-	\$	-
Government	\$	-	\$	-
City of Gearhart	\$	-	\$	-
Non-Peak Industrial	\$	-	\$	-

**2,001 gallons and over:**

Residential	\$	4.24	\$	6.40
Multi Family Residential	\$	3.46	\$	5.14
Commercial	\$	6.35	\$	9.48
Industrial	\$	7.53	\$	11.33
School	\$	5.16	\$	7.78
Government	\$	7.98	\$	11.97
City of Gearhart	\$	7.98		n/a
Non-Peak Industrial	\$	4.24		n/a

EXHIBIT B

City of Warrenton  
Water Department Installation and Administrative Fees  
Effective July 1, 2018

INSTALLATION

Meter Size	Equivalent Meter Rations	Capacity Allowance (GPD)	Combined Fee
3/4"	1.0	690	\$1,300
1"	1.7	1,173	\$1,500
1 1/2"	3.3	2,277	\$1,148*
2"	5.3	3,657	\$1,844*
3"	10.0	6,900	\$3,480*
4"	16.7	11,523	\$5,812*
6"	33.3	22,977	\$11,588*
8"	53.3	36,777	\$18,548*
10"	76.7	52,923	\$26,692*

\* Connection fee for meters above 1" includes the combined fee plus the actual cost of the meter, materials, and labor for installation.

ADMINISTRATION FEES

Connection for which the owner has provided all improvements for complete installation.

Each subdivision lot for single-family or manufactured dwelling	3/4" \$400.00 1" \$450.00
Each apartment unit in a multi-family dwelling	\$105.00
Each RV space	\$ 80.00

**SERVICE CALL**

Call requested by customer	\$10.00
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**LATE CHARGES**

Door Hanger Penalty on Past-Due Accounts	\$33.00
Penalty to disconnect due to non-payment of account	\$60.00
Penalty to reconnect after involuntary disconnect	\$60.00
Additional charge for late payment NOT RECEIVED by 5:00 pm on last business day of each month	\$ 3.00

**METER REMOVAL**

Cancelled Account	\$ 75.00
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**VACANCY/VACATION CHARGES**

Temporary Billing Suspension Fee - Off	\$100.00
Temporary Billing Suspension Fee - On	\$100.00

**MISCELLANEOUS CHARGES**

Lien Searches	\$15.00
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7-K

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**CITY OF WARRENTON**

## **AGENDA MEMORANDUM**

**TO:** The Honorable Mayor and Warrenton City Commission  
**FROM:** Collin Stelzig, Public Works Director  
**DATE:** June 26, 2018  
**SUBJ:** Sewer Department Monthly Rates

### **SUMMARY**

This is the second reading of Resolution 2522 adopting a 5 % Sewer rate increase for Fiscal Year 2018-2019. The attached resolution reflects this increase and the approved changes to Exhibit A. This is the last opportunity for Public Comment.

### **RECOMMENDATION/SUGGESTED MOTION**

*"I move to adopt Resolution No. 2522; Adopting Sewer Department Monthly Rates, Establishing July 1, 2018, as the Effective Date, and Repealing any Other Resolution in Conflict. "*

### **ALTERNATIVE**

None Recommended.

### **FISCAL IMPACT**

The 5 % increase is expected to raise approximately \$109,950.00 in the Sewer enterprise fund for fiscal year ending June 30, 2019.

Approved by the City Manager

**RESOLUTION NO. 2522**  
Introduced by All Commissioners  
**ADOPTING SEWER DEPARTMENT MONTHLY RATES;**  
ESTABLISHING July 1, 2018, AS THE EFFECTIVE DATE,  
REPEALING  
ANY OTHER RESOLUTION IN CONFLICT

**WHEREAS**, the City of Warrenton Sanitary Sewer Department is an enterprise fund and revenues must pay expenses; and

**WHEREAS**, the City of Warrenton needs to update its sewer rates to keep up with increasing costs and debt service; and

**WHEREAS**, the Warrenton Budget Committee approved a 5% Sewer Department Monthly Rate increase during its Fiscal Year 2018-2019 budget process.

**NOW THEREFORE**, The City Commission of the City of Warrenton resolves as follows:

Section 1. The Warrenton City Commission hereby adopts the attached schedule of monthly sewer rates, listed in Exhibit A for all users of its municipal sewer service.

Section 2. This resolution shall effect rates July 1, 2018.

First Reading: June 12, 2018

Second Reading: June 26, 2018

ADOPTED by the City Commission of the City of Warrenton this 26th day of June, 2018.

APPROVED

\_\_\_\_\_  
Henry Balensifer, Mayor

ATTEST

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

**RECOLOGY WESTERN OREGON  
WAR CITY OF WARRENTON**
**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2018**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**COLLECTION SERVICES - BILLED TO CITY MONTHLY RATES**

90REC	90G COMMINGLED RECYCLING -CURB	\$ 7.13	3.50%	\$ 0.25	\$ 7.38
90RES	90G COMMINGLE-SIDE*	\$ 7.13	3.50%	\$ 0.25	\$ 7.38
1CBE	CARDBOARD CONTAINER - ALL SIZES	\$ 34.94	3.50%	\$ 1.22	\$ 36.16
2GEW	2YD WASTE WATER EOW	\$ 176.68	3.50%	\$ 6.18	\$ 182.86

\*sideyard only available with City approval for customers with medical needs.

**BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)**

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL. **RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
FURN	FURNITURE CHARGE	\$ 17.22	0.00%	\$ -	\$ 17.22
IRSC	IN ROUTE SERVICE CHARGE	\$ 30.65	3.50%	\$ 1.07	\$ 31.72
SC	SERVICE CHARGE	\$ 122.61	3.50%	\$ 4.29	\$ 126.90

**RELATED FEES**
**RATE PER EACH**

CORDF	CONTAINER RE-DELIVERY FEE	\$ 122.61	3.50%	\$ 4.29	\$ 126.90
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Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 25.00	0.00%	\$ -	\$ 25.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

**RATE PER EACH**

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

(City provides service for container sizes 3yds & under, unless City directs RWO to service)

**1 YARD CONTAINERS**
**MONTHLY RATES**

1GE	1YD TRASH EOW	\$ 93.56	3.50%	\$ 3.27	\$ 96.83
1XP	EXTRA PICK UP-1YD TRASH	\$ 34.42	3.50%	\$ 1.20	\$ 35.62

**1.5 YARD CONTAINERS**
**MONTHLY RATES**

1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 44.28	3.50%	\$ 1.55	\$ 45.83
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**2 YARD CONTAINERS**
**MONTHLY RATES**

2GW	2YD TRASH	\$ 238.74	3.50%	\$ 8.36	\$ 247.10
2GE	2YD TRASH EOW	\$ 132.28	3.50%	\$ 4.63	\$ 136.91
2GM	2YD TRASH MONTHLY	\$ 74.99	3.50%	\$ 2.62	\$ 77.61
2OC	ON CALL-2YD TRASH	\$ 54.09	3.50%	\$ 1.89	\$ 55.98
2XP	EXTRA PICK UP-2YD TRASH	\$ 54.09	3.50%	\$ 1.89	\$ 55.98

**3 YARD CONTAINERS**
**MONTHLY RATES**

3GW	3YD TRASH	\$ 316.17	3.50%	\$ 11.07	\$ 327.24
3GE	3YD TRASH EOW	\$ 170.99	3.50%	\$ 5.98	\$ 176.97
3GM	3YD TRASH MONTHLY	\$ 92.86	3.50%	\$ 3.25	\$ 96.11
3OC	ON CALL-3YD TRASH	\$ 73.76	3.50%	\$ 2.58	\$ 76.34
3XP	EXTRA PICK UP-3YD TRASH	\$ 73.76	3.50%	\$ 2.58	\$ 76.34

**RECOLOGY WESTERN OREGON  
WAR CITY OF WARRENTON**
**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2018**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**4 YARD CONTAINERS****MONTHLY RATES**

4GW	4YD TRASH	\$ 387.14	3.50%	\$ 13.55	\$ 400.69
4GE	4YD TRASH EOW	\$ 206.46	3.50%	\$ 7.23	\$ 213.69
4GM	4YD TRASH MONTHLY	\$ 109.26	3.50%	\$ 3.82	\$ 113.08
4OC	ON CALL-4YD TRASH	\$ 91.79	3.50%	\$ 3.21	\$ 95.00
4XP	EXTRA PICK UP-4YD TRASH	\$ 91.79	3.50%	\$ 3.21	\$ 95.00

**5 YARD CONTAINERS****MONTHLY RATES**

5GW	5YD TRASH	\$ 464.56	3.50%	\$ 16.26	\$ 480.82
5GE	5YD TRASH EOW	\$ 245.18	3.50%	\$ 8.58	\$ 253.76
5GM	5YD TRASH MONTHLY	\$ 127.15	3.50%	\$ 4.45	\$ 131.60
5OC	ON CALL-5YD TRASH	\$ 111.45	3.50%	\$ 3.90	\$ 115.35
5XP	EXTRA PICK UP-5YD TRASH	\$ 111.45	3.50%	\$ 3.90	\$ 115.35

**6 YARD CONTAINERS****MONTHLY RATES**

6GW	6YD TRASH	\$ 542.01	3.50%	\$ 18.97	\$ 560.98
6GE	6YD TRASH EOW	\$ 283.90	3.50%	\$ 9.94	\$ 293.84
6GM	6YD TRASH MONTHLY	\$ 145.02	3.50%	\$ 5.08	\$ 150.10
6OC	ON CALL-6YD TRASH	\$ 131.15	3.50%	\$ 4.59	\$ 135.74
6XP	EXTRA PICK UP-6YD TRASH	\$ 131.15	3.50%	\$ 4.59	\$ 135.74

**8 YARD CONTAINERS****MONTHLY RATES**

8GW	8YD TRASH	\$ 632.34	3.50%	\$ 22.13	\$ 654.47
8GE	8YD TRASH EOW	\$ 329.07	3.50%	\$ 11.52	\$ 340.59
8GM	8YD TRASH MONTHLY	\$ 165.89	3.50%	\$ 5.81	\$ 171.70
8OC	ON CALL-8YD TRASH	\$ 154.08	3.50%	\$ 5.39	\$ 159.47
8XP	EXTRA PICK UP-8YD TRASH	\$ 154.08	3.50%	\$ 5.39	\$ 159.47

**CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)**

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
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**FRONT-LOAD COMPACTOR RATE FACTORS** - For all compacted material, including pre-compact waste.

Compactor Rating	<b>4 : 1</b>	<b>3 : 1</b>	<b>2 : 1</b>
Factor applied to container rate of same size	1.5	1.3	1.12

**MEDICAL WASTE COLLECTION SERVICES****RATE PER EACH**

M4HSC	4.7 QT SHARPS CONTAINER	\$ 20.93	0.00%	\$ -	\$ 20.93
M10SC	10 QT SHARPS CONTAINER	\$ 24.24	0.00%	\$ -	\$ 24.24
M23SC	23 QT SHARPS CONTAINER	\$ 46.82	0.00%	\$ -	\$ 46.82
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 33.58	0.00%	\$ -	\$ 33.58
M21BX	21 GAL MEDICAL WASTE BOX	\$ 43.34	0.00%	\$ -	\$ 43.34
M48BX	48 GAL MEDICAL WASTE BOX	\$ 49.47	0.00%	\$ -	\$ 49.47
M8GBP	RX MED WASTE TUB	\$ 97.47	0.00%	\$ -	\$ 97.47

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

**RECOLOGY WESTERN OREGON  
WAR CITY OF WARRENTON**

**EXHIBIT A  
SUMMARY RATE SHEET  
EFF. DATE: 7/1/2018**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**DEBRIS BOX SERVICES**

**SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)**

**RATE PER HAUL**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
DEL	DELIVERY CHARGE	\$ 61.30	3.50%	\$ 2.15	\$ 63.45
10HG	10 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
20HG	20 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
30HG	30 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
47HG	47 YD TRASH BOX HAUL	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 146.39	3.50%	\$ 5.12	\$ 151.51

**DEBRIS BOX DISPOSAL FEES (\$\$/TON)**

**RATE PER TON**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
DFDM	DISPOSAL FEE - DEMOLITION	\$ 94.00	0.00%	\$ -	\$ 94.00
DFG	DISPOSAL FEE - GARBAGE	\$ 99.80	3.00%	\$ 2.99	\$ 102.79
DFYD	DISPOSAL FEE - YARD DEBRIS	NO CHARGE - BILLED TO CITY BY ATS			

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

**RELATED FEES**

**RATE PER DAY**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
RENTD	DAILY RENTAL FEE	\$ 12.24	3.50%	\$ 0.43	\$ 12.67

Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

**RATE PER MONTH**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
RENTM	MONTHLY RENTAL FEE	\$ 122.13	3.50%	\$ 4.27	\$ 126.40

Note: Monthly rent applies for customers who keep a box for a year or longer.

**RATE PER HOUR**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
TIME	TRUCK TIME FEE	\$ 122.60	3.50%	\$ 4.29	\$ 126.89
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 122.61	3.50%	\$ 4.29	\$ 126.90
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 183.88	3.50%	\$ 6.44	\$ 190.32

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

**BULKY ITEMS - DEBRIS BOX**

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS  
ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

**RATE PER EACH**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
TOFFR	TIRE CHARGE NO RIM	\$ 4.59	0.00%	\$ -	\$ 4.59
TONR	TIRE CHARGE ON RIM	\$ 9.18	0.00%	\$ -	\$ 9.18
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.

Residential accounts are billed once every two months; one in advance and one in arrears.



Ms. Linda Engbretson  
City Manager  
City of Warrenton  
PO Box 250  
Warrenton, OR 97146

March 31<sup>st</sup>, 2018

Dear Linda:

Enclosed are the schedules that make up the Rate Review Report and Annual Financial Report as outlined in our Solid Waste Collection Franchise Agreement. They are as follows:

1. The Rate Review Report (attached), which includes the following:
  - a. All the actual expenses incurred in the preceding calendar year, and all allowable expenses that we reasonably anticipate will be incurred in the current year
  - b. The allocation factors and percentages used to allocate shared expenses
  - c. The actual and expected Operating Ratios for the preceding and current calendar year
2. The 2017 Reviewed Financial Statement for RWO – North Coast Collection (attached)
3. Rate sheets showing current and proposed rates (attached)
4. An explanation of any changes to rates or services offered (appears below)
5. A recap of license fees paid to the City, and a projection of future payments (appears below)
6. A summary of recent operational changes and improvements (appears below)

#### RECYCLING MARKETS

As of the first of this year, China has imposed new regulations on imported recyclable materials. Previously, a contamination level of 5% was acceptable, and many of the Material Recovery Facilities (MRFs) on the West Coast were designed to meet this standard. The new standard of 0.5% is beyond the capabilities of the available technology. Our local MRFs have added sorters, slowed down the feeder belts, and made other changes to how they process materials to get closer to the new standards. Many MRFs have turned to other countries in Asia to find new markets. In addition, there are many items no longer being accepted by end markets. These factors have combined to reduce the value of mixed curbside recyclables by over 90% since 2017. Until recently, mixed recycling carried a small positive value, but now we are having to pay MRFs over \$70 a ton. This decrease in market value has impacted the processing fees our transfer station charges for each ton we collect and deliver for recycling. We remain committed to providing the opportunity to recycle to our customers and have no plans for any landfilling of collected recyclable materials in the foreseen future. It is possible that the ability to market some materials may disappear entirely in the future. In the short term, our focus is on reducing contamination through customer education. We distribute information to our customers by mail, on our website, and via social media. Our drivers also file feedback reports when they see carts with unwanted materials. The drivers report to our Customer Service Reps, who reach out to the customer and explain the nature of the problem.

#### PROPOSED CHANGES TO COLLECTION RATES & SERVICES

The calculated projections indicate the operating ratio will be outside the range of 88% to 92% specified in our Franchise Agreement, due primarily to the changes in recycling markets. With that in mind, we



are proposing to increase collection rates by 3.5% for most rates, effective July 1<sup>st</sup>, 2018. I have separated the various rate classes below:

- a. Recycling Carts & Cardboard Containers (billed directly to the City):
  - i. Carts                      Current Rate: \$7.13/cart/month  
New Rate:                      \$7.38 (3.5% increase)
  - ii. Containers              Current Rate: \$34.94/container/month  
New Rate:                      \$36.16 (3.5% increase)
- b. License Agreement – Large front-load container and drop box services (billed to customers directly, RWO remits a 7% license fee to the City). New Rates: proposed 3.5% adjustment (see attached rate sheets).
- c. Garbage tip fee for City trucks at the Astoria Transfer Station (ATS) – no written agreement, annual notice (this letter).  
Current Rate: \$87.62/ton      New Rate:      \$90.25 (3.0% increase)
- d. Yard Debris tip fee at ATS – No written agreement, annual notice (this letter).  
Current Rate: \$10.50/yard      New Rate: \$10.82/yard (3.0% increase)  
Notes: This rate depends in part on our vendor's pricing, which is subject to change.
- e. Medical Waste - There will be no increase to medical waste collection rates this year.

#### LICENSE FEE RECAP

For Calendar Year 2017, the License Fees remitted to the City totaled approximately \$39,981. We are projecting to pay the City \$42,363 in license fees in the upcoming 12 month period (including an estimated CPI adjustment). This number reflects our best estimate of the growth in drop box activity and other services, as well as the impact of the proposed rate adjustments. Please note that License Fees will fluctuate based on actual services provided.

We appreciate the opportunity to serve our customers and neighbors in the City of Warrenton. Please let me know if you would like to meet in advance or when you would like us to attend the commission meeting to review the proposed adjustment. Feel free to give me a call at 503-474-4839 if you have any questions, or if you require any additional information.

Respectfully,

A handwritten signature in black ink, appearing to read 'Carl Peters'.

Carl Peters  
General Manager

7-L

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

## **AGENDA MEMORANDUM**

**TO:** The Honorable Mayor and Warrenton City Commission  
**FROM:** Collin Stelzig, Public Works Director  
**DATE:** June 26, 2018  
**SUBJ:** Resolution 2524 – Updated Recycling Rates

### **SUMMARY**

This is the second reading of Resolution 2524 adopting a commingled curbside pickup rate from \$7.13 to \$7.38 a month (every other week pickup) for Fiscal Year 2018-2019. The attached resolution reflects this increase and the approved changes to Exhibit A. This is the last opportunity for Public Comment.

### **RECOMMENDATION/SUGGESTED MOTION**

*"I move to adopt Resolution No. 2524; Adopting and Setting New Rates for Residential Recycling Services Establishing July 1, 2018 as the Effective Date and Repealing all Resolutions in Conflict."*

### **ALTERNATIVE**

None Recommended.

### **FISCAL IMPACT**

This is a pass through to Recology Western Oregon who provides the service.

Approved by City Manager

*Jenna Engbretson*

**RESOLUTION NO. 2524**

Introduced by All Commissioners

**ADOPTING AND SETTING NEW RATES FOR RESIDENTIAL RECYCLING SERVICES “; ESTABLISHING July 1, 2018, AS THE EFFECTIVE DATE, REPEALING ANY OTHER RESOLUTION IN CONFLICT**

**WHEREAS**, Recology Western Oregon, the City’s Residential Recycling Service Provider is instituting an increase in the residential recycling service rates in the City of Warrenton; and

**WHEREAS**, this increase requires an adjustment in user rates to meet City of Warrenton recycling expenses in the City’s Sanitation Fund; and

**WHEREAS**, the City of Warrenton Sanitation Department is an enterprise fund and revenues must pay expenses;

**NOW THEREFORE**, The Warrenton City Commission of the City of Warrenton does hereby adopt the following as its Residential Recycling Rates for the City of Warrenton.:

Section 1. The Warrenton City Commission hereby adopts a rate increase for Residential Recycling Rates, listed in Exhibits A for all users of its municipal water service.

Section 2. The rate increase will be 3.5% from \$7.13 to \$7.38 monthly for Residential Recycling Services every other week

Section 3. This resolution shall effect rates July 1, 2018.

First Reading: June 12, 2018

Second Reading: June 26, 2018

ADOPTED by the City Commission of the City of Warrenton this 26th day of June, 2018.

APPROVED

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Henry A. Balensifer III, Mayor

ATTEST

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Dawne Shaw, Deputy City Recorder

**City of Warrenton  
Monthly Sewer Service Rates  
Effective 7/1/18**

**Monthly sewer service rates for customers of the sewer system shall be a combination of the following:**

**Base Rate:** Every account shall pay a base rate per month, according to customer class. All customers are subject to the monthly "ready-to-serve" base rate:

<b>Base Rate</b>	
<b>Class</b>	<b>Rate</b>
Single Unit	\$ 58.29
Metered	\$ 58.29
Bio-Oregon	\$ 168.33
Warrenton Deep Sea	\$ 63.53
Fort Stevens	\$ 4,791.39
Pacific Coast Seafoods	\$ 212.34
Point Adams	\$ 344.42
Warrenton Boat Yard-Industrial Waste Permitted Use	\$ 88.69
Shoreline Sanitary District	\$ 72.86

**Volume Rate:** Accounts classified as "metered" sewer customers shall pay a volume rate for every thousand gallons of metered water consumption:

<b>Volume Rate</b>	
<b>Class</b>	<b>Rate</b>
<b>0 to 5,000 gallons:</b>	
Metered	\$ -
<b>5,001 gallons and over:</b>	
Metered	\$ 8.19