



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
May 28, 2024 – 6:00 P.M.
Warrenton City Commission Chambers
225 South Main Avenue, Warrenton, OR 97146

Public Meetings will also be audio and video live streamed. Go to <https://www.warrentonoregon.us/administration/page/public-meeting-zoom-access> for connection instructions.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Meeting Minutes – 5.14.2024
- B. Police Department Monthly Report – April 2024

Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.

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 it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at cityrecorder@warrentonoregon.us, no later than 4:00 p.m. the day of the meeting. 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. Advanced Finance District – SE Jetty Avenue Sanitary Sewer

7. **BUSINESS ITEMS**

- A. Consideration of Sound Amplification Exception – Byers
- B. Consideration of Resolution No. 2679; New Land Uses to Transportation SDC Schedule
- C. Consideration of 2024 Pavement Management; Advertise for Bids
- D. Consideration of Resolution No. 2680; Updating Water Rates
- E. Consideration of Resolution No. 2681; Updating Sewer Rates
- F. Consideration of Resolution No. 2682; Updating Recycling Rates
- G. Consideration of 2024 OSFM Wildfire Seasonal Staffing Grant
- H. Consideration of Resolution No. 2667; Updating Public Records Fees – First Reading

8. DISCUSSION ITEMS

9. GOOD OF THE ORDER

10. EXECUTIVE SESSION

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, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

MINUTES
 Warrenton City Commission
 May 14, 2024
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Mayor Balenisfer called the meeting to order at 6:00 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balenisfer, Gerald Poe, Paul Mitchell, and Tom Dyer

Excused: Mark Baldwin

Staff Present: City Manager Esther Moberg, Planning Director Matthew Ellis, Police Chief Mathew Workman, Fire Chief Brian Alsbury, Public Works Director Greg Shafer, Library Director Josh Saranpaa, and City Recorder Dawne Shaw

CONSENT CALENDAR

Mayor Balenisfer requested to add item 3D; there were no objections.

- A. City Commission Meeting Minutes – 4.23.2024
- B. City Commission Work Session Minutes – 4.23.2024
- C. Liquor License Application – Big Game Fishing
- D. Certificate of recognition: Warrenton High School National Honors Society and Communicare

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

Poe – aye; Mitchell – aye; Balenisfer – aye; Dyer – aye

COMMISSIONER REPORTS

Commissioner Mitchell discussed the Communicare event, noting how impressed he was with the students.

Mayor Balenisfer yielded his time to the students. Students from the Warrenton High School National Honors Society and Communicare program introduced themselves and made a few comments. Mayor Balenisfer presented them with a Certificate of Recognition.

Commissioner Poe discussed the Columbia River Estuary Study Taskforce (CREST) meeting he attended and noted they are replacing culverts to help with the salmon population. He discussed the Lower Columbia Tourism Committee (LCTC) meeting he attended. He noted that tourism is down 10%.

Mayor Balensifer noted he met with Congresswoman Bonamici's office, and we did not get the funding. He discussed the FEMA maps.

City Manager Esther Moberg noted city offices will be closed for one hour on Thursday, for a staff event.

PUBLIC COMMENT

Prior to public comment Mayor Balensifer noted that the current chicken ordinance does not have a fee or inspection.

Joy Decius spoke in favor of the changes to chicken ordinance. She stated that she appreciated that the commission listened to the constituents.

Annalee Altavilla thanked the Commission for listening to the people and for legalizing chicken keeping.

Evelyn Bigelow thanked the Commission for their diligence in considering the matter.

Linda Brown noted she is in favor of having chickens but does not feel that the fees are necessary.

Mary Jones spoke regarding the chicken ordinance and thanked the Commission.

Krista Bingham noted she was in violation last year and had to get rid of her chickens. She noted the positive impact her chickens had on her life.

Stacy Byers spoke regarding the chicken ordinance.

Jeanette Jense spoke regarding the shipping containers. She noted nefarious uses of shipping containers and wanted the Commission to be aware.

PUBLIC HEARINGS - None

BUSINESS ITEMS

Dan Blue, Recology Government & Community Relations Manager and Katie Hardesty, Recology North Coast Operations Manager, presented a rate review. Discussion followed on the rate increase and the voucher program. Commissioner Mitchell asked for justification on the rate increase; Mr. Blue responded. There was brief discussion on recycling and contamination.

Public Works Director Greg Shafer discussed a Request for Qualifications, to establish a pool of qualified contractors to provide professional services. He noted the pool is for services under \$50,000.

Commissioner Dyer made the motion to approve the advertisement for a request for qualifications the establishment of a qualified pool for architectural, engineering,

photogrammetric mapping, transportation planning, land surveying and related services. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Planning Director Matthew Ellis discussed amendments made to Ordinance No. 1272 after receiving feedback and direction at the last commission meeting. He noted it is presented for its second reading and adoption. Mayor Balensifer noted section 6.12.050a still notes that a license is necessary. He asked what the process would be for repeated offenders and if someone doesn't pay the fee. Ms. Moberg stated it would follow the process of other citations starting with education and if the issues continues it would lead to court. Police Chief Mathew Workman discussed the enforcement process. Brief discussion followed. Mr. Ellis noted that it is currently illegal to keep chickens on property less than one acre within city limits.

Commissioner Poe made the motion to strike from 6.12.050a, removing from the verbage “except that keeping of residential poultry without a license shall be punishable by a fine not to exceed \$1,000”. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Commissioner Mitchell made the motion to conduct the second reading, by title only, of Ordinance No. 1272, as amended, an Ordinance adding a new chapter 6.12, to the Warrenton Municipal Code to establish regulations for keeping residential poultry. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1272.

Commissioner Poe made the motion to adopt Ordinance No. 1272. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Mayor Balensifer asked Mr. Ellis for the record that any active/currently pending case that doesn't have a violation will be put on ice; Mr. Ellis confirmed.

Mr. Ellis discussed Ordinance No. 1266, which establishes criteria for shipping containers in residential zones. He noted the updates that have been made to the Ordinance. Ms. Moberg provided clarified the grandfathered section for the record; we cannot remove the existing containers, but they should be in compliance with the ordinance once it passes. Fire Chief Brian Alsbury noted that after reviewing he did not have any concerns. Brief discussion followed regarding set back and fire safety.

Commissioner Dyer made the motion to conduct the first reading, by title only, of Ordinance No. 1266, an ordinance adding a new chapter 8.32 to the Warrenton Municipal Code to establish regulations for shipping containers. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1266.

Mr. Ellis discussed Resolution No. 2672, updating the Planning Application Fee Schedule. Brief discussion followed. Mayor Balensifer noted he does not support lowering zoning or comp plan fees. Mayor Balensifer continued to discuss the various fees and brief discussion continued.

Commissioner Poe made the motion to conduct the first reading, by title only, of Resolution No. 2672, revising Planning Application fees and repealing Resolution No. 2519 and all resolutions in conflict. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Mayor Balensifer conducted the first reading, by title only, of Resolution No. 2672.

City Manager Esther Moberg presented Ordinance No. 1273 for its second reading, an Ordinance Amending the City of Warrenton’s Municipal Code to add Chapter 12.14; Limitation of Liability for Certain Claims Arising from the Use of Trails or Structures within Public Easements and Unimproved Rights of Way under ORS 105.668.

Commissioner Poe made the motion to conduct the second reading, by title only, of Ordinance No. 1273, an Ordinance Amending the City of Warrenton’s Municipal Code to add Chapter 12.14; Limitation of Liability for Certain Claims Arising from the Use of Trails or Structures within Public Easements and Unimproved Rights of Way under ORS 105.668. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Mayor Balensifer conducted the second reading by title only, of Ordinance No. 1273.

Commissioner Dyer made the motion to adopt Ordinance No. 1273. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Ms. Moberg reviewed Resolution No. 2673, a resolution adopting the ability to enact reimbursement for the City Capital Project to construct and expand the City’s Wastewater Treatment Plant.

Commissioner Dyer made the motion to approve Resolution No. 2673. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Mayor Balensifer noted two resolutions setting terms of office on the Marinas Advisory Committee and the Community Library Board.

Commissioner Dyer made the motion to adopt Resolution No. 2670; authorizing appointments to fill positions on the Marinas Advisory Committee and setting terms of office. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Commissioner Dyer made the motion to adopt Resolution No. 2671; authorizing appointments to fill positions on the Warrenton Community Library Board and setting terms of office. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

Ms. Moberg presented Resolution No. 2669, adopting mini storage fees, for its second reading and adoption. Ms. Moberg discussed the process that has taken place so far at the storage units.

Commissioner Mitchell made the motion to adopt Resolution No. 2669; A Resolution Adopting Mini Storage Fees, as amended. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Balensifer – aye; Dyer – aye

DISCUSSION ITEMS - None

GOOD OF THE ORDER - None

There being no further business, Mayor Balensifer adjourned the meeting at 7:29 p.m.

Respectfully prepared and submitted by Hanna Bentley, Deputy City Recorder.

APPROVED:

ATTEST:

Henry A. Balensifer III, Mayor

Dawne Shaw, CMC, City Recorder



WARRENTON POLICE DEPARTMENT MONTHLY REPORT



TO: The Warrenton City Commission
 FROM: Chief Mathew Workman
 DATE: May 28, 2024
 RE: April 2024 Stats Report

Upcoming Dates:

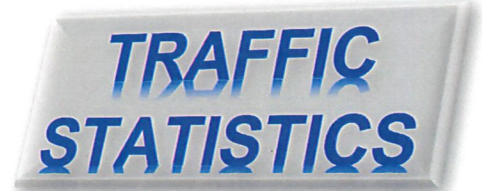
- 05/29 – Gold Star Marker Ceremony
- 06/03 – Citizen’s Academy at WPD
- 06/05 – WRAP Instructor Training
- 06/06 – Citizens Corps Meeting
- 06/10 – CERT Meeting
- 06/20 – LEA Meeting
- 06/22 – 911 Subscriber Meeting
- 06/27 – USCC Commissioning Ceremony

Highlights Since the Last Report:

- 05/02 – Citizens Corps Meeting
- 05/03 – Radar Recertifications
- 05/06 – CCC CJ Advisory Board
- 05/06 – CERT Meeting
- 05/16 – LEA Meeting
- 05/18 – City Budget Meeting
- 05/22 – 911 Subscriber Board
- 05/22 – Central Square Training
- 05/27 – Memorial Day Service

Traffic Statistic Highlights:

- Two (2) DUI Arrests (2-Alcohol, 0-Drugs)
- Eleven (11) Driving While Suspended Citations/Arrests
- Two (2) Reckless/Careless Driving Citations/Arrest
- Four (4) Speeding Citations
- Two (2) Failure to Yield/Traffic Control Device Citations
- One (1) Following Too Close Citation
- Nine (9) Insurance Citations
- One (1) Failure to Install Interlock Device
- Five (5) Driver’s License Citations
- One (1) Registration/License Citation
- One Hundred and Six (145) other Citations and Warnings
- Fourteen (14) Traffic Crash Investigations
- **Citation vs Warning:** 183 Traffic Stops: 38 Citations, 145 Warnings; Warning **79%** of the time.



Overall Statistics:

Category	April Statistics (% changes are compared to 2024)						
	2024	2023	% Chg	2022	% Chg	2021	% Chg
Calls for Service	696	724	-4%	590	18%	776	-10%
Incident Reports	200	190	5%	197	2%	222	-10%
Arrests/Citations	97	85	14%	132	-27%	188	-48%
Traffic Stops/ Events	216	161	34%	165	31%	208	4%
DUI's	2	2	0%	4	-50%	2	0%
Traffic Crashes	12	20	-40%	12	0%	17	-29%
Property Crimes	99	77	29%	59	68%	93	6%
Person Crimes	53	62	-15%	68	-22%	84	-37%
Drug/Narcotics Calls	4	5	-20%	4	0%	1	300%
Animal Calls	15	22	-32%	12	25%	21	-29%
Officer O.T.	167.5	63.5	164%	218.5	-23%	69.25	142%
Reserve Hours	0	0	0%	0	0%	0	0%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	666	742	721	696					
Incident Reports	206	222	234	200					
Arrests/Citations	123	154	123	97					
Traffic Stops/ Events	188	248	188	216					
DUII's	3	3	1	2					
Traffic Crashes	13	10	19	12					
Property Crimes	79	109	104	99					
Person Crimes	60	57	63	53					
Drug/Narcotics Calls	8	5	3	4					
Animal Calls	19	18	23	15					
Officer O.T.	82.25	103.75	61.5	167.5					
Reserve Hours	0	0	0	0					

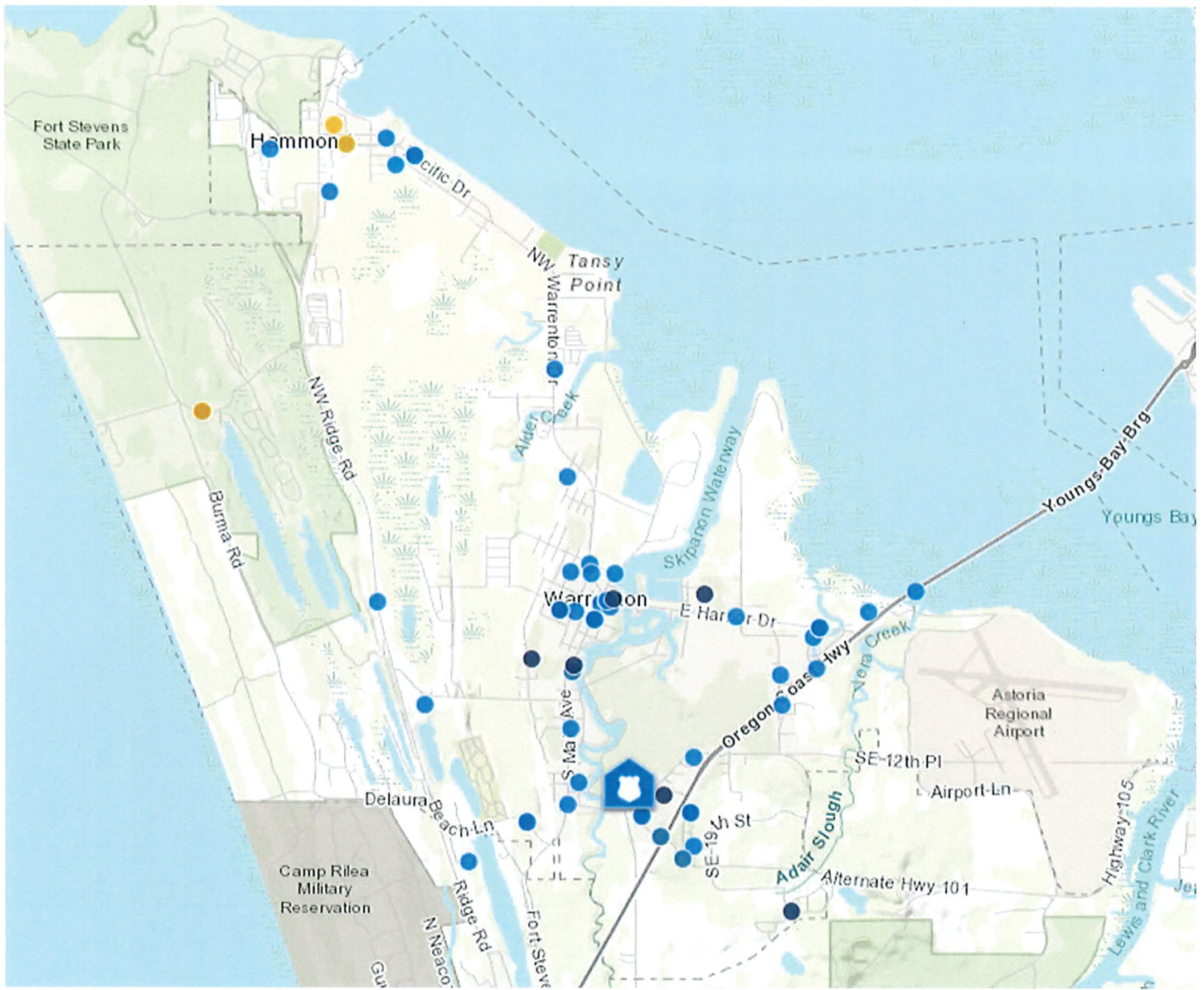
Oct	Nov	Dec	2024 YTD	2024 Estimate	2023	2024 v 2023	2022	2024 v. 2022	2021	2024 v. 2021
			2825	8475	9084	-7%	8050	5%	8669	-2%
			862	2586	2529	2%	2484	4%	3160	-18%
			497	1491	1335	12%	1602	-7%	2020	-26%
			840	2520	2369	6%	1848	36%	2088	21%
			9	27	30	-10%	34	-21%	30	-10%
			54	162	217	-25%	168	-4%	182	-11%
			391	1173	1127	4%	1204	-3%	1267	-7%
			233	699	825	-15%	811	-14%	1013	-31%
			20	60	60	0%	40	50%	36	67%
			75	225	335	-33%	273	-18%	253	-11%
			415	1245	1572	-21%	2212.8	-44%	1503.1	-17%
			0	0	0	0%	0	0%	0	0%

Homeless Incidents	2024	2023	2022	2021
Code 40 (Normal)	39	25	25	30
Code 41 (Aggressive)	1	3	2	3

Elk Incidents	2024	2023	2022	2021
Interaction:	1	1	0	0
Traffic Accidents:	0	0	1	0
Traffic Complaints:	0	0	0	1
Total:	1	1	1	1

The following is a graphic representation of statistics for **April 2024** using our **CityProtect** membership (formerly CrimeReports.com). The "Dots" represent a location of a call and if you zoom in on the map you would see an icon for the type of call and some basic time/date details. Some dots represent multiple calls at one location. If you go to the website (www.cityprotect.com), you can zoom in on each incident for more details.

- | | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> Assault | <input checked="" type="checkbox"/> Property & Theft | <input checked="" type="checkbox"/> Disorder/Disturbance | <input checked="" type="checkbox"/> 911 or Other |
| <input checked="" type="checkbox"/> Assault | <input checked="" type="checkbox"/> Property Crime | <input checked="" type="checkbox"/> Disorder | <input checked="" type="checkbox"/> Community Events |
| <input checked="" type="checkbox"/> Assault with Deadly Weapon | <input checked="" type="checkbox"/> Breaking & Entering | <input checked="" type="checkbox"/> Disorder | <input checked="" type="checkbox"/> Community Policing |
| <input checked="" type="checkbox"/> Sexual Offense | <input checked="" type="checkbox"/> Property Crime Commercial | <input checked="" type="checkbox"/> Drugs | <input checked="" type="checkbox"/> Proactive Policing |
| <input checked="" type="checkbox"/> Sexual Assault | <input checked="" type="checkbox"/> Property Crime Residential | <input checked="" type="checkbox"/> Liquor | <input checked="" type="checkbox"/> Emergency |
| <input checked="" type="checkbox"/> Sexual Offense | <input checked="" type="checkbox"/> Other Property Crime | <input checked="" type="checkbox"/> Liquor | <input checked="" type="checkbox"/> Emergency |
| <input checked="" type="checkbox"/> Other Sexual Offense | <input checked="" type="checkbox"/> Theft | <input checked="" type="checkbox"/> Quality of Life | <input checked="" type="checkbox"/> Fire |
| <input checked="" type="checkbox"/> Other Violent Offense | <input checked="" type="checkbox"/> Theft from Vehicle | <input checked="" type="checkbox"/> Quality of Life | <input checked="" type="checkbox"/> Fire |
| <input checked="" type="checkbox"/> Homicide | <input checked="" type="checkbox"/> Theft of Vehicle | | <input checked="" type="checkbox"/> Police Calls |
| <input checked="" type="checkbox"/> Kidnapping | <input checked="" type="checkbox"/> Other Theft | | |
| <input checked="" type="checkbox"/> Robbery | | | |





AGENDA MEMORANDUM

TO: Warrenton City Commission
 FROM: Esther Moberg, City Manager
 DATE: May 28, 2024
 SUBJ: SE Jetty Avenue Sanitary Sewer Advance Funding of Public Improvements

SUMMARY:

The SE Jetty Avenue sanitary sewer improvements consist of ±1,415 linear feet of public 10-inch-diameter mainline pipe from an existing manhole and seven sewer laterals that are adjacent to Business US 101 (Fort Stevens Highway Spur, Oregon Route 104) and extend to the intersection of SE Jetty Avenue and SE 13th Place. This sanitary main extension was constructed to serve the Jetty Stone and Latitude 46 apartment complexes along the west side of SE Jetty Avenue. This main extension will also provide sanitary sewer service to existing properties that are undeveloped, consist of underdeveloped general commercial property, or currently are on septic systems within the City. Seven sewer laterals will be included in this project for 7 existing homes currently on septic that will not need a lift station to connect. The SE Jetty Avenue sanitary sewer improvements have been constructed by the developer's contractor and City staff has obtained as-builts and passing tests required per City Public Works standards (vacuum, mandrel, and television tests), but final acceptance has not been issued for the public improvements.

Warrenton Municipal Code (WMC) 3.16 provides a mechanism for reimbursing private parties who build oversized public facilities. As properties that benefit from the capacity provided by the oversized facility develop and connect to the facility, the owners make a proportional reimbursement contribution to the City, which in turn reimburses the original developer. By code and resolution, this reimbursement mechanism has a finite life of 10 years.

Following the procedures of WMC 3.16, Palmberg Properties, LLC and Latitude 46, LLC submitted a request to establish an advanced financing mechanism for

reimbursement for the sewer improvements. The City's Engineer of Record reviewed the technical components of the application package and concluded that it is in order (see the attached memorandum from Paul Selke, PE, GE). Included in the package is a map identifying the potentially benefitting properties and a schedule of the proportional reimbursement contribution for each tax lot based on the area of each property relative to the total area of all properties that would potentially benefit.

WMC 3.16.070 requires an informational public hearing in which all parties and the general public shall be given the opportunity to express their view and ask questions pertaining to the advance financed public improvement. The Commission has the sole discretion, after the public hearing, to decide whether an advance financing resolution shall be passed.

Staff believes that Palmberg Properties, LLC and Latitude 46, LLC have submitted the requisite materials and that this request for advance financing warrants approval.

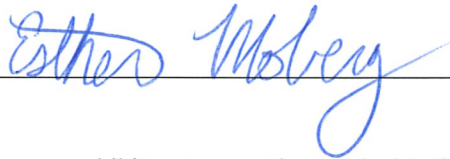
RECOMMENDATION/SUGGESTED MOTION:

"I move to approve Resolution No. 2674 designating an advanced financing area of benefitting properties for the SE Jetty Avenue sanitary sewer improvements, and that the City enter into a reimbursement agreement with Palmberg Properties, LLC and Latitude 46, LLC, provided that the same supply paid contractor invoices to staff to revise the reimbursement payments for actual costs."

FISCAL IMPACT

The City will receive three percent of all reimbursement contributions to cover the cost of administering this program.

Approved by City Manager: _____



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

RESOLUTION 2674
Introduced by All Commissioners

A RESOLUTION OF THE CITY OF WARRENTON DESIGNATING AN ADVANCED FINANCING AREA OF BENEFITING PROPERTIES FOR THE SE JETTY AVENUE SANITARY SEWER IMPROVEMENTS AND DIRECTING STAFF TO PREPARE A REIMBURSEMENT AGREEMENT WITH PALMBERG PROPERTIES, LLC AND LATITUDE 46, LLC FOR CITY COMMISSION APPROVAL

WHEREAS, Warrenton Municipal Code (WMC) Chapter 3.16 Advance Financing of Public Improvements permits private developers who finance and install public improvements to seek reimbursement from the other persons or entities who benefit from those improvements; and

WHEREAS, Palmberg Properties, LLC and Latitude 46, LLC, the builders (Builders) of Jetty Stone Apartments and Latitude 46 Apartments, were required to finance and construct a sanitary sewer extension and seven sewer laterals that would have the capacity to serve not only the Jetty Stone Apartments and Latitude 46 Apartments but also new and existing development on certain adjacent properties; and

WHEREAS, the Builders applied for the advanced financing for the public improvement as authorized by WMC 3.16; said public improvements are described in the City Engineer of Record's report; and

WHEREAS, the City's Engineer of Record prepared a report recommending approval of the reimbursement area with a methodology for equitably spreading the costs of the improvements among benefiting properties; and

WHEREAS, on May 28, 2024, the City Commission held an informational public hearing and accepted testimony on the proposed reimbursement area; and

WHEREAS, WMC 3.16.090 requires the City Commission's decision to be contained in a resolution.

NOW, THEREFORE, THE CITY OF WARRENTON RESOLVES AS FOLLOWS:

Section 1. The sanitary sewer extension, and the sewer laterals for tax lots 81027AB02800, 81027AB03000, 81027AB03200, 81027AB03500, 81027AB04200, 81027AB05000, and 81027AB05100, constructed and financed by Builders to serve the Jetty Stone Apartments and Latitude 46 Apartments with capacity to serve existing and new development on certain properties is hereby designated as an Advanced Financed Public Improvement.

Section 2. The City Engineer of Record's report, attached as Exhibit A and incorporated into this resolution, is approved and adopted.

Section 3. The properties benefiting from the public improvements are shown on Map 1 in Exhibit A and are listed in Table 2. As particularly described in WMC 3.16.100.A, each benefiting property

is required to pay to the City its equitable share of the improvements at such time as the owners apply for access or connection to the advanced financed public improvement or apply for building permits for projects that utilize the advance financed public improvements.

Section 4. The amount to be paid by each benefiting property will be increased by 3.5 percent per annum simple interest from the date of this resolution.

Section 5. The City Manager is directed to prepare an agreement with Builders for City Commission approval in accordance with WMC 3.16.090.

Section 6. An administrative fee for the City's benefit is established in the amount of 3%. This fee will be subtracted from the reimbursement distributed to Builders after each benefiting property owner makes payment.

Section 7. The Dolphin's right to reimbursement ends ten (10) years from the effective date of this resolution.

ADOPTED by the City Commission of the City of Warrenton this 28th Day of May 2024.

APPROVED

Henry Balensifer III, Mayor

ATTEST

Dawne Shaw, City Recorder



BEND, OR
2777 NW Lolo Drive
Suite 150
Bend, OR 97703
(541) 317-8429

KEIZER, OR
3700 River Road N
Suite 1
Keizer, OR 97303
(503) 400 6028

THE DALLES, OR
3775 Crates Way
The Dalles, OR 97058
(541) 256 9177

TUALATIN, OR
12965 SW Herman
Road, Ste 100
Tualatin, OR 97062
(503) 563 6151

KENNEWICK, WA
501 N Quay Street,
Suite C-102
Kennewick, WA 99336
(509) 905 0219

VANCOUVER, WA
9600 NE 126th Avenue
Ste 2520
Vancouver, WA 98682
(360) 882 0419

WHITE SALMON, WA
107 W Jewett, Ste 100
White Salmon, WA
98672
(509) 281 3227

www.aks-eng.com

Date: 5/9/2024

To: Warrenton City Commission

Cc: Esther Moberg (City Manager)
Greg Shafer (Public Works Director)
Twyla Vittetoe (Engineering Technician)
Brian Crouter (Project Coordinator)

From: Paul Sellke, PE, GE (City Engineer Consultant, AKS Engineering & Forestry, LLC)

Project Name: Jetty Avenue AFD Direct Analysis Report

AKS Job No.: 9950

Project Site: SE Jetty Avenue

Subject: Direct Analysis Report By City Engineer
Request To Establish Advanced Financing Agreement For
SE Jetty Ave Public Sanitary Sewer

This report by AKS Engineering & Forestry, LLC (AKS) as the consultant for the City Engineer has been prepared to address criteria within Chapter 3.16, *Advanced Finance District (AFD) Ordinance*, of the City of Warrenton’s Municipal Code (WMC), which includes a Direct Analysis report per WMC Section 3.16.060. Lower Columbia Engineering (LCE) submitted an application with attachments (dated March 25, 2024) on behalf of Palmberg Properties, LLC and Latitude 46, LLC (Applicants) in which the establishment of an AFD is requested. The application will be required to follow the process requirements of the WMC sections 3.16.040 through 3.16.110, with notification requirements to all benefiting property owners and determination being made by the City Commission by passing an advanced financing resolution, and an AFD agreement between the developer and the City of Warrenton (City).

Background Information

The Jetty Avenue sanitary sewer extension project consists of ±1,415 linear feet of public 10-inch-diameter mainline pipe from an existing manhole that is adjacent to Business US 101 (Fort Stevens Highway Spur, Oregon Route 104) and extends to the intersection of SE Jetty Avenue and SE 13th Place. This sanitary main extension was constructed to serve the Jetty Stone and Latitude apartment complexes along the west side of SE Jetty Avenue. This main extension will also provide sanitary sewer service to existing properties that are undeveloped, consist of underdeveloped general commercial property, or currently are on septic systems within the City.

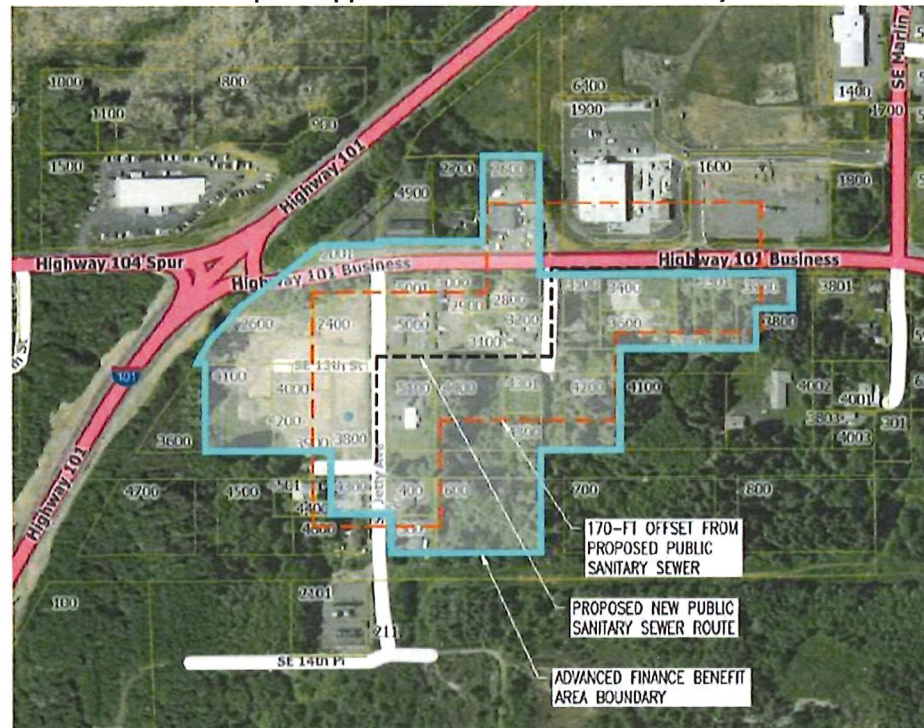
Based on information provided by City staff at the time of this report, the Jetty Avenue sanitary sewer main extension has been constructed by the developer’s contractor and City staff has obtained as-builts and passing tests required per City Public Works standards (vacuum, mandrel, and television tests), but final acceptance has not been issued for the public improvements.

AFD Reimbursement District Boundary/Service Area Determination

The Applicants submitted a map showing the requested reimbursement district boundary (service area determination) based on WMC Section 13.08.020(C), which states the following: “If the public sewer is within

170 feet of the property line, the owner shall connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter within 90 days after date of official notice to do so.”

Map 1 – Applicant-Submitted AFD Boundary



City AFD Boundary Review

The Applicants have generally elected to identify the limits of the AFD boundary based on the outer property line of any property that is within 170 feet of the public sanitary sewer main. Tax lots 1600 and 1900 were excluded from the AFD boundary as these properties are already connected to the existing sanitary main downstream of the SE Jetty Avenue sanitary main extension. No explanation or reason was provided for excluding Tax Lots 4400 and 4600 from the AFD boundary. In our opinion, it appears that these properties were excluded from the boundary due to the fact that a sanitary sewer pump station is required for these properties to connect to the main (the sanitary main invert is equal or above the existing grade elevation of the properties).

AKS has reviewed the submitted AFD boundary request and generally concurs with the proposed boundary proposed by the applicant.

AFD Benefit Property Determination

The Applicants submitted a list of specific tax lots that were proposed to be within the boundary of the AFD. The address list identified Clatsop County assessor account ID, tax lot map numbers, owner names, and mailing addresses.

City AFD Benefit Property Review

AKS proceeded to verify this information to confirm the property information and the assessed acreage for each property. The properties owned by the Applicants (PalMBERG Properties, LLC and Latitude 46, LLC) were consolidated into a single property/project due to the development of the Jetty Stone and Latitude 46 apartment complexes (highlighted in gray). See Table 1 below for additional information.

Based on our review of the engineering plans for the Jetty Avenue sanitary main, the main extension terminates at a depth of ±4.5 feet (cover depth of ±3.6 feet). Based on this depth, some of the properties along SE 13th Place (east of SE Jetty Ave) may be unable to construct gravity lateral connections to the mainline. Some properties may require additional costs to connect to the existing main (for pumps, private pump stations, low pressure force mains, imported fill to raise the project site, main reconstruction, etc.). We recommend that these properties be notified of this potential additional cost to connect to the public system due to the reasons stated above. At a minimum, this notification should be done concurrently with the notification process that is identified in Section 3.16.080 of the WMC.

Table 1: City Revised AFD Benefit Property List

Account No.	Tax Lot	Owner(s)	Property Address/Description
31822	810270000400	Tami & Lincoln Jackson	1340 SE Jetty Ave
31823	810270000500	Ashley Smith, Cynthia Hassenzahl	1360 SE Jetty Ave
31824	810270000600	Steven & Rayla Goldberg	SE 13th Place (no address)
31909	81027AB02600	Dowell Family Trust	1085 Alt Hwy 101
31911	81027AB02800	Sherry Knettle	1265 SE King Ave
31912	81027AB02900	Travis & Sherry Johnson	Alt Hwy 101 (no address)
31913	81027AB03000	Kenneth & Faye Katka	1060 Alt Hwy 101
31914	81027AB03100	Kenneth & Faye Katka	SE 13th Place (no address)
31915	81027AB03200	Rodney May	1275 SE King Ave
31916	81027AB03300	Steven & Rayla Goldberg	Alt Hwy 101 (no address)
31917	81027AB03301	Steven & Rayla Goldberg	Alt Hwy 101 (no address)
31918	81027AB03400	SWH Properties LLC	Alt Hwy 101 (no address)
31919	81027AB03500	Samuel Sadtler	1272 SE King Ave
31920	81027AB03600	SWH Properties LLC	SE 13th St (no address)
31924	81027AB03900	Steven & Rayla Goldberg	Alt Hwy 101 (no address)
31929	81027AB04200	Keith Soukkala, Steven & Rayla Goldberg	1320 SE King Ave
31930	81027AB04300	Robert & Julie Loper	SE 13th Place (no address)
31931	81027AB04301	Leonard Hansen	1319 SE King Ave
31932	81027AB04400	Steven & Rayla Goldberg	SE 13th St (no address)
31934	81027AB05000	Rebecca Greenway	1286 SE Jetty Ave
31935	81027AB05001	Rebecca Greenway	SE Jetty Ave (no address)
31936	81027AB05100	Robert & Claudeane May	1320 SE Jetty Ave
31972	81027BA4300	Nathan & Kimberly Tussing	1345 SE Jetty Ave
31954, 31956, 31969, 31970, 31971	81027BA02400, 2600, 4000, 4100, 4200	Palmberg Properties LLC (Co-Applicant)	Jetty Stone Apartment Complex
31967, 31968	81027BA03800, 3900	Latitude 47 LLC (Co-Applicant)	Latitude 46 Apartment Complex

Project Cost Determination

The Applicants submitted a cost breakdown of the project in the form of a project engineer's cost estimate. The cost estimate consists of a budgetary cost estimate that includes costs for the completion of the sanitary main at the time that the estimate was generated (dated October 3, 2023). We understand that the project plans were approved for the public sanitary main extension on February 24, 2021 (part of the Jetty Stone Apartment Civil Improvement plans). The total budgetary cost for the project was estimated to be \$486,100.00.

Section 3.16.050(A) of the WMC identifies that three independent bids or a project cost agreed upon by the developer and the Commission shall be included in the application. This additional cost information and the requested independent bids were not included in the application.

City Project Cost Review

The project cost information provided by the Applicants consists of budgetary cost information (not based on contractor pricing). Budgetary cost efforts typically include a contingency amount to ensure that projected costs are not exceeded for the project and to account for future inflation.

The budgetary cost estimate provided by the Applicants (\$486,100.00) is also different from the amount assumed to be included in the reimbursement cost allocation (\$409,999.99). It is unclear how the Applicants came up with the revised cost allocation amount. It appears that the cost for the service laterals (\$76,000 plus an additional \$100.01) was excluded from the cost allocation determination.

We understand that past promises have been made by the City to provide lateral connections to existing properties from the new sanitary main. In our opinion, these lateral costs should be included in the AFD project costs. The additional costs for laterals should be included within the AFD amount. We also anticipate that the laterals costs will vary depending on the depth of the connection to the sanitary main (i.e., each lateral will not cost \$9,500 each as identified in the budgetary cost).

Since the construction of the sanitary main extension is going through its final steps for acceptance by the City, we recommend that the reimbursement district cost be based on developer invoiced/paid costs to the contractor. As part of the final agreement between the City and the Applicants, actual construction costs should be provided based on paid invoices and used by the City to establish the final project costs for the reimbursement district.

Additional City Administration Costs

Due to the fact that the City will be required to administer, collect, and distribute funds for the AFD, we recommend an administration fee be included in the reimbursement agreement with the Applicant. Staff has indicated that past AFD approvals within the City have utilized 1% for the administration fee. In our opinion, a 3 percent administration fee should be included in the resolution approving and forming the SE Jetty Avenue Sewer Advanced Finance District. This adds an additional ±\$13,883.00 cost to the AFD to account for City staff time to administer and distribute the reimbursement funds to the Applicants for the 10 years that the district is imposed (see reimbursement district fee calculations in Table 2).

The reimbursement district administration fee can be paid as an additional 3 percent of the reimbursement fee owed by each property. The administrative costs for the Palmberg and Latitude properties have been reduced by the initial \$700 application fee and this administrative fee should be incorporated in the AFD agreement between the Applicants and the City.

Reimbursement Cost Allocation Methodology

The Applicants provided an Advanced Financing Benefit Property Costs table within the application that identified the following for each property owner: lot size, portion, and benefit cost. The Applicants base its cost allocation methodology on the area of each property and its proportion of the total area within the proposed AFD boundary. The table and the application do not directly identify which properties are the Applicants' responsibility and/or should be excluded from the reimbursement district.

City Cost Allocation Review

AKS reviewed the proposed cost allocation methodology and generally concur with the proposed allocation methodology using lot area with the following revisions/updates. The properties for the Applicants were consolidated into a single property due to the development of the Jetty Stone and Latitude 46 apartment complexes (highlighted in gray). In addition, the AFD amount total was revised to remove the Applicants' portion as they have already paid their portion to construct the new public sanitary main. It was also noted that the total area for some of the Palmberg Properties was slightly incorrect and was revised in Table 2 based on the assessed acreage information.

The revised reimbursement cost allocation table for each property is provided in the attached Table 2 at the end of this letter. Please note that the construction costs utilized for the City's cost allocation consists of the Applicants' budgetary estimate of AFD amount. Upon approval of the formation of the AFD by the Commission and due to the applicant's submittal of budgetary costs, the total project cost utilized for the attached City Revised Cost Allocation Methodology table within the agreement between the City and Applicant and to determine the cost allocation per property should be updated to reflect final sanitary construction costs paid to the contractor.

Conclusions & Recommendations

In general, our analysis appears to indicate that the proposed SE Jetty Avenue Sanitary Sewer AFD is fair and appears to be in the City's and public's interest.

We have the following recommendations for consideration by City staff and/or the City Commission prior to finalizing the agreement and recording the Advanced Financing Agreement with the Applicants:

1. Include additional information within the required notification that some properties may incur additional construction costs to connect to the gravity system due to the shallow depth at its termination (i.e. pump stations, pumps, low pressure force mains, main reconstruction for gravity service, etc.). All properties within the reimbursement district should be given the opportunity to consider these additional costs above and beyond the AFD reimbursement payments due at the time of connection to the sanitary main.
2. As part of the AFD approval, a condition of approval should be required of the Applicants to provide paid Contractor invoices to City staff to revise the AFD total costs based on final construction costs paid by the Applicant.

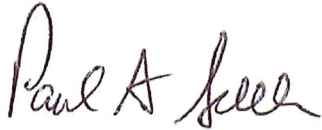
The current project/reimbursement cost is a budgetary estimate and does not reflect actual costs paid by the Applicants. Therefore, these costs should only be utilized to identify preliminary costs and the potential maximum AFD cost for approval by the Commission and to be revised as part of the final agreement between the City and Applicant. The total costs for the AFD and its proportionate share costs for property owners should be finalized as part of the agreement and must be less than the amount currently proposed.

3. Incorporate administrative fees (currently 3%) into the AFD agreement with the applicant to account for costs incurred by the City.

Please do not hesitate to contact me if you have any questions regarding this review or our comments.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC



Paul A. Sellke, PE, GE

Project Engineer

12965 SW Herman Road, Suite 100

Tualatin, OR 97062

503-563-6151 ext. 219 | PaulS@aks-eng.com

Attachments:

- Table 2 – City Revised Cost Allocation Methodology
- Advanced Finance Cover Letter from LCE (dated March 25, 2024)
- Advanced Financing Technical Memorandum from LCE (dated March 25, 2024)

Table 2: City Revised Cost Allocation Methodology

Budgetary Construction Costs without Laterals: \$419,600.00
 Budgetary Cost per Lateral: \$9,500.00

Tax Lot	Owner(s)	Lot Area (AC)	Lot Area (sf)	% Share Based on Lot Area	Reimbursement Cost per Benefited Property based on Lot Area	Lateral Connections	Reimbursement Cost per Lateral	Total Reimbursement Cost per Lot	Administrative Fee to City (Assumed 3%) ¹	Total Cost per Lot
810270000400	Tami & Lincoln Jackson	0.27	11,761	2.07%	\$ 8,674.73		\$ -	\$ 8,674.73	\$ 260.24	\$ 8,934.97
810270000500	Ashley Smith, Cynthia Hassenzahl	0.27	11,761	2.07%	\$ 8,674.73		\$ -	\$ 8,674.73	\$ 260.24	\$ 8,934.97
810270000600	Steven & Rayla Goldberg	1.24	54,014	9.49%	\$ 39,839.51		\$ -	\$ 39,839.51	\$ 1,195.19	\$ 41,034.70
81027AB02600	Dowell Family Trust	0.81	35,284	6.20%	\$ 26,024.20		\$ -	\$ 26,024.20	\$ 780.73	\$ 26,804.92
81027AB02800	Sherry Knettle	0.33	14,375	2.53%	\$ 10,602.45	1	\$ 9,500.00	\$ 20,102.45	\$ 603.07	\$ 20,705.52
81027AB02900	Travis & Sherry Johnson	0.12	5,227	0.92%	\$ 3,855.44		\$ -	\$ 3,855.44	\$ 115.66	\$ 3,971.10
81027AB03000	Kenneth & Faye Katka	0.37	16,117	2.83%	\$ 11,887.60	1	\$ 9,500.00	\$ 21,387.60	\$ 641.63	\$ 22,029.22
81027AB03100	Kenneth & Faye Katka	0.23	10,019	1.76%	\$ 7,389.59		\$ -	\$ 7,389.59	\$ 221.69	\$ 7,611.27
81027AB03200	Rodney May	0.23	10,019	1.76%	\$ 7,389.59	1	\$ 9,500.00	\$ 16,889.59	\$ 506.69	\$ 17,396.27
81027AB03300	Steven & Rayla Goldberg	0.22	9,583	1.68%	\$ 7,068.30		\$ -	\$ 7,068.30	\$ 212.05	\$ 7,280.35
81027AB03301	Steven & Rayla Goldberg	0.22	9,583	1.68%	\$ 7,068.30		\$ -	\$ 7,068.30	\$ 212.05	\$ 7,280.35
81027AB03400	SWH Properties LLC	0.44	19,166	3.37%	\$ 14,136.60		\$ -	\$ 14,136.60	\$ 424.10	\$ 14,560.70
81027AB03500	Samuel Sadtler	0.45	19,602	3.45%	\$ 14,457.89	1	\$ 9,500.00	\$ 23,957.89	\$ 718.74	\$ 24,676.62
81027AB03600	SWH Properties LLC	0.46	20,038	3.52%	\$ 14,779.17		\$ -	\$ 14,779.17	\$ 443.38	\$ 15,222.55
81027AB03900	Steven & Rayla Goldberg	0.42	18,295	3.22%	\$ 13,494.03		\$ -	\$ 13,494.03	\$ 404.82	\$ 13,898.85
81027AB04200	Keith Soukkala, Steven & Rayla Goldberg	0.69	30,056	5.28%	\$ 22,168.76	1	\$ 9,500.00	\$ 31,668.76	\$ 950.06	\$ 32,618.82
81027AB04300	Robert & Julie Loper	0.23	10,019	1.76%	\$ 7,389.59		\$ -	\$ 7,389.59	\$ 221.69	\$ 7,611.27
81027AB04301	Leonard Hansen	0.23	10,019	1.76%	\$ 7,389.59		\$ -	\$ 7,389.59	\$ 221.69	\$ 7,611.27
81027AB04400	Steven & Rayla Goldberg	0.83	36,155	6.36%	\$ 26,666.77		\$ -	\$ 26,666.77	\$ 800.00	\$ 27,466.77
81027AB05000	Rebecca Greenway	0.24	10,454	1.84%	\$ 7,710.87	1	\$ 9,500.00	\$ 17,210.87	\$ 516.33	\$ 17,727.20
81027AB05001	Rebecca Greenway	0.25	10,890	1.91%	\$ 8,032.16		\$ -	\$ 8,032.16	\$ 240.96	\$ 8,273.12
81027AB05100	Robert & Claudeane May	0.54	23,522	4.13%	\$ 17,349.46	1	\$ 9,500.00	\$ 26,849.46	\$ 805.48	\$ 27,654.95
81027BA4300	Nathan & Kimberly Tussing	0.23	10,019	1.76%	\$ 7,389.59		\$ -	\$ 7,389.59	\$ 221.69	\$ 7,611.27
81027BA02400, 2600, 4000, 4100, 4200	Palmberg Properties LLC (Co-Applicant)	2.66	115,870	20.37%	\$ 85,462.17		\$ -	\$ -	\$ 2,213.87	\$ 2,213.87
81027BA03800, 3900	Latitude 47 LLC (Co-Applicant)	1.08	47,045	8.27%	\$ 34,698.93		\$ -	\$ -	\$ 690.97	\$ 690.97
TOTAL		13.06	568,894	100.0%	\$ 419,600.00	7	\$ 66,500.00	\$ 365,938.90	\$ 13,883.00	\$ 379,821.90

AFD Total (minus Palmberg & Latitude Property portions): \$ 365,938.90
 AFD administrative fee to City: \$ 13,883.00
 Total AFD Cost: \$ 379,821.90

¹ Costs for administration fee are reduced by \$350 each for the Palmberg & Latitude properties based on initial \$700 application fee.



Lower Columbia Engineering
58640 McNulty Way
St. Helens, OR 97051
503.366.0399

March 25, 2024

Esther Moberg
City Manager, City of Warrenton
City of Warrenton Commissioners
225 S. Main Avenue
Warrenton, OR 97145

Dear Esther and City Commissioners,

In accordance with Ch. 3.16 Advanced Financing of Public Improvements, Jetty Stone, LLC and L46, LLC wish to submit the attached application documents for financing of the public sanitary sewer system associated with the Latitude 46 and Jetty Stone apartment complexes, located at 1301 and 1335 SE Jetty Avenue in Warrenton, Oregon.

The new public sanitary sewer system will serve the 24-unit Latitude 46 apartment complex, the 68-unit Jetty Stone apartment complex as well as properties to the east of the project adjacent to SE Jetty Avenue, SE King Avenue, and a portion of Highway 101 Business (Alt 101). The new sewer system will serve the apartment complexes first and will serve the adjacent properties as the sewer system is extended beyond the site and eventually connected to existing public sewer infrastructure on Highway 101 Business (Alt 101). The apartment complex properties along with the developed and undeveloped lots within the benefit area are all zoned for commercial uses as all are zoned General Commercial (C-1).

The formula proposed for reimbursement would be based on the area (in acres/square feet) for each of the benefitted properties. The property under ownership by the Palmberg Development & Construction, LLC on which the apartment buildings will sit would be responsible for its proportional share of the total cost for the public sanitary sewer system and associate equipment. The proportional share is proposed to be calculated based on the ratio of total cost (of the new public sewer system) to area (square footage) for each benefitted property.

The following documents are included with this submittal:

1. Cover Letter.
2. \$700 filing fee.
3. Map depicting potentially benefitted tax lots with assessor's information attached.
4. Address list identifying affected properties and owners.
5. Project Engineer's report and drawings including cost estimate.

Lower Columbia Engineering, LLC



As provided by Ch. 3.16, Jetty Stone, LLC and L46, LLC requests that, following review of the above submitted materials, a public hearing be scheduled by the City Commission for consideration of a Resolution establishing the advanced financed district.

Please let me know if you need additional information or have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Matt Alexander".

Matthew Alexander
Project Manager
Lower Columbia Engineering
971-404-4110
matt@lowercolumbiaengr.com



Technical Memorandum

To: City of Warrenton Community Development Department
From: Matt Alexander – Lower Columbia Engineering
Date: March 25, 2024
Subject: Palmberg & Canessa Public Sanitary Sewer – Advanced Financing

Dear Mr. Crouter,

We were asked to prepare a report discussing the Advanced Financing for the public sanitary sewer system associated with the Latitude 46 and Jetty Stone Apartment complexes.

Per section 3.16.060 (Direct Analysis) in the City of Warrenton Municipal Code, the City is required to make an analysis of the advanced financed public improvements:

3.16.060 Direct analysis.

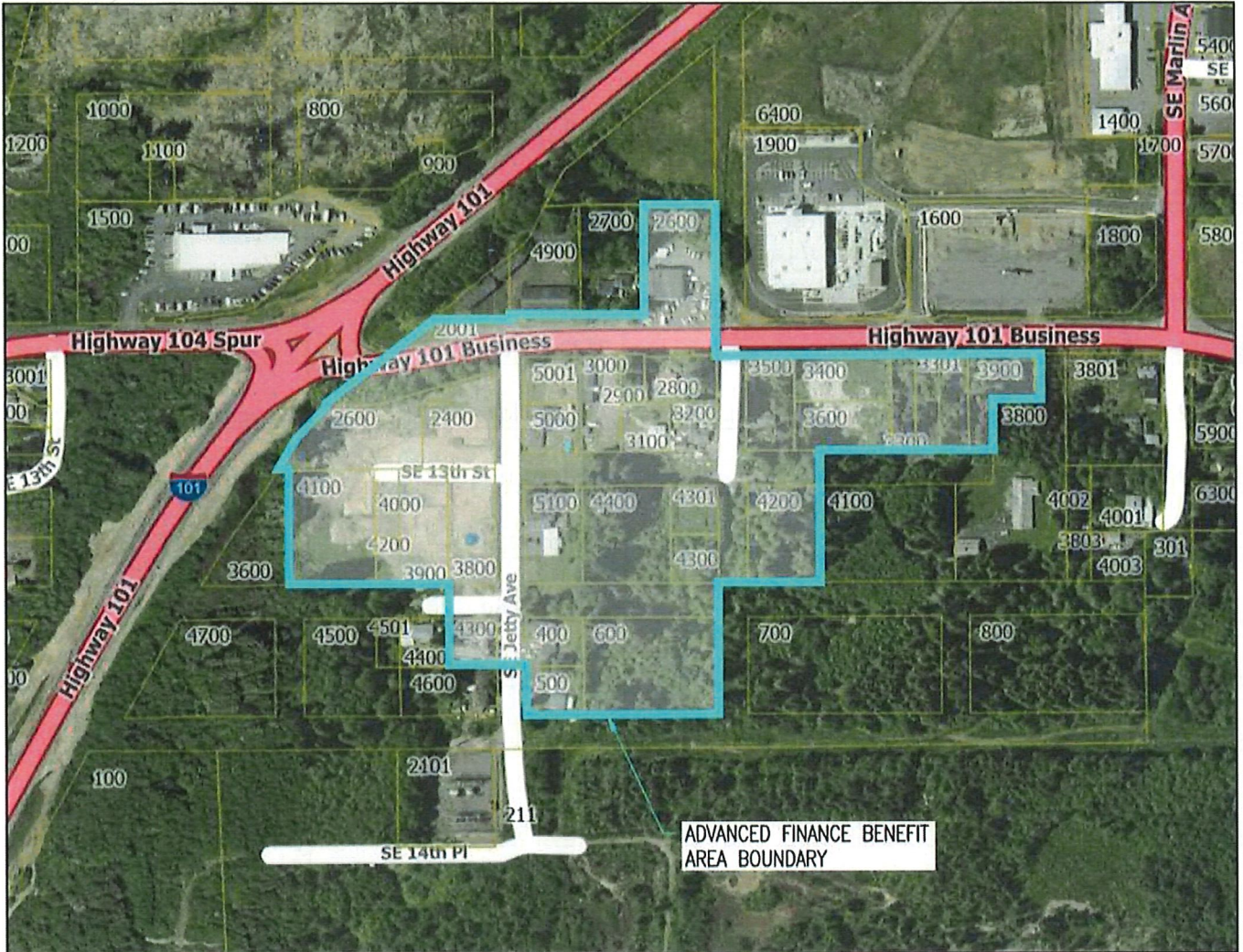
Upon receipt of the application for advance financed public improvements, the City Manager or the City Manager's designee shall make an analysis of the advance financed public improvements and shall prepare a report to be submitted to the Commission for review, discussion, and public hearing. Such report shall include those items submitted as part of the application package identified above.

Per section 3.16.050 (Receipt of application) in the City of Warrenton Municipal Code, the report shall include the following information:

1. Maps depicting tax lot and assessor's information;
2. An address list identifying affected adjacent properties and owners;
3. Engineering drawings approved by the Commission;
4. Project engineer's cost estimate or actual cost in cases where the improvement has been constructed;
5. Three independent bids or a project cost agreed upon by the developer and the Commission

The requested information above is included in this report and will be reviewed by the City prior to advanced financing approval for this project.

1. Maps depicting tax lot and assessor's information





2. Address list identifying affected adjacent properties and owners


Acct. No.	Taxlot	Owner(s)	Mailing Address	
31822	81027 00400	Jackson Lincoln L Jackson Tami L	56616 Hilltop Dr	Yucca Valley, CA 92284
31823	81027 00500	Smith Ashley Hassenzahl Cynthia Rose	1360 SE Jetty Ave	Warrenton, OR 97146
31824	81027 00600	Goldberg Steven Goldberg Rayla	1160 Highway 101 Alt	Warrenton,OR 97146
31909	81027AB 02600	Dowell Family Trust Dowell Timothy J/ Laura J Trustees	1085 Highway 101 Alt	Warrenton, OR 97146
31911	81027AB 02800	Knettle Sherry L	7123 Galloway Rd	Cloverdale, OR 97112
31912	81027AB 02900	Johnson Travis S/Sherry L	7123 Galloway Rd	Cloverdale, OR 97112
31913	81027AB 03000	Katka Kenneth W Katka Faye E	PO Box 219	Warrenton, OR 97148
31914	81027AB 03100	Katka Kenneth W Katka Faye E	PO Box 219	Warrenton, OR 97146-0219
31915	81027AB 03200	May Rodney D	6750 Brill Rd	New Plymouth, ID 83655
31916	81027AB 03300	Goldberg Steven Goldberg Rayla	1160 Highway 101 Alt	Warrenton, OR 97146
31917	81027AB 03301	Goldberg Steven Goldberg Rayla	1160 Highway 101 ALT	Warrenton, OR 97146-9330
31918	81027AB 03400	Jordan Steve Jordan Judy K SWH Properties LLC	PO Box 5124	Bend,OR 97708-5124
31919	81027AB 03500	Sadtler Samuel	1272 SE King Ave	Warrenton, OR 97146-9615
31920	81027AB 03600	Jordan Steve Jordan Judy K SWH Properties LLC	PO Box 5124	Bend,OR 97708-5124
31924	81027AB 03900	Goldberg Steven Goldberg Rayla	1160 Highway 101 Alt	Warrenton, OR 97146
31929	81027AB 04200	Soukkala Keith Goldberg Steven / Rayla (c)	1290 Highway 101 Alt	Warrenton, OR 97146
31930	81027AB 04300	Loper Robert E/Julle Ann	11530 SW Cloud Ct	Tigard, OR 97224-2760
31931	81027AB 04301	Hansen Leonard	331 SW Kalmia Ave	Warrenton, OR 97146
31932	81027AB 04400	Goldberg Steven Goldberg Rayla	1160 Highway 101 Alt	Warrenton,OR 97146
31934	81027AB 05000	Greenway Rebecca J	1286 SE Jetty Ave	Warrenton, OR 97146



31935	81027AB 05001	Greenway Rebecca J	1286 SE Jetty Ave	Warrenton, OR 97146
31936	81027AB 05100	May Robert L/ Claudeane	1320 SE Jetty Ave	Warrenton, OR 97146-9613
31954	81027BA 02400	Palmberg Properties LLC	PO Box 173	Astoria, OR 97103
31956	81027BA 02600	Palmberg Properties LLC	PO Box 173	Astoria, OR 97103
31967	81027BA 03800	Canessa Jeffrey Canessa Jennifer	90435 Gander Rd	Astoria, OR 97103
31968	81027BA 03900	Canessa Jeffrey Canessa Jennifer	90435 Gander Rd	Astoria, OR 97103
31969	81027BA 04000	Palmberg Properties LLC	PO Box 173	Astoria, OR 97103
31970	81027BA 04100	Palmberg Properties LLC	PO Box 173	Astoria, OR 97103
31971	81027BA 04200	Palmberg Properties LLC	PO Box 173	Astoria, OR 97103
31972	81027BA 04300	Tussing Nathan Tussing Kimberly C	1345 SE Jetty Ave	Warrenton, OR 97146-9613



4. Project engineer's cost estimate

		58640 McNulty Way St. Helens OR 97051 503.366.0399			
		Latitude 46 Apartments/Jetty Stone Apartments		LCE Project No. 2943/2964	
Engineers Cost Estimate - Public Sewer System		Originated: 10/4/2023		Revised: ---	
Item Description		Units	Quantity	Unit Cost	Cost
Sanitary Sewer System					
1.	Engineering costs (design, inspections, etc.)	EA.	1	\$ 30,000.00	\$ 30,000.00
2.	Mobilization	EA.	1	\$ 8,000.00	\$ 8,000.00
3.	Gravel drive (in unimproved ROW)	S.F.	7,930	\$ 2.50	\$ 19,825.00
4.	Shoring	S.F.	3,000	\$ 12.00	\$ 36,000.00
5.	Trench excavation	B.C.Y.	7,000	\$ 9.00	\$ 63,000.00
6.	10" PVC 3034 Sanitary Sewer Pipe, Select BF, 4 - 8'	L.F.	600	\$ 95.00	\$ 57,000.00
7.	10" PVC 3034 Sanitary Sewer Pipe, Select BF, 8 - 12'	L.F.	560	\$ 125.00	\$ 70,000.00
8.	10" PVC 3034 Sanitary Sewer Pipe, Select BF, 12 - 16'	L.F.	155	\$ 200.00	\$ 31,000.00
9.	10" PVC 3034 Sanitary Sewer Pipe, Select BF, 16 - 20'	L.F.	100	\$ 300.00	\$ 30,000.00
10.	Service laterals	EA.	8	\$ 9,500.00	\$ 76,000.00
11.	Standard 48" Manhole with 30" Manhole Cover	EA.	5	\$ 9,250.00	\$ 46,250.00
12.	Connect to Existing Manhole	EA.	1	\$ 2,500.00	\$ 2,500.00
13.	Pavement Restoration	S.F.	2,175	\$ 3.00	\$ 6,525.00
14.	Traffic Control	EA.	2	\$ 5,000.00	\$ 10,000.00
Subtotal Sanitary Sewer System					\$ 486,100.00
Estimated Total					\$ 486,100.00
Notes: 1. This is a budget estimate for completing the specified construction at the time the estimate was developed. 2. This estimate does not account for excessive bedrock removal or any utility conflicts. * This assumes a shared cost between Jetty Stone Apartments and Latitude 46 Apartments (half of sanitary main/structures along SE 13th Street and SE King Ave).					
				Estimator: CAB	Appr. By:

Note: A larger pdf-version of this estimate has been included with the advanced financing exhibits.



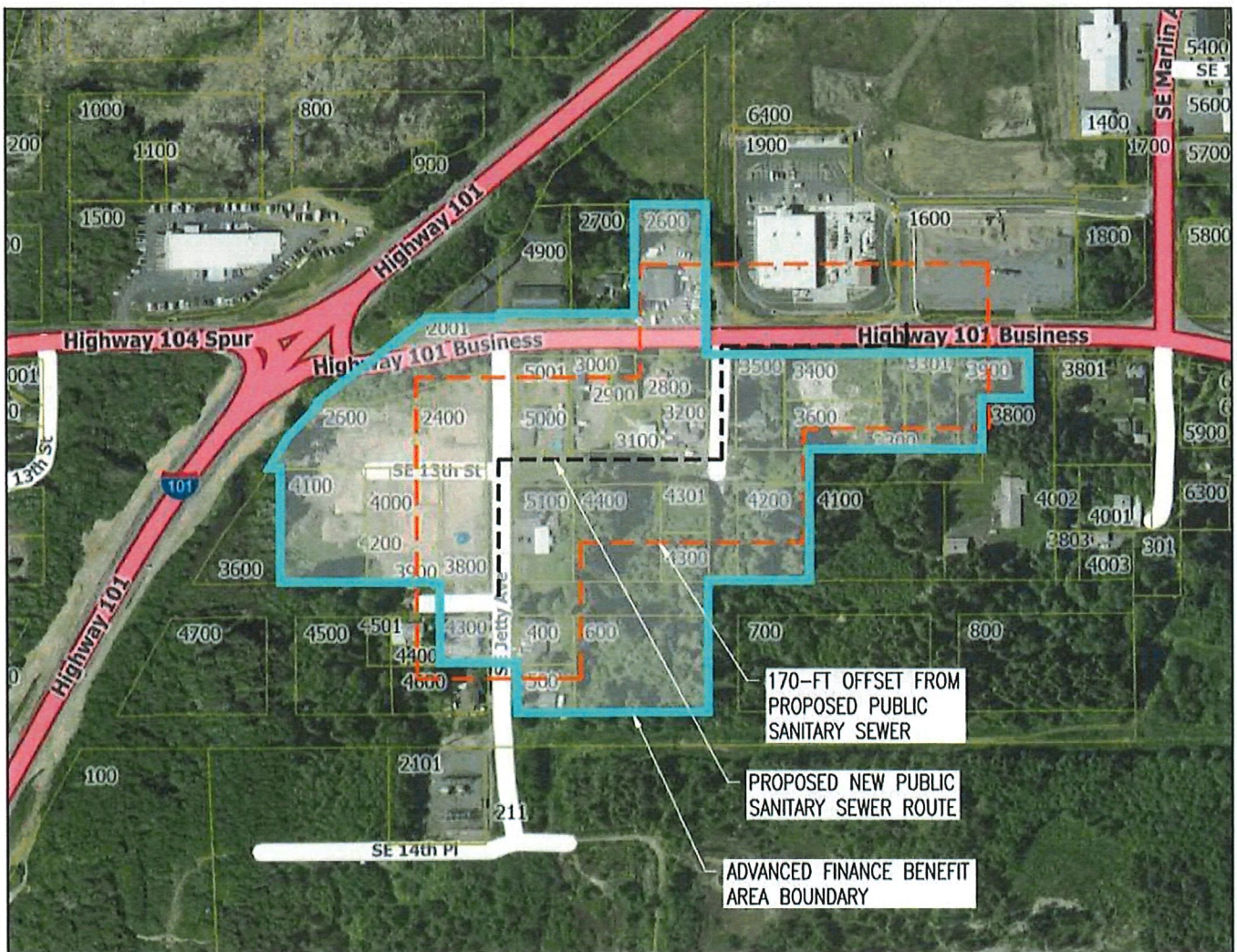
Service Area Determination

The service or benefit area depicted in item 1 of this report and the properties included in the correlated address list (item 2) have been determined using the Warrenton Municipal Code section 13.08.020(C) which states:

If the public sewer is within 170 feet of the property line, the owner shall connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter within 90 days after date of official notice to do so.

On the benefit area map shown below, the dashed red line represents the area within 170 feet of the proposed public sewer. The dashed black line represents the designed route of the proposed public sewer main in SE Jetty Avenue, SE 13th Street, SE King Avenue, and Highway 101 Business (Alt 101). Tax lots 1900 and 1600 in the northeast portion of the map are already connected to the public sewer system and have therefore not been included in the benefit area.

Service Area Determination Map





5. Advanced Financing Benefit Property Costs

Acct. No.	Taxlot	Owner(s)	Lot Size (sq. ft.)	Portion	Benefit Cost
31822	81027 00400	Jackson Lincoln L Jackson Tami L	11,761	.021	8,463.16
31823	81027 00500	Smith Ashley Hassenzahl Cynthia Rose	11,761	.021	8,463.16
31824	81027 00600	Goldberg Steven Goldberg Rayla	54,014	.095	38,868.20
31909	81027AB 02600	Dowell Family Trust Dowell Timothy J/ Laura J Trustees	35,284	.062	25,390.19
31911	81027AB 02800	Knettle Sherry L	14,375	.025	10,344.18
31912	81027AB 02900	Johnson Travis S/Sherry L	5,227	.009	3,761.32
31913	81027AB 03000	Katka Kenneth W Katka Faye E	16,117	.028	11,597.71
31914	81027AB 03100	Katka Kenneth W Katka Faye E	10,019	.018	7,209.62
31915	81027AB 03200	May Rodney D	10,019	.018	7,209.62
31916	81027AB 03300	Goldberg Steven Goldberg Rayla	9,583	.017	6,895.88
31917	81027AB 03301	Goldberg Steven Goldberg Rayla	9,583	.017	6,895.88
31918	81027AB 03400	Jordan Steve Jordan Judy K SWH Properties LLC	19,166	.034	13,791.76
31919	81027AB 03500	Sadtler Samuel	19,602	.034	14,105.50
31920	81027AB 03600	Jordan Steve Jordan Judy K SWH Properties LLC	20,038	.035	14,419.24
31924	81027AB 03900	Goldberg Steven Goldberg Rayla	18,295	.032	13,164.99
31929	81027AB 04200	Soukkala Keith Goldberg Steven / Rayla (c)	30,056	.053	21,628.14
31930	81027AB 04300	Loper Robert E/Julle Ann	10,019	.018	7,209.62
31931	81027AB 04301	Hansen Leonard	10,019	.018	7,209.62
31932	81027AB 04400	Goldberg Steven Goldberg Rayla	36,155	.063	26,016.95
31934	81027AB 05000	Greenway Rebecca J	10,455	.018	7,523.36



31935	81027AB 05001	Greenway Rebecca J	10,890	.019	7,836.39
31936	81027AB 05100	May Robert L/ Claudeane	23,523	.041	16,927.03
31954	81027BA 02400	Palmberg Properties LLC	25,265	.044	18,180.57
31956	81027BA 02600	Palmberg Properties LLC	37,026	.065	26,643.72
31967	81027BA 03800	Canessa Jeffrey Canessa Jennifer	23,522	.041	16,926.31
31968	81027BA 03900	Canessa Jeffrey Canessa Jennifer	23,522	.041	16,926.31
31969	81027BA 04000	Palmberg Properties LLC	6,970	.012	5,015.58
31970	81027BA 04100	Palmberg Properties LLC	42,253	.074	30,405.04
31971	81027BA 04200	Palmberg Properties LLC	5,227	.009	3,761.32
31972	81027BA 04300	Tussing Nathan Tussing Kimberly C	10,019	.018	7,209.62

Totals: 569,765 1.00 \$409,999.99



AGENDA MEMORANDUM

TO: Warrenton City Commission
 FROM: Matthew Ellis, AICP, Planning Director
 DATE: May 28, 2024
 SUBJ: TU-24-2 Byers Sound Amplification Exception

SUMMARY:

The Planning Department received a complete temporary use permit application from Pastor Kevin Byers of Anchor Baptist Church in Astoria on April 30, 2024. The request is to use the property at 115 SW 1st Street for an old-fashioned gospel tent meeting between July 9 and 13 of this year.

Temporary use permits follow a Type II Administrative Procedure, but the application indicates the use of a sound system that would amplify noise and potentially disturb neighbors. Section 9.04.040 of the Warrenton Municipal Code enables the City Commission to permit sound-amplifying devices.

Staff recommends placing time and/or noise restrictions on the sound amplification devices to ensure limited impacts on surrounding community members.

RECOMMENDATION/SUGGESTED MOTION:

"I move to permit a sound-amplifying system in relation to Temporary Use Permit TU-24-2 under the conditions that sound amplification end at 6:00 p.m. and not be able to be heard 300 feet away."

FISCAL IMPACT

There are no fiscal impacts of the proposed code ordinance.

Approved by City Manager: _____

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



CITY OF WARRENTON
Seasonal and Special Events
WMC 16.240.010.A

OFFICE USE	FEE \$300.00
	File# TU- <u>24</u> - <u>2</u>
	Date Received <u>4/25/24</u>
	Receipt# <u>See Arcela</u>

Temporary uses are characterized by their short term or seasonal nature and by the fact that permanent improvements are not made to the site. Temporary uses include, but are not limited to: construction trailers, leasing offices, temporary carnivals and fairs, parking lot sales, retail warehouse sales, and seasonal sales such as Christmas tree sales and vegetable stands, and temporary food vendors.

To apply for a temporary building permit, please completely fill out the information below:

Subject Property Site Address 115 SW 1st St Warrenton

Tax Lot (s) 2100 1,3,5,7

Lot Square Footage/Acres 10,000 Zone RH

Property Owner(s) Cardinaletti Patricia, J Newton Richard W
Coples

Email _____ Phone _____

Mailing Address Anchor Baptist Church, PO BOX 1154 / Astoria, OR 97103

I am a record owner of property (person(s) whose name is on the most recently-recorded deed), or contract purchaser with written permission from the record owner and am providing my signature as written authorization for the below applicant to submit this application.

Property Owner Signature [Signature] Patricia Coples

Applicant (if not owner) Kevin Byers / ABC Phone _____

Mailing Address Anchor Baptist Church, PO BOX 1154 / Astoria, OR 97103

Email anchorbaptistastoria@gmail.com

Applicant Signature Kevin T. Byers

DESCRIBE PROPOSAL AS COMPLETELY AS POSSIBLE: Hosting an Old-Fashioned Gospel Tent Meeting in the community

of Warrenton for religious services and sharing the good news of Jesus Christ. We propose to install a 40'x60' tent, place 2 portable toilets
electric generator, 70 chairs, and sound system for use in our meeting. Services scheduled for July 9-13 7PM-9:30PM each evening.

The tent will be up from July 6th-14th. A 16' utility trailer will be parked on site to secure equipment. Security team will monitor the site.

Amplified sound will be adequate but not obnoxious. No drums will be used. This will be our 4th annual Tent Meeting in Clatsop County

The past 3 years, our community event was held on Marine Drive in Astoria. Tent data, site plan, and permission letters are attached.

Please respond to the following criteria as completely as possible. If you have questions, please contact the Planning Department at 503-861-0920 or planning@ci.warrenton.or.us.

Review Criteria

A seasonal or special event occurs only once in a calendar year and for no longer a period than 30 days. Using a Type II procedure under Section 16.208.040, the City shall approve, approve with conditions, or deny a temporary use permit based on findings that all of the following criteria are satisfied:

1. The use is permitted in the underlying land use district and does not violate any conditions of approval for the property (e.g., prior development permit approval);
To my knowledge, the temporary tent and community event we are planning does not violate any condition of approval for the property we are using.

2. The applicant has proof of the property owner's permission to place the use on his/her property;
We have submitted a written approval of the property owner with our permit.

3. No parking will be utilized by customers and employees of the temporary use which is needed by the property owner to meet their minimum parking requirement under Chapter 16.128, Vehicle and Bicycle Parking;
There is ample public parking around the city parks and city center to accommodate our event. We will monitor parking and ask visitors comply with parking laws. One 16ft utility trailer will be parked on the site to be used to store equipment and for security.

4. The use provides adequate vision clearance, as required by Chapter 16.120, and shall not obstruct pedestrian access on public streets;
We will not obstruct pedestrian access on public streets and the use of the property.

5. Ingress and egress are safe and adequate when combined with the other uses of the property; as required by Section 16.120.020, Vehicular Access and Circulation;
We will not obstruct pedestrian access on public streets and the use of the property.

6. The use does not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare or lights that affect an adjoining use in a manner which other uses allowed outright in the district do not affect the adjoining use; and
Our event will increase traffic flow and noise but not to an adverse level. The event will be held from 7PM to 9:30 PM for one week.

7. The use is adequately served by sewer or septic system and water, if applicable. (The applicant shall be responsible for obtaining any related permits.)
Two portable toilets will be on site and provide ample service for our event.

Submittal Checklist

Complete Application

Site Plan

Application Fee

Any other information deemed necessary to enforce this Ordinance. This information will be requested by staff during the completeness review process.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Greg Shafer, Public Works Director
 DATE: May 28, 2024
 SUBJ: New Land Uses to Transportation SDC Schedule

SUMMARY

City Methodology for assessing system development charges (SDCs) was developed by Financial Consulting Services Group, Inc., in 2011 and adopted by Resolution No. 2401. Transportation SDCs are determined by the number of PM peak hour person trips (PHPTs), based on data in *Trip Generation* for the property's particular land use. The Methodology does not provide trip rates for accessory dwelling units (ADUs) and food cart pods. Financial Consulting Services Group, Inc. was retained to estimate trip rates for these two land uses in a manner that is consistent with the existing SDC Methodology. Public Works proposes that the land uses "Accessory Dwelling Unit" and "Food Cart Pod" be added to the schedule of transportation system development charges.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the first reading, by title, of Resolution No 2679; A Resolution Updating the Schedule of Land Uses for Transportation System Development Charges."

ALTERNATIVE

- 1) Other action as deemed appropriate by the City Commission.
- 2) None Recommended.

FISCAL IMPACT

None.

Approved by City Manager:

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

RESOLUTION NO. 2679

A RESOLUTION UPDATING THE SCHEDULE OF LAND USES FOR TRANSPORTATION SYSTEM DEVELOPMENT CHARGES

WHEREAS, Oregon Revised Statutes Chapter 223 and Warrenton Municipal Code Chapter 3.36 authorize the collection of System Development Charges; and

WHEREAS, the City Commission has need to determine a more equitable transportation system development charge for accessory dwelling units and food carts; and

WHEREAS, the City Commission retained Financial Consulting Solutions Group, Inc., in 2024 to estimate trip rates for accessory dwelling units and food carts in a manner that is consistent with the City's existing system development charge methodology.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Warrenton that two land uses are added to the schedule of transportation system development charges. "Accessory dwelling unit" is a residential land use to be charged transportation system development charges at the rate of 0.77 net new peak-hour person trip-end per dwelling unit. "Food cart pod" is a commercial land use to be charged transportation system development charges at the rate of 4.65 net new peak-hour person trip-ends per food cart.

This Resolution takes effect July 1, 2024.

Adopted by the City Commission of the City of Warrenton this 11th day of June, 2024.

APPROVED:

ATTEST

Henry A. Balensifer III, Mayor

Dawne Shaw, City Recorder



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Greg Shafer, Public Works Director
 DATE: May 28, 2024
 SUBJ: 2024 Pavement Management – Advertise for Bids

SUMMARY

Public Works completed the Capital Asset & Pavement Services (CAPS) pavement management budget options report in May 2023. This comprehensive report indicated the current status of the City streets and serves as a guide to system-wide pavement management including scope, schedule and budget options. From this general report, our pavement consultant, North Coast Civil Design proposes the annual pavement overlay program. Total overlays for 2024 are some 2,266 tons, throughout the City of Warrenton (which includes the historic Hammond area). Public Works is seeking Commission approval to advertise the request for proposals and bid documents for the 2024 overlay projects. Bid items will include mobilization, traffic control, cleaning/sweeping streets of loose rock, dirt, dust, adjustment of utilities to new surface level, applying track coat, 2" AC Overlay, and installation of shoulder rock (as needed).

RECOMMENDATION/SUGGESTED MOTION

"I move to approve advertising the request for bids for the 2024 Pavement Management overlay projects, according to the approved 2024-2025 budget, including 10% contingency."

ALTERNATIVE

- 1) Other action as deemed appropriate by the City Commission.
- 2) None recommended.

FISCAL IMPACT

The approved 2024-2025 budget has \$600,000 allocated to this project.

<p>Approved by City Manager: _____</p> <p>All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.</p>
--

CITY OF WARRENTON - PAVEMENT MANAGEMENT PROGRAM

2024 - ENG ESTIMATE OF PROBABLE COSTS



		ENGINEER'S ESTIMATE			
ITEM	DESCRIPTION	UNITS	QUAN	UNIT PRICE	TOTALS
1	MOBILIZATION, BOND, TRAFFIC CONTROL	LS	1	\$ 50,000	\$50,000.00
2	FURNISH & INSTALL AC OVERLAY, COMPACTED - 2" LIFT, FIELD MARKED- 11TH ST SW (W)	TONS	384	\$ 200	\$76,800.00
3	FURNISH & INSTALL AC OVERLAY, COMPACTED - 2" LIFT, FIELD MARKED - HARBOR CT NE (W)	TONS	162	\$ 200	\$32,400.00
4	FURNISH & INSTALL AC OVERLAY, COMPACTED - 2" LIFT, FIELD MARKED - ALDER AVE SW (W)	TONS	250	\$ 200	\$50,000.00
5	FURNISH & INSTALL AC OVERLAY, COMPACTED - 2" LIFT, FIELD MARKED - 13TH ST SE (W)	TONS	84	\$ 200	\$16,800.00
6	FURNISH & INSTALL AC OVERLAY, COMPACTED - 2" LIFT, FIELD MARKED- 9TH ST SE (W)	TONS	114	\$ 200	\$22,800.00
7	FURNISH & INSTALL AC OVERLAY, COMPACTED - 2" LIFT, FIELD MARKED- SILVERSIDE PL (H)	TONS	165	\$ 200	\$33,000.00
8	FURNISH & INSTALL AC OVERLAY, COMPACTED - 2" LIFT, FIELD MARKED - SECOND AVE (H)	TONS	53	\$ 200	\$10,600.00
9	FURNISH & INSTALL AC OVERLAY, COMPACTED - 2" LIFT, FIELD MARKED - LAKE ROAD (H)	TONS	633	\$ 200	\$126,600.00
10	FURNISH & INSTALL AC OVERLAY, COMPACTED - 2" LIFT, FIELD MARKED - SILVERSIDE ST (H)	TONS	172	\$ 200	\$34,400.00
11	FURNISH & INSTALL AC OVERLAY, COMPACTED - 2" LIFT, FIELD MARKED - FIRST AVE (H)	TONS	208	\$ 200	\$41,600.00
12	FURNISH & INSTALL WATER BARS AS DIRECTED BY ENG.	LF	165	\$ 35	\$5,775.00
13	FURNISH & INSTALL FRANCHISE UTILITY ADJUSTMENTS	EA	15	\$ 30	\$450.00
14	FURNISH & INSTALL ELEVATION ADJ OF CATCH BASINS, (GRADE RINGS OR NEW TOPS/GRATES)	EA	4	\$ 2,800	\$11,200.00
15	FURNISH & INSTALL 12" WHITE, THERMOPLASTIC STOP BARS	LF	98	\$ 22	\$2,156.00
16	FURNISH & INSTALL SHOULDER ROCK - COMPACTED 3/4"-0"	CY	254	\$ 100	\$25,400.00
17	FURNISH & INSTALL AC GRIND-OUT AS DIRECTED BY ENG.	SY	0	\$ -	\$0.00
TOTALS >					\$539,981.00

**Hammond:
First Ave
Second Ave
SILVERSIDE PI**





**Hammond:
Lake Rd**



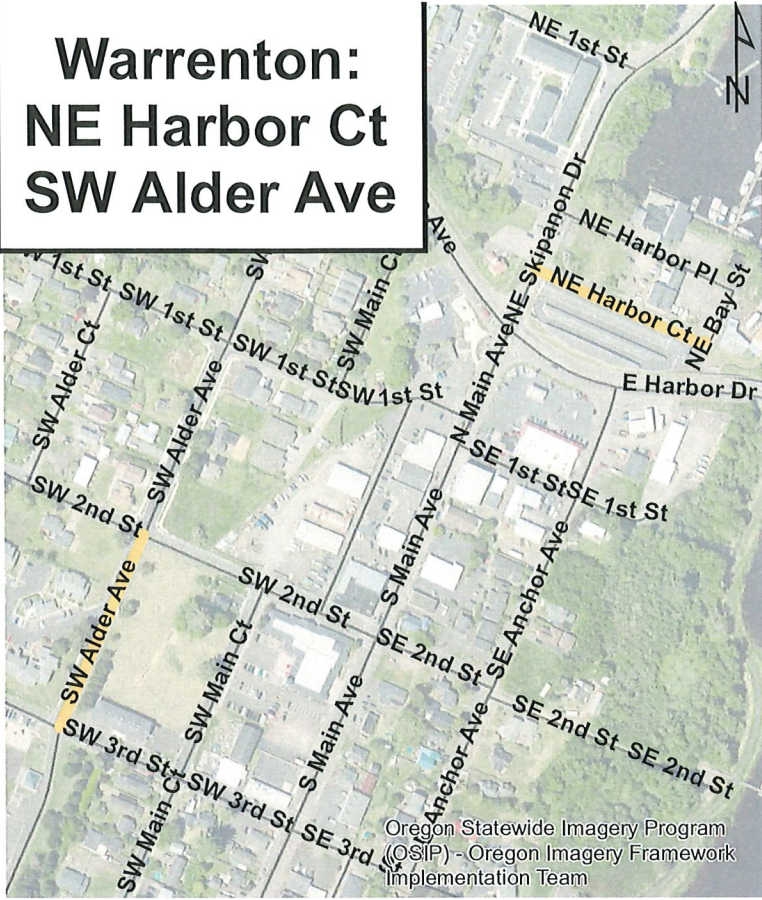
**Hammond:
SILVERSIDE ST**



Pavement Management Project: 2024

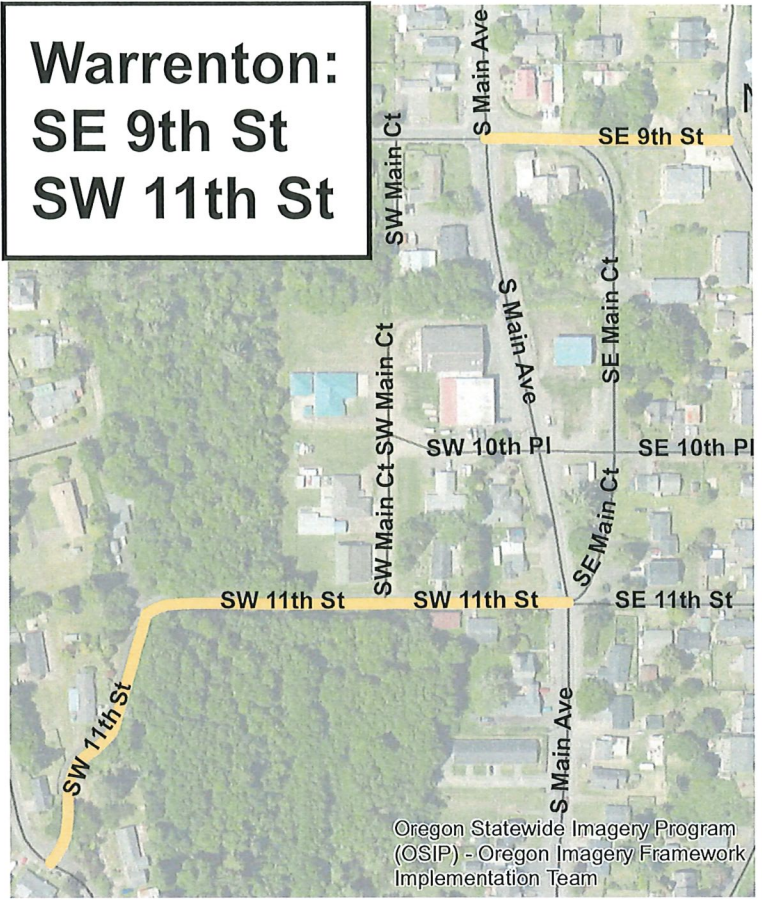
-  AC_OVERLAY_(2.0_Inches)
-  Warrenton Roads
-  City Boundaries

Warrenton: NE Harbor Ct SW Alder Ave



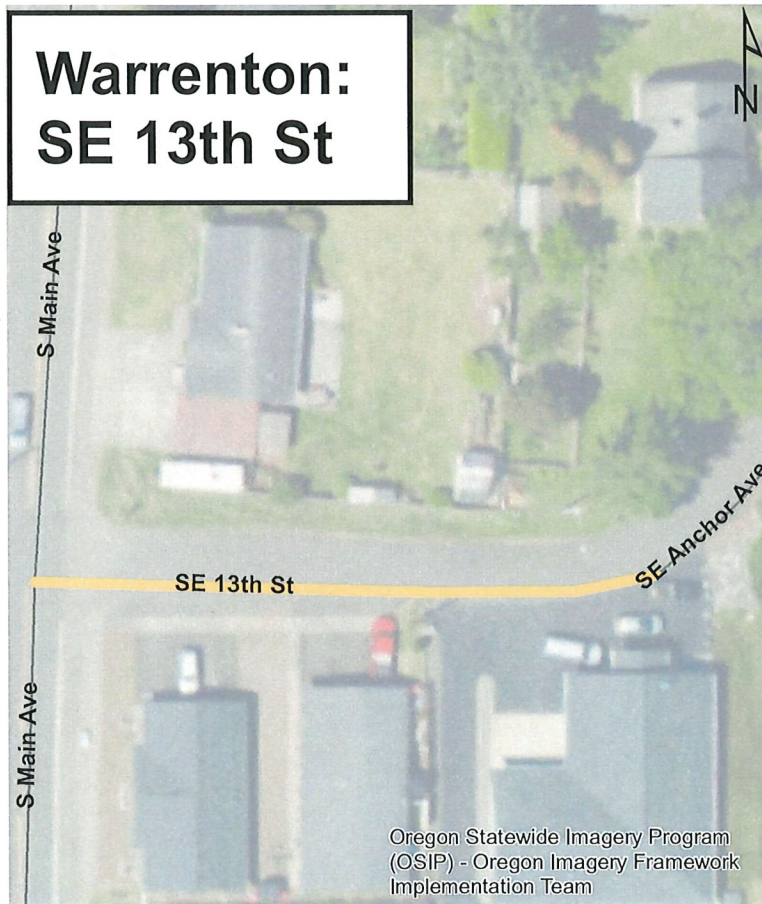
Oregon Statewide Imagery Program
(OSIP) - Oregon Imagery Framework
Implementation Team

Warrenton: SE 9th St SW 11th St






Oregon Statewide Imagery Program
(OSIP) - Oregon Imagery Framework
Implementation Team

Warrenton: SE 13th St



Oregon Statewide Imagery Program
(OSIP) - Oregon Imagery Framework
Implementation Team

Pavement Management Project: 2024

-  AC_OVERLAY_(2.0_Inches)
-  City Boundaries
-  Warrenton_Roads_2024_03



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Greg Shafer, Public Works Director
 DATE: May 28, 2024
 SUBJ: Water Rates

SUMMARY

The Budget Committee approved a 4% monthly water rate increase for Fiscal year 2024–2025. Rate increase resolutions typically require two readings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the first reading, by title, of Resolution No. 2680; Adopting Water Department Monthly Rates, Establishing July 1, 2024, as the Effective Date; and Repealing All Other Resolutions in Conflict."

ALTERNATIVE

None recommended.

FISCAL IMPACT

The 4% increase is expected to raise approximately \$168,207 in the water fund for fiscal year ending June 30, 2025.

Approved by City Manager: _____

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

RESOLUTION NO. 2680
Introduced by All Commissioners

**ADOPTING WATER DEPARTMENT RATES AND FEES;
ESTABLISHING July 1, 2024, AS THE EFFECTIVE DATE,
REPEALING ALL OTHER RESOLUTIONS IN CONFLICT**

WHEREAS, the City of Warrenton Water Department is an enterprise fund and revenues must pay expenses;

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 4% water rate increase during its Fiscal year 2024-2025 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 Exhibit A for all users of its municipal water service.

Section 2. 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 take effect July 1, 2024.

First reading: May 28, 2024

Second reading: June 11, 2024

ADOPTED by the City Commission of the City of Warrenton this 11th day of June 2024.

APPROVED

ATTEST

Henry A. Balensifer III, Mayor

Dawne Shaw, City Recorder

City of Warrenton
Monthly Water Service Rates
Effective 7/1/24

EXHIBIT A

Monthly water service rates for customers of the water system shall be a combination of the following:

Base Rate: Every account 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:

Base Rate				
Meter Size (inches)	Inside City		Outside City	
3/4	\$	35.34	\$	52.95
1	\$	40.93	\$	61.38
1 1/2	\$	54.81	\$	82.20
2	\$	71.50	\$	107.24
3	\$	116.13	\$	174.17
4	\$	166.25	\$	249.35
6	\$	305.40	\$	458.13
8	\$	472.48	\$	708.73
10	\$	667.49	\$	1,001.24

Volume Rate: Every meter shall pay a volume rate, according to customer class, for every thousand gallons of metered consumption:

Volume Rate		
Range/Customer Class	Inside City	Outside City

0 to 2,000 gallons:

Residential / Multi Family	\$	-	\$	-
Commercial	\$	-	\$	-
Industrial	\$	-	\$	-
Institutional	\$	-	\$	-
Government	\$	-	\$	-
City of Gearhart	\$	-	\$	-

2,001 gallons and over:

Residential / Multi Family	\$	5.01	\$	7.56
Commercial	\$	7.51	\$	11.19
Industrial	\$	8.90	\$	13.40
Institutional	\$	6.10	\$	9.19
Government	\$	9.43	\$	14.13
City of Gearhart*	\$	9.43	\$	14.13

*Per agreement



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Greg Shafer, Public Works Director
 DATE: May 28, 2024
 SUBJ: Sewer Rates

SUMMARY

The Budget Committee approved a 5% monthly sewer rate increase for Fiscal year 2024–2025. Rate increase resolutions typically require two readings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the first reading, by title, of Resolution No. 2681; Adopting Sewer Department Monthly Rates, Establishing July 1, 2024, as the Effective Date; and Repealing All Other Resolutions in Conflict."

ALTERNATIVE

None recommended.

FISCAL IMPACT

The 5% increase is expected to raise approximately \$154,261 in the sewer fund for fiscal year ending June 30, 2025.

Approved by City Manager: *Esther Molony*

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

RESOLUTION NO. 2681
Introduced by All Commissioners

**ADOPTING SEWER DEPARTMENT MONTHLY RATES;
ESTABLISHING July 1, 2024, AS THE EFFECTIVE DATE,
REPEALING ALL OTHER RESOLUTIONS 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 provides sewer services to customers both inside and outside (Shoreline Sanitary District) its city limits, 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 2024-2025 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 take effect July 1, 2024.

First reading: May 28, 2024

Second reading: June 11, 2024

ADOPTED by the City Commission of the City of Warrenton this 11th day of June 2024.

APPROVED

ATTEST

Henry A. Balensifer III, Mayor

Dawne Shaw, City Recorder

**City of Warrenton
 Monthly Sewer Service Rates
 Effective 7/1/24**

Monthly sewer service rates for customers of the sewer system shall be a combination of the following:

Base Rate: Every unit shall pay a base rate per month, according to customer class. All customers are subject to the monthly "ready-to-serve" base rate:

Base Rate	
Class	Rate
Single Unit	\$ 68.84
Metered	\$ 68.84
Bio-Oregon	\$ 198.81
Warrenton Deep Sea	\$ 75.03
Fort Stevens	\$ 5,659.14
Pacific Coast Seafoods	\$ 250.79
Point Adams	\$ 406.80
Warrenton Boat Yard-Industrial Waste Permitted Use	\$ 104.76
Shoreline Sanitary District	\$ 86.05

Volume Rate: Accounts classified as "metered" sewer customers shall pay a volume rate for every thousand gallons of metered water consumption:

Volume Rate	
Class	Rate
0 to 5,000 gallons:	
Metered	\$ -
5,001 gallons and over:	
Metered	\$ 9.67



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Greg Shafer, Public Works Director
 DATE: May 28, 2024
 SUBJ: Recycling Rates

SUMMARY

Recology Western Oregon is instituting an increase in the residential recycling service rates increase for Fiscal year 2024-2025. Resolution No. 2682 is presented for your consideration. The rate increase is from \$8.88 to \$9.37 (5.57%) monthly, for every other week pickup, effective July 1, 2024.

Rate increase resolutions typically require two readings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the first reading, by title only, of Resolution No. 2682; Adopting and Setting New Rates for Residential Recycling Services; Establishing July 1, 2024, as the effective date; and repealing all resolutions in conflict."

ALTERNATIVE

None Recommended

FISCAL IMPACT

If rates are not raised, the City will not recoup costs for recycling fees from Recology Western Oregon for recycling pickup.

Approved by City Manager:

Esther Melberg

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

RESOLUTION NO. 2682
Introduced by All Commissioners

**ADOPTING AND SETTING NEW RATES FOR RESIDENTIAL
RECYCLING SERVICES; ESTABLISHING JULY 1, 2024, AS THE
EFFECTIVE DATE; AND REPEALING ALL RESOLUTIONS 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, the 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; and

NOW THEREFORE, BE IT RESOLVED that the Warrenton City Commission 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 as listed in Exhibit A for all users of its recycling service.

Section 2: The rate increase will be 5.57%, from \$8.88 to \$9.37 monthly for Residential Recycling Services every other week.

Section 3: This resolution shall take effect July 1, 2024.

First reading: May 28, 2024

Second reading: June 11, 2024

ADOPTED by the City Commission of the City of Warrenton this 11th day of June 2024.

APPROVED

Henry A. Balensifer III, Mayor

ATTEST

Dawne Shaw, CMC, City Recorder

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

COLLECTION SERVICES - BILLED TO CITY

MONTHLY RATES

90REC	90G COMMINGLED RECYCLING -CURB	\$ 8.88	5.57%	\$ 0.49	\$ 9.37
90RES	90G COMMINGLE-SIDE*	\$ 8.88	5.57%	\$ 0.49	\$ 9.37
1CBE	CARDBOARD CONTAINER - ALL SIZES	\$ 43.54	5.57%	\$ 2.43	\$ 45.97
2GEW	2YD WASTE WATER EOW	\$ 220.16	5.57%	\$ 12.26	\$ 232.42

*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	\$ 54.24	5.57%	\$ 3.02	\$ 57.26
APPL	APPLIANCE	\$ 12.05	5.57%	\$ 0.67	\$ 12.72
FURN	FURNITURE CHARGE	\$ 18.08	5.57%	\$ 1.01	\$ 19.09
IRSC	IN ROUTE SERVICE CHARGE	\$ 38.19	5.57%	\$ 2.13	\$ 40.32
SC	SERVICE CHARGE	\$ 152.79	5.57%	\$ 8.51	\$ 161.30

RELATED FEES

RATE PER EACH

CORDF	CONTAINER RE-DELIVERY FEE	\$ 152.79	5.57%	\$ 8.51	\$ 161.30
-------	---------------------------	-----------	-------	---------	-----------

Note: Re-Delivery fees apply for resume service after suspend.

RATE PER EACH

CCF	CART CLEANING FEE	\$ 26.25	5.57%	\$ 1.46	\$ 27.71
CRF	CART REPLACEMENT FEE	\$ 68.25	5.57%	\$ 3.80	\$ 72.05

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

RATE PER EACH

WLI	WIND LATCH INSTALLATION	No charge for Warrenton residents			
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	\$ 116.57	5.57%	\$ 6.49	\$ 123.06
1XP	EXTRA PICK UP-1YD TRASH	\$ 42.88	5.57%	\$ 2.39	\$ 45.27

1.5 YARD CONTAINERS

MONTHLY RATES

1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 55.19	5.57%	\$ 3.07	\$ 58.26
------	---------------------------	----------	-------	---------	----------

2 YARD CONTAINERS

MONTHLY RATES

2GW	2YD TRASH	\$ 297.50	5.57%	\$ 16.57	\$ 314.07
2GE	2YD TRASH EOW	\$ 164.84	5.57%	\$ 9.18	\$ 174.02
2GM	2YD TRASH MONTHLY	\$ 93.44	5.57%	\$ 5.20	\$ 98.64
2OC	ON CALL-2YD TRASH	\$ 67.40	5.57%	\$ 3.75	\$ 71.15
2XP	EXTRA PICK UP-2YD TRASH	\$ 67.40	5.57%	\$ 3.75	\$ 71.15

3 YARD CONTAINERS

MONTHLY RATES

3GW	3YD TRASH	\$ 393.99	5.57%	\$ 21.95	\$ 415.94
3GE	3YD TRASH EOW	\$ 213.07	5.57%	\$ 11.87	\$ 224.94
3GM	3YD TRASH MONTHLY	\$ 115.70	5.57%	\$ 6.44	\$ 122.14
3OC	ON CALL-3YD TRASH	\$ 91.91	5.57%	\$ 5.12	\$ 97.03
3XP	EXTRA PICK UP-3YD TRASH	\$ 91.91	5.57%	\$ 5.12	\$ 97.03

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

4 YARD CONTAINERS

MONTHLY RATES

4GW	4YD TRASH	\$ 482.40	5.57%	\$ 26.87	\$ 509.27
4GE	4YD TRASH EOW	\$ 257.26	5.57%	\$ 14.33	\$ 271.59
4GM	4YD TRASH MONTHLY	\$ 136.14	5.57%	\$ 7.58	\$ 143.72
4OC	ON CALL-4YD TRASH	\$ 114.38	5.57%	\$ 6.37	\$ 120.75
4XP	EXTRA PICK UP-4YD TRASH	\$ 114.38	5.57%	\$ 6.37	\$ 120.75

5 YARD CONTAINERS

MONTHLY RATES

5GW	5YD TRASH	\$ 578.88	5.57%	\$ 32.24	\$ 611.12
5GE	5YD TRASH EOW	\$ 305.51	5.57%	\$ 17.02	\$ 322.53
5GM	5YD TRASH MONTHLY	\$ 158.43	5.57%	\$ 8.82	\$ 167.25
5OC	ON CALL-5YD TRASH	\$ 138.87	5.57%	\$ 7.74	\$ 146.61
5XP	EXTRA PICK UP-5YD TRASH	\$ 138.87	5.57%	\$ 7.74	\$ 146.61

6 YARD CONTAINERS

MONTHLY RATES

6GW	6YD TRASH	\$ 675.39	5.57%	\$ 37.62	\$ 713.01
6GE	6YD TRASH EOW	\$ 353.76	5.57%	\$ 19.70	\$ 373.46
6GM	6YD TRASH MONTHLY	\$ 180.71	5.57%	\$ 10.07	\$ 190.78
6OC	ON CALL-6YD TRASH	\$ 163.41	5.57%	\$ 9.10	\$ 172.51
6XP	EXTRA PICK UP-6YD TRASH	\$ 163.41	5.57%	\$ 9.10	\$ 172.51

8 YARD CONTAINERS

No new customers at this rate - safety issues

8GW	8YD TRASH	\$ 787.94	5.57%	\$ 43.89	\$ 831.83
8GE	8YD TRASH EOW	\$ 410.05	5.57%	\$ 22.84	\$ 432.89
8GM	8YD TRASH MONTHLY	\$ 206.71	5.57%	\$ 11.51	\$ 218.22
8OC	ON CALL-8YD TRASH	\$ 192.00	5.57%	\$ 10.69	\$ 202.69
8XP	EXTRA PICK UP-8YD TRASH	\$ 192.00	5.57%	\$ 10.69	\$ 202.69

CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)

RNT1	1YD RENT - TRASH	\$ 21.00	5.57%	\$ 1.17	\$ 22.17
RNT4	4YD RENT - TRASH	\$ 21.00	5.57%	\$ 1.17	\$ 22.17
RNT5	5YD RENT - TRASH	\$ 21.00	5.57%	\$ 1.17	\$ 22.17
RNT6	6YD RENT - TRASH	\$ 21.00	5.57%	\$ 1.17	\$ 22.17
RNT8	8YD RENT - TRASH	\$ 21.00	5.57%	\$ 1.17	\$ 22.17

FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.

Compactor Rating	4 : 1	3 : 1	2 : 1
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	\$ 21.98	5.57%	\$ 1.22	\$ 23.20
M10SC	10 QT SHARPS CONTAINER	\$ 25.45	5.57%	\$ 1.42	\$ 26.87
M23SC	23 QT SHARPS CONTAINER	\$ 49.16	5.57%	\$ 2.74	\$ 51.90
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 35.26	5.57%	\$ 1.96	\$ 37.22
MLGPB	PATHOLOGY BOX	\$ 53.55	5.57%	\$ 2.98	\$ 56.53
MW17G	MEDICAL WASTE 17 GAL	\$ 23.63	5.57%	\$ 1.32	\$ 24.95
MW31G	MEDICAL WASTE 31 GAL	\$ 30.45	5.57%	\$ 1.70	\$ 32.15
MW43G	MEDICAL WASTE 43 GAL	\$ 36.75	5.57%	\$ 2.05	\$ 38.80
MOWPT	OVERWEIGHT MEDICAL TUB	\$ 21.00	5.57%	\$ 1.17	\$ 22.17

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	-----------------	-------	----------	-------------

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

DEBRIS BOX SERVICES

SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)

RATE PER HAUL

DEL	DELIVERY CHARGE	\$ 76.39	5.57%	\$ 4.25	\$ 80.64
10HD	RECYCLE HAULS TO TRAILS END	\$ 114.58	5.57%	\$ 6.38	\$ 120.96
10HG	10 YD TRASH BOX HAUL	\$ 152.78	5.57%	\$ 8.51	\$ 161.29
20HG	20 YD TRASH BOX HAUL	\$ 152.78	5.57%	\$ 8.51	\$ 161.29
30HG	30 YD TRASH BOX HAUL	\$ 152.78	5.57%	\$ 8.51	\$ 161.29
47HG	47 YD TRASH BOX HAUL	\$ 152.78	5.57%	\$ 8.51	\$ 161.29
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 182.41	5.57%	\$ 10.16	\$ 192.57

DEBRIS BOX DISPOSAL FEES (\$\$/TON)

RATE PER TON

DFDM	DISPOSAL FEE - DEMOLITION	\$ 124.91	5.57%	\$ 6.96	\$ 131.87
DFG	DISPOSAL FEE - GARBAGE	\$ 123.54	5.57%	\$ 6.88	\$ 130.42
DFYD	DISPOSAL FEE - YARD DEBRIS	\$ 21.00	5.57%	\$ 1.17	\$ 22.17

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

RELATED FEES

RATE PER DAY

RENTD	DAILY RENTAL FEE	\$ 15.26	5.57%	\$ 0.85	\$ 16.11
-------	------------------	----------	-------	---------	----------

Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

RATE PER MONTH

RENTM	MONTHLY RENTAL FEE	\$ 152.17	5.57%	\$ 8.48	\$ 160.65
-------	--------------------	-----------	-------	---------	-----------

Note: Monthly rent applies for customers who keep a box for a year or longer.

RATE PER HOUR

TIME	TRUCK TIME FEE	\$ 152.78	5.57%	\$ 8.51	\$ 161.29
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 152.79	5.57%	\$ 8.51	\$ 161.30
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 229.14	5.57%	\$ 12.76	\$ 241.90

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

TOFFR	TIRE CHARGE NO RIM	\$ 4.82	5.57%	\$ 0.27	\$ 5.09
TONR	TIRE CHARGE ON RIM	\$ 9.64	5.57%	\$ 0.54	\$ 10.18
APPL	APPLIANCE	\$ 12.05	5.57%	\$ 0.67	\$ 12.72
APF	REFRIGERATOR/FREEZER	\$ 54.24	5.57%	\$ 3.02	\$ 57.26

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.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
Henry Balensifer, Mayor
Esther Moburg, City Manager

FROM: Brian Alsbury, Fire Chief

DATE: May 20, 2024

SUBJ: 2024 OSFM Seasonal Wildfire Seasonal Staffing Grant

SUMMARY

The Warrenton Fire Department requests authorization to accept awarded funds from the Oregon State Fire Marshals Office-2024 Wildfire Seasonal Staffing Grant. This award would allow the fire department to hire three full-time seasonal firefighters starting July 1st, 2024, using the grant award of \$35,000.00.

RECOMMENDATION/SUGGESTED MOTION

"I motion to authorize the fire department to accept the awarded funds from the Oregon State Fire Marshal Office, wildfire seasonal staffing grant".

ALTERNATIVE

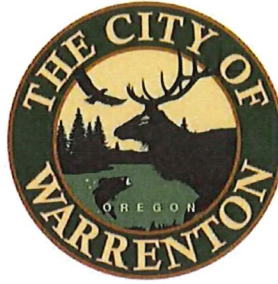
- 1) Other action as deemed appropriate by the City Commission
- 2) None recommended

FISCAL IMPACT

Funds are awarded to the fire department and will not fiscally impact on the FY24/25 budget.

Approved by City Manager: Esther M. Berg

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



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Dawne Shaw, City Recorder
 DATE: May 28, 2024
 SUBJ: Adopting Public Records Fees; First Reading of Resolution 2667

SUMMARY

At its November 28, 2023 meeting, the City Commission adopted Resolution No. 2657 to update the policy and procedures for Public Record Requests, as well as a separate resolution (No. 2658) to separate the current fees from the policy. During this meeting, the Commission requested a review and possible update of the fees for records requests. Public Records Fees have not been updated since 2019. Staff have completed a review and comparisons with other cities, and have prepared Resolution No. 2667 for your consideration. In order to provide the public an opportunity to comment, rate increases are considered over two meetings.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the first reading, by title only, of Resolution No. 2667; a Resolution Adopting Public Records Fees, and Repealing Resolution No. 2658."

ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A

Approved by City Manager: _____

Eather Moberg

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

RESOLUTION NO. 2667

Introduced by All Commissioners

A RESOLUTION ADOPTING PUBLIC RECORDS FEES, AND
REPEALING RESOLUTION NO. 2658

WHEREAS, the City of Warrenton recognizes that Oregon Public Records Law (ORS 192.311)-192.478) gives the public the right to inspect and copy certain public records maintained by the City; and

WHEREAS, on November 28, 2023, the City of Warrenton adopted an updated Public Records Policy with the implementation of new software; and

WHEREAS, on November 28, 2023, the existing fees were adopted through Resolution No. 2658; and

WHEREAS, the City Commission noted the need to review and update the Public Records Fee; and

WHEREAS, after review, staff recommends updating the City of Warrenton the Public Records Fee Schedule as outlined in Attachment A;

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Warrenton resolves as follows:

Section 1: The Warrenton City Commission hereby adopts the updated Public Records Fee Schedule, as outlined in Attachment A.

Section 2: This resolution will take effect June 1, 2024.

First Reading:

Second Reading:

Adopted by the City Commission of the City of Warrenton this ___ day of _____, 2024.

APPROVED

ATTEST

Henry A. Balensifer III, Mayor

Dawne Shaw, CMC, City Recorder