

*"Making a difference through excellence of service"*



## **CITY OF WARRENTON**

### **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING  
August 22, 2017 – 6:00 P.M.  
Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **COMMISSIONER COMMENTS/COMMUNICATIONS/AGENDA ADDITIONS**
5. **CONSENT CALENDAR**

- A. City Commission Meeting Minutes - 8.08.17
- B. Police Dept. Monthly Statistics – July 2017
- C. Building/Planning Dept. Activity Report – July 2017
- D. Fire Dept. Activity Report – July 2017
- E. Liquor License Application – Uptown Café

6. **PUBLIC COMMENT (AGENDA ITEMS)**

At this time, anyone wishing to address the City Commission concerning items on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

7. **BUSINESS ITEMS**

- A. Public Hearing and Consideration of Resolution No. 2502; Approving and Adopting a Supplemental Budget for Municipal Purposes for FY 2017/2018
- B. Consideration of Change Order #3 – SE Ensign Pump Station Rebuild and

Force Main Project

- C. Consideration of Resolution No. 2503; Modifying Building Permit Fees
- D. Consideration of Beery Elsner & Hammond Contract
- E. Consideration of Ordinance No. 1213-A; Vacating a Portion of NW 6<sup>th</sup> Street
- F. Consideration of Sublease Renewal; Sturgeon Paul's – Hammond Marina

**8. PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest not already on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

**9. EXECUTIVE SESSION**

**10. ADJOURNMENT**

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, Deputy City Recorder, at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

5-A

MINUTES  
Warrenton City Commission  
Regular Meeting – August 8, 2017  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:05 p.m. and led the public in the Pledge of Allegiance.

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

Staff Present: City Manager Linda Engbretson, Library Site Manager Nettie Lee Calog, City Attorney Spencer Parsons and Deputy City Recorder Dawne Shaw

COMMISSIONER COMMENTS

Mayor Balensifer noted Deputy City Recorder Dawne noted omissions in the City commission meeting minutes on the consent calendar - Commissioner Ackley's vote (aye) was omitted on the agenda addition motion, and the Consent Calendar approval in the minutes of 7.11.17, and also omitted from the Consent Calendar approval in the minutes of 7.25.17. Corrections/additions of the votes will be notated.

Commissioner Newton stated he had a very busy 2 weeks, and noted the various activities and meetings he attended; Camp Rosenbaum, Pacific Safety Council meeting, Crest meeting, LOC small cities meeting, the K9 fundraising dinner and he also visited the Warming Center.

Commissioner Dyer gave his apologies for being late.

Commissioner Ackley welcomed everyone and City Attorney Spencer Parsons. She noted she also attended the K9 fund raising dinner and it was a lot of fun, with a good turnout.

Mayor Balensifer stated is has been a very busy 2 weeks, and thanked Commissioner Newton for attending Camp Rosenbaum. He noted he spoke of behalf of the City at the Northwest Pacific Economic Region conference. He stated he also attended the K9 fundraising dinner, and noted it was a fun event and thanked K9 Officer Wirt and staff for organizing the event. Mayor Balensifer stated he also attended the LOC small cities round table meeting, and explained the purpose of the meeting.

City Manager Linda Engbretson introduced City Attorney Spencer Parsons from Beery Elsner and Hammond, noting the City is happy to have him. She also gave a reminder about the "Movie in the Park" this Thursday, which is part of the Regatta and hosted by the WBA. She also noted there is a rose planting ceremony on Saturday, in which she and Mayor Balensifer will

participate. Ms. Engbretson asked the Commission to consider adding an agenda item; Consideration to waive the Community Center fee for Thankful Hearts free community Thanksgiving dinner. She also reminded the Commission about the upcoming LOC conference. Mayor Balensifer stated he got invited to speak at the annual LOC conference and requested to be the voting delegate. Consensus was to allow.

**Commissioner Ackley made the motion to approve agenda additions of item 7C, the request from Thankful Hearts to waive the Community Center fee and approval of the consent calendar with changes to the 7.11.17 and 7.25.17 minutes. Motion was seconded and passed unanimously.**

**Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye**

PUBLIC COMMENT (Agenda Items) – None

## BUSINESS

City Manager Linda Engbretson stated the Warrenton Community Library Advisory Board recommends placing a tax levy on the November ballot in order to continue funding the Warrenton Community Library operations. She noted the last levy approved by voters in 2012 levied \$0.95 per \$1,000 of assessed value for library operations raising approximately \$209,078 over the five-year period; noting it has been at 9.5 for 15 years. Ms. Engbretson stated the Board has been discussing new opportunities and service demands and is recommending an increase in the proposed levy amount. Rent is now a factor which was not previously part of the operational budget. She noted the four different options included in the agenda packet and outlined the specifics of each. Ms. Engbretson stated the Board is recommending the “Gold” option, which is \$0.330 per \$1,000 and could be used to increase hours of operation, pay for increase in staff time and provide an estimated additional \$24,100 for materials and services (automation and e-books). Library Board Chair Kelsey Balensifer noted there has been a considerable increase in new library card holders and a high volume of items being checked out. She noted the current levy is set to expire; and the current rate will not cover the expenses needed to keep the Library running. She briefly reviewed the four different funding levels and noted the board concluded the community deserves a first class library, not the status quo; and they would like to offer higher quality of services; and recommends add local option levy to fund library operations for the next 5 years. Mayor Balensifer noted when the City had the open house/town hall meeting on the Library, the room was packed and it was eye opening to see how many people cared about it. Brief discussion followed and consensus was to go with the Gold option.

**Commissioner Ackley made the motion to adopt Resolution No. 2501; *Authorizing an Election on November 7, 2017, and adopting the Ballot title: “Five Year Library Operations Local Option Serial Levy.”* Motion was seconded and passed unanimously.**

**Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye**

## MINUTES

Warrenton City Commission  
Regular Meeting – 08.08.17  
Page: 2

City Manager Engbretson stated the lease between the City of Warrenton and Warrenton Fiber Company requires written consent from the City prior to any alteration to any existing structural improvements. She noted she has received a written request from David Nygaard, President of Warrenton Fiber Company to alter and remodel their current office at Tansy Point.

**Commissioner Newton made the motion to authorize the City Manager to provide written consent to Warrenton Fiber Company to *construct, improve, demolish, remove, replace, alter, reconstruct, remodel or add to its current office at Tansy Point, pursuant to appropriate building and planning requirements. Motion was seconded and passed unanimously.***

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City Manager Linda Engbretson stated the Thankful Hearts group coordinates and provides the free community Thanksgiving dinner, which they have done since 2011; and they also provide “meals on wheels” dinners. She noted they have requested the Commission to consider waiving the Community Center fee, for the annual dinner.

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PUBLIC COMMENT – Dennis Faletti, stated he is a member of the Urban Renewal Advisory Committee and is very proud of the improvements that were made at the Warrenton Marina; however he noted the exterior of the building is deteriorating, in just 2 years’ time, and “in another 2 years it will look like the old building.” He voiced concerns over the workmanship from the contractor. City Manager Engbretson noted she will look into the matter and speak with Harbormaster Sweet. Tony Faletti stated he is pleased to see the Police Dept. using the speed limit/radar sign, but noted it is embarrassing when it is not working.

There being no further business Mayor Balensifer adjourned the regular meeting at 6:38 p.m., and announced an executive session, under the authority of ORS 192.660(2)(h); *to consult with counsel regarding the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.* He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

APPROVED:

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

ATTEST:

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

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APPROVED:

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

ATTEST:

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



5-B



# WARRENTON POLICE DEPARTMENT

## JULY 2017 STATISTICS

AUGUST 22, 2017



July Statistics (% changes are compared to 2017)							
Category	2017	2016	%Chg	2015	%Chg	2014	%Chg
Calls for Service	<b>768</b>	763	<b>1%</b>	782	<b>-2%</b>	821	<b>-6%</b>
Incident Reports	<b>178</b>	173	<b>3%</b>	184	<b>-3%</b>	160	<b>11%</b>
Arrests/Citations	<b>96</b>	90	<b>7%</b>	74	<b>30%</b>	88	<b>9%</b>
Traffic Events	<b>183</b>	175	<b>5%</b>	192	<b>-5%</b>	187	<b>-2%</b>
DUII Calls	<b>5</b>	2	<b>150%</b>	0	<b>500%</b>	5	<b>0%</b>
Traffic Accidents	<b>17</b>	18	<b>-6%</b>	23	<b>-26%</b>	41	<b>-59%</b>
Property Crimes	<b>118</b>	130	<b>-9%</b>	74	<b>59%</b>	229	<b>-48%</b>
Disturbances	<b>99</b>	93	<b>6%</b>	106	<b>-7%</b>	188	<b>-47%</b>
Drug/Narcotics Calls	<b>9</b>	4	<b>125%</b>	4	<b>125%</b>	13	<b>-31%</b>
Animal Complaints	<b>28</b>	27	<b>4%</b>	40	<b>-30%</b>	53	<b>-47%</b>
Officer O.T.	<b>119.5</b>	124.75	<b>-4%</b>	119.5	<b>0%</b>	87	<b>37%</b>
Reserve Hours	<b>14</b>	34	<b>-59%</b>	84.5	<b>-83%</b>	73	<b>-81%</b>

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	571	524	638	553	679	666	768		
Incident Reports	138	135	217	150	179	181	178		
Arrests/Citations	58	70	88	117	78	94	96		
Traffic Events	185	144	174	128	153	173	183		
DUII Calls	2	8	4	4	5	5	5		
Traffic Accidents	13	17	20	22	14	15	17		
Property Crimes	50	57	46	35	66	64	118		
Disturbances	49	47	68	61	55	72	99		
Drug/Narcotics Calls	6	6	4	5	5	8	9		
Animal Complaints	15	9	19	24	31	30	28		
Officer O.T.	104	136.5	214.25	284.25	282	217	119.5		
Reserve Hours	34.5	28.5	16.5	31	30	0	14		

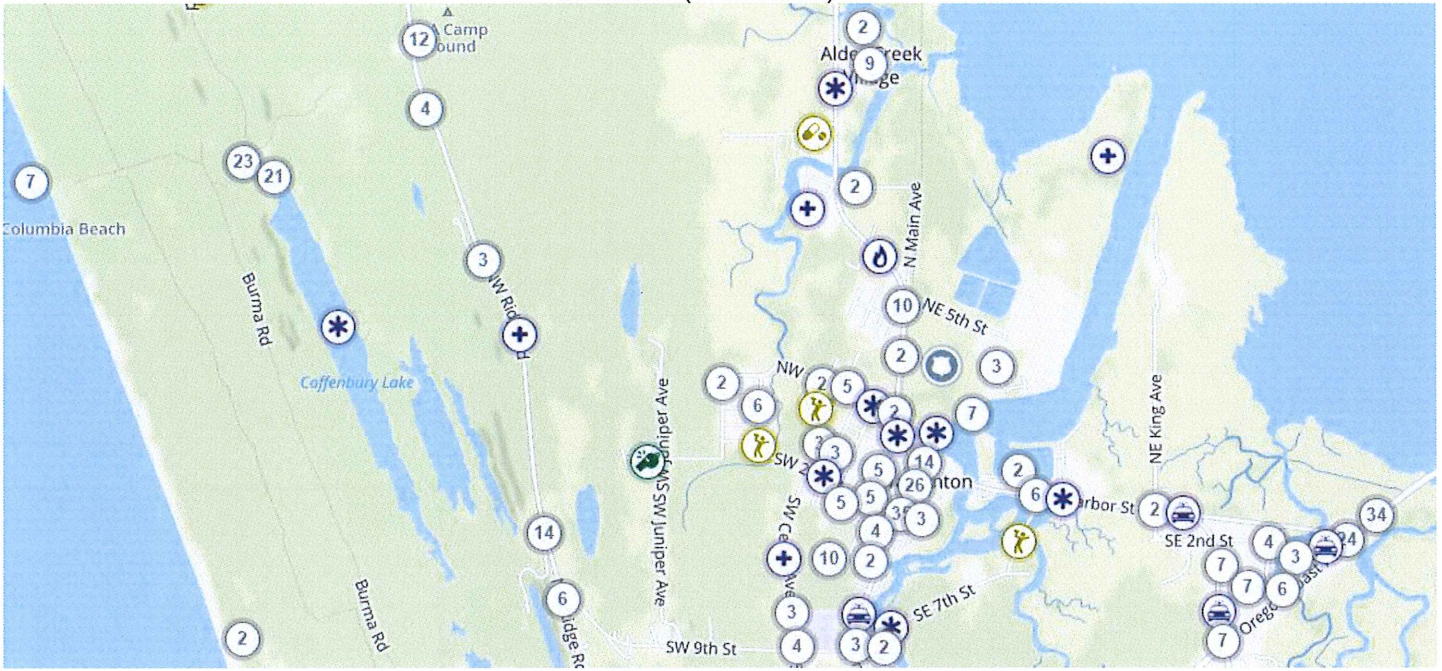
Oct	Nov	Dec	2017 YTD	2017 Estimate	2016	2017 v 2016	2015	2017 v. 2015	2014	2017 v. 2014
			4399	7541	7982	-6%	8239	-8%	8317	-9%
			1178	2019	1739	16%	1749	15%	1515	33%
			601	1030	961	7%	925	11%	994	4%
			1140	1954	2407	-19%	2353	-17%	2220	-12%
			33	57	37	53%	15	277%	14	304%
			118	202	219	-8%	291	-30%	408	-50%
			436	747	850	-12%	805	-7%	1374	-46%
			451	773	855	-10%	781	-1%	1359	-43%
			43	74	73	1%	42	76%	80	-8%
			156	267	294	-9%	311	-14%	318	-16%
			1357.5	2327	1789	30%	1249	86%	997.5	133%
			154.5	265	577	-54%	901.75	-71%	804.75	-67%

The following is a graphic representation of statistics for July 2017 using our [CrimeReports.com](http://CrimeReports.com) membership. If you go to the website you can zoom in on each incident for more details.

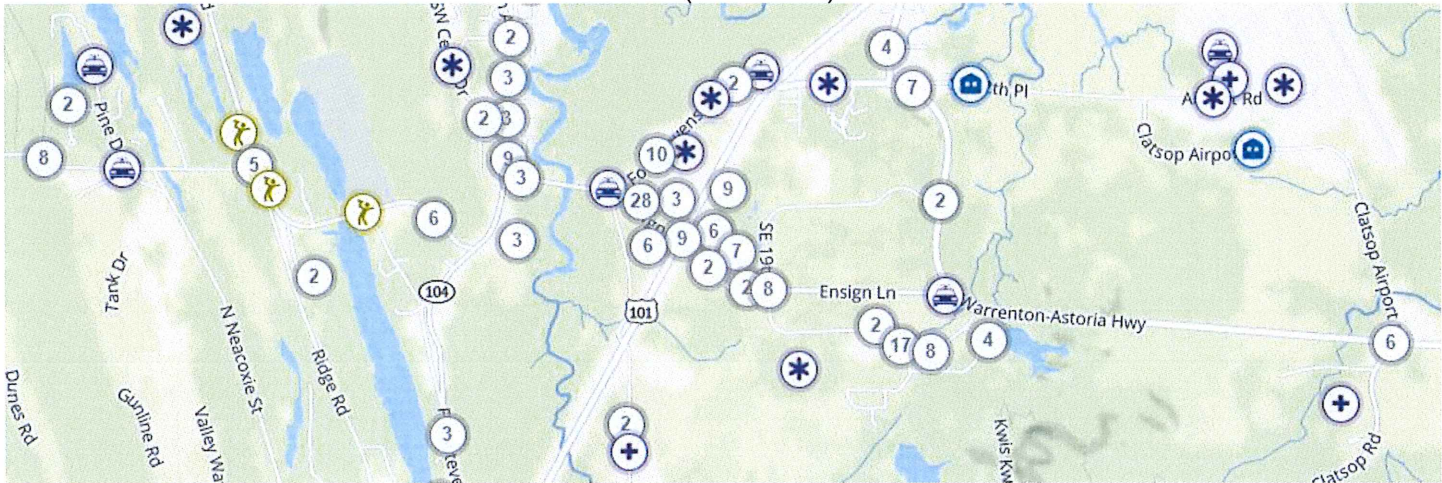
- Violent**
  - Assault
  - Assault with Deadly Weapon
  - Homicide
  - Kidnapping
  - Robbery
  - Other Sexual Offense
  - Sexual Assault
  - Sexual Offense
- Property**
  - Breaking & Entering
  - Property Crime
  - Property Crime Commercial
  - Property Crime Residential
  - Theft
  - Theft from Vehicle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



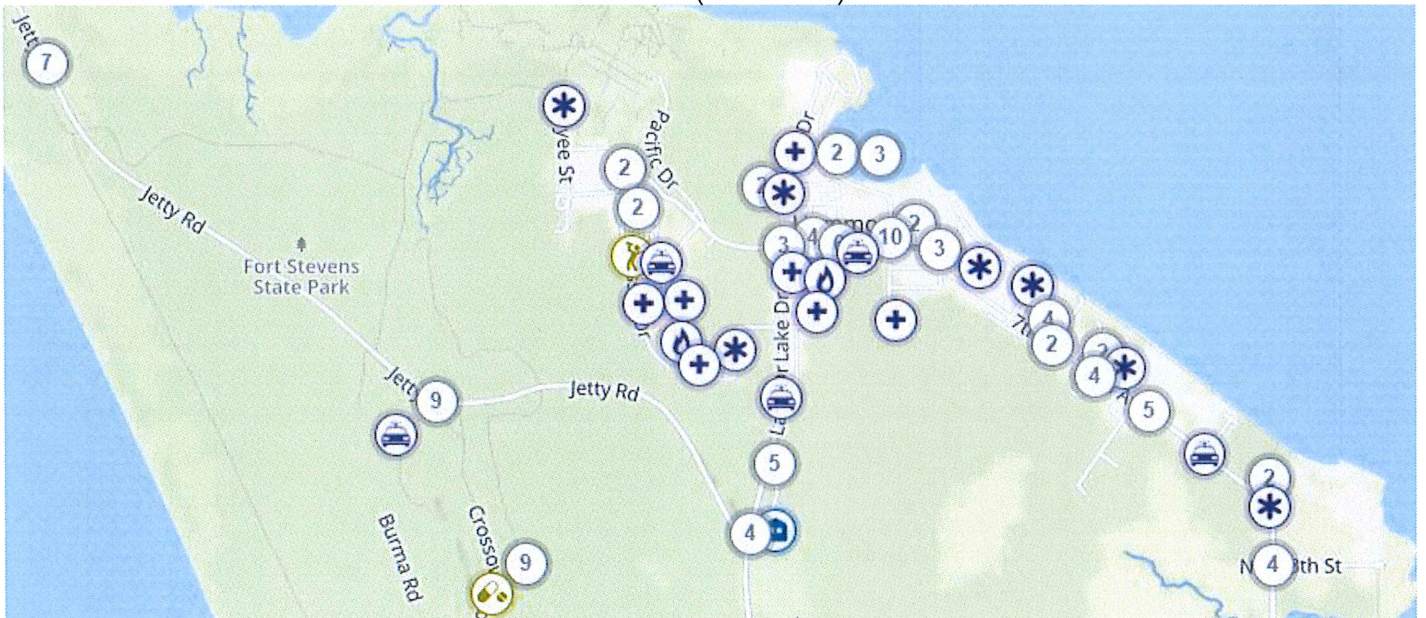
### Incidents (Warrenton) #1



### Incidents (Warrenton) #2



### Incidents (Hammond)



*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

**AGENDA MEMORANDUM**

**TO:** The Warrenton City Commission  
**FROM:** Skip Urling, Community Development Director   
**DATE:** For the Agenda of August 22, 2017  
**SUBJ:** July Permitting Activity

**Building Permits**

**1 DUPLEX**

17-106SFR 1573 SE Honeysuckle Loop Kim and Mark Gonzales

**1 4 PLEX**

17-107COM 1563 SE Honeysuckle Loop Kim and Mark Gonzales

**Land Use Activities**

**2 CONDITIONAL USE**

CUP -17-4 Antoine Simmons 37 unit apartment complex on the southwest corner of NE1st Street and NE Skipanon Dr.

CUP -17-5 Warrenton Community Church To add a foyer to church

**2 SITE DESIGN REVIEW**

MC-17-1 Pacific Coast Seafood Site Design Modification To modify the approved site design to add approximately 15,000 square foot of floor space for crab processing

SDR-17-2      Big Beams LLC      Fort George to build a 46,100 square foot  
storage and distribution center across from Costco and Astoria  
Ford

**RECOMMENDATION/SUGGESTED MOTION**

Not applicable

**ALTERNATIVE**

None recommended

**FISCAL IMPACT**

None

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

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



# Warrenton Fire Department

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

5-D

## STAFF REPORT

**Date:** August 22, 2017  
**To:** The Members of the Warrenton City Commission  
Linda Engbretson, City Manager  
**From:** Tim Demers, Fire Chief  
**Re:** Fire Department Activity Report for **July, 2017**

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### **July, 2017 Emergency Response Activity -**

The Warrenton Fire Department responded to 113 emergency calls during the month of July, 2017. The department responded to 83 EMS (emergency medical service) calls, 10 motor vehicle crashes, and 10 service calls. There were 10 reportable fires during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 5 volunteers responded per call throughout the month. During the month of July, 60.2%, or 68 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 45 calls, or 39.8%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

### **July, 2017 Training –**

The department held 4 regularly scheduled Wednesday evening training sessions during the month of July, with an average attendance of 17 volunteers per drill. The department offered 4 additional training session during the month of July.

#### **5<sup>th</sup> EMS – Patient immobilization and moving**

Instructor: Capt. Shepherd, EMTs

#### **Vehicle extrication tools and techniques**

Instructor: Capt. Shepherd

#### **12<sup>th</sup> Driver skill evaluation, route driving**

Instructors: Lt. Alsbury, FF Watson

## **Engine company fire attack evolutions**

Instructors: Capt. Shepherd, Capt. Penno

## **19<sup>th</sup> FLIR thermal imaging camera factory training**

Instructor: Jerry Springer, Unifire

## **Apparatus checks**

Instructors: Company officers

## **New equipment training**

Instructor: FF Watson

## **26<sup>th</sup> Aerial ladder training – crew operations**

Instructors: Paul Erland, San Bernadino Fire (Ret.)



OREGON LIQUOR CONTROL COMMISSION  
LIQUOR LICENSE APPLICATION

ORIGINAL

5-E

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
  - Commercial Establishment
  - Caterer
  - Passenger Carrier
  - Other Public Location
  - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
  - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: \_\_\_\_\_

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other \_\_\_\_\_

CITY AND COUNTY USE ONLY

Date application received: \_\_\_\_\_

The City Council or County Commission:

\_\_\_\_\_  
(name of city or county)

recommends that this license be:

- Granted
- Denied

By: \_\_\_\_\_  
(signature) (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

OLCC USE ONLY

Application Rec'd by CO

Date: 8/16/17

90-day authority:  Yes  No

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

- ① Pojo Foods LLC ③ \_\_\_\_\_
- ② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): The Uptown Cafe

3. Business Location: 1653 SE Ensign Ln Warrenton Clatsop OR 97146  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: Po Box 208 Seaside OR 97138  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: \_\_\_\_\_  
(phone) (fax)

6. Is the business at this location currently licensed by OLCC?  Yes  No

7. If yes to whom: The Uptown Cafe LLC Type of License: Full On Premises Sales

8. Former Business Name: \_\_\_\_\_

9. Will you have a manager?  Yes  No Name: Donnie Jones  
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? City of Warrenton  
(name of city or county)

11. Contact person for this application: David Peraliski 503 536 5376  
(name) (phone number(s))  
PO Box 208 Seaside OR 97138 pojofoods@gmail.com  
(address) (fax number) (e-mail address)

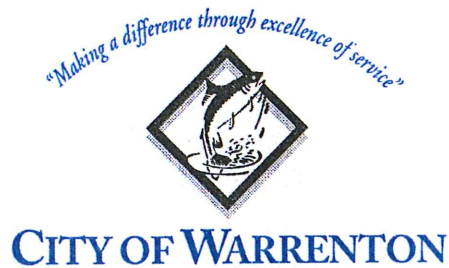
I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

- ① [Signature] Date 8/16/17 ③ \_\_\_\_\_ Date \_\_\_\_\_
- ② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_



7-A



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Public Works Director, James Dunn  
DATE: August 22nd, 2017  
SUBJ: Public Hearing and Consideration of Resolution No. 2502 Approving and Adopting A Supplemental Budget For Municipal Purposes of the City of Warrenton For the Fiscal Year Commencing July 1, 2017 and Ending June 30, 2018.

### SUMMARY

This supplemental budget allows spending authority for additional capital outlay for completion of the Se Ensign PS Rebuild and Force Main Construction Project in the Sewer Fund Capital Reserve Fund and allows for a transfer of the additional loan proceeds from the Sewer Fund to the Sewer Fund Capital Reserve Fund.

### RECOMMENDATION/SUGGESTED MOTION

Staff recommends the following motion;

"I move to Adopt Resolution No. 2502 Approving and Adopting a supplemental Budget"

**ALTERNATIVE**

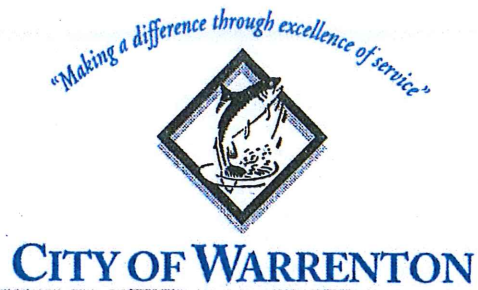
1) None Recommended

**FISCAL IMPACT**

This increases revenues in the Sewer Fund by \$521,078 and increases transfers out to the Sewer Fund Capital Reserve Fund by the same amount. It also increases revenues in the Sewer Fund Capital Reserve Fund by \$521,078, but reduces the beginning fund balance by \$356,064, increasing capital outlay by the difference of \$165,014

Approved by City Manager:

A handwritten signature in blue ink, reading "Linda Engstrom", is written over a horizontal line.



City of Warrenton

Supplemental Budget

Sewer Fund

Sewer Fund Capital Reserve Fund

Public Notice: August 11, 2017

Public Hearing: August 22, 2017

Proposed Adoption: August 22, 2017

City of Warrenton  
Budget Document

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018					
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by	Plus:	Amended
FYE 6/30/15	FYE 6/30/16	Budget FYE 6/30/17		Budget Officer	Budget Committee	Governing Body	Supplemental Budget	Budget
<b>Resources</b>								
\$ 1,094,676	\$ 1,106,104	\$ 1,300,000	300000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000		\$ 1,500,000
	\$ 52,609							
		1,920,304	334260				521,078	521,078
		35,000	334350	35,000	35,000	35,000		35,000
24,570	39,175	20,000	340030	35,000	35,000	35,000		35,000
1,735,644	1,809,709	1,780,000	344000	1,930,000	1,930,000	1,930,000		1,930,000
		113,280		102,200	102,200	102,200		102,200
1,639	1,661	1,615	344300	1,650	1,650	1,650		1,650
	54,247	108,000	344500	114,000	114,000	114,000		114,000
261,187	321,219	280,000	344700	315,000	315,000	315,000		315,000
4,476	3,413		360000					
3,647	3,344	3,500	361000	5,200	5,200	5,200		5,200
		66,580	365002	20,000	20,000	20,000		20,000
<b>3,125,839</b>	<b>3,391,479</b>	<b>5,628,279</b>	<b>Total Resources</b>	<b>4,058,050</b>	<b>4,058,050</b>	<b>4,058,050</b>	<b>521,078</b>	<b>4,579,128</b>
<b>Requirements</b>								
			Personnel Services-Sewer Dept:					
357,232	401,694	365,750	110000	389,750	389,750	389,750		389,750
55,368	46,477	56,000	110001	59,000	59,000	59,000		59,000
841			110002					
30,174	32,855	32,264	141000	34,329	34,329	34,329		34,329
10,974	13,642	16,710	142000	16,446	16,446	16,446		16,446
1,561	1,288	1,265	143000	898	898	898		898
69,550	80,474	80,666	144000	103,339	103,339	103,339		103,339
94,273	116,302	113,461	145000	123,492	123,492	123,492		123,492
898	759	617	146000	592	592	592		592
141,103	155,111	134,899	199999	164,870	164,870	164,870		164,870
<b>\$ 761,974</b>	<b>\$ 848,602</b>	<b>\$ 801,632</b>	<b>Total Personnel Services</b>	<b>\$ 892,716</b>	<b>\$ 892,716</b>	<b>\$ 892,716</b>	<b>\$ -</b>	<b>\$ 892,716</b>
	6.7811		Total Full-Time Equivalent (FTE)	7.2457	7.2457	7.2457	7.2457	7.2457
<b>Sewer Dept. Collection System</b>								
<b>Materials and Services (430):</b>								
\$ 1,194	\$ 1,617	\$ 2,700	210000	\$ 2,700	\$ 2,700	\$ 2,700		\$ 2,700
1,602	1,593	4,000	211000	4,000	4,000	4,000		4,000
11,552	10,032	8,000	223000	8,000	8,000	8,000		8,000
556	697	1,500	223001	1,500	1,500	1,500		1,500
5,140	5,657	15,000	223002	15,000	15,000	15,000		15,000
1,314	1,280	2,000	223004	2,000	2,000	2,000		2,000
35	654	1,500	223005	1,500	1,500	1,500		1,500
454	1,384	3,000	310000	3,000	3,000	3,000		3,000
6,840	1,923	5,000	320000	5,000	5,000	5,000		5,000
1,420	1,768	2,000	340000	2,000	2,000	2,000		2,000
15,318	16,006	17,000	340002	8,600	8,600	8,600		8,600
76	105	100	340005	100	100	100		100
175	215	200	340006	200	200	200		200
18	43	50	340007	50	50	50		50
3,126	3,753	3,500	340008	3,500	3,500	3,500		3,500
38,308	42,855	50,000	340010	50,000	50,000	50,000		50,000
			360000	8,100	8,100	8,100		8,100
9,338	6,040	10,000	362000	10,000	10,000	10,000		10,000
\$ 12,485	\$ 17,477	18,000	366000	18,000	18,000	18,000		18,000
102,756	170,117	180,000	366100	140,000	140,000	140,000		140,000
7,223	42,714	30,000	371000	30,000	30,000	30,000		30,000
5,352	2,775	10,000	371001	10,000	10,000	10,000		10,000
59	3,281	3,000	378000	3,000	3,000	3,000		3,000
9,391	20,005	126,580	380000	156,580	156,580	156,580		156,580
2,704	3,242	5,100	380005	5,183	5,183	5,183		5,183
7,913	8,902	8,000	380006	8,073	8,073	8,073		8,073
12,326	13,673	15,000	380020	33,000	33,000	33,000		33,000
5,655	31,012	7,500	380050	10,000	10,000	10,000		10,000
103,461	112,972	106,551	390090	140,657	140,657	140,657		140,657
		2,000	410000	2,000	2,000	2,000		2,000
52,069	54,291	56,604	420000	60,250	60,250	60,250		60,250
<b>417,860</b>	<b>576,085</b>	<b>693,885</b>	<b>Total Materials and Services (430)</b>	<b>741,993</b>	<b>741,993</b>	<b>741,993</b>	<b>-</b>	<b>741,993</b>

City of Warrenton  
Budget Document

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018					
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Plus: Supplemental Budget	Amended Budget
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17						
			<b>Requirements</b>					
			Sewer Dept.					
			Shoreline Sanitary					
			Materials and Services (433):					
		500	223000 General Supplies	500	500	500		500
		500	223002 Chemical Supplies	500	500	500		500
	1,129	5,000	340001 Natural Gas	5,000	5,000	5,000		5,000
		3,000	340002 Communications	3,000	3,000	3,000		3,000
	3,579	20,000	340010 Pump Station Electricity	10,000	10,000	10,000		10,000
		500	362000 Gasoline/Oil/Lubricants	500	500	500		500
		5,000	366100 Pump Station Maintenance	5,000	5,000	5,000		5,000
		2,500	371000 Repair and Maintenance	2,500	2,500	2,500		2,500
		2,500	380000 Professional Services	2,500	2,500	2,500		2,500
		2,500	380020 Computer and Software Support	2,500	2,500	2,500		2,500
-	4,708	42,000	<b>Total Materials and Services (433)</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	-	<b>32,000</b>
			Sewer Dept.					
			Sewer Plant					
			Materials and Services (435):					
1,354	1,116	1,500	210000 Office Supplies	1,500	1,500	1,500		1,500
100		1,000	211000 Postage	500	500	500		500
2,829	2,383	5,000	223000 General Supplies	5,000	5,000	5,000		5,000
394	258	1,000	223001 Janitorial Supplies	1,000	1,000	1,000		1,000
5,365	1,593	5,000	223002 Chemical Supplies	5,000	5,000	5,000		5,000
340	405	1,000	223004 Uniforms	1,000	1,000	1,000		1,000
6,717	6,216	10,000	223005 Lab supplies	10,000	10,000	10,000		10,000
3,086	858	3,000	223006 Safety	3,000	3,000	3,000		3,000
706	954	2,000	310000 Printing/Advertising	2,000	2,000	2,000		2,000
5,375	2,140	6,000	320000 Dues/Meetings/Training/Travel	6,000	6,000	6,000		6,000
80,571	98,484	85,000	340000 Electricity	85,000	85,000	85,000		85,000
5,392	5,677	6,500	340002 Communications	6,500	6,500	6,500		6,500
255	293	300	340005 Water	300	300	300		300
584	599	650	340006 Sewer	650	650	650		650
58	120	150	340007 Storm Sewer	150	150	150		150
6,467	7,179	10,000	340008 Sanitation	10,000	10,000	10,000		10,000
2,057	2,116	7,000	362000 Gasoline/Oil/Lubricants	5,000	5,000	5,000		5,000
31,993	12,868	35,000	366000 Equipment Maintenance	30,000	30,000	30,000		30,000
15,232	16,349	30,000	371000 Repair and Maintenance	30,000	30,000	30,000		30,000
1,092	253	5,000	371001 Rock	5,000	5,000	5,000		5,000
6,516	379	10,000	380000 Professional Services	10,000	10,000	10,000		10,000
19,689	17,067	25,000	380020 Computer and Software Support	20,000	20,000	20,000		20,000
10,507	1,861	10,000	380050 Non-capital Equipment	10,000	10,000	10,000		10,000
1,590	1,636	2,500	410000 Permits and Fees	2,500	2,500	2,500		2,500
			460000 Environmental Cleanup					
208,269	180,805	262,600	<b>Total Materials and Services (435)</b>	<b>250,100</b>	<b>250,100</b>	<b>250,100</b>	-	<b>250,100</b>
626,129	761,598	998,485	<b>Grand Total Materials and Services</b>	<b>1,024,093</b>	<b>1,024,093</b>	<b>1,024,093</b>	-	<b>1,024,093</b>
			Not allocated:					
			Debt Service:					
52,764	130,650	54,770	Principal	77,672	77,672	77,672		77,672
23,466	43,727	7,098	Interest	78,474	78,474	78,474		78,474
76,230	174,377	61,868	<b>Total Debt Service</b>	<b>156,146</b>	<b>156,146</b>	<b>156,146</b>	-	<b>156,146</b>
			Transfers to Other Funds:					
		1,920,304	860038 Sewer Fund Capital Reserve-loan R94945				521,078	521,078
555,402	237,445	628,921	860038 Sewer Fund Capital Reserve-operations	824,169	824,169	824,169		824,169
555,402	237,445	2,549,225	<b>Total Transfers to Other Funds</b>	<b>824,169</b>	<b>824,169</b>	<b>824,169</b>	<b>521,078</b>	<b>1,345,247</b>
		82,338	800003 Contingency-debt reserves	82,338	82,338	82,338		82,338
-	-	352,081	800000 Contingency- 20% of operating exp	414,591	414,591	414,591		414,591
		434,419	<b>Total Contingency</b>	<b>496,929</b>	<b>496,929</b>	<b>496,929</b>	-	<b>496,929</b>
2,019,735	2,022,021	4,845,629	<b>Total Expenditures</b>	<b>3,394,053</b>	<b>3,394,053</b>	<b>3,394,053</b>	<b>521,078</b>	<b>3,915,131</b>
1,106,104	1,369,458	782,650	880001 Ending Fund Balance	663,997	663,997	663,997	-	663,997
<b>\$ 3,125,839</b>	<b>\$ 3,391,479</b>	<b>\$ 5,628,279</b>	<b>Total Requirements</b>	<b>\$ 4,058,050</b>	<b>\$ 4,058,050</b>	<b>\$ 4,058,050</b>	<b>\$ 521,078</b>	<b>\$ 4,579,128</b>

City of Warrenton  
Budget Document

Established by Resolution No. 2020

Sewer Fund Capital Reserve Fund 038 (430)

Review Year: 2023

To accumulate funds for capital  
improvements to the Sewer Fund

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018					
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Plus: Supplemental Budget	Amended Budget
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17						
<b>Resources</b>								
\$ 569,094	\$ 537,035	\$ 540,000	300000	\$ 900,000	\$ 900,000	\$ 900,000	\$ (356,064)	\$ 543,936
			365001					
			Transfers from Other Funds:					
	237,445	1,920,304	391030				521,078	521,078
555,402		628,921	391030	824,169	824,169	824,169		824,169
			Sewer Fund Operations					
<u>1,124,496</u>	<u>774,480</u>	<u>3,089,225</u>	<b>Total Resources</b>	<u>1,724,169</u>	<u>1,724,169</u>	<u>1,724,169</u>	<u>165,014</u>	<u>1,889,183</u>
<b>Requirements</b>								
			Capital Outlay-Sewer Dept:					
10,850	7,411	13,530	610005	13,640	13,640	13,640		13,640
		3,960	610007					
		36,000	610013					
5,687			610020					
11,256			610021					
		15,000	610022					
78,718	97,945	1,920,304	620011				165,014	165,014
401,502			620040					
1,245	2,035		620042					
627			620043					
8,083			620064					
22,775			620080					
19,753	40,137		620081					
11,896			620084					
15,069			620085					
	7,297	104,000	620087	104,000	104,000	104,000		104,000
		8,000	620088	25,000	25,000	25,000		25,000
	25,013	308,500	620089	308,500	308,500	308,500		308,500
	4,426		620090					
		6,600	620091	8,424	8,424	8,424		8,424
		50,000	620047					
		10,000	620048					
		30,000	620006					
			620046	50,000	50,000	50,000		50,000
			620092	2,808	2,808	2,808		2,808
			620049	366,800	366,800	366,800		366,800
			620050	15,000	15,000	15,000		15,000
			620051	20,000	20,000	20,000		20,000
			620052	60,000	60,000	60,000		60,000
<u>587,461</u>	<u>184,262</u>	<u>2,505,894</u>	<b>Total Capital Outlay</b>	<u>974,172</u>	<u>974,172</u>	<u>974,172</u>	<u>165,014</u>	<u>1,139,186</u>
<u>587,461</u>	<u>184,262</u>	<u>2,505,894</u>	<b>Total Expenditures</b>	<u>974,172</u>	<u>974,172</u>	<u>974,172</u>	<u>165,014</u>	<u>1,139,186</u>
		333,332	880001	416,665	416,665	416,665		416,665
		249,999	880001	333,332	333,332	333,332		333,332
<u>537,035</u>	<u>590,218</u>	<u>583,331</u>	880001	<u>749,997</u>	<u>749,997</u>	<u>749,997</u>	<u>-</u>	<u>749,997</u>
<u>\$ 1,124,496</u>	<u>\$ 774,480</u>	<u>\$ 3,089,225</u>	<b>Total Requirements</b>	<u>\$ 1,724,169</u>	<u>\$ 1,724,169</u>	<u>\$ 1,724,169</u>	<u>\$ 165,014</u>	<u>\$ 1,889,183</u>

**RESOLUTION NO. 2502**  
**Introduced by All Commissioners**

**APPROVING AND ADOPTING A SUPPLEMENTAL BUDGET BY  
MAKING APPROPRIATIONS FOR MUNICIPAL PURPOSES OF THE CITY OF WARRENTON  
FOR THE FISCAL YEAR COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018**

WHEREAS, a local government may prepare a supplemental budget under ORS 294.471.

WHEREAS, preparing a supplemental budget does not authorize the governing body to impose additional ad valorem taxes ORS 294.471(4).

The City of Warrenton hereby does resolve as follows:

Section 1. Be it resolved that the Warrenton City Commission, for the City of Warrenton, hereby adopts the supplemental budget for the 2017-2018 fiscal year,

Section 2. This supplemental budget allows spending authority for additional capital outlay for completion of a capital project in the Sewer Fund Capital Reserve Fund and allows for a transfer of the additional loan proceeds from the Sewer Fund to the Sewer Fund Capital Reserve Fund.

Section 3. Be it resolved that the amounts for the fiscal year beginning July 1, 2017, are hereby appropriated for the purposes shown below, as follows:

<b>Fund/Description</b>	<b>Adopted Budget</b>	<b>Change</b>	<b>Amended Budget</b>
<i><b>Sewer Fund:</b></i>			
<i><b>Total Resources</b></i>	<u><b>4,058,050</b></u>	<u><b>521,078</b></u>	<u><b>4,579,128</b></u>
Sewer Department	1,916,809		1,916,809
Debt Service	156,146		156,146
Contingency	496,929		496,929
Transfers	824,169	521,078	1,345,247
Ending Fund Balance	663,997		663,997
<i><b>Total Requirements</b></i>	<u><b>4,058,050</b></u>	<u><b>521,078</b></u>	<u><b>4,579,128</b></u>

<b>Fund/Description</b>	<b>Adopted Budget</b>	<b>Change</b>	<b>Amended Budget</b>
<i><b>Sewer Fund Capital Reserve Fund:</b></i>			
Beginning Fund Balance	900,000	(356,064)	543,936
Transfers from Sewer Fund	824,169	521,078	1,345,247
<i><b>Total Resources</b></i>	<u><b>1,724,169</b></u>	<u><b>165,014</b></u>	<u><b>1,889,183</b></u>
Sewer Department	974,172	165,014	1,139,186
Reserved for Future Expenditures	749,997		749,997
<i><b>Total Requirements</b></i>	<u><b>1,724,169</b></u>	<u><b>165,014</b></u>	<u><b>1,889,183</b></u>

This resolution is effective on August 22, 2017.

PASSED by the City Commission of the City of Warrenton this \_\_\_\_ day of \_\_\_\_\_, 2017

APPROVED by the Mayor of the City of Warrenton this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Mayor

ATTEST:

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



*"Making a difference through excellence of service"*



**CITY OF WARRENTON  
PUBLIC WORKS**

**Agenda Item** 7-B

**Agenda Item Memorandum**

**TO:** The Honorable Mayor and Members of the Warrenton City Commission  
Linda Engbretson, City Manager

**From:** Jim Dunn, Public Works Director

**Date:** August 22, 2017

**Subj:** **Project Change Order #3**  
(SE ENSIGN PS REBUILD AND FORCE MAIN CONSTRUCTION PROJECT)

---

**Summary:**

The Contractor, Big River Excavation (BRE), informed the City and Otak of timing concerns in completing the project within the original schedule. Change order # 2 was approved by the Commission in April, but a time extension was not made at that time because there was no way to know how long the work would take. Slead, the subcontractor to BRE had unforeseen difficulties requiring more time with dewatering and there are other new issues which are outlined in the recommended change order.

BRE has worked diligently to advance the Project. They are requesting Commission consideration of a Change Order #3 for additional time, work and materials that need to be added to the project. Otak and PW staff agrees other bidders would have encountered the same issues. BRE has provided supporting documentation for each of the items in the Change Order.

Otak has provided the appropriate form for Change Order #3. Otak and City staff has carefully reviewed each item and recommends Change Order #3 as necessary to the project.

**Project Financial Status:**

Project Engineer's Est.	\$1,600,000.00	(From bid tabulation)
Second Lowest Bid received	\$1,412,272.00	(R&G, one of 6 bids rec'd.)
Project Awarded to BRE	\$1,247,655.00	(Low Bid – BRE)
Change Order #1 (approved)	\$ 50,350.95	
Change Order #2 (approved)	\$ 66,075.86	
<b><u>Change Order #3</u></b>	<b>\$ 2,014.59</b>	(New date to Sub Comp: 7/31, 2017)
<b>Project Cost with Change Orders</b>	<b>\$1,366,096.40</b>	(includes proposed CO #3)

Attached to this Commission Memo is the Otak Change Order #3 Form and the Change Narrative.

**Recommendation**

Staff recommends the following motions;

“I move to approve the Change Order #3 in the amount of \$2014.59 to Big River Construction.”

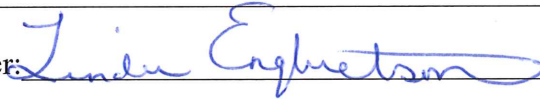
**Alternative**

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

**Fiscal Impact**

CIP – 038-430-620011

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Linda Engstrom", is written over a horizontal line. The signature is cursive and somewhat stylized.



4253-A Highway 101 N . seaside, oregon 97138  
 503.738-3425 . Fax 503 738-7455  
 www.otak.com

**SE ENSIGN/CORE CONVEYANCE**

**CHANGE ORDER #3**

<b>To:</b>	Ryan Lampi
	Big River Construction, Inc.
	1050 Olney Ave.
	Astoria, OR 97103
<b>Tel/Cell</b>	(503) 338-3878
<b>Fax:</b>	(503) 325-3119

<b>Otak Project No:</b>	67411.007	<b>Date:</b>	8/2/2017
<b>Project Name:</b>	SE Ensign PS Rebuild and new FM Construction Project		
<b>Project Location:</b>	Warrenton, OR		
<b>Owner/Client:</b>	City of Warrenton		
<b>Job Phone No:</b>	503-861-2233		

WE HEREBY agree to make the change(s) specified below:					
ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT COST	TOTAL
1	Time and Equipment Water Meter Repair	1	LS	\$ 1,051.55	\$ 1,051.55
2	Time and Materials Inside Drop for Tackle Time Service Lateral	1	LS	\$ 193.40	\$ 193.40
3	Time and Materials Flex Joint	1	LS	\$ 441.76	\$ 441.76
4	Time and Materials Tackle time Area Drain to new catchbasin	1	LS	\$ 327.88	\$ 327.88
( ) Indicates negative value <span style="float: right;"><b>TOTAL FOR THIS CHANGE ORDER &gt;</b> \$ 2,014.59</span>					
Each item listed above has additional backup provided by Big River Construction.					
For further information on the various items, please see Narrative, supplied by OTAK, attached.					
Review by City Engineer:					
					Subtotal: \$ 2,014.59
<b>WE AGREE hereby to make changes specified above at this price:</b>					<b>TOTAL: \$ 2,014.59</b>
					Previous Contract Amount: \$1,364,081.81
					Revised Contract Amount: \$ 1,366,096.40

PROJECT TIME - CALENDAR DAYS			
Date work Started or commenced on: NTP	Date	Nov. 1, 2016	
Original Project Duration:	Days	175	
Original Completion Date:	Date	4/26/2017	
Previous Change Order(s) total time extension:	Days	43	
The above change to the project warrants the following time extension:	Days	53	
<b>New Completion Date: (not including paving - paving done by Sept 15, 2017)</b>		<b>7/31/2017</b>	

This Change Order becomes part of, and in conformance with, the existing contract.

Authorized Signature (Contractor): \_\_\_\_\_  
 Date: \_\_\_\_\_

**ACCEPTED:** The above prices and specifications of the change order are satisfactory and are hereby accepted. This change order amount and extension of time constitutes total compensation for the change, including compensation for all impacts and delays relating to the change and their cumulative effect on the project to date. All work shall be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Owner Signature: \_\_\_\_\_  
 Date of Acceptance: \_\_\_\_\_

7-C

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

### AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission  
FROM: Linda Engbretson, City Manager  
DATE: August 22, 2017  
SUBJ: Resolution No. 2503 – Modifying Building Permit Fees

#### SUMMARY

The attached resolution will increase building permit fees and adopt Fee Methods for Building Permits and Plan Reviews as issued by the Oregon State Building Codes Division. The City has not modified its fees since 2008. Additional information provided by Building Official, Chuck Goodwin, is attached.

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. 2503."

Title: Resolution No. 2503 – A Resolution Modifying Building Permit Fees

#### ALTERNATIVE

None recommended

#### FISCAL IMPACT

Building Department Revenues must pay for Building Department Services for which demand of services continues to increase.

# RESOLUTION NO. 2503

## A RESOLUTION MODIFYING BUILDING PERMIT FEES

WHEREAS, the State of Oregon authorizes the City to have a Building Inspection Program; and,

WHEREAS, the State of Oregon authorizes the City to collect fees sufficient enough to fund the Building Inspection Program; and,

WHEREAS, the City of Warrenton desires to have the Building Inspection Program funded solely by fees associated with building permits; and,

WHEREAS, the City Commission passed an Ordinance that building permit fees be set by Resolution; and

WHEREAS, the City of Warrenton has not adjusted its fees since 2008;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WARRENTON as follows:

**Section 1.** The building permit fee schedule for the City of Warrenton shall be based on the Building Valuation Data, provided by the State of Oregon, attached hereto as Exhibit A.

**Section 2.** The building permit fee schedule for the City of Warrenton shall adjust per issuance of the State of Oregon inflation guide at six-month intervals.

**Section 2.** This resolution is effective August 22, 2017.

ADOPTED BY THE CITY OF WARRENTON THIS \_\_\_\_\_, DAY OF SEPTEMBER 2017.

1<sup>st</sup> Reading: August 22, 2017

2<sup>nd</sup> Reading: September 12, 2017

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

ATTEST:

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

## Building Valuation Data – FEBRUARY 2017

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2017. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2015 *International Building Code (IBC)* whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural

building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$161.91/sq. ft.
3. Permit Fee:  
Business = 16,000 sq. ft. x \$161.91/sq. ft x 0.0075 = \$19,429

## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

### Square Foot Construction Costs <sup>a, b, c</sup>

Group (2015 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	229.26	221.37	216.01	207.16	194.94	189.29	200.61	178.00	171.48
A-1 Assembly, theaters, without stage	210.11	202.22	196.86	188.01	175.94	170.29	181.46	158.99	152.48
A-2 Assembly, nightclubs	179.28	174.08	169.68	162.81	153.48	149.24	157.08	138.97	134.26
A-2 Assembly, restaurants, bars, banquet halls	178.28	173.08	167.68	161.81	151.48	148.24	156.08	136.97	133.26
A-3 Assembly, churches	212.12	204.22	198.87	190.01	178.14	172.49	183.47	161.20	154.68
A-3 Assembly, general, community halls, libraries, museums	176.94	169.04	162.69	154.83	141.96	137.30	148.28	125.01	119.50
A-4 Assembly, arenas	209.11	201.22	194.86	187.01	173.94	169.29	180.46	156.99	151.48
B Business	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
E Educational	194.27	187.38	182.00	173.88	162.37	154.12	167.88	141.89	137.57
F-1 Factory and industrial, moderate hazard	109.64	104.60	98.57	94.77	85.03	81.17	90.78	71.30	66.75
F-2 Factory and industrial, low hazard	108.64	103.60	98.57	93.77	85.03	80.17	89.78	71.30	65.75
H-1 High Hazard, explosives	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	N.P.
H234 High Hazard	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	59.94
H-5 HPM	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
I-1 Institutional, supervised environment	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
I-2 Institutional, hospitals	307.93	301.16	295.35	286.86	271.68	N.P.	280.50	253.65	N.P.
I-2 Institutional, nursing homes	213.36	206.59	200.78	192.29	179.07	N.P.	185.93	161.04	N.P.
I-3 Institutional, restrained	208.19	201.43	195.62	187.12	174.39	167.85	180.76	156.37	148.68
I-4 Institutional, day care facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
M Mercantile	133.57	128.37	122.97	117.10	107.27	104.03	111.38	92.75	89.05
R-1 Residential, hotels	185.63	179.39	174.24	166.97	153.72	149.58	167.06	137.86	133.61
R-2 Residential, multiple family	155.74	149.50	144.35	137.09	124.57	120.43	137.17	108.71	104.47
R-3 Residential, one- and two-family <sup>d</sup>	145.23	141.28	137.64	134.18	129.27	125.87	131.94	120.96	113.85
R-4 Residential, care/assisted living facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
S-1 Storage, moderate hazard	101.63	96.58	90.55	86.75	77.22	73.36	82.76	63.48	58.94
S-2 Storage, low hazard	100.63	95.58	90.55	85.75	77.22	72.36	81.76	63.48	57.94
U Utility, miscellaneous	78.63	74.24	69.76	66.20	59.84	55.88	63.23	47.31	45.09

- a. Private Garages use Utility, miscellaneous  
b. For shell only buildings deduct 20 percent  
c. N.P. = not permitted  
d. Unfinished basements (Group R-3) = \$21.00 per sq. ft.

**SECTION 109  
FEES**

**Note:** Unless amended locally by a municipality under authority of ORS 455.020 and 455.210, the requirements of Section 109 apply.

**109.1 Payment of fees.** A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

**109.2 Schedule of permit fees.** On buildings, structures or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the municipality, under authority of ORS 455.020 and 455.210 or as set forth in OAR chapter 918, division 460, where the State of Oregon has jurisdiction.

**ORS 455.020(2)** is not a part of this code but is reprinted here for the reader's convenience:

**455.020(2) Purpose: scope of application; exceptions; scope of rules; fees by rule.**

(2) The rules adopted pursuant to this chapter shall include structural standards; standards for the installation and use of mechanical, heating and ventilating devices and equipment; and standards for prefabricated structures; and shall, subject to ORS 455.210, prescribe reasonable fees for the issuance of building permits and similar documents, inspections and plan review services by the Department of Consumer and Business Services. The department may also establish, by rule, the amount of any fee pertaining to the state building code or any specialty code that is authorized by statute, but for which an amount is not specified by statute. [Formerly 456.755; 1991 c.227 §2; 1991 c.310 §2; 1995 c.304 §1; 1995 c.400 §5; 1999 c.1045 §13; 1999 c.1082 §11; 2001 c.710 §8]

**ORS 455.210(3)(a)** is not a part of this code but is reproduced for the reader's convenience:

**ORS 455.210 Fees; appeal of fees; surcharge; reduced fees; rules.**

(3)(a) A municipality may adopt by ordinance or regulation such fees as may be necessary and reasonable to provide for the administration and enforcement of any specialty code or codes for which the municipality has assumed responsibility under ORS 455.148 or 455.150. A municipality shall give the director notice of the proposed adoption of a new or increased fee under this subsection. The municipality shall give the notice to the director at the time the municipality provides the opportunity for public comment under ORS 294.160 regarding the fee or, if the proposed fee is contained in an estimate of municipal budget resources, at the time notice of the last budget meeting is published under ORS 294.426. [Subsections (1) to (5) formerly 456.760; subsection (6) enacted as 1987 c.604 §6; 1997 c.856 §1; 1999 c.432 §1; 1999 c.1045 §24; 1999 c.1082 §9; 2001 c.573 §9; 2001 c.673 §1; 2005 c.193 §1; 2005 c.833 §3; 2007 c.69 §5; 2011 c.473 §29]

**109.2.1 Plan review fees.** When submittal documents are required by Section 107.1, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be a percentage of the building permit fee as established under Section

109.2. Additionally, the fee for a fire and life safety plan review, as required by Section 107.3.5, shall be a percentage of the building permit fee established under Section 109.2.

The plan review fees specified in this section are separate from the permit fees specified in Section 109.2 and are in addition to the permit fees. The state surcharge is not applied to plan review fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, as defined in Section 107.3.4.2, an additional plan review fee shall be charged according to the rate established by the municipality, or OAR Chapter 918, Division 460 where the State of Oregon has jurisdiction.

**109.3 Building permit valuations.** Structural building permit valuations shall be based upon the Uniform Fee Methodologies as established by OAR 918-050-0100.

**OAR 918-050-0100** is not a part of this code but is reproduced here for the reader's convenience.

**Uniform Fee Methodology**

**918-050-0100**

**Statewide Fee Methodologies for Residential and Commercial Permits**

(1) Residential construction permit fees shall be calculated using the following methodologies:

(a) A plumbing permit fee for new construction includes one kitchen and is based on the number of bathrooms, from one to three, on a graduated scale. An additional set fee shall be assessed for each additional bath or kitchen.

(A) No additional fee shall be charged for the first 100 feet of water and sewer lines, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.

(B) The plumbing permit fee described in this section does not include:

- (i) Any storm water retention/detention facility;
- (ii) Irrigation and fire suppression systems; or
- (iii) Additional water, sewer and service piping or private storm drainage systems exceeding the first 100 feet.

(C) Permit fees for an addition, alteration, or repair shall be calculated based on the number of fixtures, appurtenances, and piping, with a set minimum fee.

(b) A mechanical permit fee shall be calculated per appliance and related equipment, with a set minimum fee.

(c) Effective January 1, 2009, a structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling to determine the valuation. The valuation shall then be applied to the municipality's fee schedule to determine the permit fee. The plan review fee shall be based on a predetermined percentage of the permit fee set by the municipality.

(A) The square footage of a dwelling, addition, or garage shall be determined from outside exterior wall to outside exterior wall for each level.



(B) The square footage of a carport, covered porch, patio, or deck shall be calculated separately at fifty percent of the value of a private garage from the ICC Building Valuation Data Table current as of April 1.

(C) Permit fees for an alteration or repair shall be calculated based on the fair market value as determined by the building official, and then applying the valuation to the municipality's fee schedule.

(2) Commercial construction permit fees shall be calculated using the following methodologies:

(a) A plumbing permit fee shall be calculated based on the number of fixtures and footage of piping, with a set minimum fee.

(b) A mechanical permit fee shall be calculated based on the value of the mechanical equipment and installation costs and applied to the municipality's fee schedule with a set minimum fee.

(c) A structural permit fee shall be calculated by applying the valuation to the municipality's fee schedule with a minimum set fee. Valuation shall be the greater of either:

(A) The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or

(B) The value as stated by the applicant.

(C) When the construction or occupancy type does not fit the ICC Building Valuation Data Table, the valuation shall be determined by the building official with input from the applicant.

Stat. Auth.: ORS 455.048 & 455.055

Stats. Implemented: ORS 455.046 & 455.055

Hist.: BCD 9-2000, f. 6-15-00, cert. ef. 10-1-00; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 5-2007, f. 5-11-07, cert. ef. 7-1-07; BCD 27-2008, f. ef. 12-12-08, cert. ef. 1-1-09; BCD 7-2009, f. 9-30-09, cert. ef. 10-1-09

**109.4 Work commencing before permit issuance.** Any person who commences any work on a building or structure before obtaining the necessary *permits* shall be subject to an investigation fee. The amount of the investigative fee shall be the average or actual additional cost of ensuring that a building or structure is in conformance with this code and shall be in addition to the required *permit* fees.

**ORS 455.058** is not part of this code but is reprinted here for the reader's convenience:

**455.058 Investigation fee for work commenced without permit; rules.**

(1) Except as provided in subsection (2) of this section, the Department of Consumer and Business Services, or a municipality administering and enforcing a building inspection program, may assess an investigation fee against a person that is required to obtain a permit for work on the electrical, gas, mechanical, elevator, boiler, plumbing or other systems of a building or structure if the work is commenced before the permit required for the work is obtained. The amount of the investigation fee shall be the average or actual additional cost of ensuring that a building, structure or system is in conformance with state building code requirements that results from the person not obtaining a required permit before work for which the permit is required commences.

(2) This section does not apply to:

(a) An emergency repair required for health, safety, the prevention of property damage or the prevention of financial harm if the required building permit for the repair is obtained no later than five business days after commencement of the repair; or

(b) Any project for which construction, alteration, repair, maintenance or installation in a building or structure prior to obtaining a permit is expressly authorized by law.

(3) The department may adopt rules and establish policies and procedures for use by the department or municipalities in assessing an investigation fee under this section. [2013 c.324 §2]

**Exception:** Work as permitted in Section 105.1.

**109.5 Related fees.** The payment of the fee for the construction, *alteration*, removal or demolition for work done in connection to or concurrently with the work authorized by a building *permit* shall not relieve the applicant or holder of the *permit* from the payment of other fees that are prescribed by law.

**109.6 Refunds.** The *building official* is authorized to establish a refund policy.

## SECTION 110 INSPECTIONS

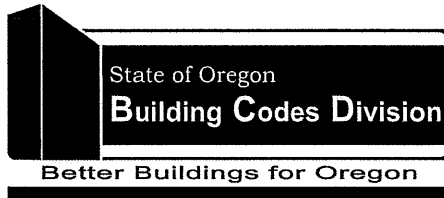
**110.1 General.** Construction or work for which a *permit* is required shall be subject to inspection by the *building official* and such construction or work shall remain accessible and exposed for inspection purposes until *approved*. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other laws or ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other laws or ordinances of the jurisdiction shall not be valid. It shall be the duty of the *permit* applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the *building official* nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

**110.2 Preliminary inspection.** Before issuing a *permit*, the *building official* is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed.

**110.3 Required inspections.** The *building official*, upon notification, shall make the inspections set forth in Sections 110.3.1 through 110.3.11.

**110.3.1 Footing and foundation inspection.** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.

**110.3.2 Concrete slab and under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service



## State of Oregon Permit Surcharge

### Fast Facts:

- Oregon has 131 municipalities that administer the State Building Code.
- Permits are required for construction, reconstruction, alteration, and repair of structures and buildings.
- Fees collected must be used for the administration and enforcement of a building inspection program (ORS 455.210 (3) (c)).
- Within the municipalities, a wide variety of names have been given to items on permits requiring inspections.
- Municipalities must collect and remit surcharges either monthly or quarterly depending jurisdiction population.
- Surcharge fees are calculated by taking the total permit fee x .12 (12%).

### Contact:

Richard Rogers  
Chief Building Official  
[richard.rogers@oregon.gov](mailto:richard.rogers@oregon.gov)  
503-378-4472

### When is the State Surcharge fee added to a permit?

A State surcharge fee of 12% is applied to all building permit types issued in the state of Oregon. Permits are issued any time a construction activity under the state building code is authorized and will be inspected.

### Items on permits that must include State Surcharge:

- Electrical (including services)
- Mechanical (including components)
- Plumbing (including fixtures)
- Structural permits
- Manufactured Dwellings and Recreational-Park Trailer placement and/or installation
- New minor and bulk labels or replacement labels
- Boiler permits
- Elevator permits (*includes reconnections to power*)
- Prefabricated Component and Recreational Vehicle Insignias
- Prefabricated Building Components
- Re-inspections
- Investigative fees charged when construction has started prior to obtaining a permit
- Hourly and half hourly rates (*in lieu of standard permit fees for inspections*)
- Specially requested inspections or evaluations
- Inspections requested by a government agency under ORS 190
- Additional inspection fees or hourly rates
- Inspection for which no fee is specified
- Any fee charged to activate (open) an expired permit, which will result in an inspection
- Minimum or base fees
- Master permit or industrial plant inspections (*includes yearly master permit renewal, and cost of inspection, report writing time and per diem costs*)
- Retention of permit fees (*Permit issued with some inspections completed. Jurisdiction retains a % permit fees according to % of inspections performed. Surcharge is paid on % of fees retained*)



**DIVISION 50  
MUNICIPAL ADMINISTRATION**

**918-050-0000****Purpose and Scope**

Division 50 provides administrative procedures for use in all regions of the state and, where applicable, to specified regions of the state. These rules address a uniform methodology for arriving at building permit and inspection fees to provide consistency in fee calculation. Where a permitted item is not covered by the methodology in these rules, a municipality may either, develop a reasonable permit fee, or calculate a fee using a similar program area's methodology. These rules do not supersede or repeal the existing provisions of the state building code and related rules. These rules become effective on January 1, 2009.

Stat. Auth.: ORS 455.048 & 455.055

Stat. Implemented: ORS 455.046 & 455.055

Hist.: BCD 8-2000, f. 6-15-00, cert. ef. 7-1-00; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 27-2008, f. 12-12-08, cert. ef. 1-1-09

**918-050-0010****Definitions**

Terms not specifically defined will have the meanings given in the state building code.

(1) "Administrative fees" refers to fees assessed by a municipality to cover costs of administering and enforcing the building code apart from inspection and plan review services. Surcharges, assessed as part of the cost of doing business within a municipality and that are assessed without regard to whether the municipal action relates to the administration of the building code, are not administrative fees for the purposes of these rules.

(2) "Tri-county region" or "Tri-county regional" refers to the geographical area that includes Clackamas, Multnomah, and Washington counties.

Stat. Auth.: ORS 455.020 & 455.055

Stat. Implemented: ORS 455.020 & 455.055

Hist.: BCD 8-2000, f. 6-15-00, cert. ef. 7-1-00; BCD 20-2003, f. 12-31-03, cert. ef. 1-1-04; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 27-2008, f. 12-12-08, cert. ef. 1-1-09

**918-050-0020****Standard Statewide Application Forms**

(1) A municipality must use standard permit applications containing at least the minimum content required by the division.

(2) All municipalities within the Tri-County region shall use intake checklist forms approved by the division

(3) The division shall consider for adoption proposed amendments to the standard application and intake checklist forms.

(a) Proposals for amendment to the application forms must include:

(A) The existing unamended form(s);

(B) The form(s) containing the appropriate amendments; and

(C) A brief explanation of the need for the amendments.

(b) Proposals to amend the approved forms must be filed with the division no later than February 1 or August 1.

(c) The division will notify all municipalities and interested parties of the division's determination regarding proposed amendments and provide copies of the amended form(s).

(d) Any form changes will be effective in all regional municipalities on July 1 or January 1 following adoption.

Stat. Auth.: ORS 455.048 & 455.055

Stat. Implemented: ORS 455.046 & 455.055

Hist.: BCD 8-2000, f. 6-15-00, cert. ef. 7-1-00; BCD 20-2003, f. 12-31-03, cert. ef. 1-1-04; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 27-2008, f. 12-12-08, cert. ef. 1-1-09

**918-050-0030****Standard Tri-County Regional Processes**

All jurisdictions within the Tri-County region shall use uniform processes for permit application, plan review, permit issuance, and recording inspections as approved by the division, including, but not limited to:

- (1) Minor labels;
- (2) Issuing permits when no plan review is required;
- (3) Recording inspections;
- (4) Partial permits;
- (5) Deferred submittals;
- (6) Over-the-counter permits that require plan review; and
- (7) Plan review issue resolution.

Stat. Auth.: ORS 455.048

Stat. Implemented: ORS 455.046

Hist.: BCD 8-2000, f. 6-15-00, cert. ef. 7-1-00; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 27-2008, f. 12-12-08, cert. ef. 1-1-09

**Uniform Fee Methodology****918-050-0100****Statewide Fee Methodologies for Residential and Commercial Permits**

(1) Residential construction permit fees shall be calculated using the following methodologies:

(a) A plumbing permit fee for new construction includes one kitchen and is based on the number of bathrooms, from one to three, on a graduated scale. An additional set fee shall be assessed for each additional bath or kitchen.

(A) No additional fee shall be charged for the first 100 feet of water and sewer lines, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.

(B) The plumbing permit fee described in this section does not include:

- (i) Any storm water retention/detention facility;
- (ii) Irrigation and fire suppression systems; or
- (iii) Additional water, sewer and service piping or private storm drainage systems exceeding the first 100 feet.

(C) Permit fees for an addition, alteration, or repair shall be calculated based on the number of fixtures, appurtenances, and piping, with a set minimum fee.

(b) A mechanical permit fee shall be calculated per appliance and related equipment, with a set minimum fee.

(c) Effective January 1, 2009, a structural permit fee for new construction and additions shall be calculated

using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling to determine the valuation. The valuation shall then be applied to the municipality's fee schedule to determine the permit fee. The plan review fee shall be based on a predetermined percentage of the permit fee set by the municipality.

(A) The square footage of a dwelling, addition, or garage shall be determined from outside exterior wall to outside exterior wall for each level.

(B) The square footage of a carport, covered porch, patio, or deck shall be calculated separately at fifty percent of the value of a private garage from the ICC Building Valuation Data Table current as of April 1.

(C) Permit fees for an alteration or repair shall be calculated based on the fair market value as determined by the building official, and then applying the valuation to the municipality's fee schedule.

(2) Commercial construction permit fees shall be calculated using the following methodologies:

(a) A plumbing permit fee shall be calculated based on the number of fixtures and footage of piping, with a set minimum fee.

(b) A mechanical permit fee shall be calculated based on the value of the mechanical equipment and installation costs and applied to the municipality's fee schedule with a set minimum fee.

(c) A structural permit fee shall be calculated by applying the valuation to the municipality's fee schedule with a minimum set fee. Valuation shall be the greater of either:

(A) The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or

(B) The value as stated by the applicant.

(C) When the construction or occupancy type does not fit the ICC Building Valuation Data Table, the valuation shall be determined by the building official with input from the applicant.

Stat. Auth.: ORS 455.048 & 455.055

Stat. Implemented: ORS 455.046 & 455.055

Hist.: BCD 9-2000, f. 6-15-00, cert. ef. 10-1-00; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 5-2007, f. 5-11-07, cert. ef. 7-1-07; BCD 27-2008, f. 12-12-08, cert. ef. 1-1-09; BCD 7-2009, f. 9-30-09, cert. ef. 10-1-09

### 918-050-0110

#### Fees and Fee Schedules

(1) A municipality may develop its fee schedule in any reasonable manner to provide for the administration and enforcement of the building code program.

(2) Administrative fees assessed by a municipality to cover administration and enforcement shall be incorporated into a municipality's fee schedule or into the cost of an individual permit item as appropriate. Changes to a municipality's fee schedule must be adopted in accordance with OAR 918-020-0220.

(3) The plan review fees shall be based on a predetermined percentage of the permit fee set by the municipality.

Stat. Auth.: ORS 455.048, 455.055, & 455.210

Stat. Implemented: ORS 455.046, 455.055, & 455.210

Hist.: BCD 9-2000, f. 6-15-00, cert. ef. 10-1-00; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 5-2007, f. 5-11-07, cert. ef. 7-1-07; BCD 27-2008, f. 12-12-08, cert. ef. 1-1-09

### 918-050-0120

#### Statewide Fee Methodologies for Electrical Permits

An electrical permit fee shall be calculated based on the categories, procedures, and requirements established in OAR 918-309-0020 to 918-309-0070. A set minimum fee may be established.

Stat. Auth.: ORS 455.048, 455.055 & 479.870

Stat. Implemented: ORS 455.046, 455.055 & 479.870

Hist.: BCD 9-2000, f. 6-15-00, cert. ef. 10-1-00; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 27-2008, f. 12-12-08, cert. ef. 1-1-09

### 918-050-0130

#### Statewide Fee Methodologies for Manufactured Home Siting Permits

(1) A municipality shall charge a single fee for the installation and setup of manufactured homes. This fee shall include the concrete slab, runners or foundations when they comply with the prescriptive requirements of the **Oregon Manufactured Dwelling and Park Specialty Code**, electrical feeder and plumbing connections and all cross-over connections.

(2) Decks, other accessory structures and foundations that do not comply with the prescriptive requirements of the **Oregon Manufactured Dwelling and Park Specialty Code**, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, new plumbing, and other such items that fall under the building code may require separate permits.

(3) When a municipality has reason to believe that the existing electrical service to a manufactured dwelling may be unsafe or inadequate, the municipality may require a separate permit to inspect the electrical service.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 455.048 & 455.055

Stat. Implemented: ORS 455.046 & 455.055

Hist.: BCD 9-2000, f. 6-15-00, cert. ef. 10-1-00; BCD 26-2000(Temp), f. 10-4-00, cert. ef. 1-1-01 thru 6-29-01; BCD 31-2000, f. 12-27-00, cert. ef. 1-1-01; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 27-2008, f. 12-12-08, cert. ef. 1-1-09

### 918-050-0140

#### Statewide Fee Methodology for Residential Fire Suppression Systems

Stand-alone and multipurpose fire suppression system permit fees shall each be calculated as separate flat fees based on the square footage of the structure with graduated rates for dwellings with 0 to 2000 square feet, 2001 to 3600 square feet, 3601 to 7200 square feet, and 7201 square feet and greater. The permit fee shall be sufficient to cover the costs of inspection and plan review.

Stat. Auth.: ORS 455.048 & 455.055

Stat. Implemented: ORS 455.046 & 455.055

Hist.: BCD 19-2001, f. 12-21-01, cert. ef. 4-1-02; BCD 31-2005, f. 12-30-05, cert. ef. 1-1-06; BCD 27-2008, f. 12-12-08, cert. ef. 1-1-09

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*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

## **AGENDA MEMORANDUM**

**TO:** The Honorable Mayor and Warrenton City Commissioners  
**FROM:** Linda Engbretson, City Manager *LE*  
**DATE:** August 22, 2017  
**SUBJ:** City Attorney Personal Services Agreement

### **SUMMARY**

Earlier this year, the City sent out a Request for Proposals for City Attorney services. The City Commission officially selected the firm of Beery Elsner and Hammond to provide legal services as the City's counsel of record – "City Attorney" on July 11, 2017. The attached Personal Services Agreement formalizes the relationship. It is a two-year contract and sets compensation at the detailed rate for the term of this agreement.

### **RECOMMENDATION/SUGGESTED MOTION**

"I move to authorize the mayor's signature on the two-year contract with Beery Elsner & Hammond, LLP."

### **ALTERNATIVE**

None recommended

### **FISCAL IMPACT**

The City has included legal services in its budget, based on previous years and anticipated rate increases.

**CITY OF WARRENTON  
BEERY ELSNER & HAMMOND, LLP  
PERSONAL SERVICES AGREEMENT**

This Contract is made and entered into effective this \_\_\_ day of July, 2017 by and between the City of Warrenton, a municipal corporation in the State of Oregon ("CITY") and Beery Elsner & Hammond, LLP ("ATTORNEY").

**WHEREAS**, CITY has need for legal services with the particular training, ability, knowledge, and experience possessed by ATTORNEY; and

**WHEREAS**, CITY has determined that ATTORNEY is qualified and capable of performing the professional services as CITY hereinafter requires, under the terms and conditions set forth below

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Term  
The term of this Contract shall become effective on the date above and continues until December 31, 2019 unless terminated consistent with the provisions of Section 11 of this Agreement.
  
2. Services  
ATTORNEY shall provide general and specialized municipal legal services to CITY as the same may be requested by the City Manager, City Council, Mayor or other consultants representing CITY.
  
3. Attorney Identification  
ATTORNEY shall furnish CITY WITH its employer identification number, as designated by the Internal Revenue Service.
  
4. Compensation
  - A. Payment will be made to ATTORNEY for services identified based upon a detailed monthly billing showing work performed. Payment will be made within thirty (30) days of CITY's receipt of the detailed monthly billing from ATTORNEY.
  
  - B. Current hourly rates<sup>1</sup> are:

• Partners and Of Counsel	\$225.00 per hour
• Senior Associates	\$215.00 per hour
• Associates	\$200.00 per hour
• Paralegals	\$135.00 per hour
• Legal Assistants	\$110.00 per hour

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<sup>1</sup> It is understood the above rates may be adjusted or modified not more often than annually with not less than ninety (90) days written notice to CITY of such adjustment or modification. It is anticipated these rates will be subject to adjustment on July 1, 2019.

C. Costs. CITY shall reimburse ATTORNEY for out-of-pocket expenses at ATTORNEY'S direct cost without additional markup.

5. Project Managers

A. CITY'S Manager is Linda Engbretson and ATTORNEY'S Lead Attorney is Spencer Parsons. Each party shall give the other written notification of any change.

B. Contacts under this Agreement shall be:

For ATTORNEY

Spencer Q. Parsons  
Beery Elsner & Hammond, LLP  
1750 SW Harbor Way, Ste 380  
Portland, OR 97201  
Email: [spencer@gov-law.com](mailto:spencer@gov-law.com)

For WARRENTON

Linda Engbretson, City Manager  
PO Box 250  
Warrenton, OR 97146  
Email:  
[lengbretson@ci.warrenton.or.us](mailto:lengbretson@ci.warrenton.or.us)

6. Project Information

ATTORNEY agrees to share all project information, to fully cooperate with all corporations, firms, contractors, governmental entities and other persons involved in or associated with matters assigned to ATTORNEY. No information, news or press releases shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior written or oral authorization of the CITY's Project Manager.

7. Indemnity and Insurance

A. Indemnity: ATTORNEY acknowledges responsibility for any and all liability arising out of its performance under the terms of this Agreement and shall hold CITY harmless from, defend and indemnify CITY as against any and all liability, settlements, loss, costs and expenses in connection with any action, suit or claim resulting or allegedly resulting from Attorney's acts, omissions, activities or services in the course of performing this contract.

B. Liability Insurance: ATTORNEY shall maintain professional liability insurance insuring ATTORNEY against errors or omissions in the amount and on the conditions required by the Professional Liability Fund of the Oregon State Bar.

8. Law of Oregon

The contract shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court, Clatsop County, Oregon.

9. Successors and Assignments

A. ATTORNEY shall not assign any of its obligations hereunder without the prior consent of CITY.

B. In the event the ATTORNEY assigns, transfers or subcontracts any of the work contemplated or necessitated by the terms of this contract to some third party, ATTORNEY will ensure that said third party is made subject to all the terms and

conditions of this Agreement.

10. Records

- A. ATTORNEY shall retain all books, documents, papers, and records that are directly pertinent to this Agreement and any work done under its term for at least ten (10) years.
- B. ATTORNEY shall allow the CITY, or any of its authorized representatives audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records subject to the foregoing retention requirement.

11. Termination for Convenience

- A. The CITY may terminate all or part of this Agreement at any time for its own convenience by written notice to ATTORNEY. Upon termination under this paragraph, ATTORNEY shall be entitled to compensation for all services rendered prior to ATTORNEY'S actual notice of the termination or the receipt of the CITY's written notice of termination, whichever is earlier, plus ATTORNEY'S reasonable costs actually incurred in closing out the contract.
- B. In the event, ATTORNEY terminates this Agreement, it may do so with or without cause but shall give not less than sixty (60) days written notice of its intent to do so to the City.

12. Payment of Claims by the CITY

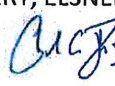
If ATTORNEY fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to ATTORNEY or a subcontractor by any person in connection with this contract as the claim becomes due, the CITY may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to ATTORNEY pursuant to this contract. The CITY's payment of a claim under this Paragraph shall not relieve ATTORNEY or Attorney's surety, if any, from responsibility for those claims.

13. Modification

Any modification of the provisions of this contract shall be reduced to writing and signed by the parties.

14. No Waiver of Legal Rights

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

CITY OF WARRENTON	BEERY, ELSNER & HAMMOND, LLP
By: _____ Henry Balensifer Mayor	By:  Chad A. Jacobs Partner
Date: _____	Date: _____



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*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

## **AGENDA MEMORANDUM**

**TO:** The Warrenton City Commission  
**FROM:** Linda Engbretson, City Manager  
**DATE:** August 22, 2017  
**SUBJ:** Ordinance 1213 – Vacating a Portion of NW 6<sup>th</sup> Street

### **SUMMARY**

The Commission conducted a public hearing on July 25, 2017, to consider the vacation of a Portion of NW 6<sup>th</sup> Street, on the petition from Kyle and Mary Jo Jones and Jonathon Brown. The Commission determined there was no reason not to grant the petition. The attached ordinance will enact the vacation.

### **RECOMMENDATION/SUGGESTED MOTION**

"I move to conduct the first reading of Ordinance No. 1213, by title only."

**Title:** Ordinance No. 1213, Introduced by All Commissioners, Vacating a Portion of NW 6<sup>th</sup> Street in the City of Warrenton, Oregon.

### **ALTERNATIVE**

Not to proceed or other action as deemed appropriate by the Commission.

### **FISCAL IMPACT**

Property will go on the County Tax Rolls. Petitions have paid the \$600 Street Vacation fee.

ORDINANCE NO. 1213  
INTRODUCED BY ALL COMMISSIONERS

VACATING A PORTION OF NW 6<sup>TH</sup> ST. IN THE CITY OF WARRENTON, OREGON

WHEREAS, Kyle and Mary Jo Jones and Jonathon Brown petitioned the Warrenton City Commission for vacation of a portion of a public right-of-way; and

WHEREAS, the Warrenton City Commission determined there is no reason why said petition should not be granted and held a public hearing on the petition at the hour of 6:00 p.m. on July 25, 2017, in the Commission's Chambers at Warrenton City Hall; and

WHEREAS, due notice of time and place for said hearing was given, as by law required, and the Warrenton City Commission examined and determined that the abutting property owner of that portion to be vacated was the petitioners; that the owners of a majority of the area affected made no objections; and that the public interest would not be prejudiced by vacation of those portions of the street right-of-way which the petitioners requested be vacated.

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

**Section 1.** That portion of NW 6<sup>th</sup> Street, between undeveloped NW Elm Avenue and Undeveloped NW Date Ct., attached Exhibit A, is hereby vacated.

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

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

ADOPTED by the City Commission of the City of Warrenton, Oregon this 12th day of September, 2017.

First Reading: 08-22-17

Second Reading: 09-12-17

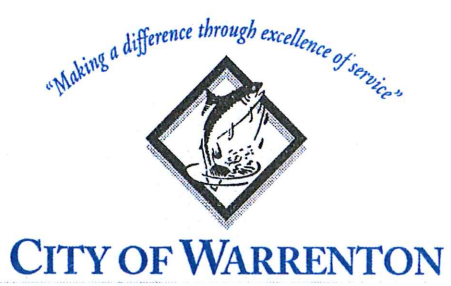
APPROVED:

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

ATTEST:

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

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## AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission  
FROM: Linda Engbretson, City Manager  
DATE: August 22, 2017  
SUBJ: Sublease Renewal – Sturgeon Paul’s – Hammond Marina

### SUMMARY

The sublease between the City of Warrenton and Paul Leitch for the bait shop, etc., at the Hammond Marina ended in 2013, which is the same time the City’s lease terminated with the USACE. Legal counsel advised us not to renew the sublease, because the City did not have a current lease with the USACE. The USACE has been directed to convey ownership of the property to the City of Warrenton. It is a requirement that our sublease with Mr. Leitch be renewed.

I brought you the proposed renewal on June 27, 2017, with a recommendation to renew the sublease for an extended period. The Commission was not inclined to renew for such a lengthy period in light of the proposed transfer and in consideration of possible recommendations from the newly appointed Hammond Marina Task Force. I checked with the USACE regarding the recommended term. They recommend the term be similar to the proposed lease term between the City and the Corps, i.e., 20 years, but include a clear termination clause, such as *....may be terminated by either party with 90 days written notice... or*

something similar. The current lease allows the City to terminate only in the event of delinquency/default.

I would also like to update the lease to more specifically outline the nature of the operations so that any additions would need approval by Commission action, and ask the Commission to consider approving a 20-year lease.

#### **RECOMMENDATION/SUGGESTED MOTION**

"I move to authorize the Mayor's signature on the lease between the City and Mr. Leitch for Sturgeon Paul's at the Hammond Marina for a period of 20 years, including housekeeping matters, and upon final approval by legal counsel."

#### **ALTERNATIVE**

None recommended

#### **FISCAL IMPACT**

Budgeted Lease revenue used for Hammond Marina Operations

## SUBLEASE AGREEMENT

### RECITALS

THIS SUBLEASE AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, between the city of Warrenton, a municipal corporation of the state of Oregon, hereinafter referred to as "CITY," and Paul Leitch, d/b/a Sturgeon Paul's, hereinafter referred to as "LESSEE."

WITNESSETH:

WHEREAS, CITY subleases to LESSEE that certain real property as shown on the map attached hereto as "Exhibit A" and by this reference made a part hereof. The property is located at the Hammond Marina.

WHEREAS, the CITY has leased 59.12 acres from the United States Army Corps of Engineers and has improved the area with recreation facilities.

WHEREAS, said lease gives the CITY authority to enter into third party agreements to provide the facilities and services necessary to meet the public demand, as consistent with the Corps plan of recreational development and management.

WHEREAS, the CITY has determined that it is in the interest of the city of Warrenton and the general public to allow a concession to operate at the Hammond Boat Basin and has entered this Sublease Agreement with the LESSEE for that purpose.

WHEREAS, the terms of the Sublease Agreement are subject to the terms, conditions, and provisions of that certain lease agreement #DACW57-1-88.33 between the city of Warrenton and the United States Army Corps of Engineers, which is attached as "Exhibit B," and by this reference is incorporated herein and made a part hereof.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

(1) TERM

The maximum lease term will be from the 1<sup>st</sup> of October, 2013, and continue through the 30<sup>th</sup> day of September, 2033. This lease may be mutually extended until terminated in accordance with items 9 and 10.

(2) RENT

Rent for the term shall be set and automatically adjusted according to the applicable portion of the following rate schedule:

From October 1, 2013 through September 30, 2018 - \$1,075.11 per month

From October 1, 2018 through September 30, 2023 - \$1,129.00 per month

From October 1, 2023 through September 30, 2028 - \$1,185.00 per month

From October 1, 2028 through September 30, 2033 - \$1,244.00 per month

Rent is due and payable on the first of each month. A \$20.00 late fee will be assessed if not received by the 10<sup>th</sup> of the month, and for each month thereafter that rent is delinquent an additional \$20.00 will be assessed.

(3) TAXES

In addition, LESSEE shall pay all real property and personal property taxes levied on the property when payable.

(4) USE OF THE PREMISES/COMPLIANCE WITH LAWS AND REGULATIONS/CIVIL RIGHTS ACT

LESSEE agrees to comply with all RC (Recreational Commercial) Zone requirements of the city of Warrenton. All construction plans and landscaping is subject to approval of the Corps of Engineers District.

The premises shall be used for operations permitted by the land use regulations of the city of Warrenton, (and as described in Exhibit B) and for no other purpose. Any change to the operations, as described in Exhibit B, shall first be approved by the US Army Corps of Engineers and by written consent of the City. In addition, LESSEE covenants that all licenses, tax I.D. numbers, bonds, industrial insurance accounts, or other matters required of the Operator, by federal, state or local governments in order to enable the Operator to do business, have been acquired by the Operator and are in full force and effect. The LESSEE, in exercising the privileges granted by this Sublease Agreement, agrees not to discriminate because of race, religion, sex, handicap, or national origin, against any person by refusing to furnish such person any accommodations, facility or privileges in any manner that will directly or indirectly reflect upon or question the acceptability of the patronage of that person. LESSEE shall also comply with the Civil Rights Act of 1964 as amended.

(5) CITY'S RIGHT OF ENTRY

It shall be lawful for the CITY, its agents and representatives, at any reasonable time, to enter into or upon said demised premises for the purpose of examining the condition thereof, or any other lawful purpose.

(6) RIGHT OF ASSIGNMENT

LESSEE shall not assign, transfer, pledge, hypothecate, surrender, or dispose of this lease or any interest therein, or permit any other person or persons whomsoever to occupy the leased premises without the written consent of the CITY being first obtained in writing. This lease is personal to LESSEE and is executed in material consideration of LESSEE'S ability to complete the improvements to the property as promised. LESSEE'S interest in whole or part cannot be sold, assigned, transferred, seized, or taken by operation of law, or under or by virtue of any execution or legal process, attachment or proceedings

instituted against LESSEE, or under or by virtue of any bankruptcy or insolvency proceedings had in regard to LESSEE, or in any manner except as therein specifically mentioned.

(7) LIENS

LESSEE will not permit any lien of any kind, type or description to be placed or imposed upon the leased premises, or any part thereof.

(8) UTILITIES

All water, sewer, storm sewer, sanitation, electrical service, garbage, and other utilities will be supplied by LESSEE at its sole expense. LESSEE is required to provide adequate garbage pickup and shall not use the City's facilities for disposal.

(9) INDEMNITY AND LIABILITY INSURANCE

LESSEE agrees to, and shall indemnify and hold CITY and the United States Army Corps of Engineers harmless against, any and all claims and demands arising from the negligence of LESSEE, its officers, agents, invitees, and/or employees, as well as those arising from LESEE'S failure to comply with any covenant of this lease on its part to be performed, and shall at its own expense defend CITY against any and all suits or actions arising out of such negligence, actual or alleged, and all appeals there from and shall satisfy and discharge any judgment which may be awarded against CITY in any such suit or action.

LESSEE further agrees, upon execution of this lease, at its own expense, to maintain and keep in effect, furnish and deliver to the CITY liability insurance policies in form with insurer satisfactory to CITY, insuring against all liability for damages to personal property in or about the leased premises with combined single limit for bodily injury in the amount of not less than \$1,000,000.00. Prior to commencement of any construction or improvement to the property, LESSEE agrees, at his own expense, to maintain and keep thereafter in effect, furnish and deliver to the CITY liability insurance policies in form with insurer satisfactory to CITY, naming CITY as a named insured against all liability for damages to personal property in or about the leased premises and not less than \$1,000,000.00 combined single limit for both bodily injury and property damage. From time to time, the CITY may require an increase in the amount of liability insurance.

(10) DEFAULT

In the event of failure by LESSEE to pay rent within thirty (30) days after it is due, or to comply with any other term or condition of this lease within ten (10) days after written notice by CITY, specifying the nature of the default, CITY, at its option, may elect to terminate the lease and LESSEE agrees to vacate the premises within thirty (30) days of notice and perform clean-up, leaving the premises broom-clean. CITY may then take possession of, and re-rent the premises. CITY shall be entitled to recover as damages, the reasonable cost of re-entry and re-renting as stated above. The foregoing remedy shall be in addition to any other remedies available to CITY under applicable law.

(11) DAMAGES

In the event of termination on default, CITY shall be entitled to recover immediately, without waiting until the due date of any future rent, the following amounts as damages:

- a. The value of all LESSEE'S obligations under this lease, including the obligation to pay rent from the date of default until the end of term; and
- b. The reasonable costs of re-entry and re-letting including, without limitation, the cost of any cleanup, removal of LESSEE'S property and fixtures, or any other expenses occasioned by LESSEE'S failure to quit the premises upon termination and to leave them in the required condition, together with any restoration costs, attorney fees, court costs, etc.

(12) DELIVERING UP PREMISES UPON TERMINATION

At the expiration of said term, or upon any sooner termination thereof, LESSEE will quit and deliver up said leased premises, peaceably, quietly, and in order and condition, and will remove any structures erected by LESSEE on the property. Any improvements remaining on the property at termination shall become the property of CITY, at CITY's option.

(13) NON-WAIVER

Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

(14) ATTORNEY'S FEES

In the event suit or action is instituted to enforce any of the terms of this lease, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

If any party to this lease places it in the hands of an attorney for collection or enforcement of the covenants contained herein, as a consequence of a default, as defined herein, the party in default agrees to pay reasonable fees and expenses of such attorney even though no suit or action is instituted, as a consequence of default.

(15) NOTICES

Any notice required or permitted under this lease shall be given when actually delivered or forty-eight (48) hours after deposited in United States mail as certified mail, addressed to the following addresses or to such other address as may be specified from time to time by either of the parties in writing.

CITY: City of Warrenton  
PO Box 250  
Warrenton, OR 97146

LESSEE: Paul Leitch



d/b/a The World Headquarters  
PO Box 566  
Warrenton, OR 97146

LESSOR: United States Army Corps of Engineers  
Portland District Division  
PO Box 2946/333 SW First  
Portland, OR 97208-2946

(16) SUCCESSION

Subject to the hereinafter stated limitations on transfer of LESSEE's interest, this lease shall be binding upon, and inure to, the benefit of the parties, their respective successors and assigns.

IN WITNESS WHEREOF, the parties have executed this lease in triplicate this \_\_\_\_ day of \_\_\_\_\_, 2017, the signature for the CITY OF WARRENTON being authority of its City Commission.

CITY OF WARRENTON  
An Oregon Municipal Corporation

By: \_\_\_\_\_  
Henry Balensifer III, Mayor

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

LESSEE: \_\_\_\_\_  
Paul Leitch

Approved by: United States Army Corps of Engineers  
Portland District Corps of Engineers  
Real Estate Division

By: \_\_\_\_\_  
Chief, Real Estate Division

STATE OF OREGON  
County of Clatsop

On this \_\_\_\_ day of \_\_\_\_\_, 2017, personally appeared Henry Balensifer III, who, being first duly sworn, did say that he is the Mayor of the City of Warrenton, a municipal corporation, and that said instrument was signed on behalf of the city of Warrenton by authority of its City Commission and they acknowledged said instrument to be their voluntary act and deed.

Before me: \_\_\_\_\_  
Notary Public for Oregon

My Commission Expires: \_\_\_\_\_

STATE OF OREGON  
County of Clatsop

This instrument was acknowledged before me on the \_\_\_\_ date of \_\_\_\_\_, 2017, by Paul Leitch.

Before me: \_\_\_\_\_  
Notary Public for Oregon

My Commission Expires: \_\_\_\_\_