

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING

October 23, 2018 – 6:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. Commission Regular Meeting Minutes – 10.09.18
- B. Police Department Monthly Statistics – September 2018
- C. Fire Department Activity Report – September 2018
- D. Community Center Annual Report – FY 2017-2018
- E. Monthly Finance Report - September 2018

4. **COMMISSIONER REPORTS**

5. **PUBLIC COMMENT**

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

6. **PUBLIC HEARINGS** – None

7. **BUSINESS ITEMS**

- A. Consideration of Nuisance Determination – 981 King Salmon Place
- B. Consideration of Nuisance Determination – 115 SW Alder Court
- C. Consideration of Nuisance Determination – 127 SW Alder Court

- D. Consideration of Nuisance Determination – 1180 S Main Avenue
- E. Consideration of Resolution No. 2529; Authorizing a Group Events Policy for City of Warrenton Parks, Establishing Regulations and Rates, Repealing Resolution No. 2352
- F. Consideration of First Reading of Ordinance No. 1222; Providing Rules & Regulations for City of Warrenton Water Department & All Areas Served by the Municipal Water Department Outside Warrenton’s City Limits; Requiring Installation of Water Meters
- G. Consideration of First Reading of Resolution No. 2530; Adopting Water Department Rates

8. DISCUSSION ITEMS

- A. Sidewalk Requirements
- B. Zoning Code Enforcement

9. GOOD OF THE ORDER

10. EXECUTIVE SESSION

11. ADJOURNMENT

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

3-A

MINUTES
Warrenton City Commission
Regular Meeting – October 9, 2018
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:12 p.m. and led the public in the Pledge of Allegiance.

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

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Sergeant Jim Pierce, Community Development Director Kevin Cronin, Building Official Bob Johnston, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Public Works Analyst Trisha Hayrynen, Harbormaster Jane Sweet, Assistant Harbormaster Mike Olson, Deputy City Recorder Jenny Faith and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. Commission Regular Meeting Minutes – 9.25.18
- B. Nuisance Report
- C. Community & Development Dept. Work Program
- D. Monthly Finance Report – August 2018
- E. Liquor License Application – Bohdan’s LLC

Mayor Balensifer noted the nuisance report and all the work that has been done on nuisance properties. He commended the Community Development Director Kevin Cronin for his work on that, and also thanked the residents who brought them to the city’s attention. Commissioner Newton commended Commissioner Dyer for forming a group to work on the nuisances. Commissioner Ackley noted the liquor license for Bohdan’s and stated she has visited the establishment and “it is a pretty cool place.” Mayor Balensifer noted their ribbon cutting is scheduled for October 16, and noon, and encouraged everyone to attend.

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

Baldwin – aye; Ackley – aye; Balensifer – aye; Newton – aye

COMMISSIONER REPORTS

Commissioner Newton discussed a report to CREST from Tetra Tech (regarding the 8th Street Dam); and clarified that money for that report was paid to Tetra Tech, not CREST. The report has been completed and sent to the Corps of Engineers.

Mayor Balensifer gave a brief update on the County Housing task force, and noted research shows that in the county there is 1.4 housing units per household; vacation rentals affect that number. He also noted Warrenton average housing prices are higher now than Astoria. He also discussed the housing needs assessment, the buildable lands inventory, and the wetlands inventory. Commissioner Newton also commented on housing costs, and noted prices are marching upward. Commissioner Ackley noted home prices have increased 13-19% over last year. Mayor Balensifer stated there is more work to be done on affordable housing and more public meetings to come regarding the housing task force.

Commissioner Ackley welcomed everyone and commented on the Warrenton Warriors success.

City Manager Engbretson requested an addition to the agenda; she noted she received a phone call from USACE, and they have completed the lease renewal package, and once renewed they can move forward with the Hammond marina transfer. She stated it should happen within 3-6 months. She noted for the record a Public Notice from the Corps, and requested to add the approval of the 25 year lease renewal to the agenda. Consensus was to add the lease renewal as item 8-C. Mayor Balensifer noted for public benefit why the lease has to be renewed. He stated he had a discussion with a ranking member of transportation and infrastructure, Representative Peter DeFazio, who stated he would be happy to apply congressional pressure to speed this process along. Ms. Engbretson noted the need to speed the process up is due to money available from the state to assist with dredging, and the dredging window is November through February. She noted the city does have some money set aside for dredging but we may need more, and in order to get this assistance from the state the property has to be in the City of Warrenton's name.

Ms. Engbretson introduced new Deputy City Recorder Jenny Faith, stating the city is happy to have her, and noted Administration is back up to full staff.

PUBLIC COMMENT –

Lisa Lamping spoke in regards to the recommended regulations for Airbnb/Homestay Lodging. She stated she does not see a difference between Bed and Breakfast and Homestay Lodging. She noted her concerns regarding the number of allowable rooms and zoning; and stated one size does not fit all.

John Washington spoke in regards to his campaign for Mayor and stated there seems to be an active effort to sabotage his campaign. He noted Commissioner Rick Newton attended his Meet & Greet and made a loud rant. He noted Mr. Mike Balensifer also attended and engaged him in a debate. He stated businesses owners have been threatened for displaying his campaign signs; and he clarified Mr. Scott Widdicombe's role in his campaign.

Scott Widdicombe discussed a document Mr. John Washington handed out at a previous City Commission meeting, regarding a recent structure fire and a fire hydrant not working correctly; there was not enough water pressure to fight the fire. He noted concerns about the city not performing pressure tests on hydrants. Mayor Balensifer noted Mr. Widdicombe's statement (Exhibit A) distributed prior to the meeting and that staff stated they would investigate the fire hydrant matter. City Manager Engbretson stated when complaints or concerns are brought to

MINUTES

Warrenton City Commission

Regular Meeting – 10.09.18

Page: 2

her, they are investigated. Public Works Director Collin Stelzig stated he spoke with Fire Chief Demers regarding the matter and there was not an issue with fighting the fire; the issue was turning the hydrant off. He stated Public Works came out and turned the hydrant valve off, and within the next two days, the hydrant was replaced. He noted other issues addressed in the letter and stated there is a hydrolic model of the water system on the city website which shows the hydrants and whether they meet the requirements (GPM) for fighting fires. Mr. Stelzig noted that hydrants are not pressure tested; flow tests are done and when issues are found, they are fixed. He further explained hydrant maintenance. Brief discussion continued. The Commission stated they are satisfied with the report.

PUBLIC HEARINGS – None

BUSINESS ITEMS

Mayor Balensifer thanked Commissioner Ackley for leading the Hammond Marina task force, and noted there are a lot of exciting things happening in the city and a lot of it is happening in Hammond. Commissioner Newton noted that his task force dovetails with the Hammond Marina task force, in regards to the streets in Hammond. Commissioner Ackley stated the 2 task forces, and the master plans need to come together. She noted the city cannot just rely on fishing; this year fishing was down but camping was way up. She thanked the task force members and involved staff. Mayor Balensifer asked the task force members to stand, and thanked them for their service to the city and their work to make this happen. Task Force member Gerry Poe and incoming County Commissioner Mark Kujala gave a presentation outlining the task force recommendations. Mr. Kujala noted the hard work of the task force, and everyone involved in the process of getting ownership of the marina. Mr. Poe and Mr. Kujala reviewed the summary report, and elaborated on the recommendations as outlined in the recommendation report. Recommendations include:

- Transfer from the USACE
- Dredging all affected silt areas November 2018 – February 2019
- Pursue grants/budget for the following:
 - Pursue the purchase of our own dredge for future dredging
 - Maintenance schedule for repair and replacement of docks
 - Add additional transient docks
 - Continued bank stabilization
- Discussion on Bait & Tackle shop/dry storage
- Boardwalk connecting Seafarer's Park to city trails
- Work with Parks Board
- Discuss options for creating a new Urban Renewal Agency for Hammond
- Wish list items

Mr. Kujala noted that Hammond is the closest port to the ocean for fishing; and noted past amenities and services for fishermen. He stated they are looking at a long term and sustainable option. Mr. Poe noted how shallow the marina is now and that dredging is needed. He stated a fishing pier and boardwalk would attract people. Discussion continued on sedimentation concerns and the need for dredging. Mayor Balensifer noted for the record that when the marina

MINUTES

Warrenton City Commission

Regular Meeting – 10.09.18

Page: 3

is conveyed to the city, it must always remain in public use or it reverts back to the federal government. Discussion followed on dredging and Harbormaster Jane Sweet stated she has not yet received a recent update on the dredge spoils. Brief discussion continued.

DISCUSSION ITEMS –

System Development Charges Update – Community Development Director Kevin Cronin noted the fees have not been updated since 2012, and stated he is requesting feedback and direction from the Commission. He explained how SDC's are assessed; and noted an updated memo was submitted before the meeting, which amends the memo in the agenda packet. Discussion followed. It was noted the bulk of SDC's come from commercial properties. City Manager Engbretson stated significant improvements will be needed at the sewer lagoon, and noted SDC's help the city save money to avoid going into debt to pay for these projects/improvements. It was noted the 4th Street pump station was partially paid for with SDC's. Discussion continued. Mayor Balensifer noted Warrenton is the fastest growing city in the region. The Commission agreed SDC's should be increased, but voiced concerns about jumping up all at once. Discussion continued and the Commission stated they would like staff to provide a tiered proposal and to bring back a comparison of cities of the same size.

Homestay Lodging Regulations – Community Development Director Kevin Cronin noted the discussion on homestay lodging at a previous meeting, and stated he would like feedback and direction from the Commission. City Manager Engbretson distributed information from Building Official Bob Johnston (Exhibit B). Discussion followed on vacation rentals, and the models Gearhart and Seaside used. The Commission continued the discussion on Airbnb/homestay lodging. Mr. Cronin discussed two areas in Hammond; Forte Point and the Officer's Row area. After much discussion, it was determined that staff will bring the matter back before the Commission in November. Ms. Engbretson noted Building Official Bob Johnston has concerns regarding differences in the language of the municipal code definitions and the state building code definitions. Mr. Johnston briefly explained and noted he would like to close the gap in the definitions. Discussion continued, and Commissioner Ackley noted for the record that her real estate team recently met with Forte Point.

City Manager Engbretson discussed the 25 year lease renewal between the City and the U.S. Army Corps of Engineers for the Hammond boat basin. She reviewed the public notice (Exhibit C) from the Corps, and stated this is the last step to make the transfer a reality.

Commissioner Ackley made the motion to approve the 25 year lease renewal between the City and the U.S. Army Corps of Engineers for the Hammond boat basin, upon final approval by legal counsel. Motion was seconded and passed unanimously.

Baldwin – aye; Ackley – aye; Balensifer – aye; Newton – aye

GOOD OF THE ORDER – Commissioner Newton reported to Police Sergeant Pierce that someone put a campaign sign on his friend's property without his permission, and asked Sergeant Pierce to follow up accordingly. He proceeded to the podium and voiced his opinions of John Washington's campaign and concerns about the information that is being distributed

MINUTES

regarding volunteers and the City. He stated he was speaking as himself, as a citizen, and not on behalf of the commission. He noted he is personally campaigning against John Washington and noted accusations made by his campaign. Commissioner Newton reiterated that this was not the opinion of the City Commission or staff.

City Manager Engbretson shared a letter she received from CERT leader Sylvia Stephens, which thanked the city for their help in making the Disaster Preparedness event a success.

There being no further business, Mayor Balensifer adjourned the regular meeting at 8:28 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

3-B



**WARRENTON POLICE DEPARTMENT
SEPTEMBER 2018 STATISTICS
OCTOBER 23, 2018**



September Statistics (% changes are compared to 2017)							
Category	2018	2017	%Chg	2016	%Chg	2015	%Chg
Calls for Service	927	756	23%	691	34%	663	40%
Incident Reports	267	173	54%	161	66%	142	88%
Arrests/Citations	203	114	78%	84	142%	61	233%
Traffic Events	310	205	51%	199	56%	177	75%
DUII Calls	5	3	67%	4	300%	0	300%
Traffic Accidents	27	24	13%	17	59%	26	4%
Property Crimes	97	71	37%	56	73%	59	64%
Disturbances	85	80	6%	72	18%	66	29%
Drug/Narcotics Calls	10	4	150%	9	11%	3	233%
Animal Complaints	29	34	-15%	27	7%	35	-17%
Officer O.T.	135.5	209.8	-35%	135	0%	84.5	60%
Reserve Hours	26	19	37%	32	-19%	48	-46%

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

Oct	Nov	Dec	2018 YTD	2018 Estimate	2017	2018 v 2017	2016	2018 v. 2016	2015	2018 v. 2015
			7442	9923	7982	24%	8239	20%	8317	19%
			1879	2505	1739	44%	1749	43%	1515	65%
			1186	1581	961	65%	925	71%	994	59%
			2400	3200	2407	33%	2353	36%	2220	44%
			40	53	37	44%	15	256%	14	281%
			202	269	219	23%	291	-7%	408	-34%
			819	1092	850	28%	805	36%	1374	-21%
			681	908	855	6%	781	16%	1359	-33%
			74	99	73	35%	42	135%	80	23%
			236	315	294	7%	311	1%	318	-1%
			1259	1679	1789	-6%	1249	34%	997.5	68%
			227.5	303	577	-47%	901.75	-66%	804.75	-62%

The following is a graphic representation of statistics for September 2018 using our 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

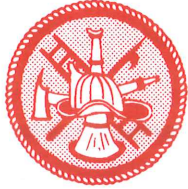
- Disorder
- Quality of Life
- Drugs
- Liquor

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





Warrenton Fire Department

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

3-C

STAFF REPORT

Date: October 23, 2018
To: The Members of the Warrenton City Commission
Linda Engbretson, City Manager
From: Tim Demers, Fire Chief
Re: Fire Department Activity Report for **September, 2018**

September, 2018 Emergency Response Activity -

The Warrenton Fire Department responded to 100 emergency calls during the month of September, 2018. The department responded to 70 EMS (emergency medical service) calls, 14 motor vehicle crashes, and 15 service calls. There were 2 reportable fires during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 4 volunteers responded per call throughout the month. During the month of September, 65.3%, or 66 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 35 calls, or 34.7%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

September, 2018 Training –

The department held 4 regularly scheduled Wednesday evening training sessions during the month of September, with an average attendance of 16 volunteers per drill. The department offered 1 additional training session during the month of August.

5th EMS – Sports injuries and concussion protocol review

Instructor: Chad Rankin

SCBA FIT testing – final session for 2018

Instructor: Capt. Penno

12th Hose handling skills, fire streams

Instructor: Lt. Daugherty, Capt. Shepherd

Aerial ladder training

Instructors: Aerial operators

19th Pre-incident facility tour, Pacific Coast Seafood

Instructors: Chief Demers, Aaron Dierks

26th Vehicle extrication training, Astoria Auto Wrecking

Instructors: Capt. Penno, Capt. Nyberg

Aerial ladder training

Instructors: Aerial operators

Warrenton Community Center

Annual Report

For Fiscal Year July 1, 2017 – June 30, 2018

3-D

Summary:

This report is a communication to the City of Warrenton Commission regarding the annual results of operations, financial position, and activities of the Warrenton Community Center. This report also summarizes the accomplishments, efforts, and long-term goals of the Center as proposed and carried out by the Warrenton Community Center Advisory Board and management.

Staffing and Oversight:

The center is managed by the Finance Director in conjunction with a part-time staff person that provides oversight, monitors rental activity at the center, and performs light maintenance. The City appoints a seven member board to provide input and recommendations to the commission. The Warrenton Community Center Advisory Board meets November, December, January, February, March, April, and May with staff, on the third Thursday of each month to discuss fundraising efforts, operations, and to consider long-term goals and objectives.

Operations:

The Community Center was built with grant funds in 1988. Since then most operational costs were supported entirely by rental fees and the Center, to this day, does not receive any direct property tax revenues. Since July 1, 2011, the Center has received funding derived from City discretionary revenue sources other than Center rental fees for capital projects and major maintenance.



The Center is rented out to individuals and entities on a per hour basis. Rental rates during the year were \$35.00 and \$45.00 per hour for the facility with non-kitchen and full kitchen use, respectively. A special rate was given to the Warrenton Seniors, Inc. at \$1.00 annually. Revenues are also generated from renting supplies such as the dance floor, silver serving dishes, and charging for cleaning services. Income is also derived from fundraising activities and donations.

For this period ending 2018, the Center was rented a total of 1,452.5 hours with 534.5 hours charged at the adopted rates (Seniors used 918 hours) compared to 1,361, and 1,332 hours in fiscal years ending 2017 and 2016, respectively. Total hours this year increased 91.5 hours compared to the prior year. The current hour breakdown, by category, for the past three years, is as follows:

	2018	2017	2016
Warrenton Seniors, Inc.	918.00	927.00	936.00
Other Weekday hours	230.00	198.00	179.00
Other Weekend hours	304.50	236.00	217.00
Total	1,452.50	1,361.00	1,332.00

Rental income, for this period, from regular hours rented was \$18,105 and other revenues were \$5,092 for total revenues of \$23,197 for the year. No transfer was made from the General Fund this year. Last year, total revenues were \$18,854. Current expenses for the year were \$19,258, for a net income of \$3,939. No transfers were made to the capital reserve account this year. Normal expenses, were \$5,757 for personal services, \$822 for supplies, \$738 for printing and advertising, \$8,391 for utilities, \$162 in credit card fees, \$40 for professional services, \$493 for computer support, \$879 for fundraising expenses, and \$1,976 for overhead.

The Community Center will begin the new fiscal year with a beginning fund balance of \$14,375, an increase from the prior year of \$3,939 which is the net gain for the year.

A historical summary of revenues and expenses for the Center are as follows:

	2018	2017	2016	2015	2014
Rental Fees	18,105	13,234	11,306	11,995	15,924
Other Revenue	5,092	5,620	12,763	4,663	2,598
Total Revenues	23,197	18,854	24,069	16,658	18,522
Personal Services	5,757	6,507	6,940	5,827	6,265
Materials and Services	13,494	13,712	12,867	12,317	12,416
Capital Outlay					
Transfers	0	0	0	0	0
Total Expenses	19,258	20,219	19,807	18,144	18,681
Increase (Decrease) in Fund Balance	3,939	(1,365)	4,262	(1,486)	(159)
Beginning Fund Balance	10,436	11,801	7,539	9,025	9,184
Ending Fund Balance	14,375	10,436	11,801	7,539	9,025

Fundraising Activities:

For years now, the board has been putting on the Breakfast with the Easter Bunny and Breakfast with Santa. These activities not only generate some income for center operations but also provide the community with fun family activities during the holiday seasons.

The following table summarizes net proceeds from the board's fundraising efforts:

	Breakfast with Santa	Breakfast with Easter Bunny
Sales	\$ 1,161	\$ 849
Donations	1,175	1,130
Expenses	(603)	(351)
Net Proceeds	\$ 1,733	\$ 1,628

Donations:

During the year we received \$550 from Columbia River Bar Pilots, \$150 from VFW Post 10580, \$150 from VFW Auxiliary, \$150 from McCall Tire Center, \$200 from Supermart, \$200 from Warrenton Kia, \$150 from Ocean Crest Chevrolet, \$75 from Warrenton Fiber, \$75 from Ocean Beauty Seafoods, \$75 from Lektro, \$75 from Columbia Bank, \$100 from Columbia Memorial Hospital, \$75 from Hampton Lumber, \$150 from Maddox Dance Studio, a \$50 Costco gift card from Costco, and \$80 from anonymous donors. These donations were used to help with expenses relating to the Breakfasts and to support Community Center operations. Starbuck's donated coffee, the Pig 'N Pancake donated the pancakes, syrup and a cook, Warrenton Deep Sea donated sausage and Uptown Café donated eggs. Also, Mel and Betsy Jasmin donated baskets for the raffle. This has helped tremendously with the breakfast expenses. The Advisory Board donates most of the remaining funds needed for breakfast expenses. In addition to donations for the breakfasts the Community Center also received a donation of a deposit refund from Greenwood Resources totaling \$35.

Rates:

The advisory board is very much interested in increasing the rental hours at the center and promoting the center as a great place to rent. The center is a community asset that should be utilized to its fullest. The challenge is seeking to charge the correct amount of revenue needed in order to cover operating costs and future capital requirements and not out-price our users. As of July 1, 2017, rates were \$45.00 and \$35.00 for kitchen and non-kitchen use, respectively.

The center currently has one long term renter to help stabilize the monthly income and cash flow. Weight Watchers began having a weekly meeting at the center in September of 2016.

Information about the Community Center is advertised on the City's website.

Wi-Fi:

We have public Wi-Fi at the Center. All users are able to connect. This also helps staff connect to City Hall so we can communicate with the center via email. This has helped tremendously with communication. And, most of all, the renters love it, too!

Capital Improvements:

In the fiscal year ending June 2004 budget process, staff created a Community Center Capital Reserve fund to begin accumulating funds for needed major improvements. It was hoped that the rental fee increase would generate excess funds that would be transferred each year to the fund.

With the help of a transfer from the WBA a new gas furnace was purchased this year from the capital reserve fund this year. The fund started with \$1,587 and has an ending fund balance of \$3,087 as of June 30, 2018, which is available for major maintenance and capital improvements to the facility. There were no excess funds to transfer this fiscal year.

Capital improvement and major maintenance history at the Center for the twenty fiscal years ending is as follows:

1999	none	
2000	none	
2001	New kitchen floor, Aug 2000	\$1,704
2002	New dishwasher, Nov 2001	\$4,027
	Exterior light poles, Feb 2002	\$1,175
2003	none	
2004	none	
2005	interior remodel	\$15,000 (funded by WBA donation)
2006	none	
2007	parking lot striping	\$555
2008	New roof, April 2008	\$12,866 (\$5,000 was funded by the WBA)
	New ceiling tiles	\$1,320
2009	none	
2010	New entryway-donated	\$6,435
2011	Chairs (16), dollies (4), table cart, dance floor cart, window trim, and coat rack	\$2,622
2012	Parking lot striping	\$485
	Fire Suppression System	\$3,249
	(3) Windows	\$925
	Re-siding and paint exterior Completed in FY 2013	\$41,990 (funded entirely by the Facilities Maintenance Fund)
2013	Window Shades (2)	\$437
	Vacuum	\$400
	Building Signage	\$901
2014	Bathroom Paint/Flooring	\$2,129 (\$1,475 was funded by the Facilities Maintenance Fund)
	New Heating Furnace	\$2,580 (funded entirely by the Facilities Maintenance Fund)
2015	New Walk-In Freezer	\$19,920 (funded entirely by the Facilities Maintenance Fund)
	Freezer Room Wall Repair	\$5,385 (funded entirely by the Facilities Maintenance Fund)
	New Commercial Refrigerator	\$4,856 (funded entirely by the Facilities Maintenance Fund)
2016	New Refrigerator	\$599
2017	Firewall Upgrade/Wifi	\$875
2018	New Gas Furnace (1 of 3)	\$3,500 (funded entirely by the WBA)

Funding from the **Facilities Maintenance Fund** contributed the following amounts this year, totaling \$3,149.

Fire Safety	\$265
Kitchen Equipment Maintenance	\$1,205
Pest Control	\$853
Lighting	\$779
Building & Ground Maintenance	\$47

Marketing/Advertising:

No direct efforts this year. Staff continues to deploy an updated brochure and information is available on our website.

Advisory Board Accomplishments, Efforts, and Long-Term Goals:

Every year at Christmas, the board gets together and decorates the Center so that our renters will have a festive environment. The board donates all decorations and supplies. The board sponsored two successful breakfasts for the community at the Community Center this year. The current board members are Mel Jasmin, Chairman, Frank Becker, Vice Chair, Carol Snell, Secretary, Lorna Anderson, Ronald LeChurch, and Debbie Little. There is currently one vacancy on the board. The board's fundraising efforts are critical to the Community Center.

Conclusion:

Staff continues to strive to give our renters excellent customer service hoping that they are satisfied with the center and will use it again and again. We hope they tell their friends and family about the center. We do have repeat customers who enjoy the center very much. In addition to providing a place for our Senior Citizens to have lunch on Mondays and Thursdays each week, the center is rented regularly for weddings, receptions, showers, celebrations of life, birthday parties, family reunions, business meetings and more. The Community Center is an important asset for the community and we hope it will continue to be for years to come.

The advisory board extends an open invitation to the monthly meeting on the 3rd Thursday of the month, October through May, to all commissioners. The meetings are held at the Community Center at 4:00 p.m.

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.25%	1.45%
Prime Rate:	5.25%	4.25%
◆ CPI-U change:	2.3%	2.2%
◆ Unemployment Rates:		
Clatsop County:	not avail.	4.3%
Oregon:	3.8%	4.2%
U.S.:	3.7%	4.2%

Department Statistics

◆ Utility Bills mailed	3,322
◆ New Service Connections	6
◆ Reminder Letters	369
◆ Door Hangers	68
◆ Water Service Discontinued	11
◆ Walk-in counter payments	694
◆ Mail payments	1,184
◆ Auto Pay Customers/pmts	603
◆ Online (Web) payments	656
◆ Phone payments	107

Current and Pending Projects

- ◆ M D & A / Audit
- ◆ SDC Annual Report
- ◆ Landfill Financial Assurance Report
- ◆ Warrenton Urban Renewal Agency Annual Report
- ◆ Community Center Annual Report
- ◆ Water Ordinance Revisions
- ◆ Open Enrollment for Health Insurance

Financial Narrative as of September 30, 2018

Note: Revenues and expenses should track at 3/12 or 25% of the budget.

Attached to this report is analysis and summaries of data for assessed value and property tax information for the City of Warrenton for the tax year 2018-2019

Assessed value for the City of Warrenton is \$608,254,053, an increase of 7.2% from the prior year. Of that amount, the Urban Renewal District boundary value represents \$81,999,845, an increase of 21.8%. The value of the Urban Renewal boundary represents 13.48% of the total city boundary value.

Tax amounts to be received are as follows for the permanent rate; \$878,926, local option rate (Library and Police), \$371,034, bonded debt rate, \$578,572 and additional taxes, \$891 for a total of \$1,829,423. Please keep in mind that these amounts will be reduced by discounts, uncollected taxes, and other reductions. The total levy last year was \$1,634,337.

The Urban Renewal Agency boundary value will raise \$757,703 at the rates of \$1.248 per \$1,000 and at a rate of 62.69 cents per \$1,000 of assessed value depending on the tax code, for Urban Renewal. These rates are applied to each individual property's total assessed value whether you are inside the boundary or not. The tax amount is also subject to discounts, credits, etc. This is \$155,247 more than the budgeted revenue

of \$602,456. If the Agency collects 93.6% of the tax, then it is projected that we will be over budget by \$48,493.

22.51 cents per \$1,000, or \$136,948 is the amount of tax that the General Fund loses to the Urban Renewal Agency.

Taxpayers pay \$.9512 per \$1,000 of assessed value for bonded debt compared to \$1.0271, last year.

If the County collects 93.6% of the total imposed taxes, the General Fund should see an excess of \$20,080 in property tax revenue compared to budget. The Library would see an excess of \$7,939 compared to budget. During budget projections, total assessed value was estimated at \$584,567,844 an underestimate of \$23,686,209. The urban renewal value was estimated at \$69,363,733 and the outside urban renewal boundary was estimated at \$515,204,111 for an underestimate of \$12,636,112 and an underestimate of \$11,050,097.

For every one million of assessed value added, the permanent rate plus the local option rate would raise \$2,280.10, annually. \$1,950.10 for the General Fund and \$330 for the Library.

Also, attached are data for Warrenton and surrounding area cities' assessed value, permanent rates, and total tax rates by tax code. Code 0113 is the lat-

est annexation (by the airport) up to our Urban Growth Boundary and pays a different rate because they are in School 1 District as opposed to School 30 (Warrenton School District). Warrenton's population estimate for this year is 5,285

Taxpayers in code 3004/3010 and 0113 pay property taxes (to all jurisdictions) of \$1,482 and \$1,681, respectively on property assessed at \$125,000. Receipt of current property tax revenues begins in November.

Also, attached is Oregon population data. The city's per capita state distributions for 2018/2019 are based on Warrenton population of 5,285.

General Fund: Year to date revenues amount to \$628,957, which is 15.7% of the budget, compared to the prior year amount of \$589,150, which was 15.3% of the budget and are up by \$39,807.

Expenses year to date amount to \$1,067,693, which is 23% of the budget, compared to the prior year amount of \$1,054,378, which was 24.1% of the budget.

Quincy Robinson Trust: The value of the trust at US Bank as of September 30, 2018 is \$972,417 up from \$952,556 as of July 1, 2018.

Financial data as of September, 2018

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	997,388	1,337,045	908,000	147.25	
Plus: Revenues	163,483	628,957	4,013,541	15.67	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	9,667	32,601	139,198	23.42	
Admin/Comm/Fin(ACF)	63,986	388,974	1,142,969	34.03	
Planning	17,831	57,821	219,607	26.33	
Police	119,970	394,303	1,894,677	20.81	
Fire	40,622	154,467	868,783	17.78	
Parks	10,486	39,527	163,659	24.15	
Transfers	-	-	204,578	-	
Total Expenditures	262,562	1,067,693	4,633,471	23.04	
Ending Fund Balance	898,309	898,309	288,070	311.84	

	WBA				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	92,604	65,586	53,000	123.75	261,444	272,657	200,000	136.33
Plus: Revenues	3,813	61,273	63,000	97.26	8,879	35,996	158,682	22.68
Less: Expenditures	25,082	55,524	98,692	56.26	14,795	53,125	315,577	16.83
Ending Fund Balance	71,335	71,335	17,308	412.15	255,528	255,528	43,105	592.80

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,796,224	1,809,511	1,500,000	120.63	514,739	195,211	190,000	102.74
Plus: Revenues	61,302	93,879	753,057	12.47	16,808	437,850	631,700	69.31
Less: Expenditures	21,992	67,856	1,572,100	4.32	31,042	132,556	711,179	18.64
Ending Fund Balance	1,835,534	1,835,534	680,957	269.55	500,505	500,505	110,521	452.86

Financial data as of September 2018, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	331,356	122,905	119,000	103.28	1,977,795	1,337,636	1,100,000	121.60
Plus: Revenues	16,706	300,968	399,751	75.29	358,794	1,305,749	4,821,100	27.08
Less: Expenditures	29,945	105,756	457,137	23.13	121,511	428,307	5,297,243	8.09
Ending Fund Balance	<u>318,117</u>	<u>318,117</u>	<u>61,614</u>	<u>516.31</u>	<u>2,215,078</u>	<u>2,215,078</u>	<u>623,857</u>	<u>355.06</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,103,658	1,939,250	1,700,000	114.07	638,382	596,394	375,000	159.04
Plus: Revenues	232,838	733,442	2,698,919	27.18	38,531	119,559	439,800	27.18
Less: Expenditures	113,214	449,410	3,235,301	13.89	14,521	53,561	602,036	8.90
Ending Fund Balance	<u>2,223,282</u>	<u>2,223,282</u>	<u>1,163,618</u>	<u>191.07</u>	<u>662,392</u>	<u>662,392</u>	<u>212,764</u>	<u>311.33</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	426,119	417,570	380,000	109.89	14,917	14,375	10,000	143.75
Plus: Revenues	97,030	303,262	1,109,100	27.34	2,044	6,172	18,020	34.25
Less: Expenditures	77,697	275,380	1,301,768	21.15	1,535	5,121	26,241	19.52
Ending Fund Balance	<u>445,452</u>	<u>445,452</u>	<u>187,332</u>	<u>237.79</u>	<u>15,426</u>	<u>15,426</u>	<u>1,779</u>	<u>-</u>

	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	25,431	40,842	40,000	102.11	295,416	297,770	234,692	126.88
Plus: Revenues	497	4,048	226,925	1.78	493	1,503	1,897,622	0.08
Less: Expenditures	8,374	27,336	183,285	14.91	-	3,364	2,132,314	0.16
Ending Fund Balance	<u>17,554</u>	<u>17,554</u>	<u>83,640</u>	<u>20.99</u>	<u>295,909</u>	<u>295,909</u>	<u>-</u>	<u>-</u>

Financial data as of September 2018, continued

(\$) Cash Balances as of September, 2018

General Fund	1,126,681	Warrenton Marina	437,758	Storm Sewer	614,101
WBA	67,781	Hammond Marina	318,052	Sanitation Fund	345,102
Building Department	257,878	Water Fund	1,646,932	Community Center	17,211
State Tax Street	1,842,885	Sewer Fund	1,869,102	Library	19,606

Warrenton Urban Renewal Agency

Capital Projects	295,909
Debt Service	1,224,578

General Fund Revenues	Collection Frequency	2018-2019 Budget	Actual as a	Collections/Accruals		(over) under budget
			% of Current Budget	Year to date		
				September 2018	September 2017	
Property taxes-current	AP	955,270	0.00	-	-	955,270
Property taxes-prior	AP	35,000	14.34	5,019	5,125	29,981
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	551,000	13.43	74,007	67,777	476,993
COW - franchise fees	M	146,621	29.08	42,635	40,411	103,986
Transient room tax	Q	532,696	0.00	-	17,036	532,696
Liquor licenses	A	700	3.57	25	125	675
State revenue sharing	MQ	162,745	6.95	11,304	10,051	151,441
Municipal court	M	104,400	36.20	37,788	19,970	66,612
Community development fees	I	50,000	15.27	7,635	6,719	42,365
Police charges	I	8,500	41.78	3,551	2,628	4,949
Fire charges	SM	97,582	0.00	-	-	97,582
Park charges	I	-	0.00	50	125	-
Miscellaneous	I	1,200	54.92	659	439	541
Interest	M	15,000	31.10	4,665	2,695	10,335
Lease receipts	M	209,858	25.09	52,646	52,580	157,212
Sub-total		2,870,572	8.36	239,984	225,681	2,630,588
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,142,969	34.03	388,973	363,469	753,996
Total revenues		4,013,541	15.67	628,957	589,150	3,384,584

- M - monthly
- Q - quarterly
- SM - Semi-annual in November then monthly
- AP - As paid by taxpayer beginning in November
- MAQ - Century Link & NW Nat-quarterly, Charter annually in March, all others monthly
- S - semi-annual
- I - intermittently
- MQ - Monthly, cigarette and liquor and Quarterly, revenue sharing
- R - renewals due in July and new licenses intermittently
- A - annual

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

CITY OF WARRENTON
History of Assessed Property Values and Property Taxes to be Received

	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008
Value	608,254,053	567,541,596	538,455,553	520,287,689	490,415,906	476,825,335	455,991,441	427,950,315	405,421,734	387,486,368	345,597,792	331,204,007
percentage increase from prior year	7.173%	5.402%	3.492%	6.091%	2.850%	4.569%	6.552%	5.557%	4.629%	12.121%	4.346%	5.957%
Perm Rate Tax	878,926	835,421	795,137	773,823	731,942	705,604	678,058	642,181	611,819	604,715	576,330	553,142
Local Option Tax	371,034	212,828	201,920	195,108	183,835	178,809	170,996	160,481	152,032	145,304	264,345	253,335
Bonded Debt	579,463	586,088	722,734	720,218	696,481	673,056	687,544	713,264	776,821	881,880	860,159	781,469
Total Tax Amount to be Received	\$ 1,829,423	\$ 1,634,337	\$ 1,719,791	\$ 1,689,149	\$ 1,612,258	\$ 1,557,469	\$ 1,536,598	\$ 1,515,926	\$ 1,540,672	\$ 1,631,899	\$ 1,700,834	\$ 1,587,946
Urban Renewal Excess Assessed Value	81,999,845	67,343,430	62,370,427	56,963,784	52,179,015	54,333,847	50,006,896	43,451,283	39,086,393	25,769,667	6,221,207	
percentage increase from prior year	21.764%	7.973%	9.491%	9.170%	-3.966%	8.653%	15.087%	11.167%	51.676%	314.223%		
Outside Urban Renewal Boundary Value	526,254,208	500,198,166	476,085,126	463,323,905	438,236,891	422,491,488	405,984,545	384,499,032	366,335,341	361,716,701	339,376,585	
percentage increase from prior year	5.209%	5.065%	2.754%	5.725%	3.727%	4.066%	5.588%	4.958%	1.277%	6.583%		
Total Assessed Value of the City	608,254,053	567,541,596	538,455,553	520,287,689	490,415,906	476,825,335	455,991,441	427,950,315	405,421,734	387,486,368	345,597,792	

CITY OF WARRENTON
PROPERTY TAX ALLOCATION
2018/2019

	1.6701	0.2800 0.3300	AMOUNT NEEDED		
	PERM RATE	LOCAL OPTION	OUTSIDE M5	TOTAL	
GENERAL FUND	100.00	0.4590	0.0015		
LIBRARY		0.5410			
WWTP			0.9985		
AMOUNT TO BE REC'D	878,926.00	371,034.00	579,463.00	1,829,423.00	PERCENTAGE
GENERAL FUND	878,926.00	170,310.69	891.00	1,050,127.69	0.5740
LIBRARY		200,723.31		200,723.31	0.1097
WWTP			578,572.00	578,572.00	0.3163
	878,926.00	371,034.00	579,463.00	1,829,423.00	1.0000

	Tax Rate	
GF LOCAL OPTION - POLICE	0.2800	0.4590
LIBRARY LOCAL OPTION	0.3300	0.5410
	0.6100	1.0000

		Tax Rate	
WWTP	578,572.00	0.9985	0.9512 Bonded Debt
(ORS 308A.703) Farmland/Forestland	891.00	0.0015	0.0015 Other Addl' Taxes
	579,463.00	1.00	0.9527

Urban Renewal Assessed Value	81,999,845
Outside Urban Renewal Boundary Value	526,254,208
Total Assessed Value of the City	608,254,053

Comparison to Budget:	Budget	County Imposed Taxes	93.6% of Imposed Taxes	93.3% imposed taxes Variance to Budget	
GF - Permanent Rate	802,595	878,926	822,675	20,080	
GF - Local Option Police	152,675	170,311	159,411	6,736	26,816
Local Option Library	179,938	200,723	187,877	7,939	
GO Bond Muni Bldg	-	891	834	834	
GO Bond WWTP	539,855	578,572	541,543	1,688	
	1,675,063	1,829,423 ¹	1,712,340	37,277	

City of Warrenton
2018-2019 Analysis of Property Tax Rates and Assessed Values - Actual

ADC
 10/17/2018
 8:24 AM

Tax Rates

w/o division of tax	Division of Tax	
	cow rate	urban rate
permanent rate	1.4450	0.2251
local option rate	0.6100	0
bond-wwtp	0.9512	0
bond-muni bldg	0.0000	
3.2313	3.0061	0.2251

Boundary Assessed Values

81,999,845	urban renewal	13.48%
526,254,208	other	86.52%
608,254,053	total assessed value	1

division of warrenton tax rates for URA

code 3004 and 3010		code 0113	
0.2251	city of warrenton	0.2251	
0.0071	4H	0.0071	
0.2067	clatsop county	0.2067	
0.0169	port of astoria	0.0169	
0.0237	care center	0.0237	
0.1049	clatsop community	0.1049	
0.0207	nw esd	0.0207	
0.6211	school 30/school 1	0.0000	
0.0218	sunset trans	0.0218	
1.2480	division of tax rate	0.6269	

combined rate resulting from division of tax

3.2313

code 3004 and 3010	606,004,071	X	1.2480 divided by 1,000	=	756,322.92
code 0113 (annexation)	2,249,982	X	0.6269 divided by 1,000	=	1,410.62
	608,254,053				757,733.55

Amount allocated to Urban Renewal

757,702.70 County Table 4f

30.85 variance immaterial

tax rates from code 3004 and 3010 and 0113

1.4450		
0.6100		
0.9512	3.0061	City of Warrenton allocation
0.2251		
0.0000	0.2251	Warrenton Urban Renewal Agency allocation (Division of City of Warrenton Tax)
3.2313	3.2313	

amount diverted from COW General Fund to URA \$ 136,947.94

WARRENTON URBAN RENEWAL AGENCY
History of Assessed Property Values and Property Taxes to be Received

	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009
Value	81,999,845	67,343,430	62,370,427	56,963,784	52,179,015	54,333,847	50,006,896	43,451,283	39,086,393	25,769,667	6,221,207
percentage increase from prior year	21.76%	7.97%	9.491%	9.170%	-3.966%	8.653%	15.087%	11.167%	51.676%	314.223%	
Total Amount to be Received¹	\$ 757,703	\$ 622,259	\$ 593,665	\$ 543,717	\$ 497,892	\$ 519,858	\$ 479,857	\$ 415,863	\$ 289,240	\$ 252,630	\$ 60,787
Budget	\$ 602,456	\$ 574,761	\$ 525,284	\$ 478,982	\$ 496,364	\$ 452,000	\$ 389,465	\$ 362,452	\$ 298,647	\$ 142,622	\$ 40,000
Variance of Budget to Amount to be Received	\$ 155,247	\$ 47,498	\$ 68,381	\$ 64,735	\$ 1,528	\$ 67,858	\$ 90,392	\$ 53,411	\$ (9,407)	\$ 110,008	\$ 20,787
Urban Renewal Assessed Value	81,999,845	67,343,430	62,370,427	56,963,784	52,179,015	54,333,847	50,006,896	43,451,283	39,086,393	25,769,667	6,221,207
Outside Urban Renewal Boundary Value	526,254,208	500,198,166	476,085,126	463,323,905	438,236,891	422,491,488	405,984,545	384,499,032	366,335,341	361,716,701	339,376,585
Total Assessed Value of the City	<u>608,254,053</u>	<u>567,541,596</u>	<u>538,455,553</u>	<u>520,287,689</u>	<u>490,415,906</u>	<u>476,825,335</u>	<u>455,991,441</u>	<u>427,950,315</u>	<u>405,421,734</u>	<u>387,486,368</u>	<u>345,597,792</u>

¹ These amounts are not what will actually be received as they are subject to discounts, uncollected taxes, and other reductions.

**Area Cities' Property Tax Rates
Tax Year 2018-2019**

Tax Code	City of Warrenton		City of Astoria	City of Gearhart	City of Seaside	City of Cannon Beach
	0113	3004, 3010	0100, 0101, 0109	1005	1001	1008
School	5.8730	5.5225	5.8730	5.8628	5.8628	5.8628
Government	4.6112	4.6112	10.5049	3.1175	6.7824	3.4890
School Bonds	2.0125	0.7709	2.0125	1.5235	1.5235	1.5235
Government Bonds	0.9512	0.9512	-	1.4017	0.2896	0.4938
Total Tax Rate	13.4479	11.8558	18.3904	11.9055	14.4583	11.3691
Total Tax on \$125,000 Assessed Value	\$ 1,680.99	\$ 1,481.98	\$ 2,298.80	\$ 1,488.19	\$ 1,807.29	\$ 1,421.14
Total Tax on \$150,000 Assessed Value	\$ 2,017.19	\$ 1,778.37	\$ 2,758.56	\$ 1,785.83	\$ 2,168.75	\$ 1,705.37

Source: Clatsop County 2018-2019 Assessment and Taxation Summary, Tax Rate Schedules

**Area Cities' Property Tax Permanent Rate Levies
Tax Year 2018-2019**

	<u>City of Warrenton</u>	<u>City of Astoria</u>	<u>City of Gearhart</u>	<u>City of Seaside</u>	<u>City of Cannon Beach</u>
Population	5,285	9,735	1,480	6,620	1,705
Total Assessed Value	608,254,053	863,900,359	560,209,598	1,225,998,556	948,238,200
Permanent Rate	\$ 1.6701	\$ 8.1738	\$ 1.0053	\$ 3.1696	\$ 0.7049
Amount of tax raised by permanent rate after adjustments	\$ 878,926.37	\$ 6,438,924.67	\$ 563,178.50	\$ 3,879,248.99	\$ 668,413.08

*Sources: Clatsop County 2018-2019 Assessment and Taxation Summary, Table 4a
Portland State University, Population Research Center, July 2017*

7-A

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Kevin A. Cronin, Community Development Director
DATE: For the agenda of October 23, 2018
SUBJ: Determination of Nuisance—981 King Salmon Place

SUMMARY

Warrenton Municipal Code 8.16.020 states that “No person shall cause or permit a nuisance affecting public health on property owned or controlled by the person.” Nuisances listed in this section include accumulations of debris, rubbish, manure and other refuse that are not removed within a reasonable time and that affect the health of the City.

WMC 8.16.040 Attractive Nuisances states that no owner, or person in charge of property shall permit “unguarded machinery, equipment or other devices that are attractive, dangerous and accessible to children.

WMC 8.16.060 Scattering rubbish prohibits persons from depositing on public or private property, rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench or fire hazard, detract from the cleanliness or safety of the property or would be likely to injure a person, animal or vehicle traveling on a public way.

WMC 8.16.120 Junk prohibits keeping junk outdoors on a street, lot, or premises. “Junk” means and includes all old motor[s], old motor vehicle parts, abandoned automobiles, old machinery, old machinery parts, old appliances, parts, old iron or other metal, glass paper, lumber, wood or other waste or

discarded material.

WMC 8.16.140 Unenumerated nuisances declares that the conditions described above are public nuisances and may be abated as established in WMC 8.16.150 through 8.16.210. In addition to the nuisances specifically enumerated in this chapter, every other thing, substance or act that is determined by the City Commission to be injurious or detrimental to the public health, safety or welfare of the City can be declared a nuisance and may be abated.

The front yard at 981 King Salmon Place is chronically littered and strewn with trash, junk, inoperable vehicles, and the like. The attached photographs, taken October 15, 2018 show a variety of junk and waste on the subject property. We conclude that conditions at the subject address are consistent with and meet the intent of the descriptions of various nuisances, both enumerated and unenumerated.

The City Commission is charged with the responsibility and authority to determine whether a nuisance exists. This must be done in a public meeting, and after five days notice by letter to the owner or person in charge of the property. Staff provided a courtesy “yellow tag” on September 6 and sent a letter of notification on October 10, 2018 by certified mail to the owner as identified in Clatsop County Assessor’s records that this would be an agenda item at the October 23 City Commission meeting. The Police Department posted the site on October 10.

RECOMMENDATION/SUGGESTED MOTION

I move to declare that enumerated and unenumerated nuisances exist at 981 King Salmon Place, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160.

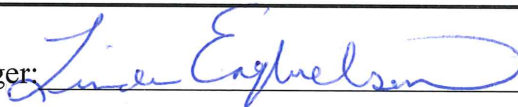
ALTERNATIVE

None recommended

FISCAL IMPACT

A potential fiscal impact exists, but cannot be quantified at this time. Should the owner or person responsible not abate the nuisance within the time allowed by code, the Commission may cause the nuisance to be abated by city personnel. The cost of performing that action would be based on the amount of time for collecting the material and the cost of disposal. This expense may be recovered by providing an invoice for the expense to the owner and persons responsible. WMC 8.16.200 authorizes the city place a lien on the property for the amount of the invoice if the invoice is not paid.

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Julie Engbretson", is written over a horizontal line.

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





7-B

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Kevin A. Cronin, Community Development Director
DATE: For the agenda of October 23, 2018
SUBJ: Determination of Nuisance—115 SW Alder Court

SUMMARY

Warrenton Municipal Code 8.16.020 states that “No person shall cause or permit a nuisance affecting public health on property owned or controlled by the person.” Nuisances listed in this section include accumulations of debris, rubbish, manure and other refuse that are not removed within a reasonable time and that affect the health of the City.

WMC 8.16.040 Attractive Nuisances states that no owner, or person in charge of property shall permit “unguarded machinery, equipment or other devices that are attractive, dangerous and accessible to children.

WMC 8.16.060 Scattering rubbish prohibits persons from depositing on public or private property, rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench or fire hazard, detract from the cleanliness or safety of the property or would be likely to injure a person, animal or vehicle traveling on a public way.

WMC 8.16.120 Junk prohibits keeping junk outdoors on a street, lot, or premises. “Junk” means and includes all old motor[s], old motor vehicle parts, abandoned automobiles, old machinery, old machinery parts, old appliances, parts, old iron or other metal, glass paper, lumber, wood or other waste or

discarded material.

WMC 8.16.140 Unenumerated nuisances declares that the conditions described above are public nuisances and may be abated as established in WMC 8.16.150 through 8.16.210. In addition to the nuisances specifically enumerated in this chapter, every other thing, substance or act that is determined by the City Commission to be injurious or detrimental to the public health, safety or welfare of the City can be declared a nuisance and may be abated.

The front and side yard at 115 SW Alder Court has multiple inoperable vehicles. The attached photographs, taken October 15, 2018 show the subject property. We conclude that conditions at the subject address are consistent with and meet the intent of the descriptions of various nuisances, both enumerated and unenumerated.

The City Commission is charged with the responsibility and authority to determine whether a nuisance exists. This must be done in a public meeting, and after five days notice by letter to the owner or person in charge of the property. Staff provided a courtesy “yellow tag” on September 6 and sent a letter of notification on October 10, 2018 by certified mail to the owner as identified in Clatsop County Assessor’s records that this would be an agenda item at the October 23 City Commission meeting. The Police Department posted the site on October 11.

RECOMMENDATION/SUGGESTED MOTION

I move to declare that enumerated and unenumerated nuisances exist at 115 SW Alder Court, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160.

ALTERNATIVE

None recommended

FISCAL IMPACT

A potential fiscal impact exists, but cannot be quantified at this time. Should the owner or person responsible not abate the nuisance within the time allowed by code, the Commission may cause the nuisance to be abated by city personnel. The cost of performing that action would be based on the amount of time for collecting the material and the cost of disposal. This expense may be recovered by providing an invoice for the expense to the owner and persons responsible. WMC 8.16.200 authorizes the city place a lien on the property for the amount of the invoice if the invoice is not paid.

Approved by City Manager:

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

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





7-C

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Kevin A. Cronin, Community Development Director
DATE: For the agenda of October 23, 2018
SUBJ: Determination of Nuisance—127 SW Alder Court

SUMMARY

Warrenton Municipal Code 8.16.020 states that “No person shall cause or permit a nuisance affecting public health on property owned or controlled by the person.” Nuisances listed in this section include accumulations of debris, rubbish, manure and other refuse that are not removed within a reasonable time and that affect the health of the City.

WMC 8.16.040 Attractive Nuisances states that no owner, or person in charge of property shall permit “unguarded machinery, equipment or other devices that are attractive, dangerous and accessible to children.

WMC 8.16.060 Scattering rubbish prohibits persons from depositing on public or private property, rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench or fire hazard, detract from the cleanliness or safety of the property or would be likely to injure a person, animal or vehicle traveling on a public way.

WMC 8.16.120 Junk prohibits keeping junk outdoors on a street, lot, or premises. “Junk” means and includes all old motor[s], old motor vehicle parts, abandoned automobiles, old machinery, old machinery parts, old appliances, parts, old iron or other metal, glass paper, lumber, wood or other waste or

discarded material.

WMC 8.16.140 Unenumerated nuisances declares that the conditions described above are public nuisances and may be abated as established in WMC 8.16.150 through 8.16.210. In addition to the nuisances specifically enumerated in this chapter, every other thing, substance or act that is determined by the City Commission to be injurious or detrimental to the public health, safety or welfare of the City can be declared a nuisance and may be abated.

The front yard at 127 SW Alder Court is chronically littered and strewn with trash, junk, inoperable vehicles, and the like. The attached photographs, taken October 15, 2018 show a variety of junk and waste on the subject property. We conclude that conditions at the subject address are consistent with and meet the intent of the descriptions of various nuisances, both enumerated and unenumerated.

The City Commission is charged with the responsibility and authority to determine whether a nuisance exists. This must be done in a public meeting, and after five days notice by letter to the owner or person in charge of the property. Staff provided a courtesy “yellow tag” on September 6 and sent a letter of notification on October 10, 2018 by certified mail to the owner as identified in Clatsop County Assessor’s records that this would be an agenda item at the October 23 City Commission meeting. The Police Department posted the site on October 11.

RECOMMENDATION/SUGGESTED MOTION

I move to declare that enumerated and unenumerated nuisances exist at 127 SW Alder Court, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160.

ALTERNATIVE

None recommended

FISCAL IMPACT

A potential fiscal impact exists, but cannot be quantified at this time. Should the owner or person responsible not abate the nuisance within the time allowed by code, the Commission may cause the nuisance to be abated by city personnel. The cost of performing that action would be based on the amount of time for collecting the material and the cost of disposal. This expense may be recovered by providing an invoice for the expense to the owner and persons responsible. WMC 8.16.200 authorizes the city place a lien on the property for the amount of the invoice if the invoice is not paid.

Approved by City Manager:



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





7-D

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Kevin A. Cronin, Community Development Director
DATE: For the agenda of October 23, 2018
SUBJ: Determination of nuisance—1180 S Main Avenue

SUMMARY

Warrenton Municipal Code 8.16.020 states that “No person shall cause or permit a nuisance affecting public health on property owned or controlled by the person.” Nuisances listed in this section include accumulations of debris, rubbish, manure and other refuse that are not removed within a reasonable time and that affect the health of the City.

WMC 8.16.040 Attractive Nuisances states that no owner, or person in charge of property shall permit “unguarded machinery, equipment or other devices that are attractive, dangerous and accessible to children.

WMC 8.16.060 Scattering rubbish prohibits persons from depositing on public or private property, rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench or fire hazard, detract from the cleanliness or safety of the property or would be likely to injure a person, animal or vehicle traveling on a public way.

WMC 8.16.120 Junk prohibits keeping junk outdoors on a street, lot, or premises. “Junk” means and includes all old motor[s], old motor vehicle parts, abandoned automobiles, old machinery, old machinery parts, old appliances, parts, old iron or other metal, glass paper, lumber, wood or other waste or

discarded material.

WMC 8.16.140 Unenumerated nuisances declares that the conditions described above are public nuisances and may be abated as established in WMC 8.16.150 through 8.16.210. In addition to the nuisances specifically enumerated in this chapter, every other thing, substance or act that is determined by the City Commission to be injurious or detrimental to the public health, safety or welfare of the City can be declared a nuisance and may be abated.

The yard at 1180 S Main Avenue is chronically littered and strewn with rubbish, trash, junk, vehicles, vehicle parts, boat, unguarded machinery and equipment, construction debris, tall grass, and the like. The attached photographs, taken September 10, 2018 show a variety of junk and waste on the subject property. All of this material in the yard which is unfenced and unprotected from the public generally and neighborhood children specifically. The condition of the house is also suspect. We conclude that conditions at the subject address are consistent with and meet the intent of the descriptions of various nuisances, both enumerated and unenumerated.

The City Commission is charged with the responsibility and authority to determine whether a nuisance exists. This must be done in a public meeting, and after five days notice by letter to the owner or person in charge of the property. Staff provided a courtesy “yellow tag” on September 10 and sent a letter of notification on October 9, 2018 by certified mail to the owner as identified in Clatsop County Assessor’s records that this would be an agenda item at the October 23 City Commission meeting. The Police Department posted the site on October 9.

RECOMMENDATION/SUGGESTED MOTION

I move to declare that enumerated and unenumerated nuisances exist at 1180 S Main Ave, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160.

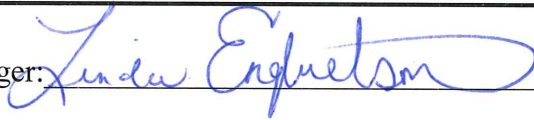
ALTERNATIVE

None recommended

FISCAL IMPACT

A potential fiscal impact exists, but cannot be quantified at this time. Should the owner or person responsible not abate the nuisance within the time allowed by code, the Commission may cause the nuisance to be abated by city personnel. The cost of performing that action would be based on the amount of time for collecting the material and the cost of disposal. This expense may be recovered by providing an invoice for the expense to the owner and persons responsible. WMC 8.16.200 authorizes the city place a lien on the property for the amount of the invoice if the invoice is not paid.

Approved by City Manager:



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







7-E

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: Warrenton City Commission
 FROM: Kevin A. Cronin, AICP, Community Development Director
 DATE: For the Agenda of October 23, 2018
 SUBJ: Event Policy Update – Action Item

SUMMARY

The City Commission adopted an event policy for city park facilities in 2012 (Resolution 2352) that included a fee schedule. The City administers the event program through the Public Works Department and coordinates with other departments as needed. However, the policy has not worked as well as it was intended and a work group of city staff was formed in August 2018 to review the policy and make potential improvements.

The major changes include the following:

- Double lead time from 14 days to 28 calendar day notice prior to the event to allow adequate processing time and troubleshooting with event organizers;
- One stop shop review by Department Heads at weekly check in every Wednesday with City Manager;
- Improved clarity and expectations on application form for customers through use of flow chart and notations;
- Consistent collection of processing fee, reservation fee, and deposit for larger events (+75 people);
- Require a diagram for larger events to illustrate locations of safety facilities and event logistics;
- Create a two-part review process: 1) no alcohol sales, 2) with alcohol sales (more paperwork and processing time); and
- City sponsored events require City logo on all marketing collateral and recognition in a media release.

RECOMMENDATION

I move to adopt Resolution 2529 that replaces the existing event policy and become effective immediately.

FISCAL IMPACT

It is unclear how much revenue would be generated from the fees. At this time a new fee schedule is not proposed, but may be reviewed after a trial period to administer the new event policy. All revenue collected will go to the general fund.

Approved by City Manager:



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

RESOLUTION NO. 2529

Introduced by All Commissioners

AUTHORIZING A GROUP EVENTS POLICY FOR CITY OF
WARRENTON PARKS, ESTABLISHING REGULATIONS AND RATES,
REPEALING RESOLUTION 2352

WHEREAS, the City of Warrenton has Parks available for public use, private and commercial events; and

WHEREAS, the City of Warrenton finds it beneficial to establish rules and regulations for large group events in its parks; and

WHEREAS, the existing policy adopted in 2012, needed an update to reflect current administrative needs;

NOW, THEREFORE BE IT RESOLVED:

1. The City of Warrenton may require applicants for large events to follow the established Group Event Policy under the terms and conditions of "Exhibit A".
2. Staff is directed to implement the Schedule of Fees for Parks Use in "Exhibit A".
3. Resolution 2352 is hereby repealed.
4. This resolution is effective immediately upon passage.

ADOPTED BY THE CITY COMMISSION OF THE CITY OF WARRENTON THIS 23rd
DAY OF OCTOBER, 2018

APPROVED

Henry Balensifer, Mayor

ATTEST

Dawne Shaw, City Recorder



CITY OF WARRENTON EVENT APPLICATION

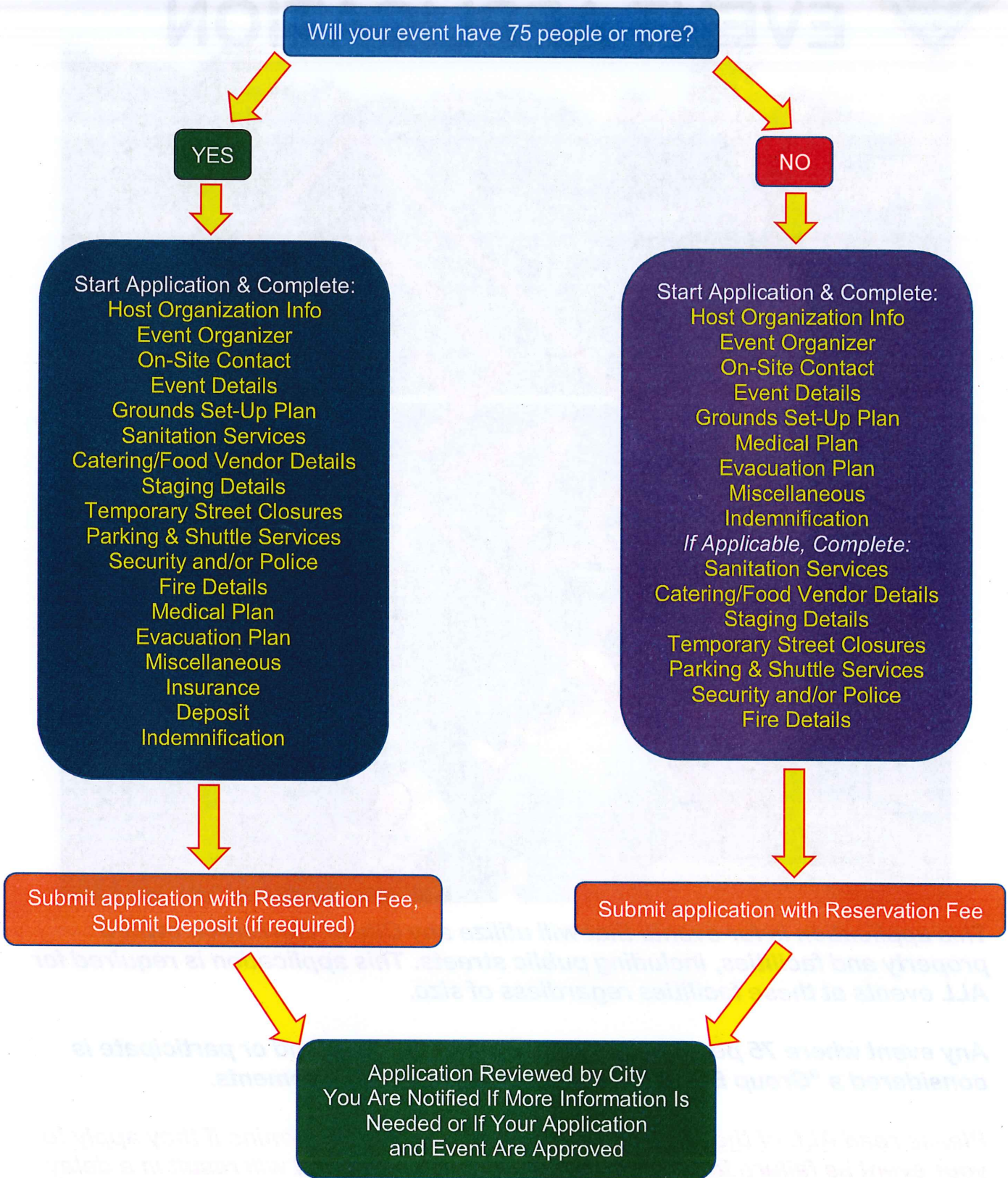


This application is for events that will utilize any City of Warrenton owned property and facilities, including public streets. This application is required for ALL events at these facilities regardless of size.

Any event where 75 people or more are expected to attend or participate is considered a "Group Event" and will have special requirements.

Please read ALL of the policies in this application to determine if they apply to your event as failure to completely fill this application out will result in a delay or denial of your application.

The following flow-chart is designed to assist you in determining what parts of this application you need to complete and what sections apply to your event.



City of Warrenton Event Policies

General Statement of Purpose

The following guidelines have been developed to help facilitate events and group usage of City facilities. These policies guide the organization and production of events promoted independently from City Sponsorship. Depending on the nature of a proposed co-sponsored event with the City, these policies may or may not apply. Final approval for any event will not be granted until the sponsoring party and City Management signs a Group Use Reservation Application and Agreement.

Policy

The following guidelines govern the usage of City parks, City streets, City facilities, and the adjacent public right of way for events involving 75 people or more.

A. Reservations

Five park locations and venues within them are available for reservation: *Seafarer's Park, Quincy & Bessie Robinson Community Park, Fort Stevens Parade Grounds, and Eben H. Carruthers Park, and Skipanon River Park*. The Community Center is also available for reservation but will have a different fee schedule and must be rented at City Hall. These locations will be reserved on a first-come, first served basis. Reservations can be made up to one year in advance of the event. The City reserves the right to cancel or preempt any event or the reservation of a park when it is deemed to be in the best interest of the City. Upon reservation a deposit will be required as provided in these guidelines. Applications will be available at City Hall, Public Works, and on the City website. Completed applications should be submitted to Public Works at:

Mail: Public Works
P.O. Box 250
Warrenton, OR 97146

Office: Public Works
45 SW. 2nd St.

Email: nclaterbos@ci.warrenton.or.us

and when it has been confirmed that all terms and schedules have been met, the event will be confirmed.

B. Reservation Fee

A non-refundable reservation fee and park rental fees are outlined in the attached schedule.

C. Deposit

A refundable deposit of \$250.00 shall be charged for group event reservations. The deposit may be held for up to 30 days following the event. The deposit is due before the event will be scheduled. Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable. For the purpose of this section, a group event is any event at which more than 75 people are expected to attend or participate.

D. Grounds Setup Plan

The applicant must submit a written Grounds Setup Plan to City Management no less than twenty-eight (28) calendar days before the event. This plan shall specify:

- a. All temporary structures, stages, fence lines, entrance gates, access lanes, exits, etc.
- b. Parking, traffic flow, any closures, barricades, etc.
- c. Power usage to include: generators, propane, City provided power
- d. Location and number of portable toilets
- e. Location of First Aid and Security personnel
- f. Location and type of rides, attractions, or livestock
- g. Location of all food, beverage, and merchant vendors

E. On Site Management

Applicants must provide an adequate number of management staff (18 years of age minimum) on location at all times the event is open to the public. Management staff must be easily identifiable and able to assist City officials in dealing with any problems or situations that may arise. On-site security may be required as determined by City of Warrenton Police Department, which will be the responsibility of the permittee.

F. Age

Applicants must be 18 years or older to reserve a park for a group event. Groups of minors must be supervised at all times by at least one adult for every ten minors.

G. Park Hours

Park usage hours are from one hour before sunrise to one hour after sunset. Extension of these hours requires approval from the City and cannot violate any City ordinance that deals with noise or assembly (Ordinance 915A, 848A and 851A).

H. Tree, Vegetation and Utility Destruction

For the protection of maintenance workers and tree health, the use of nails in trees or power poles is prohibited. The cutting, removal or relocation of any part of trees or vegetation is prohibited. Before placing stakes in the ground, locates must be obtained from all utility companies 48 hours in advance. Damages to the utilities will be the responsibility of the permittee and any assessed damages will be billed to the permittee.

I. Garbage and Litter Removal

Litter removal and garbage expenses shall be the responsibility of the applicant for the duration of park usage for the event. Event organizers will require each vendor to provide at least one trash can for public use and one trash can for vendor use. Organizers are required to secure enough dumpster capacity at one location to accommodate all the trash generated by the event. This includes animal waste from dogs, horses, livestock, etc. The City trash receptacles are not to be used for animal waste. Permittee or organizers representative may make provisions for sanitation services through City Hall, 503-861-2233. These provisions should be made 14 days prior to the event to ensure availability of dumpsters.

J. Restrooms

The City of Warrenton provides restroom facilities in some of the parks available for reservation. The applicant shall ensure toilet capacity of one toilet for each 75 participants at the event, including the permanent toilet facilities available at the parks. If additional toilets are required, the applicant shall provide portable restrooms at the applicant's expense. All portable restrooms are to be removed within 24 hours after the completion of the event. If duration of event is less than 1½ hours, no extra restrooms are required, unless otherwise agreed upon.

K. Food Concessions

Food vendors or concessionaires must comply with all City, County and State codes; specifically a City of Warrenton Business License.

L. Alcohol

Consumption of alcohol within any park facility in the City of Warrenton requires prior approval from the City along with a \$200.00 permit fee. For any sale of alcohol, a Temporary Liquor License is required from both the City (\$25) and the Oregon Liquor Control Commission. Additional insurance is required if alcohol is to be dispensed at an event. (See "Insurance and Indemnification" below.)

M. Public Access

At no time will fencing or barricades across a sidewalk or other public right-of-way be permitted without an approved permit from City staff.

N. Vehicular Traffic

No vehicles are permitted within any park boundaries, except in designated parking areas or as authorized by City Staff. Events with an approved Grounds Set Up Plan, must adhere to that plan.

O. Vendors and Exhibitors

Event organizers are responsible to communicate all park and event rules, regulations and permit requirements. The City expects that organizers will make every effort to seek compliance with these rules. However, the City reserves the right to expel from a facility any vendor that the City determines is not in compliance with provisions of the agreement or City rules and regulations.

P. Promotion

Any promotion of the event shall be entirely by the permittee at its own expense. The permittee shall NOT publicize, promote or otherwise advertise the event until the permit is approved.

Q. Insurance and Indemnification

The applicant must agree to defend, indemnify and hold harmless the City of Warrenton, its officers, agents and employees from all claims, liabilities, demands, damages and actions, or whatever form or nature, for property damage, personal injury or death, arising out of or in any way relating to the event and the use by the permittee of any public park, public space or adjacent right-of-way. The applicant must agree to maintain liability insurance of not less than \$2,000,000 per occurrence with a minimum aggregate coverage of not less than \$2,000,000, to cover any liability arising out of or associated with the event. If alcohol is dispensed, an additional \$4,000,000 alcohol liability insurance policy is required with the City named as an additional insured. The applicant must name The City of Warrenton as additional insured and the coverage must include the date(s) of the event. The applicant must also provide the City of Warrenton with a certificate of liability insurance on a date not less than fourteen (14) calendar days prior to the scheduled event.

R. Authority to Suspend or Cancel

In the event that a City management staff person finds that activities being conducted under this Agreement endanger the health and safety of any person, or will cause damage to real or personal property, or that the permittee has not complied with the terms and conditions of this permit, the City, through the action of any City management staff person, may suspend or cancel the event at any time without incurring any liability to the permittee whatsoever.

S. Anti- Discrimination/Compliance with Laws

The permittee agrees not to discriminate against any individuals on account of color, race, religion, ancestry, or national origin and to comply with all applicable federal, state and local rules, regulations and ordinances.

T. Assignment

The permittee understands and agrees that this Agreement is a license agreement and is not a lease, and that the Agreement is personal, revocable and unassignable permission to perform the act herein set out without reserving or granting to the permittee any interest in real property or other interest.

U. Permittee Status

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this Agreement shall act in an independent capacity and not as officers, employees or agents of the city.

V. No Third Party Beneficiaries

The grant of permission to use a park or conduct an event is not intended nor shall it be construed as granting any rights, privileges, or interests to any third party without written consent of the City.

W. Compliance with All Laws

The permittee shall comply with all federal, state and local codes, rules, regulations, ordinances and laws in the conduct of the event. The City of Warrenton Fire Department shall be responsible for fire and life safety issues. Warrenton Police Department shall be responsible for local ordinance and law enforcement. Clatsop County is responsible for all food handling, alcohol, electrical and other event related permits.

X. Confirmation

A reservation confirmation will be mailed to the applicant upon approval of the application
The reservation confirmation will serve as a permit for park use.

CITY OF WARRENTON EVENTS APPLICATION

Application Date: _____ Event Date(s): _____
The City requires 28-business days for processing applications and 28-calendar days for approval of ground site plans not submitted with the application.

Reservation Fee (see attached schedule) \$25.00 \$50.00 \$100.00

EVENT INFORMATION

Host Organization:

Organization Name: _____

Type of Organization: In-City Personal/Non-Profit Out of City Personal/Non-Profit Commercial

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Cell Phone: _____ Fax Number: _____

Website Address: http:// _____

Event Organizer:

Name: _____ Title: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: _____ Cell Phone: _____

Fax Number: _____ Email: _____

2nd Contact: _____ Cell: _____ Email: _____

On-Site Contact:

Contact information for the person who will be on-site and will be the primary contact on the day of the event.

Name & Title: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: _____ Cell Phone: _____

Fax Number: _____ Email: _____

Alt. On-Site Contact 1: _____ Phone: _____ Email: _____

Alt. On-Site Contact 2: _____ Phone: _____ Email: _____

****Please attach to this application a list of any other managers and security staff who may be contacts in the event of an incident or emergency****

Event Details:

Event Name / Title: _____

START Date/Time: _____ END Date/Time: _____

- Facility: Gazebo Picnic Shelter Concession Stand Playground Play Court
 Baseball Field #1 Baseball Field #2 Baseball Field #3 Baseball Field #4
 Entire Q. Robinson Park Carruthers Park Ft. Stevens Parade Grounds
 Seafarer's Park Post Office Park Statue Park
 Skipanon River Park Library Park Triangle Park
 Tansy Point Park Other City Properties: _____
 City Trails: _____
 Community Center **** Reservation made through City Hall 503-861-2233**
 City Streets: **See instructions under Temporary Street Closure section below.**

- Type of Event: 5k or 10k Runs Bike Races Block Party Celebration
 Ceremony Concert Festival Fundraiser
 Farmers Market Marathon Parade Procession
 Planned Demonstration or March Street Fair Walkathons
 Other: _____

Event Description (25-word Minimum):

- Is this an annual event? Yes No
 Is there an admission/entry fee? Yes No

Details of Fee: _____

Anticipated Attendance: _____ Choose One: Adult Juvenile Both

Grounds Set-Up Plan: **A complete Grounds Set-Up Plan is required for all events. The plan must be attached to this application and include a map with locations for sanitation dumpsters/cans, concessions, stages, toilets, parking, traffic flow, etc. Any changes to the Grounds Set-Up Plan after it is submitted will require additional approvals.**

Sanitation Services Required: Yes No (If Yes, contact City Hall at 503-861-2233 for scheduling.)

- Quantity of Dumpsters: 1 2 3
 Dumpster Size: 1.5 c.y. 2 c.y. 3 c.y.
 Service Required: Daily Once More: _____
 Restrooms: Yes No Quantity of Portable Toilets: _____

Catering/Food Vendor Details: Not Applicable

Event will include the following: (Mark all that apply)

- Alcoholic Beverages Non-Profit Food Vendors Pre-Packaged Food/Beverage Items
- Professional Catering Pot Luck Items Retail Food Vendors

- *Event Organizer must obtain health permits from all food handlers.*
- *If alcoholic beverages will be served an OLCC permit is REQUIRED as well as a \$200 permit fee.*
- *If a professional caterer will be hired for the event, please provide below information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Health Insurance.*

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Fax Number: _____

- Concession Facilities: City Portable Quantity: _____

All concessionaires and caterers will need to provide their own fire extinguishers sufficient to meet minimum emergency standards for their concession/catering area and facilities.

Staging Details: Not Applicable

Mark all of the following items that will be used at the event:

- Amplified Music Bleachers Dance Floors Live Entertainment
- Loud Speakers Microphone(s) Stage(s) Auxiliary/Stage Lights
- Other: _____

NOTE: If any of the above items will be used, indicate their location on your attached Grounds Set-Up Plan. Use of the above items may require the Event Organizer to meet ADA Regulations, Fire Code, and City Noise Ordinance regulations.

Temporary Street Closures:

Will you be requesting any street or sidewalk closures? Yes No **May require City Commission Approval*

Street: _____ Start Date: _____ Time: _____

End Date: _____ Time: _____

Type of Closure: Street Closure Sidewalk Closure

- *If your event requires a multi-day closure you may be required to complete information for each day.*
- *Keep in mind that streets must be closed from intersection to intersection. No mid-block closures.*
- *It may be necessary to obtain a Professional Traffic Plan.*
- *The City of Warrenton may require that all affected residents/businesses both on and adjacent to the street closure be notified of the closure. The method of notification may be done by door hangers, personal contact, or other manner that is likely to get attention of building/business owner or tenant. The City may require proof of this notification in the form of a letter and date of mailing, a list of property owners notified, or similar methods. This assertion is made under potential penalty of ORS 162.085 "Unsworn Falsification." Applicant also acknowledges that any loss of income to an affected party not notified would be the responsibility of the applicant and not that of the City of Warrenton.*

Do you have your own barricade equipment? Yes No

How will you meet barricade requirements?

- Host will rent barricade equipment, host will set-up & tear-down equipment.
- Host will rent barricade equipment, private company will set-up & tear-down.
- Host would like to use barricade equipment from the City of Warrenton.
 - Host will set-up & tear-down equipment.
 - Host would like City personnel to set-up and tear-down equipment.

It may be possible to use City equipment. A representative from the City will let you know if you can use any City equipment and if there will be any additional cost.

If renting barricades from a private company they must have a Warrenton Business License. Please provide:

Company Name: _____ Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)
 Physical Address: _____
(If Different from Mailing Address)
 Primary Phone: _____ Alternate Number: _____

Parking & Shuttle Services: Not Applicable

Parking Details: *Please describe Public Parking arrangements (Indicate location on Grounds Plan)*

Shuttle Service: Will a shuttle service be provided to the event site? Yes No

Shuttle Service Plan: **(Describe the plan. Indicate pick-up, drop-off locations on Grounds Plan)**

If providing a private shuttle service, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)
 Physical Address: _____
(If Different from Mailing Address)
 Primary Phone: _____ Alternate Number: _____

Security and/or Police: Not Applicable

- Event Organizer is requesting assistance from the Warrenton Police Department.
- Event Organizer will provide a private security company.

If providing a private security company, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Fire Details: Not Applicable

All fire details below should be noted on the Grounds Set-Up Plan.

- Event will require the use of electrical generators.
- Event will host the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects.

NOTE: Any use of weapons that are loaded and discharged may be prohibited by City Ordinance or may require a police officer or security on site when used. The Police will notify you.

- Event will include canopies/tents with over 200 feet of material but not more than 400 feet.
- Event will include canopies/tents with over 400 feet of material.
- Cooking equipment with excessive heat, spark and/or open flame will be used.

If hosting the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects, please provide the following information:

Date of Demonstration: _____ Time: _____

Demo & Location Description *(Please indicate location of the show and/or launching on the Grounds Plan)*

Medical Plan:

All events are required to have a First Aid Station or First Aid Kit on-site. Please indicate the location on the Grounds Plan/Map. Please indicate which of the following applies:

- If necessary, in the case of an emergency, the On-Site Contact will call 9-1-1.
(This option is only available to events under 500 daily attendance.)
- Event Organizer will provide an ambulance company to be on site.
- Event Organizer will provide a medical doctor, registered nurse, and/or EMT Staff to be on site.

If providing an ambulance company, please provide the following information and attach copies of their Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

If hiring a medical doctor, RN, and/or EMT Staff, please provide the following information and attach a copy of their identification credentials.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Evacuation Plan:

Please provide a detailed description of your emergency evacuation plan.

Miscellaneous:

Animals:

Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)? Yes No

(If so, please indicate the location of the animals on the Grounds Plan/Map.)

NOTE: If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provides portable hand-washing stations. All animal waste must be removed from the site and disposed of properly, not in any City garbage receptacles.

Balloons/Balloon Launching:

Will Mylar and/or latex helium-filled balloons be launched/sold at the event? Yes No

If so, please indicate launch site on Grounds Plan/Map. How many balloons will be launched?

NOTE: It is required that the Event Organizer contact the Astoria Regional Airport at (503) 861-1222 to obtain information regarding weather and timing of air flights in the direction of the launch. Mylar balloons, string, ribbon and/or valves are not permitted when launching balloons.

Insurance: Not Applicable

Proof of valid Liability Insurance Policy coverage required 14-days in advance of event to cover all dates for the duration of the event.

Name of Insurance Provider: _____

Coverage Amount: _____

Insurance Agent: _____ Phone: _____

Deposit: Not Applicable

- A refundable deposit of **\$250** shall be charged for group event reservations.
- Remittance of the deposit at the time of the application will hold the site until the application is approved.
- The deposit may be held for up to 30-days following the event.
- The deposit is due before the event will be scheduled.
- Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable.
- For the purpose of this section, a group event is any event where 75 people or more are expected to attend or participate.
- Any request for waiver of the deposit can only be approved by the City Manager or the designee of the City Manager.

Indemnification:

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the City of Warrenton, and the City of Warrenton's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms, and ratings required by the City Manager or City Attorney or their designee.

I certify that all of the information on this application is true and correct.

- Host Organization and/or Event Organizer hereby requests waiver of insurance under the prohibitive cost exemption. Note: This waiver is offered only to very small event applicants and will be determined by the City Manager.

Print Name

Title

Signature

Date

QUESTIONS?

If you have questions about facilities you can call Nancy Claterbos on Public Works 503-861-0912.
If you have question about this form you can call Police Chief Mathew Workman 503-861-2235.

Department Approvals:

- Initial and write "Approve", "Not Approved", or "N/A" if this event does not affect your department.
- If you write "No Approved" you must attach a memo with your reasons and what the applicant needs to do to gain your approval.

Finance	Public Works	Fire	Police	Planning	Building	Marinas

Schedule of Fees:

The City of Warrenton has three classes of reservations fees for facilities use:

1. *In-City Personal or Non-Profit* 2. *Outside City Personal or Non-Profit* 3. *Commercial*

	Time Allotment	In-City Personal & Non-Profit	Out of City Personal & Non-Profit	Commercial	Facility Address & Description
Reservation Fee	--	\$25.00	\$50.00	\$100.00	These fees are in addition to rental fees.
Deposit	--	\$250.00	\$250.00	\$250.00	
Facility					
Gazebo (by Comm. Cntr.)	4-hrs	\$30.00	\$50.00	\$75.00	300 SW Alder Ave.
Picnic Shelter	4-hrs	\$25.00	\$40.00	\$50.00	1560 NW Warrenton Dr.
Concession Stand	4-hrs	\$30.00	\$50.00	\$75.00	300 SW Alder Ave.
Baseball Field 1	Per Day	\$50.00	\$60.00	\$60.00	300 SW Alder Ave.
Baseball Field 1	2-3 Days	\$75.00	\$90.00	\$100.00	300 SW Alder Ave.
Baseball Fields 1,2	Per Day	\$75.00	\$85.00	\$90.00	300 SW Alder Ave.
Baseball Fields 1,2	2-3 Days	\$100.00	\$115.00	\$125.00	300 SW Alder Ave.
Baseball Fields 2,3,4	Per Day	\$90.00	\$100.00	\$110.00	300 SW Alder Ave.
Baseball Fields 2,3,4	2-3 Days	\$175.00	\$200.00	\$250.00	300 SW Alder Ave.
Baseball Fields 1,2,3,4	Per Day	\$100.00	\$110.00	\$125.00	300 SW Alder Ave.
Baseball Fields 1,2,3,4	2-3 Days	\$200.00	\$250.00	\$275.00	300 SW Alder Ave.
All Fields Warrenton Kids*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
Concession (Warr. Kids*)	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
All Fields Warrenton HS*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
Playground	4-hrs	\$30.00	\$50.00	\$75.00	300 SW Alder Ave.
Play Courts	4-hrs	\$25.00	\$45.00	\$50.00	300 SW Alder Ave.
Entire Quincy & Bessie Robinson Park Facility	Per Day	\$400.00	\$500.00	\$750.00	4-ballfields, restrooms, concession stand, gazebo, playground, play court, parking.
Eben Carruthers Park Facility	Per Day	\$150.00	\$200.00	\$400.00	1560 NW Warrenton Dr; Picnic Shelter, restrooms, viewing platform, playground equipment. Dog Park NOT Included
Fort Stevens Parade Grounds	Per Day	\$100.00	\$150.00	\$250.00	Russell Place; 2 picnic tables, limited parking on site
Seafarer's Park	4-hrs	\$25.00	\$40.00	\$150.00	1st Ave. Hammond Marina; 2 picnic tables
Seafarer's Park	Per Day	\$150.00	\$200.00	\$300.00	Same as above
Post Office Park	FREE	FREE	FREE	FREE	Memorial, electricity, flagpoles, limited parking
Statue Park	FREE	FREE	FREE	FREE	Picnic table, on street parking
Skipanon River Park	FREE	FREE	FREE	FREE	SE 3 rd St; picnic tables
Other City Properties	Per Day	\$150.00	\$200.00	\$300.00	Any other properties owned by City.

*City has separate agreements with these entities.

7-F

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
 FROM: Collin Stelzig, Public Works Director
 DATE: October 23, 2018
 SUBJ: Water Ordinance Update

SUMMARY

Proposed City of Warrenton Ordinance 1222-A updating the rules and regulations for the provision of water includes changes to and the addition of definitions, incorporates the cross-connection rules eliminating the necessity for separate ordinances, clarifies the rules for new service installations, defines rules for hydrant meter usage and removes the new customer deposit.

A commission work session was held on October 9, 2018 on the proposed changes to the water ordinance.

RECOMMENDATION/SUGGESTED MOTION


"I move to conduct the first reading by title only, of Ordinance No. 1222; Providing for rules and regulations for City of Warrenton water department and all areas served by the municipal water department outside Warrenton's city limits; requiring installation of water meters; repealing any other water ordinances or resolutions or parts thereof in conflict herewith; providing a penalty for violation of any terms and conditions herein"

ALTERNATIVE

None Recommended.

FISCAL IMPACT

None.

Approved by City Manager 

ORDINANCE NO 1222

INTRODUCED BY ALL COMMISSIONERS

PROVIDING FOR RULES AND REGULATIONS FOR CITY OF WARRENTON WATER DEPARTMENT AND ALL AREAS SERVED BY THE MUNICIPAL WATER DEPARTMENT OUTSIDE WARRENTON'S CITY LIMITS; REQUIRING INSTALLATION OF WATER METERS; REPEALING ANY OTHER WATER ORDINANCES OR RESOLUTIONS OR PARTS THEREOF IN CONFLICT HEREWITH; PROVIDING A PENALTY FOR VIOLATION OF ANY TERMS AND CONDITIONS HEREIN

The City of Warrenton, Oregon, Ordains as follows;

Section 1. DEFINITIONS

“Accessory Dwelling” is defined as a small, secondary housing unit, usually the size of a studio apartment, located on the same lot as an established detached single-family residence. The accessory dwelling can be a detached cottage, a unit attached to a garage, or in a portion of an existing house. An accessory dwelling is an accessory structure and shall comply with the accessory structure standards of Municipal Code Chapter 16.180 and more particularly Section 16.180.040, Accessory Dwelling Standards.

“Applicant” is defined as any person, corporation, association, or agency applying for water service.

"Approved Air Gap" is defined as a physical separation between the free-flowing discharge end of a potable water supply pipeline and an open or non-pressurized receiving vessel. An "Approved Air Gap" shall be at least twice the diameter of the supply pipe measured vertically above the overflow rim of the vessel and in no case less than 1 inch (2.54 cm), and in accord with Oregon Plumbing Specialty Code.

“Approved Backflow Prevention Assembly” is defined as a Reduced Pressure Principle Backflow Prevention Assembly, Reduced Pressure Principle-Detector Backflow Prevention Assembly, Double Check Valve Backflow Prevention Assembly, Double Check-Detector Backflow Prevention Assembly, Pressure Vacuum Breaker Backsiphonage Prevention Assembly, or Spill-Resistant Pressure Vacuum Breaker Backsiphonage Prevention Assembly, of a make, model, orientation, and size approved by the Oregon Health Authority. Assemblies listed in the currently approved backflow prevention assemblies list developed by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research, or other testing laboratories using equivalent testing methods, are considered approved by the Oregon Health Authority. Approved assemblies include the attached shutoff valves on the inlet and outlet end of the assembly, assembled as a complete unit.

“Auxiliary Water Supply” is defined as any water supply on or available to the premises other than the City’s approved public water supply. These auxiliary waters may include water from another City’s public potable water supply or any natural source(s) such as a well, spring, river, stream, harbor, etc., or used waters or industrial fluids. These waters may be contaminated or polluted or they may be objectionable and constitute an unacceptable water source over which the City does not have sanitary control.

“Backflow” is defined as the flow of water or other liquids, mixtures, or substances into the distribution pipes of a potable supply of water from any sources other than its intended source, and is caused by backsiphonage or backpressure.

“City” is defined as City of Warrenton, its staff and/or designee (authorized representative).

“City Service Line” is defined as any pipe and fittings which connect a water main to a water meter or customer service line.

“Commercial” is defined as one who is engaged in commerce and uses water during the course of a business where profit is a chief aim.

“Cross Connection” is defined as any actual or potential unprotected connection or structural arrangement between the public or user’s potable water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas, or substance other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel or change-over devices and other temporary or permanent devices through which, or because of which, backflow can or may occur are considered to be cross connections.

“Customer Service Line” is defined as any pipe, valves, and fittings leading from the water meter or City service line into the premises served or the point of ultimate use.

“Inaccessible to Read” is defined as a water meter of any size or type which is not conveniently accessible for purpose of reading, inspecting, repairing, and connecting or disconnecting service.

“Industrial” is defined as a business involved in the commercial production and sale of goods.

“Institutional” is defined as an organization or foundation dedicated to education, public places of worship or culture, e.g., schools, rest homes (including adult foster homes), hospitals, jails.

“Living Unit” is defined as any living quarters in which cooking or toilet facilities are provided.

“Multi-Family” is defined as a building or portion thereof designed for occupancy of two or more families.

“Person(s) Responsible” is defined as a person, including a buyer under a land sales agreement, lawfully occupying a property to which utility services are provided pursuant to an agreement with the owner.

“Property Owner” is defined as an individual or organization that has legal ownership as evidenced by a deed filed with the County for the service address. It is further understood that any individual or organization that is listed on the deed (no matter the percentage ownership) is authorized to conduct business for the service address and to incur charges accordingly.

“Public Works Director, their Designee or State Health Official” is defined as the City of Warrenton Public Works Director in charge of the water department, their designee or the representative of the State of Oregon Health Department who is invested with the authority and the responsibility for the

implementation of an effective cross-connection control program and for the enforcement of the provision of this ordinance.

“Service” is defined as a combined facility made up of both a City service line, and a customer service line.

“Single Family” is defined as one who uses water for normal residential use.

“Single Service Connection” is defined as a property with a water service serving a single customer.

“User” is defined as any person(s), corporation, or other entity using water through an established service line.

“Water Main” is defined as any pipe owned by the City of Warrenton laid in a street, alley, or easement, and used or intended to be used for the distribution of water to customers through service lines.

“Water Meter” is defined as any device used for the measurement of water delivered to an individual location or user.

“Water Service Disconnection” is defined as permanent removal of both water and sewer connections from City mains. The sewer service is required to be capped as close to the sewer main without cutting into the road surface. Sewer connections shall be capped prior to the City removing the water meter. A Public Works Department representative shall be present during the capping of services. All costs for capping of water and sewer services will be borne by the property owner.

Section 2. APPLICATIONS

- (1) **New Water Meter Connection:** An application for the installation of a new water meter connection shall be made to the Public Works Department. Upon completion of the new water meter application process and prior to the physical installation of the meter, the applicant shall apply for a utility account with the Finance Department.
- (2) **Utility Account Application:** An application for an existing water service shall be made to the Finance Department in person, on printed forms to be furnished by the City. The applicant must state fully and truly all purposes for which the water may be required and must agree to conform to rules and regulations as a condition for the use of water. The owner of each property to be served must sign for such service; if the property is to be rented, leased or occupied by other than the owner, and if it is the stipulation of the owner that such occupant, hereafter referred to as person(s) responsible, must pay for the water service, then this person must also complete and sign an application form. A new application must be made for each change in use or ownership.
- (3) **Outstanding Account Balances:** The City will not allow a new utility service to customers with an outstanding balance on their account(s) with the City until the entire balance that has accrued to the former account(s) has been paid in full.

- (4) **Water User:** Any person supplied with water from the City main will not be entitled to use it for any purpose other than that stated in the application, or to supply it in any way to other person(s) or families not mentioned in the application. Penalties and shutoff will apply.
- (5) **Change of Ownership or Person(s) Responsible:** Any tenant moving from or change of property ownership must indicate their release of responsibility by notifying the City prior to the date of leaving.
- (6) **Property Ownership Responsibility:** The property owner of record shall be ultimately responsible for the payment of all charges prescribed in this ordinance. If the person(s) responsible fails to pay the charges, the City shall submit the bill to the property owner.

Section 3. INSTALLATION

- (1) **Installation:** A new service may be installed upon an approved water availability and payment of current water connection fee, any additional costs for labor and materials and System Development Charges (SDCs), as set by resolution. All meters shall be installed only in the public right-of-way adjacent to: (1) the property to be served, or (2) a recorded easement which allows placement of utilities, which easement benefits the property to be served.
- (2) **Water Availability Statements:** New water service can be applied for through the Public Works Department. The City makes no guarantee of water availability. Water will be determined available if a water main is within 100 feet of the property line where the meter would be placed and no other restrictions apply. The property line may be adjusted in the case of an easement granting the property owner the right to a utility easement for water. If a water main is not available then the applicant is responsible to extend an adequately-sized water main in an established right of way (ROW) or dedicated utility easement across the full frontage along the ROW of the property being developed in accordance with the City of Warrenton Engineering Standards. These applications will expire after 90 days from the date of issuance if the appropriate connection fees listed on the statement are not paid in full. Applicant has the right to reapply if the previous application has expired. Meter connection charges that have been paid for but not installed after 12 months from the date of payment for connection charges will be refunded in full and the water availability statement will be void. Applicant has the right to reapply for a water availability statement.
 - a. The water availability statement will note the size of meter, purpose of water use, fees, conditions and responsibilities of the owner/contractor.
 - b. The applicant must state fully and truly all purposes for which the water may be required and must agree to conform to rules and regulations as a condition for the use of water.
 - c. Unexpired water availability applications, that have not been paid and meter(s) installed, will be subject to increased fees, as set by resolution.

(3) **Single Family Residential Water Meter Connection:** All single family residential properties, including new subdivision development lots, shall be required to use water meters, the kind or make of said meter to be approved or designated by the Public Works Department.

a. Where an existing City service line is installed, approval by all required departments has been received, and the applicant's payment, of all associated charges and fees have been paid in full, a water meter will be dropped-in by the Public Works Department within two (2) business days.

b. Upon the applicant's payment, in full, of both current meter connection fees and SDCs, the full installation of the City service line with meter box and meter shall be installed by the Public Works Department. The department will attempt to make any and all installations within 30 days or as soon as possible, in the order received.

(4) **Commercial, Industrial and Multi-family Water Meters:** All water meter(s), the kind or make of said meter(s) to be approved or designated by the Public Works Department and service connections will be installed by the owner/contractor. All meter information and numbers will be delivered to the Public Works Department upon installation. A single water meter will be installed to serve multiple living units, such as duplexes, apartment houses, etc., unless the owner requests a separate service for each unit. If a separate service is requested, each such service will be metered and charged the appropriate rate. An approved backflow prevention assembly is required immediately behind the water meter on the customer's service line, for premise isolation.

a. Water services including all infrastructure, water meters and meter boxes with lids the size and type required by the City Public Works Department will be installed by the owner/developer and the meter information will be remitted to the City at the time of installation. All meters larger than 1" will be flanged. A daily inaccessible to read penalty will apply if meter information is not submitted at the time of installation.

Section 4. MAINTENANCE

(1) **Accessibility of Meters:** The person(s) responsible for any property where a water meter is located shall see that said meter is free from obstructions and conveniently accessible at all times for the purpose of reading, inspecting or repairing. Failure to do so shall result in a letter of warning and may result in water service disconnection. Meters shall be located 12 inches inside the public or street right-of-way. A daily inaccessible to read penalty will apply when meters are blocked for more than two (2) business days.

(2) **Canceling Accounts/Meter Removal:** Voluntary account cancellations/disconnections require prepayment of fees and will apply to garbage, sewer and storm sewer utilities associated with this water service. Involuntary account cancellations will have all applicable fees assessed on the utility bill. All costs associated with water service disconnection are the responsibility of the property owner, whether voluntary or involuntary. Utility base rates shall not apply to cancelled

accounts. The property owner will be required to reapply for water service and pay all applicable water connection fees as set by resolution to be reconnected to the utility system.

The City of Warrenton will have the discretion to disconnect a property from the utility system with or without the property owner's permission. If a structure is damaged or falls into a state of serious disrepair, after 90-days the City may remove the water meter from the property thereby disconnecting the property from the utility system. A notice of intent to disconnect will be sent to the property owner 30 days prior to disconnection. The property owner will have the right to present the City any relevant information to forgo forced disconnection, though not all reasons shall be deemed sufficient.

A petition for cancellation shall only be allowed under the following conditions:

- a. Existing accounts associated with properties that have no structure.
- b. Structures that are not required to have water service per building code and/or fire code.
- c. A dangerous building or structure that has been ordered abated by order of the Building Official or Fire Chief and will be removed according to the Municipal Code 15.08.100.
- d. Owners of buildings or structures that have been extensively damaged by fire, earthquake or other catastrophic event and will not be rebuilt may petition to have a meter removed upon review by the Building Official and/or Fire Chief according to the Municipal Code 15.08.100.

Once a petition is approved by the City Manager and the applicant has met all the requirements of the Public Works Department for water service disconnection, the City will remove the water meter service associated with the account and the account will be cancelled. The fee for meter removal is set by resolution.

- (3) **Service Pipe:** Service pipe(s) of any size between the main and the meter shall be of the type and material specified by City of Warrenton Engineering Standards. Service pipe(s) between the main and meter shall be maintained by the City Public Works Department. The water service line from a meter to the premises shall be maintained by the property owner. If check valves restricting backflow are installed on a customer's service line, a proper relief system shall also be installed to protect from thermal expansion, as required by Oregon Plumbing Specialty Code.
- (4) **Repair and Protection:** All service pipes except that portion between the connection from the City main to the curb stop or meter must be kept in repair and protected from freezing at the expense of the owner, lessee or agent, who will be responsible for all damages resulting from leaks or breaks. Failure to comply will result in discontinuance of service.

(5) **Meter Repair- ¾ and 1 inch:** The expense of maintaining three-quarter (¾) and one (1) inch water meters will be borne by the City; provided, however, that where replacements, repairs, or adjustments of a meter are made necessary by an act of negligence or carelessness of the person(s) responsible of the premises, the expense to the City caused thereby may be charged and collected from the party that caused such act, negligence, or carelessness whether property owner or person(s) responsible of the premises.

(6) **Meter Repair- larger than 1 inch:** The expense of maintaining meter assemblies larger than one (1) inch and corresponding vault(s) will be borne by the property owner. The City may require testing of the water meter at any time in which the readings of the meter reflect a significant drop in usage and the owner has not provided a reasonable explanation for such change in usage. The property owner will be notified prior to such testing.

The City may require immediate replacement of the water meter with a meter of the same size, type and style that meets City standards should it cease to function as designed and a repair is not possible. Water meters will be replaced by the City at the owners expense. No water will be supplied to unmetered service connections.

Meters that are currently in place and do not meet the City meter specification standard at the passage of this ordinance, will be maintained and replaced by the City. Upon replacement by the City, the person(s) responsible will then become responsible for all maintenance and replacement costs of the meter assembly.

(7) **Private Shut-Off:** A shut-off on the customers side of the water meter shall be installed and maintained by the owner for each service and made available for emergency use. The shut-off is required to be placed directly behind the water meter on the customer service line.

(8) **Meter Out of Order:** If a meter is out of order and not registering accurately, the consumption charge shall be computed on the basis of a monthly average of the previous twelve (12) months when the meter was functioning properly, such time sequence being necessary to encompass seasonal use.

(9) **Tampering:** No person shall connect, remove, repair, turn-on, turn-off or otherwise disturb any water meter or service after once set; but, at the discretion of the City, a meter may be removed by the City for an unpaid account. Water services that have been locked off for non-payment of a utility bill, and turned back on by anyone other than a City official shall be reported to the Police Department as theft of service.

(10) **Damages:** The person(s) responsible or property owner shall be responsible for any damages to the locking device affixed at the time of shut-off, or to any meter or meter box which gives evidence of having been damaged by carelessness or vandalism. These charges will be billed separately; however, failure to pay within 90 days shall result in meter removal and be subject to connection charges for reconnection as set by resolution.

Section 5. CHARGES, PAYMENTS AND PENALTIES

(1) Billing, Due Dates and Past Due Penalties:

- a. Bills are sent on a monthly basis, regardless of occupancy or if the water is off. Each bill rendered shall contain the final date on which payment is due. If the bill is not paid by that date, the account shall be considered delinquent. Water charges for consumption in the previous month shall be billed at the beginning of the following month and are due and payable at Warrenton City Hall on the last business day of the same month in which the bill is issued. All payments on account shall reference the appropriate customer number.
- b. If payment in full is not received by 5:00 p.m. on the last business day of the month, a late charge penalty set by resolution will be added. If the account is still unpaid on the 1st of the month following the date the payment was due, a bill will be mailed to the person(s) responsible showing all charges due with a past due notification.
- c. The City will send a reminder letter of these late charges to the property owner and person(s) responsible (if they are not the same) on or near the 7th of the month.
- d. A door hanger will be hung on or near the 14th day of the month stating water service will be shut-off on, or a specified date near, the 20th of that month if the account remains unpaid. Once a door hanger has been sent, payment must be made in full for the past due amount to avoid service termination. The customer will be charged a door hanger penalty as set by resolution. A door hanger will be hung on the subject property and the corresponding fee will be attached to the past due account, even if the prior person(s) responsible/owner no longer resides at the property.
- e. Water service will be shut off if past due balance is not paid before 5 p.m. on the date specified on the door hanger. Past due accounts will be charged a shut-off penalty as set by resolution. Water service shall not be restored until all charges and penalties are paid in full.
- f. When payment has been made in full and the request for restoration has been made before 2:00 p.m., same day service is available. If an immediate restoration is required after 2:00 p.m., an emergency turn on fee will apply.
- g. In the event the City is unable to physically terminate service to a customer for non-payment, the customer will still be charged a shut-off penalty. It is the responsibility of the person(s) responsible or owner to make certain payment in full has been received by the City in a timely manner.
- h. If the past due amount on a closed account remains unpaid at shut-off day, the shut-off penalty will be assessed to the previous person(s) responsible/owner even though the

water is not shut-off. No new Utility Applications will be taken until such time that all accounts at the address associated with the past due account are paid in full.

- i. Owners and/or person(s) responsible shall be notified of and have the opportunity to be heard by the Finance Director or employee empowered to resolve any valid objections to the billing prior to the disconnection.
 - j. Properties whose service has been shut-off for non-payment for 12 months with no payments made on the City billing accounts or any balances in collections will be disconnected from the utility system. A fee for meter removal, as set by resolution, as well as any cost to remove garbage, sewer or storm sewer utilities will be assessed to the utility billing account and billing for utilities will discontinue as of the date of meter removal. Any outstanding balances may be referred to a collection agency. The property owner will be required to reapply for water service, pay applicable water connection fees as set by resolution and pay all outstanding balances including any balances in collections in order to be reconnected to the utility system. The property owner will be required to pay the balances owed or establish an approved payment plan with the City in order to avoid forced disconnection. See section 4.2 Canceling Accounts/Meter Removal.
- (2) **Meter Reading:** Water meters will be read monthly on a regularly scheduled basis. The charge for each meter shall be made from one reading to the next on a monthly basis. In the event it is not reasonable to read the meter on a monthly basis due to inclement weather or City emergency, the monthly charge may be estimated based on the prior twelve (12) month's read.
- (3) **Mixed Use Structures:** Where a structure has a commercial use and a residential use or any other combination of uses, the higher monthly rate will apply.
- (4) **Multi-Units:** Where two or more units are served through one master meter, the owner or authorized agent will be billed for the meter use, on a monthly basis. If separate units in a multi-unit complex have separate individual connections, the individual units will be billed individually on a monthly basis.
- (5) **Service Calls:** A fee set by resolution will be assessed to a customer requesting a service call to their address. Final reads are considered a service call. For the protection of the account holder's property, residents may request to have their water turned off for a fee, as set by resolution. Upon request, the City will then turn the service back on for an additional fee. Base rates, including water, sewer, storm drain, garbage and recycling will apply regardless of whether or not the water meter is on or off.
- (6) **Notice for Service:** The Public Works Department requests two (2) business days notice be given in order to schedule service calls; however, whenever possible, requests for service will be handled as promptly as possible.

- (7) **Refund:** Customers who have closed their utility accounts with the City and have credit-account balances equal to or greater than \$3.00 will receive refunds. No refunds will be issued for accounts with less than \$3.00. Refund checks that have not cleared the City's bank within 90 days of issuance will be cancelled and will be referred to the State of Oregon Unclaimed Property Division. Customers who have an active account at a different address with the City will have their credit balance applied to their active account unless the customer requests otherwise.
- (8) **Leaks:** When a leak occurs on the customer's side of the meter, it is the responsibility of the owner to have the leak repaired within 10 days of the discovery or notification by the City of the leak.
- a. **Adjustment for Leaks:** If the leak has caused the monthly charge to be excessive, the responsible person may submit a written request for an adjustment. If the excessive charge exceeds the average monthly charge by 300% or more, the responsible person may be granted a reduced payment equal to the average monthly charge plus 20% of the excessive charge. In order to receive the reduced payment option, the person(s) responsible must submit a completed leak adjustment request form attesting to the repair of the leak and with all available substantiating documents and receipts attached. All others will be responsible for the total charge while the leak adjustment is in process. A completed leak adjustment request form with the substantiating documents and receipts is required for all leak adjustments. Leak adjustments will be processed once the water consumption has returned to a normal level based on the pre-leak period. The formula for the leak adjustment is average monthly charge plus 20% of the excessive charge. Leak adjustments will be made for a maximum of the six months prior to the repair of the leak that demonstrates leak consumption. Adjustments will not be made for leak consumption occurring outside the most recent six-month period. Only two separate adjustments may be made per account per calendar year.
 - b. **Shut off Due to Waste:** The City of Warrenton Water Department shall not knowingly furnish water to premises where there is an ongoing leak. When there is a defective or leaking fixture, leaking customer service line, irrigation system, or there is no shutoff device on the customer side and the customer fails to take prompt corrective action to repair the leaking line or fixture, the City may at its option, within 60 days of customer notification, shut off the water on the City side of the meter. All monthly charges fees and penalties will apply if the City must shut off the water meter to ensure water conservation.
- (9) **Special Charges:** A fee will be charged for any returned payments. Customers have five (5) business days to make returned payments good. The returned transaction is only made good with cash including the returned payment fee, as set by resolution.
- a. The City will immediately contact the customer to notify them of the returned payment. If direct contact is not made, then the City will leave messages at the phone numbers of

record. If no phone contact is made, the City will post notice on customer's residence. This will suffice to give notice to customer that the payment must be made good and advise them of the policy of the City.

- b. The five (5) business days begins the day the City receives notice from the bank and ends on the fifth business day at 5:00 p.m. (counting the day of notice to the City).
- c. The City will assess the status of the account and if the returned payment transaction is not made good within the five business days, then the City will enforce all collection policies as per Section 5 of this City ordinance.
- d. Returned payment fees attach to all returned payment transactions including checks, auto-pay and online payments.
- e. Any account that has 3 returned payments during a twelve (12) month period will be placed on a Cash Only status for twelve (12) calendar months from the date of the last returned transaction.

(10) **Water Liens:** All service, usage, penalty and fees shall be a lien against the premises served. Ledger and other records will be accessible for inspection by anyone interested in ascertaining the amount of such charges against the property with the submission and approval of a public records request, if applicable.

(11) **Billing Addresses:** Billing will be addressed exactly as the applicant has directed on the application for service. The Finance Department must be notified immediately of any change of billing address. Should the proper address not be supplied by the customer and/or owner, the City will attempt to solicit this information by delivery of a door hanger, which will list a date on which the water will be shut-off if no reply is forthcoming.

(12) **Rates:** All rates, charges, penalties and fees will be designated by resolution and approved by the Warrenton City Commission.

(13) **Vacancy/Vacation:** City of Warrenton water customers may request a temporary billing suspension for a period not to exceed six (6) months. This temporary billing suspension is limited to six (6) months in a twelve (12) month period. Customers will be charged a temporary suspension fee, as set by resolution, at the time their temporary billing suspension is to take effect. The customer will be required to pay their account balance, including all utility charges up to the date of suspension and the temporary suspension fee, at the time the service is suspended. The billing will continue and there will be no service suspension if the utility account has a balance. Upon the effective date of the temporary billing suspension, the City will turn off and lock the water meter. Upon the termination of the temporary billing suspension period, the water meter will be turned on and a temporary suspension fee will be assessed to the utility account for reactivating the meter and reconnection of service. Upon meter activation, billing for utility service will restart. At the end of the six (6) month

temporary billing suspension period, the water meter will be turned on and billing will be reinstated regardless of property occupancy status.

Customers with special surcharge(s) or fee(s) attached to their utility bill are not eligible for a vacancy/vacation rate.

- (14) **New Construction Rates:** All service accounts associated with new construction projects shall be subject to the minimum base water rate plus consumption upon water meter installation. Rates for all other services will apply upon issuance of occupancy permit.
- (15) **Use of a Collection Agency:** Past due amounts from prior renters or owners may be sent to collection after the City has attempted to collect for 90-days. The owner of the property is the responsible party and therefore, the owner will be sent to collection for renter's past due charges. The City will not shut-off water on a new tenant but will send past due amounts to collection. The City will shut-off water on a new property owner if prior owner left any outstanding balance (the new property owner assumes any liens on the property). A collection fee of 50% of the principal amount owing will be added to the balance at the time of referral to the collection agency.

Section 6. FIRE PROTECTION, FIRE HYDRANTS, AND HYDRANT METERS

- (1) **Fire Service Lines:** Fire service lines may be installed at the expense of the property owner according to the City Engineering Standards. No use or connection other than fire protection is permitted on fire service lines.
- (2) **Unauthorized Use:** Unauthorized use of water from a fire line or fire hydrant shall result in an unauthorized use penalty, set by resolution, for the first billing cycle during which the use occurs. Any subsequent unauthorized use during a subsequent billing cycle within twelve (12) months of the first such use shall be charged an additional unauthorized use penalty, provided the City Manager or their designee may also impose an additional fee at their discretion after consideration of the circumstances of the use.
- a. If unauthorized use of a fire line or fire hydrant occurs four or more times within twelve (12) months of the first such use (including the first use in the count), the City Manager or their designee may thereafter treat the fire line or fire hydrant as a standard service subject to all applicable provisions of this Ordinance.
- (3) **Use of Fire Hydrant:** It shall be unlawful for any person to cut, alter, change, remove, disconnect or connect with, or in any manner interfere, meddle or tamper with any hydrant owned or used by the City of Warrenton Public Works Department. The provision of this section shall not apply to the authorized local fire department. Other departments of the City may be allowed to connect on said hydrants with a hydrant meter, and must use a spanner or regulation wrench in connection therewith.

- (4) **Hydrant Meter:** Permits may be issued for the temporary connection to and operation of fire hydrants for construction sites and other approved uses. Permits can be obtained through the Public Works Department. Fees associated with said permit are set by resolution.
- a. Hydrant meters may only be used at the site specified on the permit, may not be left unattended, and must be removed from the hydrant after each use. Any hydrant meter still attached to the hydrant may be removed by the fire department or City designee in the case of an emergency or drill and the permittee will be billed for any damages to the hydrant or hydrant meter.
 - b. Spanner or regulation wrenches will be provided for check-out from the Public Works Department at the time of permit application.

Section 7. CROSS CONNECTION CONTROL

- (1) **Cross Connections Prohibited:** Cross connection(s) shall be prohibited and protection must be provided against such cross connection, as specified in Oregon Administrative Rules (OAR), Chapter 333. In the case of any premise where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete in-plant cross connection survey, the public water system shall be protected against backflow from the premise(s) by either an approved air gap or an approved backflow prevention assembly on each service to the premise, to provide premise isolation.
- (2) **Testing:** Tests must be submitted to the City's Water Quality Technician within ten (10) working days from test date and on a form acceptable to the City. Inspection and testing must be completed as specified.
- a. At the time of installation;
 - b. If repaired or relocated;
 - c. At least annually;
 - d. More frequently if required by the City;
 - e. After a backflow incident; or
 - f. After an approved air gap is re-plumbed
- (3) **New Connections:** Any new connection of one and one half (1 ½) inches in diameter or greater shall be required to install an approved backflow prevention assembly commensurate with the degree of hazard, as per table 43 in OAR Chapter 333, the Oregon Plumbing Specialty Code and the Public Works Director or their designee. The term "new" as herein used in reference to new construction, annexation, or the City of Warrenton gaining jurisdiction over the water system.
- (4) **Float Valve:** No water shall be used in open tanks, troughs or other containers into which water drips continuously without the installation of automatic float valves.

- (5) **Irrigation:** All irrigation systems, residential and commercial, shall be protected by an approved backflow prevention assembly commensurate with the degree of hazard, as per table 43 in OAR Chapter 333, the Oregon Plumbing Specialty Code and the Public Works Director or their designee.
- (6) **Auxiliary Water Supply:** Premises supplied with water other than that furnished by the City may obtain City water at regular rates, provided no physical connection shall in any way, directly or indirectly, exist between the private and municipal systems. An approved backflow prevention assembly shall be installed on the customer service line to a premise where there is auxiliary water supply which is or could be connected to the municipal water system. Should such connection be found to exist without an approved backflow prevention assembly, the connection to City water will be shut-off.
- (7) **Pumps:** No person shall connect to any water main or service connection in the City's water system, a pump or other apparatus for purposes of increasing pressure, which is capable of introducing any foreign liquid or material into said system, unless an approved backflow prevention assembly is used.
- (8) **Authority:** The Public Works Director, their designee or State Health Official has the authority to discontinue water service to premises for:
- a. Failure to remove or eliminate an existing unprotected or potential cross connection;
 - b. Failure to install a required approved backflow prevention assembly, as required;
 - c. Failure to maintain an approved backflow prevention assembly; or
 - d. Failure to conduct the required testing of an approved backflow prevention assembly.

Water service may be reinstated once the above condition(s) are remedied. A fee may apply for disconnection/reconnection of water service.

Section 8. UNLAWFUL USE

- (1) **Unlawful Connection:** It shall be unlawful for any person to attach or detach from any water main or service pipe or other connection through which water is supplied by the City, or to interfere in any manner with such pipes or connections.

It shall be unlawful for any auxiliary water supply to be connected with the municipal supply in any way. If such connection is found to exist, the City water service will be disconnected and penalties will be assessed to the utility account.

It shall be unlawful for any unit, with the exception described for multi-units, to be occupied or used, either as a residence or as a place of business, without an individual connection and meter if required.

All unlawful connections found shall be reported to the Police Department for theft of service and subject to unauthorized use penalties.

- (2) **Supply to Vessel:** It shall be unlawful for any person operating a vessel to obtain water for its use from City mains except through a meter and from persons duly authorized to supply such water.
- (3) **Electrical Connections:** It shall be unlawful to ground any electrical appliance to any pipe connected to the water system.
- (4) **Prohibited or Restricted Use:** The City may prohibit the use of water for any purpose, such regulation being within the authority of the City Manager, Public Works Director or their designee or the Oregon Health Authority Drinking Water Program Official. These precautions are to promote the health and safety of the inhabitants of the City of Warrenton water system.

If a shortage of water shall exist, the City Manager shall have authority at any time to restrict the use of water. Failure to comply may result in penalties.

- (5) **Turn-On/Off by other than City Crew:** It is in violation of this ordinance for any unauthorized person to tamper with the City's shut-off valve; however, in case of emergency, City personnel may grant permission to the property owner or person(s) responsible to turn the water off or on, but only upon making notation of the account number, name of the permittee, date, address, meter number and whether or not the shut-off is to be temporary or permanent. Such information must be provided to the City for entry into the records within 48 hours of granting permission.

When permission has been granted to the owner or person(s) responsible for emergency turn on/turn off of the meter and where replacements, repairs, or adjustments of a meter are made necessary by an act of negligence or carelessness of the person(s) responsible for the premises, the expense to the City caused thereby may be charged and collected from the party that caused such act, negligence, or carelessness whether property owner or person(s) responsible for the premises.

Section 9. MISCELLANEOUS

- (1) **Inspection:** For the purpose of inspecting the condition of the pipes and fixtures, and the manner in which water is used, the City Manager or designee shall have free access, at proper hours of the day, to all parts of any building or premises in which water is delivered from City mains.
- (2) **Realtor Inspections:** A licensed realtor who wishes to have a property's water turned on and then off, for a house inspection, may pay an advance fee as set forth by City resolution (disconnect/reconnect), for a maximum of twenty-four (24) hours.

- (3) **Repairs:** The water may be shut-off from the mains, without notice at any time, for repairs or other necessary purposes, and the City of Warrenton Public Works Department and its delegates shall not be responsible for any consequent damages.
- (4) **Surplus Water:** The water department may furnish surplus water which would not affect the City's supply to areas outside the City boundaries, and charge the rates currently in force. Furnishing of water shall be conditioned by terms of a contract drawn for this service.
- (5) **Liability:** Any person violating any provision of this ordinance, causing the City to bring civil action against that person, shall be liable for court cost and reasonable attorney fees to be set by the court, including any appellate court fees, in the event the City is successful.
- (6) **Fine:** Any person violating any of the provisions of this ordinance may, upon conviction thereof, be punished by a minimum fine of \$1,000.
- (7) **Validity:** In case any portion or provisions of this ordinance should be held to be invalid for any reason whatsoever by any court, then all other provisions shall be held and considered to be independent of, and separable from, such invalid portions and shall not be affected or rendered void by the invalidity of such other portions.
- (8) **Effective Date:** This Ordinance shall take effect 30 days after its adoption.

ADOPTED by the City Commission of the City of Warrenton, Oregon, this 13th day of November, 2018.

First Reading: October 23, 2018

Second Reading: November 13, 2018

Henry A. Balensifer, III, Mayor

ATTEST:

Dawne Shaw, City Recorder

7-6

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Collin Stelzig, Public Works Director
DATE: October 17, 2018
SUBJ: Water Rates

SUMMARY

This is the first reading of Resolution 2350. The Multi-Family rate has been removed and the residential rate will instead be titled "Residential/Multi-Family". The rate "Non-Peak Industrial" has also been removed as there have not been any users with this rate for approximately 5 years. The attached resolution reflects changes to Exhibit A and Exhibit B. Fee increases resolutions typically require two readings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the first reading, by title, of Resolution No. 2350; Adopting Water Department Rates, Establishing December 1, 2018, as the Effective Date, and Repealing any Other Resolution in Conflict. "

ALTERNATIVE

None Recommended.

FISCAL IMPACT

We estimate an increase of \$24,000 in revenues to the water fund.

Approved by City Manager

RESOLUTION NO. 2530

Introduced by All Commissioners

**ADOPTING WATER DEPARTMENT RATES AND FEES;
ESTABLISHING December 1, 2018, AS THE EFFECTIVE DATE,
REPEALING
ANY OTHER RESOLUTION IN CONFLICT**

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

WHEREAS, the City of Warrenton needs to update its water rates, classifications and administrative fees after updating the water ordinance

NOW THEREFORE, The City Commission of the City of Warrenton resolves as follows:

Section 1. The Warrenton City Commission hereby adopts the attached schedule of water rates, listed in Exhibits A for all users of its municipal water service.

Section 2. The Warrenton City Commission hereby adopts the attached schedule of installation and administrative fees, listed in Exhibit B, for all users of its municipal water service.

Section 3. Any fees, charges, taxes or penalties that are assessed, requested or required by this resolution are deemed by the Warrenton City Commission to not be subject to the limits of Section 11b, Article XI of the Oregon Constitution and will be adopted according to Section 1(b)(e) and Section 2 of ORS 310.145.

Section 3. This resolution shall effect rates December 1, 2018.

First Reading: October 23, 2018

Second Reading: November 13, 2018

ADOPTED by the City Commission of the City of Warrenton this 13th day of November, 2018.

APPROVED

Henry A. Balensifer III, Mayor

ATTEST

Dawne Shaw, City Recorder

City of Warrenton
Monthly Water Service Rates
Effective 12/1/18

EXHIBIT A

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

Base Rate: Every account shall pay a base rate per month, according to the size of the meter, to include a consumption allowance of 2,000 gallons per month. All customers are subject to the monthly "ready-to-serve" base rate, regardless of consumption:

Base Rate			
Meter Size (inches)	Inside City		Outside City
3/4	\$	29.91	\$ 44.83
1	\$	34.66	\$ 51.97
1 1/2	\$	46.40	\$ 69.60
2	\$	60.54	\$ 90.80
3	\$	98.32	\$ 147.47
4	\$	140.76	\$ 211.11
6	\$	258.57	\$ 387.89
8	\$	400.04	\$ 600.06
10	\$	565.13	\$ 847.71

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

Volume Rate		
Range/Customer Class	Inside City	Outside City

0 to 2,000 gallons:

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

2,001 gallons and over:

Residential / Multi-Family	\$	4.24	\$	6.40
Commercial	\$	6.35	\$	9.48
Industrial	\$	7.53	\$	11.33
Institutional	\$	5.16	\$	7.78
Government	\$	7.98	\$	11.97
City of Gearhart	\$	7.98		n/a

EXHIBIT B

City of Warrenton

Water Department Installation and Administrative Fees

Effective December 1, 2018

INSTALLATION

Meter Size	Equivalent Meter Ratios	Capacity Allowance (GPD)	Combined Fee
¾"	1.0	690	\$1,300
1"	1.7	1,173	\$1,500
1 ½"	3.3	2,277	\$1,148*
2"	5.3	3,657	\$1,844*
3"	10.0	6,900	\$3,480*
4"	16.7	11,523	\$5,812*
6"	33.3	22,977	\$11,588*
8"	53.3	36,777	\$18,548*
10"	76.7	52,923	\$26,692*

* Connection fee for meters above 1" includes the combined fee plus the actual cost of the meter, materials, and labor for installation.

ADMINISTRATION FEES

Connection for which the owner has provided all improvements for complete installation.

Each subdivision lot for single-family or manufactured dwelling	¾" \$400.00 1" \$450.00
Each apartment unit in a multi-family dwelling	\$105.00
Each RV space	\$ 80.00

SERVICE CALL

Call requested by customer	In-City	\$20.00
Call requested by customer	Outside-City	\$30.00
Final Read	In-City	\$20.00
Final Read	Outside-City	\$30.00
Emergency After Hours Fee		\$150.00

LATE CHARGES

Additional charge for late payment NOT RECEIVED by 5:00 pm on last business day of each month	\$ 3.00
Door Hanger Penalty on Past-Due Accounts	\$33.00
Shutoff Penalty on Past-Due Accounts	\$120.00

METER REMOVAL

Cancelled Account	\$ 75.00
-------------------	----------

VACANCY/VACATION CHARGES

Temporary Billing Suspension Fee - Off	\$100.00
Temporary Billing Suspension Fee - On	\$100.00

MISCELLANEOUS CHARGES

Lien Searches	\$15.00
Returned Payment fee	\$35.00
Inaccessible to Read Penalty (daily)	\$100.00
Unauthorized Use Penalty (each)	\$1,000.00

HYDRANT METER CHARGES

Hydrant Meter Deposit	\$500.00
-----------------------	----------