



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON

REGULAR MEETING

May 26, 2020 – 6:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue

Warrenton, OR 97146

Public Meetings will be conducted in the Commission Chambers with a limited seating arrangement. To adhere to social distancing recommendations, meetings may now also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Regular Meeting Minutes – 5.12.20
- B. Police Department Monthly Statistics – April 2020
- C. Monthly Finance Report – April 2020

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 email their comments to the City Recorder, at cityrecorder@ci.warrenton.or.us, no later than 5:00 p.m. the day of the meeting. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. **PUBLIC HEARINGS** - None

7. **BUSINESS ITEMS**

- A. Consideration of Parks Master Plan Update
- B. Consideration of Forest Rim Concept Plan
- C. Consideration of PPF Grant Authorization
- D. Consideration of Second Reading of Resolution No. 2562; Library Services Fees and Fines
- E. Consideration of First Reading of Ordinance No. 1240; Amending WMC Section 10.04.030, Replacing Section 10.04.220, and Replacing Section 10.01.230 as stated
- F. Report on Public Safety Research – Chief Workman
- G. Consideration of SE 2nd Street & Marlin Drive Force Main Replacement – Bid Award
- H. Consideration of SE 2nd Street & Marlin Drive Force Main Replacement – Change Order
- I. Consideration of Emergency Declaration Extension – Resolution No. 2568

8. **DISCUSSION ITEMS** – None

9. **GOOD OF THE ORDER**

10. **EXECUTIVE SESSION**

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

11. **ADJOURNMENT**

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

MINUTES
 Warrenton City Commission
 May 12, 2020
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

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

Commissioners Present: Mayor Balensifer, Tom Dyer, Mark Baldwin, Pam Ackley (via Zoom), and Rick Newton (via Zoom)

Staff Present: City Manager Linda Engbretson, Library Director Kelly Knudsen, Finance Director April Clark, Police Chief Mathew Workman and City Recorder Dawne Shaw

CONSENT CALENDAR

A. City Commission Regular Meeting Minutes – 4.28.20

Commissioner Newton noted two corrections to the minutes. The first being it was not noted that two individuals attended by phone. The second being in the conversation over spring cleaning the minutes state there were three choices, but the choices are not listed. He would like the options listed and summarized.

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

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

COMMISSIONER REPORTS

Commissioner Ackley noted she was really pleased with what a great job Kelsey Balensifer did with the Spruce UP Warrenton Art Contest.

Commissioner Newton concurred on the great job Kelsey Balensifer did. He also noted the Food Bank is doing okay. He stated that the Food Pantry at the church is hurting for produce, but the Food Bank stated they could potentially donate to the Food Pantry; hopefully they can share resources. He continued to state that he spoke to CCA about housing vouchers and such, but no one has reported back to him on what they can do.

PUBLIC COMMENT – None

PUBLIC HEARING – None

BUSINESS ITEMS

Library Director, Kelly Knudsen, discussed Resolution No. 2562 to increase fees and fines for the Warrenton Community Library. She reviewed the proposed fees and fines and noted the last time they were increased was in 2011. Mayor Balensifer summarized the proposal to clarify for the public's benefit: if you're an in city resident you do not have to pay for a library card because you are already paying for that through your tax levy. If you live outside the city limits of Warrenton, which includes individuals who have a county five-digit address but a City of Warrenton zip code you have to buy a \$10 card to use Warrenton only. It would be \$70 if you wanted to access Warrenton, Astoria, and Seaside. He asked Ms. Knudsen to summarize how the library drive through has been working? Ms. Knudsen noted there are issues, but it is going well; many people are using it. Commissioner Newton asked for clarification on the \$70 card. Ms. Knudsen clarified. Commissioner Newton asked about the ROCC program. Ms. Knudsen confirmed its still going strong and it is for ages 0-19 to receive free cards. Brief discussion continued on the Clatsop Community College Library. Mayor Balensifer asked if there was consensus to start moving the ball forward to push Clatsop Community College to get on the same system so we can all be connected. There was unanimous consensus.

Commissioner Baldwin made the motion to conduct the first reading, by title only, of Resolution No. 2562. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading, by title only, of Resolution No. 2562; a Resolution Setting Fees and Fines for Library Services and Repealing all Resolutions in Conflict.

Mayor Balensifer noted the nomination of David Burkhart to the Warrenton Budget Committee as outlined in his nomination letter (Exhibit 1). He noted Position No. 1 was vacated by Rebecca Sievers when she resigned earlier this month.

Commissioner Baldwin made the motion to appoint David Burkhart to Position No. 1 on the Warrenton City Budget Committee. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS - None

MINUTES

GOOD OF THE ORDER

Commissioner Dyer noted he has been busy with personal issues.

Commissioner Baldwin stated he would like to think the resolution passed by Warrenton City Commission last meeting, pertaining to the unemployment Benefit issues, has done some good. He noted there has been movement for his employees on receiving their benefits.

Commissioner Ackley asked if our application has been approved for phase 1. Mayor Balensifer noted it was sent to the state last night and he is waiting to hear back. Ms. Engbretson noted the state has accepted our application and her understanding is that the application has been forwarded on to the Oregon Health District. She continued to report that she hopes to hear something by Thursday. Discussion continued on the matter of Seaside opening their beaches on May 18.

Commissioner Newton noted his daughter was finally able to get through to the unemployment office to get her file corrected. He continued to note that he sent a letter to Representative Tiffany Mitchell and Oregon State Senator Betsy Johnson to inform them of the current situation.

Mayor Balensifer asked Commissioner Ackley about a fishing derby. Commissioner Ackley noted it is the NSIA and their derby is scheduled for May 30th. They canceled the banquet portion, but they are encouraging everyone to go fishing. She noted concerns of guide boats, social distancing issues, and bringing people into our community. She noted the money raised in the derby is not spent here in our community, a lot of people are concerned about it. Mayor Balensifer concurred that he does not like people coming from out of town into our community, willfully violating rules, while our locals are trying to follow the rules. Ms. Engbretson noted commercial fishing is not open and the guides are considered commercial and not approved to launch. She continued to note there has not been an event application submitted for this event. Commissioner Baldwin noted he was under the impression that even in phase 2 of reopening there will be some sort of stay in your community effort. Commissioner Baldwin asked Chief Workman if that was truly the case for Phase 2 and asked if there is anything that can be done in regard to citations. discussion continued. Ms. Engbretson noted she will check in with Harbormaster, Jane Sweet, to see if she has heard anything about the derby. Mayor Balensifer asked if the commission was in consensus on that sentiment? There was unanimous consensus.

Mayor Balensifer noted it has been a busy week; as we move closer to the finish line, or out of the gate again, there is a lot more balancing and more to manage. Cities are doing the best they can for their constituents.

There being no further business Mayor Balensifer adjourned the regular meeting at 6:32 p.m.

Respectfully prepared and submitted by Lindsay Duarte, Deputy City Recorder

MINUTES

Warrenton City Commission

Regular Meeting – 5.12.2020

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APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

DRAFT



WARRENTON POLICE DEPARTMENT APRIL 2020 STATISTICS MAY 26, 2020



April Statistics (% changes are compared to 2019)							
Category	2020	2019	%Chg	2018	%Chg	2017	%Chg
Calls for Service	529	717	-26%	776	-32%	553	-4%
Incident Reports	170	198	-14%	185	-8%	150	13%
Arrests/Citations	168	153	10%	89	89%	117	44%
Traffic Events	84	218	-61%	247	-66%	128	-34%
DUII Calls	3	5	-40%	4	-25%	4	-25%
Traffic Accidents	14	25	-44%	27	-48%	22	-36%
Property Crimes	95	92	3%	94	1%	35	171%
Disturbances	98	70	40%	73	34%	61	61%
Drug/Narcotics Calls	4	4	0%	10	-60%	5	-20%
Animal Complaints	16	26	-38%	20	-20%	24	-33%
Officer O.T.	117.2	107.2	9%	88.15	33%	284.3	-59%
Reserve Hours	0	27	-100%	37	-100%	31	-100%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	645	593	577	529					
Incident Reports	192	166	146	170					
Arrests/Citations	132	122	166	168					
Traffic Events	129	176	95	84					
DUII Calls	2	3	3	3					
Traffic Accidents	18	14	10	14					
Property Crimes	94	104	101	95					
Disturbances	85	80	66	98					
Drug/Narcotics Calls	4	4	12	4					
Animal Complaints	21	15	12	16					
Officer O.T.	255.07	241	215.73	117.15					
Reserve Hours	0	0	0	0					

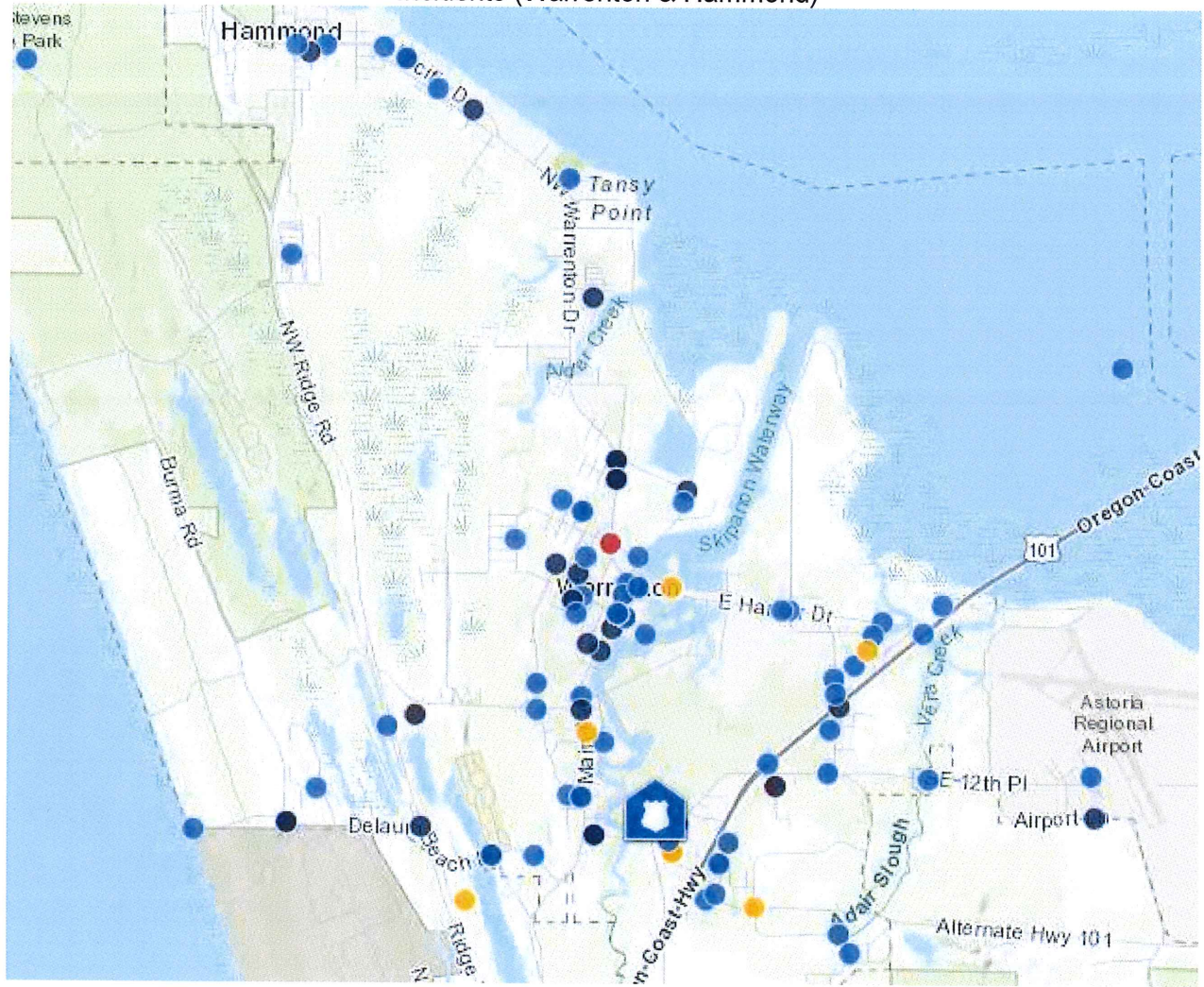
Oct	Nov	Dec	2020 YTD	2020 Estimate	2019	2020 v 2019	2018	2020 v. 2018	2017	2020 v. 2017
			2344	7032	9106	-23%	9332	-25%	7956	-12%
			674	2022	2420	-16%	2551	-21%	2028	0%
			588	1764	2095	-16%	1731	2%	1098	61%
			484	1452	2461	-41%	3101	-53%	2094	-31%
			11	33	46	-28%	55	-40%	52	-37%
			56	168	260	-35%	271	-38%	226	-26%
			394	1182	1254	-6%	1187	0%	902	31%
			329	987	1082	-9%	953	4%	778	27%
			24	72	87	-17%	108	-33%	79	-9%
			64	192	328	-41%	325	-41%	301	-36%
			828.95	2486.9	2194.5	13%	1731.7	44%	2400.3	4%
			0	0	259.5	-100%	359.5	-100%	290	-100%

Homeless Incidents	2020	2019
Code 40 (Normal)	32	na
Code 41 (Aggressive)	3	na

The following is a graphic representation of statistics for **April 2020** using our **CityProject** membership (formerly [CrimeReports.com](https://www.cityproject.com)). The "Dots" represent a location of a call and if you would zoom in on the map you would see an icon for the type of call and some basic time/date details. Some dots represent multiple calls at one location. If you go to the website, you can zoom in on each incident for more details.

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

Incidents (Warrenton & Hammond)



Volume 13, Issue 10

Monthly Finance Report
April 2020

May 26, 2020

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	1.76%	2.75%
Prime Rate:	3.25%	5.50%
◆ CPI-U change:	0.3%	2.0%
◆ Unemployment Rates:		
Clatsop County:	not avail.	3.9%
Oregon:	14.2%	4.0%
U.S.:	14.7%	3.6%

Department Statistics

◆ Utility Bills mailed	3,373
◆ New Service Connections	5
◆ Reminder Letters	506
◆ Door Hangers	0
◆ Water Service Discontinued	0
◆ Walk-in counter payments	64
◆ Mail payments	1,232
◆ Auto Pay Customers/pmts	660
◆ Online (Web) payments	944
◆ Checks issued	327

Current and Pending Projects

- ◆ 2020-2021 Budget Preparation
- ◆ 2021-2026 Capital Improvement Program
- ◆ Springbrook Upgrade
- ◆ Worker's Compensation and Property Tax Insurance Renewals
- ◆ COVID-19 Response

Financial Narrative as of April 30, 2020

Note: Revenues and expenses should track at 9/12 or 83.3% of the budget.

General Fund: Year to date revenues amount to \$3,555,584, which is 84.8% of the budget, compared to the prior year amount of \$3,410,702 which was 85% of the budget and are up by \$144,882. Increases are shown in property taxes, city franchise fees, state revenue sharing, community development fees, police charges, park charges and lease receipts and are offset by decreases in franchise fees, transient room taxes, municipal court, fire charges, liquor licenses, miscellaneous and interest.

Expenses year to date amount to \$3,602,837, which is 76.7% of the budget, compared to the prior year amount of \$3,518,792, which was 75.9% of the budget. All departments are tracking at or under the budget. General fund departments have been advised to reduce spending as much as possible for the remainder of the fiscal year because of expected decreases in revenues due to Covid-19 restrictions.

WBA: Business license revenue amounts to \$60,395, compared to \$59,085 last year at this time, a difference of \$1,310. Year to date licenses issued is 695.

Building Department: Permit revenues this month amount to \$112,825 and \$320,957 year to date, which is 95.4% of the budgeted amount. Last year to date permit revenue was \$148,918.

State Tax Street: State gas taxes received this month amount to \$28,847 for fuel sold in March and \$286,605 year to date. City gas taxes received this month amount to \$27,5169 for fuel sold in February and are \$254,910 year to date. Fuels tax revenues are expected to be reduced for the remainder of the fiscal year due to Covid-19 travel restrictions.

Warrenton Marina: Total revenues to date are \$572,220, 91.7% of the budgeted amount, compared to the prior year amount of \$543,921, which was 86.1% of the budgeted amount. There is \$24,185 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$384,706, 102.3% of the budgeted amount, compared to the prior year amount of \$347,124, which was 86.8% of the budgeted amount. There is \$2,287 in moorage receivables outstanding.

Of the total outstanding receivables:

- \$9,551 (36.1%) is current,
- \$4,030 (15.2%) is 30-60 days past due,
- \$1,462 (5.5%) is 60-90 days past due and
- \$11,430 (43.2%) is over 90 days past due

Water Fund: Utility fees charged this month are \$159,603 and \$86,979, and \$1,990,646 and \$1,128,463 year to date for in-city and out-city respectively and totals \$3,119,109 and is 96.5% of the budget. Last year at this time year to

date fees were \$1,594,317 and \$1,109,605, for in-city and out-city, respectively, and totaled \$2,703,922, an increase in utility revenue of \$415,187.

Sewer Fund: Utility fees charged this month are \$193,584 and \$2,018,344 year to date, which is 87.2% of the budget. Last year at this time year to date fees were \$1,900,170. Shoreline Sanitary fees year to date are \$113,049. Septage revenue year to date is \$122,740 and is 43.8% of the budget. Total revenues year to date are \$2,386,510 compared to \$2,370,757 at this time last year.

Storm Sewer: Utility fees (20% of sewer fees) this month are \$38,692 and \$403,454 year to date and is 87.2% of the budget. Last year to date revenues were \$380,073 which was 87.% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$76,598 and \$16,446, and \$807,010 and \$163,7151 year to date, and are 85.4% and 81.5% of the budget respectively.

Community Center: Rental revenue to date is \$14,872 and represents 93% of the budget. Last year at this time rental revenue was \$16,053 and 114.7% of the budget. Revenues for the remainder of the year are expected to decrease due to Covid-19 restrictions on gatherings.

Financial data as of April, 2020

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,197,824	1,156,780	850,000	136.09	
Plus: Revenues	245,952	3,555,584	4,193,122	84.80	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	9,778	108,359	147,246	73.59	
Admin/Comm/Fin(ACF)	72,178	961,700	1,184,564	81.19	
Planning	20,836	189,733	241,244	78.65	
Police	119,707	1,486,122	1,967,073	75.55	
Fire	102,309	654,226	866,876	75.47	
Parks	9,441	108,119	196,314	55.07	
Transfers	-	94,578	94,578	100.00	
Total Expenditures	334,249	3,602,837	4,697,895	76.69	
Ending Fund Balance	1,109,527	1,109,527	345,227	321.39	

	WBA				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	78,216	59,607	49,000	121.65	303,619	269,746	238,000	113.34
Plus: Revenues	328	62,203	56,500	110.09	113,257	326,218	340,500	95.81
Less: Expenditures	1,571	44,837	90,759	49.40	23,168	202,256	339,819	59.52
Ending Fund Balance	76,973	76,973	14,741	522.17	393,708	393,708	238,681	164.95

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,453,391	2,327,209	2,100,000	110.82	217,995	157,790	149,000	105.90
Plus: Revenues	62,920	590,407	795,807	74.19	16,240	572,220	623,978	91.71
Less: Expenditures	38,105	439,410	2,589,171	16.97	34,255	530,030	667,465	79.41
Ending Fund Balance	2,478,206	2,478,206	306,636	808.19	199,980	199,980	105,513	189.53

Financial data as of April 2020, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	226,843	149,169	130,000	114.75	2,670,614	1,857,462	900,000	206.38
Plus: Revenues	3,495	384,706	375,901	102.34	262,280	3,306,316	5,067,800	65.24
Less: Expenditures	20,207	323,744	428,578	75.54	121,710	2,352,594	5,159,212	45.60
Ending Fund Balance	210,131	210,131	77,323	271.76	2,811,184	2,811,184	808,588	347.67

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,427,983	2,001,200	1,800,000	111.18	1,096,725	815,590	700,000	116.51
Plus: Revenues	232,907	2,386,510	2,831,800	84.28	39,934	419,200	472,800	88.66
Less: Expenditures	124,778	1,851,598	3,242,720	57.10	8,480	106,611	707,700	15.06
Ending Fund Balance	2,536,112	2,536,112	1,389,080	182.57	1,128,179	1,128,179	465,100	242.57

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	470,393	420,570	380,000	110.68	20,671	19,490	16,000	121.81
Plus: Revenues	94,282	986,502	1,157,772	85.21	229	19,810	20,775	95.35
Less: Expenditures	82,914	925,311	1,342,137	68.94	1,037	19,437	27,481	70.73
Ending Fund Balance	481,761	481,761	195,635	246.26	19,863	19,863	9,294	213.72

	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	156,093	114,826	110,000	104.39	25,503	279,672	214,603	130.32
Plus: Revenues	980	203,407	204,865	99.29	10,440	159,193	1,867,622	8.52
Less: Expenditures	12,985	174,145	233,011	74.74	10,131	413,053	2,082,225	19.84
Ending Fund Balance	144,088	144,088	81,854	176.03	25,812	25,812	-	-

Financial data as of April 2020, continued

(\$) Cash Balances as of April 30, 2020

General Fund	1,405,893	Warrenton Marina	177,560	Storm Sewer	1,076,449
WBA	77,200	Hammond Marina	205,470	Sanitation Fund	398,663
Building Department	397,133	Water Fund	2,291,297	Community Center	21,191
State Tax Street	2,484,080	Sewer Fund	2,212,517	Library	144,505

Warrenton Urban Renewal Agency

Capital Projects	25,943
Debt Service	2,117,039

General Fund Revenues	Collection Frequency	2019-2020 Budget	Actual as a	Collections/Accruals		(over) under budget
			% of Current Budget	Year to date		
				April 2020	April 2019	
Property taxes-current	AP	1,012,257	98.62	998,260	951,470	13,997
Property taxes-prior	AP	35,000	72.23	25,280	24,275	9,720
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	560,000	79.83	447,063	448,941	112,937
COW - franchise fees	M	155,488	92.84	144,356	129,016	11,132
Transient room tax	Q	555,514	72.71	403,893	407,765	151,621
Liquor licenses	A	625	88.00	550	625	75
State revenue sharing	MQ	158,351	71.08	112,550	100,611	45,801
Municipal court	M	120,620	84.67	102,126	116,686	18,494
Community development fees	I	55,000	92.21	50,714	39,500	4,286
Police charges	I	16,800	99.80	16,766	14,279	34
Fire charges	SM	100,509	80.00	80,407	89,949	20,102
Park charges	I	-	0.00	480	105	
Miscellaneous	I	1,200	1092.83	13,114	14,001	(11,914)
Interest	M	27,000	62.11	16,769	23,233	10,231
Lease receipts	M	210,194	86.38	181,556	177,040	28,638
Sub-total		3,008,558	86.22	2,593,884	2,537,496	414,674
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,184,564	81.19	961,700	873,206	222,864
Total revenues		4,193,122	84.80	3,555,584	3,410,702	637,538

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

MAQ - Century Link, NW Nat & Charter-quarterly,
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, 2020. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Morgan Murray, Project Manager | RARE AmeriCorps Member
CC: Kevin A. Cronin, AICP, Assistant City Manager | Development Director
DATE: For Agenda of May 26, 2020
SUBJ: 2020 Update Parks Master Plan

SUMMARY

In 2010, the City of Warrenton created the City's first Parks Master Plan. The plan established a vision for the development of Warrenton's parks and trails system and offered recommendations to achieve that vision.

A Master Plan should be updated every 5-10 years in order to continue to serve its purpose. This revised plan will seek to accurately capture the progress made within our parks system over the past 10 years including parkland acquired since 2010—Forest Rim Park and Chelsea Gardens.

While revising the plan, the Parks Advisory Board created new recommendations, prioritized goals, and aligned the City of Warrenton's Parks Master Plan with the recommendations detailed in the Oregon Statewide Comprehensive Outdoor Recreation

Plan (SCORP). Alignment with SCORP improves the chance of receiving state funds for park projects.

Additionally, updating the Warrenton Parks Master Plan allowed for the community to provide input. 596 residents participated in the planning process through a variety of methods including a survey, community forums, public events, and virtually through the City's Facebook page.

The top priorities for the next 10 years, as identified through public input, are:

- Creating a reliable funding source for parks maintenance
- Increasing staff capacity to meet the level of service expectations
- Developing a system-wide maintenance plan
- Developing and connecting the trail-system
- Providing communications and marketing materials in Spanish
- And improving the design and amenities within the existing parks
- Increasing park and trail awareness

RECOMMENATION/ACTION

Staff is requesting approval of the 2020 Update to the Warrenton Parks Master Plan. Approval will allow staff to apply for grants to implement the plan. No other action is needed or requested.


Suggested Motion

I move to approve the 2020 Update to the Warrenton Parks Master Plan as is.

Alternative Motion

I move to allow additional testimony and deliberate at the next City Commission meeting.

Approved by City Manager:



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

Parks Master Plan: 2020 Update

City of Warrenton

2010-2030



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Acknowledgements

The City of Warrenton appreciates the contributions and input of individuals involved in this project. Thank you to all the residents who participated in this process. You rock!

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Executive Summary

In 2010, the City of Warrenton created the City's first Parks and Recreation Master Plan. The plan outlined the state of the City and defined the necessary steps to facilitate and enable a collaborative vision.

Vision for Parks System:

- Enhance the livability of Warrenton
- Build community health, wellness, and quality of life
- Promote social, cultural, and historical activities
- Provide a natural environment for all residents and visitors

“The City of Warrenton recognizes the boost in human and social capital that parks improvements and maintenance projects will provide to its residents.”

Now, the year 2020, the Parks Master Plan has been well on its way for 10 years however, there have been numerous projects completed that were not outlined in the 2010 Parks Master Plan. These projects were completed as a high need, strong community interest, or funding for specific

projects became available. This new iteration of the plan will seek to accurately capture the progress made within our parks system over the past 10 years, while also providing a comprehensive plan for moving forward.

The City of Warrenton has a wealth of natural areas, open spaces, and parkland within its Urban Growth Boundary (UGB). Additionally, the City is bordered on three sides by water—the Pacific Ocean to the West, Columbia River to the North, and the Skipanon River to the East—making Warrenton a unique place to recreate.

Parks and trail systems provide the community with enhanced environmental aesthetics, increased neighborhood attachment, and a greater sense of community belonging.

See Figure E for the relationship between environmental aesthetics and community belonging.

Figure E: Flow Chart to Community Belonging



After an intensive public involvement process including multiple user surveys, stakeholder interviews, public forums, and an outreach event, the following key findings highlight some of the strengths and areas of improvement for Warrenton’s park system.

Key Findings:

- Warrentonians rate the City’s trails system as extremely important to their quality of life and energetically support further trail connections.
- The community prioritizes maintenance and improvements in existing parks over parkland acquisition.
- Many recommendations outlined in the plan will not be possible

to implement without additional staff and reliable funding sources.

- Currently, there are three major funding sources for the parks system—General Fund, Parks SDC Fund, and Quincy & Bessie Robinson Trust Fund. Only monies from the General Fund may be used for maintenance as the other sources are reserved for new development or parkland acquisition.
- To fully maintain Warrenton’s park system would require a Full-Time Equivalent (FTE) of 2.75. The City is currently operating with a FTE of 0.53. Maintenance needs not serviced by the City are contracted to a third party, completed by volunteers, or deferred.
- The top priorities for the next 10 years, as identified through public input, are:
 - Creating a reliable funding source for parks maintenance,
 - Increasing staff capacity to meet the level of service expectations,
 - Developing a system-wide maintenance plan,
 - Developing and connecting the trail-system,
 - Increasing park and trail awareness,
 - Providing communications and marketing materials in Spanish,
 - And improving the design and amenities within the existing parks.

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Chapter 1: Introduction

- 1.1 Summary
- 1.2 Purpose
- 1.3 Public Involvement
- 1.4 Related Plans

1.1 Summary

This is Warrenton's first Parks Master Plan. It is designed to guide development of the City parks system over the next 20 years (from 2010 until 2030). This iteration of the Plan is the 2020 update to the original Parks Master Plan, adopted by City Commission in 2010.

A parks master plan is a long-term vision and plan of action for a community's parks system. This plan identifies strategies and techniques for the operation and development of parks, land acquisition, and funding.

Through the implementation of this plan, the City of Warrenton will continue improving the service and quality of its parks to meet the needs of current and future residents.

See Figure 1.1 for a snapshot of the goals for Warrenton's park and trail system.

Figure 1.1: Warrenton Park & Recreation Goals

- 
- Goal 1: Park Awareness & Outreach
 - Goal 2: Safety & Access
 - Goal 3: Funding & Partnerships
 - Goal 4: Park Maintenance & Operations
 - Goal 5: Parkland Acquisition
 - Goal 6: Parks Planning
 - Goal 7: Amenities & Design
 - Goal 8: Community Events
 - Goal 9: Recreation

1.2 Purpose

The Parks Master Plan (PMP) establishes a vision for Warrenton's parks system and presents recommendations for the continued provision of quality park facilities.

The Plan is intended to facilitate the continued growth of Warrenton's unique park assets. The Parks Master Plan seeks to identify new opportunities for development and meet the growing needs of residents over the next 20 years.

The PMP is intended to be a living, working document to be used and updated on a regular basis.

A bicyclist enjoying the Warrenton Waterfront Trail map at Carruther's Park.

Photo Credits: Morgan Murray



1.3 Public Involvement

Parks Advisory Board

Provided feedback and historical context during bimonthly meetings and two work sessions.

Community Outreach

Fall 2019 Harvest Festival survey: 54 responses

Project Website: 113 visitors

Cross promoted with community partners: Warrenton-Hammond Healthy Kids, Inc.; Warrenton Kiwanis; Seniors Brunch; City of Warrenton Facebook page

Online Survey, Nov.—Dec. 2019: 82 responses

Storytime at the Warrenton Community Library, February 2020: 15 attended

City's Facebook Page | Park Specific Posts: 304 digital interactions

Two public meetings: 23 attended

Stakeholder interviews: 5 interviews

Internal Steering Committee

Reviewed marketing materials, public involvement plans, and other documents throughout the process.

Public Works Staff

Provided feedback and historical context throughout the process and assisted with the creation of the Maintenance & Operations Plan, the GIS maps of the parks system, and historical context.

City Commission

Provided feedback during a work session and a regular public meeting.

Northwest Coast Trails Coalition (NCTC)

Provided historical context during two NCTC board meetings.

596

Residents Participated

51%

Interacted through
Facebook

The amount of folks who participated in the planning process via social media shows us that **Facebook and other platforms can be used to increase park and trail awareness**, as well as engage residents in public processes.

1.4 Parks Planning Process

This Parks Master Plan utilizes a “systems” approach for the planning process, as recommended by the National Recreation and Parks Association (NRPA).

The systems approach places local values and needs first and provides a framework for creating a parks system that physically meets those values and needs. The planning process is outlined in four phases, as detailed in Figure 1.2

Figure 1.2: The systems approach to Park Planning



1.5 Related Plans

The following planning documents are useful to consider, as they relate directly to goals outlined in this Parks Master Plan. The recommendations of these related plans impact the shape and character of Warrenton, specifically through transportation and environmental improvements.

City of Warrenton Plans

Warrenton Comprehensive Plan

- Fort Stevens State Park and Camp Kiwanilong are recreational assets.
- Trail system serves as a multi-modal transportation system.

Warrenton Downtown-Marina Master Plan

- Never officially adopted.
- Plans to be connected and characterized by parks and open spaces.
- Natural elements in the downtown area and improvements to Skipanon River Park.

Warrenton Urban Renewal District Plan

- Improve economic health through multiple improvements including recreating.
- Develop downtown with bike and pedestrian trails, portals, trailheads.
- Focuses on connectivity.
- Amended in 2019 and continues to advocate for parks related projects.

Warrenton Transportation System Plan

- Addresses connectivity, mobility, and physical environment within our parks and trails system and surrounding areas.

Warrenton Trails Master Plan

- Provide trail connections for residents to recreate.
- Increase access to the trail system.
- Encourage trail use by schools for science education and athletic training.

Relationship to Other Plans

Fort Stevens State Park Master Plan

Identifies:

- Desired lands for acquisition
- Partnership agreements
- Budget and management priorities
- Detailed development and management guidelines

The plan relates to the Warrenton trail connections and land use partnerships through the following goals:

Goal 3: Enhance Park Visitation & Partnerships

Goal 4: Provide for Future Recreational Needs

Goal 5: Improve State Park Access and Orientation

Goal 7: Outside the Park



Relationship to Other Plans

Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP)

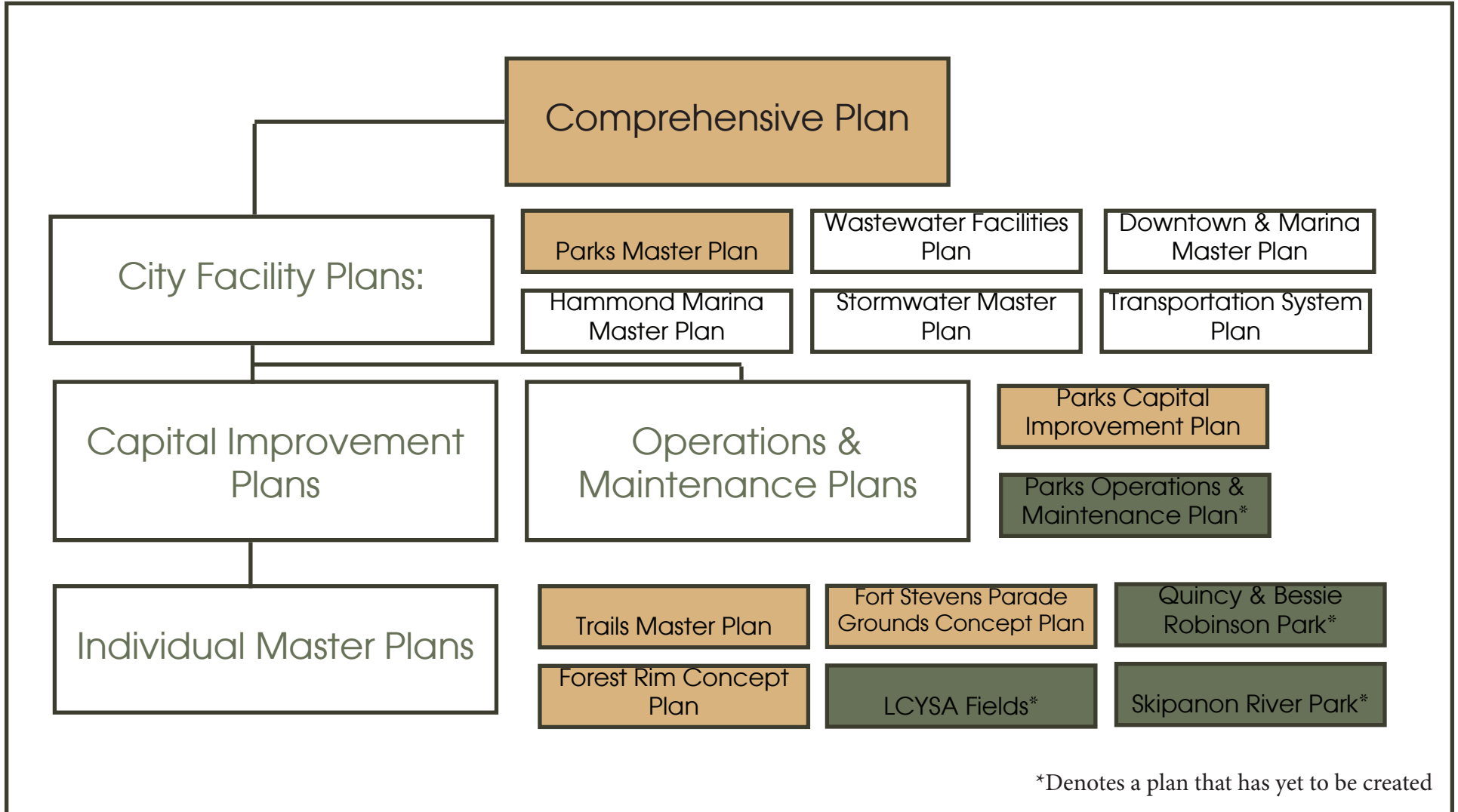
A five year plan that focuses on the changing demographics and recreational needs for the State of Oregon.

The Oregon SCORP recommendations include:

- Developing additional accessible recreational trails
- Funding innovative park designs that connect youth with nature
- Access to sports fields for under-represented and marginalized populations
- Identifying funding for recreation maintenance and facility development on school grounds



Table 1.1: Organization of City of Warrenton Plans



*Denotes a plan that has yet to be created

Chapter 2: Community Profile

- 2.1 Populations, Growth Rate, & Projections**
- 2.2 Economic Indicators**
- 2.3 Race, Origin, & Language**

2.1 Populations, Growth Rate, & Projections

Warrenton is one of Oregon's smaller incorporated communities with a population of 5,453, according to the 2018 United States Census Bureau. The adjacent cities, Astoria and Seaside, have populations of 9,976 and 6,795 residents respectively. Each of these coastal communities can expect their populations to triple or quadruple during the summer due to the influx of tourists on the north coast.

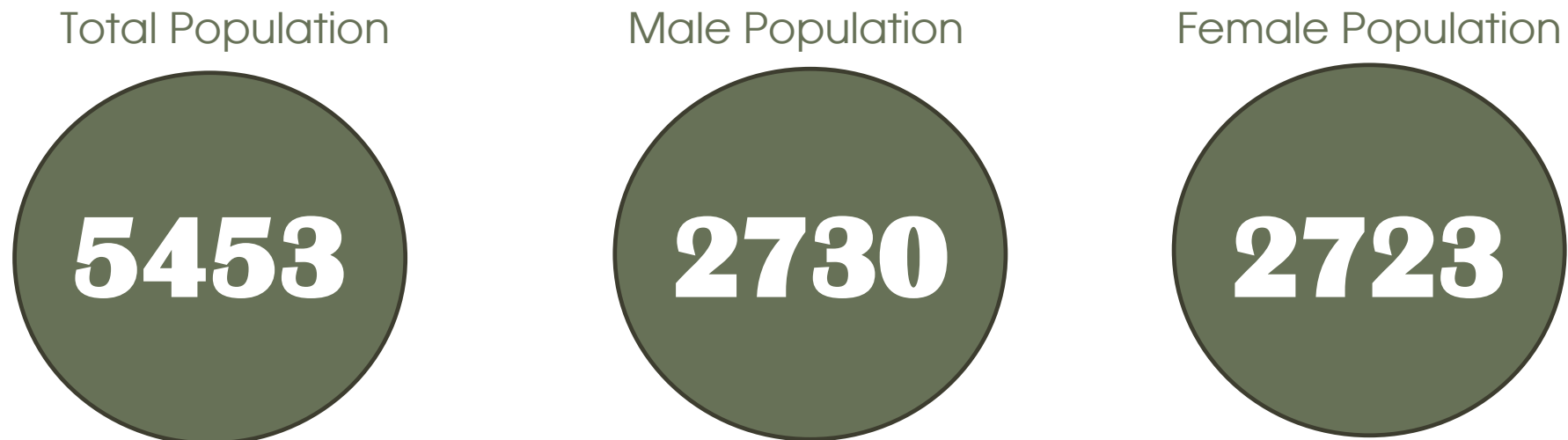
Warrenton's population can be segmented into a few general categories, as defined by ESRI's Tapestry:

Parks & Rec: Married couples with single family homes who like to take advantage of local parks and gyms.

The Great Outdoors: Married couples in modest single family homes.

Valley Growers: Young, Hispanic (often Mexican) families with children who frequently live intergenerationally. More homes are rented than owned.

Figure 2.1: Total Population & Sex | City of Warrenton, Clatsop County, OR



Age Profile

The median age of Warrenton residents is 36 years old. 65 and over crowd make up the largest age group followed closely by the 25-34 age group. This shows that Warrenton is an attractive place for young families and well-established retirees.

Similar to state and national trends, Warrenton’s retired and elderly population is growing. Services specific to the needs and interests of these groups should be considered.

Table 2.1: Age Profile | City of Warrenton, Clatsop County, OR

Age Profile City of Warrenton, Clatsop County, OR 2018		
	Number	Percent of Population
Under 5	399	7.3%
5-9	354	6.5%
10-14	368	6.7%
15-19	310	5.7%
20-24	324	5.9%
25-35	850	15.6%
45-54	697	12.8%
55-59	595	10.9%
60	313	5.7%
64	334	6.1%
65 and over	909	16.7%
Median age	36	(X)

Numbers and percentages based on 2018 US Census

Bureau Data

1.8%

Warrenton's population has increased at a steady rate of 1.8% for the past 15 years

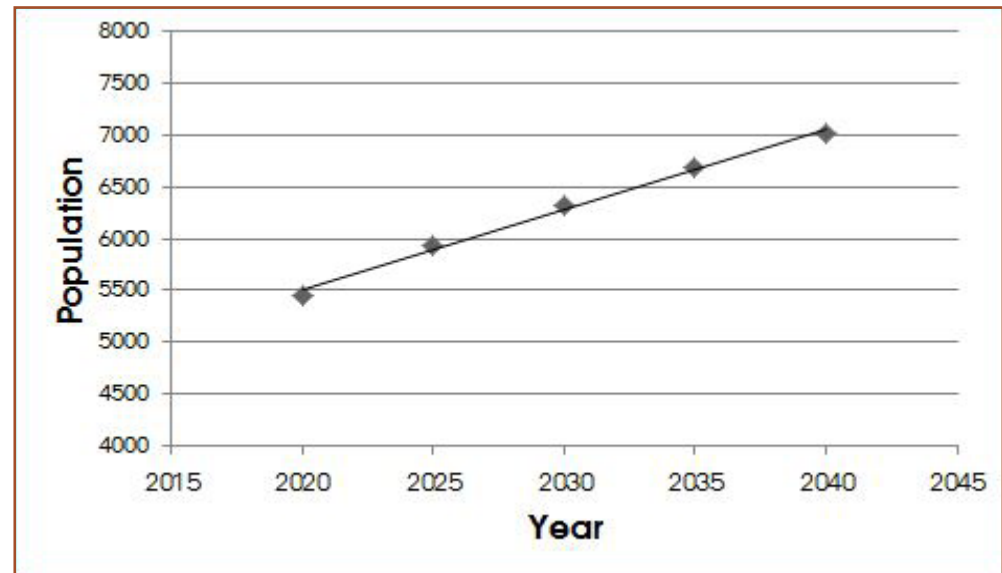
3%

Clatsop County's projected population growth: 2020-2030

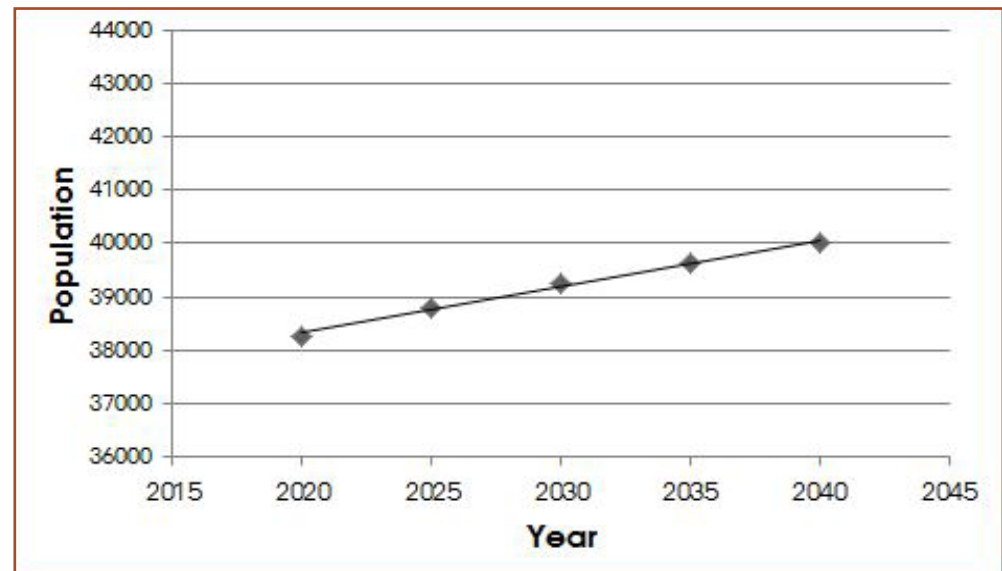
13%

Warrenton's projected population growth: 2020-2030

Projected Population Growth: Warrenton



Projected Population Growth: Clatsop County



2.2 Economic Indicators

Economic indicators are important to consider when establishing fees and developing cost-saving opportunities for the parks system. Warrenton is growing and attracting skilled laborers and professionals beginning their careers.

It is important to plan for providing recreation opportunities to young adults and their families. Playgrounds that encourage co-play, or parents playing alongside their children, is one example of such recreation opportunity. According to the National Parks and Recreation Association (NPRA), attachment to your community is directly related to environmental aesthetics and recreation opportunities. Parks and trails serve as a way to attract and retain residents.



Average Household Size: 2.62

On par with county, state, and national trends.



Median Household Income: \$54,554

On par with county trends. Slightly below state and national average (~\$60,000).

Residents Living Below the Poverty Line: 5.9%

Below average within the county (12.2%), state (13.8%), and nation (11.8%)



Financial Optimists: 39%

Highlights the percentage of residents who believe their financial situation will improve within the next 5 years. Not comparable to other geographic locations.

2.3 Race, Origin, & Language

We are able to provide better customer service and recreation opportunities when we know who we are serving and how our folks choose to engage in our parks system. Warrenton's residents are primarily white and speak English as their first language, however we have a growing Hispanic and Latinx population we must also consider when planning for our parks system.

Organized youth sports, picnic pavilions, and connectivity through trails systems are identified by the NPRA as desired amenities for both racial groups.

Warrenton should also consider providing communication and promotional materials in English and Spanish.

81.3%

White alone, not
Hispanic or Latinx

13.5%

Hispanic or Latinx

4.6%

Foreign Born
Residents

6.8%

Speak English as a
Second Language

Numbers and percentages based on 2018 US Census Bureau Data

Chapter 3: Park System

- 3.1 Introduction**
- 3.2 Parkland & Trails**
- 3.3 Level of Service Analysis**
- 3.4 Additional Facilities**

3.1 Introduction

Organization & Staffing

The City of Warrenton owns and operates 13 parks and over 10 miles of trails. The Parks Advisory Board consists of seven board members who make recommendations concerning the parks and trails system to City Commission.

Funding

Funding for the parks and trails system comes from a variety of sources. Our parks are able to budget a percentage from the General Fund each year for maintenance and park improvements. Other City departments, such as Police, are also funded from the General Fund.

New developments must pay a Parks System Development Charge (SDC) based on a fee schedule. Parks SDC funds are allocated solely for parkland acquisition.

A large majority of parks projects are funded through the

Quincy & Bessie Robinson Trust Fund. These monies may be used for parkland acquisition and development, but may not be used for maintenance.

A small portion of park and trail projects have been funded through grants however, current staff capacity does not support writing for grants.

The City should strongly consider creating a dedicated park fund for maintenance of parks and trails.

Maintenance

Park maintenance is completed by Public Works, outside contractors, and community volunteers groups. The City does not have a Parks Maintenance & Operations Plan or a Parks Maintenance Schedule.

The City should strongly consider developing these plans.

3.2 Parkland & Trails

The classification system outlined in the Oregon Statewide Comprehensive Recreation Plan (SCORP) provides park and recreation providers with guidelines for achieving a manageable and effective park system.

Each park is assigned a classification based on its size*, function, and amenities. The guidelines assist recreation providers in identifying the appropriate level of service and recognize underserved areas.

Park Classifications for Warrenton:

- Community Parks
- Neighborhood Parks
- Pocket Parks
- Special Use Parks
- Linear Parks
- Trails, Pathways, & Bikeways





Quincy & Bessie Robinson Park

Community Park

Location: 300 SW Alder Avenue

Acreage: 9.8 acres

Use: High

Condition: Good

Amenities: Parking, Irrigation system, Basketball courts (2 full), Baseball/Softball fields (3.5), Dugouts, Batting cage, Tennis court, Play structure (2), Community Center, Community Garden, Shelter, Restrooms, Concession stand, Picnic tables, Soil storage area, Dogipot



Eben H. Carruther's Memorial Park

Community Park

Location: 1560 NW Warrenton Drive

Acreage: 5.5 acres

Use: High

Condition: Fair to Good. The viewing dock, pavilion, and playground are in poor condition but the dog park are restrooms are good.

Amenities: Parking, Park Host Site, Irrigation, Waterfront Trail access, Restrooms, Memorial bench (2), Dog park, Lighting, Picnic tables, Dogipot

Seafarer's Park

Community Park

Location: Hammond Marina on Lake Drive

Acreage: 5.6 acres

Use: High

Condition: Fair; Pavilion, roadway, and lawn needs work

Amenities: Parking, Gazebo, Marina, Benches (3), Memorial, Waterfront Trail access, Dogipot



LCYSA Soccer Fields

Community Park

Location: 550 SW Ridge Road

Acreage: 12.8

Use: High

Condition: Good

Amenities: Parking (3 lots), Soccer fields (3), Play structure, Concession stand, Scoreboard, Moveable goals (8), Dugouts, Memorial, Lighting (Field 2), Maintenance shed (2), Irrigation, Maintenance equipment, Dogipot

Fort Stevens Parade Grounds

Neighborhood Park

Location: Russell Drive & Russell Place

Acreage: 2.3 acres

Use: High

Condition: Fair; Playstructure and volleyball court need improvements, sticky grass should be removed

Amenities: Parking, Playground, Dogipot

A scenic view of Skipanon River Park. A paved trail leads from the foreground towards a river. The sky is overcast with grey clouds. Trees line the riverbank, and a blue informational sign is visible on the right side of the trail.

Skipanon River Park

Neighborhood Park

Location: 3rd Street & along the Skipanon River

Acreage: 1.4 acres

Use: Medium

Condition: Good

Amenities: Parking, Picnic table (2), Kayak dock, Pedestrian ramp, Bench, Dogipot, Waterfront Trailhead, Paved trail



Forest Rim

Neighborhood Park

Location: 1651 SE Honeysuckle Loop

Acreage: 3.0 acres

Use: NA

Condition: Planned but still undeveloped

Amenities: NA

Chelsea Gardens

Neighborhood Park

Location: Chelsea Gardens Neighborhood

Acreage: NA

Use: NA

Condition: Proposed

Amenities: NA

Library Park

Pocket Park

Location: 861 Sixth Avenue

Acreage: 0.7 acres

Use: Low

Condition: Good

Amenities: Parking, Playground, Shed, Bench, Planter pots (2)



Hammond Community Garden

Special Use Park

Location: Pacific Drive, 400 block

Acreage: 0.1 acres

Use: High

Condition: Good; Privately owned and leased to the City

Amenities: Raised beds, Storage shed, Water source

Warrenton Memorial Plaza

Special Use Park

Location: 99 S. Main Avenue

Acreage: 0.3 acres

Use: Medium

Condition: Good; Restored in 2019 through a partnership with Warrenton VFW and Warrenton Urban Renewal

Amenities: Memorials (3), Flags (6), Bench, Landscaping, Irrigation, Parking



Tansy Point

Special Use Park

Location: NW 13th Street

Acreage: 1.0 acres

Use: Medium

Condition: Good

Amenities: Bench, Round-about, Waterfront Trail access, Dogipot

Triangle Park

Special Use Park

Location: Pacific Drive & 7th Avenue in Hammond

Acreage: 0.2 acres

Use: Low

Condition: Fair

Amenities: Statue



Pacific Drive Park

Linear Park

Location: Separates Pacific Drive & Sixth Avenue in Hammond

Acreage: 1.0 acres

Use: Medium

Condition: Fair

Amenities: Planters (2), Flowering trees, Historic bell



Warrenton Waterfront Trail

Trail

Trailhead Location: NW 1st Street to Tansy Point

Length: 5 miles

Use: High

Surface: Paved



Skipanon River Trails

Trail

Trailhead Location: SE 3rd Street

Length: 2.5 miles

Use: High

Surface: Paved



Airport Dike Trail

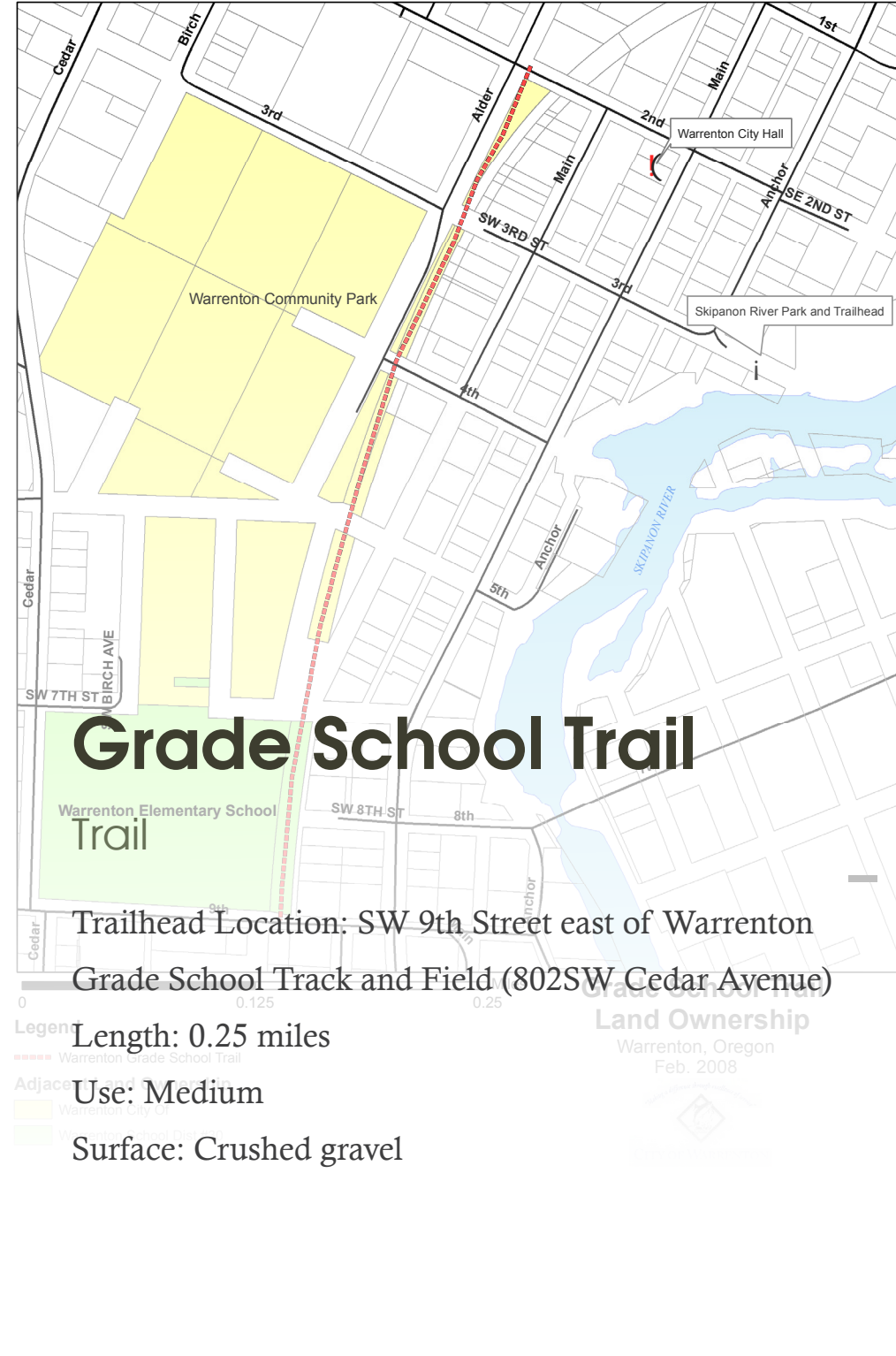
Trail

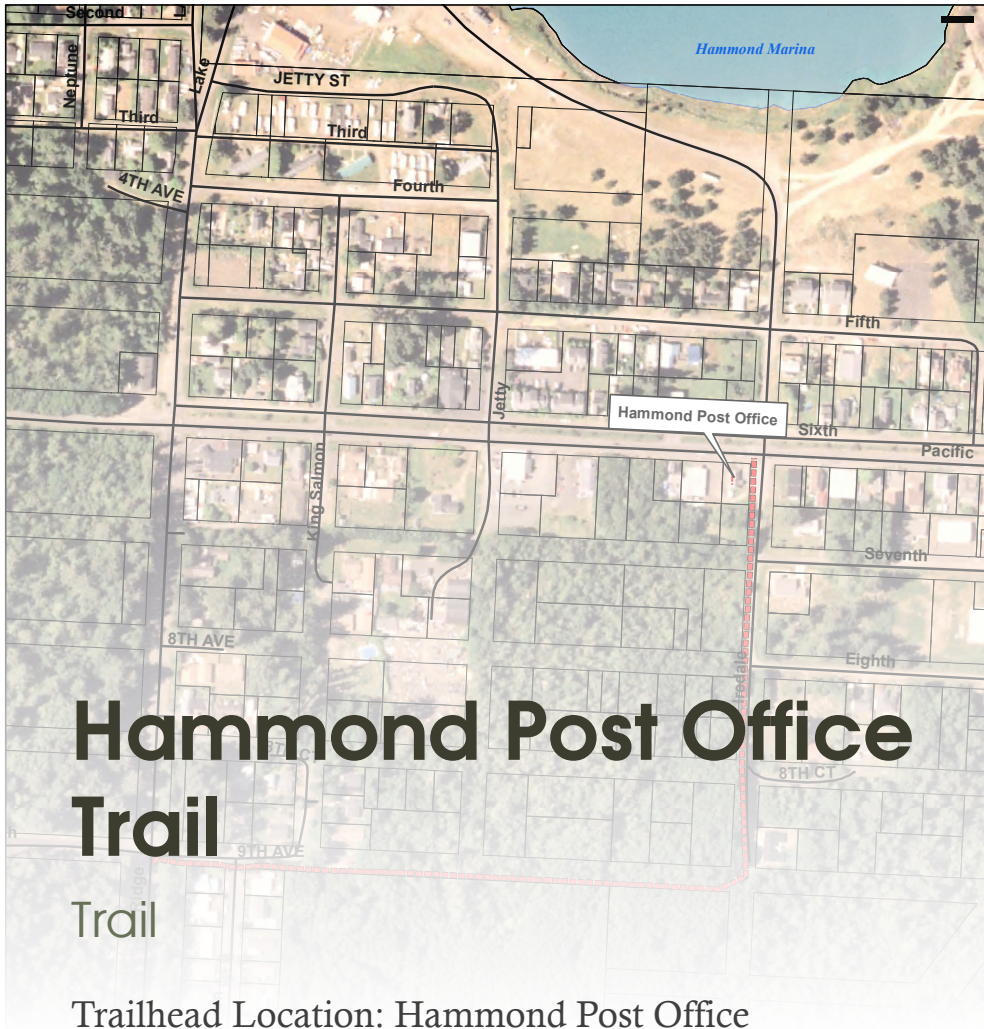
Trailhead Location: Hwy 101 Business at the Lewis and Clark River to Hwy 101 at the Youngs Bay Brigde

Length: 6 miles

Use: High

Surface: Unimproved, along the dike





Hammond Post Office Trail

Trail

Trailhead Location: Hammond Post Office
 Length: 0.2 miles
 Use: Low
 Surface: Unimproved, along the platted 9th Street in Hammond



Delaura Beach Trail
 Adjacent Land Ownership
 Warrenton, Oregon

Legend

- Delaura Beach Trail
- Delaura Beach Lane Trail
- Delaura Trail to Beach
- Adjacent Land Ownership
- Other Private
- Clatsop County

0 0.25 0.5 Miles

Delaura Beach Trail

Trail

Trailhead Location: Delaura Beach Road
 Length: 2.3 miles
 Use: Medium
 Surface: Unimproved, portions along roadway

3.3 Level of Service Analysis

Level of Service (LOS) standards are measures of the amount of public recreation parkland and facilities being provided to meet a jurisdiction's basic needs and expectation. Those needs and expectations are up to each provider to establish, through planning, visioning, and community input.

LOS standards are determined by comparing the existing ratio of developed park acres per 1,000 residents to either the standards set by SCORP or the jurisdiction's desired level of parks relative to population. The results will show a deficit, surplus, or appropriate level of service per park category and amenity. See Table 3.1: Community Parklands LOS Analysis on page 37 and Table 3.2: Community Facility LOS Analysis on page 38.

Park and recreation facilities provided by outside agencies within the same jurisdiction are commonly factored in to

LOS calculation. LOS standards are also crucial for a jurisdiction to measure equitable access to park facilities (such as by walking, biking, or public transportation).

As a jurisdiction's population grows, park acreage and amenities should also be expanded to maintain the expected LOS set by the community.

An LOS map will show areas in need of additional recreation facilities. The City should consider acquiring parkland in these areas to meet the LOS standards and provide equitable access to residents.

Table 3.1: Community Parklands LOS Analysis

Parkland Classification	Total Acres in Community	Current Community LOS for Parkland (Acres/1,000 population)	Recommended Oregon LOS Standard	Results
Community Parks	33.7	6.18	2.0 to 6.0	Surplus
Neighborhood Parks	3.7	0.68	1.0 to 2.0	Deficit
Pocket Parks	0.7	0.13	0.25 to 0.50	Deficit
Special Use Parks	2.5	0.46	No guideline	NA
Linear Parks	1.0	0.18	0.5 to 1.5	Deficit
Trails, Pathways, and Bikeways	~17 (miles)	3.12 (miles)	0.5 to 1.5	Surplus
Total Acres	41.6	7.63	6.25 to 15.0	Appropriate

Consider increasing the number of Neighborhood, Pocket, and Linear Parks to meet the LOS standard.

Table 3.2: Community Facility LOS Analysis

Facility Type	Total Facilities in Community	Current Community LOS for Facility (Facility/1,000 population)	Recommended Oregon LOS Standard	Results
Baseball/Softball Fields	4	7.3	0.2	Surplus
Volleyball Courts	0	0	0.2	Deficit
Basketball/Multi-use	2	0.37	0.2	Surplus
Soccer Fields	3	0.55	0.2	Surplus
Playgrounds	4	0.73	0.4	Surplus
Picnic Shelters	2	0.37	0.3	Surplus
Off-Leash Dog Parks	1	0.18	0.04	Surplus

Consider increasing the number of volleyball courts to meet the LOS standard.

3.4 Additional Facilities

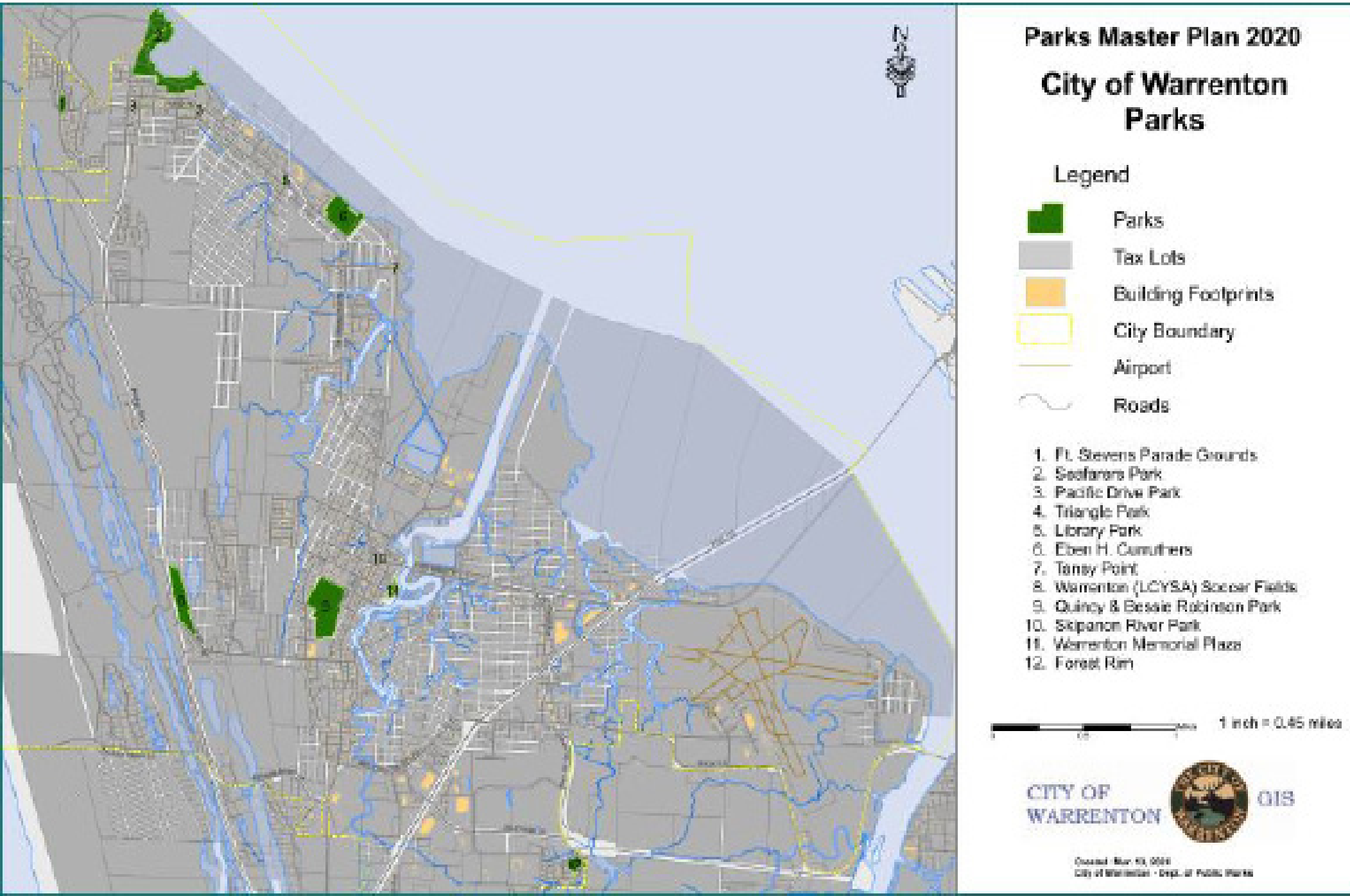
The following recreation facilities are located within Warrenton’s UGB or a five mile radius of the City’s UGB. These facilities have been used to calculate the LOS of Warrenton’s park system.

By calculating all the recreation opportunities within a five mile radius, recreation providers are able to more accurately represent the strengths and gaps in service within the community.

Table 3.3: Additional Facilities

Park Name	Manager	Amenities
Fort Stevens State Park	Oregon Parks and Recreation Department	Campsites, RV Facilities, Artifacts, Swimming, Trails, Historic facilities
Warrenton KOA	Kampgrounds of America	Indoor pool, Playground, Campsites, Volleyball court, Indoor recreation
Lewis and Clark National Historical Park	National Parks Service	Fort Clatsop Replica, Trails, Exhibit Hall
Lighthouse Park	Private Ownership	Memorial, Model lighthouse, Picnic Tables
Kamper’s West RV Park	Private Ownership	RV Facilities, Fish cleaning pavilion
Cullaby Lake & Carnahan Park	Clatsop County	Boat Launch, BBQ pits, Playground, Swimming, Nature observation
Astoria Aquatic Center	City of Astoria	Indoor pool, Fitness center
Tapiola Skate Park	City of Astoria	Concrete skate park, Restrooms

Map 3.1: City of Warrenton Parks System



Chapter 4: Needs Assessment

- 4.1 Community & Staff Needs
- 4.2 Local, State, & National Trends
- 4.3 Peer Community Analysis

4.1 Community & Staff Needs

A needs assessment is a tool that recreation providers can utilize in their future planning efforts. It is comprised of community and staff needs, as well as local, state, and national trends in recreation. The following is a list of the top ten highest rated community needs.

Community Needs

1. Maintenance on current parks
2. Trail connections
3. Improved amenities & design in parks
4. Community events
5. Park & trail awareness
6. More communication & marketing materials
7. Accessibility and safety improvements
8. Increase funding & partnerships
9. Covered/all-weather recreation spaces
10. Second dog park

Rating was done on a scale of 1-5 and an average score was calculated for each need. We received a total of 164 responses to the questionnaire through a survey, stakeholder interviews, and community forums.

In addition to the community needs, we must also address the needs of our staff who work to satisfy the needs of the community. Staff needs were developed from five staff interviews and multiple Park Advisory Board meetings.

It is important to note that without satisfying staff needs first, community needs may not be met.

Staff Needs

1. Dedicated parks funding
2. Dedicated parks staff and increased capacity
3. Individual Master Plans for parks

4.2 Local, State, & National Trends

A useful method for assessing parks and recreation need is research of local, state, and national trends in the industry. This provides a glimpse into what and how facilities and services are provided by other parks and recreation agencies. This information can be used when determining Warrenton's future parks and trails system needs.

Local Trends

The Oregon State Comprehensive Outdoor Recreation Plan (SCORP) identifies county-specific needs based on extensive survey data.

For Clatsop County, the following priorities were identified:

1. Urban bike paths (separate from street traffic)
2. Community trail system
3. Picnic areas and shelters for large visitor groups
4. Restrooms
5. Interpretive displays

State Trends

The Oregon SCORP addresses five important demographic and societal changes facing outdoor recreation providers in the coming years.

Statewide trends show:

1. An aging population
2. An increasingly diverse population
3. Lack of youth engagement in outdoor recreation
4. An underserved, low-income population
5. Recognition of the health benefits of physical activity

The City will increase their chances of receiving a Land and Water Conservation Fund (LWCF) or Oregon Parks and Recreation Department (OPRD) grant if projects address these trends.

National Trends

The National Recreation and Parks Association (NRPA) Agency Performance Review compiles data from parks and recreation providers nation-wide. This report is a useful tool for benchmarking Warrenton's recreational offerings. The following is a comparison of Warrenton's park system with nationwide median values for agencies serving jurisdictions with populations under 20,000:

Number of park facilities:

Nation: 1,300 residents per park

Warrenton: 459 residents per park

Acres of parkland:

Nation: 12.0 acres per 1,000 residents

Warrenton: 8.0 acres per 1,000 residents

Full time equivalent (FTE):

Nation: 10.0 FTE

Warrenton: 0.53 FTE

These findings demonstrate that;

- (1) Warrenton has more park facilities available to residents;
- (2) The total acres of parkland in Warrenton is similar to the national median for jurisdiction under 20,000 residents;
- (3) Warrenton's FTE is dramatically below the national median.

The FTE finding underscores the City's need, outlined in 4.1, to have a dedicated parks staff and increase staffing.

4.3 Peer Community Analysis

A Peer Community Analysis is a tool used by recreation providers to compare the service they provide to other similar communities.

Four Oregon parks and recreation providers were identified. Lincoln City, Brookings, Talent, and Seaside were selected as peer communities because of the similarities in population, region, geography, jurisdiction type, and tourism.

Only developed parkland is included in the Peer Community Analysis. The analysis also excludes special use parks.

Shown by Table 4.1: Warrenton Peer Community Analysis, Warrenton has the smallest population but has more developed parkland than Talent and Seaside.

Table 4.1: Warrenton Peer Community Analysis

Warrenton Peer Community Analysis			
City	Developed Park Acreage	2018 Population*	Developed Parkland per 1,000 residents
Lincoln City	90.3	8905	10.1
Brookings	55.5	6440	8.6
Warrenton	38.1	5453	7.0
Talent	17.0	6492	2.6
Seaside	4.1	6707	2.1

*Populations based on 2018 US Census Bureau Data

Chapter 5: Vision, Goals, & Recommendations

- 5.1 Introduction & Vision
- 5.2 Goals & Objectives
- 5.3 Recommendations

5.1 Introduction & Vision

The nine goals and 28 objectives described below form the planning framework for Warrenton to address population growth, demographic changes, recreation trends, and the overall desires of Warrenton residents. These goals and objectives serve as the link between the park and recreation needs of the community and the recommendations for park system improvements.

Vision

The vision for Warrenton's parks and trails system was created by the community in 2010.

“We envision a parks system that enhances the livability of Warrenton while building out community's health, wellness, and quality of life. Our parks system will promote social, cultural, and historical activities while providing a natural environment for the enjoyment of all residents and visitors. The City of Warrenton recognizes the boost in human and social capital parks improvement and maintenance projects will provide its residents.”

Figure 1.1: Warrenton Park & Recreation Goals

- Goal 1: Park Awareness & Outreach
- Goal 2: Safety & Access
- Goal 3: Funding & Partnerships
- Goal 4: Park Maintenance & Operations
- Goal 5: Parkland Acquisition
- Goal 6: Parks Planning
- Goal 7: Amenities & Design
- Goal 8: Community Events
- Goal 9: Recreation

5.2 Goals & Objectives

A goal is a broad statement that seeks to guide progress. An objective is a specific and measurable task that helps to further the progress towards a goal. The following are goals and the accompanying objectives.

Goal 1: Park Awareness and Outreach

Develop and implement park awareness and outreach strategies to inform residents and visitors about parks system.

Objective 1.1: Promote community awareness, education, and outreach of the parks system.

Objective 1.2: Create an outreach program that incorporates community groups and the school district to promote education of Warrenton's natural features showcased in parks.

Objective 1.3: Provide opportunities for community involvement in parks operations and maintenance.

Goal 2: Safety and Access

Operate park facilities that are safe and accessible for the entire community.

Objective 2.1: Design all new park facilities with user safety as a top priority.

Objective 2.2: Replace existing amenities that are outdated.

Objective 2.3: Improve park accessibility for all residents (e.g. paths and sidewalks).

Goal 3: Funding and Partnerships

Evaluate and establish new mechanisms for funding existing and future park and recreation facilities while strengthening relationships between the City of Warrenton and other partners.

Objective 3.1: Identify and secure appropriate funding sources for operations, parks maintenance, and parkland acquisition.

Objective 3.2: Review and adjust the Systems Development Charge rate on a regular basis to allow the City to expand and develop its parks system while meeting its park goals and objectives.

Objective 3.3: Develop partnerships with land trusts and private entities that have an interest providing recreation opportunities and/or natural resource protection and preservation.

Goal 4: Park Maintenance and Operations

Manage and operate all sites to maintain a safe and efficient parks system.

Objective 4.1: Upgrade and/or replace facilities or equipment that are in poor condition (i.e. restrooms,

playground equipment, ball fields, picnic facilities, etc.)

Objective 4.2: Increase staffing for maintenance and operations.

Objective 4.3: Update and implement the Adopt-A-Park/Trail program.

Goal 5: Parkland Acquisition

Acquire additional parkland to ensure that all areas of the city are adequately served by park facilities.

Objective 5.1: Acquire parkland in areas within the UGB that are currently underserved by parks.

Objective 5.2: Ensure that land acquired through purchase or dedication meets the City's parkland acquisition standards.

Goal 6: Parks Planning

Establish a coordinated process for parks planning, park acquisition, and development that involves residents and

community groups as well as the Parks Advisory Board and the City staff.

Objective 6.1: Engage stakeholder groups, community members, and other local regional recreation providers in the parks planning process.

Objective 6.2: Update the Parks Master Plan every five to ten years to ensure that it continues to reflect the needs and desires of the community.

Objective 6.3: Coordinate development of community bike paths and pathways with Transportation System Plan updates.

Objective 6.4: Complete trail connections in coordination with the Warrenton Trails Plan (2008).

Objective 7.1: Implement design standards when planning for parks.

Objective 7.2: Review identified community needs and current recreation trends prior to new park development and future park enhancement projects.

Objective 7.3: Update and replace aging amenities as needed with new amenities that are safe and aesthetically pleasing.

Objective 7.4: Enhance landscaping and natural resources within parks as additional funding for park maintenance is available.

Objective 7.5: Ensure that all parks, existing and future, are accessible to everyone and in compliance with ADA requirements.

Goal 7: Amenities and Design

Design and manage City parks to provide an attractive, pleasing, and enjoyable environment for residents.

Goal 8: Community Events

Develop community event areas within Quincy and Bessie Robinson Community Park and Seafarer's Park to provide opportunities for community cultural and recreational events that attract large gatherings.

Objective 8.1: Incorporate elements in the design of Quincy and Bessie Robinson Community Park that can be used for concerts, gatherings, and festivals, such as the 4th of July.

Objective 8.2: Incorporate elements in the design of Seafarer's Park that can be used for community gatherings and events.

Objective 8.3: Promote cultural activities and events that attract residents and visitors to the downtown area.

Goal 9: Recreation

Enhance the types of recreation opportunities to include people of differing age groups and backgrounds.

Objective 9.1: Provide appropriate recreation opportunities for specific ages in Warrenton (children, elderly, disabled, etc.).

Objective 9.2: Support the expanding needs of Warrenton's diverse population.



5.3 Recommendations

Recommendations are the result of a thorough analysis of Warrenton’s current and future parks and trails. Additionally, the recommendations take into account the current and future recreational needs established through broad community input as well as analysis of local, state, and national trends.

The resulting recommendations provide a path for strengthening the City’s park system. They are aimed at building community while accommodating for future growth and adapting to changing needs.

Recommendations are divided into six categories: Parkland acquisition, Parkland development, Park specific, Maintenance and operations, Communications and marketing.

Parkland Acquisition

Recommendation 1.1: Acquire land for future neighborhood park use in identified underserved areas

Recommendation 1.2: Conduct a feasibility study for a multi-sport complex

Recommendation 1.3: Assess feasibility of acquisition and development of school district-owned parcel in north Warrenton as a neighborhood park

Parkland Development

Recommendation 2.1: Support trail projects proposed in the Warrenton Trails Master Plan that increase connectivity to parks

Recommendation 2.2: Construct perimeter trails in appropriate parks

Recommendation 2.3: Install directional and identification signage

Recommendation 2.4: Replace outdated play equipment

in all parks

Recommendation 2.5: Install dog-waste disposal stations (dogipots) in appropriate parks

Recommendation 2.6: Establish a Parks Commission or Committee to allow for direct decision making on behalf of City parks

Recommendation 2.7: Establish a dedicated parks fund, separate from public works funds, with authority for expenditures granted to the Parks Commission

Recommendation 2.8: Provide dedicated, year-round parks maintenance staff

Recommendation 2.9: Consider additional revenue-generating facilities such as an RV park to create additional funds to support the parks system

Recommendation 2.10: Improve ADA accessibility at all parks including the installation of ADA accessible surface material at existing playgrounds

Recommendation 2.11: Install community gardens in appropriate parks

Recommendation 2.12: Explore feasibility of a sand volleyball court and install a facility if appropriate

Recommendation 2.13: Develop the Forest Rim Neighborhood Park

Recommendation 2.14: Construct a community compost

Recommendation 2.15: Construct a covered, all-season recreation area

Park Specific:

Quincy & Bessie Robinson

Recommendation 3.1: Develop a concept plan and accompanying feasibility study

Recommendation 3.2: Install security lighting

Eben H. Carruther's Park

Recommendation 3.3: Repair river viewing area

Recommendation 3.4: Install new playground equipment

Recommendation 3.5: Plant a visual barrier along the East of the property to separate the park from the sight of the adjacent neighboring mill

Recommendation 3.6: Install adult outdoor exercise stations

Recommendation 3.7: Construct additional walking paths within the interior of the park

Recommendation 3.8: Build a sand volleyball court, cornhole, and horseshoe pit

Seafarer's Park

Recommendation 3.8: Develop a concept plan and feasibility study, based upon the initial concept plan, that includes improvements to parking areas, utilities, access, and restrooms

LCYSA Soccer Fields

Recommendation 3.9: Explore partnership opportunities between the City of Warrenton, Clatsop County, and LCYSA to prepare a long-term Master Plan for the development of the facility

Fort Stevens Parade Grounds

Recommendation 3.10: Install a sand volleyball court

Recommendation 3.11: Develop a concept plan to guide future development

Skipanon River Park

Recommendation 3.12: Restore the riparian corridor along the Skipanon River

Recommendation 3.13: Install interpretive signage and materials

Recommendation 3.14: Install restrooms for users

Recommendation 3.15: Install a play structure

Recommendation 3.15: Conduct a feasibility study for a dog park

Warrenton Memorial Plaza

Recommendation 3.16: Form a long-term partnership with the VFW for ongoing maintenance

Tansy Point

Recommendation 3.17: Build a trail connection between Tansy Point and Carruthers Park

Recommendation 3.18: Install a central art piece, statue, or fountain

Recommendation 3.19: Install interpretive and directional signage

Recommendation 3.20: Construct parking improvements

Triangle Park

Recommendation 3.21: Install aesthetically pleasing landscape plantings

Recommendation 3.22: Install a variable message board

Recommendation 3.23: Install directional and identification signage, including acknowledgement of Hammond

Pacific Drive Park

Recommendation 3.24: Coordinate with ODOT on the installation of bollards at appropriate locations

Recommendation 3.25: Construct a stormwater bioswale

Trails

Recommendation 3.26: Construct a trail connection to Fort Stevens

Recommendation 3.27: Construct a trail connection between the LCYSA soccer fields and downtown

Recommendation 3.28: Plot and advertise locations for memorial benches as a way to monetize parks

Maintenance & Operations

Community input gathered during the planning process demonstrated that parks and recreation facilities and services greatly contributed to folks' quality of life and attachment to place. The City of Warrenton is currently operating with no dedicated parks staff, yet there are community expectations to continue to maintain and improve the parks and trails system.

Recommendation 4.1: Balance staff capacity with quality and LOS benchmarks

Recommendation 4.2: Develop a Maintenance and Operations Plan

Recommendation 4.3: Create a maintenance schedule including equipment replacement/updates

Recommendation 4.4: Identify and prioritize deferred maintenance tasks

Recommendation 4.5: Incorporate maintenance costs into new development such as the Forest Rim Park or Carruther's improvements.

Recommendation 4.6: Host an annual trail clean up event

Communications & Marketing

Survey results and stakeholder interviews showed a strong desire for increase park and trail awareness. Parks information has traditionally been shared on the City’s website and the City’s Facebook page. There are still many areas with room for improvement and there is an expressed need for more effective communication with the public.

Recommendation 5.1: Provide communications and marketing material in Spanish and coordinate with local community groups, such as the Lower Columbia Hispanic Council

Recommendation 5.2: Develop and improve the Parks and Trails page on the City’s website

Recommendation 5.3: Include a parks and trails update in each Warrenton Wire

Recommendation 5.5: Provide printed parks and trail materials at the Community Library

Recommendation 5.6: Consider creating a “#Hashtag”

for Warrenton’s parks and trails system that recreation users can include in their social media posts, increasing visibility. Another option could be an annual photo competition with awards to generate web traffic and increase park awareness

Recommendation 5.7: Cross promote parks and trails on the Astoria-Warrenton Chamber of Commerce, and Northwest Coast Trails Coalition webpages

These recommendations comprise the heart of the Warrenton Parks Master Plan. Every bit of input received, surveys returned, or interview held shaped this section. The intention is not to create an exhaustive list, but to create a pathway on which to make strides towards what is important and impactful for our community.

Chapter 6: Implementation & Funding

6.1 Guide for Plan Use

6.2 Implementation & Funding

6.1 Guide for Plan Use

Different stakeholders will use the Parks Master Plan differently. Please reference Table 6.1: How the Parks Master Plan will be Used below.

Table 6.1: How the Parks Master Plan will be Used

How the Parks Master Plan will be Used
Externally
By the Public
Learn about parks and recreation facilities and services
Give feedback and advise on decisions
Learn about the parks planning process
Understand the benefits of service
By City Partners
Meet identified gaps in facilities, programs, and workload
Have a policy framework for partnerships with the City
Compare service to avoid duplication
By Developers
Definitions of park and recreation facilities
Baseline development standards for facilities
Understand park development process

How the Parks Master Plan will be Used

Guidance for project and community design

Internally

By City Staff

Plan workload and resources needed

Guide daily decisions based on adopted policy

Plan for future parkland needs

Plan for ways to fill service gaps

Provide metric for evaluating success

Promote benefits of parks and recreation

By City Commission

Understand the public issues and desires

Direct priorities for park and recreation service

Guide planning for expected growth

Develop policy guiding land use and public service

Identify funding gaps and direct meeting them

By the Parks Advisory Board

Advocate for priorities from public survey and community input

Tool to promote parks and recreation in the City

Plan workload and resources needed

Policy framework for Parks Advisory Board business and priorities

Provide a metric for evaluation of success

6.2 Implementation & Funding

Below you will find cost estimates, source of funding, and responsible staff group to complete each goal developed as part of the Parks Master Plan. Top priority projects, as identified by the Parks Advisory Board, are included in the chart below. There are multiple recommendations not included in this chart, but found in Chapter 5 of the plan document. These recommendations should replace completed projects as time progresses.

Table 6.2: Implemenatation & Funding Strategy

\$ \$0-\$9,999

\$\$ \$10,000-\$49,999

\$\$\$ \$50,000-\$99,999

\$\$\$\$ >\$100,000

Goal	Objective	Total Estimated Cost	Potential Source of Funding	Responsible Staff Group
Park Awareness and Outreach	Provide communications and marketing material in Spanish and coordinate with local community groups, such as the Lower Columbia Hispanic Council	\$	General Fund	Parks Advisory Board (PAB)

Goal	Objective	Total Estimated Cost	Potential Source of Funding	Responsible Staff Group
Park Awareness and Outreach	Develop and improve the Parks and Trails page on the City's website	\$	Staff time	Deputy City Recorder
	Include a parks and trails update in each Warrenton Wire	\$	Staff time	PAB Staff
Safety & Access	Support trail projects proposed in the Warrenton Trails Master Plan that increase connectivity to parks	\$\$\$\$	General Fund, Street Tax Fund, Grants, Partnerships	Public Works, City Commission
	Install security lighting at Quincy & Bessie Robinson Park	\$\$\$	General Fund, QBR Trust, Grants, Partnerships	Public Works
	Repair river viewing area at Carruther's	\$\$\$	General Fund, QBR Trust, Grants, Partnerships	Public Works
Funding and Partnerships	Establish a dedicated parks fund, separate from public works funds, with authority for expenditures granted to the Parks Commission	\$	Staff time	PAB, City Staff, City Commission

Goal	Objective	Total Estimated Cost	Potential Source of Funding	Responsible Staff Group
Park Maintenance and Operations	Create a maintenance schedule including equipment replacement/updates	\$	Staff time	Public Works
	Develop a Maintenance and Operations Plan	\$-\$\$	Staff time, General Fund	Public Works
	Identify and prioritize deferred maintenance tasks	\$	Staff time	Public Works
Parkland Acquisition	Not a priority at this time. Maintenance of existing facilities as well as increasing staff and funds should be prioritized.			
Parks Planning	Develop a concept plan for Quincy & Bessie Robinson Park	\$	Staff time, General Fund	PAB with Public Works input
Parks Planning	Develop a concept plan for Forest Rim Neighborhood Park	\$-\$\$	General Fund, Grants, Partnerships	Community & Economic Development, with input from PAB and Public Works

Goal	Objective	Total Estimated Cost	Potential Source of Funding	Responsible Staff Group
Amenities & Design	Construct a community compost	\$	General Fund, QBR Trust, Grants, Partnerships	Public Works
	Explore feasibility of a sand volleyball court and install a facility if appropriate	\$	General Fund, QBR Trust, Grants,	Public Works
	Install a central art piece, statue, or fountain at Tansy Point	\$-\$\$	General Fund, Grants, Partnerships	Public Works
	Install interpretive signage along the Waterfront Trail	\$	General Fund, Grants, Partnerships	PAB, with input from Public Works and community partners
Community Events	Promote cultural activities and events that attract residents and visitors to the downtown area	\$	Staff time, General Fund	City Staff, City Commission
Recreation	Install adult outdoor exercise equipment	\$\$-\$\$\$	General Fund, QBR Trust, Grants	PAB with input from Public Works

Goal	Objective	Total Estimated Cost	Potential Source of Funding	Responsible Staff Group
Recreation	Construct covered picnic areas	\$\$	General Fund, QBR Trust, Grants, Partnerships	Public Works
	Meet LOS standards for amenities	\$	General Fund, QBR Trust, Grants, Partnerships	Public Works with input from PAB

As each objective is completed, the PAB should review the list of recommendations and select the next project based on community impact, community need, available funding and increases to maintenance. After a 10 year period, the list of recommendations should be reviewed along with the entire Parks Master Plan in order to continue to meet the needs of Warrenton's residents.

Thank you for reading the 2020 update to Warrenton's Parks Master Plan!

APPENDIX

- A.1 Inventory & Existing Conditions
- A.2 Unplanned Completed Projects
- A.3 Accessible Checklist

Parks Master Plan 2020

Quincy & Bessie Robinson



Type: Community Park
Size: 9.8 acres

Park Amenities

- Play Structure (2)
- Hard & Softball Fields (3.5)
- Batting Cages
- Basketball Courts (2 full)
- Tennis Courts (2)
- Concession Stand
- Restrooms
- Parking
- Shelter
- Community Garden
- Community Center
- Picnic Tables (4)

Legend

- Park
- Tax Lots
- Land Use
Parks and Open Space
- Zoning
Open Space Institutional

0 45 90 180 Feet

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City of Warrenton - Dept. of Public Works



Parks Master Plan 2020

Eben H. Curruthers Park



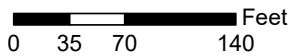
Type: Community Park
Size: 5.5 acres

Park Amenities

- Dog Park- small & lg dog sections
- Parking
- Restrooms
- Lighting
- Waterfront Trail Access
- Swing Set
- Viewing Dock
- Shelter
- Picnic Tables (3)
- Memorial & other benches

Legend

- Park
- Tax Lots
- Land Use
Parks and Open Space
- Zoning
Open Space Institutional



Created: Mar. 2020
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Parks Master Plan 2020

Seafarers Park



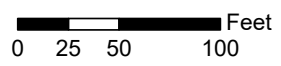
Type: Community Park
Size: 5.6 acres

Park Amenities

- Marina
- Gazebo
- Parking
- Waterfront Trail Access
- Memorial
- Memorial & other benches

Legend

- Park
- Tax Lots
- Land Use
Parks and Open Space
- Zoning
Open Space Institutional



Created: Mar. 2020
City of Warrenton - Dept. of Public Works



Parks Master Plan 2020

Warrenton (LCYSA) Soccer Fields



Type: Community Park
 Size: 12.8 acres

Park Amenities

- Soccer Fields (3)
- Moveable Goals (8)
- Scoreboard
- Concession Stand
- Lighting (4 lights field 2)
- Dugouts (6)
- Play Structure
- Parking Lots (3)
- Memorial
- Maintenance Shed (2)
- Trail Connection

Legend

- Park
- Tax Lots
- Land Use
Parks and Open Space
- Zoning
Open Space Institutional



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Parks Master Plan 2020

Fort Stevens Parade Grounds



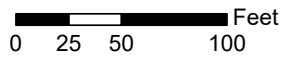
Type: Neighborhood Park
Size: 2.3 acres

Park Amenities

Play Structure
Shelter

Legend

- Park
- Tax Lots
- Land Use Parks and Open Space
- Zoning Open Space Institutional



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Parks Master Plan 2020

Skipanon River Park



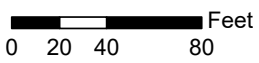
Type: Neighborhood Park
Size: 1.4 acres

Park Amenities

- Kayak Dock/launch
- Pedestrian Ramp
- Parking
- Paved Trail
- Waterfront Trail Access
- Picnic Tables (2)
- Bench

Legend

- Park
- Tax Lots
- Land Use
Parks and Open Space
- Zoning
Open Space Institutional



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Parks Master Plan 2020

Forest Rim



Type: Neighborhood Park
Size: 3 acres

Park Amenities

Undeveloped

Legend

- Park
- Tax Lots
- Land Use
Parks and Open Space
- Zoning
Open Space Institutional

0 5 10 20 Feet

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Parks Master Plan 2020

Library Park



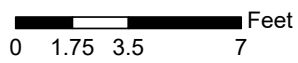
Type: Mini Park
Size: 0.7 acres

Park Amenities

- Library
- Play Structure
- Shed
- Bench
- Planter Pots (2)
- Parking
- Near Waterfront Trail Access

Legend

- Park
- Tax Lots
- Land Use
Parks and Open Space
- Zoning
Open Space Institutional



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Parks Master Plan 2020

Warrenton Memorial Plaza



Type: Special Use Park
Size: 0.3 acres

Park Amenities

- Memorials (3)
- Flags (6)
- Bench
- Landscaping
- Parking

Legend

- Park
- Tax Lots
- Land Use
Parks and Open Space
- Zoning
Open Space Institutional

0 5 10 20 Feet

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Parks Master Plan 2020

Tansy Point

CITY OF WARRENTON GIS



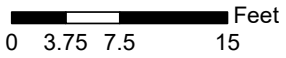
Type: Special Use Park
Size: 1 acre

Park Amenities

- Bench
- Round-about
- Waterfront Trail Access

Legend

- Park
- Tax Lots
- Land Use
Parks and Open Space
- Zoning
Open Space Institutional



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Parks Master Plan 2020

Triangle Park



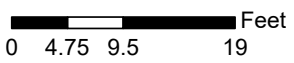
Type: Special Use Park
Size: 0.2 acres

Park Amenities

Statue

Legend

- Park
- Tax Lots
- Land Use
Parks and Open Space
- Zoning
Open Space Institutional



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Parks Master Plan 2020

Pacific Drive Park

CITY OF WARRENTON GIS







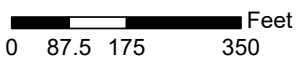
Type: Linear Park
Size: 1 acre

Park Amenities

Bell
Planters (2)

Legend

-  Park
-  Tax Lots
-  Land Use
Parks and Open Space
-  Zoning
Open Space Institutional



Created: Mar. 2020
City of Warrenton - Dept. of Public Works



The following is a list of projects not originally identified in the 2010 Warrenton Parks Master Plan, but later completed. Listing the projects here is a way of capturing the progress of the parks system.

Future attempt should be made to update the Parks Master Plan to include projects outside of the original scope of the document.

Quincy & Bessie Robinson

- Replaced playground
- Constructed a storage shed for parks equipment
- Improved drainage and field amenities on all ball fields
- Replaced restroom and added a janitors closet
- Installed and later removed park host site
- Added 2 street lights
- Built batting cages
- Re-fenced tennis courts
- Added accessible parking spaces
- Added a community garden

LCYSA Soccer Fields

- Added lighting
- City funded water service
- Improved play area

Fort Stevens Parade Grounds

- Paved parking
- Improved play area
- Added water irrigation system
- Created the Fort Stevens Parade Grounds Concept Plan

Eben H. Carruther's

- Added additional parking
- Improved dog parks
- Added park host site

Trails

- Paved trail from NE 3rd to NW 13th
- Improved Heceta Place trail with packed dirt
- Installed directional signage
- Installed dog waste disposals

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design



Project _____

Building _____

Location _____

Date _____

Surveyors _____

Contact Information _____

An accessible route from site arrival points and an accessible entrance should be provided for everyone.



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ADA National Network
Questions on the ADA 800-945-4212 voice/tty
www.ADAchecklist.org



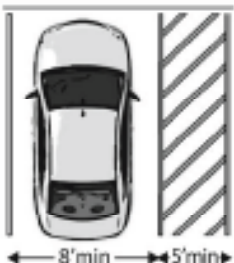
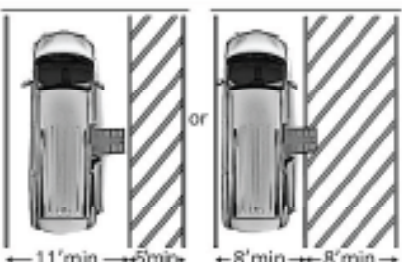

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133ADG0092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.




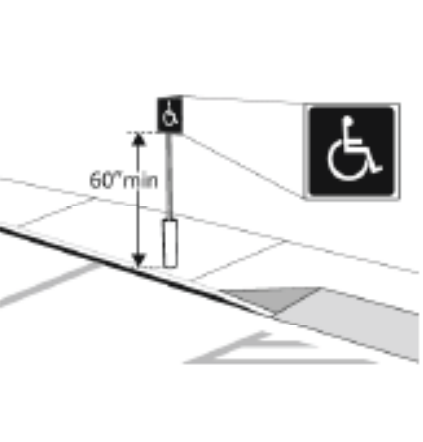
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org



For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

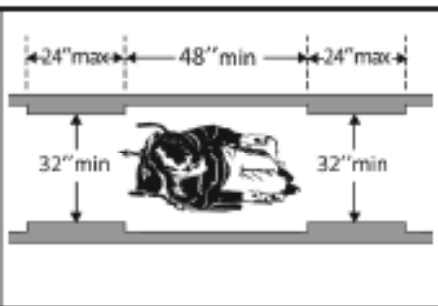
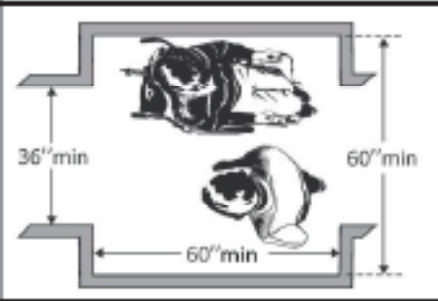
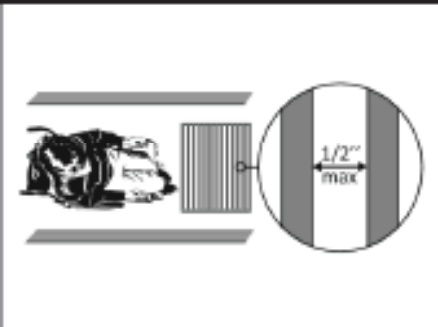
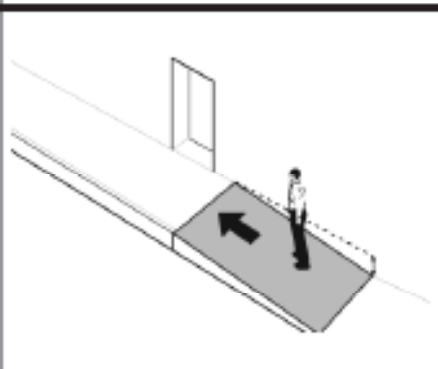
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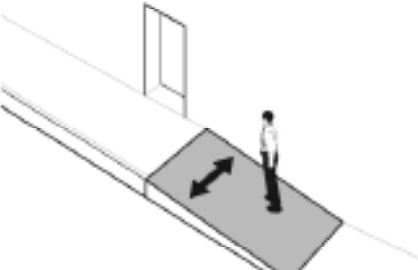
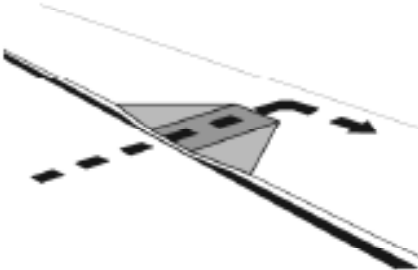
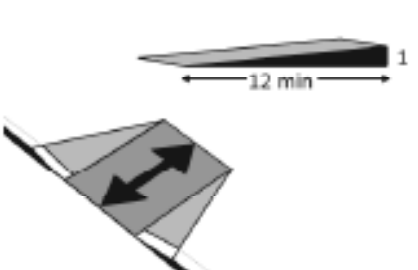
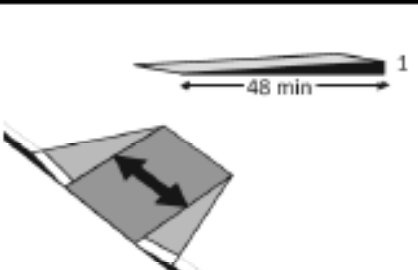
Priority 1 – Approach & Entrance			Comments	Possible Solutions												
<p>L1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for Accessible Design – 206.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, location of route:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Add a ramp ▪ Regrade to 1:20 maximum slope ▪ Add a lift if site constraints prevent other solutions 												
<p>Parking Accessible parking spaces should be identified by size, access aisle and signage.</p>																
<p>L2 If parking is provided for the public, are an adequate number of accessible spaces provided? [208.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total #:</p> <p>Accessible #:</p>	<table border="1"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 75</td> <td>3</td> </tr> <tr> <td>76 - 100</td> <td>4</td> </tr> <tr> <td colspan="2">100+ see 2010 Standards 208.2</td> </tr> </tbody> </table>	Total Spaces	Accessible Spaces	1 - 25	1	26 - 50	2	51 - 75	3	76 - 100	4	100+ see 2010 Standards 208.2		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Reconfigure by repainting lines ▪ ▪
Total Spaces	Accessible Spaces															
1 - 25	1															
26 - 50	2															
51 - 75	3															
76 - 100	4															
100+ see 2010 Standards 208.2																
<p>L3 Of the accessible spaces, is at least one a van accessible space? [208.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>For every 6 or fraction of 6 parking spaces required by the table above, at least 1 should be a van accessible space.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible ▪ Reconfigure by repainting lines 												

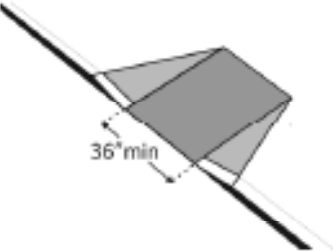
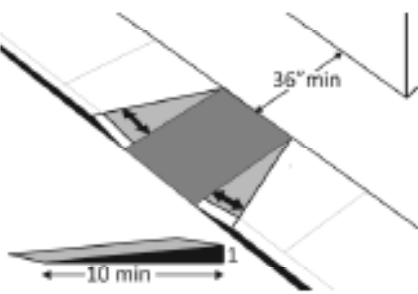
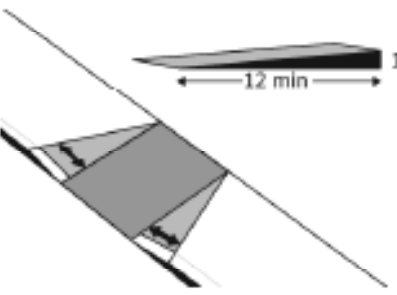
<p>1.4 Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide? [502.2, 502.3]</p> <p><i>Note: Two spaces may share an access aisle. Check state/local requirements; some specify that each space have its own aisle.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>← 8' min → ← 5' min →</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> - Reconfigure by repainting lines - -
<p>1.5 Is the van accessible space:</p> <p>At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide? [502.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>← 11' min → ← 5' min → or ← 8' min → ← 8' min →</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> - Reconfigure to provide van-accessible space(s) - -
<p>1.6 Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>98" min</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> - Reconfigure to provide van-accessible space(s) - -

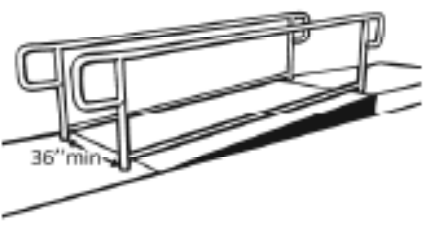

<p>1.7 Are the access aisles marked so as to discourage parking in them? [502.3.3]</p> <p>Note: The marking method and color may be addressed by state/local requirements.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Mark access aisles - -
<p>1.8 Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions? [502.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Regrade surface - -
<p>1.9 Do the access aisles adjoin an accessible route? [502.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Create accessible route - Relocate accessible space -
<p>1.10 Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground? [502.6]</p> <p>Note: The International Symbol of Accessibility is not required on the ground.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Install signs - -

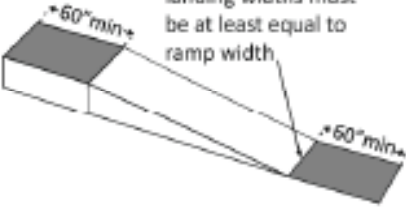
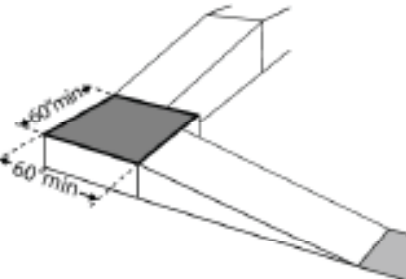

<p>1.11 Are there signs reading “van accessible” at van accessible spaces? [502.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Install signs - -
<p>1.12 Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? [208.3.1]</p> <p>Note: If parking serves multiple entrances, accessible parking should be dispersed.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Reconfigure spaces - -
<p>Exterior Accessible Route</p>				
<p>1.13 Is the route stable, firm and slip-resistant? [302.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Repair uneven paving - Fill small bumps and breaks with patches - Replace gravel with asphalt or other surface
<p>1.14 Is the route at least 36 inches wide? [403.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Change or move landscaping, furnishings or other items - Widen route -

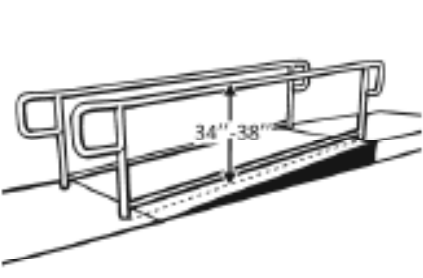
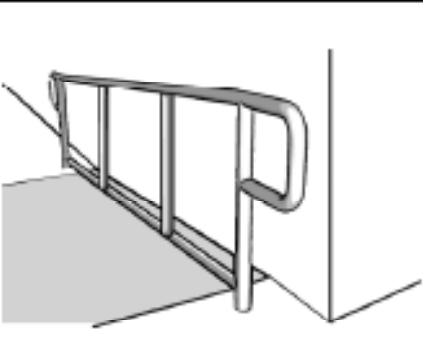
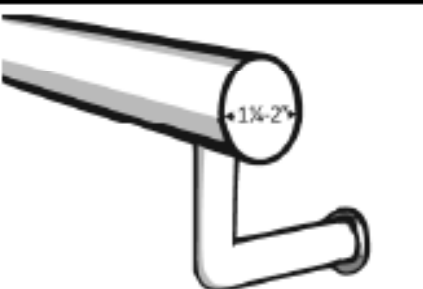
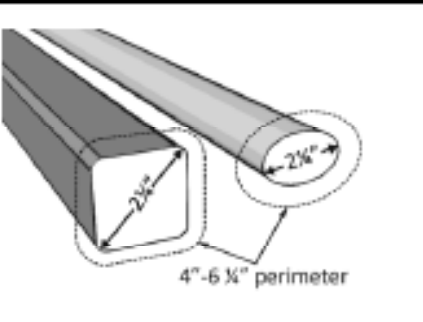
<p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>			<p>Photo #:</p>	
<p>1.15 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> = Widen route for passing space = =
<p>1.16 If there are grates or openings on the route, are the openings no larger than 1/2 inches? Is the long dimension perpendicular to the dominant direction of travel? [302.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> = Replace or move grate = =
<p>1.17 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]</p> <p>Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> = Regrade to 1:20 max. = =

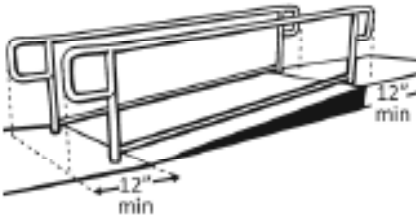
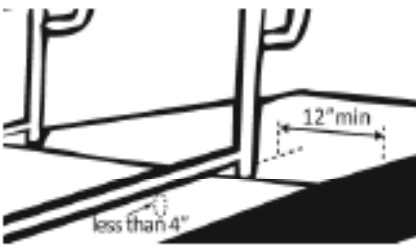
<p>1.18 Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Regrade to 1:48 max. ▪ ▪
<p>Curb Ramps</p>				
<p>1.19 If the accessible route crosses a curb, is there a curb ramp? [402.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Install curb ramp ▪ ▪
<p>1.20 Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run? [406.1, 406.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Regrade curb ramp ▪ ▪
<p>1.21 Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48? [406.1, 406.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Regrade curb ramp ▪ ▪




<p>1.22 Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen curb ramp • •
<p>1.23 At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [406.4]</p> <p>If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run? [406.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure • Add ramp flares •
<p>1.24 If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run? [406.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add ramp flares • Regrade flares •

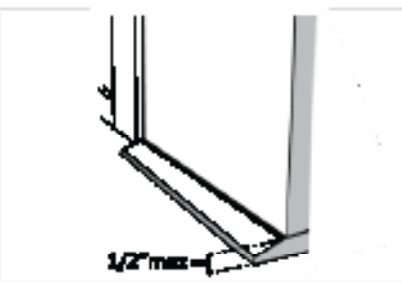

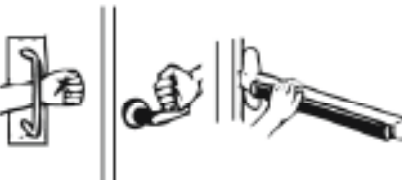
Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp.				
<p>1.25 If there is a ramp is it at least 36 inches wide? [405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Alter ramp - -
<p>1.26 Is the surface stable, firm and slip resistant? [405.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Resurface ramp - -
<p>1.27 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]</p> <p>Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Relocate ramp - Lengthen ramp to decrease slope -

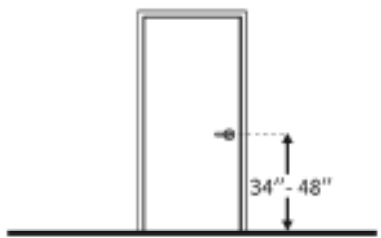
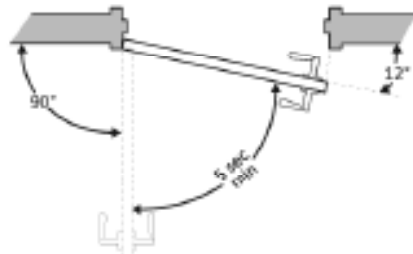
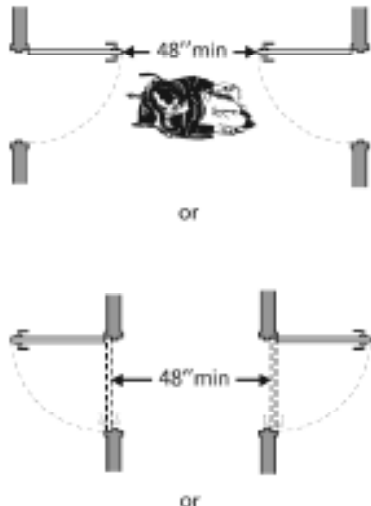
<p>1.28 Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p>At the bottom of the ramp? [405.7.2, 405.7.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> = Alter ramp = Relocate ramp =
<p>1.29 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> = Alter ramp = Increase landing size =
<p>1.30 If the ramp has a rise higher than 6 inches, are there handrails on both sides? [405.8]</p> <p>Note: Curb ramps are not required to have handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> = Add handrails = =

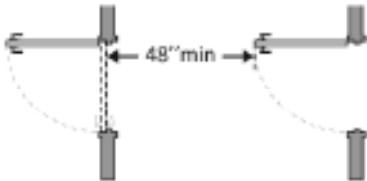

<p>1.31 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Reconfigure or replace handrails - Adjust handrail height -
<p>1.32 Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3]</p> <p>If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%? [505.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Reconfigure or replace handrails - -
<p>1.33 If the handrail gripping surface is circular, is it no less than 1 3/4 inches and no greater than 2 inches in diameter? [505.7.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Replace handrails - -
<p>1.34 If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6 3/4 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Replace handrails - -

<p>Is the cross section no greater than 2 3/4 inches? [505.7.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	
<p>1.35 Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Alter handrails ▪ ▪
<p>1.36 To prevent wheelchair casters and crutch tips from falling off:</p> <p>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Add curb ▪ Add barrier ▪ Extend ramp width ▪

Entrance				
<p>1.37 Is the main entrance accessible?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Redesign to make it accessible ▪ ▪
<p>1.38 If the main entrance is not accessible, is there an alternative accessible entrance?</p> <p>Can the alternative accessible entrance be used independently and during the same hours as the main entrance?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Designate an entrance and make it accessible ▪ Ensure that accessible entrance can be used independently and during the same hours as the main entrance ▪
<p>1.39 Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? [216.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Install signs ▪ Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route ▪
<p>1.40 If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility? [216.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Install sign ▪ ▪

<p>after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than 3/4 inch high with the top 3/4 inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first 3/4 inch of the 3/4 or 3/4 inch threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>1/2" max</p>  <p>3/4" max</p>	<p>Photo #:</p>	
<p>L.44 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> - Replace inaccessible knob with lever, loop or push hardware - Add automatic door opener -

<p>1.45 Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface? [404.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> = Change hardware height = =
<p>1.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> = Adjust closer = =
<p>1.47 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> = Remove inner door = Change door swing =

			<p>Photo #:</p>	
<p>L48 If provided at the building entrance, are carpets or mats no higher than 1/8 inch thick? [302.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Replace or remove mats ▪ ▪
<p>L49 Are edges of carpets or mats securely attached to minimize tripping hazards? [302.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Secure carpeting or mats at edges ▪ ▪
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ ▪ ▪
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ ▪ ▪



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Morgan Murray, Project Manager | RARE AmeriCorps Member
CC: Kevin A. Cronin, AICP, Assistant City Manager | Development Director
DATE: For Agenda of May 26, 2020
SUBJ: Forest Rim Concept Plan | 1651 SE Honeysuckle Loop

SUMMARY

The Forest Rim Neighborhood is a development on the east side of Hwy 101. The neighborhood is a cluster of single family homes, duplexes, four-plexes, and six-plexes. Pacific Rim is a close neighbor of Forest Rim and is comprised of two high-rises with 63 total units. An estimated 589 residents would benefit from a neighborhood park.

The neighborhood is currently underserved by our parks system. The City Commission made developing Forest Rim Park a priority in 2019. There are 3.0 acres of dedicated parkland along SE Honeysuckle Loop within the neighborhood. The Community and Economic Development Department selected a portion of the park that provided the least restrictive geography. This portion allows for the quickest development of a park to meet the needs of the neighborhood.

Throughout the planning process, the Parks Advisory Board and staff engaged with 518 individuals through two community forums, a virtual open house, the Fall Harvest

Festival, the project website and the City's Facebook page. The public involvement process resulted in the attached concept plan.

Priorities included a fenced perimeter, play structure for youths aged 2-10, picnic tables and a BBQ pit. The play structure is not feasible at this time because the park exists within an easement with PacifiCorp and will not meet the conditions of use requirement. Additionally, community members would prefer restricting dogs out of fear that pet owners would neglect cleaning up after their animals.

Staff would like City Commission to approve the concept plan for a park at 1651 SE Honeysuckle Loop. This park will provide a place for the residents to gather and recreate as well as providing a safe area for the neighborhood kids to play. The maintenance in this park is minimal and will be maintained by the Public Works Department with assistance from the local neighborhood.

RECOMMENATION/ACTION

Staff is requesting approval of the concept plan for Forest Rim Park. No other action is needed or requested.

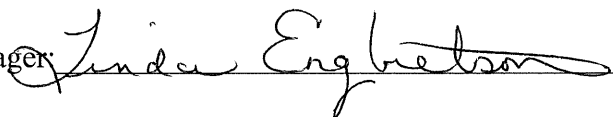
Suggested Motion

I move to approve the concept plan for Forest Rim Park.

Alternative Motion

I move to allow additional testimony and deliberate at the next City Commission meeting.

Approved by City Manager:

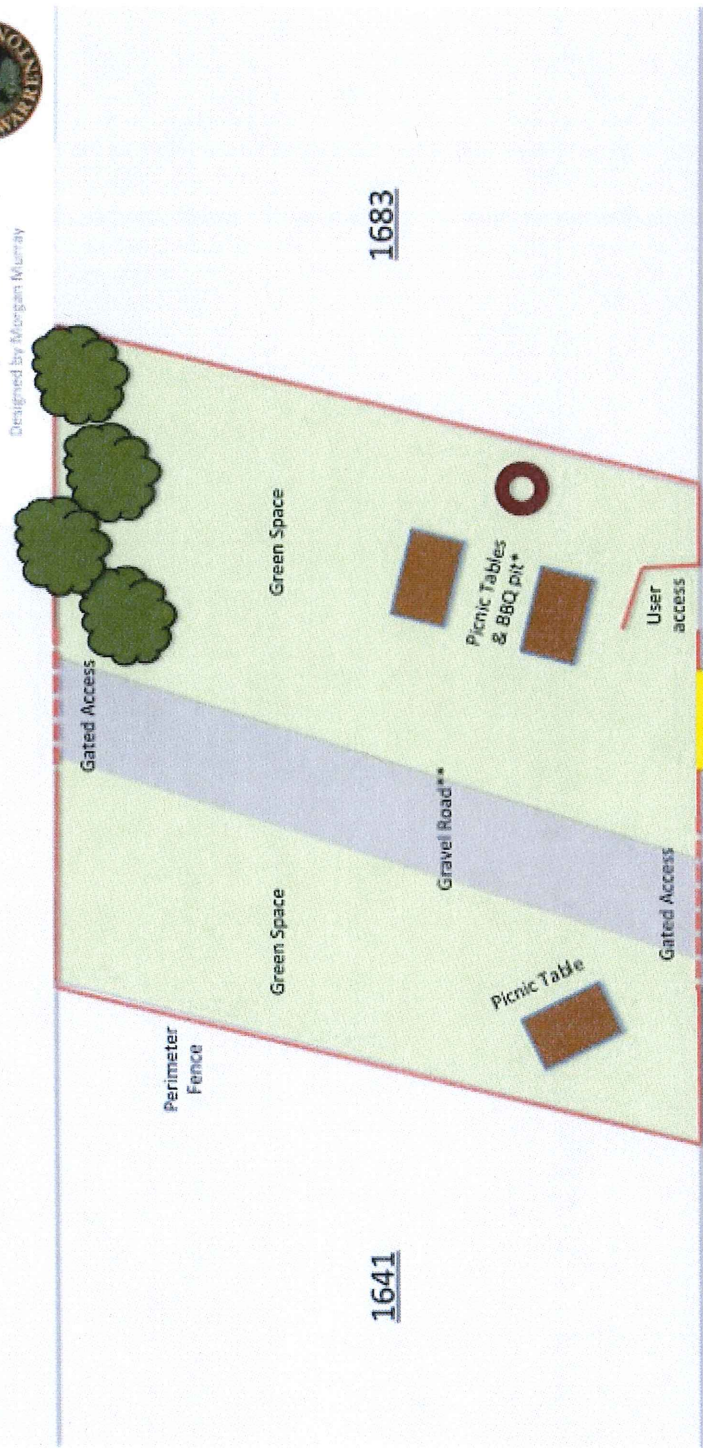


All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.



Forest Rim Neighborhood Park | Phase 1
 DRAFT Concept Plan | April 2020
 The City of Warrington
 Designed by Morgan Murray

High Life Adventures



Sidewalk

Park Sign*

SE Honeysuckle Loop

*Sign attached to fence.
 *BBQ pit > 25' from center line.
 **There is an easement through the neighborhood park. The City must maintain a gravel road that bisects the park for the purpose of Pacific Power emergency and routine maintenance.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Morgan Murray, Project Manager | RARE AmeriCorps Member
CC: Kevin A. Cronin, AICP, Assistant City Manager | Development Director
DATE: May 26, 2020
SUBJ: Authorization to Submit Grant Application | Pacific Power Foundation

SUMMARY

The Pacific Power Foundation is the philanthropic arm of Pacific Power. The foundation allocates grants that best serve community interests. The City of Warrenton is eligible to apply for the Environment, Civic and Community Enhancement Grant due June 15.

Staff would like authorization to apply for a \$3,500 grant with a cash match from the Street Tax Fund. Civic and community betterment projects that dovetail with health and social services score highly and a match increases the competitiveness. Evidence of community engagement and future plans for further park development in the area are indicators for a successful award.

The Forest Rim Concept Plan project was presented to City Commission on May 26, 2020. A grant award will be used to outfit the park with the following amenities:

- 2 Picnic Tables
- 1 Youth Picnic Table
- 1 Moveable BBQ Pit
- Park Identification Sign and plaque thanking those involved in the project

RECOMMENDATION/ACTION

Staff is requesting authorization to apply and a letter of support from the Mayor. No other action is needed or requested.

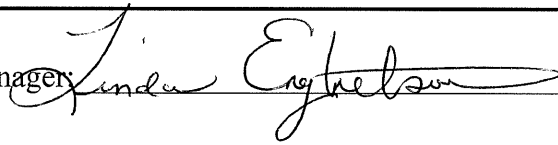
Suggested Motion

I move to authorize staff to apply for the Environment, Civic and Community Betterment Grant and to authorize the Mayor's signature on a letter of support.

Alternative Motion

I move to allow additional testimony and deliberate at the next City Commission meeting.

Approved by City Manager:

A handwritten signature in cursive script, reading "Linda Engelson", written over a horizontal line.

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



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Kelly Knudsen, Warrenton Community Library Director
DATE: May 26, 2020
SUBJ: Rate Resolution—Second Reading

BACKGROUND

In cooperation with the libraries in Astoria and Seaside, the Warrenton Community Library has joined with them to form the Northwest Library Cooperative. Our goal is to increase services for all residents of Clatsop County while also realizing cost savings by sharing resources. The first step was implemented in September 2019 with combining our electronic catalog. Library users now can view and select items from any library for check-out. We are now in the process of finalizing the implementation of allowing any library card holder the ability to physically use their library card to check out items from any of the public libraries. This goal has been made possible operating under the current Intergovernmental Agreement (IGA) approved by the governing bodies of Astoria, Seaside, and Warrenton.

In order to ensure equitable implementation, the directors have agreed to align fines and fees for library services. In order to match the other libraries, it is necessary for Warrenton to increase our non-resident card fee. The current non-resident card fee in Warrenton is \$10 per year, significantly lower than the other two libraries with Astoria at \$60 for out-of-town cards and Seaside at \$50. The proposed change for all libraries is \$70 per year. The last time these fines and fees were updated for Warrenton was 2011. The Councils of Astoria and Seaside have approved the change effective July 1, 2020. This reflects the additional items and services that out-of-the city limit cards will be able to have access to. We will also have a Warrenton only card for \$10, that will allow out-of-city limits card holders to check out Warrenton items only.

RECOMMENDATION/SUGGESTED MOTION

1. *"I move to conduct the second reading by title only, of Resolution No. 2562; a Resolution Setting Fees and Fines for Library Services and Repealing All Resolutions in Conflict."*
2. *"I move to adopt Resolution No. 2562; a Resolution Setting Fees and Fines for Library Services."*

Enclosure: Resolution NO. 2562 and Exhibit A

Approved by City Manager:

A handwritten signature in cursive script, reading "Linda Engelsson", written over a horizontal line.

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

RESOLUTION NO. 2562

INTRODUCED BY ALL COMMISSIONERS

**A RESOLUTION SETTING FEES AND FINES FOR LIBRARY SERVICES
AND REPEALING ALL RESOLUTIONS IN CONFLICT**

WHEREAS, the Warrenton Community Library wishes to update its fees and fines; and

WHEREAS, the Warrenton Community Library has not adjusted its fees since 2011;

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

The Warrenton City Commission hereby adopts the fees and fines as set forth in the attached Exhibit A.

This Resolution shall become effective immediately upon its passage.

First Reading:

Second Reading:

Adopted by the City Commission of the City of Warrenton this ___ day of _____, 2020.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

Exhibit A

Library Fees: **Out-of-City Limits Card:**

\$70 for 12 months

\$35 for 6 months

\$17.50 for 3 months

\$10 for Warrenton library resources only for 12 months

Free for Active Duty Military regardless of address

Visitor Pass

\$6.00 for 1 month, limit 6 items

Within City Limits Card:

No Fee

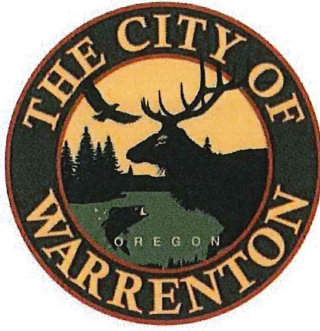
Library Fines: All card holders

7 day grace period for fines (if not returned within 7 days the fines will include that original 7 days of overdues)

No fines on children and teen cards

Adult Materials = \$0.25 per item per day

Lost Items = cost of item



7.E

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Mathew J. Workman, Chief of Police
DATE: May 26, 2020
SUBJ: Ordinance Amendment to Include E-Bicycles ("E-Bikes")

SUMMARY

The Warrenton Parks Committee approached the Police Chief wanting to amend the Municipal Code to include and regulate E-Bicycles ("E-Bikes"). The Oregon State Parks had changed their rules and regulations allowing E-Bikes in 2018. The amendment will align the City Code with the State and allow the use of E-Bikes with certain regulations.

RECOMMENDATION/SUGGESTED MOTION

"I move to approved Ordinance No. 1240 amending Section 10.04.030 of the City of Warrenton Municipal Code, replacing Section 10.04.220, and replacing Section 10.04.230 as stated."

ALTERNATIVE

Leave the Code Sections as they currently are and not allow E-Bikes.

FISCAL IMPACT

There will be no significant fiscal impact with these changes.

ATTACHMENTS:

- Ordinance No. 1240 amendment

Approved by City Manager: _____

Jinda Engelson

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

ORDINANCE NO. 1240

INTRODUCED BY ALL COMMISSIONERS

AN ORDINANCE AMENDING CHAPTER 10.04 “TRAFFIC REGULATIONS” OF THE WARRENTON MUNICIPAL CODE AND ADDING NEW PROVISIONS RELATED TO THE DEFINITION AND REGULATION OF ELECTRIC ASSISTED BICYCLES

WHEREAS, the City last addressed bicycle use and operation in the City’s municipal code in 1989;

WHEREAS, the City has now seen the use of electric assisted bicycles on its rights of ways and trail systems develop;

WHEREAS, the use of not just electric assisted bicycles but bicycles generally have increased in the City and the Commission believes it appropriate to develop and implement additional and regulations for the safe use of both bicycles and electric assisted bicycles in the City, its rights-of-way and trail systems.

NOW THEREFORE, The City of Warrenton ordains as follows:

Section 1. Section 10.04.030 “Definitions” is hereby amended to read as follows:

10.04.030 Definitions. (A). In addition to those definitions contained in the Oregon Vehicle Code, the following words or phrases, except where the context clearly indicates a different meaning, shall mean:

“Bus stop” means a space on the edge of a roadway designated by sign for use by buses for loading and unloading of passengers.

“*Electric assisted bicycle*” or “*E-bike*” shall be as defined by ORS 801.258 (2020).

“Holiday” means New Year’s Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and any other proclaimed by the Commission to be a holiday.

“Loading zone” means a space on the edge of a roadway designated by sign for the purpose of loading or unloading passengers or materials during specified hours or specified days.

“Motor vehicles” means every vehicle that is self-propelled, including tractors, fork-lift trucks, motorcycle, road building equipment, street cleaning equipment, and other vehicle capable of moving under its own power, notwithstanding that the vehicle may be exempt from licensing under the motor vehicle laws of Oregon.

“Person” means a natural person, firm partnership, association or corporation.

“Street” means highway, road or street as *the same are* defined in ORS 801.110, 801.305, 801.450 and 801.535, including the entire width of the right-of-way.

“Taxicab stand” means a space on the edge of a roadway designated by sign for use by taxicabs.

“Traffic lane” means that area of the roadway used for the movement of a single line of traffic.

“Vehicle,” as used in subsequent sections of this chapter, includes bicycles *as well as electric assisted bicycles*.

B. As used in this chapter, the singular includes the plural and the masculine includes the feminine.

Section 2. Section 10.04.220 is hereby replaced in its entirety with a new section to read as follows:

10.04.220 cycle/Electric –Assisted Bicycle operating rules.

- (A) *In addition to observing other applicable provisions of this chapter and state law pertaining to bicycles and electric-assisted bicycles (E-bikes), a person shall:*
- 1) *only park or otherwise leave a bicycle or E-bike in a bicycle rack if available. If a bicycle rack is not available, the bicycle or E-bike shall not be positioned or left so as to obstruct or otherwise impede the use of a roadway, sidewalk, trail, driveway or building entrance by pedestrians or other users of that facility;*
 - 2) *not ride an E-bike upon any sidewalk in the City. Bicycles may be ridden on sidewalks in the City except between SW First and SW Second Streets;*
 - 3) *while operating a bicycle or E-bike upon the Waterfront Trail System, yield the right-of-way to pedestrian(s);*
 - 4) *when operating a bicycle or E-bike overtaking and wishing to pass a pedestrian on the Waterfront Trail System, give an audible signal as to their intention, passing only on the left of the pedestrian and only when doing so can be done safely;*
 - 5) *while on bicycle routes other than the Waterfront Trail System, not operate an E-Bike at a speed greater than reasonable and prudent when approaching a pedestrian;*
 - 6) *not nor cause others to engage in, an E-Bike race upon the trail system or other public property without written permission of the City Police Department;*
 - 7) *while operating an E-Bike, not ride other than with their feet on the pedals, facing forward;*
 - 8) *while operating an E-Bike, not carry more than one person at a time unless the E-Bike is equipped and approved to carry more;*
 - 9) *while operating an E-Bike, carry package(s), bundle(s) or articles so as to prevent the rider from keeping at least one hand upon the handlebars and in control of said E-Bike;*
 - 10) *while operating an E-bike upon any trail system in the City, ride abreast or side-by-side of any other person if that may interfere or impede normal and reasonable movement of pedestrians;*
 - 11) *while operating an E-bike, in any way attach themselves or the E-bike to any other moving vehicle;*
 - 12) *while operating an E-bike, not wear a headset covering, earplugs in or earphones covering, resting on or inserted in both ears;*
 - 13) *while operating an E-bike, wear a bicycle helmet; and*
 - 14) *while operating an E-bike, be under the influence of an alcoholic beverage and/or drug;*
- (B) *Rental Agencies. Rental agencies operating in the City may neither rent nor offer for rent E-bike(s) unless equipped as required by state law.*

Section 3. Section 10.04.230 is hereby replaced in its entirety with a new section to read as follows:

10.04.230 Impounding of Bicycles/Electric-Assisted Bicycles.

- (A) *No person may leave a bicycle or E-bike on either public or private property without the consent of the person in charge or owner thereof.*
- (B) *A bicycle or E-bike left on public property in excess of 24 hours may be impounded and held by the City.*
- (C) *In addition to any citation issued, a bicycle or E-bike parked in violation of this chapter may be immediately impounded by the City.*
- (D) *If a bicycle or E-bike licensed or otherwise capable of its ownership being ascertained and is impounded by the City, the police shall make reasonable efforts to notify the owner thereof. In the event the bicycle or E-bike was stolen, no impoundment fee shall be charged the lawful owner thereof.*
- (E) *A bicycle or E-bike impounded remaining unclaimed for at least sixty (60) days may be disposed of consistent with the City's procedures for abandoned or lost personal property.*
- (F) *Except as provided in subsection (D) of this section, a fee of \$20.00 shall be charged to the owner of a bicycle or E-bike impounded under this section.*

Section 4. This Ordinance shall become effective thirty days after its adoption by the Commission and approved by the Mayor.

PASSED by the City Commission of the City of Warrenton this 9th day of June, 2020.

First Reading: 05/26/20
Second Reading: 06/09/20

Approved

Henry A. Balensifer III, Mayor

Attest

Dawne Shaw, City Recorder



7.F

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Mathew J. Workman, Chief of Police
DATE: May 26, 2020
SUBJ: Public Safety Fee Research

SUMMARY

During the City Commission Work Session on General Fund Budget items on December 17, 2020 there was discussion about a Public Safety Fee. I was instructed to gather information on this type of fee for a discussion at a later meeting. I conducted a survey through members of the Oregon Association Chief's of Police (OACP) and received six responses from Cities who have a Public Safety Fee or a variation there of. At the April 28, 2020 City Commission Meeting I was directed to complete a report on my findings. I have prepared and attached that report.

RECOMMENDATION/SUGGESTED MOTION

No current recommendation given the COVID-19 pandemic and the economic uncertainty that it is creating for both the City and the Citizens.

ALTERNATIVE

Leave everything status quo until the economic picture and forecast is more favorable.

FISCAL IMPACT

Potential to generate funds to support Public Safety costs in the General Fund.

ATTACHMENTS:

- Research report on a public safety fee and what other cities are doing.

Approved by City Manager:

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

A Public Safety Fee is a fee that is charged by a Municipality to residential and commercial utility customers that are earmarked for specific items like Police and Fire services. The fee can be named differently such as, "Account Service Fee" and the funds can then also be earmarked for Parks or other General Fund services.

All seven (7) cities that replied to by request, ALL of them add the fee to their utility bills. Five (5) of the cities had a flat rate for residential accounts and commercial accounts. Two (2) of the cities had a rate based on unit-system using a formula calculated by the size of their respective water meters. Here is a breakdown of the various cities and their respective fees:

Department	Residential	Commercial	Formula
Baker City	\$3.00	\$6.00	fee added to all utility bills
Corvallis	\$12.10	\$12.10	per Residential Meter Equivalent
Gresham	\$7.50	\$7.50	fee on utility bill, split: Police, Fire, Parks
Ontario	\$5.00	\$5.00	\$8.00 street, fee added to all utility bills
Philomath	\$10.00	\$10.00	General Fund account service fee, 2-years
Sandy	\$4.50	\$10.50	fee added to all utility bills
Talent	\$4.00	\$4.00	per Unit
City Average	\$6.59	\$7.87	

Two cities (Baker City & Sandy) charged a different amount for Residential vs Commercial accounts. The other five cities charged the same amount for both account types.

The Residential Meter Equivalent (RME) calculation from Corvallis is based on the size of the water meter being used by the location. Corvallis found this to be the most equitable way to assess the fee given the customer, whether residential or commercial. In the report that explains their rationale, they state:

- The RME is determined by following the American Water Works Association's methodology that reflects differences in demand for water service based on the size of the meter.
- Most single-family residential units have 5/8 or 3/4 inch meters. As a result, the RME treats this size of meter as a single RME. The higher the RME, the higher the demand for additional and supplemental police services generated by the development served by the utility account.
- The monthly bill will be based on a calculation of the RME times a rate per RME. The rate per RME will be set by Resolution.

Here is the Corvallis RME Calculations:

Size of Meter	RME
No Meter	1
5/8" to 3/4"	1
1"	2
1.5"	4
2"	7
3"	16
4"	28
6"	64
10"	178

With the Corvallis rate set at \$12.10 they reported the following:

- A single-family home (1 RME) would pay **\$145.20** per year for the Police Service Fee

- A multi-family home (4 RME) would pay **\$580.80** per year for the Police Service Fee
- A large retail grocery store (7 RME) would pay **\$1,016.40** per year for the Police Service Fee
- Church (4 RME) would pay **\$580.80** per year for the Police Service Fee
- Good Sam. Hospital (201 RME) would pay **\$ 29,185.20** per year for the Police Service Fee
- OSU (2,059 RME) would pay **\$ 298,966.80** per year for the Police Service Fee

I have not received the City of Talent's per unit formula as of yet. The Police Chief in Talent told me his town has a population of 6,500 and their Public Safety fee generates around **\$144,000** per year for his department.

My thoughts on a Public Safety Fee are as follows:

- I would like a fee that is paid by residents, businesses, and visitors as all three of these utilize public safety services in one way or another.
- Making a fee that is equitable but also tailored to how much you utilize public safety services is difficult. If you go by the number of employees or the size of the business, some of those businesses do not use public safety service very much while smaller businesses are "regular customers" and generate a ton of public safety service calls.
- Making the fee solely based on calls for service can also be a slippery slope when the calls are being generated by visitors and people from other areas that are paying nothing to support any public safety services.
- There is no perfect ideology to use to determine the amount of a Public Safety Fee. I do believe that charging large businesses more is fair, but I know that those costs will be passed onto the customers which also includes residents.
- I thought about basing the formula on a "3-year calls for service average" but I am not sure we can legally do that since so many factors affect our "calls for service" at a location. Including several times, we generate the call for service ourselves and that would not be fair. Locations also see spikes in calls due to specific circumstances.

I believe a Public Safety Fee is a good idea as it will reach all utility customers and not just property owners like a levy or tax would. I am open to all ideas though we will need to have them reviewed by legal counsel to make sure we are complying with all State laws.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Collin Stelzig, P.E., Public Works Director
DATE: May 26, 2020
SUBJ: SE 2nd Street & Marlin Drive Force Main Replacement – Bid Award

SUMMARY

Public Works requested contractors submit proposals and bid documents for the SE 2nd Street & Marlin Drive Force Main Replacement project. Bid items include: project submittals, mobilization, traffic control, erosion control, ODOT permitting, and the replacement of an existing 4" PVC pipe with 6" HDPE. The City received two bids and North Pacific Excavation was the lowest responsive bidder, for a total of \$61,750.00 for the bid items listed.

RECOMMENDATION/SUGGESTED MOTION

I move to approve the Contract for Services for the SE 2nd Street & Marlin Drive Force Main Replacement project with North Pacific Excavation.

ALTERNATIVE

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

FISCAL IMPACT

This project was approved in the City of Warrenton 2019-2020 Fiscal Year Budget.

Approved by City Manager:

A handwritten signature in black ink, reading "Jinda Egbretson", is written over a horizontal line.

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

**CITY OF WARRENTON
CONTRACT FOR GOODS AND
SERVICES**

CONTRACT:

This Contract, made and entered into this 26th day of May 2020, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY," and North Pacific Excavation, PO Box 1173, Warrenton OR 97146, hereinafter called "CONTRACTOR", duly authorized to do business in Oregon.

WITNESSETH

WHEREAS, the CITY requires goods and services which CONTRACTOR is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, CONTRACTOR is able and prepared to provide such goods and services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

IN CONSIDERATION of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. CONTRACTOR GOODS AND SERVICES: (SE 2nd St. and Marlin Ave. Force Main Replacement)

A. CONTRACTOR shall provide goods and services for the CITY, as outlined in its attached quote, dated April 28th 2020, and is attached hereto as Exhibit A.

B. CONTRACTOR'S obligations are defined solely by this Contract, the RFP, or solicitation document, (if any) and its attachment and not by any other contract or agreement that may be associated with this project.

2. COMPENSATION

A. The CITY agrees to pay CONTRACTOR a total not-to-exceed price of \$61,750.00 for providing goods and performance of those services provided herein;

B. The CONTRACTOR will submit a final invoice referencing 038-430-620089 for all goods provided or services rendered to: City of Warrenton, Attention: Accounts Payable, PO Box 250, Warrenton, Oregon 97146, **OR**, CONSULTANT may submit invoice via email to ap@ci.warrenton.or.us. City pays net 21 upon receipt of invoice.

C. CITY certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract.

3. CONTRACTOR IDENTIFICATION

CONTRACTOR shall furnish to the CITY the CONTRACTOR'S employer identification number, as designated by the Internal Revenue Service, or CONTRACTOR'S Social Security number, as CITY deems applicable.

4. CITY'S REPRESENTATIVE

For purposes hereof, the CITY'S authorized representative will be Linda Engbretson, City Manager.

5. CONTRACTOR'S REPRESENTATIVE

For purposes hereof, the CONTRACTOR'S authorized representative will be _____.

6. CONTRACTOR IS INDEPENDENT CONTRACTOR

- A. CONTRACTOR'S services shall be provided under the general supervision of City's project director or his designee, but CONTRACTOR shall be an independent CONTRACTOR for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 2 of this Contract,
- B. CONTRACTOR acknowledges that for all purposes related to this contract, CONTRACTOR is and shall be deemed to be an independent CONTRACTOR and not an employee of the CITY, shall not be entitled to benefits of any kind to which an employee of the CITY is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that CONTRACTOR is found by a court of law or an administrative agency to be an employee of the CITY for any purpose, CITY shall be entitled to offset compensation due, or, to demand repayment of any amounts paid to CONTRACTOR under the terms of the contract, to the full extent of any benefits or other remuneration CONTRACTOR receives (from CITY or third party) as result of said finding and to the full extent of any payments that CITY is required to make (to CONTRACTOR or a third party) as a result of said finding.
- C. The undersigned CONTRACTOR hereby represents that no employee of the City of Warrenton, or any partnership or corporation in which a City of Warrenton employee has an interest, has or will receive any remuneration of any description from the CONTRACTOR, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

7. CANCELLATION FOR CAUSE

CITY may cancel all or any part of this Contract if CONTRACTOR breaches any of the terms herein or in the event of any of the following: Insolvency of CONTRACTOR; voluntary or involuntary petition in bankruptcy by or against CONTRACTOR; appointment of a receiver or trustee for CONTRACTOR, or any assignment for benefit of creditors of CONTRACTOR. Damages for breach shall be those allowed by Oregon law, reasonable and necessary attorney's fees, and other costs of litigation at trial and upon appeal. CONTRACTOR may likewise cancel all or any part of this contract if CITY breaches any of the terms herein and be therefore entitled to equivalent damages as expressed above for CITY.

8. ACCESS TO RECORDS

CITY shall have access to such books, documents, papers and records of contract as are directly pertinent to this contract for the purposes of making audit, examination, excerpts and transcripts.

9. FORCE MAJEURE

Neither CITY nor CONTRACTOR shall be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the party so disenabled provided the party so disenabled shall within ten (10) days from the beginning such delay notify the other party in writing of the causes of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation.

10. NONWAIVER

The failure of the CITY to insist upon or enforce strict performance by CONTRACTOR of any of the terms of this Contract or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

11. ATTORNEY'S FEES

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

12. APPLICABLE LAW

The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

13. CONFLICT BETWEEN TERMS

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the proposal of the CONTRACTOR, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

14. INDEMNIFICATION

CONTRACTOR agrees to indemnify and hold harmless the CITY, its Officers, and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to CITY, contractor, or others resulting from or arising out of CONTRACTOR'S negligent acts, errors or omissions in the supply of goods or performance of services pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONTRACTOR and The CITY this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CONTRACTOR.

15. INSURANCE

Prior to starting work hereunder, CONTRACTOR, at CONTRACTOR'S cost, shall secure and continue to carry during the term of this contract, with an insurance company acceptable to CITY, the following insurance:

A. **Commercial General Liability.** Contractor shall obtain, at Contractor's expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence and the annual aggregate of not less than \$2,000,000. Coverage shall include contractors, subcontractors and anyone directly or indirectly employed by either. This insurance will include personal and Advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability the combined

single limit per occurrence will not be less than \$1,000,000 for each job site or location. Each annual aggregate limit will not be less than \$2,000,000.

B. Automobile Liability. Contract shall obtain, at Contractor's expense and keep in effect during the term of the resulting Contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than \$1,000,000, and annual aggregate not less than \$2,000,000.

C. Additional Insured. The liability insurance coverage shall include City and its officers and employees as Additional Insured but only with respect to Contractor's activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, Contractor shall furnish a certificate to City from each insurance company providing insurance showing that the City is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

D. Notice of Cancellation or Change. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from Contractor or its insurer(s) to City. Any failure to comply with the reporting provisions of this clause will constitute a material breach of this Contract and will be grounds for immediate termination of this Agreement.

16. WORKMEN'S COMPENSATION

The CONTRACTOR, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

17. LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES

Contractor shall make payment promptly, as due, to all persons supplying CONTRACTOR labor or material for the prosecution of the work provided for this contract.

Contractor shall pay all contributions or amounts due the Industrial Accident Fund from CONTRACTOR or any subcontractor incurred in the performance of the contract.

Contractor shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

18. PAYMENT OF MEDICAL CARE

Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of such CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the

CONTRACTOR collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

19. STANDARD OF CARE

The standard of care applicable to contractor's services will be the degree of skill and diligence normally employed by contractors performing the same or similar services at the time CONTRACTOR'S services are performed. CONTRACTOR will re-perform any services not meeting this standard without additional compensation.

20. NO THIRD PARTY BENEFICIARIES

This contract gives no rights or benefits to anyone other than the CITY and CONTRACTOR and has no third party beneficiaries.

21. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability shall survive termination of this Agreement for any cause.

22. BUSINESS LICENSE

A City of Warrenton Business License is required for all businesses working within the City of Warrenton. Information for this process is available on the City of Warrenton website at <http://ci.warrenton.or.us/> or by calling 503-861-2233.

23. COMPLETE CONTRACT

This Contract and its referenced attachments constitute the complete contract between CITY and CONTRACTOR and supersedes all prior written or oral discussions or agreements. CONTRACTOR services are defined solely by this Contract and its attachments and not by any other contract or agreement that may be associated with this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first written above.

City of Warrenton, a Municipal Corporation

BY: _____
Henry Balensifer III, Mayor Date

ATTEST:

Dawne Shaw, CMC, City Recorder Date

CONTRACTOR:

BY: _____
Date

BID FORM
CITY OF WARRENTON
SE 2nd St. and Marlin Dr. Force Main Replacement

BID ITEMS	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
1. Project Submittals, Mobilization, Traffic Control, and Erosion Control	1	Lump Sum	\$ 2,500.00	\$ 2,500.00
2. ODOT Permit	1	Lump Sum	\$ 250.00	\$ 250.00
3. Replace Existing 4" PVC pipe with 6" C900 or 6" HDPE	1	Lump Sum	\$56,260.00	\$ 56,260.00
4. Connection to Existing 4" PVC Pipe	1	Lump Sum	\$ 1,540.00	\$ 1,540.00
5. Connection into Existing Concrete Manhole	1	Lump Sum	\$ 1,200.00	\$ 1,200.00

TOTAL \$ 61,750.00

The undersign bidder hereby represents as follows: That this bid is made without connections with any person, firm or corporation making a bid for same, and is in all respects fair and without collusion or fraud.

The undersigned is YES NO a resident bidder, as defined in ORS 279A.120 (Check One)

The bidder acknowledges receiving and incorporating changes described in Addenda No. through .

RUSH DEVELOPMENT LLC

DBA: NORTH PACIFIC EXCAVATION 4-28-20

BIDDING COMPANY

DATE

PamRush

OWNER/MEMBER

BIDDER'S SIGNATURE

TITLE

BIDDING COMPANY MAILING ADDRESS: PO BOX 1173

CITY, STATE, ZIP CODE: WARRENTON OR 97146

TELEPHONE NUMBER: 503-298-8654

CORPORATION: YES NO

TAX NUMBER OR SOCIAL SECURITY NUMBER: 20-5491405

CONTRACTOR BOARD NO. 172484

CITY OF WARRENTON

**SE 2nd St. and Marlin Dr. Force Main Replacement
CERTIFICATE OF NON-DISCRIMINATION**

RUSH DEVELOPMENT LLC

I certify that ~~dba: NORTH PACIFIC EXCAVATION~~ (name of organization/individual) is in full compliance with ORS 279A.110, designed to prohibit discrimination against a subcontractor in awarding a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.

PamRush, PAM RUSH *4-28-20*

Signature/Printed Name

Date

Required Responsibility Determination Information

Project Name: SE 2ND ST AND MARLIN DR. FORCE MAIN REPLACEMENT

Business Entity Name: RUSH DEVELOPMENT LLC, DBA: NORTH PACIFIC
EXCAVATION

CCB License Number: 172484

Information must be submitted to the City to establish the following:

1. The bidder has available the appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain the resources and expertise, necessary to meet all contractual responsibilities.
2. The bidder has a satisfactory record of performance.
3. The bidder has a satisfactory record of integrity.
4. The bidder is qualified legally to contract with the contracting agency.
5. The bidder will supply any additional information in connection with a City inquiry concerning responsibility.

As may be required, the City of Warrenton will provide the completed information with attachments, if any, to the State of Oregon Construction Contractors Board within 30 days after the date of contract award.

SE 2nd St and Marlin Dr. Force Main Replacement

Proposed Schedule:

Begin work – June 15, 2020 Start Date
Estimate 1 week to complete.

Proposed Construction:

Pipe Bursting

Proposed Materials:

810 ft. SDR11 6" HDPE
654 Mechanical Reducer
1 6" Romac Alpha

Proposed Construction Process:

Pipe Bursting

Proposed Erosion Control:

Silt fence on downhill slope of entry pit and receiving pit

Proposed Limits of Construction:

Approx. 400 sf area at manhole# 1 and 400 sf area at manhole #2.



PO Box 1173
Warrenton, Oregon 97146
503.298.8654
CCB# 172484

North Pacific Excavation is an emerging small business in Oregon. Locally owned and operated since 2006, the company specializes in residential, commercial and municipal site preparation, excavation and utility installation, and is an Oregon licensed septic system installer. Principal owner, Robert Rush, has been in the construction industry for 28 years.

North Pacific Excavation owns and/or has the ability to rent all the necessary equipment to complete the SE 2nd St and Marlin Dr Force Main Replacement. Current equipment inventory:

2007 John Deere 120 Excavator
2015 John Deere 50 Excavator
2016 John Deere 85 Excavator
2020 Pow-R-Mole Pipe Burster
1996 Ford Dump Truck
Lasers, compactors & other small equipment

We are qualified and have credit available to rent additional equipment from Star Rental, Pape Equipment, Kubota and other vendors.

Knutsen Insurance in Astoria has handled all of the company's insurance and bonding needs since it was established. All financial information and documentation is prepared by Bussert Law & Associates, LLP of Astoria. North Pacific Excavation has never been denied insurance or bonding coverage when needed.

We have successfully completed many projects for the local municipalities of Seaside, Warrenton and Astoria as well as worked in conjunction with several public works departments. Projects include, but are not limited to: Pipe Bursting City of Seaside, Venice Park Drainage Improvement Project, sidewalk and drainage improvements along US Hwy 101 in Warrenton, 9th Street Storm Drainage Project, Hammond Marina Parking Lot Project, East River Trail Extension Project, Astoria Emergency Slide Repair, Warrenton Road Widening Project (Shilo & Harbor Street), Alder Street Pump Station Improvements. We also completed a culvert & tide gate replacement in Youngs River Bay working with the City of Warrenton, Dept. of State Lands and the Astoria Airport.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Collin Stelzig, P.E., Public Works Director
DATE: May 26, 2020
SUBJ: SE 2nd Street & Marlin Drive Force Main Replacement – Change Order

SUMMARY

North Pacific Excavation Submitted bid documents for the SE 2nd Street & Marlin Drive Force Main Replacement project. The bid documents requested that the contractor pipe burst the existing 4" PVC pipeline with a new 6" HDPE pipeline. The City discussed this project with two other pipe bursting companies prior to bidding this project. The City was told that a project like this would require at least three separate pulls. Neither of these companies provided bids for this project.

The City asked for detailed construction procedures from the lowest responsive bidder. The bidder stated the project could be completed in one pull. The bidder also reached out to the manufacture of the pipe bursting equipment to determine if this project could be completed in one pull. The manufacturer did agree that the project could be completed in one pull, but did not provide a written statement.

Because there is a concern that this project can't be completed as proposed by the selected bidder, the City asked the bidder to provide additional cost to set up two additional locations along the pipe alignment. This cost includes asphalt repair, machine and labor costs. The total cost for this additional work is \$14,369.00, or \$7,184.50 per additional set up location. Approving this additional work would bring the project total to \$76,119.00. This total cost is still below the next lowest bidder.

RECOMMENDATION/SUGGESTED MOTION

I move the City Commission accept the change order from North Pacific Excavation to set up two additional pipe pull locations, if the public works director determines these additional locations are warranted during construction"

ALTERNATIVE

- 1) Other action as deemed appropriate by the City Commission

2) None recommended

FISCAL IMPACT

This project was approved in the City of Warrenton 2019-2020 Fiscal Year Budget.

Approved by City Manager:

A handwritten signature in cursive script, appearing to read "Linda Engstrom", written over a horizontal line.

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

Hallie Sweet

From: Richard Stelzig
Sent: Wednesday, May 13, 2020 8:49 AM
To: Hallie Sweet
Subject: FW: SE 2nd & Marlin Force Main Replacement Bid

FYI

Collin Stelzig, PE | Public Works Director | City of Warrenton
45 SW 2nd St. | P.O. Box 250 | Warrenton, OR 97146
Office: (503) 861-0912 | Fax: (503) 861-9661
rstelzig@ci.warrenton.or.us | www.ci.warrenton.or.us

"This message may contain confidential and/or proprietary information, and is intended for the person/entity to which it was originally addressed. If you have received this email by error, please contact the City and then shred the original document. Any use by others is strictly prohibited."

From: Pam Rush <PRush@bankofthepacific.com>
Sent: Wednesday, May 06, 2020 10:23 AM
To: Richard Stelzig <rstelzig@ci.warrenton.or.us>
Cc: Robert Rush <npex1020@gmail.com>
Subject: RE: SE 2nd & Marlin Force Main Replacement Bid

Colin,

- The cost to setup 2 additional locations along the pipe alignment is \$7,184.50 per location which includes asphalt repair, machine & labor costs.
- Robert spoke to the manufacturer of the pipe bursting equipment. Due to so many variables associated with every job, they cannot provide a letter to guarantee the equipment can complete a specific job, but the job is within the specifications and capabilities of the equipment.

Please let me know if you need additional information.

Pam

Pam Rush

VP, Senior Business Banking Officer

NMLS# 422239

Astoria Branch

303 11th Street, Astoria, Oregon 97103

Direct: 503.861.6555 | Branch: 503.325.1651 | Fax: 503.325.7636 | PRush@BankofthePacific.com

Visit our website at www.BankofthePacific.com

Apply for a Business Loan [HERE](#).

City of Warrenton
Project: SE 2nd St. and Marlin Ave. Force Main Replacement

Contract Section
Change Order Form

Change Order No.

Date of Issuance: May 26th, 2020

Effective Date: May 26th, 2020

Owner: City of Warrenton	
Project: SE 2nd St and Marlin Ave Force Main Rep	City Project #: 038-430-620089
Engineer: R Collin Stelzig, P.E.	Engineer's Proj #:
Contractor: Big River Construction	Contractor's #:
Original Contract: \$61,750.00	Notice to Proceed Date: May 26th, 2020
City Project Manager: Collin Stelzig, Public Works Director	
Project Location: SE 2nd St and Marlin Ave	

The Contract Documents are modified as follows upon execution of this Change Order

Description:

Work shall include:

1.

Two additional locations along the pope alignment, this includes asphalt repair, machine and labor costs.

Original contract times: Working days Calendar days
Extend contract days Original contract time New contract days
Substantial Completion Date:
This will require substantial completion by:

<i>Attachments:</i>	Contractor's request and invoices	
Current Contract Price:		\$61,750.00
Increase of this Change Order:	\$	14,369.00
Contract Price incorporating this Change Order:	\$	76,119.00

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

RECOMMENDED

ACCEPTED:

ACCEPTED:

Engineer signature

Contractor signature

Owner Signature/Title

Date:

Date:

Date:

Approved by Funding Agency (if applicable):

Agency: _____

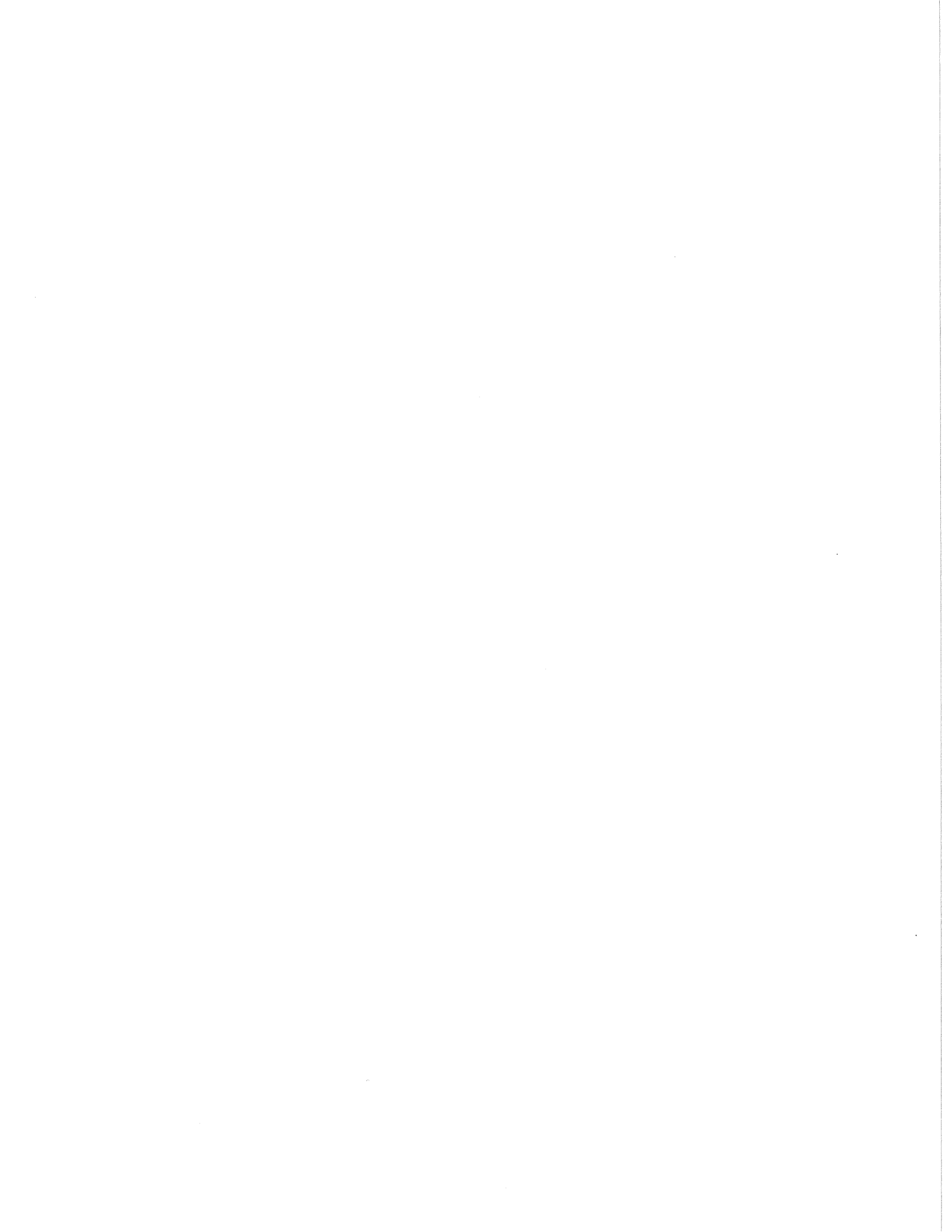
Title: _____

Date: _____

Project Status Form

Owner: **City of Warrenton**
 Project: **SE 2nd St and Marlin Ave Force Main Replace** City Project #: 038-430-620089
 Engineer: R Collin Stelzig, P.E. Engineer's Proj #: 0
 Contractor: North Pacific Excavation Contractor's #: 0
 Original Contract: \$61,750.00 Notice to Proceed Date: May 26th, 2020
 City Project Manager: Collin Stelzig, Public Works Director
 Project Location: **SE 2nd St and Marlin Ave**

CO	Change Order Amount/ Allowance Amt.	C.O. Days	Commission Date	REASON FOR CHANGE
	New Contract Amount	New Total	New Comp. Date	
#1	\$ 14,369.00	0	May 26th, 2020	Two additional locations along the pipe alignment are needed to complete project
	\$76,119.00	0	May 26th, 2020	
#2				
#3				
#4				
#5				
#6				
#7				
#8				
Project Summary				
	Contract amount	Contract days	Completion Date	
	\$ 76,119.00			



RESOLUTION NO. 2568

A RESOLUTION OF THE WARRENTON CITY COMMISSION EXTENDING THE STATE OF EMERGENCY BECAUSE OF THE COVID-19 OUTBREAK.

WHEREAS, Coronaviruses are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life, and the novel coronavirus COVID-19 has been found to carry particular risks for certain groups of people; and

WHEREAS, on March 8, 2020, Governor Brown declared a state of emergency due to the COVID-19 outbreak in Oregon, finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency; and

WHEREAS, COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and

WHEREAS, On March 13, 2020, President Trump declared a national emergency due to the proliferation of COVID-19 outbreaks throughout the United States; and

WHEREAS, the City Commission found conditions required the need for the City to exercise its authority to declare a State of Emergency; and

WHEREAS, the City Commission Declared a State of Emergency on March 21, 2020; and

WHEREAS, the State of Emergency is currently set to remain in effect until May 31, 2020; and

WHEREAS, based on ongoing circumstances related to handling the the COVID-19 outbreak, the City Commission finds it necessary to extend the State of Emergency beyond May 31, 2020;

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1: A local state of emergency declared to exist throughout the City of Warrenton via Resolution No. 2564 (the "Emergency Declaration") remains in effect.

Section 4: Based on the unknown duration of the COVID-19 outbreak, and the City's ongoing efforts to address it, the Emergency Declaration shall remain in effect until June 9, 2020.

Section 5: All non-essential city commissions, committees, task forces, and city events are canceled until June 9, 2020.

Section 6: The City Manager's authorization to close any and all City buildings and facilities to the public, as appropriate, to minimize and slow the spread of COVID-19,

and exercise all other powers vested in the City Manager under ORS Chapter 401 and the EOP, is extended through June 9, 2020. The City Manager's authorization to request assistance, funds, and reimbursement from the State of Oregon and federal agencies; adopt temporary rules and policies regarding City facilities, funds, resources, and staff; and enter into contracts for services or aid agreements with other governmental or private entities is extended through June 9, 2020.

Section 7. This Resolution is and shall be effective from and after its enactment by the City Commission.

ADOPTED by the City Commission of the City of Warrenton this 26th day of May, 2020.

APPROVED:

Henry Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder