

# AGENDA

Warrenton Urban Renewal Agency

June 27, 2017 – 6:00 p.m.

Warrenton City Hall – Commission Chambers  
225 S. Main Ave.  
Warrenton, Or 97146

1. CALL TO ORDER
2. ROLL CALL
3. CONSENT CALENDAR
  - A. Urban Renewal Agency Minutes – 5.23.17
4. BUSINESS
  - A. Public Hearing and Consideration of Res. No. 17.02; Adoption of the Warrenton Urban Renewal Agency FY 2017-2018 Budget
  - B. Consideration of Request to Fund Zone Change
5. ADJOURN

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

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MINUTES  
Warrenton Urban Renewal Agency  
May 23, 2017  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, Or 97146

Vice Chair Henry Balensifer convened the Urban Renewal Agency meeting at 6:35 p.m.

Commissioners Present: Vice Chair Henry Balensifer, Tom Dyer, Pam Ackley, and Rick Newton

Agency Staff Present: Executive Director Linda Engbretson, Finance Officer April Clark, Public Works Director Jim Dunn, Harbor Master Jane Sweet, Police Chief Matthew Workman, Public Works Operations Manager Kyle Sharpsteen, City Engineer Collin Stelzig and Deputy City Recorder Dawne Shaw

CONSENT CALENDAR

A. Urban Renewal Agency Minutes – 4.11.17

**Commissioner Ackley made the motion to approve the Consent Calendar as presented. Motion was seconded and passed unanimously.**

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

Executive Director Linda Engbretson noted a concern was brought forward in the Coffee with the Mayor meetings, about protection measures for the new docks. Harbor Master Jane Sweet explained the change order is for installation of 13 brow logs at the head of each slip to provide additional protection to the new floats on F-Dock in the amount of \$47,869.90. Brief discussion followed on the budget and the possibility of adding ladders at end of docks and piers for safety.

**Commissioner Ackley made the motion to accept Change Order No. 12 for Bergerson Construction Inc. to install 13 brow logs at the head of each slip to provide additional protection to the new floats on F-Dock in the amount of \$47,869.90. Motion was seconded and passed unanimously.**

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

There being no further business Vice Chair Balensifer adjourned the URA meeting at 6:41 p.m.

APPROVED:

\_\_\_\_\_  
Henry Balensifer, Vice Chair

ATTEST:

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

4-A

# **WARRENTON URBAN RENEWAL AGENCY**

## **Agenda Memorandum**

To: The Honorable Chair and Members of the Warrenton Urban Renewal Agency  
Date: June 27, 2017

**Regarding – Warrenton Urban Renewal Agency *Budget Hearing* and consideration of *Resolution No. 17-02* Adopting the Warrenton Urban Renewal Agency FY 2017-2018 budget as approved by the Warrenton Urban Renewal Agency Budget Committee for the fiscal year commencing July 1, 2017 and ending June 30, 2018**

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### **SUMMARY:**

The Warrenton Urban Renewal Agency Budget Committee met in May to review and deliberate on the proposed fiscal year 2017-2018 Budget.

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

The Commission may note that, as the governing board, the Commission indeed possesses the authority to modify or change the approved budget within the following parameters during this public hearing. Any action that exceeds the scope below requires a new public notice and a new public hearing:

1. Reduce the tax amount
2. Reduce expenditures with a corresponding reduction to resources
3. Increase expenditures, with a corresponding increase in resources, but not by more than \$5,000 or 10 percent of the total expenditures of the fund, whichever is greater. For example: If total expenditures as approved by the budget committee equal \$150,000, then, the Commission may increase expenditures by \$15,000 in that fund, on a per fund basis.

**To:** The Honorable Chair and Members of the Warrenton Urban Renewal Agency  
**Re:** Warrenton Urban Renewal Agency *Budget Hearing* and consideration of *Resolution No. 17-02*  
**Date:** June 27, 2017

**RECOMMENDATION:**

The Warrenton Urban Renewal Agency shall conduct a public hearing on the budget for fiscal year 2017-2018 as approved by the Warrenton Urban Renewal Agency Budget Committee. Then, the Warrenton Urban Renewal Agency may move to adopt the *FY 2017-2018 Budget* as approved by the Warrenton Urban Renewal Agency Budget Committee as set forth in Resolution No. 17-02.

**ALTERNATIVE:**

The Commission may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2017, an adopted budget must be in place by June 30, 2017.

**FISCAL IMPACT:**

The Urban Renewal Agency budget includes total appropriations among all funds totaling \$3,988,455 for the fiscal year ending June 30, 2018.

Approved by Director:



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

**RESOLUTION NO. 17-02**

**ADOPTING THE 2017-2018 WARRENTON URBAN RENEWAL AGENCY BUDGET  
AS APPROVED BY THE WARRENTON URBAN RENEWAL AGENCY BUDGET  
COMMITTEE, MAKING APPROPRIATIONS FOR URBAN RENEWAL PURPOSES OF  
THE WARRENTON URBAN RENEWAL AGENCY FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2016 AND ENDING JUNE 30, 2018**

The Warrenton Urban Renewal Agency hereby does resolve as follows:

**Section 1.** Be it resolved that the Warrenton Urban Renewal Agency Board of Commissioners, hereby adopts the Warrenton Urban Renewal Agency (WURA) budget approved by the WURA budget committee for the 2017-2018 fiscal year, in the total sum of \$4,415,009 now on file at Warrenton City Hall.

**Section 2.** Be it resolved that the amounts for the fiscal year beginning July 1, 2017, are hereby appropriated for the purposes shown below, as follows:

<u>Capital Projects Fund</u>		<u>Debt Service Fund</u>	
Materials & Services	\$ 119,000	Debt Service	\$ 850,017
Capital Outlay	\$ 2,069,421	Transfer to Debt Service Reserve Fund	300,000
Fund Total	<u>\$ 2,188,421</u>	Fund Total	<u>\$ 1,150,017</u>
<u>Debt Service Reserve Fund</u>			
Debt Service	\$ 650,017		
Fund Total	<u>\$ 650,017</u>		

<b>Total Appropriations, All Funds</b>	<b>\$ 3,988,455</b>
<b>Total Unappropriated and Reserve Amounts, All Funds</b>	<b>426,554</b>
<b>Total Adopted Budget</b>	<b><u>\$ 4,415,009</u></b>

**Section 3.** Be it resolved that the Budget Officer of the WURA is hereby directed to send, no later than July 15<sup>th</sup>, 2017, to the Assessor and the Clerk of Clatsop County, State of Oregon, copies of the budget as adopted.

**Section 4.** Be it resolved that the Board of Commissioners of the Warrenton Urban Renewal Agency hereby resolves to certify to the county assessor for the Warrenton Urban Renewal District Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457. And that this is a new plan for purposes of declaring a tax increment.

This resolution is effective on July 1, 2017.

PASSED by the Warrenton Urban Renewal Agency this \_\_\_\_\_ day of \_\_\_\_\_, 2017

APPROVED by the Chairperson of the Warrenton Urban Renewal Agency this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Chair, Warrenton Urban Renewal Agency

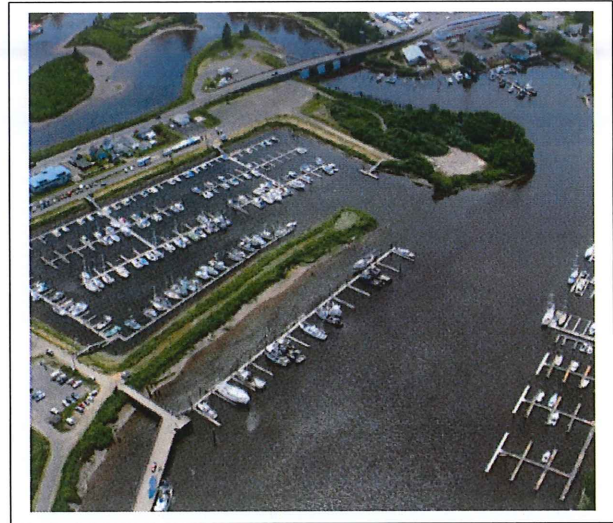
ATTEST:

\_\_\_\_\_  
WURA Secretary

# Approved Budget



**Fiscal Year 2017-2018**



*"Making a difference through excellence of service"*



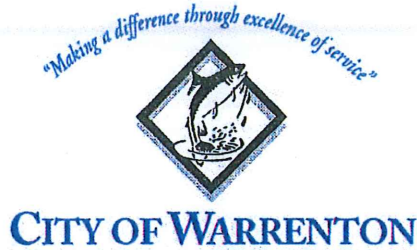
## Warrenton Urban Renewal Agency



**WARRENTON URBAN RENEWAL AGENCY**  
**FISCAL YEAR 2017 – 2018 BUDGET**  
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## **Budget Message - Urban Renewal District**

May 18, 2017

Dear Urban Renewal Budget Committee Members:

The Warrenton City Commission adopted an ordinance creating an Urban Renewal Agency (URA) in 2007 to provide the framework for creating an Urban Renewal District in the City. The Commission chose to appoint itself as the Agency. The Commission also decided to appoint members of the City's Budget Committee to the Urban Renewal Budget Committee. The latter action was to expedite the review and adoption of Urban Renewal budgets which are required by statute to be separate from the City budget. The Commission also appointed an advisory board to make recommendations to the URA as to the creation of Urban Renewal Districts, development plans, and related activities. The Advisory Board has been active in developing plans for the District as funding becomes available.

The Warrenton Urban Renewal Agency Budget is being recommended for your consideration. In 2009, the URA applied for a credit line to establish debt with a local bank and implemented a Downtown Master Plan and Warrenton Marina Master Plan process. A second line of credit with another local bank was also implemented. The URA also purchased property to the south of City Hall in order to be able to expand the Fire Department in the near future. In 2012 and 2016 the URA placed revenue bonds with a local bank in the amount of \$1.64 million and \$2.2 million, respectively to finance projects at the marina and downtown.

The URA budget for the 2017-2018 budget year consists of a Capital Projects Fund, a Debt Service Fund, and a Debt Service Reserve Fund which is a requirement of the Urban Renewal bond issues, dated July 31, 2012 and August 4, 2016. The money in this fund is "reserved" to pay the debt service on these bonds. Staff is projecting revenue at \$650,017 with a total resource of \$1,576,571 in the Debt Service Fund and staff is initially projecting debt or loan proceeds in the amount of \$2,188,421 in the Capital Projects fund.

Ongoing projects include significant Warrenton Marina infrastructure improvements and smaller improvements in the downtown area. We have contracted with a consultant to work with Pacific



Power and ODOT to address the power pole bulb-outs and provide landscaping design at both the Harbor/Main intersection and Main/old Hwy. 101 (105 spur).

Marina

Major projects to be completed at the marina include full replacement of the commercial dock known as Dock F.

Downtown

Twenty five thousand dollars was approved for façade improvements this past year in the Urban core area and is recommended again for 2017-18.

Respectfully submitted,



Linda Engbretson  
Budget Officer

**Warrenton Urban Renewal Agency  
Budget Committee Members  
Fiscal Year 2017-2018**

***Commissioners***

- Mayor Pro-Tem Henry Balensifer III
- Commissioner Tom Dyer
- Commissioner Rick Newton
- Commissioner Pam Ackley

***Appointed Members***

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

***Budget Committee Staff***

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

**Warrenton Urban Renewal Agency  
Budget Document**

**Capital Projects Fund 200 (800)**

Historical Data			Budget for Fiscal Year 7/1/2017- 6/30/2018			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			<b>Resources</b>			
\$ 466,155	\$ 21,848	\$ 19,154	300000	Beginning Fund Balance	\$ 266,299	\$ 266,299
	\$ 250		360000	Miscellaneous Revenue		
153	16		361000	Interest Earnings		
200,000	180,000	100,000	334120	Credit Line - Columbia Bank		
2,500			334122	CIS Risk Mgmt Grant		
			334130	UR Bonds - Columbia Bank		
		4,122,122	334140	Loan Proceeds - UR Bonds	1,922,122	1,922,122
<u>668,808</u>	<u>202,114</u>	<u>4,241,276</u>		<b>Total Resources</b>	<u>2,188,421</u>	<u>2,188,421</u>
			<b>Requirements</b>			
			Materials and Services:			
			210000	Office Supplies		
			211000	Postage		
1,176	945	2,000	310000	Printing/Advertising/Publicity	2,000	2,000
41	63	2,000	320000	Dues/Mtgs/Travel/Training	2,000	2,000
9,715	22,302	15,000	380000	Professional Services	15,000	15,000
2,778		50,000	380001	Master Plans/Studies	50,000	50,000
		25,000	380002	Bond Issue Costs	25,000	25,000
			380051	Benches/Waste Receptacles		
			390000	Miscellaneous Expense		
	2,763	25,000	390050	Façade Improvements	25,000	25,000
<u>13,710</u>	<u>26,073</u>	<u>119,000</u>		<b>Total Materials and Services</b>	<u>119,000</u>	<u>119,000</u>
			Capital Outlay:			
			620002	Engineering/Infrastr. Planning		
13,150	14,813		620003	Project Mgmt./Permitting		
			620000	Marina Phase I		
269,576			620004	Marina - Office/Restroom		
			620005	Net Yard		
12,080	118,345		620006	F-Dock		
			620007	Utilities/Street Improvement		
			620010	Marina Property		
			620020	North Main St Storm Drain Project		
			620021	NE Skipanon Storm Pump Sta		
338,444	760		620040	NE Heron Street Improvements		
			620099	1/2 Interest-Peterson Property		
		100,000	620081	SE 4th & Main Strmwater Pump Station		
			620084	SW 4th Street (S Main Ave-SW Alder Ct)	120,000	120,000
			620085	SE Anchor (Harbor - SE 3rd St) Impr	300,000	300,000
		2,011,138	620000	Marina		
		2,011,138	620000	Downtown	1,649,421	1,649,421
<u>633,250</u>	<u>133,918</u>	<u>4,122,276</u>		<b>Total Capital Outlay</b>	<u>2,069,421</u>	<u>2,069,421</u>
-	-		800000	Contingency		
646,960	159,991	4,241,276		<b>Total Expenditures</b>	2,188,421	2,188,421
21,848	42,123	-		<b>Ending Fund Balance</b>	-	-
<u>\$ 668,808</u>	<u>\$ 202,114</u>	<u>\$ 4,241,276</u>		<b>Total Requirements</b>	<u>\$ 2,188,421</u>	<u>\$ 2,188,421</u>

**Warrenton Urban Renewal Agency**  
Budget Document

**Debt Service Fund 300 (800)**

Historical Data			Budget for Fiscal Year 7/1/2017- 6/30/2018			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
<b><u>Resources</u></b>						
\$ 569,212	\$ 815,956	\$ 1,077,513	300000	Beginning Fund Balance	\$ 966,810	\$ 966,810
463,804	508,505	525,284	311100	Current Ad Valorem Taxes	574,761	574,761
24,105	22,606	25,000	311200	Prior Taxes	20,000	20,000
5,039	7,690	9,699	361000	Interest Earnings	15,000	15,000
293			314100	County Land Sales		
<u>1,062,453</u>	<u>1,354,757</u>	<u>1,637,496</u>		<b>Total Resources</b>	<u>1,576,571</u>	<u>1,576,571</u>
<b><u>Requirements</u></b>						
				Debt Service:		
100,000	280,000		471200	Columbia Bank CL Principal		
1,579	2,969		472200	Columbia Bank CL Interest 5.00%		
		500,000	471230	Other Principal and Interest	500,000	500,000
89,811	93,180	96,674	471220	UR 2012 Bonds - Principal	100,299	100,299
55,107	51,757	48,933	472220	UR 2012 Bonds - Interest	44,638	44,638
				UR 2016 Bonds - Principal	168,136	168,136
				UR 2016 Bonds - Interest	36,944	36,944
<u>246,497</u>	<u>427,906</u>	<u>645,607</u>		<b>Total Debt Service</b>	<u>850,017</u>	<u>850,017</u>
		300,000	860040	Transfers: Transfer to Debt Service Reserve	300,000	300,000
-	-	300,000		<b>Total Transfers</b>	<u>300,000</u>	<u>300,000</u>
			800000	Contingency		
<u>246,497</u>	<u>427,906</u>	<u>945,607</u>		<b>Total Expenditures</b>	<u>1,150,017</u>	<u>1,150,017</u>
815,956	926,851	691,889		Ending Fund Balance	426,554	426,554
<u>\$ 1,062,453</u>	<u>\$ 1,354,757</u>	<u>\$ 1,637,496</u>		<b>Total Requirements</b>	<u>\$ 1,576,571</u>	<u>\$ 1,576,571</u>

**Warrenton Urban Renewal Agency**  
Budget Document

**Debt Service Reserve Fund 400 (800)**

Historical Data			Budget for Fiscal Year 7/1/2017- 6/30/2018			
Actual FYE 6/30/15	FYE 6/30/16	Adopted Budget FYE 6/30/17	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b><u>Resources</u></b>			
\$ 164,000	\$ 164,000	\$ 164,000	300000	Beginning Fund Balance	\$ 350,017	\$ 350,017
		300,000	391300	Transfer from URA Debt Service Fund	300,000	300,000
<u>164,000</u>	<u>164,000</u>	<u>464,000</u>	<b>Total Resources</b>		<u>650,017</u>	<u>650,017</u>
			<b><u>Requirements</u></b>			
			Debt Service:			
		300,000	471220	UR Bonds - Principal	300,000	300,000
		164,000	472220	UR Bonds - Interest	350,017	350,017
<u>-</u>	<u>-</u>	<u>464,000</u>	<b>Total Debt Service</b>		<u>650,017</u>	<u>650,017</u>
<u>-</u>	<u>-</u>		800000	Contingency		
<u>-</u>	<u>-</u>	<u>464,000</u>	<b>Total Expenditures</b>		<u>650,017</u>	<u>650,017</u>
<u>164,000</u>	<u>164,000</u>	<u>-</u>	<b>Ending Fund Balance</b>		<u>-</u>	<u>-</u>
<u>\$ 164,000</u>	<u>\$ 164,000</u>	<u>\$ 464,000</u>	<b>Total Requirements</b>		<u>\$ 650,017</u>	<u>\$ 650,017</u>

4-B

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

## AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency Commissioners  
FROM: Linda Engbretson, Executive Director *LE*  
DATE: June 27, 2017  
SUBJ: REQUEST FOR FUNDING

### SUMMARY

Mr. Ken Yuill approached me several months ago regarding the possible use of Urban Renewal Funds to assist with a zone change and infrastructure needs in the Spur 104 area, behind Home Depot – approximately 15.96 acres. I invited Mr. Yuill to make his presentation to the Urban Renewal Advisory Board, noting that the overall objective for the Urban Renewal Area is as follows:

*The Urban Renewal Plan should provide for a more attractive shopping, dining, living, working, and recreating environment. The improvements to the streetscape and utilities, redevelopment of under-utilized properties and new businesses and residences will provide for a variety of shopping and living opportunities, improved marina facilities, and unique mixed-use central area. The adequate provision of utilities to the entire district will assure that the quality of ground water is preserved, sanitary waste is properly treated and storm water is managed in a manner that enhances downstream water quality.*

Further and specific to Commercial Lands, 3.320:

*(d) The purpose of the Mixed Use Commercial Zone is to strengthen certain established residential areas having frontage on state highways as transition areas between commercial centers and outlying residential areas. The District is intended to support this goal through elements of design and appropriate mixed-use development. Mixed-use development features design standards that allow residential and commercial uses to occur simultaneously on the same lot.*

On June 6, Mr. Yuill presented his proposal – requesting funding for upgrades to waterlines and fire hydrants, as well as the cost for a zone change from R10 and General Industrial to Mixed Use. See attached information from Mr. Yuill. The Advisory Board unanimously voted to recommend that the Agency fund the proposed zone change to allow increased development opportunities in this area and will provide additional growth and tax benefits in the future.

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

**“I move to approve the use of Urban Renewal Funds and direct staff move forward with rezoning the Spur 104 neighborhood as presented to Mixed-Use Commercial.”**

#### **ALTERNATIVE**

Other action as deemed appropriate by the City Commission

#### **FISCAL IMPACT**

Mr. Urling estimates the cost of a zone change for this size area, including traffic study and consultant fees somewhere between \$15,000 and \$20,000.

June 20, 2017

Mayor Balensifer and the City Commissioners acting as the Urban Renewal Board:

On June 6, 2017 I appeared before the Urban Renewal Advisory Committee to present a request for an Urban Renewal Project in the Spur 104 area. The proposed project consists of a number of steps, the first being a request for a zone change in our neighborhood from R-10 and General Industrial to Commercial Mixed Use. By doing this, there would be an opportunity for additional commercial growth, along with the fact that homeowners would be able to keep their homes, if they choose, and the prospect for some multifamily housing that would be within walking distance to all the new stores in the area.

Now that Walmart has started construction on their site, it is a good time to investigate opportunities for other properties that may be utilized for additional commercial development. Located to the east of the Costco Store is the Clatsop County Industrial area and to the west is the property for which we are requesting improvements.

The zoning in our area is a combination of R10 and General Industrial which is connected to Spur 104 and runs from The Home Depot north to Ocean Crest Chevrolet. At this time we are only requesting that the property lying between Highway 101 and Spur 104 be considered because this area is neither in the flood plan or the Tsunami Zone.

Since 1965 I have resided in this area of Warrenton almost continuously. In all of that time the only improvements that have been done in this area occurred in the late 1990's when the neighborhood, in conjunction with the City, undertook a local improvement project that brought the sewer to this part of the city. As a result of this project, the City has benefited a great deal from the development of the commercial property that is connected to our area.

In my opinion this is a neighborhood that has been forgotten by the City. After the completion of the sewer project we were contacted and informed of the amount of the assessment that would be charged to each tax lot. If the property owner was unable to pay this amount in full, then you were allowed to make payments with the City charging a rate of 9 % percent interest. After completion of the project, Clatsop County reassessed all of the properties and due to the improvements, the property taxes increased. We later find out that we were unable to do any building along these streets due to the lack of fire hydrants; therefore, for many years now a number of tax lots have been left vacant and undeveloped. The only fire hydrants in this area are located on Spur 104 itself which is a greater distance than the City's requirement of being within 250 feet of a fire hydrant on a dead end street. There are also some homes in the General Industrial zoning area that are unable to obtain refinancing because of the zoning that is currently in place.



We are requesting that consideration be given to the use of Urban Renewal funds to pay for a zone change of this area from the R10 and General Industrial to a Commercial Mixed Use. If you agree with the Urban Renewal Advisory Committee's recommendation of this request, I will then attend the next Advisory Committee meeting to present an additional request for improvements to the infrastructure that includes fire hydrants and paved streets with sidewalks. Because this area is in UR District and contains many blighted conditions, we will have the opportunity to showcase the value of having an Urban Renewal District, and at the same time, increase tax revenue for the District.

Sincerely,

Ken Yuill

**LISTING OF COMMERCIAL PROPERTIES THAT HAVE BENEFITED FROM THE  
SEWER IMPROVEMENT ON SPUR 104**

<u>TAX LOT NUMBER</u>	<u>PROPERTY TAX ASSESSMENT</u>
81027CB 00200	\$ 79,422.99
81027CB 00600	16,362.44
81027CB 00500	30,001.99
81027CB 00800	34,890.26
81027CB 01000	1,739.07
81027CB 01100	7,936.63
81027CB 01200	10,922.06
81027BA 01500	14,505.44
81027BC 01200	2,804.26
81027C 007300	10,122.72
81027C 007200	44,296.44
81027CB 01900	8,687.54
81027C 006800	127,713.23
81027CB 01800	5,687.22
81027CB 01600	9,689.29
81027CB 01500	8,527.25
81027CB 01700	1,763.86
81027CB 01400	17,232.35
81027CB 01300	6,670.40
81027CA 00400	29,310.49
81027CA 00300	10,007.55
<b>Total Tax Revenue</b>	<b>\$478,293.48</b>

