

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
May 23, 2017 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

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

- A. City Commission Work Session – 4.18.17
- B. City Commission Meeting Minutes – 5.09.17
- C. Police Dept. Monthly Statistics – April 2017
- D. Monthly Finance Report – April 2017
- E. Building/Planning Dept. Update – April 2017
- F. Fire Dept. Activity Report – March 2017
- G. Fire Dept. Activity Report – April 2017

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

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

7. **BUSINESS ITEMS**

- A. Annual Fourth of July Event Request
- B. Consideration of Hammond Marina Task Force Appointments

C. Update from City Engineer

D. Approval of Deed – Tax Lot 1500; “No Public Purpose”

8. PUBLIC COMMENT

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

9. EXECUTIVE SESSION

Under the authority of ORS 192.660(2)(d); to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

10. ADJOURNMENT

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

5-A

MINUTES
Warrenton City Commission
WORK SESSION – April 18, 2017
5:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Mayor Pro Tem Balensifer called the meeting to order at 5:32 p.m.

Commissioners Present: Mayor Pro Tem Balensifer, Tom Dyer, Pam Ackley and Rick Newton

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Public Works Director Jim Dunn, Water Treatment Plant operator Bob Bingham, City Engineer Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen and Deputy City Recorder Dawne Shaw

City Manager Linda Engbretson presented the CIP for Commission review. She noted new projects in the General Fund, and highlighted improvements at Quincy Robinson Park. Discussion followed on the condition of the playground equipment and replacement.

Water/Utility – Public Works Director Jim Dunn explained new item - Fuel Depot Spill Control. Discussion followed on the Hammond waterline and water flow pressure for fire control on Ridge Road in respect to planned developments.

Sewer Utility – Brief discussion on Pump Station upgrade schedule.

Streets – Public Works Director Jim Dunn noted correction on pages 101 & 102; (funds are switched around); Discussion followed on the overlay/paving status of various streets. Mr. Dunn also discussed pavement management and useful life of roads. Brief discussion followed on NW 13th St. & Warrenton Drive Trail and drainage improvements, (scheduled for FY 18/19).

Storm Sewer – City Engineer Collin Stelzig discussed Tide Gate replacement costs. Discussion followed on raising the low spots on the levees, and the possibility of using National Guard work crews to help build up the levees.

Public Works Equipment – Water Treatment Plant operator Bob Bingham stated the Chlorine System Rectifier at the water treatment plant is outdated and parts are hard to find. He noted the need to buy components as requirements have changed; an additional \$17,000 will be added to the Chlorine System Rectifier budget. Discussion followed on water quality and chlorine levels. The status/condition of the Public Works trucks and heavy equipment was also briefly discussed.

Warrenton Marina – \$85,000 unallocated; Brief discussion on adding ladders to the ends of the docks for safety/liability.

Hammond Marina – City Manager Linda Engbretson gave an update on the Hammond Marina land acquisition. Discussion followed on dredging money and permits, etc.

Tansy Point Anodes – Placeholder; do not need to replace this year.

There being no further business Mayor Pro Tem Balensifer adjourned the work session 6:43p.m.

APPROVED:

Henry Balensifer, Mayor Pro Tem

ATTEST:

Dawne Shaw, Deputy City Recorder

5-B

MINUTES
Warrenton City Commission
Regular Meeting – May 9, 2017
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Pro Tem Balensifer called the meeting to order at 6:01 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Pro Tem Henry Balensifer, Tom Dyer, Pam Ackley and Rick Newton

Staff Present: City Manager Linda Engbretson, Police Chief Matt Workman, Public Works Director Jim Dunn, Public Works Operations Manager Kyle Sharpsteen, Community Development Director Skip Urling, Finance Director April Clark and Deputy City Recorder Dawne Shaw

COMMISSIONER COMMENTS

Commissioner Ackley stated she and City Manager Linda Engbretson met with Harbormaster Jane Sweet about the Hammond Marina and noted improvements that are taking place. She also noted she will have the Hammond Marina Task Force names for Commission consideration at the next meeting.

Commissioner Dyer welcomed everyone and noted how nice it was to see more people in attendance.

Commissioner Newton read a brief statement which thanked everyone who supported him for Mayor, and noted the possibility of a tie vote. He noted his concern that a tie vote would result in an empty seat and he wants what's best for the City of Warrenton. He announced he would be withdrawing his name from the Mayor selection process.

Mayor Pro Tem Balensifer noted a lot of people have asked him about what is going on at the airport; a lot of activity and strange looking planes. He explained some military planes flew in for a parade, and there is an old search and rescue "albatross" sea plane. He also asked Commissioner Ackley for clarification on the Hammond task force status. Commissioner Ackley stated it was her understanding the idea was to bring together a group of past members and other interested parties for the Commission to decide upon. City Manager Engbretson stated her recollection of the conversation was Commissioner Ackley was directed to go out and recruit names. Brief discussion continued.

City Manager Linda Engbretson shared pictures of the new Fire Department ladder truck and noted a few details of the new truck. She also reminded everyone of first budget meeting, this Thursday, May 11th at 5:30.

After reading a Proclamation, Mayor Pro Tem Balensifer declared the week of May 21 – 27, 2017, Emergency Medical Services Week. He thanked all EMS providers. Steven Zamora, Medix supervisor gave brief statement and presented a plaque recognizing the City of Warrenton for its continued support of EMS personnel in the city. Commissioner Dyer noted the benefits of emergency medical kits and encouraged people to carry them in their vehicles.

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

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

PUBLIC COMMENT (Agenda Items) – Scott Widdicombe asked for clarification on EMS services in the City of Warrenton. Mayor Pro Tem Balensifer explained the dispatch services and noted Medix has a county wide contract for medical transport.

Lylla Gaebel thanked Commissioner Newton for stepping aside in the Mayoral race. She also spoke about the selection process, stating she believes only residents of Warrenton should be able to have input on filling commission vacancies.

BUSINESS

Mayor Pro Tem Balensifer asked the Commission how they wished to proceed with the Mayoral appointment.

Commissioner Dyer made the motion to appoint Henry Balensifer as the Mayor of Warrenton for the unexpired term of former Mayor Mark Kujala’s position. Motion was seconded and passed unanimously.

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

Brief discussion followed on the selection of Mayor Pro Tem.

Commissioner Ackley made the motion to add agenda item 7-C, for the selection of Mayor Pro Tem. Motion was seconded and passed unanimously.

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

Mayor Pro Tem Henry Balensifer took the Oath of Office as Mayor of Warrenton.

Discussion followed on how to proceed with filling the vacant commission seat. Consensus was to hold a “Meet and Greet” before the May 23rd Commission meeting, at 5:15. Interested persons

MINUTES

Warrenton City Commission

Regular Meeting – 05.09.17

Page: 2

are to submit a letter of interest and resume by 5:00 p.m., May 22nd which will be given to the Commission for review.

Commissioner Ackley moved to declare Commission Position #2 as vacant. Motion was seconded and passed unanimously.

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

Finance Director April Clark presented Resolution No. 2488, Providing for an Interest Rate and Penalty Fees for Installment Assessments. She stated the Warrenton Municipal Code (WMC) allows for installment payments on assessments such as Local Improvement Districts (LID's), Advance Public Finance Districts, and nuisance abatements. The WMC references installment payments and the current statutory interest rate; however no rates or penalties have been established. This resolution outlines the terms and conditions for installment payment assessments. Staff recommends a 7% interest rate, and a \$200 per year penalty if unpaid. Brief discussion continued on the penalty fees.

Commissioner Dyer made the motion to approve Resolution No. 2488; *Providing for an Interest Rate and Penalty Fees for Installment Assessments*. Motion was seconded and passed unanimously.

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

As provided by City Charter, the Mayor Pro Tem is selected by ballot by the Commission. Deputy City Recorder Dawne Shaw read aloud the ballots cast.

By unanimous vote, Commissioner Rick Newton was elected as Mayor Pro Tem.

Commissioner Ackley read a statement on behalf of the Commission, recognizing Commissioner Newton for throwing his hat in the ring for the Mayoral appointment, noting his commitment to the citizens and children of the community; and on behalf of the Commission, congratulated Mayor Balensifer on his Mayoral appointment and noted their continued support. Commissioner Dyer noted that Commissioner Newton withdrawing his name shows the type of Commission they are, one who shows care for the City before himself.

PUBLIC COMMENT

Scott Widdicombe asked for clarification on the process for filling the vacant commission seat. Mayor Balensifer explained the process.

There being no further business Mayor Balensifer adjourned the regular meeting at 6:35 p.m., and announced an executive session, under the authority of ORS 192.660(2)(d); *to conduct deliberations with persons designated by the governing body to carry on labor negotiations*. He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

APPROVED:

Henry Balensifer, Mayor

ATTEST:

Dawne Shaw, Deputy City Recorder



WARRENTON POLICE DEPARTMENT

APRIL 2017 STATISTICS

MAY 23, 2017



News & Events:

- Chief Workman attended his last Board of Public Safety Standards and Training meeting on April 27th. Chief Workman's 6-year term on the Board will end in June but this was the last Board Meeting that he will attend.
- On May 18th Chief Workman attended his last Police Policy Committee meeting in Salem at DPSST. As stated above, Chief Workman's 6-year term is done in June but this was the last meeting he will attend. Chief Workman served as the Chair of the Police Policy Committee for the last year.
- Chief Workman volunteered at the Crab, Seafood, and Wine Festival as a runner for two organizations (Kiwans Club of Warrenton and The Warrenton Warming Center). WPD officers worked OT hours at the festival and only reported a couple of incidents. We did not appear to have any residual incidents in town after the festival either.
- The schedule continues to be very short and officers continue to work OT hours to help fill the gaps. Chief Workman and Sgt. Pierce are also helping to cover shifts and hours.
- Sgt. Pierce went to Washington DC for Police Week this year and represented the WPD at the Police Memorial services where Sgt. Jason Goodding was added to the police memorial wall.
- Officer Tyler Johnston attended a child death investigation course in Tillmook on May 16th to enhance his investigative skills.
- Officer Wirt and K9 Gabe continue their training together with the CCSO K9 and the CBPD K9 at various locations throughout the county. Officer Wirt and Gabe will be attending a K9 training conference in Pasco, WA May 22nd to 26th after which they will complete certification tests to become a certified team.

April Statistics (% changes are compared to 2017)							
Category	2017	2016	% Chg	2015	% Chg	2014	% Chg
Calls for Service	553	685	-19%	712	-22%	662	-16%
Incident Reports	150	132	14%	137	9%	105	43%
Arrests/Citations	117	88	33%	80	46%	86	36%
Traffic Events	128	279	-54%	242	-47%	188	-32%
DUII Calls	4	2	100%	1	300%	3	33%
Traffic Accidents	22	24	-8%	21	5%	47	-53%
Property Crimes	35	39	-10%	64	-45%	123	-72%
Disturbances	61	62	-2%	55	11%	157	-61%
Drug/Narcotics Calls	5	3	67%	1	400%	15	-67%
Animal Complaints	24	30	-20%	32	-25%	15	60%
Officer O.T.	284.3	45	532%	135.3	110%	80.5	253%
Reserve Hours	31	125	-75%	125	-75%	148.5	-79%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	571	524	638	553					
Incident Reports	138	135	217	150					
Arrests/Citations	58	70	88	117					
Traffic Events	185	144	174	128					
DUII Calls	2	8	4	4					
Traffic Accidents	13	17	20	22					
Property Crimes	50	57	46	35					
Disturbances	49	47	68	61					
Drug/Narcotics Calls	6	6	4	5					
Animal Complaints	15	9	19	24					
Officer O.T.	104	136.5	214.25	284.25					
Reserve Hours	34.5	28.5	16.5	31					

Oct	Nov	Dec	2016 YTD	2016 Estimate	2016	2016 v 2015	2015	2016 v. 2014	2014	2016 v. 2013
			2286	6858	7982	-14%	8239	-17%	8317	-18%
			640	1920	1739	10%	1749	10%	1515	27%
			333	999	961	4%	925	8%	994	1%
			631	1893	2407	-21%	2353	-20%	2220	-15%
			18	54	37	46%	15	260%	14	286%
			72	216	219	-1%	291	-26%	408	-47%
			188	564	850	-34%	805	-30%	1374	-59%
			225	675	855	-21%	781	-14%	1359	-50%
			21	63	73	-14%	42	50%	80	-21%
			67	201	294	-32%	311	-35%	318	-37%
			739	2217	1789	24%	1249	78%	997.5	122%
			110.5	331.5	577	-43%	901.75	-63%	804.75	-59%

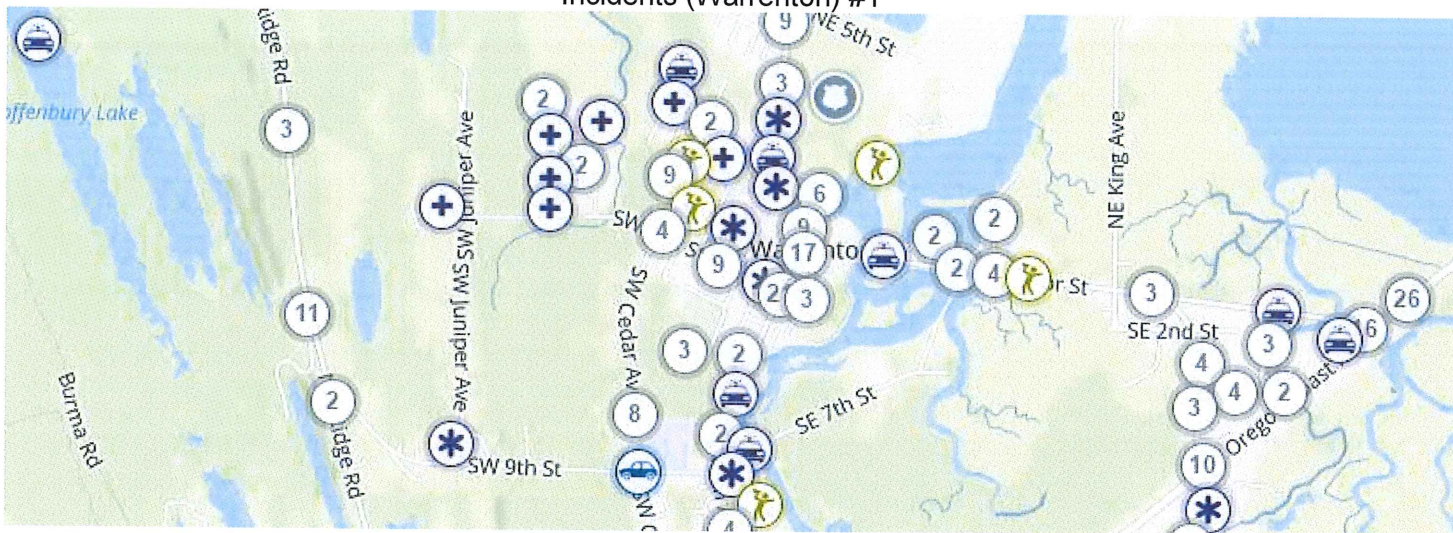
The following is a graphic representation of statistics for April 2017 using our CrimeReports.com membership. If you go to the website you can zoom in on each incident for more details.

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

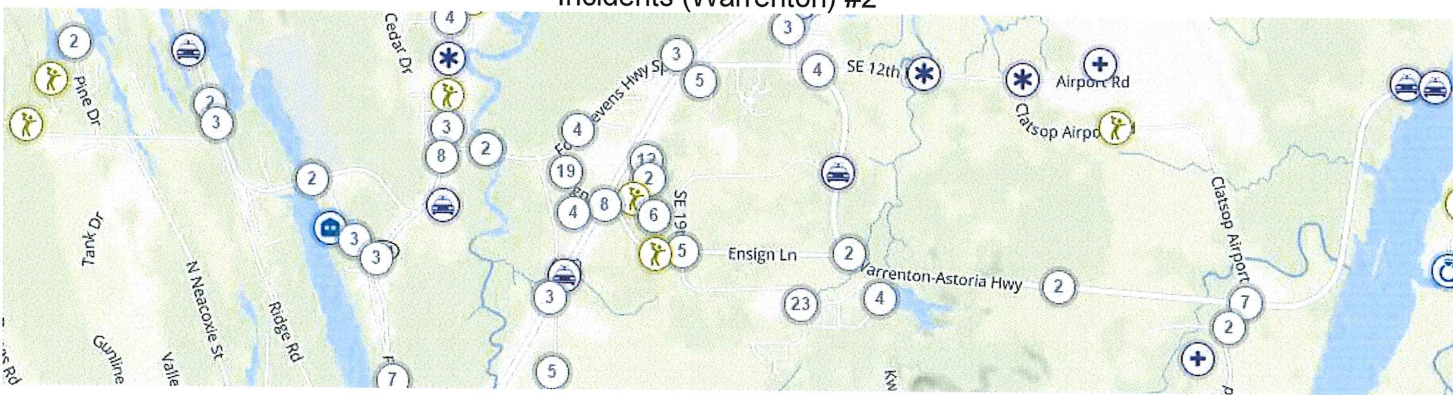
Incident trends



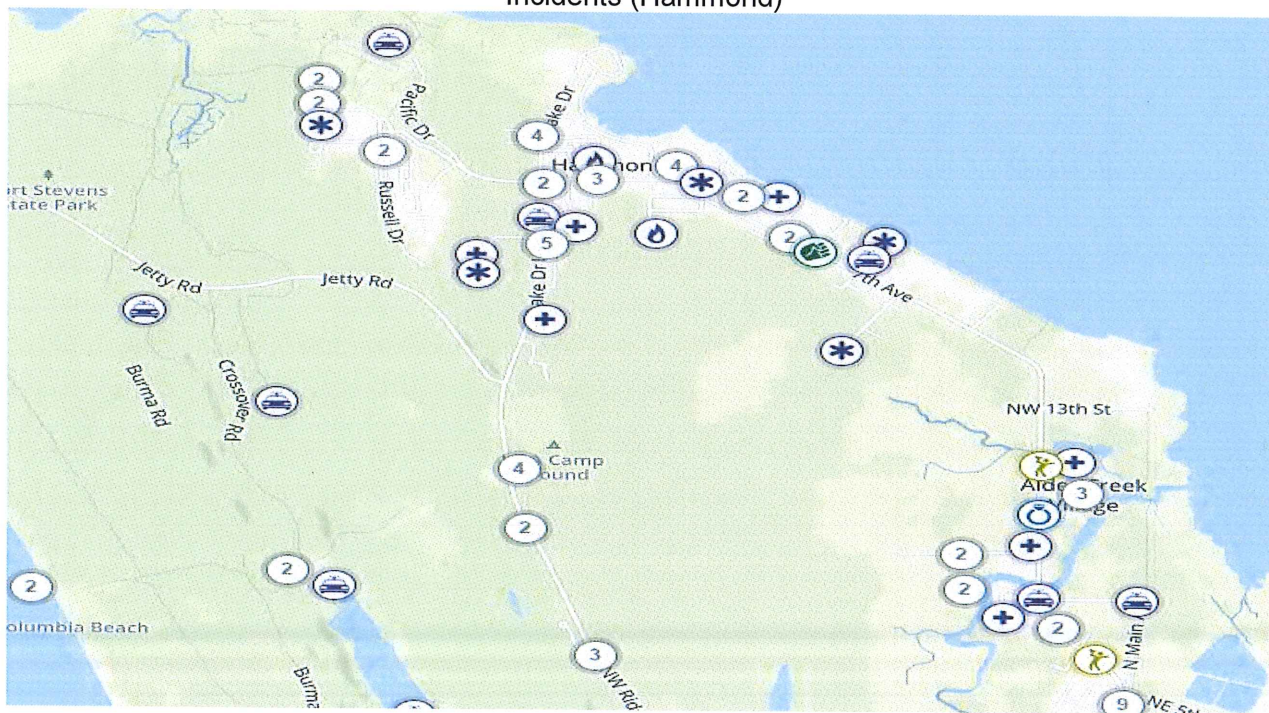
Incidents (Warrenton) #1



Incidents (Warrenton) #2



Incidents (Hammond)



Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	1.30%	.75%
Columbia Bank:	.05%	.05%
◆ Prime Rate:	4.00%	3.50%
◆ CPI-U change:	2.2%	1.1%
◆ Unemployment Rates:		
Clatsop County:	not avail.	4.9%
Oregon:	3.7%	5.0%
U.S.:	4.4%	5.0%

Department Statistics

◆ Utility Bills mailed	3,287
◆ New Service Connections	3
◆ Reminder Letters	403
◆ Door Hangers	75
◆ Water Service Discontinued	17
◆ Walk-in counter payments	859
◆ Mail payments	1,237
◆ Drop Box Payments	191
◆ Auto Pay Customers/pmts	553
◆ Online (Web) payments	542
◆ Phone payments	126
◆ Checks Issued	382

Current and Pending Projects

- ◆ 2017-2018 Proposed Budget has been presented to the Budget Committee and meetings have begun.
- ◆ 2018-2023 Capital Improvement Program has been presented to the Budget Committee.
- ◆ Workers' Compensation and Property Liability insurance renewals are in process.

Financial Narrative as of April 30, 2017

Note: Revenues and expenses should track at 10/12 or 83.3% of the budget.

General Fund: Year to date revenues amount to \$3,211,674, which is 87.5% of the budget, compared to the prior year amount of \$3,102,055, which was 86.9% of the budget and are up by \$109,619. Increases are shown in property taxes, franchise fees, transient room tax, city franchise fees, state revenue sharing, police charges, leases, interest and miscellaneous and are offset by decreases in, municipal court, planning charges and fire charges.

Expenses year to date amount to \$3,222,931, which is 74.7% of the budget, compared to the prior year amount of \$3,161,143 which was 78.7% of the budget. All departments are tracking under budget. Ending fund balance decreased during the year in the amount of \$11,257.

WBA: Business license revenue amounts to \$49,235 compared to \$45,800 last year at this time, a difference of \$3,435. The number of business licenses issued to date are 607 compared to 545 last year at this time. Year to date expenses exceed revenues by \$29,102 and reduces fund balance by the same.

Building Department: Permit revenues this month amount to \$5,075 and \$172,670 year to date, which is 81% of the budgeted amount. Last year to date permit revenue was \$182,283, a year to date difference of

\$9,613. Year to date expenses exceed revenues by \$5,774 and reduces fund balance by the same.

State Tax Street: State gas taxes received this month amount to \$22,225 for fuel sold in March and \$234,571 year to date. City gas taxes received this month amount to \$23,350 for fuel sold in February and are \$222,194 year to date. Total gas taxes year to date for the current and prior year amount to \$456,765 and \$434,332, respectively.

Warrenton Marina: Total revenues to date are \$495,157, 101.3% of the budgeted amount, compared to the prior year amount of \$506,172 and was 107.6% of the budgeted amount. There is \$50,770 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$274,377, 101% of the budgeted amount, compared to the prior year amount of \$277,065 and was 105.4% of the budgeted amount. There is \$4,351 in moorage receivables outstanding.

Of the total outstanding receivables \$29,235 is over 90 days old.

Water Fund: Utility fees charged this month are \$114,274 and \$62,595 and \$1,315,552 and \$923,083 year to date, for in-city and out-city respectively and totals \$2,238,635 which is 90.2% of the budget. Last year at this time year to

date fees were \$1,165,726 and \$899,383, for in-city and out-city, respectively, and totaled \$2,065,109. Year to date expenses exceed revenues by \$133,588 and reduces fund balance by same.

Sewer Fund: Utility fees charged this month are \$164,189 and \$1,652,010 year to date, which is 87.6% of the budget. Last year at this time year to date fees were \$1,506,099. Shoreline Sanitary Fees year to date are \$95,287. Septage revenue year to date is \$252,887 and is 90.3% of the budget. Total revenues year to date are \$3,090,149 compared to \$1,841,138 at this time last year. Loan proceeds for the core conveyance project are received this year in the Sewer Fund and then transferred out to the Sewer Capital Reserve Fund to be expended on the project.

Storm Sewer: Utility Fees (20% of sewer fees) this month are \$32,834 and \$330,311 year to date and is 87.5% of the budget. Total year to date revenues are \$330,899 compared to \$312,866 at this time last year.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$73,398 and \$14,741, and \$756,204 and \$145,662, year to date, and are 89.5% and 86.3% of the budget, respectively.

Financial data as of April 2017

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,216,755	1,269,879	950,000	133.67
Plus: Revenues	278,082	3,211,674	3,668,832	87.54
Less: Expenditures				
Municipal Court	9,150	87,352	126,320	69.15
Admin/Comm/Fin (ACF)	61,349	898,494	1,156,408	77.70
Planning	9,822	113,758	197,533	57.59
Police	85,117	1,264,442	1,702,215	74.28
Fire	43,360	615,704	833,463	73.87
Parks	12,417	113,603	171,673	66.17
Transfers	15,000	129,578	129,578	100.00
Total Expenditures	236,215	3,222,931	4,317,190	74.65
Ending Fund Balance	1,258,622	1,258,622	301,642	417.26

(see details of revenue, page 4)

	WBA			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	109,115	137,741	150,850	91.31
Plus: Revenues	511	56,020	46,200	121.26
Less: Expenditures	987	85,122	155,047	54.90
Ending Fund Balance	108,639	108,639	42,003	258.65

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	265,220	261,655	230,000	113.76
Plus: Revenues	5,313	174,113	213,890	81.40
Less: Expenditures	14,652	179,887	231,551	77.69
Ending Fund Balance	255,881	255,881	212,339	120.51

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,447,653	1,421,947	1,180,000	120.50
Plus: Revenues	46,981	468,031	799,407	58.55
Less: Expenditures	16,966	412,310	1,842,462	22.38
Ending Fund Balance	1,477,668	1,477,668	136,945	1,079.02

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	262,722	195,027	170,000	114.72
Plus: Revenues	18,656	495,157	489,001	101.26
Less: Expenditures	35,828	444,634	614,841	72.32
Ending Fund Balance	245,550	245,550	44,160	556.05

Financial data as of April 2017, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	202,948	168,011	170,000	98.83	952,042	1,140,492	910,000	125.33
Plus: Revenues	3,552	274,377	271,701	100.98	188,593	2,337,594	5,356,400	43.64
Less: Expenditures	23,920	259,808	389,770	66.66	133,731	2,471,182	5,881,435	42.02
Ending Fund Balance	<u>182,580</u>	<u>182,580</u>	<u>51,931</u>	<u>351.58</u>	<u>1,006,904</u>	<u>1,006,904</u>	<u>384,965</u>	<u>261.56</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,448,855	1,369,458	1,300,000	105.34	332,271	284,330	210,000	135.40
Plus: Revenues	448,398	3,090,149	4,328,279	71.39	33,108	330,899	377,960	87.55
Less: Expenditures	357,471	2,919,825	4,411,210	66.19	44,958	294,808	532,049	55.41
Ending Fund Balance	<u>1,539,782</u>	<u>1,539,782</u>	<u>1,217,069</u>	<u>126.52</u>	<u>320,421</u>	<u>320,421</u>	<u>55,911</u>	<u>573.09</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	356,806	354,473	375,000	94.53	9,731	11,801	11,000	107.28
Plus: Revenues	88,645	905,963	1,016,132	89.16	2,927	16,223	12,515	129.63
Less: Expenditures	75,748	890,733	1,170,371	76.11	1,898	17,264	21,308	81.02
Ending Fund Balance	<u>369,703</u>	<u>369,703</u>	<u>220,761</u>	<u>167.47</u>	<u>10,760</u>	<u>10,760</u>	<u>2,207</u>	<u>-</u>

	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	41,406	31,129	21,000	148.23	698,170	42,123	19,154	219.92
Plus: Revenues	15,595	68,071	70,727	96.24	(879)	2,204,071	4,222,122	52.20
Less: Expenditures	4,150	46,349	75,772	61.17	206,908	1,755,811	4,241,276	41.40
Ending Fund Balance	<u>52,851</u>	<u>52,851</u>	<u>15,955</u>	<u>331.25</u>	<u>490,383</u>	<u>490,383</u>	<u>-</u>	<u>-</u>

Financial data as of April 2017, continued

(\$ Cash Balances as of April, 2017)

General Fund	1,475,725	Warrenton Marina	198,560	Storm Sewer	276,601
WBA	9,950	Hammond Marina	179,539	Sanitation Fund	274,581
Building Department	256,673	Water Fund	693,949	Community Center	14,027
State Tax Street	1,488,833	Sewer Fund	1,195,497	Library	53,639

Warrenton Urban Renewal Agency

Capital Projects	659,207
Debt Service	1,174,162

General Fund Revenues	Collection Frequency	2016-2017 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date		(over) under budget
				April 2017	April 2016	
Property taxes-current	AP	884,586	96.28	851,642	829,275	32,944
Property taxes-prior	AP	35,000	64.69	22,642	25,222	12,358
County land sales	A	-	0.00	-	-	-
Franchise fees	MA	534,000	90.59	483,735	450,544	50,265
COW - franchise fees	M	124,338	89.57	111,370	101,273	12,968
Transient room tax	Q	462,109	79.28	366,379	349,371	95,730
Liquor licenses	A	625	96.00	600	650	25
State revenue sharing	MQ	125,559	64.46	80,930	77,080	44,629
Municipal court	M	127,175	71.21	90,559	98,960	36,616
Planning charges	I	55,000	42.24	23,234	118,892	31,766
Police charges	I	6,000	131.78	7,907	4,273	(1,907)
Fire charges	SM	92,481	79.57	73,585	86,383	18,896
Park charges	I	-	0.00	275	180	-
Housing rehab loans	I	-	0.00	-	689	-
Miscellaneous	I	1,300	1245.38	16,190	7,876	(14,890)
Interest	M	5,000	190.02	9,501	5,640	(4,501)
Lease receipts	M	209,251	83.46	174,631	149,584	34,620
Donations	I	-	0.00	-	3,325	-
Sub-total		2,662,424	86.88	2,313,180	2,309,217	349,244
Overhead	M	1,006,408	89.28	898,494	792,838	107,914
Total revenues		3,668,832	87.54	3,211,674	3,102,055	457,158

M - monthly

S - semi-annual

Q - quarterly

I - intermittently

SM - Semi-annual in November then monthly

MQ - Monthly, cigarette and liquor and Quarterly, revenue sharing

AP - As paid by taxpayer beginning in November

R - renewals due in July and new licenses intermittently

MA - pacificorp-monthly, Century Link-quarterly, others annually in March 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, 2017. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

"Making a difference through excellence of service"



CITY OF WARRENTON

TO: Warrenton City Commission
FROM: Skip Urling, Community Development Director
RE: Building permits & land use applications activity—April 2017
DATE: For Agenda of May 23, 2017

Building Permits

- 1 **SINGLE FAMILY DWELLING**
 17-041 SFR on SW Alder Avenue

Land Use Activity

- 2 **PRE-APPLICATION**
 - PRE-17-10 Pacific Coast Seafood's – site design review modification to add approximately 15,000 sq. ft.
 - PRE-17-9 Skipanon River Apartments Skipanon Dr/NW 1st St
 - PRE-17-8 Warrenton Kia expansion
 - PRE 17-7 Palmberg Apartments SE Jetty/Hwy 105
- 1 **SIGN**
 - SIG-17-3 Monument Sign at Young's Bay Plaza, 101 Hwy 101
- 3 **LUCS**
 - LUCS-17-8 Ben Johnson Warrenton Trail Landing 7 lot subdivision for duplexes on North Main Avenue
 - LUCS-17-9 Richard Krueger 60 unit apartment complex in the Forest Rim Subdivision

5-F



Warrenton Fire Department

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

STAFF REPORT

Date: May 23, 2017
To: The Members of the Warrenton City Commission
Linda Engbretson, City Manager
From: Tim Demers, Fire Chief
Re: Fire Department Activity Report for **March, 2017**

March, 2017 Emergency Response Activity -

The Warrenton Fire Department responded to 76 emergency calls during the month of March, 2017. The department responded to 59 EMS (emergency medical service) calls, 11 motor vehicle crashes, and 5 service calls. There was 1 reportable fire during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 5 volunteers responded per call throughout the month. During the month of March, 77.6%, or 59 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 17 calls, or 22.4%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

March, 2017 Training -

The department held 5 regularly scheduled Wednesday evening training sessions during the month of March, with an average attendance of 24 volunteers per drill. The department offered 6 additional training sessions during the month of March.



Warrenton Fire Department

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

5-6

STAFF REPORT

Date: May 23, 2017
To: The Members of the Warrenton City Commission
Linda Engbretson, City Manager
From: Tim Demers, Fire Chief
Re: Fire Department Activity Report for April, 2017

April, 2017 Emergency Response Activity -

The Warrenton Fire Department responded to 99 emergency calls during the month of April, 2017. The department responded to 71 EMS (emergency medical service) calls, 10 motor vehicle crashes, and 15 service calls. There were 3 reportable fires during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 7 volunteers responded per call throughout the month. During the month of April, 61.6%, or 61 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 38 calls, or 38.4%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

April, 2017 Training –

The department held 4 regularly scheduled Wednesday evening training sessions during the month of March, with an average attendance of 25 volunteers per drill. The department offered 1 additional training session during the month of April.

7-A



Warrenton's Old-Fashioned Fourth of July

May 17, 2017

Warrenton's Old-Fashioned Fourth of July Committee works on behalf of the City of Warrenton and the city's Warrenton Business Association to organize an event that brings thousands of people to town each year, where they shop, eat in our restaurants, stay in our hotels and campgrounds, and enjoy all that Warrenton has to offer. Warrenton residents and businesses also appreciate this event, whether they're watching from the sidelines or participating with a float promoting their business, service group or hobby.

We plan to stage a parade, a classic car show, a motorcycle tailgate party and a children's decorating and activity area. This event will run throughout the day on July 4.

Our committee requests permission from the City Commission for the following:

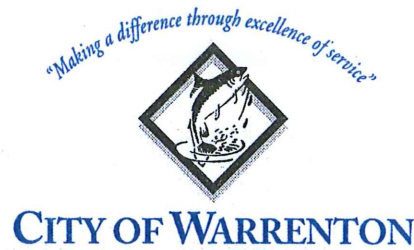
1. Closure of Main Avenue for the parade and for use of other city streets (primarily First Street, Cedar Avenue, and Ninth Street) for staging the parade.
2. Use of Robinson Community Park from 10 a.m. to 3 p.m. for the car show and motorcycle show and a waiver of fees.
3. Use of the gravel lot on Main Avenue next to Warrenton Fire Station from 11 a.m. to 4 p.m. for the children's activity area.
4. Assistance from Public Works staff, Warrenton Police, Warrenton Fire and front desk staff at City Hall to help facilitate the events. All these entities have been extremely supportive and helpful every year, and we mention them here because we don't want to minimize the amount of work and participation they provide.

As elected representatives of the best small town in America, we also request your presence, as commissioners, with individual entries in the parade.

Thank you,

Warrenton's Old-Fashioned Fourth of July Committee
Cindy Yingst, parade organizer and committee chairwoman,
Melody Dufton, car show organizer,
Bob Hutson, motorcycle show organizer
Trisha Cole, decoration station organizer
Mike Moha
Pam Morimoto
D.B. Lewis

7-B



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: Commission Meeting May 23, 2017
SUBJ: Consideration of Hammond Marina Task Force Appointments

SUMMARY:

Commissioner Ackley has a list of names of interested persons for your consideration to appoint to review and refresh the Hammond Marina Master Plan. A finalized list will be available Tuesday night.

RECOMMENDATION/SUGGESTED MOTION

A motion to appoint a Hammond Marina Task Force is recommended.

ALTERNATIVE

None Recommended

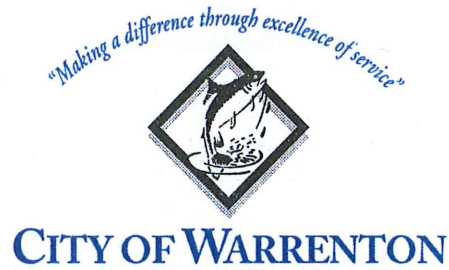
FISCAL IMPACT

N/A

Approved by City Manager:

A handwritten signature in black ink, which appears to read "Linda Engbretson", is written over a solid horizontal line. The signature is fluid and cursive.

7-D



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: May 23, 2017
SUBJ: Consideration of Deed - Tax Lot 1500
81021CB01500 - SW Juniper Avenue

SUMMARY

We previously presented a request to consider whether Tax Lot 1500, Map 81021CB, serves a public purpose. This property was originally deeded to the City by Clatsop County for landfill purposes; however, the deed includes a reversionary clause wherein the property reverts back to the County should the City determine there is no longer a public need. The Commission designated the property as such at the April 11, 2017, meeting. Attached is the Statutory Bargain and Sale Deed prepared by Beery Elsner & Hammond to convey the property back to the County.

RECOMMENDATION/SUGGESTED MOTION

"I move to authorize the Mayor's signature on the Statutory Bargain and Sale Deed to convey Tax Lot 1500, 81021CB, from the City of Warrenton to Clatsop County."

ALTERNATIVE

N/A

FISCAL IMPACT

It is likely the County will sell the property at auction putting it back on the tax role.

Until a change is requested, all tax statements shall be sent to:

No Change

After recording, return to:

City of Warrenton
225 S. Main Ave/PO Box 250
Warrenton, OR 97146

STATUTORY BARGAIN AND SALE DEED

City of Warrenton, Grantor, conveys to Clatsop County, Grantee, the following described real property:

A parcel or tract of land in the SW $\frac{1}{4}$ of Section 21, Township 8 North, Range 10 West Willamette Meridian, Clatsop County, Oregon described as follows:

Beginning at the SW corner of Smith's Warrenton Addition which is also the SE corner of Oregon Washington property as described in Vol. 256, Page 677, Deed Records, Clatsop County, Oregon.

Thence west along the south line of said Oregon Washington Plywood property a distance of 720.0 feet to a point which is the SW corner of said Oregon Washington Plywood property; said point is also on the easterly right of way line of SE Juniper Avenue.

Thence south along the easterly right of way line of SW Juniper Avenue a distance of 231.0 feet more or less to a point which is the north line of City of Warrenton property, as described in Vol. 192, Page 153, Deed Records, Clatsop County.

Thence east along the north line of said Warrenton City property a distance of 720.0 feet to a point which is the northeast corner of said Warrenton City property and also a point on the east line of L. Newton property as described in Vol. 249, Page 591, Deed Records, Clatsop County, Oregon.

Thence north along the east line of said L. Newton property a distance of 231.0 feet more or less to the point of beginning,"

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE

APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IN ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTION 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

The true consideration for this conveyance is One Dollar (\$1.00).

City of Warrenton

Date

Printed Name

Title

State of Oregon)
) ss
County of Clatsop)

This instrument was acknowledged before me on _____, 2017, by
_____ and _____.

Notary Public for Oregon

My commission expires: _____

APPROVAL AND ACCEPTANCE BY CLATSOP COUNTY (ORS 93.808)

The foregoing dedication is hereby approved and accepted this _____ day of
_____, 20__.

Clatsop County