

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING

May 22, 2018 – 6:00 P.M.

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. Commission Regular Meeting Minutes – 4.24.18
- B. Commission Regular Minutes – 5.08.18
- C. Police Dept. Monthly Statistics – April 2018
- D. Fire Dept. Activity Report – April 2018
- E. Monthly Finance Report – April 2018

4. **COMMISSIONER REPORTS**

5. **PUBLIC COMMENT**

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

6. **PUBLIC HEARINGS** – NONE

7. **BUSINESS ITEMS**

- A. Consideration of WBA application/appointment
- B. Consideration of Determination of Nuisance – 228 S. Main

C. Consideration of Request for Assistance - Oregon Housing Planning Project

D. Consideration of City Manager Vacation Request

8. DISCUSSION ITEMS

9. GOOD OF THE ORDER

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.

3-A

MINUTES
Warrenton City Commission
Regular Meeting – April 24, 2018
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:02 p.m. and led the public in the Pledge of Allegiance.

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

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Interim Community Development Director Kevin Cronin, Harbormaster Jane Sweet, Police Chief Mathew Workman, and Deputy City Recorder Dawne Shaw

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

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

COMMISSIONER REPORTS –

Commissioner Dyer noted the progress being made on the S. Main property, across from city hall and stated the next door neighbor is also cleaning up.

Mayor Balensifer gave update on the economic road mapping process, noting he and City Manager Linda Engbretson had initial discussions with the contractor and will hold open forum groups to get community feedback. He noted they will take a tour of the city, and will schedule the focus groups and/or town halls.

Commissioner Newton spoke briefly about the recent elk town hall, noting the attendance was very good. Mayor Balensifer also noted the turn out for the elk town hall and stated the city will move forward with the city newsletter.

PUBLIC COMMENT – None

PUBLIC HEARINGS – Mayor Balensifer opened the public hearing on Ordinance No. 1220, Amending Warrenton Municipal Code (WMC) 16.12.010, Definitions, WMC 16.88.030(H) Variance Procedures, WMC 16.88.010(H) Manufactured Homes/Dwellings, and adding a new Section “Coastal High Hazard Areas.” Formalities followed and no conflicts of interest were reported. Interim Community Development Director Kevin Cronin presented his staff report and

noted the proposed ordinance is to update the Flood Insurance Rate Maps that were last updated in 2010. He stated the proposed amendment to the Warrenton Municipal Code reference the most recent study and maps that were created based on the latest mapping technology and clarify code language related to floodplain development and historic resources. Mr. Cronin noted there were no comments from the Planning Commission or the public at the Planning Commission meeting. Brief discussion followed. Commissioner Newton asked for clarification on 4 foot foundations and if it applies to mobile homes in parks. Mr. Cronin stated he will look into it and report back. Mayor Balensifer asked for public comment. No one spoke in favor or opposition. There being no further comments, Mayor Balensifer closed the public hearing.

Commissioner Newton made the motion to approve the first reading of Ordinance No. 1220, by title only, and schedule the second reading for May 8, 2018. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading of Ordinance No. 1220, by title only; an ordinance amending Warrenton Municipal Code (WMC) 16.12.010, Definitions, WMC 16.88.030(H) Variance Procedures, WMC 16.88.010(H) Manufactured Homes/Dwellings, and adding a new Section “Coastal High Hazard Areas.”

BUSINESS ITEMS –

Interim Community Development Director Kevin Cronin stated the yard at 238 S. Main Street is chronically littered with trash, vehicles, vehicle parts, unguarded machinery and equipment and construction debris. He noted photographs included in the agenda packet, which showed a variety of junk and waste on the property. He stated all of this material in the yard is unfenced and unprotected from the public. Mr. Cronin concluded that conditions at 238 S. Main are consistent with and meet the description of various nuisances, both enumerated and unenumerated. He noted the property has been considerably cleaned up however there is still more that needs to happen. Commissioner Dyer stated most of the vehicles are on the next property. Brief discussion continued.

Commissioner Newton made the motion to declare that enumerated and unenumerated nuisances exist at 238 S. Main Street, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within ten days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.

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

Interim Community Development Director Kevin Cronin noted the house at 925 E. Harbor Drive is vacant and uninhabitable. He noted the photographs included in the agenda packet that showed two derelict structures, trash, tall grass, weeds, and construction waste. He stated this material is located in the front yard of the property, which is unfenced and unprotected from the public and neighborhood children specifically. Mr. Cronin concluded that conditions at 925 E.

Harbor Drive are consistent with the description of various nuisances, both enumerated and unenumerated. He stated Mrs. Leach dropped off a bid to commence demolition in 30 days, and noted he recommends continuing with declaring the nuisance. Brief discussion followed.

Commissioner Baldwin made the motion to declare that enumerated and unenumerated nuisances exist at 925 E. Harbor Drive, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within ten days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.

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

Interim Community Development Director Kevin Cronin stated the Transportation & Growth Management Quick Response Program is offering technical assistance grants to local governments that need to problem solve key redevelopment sites. He noted the City has experienced an increase in building in the last few years which has consumed most of the developable vacant residential and commercial land. He stated the “Yuill Zone Change” has the potential to provide new housing and business opportunities but currently does not have any plans to guide future development in exchange for higher densities. Mr. Cronin explained the project may result in a deliverable or at least recommendations for plan or code amendments to achieve property owner, community identified, or city policy goals. He noted a requirement of the grant application package includes demonstration of support from the City, and staff recommends a resolution from the City Commissioner to send a clear signal of support. Mr. Cronin stated the process is slow and it will be months before it can get underway. Discussion followed on whether the property owners will personally benefit from the zone change and potential conflicts of interest. Mr. Cronin stated the final product of the grant is a concept plan or recommendations for plan or code amendments, and the city can then determine how best to move forward. Discussion continued Legal Counsel Spencer Parsons noted he is comfortable with it and does not see a conflict of interest.

Commissioner Newton made the motion to approve Resolution No. 2518; Authorizing and Endorsing an Application for a Technical Assistance Grant to Conduct a Concept Plan for the Yuill Zone Change site. Motion was seconded and passed unanimously.

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

City manager Engbretson stated she would like to thank Interim Community Development Director Kevin Cronin for bringing this forward; this is a great tool and she appreciates his proactive approach.

Community Development Director Kevin Cronin stated Mr. Gramson requested to withdraw the performance agreement from the agenda. There were no objections from the Commission to withdraw the agenda item.

Harbormaster Jane Sweet discussed the proposal for Marine Engineering Services for the Hammond Marina Dredging Project in a scope of work proposal received from MottMacDonald.

She stated this is Phase 2 of the project, and dredging needs to be done to maintain safe and navigable for vessels that utilize the marina. She noted the next steps are Design Criteria, Development and Sediment Fate Modeling, Preliminary Engineering and Permit Drawings, and then Permit Documents and Agency Coordination. Ms. Sweet stated the work is estimated to be completed approximately seven weeks from the notice to proceed. She noted this would also include Phase 3 of the bank stabilization. Discussion followed on funding for the dredging. City Manager Engbretson requested to amend the motion to include the language, “and authorize the Mayor’s signature on contract documents.”

Commissioner Baldwin made the motion to accept the Proposal for Marine Engineering Services dated April 11, 2018, from MottMacDonald in the amount of \$59,400 to aid in the Hammond Boat Basin Dredging Assessment Phase 2 and, to authorize the Mayor’s signature on contract documents. Motion was seconded and passed unanimously.

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

City Manager Linda Engbretson gave an update on the King Salmon Development. She noted a “stop order” was placed on the construction site pending an engineered drainage plan, and that is where it stands. Ms. Engbretson stated staff has been working with Mr. Adams on several of his complaints and legal counsel has been in contact with his attorney.

DISCUSSION ITEMS – None

GOOD OF THE ORDER –

Commissioner Baldwin asked for an update on the subleasing issue. City Manager Engbretson stated she has not yet had the time to follow up on the matter.

Commissioner Newton stated he recently heard a woman speaking on Popular Science and discovered he had prejudices, and will work on it.

Mayor Balensifer stated he attended the Oregon National Guard Association and Oregon Military Ball and noted there is a lot of traction moving forward on the emergency preparedness issue. He noted he has invited someone to come and brief the city on the military’s asset plan for emergency response, noting it could possibly be a town hall. He also noted the Oregon Library Association had their annual conference and he talked with them about grants that are available for next year. He reminded everyone the Warrenton High Fish Hatchery Program’s annual fish release is May 11, 4-7 p.m.

City Manager Engbretson noted city staff has been working on the budget, and the information will go out next week. She stated the first budget meeting is May 10th.

There being no further business Mayor Balensifer adjourned the meeting at 6:43 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, Deputy City Recorder

3-B

MINUTES
Warrenton City Commission
Regular Meeting – May 08, 2018
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

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

Commissioners Present: Rick Newton, Mark Baldwin, and Mayor Henry Balensifer

Absent: Pam Ackley; Tom Dyer

Staff Present: City Manager Linda Engbretson, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Chief Mathew Workman, and Deputy City Recorder Dawne Shaw

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

Balensifer – aye; Newton – aye; Baldwin – aye

COMMISSIONER REPORTS –

Mayor Balensifer requested to table agenda item 7-C, the consideration of Parks Advisory Board appointments, and there were no objections.

Mayor Balensifer stated the Clatsop County Housing task force had a meeting and they hope to have a preliminary draft report by the end of the year. He noted they reviewed the wetlands, the trails, the tsunami zone, and tsunami maps, and discussed the challenges that wetlands present in regards to construction. He stated a grant may be available for a buildable lands inventory and a housing inventory; the grant application deadline is in June.

PUBLIC COMMENT – None

PUBLIC HEARINGS – None

BUSINESS ITEMS –

After reading a Proclamation Mayor Balensifer declared the week of May 20 – 26, 2018 as Emergency Medical Services Week, in the City of Warrenton, and encouraged everyone to join in its observance.

Don Thomas from Medix presented a plaque for Warrenton's continued support of emergency services. Brief discussion followed on Medix services. Mr. Thomas noted there were 9,400 calls last year, which is an increase of approximately 1,000 from the previous year.

Kevin Leahy, Executive Director of Clatsop Economic Development Resources, (CEDR), and Clatsop Community College Small Business Development Center, (SBDC), reviewed a Power Point presentation and gave updates on the Enterprise Zone, noting there is not a lot of activity but there is a lot of opportunity for businesses that are growing or relocating to Oregon. He explained the benefits of an enterprise zone and the requirements. He introduced Bob Dorn of Hyak Maritime, who purchased Tongue Point. Mr. Dorn explained the focus of the shipyard, and noted it will have dry dock capabilities with a travel lift. Discussion followed. Mr. Dorn noted Hyak Tongue Point will be able to service commercial fishing vessels, and he expects it to be the busiest shipyard on the West Coast, in terms of turn over. There was brief discussion on the history of Tongue Point. Mr. Leahy gave a quick update on CEDR activities, SBDC, and explained the Clatsop Works program, as outlined in the agenda packet material. Brief discussion followed. Mr. Leahy spoke briefly about recruitment for the Clatsop Business Park.

City Manager Linda Engbretson noted the public hearing and the first reading of Ordinance No. 1220 was done at the April 24, 2018 City Commission meeting. It is now brought before the Commission for the second reading and adoption.

Commissioner Baldwin made the motion to approve the second reading of Ordinance No. 1220, by title only. Motion was seconded and passed unanimously.

Balensifer – aye; Newton – aye; Baldwin – aye

Mayor Balensifer conducted the second reading of Ordinance No. 1220, by title only; an ordinance amending Warrenton Municipal Code (WMC) 16.12.010, Definitions, WMC 16.88.030(H) Variance Procedures, WMC 16.88.010(H) Manufactured Homes/Dwellings, and adding a new Section "Coastal High Hazard Areas."

Commissioner Newton made the motion to adopt Ordinance No. 1220. Motion was seconded and passed unanimously.

Balensifer – aye; Newton – aye; Baldwin – aye

DISCUSSION ITEMS – None

GOOD OF THE ORDER –

Commissioner Newton stated Warrenton Kids need to raise \$10,000 for new equipment, due to new standards, and noted the contest they had to raise \$6,000. He stated he spoke with Helping Hands, and noted they are trying to teach their clients what landlords expect and require from renters. He also gave an "atta-boy" for Commissioner Dyer's hard work with the gas station

owner on S. Main, to get the property cleaned up. He also noted that Commissioner Dyer hung the flower baskets at the library and has done a great job.

Mayor Balensifer reiterated the great work Commissioner Dyer has done, working alongside property owners to help improve the downtown, without being too harsh. He reminded everyone of the Warrenton High Fisheries annual fish release, May 11th, from 4-7 p.m.

City Manager Engbretson reminded the Commission of the budget meeting this Thursday at 5:30 p.m., and gave a “shout out” to Warrenton Fire Department and Caption John Shepherd for the great coordination and excellent job with the training burns on Skipanon.

Mayor Balensifer noted the Drug Take-back event held last Saturday and stated 35-45 people participated, and 200 pounds of unused prescription pills were taken back in 4 hours. He thanked Chief Workman for being part of that event.

There being no further business Mayor Balensifer adjourned the meeting at 6:50 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, Deputy City Recorder

3-C



WARRENTON POLICE DEPARTMENT

APRIL 2018 STATISTICS

MAY 22, 2018



April Statistics (% changes are compared to 2017)							
Category	2018	2017	%Chg	2016	%Chg	2015	%Chg
Calls for Service	776	553	40%	685	13%	712	9%
Incident Reports	185	150	23%	132	40%	137	35%
Arrests/Citations	89	117	-24%	88	1%	80	11%
Traffic Events	247	128	93%	279	-11%	242	2%
DUII Calls	4	4	0%	2	100%	1	300%
Traffic Accidents	27	22	23%	24	13%	21	29%
Property Crimes	94	35	169%	39	141%	64	47%
Disturbances	73	61	20%	62	18%	55	33%
Drug/Narcotics Calls	10	5	100%	3	233%	1	900%
Animal Complaints	20	24	-17%	30	-33%	32	-38%
Officer O.T.	88.15	284.3	-69%	45	96%	135.3	-35%
Reserve Hours	37	31	19%	125	-70%	125	-70%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	553	517	772	776					
Incident Reports	177	138	160	185					
Arrests/Citations	91	49	84	89					
Traffic Events	152	161	267	247					
DUII Calls	4	1	4	4					
Traffic Accidents	13	17	18	27					
Property Crimes	86	58	59	94					
Disturbances	50	58	75	73					
Drug/Narcotics Calls	7	5	7	10					
Animal Complaints	17	17	25	20					
Officer O.T.	173	222.75	64.4	88.15					
Reserve Hours	18.5	24	13	37					

Oct	Nov	Dec	2018 YTD	2018 Estimate	2017	2018 v 2017	2016	2018 v. 2016	2015	2018 v. 2015
			2618	7854	7982	-2%	8239	-5%	8317	-6%
			660	1980	1739	14%	1749	13%	1515	31%
			313	939	961	-2%	925	2%	994	-6%
			827	2481	2407	3%	2353	5%	2220	12%
			13	39	37	5%	15	160%	14	179%
			75	225	219	3%	291	-23%	408	-45%
			297	891	850	5%	805	11%	1374	-35%
			256	768	855	-10%	781	-2%	1359	-43%
			29	87	73	19%	42	107%	80	9%
			79	237	294	-19%	311	-24%	318	-25%
			548.3	1644.9	1789	-8%	1249	32%	997.5	65%
			92.5	277.5	577	-52%	901.75	-69%	804.75	-66%

The following is a graphic representation of statistics for April 2018 using our CrimeReports.com membership. If you go to the website you can zoom in on each incident for more details.

Violent

- Assault
- Assault with Deadly Weapon
- Homicide
- Kidnapping
- Robbery
- Other Sexual Offense
- Sexual Assault
- Sexual Offense

Property

- Breaking & Entering
- Property Crime
- Property Crime Commercial
- Property Crime Residential
- Theft
- Theft from Vehicle
- Theft of Vehicle

Quality Of Life

- Disorder
- Quality of Life
- Drugs
- Liquor

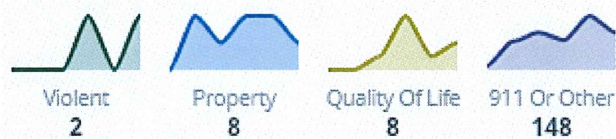
911 & Other

- Alarm
- Arson
- Death
- Family Offense
- Missing Person
- Other
- Pedestrian Stop
- Vehicle Recovery

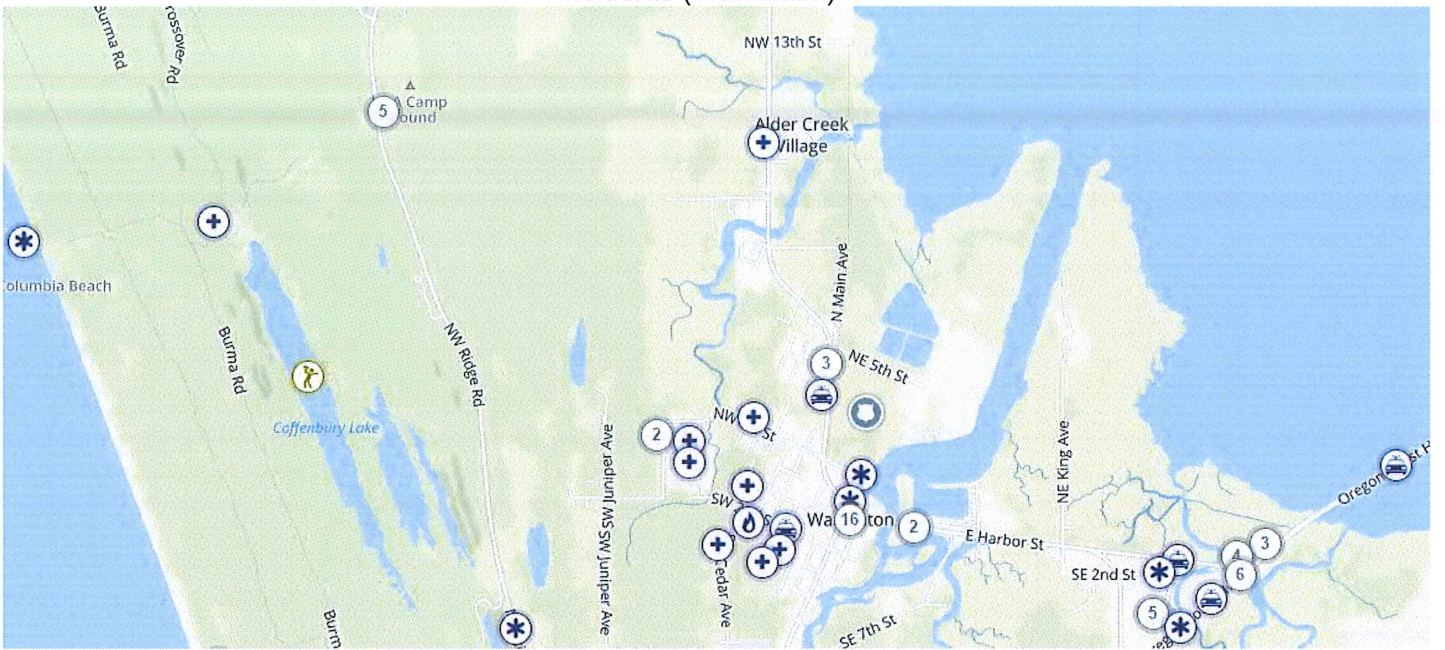
Vehicle Stop

- Weapons Offense
- Community Policing
- Proactive Policing
- Emergency
- Fire
- Traffic

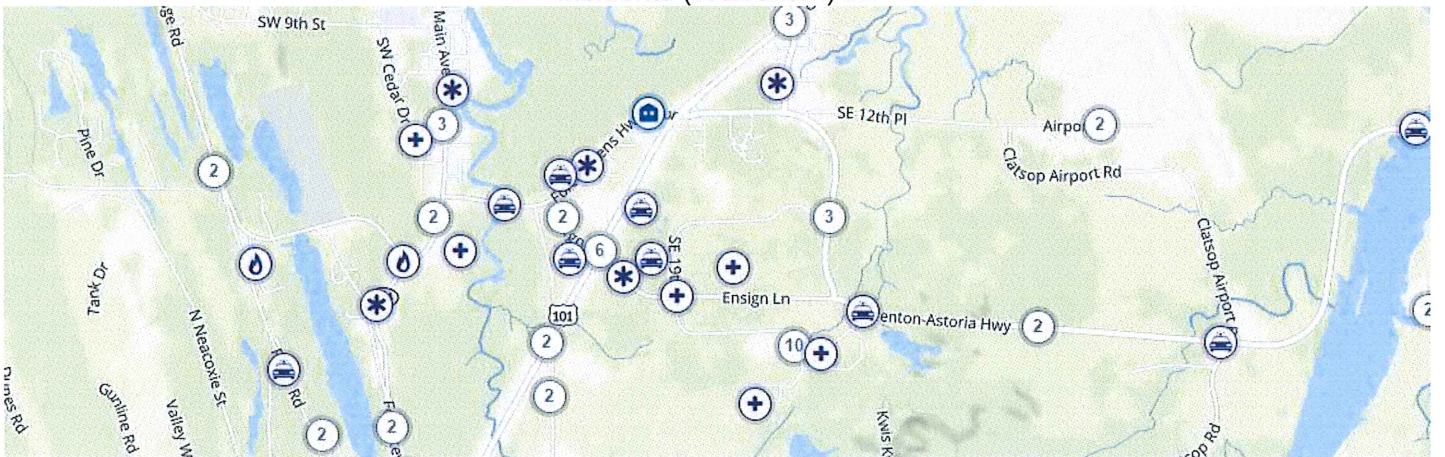
Incident trends



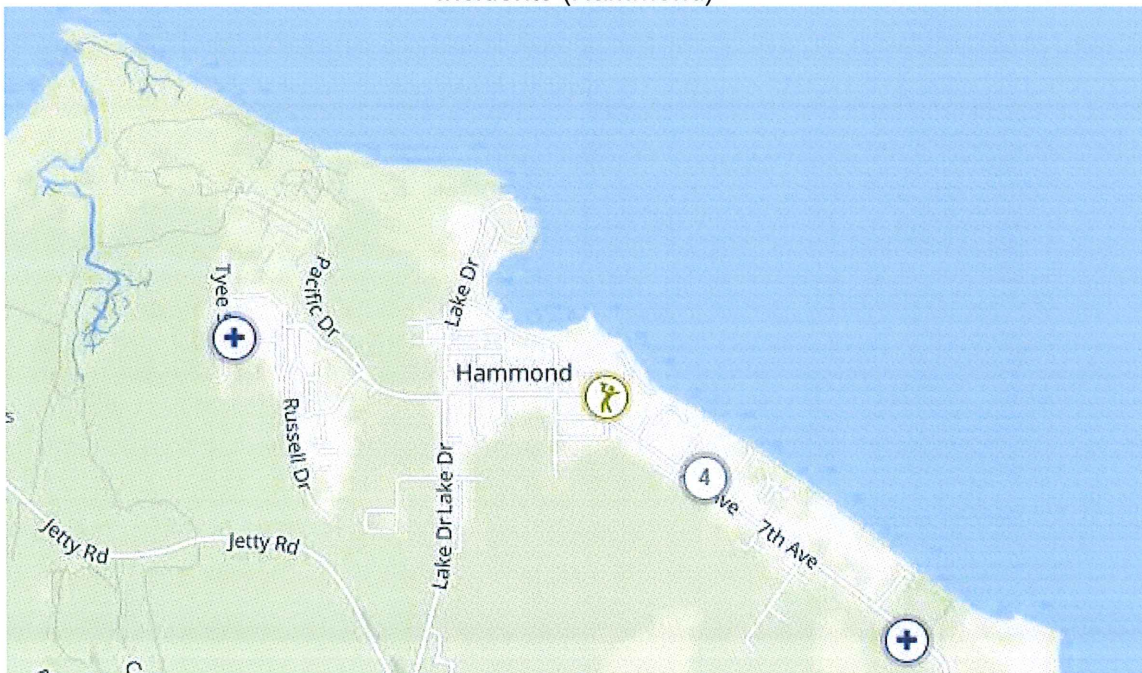
Incidents (Warrenton) #1



Incidents (Warrenton) #2



Incidents (Hammond)



3-D



Warrenton Fire Department

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

STAFF REPORT

Date: May 21, 2018
To: The Members of the Warrenton City Commission
 Linda Engbretson, City Manager
From: Tim Demers, Fire Chief
Re: Fire Department Activity Report for April, 2018

April, 2018 Emergency Response Activity -

The Warrenton Fire Department responded to 87 emergency calls during the month of April, 2018. The department responded to 57 EMS (emergency medical service) calls, 18 motor vehicle crashes, and 12 service calls. There were no reportable fires during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 5 volunteers responded per call throughout the month. During the month of April, 59.8%, or 52 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 35 calls, or 40.2%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

April, 2018 Training –

The department held 4 regularly scheduled Wednesday evening training sessions during the month of April, with an average attendance of 20 volunteers per drill. The department offered 6 additional training sessions during the month of April.

Volume 11, Issue 10

Monthly Finance Report
April 2018

May 22, 2018

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.10%	1.30%
Columbia Bank:	n/a	.05%
◆ Prime Rate:	4.75%	4.00%
◆ CPI-U change:	2.5%	2.2%
◆ Unemployment Rates:		
Clatsop County:	not avail.	4.0%
Oregon:	4.1%	4.1%
U.S.:	3.9%	4.4%

Department Statistics

◆ Utility Bills mailed	3,317
◆ New Service Connections	5
◆ Reminder Letters	357
◆ Door Hangers	76
◆ Water Service Discontinued	10
◆ Walk-in counter payments	685
◆ Mail payments	1,251
◆ Auto Pay Customers/pmts	597
◆ Online (Web) payments	591
◆ Phone payments	107

Current and Pending Projects

- ◆ 2018-2019 Proposed Budget has been presented to the Budget Committee and meetings have begun.
- ◆ 2019-2024 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, 2018

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

General Fund: Year to date revenues amount to \$3,281,284, which is 84.9% of the budget, compared to the prior year amount of \$3,211,674, which was 87.5% of the budget and are up by \$69,610. Increases are shown in property taxes, city franchise fees, transient room tax, state revenue sharing, community development fees, police charges, fire charges, leases and interest and are offset by decreases in franchise fees, municipal court, and miscellaneous.

Expenses year to date amount to \$3,263,274, which is 74.6% of the budget, compared to the prior year amount of \$3,222,931, which was 74.7% of the budget. All departments are tracking at or under budget. Ending fund balance increased during the year in the amount of \$18,010.

WBA: Business license revenue amounts to \$53,405 compared to \$49,235 last year at this time, a difference of \$4,170. The number of business licenses issued year to date is 570, compared to 607 at this time last year. Year to date expenses exceed revenues by \$34,351 and reduces fund balance by the same.

Building Department: Permit revenues this month amount to \$42,973 and \$228,401 year to date, which is 131.5% of the budgeted amount. Last year to date

permit revenue was \$172,670. Year to date revenues exceed expenses by \$8,002 and reduces fund balance by the same.

State Tax Street: State gas taxes received this month amount to \$24,609 for fuel sold in March and \$241,979 year to date. City gas taxes received this month amount to \$24,641 for fuel sold in February and are \$236,923 year to date. Total gas taxes year to date for the current and prior year amount to \$478,902 and \$456,765, respectively.

Warrenton Marina: Total revenues to date are \$493,464, 92.7% of the budgeted amount, compared to the prior year amount of \$495,157 and was 101.3% of the budgeted amount. There is \$38,667 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$298,297, 102.6% of the budgeted amount, compared to the prior year amount of \$274,377 and was 101% of the budgeted amount. There is \$2,511 in moorage receivables outstanding.

Of the total outstanding receivables \$29,300 is over 90 days old.

Water Fund: Utility fees charged this month are \$115,923 and \$69,785 and \$1,435,767 and \$1,041,255 year to date, for in-city and out-city respectively and totals \$2,477,022 and is 89% of the bud-

et. Last year at this time year to date fees were \$1,315,552 and \$923,083, for in-city and out-city, respectively, and totaled \$2,238,635.

Sewer Fund: Utility fees charged this month are \$173,734 and \$1,773,657 year to date, which is 87.5% of the budget. Last year at this time year to date fees were \$1,652,010. Shoreline Sanitary Fees year to date are \$101,215. Septage revenue year to date is \$229,480 and is 72.9% of the budget. Total revenues year to date are \$2,688,215 compared to \$3,090,149 at this time last year. Revenues include loan proceeds received for the Core Conveyance Project.

Storm Sewer: Utility Fees (20% of sewer fees) this month are \$34,742 and \$354,684 year to date and is 87.5% of the budget. Last year to date revenues were \$330,311 which was 87.5% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$74,747 and \$15,350, and \$757,633 and \$152,447, year to date, and are 85.1% and 82.6% of the budget, respectively.

Financial data as of April 2018

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,301,555	1,306,042	790,000	165.32	
Plus: Revenues	275,827	3,281,284	3,864,488	84.91	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	8,206	87,254	131,566	66.32	
Admin/Comm/Fin(ACF)	52,910	809,555	1,094,696	73.95	
Planning	12,464	132,299	185,068	71.49	
Police	116,819	1,381,925	1,823,175	75.80	
Fire	50,560	657,676	852,775	77.12	
Parks	12,371	97,987	163,825	59.81	
Transfers	-	96,578	120,949	79.85	
Total Expenditures	253,330	3,263,274	4,372,054	74.64	
Ending Fund Balance	1,324,052	1,324,052	282,434	468.80	

	WBA				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	69,837	103,694	108,000	96.01	278,665	293,155	293,155	100.00
Plus: Revenues	683	54,663	48,850	111.90	43,396	232,148	174,814	132.80
Less: Expenditures	1,177	89,014	151,206	58.87	20,904	224,146	322,627	69.48
Ending Fund Balance	69,343	69,343	5,644	1,228.61	301,157	301,157	145,342	207.21

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,600,084	1,384,545	1,000,000	138.45	262,795	188,461	190,000	99.19
Plus: Revenues	52,280	499,447	638,132	78.27	15,379	493,464	532,175	92.73
Less: Expenditures	19,788	251,416	1,445,923	17.39	37,523	441,274	630,947	69.94
Ending Fund Balance	1,632,576	1,632,576	192,209	849.38	240,651	240,651	91,228	263.79

Financial data as of April 2018, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	178,990	140,032	140,000	100.02	1,660,867	1,841,311	1,000,000	184.13
Plus: Revenues	3,754	298,287	287,801	103.64	210,161	2,648,459	5,652,800	46.85
Less: Expenditures	21,413	276,988	408,324	67.84	239,136	2,857,878	6,033,428	47.37
Ending Fund Balance	<u>161,331</u>	<u>161,331</u>	<u>19,477</u>	<u>828.32</u>	<u>1,631,892</u>	<u>1,631,892</u>	<u>619,372</u>	<u>263.48</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,606,629	1,664,745	1,500,000	110.98	523,099	330,759	290,000	114.05
Plus: Revenues	255,246	2,688,815	3,079,128	87.32	35,326	359,008	406,000	88.43
Less: Expenditures	114,888	2,606,573	3,418,202	76.26	11,150	142,492	539,327	26.42
Ending Fund Balance	<u>1,746,987</u>	<u>1,746,987</u>	<u>1,160,926</u>	<u>150.48</u>	<u>547,275</u>	<u>547,275</u>	<u>156,673</u>	<u>349.31</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	394,290	371,081	320,000	115.96	13,823	10,436	7,800	133.79
Plus: Revenues	91,097	925,482	1,077,000	85.93	2,327	21,083	15,830	133.18
Less: Expenditures	76,319	887,495	1,218,610	72.83	994	16,363	22,550	72.56
Ending Fund Balance	<u>409,068</u>	<u>409,068</u>	<u>178,390</u>	<u>229.31</u>	<u>15,156</u>	<u>15,156</u>	<u>1,080</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	34,795	41,731	39,000	107.00	281,618	405,798	266,299	152.38
Plus: Revenues	614	61,529	86,793	70.89	537	9,002	1,922,122	0.47
Less: Expenditures	6,145	73,996	90,599	81.67	18,362	151,007	2,188,421	6.90
Ending Fund Balance	<u>29,264</u>	<u>29,264</u>	<u>35,194</u>	<u>83.15</u>	<u>263,793</u>	<u>263,793</u>	<u>-</u>	<u>-</u>

Financial data as of April 2018, continued

(\$) Cash Balances as of April, 2018

General Fund	1,505,006	Warrenton Marina	207,118	Storm Sewer	498,036
WBA	69,423	Hammond Marina	161,068	Sanitation Fund	316,734
Building Department	308,830	Water Fund	670,460	Community Center	17,475
State Tax Street	1,639,181	Sewer Fund	1,407,313	Library	29,539

Warrenton Urban Renewal Agency

Capital Projects	269,985
Debt Service	1,458,285

General Fund Revenues	Collection Frequency	2017-2018 Budget	Actual as	Collections/Accruals		(over) under budget
			% of Current Budget	Year to date		
				April 2018	April 2017	
Property taxes-current	AP	904,940	99.88	903,874	851,642	1,066
Property taxes-prior	AP	35,000	73.77	25,819	22,642	9,181
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	543,000	81.36	441,787	483,735	101,213
COW - franchise fees	M	136,414	87.07	118,777	111,370	17,637
Transient room tax	Q	508,402	76.13	387,052	366,379	121,350
Liquor licenses	A	650	115.38	750	600	(100)
State revenue sharing	MQ	130,267	81.97	106,783	80,930	23,484
Municipal court	M	119,400	64.86	77,445	90,559	41,955
Community development fees	I	35,000	75.06	26,270	23,234	8,730
Police charges	I	8,750	522.74	45,740	7,907	(36,990)
Fire charges	SM	95,240	115.35	109,864	73,585	(14,624)
Park charges	I	-	0.00	125	275	
Miscellaneous	I	1,200	1031.25	12,375	16,190	(11,175)
Interest	M	10,000	145.31	14,531	9,501	(4,531)
Lease receipts	M	209,529	83.48	174,908	174,631	34,621
Sub-total		2,737,792	89.35	2,446,100	2,313,180	291,692
Transfers from other funds	I	32,000	80.09	25,629	-	6,371
Overhead	M	1,094,696	73.95	809,555	898,494	285,141
Total revenues		3,864,488	84.91	3,281,284	3,211,674	583,204

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

MAQ - Century Link & NW Nat-quarterly, Charter annually in March,
all others monthly

A - annual

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

7-A

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, Deputy City Recorder

DATE: May 22, 2018

SUBJ: Committee Applications/Appointments

SUMMARY

We have received one application for the Warrenton Business Association (WBA) from Mr. Mitchell Wright. We have one vacant position on the WBA, Position No. 6.

RECOMMENDATION/SUGGESTED MOTION

I move to appoint Mitchell Wright to Position No. 6 on the WBA.

ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A

Approved by City Manager:

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "Linda E. [unclear]".

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CITY OF WARRENTON

Application for Committee Appointment

To: **Warrenton City Commission and Warrenton City Manager**

I, MITCHELL WRIGHT, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

TO LEARN MORE ABOUT THE COMMUNITY, AND ALSO
TO BE MORE INVOLVED IN SAID COMMUNITY.

What experience or qualifications do you have for this position?

GENERAL MANAGER OF STAPLES WARRENTON THE PAST
21 MONTHS

How much time could you give to serving on this committee?

Weekly Monthly Quarterly

MITCHELL WRIGHT

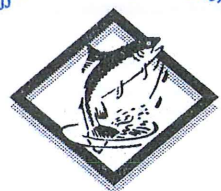
5/14/2018

Full Name (please print)

Date

7-B

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Kevin A Cronin, Interim Community Development Director
DATE: For the agenda of May 22, 2018
SUBJ: Determination of nuisance—228 S Main Street

SUMMARY

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

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

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

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

discarded material.

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

The yard at 228 S Main Street is chronically littered and strewn with rubbish, trash, junk, vehicles, vehicle parts, unguarded machinery and equipment, construction debris, and the like. The attached photographs, taken May 15, show a variety of junk and waste on the subject property. All of this material in the yard which is unfenced and unprotected from the public generally and neighborhood children specifically. We conclude that conditions at the subject address are consistent with and meet the intent of the descriptions of various nuisances, both enumerated and unenumerated.

The City Commission is charged with the responsibility and authority to determine whether a nuisance exists. This must be done in a public meeting, and after five days notice by letter to the owner or person in charge of the property. We sent a letter of notification on May 14 to the owner as identified in Clatsop County Assessor's records that this would be an agenda item at the May 22 City Commission meeting. The Police Department posted the site on May 14.

RECOMMENDATION/SUGGESTED MOTION

I move to declare that enumerated and unenumerated nuisances exist at 228 S Main Street, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160.

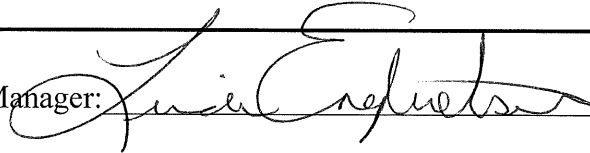
ALTERNATIVE

None recommended

FISCAL IMPACT

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

Approved by City Manager:



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









7-C

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CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: May 22, 2018
SUBJ: Oregon Housing Planning Project – Request for Assistance

SUMMARY

The City has received notice of a new funding opportunity through the Department of Land Conservation and Development (DLCD) for technical assistance. The 2018 legislature allocated \$1.73 million to the Department of Land Conservation and Development to assist local governments in meeting their housing needs. DLCD is making that funding available to local governments with the goal of increasing the supply and affordability of housing. This funding opportunity requires that interested cities complete the attached one-page form and return it to DLCD by June 15, 2018. We have selected "Housing Needs Analysis" as our "Service of Interest." This includes the opportunity to conduct a buildable lands inventory. Additional information regarding the project, provided by DLCD, is attached.

RECOMMENDATION/SUGGESTED MOTION

"I move to authorize the Mayor's signature on the Request for Assistance and that staff submit the request to DLCD by June 15, 2018."

ALTERNATIVE

Other action as deemed appropriate by the City Commission.

FISCAL IMPACT

Funding is through DLCD. The City will not directly receive or expend funds for consulting.



REQUEST FOR ASSISTANCE

OREGON HOUSING PLANNING PROJECT



The Oregon Department of Land Conservation and Development (DLCD) is accepting requests for planning assistance from cities and counties to update comprehensive plans and land use regulations to increase the affordability and supply of housing in the state.

Background

During the 2018 legislative session, the legislature appropriated funds to DLCD for the purpose of providing technical assistance to local governments in increasing the affordability of housing within urban growth boundaries ([HB 4006](#)). Technical assistance will include an analysis of housing needs, audits of land use codes (to identify barriers to housing development), revisions to land use codes (to remove barriers), and implementation plans for increasing housing supply.

To provide this assistance, DLCD will contract with consultants experienced in completing Housing Needs Analyses (HNAs) and updating land use codes, and the consultant will work for a city – or group of cities within a county or region – to prepare draft updates to the comprehensive plan or code. For jurisdictions with up-to-date plans and codes, assistance with developing a strategy to implement the plan is also offered. The projects must be completed and funds expended by June 30, 2019.

Available Services

Cities and counties may request assistance developing one of the following products.

Housing Needs Analysis. The consultant will work with one or more advisory committees appointed by the city – or the county acting on behalf of a group of cities – to prepare a hearings-ready draft HNA. An HNA includes a housing needs projection (addressing housing types and price levels), residential land needs analysis, buildable lands inventory, and identification of measures for accommodating needed housing as described in OAR chapter 660, divisions 7 and 8. The purpose of an HNA is to ensure that cities have an available land supply to accommodate their housing needs over the next 20 years.

Code Audit. The consultant will work with an advisory committee appointed by the city or county to conduct a code audit of existing zoning and development code(s) to identify permitting criteria and processes that are a barrier to housing development. Specifically, an audit will assess the presence of a clear and objective approval path for needed housing, identify criteria or processes that may be a barrier to the development of needed housing, and determine whether permitted use lists and development standards ensure that the mix and density of allowed housing can accommodate needed housing as identified in the HNA. Priority will be given to cities with HNAs updated within the last five years.

Code Update. The consultant will work with an advisory committee appointed by the city or county to conduct a code update of the zoning and development code(s) to remove barriers to housing development and add provisions to increase housing development, types, and affordability. The code update will address local needs by updating the code(s) as needed to: provide or enhance a clear and objective approval path for Needed Housing, remove or amend criteria or processes that hinder development of needed housing, and update permitted use lists and development standards to ensure that the mix and density of allowed housing can accommodate needed housing. In addition to

comprehensive code updates, a city may propose a code update focused on a more specific or targeted subject affecting residential development (e.g., off-street parking standards, lot-dimension standards) that have already been identified as a barrier to the development of needed housing by an adopted HNA or code audit. Priority will be given to cities with HNAs updated within the last five years.

Housing Strategy Implementation Plan. For communities with HNAs less than five year old, the consultant will work with an advisory committee appointed by the city or county to develop an action plan to implement one or more of the housing strategies identified in the HNA. A housing strategy may include changes to zoning, programs to manage short-term or vacation rentals, incentives for affordable housing, SDC waivers, or other regulatory or non-regulatory tools.

Eligibility

All cities and counties are eligible to submit a Request for Assistance. Because housing planning is completed for a specific urban growth area, a non-Metro county government is eligible only as a convener for a group of cities within its boundaries. A Metro county is eligible for its urban area.

If the department receives more interest than available funding can accommodate, priority will be given first to cities that are over 10,000 population and severely rent-burdened.¹ Second priority will be given to other cities that are severely rent-burdened; third priority will be to cities over 10,000 population with high population growth rates. The department will also consider local government readiness, geographic distribution, consultant availability and expertise, and type of technical assistance requested.

Application and Next Steps

Complete and sign one-page application (on following page). Applications will be accepted through June 15, 2018.

Selected jurisdictions will be asked to sign a memorandum of understanding that spells out the roles and responsibilities of the consultant, DLCD, and the local government.

Additional Information

Please contact your DLCD regional representative with questions or for more information.

<u>Mid-Willamette Valley</u> Angela Carnahan angela.carnahan@state.or.us 503-934-0056	<u>East Metro</u> Jennifer Donnelly jennifer.donnelly@state.or.us 503-725-2183	<u>West Metro</u> Anne Debbaut anne.debbaut@state.or.us 503-725-2182
<u>Central Oregon:</u> Scott Edelman scott.edelman@state.or.us 541-306-8530	<u>Southern Oregon</u> Josh LeBombard josh.lebombard@state.or.us 541-414-7932	<u>South Coast</u> Dave Perry dave.perry@state.or.us 541-574-1584
<u>North Coast</u> Matt Spangler matt.spangler@state.or.us 541-574-1095	<u>Eastern Oregon :</u> Phil Stenbeck phil.stenbeck@state.or.us 541-325-6924	<u>Southern Willamette Valley</u> Patrick Wingard patrick.wingard@state.or.us 541-393-7675

¹ HB 4006 prioritized funding for these cities, and defined a “severely rent burdened” city as one where 25 percent or more of the renter households in the city spend more than 50 percent of the income of the household on gross rent for housing.

541-574-1095	541-325-6924	541-393-7675
REQUEST FOR ASSISTANCE: Oregon Housing Planning Project		
City: City of Warrenton <i>OR</i>		
County:		
For these cities:		
Contact Person (name and title): Kevin A Cronin, Interim Community Development Director		
Contact phone number: 503 861 0920		
Contact e-mail address: cityplanner@ci.warrenton.or.us		
Service of Interest. Select one. <input checked="" type="checkbox"/> Housing Needs Analysis <input type="checkbox"/> Code audit (priority will be given where HNA is less than five years old) <input type="checkbox"/> Code update (priority will be given where HNA is less than five years old) <input type="checkbox"/> Housing strategy implementation plan (if HNA is less than five years old)		
By signing below, the local government demonstrates community support as required by ORS 284.753(5) – signature by an elected official authorized to act on behalf of the governing body.		
_____		_____
Signature of local governing body representative		Date

Title		

Submittal

Please submit this Request for Assistance by June 15, 2018 to DLCD by email to the following address: DLCD.GFGrant@state.or.us.

7-D

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: May 22, 2018
SUBJ: City Manager Vacation Request

SUMMARY

I am requesting a two week vacation beginning July 2 and returning on Tuesday July 17. I felt it appropriate to request the Commission approve this request, as it means I would miss the July 10 meeting. Per City Charter, the City Manager must *attend all meetings of the commission unless excused therefrom by the commission or the mayor....* In the past, there have been times the City has held only one meeting in either July or August due to vacation schedules. Cancelling the July 10 meeting could be a consideration. I recommend Chief Workman be appointed manager pro tem in my absence.

RECOMMENDATION/SUGGESTED MOTION

"I move to authorize the City Manager's absence from the July 10, 2018, meeting and approve her vacation request."

"I move to cancel the July 10, 2018, regular City Commission meeting."

ALTERNATIVE

Deny the request.

FISCAL IMPACT

N/A