

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING

September 11, 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 Work Session Minutes – 8.14.18
- B. Commission Work Session Minutes – 8.28.18
- C. Commissioner Regular Meeting Minutes – 8.28.17
- D. Monthly Finance Report – June 2018
- E. Monthly Finance Report – July 2018
- F. Proclamation – Hispanic Heritage Month
- G. Proclamation – Constitution Week

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 Resolution No. 2527; Recognizing Warrenton-Hammond CERT

B. Consideration of Second Reading of Resolution No. 2519; Land Use Application Fees

C. Consideration of Professional Services for Substantial Amendment to Urban Renewal District

8. **DISCUSSION ITEMS** – None

9. **GOOD OF THE ORDER**

10. **EXECUTIVE SESSION**

11. **ADJOURNMENT**

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

3-A

MINUTES
Warrenton City Commission
Work Session – August 14, 2018
5:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Pro-tem Newton called the work session to order at 5:02 p.m.

Commissioners Present: Mayor Pro-tem Rick Newton, Mark Baldwin, Tom Dyer, Pam Ackley

Excused: Mayor Henry Balensifer

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Community Development Director Kevin Cronin, Public Works Director Collin Stelzig, Police Chief Mathew Workman, Fire Chief Tim Demers, and City Recorder Dawne Shaw

Commissioner Newton noted for full disclosure he sits on a counsel with Ms. Baker.

Clatsop Behavioral Health Director Amy Baker presented some details on Clatsop Behavioral Healthcare. She stated they currently have approximately 90 employees, and provide services for adults, kids and families. She noted they have just started medication assisted treatment; and the mobile crisis team is going live September 4th. Ms. Baker stated the North Coast Crisis Respite Center (NCCRC) has been up and running for 2 years; they have provided services for 97 people, and it is a safe place for people to go to get stabilized. Ms. Baker continued to explain the services provided and statistics. The discussion continued and the commission expressed concerns regarding incidences that have occurred, and safety issues for neighboring properties. NCCRC neighbor Carla Sowins, of Sowins Real Estate discussed an incident that occurred at her place of business. Discussion continued and Ms. Baker noted it would be prudent to establish a relationship with the neighbors so they know who to call if there are problems. Discussion followed on added work load to the city's emergency services. Ms. Baker stated the mobile crisis team should reduce the city's involvement. Commissioner Dyer stated he appreciates what they are doing; noting it is a thankless job. He also noted the need to make it ok for the community, and to look out for the neighbors.

There being no further business, Mayor Pro-tem Newton adjourned the work session meeting at 5:58 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

3-B

MINUTES
Warrenton City Commission
Work Session – August 28, 2018
5:15 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Pro-tem Newton called the work session to order at 5:20 p.m.

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

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Community Development Director Kevin Cronin, Police Chief Mathew Workman, Fire Chief Tim Demers, and City Recorder Dawne Shaw

Community Development Director Kevin Cronin discussed homestay lodging safety regulations. He noted the hearing at the previous meeting, where homestay lodging was tabled at that time to hold a discussion. He briefly reviewed the agenda memo, as well as a hand out he presented on regulations. Mr. Cronin defined homestay lodging, and noted vacation rentals are different and typically not owner occupied.

Mayor Balensifer stated he would allow public comment – Lisa Lamping presented a handout for the record and noted she misunderstood what the work session was on and stated she wishes there could be a discussion on the whole thing, (vacation rentals, Airbnb, homestay lodging). She noted it is a big issue to address and one size does not fit all. Ms. Lamping stated she would like to see more discussion with citizens input, such as a town hall. Krista Bingham concurred with Ms. Lamping that there needs to be more discussion and asked what the Commission's concerns were. The Commission noted parking is an issue as well as taking homes off the market; have to maintain the balance. Ms. Bingham stated making any kind of ruling without community input is a concern. The Commission continued the discussion and Commissioner Newton noted they are trying to be ahead of the game. Mayor Balensifer stated the County housing task force is working on these issues. He noted he shares Commissioner Newton's concern to get ahead of the curve; and suggested continuing the conversation, and to postpone the ordinance until the county has a draft report, in October.

Mr. Cronin stated there are there are currently 12-13 Airbnb listings in Warrenton. He noted he did reach out to all and most are aware of this meeting/discussion. Discussion continued on the need to have a business license, adequate parking, and the need to have a responsible person present. Commissioner Ackley suggested looking at Seaside's model for vacation rentals.

The Commission is in agreement on requiring a business license; no cap on the number of rooms as long as there is adequate parking; and a responsible party present to deal with problems.

Discussion continued and the consensus was to have staff develop something and then have public comment.

There being no further business, Mayor Balensifer adjourned the work session meeting at 6:02 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

3-C

MINUTES
Warrenton City Commission
Regular Meeting – August 28, 2018
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:04 p.m. and led the public in the Pledge of Allegiance.

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

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Police Chief Mathew Workman, Community Development Director Kevin Cronin, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Fire Chief Tim Demers, and City Recorder Dawne Shaw

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

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

Mayor Balensifer noted an addition to the agenda item, 8-A, School Bond Discussion; there were no objections from the Commission.

Police Chief Matt Workman formally announced Officer Tyler Johnston as the newly appointed Detective. He gave brief comments and noted it is a 3 year assignment with the option to renew. Detective Johnston thanked the Commission and the Administration for their support and gave a few comments. Mayor Balensifer stated he has heard great things from the Astoria Police Department Detective and the DA’s office regarding Detective Johnston.

COMMISSIONER REPORTS –

Commissioner Dyer welcomed everyone and stated he has been busy personally, but noted he has had people contact him regarding the nuisance volunteer group.

PUBLIC COMMENT – None

PUBLIC HEARINGS –

Mayor Balensifer opened the public hearing on the Coastal Maintenance & Plumbing Appeal (File No. AP 18-3). Formalities followed and no conflicts of interest were reported. Community Development Director Kevin Cronin presented his staff report. He stated the Planning Commission approved a conditional use permit application for development of a new plumbing

shop at 2103 Dolphin Avenue. The Planning Commission included thirteen conditions of approval. An appeal was submitted within the 14-day appeal period objecting to the requirement for a sanitary sewer extension. He noted there are two options to be able to extend the sanitary sewer and that information was provided to the appellant multiple times, so he was surprised there is an appeal. Mr. Cronin noted the appellant does have new evidence. Commissioner Newton asked for clarification on the sewer line options. Mr. Cronin clarified, and noted the appeal is due to the fact that they either do not want to do a sanitary line, or they want to do it in a way that is not compliant with our standards. The appellant, Mr. Jerry Castro presented an engineering report for the record and spoke in regards to the appeal. He stated the City is proposing an option of extending the sewer line across the street, into the pressurized system, which is too expensive. He would like a smaller individual sewer pump to go into the pressurized system. Commissioner Newton asked for clarification on a discrepancy in numbers. After brief discussion, Mr. Cronin requested a 10 minute recess to review the newly submitted engineering report. At 6:20 p.m. Mayor Balensifer recessed the public hearing and the City Commission meeting for 10 minutes. At 6:30 p.m. Mayor Balensifer reconvened the public hearing and the City Commission meeting. Public Works Director Collin Stelzig clarified the distance discrepancies and stated the engineer's report notes a pressurized system is the easiest system to put in, which he agrees with. He further discussed grinder pumps and stated the appellant would need an easement through private property to connect to the sewer system. Mr. Castro stated he would like to install a grinder pump; the neighbor has given him permission to cross his property, but he has not heard back from the city. After further discussion it was determined the appeal in a "nonissue." There being no further comments, Mayor Balensifer closed the public hearing.

Commissioner Newton made the motion, based on the July 12, 2018 staff report to the Planning Commission, the record established by the Planning Commission in its review of the CUP 18-2, and the appeal record established through Agenda Summary for August 28, 2018 City Commission public hearing, moved to deny the appeal of Planning Commission approval and uphold the decision of the Planning Commission.

Brief discussion on the motion followed, and Mr. Cronin recommended adding a short clause to the notice of decision. Mayor Balensifer requested Mr. Cronin write out the proposed motion, and stated he will move on to the Proclamation and come back to the vote.

After reading a Proclamation, Mayor Balensifer declared the month of September as "Kiwanis Children's Cancer Cure Month."

After brief discussion Commissioner Newton amended his original motion.

Commissioner Newton amended his motion to, based on the July 12, 2018 staff report to the Planning Commission, the record established by the Planning Commission in its review of the CUP 18-2, and the appeal record established through Agenda Summary for August 28, 2018 City Commission public hearing, moved to deny the appeal of Planning Commission approval and uphold the decision of the Planning Commission, to allow alternatively a pressure sewer line can be extended through an adjacent property owner and connect to the gravity sewer line. Motion was seconded and passed unanimously.

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

BUSINESS ITEMS –

Community Development Director Kevin Cronin presented Ordinance No. 1221 for the second reading. He noted the first reading and a public hearing was held on August 14, 2018. The City Commission tabled a discussion on homestay lodging definition and additions to residential zoning districts to a work session on August 28.

Commissioner Ackley made the motion to approve the second reading of Ordinance No. 1221, by title only. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the second reading by title only, of Ordinance No. 1221, Introduced by All Commissioners, to Amend Warrenton Municipal Code (WMC) 16.12.010 Definitions, WMC 16.24.020, 16.24.030, 16.28.020, 16.28.030, 16.32.020, 16.32.030, 16.36.020, 16.36.030 Land Use Districts, and 16.92 Airport Operations Overlay District.

Commissioner Baldwin made the motion to adopt Ordinance No. 1221, by title only. Motion was seconded and passed unanimously.

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

Community Development Director Kevin Cronin discussed the Resolution No. 2519 and the proposed Land Use Application fee schedule. He noted a discussion was held at the last City Commission meeting and stated he has noted all of their comments and has made the changes to the exhibits accordingly.

Commissioner Baldwin made the motion to approve the first reading of Resolution No. 2519, by title only, and schedule the second reading for September 11, 2018. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading by title only, of Resolution No. 2519; Revising Land Use Application Fees, Repealing Resolution No. 2311, and All Resolutions in Conflict.

City Manager Linda Engbretson stated several years ago, 2011, Warrenton Senior Citizens, Inc., (WCS) came before the City Commission and requested a reduction in their monthly lease payment for use of the Community Center on Mondays and Thursdays to provide a senior meal site. She noted at that time they were experiencing financial difficulties and were unable to keep up with the previous \$250 per month rate. The City has charged \$1.00 per year beginning July 1, 2011. The WCS Inc., Board recently voted to pay the City \$100 per month for use of the site, as

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the program is quite successful and their financial situation has improved. This increase will help offset utility and ongoing maintenance costs of the Community Center. Brief discussion followed. Mayor Balensifer stated the first RDI meeting was held in Hammond to try to ensure that the people Hammond were not left out of the process. He stated in an effort to get the government to the people, he was hoping to have a town hall for the seniors, and considered having it at one of the senior lunches. Mayor Balensifer noted City Manager Engbretson suggested the City Department Heads serve the meal before the town hall as another way of connecting with Warrenton's senior citizens; he is waiting for approval from the Seniors Inc. board.

Commissioner Ackley made motion to amend the Warrenton Senior Citizens Inc. lease, Section 8, increasing the lease payment to \$100.00 per month, effective September 1, 2018. Motion was seconded and passed unanimously.

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

City Manager Engbretson presented an IGA between the City of Seaside and City of Warrenton regarding sharing resources of one Integrated Library System. Funding for the Integrated Library System comes from the LSTA Grant, approved at the last meeting.

Commissioner Ackley made the motion to authorize the Mayor's signature on the Intergovernmental Agreement between the City of Seaside and the City of Warrenton for one Integrated Library System. Motion was seconded and passed unanimously.

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

Commissioner Ackley discussed a letter of support for the School Bond Measure. School Superintendent Mark Jeffries discussed the selected site for the new school and stated he is able to answer any questions. Discussion continued and Mayor Balensifer noted concerns about endorsing the bond without more information. Mr. Jeffries noted the consultants that have been hired and the studies that have been done, and stated the studies can be provided for review. Discussion followed on the specifics of the letter and Commissioner Ackley stated she can draft a letter that is more general in support. Discussion continued and the Commission agreed to write a letter of endorsement and put it in the voter's pamphlet. Mayor Balensifer noted that since he is endorsing the school bond, he will not be able to endorse the jail bond, due to concerns of the burden on the tax payers. Brief discussion followed.

DISCUSSION ITEMS – None

GOOD OF THE ORDER –

Commissioner Newton noted the upcoming concert in the park, on September 1, and also reminded every one of the September 29 Emergency Preparedness event.

Commissioner Dyer thanked everyone for their support, noting he had cancer surgery yesterday, which was successful. He stated he is thankful for the upgrades in cancer research/treatment; he

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only stayed one night in the hospital and he is doing fine. Mayor Balensifer stated it is a testament to his strength of character.

Commissioner Ackley stated she is working on finalizing the recommendations from the Marina Task Force.

Commissioner Baldwin gave an “Atta boy” to Former Fire Chief Ted Ames for doing maintenance work at Ocean View Cemetery, and stated it looks good. He also gave an “Atta boy” to the Public Works department for knocking on his mother’s door to tell her of excessive water usage; which turned out to be a water leak. He stated he appreciates what Public Works has become.

City Manager Engbretson noted at the last meeting she mentioned scheduling a joint work session meeting with the Community Center Advisory Board on October 18. She stated she would like to move that meeting to January, due to several commission members being out of town at that time. Brief discussion followed and Ms. Engbretson noted she will approach the advisory board about a special meeting. Ms. Engbretson and Commissioner Ackley noted a community outreach event at the September 7th football game; there will be a table with flyers, tsunami maps and possibly CERT information. Chief Workman will also have a table at the event. Ms. Engbretson stated she is hopeful in next month, she will have the lease renewal for the Hammond marina; and noted this is a necessary step before the transfer.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:42 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

Volume 11, Issue 12

Monthly Finance Report
June 2018

September 11, 2018

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.16%	1.31%
Prime Rate:	5.00%	4.25%
◆ CPI-U change:	2.9%	1.6%
◆ Unemployment Rates:		
Clatsop County:	3.8%	4.1%
Oregon:	4.0%	4.1%
U.S.:	4.0%	4.3%

Department Statistics

◆ Utility Bills mailed	3,310
◆ New Service Connections	6
◆ Reminder Letters	378
◆ Door Hangers	103
◆ Water Service Discontinued	5
◆ Walk-in counter payments	817
◆ Mail payments	1,211
◆ Auto Pay Customers/pmts	601
◆ Online (Web) payments	635
◆ Phone payments	101

Current and Pending Projects

- ◆ Audit Preparation and reporting
- ◆ SDC Annual Report
- ◆ Landfill Financial Assurance Report
- ◆ Warrenton Urban Renewal Agency Annual Report
- ◆ Community Center Annual Report
- ◆ Water Ordinance Revisions

Financial Narrative as of June 30, 2018

Note: Revenues and expenses should track at 12/12 or 100% of the budget.

General Fund: Year to date revenues amount to \$3,935,358, which is 101.8% of the budget, compared to the prior year amount of \$3,790,101, which was 103.3% of the budget and are up by \$145,257. Expenses year to date amount to \$3,904,355, which is 89.3% of the budget, compared to the prior year amount of \$3,753,938, which was 87% of the budgeted amount. Fund balance is \$1,337,045 compared to \$1,306,042 last year. A difference of \$31,003.

WBA: Business license revenue amounts to \$54,100 compared to \$49,685 last year at this time, a difference of \$4,415. The number of business licenses issued year to date is 582, compared to 620 at this time last year. Year to date expenses exceed revenues by \$38,108 and reduces fund balance by the same.

Building Department: Permit revenues this month amount to \$6,949 and \$243,060 year to date, which is 139.7% of the budgeted amount. Last year to date permit revenue was \$263,146, a year to date difference of \$20,086. Fund balance is \$272,657 compared to \$293,155 last year. A decrease of \$20,498.

State Tax Street: State gas taxes received this month amount to \$65,371 for fuel sold in May and June and \$340,323

year to date. City gas taxes received this month amount to \$91,661 for fuel sold in April, May and June and are \$356,638 year to date. Total gas taxes year to date for the current and prior year amount to \$696,961 and \$652,135, respectively. Fund balance increased during the year by \$424,966.

Warrenton Marina: Total revenues to date are \$519,274 and were 97.6% of the budget. Expenses exceeded revenues by \$6,750 and reduced fund balance by the same. There is \$34,021 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$310,804 and exceeded budgeted revenues by \$23,000. Expenses exceeded revenues by 17,127 and reduced fund balance by the same. There is \$2,535 in moorage receivables outstanding.

Of the total outstanding receivables \$26,403 is over 90 days old.

Water Fund: Utility fees are \$1,730,579 and \$1,217,578 year to date, for in-city and out-city compared to budgets of \$1,669,200 and \$1,112,800 respectively. Total utility revenue overall is \$2,948,157. Total budgeted revenues include two loans totaling \$2,730,000. The Hammond Waterline loan has not yet been drawn on and the Water Meter Replacement loan has been partially received.

Expenses are under budget by \$2,181,807 due to expenditures related to the same loans. Overall expenses exceeded revenues by \$498,356 and decreases fund balance by the same. This decrease in fund balance is also affected by the timing of expenditures and loan proceeds for the Water Meter Replacement Loan.

Sewer Fund: Utility fees total \$2,138,299 year to date. Last year to date fees were \$1,886,800. Shoreline Sanitary Fees year to date are \$121,893. Septage revenue year to date is \$282,268 and is 89.6% of the budget. Total revenues year to date are \$3,141,313 compared to \$3,899,521 at this time last year. Revenues include loan proceeds received for the Core Conveyance Project. These revenues were received in the Sewer Fund and then transferred out to the Sewer Capital Reserve Fund to be expended on the project. Fund balance increased in the amount of \$274,446.

Storm Sewer: Revenues exceeded expenses by \$265,635 and increased fund balance by same.

Sanitation Fund: Revenues exceeded expenses by \$46,489 and increased fund balance by same.

Library: Expenses exceeded revenues by \$889 and decreased fund balance by same.

Community Center: Revenues exceeded expenses by \$3,939 and increased fund balance by same.

Financial data as of June 2018

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,238,628	1,306,042	790,000	165.32
Plus: Revenues	475,234	3,935,358	3,864,488	101.83
Less: Expenditures				
Municipal Court	10,692	106,456	131,566	80.91
Admin/Comm/Fin(ACF)	66,671	936,779	1,094,696	85.57
Planning	12,392	157,456	185,068	85.08
Police	167,713	1,665,746	1,823,175	91.37
Fire	86,335	793,187	852,775	93.01
Parks	13,014	128,153	163,825	78.23
Transfers	20,000	116,578	120,949	96.39
Total Expenditures	376,817	3,904,355	4,372,054	89.30
Ending Fund Balance	1,337,045	1,337,045	282,434	473.40

(see details of revenue, page 4)

	WBA			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	69,911	103,694	108,000	96.01
Plus: Revenues	393	57,096	48,850	116.88
Less: Expenditures	4,718	95,204	151,206	62.96
Ending Fund Balance	65,586	65,586	5,644	1,162.05

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	288,613	293,155	293,155	100.00
Plus: Revenues	7,356	247,229	174,814	141.42
Less: Expenditures	23,312	267,727	322,627	82.98
Ending Fund Balance	272,657	272,657	145,342	187.60

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,679,348	1,384,545	1,000,000	138.45
Plus: Revenues	159,937	723,301	638,132	113.35
Less: Expenditures	29,774	298,335	1,445,923	20.63
Ending Fund Balance	1,809,511	1,809,511	192,209	941.43

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	221,253	188,461	190,000	99.19
Plus: Revenues	10,629	519,274	532,175	97.58
Less: Expenditures	36,671	512,524	630,947	81.23
Ending Fund Balance	195,211	195,211	91,228	213.98

Financial data as of June 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	141,100	140,032	140,000	100.02	1,784,115	1,841,311	1,000,000	184.13
Plus: Revenues	5,658	310,804	287,801	107.99	348,011	3,353,265	5,652,800	59.32
Less: Expenditures	23,853	327,931	408,324	80.31	789,171	3,851,621	6,033,428	63.84
Ending Fund Balance	<u>122,905</u>	<u>122,905</u>	<u>19,477</u>	<u>631.03</u>	<u>1,342,955</u>	<u>1,342,955</u>	<u>619,372</u>	<u>216.83</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,861,060	1,664,745	1,500,000	110.98	572,794	330,759	290,000	114.05
Plus: Revenues	228,784	3,141,313	3,079,128	102.02	37,224	433,109	406,000	106.68
Less: Expenditures	150,653	2,866,867	3,418,202	83.87	13,624	167,474	539,327	31.05
Ending Fund Balance	<u>1,939,191</u>	<u>1,939,191</u>	<u>1,160,926</u>	<u>167.04</u>	<u>596,394</u>	<u>596,394</u>	<u>156,673</u>	<u>380.66</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	406,708	371,081	320,000	115.96	15,113	10,436	7,800	133.79
Plus: Revenues	98,070	1,115,903	1,077,000	103.61	549	23,197	15,830	146.54
Less: Expenditures	87,208	1,069,414	1,218,610	87.76	1,287	19,258	22,550	85.40
Ending Fund Balance	<u>417,570</u>	<u>417,570</u>	<u>178,390</u>	<u>234.08</u>	<u>14,375</u>	<u>14,375</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	23,966	41,731	39,000	107.00	283,962	405,798	266,299	152.38
Plus: Revenues	22,040	84,648	86,793	97.53	30,459	59,930	1,922,122	3.12
Less: Expenditures	5,164	85,537	90,599	94.41	16,651	167,958	2,188,421	7.67
Ending Fund Balance	<u>40,842</u>	<u>40,842</u>	<u>35,194</u>	<u>116.05</u>	<u>297,770</u>	<u>297,770</u>	<u>-</u>	<u>-</u>

Financial data as of June 2018, continued

(\$) Cash Balances as of June, 2018

General Fund	1,337,333	Warrenton Marina	183,951	Storm Sewer	550,053
WBA	68,626	Hammond Marina	128,905	Sanitation Fund	332,605
Building Department	286,968	Water Fund	995,339	Community Center	17,694
State Tax Street	1,721,418	Sewer Fund	1,619,881	Library	41,091

Warrenton Urban Renewal Agency

Capital Projects	321,494
Debt Service	1,236,716

General Fund Revenues	Collection Frequency	2017-2018 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date		(over) under budget
				June 2018	June 2017	
Property taxes-current	AP	904,940	103.43	936,024	886,306	(31,084)
Property taxes-prior	AP	35,000	111.07	38,874	33,768	(3,874)
County land sales	A	-	0.00	11,287	875	(11,287)
Franchise fees	MAQ	543,000	104.94	569,825	618,565	(26,825)
COW - franchise fees	M	136,414	105.02	143,258	134,014	(6,844)
Transient room tax	Q	508,402	111.99	569,343	491,252	(60,941)
Liquor licenses	A	650	115.38	750	600	(100)
State revenue sharing	MQ	130,267	126.75	165,109	133,449	(34,842)
Municipal court	M	119,400	83.58	99,800	104,946	19,600
Community development fees	I	35,000	91.59	32,058	40,924	2,942
Police charges	I	8,750	420.18	36,766	10,379	(28,016)
Fire charges	SM	95,240	135.25	128,812	91,981	(33,572)
Park charges	I	-	0.00	200	325	
Miscellaneous	I	1,200	1049.33	12,592	16,294	(11,392)
Interest	M	10,000	186.80	18,680	11,934	(8,680)
Lease receipts	M	209,529	100.02	209,572	209,251	(43)
Sub-total		2,737,792	108.59	2,972,950	2,784,863	(235,158)
Transfers from other funds	I	32,000	80.09	25,629	-	6,371
Overhead	M	1,094,696	85.57	936,779	1,005,238	157,917
Total revenues		3,864,488	101.83	3,935,358	3,790,101	(70,870)

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

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

S - semi-annual

I - intermittently

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

R - renewals due in July and new licenses intermittently

A - annual

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

Volume 12, Issue 1

Monthly Finance Report
July 2018

September 11, 2018

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.25%	1.45%
Prime Rate:	5.00%	4.25%
◆ CPI-U change:	2.9%	1.7%
◆ Unemployment Rates:		
Clatsop County:	3.7%	4.2%
Oregon:	4.0%	4.1%
U.S.:	3.9%	4.1%

Department Statistics

◆ Utility Bills mailed	3,324
◆ New Service Connections	7
◆ Reminder Letters	421
◆ Door Hangers	99
◆ Water Service Discontinued	17
◆ Walk-in counter payments	1,021
◆ Mail payments	1,414
◆ Auto Pay Customers/pmts	602
◆ Online (Web) payments	657
◆ Phone payments	110

Current and Pending Projects

- ◆ Audit Preparation and reporting
- ◆ SDC Annual Report
- ◆ Landfill Financial Assurance Report
- ◆ Warrenton Urban Renewal Agency Annual Report
- ◆ Community Center Annual Report
- ◆ Water Ordinance Revisions

Financial Narrative as of July 31, 2018

Note: Revenues and expenses should track at 1/12 or 8.3% of the budget. Expenditures on pages 2-4 include personnel services, materials and services, and debt service costs as well as transfers to the capital funds. See budget for details.

General Fund: Total revenues this month are \$315,482, which is 7.9% of the budget. Revenues exclusive of overhead are \$47,065 compared to the prior year amount of \$44,307 and are up by \$2,759. Increases are shown in franchise fees, municipal court, miscellaneous, interest and lease receipts and are offset by decreases in community development fees and police charges.

Expenses this month amount to \$529,582 compared to the prior year amount of \$492,381 and are up by \$37,201. The Admin/Comm/Fin department is tracking over budget due to one time annual payments.

WBA: Business license revenue amounts to \$54,745 compared to \$48,960 last year at this time, a difference of \$5,785. The number of business licenses issued year to date is 425, compared to 350 at this time last year.

Building Department: Permit revenues this month amount to \$15,295, which is 9.8% of the budgeted amount. Last year this month's permit revenue was \$20,496, which was 11.8% of the budgeted amount, a year to date difference of \$5,201.

State Tax Street: City Fuel tax receipts since inception to June 2018 total \$3,083,886. Projects paid in 2018 with city fuel tax funds total \$55,429 and were:

SE 2nd Street (SE King-Marlin)	\$42,090
SW 4th Street (S Main-Alder Ct)	\$5,419
SW 9th Intersection	\$3,399
SW 2nd Street (Elm-Gardenia)	\$2,418
N Main/NW 7th Place Impr.	\$974
SE Anchor Improvement	\$804
R&M Various	\$325

Total project costs through June 2018 are \$2,133,469. As of June 30, 2018 there is \$950,417 of these funds remaining for street projects.

Warrenton Marina: Total revenues this month were \$306,901 compared to \$272,206 at this time last year. Annual moorages billed this month amount to \$262,641 compared to \$255,688 last year.

Hammond Marina: Total revenues this month were \$137,836 compared to \$140,668 at this time last year. Annual moorages billed this month amount to \$110,490 compared to \$127,976 last year.

Total outstanding receivables for both marinas is \$125,464. Of this amount,

\$25,324 is over 90 days old.

Water Fund: Utility fees this month are \$191,998 and \$160,037, for in-city and out-city respectively and is 11.6% of the budget.

Sewer Fund: Utility fees this month are \$193,177 and are 8.8% of the budget. Shoreline charges are \$10,856. Septage revenue this month amounts to \$32,059.

Storm Sewer: Utility fees (20% of the sewer charge) this month are \$38,638 and are 8.8% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$85,503 and \$15,926 and are 9.1% and 8.6% of the budget, respectively.

Community Center: Rental revenue this month was \$2,957 and represents 21.1% of the budget.

Other: Total revenues and expenses as of July 31, 2018 city-wide are \$1,606,133 and \$1,211,686, respectively.

Total revenues and expenses as of July 31, 2017 city-wide were \$2,155,205 and \$1,633,262, respectively.

Financial data as of July 2018

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,337,045	1,337,045	908,000	147.25	
Plus: Revenues	315,482	315,482	4,013,541	7.86	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	13,216	13,216	139,198	9.49	
Admin/Comm/Fin(ACF)	268,417	268,417	1,142,969	23.48	
Planning	16,446	16,446	219,607	7.49	
Police	148,483	148,483	1,894,677	7.84	
Fire	66,471	66,471	868,783	7.65	
Parks	16,549	16,549	163,659	10.11	
Transfers	-	-	204,578	-	
Total Expenditures	529,582	529,582	4,633,471	11.43	
Ending Fund Balance	1,122,945	1,122,945	288,070	389.82	

	WBA				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	65,586	65,586	53,000	123.75	272,657	272,657	200,000	136.33
Plus: Revenues	56,114	56,114	63,000	89.07	15,740	15,740	158,682	9.92
Less: Expenditures	22,685	22,685	98,692	22.99	23,161	23,161	315,577	7.34
Ending Fund Balance	99,015	99,015	17,308	572.08	265,236	265,236	43,105	615.33

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,809,511	1,809,511	1,500,000	120.63	195,211	195,211	190,000	102.74
Plus: Revenues	3,105	3,105	753,057	0.41	306,901	306,901	631,700	48.58
Less: Expenditures	17,624	17,624	1,572,100	1.12	54,296	54,296	711,179	7.63
Ending Fund Balance	1,794,992	1,794,992	680,957	263.60	447,816	447,816	110,521	405.19

Financial data as of July 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	122,905	122,905	119,000	103.28	1,342,955	1,342,955	1,100,000	122.09
Plus: Revenues	137,836	137,836	399,751	34.48	366,425	366,425	4,821,100	7.60
Less: Expenditures	42,177	42,177	457,137	9.23	190,205	190,205	5,297,243	3.59
Ending Fund Balance	<u>218,564</u>	<u>218,564</u>	<u>61,614</u>	<u>354.73</u>	<u>1,519,175</u>	<u>1,519,175</u>	<u>623,857</u>	<u>243.51</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,939,191	1,939,191	1,700,000	114.07	596,394	596,394	375,000	159.04
Plus: Revenues	243,800	243,800	2,698,919	9.03	39,346	39,346	439,800	8.95
Less: Expenditures	184,786	184,786	3,235,301	5.71	25,184	25,184	602,036	4.18
Ending Fund Balance	<u>1,998,205</u>	<u>1,998,205</u>	<u>1,163,618</u>	<u>171.72</u>	<u>610,556</u>	<u>610,556</u>	<u>212,764</u>	<u>286.96</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	417,570	417,570	380,000	109.89	14,375	14,375	10,000	143.75
Plus: Revenues	100,612	100,612	1,109,100	9.07	3,018	3,018	18,020	16.75
Less: Expenditures	103,815	103,815	1,301,768	7.97	2,322	2,322	26,241	8.85
Ending Fund Balance	<u>414,367</u>	<u>414,367</u>	<u>187,332</u>	<u>221.19</u>	<u>15,071</u>	<u>15,071</u>	<u>1,779</u>	<u>-</u>

	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	40,842	40,842	40,000	102.11	297,770	297,770	234,692	126.88
Plus: Revenues	2,919	2,919	226,925	1.29	503	503	1,897,622	0.03
Less: Expenditures	10,989	10,989	183,285	6.00	-	-	2,132,314	-
Ending Fund Balance	<u>32,772</u>	<u>32,772</u>	<u>83,640</u>	<u>39.18</u>	<u>298,273</u>	<u>298,273</u>	<u>-</u>	<u>-</u>

Financial data as of July 2018, continued

(\$) Cash Balances as of July, 2018

General Fund	1,265,134	Warrenton Marina	338,837	Storm Sewer	561,663
WBA	88,380	Hammond Marina	212,007	Sanitation Fund	322,859
Building Department	269,241	Water Fund	954,542	Community Center	17,196
State Tax Street	1,764,864	Sewer Fund	1,641,670	Library	35,584

Warrenton Urban Renewal Agency

Capital Projects	307,819
Debt Service	1,246,000

General Fund Revenues	Collection Frequency	2018-2019 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date		(over) under budget
				July 2018	July 2017	
Property taxes-current	AP	955,270	0.00	-	-	955,270
Property taxes-prior	AP	35,000	0.00	-	-	35,000
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	551,000	0.09	510	491	550,490
COW - franchise fees	M	146,621	9.57	14,033	12,414	132,588
Transient room tax	Q	532,696	0.00	-	-	532,696
Liquor licenses	A	700	0.00	-	-	700
State revenue sharing	MQ	162,745	0.00	-	-	162,745
Municipal court	M	104,400	10.28	10,734	9,263	93,666
Community development fees	I	50,000	2.05	1,025	2,363	48,975
Police charges	I	8,500	6.24	530	550	7,970
Fire charges	SM	97,582	0.00	-	-	97,582
Park charges	I	-	0.00	25	25	-
Miscellaneous	I	1,200	27.50	330	154	870
Interest	M	15,000	12.64	1,896	1,087	13,104
Lease receipts	M	209,858	8.57	17,982	17,960	191,876
Sub-total		2,870,572	1.64	47,065	44,307	2,823,507
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,142,969	23.48	268,417	259,639	874,552
Total revenues		4,013,541	7.86	315,482	303,946	3,698,059

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

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

S - semi-annual

I - intermittently

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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.

PROCLAMATION

Whereas, the period from September 15 through October 15 is has been set aside throughout the United States as National Hispanic Heritage Month; and

Whereas, the term Hispanic or Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin who can be of any race, any ancestry or any ethnicity; and,

Whereas, the United States has always drawn its strength from the contributions of a diverse people; and

Whereas, National Hispanic Heritage Month is a time to recognize the contributions made and the important presence of Hispanic and Latino Americans to the United States; and

Whereas, Hispanic Americans have played a prominent and important role in our national heritage and our Hispanic American residents lift up our communities and our economy as entrepreneurs, executives, and small business owners,

Whereas, A significant segment of the more than 37,000 people living in Clatsop county are Hispanic; and,

Whereas, we honor the rich heritage of our Hispanic community;

NOW, THEREFORE, I, Henry A. Balensifer, Mayor of the City of Warrenton, do hereby proclaim September 15 through October 15, 2018, as National Hispanic Heritage Month in the City of Warrenton. I call upon public officials, educators, and all residents to observe this month with appropriate ceremonies, activities, and programs as they to share in this special annual tribute by learning and celebrating the generations of Hispanic and Latino Americans who have positively influenced and enriched our nation and society.

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of September, 2018.

Henry A. Balensifer III, Mayor

PROCLAMATION

WHEREAS, September 17, 2018 marks the two hundred and thirty-first anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW, THEREFORE, I, Henry Balensifer by virtue of the authority vested in me as Mayor of the City of Warrenton, in the State of Oregon, do hereby proclaim September 17 through 23, 2018 to be

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Warrenton to be affixed on this 11th day of September, 2018.

Henry A. Balensifer, Mayor

7-A

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: September 11, 2018
SUBJ: Warrenton – Hammond CERT

SUMMARY

The attached resolution provides recognition to the local Warrenton-Hammond CERT, a small but active group of volunteers in our community who are organized and able to assist professional emergency services personnel when requested in the event of a natural disaster and other emergencies. Chief Workman has worked closely with this group for several years and can also answer questions you may have. As you know, the City is co-hosting with CERT a Disaster Preparedness Event on September 29.

RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 2527; *A Resolution Recognizing Warrenton-Hammond CERT, A Community Emergency Response Team.*"

ALTERNATIVE

None recommended.

FISCAL IMPACT

N/A

RESOLUTION NO. 2527

A Resolution Recognizing Warrenton - Hammond CERT,
A Community Emergency Response Team

WHEREAS, the Governing Body of the City of Warrenton recognizes the need for enhanced emergency response resources related to natural disasters in the City of Warrenton; and

WHEREAS, first responders to such natural disasters, and other emergencies, have to address often overwhelming circumstances in emergency situations; and

WHEREAS, a group of local volunteers have organized under Citizen Corps, the grass-roots movement that actively involves community members who have received specific training in basic disaster response skills, and is known as Warrenton - Hammond CERT;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Warrenton that it supports the mission of Warrenton - Hammond CERT to educate community members on natural disaster preparedness and response, and to work with and supplement existing emergency responders in the event of a major disaster.

This Resolution becomes effective upon its adoption.

Adopted by the City Commission of the City of Warrenton this 11th day of September, 2018.

Approved:

Henry Balensifer, III
Mayor

Attest:

Dawne Shaw, City Recorder

7-B

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: Warrenton City Commission
FROM: Kevin A. Cronin, AICP, Community Development Director
DATE: For the Agenda of September 11, 2018
SUBJ: Fee Resolution: Development Review Applications

SUMMARY

Attached is a proposed fee schedule that updates a previous one from 2010. It is intended to offset the cost of processing a range of administrative actions regarding land use planning, zoning, and development review related activities. The attached fee comparison of peer jurisdictions was used as a tool to arrive at the proposed increases as well as the eight years that have elapsed between updates. There are a number of new fees that were not previously captured that should also offset staff time and the cost of service delivery. Staff time for the Community Development Director position is billable at \$67/hr. The City Commission included the proposed resolution as a discussion item at its August 14 and held a first reading on August 28, 2018.

The new fee schedule is Exhibit A to Resolution 2519.

RECOMMENDATION/SUGGESTED MOTION

I move to approve the second reading of Resolution No. 2519, by title only.

"Revising Land Use Application Fees, Repealing Resolution No. 2311, and All Resolutions in Conflict"

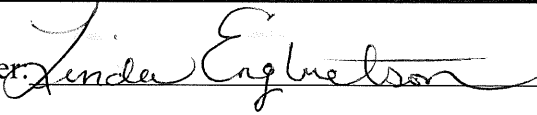
ALTERNATIVE

None suggested

FISCAL IMPACT

It is unclear how much revenue would be generated from the new fees, but certainly more than what the City has traditionally collected in years past. Only \$22,000 was collected in FY 17-18. All revenue collected will go to the general fund.

Approved by City Manager:

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

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

RESOLUTION No. 2519

Revising Land Use Application Fees, Repealing Resolution No. 2311, and All Resolutions in Conflict

WHEREAS, it is the responsibility of the applicant to defray the cost of processing land use applications,

WHEREAS, the current fees approved by Resolution No. 2311 on August 24, 2010 do not cover the full cost of processing an application and certain applications and fee for services were not addressed; and

WHEREAS, the Community & Economic Development Department strive to deliver the highest quality customer service for its programs and needs to periodically update the fee schedule to reflect the increase costs of processing applications;

The City Commission of the City of Warrenton resolves as follows:

Section 1. The minimum fees, hereby incorporated by reference and attached as Exhibit A, shall be paid to the City upon the filing of a land use application or request for service. Such fees shall not be refundable.

Section 2. The fee schedule shall be updated annually based on the Consumer Price Index (CPI) provided by the US Bureau of Labor Statistics.

Section 3. Resolution No. 2311 is hereby repealed, and Resolution No. 2519, Exhibit A: Planning Application Fees is hereby adopted.

Section 4. This resolution shall be in full force and effect as of October 1, 2018.

Adopted by the Warrenton City Commission this 11th day of September, 2018.

Henry Balensifer, Mayor

Attest: _____
Dawne Shaw, City Recorder

EXHIBIT A PLANNING APPLICATION FEE SCHEDULE (BUDGET YEAR 18/19)	Amount
APPLICATION TYPE	
Accessory Dwelling Unit	\$100
Accessory Structures (Garages, carports, etc)	\$100
Address Assignment (per lot)	\$25
Annexation	\$1,250
Appeals	
▪ Planning Commission	\$500
▪ City Commission	\$500
Code Interpretation	\$250
Comprehensive Plan Amendment	
▪ Text	\$2,000
▪ Maps (all maps except for Zoning Map)	\$2,000
Development Code Amendment	\$1,500
Conditional Use	\$1,000
CRESO Review	Actual Costs
Engineer Review (city – appointed)	Actual Costs
Floodplain Development Permit	\$350
Hearings Officer	\$5,000 deposit
Historic Resource Review	\$500
Home Occupation (Type 2)	\$350
Land Use Compatibility Statement (LUCS)	\$50
License to Occupy	\$150
Lot Line Adjustment	\$150
Miscellaneous Land Use Request	\$350
Modification of Preliminary Plans or Conditions	
▪ Administrative	\$400
▪ Planning Commission	\$750
Non-conforming Use / Structure Review	\$500
Partition	\$600
Partition Final Plat	\$300
Permit Extension	10% of originating application
Plan Review (Type 1) – 2 nd Review	\$50
Planned Unit Development (PUD)	\$1,500 / + \$50 / lot
PUD Final Plat	\$600
Plat Vacation	Same as Subdivision
Pre -application Conference **	\$150
Reinspection	10% of original fee
Rezone	\$2,000
Short term rental (homestay lodging)	\$150
Sign Review	\$300
Site Design Review	
▪ Type 2 Administrative – <10,000 sq.ft.	\$500
Planning Commission -	
▪ 10,000 sq.ft. - 15,000 sq.ft.	\$750
▪ 15,001 sq.ft. - 20,000 sq.ft.	\$1,000
▪ 20,001 sq.ft. - 25,000 sq.ft.	\$1,300
▪ 25,001 sq.ft. - 30,000 sq.ft.	\$1,750

▪ Over 30,001 sq.ft.	\$2,500
Street Vacation	
▪ Simple	\$750
▪ Planning Commission	\$1,000
Subdivision	\$750 + \$30 / lot + actual costs
Subdivision Final Plat	\$500
Temporary Use / Structure	\$300
UGB Amendment	\$2,000 + actual costs
Variance	
▪ Class 1 Administrative	\$500
▪ Class 2 Planning Commission	\$1,250
Wetland Significance Determination Amendment	\$1,000 or actual costs
Wireless Communication Facility	\$3,000 + actual costs
Zoning Verification	\$50

*** Cost of the Hearing Officer shall be paid for by the applicant(s) developer

*** Cost of a city - appointed Engineer shall be paid for by the applicant(s) / developer

7-C

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Linda Engbretson, City Manager *LeME*

DATE: September 11, 2018

SUBJ: Consideration of Professional Services for Substantial Amendment to Urban Renewal District

SUMMARY

The attached not-to-exceed \$30,000 contract with Elaine Howard Consulting, LLC, will take the City through the minor and substantial amendment process for the Urban Renewal District. As presented at the June 26 Work Session, the opportunity exists to increase our URA debt limit in order to utilize as much as an additional \$5.3 million dollars during the current timeframe remaining for projects within the district. The minor amendment includes language clean up and updates the current project list to reflect proposed projects this fiscal year.

RECOMMENDATION/SUGGESTED MOTION

"I move to authorize the Mayor's signature on the professional services contract with Elaine Howard Consulting LLC., for an amount not-to-exceed \$30,000."

ALTERNATIVE

None recommended.

FISCAL IMPACT

The Professional Services General Fund budget has funding to cover this contract.

**CITY OF WARRENTON
CONTRACT FOR PROFESSIONAL CONSULTING SERVICES**

CONTRACT:

This Contract, made and entered into this ___ day of _____, 2018, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY", and Elaine Howard Consulting, LLC., hereinafter called "CONSULTANT", duly authorized to do business in Oregon.

W I T N E S S E T H

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

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

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

1. CONSULTANT SERVICES:

A. CONSULTANT shall provide consulting services to the City of Warrenton, as outlined in the attached Scope of Work (attachment A), as well as assisting the City through a minor amendment process (not-to-exceed \$4,513.)

B. CONSULTANT's obligations are defined solely by this contract and its attachment and not by any other contract or agreement that may be associated with this project.

2. COMPENSATION

A. The CITY agrees to pay CONSULTANT a total not-to-exceed price of \$30,000 for performance of a minor and substantial amendment to the Warrenton Urban Renewal District Plan and Report;

B. The CONSULTANT will submit monthly invoices to:

City of Warrenton, Attention: Accounts Payable, PO Box 250, Warrenton, Oregon 97146, **OR**, CONSULTANT may submit invoice via email to ap@ci.warrenton.or.us. City pays net 21 upon receipt of invoice.

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

3. CONSULTANT IDENTIFICATION

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

4. CITY'S REPRESENTATIVE

For purposes hereof, the CITY'S authorized representative will be Linda Engbretson, City Manager, City of Warrenton, PO Box 250, Warrenton, Oregon, 97146.

5. CONSULTANT'S REPRESENTATIVE

For purposes hereof, the CONSULTANT's authorized representative will be Elaine Howard.

6. CONSULTANT IS INDEPENDENT CONSULTANT

A. CONSULTANT shall be an independent CONSULTANT for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 2 of this Contract,

B. CONSULTANT acknowledges that for all purposes related to this contract, CONSULTANT is and shall be deemed to be an independent CONSULTANT and not an employee of the CITY, shall not be entitled to benefits of any kind to which an employee of the CITY is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that CONSULTANT is found by a court of law or an administrative agency to be an employee of the CITY for any purpose, CITY shall be entitled to offset compensation due, or, to demand repayment of any amounts paid to CONSULTANT under the terms of the contract, to the full extent of any benefits or other remuneration CONSULTANT receives (from CITY or third party) as result of said finding and to the full extent of any payments that CITY is required to make (to CONSULTANT or a third party) as a result of said finding.

C. The undersigned CONSULTANT hereby represents that no employee of the City of Warrenton, or any partnership or corporation in which a City of Warrenton employee has an interest, has or will receive any remuneration of any description from the CONSULTANT, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

7. CANCELLATION FOR CAUSE

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

8. ACCESS TO RECORDS

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

9. FORCE MAJEURE

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

10. NONWAIVER

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

11. ATTORNEY'S FEES

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

12. APPLICABLE LAW

The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance,

and any other claims related to it.

13. CONFLICT BETWEEN TERMS

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

14. INDEMNIFICATION

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

With regard to Professional Liability CONSULTANT agrees to indemnify and hold harmless CITY, its officers and employees from any and all liability, settlements, loss, reasonable defense costs, attorney's fees and expenses arising out of CONSULTANT's negligent acts, errors, or omissions in service provided pursuant to this Agreement; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONSULTANT and the City, this indemnification and agreement to assume defense costs applies only to the extent of negligence of CONSULTANT.

With respect to Professional Liability, CONSULTANT reserves the right to approve the choice of counsel.

15. INSURANCE

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

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

B. Professional Liability Insurance. The CONSULTANT shall have in force a policy of Professional Liability Insurance in an amount not less than \$1,000,000 per claim and \$2,000,000 aggregate. The CONSULTANT shall keep such policy in force and current during the term of this Agreement.

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

D. Additional Insured. The liability insurance coverage shall include City and its officers and employees as Additional Insured but only with respect to CONSULTANT's activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to

starting work under this Contract, CONSULTANT shall furnish a certificate to City from each insurance company providing insurance showing that the City is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

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

16. LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES ORS 279B.220

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

CONSULTANT shall pay all contributions or amounts due the Industrial Accident Fund from CONSULTANT or any sub consultant incurred in the performance of the contract.

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

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

17. WORKERS COMPENSATION INSURANCE

CONSULTANT, its sub-CONSULTANTS, if any, and all employees working under this agreement are either subject to employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires them to provide workers compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

18. PAYMENT OF MEDICAL CARE ORS 279B.230

CONSULTANT shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of such CONSULTANT, of all sums which the CONSULTANT agrees to pay for such services and all moneys and sums which the CONSULTANT collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

19. OVERTIME ORS 279B.235.

Employees shall be paid for overtime work performed under this contract in accordance with ORS 279B.235(3) unless excluded under ORS 653.010 to 653.261 (29 U.S.C. sections 201 to 209).

20. BUSINESS LICENSE

Prior to commencing work in the City of Warrenton, CONSULTANT shall obtain a city business license.

21. STANDARD OF CARE

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

22. NO THIRD PARTY BENEFICIARIES

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

23. SEVERABILITY AND SURVIVAL

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

24. COMPLETE CONTRACT

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

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

City of Warrenton, a Municipal Corporation

BY: _____
Linda Engbretson, City Manager

CONSULTANT:

By: _____
Printed Name: _____ Date _____
Title: _____

Attachment "A"



Warrenton Urban Renewal Area Substantial Amendment Proposal

4763 SWAdmiral Street
Portland, Oregon 97221
503 206 7060 office 503 975 3147 cell

elaine@elainehowardconsulting.com
www.elainehowardconsulting.com

Linda Engbretson
City Manager
City of Warrenton
Warrenton Urban Renewal Agency Executive Director
PO Box 250
Warrenton, Oregon 97146

Dear Ms. Engbretson,

Thank you for the opportunity to prepare a Scope of Work and an estimate for a substantial amendment to the Warrenton Urban Renewal Plan.

In the past 12 years, Elaine Howard Consulting, LLC has completed work on over 75 urban renewal plans in communities in Oregon to help them either establish new urban renewal areas, update their plans or complete amendments to their existing plans.

We are skilled at working effectively with communities of all sizes throughout Oregon. We have the communications skills to relate well to urban renewal agency and city staff and explain complex technical information to all stakeholders. Urban renewal is the sole focus of our business, and because of that, we are known statewide as the firm to go to when considering urban renewal decisions. Because of our breadth of work, we are able to identify complex issues and resolutions to those issues that other consulting firms would not have the history to be able to identify. Our straightforward approach and our attention to detail are assets to the communities with whom we work.

Our firm will team with Tiberius Solutions, LLC, a firm specializing in urban renewal studies, infrastructure funding plans, and fiscal impact analyses.

If you have any questions about this proposal, please contact Elaine Howard, Principal of Elaine Howard Consulting, LLC at (503) 206-7060 or (503) 975-3147 or elainehowardconsulting@gmail.com. The project manager for this contract will be Scott Vanden Bos.

Sincerely,

Elaine Howard
Principal

Proposed Professional Services

This amendment would increase the maximum indebtedness for the Warrenton Urban Renewal Area (Area). The amendment would be a Substantial Amendment as described in VII of the Warrenton Urban Renewal Plan (Plan), requiring, by ORS 457, the same process as the approval of an original urban renewal plan. This includes an Agency meeting, Planning Commission recommendation, County Commission briefing, consult and confer letters to taxing districts, approval of the Amendment by non-emergency ordinance of the City Council after a public hearing.

The specific documents required for the amendment and which will be completed as part of this contract are listed below.

Documents included in budget:

- Urban Renewal Plan Amendment including updating projects and financial analysis for the increased maximum indebtedness and incorporating the amendment into the urban renewal plan. This will also include an update of the full Plan to bring it to current standards for urban renewal plans.
- Urban Renewal Report on Amendment – This is an update to the required original report and includes:
 - Documenting existing conditions in the Area to enable the finding of blight, requiring transmittal to consultant of portions of master plans that indicate the street, water, sewer and storm water conditions in the Area.
 - The relationship between each project to be undertaken and the existing conditions
 - The total cost of each project and the source of funds to pay such costs
 - The estimated completion date of each project
 - The estimated amount of funds required in the Area, and the anticipated year in which the debt will be retired
 - A financial analysis of the Amendment (much of this is completed)
 - A fiscal impact statement that estimates the impact of tax increment financing upon all entities levying taxes upon property in the urban renewal area
- Urban Renewal Agency Report (consultant attends meeting)
- Planning Commission Report (consultant attends meeting)
- City Council Report and Ordinance (consultant attends meeting)
- Consult and Confer letters with taxing districts (consultant attends meeting with County)
- Notices – consultant will prepare
 - Planning Commission
 - City Council Hearing
 - Notice of Adoption
 - Notice to assessor
 - Cover for recording

Meetings in budget:

- Agency
- Open House
- Planning Commission
- Clatsop County
- City Council

The proposal includes five on-site meetings. If additional on-site meetings are desired, **each on-site meeting is an additional \$1,500 to the budget to cover travel time, meeting time and preparation. An Advisory Committee is not included in this budget. If an Advisory Committee is desired, it typically meets three times to get an understanding of urban renewal, review the projects, and review the financial analysis.**

If work is cancelled before the contract is completed, the hourly fees for work completed to date and any reimbursable expenses will be due to consultant. Travel time is billed at the hourly rate. Expenses are to be reimbursed at cost. Mileage is billed at the federally established rate (2018 rate is .545 a mile)

Hourly rates/Estimated costs

	Rate	Hours	
Elaine Howard Consulting, LLC Elaine Howard	\$195	18.25	\$ 3,559.00
Scott Vanden Bos	\$145	82.5	\$11,963.00
5 trips travel time and expenses			3,466.00
Tiberius Solutions, LLC			\$ 4,500.00
(data from assessor on land use, zoning, comp plan, I:L, maps, any changes to finance plan)			
Financial/ Assessor's data contingency			\$ 2,000.00
Total estimated hourly costs			\$25,487

(Advisory Committee -estimated \$4,500 additional cost)

Expenses such as those for Clatsop County Assessor's data or documents for the Open House will be billed at cost and are not included in the above amounts.

We bill hours worked; this is not a flat fee proposal. Depending on the data received from the assessor's office, the time required for Tiberius Solutions, LLC may be reduced. The financial contingency is accessed if the finance plan must be re-done or if unanticipated time is needed to work with the assessor's data.

City Responsibilities

The City of Warrenton will provide the following:

- Coordination with consulting team
- Description of project(s) to be added, narrative of project, narrative of existing condition of projects, project cost and timeline
- Master Plans for streets, sewer, water, storm water or existing conditions for each. If Master Plans do not exist, coordinating to provide consultant information on the conditions of these utilities in the urban renewal area.
- Budgets and timing for projects anticipated for new MI
- Budgets for project categories for remaining projects
- Coordination with consultant for preparation of the financial plan that includes the maximum indebtedness

- Coordination on Open House. Notice posting/invitations to Open House.
- Posting notices for Agency, Planning Commission meetings
- Mailing of super notice for City Council hearing
- Mailing of consult and confer letters
- Recording of Amendment
- Transmittal of Amendment to Assessor

Timeline

From contract execution – 4 to 6 months

Qualifications and Experience

Elaine Howard Consulting, LLC

4763 SW Admiral Street

Portland, Oregon 97221

Specialty of the firm: Urban renewal consulting

Contact person: Scott Vanden Bos: (503) 550-5634

scott@elainehowardconsulting.com

Elaine Howard Consulting, LLC, is a single partner limited liability corporation specializing in creating vibrant cities using urban renewal/tax increment financing as an implementation tool. Scott Vanden Bos is the project manager for this project. He has worked with 39 cities in urban renewal planning including assisting in 5 substantial amendments in the past two years. He is skilled in presentations and report preparation.

Elaine Howard Consulting, LLC will partner with Tiberius Solutions, LLC on this project. We are long-term partners on all of our urban renewal projects. His team provides the financial expertise to complete a substantial amendment.

Background: Substantial Amendments

Our team has completed 24 substantial amendments, as shown below.

- Year 2000 Plan, Wilsonville (2018)
- Coos County North Bay Urban Renewal Area Substantial Amendment (2018)
- Tigard Downtown Substantial Amendment (2016 required a citywide vote, which was successful)
- Clackamas Town Center Substantial Amendment, Clackamas County (2016)
- Astor West Substantial Amendment, Astoria (2016)
- Independence Substantial Amendment (2016)
- Lake Grove Substantial Amendment, Lake Oswego (2015)
- Portland Development Commission (2015)
- North Macadam Urban Renewal Plan Substantial Amendment
- Central Eastside Urban Renewal Plan Substantial Amendment

- Sandy Urban Renewal Plan Substantial Amendment (2015, full team)
- Harrisburg Urban Renewal Plan Substantial Amendment (2015)
- Harrisburg Urban Renewal Plan Substantial Amendment (2014)
- Lincoln City Urban Renewal Plan Substantial Amendment (2014)
- Lebanon Northwest Substantial Amendment (2012)
- Sherwood Substantial Amendment (2012)
- Keizer North River Road Substantial Amendment (2012)
- Tillamook Substantial Amendment (2012)
- Bandon Area II Substantial Amendment (2012)
- Astoria Astor East Substantial Amendment (2010)
- Philomath Substantial Amendment (2010)
- Portland Development Commission
- Interstate Corridor Urban Renewal Area Substantial Amendment (2009)
- Convention Center Urban Renewal Area Substantial Amendment (2009)
- River District Substantial Amendment (2008)
- Redmond Airport Substantial Amendment (2008)