

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING

May 28, 2019 – 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. City Commission Meeting Minutes - 04.09.19
- B. City Commission Work Session Minutes – 4.23.19
- C. City Commission Work Session Minutes - 05.14.19
- D. City Commission Meeting Minutes - 05.14.19
- E. Fire Department Activity Report - April 2019
- F. Police Department Monthly Statistics - April 2019
- G. Monthly Finance Report - April 2019
- H. WBA 4th of July Parade Application
- I. Liquor License Re-Application - Nisa's Thai Kitchen

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 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

A. Supplemental Budget - Resolution No. 2544; City Hall Roof

7. BUSINESS ITEMS

A. Consideration of Nuisance Determination – 951-953 SW Main Ct.

B. Consideration of Nuisance Determination – 165 SE 2nd Street

C. Consideration of Resolution No. 2539; Updating SDC's

8. DISCUSSION ITEMS

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 – April 9, 2019
5:15 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:15 p.m.

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

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

Mr. Mark Kujala noted Mr. Bob Leach in attendance, who helped with the inspections. Mr. Kujala presented an update on the levee, gave a slide presentation, and provided copies for the record. Mayor Balensifer asked Mr. Kujala to give details on the new specifics. Mr. Kujala discussed the parameters of the map, and the components of the levee. He explained the failures, noted the January periodic inspection, and discussed the operations and maintenance manual update - noting the need for an animal control plan based on observations. He discussed the next steps: checklist has been completed; currently waiting for review to be finalized; final inspection report will be in September/near the end of the fiscal year.

Mr. Kujala continued with encroachment discussion, and noted that all the information gathered on encroachments has been submitted. He noted the complications in the overbuilt area, near Warrenton Deep Sea. Mr. Kujala expressed concern to one particular encroachment; 426 S. Main. He mentioned it is on the homeowner to prove that the levee can withstand the design flood level. Commissioner Baldwin asked Commissioner Ackley if that should be listed on title search - conversation continued on the matter. Concern on leaving it up to the property owner and jeopardizing the City's standing in the RIP was discussed. Mayor Balensifer asked if staff and Legal can put together a policy before the budget is passed. Ms. Engbretson stated yes. She asked if there is a timeline on the encroachments, and noted the need to show the Corps we are making progress. Mr. Stelzig noted the Corps permits and approves encroachments under certain cases. Mr. Kujala noted Multnomah County Diking District has an example of a policy as an option to follow; condemn and removal would be the last case option. He continued with his presentation and explained the video inspection of the culverts and mentioned this is to be done every 5 years, and put on file with the Corps; failure to do so can get you in "trouble" with the RIP. Discussion began on whether a pump station would be a better option to culverts.

Mr. Kujala continued review of the slide show. He discussed tide gates and new legislation. He noted several House and Senate bills, and noted SB 254 which has matching grant opportunities. He discussed the USACE Risk assessment/FEMA accreditation and safety screening/rating, and discussed the next steps for the future.

Mayor Balensifer thanked Mr. Kujala for his efforts. Mr. Stelzig asked if we should send a letter to the property owner of the unacceptable encroachment. Mayor Balensifer stated we should have a policy first, send the letter, and then enforce the policy. Ms. Engbretson noted concern that the property is for sale, and will discuss further with legal counsel. Brief discussion continued.

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

Respectfully submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

3-B

MINUTES
Warrenton City Commission
Warrenton Planning Commission
Joint Work Session – April 23, 2019
5:15 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:17 p.m.

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

Planning Commissioners Present: Christine Bridgens, Ryan Lampi, Chris Hayward, Mike Moha
Absent: Tommy Smith, Ken Yuill, and Paul Mitchell

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Fire Chief Tim Demers, and City Recorder Dawne Shaw

Brendan Buckley with Johnson Economics and Jamin Kimmell with Angelo Planning Group reviewed their Power Point presentation, as outlined in the meeting packet material; and discussed the Clatsop County Housing Study and the Goal 10 Housing Needs Analysis. Mr. Buckley noted there is a good housing supply; it is just not the right type of housing. The housing supply is not all serving local residents; a lot of the supply is serving as second homes and vacation rentals. He reviewed the County Housing Study findings, and noted the need to focus on adding the right types of supply – affordable; more multifamily rentals; townhomes, cottage clusters and greater density housing to meet the needs of first time home buyers; multifamily rental housing; use available residential land efficiently; workforce housing; support subsidized housing; and affordable housing. Mr. Buckley continued his review of the general findings. Brief discussion continued.

Mayor Balensifer asked Mr. Buckley to give an overview of Goal 10 – Mr. Buckley explained. Mr. Cronin added that since our jurisdiction is less than 10,000 we do not have to do a periodic review; but because we have grant money from DLCD we are able to essentially do a periodic review of this section of our comp plan; so another way to get to it. Other than the TSP, portions of the comp plan were updated back in 2011, but a lot of it has not been scrubbed through in quite some time. He noted this is a “big to do list item” that we get to look at. Mr. Buckley continued his review of the Housing Needs Analysis findings and the buildable residential land inventory; discussion followed.

Mr. Kimmell reviewed land supply strategies, which include site specific studies of constraints; ensure higher density land is preserved; consider opportunities to rezone commercial land; and research UGB land swaps. Commissioner Ackley asked if opportunities to rezone commercial

land would include industrial land; Mr. Cronin confirmed. Discussion ensued on ensuring to preserve higher-density land and Goal 9. Mayor Balensifer noted he previously proposed swapping out wetlands for higher ground lands. Discussion continued. Mr. Kimmell explained cottage cluster housing, and continued reviewing the strategy slides. Mayor Balensifer noted in regards to residential high density and commercial zones, he does not want commercial zones turning into nothing but high density residential, like Forest Rim; it needs to be capped at a certain density – how much housing you can have per commercial building. He stated he wants to make sure we don't sell off the commercial zones for the sake of housing. Mayor Balensifer stated it is also important to note that Warrenton is doing more than its share of serving the county's housing needs, and some other cities need to step up a little bit better than what they are doing right now. Brief discussion followed. Mr. Kimmell noted they will look at various strategies and approaches to see what makes sense in Warrenton, based on the housing needs analysis. Mr. Buckley noted that some of the material in the packet (Draft Policies & Code Strategies) is actually from the county study, which includes tables and recommendations.

Mr. Cronin noted the next steps – he would like to come back before the Commission in the summer, to talk about what recommendations they would like to move forward with.

There being no further business, Mayor Balensifer adjourned the work session at 6:03 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

3-C

MINUTES
Warrenton City Commission
Work Session – May 14, 2019
5:30 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:30 p.m.

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

Absent: Pam Ackley and Tom Dyer

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Chief Mathew Workman, Police Detective Tyler Johnston, Community Development Director Kevin Cronin, Deputy City Recorder Lindsay Duarte, and City Recorder Dawne Shaw

Public Works Director Collin Stelzig gave an update on N. Main and NW 7th Place improvements. He reviewed a slide presentation, and provided a copy for the record. He gave an estimate on the street improvements of \$2,579,896, for approximately 3,000 feet of road. Discussion continued on the having sidewalks on both sides, when there is a trail on one side. Mayor Balensifer suggested posting 3 different designs and getting input from the neighborhood; since they will be the most affected by it. Discussion continued on whether a sidewalk on both sides of the street is needed. Mr. Stelzig reviewed funding options. Ms. Engbretson noted a previous discussion where it was determined that when there will not be development on both sides of the street, sidewalks would not be required on both sides; it would be a waste of money. Brief discussion continued on LID's.

Mr. Stelzig stated he is looking for some direction from the Commission. Commissioner Newton noted the agreement seems to be that having sidewalks on both sides of N. Main is not needed. Commissioner Baldwin stated he hopes the City is using the same decision making process for the developers. Ms. Engbretson said she believes we are. Discussion followed and it was noted there is also the option of "in lieu of." Discussion continued. It was noted there is a wetland and a trail on one side, and there is no public benefit for sidewalks on both sides. Mr. Stelzig stated he could see no sidewalks on N. Main, just improving trail access to make it safer for people. Mayor Balensifer noted for the record the trail there is highly improved, it is a paved trail; it is a main thoroughfare trail in the city. Mr. Cronin stated there is a broader policy discussion that needs to happen down the road. He suggested LID's as one way to get some of these streets done. He noted 9th Street is in desperate need of an LID. Mr. Cronin stated they need to bring something back to the Commission in the next few months about an LID policy. Brief discussion followed.

Mr. Stelzig noted the need to have a meeting with the property owners; Mayor Balensifer suggested sending a letter to all people that own property on both roads, and to have a meeting much like the charrette, with visuals, and get their feedback. The Commission agreed they are fine with a 28' road, with sidewalks on one side.

Police Detective Tyler Johnston, a resident on N. Main encouraged the Commission to consider a wider roadway. He stated having a designated sidewalk is safer, and recommended sidewalks on both sides. Brief discussion continued.

There being no further business, Mayor Balensifer adjourned the work session at 6:00 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

3-D

MINUTES
Warrenton City Commission
Regular Meeting – May 14, 2019
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, Rick Newton and Mark Baldwin
Absent: Pam Ackley and Tom Dyer

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Finance Director April Clark, Police Chief Mathew Workman, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Harbormaster Jane Sweet, Marina Clerk/Maintainer Jessica McDonald, Deputy City Recorder Lindsay Duarte, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Work Session Minutes – 03.12.19
- B. City Commission Work Session Minutes – 03.26.19
- C. City Commission Meeting Minutes – 04.09.19
- D. City Commission Meeting Minutes – 04.23.19

Mayor Balensifer noted a correction to the 3.26.19 Work Session minutes and the 4.23.19 Regular Meeting minutes. City Recorder Dawne Shaw will make corrections as noted.

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

Baldwin – aye; Newton – aye; Balensifer – aye

COMMISSIONER REPORTS

Commissioner Newton discussed an “epidemic” in Warrenton; people are cleaning up and it is catching on; epidemic of cleanliness.

Mayor Balensifer stated he had dinner with General Prigmore; the Commander of the International Guard, General Crosby; the Joint Commander, and the Assistant General. The Mayor of Vancouver, and the Mayor of Ridgefield were also in attendance. Mayor Balensifer noted Ridgefield is the fastest growing City in Washington. He noted it was interesting to hear

the ways other cities handle issues, and their struggles; good to hear, we have similar issues. He briefly discussed specifics of the other city's struggles.

City Manager, Ms. Engbretson, requested to add an agenda item - Fisherman and Farmers Market to the agenda under business items; there were no objections to add it as agenda item 7-C. City Recorder Dawne Shaw introduced new Deputy City Recorder Lindsay Duarte.

After reading a Proclamation, Mayor Balensifer declared the week of May 19-25, 2019 as Emergency Medical Services Week.

PUBLIC COMMENT – None

BUSINESS ITEMS

Public Works Director Collin Stelzig explained the Public Works Department does not currently collect fees for development construction, coordination, or inspection. Residential subdivisions and commercial developments can consume a significant amount of staff time and have a notable impact on the budget. He outlined the typical tasks performed by staff, as included in the agenda memo. Mr. Stelzig further explained the past process, and proposed a construction review fee of 2% of the final construction estimate, as certified by a Registered Professional Engineer. He noted this fee structure is used by numerous cities in the state and is modeled after both City of Astoria and City of St. Helens' fee schedule. Mr. Stelzig explained this fee will be applicable to infrastructure of new larger construction that we will own. I.e. water, sewer, roads, and potentially sidewalks- we currently have a \$30 fee for sidewalks. A brief discussion continued. Commissioner Baldwin stated it is the engineer's responsibility to ensure the job is done right. A conversation developed in regard to the responsibility of the engineer. Mr. Stelzig stated in a perfect world it would work that way, however, in many cases Public Works winds up fixing issues five years down the road. It is difficult at that point to hold the engineer liable. The engineer cannot be on site at all times. The conversation continued on the matter. Ms. Engbretson noted this really comes down to a policy decision for the Commission to make. Do you want staff to go out and inspect these projects? In the past when we have taken the word of the contractor in ensuring the project is built correctly, and in return have had issues. Commissioner Baldwin voiced his concerns on over regulating and charging more and more fees. Mayor Balensifer noted he has heard from constituents, the Planning Commission, and other folks that jobs were not completed as required – so it is reasonable for the city to inspect and charge a fee for it. Mayor Balensifer explained how growth has to pay for growth. Mr. Stelzig explained the process and the time involved overseeing large construction projects, moreover, what the proposed fees would go towards. Commissioner Baldwin stated he doesn't want to keep adding fees, he would rather sit down and get a more comprehensive look at Public Works fees. The conversation continued. Mayor Balensifer recalled from previous minutes the need to figure out Warrenton's cost of living, and we need to have it this year. After we know what it's like for the folks that do pay taxes here, then we can move onto the question of what does it cost to develop for X, Y, Z in Warrenton.

Commissioner Newton made the motion to approve the fee schedule as attached in "Exhibit A." Motion was seconded and passed unanimously.

MINUTES

Warrenton City Commission

Regular Meeting – 5.14.19

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Baldwin – nay; Newton – aye; Balensifer – aye

Commissioner Baldwin clarified, and stated he is not opposed to protecting the city, but would like to see a broader approach looking at things. “Let’s be inclusive on it and maybe a little more information on some of them. That’s the only reason I voted no.”

Mr. Stelzig discussed the Bill of Sale for a sewer lift station that has been in place for quite some time. It was moved 200 feet away from its original location to allow for Walmart. The developer would like the city to take ownership. The pump station passed the requirements. A brief discussion continued. Mr. Stelzig noted there is a grease issue at the pump station – someone is dumping fat/grease into that location. Conversation continued. Mr. Stelzig stated it is a quality pump station.

Commissioner Baldwin made the motion to accept the bill of sale in order to own and maintain the pump station. Motion was seconded and passed unanimously.

Baldwin – aye; Newton – aye; Balensifer – aye

Harbormaster Jane Sweet and Marina Clerk/Maintainer Jessica McDonald discussed a Farmer and Fisherman’s market at the Warrenton Marina. They are trying to think of ways to bring fun things to the city. Ms. Engbretson noted this is just for approval to move forward with the idea. She stated there are logistics still to be sorted out. Mayor Balensifer would like to see a good business model. The discussion continued. Mayor Balensifer asked if we have the staff to cover the market without pulling a bunch of overtime. Ms. Engbretson stated that schedules can be worked out and we would need to talk to the union on whether flex schedules can be used and so forth. Discussion continued. On a side note, Mayor Balensifer stated he would like to review the sign ordinance and fees at another time. The conversation continued on vendors interested in the market. The conversation continued. Ms. Engbretson stated we are asking for Commission’s approval to use the property and make the decisions as far as the requirements go. The Commission’s consensus was to move forward.

DISCUSSION ITEMS

Community Development Director Kevin Cronin discussed the Spur 104 Master Plan. He noted there were 65 people that attended the Charrette – it was an incredible experience. He reviewed a few select slides from the Power Point presentation. He stated it all starts with the goals or the “framework” for how we develop this neighborhood. We want to provide a common framework, maximize the value of the zone, utilize the existing street right away, create a sense of community, and address the traffic issue concern. He reviewed the two top concepts; the heavy on residential- pointing out the property that Dr. Woods purchased. Mr. Cronin noted that as of last week, Dr. Woods has plans to scrape the land and build a brand new office. Mayor Balensifer introjected, noting for the record the doctor’s office plans. “They represented to us they had to get in there right away and it was going to be the end all and we were causing them to lose their business. So he isn’t in there yet, and now they are planning on scraping the land in lieu of adaptive reuse? I just want that for the record.” Mr. Cronin continued to review the

MINUTES

Warrenton City Commission

Regular Meeting – 5.14.19

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presentation of the second concept – mixed use. Mr. Cronin gave a recommendation to not allow for drive thru businesses. He stated it defeats the purpose of a walkable neighborhood. Mr. Cronin continued reviewing the presentation. He talked about the next steps and asked for direction from the Commission. The first option is to do nothing (not what he is recommending). The second is to do an overlay district which would be specific to this new neighborhood, we would adopt one of the 2 concepts plans and have the developers build to those standards. The conversation continued on the details and some of the current regulations. Mr. Cronin noted he understands traffic safety is a big issue and he will continue to work on that. Mr. Cronin stressed the need to do more traffic analysis. Mr. Cronin is working with Mr. Stelzig on getting a traffic engineer on call as a backup.

Staff is looking for direction on how the Commission wants to implement. Mayor Balensifer favored the overlay with standards that revolve not necessarily around units, but traffic trips. We can't have drive thrus if we are going to try and reduce heavy traffic. Pulling out drive thrus from the overlay zone, as well as anything that drives heavy traffic. Commissioner Baldwin liked both of the options. Commissioner Newton liked the designs, and wants to have livability. He wants to do an overlay district. Commissioner Baldwin stated overlay is okay with him. The consensus was to do an overlay district.

GOOD OF THE ORDER

Commissioner Newton noted the idea for a splash pad. He stated he has been out looking at other cities that have one. He suggested a sand volley ball court, discussion continued. Mayor Balensifer suggested one at Carruthers Park. Ms. Engbretson noted if the budget committee puts a RARE student into the budget there are a lot of projects they could work on, and also work on the Parks Master Plan update. Commissioner Newton talked about the Charrette and renting the space. The conversation moved to fees associated with permits for putting a sign out on the street. Mayor Balensifer said that will be a discussion for a future time.

Mr. Newton noted the Mayor of Garibaldi contacted him, and is considering starting Mayor's Coffee after seeing our success. She was also impressed with the nuisance cleanup.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:16 p.m.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder



Warrenton Fire Department

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

3-E

STAFF REPORT

Date: May 21, 2019
To: The Members of the Warrenton City Commission
Linda Engbretson, City Manager
From: Tim Demers, Fire Chief
Re: Fire Department Activity Report for **April, 2019**

April, 2019 Emergency Response Activity -

The Warrenton Fire Department responded to 82 emergency calls during the month of April, 2019. The department responded to 65 EMS (emergency medical service) calls, 10 motor vehicle crashes, and 5 service calls. There were 2 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, 64.6%, or 53 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 29 calls, or 35.4%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

April, 2019 Training –

The department held 4 regularly scheduled Wednesday evening training sessions during the month of April, with an average attendance of 18 volunteers per drill. The department offered 8 additional training sessions during the month of April.

3-F



WARRENTON POLICE DEPARTMENT
APRIL 2019 STATISTICS
 MAY 28, 2019



April Statistics (% changes are compared to 2018)							
Category	2019	2018	% Chg	2017	% Chg	2016	% Chg
Calls for Service	717	776	-8%	553	30%	685	5%
Incident Reports	198	185	7%	150	32%	132	50%
Arrests/Citations	153	89	72%	117	31%	88	74%
Traffic Events	218	247	-12%	128	70%	279	-22%
DUII Calls	5	4	25%	4	25%	2	150%
Traffic Accidents	25	27	-7%	22	14%	24	4%
Property Crimes	92	94	-2%	35	163%	39	136%
Disturbances	70	73	-4%	61	15%	62	13%
Drug/Narcotics Calls	4	10	-60%	5	-20%	3	33%
Animal Complaints	26	20	30%	24	8%	30	-13%
Officer O.T.	107.2	88.15	22%	284.3	-62%	45	138%
Reserve Hours	27	37	-27%	31	-13%	125	-78%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	727	643	700	717					
Incident Reports	210	157	194	198					
Arrests/Citations	210	171	200	153					
Traffic Events	254	236	233	218					
DUII Calls	6	2	8	5					
Traffic Accidents	25	15	9	25					
Property Crimes	116	89	104	92					
Disturbances	71	60	66	70					
Drug/Narcotics Calls	13	10	8	4					
Animal Complaints	22	15	26	26					
Officer O.T.	93.73	106.49	86.45	107.15					
Reserve Hours	37.5	25.5	26.5	27					

Oct	Nov	Dec	2019 YTD	2019 Estimate	2018	2019 v 2018	2017	2019 v. 2017	2016	2019 v. 2016
			2787	8361	9332	-10%	7538	11%	7689	9%
			759	2277	2551	-11%	2028	12%	1749	30%
			734	2202	1731	27%	1098	101%	925	138%
			941	2823	3101	-9%	2094	35%	2353	20%
			21	63	55	15%	52	21%	15	320%
			74	222	271	-18%	226	-2%	291	-24%
			401	1203	1187	1%	902	33%	805	49%
			267	801	953	-16%	778	3%	781	3%
			35	105	108	-3%	79	33%	42	150%
			89	267	325	-18%	301	-11%	311	-14%
			393.82	1181.5	1731.7	-32%	2400.3	-51%	1249	-5%
			116.5	349.5	359.5	-3%	290	21%	901.75	-61%

The following is a graphic representation of statistics for April 2019 using our [CrimeReports.com](https://www.CrimeReports.com) membership. If you go to the website you can zoom in on each incident for more details.

Incident

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

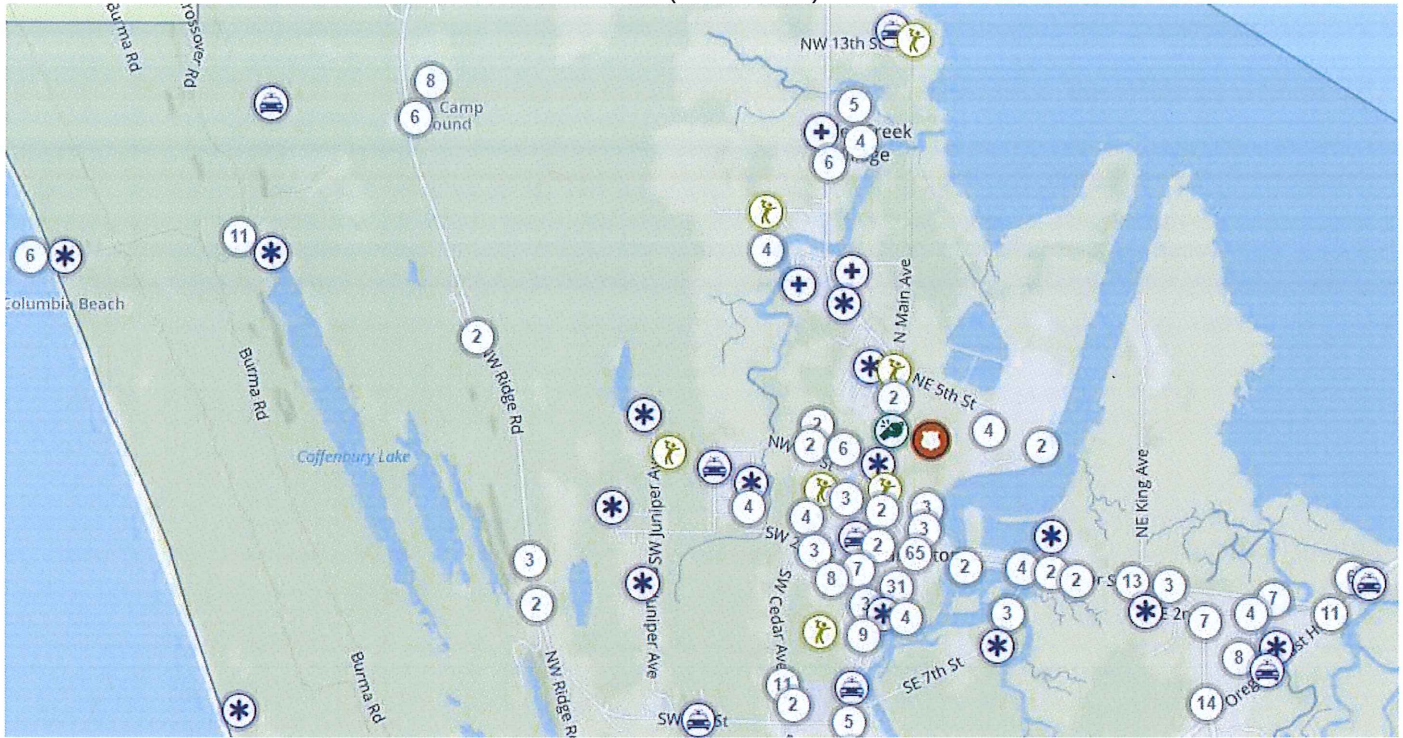
911 & Other

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

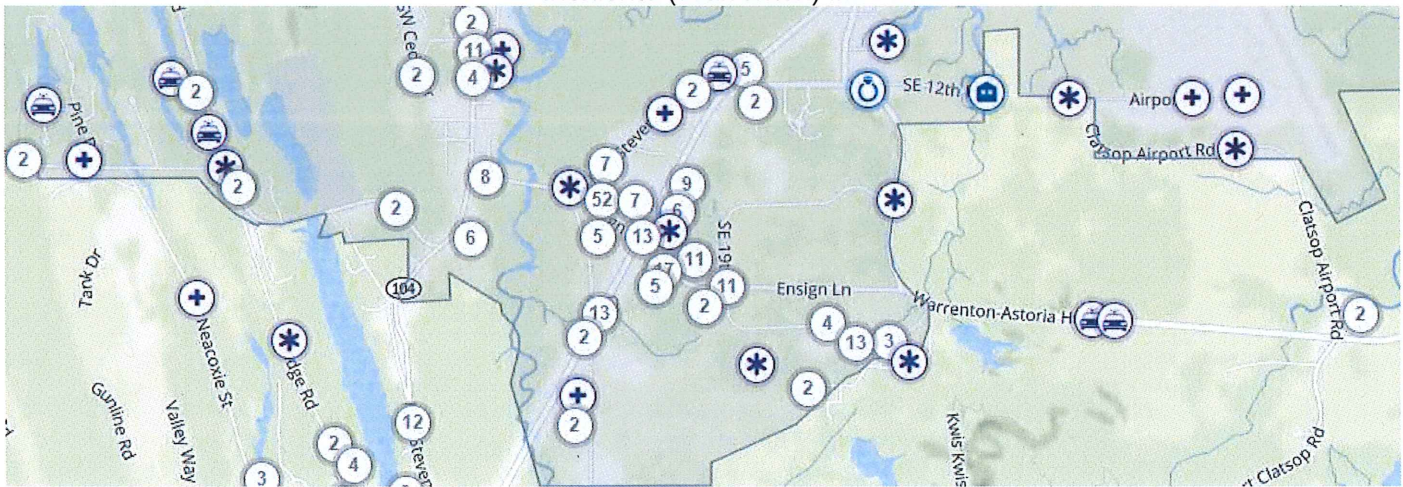
- Vehicle Stop
- Weapons Offense
- Community Policing
- Proactive Policing
- Emergency
- Fire
- Traffic



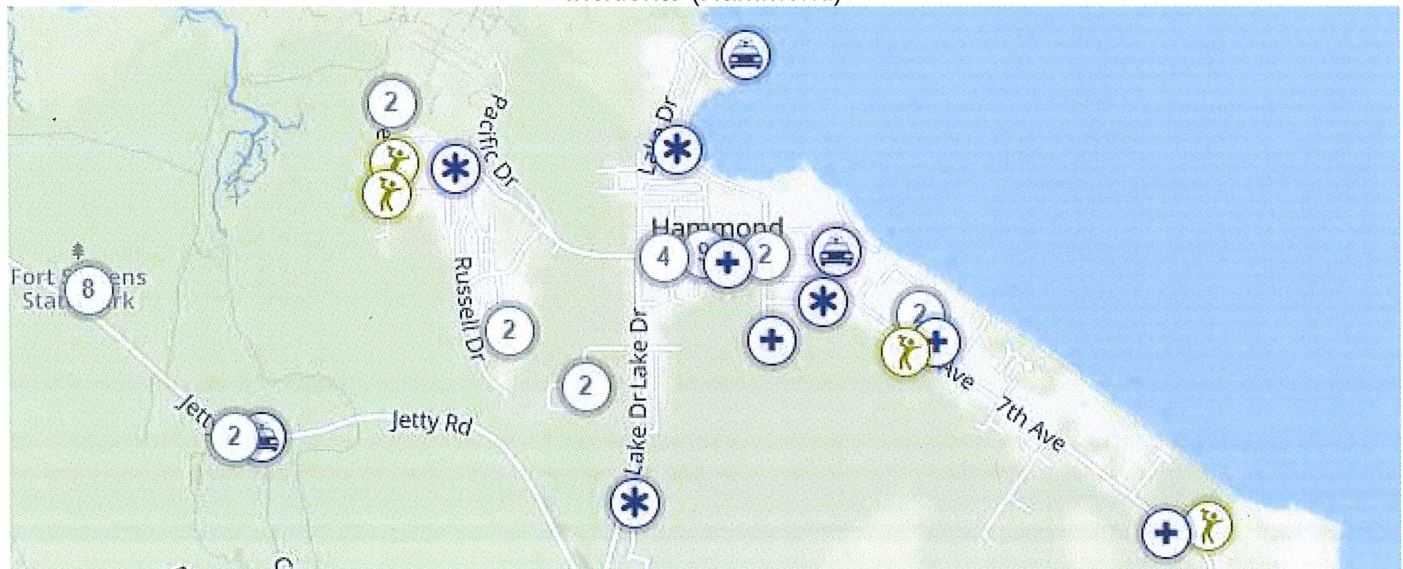
Incidents (Warrenton) #1



Incidents (Warrenton) #2



Incidents (Hammond)



Volume 12, Issue 10

Monthly Finance Report
April 2019

May 28, 2019

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.75%	2.10%
Prime Rate:	5.50%	4.75%
◆ CPI-U change:	2.0%	2.5%
◆ Unemployment Rates:		
Clatsop County:	not avail.	4.0%
Oregon:	4.3%	4.1%
U.S.:	3.6%	3.9%

Department Statistics

◆ Utility Bills mailed	3,329
◆ New Service Connections	4
◆ Reminder Letters	437
◆ Door Hangers	101
◆ Water Service Discontinued	13
◆ Walk-in counter payments	757
◆ Mail payments	1,192
◆ Auto Pay Customers/pmts	637
◆ Online (Web) payments	657
◆ Phone payments	137

Current and Pending Projects

- ◆ 2019-2020 Budget Preparation
- ◆ 2020-2025 Capital Improvement Program
- ◆ Worker's Compensation and Property Liability Insurance Renewals are in process.

Financial Narrative as of April 30, 2019

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

General Fund: Year to date revenues amount to \$3,410,702, which is 85% of the budget, compared to the prior year amount of \$3,281,284, which was 84.9% of the budget and are up by \$129,418. Increases are shown in property taxes, franchise fees, transient room tax, municipal court, community development fees, miscellaneous, interest and lease receipts and are offset by decreases in state revenue sharing, police charges, and fire charges.

Expenses year to date amount to \$3,518,792, which is 75.9% of the budget, compared to the prior year amount of \$3,263,274, which was 74.6% of the budget. All departments are tracking at or under budget. Ending fund balance decreased during the year in the amount of \$108,090.

WBA: Business license revenue amounts to \$59,085, compared to \$53,405 last year at this time, a difference of \$5,680. The number of business licenses issued year to date is 678 compared to 570 at this time last year. Year to date expenses exceed revenues by \$4,108 and reduces fund balance by the same.

Building Department: Permit revenues this month amount to \$35,035 and \$148,918 year to date, which is 95% of the budgeted amount. Last year to date permit revenue was \$228,401. Year to date ex-

penses exceed revenues by \$8,370 and reduces fund balance by the same.

State Tax Street: State gas taxes received this month amount to \$21,328 for fuel sold in March and \$288,181 year to date. City gas taxes received this month amount to \$15,326 for fuel sold in February and are \$240,560 year to date.

Warrenton Marina: Total revenues to date are \$543,921, 86.1% of the budgeted amount, compared to the prior year amount of \$493,464, which was 92.7% of the budgeted amount. There is \$21,436 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$343,578, 86% of the budgeted amount, compared to the prior year amount of \$294,533, which was 102.3% of the budgeted amount. There is \$1,732 in moorage receivables outstanding.

Of the total outstanding receivables :

- \$9,920 (43%) is current,
- \$4,005 (17%) is 30-60 days past due,
- \$2,198 (9.5%) is 60-90 days past due and
- \$7,045 (30.5%) is over 90 days past due

Water Fund: Utility fees charged this month are \$151,757 and \$79,788, and \$1,594,317 and \$1,109,605 year to date for in-city and out-city respectively and totals \$2,703,922 and is 89.3% of the

budget. Last year at this time year to date fees were \$1,435,767 and \$1,041,255, for in-city and out-city, respectively, and totaled \$2,477,022.

Sewer Fund: Utility fees charged this month are \$195,275 and \$1,900,170 year to date, which is 86.8% of the budget. Last year at this time year to date fees were \$1,773,657. Shoreline Sanitary fees year to date are \$108,561. Septage revenue year to date is \$227,348 and is 75% of the budget. Total revenues year to date are \$2,370,757 compared to \$2,688,215 at this time last year. Last year revenue included loan proceeds for the Core Conveyance Project.

Storm Sewer: Utility fees (20% of sewer fees) this month are \$39,058 and \$380,073 year to date and is 87% of the budget. Last year to date revenues were \$354,684 which was 87.5% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling are \$87,967 and \$16,187, and \$812,180 and \$160,539, year to date, and are 88.6% and 86.6% of the budget respectively.

Financial data as of April 2019

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,222,937	1,337,045	908,000	147.25
Plus: Revenues	293,519	3,410,702	4,013,541	84.98
Less: Expenditures				
Municipal Court	10,070	103,880	139,198	74.63
Admin/Comm/Fin(ACF)	68,672	873,205	1,142,969	76.40
Planning	18,089	172,614	219,607	78.60
Police	122,959	1,433,650	1,894,677	75.67
Fire	55,540	630,116	868,783	72.53
Parks	12,171	100,749	163,659	61.56
Transfers	-	204,578	204,578	100.00
Total Expenditures	287,501	3,518,792	4,633,471	75.94
Ending Fund Balance	1,228,955	1,228,955	288,070	426.62

(see details of revenue, page 4)

	WBA			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	61,981	65,586	53,000	123.75
Plus: Revenues	824	66,855	63,000	106.12
Less: Expenditures	1,327	70,963	98,692	71.90
Ending Fund Balance	61,478	61,478	17,308	355.20

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	245,432	272,657	200,000	136.33
Plus: Revenues	35,559	154,239	158,682	97.20
Less: Expenditures	16,704	162,609	315,577	51.53
Ending Fund Balance	264,287	264,287	43,105	613.12

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,135,411	1,809,511	1,500,000	120.63
Plus: Revenues	41,458	569,901	753,057	75.68
Less: Expenditures	27,057	229,600	1,572,100	14.60
Ending Fund Balance	2,149,812	2,149,812	680,957	315.70

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	218,597	195,211	190,000	102.74
Plus: Revenues	16,399	543,921	631,700	86.10
Less: Expenditures	38,093	542,229	711,179	76.24
Ending Fund Balance	196,903	196,903	110,521	178.16

Financial data as of April 2019, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	196,754	122,905	119,000	103.28	1,485,378	1,337,636	1,100,000	121.60
Plus: Revenues	3,546	347,124	399,751	86.84	250,829	2,998,494	4,821,100	62.20
Less: Expenditures	21,359	291,088	457,137	63.68	131,274	2,731,197	5,297,243	51.56
Ending Fund Balance	<u>178,941</u>	<u>178,941</u>	<u>61,614</u>	<u>290.42</u>	<u>1,604,933</u>	<u>1,604,933</u>	<u>623,857</u>	<u>257.26</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,771,975	1,939,250	1,700,000	114.07	787,684	596,394	375,000	159.04
Plus: Revenues	239,799	2,370,757	2,698,919	87.84	40,479	391,614	439,800	89.04
Less: Expenditures	141,817	2,440,050	3,235,301	75.42	15,929	175,774	602,036	29.20
Ending Fund Balance	<u>1,869,957</u>	<u>1,869,957</u>	<u>1,163,618</u>	<u>160.70</u>	<u>812,234</u>	<u>812,234</u>	<u>212,764</u>	<u>381.75</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	399,354	417,570	380,000	109.89	17,836	14,375	10,000	143.75
Plus: Revenues	105,741	988,712	1,109,100	89.15	3,854	23,723	18,020	131.65
Less: Expenditures	96,013	997,200	1,301,768	76.60	1,721	18,129	26,241	69.09
Ending Fund Balance	<u>409,082</u>	<u>409,082</u>	<u>187,332</u>	<u>218.37</u>	<u>19,969</u>	<u>19,969</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	131,837	40,842	40,000	102.11	283,167	297,770	234,692	126.88
Plus: Revenues	7,958	216,631	226,925	95.46	605	5,726	1,897,622	0.30
Less: Expenditures	15,284	132,962	183,285	72.54	4,040	23,764	2,132,314	1.11
Ending Fund Balance	<u>124,511</u>	<u>124,511</u>	<u>83,640</u>	<u>148.87</u>	<u>279,732</u>	<u>279,732</u>	<u>-</u>	<u>-</u>

Financial data as of April 2019, continued

(\$) Cash Balances as of April, 2019

General Fund	1,385,036	Warrenton Marina	178,242	Storm Sewer	762,166
WBA	61,559	Hammond Marina	176,835	Sanitation Fund	319,404
Building Department	267,344	Water Fund	1,051,333	Community Center	22,491
State Tax Street	3,269,555	Sewer Fund	1,525,457	Library	128,032

Warrenton Urban Renewal Agency

Capital Projects	281,935
Debt Service	1,799,424

General Fund Revenues	Collection Frequency	2018-2019 Budget	Actual as a	Collections/Accruals		(over) under budget
			% of Current Budget	Year to date		
				April 2019	April 2018	
Property taxes-current	AP	955,270	99.60	951,470	903,874	3,800
Property taxes-prior	AP	35,000	69.36	24,275	25,819	10,725
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	551,000	81.48	448,941	441,787	102,059
COW - franchise fees	M	146,621	87.99	129,016	118,777	17,605
Transient room tax	Q	532,696	76.55	407,765	387,052	124,931
Liquor licenses	A	700	89.29	625	750	75
State revenue sharing	MQ	162,745	61.82	100,611	106,783	62,134
Municipal court	M	104,400	111.77	116,686	77,445	(12,286)
Community development fees	I	50,000	79.00	39,500	26,270	10,500
Police charges	I	8,500	167.99	14,279	45,740	(5,779)
Fire charges	SM	97,582	92.18	89,949	109,864	7,633
Park charges	I	-	0.00	105	125	-
Miscellaneous	I	1,200	1166.75	14,001	12,375	(12,801)
Interest	M	15,000	154.89	23,233	14,531	(8,233)
Lease receipts	M	209,858	84.36	177,040	174,908	32,818
Sub-total		2,870,572	88.40	2,537,496	2,446,100	333,076
Transfers from other funds	I	-	0.00	-	25,629	-
Overhead	M	1,142,969	76.40	873,206	809,555	269,763
Total revenues		4,013,541	84.98	3,410,702	3,281,284	602,839

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.

3-H

CITY OF WARRENTON EVENTS APPLICATION

Application Date: 5/7/19 Event Date(s): July 4th, 2019
The City requires 60-business days for processing applications and 30-calendar days for approval of ground site plans not submitted with the application.

Reservation Fee (see attached schedule) \$25.00 \$50.00 \$100.00

EVENT INFORMATION

Host Organization:

Organization Name: WBA

Type of Organization: In-City Personal/Non-Profit Out of City Personal/Non-Profit Commercial

Mailing Address: 225 S. Main Ave. Warrenton, OR 97146
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Cell Phone: 503-298-0470 Fax Number: _____

Website Address: http:// _____

Event Organizer:

Name: Mike Moha Title: WBA chair

Mailing Address: 351 SW Kalmia Ave, Warrenton
(Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: 503-861-9342 Cell Phone: 503-298-0470

Fax Number: _____ Email: moham@warrentonk12.org

2nd Contact: _____ Cell: _____ Email: _____

On-Site Contact:

Contact information for the person who will be on-site and will be the primary contact on the day of the event.

Name & Title: Mike Moha

Mailing Address: 351 SW Kalmia Ave, Warrenton
(Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: _____ Cell Phone: 503-298-0470

Fax Number: _____ Email: moham@warrentonk12.org

Alt. On-Site Contact 1: Melody Duffin Phone: 971-506-0288 Email: _____

Alt. On-Site Contact 2: _____ Phone: _____ Email: _____

****Please attach to this application a list of any other managers and security staff who may be contacts in the event of an incident or emergency****

Event Details:

Event Name / Title:

4th of July Parade

START Date/Time:

3pm Parade 11:am char show

END Date/Time:

4:30pm

Facility*:

- Gazebo
- Picnic Shelter
- Concession Stand
- Play Courts
- Baseball Field #1
- Baseball Field #2
- Baseball Field #3
- Baseball Field #4
- Entire Q. Robinson Park*
- Carruthers Park*
- Ft. Stevens Parade Grounds*
- Seafarer's Park*
- Post Office Park
- Statue Park
- Skipanon River Park*
- Library Park*
- Triangle Park*

*Excludes any playgrounds or playground equipment at any of the parks.

Tansy Point Park Other City Properties: _____

City Trails: _____

Community Center ** Reservation made through City Hall 503-861-2233

City Streets: See instructions under Temporary Street Closure section below.

Type of Event:

- 5k or 10k Runs
- Bike Races
- Block Party
- Celebration
- Ceremony
- Concert
- Festival
- Fundraiser
- Farmers Market
- Marathon
- Parade
- Procession
- Planned Demonstration or March
- Street Fair
- Walkathons
- Other: _____

Event Description (25-word Minimum):

Annual Parade

Is this an annual event?

Yes No

Is there an admission/entry fee?

Yes No

Details of Fee: _____

Anticipated Attendance: _____

Choose One:

Adult Juvenile Both

Grounds Set-Up Plan:

A complete Grounds Set-Up Plan is **required** for all events. The plan must be attached to this application and include a map with locations for sanitation dumpsters/cans, concessions, stages, toilets, parking, traffic flow, etc. Any changes to the Grounds Set-Up Plan after it is submitted will require additional approvals.

Sanitation Services Required:

Yes No (If Yes, contact City Hall at 503-861-2233 for scheduling.)

Quantity of Dumpsters: 1 2 3

Dumpster Size: 1.5 c.y. 2 c.y. 3 c.y.

Service Required: Daily Once More: _____

Restrooms: Yes No Quantity of Portable Toilets: _____

Catering/Food Vendor Details: Not Applicable

Event will include the following: (Mark all that apply)

- Alcoholic Beverages Non-Profit Food Vendors Pre-Packaged Food/Beverage Items
- Professional Catering Pot Luck Items Retail Food Vendors

- *Event Organizer must obtain health permits from all food handlers.*
- *If alcoholic beverages will be served an OLCC permit is REQUIRED as well as a \$200 permit fee.*
- *If a professional caterer will be hired for the event, please provide below information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Health Insurance.*

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Fax Number: _____

- **Concession Facilities:** City Portable Quantity: _____

All concessionaires and caterers will need to provide their own fire extinguishers sufficient to meet minimum emergency standards for their concession/catering area and facilities.

Staging Details: Not Applicable

Mark all of the following items that will be used at the event:

- Amplified Music Bleachers Dance Floors Live Entertainment
- Loud Speakers Microphone(s) Stage(s) Auxiliary/Stage Lights
- Other: _____

NOTE: If any of the above items will be used, indicate their location on your attached Grounds Set-Up Plan. Use of the above items may require the Event Organizer to meet ADA Regulations, Fire Code, and City Noise Ordinance regulations.

Temporary Street Closures:

Will you be requesting any street or sidewalk closures? Yes No **May require City Commission Approval*

Street: See map Start Date: July 4th Time: 11 am
 End Date: July 4th Time: 5 pm

Type of Closure: Street Closure Sidewalk Closure

- *If your event requires a multi-day closure you may be required to complete information for each day.*
- *Keep in mind that streets must be closed from intersection to intersection. No mid-block closures.*
- *It may be necessary to obtain a Professional Traffic Plan.*
- *The City of Warrenton may require that all affected residents/businesses both on and adjacent to the street closure be notified of the closure. The method of notification may be done by door hangers, personal contact, or other manner that is likely to get attention of building/business owner or tenant. The City may require proof of this notification in the form of a letter and date of mailing, a list of property owners notified, or similar methods. This assertion is made under potential penalty of ORS 162.085 "Unsworn Falsification." Applicant also acknowledges that any loss of income to an affected party not notified would be the responsibility of the applicant and not that of the City of Warrenton.*

Do you have your own barricade equipment? Yes No

How will you meet barricade requirements?

- Host will rent barricade equipment, host will set-up & tear-down equipment.
- Host will rent barricade equipment, private company will set-up & tear-down.
- Host would like to use barricade equipment from the City of Warrenton.
 - Host will set-up & tear-down equipment.
 - Host would like City personnel to set-up and tear-down equipment.

It may be possible to use City equipment. A representative from the City will let you know if you can use any City equipment and if there will be any additional cost.

If renting barricades from a private company they must have a Warrenton Business License. Please provide:

Company Name: _____ Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)
 Physical Address: _____
(If Different from Mailing Address)
 Primary Phone: _____ Alternate Number: _____

Parking & Shuttle Services: Not Applicable

Parking Details: *Please describe Public Parking arrangements (Indicate location on Grounds Plan)*

Shuttle Service: Will a shuttle service be provided to the event site? Yes No

Shuttle Service Plan: **(Describe the plan. Indicate pick-up, drop-off locations on Grounds Plan)**

If providing a private shuttle service, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)
 Physical Address: _____
(If Different from Mailing Address)
 Primary Phone: _____ Alternate Number: _____

Security and/or Police: Not Applicable

- Event Organizer is requesting assistance from the Warrenton Police Department.
- Event Organizer will provide a private security company.

If providing a private security company, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Fire Details: Not Applicable

All fire details below should be noted on the Grounds Set-Up Plan.

- Event will require the use of electrical generators.
- Event will host the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects.

NOTE: Any use of weapons that are loaded and discharged may be prohibited by City Ordinance or may require a police officer or security on site when used. The Police will notify you.

- Event will include canopies/tents with over 200 feet of material but not more than 400 feet.
- Event will include canopies/tents with over 400 feet of material.
- Cooking equipment with excessive heat, spark and/or open flame will be used.

If hosting the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects, please provide the following information:

Date of Demonstration: _____ Time: _____

Demo & Location Description (*Please indicate location of the show and/or launching on the Grounds Plan*)

Medical Plan:

All events are required to have a First Aid Station or First Aid Kit on-site. Please indicate the location on the Grounds Plan/Map. Please indicate which of the following applies:

- If necessary, in the case of an emergency, the On-Site Contact will call 9-1-1.
(This option is only available to events under 500 daily attendance.)
- Event Organizer will provide an ambulance company to be on site.
- Event Organizer will provide a medical doctor, registered nurse, and/or EMT Staff to be on site.

If providing an ambulance company, please provide the following information and attach copies of their Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

If hiring a medical doctor, RN, and/or EMT Staff, please provide the following information and attach a copy of their identification credentials.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Evacuation Plan:

Please provide a detailed description of your emergency evacuation plan.

Miscellaneous:

Animals:

Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)? Yes No

(If so, please indicate the location of the animals on the Grounds Plan/Map.)

NOTE: If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provides portable hand-washing stations. All animal waste must be removed from the site and disposed of properly, not in any City garbage receptacles.

Balloons: BALLOON LAUNCHING PROHIBITED AT CITY-APPROVED EVENTS/FACILITIES

Due to the dangers posed by mylar balloons, latex balloons, balloon strings, valves, and etc. the City of Warrenton does not allow balloon launching of any form during City-Approved events or from City Facilities. Balloons are allowed for decoration ONLY and care should be taken to prevent any release.

Insurance: Not Applicable

Proof of valid Liability Insurance Policy coverage required 14-days in advance of event to cover all dates for the duration of the event.

Name of Insurance Provider: _____

Coverage Amount: _____

Insurance Agent: _____ Phone: _____

Deposit: Not Applicable

- A refundable deposit of **\$250** shall be charged for group event reservations.
- Remittance of the deposit at the time of the application will hold the site until the application is approved.
- The deposit may be held for up to 30-days following the event.
- The deposit is due before the event will be scheduled.
- Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable.
- For the purpose of this section, a group event is any event where 75 people or more are expected to attend or participate.
- Any request for waiver of the deposit can only be approved by the City Manager or the designee of the City Manager.

Indemnification:

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the City of Warrenton, and the City of Warrenton's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms, and ratings required by the City Manager or City Attorney or their designee.

I certify that all of the information on this application is true and correct.

Host Organization and/or Event Organizer hereby requests waiver of insurance under the prohibitive cost exemption. Note: This waiver is offered only to very small event applicants and will be determined by the City Manager.

Mike Moha
Print Name
[Signature]
Signature

WBA Chair
Title
5/2/19
Date

QUESTIONS?

If you have questions about facilities you can call Nancy Claterbos on Public Works 503-861-0912.
If you have question about this form you can call Police Chief Mathew Workman 503-861-2235.

Department Approvals:

- Initial and write "Approve", "Not Approved", or "N/A" if this event does not affect your department.
- If you write "No Approved" you must attach a memo with your reasons and what the applicant needs to do to gain your approval.

Finance	Public Works	Fire	Police	Planning	Building	Marinas
<u>AC</u>	<u>ABS</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>WZ</u>	<u>[Signature]</u>	

Schedule of Fees:

The City of Warrenton has three classes of reservations fees for facilities use:



**APPLICATION AND PERMIT TO OCCUPY OR
PERFORM OPERATIONS UPON A STATE HIGHWAY**

See Oregon Administrative Rule, Chapter 734, Division 65

PERMIT NUMBER

01M-39538

CLASS: KEY#

GENERAL LOCATION				PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)		
HIGHWAY NAME AND ROUTE NUMBER Fort Stevens Hwy 104				<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE
HIGHWAY NUMBER 104	COUNTY Clatsop	Clatsop		<input type="checkbox"/> BURIED CABLE	TYPE	
BETWEEN OR NEAR LANDMARKS MAIN ST. WARRENTON				<input type="checkbox"/> PIPE LINE	TYPE	
HWY. REFERENCE MAP See Attached AML	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT	
APPLICANT NAME AND ADDRESS City of Warrenton (4th of July Parade) Attn: City Recorder 255 S. Main Ave. Warrenton, OR 97146				<input checked="" type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW		
				FOR ODOT USE ONLY		
				BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	REFERENCE: OAR 734-65-035(2)	AMOUNT OF BOND
				INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-65-038(1)	SPECIFIED COMP. DATE July 9, 2019

DETAIL LOCATION OF FACILITY (For more space attach additional sheets)

MILE POINT TO	MILE POINT	ENGINEERS STATION TO	ENGINEERS STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM CENTER OF PVMT	R/W LINE	BURIED CABLE OR PIPE		SPAN LENGTH
							DEPTH/VERT.	SIZE AND KIND	
3.28	3.90	8+48	218+80	left/right					

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES

4th of July Parade - downtown Warrenton

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

- TRAFFIC CONTROL REQUIRED
 - YES (OAR 734-65-026(6))
 - NO
- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED
 - YES (OAR 734-65-100(2))
 - NO (OAR 734-65-100(1))
- AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: **503.325.1222** OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: **503.325.1314** SPECIFY TIME AND DATE IN THE SPACE BELOW.
- A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987. **CALL BEFORE YOU DIG 1-800-332-2344**

COMMENTS - ODOT USE ONLY

Permit is issued for traffic control & closure of State Highway. Applicant required to contact ODOT dispatch prior to any lane restriction.

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE <i>[Signature]</i>	TITLE City Manager	DATE 7/30/19
APPLICANT SIGNATURE <i>[Signature]</i>	APPLICATION DATE 4/30/19	TITLE Parade Coordinator
When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached; and the terms of Oregon Administrative Rules, Chapter 734, Division 65, which is by this reference made a part of this permit.		TELEPHONE NO. 503-297-0470
DISTRICT MANAGER OR REPRESENTATIVE <i>[Signature]</i>		APPROVAL DATE 5.6.19

Karen Christensen

Parade Provisions

Permit # 01M-39538

Warrenton 4th of July Parade

Permission to temporarily close this State Highway is granted subject to the following conditions:

- The permittee shall be responsible for clean-up of any debris, which is deposited on the highway as a result of this event.
- Restriction of the highway should be publicized by all local media.
- The Warrenton Police Department shall be responsible for all necessary signing, pedestrian, bicycle and traffic control per MUTCD guidelines.
- The permittee shall be responsible and liable for all accidents, damages or injuries to persons or property resulting from said event, legally chargeable to the permittee.
- The permittee shall hold the State of Oregon, the State Transportation Commission or members thereof, its offices, agents or employees blameless and the permittee shall indemnify them against any loss, injury or damages which they or any of them may sustain by reason of the acts, conduct or operations of the permittee, its agents or employees in connection with the said event.



TripCheck.com Event Request Form

Please allow at least 24 hours for event to be entered in Tripcheck.com. Supply as much information as possible and have completed form accessible at time of call.

Call ODOT Dispatch at 503-362-0457 to have your event entered.

Failure to notify Trip Check could result in cancellation of your Permit!

Start Date End Date
Daily Start Time Daily End Time
Event Type
Route/Highway
Direction of Travel NB SB EB WB All
Cross Street/
Landmark
From MP To MP

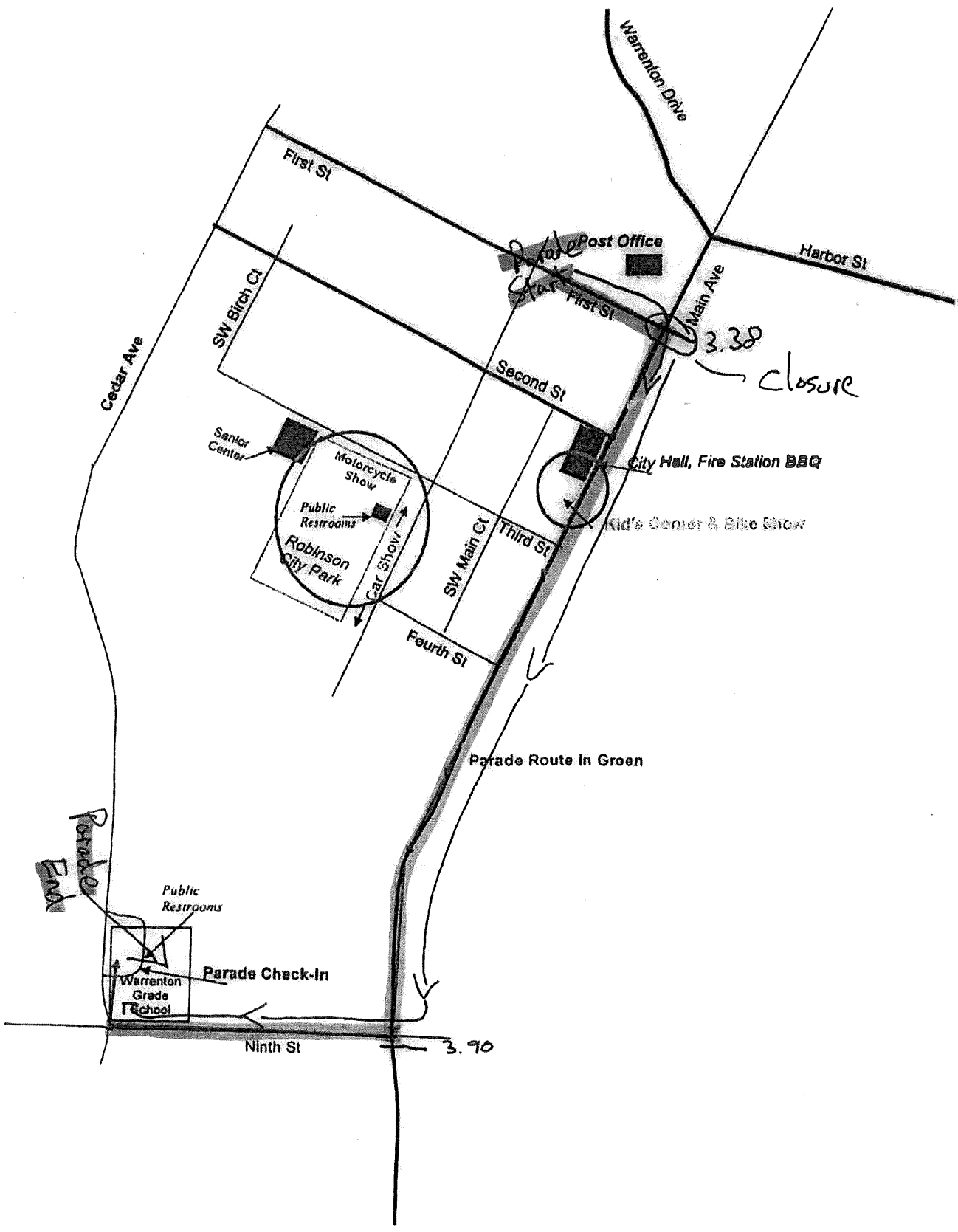
The event will be: Night work Day work
 Weekend work Bridge closure
 Full road closure Single lane closure
 Other

If closure, how long is the est. delay ?

Additional Event Information

Event Contact Phone

Requestor Name Phone



3-I



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

1. Application. Do not include any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received:
<input type="checkbox"/> Brewery 2 nd Location	<u>May 20, 2019</u>
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 st location	<u>Warrenton</u>
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 3 rd location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input checked="" type="checkbox"/> Limited On-Premises	OLCC USE ONLY
<input type="checkbox"/> Off-Premises	Date application received:
<input type="checkbox"/> Off-Premises with Fuel Pumps	<u>5-15-19</u>
<input type="checkbox"/> Warehouse	By: <u>Orwick</u>
<input type="checkbox"/> Wholesale Malt Beverage & Wine	Date application accepted as initially complete:
<input type="checkbox"/> Winery 1 st Location	<u>5-15-19</u>
<input type="checkbox"/> Winery 2 nd Location	By: <u>Orwick</u>
<input type="checkbox"/> Winery 3 rd Location	License Action(s): <u>N/D</u>

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

NTC, LLC

(Applicant #1) _____ (Applicant #2)

(Applicant #3) _____ (Applicant #4)

OLCC USE ONLY RECEIVED OREGON LIQUOR CONTROL COMMISSION MAY 15 2019 SALEM REGIONAL OFFICE	OLCC FINANCIAL SERVICES USE ONLY
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OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

3. Applicant #1 <i>NTC LLC</i> <i>Nisa Blackler</i> <i>WNT</i>		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) <i>Nisa's Thai Kitchen</i>			
5. Business Address (Number and Street Address of the Location that will have the liquor license) <i>575 East Harbor Dr.</i>			
City <i>Warrenton</i>	County <i>Clatsop</i>	Zip Code <i>97146</i>	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>Expired 03-31-2019</i>			
8. Mailing Address/PO. Box, Number, Street, Rural Route (where the OLCC will send your mail) <i>PO. Box 892</i>			
City <i>Warrenton</i>	State <i>OR</i>	Zip Code <i>97146</i>	
9. Phone Number of the Business Location <i>503-861-5645</i>		Email Contact for this Application	
Contact Person for this Application <i>Nisa Blackler</i>		Phone Number	
Mailing Address	City <i>Warrenton</i>	State <i>OR</i>	Zip Code <i>97146</i>

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

Ross Morrison NTC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

NTC, LLC

Applicant Name: ~~Nisa Blacklock Day~~ Phone: 503-861-5645

Trade Name (dba): Nisa's Thai Kitchen

Business Location Address: 575 East Harbor Dr.

City: Warrenton ZIP Code: 97146

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 12 PM to 9 PM
Monday 11 AM to 9 PM
Tuesday CLOSED
Wednesday 11 AM to 9 PM
Thursday 11 AM to 9 PM
Friday 11 AM to 9 PM
Saturday 12 PM to 9 PM

Outdoor Area Hours:

Sunday 12 PM to 9 PM
Monday 11 AM to 9 PM
Tuesday CLOSED
Wednesday 11 AM to 9 PM
Thursday 11 AM to 9 PM
Friday 12 PM to 9 PM
Saturday 12 PM to 9 PM

The outdoor area is used for:

Food service Hours: Same Business
 Alcohol service Hours: 7 HOURS
 Enclosed, how with the fence

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: Summer time service outside

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: Restaurant

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: 33 Outdoor: 6
Lounge: _____ Other (explain): _____
Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: (Y) (N)
Investigator Initials: J.D.
Date: 5-10-15

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Day Blacklock Date: 05-10-19 3:24 pm

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

16. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

No Yes (Please include explanation below) Unsure (Please include explanation below)

Don
License Expired on 03/31/2019
Nisa's Thai Kitchen

17. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the U.S.?

No Yes (Please include explanation below) Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Please skip questions 19 & 20. Go directly to question 21.
 Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

No Yes (Please include explanation below) Unsure (Please include explanation below)


20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

No Yes (Please include explanation below) Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Yes (Please include explanation below) Unsure (Please include explanation below)

Don
Nisa's Thai Kitchen
NTC LLC license expired 3/31/19

YES 1st LLC 

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)	Blackler	(FIRST)	Nisa	(MIDDLE)	Ketchinda
Signature:	<i>Don</i>	<i>inbillion</i>		Date:	05-14-19



6-A

Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission
From: April Clark
Finance Director
Date: May 28, 2019

Regarding – Consideration of Resolution No. 2544 Approving and Adopting a Supplemental Budget by making Appropriations for Municipal Purposes of the City of Warrenton for the fiscal year commencing July 1, 2018 and ending June 30, 2019

SUMMARY:

Staff is presenting a supplemental budget for your approval in order to amend the current budget to allow for additional spending authority in the Facilities Maintenance Fund for increased costs in repair and maintenance to repair the roof at City Hall.

This supplemental budget transfers \$50,000 in Contingency to Materials and Services in the Facilities Maintenance Fund and transfers \$120,000 from Contingency to Transfers in the General Fund. Resources in the Facilities Maintenance Fund are increased by \$120,000. This allows for spending authority in the Facilities Maintenance Fund Materials and Services to be increased by a total of \$170,000.

RECOMMENDATION:

A public notice of the supplemental budget hearing was published on May 17, 2019 and the hearing must be held and public comment taken prior to adoption of the attached resolution amending the budget. The Mayor and Commissioners will review the material and ask question from staff if necessary. The Mayor will then open the hearing and receive testimony or comments from the public. After all comments are heard, the Mayor will close the hearing. The Mayor and Commissioners then deliberate and make a decision regarding the proposed resolution.

Staff recommends the following motions:

“I move to approve Resolution No. 2544 Approving and Adopting a Supplemental Budget by making appropriations for municipal purposes of the City of Warrenton for the fiscal year commencing July 1, 2018 and ending June 30, 2019.”

ALTERNATIVE:

No alternative is being recommended.

FISCAL IMPACT:

General Fund Contingency is reduced to \$111,674 and transfers are increased to \$324,578. The overall spending authority in the General Fund remains unchanged, but allows for \$120,000 to be transferred out of the General Fund to the Facilities Maintenance Fund. This increases resources in the Facilities Maintenance Fund by \$120,000. The transfer of \$50,000 of Contingency to Materials and Services reduces the Contingency in the Facilities Maintenance Fund to \$35,916 and increases spending to \$224,544.

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Linda Engstrom", is written over a horizontal line.

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

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by **10 percent or more**.

A public hearing on a proposed supplemental budget for City of Warrenton, Clatsop, State of Oregon, for the fiscal year July 1, 2018 to June 30, 2019, will be held at Warrenton City Hall. The hearing will take place on May 28, 2019 at 6:00pm. The purpose of the hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget may be inspected or obtained on or after May 17, 2019 at Warrenton City Hall between the hours of 8:30 am and 5:00 pm or at www.ci.warrenton.or.us.

Summary of Supplemental Budget Publish **only** those funds being modified

FUND: General Fund

	Resource	Amount		Requirement	Amount
1.	_____	_____	1.	Transfers	324,578
2.	_____	_____	2.	Contingency	111,674
3.	_____	_____	3.	_____	_____
Total Resources		4,921,541	Total Requirements		4,921,541

Comments:

This change reduces Contingency and increases Transfers in the General Fund by \$120,000 to facilitate emergency roof repairs.

FUND: Facilities Maintenance Fund

	Resource	Amount		Requirement	Amount
1.	Transfers from General Fund	170,000	1.	Facilities Maintenance-Materials & Svcs	224,544
2.	_____	_____	2.	Contingency	35,916
3.	_____	_____	3.	_____	_____
Total Resources		260,460	Total Requirements		260,460

Comments:

The emergency repair and replacement of the roof at City Hall is estimated at \$170,000. This change increases resources by \$120,000 and increases Materials and Services spending in the Facilities Maintenance Fund by \$170,000 by transferring an additional \$50,000 from Contingency to Materials and Services in the Facilities Maintenance Fund.

RESOLUTION NO. 2544
Introduced by All Commissioners

**APPROVING AND ADOPTING A SUPPLEMENTAL BUDGET BY
MAKING APPROPRIATIONS FOR MUNICIPAL PURPOSES OF THE CITY OF WARRENTON
FOR THE FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019**

WHEREAS, a local government may prepare a supplemental budget under ORS 294.471.

WHEREAS, preparing a supplemental budget does not authorize the governing body to impose additional ad valorem taxes ORS 294.471(4).

The City of Warrenton hereby does resolve as follows:

Section 1. Be it resolved that the Warrenton City Commission, for the City of Warrenton, hereby adopts the supplemental budget for the 2018-2019 fiscal year,

Section 2. This supplemental budget allows spending authority for additional Materials and Services for emergency repairs to the City Hall roof in the Facilities Maintenance Fund by allowing for a transfer of \$50,000 from Contingency to Materials and Services in the Facilities Maintenance Fund and a transfer of \$120,000 from Contingency to Transfers Out in the General Fund.

Section 3. Be it resolved that the amounts for the fiscal year beginning July 1, 2018, are hereby appropriated for the purposes shown below, as follows:

Fund/Description	Adopted Budget	Changes	Amended Budget
<i>General Fund:</i>			
Municipal Court	\$ 139,198		\$ 139,198
Administration/Commission	1,142,969		1,142,969
Planning and Development	219,607		219,607
Police	1,894,677		1,894,677
Fire	868,783		868,783
Parks	163,659		163,659
Contingency	231,674	(120,000)	111,674
Transfers to other funds	204,578	120,000	324,578
Ending Fund Balance	56,396		56,396
<i>Total Requirements</i>	<u>\$ 4,921,541</u>	<u>0</u>	<u>\$ 4,921,541</u>
 <i>Facilities Maintenance Fund:</i>			
<i>Total Resources</i>	<u>140,460</u>	<u>120,000</u>	<u>260,460</u>
Facilities Maintenance	54,544	170,000	224,544
Contingency	85,916	(50,000)	35,916
<i>Total Requirements</i>	<u>\$ 140,460</u>	<u>120,000</u>	<u>\$ 260,460</u>

This resolution is effective on May 28, 2019.

PASSED by the City Commission of the City of Warrenton this ____ day of _____, 2019

APPROVED by the Mayor of the City of Warrenton this ____ day of _____, 2019

Mayor

ATTEST:

City Recorder



City of Warrenton

Supplemental Budget

Facilities Maintenance Fund

General Fund

Public Notice: May 17, 2019

Public Hearing: May 28, 2019

Proposed Adoption: May 28, 2019

City of Warrenton
Budget Document

Established by Resolution No. 2329

Facilities Maintenance Fund 035 (410)

To accumulate funds for maintenance and capital improvements of the Municipal Building, Head Start Building, Library, Community Center, and Park Facilities

Review Year: 2021

Historical Data			Budget for Fiscal Year 7/1/2018- 6/30/2019					
Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Plus: Supplemental Budget	Adopted by Governing Body	
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18						
Resources								
69,409	67,448	\$ 69,000	300000	Beginning Fund Balance	\$ 90,000	\$ 90,000	\$ 90,000	90,000
			360000	Miscellaneous				
295	504	350	361000	Interest Earnings	460	460	460	460
			365000	Contribution from Chamber				
55,000	40,000	15,000	391001	Transfers from Other Funds: General Fund	50,000	50,000	50,000	120,000
								170,000
124,704	107,952	84,350	Total Resources		140,460	140,460	140,460	120,000
								260,460
Requirements								
				Materials and Services-Facilities Maintenance:				
452	485	470	340000	VC-Electricity	485	485	485	485
936	940	950	340002	VC-Communications	960	960	960	960
293	313	340	340005	VC-Water	359	359	359	359
599	634	670	340006	VC-Sewer	700	700	700	700
120	127	135	340007	VC-Storm Sewer	140	140	140	140
92	98	120	340008	VC-Sanitation	120	120	120	120
15,917	8,261	16,000	371000	Repair and Maintenance	16,100	16,100	16,100	16,100
			371003	R & M -Senior Freezer	500	500	500	500
3,000	2,363	3,000	371004	R & M -Community Center	3,000	3,000	3,000	3,000
		2,000	371006	R & M -Visitor's Center	2,000	2,000	2,000	2,000
683	1,143		371007	Headstart Repair & Maintenance	30,000	30,000	30,000	30,000
			371008	R & M -Flooring City Hall				
			371009	R & M -Other(City Hall Roof)				170,000
			371014	R & M - Refrigerator				170,000
20,955			371015	R & M - Hammond Fire Station Roof				
	499	500	380050	Non-capital equipment				
325	168	350	390000	VC-Property Taxes	180	180	180	180
43,370	15,131	25,035	Total Materials and Services		54,544	54,544	54,544	170,000
				Capital Outlay-Facilities Maintenance:				
13,763			610000	Equipment-Sound System				
			620000	Improvements - Other				
123			620004	Police Dept Building Completion				
13,886	-	-	Total Capital Outlay		-	-	-	-
		59,315	800000	Not allocated: Contingency	85,916	85,916	85,916	(50,000)
								35,916
57,256	15,131	84,350	Total Expenditures		140,460	140,460	140,460	120,000
67,448	92,820	-	Reserved for Future Expenditures		-	-	-	-
\$ 124,704	\$ 107,952	\$ 84,350	Total Requirements		\$ 140,460	\$ 140,460	\$ 140,460	\$ 120,000
								\$ 260,460

City of Warrenton
Budget Document

General Fund 001

Historical Data			Budget for Fiscal Year					
Historical Data		Adopted	Resources and Requirements	7/1/2018-6/30/2019				
Actual		Budget		Proposed by	Approved by	Adopted by	Plus:	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body	Supplemental Budget	Governing Body
Resources								
\$ 1,342,628	\$ 1,269,879	\$ 790,000	Beginning Fund Balance	\$ 908,000	\$ 908,000	\$ 908,000		\$ 908,000
\$ 38,857	\$ 33,768	35,000	Delinquent Ad Valorem Taxes	35,000	35,000	35,000		\$ 35,000
489,145	491,252	508,402	Non Ad Valorem Taxes	532,696	532,696	532,696		\$ 532,696
675,338	752,579	679,414	Franchise Fees	697,621	697,621	697,621		\$ 697,621
650	600	650	Licenses and Permits	700	700	700		\$ 700
123,365	134,323	130,267	Intergovernmental	162,745	162,745	162,745		\$ 162,745
230,393	143,609	138,990	Charges for Services	156,082	156,082	156,082		\$ 156,082
119,328	104,945	119,400	Fines and Forfeits	104,400	104,400	104,400		\$ 104,400
7,058	11,934	10,000	Interest Earnings	15,000	15,000	15,000		\$ 15,000
181,996	209,251	209,529	Leases	209,858	209,858	209,858		\$ 209,858
1,019,818	1,021,532	1,095,896	Miscellaneous	1,144,169	1,144,169	1,144,169		\$ 1,144,169
Transfers from Other Funds:								
		32,000	Public Safety Building GO Bond Fund	-	-	-		\$ -
<u>4,228,576</u>	<u>4,173,672</u>	<u>3,749,548</u>		<u>3,966,271</u>	<u>3,966,271</u>	<u>3,966,271</u>		<u>\$ 3,966,271</u>
859,941	886,307	904,940	Taxes estimated to be received	955,270	955,270	955,270		\$ 955,270
<u>5,088,517</u>	<u>5,059,979</u>	<u>4,654,488</u>	Total Resources	<u>4,921,541</u>	<u>4,921,541</u>	<u>4,921,541</u>		<u>\$ 4,921,541</u>
Requirements (by department)								
117,949	104,507	131,566	Municipal Court	139,198	139,198	139,198		139,198
1,007,452	1,005,238	1,094,696	Administration/Commission	1,142,969	1,142,969	1,142,969		1,142,969
239,307	135,988	185,068	Community Development	219,607	219,607	219,607		219,607
1,494,316	1,512,660	1,823,175	Police	1,894,677	1,894,677	1,894,677		1,894,677
663,030	726,921	852,775	Fire	868,783	868,783	868,783		868,783
137,078	139,045	163,825	Parks	163,659	163,659	163,659		163,659
159,507	129,578	120,949	Transfers	204,578	204,578	204,578	120,000	324,578
-	-	218,603	Contingency	231,674	231,674	231,674	(120,000)	111,674
<u>3,818,639</u>	<u>3,753,937</u>	<u>4,590,657</u>	Total Requirements by Department	<u>4,865,145</u>	<u>4,865,145</u>	<u>4,865,145</u>		<u>4,865,145</u>
<u>1,269,879</u>	<u>1,306,042</u>	<u>63,831</u>	Ending Fund Balance	<u>56,396</u>	<u>56,396</u>	<u>56,396</u>		<u>56,396</u>
<u>\$ 5,088,517</u>	<u>\$ 5,059,979</u>	<u>\$ 4,654,488</u>	Total Requirements	<u>\$ 4,921,541</u>	<u>\$ 4,921,541</u>	<u>\$ 4,921,541</u>	<u>\$ -</u>	<u>\$ 4,921,541</u>

City of Warrenton
Budget Document
General Fund 001
Summary of Expenditures

Historical Data			Budget for Fiscal Year 7/1/2018 - 6/30/2019				
Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Plus: Supplemental Budget	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18					
Personnel Services:							
\$ 51,834	\$ 51,149	\$ 58,555	\$ 75,681	\$ 75,681	\$ 75,681		75,681
582,904	465,761	590,719	652,939	652,939	652,939		652,939
107,078	110,600	121,224	130,369	130,369	130,369		130,369
1,140,176	1,159,754	1,413,263	1,465,800	1,465,800	1,465,800		1,465,800
450,493	437,202	499,443	516,802	516,802	516,802		516,802
69,407	75,583	75,935	69,735	69,735	69,735		69,735
<u>2,401,892</u>	<u>2,300,049</u>	<u>2,759,139</u>	<u>2,911,326</u>	<u>2,911,326</u>	<u>2,911,326</u>		<u>2,911,326</u>
Materials and Services:							
66,114	53,358	73,011	63,517	63,517	63,517		63,517
424,548	539,477	503,977	490,030	490,030	490,030		490,030
132,229	25,388	63,844	89,238	89,238	89,238		89,238
354,140	352,906	409,912	428,877	428,877	428,877		428,877
171,071	176,220	239,832	238,481	238,481	238,481		238,481
59,500	58,422	85,990	93,114	93,114	93,114		93,114
<u>1,207,602</u>	<u>1,205,771</u>	<u>1,376,566</u>	<u>1,403,257</u>	<u>1,403,257</u>	<u>1,403,257</u>		<u>1,403,257</u>
Capital Outlay:							
-	-	-	-	-	-		-
-	-	-	-	-	-		-
8,171	5,040	1,900	810	810	810		810
<u>8,171</u>	<u>5,040</u>	<u>1,900</u>	<u>810</u>	<u>810</u>	<u>810</u>		<u>810</u>
Debt Service:							
41,466	113,499	113,500	113,500	113,500	113,500		113,500
<u>41,466</u>	<u>113,499</u>	<u>113,500</u>	<u>113,500</u>	<u>113,500</u>	<u>113,500</u>		<u>113,500</u>
Transfers to Other Funds:							
7,629	-	-	-	-	-		-
-	15,000	26,371	-	-	-		-
55,000	40,000	15,000	50,000	50,000	50,000	120,000	170,000
30,000	15,000	50,000	110,000	110,000	110,000		110,000
40,000	40,000	10,000	25,000	25,000	25,000		25,000
26,878	19,578	19,578	19,578	19,578	19,578		19,578
<u>159,507</u>	<u>129,578</u>	<u>120,949</u>	<u>204,578</u>	<u>204,578</u>	<u>204,578</u>	<u>120,000</u>	<u>324,578</u>
-	-	218,603	231,674	231,674	231,674	(120,000)	111,674
-	-	-	-	-	-		-
<u>\$ 3,818,639</u>	<u>\$ 3,753,937</u>	<u>\$ 4,590,657</u>	<u>\$ 4,865,145</u>	<u>\$ 4,865,145</u>	<u>\$ 4,865,145</u>	<u>\$ -</u>	<u>\$ 4,865,145</u>

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Transfers (600)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019					
Actual		Adopted Budget						
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Plus: Supplemental Budget	Adopted by Governing Body
\$ 7,629			860005 Transfers to Other Funds:					
	15,000	26,371	860020 Community Center Fund					
55,000	40,000	15,000	860035 Library Fund	50,000	50,000	50,000	120,000	170,000
30,000	15,000	50,000	860070 Facilities Maintenance Fund	110,000	110,000	110,000		110,000
40,000	40,000	10,000	860071 Police Vehicle Replacement Fund	25,000	25,000	25,000		25,000
26,878	19,578	19,578	860072 Fire Apparatus Replacement Fund	19,578	19,578	19,578		19,578
			860072 Tansy Point Dock Capital Reserve Fund					
\$ 159,507	\$ 129,578	\$ 120,949	Total Transfers	\$ 204,578	\$ 204,578	\$ 204,578	\$ 120,000	\$ 324,578

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Contingency (500)

Historical Data			Budget for Fiscal Year 7/1/2018-6/30/2019					
Actual		Adopted Budget						
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Plus: Supplemental Budget	Adopted by Governing Body
\$ -	\$ -	\$ 218,603	800000 Contingency-5% of expenditures	\$ 231,674	\$ 231,674	\$ 231,674	(120,000)	\$ 111,674
\$ -	\$ -	\$ 218,603	800000 Contingency-Warrenton Fiber Lease	\$ 231,674	\$ 231,674	\$ 231,674	(120,000)	\$ 111,674
			Total	\$ 231,674	\$ 231,674	\$ 231,674	\$ (120,000)	\$ 111,674

7-A



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Kevin A. Cronin, Community Development Director
DATE: For the agenda of May 28, 2019
SUBJ: Determination of nuisance— 951-953 SW Main Ct
("Bridgens")

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 the subject property is chronically filled with rubbish, trash, junk, junk vehicles, overgrown vegetation, debris, broken trailers, and the like. This is a critical public safety and fire hazard and poses a life threatening risk for the tenant and the adjacent properties. Photographs taken May 8, 2019 show junk vehicles, overgrown vegetation, historic duplexes in poor condition, and an overwhelming assortment of junk on the subject property. All of this material in the yard which is unfenced and unprotected from the public generally and neighborhood children specifically. Staff concludes 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. Staff provided a courtesy “yellow tag” in May 8, 2019 and attempts to contact the property owner about cleanup were unanswered. A letter of notification was sent in May 2019 by certified mail to the owner as identified in Clatsop County Assessor’s records that this would be an agenda item at the May 28 City Commission meeting. The Police Department posted the site on May 9.

RECOMMENDATION/SUGGESTED MOTION

I move to declare that enumerated and unenumerated nuisances exist at 951-953 SW Main Ct, 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.

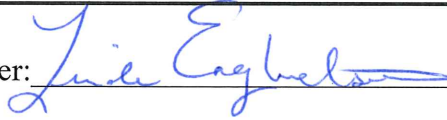
ALTERNATIVE

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.









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NOTICE
The following information is being provided to you for your information. If you have any questions, please contact the City of Seattle at (206) 386-3111.

7-B



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Kevin A. Cronin, Community Development Director
DATE: For the agenda of May 28, 2019
SUBJ: Determination of nuisance—165 SE 2nd Street (“Moore”)

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 the subject property is chronically filled with rubbish, trash, junk, junk vehicles, construction debris, broken trailers, and the like. The original determination was set for March 26 but due to a procedural error, the determination was postponed to allow the owner to resolve the issues. Photographs have been taken March 14, 2019 and May 7, 2019 show three junk vehicles, a “fifth wheel” trailer, and assortment of junk 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. Staff provided a courtesy “yellow tag” in February 2019 and spoke with the property owner about cleanup multiple times. The owner has had over three months to address the violations. As result of the Warrenton Clean Up Day on May 19, some progress has been made. A letter of notification was sent again in May 2019 by certified mail to the owner as identified in Clatsop County Assessor’s records that this would be an agenda item at the May 28 City Commission meeting. The Police Department posted the site on May 10.

RECOMMENDATION/SUGGESTED MOTION

I move to declare that enumerated and unenumerated nuisances exist at 165 SE 2nd 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.

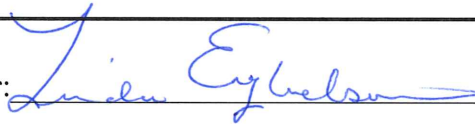
ALTERNATIVE

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

P.O. BOX 250 ■ WARRENTON, OR 97146-0250 ■ OFFICE: 503.861.2233 ■ FAX: 503.861.2351

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: May 28, 2019
SUBJ: Resolution Clarifying Resolution 2401; *Updating System Development Charges, Adopting the Methodology Therefore and Repealing Resolution No. 2362*

SUMMARY

The attached Resolution clarifies the intent of Resolution No. 2401, which updated System Development Charges in 2012 and adopted the methodology prepared and presented by the City's consultant. The adopted methodology included a recommendation to annually adjust SDCs by the Construction Cost Index for Seattle but was not explicitly stated in the text of the Resolution. Resolution 2539 clarifies that the City's intent was to periodically modify SDCs per recommendations within the methodology, including by applying the Construction Cost Index for Seattle if desired. It should be noted; by applying the index since SDCs were last updated (October 2013), the City's SDCs are still lower than year 1 SDCs recommended in 2012. The adjustment for a single family dwelling is \$649.

A resolution updating fees is typically considered over two meetings in order to provide the public the opportunity to comment. Developers/Builders who attended the May 8 "Builder's Coffee" and who provided emails or contact information have been provided notice of this proposal.

"Making a difference through excellence of service"

RECOMMENDATION/SUGGESTED MOTION

It is staff's recommendation that SDC's automatically be adjusted, using the May - May Seattle CCI and be effective July 1 each year or until such time the Commission chooses to complete a new methodology. This gives staff time to update the fees in our accounting system. The attached resolution reflects such language.

"I move to conduct the first reading of Resolution No. 2539, by title."

"Resolution No. 2539, A Resolution Clarifying the Intent of Resolution No. 2401; Updating System Development Charges, Adopting the Methodology Therefore and Repealing Resolution No. 2362."

ALTERNATIVE

Other action as deemed appropriate by the City Commission.

FISCAL IMPACT

An across the board increase in SDCs.

RESOLUTION NO. 2539

A RESOLUTION CLARIFYING THE INTENT OF RESOLUTION NO. 2401; *UPDATING SYSTEM DEVELOPMENT CHARGES, ADOPTING THE METHODOLOGY THEREFORE AND REPEALING RESOLUTION NO. 2362*

WHEREAS, Oregon Revised Statutes Chapter 223 and Warrenton Municipal Code Chapter 3.36 authorize the collection of Systems Development Charges; and

WHEREAS, the City Commission retained Financial Consulting Solutions Group, Inc., in 2011 to develop an SDC methodology to recommend fees for water, wastewater, stormwater, transportation, and parks; and

WHEREAS, the City Commission received the final report in 2012 and Resolution No. 2401 adopted updated SDCs for water, wastewater, stormwater, transportation, and parks; and

WHEREAS, Resolution No. 2401 adopted the methodology which included the recommendation to update SDCs *with the provision for annual adjustment based on the Construction Cost Index for Seattle*; and

WHEREAS, Resolution No. 2401 states SDCs *may from time to time be modified by resolution of the City Commission*;

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Warrenton that its intent in adopting Resolution No. 2401 included the provision for an annual adjustment of SDCs using the Construction Cost Index for Seattle.

BE IT FURTHER RESOLVED that SDCs for Water, Wastewater, Stormwater, Transportation, and Parks for the City of Warrenton are hereby reflected as defined in Exhibit A, which applies the Construction Cost Index for Seattle – May 2019, and that an annual adjustment based on the Construction Cost Index for Seattle - May is hereby authorized beginning the first day of each July (the fiscal year), unless otherwise amended or repealed by resolution.

This Resolution takes effect July 1, 2019.

Adopted by the City Commission of the City of Warrenton this 25th day of June, 2019.

APPROVED:

Henry Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

EXHIBIT A
SYSTEM DEVELOPMENT CHARGE SCHEDULE
7/1/2019

Water Meter Size	SDC
3/4"X5/8"	\$ 1,304
1"	\$ 3,264
1.5"	\$ 6,528
2"	\$ 10,445
3"	\$ 20,887
4"	\$ 32,639
6"	\$ 65,275
8"	\$ 104,441
10"	\$ 163,188

Sewer Water Meter Size	
3/4"X5/8"	\$ 1,304
1"	\$ 3,262
1.5"	\$ 6,523
2"	\$ 10,439
3"	\$ 20,875
4"	\$ 32,619
6"	\$ 65,236
8"	\$ 104,377
10"	\$ 163,091

Stormwater Per EDU	\$ 155
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Transportation Per PHPT	\$ 517
SFD	\$ 793

Parks Per DU	\$ 593
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