"Making a difference through excellence of service"

CITY OF WARRENTON

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
September 27, 2016 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, Or 97146

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. COMMISSIONER COMMENTS/COMMUNICATIONS/AGENDA ADDITIONS

5. CONSENT CALENDAR

A. Commission Work Session Minutes – 9.13.16
B. Commission Regular Meeting Minutes – 9.13.16
C. Community Library Advisory Board Minutes – 9.9.16
D. Monthly Finance Report – June 2016
E. Monthly Finance Report – July 2016
F. Police Dept. Statistics – August 2016
G. Fire Dept. Activity Report – August 2016
H. Planning Dept. Activity Report – January – July 2016
I. Marinas Monthly Report – August 2016

Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.

6. BUSINESS ITEMS

A. Review of Sanitation Capital Reserve Fund

B. Consideration of First Reading of Ordinance Renewing $0.03 Per Gallon Business License Tax on Motor Vehicle Fuel

C. 8th Street Dam Power Point Presentation – Akin Blitz – Bullard Law

7. PUBLIC COMMENT

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

8. EXECUTIVE SESSION

Under the authority of ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

9. ADJOURNMENT

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 LINDA ENGBRETSON AT LEAST 48 HOURS IN ADVANCE OF THE MEETING

MINUTES
Warrenton City Commission
WORK SESSION – September 13, 2016
5:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Mayor Kujala convened the work session at 5:02 p.m.

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

Staff Present: City Manager Pro tem Linda Engbretson, City Attorney Harold Snow, Public Works Foreman Craig Walter, Finance Director April Clark, Community Development Director Skip Urling, City Engineer Collin Stelzig, Police Chief Mathew Workman and Administrative Assistant Dawne Shaw

Purpose of Work Session – Review of Tide Gate Replacement Program and Update on Levee Certification

City Engineer Collin Stelzig gave a presentation on the tide gate replacement program. He covered what was done this summer and outlined which gates have been replaced to date. They ran into an issue on the Skipanon East tide gates. While talking with ODFW, they said we may need to put in fish passage culverts. Per State law, if 50% is replaced, it will have to be replaced with a fish friendly gate to allow for fish passage. It was noted that Skipanon tide gates 12, 13 & 14 are too high (1-2 ft.) and should be lowered. The discussion continued on the Skipanon East tide gates and Vera Slough. Gary Kobes with the Port of Astoria/airport manager briefly discussed the hydrology reports that have been done in regards to the water table rising around the airport. Mr. Stelzig went on to explain how flooding is calculated in Warrenton. The discussion continued on flood plains, diking districts and sea level rise.

City Engineer Collin Stelzig then gave an update on the Levee Certification - Group Appeal of the FEMA study. The City of Astoria, Port of Astoria, Clatsop County and other Clatsop County diking districts are all involved in the appeal. He proceeded to review the appeal items noting that there are no resolutions from FEMA. Next, there will be a meeting with Coast and Harbor and then a meeting with FEMA on September 28, likely with a rebuttal from Coast and Harbor. Additional study work will be done by FEMA with Coast and Harbor involved. Mr. Stelzig noted that worst case scenario, the city may have to pay for its own modeling. Also discussed was the possibility of needed construction to raise or widen the footprint of the dikes. Mr. Stelzig noted that he attended the National Association of Flood Plain and Storm Water Management Agencies Oregon levee event, with Senator Betsy Johnson and approximately ten diking districts in attendance. Commissioner Balensifer mentioned that he attended a meeting back in March with

Oregon Solutions and there was discussion on how to fix and get levees accredited. He asked staff if a letter had been drafted to Mark Ellsworth in regards to Oregon Regional Solutions funding, per Commission direction. A brief discussion followed and Mayor Kujala stated he will contact Mr. Ellsworth. The discussion continued on the next steps to get funding sources in place to make improvements and for the geo-tech work. Mayor Kujala noted the taxing districts were absorbed into the city of Warrenton. City Manager Pro tem Engbretson confirmed that there is no taxing district/taxing authority. Mayor Kujala inquired if there was a way to reform the taxing district, or if it was even a possibility. Brief discussion followed. He introduced Don Leach from diking district 11. Diking district 11 is outside of city limits but does provide flood protection. Discussion continued on how to move forward, which could involve working with district 11 to get them up to certifiable condition rather than putting in a cross dike. It is in our best interest to try and get district 11 into certifiable condition as well as districts 2 & 3. Discussion followed on bringing back the taxing district and assume district 11 and expand their taxing authority.

There being no further business Mayor Kujala adjourned the meeting at 6:06 p.m.

APPROVED:

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Mark Kujala, Mayor

ATTEST:

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Dawne Shaw, Administrative Assistant

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MINUTES
Warrenton City Commission
Regular Meeting – September 13, 2016
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Mayor Kujala called the meeting to order at 6:08 p.m. and then led the public in the Pledge of Allegiance.

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

Staff Present: City Manager Pro tem Linda Engbretson, City Attorney Harold Snow, Police Chief Mathew Workman, Public Works Foreman Craig Walter, Finance Director April Clark, Community Development Director Skip Urling, City Engineer Collin Stelzig and Administrative Assistant Dawne Shaw

COMMISSIONER COMMENTS

Commissioner Ackley noted that she, along with Debbie Morrow, is co-director for Warrenton-Hammond Healthy Kids Inc., which provides non-perishable food, clothing and toiletries to children in need. Their goal is to provide children with the tools that they need to focus on learning and not on where their next meal was coming from. Their most rewarding partnership is with North Coast Prevention Works (NCPW). On September 1st she received an email that the Drug Free Community Grant with Warrenton/Hammond Healthy Kids, submitted on behalf of NCPW was awarded in the amount of $125,000 for 5 years and is renewable for another 5 years. The work of this DFC grant will be on educating the community of the impact of drug use on the developing minds of our children. It is their goal to interrupt the cycle that prevalent poverty causes in children's decision making abilities so that all children have an opportunity to succeed in life.

Commissioner Balensifer asked if staff had the opportunity to review the information he sent regarding the water resource development act. Brief discussion followed.

City Attorney Hal Snow noted there will be an executive session after the regular meeting.

Mayor Kujala noted the dredging that is going on at the mouth of the Skipanon. Brief discussion followed. He also thanked Collin Stelzig for the wealth of information he presented at the work session.

Mayor Kujala proclaimed the week of September 17 – 23, 2016 as Constitution Week in the City of Warrenton.

CONSENT CALENDAR

A. Commission Regular Meeting Minutes – 8.23.16
B. Fire Dept. Activity Report – July 2016

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

Balensifer – aye; Kujala – aye; Dyer – aye; Ackley – aye

BUSINESS

Community Development Director Skip Urling presented the Vacation Rental Dwelling policy used by the City of Seaside, included in the meeting packet, and asked for guidance from the City Commission as to whether the Seaside model is the direction they wish to go. If so, staff will begin the code amendment process. After further discussion on the specifics, Mr. Urling recommended moving forward with the code changes, which he will bring back to the Commission. The Commission agreed and gave the direction to move forward.

Community Development Director Skip Urling presented the License to Occupy for Eric Williamson to occupy a portion of NW 17th Street right-of-way to store automobiles for short periods as part of his business.

Commissioner Balensifer made the motion to approve the license to occupy that portion of the NW 17th Street right–of-way adjacent to1680 NW Warrenton Drive, also identified as Tax Lot 81009B002200, by Eric Williamson for the temporary but regular storage of automobiles associated with the conduct of his business, Extreme Automotive. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Ackley – aye

City Manager Pro tem Linda Engbretson presented the proposal from Kennedy/Jenks Consultants for engineering services for the development of an industrial user agreement for Pacific Seafood Group. There was a meeting with Pacific Seafood representatives and one of the City's concerns is the treatment of their waste water. Depending on the amount they discharge, the city may have additional requirements to meet. Melanie Olson with Business Oregon needs our commitment to a 15% cash match and they can fund the study performed by Kennedy/Jenks. We need approval to submit the application to Melanie Olson and approval to enter into the agreement with Kennedy/Jenks. Discussion continued on the Pacific Seafood timeline and issues.

Commissioner Balensifer made the motion to authorize the City to submit an application and to provide a 15% cash match for the funds for the Kennedy/Jenks consulting contract. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Ackley – aye

Commissioner Dyer made the motion to approve the Kennedy Jenks Consultants proposal for engineering services contingent on grant funding through the Business Oregon Infrastructure Finance Authority. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Ackley – aye

At 6:41 p.m. Mayor Kujala adjourned the regular meeting and announced the Commission would meet in an executive session, authorized under ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.* He announced it is likely the Commission will be returning to regular session to take action on an item discussed during the executive session.

At 6:50 p.m. Mayor Kujala reconvened the regular meeting to take action on the item discussed in executive session.

Commissioner Balensifer made the motion to approve and authorize the Mayor's signature on the Agreement and Memorandum of Understanding with City of Warrenton and Dean & Evelind Larson; Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Ackley – aye

There being no further business Mayor Kujala adjourned the meeting at 6:51 p.m.

APPROVED:

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Mark Kujala, Mayor

ATTEST:

____
Dawne Shaw, Administrative Assistant

5-C

MINUTES FOR THE WARRENTON COMMUNITY LIBRARY ADVISORY BOARD FOR 9 SEPT 2016

The meeting of the Warrenton Community Library (WCL) Advisory Board was called to order by Kelsey Balensifer at 10:00 a.m.

In attendance were Kelsey Balensifer, Rochelle Coulombe, Doug Rich, Judy Sivley and our Site Manager, Nettie-Lee Calog. Linda Engbretson, Warrenton City Recorder was a helpful participant.

With necessary flexibility the Advisory Board will meet once each quarter on Fridays at 10:00 a.m. Our **next meeting date will be on 9 December 2016.**

The minutes for the 10 June 2016 meeting of the WCL Board—taken by Kelsey Balensifer—were approved with thanks to our President for her resourcefulness.

Nettie-Lee presented a verbal and written recap of the 2016 summer reading program. We all applauded the news that of the three libraries—Astoria (4326 hours), Seaside (4,870 hours) and Warrenton (5,354)—ours was the most active even though we are the smallest of the three.

In reviewing the 18 August 2016 meeting of the Warrenton public with the WCL Board, members were pleased both with the large number (50+) of people in attendance and the expressed interest in the future of the Warrenton Community Library.

Nettie and Judy expressed an urgent need to find a protected home for WCL holdings until a more permanent home could be established. Linda explained that one of the biggest issues right now before any shelter or more permanent home can be decided is to get the City Commission to give us an idea of how much money might be available for the next move. She stated money for such is scarce right now. All of us agreed that an invaluable asset would be the restoration of an active and legal non-profit Friends of the Warrenton Library. Some are convinced that restoring the once-active FOWL would probably be the fastest and most likely way to succeed. Doug said he would meet with Jan Gannaway (the President of the past FOWL) to obtain any available information and forms and suggestions that might help us proceed successfully; **he will report back to us**.

Nettie explained that the sub-committee formed to help find a home for WCL will have its next meeting on 15 September 2016 at 5:00 p.m. at City Hall. Kelsey is a member of that sub-committee and will represent our interests to them and **report back to us**.

We reviewed possible sites for relocation. Doug said he will meet with Rick Newton, the owner of Warrenton NAPA auto parts store, to see what his interests and intentions might be and **report back to us**. Some members met with Suzanne Bonamici's local office to find out if there are any sources of state or federal financial aid available; apparently there might be some help from an NEH grant.

The President adjourned the meeting at 11:11 a.m.

Respectfully submitted,

Doug Rich, Secretary

CITY OF WARRENTON
FINANCE DEPARTMENT

5-D

Volume 9, Issue 12 | **Monthly Finance Report June 2016** | **September 27, 2016**

Economic Indicators

	Current	1 year ago
♦ Interest Rates:		
LGIP :	.875%	.53%
Columbia Bank:	.05%	.05%
♦ Prime Rate:	3.50%	3.25%
♦ L/T Bond Rate:	3.18%	3.85%
♦ CPI-U change:	1.0%	0.1%
♦ Unemployment Rates:		
Clatsop County:	4.7%	5.7%
Oregon:	4.8%	5.8%
U.S.:	4.9%	5.3%

Department Statistics

♦ Utility Bills mailed	3,249
♦ New Service Connections	8
♦ Reminder Letters	490
♦ Door Hangers	93
♦ Water Service Discontinued	14
♦ Walk-in counter payments	801
♦ Mail payments	1,242
♦ Auto Pay Customers/pymts	535
♦ Online (Web) payments	461
♦ Checks Issued	407

Current and Pending Projects

- Audit preparation and reporting
- SDC Annual Report
- Landfill Financial Assurance Report
- Warrenton Urban Renewal Agency Annual Report
- Community Center Annual Report
- Open Enrollment for Health Insurance

Financial Narrative as of June 30, 2016

Note: Revenues and expenses should track at 12/12 or 100% of the budget. Expenditures on pages 2-4 include personnel services, materials and services, and debt service costs as well as transfers to the capital funds. See budget for details.

General Fund: Year to date revenues amount to $3,745,890, which is 104.9% of the budget, compared to the prior year amount of $3,436,712 and are up by $309,178. Expenses year to date amount to $3,818,637, which is 95.05% of the budget, compared to the prior year amount of $3,318,602 and were 84.9% of the budgeted amount. The Admin/Comm/Finance department expenditures were over budget by $22,276. Fund balance is $1,269,880 compared to $1,342,627 last year. A difference of $72,747. A loss was projected in the budget at $446,453 but as expenses were under budget and revenues were over budget, the impact was lessened.

WBA: Business license revenue amounts to $45,830 compared to $45,965 last year, a difference of $135. The number of licenses issued are 548 compared to 568 last year.

Building Department: Permit revenues were $216,640, year to date, which is 247.8% of the budgeted amount. Last year to date permit revenue was $283,905, a year to date decrease of $67,265. Fund balance is $261,655 compared to $250,885 last year.

State Tax Street: State gas taxes received amount to $24,094 and $27,131 for fuel sold in May and June and $306,132 year to date compared to $297,899 that was received last year. City gas taxes amount to $27,781, $24,961 and $31,841 for fuel sold in April, May and June and $317,430, year to date compared to $304,780 received last year. The fund balance increased by $266,029.

Warrenton Marina: Total revenues exceeded budgeted expectations in every category except monthly moorage, down $6,282 and live-aboard fees, down $2,940. Other categories made up for this and the total budgeted revenues are up by $66,892. Expenses are under budget by $36,590. Revenues exceeded expenses by $90,315 increasing fund balance by this amount to $195,027.

Hammond Marina: Total revenues exceeded budgeted expectations in every category except operating grants, down $370, utilities, down $1,492, monthly moorage, down $2,629, parking, down $8,282, and interest, down $399.22. Other categories made up for this and total budgeted revenues are up by $19,864. Expenses are under budget by $33,485. Revenues exceeded expenses increasing fund balance by $90,315 to $168,011.

Water Fund: Utility fees are $1,434,660 and $1,051,941, year to date, for in-city and out-city, compared to budgets of $1,380,000 and $989,000, respectively, and total utility fee revenue overall is $2,486,601. Budgeted revenue includes a loan of $1,630,000 that was not realized this year. Expenses are under budget by $1,937,102 due to expenditures related to the same loan. Overall revenues exceeded expenses by $208,308 increasing fund balance by same.

Sewer Fund: Utility fees total $1,812,132, year to date. Last year to date fees were $1,735,281. Outside city fees for Shoreline Sanitary District were $54,247 year to date. Septage revenue this year amounts to $321,319. Last year to date septage revenues were $261,187. Total revenues year to date are $2,285,375 compared to $2,031,163, at this time last year. The budgeted revenue includes loan proceeds for the core conveyance in the amount of $1,920,304 which has not been drawn on. Fund balance increased during the year in the amount of $263,354.

Storm Sewer Fund: Revenues exceeded expenses by $157,112 and increased fund balance by same.

Sanitation Fund: Revenues exceeded expenses by $23,851 and increased fund balance by same.

Library: Revenues exceeded expenses by $2,751 and increased fund balance by same.

Community Center: Revenues exceeded year to date expenses by $4,262 and increased fund balance by same.

Financial data as of June 2016

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,196,815	1,342,627	950,000	141.33
Plus: Revenues	497,756	3,745,890	3,571,077	104.90
Less: Expenditures				
Municipal Court	12,631	117,948	123,741	95.32
Admin/Comm/Fin (ACF)	160,915	1,007,452	985,176	102.26
Planning	12,722	239,307	275,682	86.81
Police	137,675	1,494,316	1,592,493	93.84
Fire	78,420	663,029	729,145	90.93
Parks	22,328	137,078	151,786	90.31
Transfers	-	159,507	159,507	100.00
Total Expenditures	424,691	3,818,637	4,017,530	95.05
Ending Fund Balance	1,269,880	1,269,880	503,547	252.19

(see details of revenue, page 4)

	WBA				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	142,899	153,331	166,950	91.84	270,630	250,885	250,000	100.35
Plus: Revenues	34	46,748	45,660	102.38	7,574	217,665	88,134	246.97
Less: Expenditures	5,192	62,338	124,405	50.11	16,549	206,895	217,815	94.99
Ending Fund Balance	137,741	137,741	88,205	156.16	261,655	261,655	120,319	217.47

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,321,365	1,155,918	1,050,000	110.09	221,672	104,712	78,500	133.39
Plus: Revenues	137,291	631,747	691,391	91.37	17,051	537,164	470,272	114.22
Less: Expenditures	36,709	365,718	1,386,002	26.39	43,696	446,849	483,439	92.43
Ending Fund Balance	1,421,947	1,421,947	355,389	400.11	195,027	195,027	65,333	298.51

Financial data as of June 2016, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	196,548	162,079	140,000	115.77	1,045,725	932,184	900,000	103.58
Plus: Revenues	3,524	282,745	262,881	107.56	238,598	2,602,782	4,116,500	63.23
Less: Expenditures	32,061	276,813	310,298	89.21	143,831	2,394,474	4,331,576	55.28
Ending Fund Balance	168,011	168,011	92,583	181.47	1,140,492	1,140,492	684,924	166.51

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,421,422	1,106,104	1,000,000	110.61	287,338	127,218	140,000	90.87
Plus: Revenues	244,649	2,285,375	3,888,419	58.77	30,934	374,671	350,000	107.05
Less: Expenditures	296,613	2,022,021	4,174,421	48.44	33,942	217,559	437,003	49.78
Ending Fund Balance	1,369,458	1,369,458	713,998	191.80	284,330	284,330	52,997	536.50

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	388,892	330,622	300,000	110.21	13,721	7,539	3,600	209.42
Plus: Revenues	88,385	1,031,309	982,000	105.02	(132)	24,069	18,044	133.39
Less: Expenditures	122,804	1,007,458	1,079,680	93.31	1,788	19,807	20,691	95.73
Ending Fund Balance	354,473	354,473	202,320	175.20	11,801	11,801	953	-

	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	33,768	28,378	29,000	97.86	70,448	21,848	16,377	133.41
Plus: Revenues	2,551	58,796	49,978	117.64	252	180,266	4,402,122	4.09
Less: Expenditures	5,190	56,045	57,715	97.11	28,577	159,991	4,418,499	3.62
Ending Fund Balance	31,129	31,129	21,263	146.40	42,123	42,123	-	-

Financial data as of June 2016, continued

($) Cash Balances as of June, 2016					
General Fund	1,355,027	Warrenton Marina	177,099	Storm Sewer	259,077
WBA	140,042	Hammond Marina	175,898	Sanitation Fund	321,472
Building Department	266,152	Water Fund	703,210	Community Center	14,333
State Tax Street	1,356,242	Sewer Fund	1,105,323	Library	31,188

Warrenton Urban Renewal Agency

Capital Projects	69,480
Debt Service	917,525

General Fund Revenues	Collection Frequency	2015-2016 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date June 2016	Collections/Accruals Year to date June 2015	(over) under budget
Property taxes-current	AP	836,149	102.85	859,941	809,664	(23,792)
Property taxes-prior	AP	35,000	111.02	38,857	42,212	(3,857)
County land sales	A	-	0.00	-	949	-
Franchise fees	MA	512,000	107.90	552,466	535,578	(40,466)
COW - franchise fees	M	119,377	102.93	122,872	113,683	(3,495)
Transient room tax	Q	411,558	118.85	489,145	425,106	(77,587)
Liquor licenses	A	600	108.33	650	700	(50)
Grants	S	5,400	0.00	-	5,400	5,400
State revenue sharing	MQ	135,624	90.96	123,365	124,614	12,259
Municipal court	M	133,645	89.29	119,328	120,962	14,317
Planning charges	I	142,000	84.70	120,270	166,055	21,730
Police charges	I	5,850	96.58	5,650	10,986	200
Fire charges	SM	89,302	116.73	104,243	86,701	(14,941)
Park charges	I			230	225	
Housing rehab loans	I	1,200	57.42	689	1,200	511
Miscellaneous	I	1,200	696.08	8,353	10,971	(7,153)
Interest	M	5,000	141.16	7,058	6,489	(2,058)
Lease receipts	M	181,996	100.00	181,996	110,339	-
Donations	I		0.00	3,325	1,000	(3,325)
Sub-total		**2,615,901**	104.68	**2,738,438**	**2,572,834**	**(122,537)**
Overhead	M	955,176	105.47	1,007,452	863,880	(52,276)
Total revenues		**3,571,077**	104.90	**3,745,890**	**3,436,714**	**(174,813)**

M - monthly
Q - quarterly
SM - Semi-annual in November then monthly
AP - As paid by taxpayer beginning in November
MA - pacificorp-monthly, Century Link-quarterly, others annually in March
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, 2016. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

CITY OF WARRENTON
FINANCE DEPARTMENT

5-E

Volume 10, Issue 1

Monthly Finance Report
July 2016

September 27, 2016

Economic Indicators

	Current	1 year ago
♦ Interest Rates:		
LGIP :	.88%	.54%
Columbia Bank:	.05%	.05%
♦ Prime Rate:	3.50%	3.25%
♦ L/T Bond Rate:	2.83%	3.79%
♦ CPI-U change:	0.8%	0.2%
♦ Unemployment Rates:		
Clatsop County:	5.1%	5.7%
Oregon:	5.2%.	5.8%
U.S.:	4.9%	5.3%

Department Statistics

♦ Utility Bills mailed	3,278
♦ New Service Connections	1
♦ Reminder Letters	443
♦ Door Hangers	77
♦ Water Service Discontinued	19
♦ Walk-in counter payments	953
♦ Mail payments	1,501
♦ Auto Pay Customers/pymts	537
♦ Online (Web) payments	553
♦ Checks Issued	390

Current and Pending Projects

- Audit preparation and reporting continues.
- SDC Annual Report
- Landfill Financial Assurance Report
- Warrenton Urban Renewal Agency Annual Report
- Community Center Annual Report
- Open Enrollment for Health Insurance

Financial Narrative as of July 31, 2016

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

General Fund: Total revenues this month, are $284,053, which is 7.7% of the budget. Revenues exclusive of overhead are $40,322 compared to the prior year amount of $36,782 and are up by $3,540. Increases are shown in, franchise fees, police charges, miscellaneous, interest, and lease receipts and are offset by decreases in municipal court and planning charges.

Expenses this month amount to $480,786, compared to the prior year amount of $487,481 and are down by $6,695. The Admin/Comm/Fin department is tracking over budget due to one time annual payments for insurance.

WBA: Business license revenue amounts to $46,325 compared to $46,848 last year at this time, a difference of $523. The number of licenses issued to date are 416 compared to 388 at this time last year.

Building Department: Permit revenues this month amount to $6,900, which is 3.2% of the budgeted amount. Last year this month's permit revenue was $14,214, which was 16.3% of the budget, a year to date difference from the prior year of $7,314.

State Tax Street: City fuel tax receipts since inception to June 2016 total $2,387,754. Projects paid in 2016 with city fuel tax funds total $145,072 and were:

Food Bank Roadway $55,024

Subway Bridge Access $37,316

NE Pacific Entry Road $9,138

NW Cedar Ct Roadway $8,533

SW 3rd St (Main Ct-Main Ave) $7,943

Hammond Post Office Quick Fix $7,936

N. Main/NW 7th Place Impr. $7,206

R&M SW Harbor St $2,908

R&M SW Harbor Place $2,908

R&M SW 1st St $2,908

R&M SW 1st Place $2,908

SW Birch Ct (SW 1st-W Harbor) $344

Total project costs through June 2016 are $1,707,932. As of June 30, 2016, there is $679,822 of these funds remaining for street projects.

Warrenton Marina: Total revenues this month were $277,360 compared to $256,522 this time last year. Annual moorages billed this month amount to $238,724 compared to $208,497 last year.

Hammond Marina: Total revenues this month are $124,620 compared to the prior year amount of $112,177. Annual moorages billed this month amount to $113,973, compared to $99,920 last year.

Total receivables outstanding for both marinas is $133,759. Of the total outstanding receivables, $23,077 is over 90 days old.

Water Fund: Utility fees this month are $153,947 and $127,134, for in-city and out-city, respectively and is 11.3% of the budget.

Sewer Fund: Utility fees this month are $172,545 and is 9.1% of the budget. Septage revenue this month amounts to $31,461.

Storm Sewer: Utility fees (20% of the sewer charge) this month are $34,499 and is 9.1% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were $74,377 and $14,460 and are 8.8% and 8.6%, of the budget, respectively.

Community Center: Rental revenue this month is $1,120 and represents 11.2% of the budget.

Other: Total revenues and expenses as of July 31, 2016 city-wide are $1,387,875 and $1,138,212, respectively.

Total revenues and expenses as of July 31, 2015 city-wide are $1,326,010 and $1,122,103 respectively.

Financial data as of July 2016

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,269,879	1,269,879	950,000	133.67
Plus: Revenues	284,053	284,053	3,668,832	7.74
Less: Expenditures				
Municipal Court	12,909	12,909	126,320	10.22
Admin/Comm/Fin (ACF)	243,731	243,731	1,006,408	24.22
Planning	12,730	12,730	197,533	6.44
Police	130,388	130,388	1,702,215	7.66
Fire	64,268	64,268	833,463	7.71
Parks	16,760	16,760	171,673	9.76
Transfers	-	-	129,578	-
Total Expenditures	480,786	480,786	4,167,190	11.54
Ending Fund Balance	1,073,146	1,073,146	451,642	237.61

(see details of revenue, page 4)

	WBA				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	137,741	137,741	150,850	91.31	261,655	261,655	230,000	113.76
Plus: Revenues	46,444	46,444	46,200	100.53	6,992	6,992	213,890	3.27
Less: Expenditures	17,416	17,416	155,047	11.23	20,622	20,622	231,551	8.91
Ending Fund Balance	166,769	166,769	42,003	397.04	248,025	248,025	212,339	116.81

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,421,947	1,421,947	1,180,000	120.50	195,027	195,027	170,000	114.72
Plus: Revenues	824	824	799,407	0.10	277,360	277,360	489,001	56.72
Less: Expenditures	19,153	19,153	1,842,462	1.04	56,148	56,148	614,841	9.13
Ending Fund Balance	1,403,618	1,403,618	136,945	1,024.95	416,239	416,239	44,160	942.57

Financial data as of July 2016, continued

Hammond Marina	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	168,011	168,011	170,000	98.83
Plus: Revenues	124,620	124,620	271,701	45.87
Less: Expenditures	35,378	35,378	389,770	9.08
Ending Fund Balance	257,253	257,253	51,931	495.37

Water Fund	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,140,492	1,140,492	910,000	125.33
Plus: Revenues	288,251	288,251	4,236,400	6.80
Less: Expenditures	191,066	191,066	4,761,435	4.01
Ending Fund Balance	1,237,677	1,237,677	384,965	321.50

Sewer Fund	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,369,458	1,369,458	1,300,000	105.34
Plus: Revenues	216,992	216,992	4,226,699	5.13
Less: Expenditures	165,638	165,638	4,309,630	3.84
Ending Fund Balance	1,420,812	1,420,812	1,217,069	116.74

Storm Sewer	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	284,330	284,330	210,000	135.40
Plus: Revenues	34,567	34,567	377,960	9.15
Less: Expenditures	29,887	29,887	532,049	5.62
Ending Fund Balance	289,010	289,010	55,911	516.91

Sanitation Fund	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	354,473	354,473	375,000	94.53
Plus: Revenues	89,004	89,004	1,016,132	8.76
Less: Expenditures	97,701	97,701	1,170,371	8.35
Ending Fund Balance	345,776	345,776	220,761	156.63

Community Center	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	11,801	11,801	11,000	107.28
Plus: Revenues	1,247	1,247	12,515	9.96
Less: Expenditures	2,264	2,264	21,308	10.63
Ending Fund Balance	10,784	10,784	2,207	-

Library	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	31,129	31,129	21,000	148.23
Plus: Revenues	238	238	55,727	0.43
Less: Expenditures	6,195	6,195	60,172	10.30
Ending Fund Balance	25,172	25,172	16,555	152.05

Warrenton Urban Renewal Agency Capital Projects Fund	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	42,123	42,123	19,154	219.92
Plus: Revenues	2	2	4,222,122	0.00
Less: Expenditures	2,550	2,550	4,241,276	0.06
Ending Fund Balance	39,575	39,575	-	-

Financial data as of July 2016, continued

($) Cash Balances as of July, 2016					
General Fund	1,462,947	Warrenton Marina	303,191	Storm Sewer	252,954
WBA	156,056	Hammond Marina	250,943	Sanitation Fund	277,392
Building Department	249,304	Water Fund	805,350	Community Center	12,476
State Tax Street	1,385,968	Sewer Fund	1,071,787	Library	26,021

Warrenton Urban Renewal Agency

Capital Projects	53,722
Debt Service	924,267

General Fund Revenues	Collection Frequency	2016-2017 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date July 2016	Collections/Accruals Year to date July 2015	(over) under budget
Property taxes-current	AP	884,586	0.00	-	-	884,586
Property taxes-prior	AP	35,000	0.00	-	-	35,000
County land sales	A	-	0.00	-	-	-
Franchise fees	MA	534,000	0.03	180	158	533,820
COW - franchise fees	M	124,338	9.67	12,027	10,993	112,311
Transient room tax	Q	462,109	0.00	-	-	462,109
Liquor licenses	A	625	0.00	-	25	625
State revenue sharing	MQ	125,559	0.00	-	-	125,559
Municipal court	M	127,175	6.38	8,108	10,717	119,067
Planning charges	I	55,000	0.74	407	1,699	54,593
Police charges	I	6,000	10.58	635	355	5,365
Fire charges	SM	92,481	0.00	-		92,481
Park charges	I	-		-	50	
Miscellaneous	I	1,300	27.77	361	162	939
Interest	M	5,000	13.32	666	542	4,334
Lease receipts	M	209,251	8.57	17,938	12,081	191,313
Donations	I		0.00	-	-	-
Sub-total		**2,662,424**	1.51	**40,322**	**36,782**	**2,622,102**
Overhead	M	1,006,408	24.22	243,731	240,683	762,677
Total revenues		**3,668,832**	7.74	**284,053**	**277,465**	**3,384,779**

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

MA - pacificorp-monthly, Century Link-quarterly, others annually in March

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, 2017. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

5-F

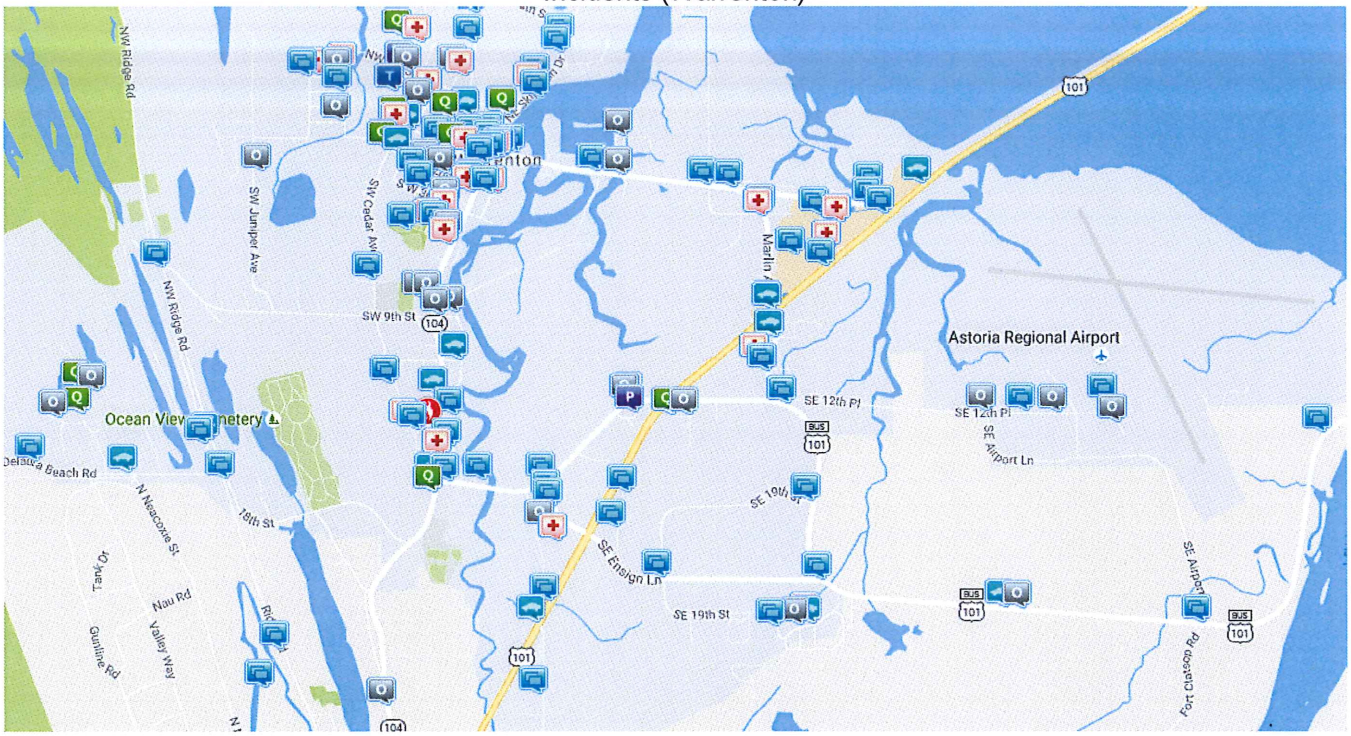
WARRENTON POLICE DEPARTMENT
AUGUST 2016 STATISTICS
SEPTEMBER 20, 2016

News & Events:

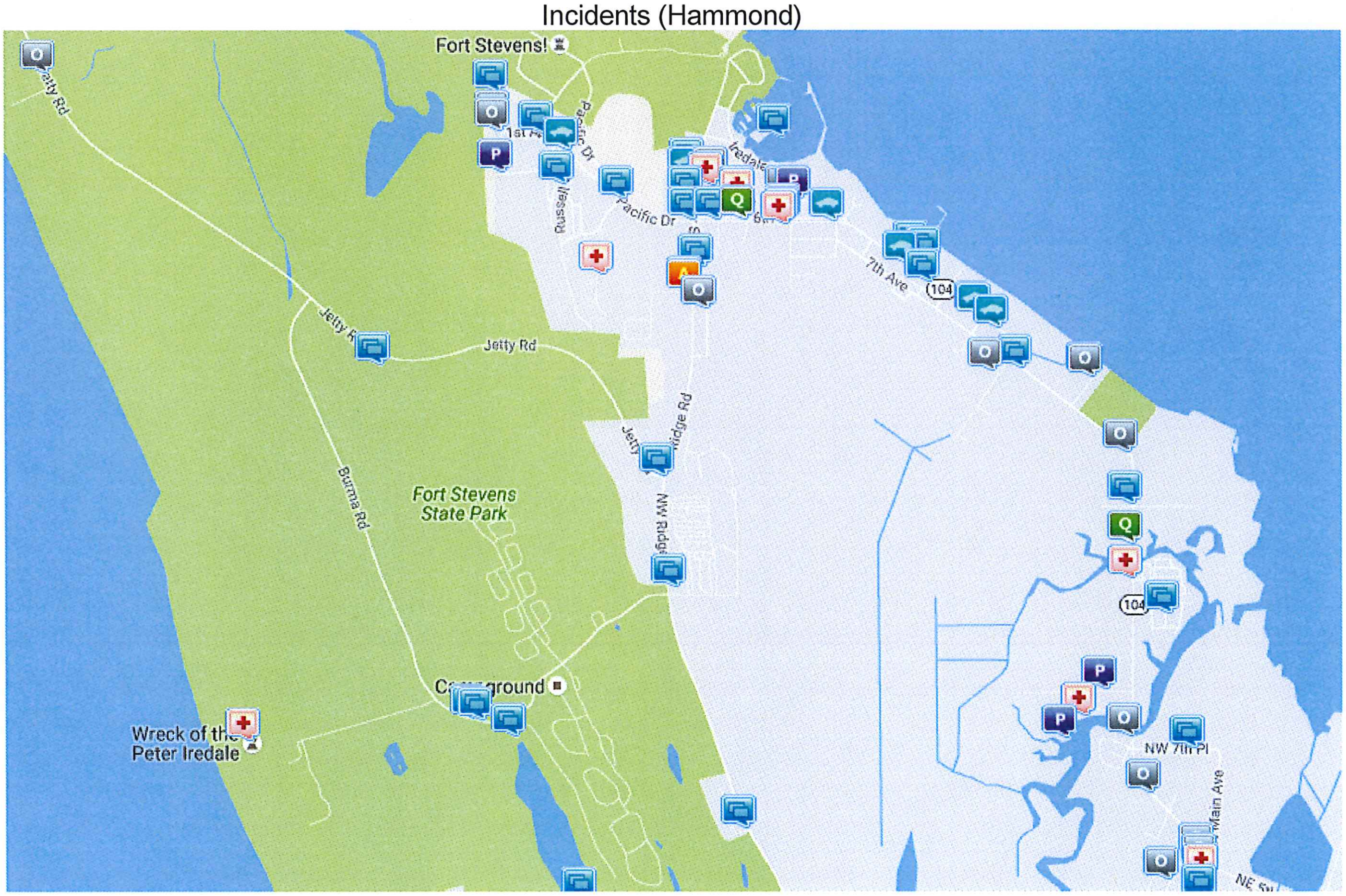
- Buoy 10 was very underwhelming this year with no traffic back-ups other than one Saturday. Calls relating to Buoy 10 were down as well mostly because we did not see the massive influx of people that we did last year.
- An update on the three arrests for a bicycle theft ring at Fort Stevens & KOA; two of the subjects have plead guilty to various charges and were sentences to time at a state prison. The third suspect will be going to trial.
- We continue to investigate the large amount of property found in an RV that was searched for drugs. We are currently waiting for Alaska Police Agencies to respond as we sent numerous photographs to them.
- WPD Family Movie Night was a success with an estimate of over 250 people in attendance along with several City Commissioners, City Staff Members, and lots of community members.
- On 08/23 Chief Workman and Chief Johnston from APD spoke to an Opioid Steering Committee about Drug Diversion in each of our respective cities.
- On 08/29 Chief Workman attended the Warrenton Grade School staff meetings to talk about the police department and offer our services to any of the grades levels for presentations, etc. He also spoke about his involvement with the Warrenton Kiwanis Club and programs they support.
- Chief Workman attended a webinar on Use of Force policies on 08/30.
- Officer Wirt attended a Sexual Assault training in Monmouth on 08/31. Officer Wirt and Johnston attended a Use of Force Liability training in St. Helens on 09/07.

August Statistics (% changes are compared to 2016)							
Category	2016	2015	%Chg	2014	%Chg	2013	%Chg
Calls for Service	690	828	-17%	846	-18%	668	3%
Incident Reports	146	180	-19%	132	11%	106	38%
Arrests/Citations	63	94	-33%	88	-28%	84	-25%
Traffic Events	158	267	-41%	163	-3%	168	-6%
DUII Calls	1	2	-50%	0	100%	1	0%
Traffic Accidents	23	31	-26%	30	-23%	51	-55%
Property Crimes	78	74	5%	94	-17%	110	-29%
Disturbances	76	125	-39%	74	3%	129	-41%
Drug/Narcotics Calls	5	1	400%	0	500%	1	400%
Animal Complaints	40	33	21%	30	33%	29	38%
Officer O.T.	137	105.5	30%	48.75	181%	64.5	112%
Reserve Hours	35	66.25	-47%	66	-47%	67	-48%

Incidents (Warrenton)



Incidents (Hammond)



5-G

Warrenton Fire Department

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

STAFF REPORT

Date: September 27, 2016
To: The Members of the Warrenton City Commission
Linda Engbretson, City Manager Pro-tem
From: Tim Demers, Fire Chief
Re: Fire Department Activity Report for **August, 2016**

August, 2016 Emergency Response Activity -
The Warrenton Fire Department responded to 92 emergency calls during the month of August, 2016. The department responded to 71 EMS (emergency medical service) calls, 10 motor vehicle crashes, and 4 service calls. There were Seven (7) 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 August, 2016, 68.5%, or 63 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 29 calls, or 31.5%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

August, 2016 Training –
The department held 5 regularly scheduled Wednesday evening training sessions during the month of August, with an average attendance of 17 volunteers per drill. The department offered no additional training sessions during the month of August.

3rd EMS – Rescue scenarios
Instructor: Capt. Shepherd

Recruit firefighter training – Hydrants, fire streams
Instructor: Capt. Penno

10th Vehicle extrication – classroom & equipment review
Instructor: Capt. Shepherd

17th **Company evolutions – hose, fire streams**

Instructors: Company officers

24th **Vehicle extrication, hands-on evolutions @ wrecking yard**

Instructor: Capt. Shepherd

Company evolutions – hose, fire streams

Instructors: Company officers

31st **Vehicle extrication, hands-on evolutions @ wrecking yard**

Instructor: Capt. Shepherd

Company evolutions – hose appliances, five-inch fittings

Instructors: Company officers

5-H

LAND USE APPLICATIONS

JANUARY 1ST - JULY 31ST 2016

REZONE

1. Jim Gronmark

SITE DESIGN

1. Alexandroff - General Dentistry
2. Jason Palmberg – Storage Units
3. Architects Orange – Panda Express
4. Gil Gramson – Kalmia Dulexes

VARIANCE

1. Gil Gramson – Kalmia Duplexes

LOT LINE ADJUSTMENT

1. Jason Palmberg
2. Utti & Associates
3. F. Allen Estes
4. Steve Olstedt

APPEALS

1. River Keepers
2. Oregon LNG

DEVELOPMENT CODE REVISIONS

1. I1 – Food Trucks

MISC LAND USE

1. Amber Morgan

PRE-APPLICATIONS

1. Jeff Herbst – Panda Express
2. Sandworks (CKI)
3. Adam Crites
4. Morgan / Gronmark
5. John Wilson
6. NW Engineers, LLC / Lindsley
7. Ken Hunkins
8. Lifeflight

SIGNS

1. Kumar
2. Ben's Computers
3. Memory Care
4. Alexandroff Dentistry

APPEALS

1. Crag Law (LNG)
2. Hathaway, Koback, Connors (LNG)
3. Amber Morgan

LUCS

1. Alexandroff Dentistry
2. Jason Palmberg
3. Port of Astoria Airport
4. Adam Swenson – North River Homes
5. George Merrill, Wayne Stoltz
6. Pacific Coast Seafoods

5-I

CITY OF WARRENTON MARINAS - MONTHLY REPORT

CITY OF WARRENTON MARINAS - REVENUE COLLECTED THROUGH AUGUST 31, 2016

WARRENTON

REVENUE	BUDGET	YTD	%
OSMB - MAP GRANT	$ 3,175.00	$ -	0%
MOORAGE CREDITS		$ -	
ANNUAL MOORAGE	$ 262,326.00	$ 254,600.00	97%
TRANSIENT DAILY	$ 40,000.00	$ 29,766.00	74%
UTILITIES	$ 42,000.00	$ 5,928.12	14%
BOAT STORAGE	$ 9,000.00	$ 4,290.00	48%
LAUNCH RAMP	$ 18,000.00	$ 13,725.00	76%
HOIST/SHOWER	$ 10,000.00	$ 2,775.00	28%
FUEL CHARGES	$ -	$ -	
MONTHLY MOORAGE	$ 36,000.00	$ 26,329.00	73%
TRANSIENT DEPOSIT	$ -	$ -	
PARKING	$ 13,000.00	$ 13,955.00	107%
PUMP OUT	$ -	$ 100.00	
OVERNIGHT STAY	$ 8,000.00	$ 8,180.00	102%
LIVEABOARD FEES	$ 8,000.00	$ 1,320.00	17%
WORK SLIP	$ 8,000.00	$ 1,100.00	14%
REPAIR CHARGES	$ -	$ -	
PIER USE	$ -	$ -	
PIER PRODUCT CHARGES	$ -	$ -	
MISCELLANEOUS	$ -	$ 260.05	
INTEREST EARNINGS	$ 4,500.00	$ 554.60	12%
LEASE RECIPTS	$ 27,000.00	$ 2,103.10	8%
TOTALS	**$ 489,001.00**	**$ 364,985.87**	**75%**

HAMMOND

REVENUE	BUDGET	YTD	%
OSMB - MAP GRANT	$ 1,600.00	$ -	0%
MOORAGE CREDITS			
ANNUAL MOORAGE	$ 106,000.00	$ 113,703.00	107%
TRANSIENT DAILY	$ 8,000.00	$ 8,453.00	106%
UTILITIES	$ 5,000.00	$ 906.47	18%
BOAT STORAGE	$ -	$ -	
LAUNCH RAMP	$ 60,000.00	$ 36,270.00	60%
HOIST/SHOWER	$ -	$ -	
FUEL CHARGES	$ -	$ -	
MONTHLY MOORAGE	$ 26,000.00	$ 19,625.00	75%
TRANSIENT DEPOSIT	$ -	$ -	
PARKING	$ 20,000.00	$ 15,215.00	76%
PUMP OUT	$ -	$ -	
OVERNIGHT STAY	$ 30,000.00	$ 31,830.00	106%
LIVEABOARD FEES	$ -	$ -	
WORK SLIP	$ -	$ -	
REPAIR CHARGES	$ -	$ -	
PIER USE	$ -	$ -	
PIER PRODUCT CHARGES	$ -	$ -	
MISCELLANEOUS	$ -	$ 1,352.00	
INTEREST EARNINGS	$ 2,200.00	$ 413.69	19%
LEASE RECIPTS	$ 12,901.00	$ 2,190.22	17%
TOTALS	**$ 271,701.00**	**$ 229,958.38**	**85%**

Accounts Receivable	Current	30-60	60-90	Over 90	Total
	$ 16,018.81	$ 5,572.88	51,096.39	$ 24,459.53	$ 97,147.61

Receivable Breakdown Warrenton - $87,408.09 Hammond - $9,739.52

PROJECTS

F - Dock Replacement starting mid October

Ongoing Dock Repairs

UPCOMING EVENTS

6-A

"Making a difference through excellence of service"

CITY OF WARRENTON

Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission
From: April Clark, Finance Director
Date: September 27, 2016

Regarding: Review of Reserve Funds
ORS 294.346

SUMMARY:
Oregon Revised Statute 294.346 requires that Reserve Funds be reviewed by the governing body every 10 years after establishment. This only requires that the governing body have a discussion regarding the purpose of the fund and whether it is still meeting its intended function and then decide if the fund should be continued or abolished.

The Sanitation Capital Reserve Fund requires review this year. The fund is active and is serving the purpose for which it was intended.

This fund was established on September 26, 2006 by Resolution #2161. Since the fund was established a total of $875,208 has been transferred from the Sanitation Fund to the Sanitation Capital Reserve Fund to act as a savings account for the purpose of purchasing capital equipment and making capital improvements.

During the past 10 years, the City has been able to purchase two garbage trucks, and pay a pro-rated share of seven public works service trucks, as well as contribute to a fuel pump card-lock system and a data connection with City Hall.

RECOMMENDATION:
Staff recommends continuing the Sanitation Capital Reserve Fund.

Recommended Motion: I move to continue the Sanitation Capital Reserve Fund.

ALTERNATIVE:
Abolish the Sanitation Capital Reserve Fund. Staff would bring back a resolution.

FISCAL IMPACT:
This fund has enabled the City to purchase equipment and capital improvements for the Sanitation Department without incurring additional debt.

Approved by City Manager: Linda Engbretson

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

RESOLUTION NO. 2161

Introduced by All Commissioners

ESTABLISHMENT OF A RESERVE FUND

Whereas, the Budget Committee adopted appropriations for the Sanitation Capital Reserve Fund beginning in the fiscal year 2006-2007,

Whereas, this fund will be used to accumulate funds for purchases of capital improvements and equipment for the Sanitation Fund operation, and

Whereas, this fund functions as a savings account

BE IT RESOLVED that the City Commission of the City of Warrenton hereby authorizes the establishment of the **Sanitation Capital Reserve Fund**

This resolution is effective on September 26, 2006.

PASSED by the City Commission of the City of Warrenton this 26th day of September, 2006

APPROVED by the Mayor of the City of Warrenton this 26th day of September, 2006

Gilbert Gramson
Mayor

ATTEST:

Linda Engbretson
City Recorder

"Making a difference through excellence of service"

CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Mayor and Warrenton City Commission

FROM: Linda Engbretson, City Manager Pro Tem

DATE: September 27, 2016

SUBJ: $0.03 Per Gallon Business License Tax on Motor Vehicle Fuel

SUMMARY

The City instituted a $0.03 per gallon business license tax on motor vehicle fuel dealers in July 2007. At the time, the Commission requested a sunset clause of ten years for the purpose of re-evaluating the tax and determining whether it was being used appropriately and its impact. The City of Astoria instituted a similar tax at the same time. Earlier this year, we brought you an amendment to extend the agreement with the Oregon Department of Transportation to administer collection of the tax for a period of five years.

While Ordinance No. 1108-A is effective until July 1, 2017, re-adopting at this time allows us to coordinate the re-adoption relative to the ODOT agreement, and with the City of Astoria who recently conducted the first reading of their ordinance.

RECOMMENDATION/SUGGESTED MOTION

" *I move to conduct the first reading of Ordinance No. 1208-A, by title only.*"

Title: *Ordinance No. 1108-A; An Ordinance Concerning a $0.03 Per Gallon Business License Tax on Motor Vehicle Fuel Dealers, Providing for Administration, Enforcement and Collection of the Tax.*

ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

The estimated revenue for this tax for FY 2016-2017 is $307,000. State Highway User Tax revenue is estimated at $297,407. I have included the State Tax Street Fund budget for FY 2016-2017.

Approved by City Manager: [signature]

ORDINANCE NO. 1208-A

INTRODUCED BY ALL COMMISSIONERS

AMMENDING SECTION 29, SUNSET CLAUSE, OF ORDINANCE NO. 1108-A, AN ORDINANCE CONCERNING A $0.03 PER GALLON BUSINESS LICENSE TAX ON MOTOR VEHICLE FUEL DEALERS, PROVIDING FOR ADMINISTRATION, ENFORCEMENT AND COLLECTION OF THE TAX

WHEREAS, The City of Warrenton adopted Ordinance No. 1108-A on July 24, 2007, Amended by Ordinance No. 1109-A; and

WHEREAS, Section 29 of Ordinance No. 1108-A provided for a Sunset Clause terminating the tax as of July 1, 2017, unless readopted; and

WHEREAS, it is in the best interest of the public to extend the tax in order to be used for the construction, reconstruction, improvement, repair, maintenance, operation, and use of city-owned roads and streets for which the city is contractually or legally obligated to operate and maintain, or roads and streets for which the city has accepted responsibility under intergovernmental agreement,

NOW, THEREFORE, The City of Warrenton Ordains as follows:

Section 1. Section 29 of Ordinance No. 1108-A, Sunset Clause, is hereby amended by deleting "This Ordinance will terminate as of July 1, 2017, unless re-adopted" and replacing with "This Ordinance will terminate as of July 1, 2027, unless re-adopted."

Section 2. All other Sections of Ordinance No. 1108-A, amended by Ordinance No. 1109-A, shall remain in full force and effect.

Section 2. This Ordinance shall become effective thirty days after its adoption by the Commission.

First Reading: 9/27/16
Second Reading: 10/11/16

ADOPTED by the City Commission of the City of Warrenton this 8th day of March, 2016.

Approved

____
Mark Kulaja, Mayor

Attest

____
Dawne Shaw, Administrative Assistant

ORDINANCE NO. 1108-A

INTRODUCED BY ALL COMMISSIONERS

AN ORDINANCE CONCERNING A $0.03 PER GALLON BUSINESS LICENSE TAX ON MOTOR VEHICLE FUEL DEALERS, PROVIDING FOR ADMINISTRATION, ENFORCEMENT AND COLLECTION OF THE TAX

The City of Warrenton Ordains as Follows:

Section 1. Definitions. As used in this Ordinance, unless the context requires otherwise, the following words and phrases shall mean:

City. The City of Warrenton, Oregon.

Dealer. Any person who:

(a) Imports or causes to be imported motor vehicle fuel for sale, use or distribution in the city, but "dealer" does not include any person who imports into the city motor vehicle fuel in quantities of 500 gallons or less purchased from a supplier who is licensed as a dealer hereunder if that dealer assumes liability for the payment of the applicable license tax to the city; or

(b) Produces, refines, manufactures or compounds motor vehicle fuels in the city for use, distribution or sale in the city; or

(c) Acquires in the city for sale, use or distribution in the city motor vehicle fuels with respect to which there has been no license tax previously incurred.

Distribution. In addition to its ordinary meaning, the delivery of motor vehicle fuel by a dealer to any service station or into any tank, storage facility or series of tanks or storage facilities connected by pipelines, from which motor vehicle fuel is withdrawn directly for sale or for delivery into the fuel tanks of motor vehicles whether or not the service station, tank or storage facility is owned, operated or controlled by the dealer.

Highway. Every way, thoroughfare and place of whatever nature, open for use of the public for the purpose of vehicular travel.

Motor Vehicle. All vehicles, engines or machines, movable or immovable, operated or propelled by the use of motor vehicle fuel.

Motor Vehicle Fuel. Includes gasoline, diesel, mogas, methanol and any other flammable or combustible gas or liquid, by whatever name such gasoline, diesel, mogas, methanol, gas or liquid is known or sold, usable as fuel for the operation of motor vehicles, except gas, diesel, mogas, methanol or liquid, the chief use of which, as determined by the tax administrator, is for purposes other than the propulsion of motor vehicles upon the highways.

Person. Includes every natural person, association, firm, partnership, corporation, joint venture or other business entity.

Service Station. Any place operated for the purpose of retailing and delivering motor vehicle fuel into the fuel tanks of motor vehicles.

Tax Administrator. The city manager, the city manager's designee, or any person or entity with whom the city manager contracts to perform those duties.

Weight Receipt. A recipt issued by the Oregon Department of Transportation, stating the combined weight of each self-propelled or motor-driven vehicle.

Section 2. Tax Imposed. A business license tax is hereby imposed on every dealer. The tax imposed shall be paid monthly to the tax administrator. The tax administrator is authorized to exercise all supervisory and administrative powers with regard to the enforcement, collection and administration of the business license tax, including all powers specified in ORS 319.010 to 319.430.

Section 3. Amount and Payment. In addition to any fees or taxes otherwise provided for by law, every dealer engaging in the city in the sale, use or distribution of motor vehicle fuel, shall:

(a) Not later than the 25th day of each calendar month, render a statement to the tax administrator on forms prescribed, prepared and furnished by the tax administrator of all motor vehicle fuel sold, used or distributed by him/her in the city as well as all such fuel sold, used or distributed in the city by a purchaser thereof upon which sale, use or distribution the dealer has assumed liability for the applicable license tax during the preceding calendar month.

(b) Pay a license tax computed on the basis of $.03 (three cents) per gallon of such motor vehicle fuel so sold, used or distributed as shown by such statement in the manner and within the time provided in this code.

Section 4. License Requirements. No dealer shall sell, use or distribute any motor vehicle fuel until he/she has secured a dealer's license as required herein.

Section 5. License. Applications and Issuance.

(1) Every person, before becoming a dealer in motor vehicle fuel in this city, shall make application to the tax administrator for a license authorizing such person to engage in business as a dealer.

(2)Applications for the license shall be made on forms prescribed, prepared and furnished by the tax administrator.

(3) Applications shall be accompanied by a duly acknowledged certificate containting:

(a) The business name under which the applicant transacts business.

(b) The address of applicant's principal place of business and location of distributing stations and within three miles of the city.

(c) The name and address of the managing agent, the names and addresses of the several persons constituting the firm or partnership or, if a corporation, the name under which the corporation is authorized to transact business and the names and addresses of its principal officers and registered agent, as well as primary transport carrier.

(4) If an application for a motor vehicle fuel dealer's license is complete and accepted for filing, the tax administrator shall issue to the dealer a license in such form as the tax administrator may prescribe to transact business in the city. A license issued hereunder is not assignable, and is valid only for the dealer in whose name it is issued.

(5) The tax administrator shall retain all completed applications with an alphabetical index thereof, together with a record of all licensed dealers.

Section 6. Failure to Secure License.

(1) If a dealer sells, distributes or uses any motor vehicle fuel without first filing the certificate and obtaining the license required by section 5, of this ordinance the license tax on all motor vehicle fuel sold, distributed or used by that dealer shall be immediately due and payable.

(2) The tax administrator shall proceed forthwith to determine, from as many available sources as the tax administrator determines reasonable, the amount of tax due, shall assess the dealer for the tax in the amount found due, together with a penalty of 100 percent of the tax, and shall make its certificate of such assessment and penalty. In any suit or proceeding to collect the tax or penalty or both, the certificate shall be prima facie evidence that the dealer therein named is indebted to the city in the amount of the tax and penalty stated.

(3 Any tax or penalty assessed pursuant to this section may be collected in the manner prescribed in section 10 of this ordinance with reference to delinquency in payment of the fee or by an action at law. (4) In the event any suit or action is instituted to enforce this section, if the City is the prevailing party, the City shall be entitled to recover from the person sued reasonable attorney's fees at trial or upon appeal of such suit or action, in addition to all other sums provided by law.

Section 7. Revocation of License. The City of its authorized agent shall revoke the license of any dealer refusing or neglecting to comply with any provision of this Ordinance. The City or its authorized agent shall mail be certified mail addressed to such dealer or at his last known address appearing on the files, a notice of intention to cancel. The notice shall give the reason for the cancellation. The cancellation shall become effective without further notice if within 10 days from the mailing of the notice the dealer or fuel-handler has not made good its default or delinquency.

Section 8. Cancellation of License.
(1) The tax administrator may, upon written request of a dealer, cancel a license issued to that dealer. The tax administrator shall, upon approving the dealer's request for cancellation, set a date not later than 30 days after receipt of the written request, after which the license shall no longer be effective.

(2) The tax administrator may, after 30 days' notice has been mailed to the last known address of the dealer, cancel the license of dealer upon finding that the dealer is no longer engaged in the business of a dealer.

Section 9. Remedies Cumulative.

Except as otherwise provided in sections 10 and 11, the remedies provided in Sections 6 through 8 of this Ordinance are cumulative. No action taken pursuant to those sections shall relieve any person from the penalty provisions of this code.

Section 10. Payment of Tax and Delinquency.
(1) The license tax imposed by sections 1 to 25 of this chapter shall be paid to the tax administrator on or before the 25th day of each month.

(2) Except as provided in subsections (3) and (5) of this section, if payment of the license tax is not paid as required by subsection (1) of this section, a penalty of 1 percent of such license tax shall be assessed and be immediately due and payable.

(3) Except as provided in subsection (5) of this section, if the payment of the tax and penalty, if any, is not made on or before the 1 st day of the next month following that month in which payment is due, a further penalty of 10 percent of the tax shall be assessed. Said penalty shall be in addition to the penalty provided for in subsection (2) of this section and shall be immediately due and payable.

(4) If the license tax imposed by sections 1 to 25 of this code is not paid as required by subsection (1) of this section, interest shall be charged at the rate of .0329 percent per day until the tax, interest and penalties have been paid in full.

(5) Penalties imposed by this section shall not apply if a penalty has been assessed and paid pursuant to section 6. The tax administrator may for good cause shown waive any penalties assessed under this section.

(6) If any person fails to pay the license tax, interest, or any penalty provided for by this section, the tax, interest, and/or penalty shall be collected from that person for the use of the city. The tax administrator shall commence and prosecute to final determination in any court of competent jurisdiction an action at law to collect the same.

(7) In the event any suit or action is instituted to collect the business license tax, interest, or any penalty provided for by this section, if the City is the prevailing party, the City shall be entitled to recover from the person sued reasonable attorney's fees at trial or upon appeal of such suit or action, in addition to all other sums provided by law.

Section 11. Monthly Statement of Dealer.
Every dealer in motor vehicle fuel shall provide to the tax administrator on or before the 25th day of each month, on forms prescribed, prepared and furnished by the tax administrator, a statement of the number of gallons of motor vehicle fuel sold, distributed or used by the dealer during the preceding calendar month. The statement shall be signed by the dealer or the dealer's agent.

Section 12. Failure to File Monthly Statement.
If a dealer fails to file any statement required by section 11, the tax administrator shall proceed forthwith to determine from as many available sources as the tax administrator determines reasonable the amount of motor vehicle fuel sold distributed or used by such dealer for the period unreported, and such determination shall in any proceeding be prima facie evidence of the amount of fuel sold, distributed or used. The tax administrator shall immediately assess the dealer for the license tax upon the amount determined, adding thereto a penalty of 10 percent of the tax. The penalty shall be cumulative to other penalties provided in this code.

Section 13. Billing Purchasers.
Dealers in motor vehicle fuel shall render bills to all purchasers of motor vehicle fuel. The bills shall separately state and describe the different products sold or shipped there under and shall be serially numbered except where other sales invoice controls acceptable to the tax administrator are maintained.

Section 14. Failure to Provide Invoice or Delivery Tag.
No person shall receive and accept motor vehicle fuel from any dealer, or pay for the same, or sell or offer the motor vehicle fuel for sale, unless the motor vehicle fuel is accompanied
by an invoice or delivery tag showing the date upon which motor vehicle fuel was delivered, purchased or sold and the name of the dealer in motor vehicle fuel.

Section 15. Transporting Motor Vehicle Fuel in Bulk.
Every person operating any conveyance for the purpose of hauling, transporting or delivering motor vehicle fuel in bulk shall, before entering upon the public highways of the city with such conveyance, have and possess during the entire time of the hauling or transporting of such motor vehicle fuel, an invoice, bill of sale or other written statement showing the number of gallons, the true name and address of the seller or consignor, and the true name and address of the buyer or consignee, if any, of the same. The person hauling such motor vehicle fuel shall, at the request of any officer authorized by law to inquire into or investigate such matters, produce and offer for inspection the invoice, bill of sale or other statement.

Section 16. Exemption of Export Fuel.

(1) The license tax imposed by section 2 shall not be imposed on motor vehicle fuel:
(a) Exported from the city by a dealer; or

(b) Sold by a dealer for export by the purchaser to an area or areas outside the city in containers other than the fuel tank of a motor vehicle, but every dealer shall be required to report suchexports and sales to the city in such detail as may be required.

(2) In support of any exemption from license taxes claimed under this section other than in the case of stock transfers or deliveries in the dealer's own equipment, every dealer must execute and file with the tax administrator an export certificate in such form as shall be

prescribed, prepared and furnished by the tax administrator, containing a statement, made by some person having actual knowledge of the fact of such exportation, that the motor vehicle fuel has been exported from the city, and giving such details with reference to such shipment as the tax administrator may require. The tax administrator may demand of any dealer such additional data as is deemed necessary in support of any such certificate, and failure to supply such data will constitute a waiver of all right to exemption claimed by virtue of such certificate. The tax administrator may, in a case where the tax administrator believes no useful purpose would be served by filing of an export certificate, waive the filing of the certificate.

(3) Any motor vehicle fuel carried from the city in the fuel tank of a motor vehicle shall not be considered as exported from the city.

(4) No person shall, through false statement, trick or device, or otherwise, obtain motor vehicle fuel for export as to which the city tax has not been paid and fail to export the same, or any portion thereof, or cause the motor vehicle fuel or any portion thereof not to be exported, or divert or cause to be diverted the motor vehicle fuel or any portion thereof to be used, distributed or sold in the city and fail to notify the tax administrator and the dealer from whom the motor vehicle fuel was originally purchased of his/her act.

(5) No dealer or other person shall conspire with any person to withhold from export, or divert from export or to return motor vehicle fuel to the city for sale or use so as to avoid any of the fees imposed herein.

(6) In support of any exemption from taxes on account of sales of motor vehicle fuel for export by the purchaser, the dealer shall retain in his/her files for at least three years, an export certificate executed by the purchaser in such form and containing such information as is prescribed by the tax administrator. This certificate shall be prima facie evidence of the exportation of the motor vehicle fuel to which it applies only if accepted by the dealer in good faith.

Section 17. Sales to Armed Forces Exempted.

The license tax imposed by sections 2 and 3 shall not be imposed on any motor vehicle fuel sold to the Armed Forces of the United States for use in ships, aircraft or for export from the city; but every dealer shall be required to report such sales to the tax administrator in such detail as may be required. A certificate by an authorized officer of such Armed Forces shall be accepted by the dealer as sufficient proof that the sale is for the purpose specified in the certificate.

Section 18. Fuel in Vehicles Coming Into City Not Taxed

Any person coming into the city in a motor vehicle may transport in the fuel tank of such vehicle, motor vehicle fuel for his/her own use only and for the purpose of operating such motor vehicle without securing a license or paying the tax provided in sections 2 and 3 or complying with any of the provisions imposed upon dealers herein, but if the motor vehicle fuel so brought into the city is removed from the fuel tank of the vehicle or used for any purpose other than the propulsion of the vehicle, the person so importing the fuel into the city shall be subject to all the provisions herein applying to dealers.

Section 19. Refunds.

(1) Refunds of tax on motor vehicle fuel will be made pursuant to any refund provisions of Chapter 319 of the Oregon Revised Statutes, including but not limited to ORS 319.280 and 319.831. Claim forms for refunds may be obtained from the Tax Administrator's office.
(2) A holder of a weight receipt that certifies to the city that the motor vehicle fuel upon which the tax was imposed will be used only for fueling vehicles subject to the State of Oregon's weight-mile tax, may apply for a refund of 80 percent of the tax imposed by Section 3 of this code on motor vehicle fuel purchased in bulk for distribution at the weight receipt holder's facility located within the city. This subsection applies only to motor vehicle fuel purchased by the weight receipt holder on or after February 23, 2005.
(3) All claims for refund under subsection (2) of this section shall be filed within 15 months of the date that the fuel was purchased and may not be filed more frequently than quarterly. The minimum claim for refund filed under subsection (2) of this section shall be not less than $25.00.

Section 20. Examinations and Investigations.

Pursuant to section 2.019 of this code, the tax administrator, or duly authorized agents, may make any examination of accounts, records, stocks, facilities and equipment of dealers, service stations and other persons engaged in storing, selling or distributing motor vehicle fuel or other petroleum product or products within this city, and such other investigations as it considers necessary in carrying out the provisions of sections 1 through 25. If the examinations or investigations disclose that any reports of dealers or other persons theretofore filed with the tax administrator pursuant to the requirements herein, have shown incorrectly the amount of gallonage of motor vehicle fuel distributed or the tax accruing thereon, the tax administrator may make such changes in subsequent reports and payments of such dealers or other persons, or may make such refunds, as may be necessary to correct the errors disclosed by its examinations or investigation. The dealer shall reimburse the city for the reasonable costs of the examination or investigation if the action discloses that the dealer paid 95 percent or less of the tax owing for the period of the examination or investigation. In the event that such an examination or investigation results in an assessment by and an additional payment due to the city, such additional payment shall be subject to interest at the rate of .0329 percent per day from the date the original tax payment was due.

Section 21. Limitation on Credit for or Refund of Overpayment and on Assessment of Additional Tax.

(1) Except as otherwise provided in this code, any credit for erroneous overpayment of tax made by a dealer taken on a subsequent return or any claim for refund of tax erroneously overpaid filed by a dealer must be so taken or filed within three years after the date on which the overpayment was made to the city.

(2) Except in the case of a fraudulent report or neglect to make a report, every notice of additional tax proposed to be assessed under this code shall be served on dealers within three years from the date upon which such additional taxes become due, and shall be subject to penalty as provided in section 10.

Section 22. Examining Books and Accounts of Carrier of Motor Vehicle Fuel.

The tax administrator or duly authorized agents of the tax administrator may at any time during normal business hours examine the books and accounts of any carrier of motor vehicle fuel operating within the city for the purpose of enforcing the provisions of this code.

Section 23. Records to be Kept by Dealers.

Every dealer in motor vehicle fuel shall keep a record in such form as may be prescribed by the tax administrator of all purchases, receipts, sales and distribution of motor vehicle fuel. The records shall include copies of all invoices or bills of all such sales and shall at all times during the business hours of the day be subject to inspection by the tax administrator or authorized officers or agents of the tax administrator.

Section 24. Records to be Kept Three Years.

Every dealer shall maintain and keep, for a period of three years, all records of motor vehicle fuel used, sold and distributed within the city by such dealer, together with stock records, invoices, bills of lading and other pertinent papers as may be required by the tax administrator. In the event such records are not kept within the state of Oregon, the dealer shall reimburse the tax administrator for all travel, lodging, and related expenses incurred by the tax administrator in examining such records. The amount of such expenses shall be assessed in addition to the tax imposed by section 2.

Section 25. Use of Tax Revenues.

(1) For the purpose of this section, net revenue shall mean the revenue from the tax and penalties imposed by sections 1 through 25 remaining after providing for the cost of administration and any refunds and credits authorized herein.

(2) The net revenue shall be used only for the reconstruction, repair, maintenance, operation, and preservation of city-owned roads and streets within the city, roads and streets for which the city is contractually or legally obligated to operate and maintain, or roads and streets for which the city has accepted responsibility under intergovernmental agreement.

Section 26 When Tax shall Take Effect

The tax imposed pursuant to Section 2 shall take effect only after the Tax Administrator has developed the necessary forms and documents to administer the tax. The Tax

Administrator shall declare when the tax shall take effect, and give not less than 15 days notice of the date before the tax may take effect. The Tax Administrator's decision as to the effective date of the tax and the type of notice to provide shall be final and not subject ot review.

Section 27. Severability

If any portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 28. Effect Date of Ordinance

This Ordinance shall become effective November 1, 2007.

Section 29. Sunset Clause

This Ordinance will terminate as of July 1, 2017, unless re-adopted.

Adopted by the City Commission of the City of Warrenton this 24th day of July, 2007.

First Reading: July 10, 2007
Second Reading: July 24, 2007

APPROVED

Gilbert Gramson, Mayor

ATTEST

Linda Engbretson, City Recorder

ORDINANCE NO. 1109-A

Amending Ordinance No. 1108-A; An Ordinance Concerning a $0.03 Per Gallon Business License Tax on Motor Vehicle Dealers, Providing for Administration, Enforcement, and Collection of Tax

The city of Warrenton ordains as follows:

Section 1. Section 17 of Ordinance No. 1108-A is hereby amended to read:

Section 17. Sales to Armed Forces Exempted

The license tax imposed by sections 2 and 3 shall not be imposed on any motor vehicle fuel sold to the Armed Forces of the United States, including the USCG and National Guard, for use in ships, aircraft or for export from the city; but every dealer shall be required to report such sales to the tax administrator in such detail as may be required. A certificate by an authorized officer of such Armed Forces, the USCG or National Guard shall be accepted by the dealer as sufficient proof that the sale is for the purpose specified in the certificate.

Section 2. Section 25(2) of Ordinance No. 1108-A is hereby amended to read:

Section 25. Use of Tax Revenues.

(2) The net revenue shall be used only for the construction, reconstruction, improvement, repair, maintenance, operation, and use of city-owned roads and streets within the city, roads and streets for which the city is contractually or legally obligated to operate and maintain, or roads and streets for which the city has accepted responsibility under intergovernmental agreement.

Section 3. Effective Date.

This ordinance shall take effect November 1, 2007.

Adopted by the City Commission this 28th day of August, 2007.

First Reading: August 14, 2007
Second Reading: August 28, 2007

APPROVED
Gilbert Gramson
Gilbert Gramson, Mayor

ATTEST
Linda Engbretson
Linda Engbretson, City Recorder

State Tax Street Fund 040 (431)

Historical Data: Actual FYE 6/30/14	Actual FYE 6/30/15	Adopted Budget FYE 6/30/16		Resources and Requirements	Budget for Fiscal Year 7/1/2016 - 6/30/2017: Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
				Resources			
$1,143,229	$ 1,303,581	$ 488,159	300000	Beginning Fund Balance (BFB)	$ 563,083		
		424,800		BFB (City Fuel Tax)	435,600		
		116,306		BFB (Delaura Beach)	165,547		
		8,000		BFB (Developer-S Main/14th Pl)			
		12,735		BFB (State fuel tax 1% trails)	15,770		
			334300	Grants - Delaura Beach			
		100,000	334102	ODOT Grants "Quick Fix"	190,000		
	25,000		340025	Special City Allotment			
292,300	297,899	298,391	335700	State Gas Tax (per capita)	297,407		
276,314	304,781	288,000	335800	City Fuel Tax ($.03 per gallon)	307,000		
1,472	490		360000	Miscellaneous			
6,140	5,434	5,000	361000	Interest Earnings	5,000		
	3,240		365001	Contributions to Capital Projects			
			366000	Proceeds from Sale of Assets			
1,719,455	1,940,425	1,741,391		**Total Resources**	1,979,407	-	-
				Requirements			
				Personnel Services-Streets Dept:			
99,604	27,463	29,120	110000	Regular Salaries (.6031 FTE)	31,401		
1,570	758	2,000	110001	Overtime	2,200		
1,655	841	2,880	110002	Part-time Salaries	899		
7,599	2,149	2,601	141000	FICA	2,639		
4,399	1,027	1,535	142000	Workers Compensation	2,022		
303	111	102	143000	Unemployment	104		
17,188	4,942	5,974	144000	Retirement	6,583		
29,396	6,345	8,342	145000	Health Insurance	9,809		
221	58	66	146000	Life Insurance	44		
66,626	16,149	21,023	199999	Personnel services overhead (.1303 FTE)	13,439		
228,561	59,843	73,643		Total Personnel Services	69,140	-	-
				Materials and Services-Streets Dept:			
787	620	400	210000	Office Supplies	400		
12	42	150	211000	Postage	150		
6,263	3,716	2,250	223000	General Supplies	2,000		
169	105	100	223001	Janitorial	100		
46	455	40	223002	Chemical	40		
954	559	200	223004	Uniforms	200		
23	19	200	223005	Safety	200		
781	123	2,830	310000	Printing/Advertising	800		
2,174	415	1,440	320000	Dues/Meetings/Training/Travel	800		
417	378	280	340000	Electricity	300		
515	496	480	340002	Communications	500		
18	20	60	340005	Water	60		
46	47	30	340006	Sewer	30		
5	5	10	340007	Storm Sewer	10		
853	834	450	340008	Sanitation	600		
52,681	57,889	61,000	341000	Street Lighting - Electricity	60,000		
2,925	2,462	8,200	362000	Gasoline/Oil/Lubricants	3,500		
7,206	5,500	5,700	366000	Equipment Maintenance	5,500		
18,452	20,980	25,000	371000	Repair & Maintenance Materials	28,000		
1,807	1,817	13,000	371001	Rock	13,000		
	676	215,000		Overlays (city fuel tax)	150,000		
262	36	500	378000	Building Maintenance	800		
3,332	2,334	20,000	380000	Professional Services	20,000		
3,514	3,683	1,803	380020	Computer & Software Support	3,000		
1,689	5,195		380050	Non-Capital Equipment	800		
44,086	11,841	14,910	390090	Overhead Cost (Indirect Allocation)	10,612		
			410000	Permits & Fees			
149,017	120,247	374,033		Total Materials and Services	301,402	-	-

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"Making a difference through excellence of service"

CITY OF WARRENTON

AGENDA MEMORANDUM

TO:	The Mayor and Warrenton City Commission
FROM:	Linda Engbretson, City Manager Pro Tem
DATE:	September 27, 2016
SUBJ:	8th Street Dam Report

SUMMARY

On July 12, 2016, the Commission moved to engage Akin Blitz, Bullard Law, to conduct a legal review of 8th Street dam matters; to look at the City's legal rights and responsibilities regarding the dam and factual documentation related to the dam. A budget outlining various costs associated with the review was requested.

Mr. Blitz conducted an initial investigation and review and has compiled a report with his findings and recommendations. He will give a power point presentation at Tuesday's meeting. A budget for additional work as well as cost to date was requested.

RECOMMENDATION/SUGGESTED MOTION

Action as deemed appropriate by the Commission.

ALTERNATIVE

N/A

FISCAL IMPACT

Not budgeted. Impact to Professional Services. Finance Director April Clark will report.

Approved by City Manager:

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