



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
March 24, 2020 – 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 – 2.25.20
- B. Police Department Monthly Statistics – February 2020
- C. Monthly Finance Report – February 2020

4. **COMMISSIONER REPORTS**

Proclamations – Child Abuse Prevention and Sexual Assault Awareness

Mayor's Statement

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 email their comments to the City Recorder, at cityrecorder@ci.warrenton.or.us, no later than 5:00 p.m. the day of the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. **PUBLIC HEARINGS** - None

7. **BUSINESS ITEMS**

- A. Consideration of Resolution No. 2563; Budget Adjustment – Library

B. Consideration of City Commission Fiscal Year 2020-2021 Goals

C. Consideration of Urban Renewal Plan Amendment – Legal Description Correction

8. **DISCUSSION ITEMS**

A. Temporary Policies Related to COVID-19

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.

MINUTES
Warrenton City Commission
Regular Meeting – March 10, 2020
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

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

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

Staff Present: City Manager Linda Engbretson, Public Works Operations Manager Kyle Sharpsteen, Finance Director April Clark, Fire Chief Brian Alsbury and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 2.25.20
- B. City Commission Work Session Minutes – 1.28.20
- C. City Commission Work Session Minutes – 2.11.20
- D. Fire Department Activity Report – February 2020

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

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

COMMISSIONER REPORTS

Commissioner Ackley- saw the new Warrenton wire and noted that it looks good.

Ms. Engbretson mentioned the Warrenton Wire and noted the great job Deputy City Recorder, Lindsay Duarte, does on it. She also noted the need to add new water system developments to the agenda, as item 8-B. There were no objections. The policy restricting new water system development and connections outside the City of Warrenton was added as item 8-B.

Mayor Balensifer noted the meeting with the Elk Collaborative, and noted the group is aligned. He outlined the next steps.

PUBLIC COMMENT

Mayor Balensifer noted Mark Simonsen submitted a comment card about city park funding but was not present.

Mike Balensifer spoke about the burning permits. He noted the issue with only being able to burn during the daylight hours. He made suggestions to improve the process for controlled burns after sunset.

PUBLIC HEARING – None

BUSINESS ITEMS

Fire Chief, Brian Alsbury, discussed a regional grant with Clatsop County Fire Departments, FEMA assistance to Firefighters grant program. He noted if awarded the grant, the funds provided would allow replacement of aging and outdated radio equipment that are no longer supported from the manufacturer. The cost of replacement is \$273,000, but with the grant funds, the city's 5% match is approximately \$13,600. He continued to explain that because it is a county wide grant they need to enter into an MOU with Lewis and Clark Fire Department.

Commissioner Baldwin made the motion to enter a MOU with Lewis and Clark Fire Department. Motion was seconded and passed unanimously.

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

Commissioner Baldwin made the motion to use funds from the apparatus replacement fund FY 2020/2021 for the required matching grant funds. Motion was seconded and passed unanimously.

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

City Manager, Linda Engbretson, discussed an easement with Clatsop County for the Alder Creek ditch. He explained that as part of the transfer of 40 acres of preserved wetlands to the North Coast Land Conservancy, Clatsop County has granted the City of Warrenton a permanent non-exclusive maintenance easement over, under and across the 70' ditch commonly known as Alder Creek for the sole and exclusive purposes of constructing, maintaining, improving, repairing and preserving the existing storm water drainage ditch. Mayor Balensifer asked for clarification. Public Works Operations Manager Kyle Sharpsteen clarified.

Commissioner Ackley made the motion to approve the easement agreement with Clatsop County or the Stormwater Drainage Ditch Easement. Motion was seconded and passed unanimously.

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

Public Works Operations Manager, Kyle Sharpsteen, discussed a contract with Civil West for the evaluation of a low-pressure sewer systems and a city policy update. He noted the previous steps taken to work towards a low-pressure sewer system. Commissioner Baldwin asked for clarification on what Civil West's role will be in the project. Mr. Sharpsteen noted that we are asking them to evaluate a system and help set the program up so everything is stream lined. He explained the value in having this process done.

MINUTES

Warrenton City Commission

Regular Meeting – 03.10.20

Page: 2

Commissioner Ackley moved to award the contract for the evaluation of low-pressure sewer systems and city policy update to Civil West Engineering. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS

Ms. Engbretson stated she asked Fire Chief Alsbury to bring the burn permit discussion back to the commission and noted with new leadership she wanted him to have an opportunity to provide his insight on the matter. Fire Chief, Brian Alsbury, discussed outdoor burning and burn permits. He noted the material in the packet and stated most of the complaints come from lot clearing for development preparation. He noted the DEQ's requirements. Commissioner Newton asked for clarification on clearing. Discussion continued. Mayor Balensifer noted all land clearing is currently not allowed within the city. He continued to note his issue with the 50 feet of setback requirement; most people do not have that option and he doesn't feel it is realistic. Fire Chief noted from his research, originally the 50-foot setback was for large burns, 20 feet away from a structure is the average, and 10 feet away from property line. A 10x10x4 area would need to be farther away. Discussion continued. Mayor Balensifer noted it makes no sense to create a rule that is unenforceable; he continued to justify his reasoning. He asked for clarification on the "2-night rule." Chief Alsbury asked Mike Balensifer to clarify his previous comments. Mr. Balensifer clarified his concern is having to put out a fire at dark when you have embers and will have to restart it the next day. Mayor Balensifer asked for Commission's stance on the issue. Commissioner Ackley stated you have a lot less smoke when you have coals that are burning; in her opinion it seems better to let it continue to burn as long as it is attended. Commissioner Baldwin agreed. Conversation continued. Chief Alsbury noted the problem is the education side of it. Some citizens think once they get the permit they can burn anything. He continued to note that most the calls they get are from neighbors where the smoke is coming across and going into the house. Discussion followed on the cost of the burn permits. Ms. Engbretson noted the commission's desire to generate income to recoup costs of the Fire Department staff to go out and educate/inspect. Mayor Balensifer noted he is comfortable with a \$50 permit inspection fee for the entire year. The following year would be a renewal fee of \$20- \$25 as long as the site has not changed. Suggestion was made for a violation fee. Conversation continued. Commissioner Baldwin likes a \$20 fee for an annual permit. Commissioner Ackley suggested a brochure that states the rules and regulations on burning, and the customer should sign off on having received it. Chief Alsbury noted he found a brochure that Grants Pass puts out. Discussion continued on the fines for illegal burns. Consensus was to start low on fees and if needed come back at a later time to raise; \$25 for annual permit/inspection for this year than a \$25 renewal. Next year and going forward, the inspection fee increases to encourage everyone to get in the program now. Chief Alsbury asked for clarification. Mayor Balensifer clarified. Chief Alsbury noted his intent for a bi-annual site inspection was to give him an opportunity to go back to the site every six months and check for compliance. Commissioner Baldwin suggested using the volunteers to go out to houses on training night. Mayor Balensifer noted many people would not like an unannounced visit and suggested methods to notify individuals of visits. Discussion continued. Chief Alsbury discussed the change in the calling in a burn process – the current process is not working. He suggested keeping a data base or spreadsheet of permits issued. This would not apply to gas/propane fire pits. Commissioner Newton noted his thoughts on overnight burns, and the city liability. He also noted he does not have a problem with the \$50 inspection fee. Chief Alsbury suggested that overnight burns call into the duty phone;

MINUTES

Warrenton City Commission

Regular Meeting – 03.10.20

Page: 3

commission agreed. Mayor Balensifer noted his recollection of the past discussion on this matter. Consensus was for \$20 for burn barrel and inspection and \$50 for large burns (10x10x4). Discussion continued on the fine amount for violations. Mayor Balensifer asked Commission to weigh in. Commissioner Newton stated he is okay with the \$25/\$50 fee for varied fire burn sizes, but he does think the \$200 violation fine is too cheap. Conversation continued on fees, violations, and the cost the city takes on to respond. Ms. Engbretson noted staff will come back with an ordinance. Mayor Balensifer stated if the Fire Department is responding to a single fire it should be the cost of that plus whatever markup it is going to be. If the fire goes out of control and starts torching the neighborhood, then \$200.00 per hour per apparatus. If it's just a single person's fire do the cost of the service, plus whatever punitive damage if you want to add that. Commissioner Ackley suggested having the fine and then depending on the situation have a clause in place i.e. there may be an additional fine if it is not limited to the property. Conversation continued. Mayor Balensifer confirmed with commission that they are okay with the \$50/ \$25 fees. Consensus was reached. He then asked commission if they would like this to be a six month or one year permit. Consensus was one year. Site inspection for initial for either permit, and if you get the \$50 permit than that will suffice for the contained burning permit as well (\$25 permit). He continued to note that he views the \$50 permit as any unconstrained fire- no pit or structure containing it not necessarily the 10X10X4. This can be investigated upon the site inspection and it might be worth making definitions more clear in regard to this. Chief Alsbury noted his hopes are to create a pamphlet that would help define what a burn pit is, burn pile, etc. He asked for clarification if someone purchases a camp fire permit and then months later wants to do a burn pile would it just be \$25, or would it be \$50? Mayor Balensifer stated he thinks they should have a second inspection for the upgrade at that point they would have to pay the other \$25. As long as the fire is attended and there is a water apparatus during the site inspection, burn the coals down, and issue recommendations on how to proceed through the nighttime to avoid the smoke and having to restart the fire the next day. Commission was in consensus.

8B – Ms. Engbretson noted they have checked with legal counsel, and they recommend we make some updates to our code regarding water system connections; and distributed Exhibit A - New Water Connection Policy. Mayor Balensifer noted it is a good idea to read Exhibit A aloud for the public's interest- since it was not included in the packet. Mayor Balensifer continued to note that this memo hits home with what we stated last meeting; we have a duty to serve the people who pay the taxes first. Ms. Engbretson noted that more information will be provided at the next meeting.

GOOD OF THE ORDER

Commissioner Newton noted he met with the CERT team and September 12 there will be an e-prep event. He noted he attended a meeting on population research and reported information he gathered from the meeting.

At 7:12 p.m. Mayor Balensifer announced they will now meet in executive session under ORS 192.660(2) (e); *to deliberate with persons designated by the governing body to negotiate real property transactions*. He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:31.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

DRAFT



WARRENTON POLICE DEPARTMENT FEBRUARY 2020 STATISTICS MARCH 24, 2020



February Statistics (% changes are compared to 2019)							
Category	2020	2019	%Chg	2018	%Chg	2017	%Chg
Calls for Service	593	643	-8%	497	19%	488	22%
Incident Reports	166	157	6%	138	20%	135	23%
Arrests/Citations	122	171	-29%	49	149%	70	74%
Traffic Events	176	236	-25%	161	9%	144	22%
DUII Calls	3	2	50%	1	200%	8	-63%
Traffic Accidents	14	15	-7%	17	-18%	17	-18%
Property Crimes	104	89	17%	58	79%	57	82%
Disturbances	80	60	33%	58	38%	47	70%
Drug/Narcotics Calls	4	10	-60%	5	-20%	6	-33%
Animal Complaints	15	15	0%	17	-12%	9	67%
Officer O.T.	241	106.5	126%	222.8	8%	136.5	77%
Reserve Hours	0	25.5	-100%	24	-100%	28.5	-100%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	645	593							
Incident Reports	192	166							
Arrests/Citations	132	122							
Traffic Events	129	176							
DUII Calls	2	3							
Traffic Accidents	18	14							
Property Crimes	94	104							
Disturbances	85	80							
Drug/Narcotics Calls	4	4							
Animal Complaints	21	15							
Officer O.T.	255.07	241							
Reserve Hours	0	0							

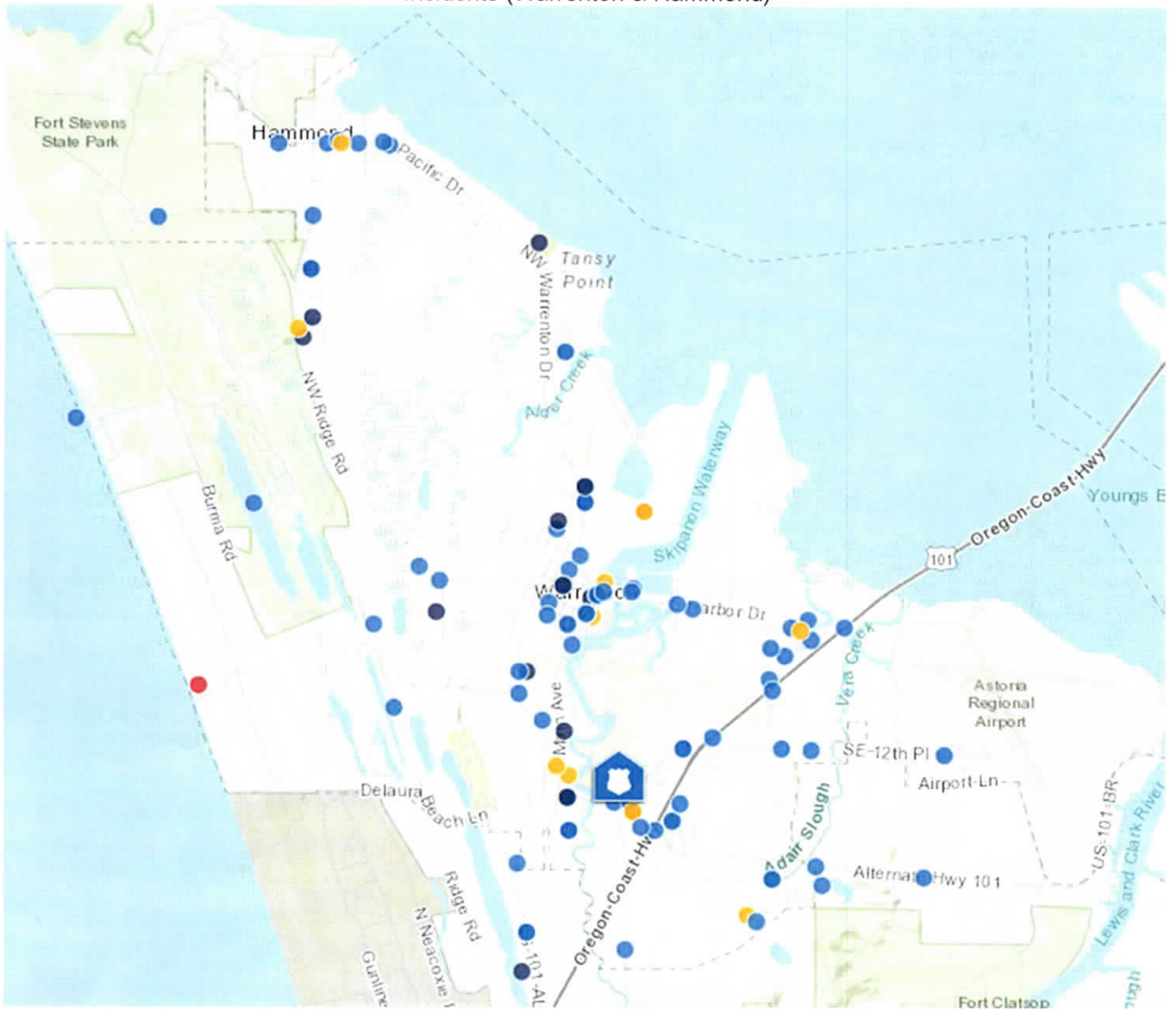
Oct	Nov	Dec	2020 YTD	2020 Estimate	2019	2020 v. 2019	2018	2020 v. 2018	2017	2020 v. 2017
			1238	7428	9106	-18%	9332	-20%	7956	-7%
			358	2148	2420	-11%	2551	-16%	2028	6%
			254	1524	2095	-27%	1731	-12%	1098	39%
			305	1830	2461	-26%	3101	-41%	2094	-13%
			5	30	46	-35%	55	-45%	52	-42%
			32	192	260	-26%	271	-29%	226	-15%
			198	1188	1254	-5%	1187	0%	902	32%
			165	990	1082	-9%	953	4%	778	27%
			8	48	87	-45%	108	-56%	79	-39%
			36	216	328	-34%	325	-34%	301	-28%
			496.07	2976.4	2194.5	36%	1731.7	72%	2400.3	24%
			0	0	259.5	-100%	359.5	-100%	290	-100%

Homeless Incidents	2020	2019
Code 40 (Normal)	20	
Code 41 (Aggressive)	0	

The following is a graphic representation of statistics for November 2019 using our **CityProject** membership (formerly CrimeReports.com). The “Dots” represent a location of a call and if you would zoom in on the map you would see an icon for the type of call and some basic time/date details. Some dots represent multiple calls at one location. If you go to the website, you can zoom in on each incident for more details.

- Assault
 - Assault
 - Assault with Deadly Weapon
- Sexual Offense
 - Sexual Assault
 - Sexual Offense
 - Other Sexual Offense
- Other Violent Offense
 - Homicide
 - Kidnapping
 - Robbery
- Property & Theft
 - Property Crime
 - Breaking & Entering
 - Property Crime Commercial
 - Property Crime Residential
 - Other Property Crime
 - Theft
 - Theft from Vehicle
 - Theft of Vehicle
 - Other Theft
- Disorder/Disturbance
 - Disorder
 - Disorder
 - Drugs
 - Drugs
 - Liquor
 - Liquor
 - Quality of Life
 - Quality of Life
- 911 or Other
 - Community Events
 - Community Policing
 - Proactive Policing
 - Emergency
 - Emergency
 - Fire
 - Fire
 - Police Calls
 - Police Calls

Incidents (Warrenton & Hammond)



Volume 13, Issue 8

Monthly Finance Report
February 2020

March 24, 2020

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.25%	2.75%
Prime Rate:	4.75%	5.50%
◆ CPI-U change:	2.3%	1.5%
◆ Unemployment Rates:		
Clatsop County:	not avail.	4.4%
Oregon:	3.3%	4.2%
U.S.:	3.5%	3.8%

Department Statistics

◆ Utility Bills mailed	3,366
◆ New Service Connections	1
◆ Reminder Letters	432
◆ Door Hangers	94
◆ Water Service Discontinued	19
◆ Walk-in counter payments	707
◆ Mail payments	1,155
◆ Auto Pay Customers/pmts	655
◆ Online (Web) payments	822
◆ Checks issued	330

Current and Pending Projects

- ◆ 2020-2021 Budget Preparation
- ◆ 2021-2025 Capital Improvement Program
- ◆ Springbrook Upgrade

Financial Narrative as of February 29, 2020

Note: Revenues and expenses should track at 8/12 or 66.7% of the budget.

General Fund: Year to date revenues amount to \$3,097,235, which is 73.9% of the budget, compared to the prior year amount of \$2,825,596 which was 70.4% of the budget and are up by \$271,639. Increases are shown in property taxes, franchise fees, transient room tax, state revenue sharing, community development fees, park charges and lease receipts and are offset by decreases in municipal court, police charges, fire charges, liquor licenses, miscellaneous and interest.

Expenses year to date amount to \$2,908,473, which is 61.9% of the budget, compared to the prior year amount of \$2,909,144, which was 62.8% of the budget. All departments are tracking at or under the budget except the Admin/Comm/Fin which has large one-time expenditures at the beginning of the year.

WBA: Business license revenue amounts to \$59,870, compared to \$57,050 last year at this time, a difference of \$2,820. Year to date licenses issued is 683.

Building Department: Permit revenues this month amount to \$7,438 and \$159,591 year to date, which is 47.4% of the budgeted amount. Last year to date permit revenue was \$100,181.

State Tax Street: State gas taxes received this month amount to \$33,678 for fuel sold in January and \$229,257 year to date. City

gas taxes received this month amount to \$29,796 for fuel sold in December and are \$199,941 year to date.

Warrenton Marina: Total revenues to date are \$536,478, 86% of the budgeted amount, compared to the prior year amount of \$507,985, which was 80.4% of the budgeted amount. There is \$24,395 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$376,927, 100.3% of the budgeted amount, compared to the prior year amount of \$338,962, which was 84.8% of the budgeted amount. There is \$2,777 in moorage receivables outstanding.

Of the total outstanding receivables:

\$10,943 (40.3%) is current,

\$3,560 (13.1%) is 30-60 days past due,

\$1,028 (3.8%) is 60-90 days past due and

\$11,641 (42.8%) is over 90 days past due

Water Fund: Utility fees charged this month are \$143,224 and \$79,906, and \$1,66,796 and \$963,153 year to date for in-city and out-city respectively and totals \$2,642,949 and is 81.2% of the budget. Last year at this time year to date fees were \$1,307,296 and \$958,053, for in-city and out-city, respectively, and totaled \$2,265,349.

Sewer Fund: Utility fees charged this month are \$194,712 and \$1,617,315 year to date, which is 69.9% of the budget.

Last year at this time year to date fees were \$1,518,149. Shoreline Sanitary fees year to date are \$90,318. Septage revenue year to date is \$93,666 and is 33.5% of the budget. Total revenues year to date are \$1,911,688 compared to \$1,901,881 at this time last year.

Storm Sewer: Utility fees (20% of sewer fees) this month are \$38,932 and \$323,296 year to date and is 69.9% of the budget. Last year to date revenues were \$303,666 which was 69.5% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$79,731 and \$16,325, and \$653,010 and \$130,364, year to date, and are 69.1% and 65.1% of the budget respectively.

Community Center: Rental revenue to date is \$14,032 and represents 87.7% of the budget. Last year at this time rental revenue was \$13,718 and 98% of the budget.

Financial data as of February, 2020

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,414,883	1,156,780	850,000	136.09	
Plus: Revenues	209,767	3,097,235	4,193,122	73.86	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	10,208	88,197	147,246	59.90	
Admin/Comm/Fin(ACF)	62,907	820,595	1,184,564	69.27	
Planning	15,637	144,447	241,244	59.88	
Police	129,786	1,176,214	1,967,073	59.80	
Fire	48,978	499,416	866,876	57.61	
Parks	11,592	85,026	196,314	43.31	
Transfers	-	94,578	94,578	100.00	
Total Expenditures	279,108	2,908,473	4,697,895	61.91	
Ending Fund Balance	1,345,542	1,345,542	345,227	389.76	

	WBA				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	93,563	59,607	49,000	121.65	293,550	269,746	238,000	113.34
Plus: Revenues	649	61,364	56,500	108.61	7,916	163,966	340,500	48.15
Less: Expenditures	8,737	35,496	90,759	39.11	22,987	155,233	339,819	45.68
Ending Fund Balance	85,475	85,475	14,741	579.85	278,479	278,479	238,681	116.67

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,380,704	2,327,209	2,100,000	110.82	364,662	157,790	149,000	105.90
Plus: Revenues	67,648	465,980	795,807	58.55	17,189	536,478	623,978	85.98
Less: Expenditures	21,155	365,992	2,589,171	14.14	145,006	457,423	667,465	68.53
Ending Fund Balance	2,427,197	2,427,197	306,636	791.56	236,845	236,845	105,513	224.47

Financial data as of February 2020, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	299,754	149,169	130,000	114.75	2,825,272	1,857,462	900,000	206.38
Plus: Revenues	4,426	376,927	375,901	100.27	237,642	2,784,124	5,067,800	54.94
Less: Expenditures	59,849	281,765	428,578	65.74	531,242	2,108,914	5,159,212	40.88
Ending Fund Balance	<u>244,331</u>	<u>244,331</u>	<u>77,323</u>	<u>315.99</u>	<u>2,531,672</u>	<u>2,532,672</u>	<u>808,588</u>	<u>313.22</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,622,064	2,001,200	1,800,000	111.18	1,035,476	815,590	700,000	116.51
Plus: Revenues	223,880	1,911,688	2,831,800	67.51	40,487	336,214	472,800	71.11
Less: Expenditures	534,359	1,601,303	3,242,720	49.38	8,852	84,693	707,700	11.97
Ending Fund Balance	<u>2,311,585</u>	<u>2,311,585</u>	<u>1,389,080</u>	<u>166.41</u>	<u>1,067,111</u>	<u>1,067,111</u>	<u>465,100</u>	<u>229.44</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	461,858	420,570	380,000	110.68	23,361	19,490	16,000	121.81
Plus: Revenues	97,500	797,028	1,157,772	68.84	1,520	18,528	20,775	89.18
Less: Expenditures	126,584	784,824	1,342,137	58.48	4,084	17,221	27,481	62.67
Ending Fund Balance	<u>432,774</u>	<u>432,774</u>	<u>195,635</u>	<u>221.22</u>	<u>20,797</u>	<u>20,797</u>	<u>9,294</u>	<u>223.77</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	192,382	114,826	110,000	104.39	57,928	279,672	214,603	130.32
Plus: Revenues	2,337	197,213	204,865	96.26	108	146,877	1,867,622	7.86
Less: Expenditures	29,017	146,337	219,126	66.78	32,940	401,453	2,082,225	19.28
Ending Fund Balance	<u>165,702</u>	<u>165,702</u>	<u>95,739</u>	<u>173.08</u>	<u>25,096</u>	<u>25,096</u>	<u>-</u>	<u>-</u>

Financial data as of February 2020, continued

(\$) Cash Balances as of February 29, 2020

General Fund	1,606,073	Warrenton Marina	220,760	Storm Sewer	1,018,783
WBA	85,768	Hammond Marina	241,939	Sanitation Fund	311,761
Building Department	281,692	Water Fund	2,036,931	Community Center	23,197
State Tax Street	2,439,415	Sewer Fund	2,009,040	Library	167,078

Warrenton Urban Renewal Agency

Capital Projects	70,531
Debt Service	2,101,037

General Fund Revenues	Collection Frequency	2019-2020 Budget	Actual as	Collections/Accruals		(over) under budget
			a % of Current Budget	Year to date		
				February 2020	February 2019	
Property taxes-current	AP	1,012,257	95.98	971,524	926,663	40,733
Property taxes-prior	AP	35,000	67.81	23,735	21,875	11,265
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	560,000	59.95	335,692	305,292	224,308
COW - franchise fees	M	155,488	75.80	117,859	103,922	37,629
Transient room tax	Q	555,514	65.79	365,481	269,972	190,033
Liquor licenses	A	625	88.00	550	625	75
State revenue sharing	MQ	158,351	58.49	92,612	70,867	65,739
Municipal court	M	120,620	69.92	84,338	91,698	36,282
Community development fees	I	55,000	71.86	39,522	30,998	15,478
Police charges	I	16,800	70.30	11,810	12,346	4,990
Fire charges	SM	100,509	60.00	60,305	70,432	40,204
Park charges	I	-	0.00	480	50	
Miscellaneous	I	1,200	1021.00	12,252	13,351	(11,052)
Interest	M	27,000	51.94	14,025	18,607	12,975
Lease receipts	M	210,194	69.64	146,378	142,358	63,816
Sub-total		3,008,558	75.67	2,276,563	2,079,056	731,995
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,184,564	69.28	820,672	746,539	363,892
Total revenues		4,193,122	73.86	3,097,235	2,825,595	1,095,887

M - monthly

S - semi-annual

Q - quarterly

I - intermittently

SM - Semi-annual in November then monthly

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

AP - As paid by taxpayer beginning in November

R - renewals due in July and new licenses intermittently

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

A - annual

Note: Budget columns do not include contingencies as a separate line item but are included in the ending fund balance. Unless the Commission authorizes the use of contingency, these amounts should roll over to the following year beginning fund balance. For budget details, please refer to the City of Warrenton Adopted Budget for fiscal year ending June 30, 2020. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.



Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission
 From: April Clark
 Finance Director
 Date: March 24, 2020

Regarding – Consideration of Resolution No. 2563 Approving and Adopting Increases and Decreases to the 2019-2020 Budget by making an Intrafund Transfer of Appropriations for the fiscal year ending June 30, 2019

SUMMARY:

Staff is presenting a budget adjustment for your approval in order to amend the current budget to allow for additional spending authority in the Library Fund.

The Public Employer’s Retirement System (PERS) has charged the City for additional retirement contributions for the previous Librarian, Nettie Calog. When she was hired, in 2009, PERS notified us that she should be placed in the OPSRP plan, which is the newest PERS plan. During her employment we submitted retirement contributions under this plan as instructed by PERS. After she applied for retirement, PERS reviewed her account and determined that she had previous employment under the Tier II plan and she should have been placed into that plan. The employer contributions for Tier II are higher than the contributions for OPSRP, resulting in \$12,709.17 in additional contributions owed. This represents underpaid employer contributions from July 1, 2009 to November 8, 2019.

In addition, new PERS legislation now requires employers to begin making contributions for rehired retirees. This legislation removed hour limits for retirees. We had a retiree at the library that was working under the hour limits, which previously required no contributions. This new legislation now requires us to make contributions on retirees starting January 1, 2020. We estimate contributions for the remaining fiscal year to be approximately \$1,175.85.

These PERS expenses were not anticipated at the time of budget preparation and total \$13,885.02.

RECOMMENDATION:

Staff recommends the following motions:

“I move to approve Resolution No. 2563 Approving and Adopting Increases and Decreases to the 2019-2020 Budget by making an Intrafund Transfer of Appropriations.

ALTERNATIVE:

No alternative is being recommended.

FISCAL IMPACT:

RESOLUTION NO. 2563

Introduced by All Commissioners

APPROVING INCREASES AND DECREASES TO THE 2019-2020 BUDGET BY MAKING AN INTRAFUND TRANSFER OF APPROPRIATIONS

BE IT RESOLVED, that the City Commission of the City of Warrenton hereby adopts the following 2019-2020 budget changes to the Library Fund to transfer \$13,885 from Contingency category to the line item "Retirement" in the personnel services category to provide spending authority for the cost of additional retirement contributions as required by the Public Employees Retirement System not known at the time the budget was prepared.

Whereas, this adjustment reduces the budgetary appropriations in the Library Fund contingency by \$13,885 for a remaining contingency amount of \$6,115.

<u>Library Fund</u>	<u>Adopted Budget</u>	<u>Changes</u>	<u>Amended Budget</u>
Library	219,126	13,885	233,011
Contingency	20,000	(13,885)	6,115
Total Expenditures	<u>\$ 239,126</u>	<u>0</u>	<u>\$ 239,126</u>

PASSED by the City Commission of the City of Warrenton this _____ day of _____, 2020

CERTIFIED by the Mayor of the City of Warrenton this _____ day of _____, 2020

This resolution is effective on March 24, 2020.

APPROVED:

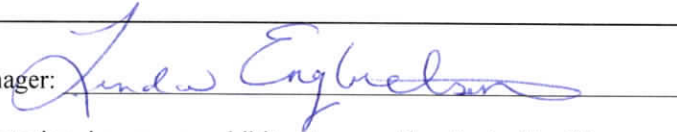
Mayor

ATTEST:

City Recorder

Personnel services expenditures are increased by \$13,885 and Contingency is decreased by the same amount in the Library Fund, leaving \$6,115 in Contingency. There is no overall fiscal impact to total appropriations in the Library Fund.

Approved by City Manager:

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

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



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager *LME*
DATE: For the Agenda of March 24, 2020
SUBJ: City Commission Fiscal Year 2020-2021 Goals

SUMMARY

The Warrenton City Commission held its annual retreat and goal setting meeting on February 22, 2020. The attached goals and priorities were discussed. It is the Commission's desire to adopt annual goals to provide the blueprint for the projects and tasks that the Commission and City Staff will work on in the ensuing year. The goals and objectives discussion occur in partnership with the preparation and adoption of the City's annual budget.

RECOMMENDATION/SUGGESTED MOTION

"I move to adopt the Fiscal year 2020-2021 Goals as drafted by the City Commission at the February 22, 2020 annual retreat, and as attached."

ALTERNATIVE

No recommendation.

FISCAL IMPACT

The adopted goals are considered and as needed are incorporated into the annual budget.

FY 2020-2021 Warrenton city Commission Goals (short)

1. Finish city priorities/initiatives that have been started
2. Identify and accelerate Urban Renewal Agency projects
3. Identify areas of the city that lack infrastructure and align development requirements and potentially Capital Improvement Plan investments to address them.
4. Improve existing services
 1. Review and justify city disbursements and memberships
 2. Look at revenue opportunities

FY 2020-2021 Warrenton city Commission Goals (Long)

1. Finish city priorities/initiatives that have been started
 1. Complete and implement Task Force Recommendations (Downtown/Thoroughfare first, Hammond Marina second)
 2. Connect the waterfront trail through Point Adams
 3. Push City Committees to do more
 4. Historical district designations and signage
 5. Get official S. Main parking enforcement rights
 6. Consider a vacant commercial building registry (who to maintain it after city sends info)
 7. LID/SID/POA work session
 8. Police—Theft and homeless and fees to pay for services
 9. Charter and bylaws committee
2. Identify and accelerate Urban Renewal Agency projects
3. Identify areas of the city that lack infrastructure and align development requirements and potentially Capital Improvement Plan investments to address them.
4. Improve existing services
 1. Review and justify city disbursements and memberships
 2. Look at revenue opportunities



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: For the Agenda of March 24, 2020
SUBJ: **Urban Renewal Plan – Substantial Amendment**

SUMMARY

We inadvertently attached an early legal description to the ordinance adopting the substantial amendment. This description contains some errors and was discovered when we sent it to the county for recording. I believe we can handle this as housekeeping. I will have the appropriate information for you prior to the meeting.

RECOMMENDATION/SUGGESTED MOTION

The appropriate mechanism to adopt the correct legal description will be provided to you prior to the meeting.

ALTERNATIVE

No recommendation.

FISCAL IMPACT

No change.