



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING

September 10, 2019 – 6:00 P.M.

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSENT CALENDAR

- A. City Commission Work Session Minutes – 8.27.19
- B. City Commission Meeting Minutes – 8.27.19
- C. Monthly Finance Report – June 2019
- D. Monthly Finance Report – July 2019

4. COMMISSIONER REPORTS

Mayoral Proclamation – National Hispanic Heritage Month

5. PUBLIC COMMENT

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

6. PUBLIC HEARINGS – None

7. BUSINESS ITEMS

- A. Oaths of Office and Badge Pinning – Police Officers Dylan McCoy and Madyson Hanna
- B. Consideration of Resolution No. 2549, Approving and Adopting a Supplemental Budget
- C. Consideration of an Intergovernmental Agreement Between the City of Warrenton and ODOT

8. DISCUSSION ITEMS

9. GOOD OF THE ORDER

10. EXECUTIVE SESSION

11. ADJOURNMENT

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

MINUTES
Warrenton City Commission
Work Session – August 27, 2019
5:30 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

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

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

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

Fire Chief, Tim Demers, discussed the burn regulation proposal as outlined in the agenda packet material. He noted the biggest change would be implementing two different permits; a Burn Barrel and Recreational Fire permit with a fee attached. The permit would be valid October to October. He continued to discuss the regulations surrounding each burn permit.

Mayor Balensifer briefly discussed his concern with commercial burns. Chief Demers clarified that some of the regulations are based off of the Department of Environmental Quality (DEQ) guidelines. The discussion continued. Commissioner Dyer inquired about the on duty phone. Chief Demers explained; the duty phone would not change anything procedural wise that the Fire Department would do in response to a call. He continued to explain the response procedures of the Fire Department. Mayor Balensifer discussed recreational permits and stated he would like to keep both permits.

Chief Demers continued to explain his proposal of new allowances. He stated the secondary permit, the burn pile permit, would most likely be a duration of one week. Mayor Balensifer asked for clarification on what the burn pile permit would be for. Chief Demers explained the regulations surrounding the burn pile permit, noting DEQ interpretation of regulations. Conversation continued. Mayor Balensifer asked for clarification on the question before commission. "Is the question whether we should make DEQ code ours, to change our code to align with DEQ's?" Chief Demers stated "yes, it does give us some latitude underneath it, but not a lot." Conversation continued on that matter.

Mayor Balensifer asked commission how they want to see the rules and permits be reflected. Commissioner Dyer stated he thinks the biggest issue is the commercial aspect. Commissioner Newton stated that on the example permit Chief Demers provided he would like clarification on what fine mesh screen is. Chief Demers clarified. Mayor Balensifer stated that the ordinances needed to be referenced on the permit and in addition he would like a recommended burn barrel

design. Chief Demers stated if the commission could find a suggested barrel design he would be happy to include it. Mayor Balensifer stated the real issue is that whatever ordinance we change this with should have a purpose statement included that defines what the intent of the law is. Conversation continued.

Mayor Balensifer asked Commissioner Newton what his thoughts were on burn policy. Commissioner Newton stated he does not have a problem with the current burn permit. "I would like the max size defined. As far as the commercial operations constituents complain a lot about the smoke and I think that's the area we need to address in my opinion." Mayor Balensifer stated he thinks there is a clear call for regulation from the constituents for commercial burns. Ms. Engbretson asked for clarification. Conversation continued.

Consensus was there is no issue with burn barrels as long as they stay within the requirements. Off premise material moved to on premise for the purpose of clearing is not allowed. Mayor Balensifer would like policy clarification that if you have a tree that falls down because of a storm or there is a tree that is a hazard; you cut it up for fire wood and the limbs and such that are left over can be burned in a 10x10x4 pile. Chief Demers agreed. Discussion continued. Commission consensus was no commercial burns in the sense of no offsite materials being brought onsite, clarify the acceptable dimensions and clarify that the burn is for a single pile, 2 different permit types based on Chief Demers recommendations for times and pre conference with the person. If commission can find an acceptable burn barrel style than to include that as well.

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

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

MINUTES
 Warrenton City Commission
 Regular Meeting – August 27, 2019
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:03 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Rick Newton, Tom Dyer

Excused: Pam Ackley, Mark Baldwin

Staff Present: City Manager Linda Engbretson, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Chief Mathew Workman, Fire Chief Demers, Finance Director April Clark, Water Treatment Plant Supervisor Bob Bingham, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 8.13.19
- B. Police Department Monthly Statistics – July 2019

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

Newton – aye; Balensifer – aye; Dyer - aye

COMMISSIONER REPORTS

Commissioner Newton discussed the Thursday Market. He noted the change in hours.

Commissioner Dyer welcomed everyone and gave kudos to everyone that participated in the Skipanon Trail Cleanup.

Mayor Balensifer gave brief comments on the cleanup efforts at the Skipanon Trail Cleanup. He noted it sparked interest in others to participate in cleaning up.

Mayor Balensifer presented a plaque to Water Treatment Plant Superintendent, Bob Bingham. City Manager, Linda Engbretson, contributed comments to Mr. Bingham's retirement, stating he will be missed. Public Works Director, Collin Stelzig, contributed memories of working with Mr. Bingham, noting his skillset.

PUBLIC COMMENT – None

PUBLIC HEARING – None

BUSINESS ITEMS

Public Works Director, Collin Stelzig, reviewed the civil design engineering contract from A.M. Engineering. Public Works is recommending A.M. Engineering to prepare and assist in the SW Alder Avenue SW 2nd Street to SW 1st Street Project. Brief discussion followed. Mayor Balensifer noted for the record there is a Pavement Management Plan that the city had a 3rd party compile based upon use of the roads and the condition of the roads. That program goes into our Pavement Management Program which we signed recently this year for overlays. We also have the Capital Improvement Plan for any major road upgrades. He continued to note that the information is available to the public and based on a professional evaluation of roadways. The conversation continued. Commissioner Newton noted he will abstain from voting due to the project directly affecting property he owns.

Commissioner Dyer made the motion to award the contract for civil design engineering, contract documents and bidding assistance for the SW Alder Avenue (2nd to 1st) Project services for the project services to A.M. Engineering. Motion was seconded and passed unanimously.

Newton – abstained; Balensifer – aye; Dyer - aye

City Manager, Linda Engbretson, requested the closure of city offices on the afternoon of October 4, 2019 for the cleanup of city offices, meeting rooms, and storage areas. This closure excludes essential services. She stated the closure will be published on the city website, Facebook page and included on the September utility billing statements. Ms. Engbretson noted the last time City Hall was closed for cleanup was 10 years ago.

Commissioner Dyer made the motion to allow the closure of City Offices from 12:00 p.m. – 5:00 p.m., October 4, 2019, to allow the cleanup of city offices. Motion was seconded and passed unanimously.

Newton – aye; Balensifer – aye; Dyer - aye

DISCUSSION ITEMS

County Commissioner/Consultant, Mark Kujala, gave an update on the Oregon Coast Economic Summit. He gave a brief overview of his experience at the meeting. He also gave a story of his visit to the water treatment plant with Bob Bingham. He then gave a presentation updating the levee encroachment issues; Periodic Inspection in January identified 42 unacceptable items that need to be corrected to stay in the Rehabilitation and Inspection Program (RIP). He noted most of the unacceptable items are vegetation. Brief discussion continued. Mr. Kujala continued to note the unacceptable items and encroachments. He noted the letters that were sent to the homeowners of the most egregious encroachments; 426 S Main. The owner is deceased, the land is in a trust, so its now represented by an attorney who is reviewing options, stating the cost of the Geotech Analysis alone is \$15,000; we anticipate an answer on September 1st. A letter was also sent to 532 S Main and we are working with the owners and their attorney. They have decided to go ahead and perform the Geotech Analysis. He explained the Geotech analysis process and purpose. A brief discussion continued. Mr.Kujala continued

MINUTES

Warrenton City Commission

Regular Meeting – 8.27.19

Page: 2

his presentation, noting the tide gate culverts all need video inspection for submission to the Corps (this is required to be done every 5 years).

Mr. Kujala discussed the state funding opportunities and continued to review the slides in his presentation. Discussion continued on District 11. Mr. Kujala asked the commission for direction on the funding options and scheduling a work session on merging districts. Ms. Engbretson recommended the next steps: Pursue the state grants once we get an understanding of the stipulations and budget requirements, and look at the FEMA Mitigation Grants as best we can; Mayor Balensifer concurred with Ms. Engbretson's recommendations.

GOOD OF THE ORDER

Commissioner Newton asked Mr. Stelzig about the street sweeper. Mr. Stelzig noted that him and Ms. Engbretson met with the street sweeper and explained the concerns. They came to the conclusion that at his next sweeping city staff from public works will observe the cleaning and give suggestions as to how improvements can be made. Mr. Stelzig noted he has the schedule and the city cost. Ms. Engbretson noted she and Mr. Stelzig will provide the information they have on the matter to the commission. Commissioner Newton also noted the tuna guy will be at Thursday Marina Market. He is also working with the state to make the new Arnie's parking lot ADA compliant.

Commissioner Dyer noted the drain cleaning preformed on Main St. He asked if ODOT was going to continue to manage drain cleaning following the recent cleaning. Mr. Stelzig noted they are pushing for maintenance from ODOT, but have not made much headway at this point.

Ms. Engbretson noted she finally got a call from ODOT regarding the jurisdictional transfer of the property in front of the post office. She discussed their suggestions, mentioning an Intergovernmental Agreement (IGA) which would help ease some of the permitting process as well. She will bring it back to commission in the near future.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:10.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

Volume 12, Issue 11

Monthly Finance Report JUNE 2019

September 10, 2019

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.75%	2.16%
Prime Rate:	5.50%	5.00%
◆ CPI-U change:	1.6%	2.9%
◆ Unemployment Rates:		
Clatsop County:	4.0%	3.9%
Oregon:	4.0%	4.0%
U.S.:	3.7%	4.0%

Department Statistics

◆ Utility Bills mailed	3,360
◆ New Service Connections	4
◆ Reminder Letters	372
◆ Door Hangers	75
◆ Water Service Discontinued	14
◆ Walk-in counter payments	660
◆ Mail payments	1,162
◆ Auto Pay Customers/pmts	638
◆ Online (Web) payments	703
◆ Checks issued	336

Current and Pending Projects

- ◆ Audit Preparation and Reporting
- ◆ Fiscal Year Closing
- ◆ Business License Renewals
- ◆ Springbrook Upgrade/Server Migration

Financial Narrative as of June 30, 2019

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

General Fund: Year to date revenues amount to \$4,097,238, which is 102.1% of the budget, compared to the prior year amount of \$3,935,358, which was 101.8% of the budget and are up by \$161,880. Expenses year to date amount to \$4,277,503, which is 90% of the budget, compared to the prior year amount of \$3,904,355, which was 89.3% of the budgeted amount. Fund balance is \$1,156,780 compared to \$1,337,045 last year. A decrease of \$180,265.

WBA: Business license revenue amounts to \$60,565, compared to \$54,100 last year at this time, a difference of \$6,465. The number of business licenses issued year to date is 711 compared to 582 at this time last year. Year to date expenses exceed revenues by \$5,979 and reduces fund balance by the same.

Building Department: Permit revenues this month amount to \$7,464 and \$185,935 year to date, which is 119% of the budgeted amount. Last year to date permit revenue was \$243,060. Year to date expenses exceed revenues by \$2,911 and reduces fund balance by the same.

State Tax Street: State gas taxes received this month amount to \$66,293 for fuel sold in May and June and are \$388,524 year to date. City gas taxes received this

month amount to \$97,185 for fuel sold in April, May and June and are \$377,574 year to date. Total gas taxes year to date for the current and prior year amount to \$766,098 and \$696,961, respectively. Fund balance increased during the year by \$517,698.

Warrenton Marina: Total revenues to date are \$578,278, 91.5% of the budget compared to the prior year amount of \$519,274, which was 97.6% of the budgeted amount. Expenses exceed revenues by \$37,421 and reduce fund balance by the same. There is \$12,750 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$365,989, 91.6% of the budgeted amount, compared to the prior year amount of \$310,804, which was 108% of the budgeted amount. Revenues exceed expenses by \$26,264 and increase fund balance by the same. There is \$332 in moorage receivables outstanding.

Of the total outstanding receivables :

\$10,550 (80.6%) is current,

\$839 (6.4%) is 30-60 days past due,

\$1,160 (8.9%) is 60-90 days past due and

\$533 (4.1%) is over 90 days past due

Water Fund: Utility fees are \$1,962,248 and \$1,300,081 year to date for in-city and out-city, respectively and totals

\$3,262,329 which is 107.7% of the budget. Total budgeted revenues include a loan for the Hammond Waterline, which has not yet been drawn on. Revenues exceed expenses by \$519,826 and increase fund balance by the same.

Sewer Fund: Utility fees total \$2,291,539 year to date, which is 104.6% of the budget. Last year to date fees were \$2,138,299. Shoreline Sanitary fees year to date are \$130,274. Septage revenue year to date is \$271,457 and is 89.6% of the budget. Total revenues year to date are \$2,698,919 compared to \$3,141,313 at this time last year. Last year revenue included loan proceeds for the Core Conveyance Project. Revenues exceed expenses by \$61,950 and increase fund balance by the same.

Storm Sewer: Revenues exceed expenses by \$219,196 and increase fund balance by the same.

Sanitation Fund: Revenues exceed expenses by \$3,000 and increase fund balance by the same.

Library: Revenues exceed expenses by \$73,984 and increase fund balance by the same.

Community Center: Revenues exceed expenses by \$5,115 and increase fund balance by the same.

Financial data as of June 2019

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,191,150	1,337,045	908,000	147.25
Plus: Revenues	452,217	4,097,238	4,013,541	102.09
Less: Expenditures				
Municipal Court	12,915	127,034	139,198	91.26
Admin/Comm/Fin(ACF)	71,107	1,016,874	1,142,969	88.97
Planning	24,279	214,429	219,607	97.64
Police	183,395	1,734,046	1,894,677	91.52
Fire	59,667	734,386	868,783	84.53
Parks	15,224	126,156	163,659	77.08
Transfers	120,000	324,578	324,578	100.00
Total Expenditures	486,587	4,277,503	4,753,471	89.99
Ending Fund Balance	1,156,780	1,156,780	168,070	688.27

(see details of revenue, page 4)

	WBA			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	61,052	65,586	53,000	123.75
Plus: Revenues	790	68,616	63,000	108.91
Less: Expenditures	2,235	74,595	98,692	75.58
Ending Fund Balance	59,607	59,607	17,308	344.39

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	276,927	272,657	200,000	136.33
Plus: Revenues	8,084	192,426	158,682	121.27
Less: Expenditures	15,265	195,337	315,577	61.90
Ending Fund Balance	269,746	269,746	43,105	625.79

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,205,904	1,809,511	1,500,000	120.63
Plus: Revenues	168,482	819,143	753,057	108.78
Less: Expenditures	47,177	301,445	1,572,100	19.17
Ending Fund Balance	2,327,209	2,327,209	680,957	341.76

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	181,235	195,211	190,000	102.74
Plus: Revenues	14,519	578,278	631,700	91.54
Less: Expenditures	37,964	615,699	711,179	86.57
Ending Fund Balance	157,790	157,790	110,521	142.77

Financial data as of June 2019, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	163,497	122,905	119,000	103.28	1,734,193	1,337,636	1,100,000	121.60
Plus: Revenues	10,171	365,989	399,751	91.55	322,055	3,601,538	4,821,100	74.70
Less: Expenditures	24,499	339,725	457,137	74.32	198,786	3,081,712	5,297,243	58.18
Ending Fund Balance	<u>149,169</u>	<u>149,169</u>	<u>61,614</u>	<u>242.10</u>	<u>1,857,462</u>	<u>1,857,462</u>	<u>623,857</u>	<u>297.74</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,990,792	1,939,250	1,700,000	114.07	831,969	596,394	375,000	159.04
Plus: Revenues	240,134	2,856,001	2,698,919	105.82	40,743	473,225	439,800	107.60
Less: Expenditures	229,726	2,794,051	3,235,301	86.36	57,122	254,029	602,036	42.19
Ending Fund Balance	<u>2,001,200</u>	<u>2,001,200</u>	<u>1,163,618</u>	<u>171.98</u>	<u>815,590</u>	<u>815,590</u>	<u>212,764</u>	<u>383.33</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	427,181	417,570	380,000	109.89	19,495	14,375	10,000	143.75
Plus: Revenues	99,812	1,197,240	1,109,100	107.95	1,913	26,863	18,020	149.07
Less: Expenditures	106,423	1,194,240	1,301,768	91.74	1,918	21,748	26,241	82.88
Ending Fund Balance	<u>420,570</u>	<u>420,570</u>	<u>187,332</u>	<u>224.51</u>	<u>19,490</u>	<u>19,490</u>	<u>1,779</u>	<u>-</u>

	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	118,403	40,842	40,000	102.11	279,612	297,770	234,692	126.88
Plus: Revenues	7,344	230,446	226,925	101.55	25,957	32,667	1,897,622	1.72
Less: Expenditures	10,921	156,462	183,285	85.37	25,897	50,765	2,132,314	2.38
Ending Fund Balance	<u>114,826</u>	<u>114,826</u>	<u>83,640</u>	<u>137.29</u>	<u>279,672</u>	<u>279,672</u>	<u>-</u>	<u>-</u>

Financial data as of June 2019, continued

(\$) Cash Balances as of June, 2019

General Fund	1,108,100	Warrenton Marina	154,608	Storm Sewer	805,475
WBA	60,471	Hammond Marina	151,476	Sanitation Fund	345,916
Building Department	274,833	Water Fund	1,290,413	Community Center	22,421
State Tax Street	2,263,220	Sewer Fund	1,741,066	Library	114,672

Warrenton Urban Renewal Agency

Capital Projects	280,570
Debt Service	1,609,003

General Fund Revenues	Collection Frequency	2018-2019 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date		(over) under budget
				June 2019	June 2018	
Property taxes-current	AP	955,270	103.11	984,943	936,024	(29,673)
Property taxes-prior	AP	35,000	104.53	36,585	38,874	(1,585)
County land sales	A	-	0.00	-	11,287	-
Franchise fees	MAQ	551,000	109.20	601,673	569,825	(50,673)
COW - franchise fees	M	146,621	107.02	156,917	143,258	(10,296)
Transient room tax	Q	532,696	104.55	556,915	569,343	(24,219)
Liquor licenses	A	700	89.29	625	750	75
State revenue sharing	MQ	162,745	98.65	160,556	165,109	2,189
Municipal court	M	104,400	132.36	138,185	99,800	(33,785)
Community development fees	I	50,000	112.03	56,016	32,058	(6,016)
Police charges	I	8,500	208.04	17,683	36,766	(9,183)
Fire charges	SM	97,582	112.18	109,465	128,812	(11,883)
Park charges	I	-	0.00	105	200	-
Miscellaneous	I	1,200	1522.00	18,264	12,592	(17,064)
Interest	M	15,000	190.79	28,618	18,680	(13,618)
Lease receipts	M	209,858	101.89	213,814	209,572	(3,956)
Sub-total		2,870,572	107.31	3,080,364	2,972,950	(209,792)
Transfers from other funds	I	-	0.00	-	25,629	-
Overhead	M	1,142,969	88.97	1,016,874	936,779	126,095
Total revenues		4,013,541	102.09	4,097,238	3,935,358	(83,697)

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

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

S - semi-annual

I - intermittently

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

R - renewals due in July and new licenses intermittently

A - annual

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

Volume 13, Issue 1

Monthly Finance Report
JULY 2019

September 10, 2019

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.75%	2.25%
Prime Rate:	5.50%	5.00%
◆ CPI-U change:	1.8%	2.9%
◆ Unemployment Rates:		
Clatsop County:	4.0%	4.0%
Oregon:	4.0%	4.0%
U.S.:	3.7%	3.9%

Department Statistics

◆ Utility Bills mailed	3,360
◆ New Service Connections	7
◆ Reminder Letters	420
◆ Door Hangers	77
◆ Water Service Discontinued	11
◆ Walk-in counter payments	909
◆ Mail payments	1,571
◆ Auto Pay Customers/pmts	642
◆ Online (Web) payments	783
◆ Checks issued	421

Current and Pending Projects

- ◆ Audit Preparation and Reporting
- ◆ Fiscal Year Closing
- ◆ Business License Renewals
- ◆ Springbrook Upgrade/Server Migration
- ◆ Community Center Annual Report

Financial Narrative as of July 31, 2019

Note: Revenues and expenses should track at 1/12 or 8.3% of the budget. Expenditures of 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 \$357,562, which is 8.5% of the budget. Revenues exclusive of overhead are \$77,597 compared to the prior year amount of \$47,065 and are up by \$30,532. Increases are shown in franchise fees, transient room tax, community development fees, police charges, miscellaneous and lease receipts and are offset by decreases in municipal court and interest.

Expenses this month amount to \$549,200 compared to the prior year amount of \$529,582 and are up by \$19,618. Admin/Comm/Finance is tracking over budget due to one-time annual payments.

WBA: Business license revenue amounts to \$59,208, compared to \$54,745 last year at this time, a difference of \$4,463. The number of business licenses issued year to date is 475 compared to 425 at this time last year.

Building Department: Permit revenues this month amount to \$15,618, which is 4.6% of the budgeted amount. Last year at this time permit revenue was \$15,295, which was 9.8% of the budgeted amount.

State Tax Street: City Fuel Tax receipts since inception to June 2019 total \$3,461,460. Projects paid in 2019 with city fuels tax funds total \$48,909 and were:

- Repair & Maintenance Overlay Projects (5) \$29,247
- SW 4th Street (S Main-Alder Ct.) \$4,062
- SW 9th Intersection Widening \$15,600

Warrenton Marina: Total revenues this month are \$303,339 compared to \$306,901 at this time last year. Annual moorages billed this month amount to \$262,403 compared to \$262,641 last year. There is \$121,506 in moorage receivables outstanding.

Hammond Marina: Total revenues this month are \$143,220 compared to \$137,836 at this time last year. Annual moorages billed this month amount to \$105,984 compared to \$110,490 last year. There is \$25,853 in moorage receivables outstanding.

Of the total outstanding receivables :
 \$142,212 (96.5%) is current,
 \$2,200 (1.5%) is 30-60 days past due,
 \$1,457 (.9%) is 60-90 days past due and
 \$1,490 (1.1%) is over 90 days past due

Water Fund: Utility fees this month are \$279,993 and \$175,416, for in-city and out-city respectively and is 14.1% of the budget.

Sewer Fund: Utility fees this month are \$210,526 and are 9.1% of the budget. Shoreline charges are \$11,290. Septage revenue this month amounts to \$27,461.

Storm Sewer: Utility fees (20% of sewer charge) this month are \$42,074 and are 9.1% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$82,580 and \$16,222 and are 8.7% and 8.1% of the budget, respectively.

Community Center: Rental revenue this month was \$1,318 and represents 8.2% of the budget.

Other: Total revenues and expenses as of July 31, 2019 city-wide are \$1,792,722 and \$1,226,895, respectively.

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

Financial data as of July 2019

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,156,780	1,156,780	850,000	136.09	
Plus: Revenues	357,562	357,562	4,193,122	8.53	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	15,289	15,289	147,246	10.38	
Admin/Comm/Fin(ACF)	279,965	279,965	1,184,564	23.63	
Planning	25,806	25,806	241,244	10.70	
Police	145,541	145,541	1,967,073	7.40	
Fire	66,175	66,175	866,876	7.63	
Parks	16,424	16,424	196,314	8.37	
Transfers	-	-	94,578	-	
Total Expenditures	549,200	549,200	4,697,895	11.69	
Ending Fund Balance	965,142	965,142	345,227	279.57	

	WBA				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	59,607	59,607	49,000	121.65	269,746	269,746	238,000	113.34
Plus: Revenues	59,430	59,430	56,500	105.19	16,164	16,164	340,500	4.75
Less: Expenditures	7,480	7,480	90,759	8.24	19,776	19,776	339,819	5.82
Ending Fund Balance	111,557	111,557	14,741	756.78	266,134	266,134	238,681	111.50

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,327,209	2,327,209	2,100,000	110.82	157,790	157,790	149,000	105.90
Plus: Revenues	5,251	5,251	795,807	0.66	303,339	303,339	623,978	48.61
Less: Expenditures	19,764	19,764	2,589,171	0.76	57,257	57,257	667,465	8.58
Ending Fund Balance	2,312,696	2,312,696	306,636	754.22	403,872	403,872	105,513	382.77

Financial data as of July 2019, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	149,169	149,169	130,000	114.75	1,857,462	1,857,462	900,000	206.38
Plus: Revenues	143,220	143,220	375,901	38.10	472,997	472,997	5,067,800	9.33
Less: Expenditures	42,698	42,698	428,578	9.96	189,126	189,126	5,159,212	3.67
Ending Fund Balance	<u>249,691</u>	<u>249,691</u>	<u>77,323</u>	<u>322.92</u>	<u>2,141,333</u>	<u>2,141,333</u>	<u>808,588</u>	<u>264.82</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,001,200	2,001,200	1,800,000	111.18	815,590	815,590	700,000	116.51
Plus: Revenues	260,988	260,988	2,831,800	9.22	43,711	43,711	472,800	9.25
Less: Expenditures	191,590	191,590	3,242,720	5.91	15,292	15,292	707,700	2.16
Ending Fund Balance	<u>2,070,598</u>	<u>2,070,598</u>	<u>1,389,080</u>	<u>149.06</u>	<u>844,009</u>	<u>844,009</u>	<u>465,100</u>	<u>181.47</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	420,570	420,570	380,000	110.68	19,490	19,490	16,000	121.81
Plus: Revenues	100,530	100,530	1,157,772	8.68	1,475	1,475	20,775	7.10
Less: Expenditures	110,004	110,004	1,342,137	8.20	2,698	2,698	27,481	9.82
Ending Fund Balance	<u>411,096</u>	<u>411,096</u>	<u>195,635</u>	<u>210.13</u>	<u>18,267</u>	<u>18,267</u>	<u>9,294</u>	<u>196.55</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	114,826	114,826	110,000	104.39	279,672	279,672	214,603	130.32
Plus: Revenues	3,165	3,165	204,865	1.54	1,030	1,030	1,867,622	0.06
Less: Expenditures	20,214	20,214	219,126	9.22	773	773	2,082,225	0.04
Ending Fund Balance	<u>97,777</u>	<u>97,777</u>	<u>95,739</u>	<u>102.13</u>	<u>279,929</u>	<u>279,929</u>	<u>-</u>	<u>-</u>

Financial data as of July 2019, continued

(\$) Cash Balances as of July, 2019

General Fund	1,091,582	Warrenton Marina	288,728	Storm Sewer	795,356
WBA	96,956	Hammond Marina	228,674	Sanitation Fund	330,340
Building Department	274,995	Water Fund	1,424,444	Community Center	20,255
State Tax Street	2,290,410	Sewer Fund	1,717,194	Library	99,081

Warrenton Urban Renewal Agency

Capital Projects	279,963
Debt Service	1,619,426

General Fund Revenues	Collection Frequency	2018-2019 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date		(over) under budget
				July 2019	July 2018	
Property taxes-current	AP	955,270	0.00	-	-	955,270
Property taxes-prior	AP	35,000	0.00	-	-	35,000
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	551,000	0.13	694	510	550,306
COW - franchise fees	M	146,621	11.72	17,185	14,033	129,436
Transient room tax	Q	532,696	3.74	19,916	-	512,780
Liquor licenses	A	700	0.00	-	-	700
State revenue sharing	MQ	162,745	0.00	-	-	162,745
Municipal court	M	104,400	8.37	8,735	10,734	95,665
Community development fees	I	50,000	19.16	9,580	1,025	40,420
Police charges	I	8,500	8.01	681	530	7,819
Fire charges	SM	97,582	0.00	-	-	97,582
Park charges	I	-	0.00	50	25	-
Miscellaneous	I	1,200	92.08	1,105	330	95
Interest	M	15,000	10.97	1,646	1,896	13,354
Lease receipts	M	209,858	8.58	18,005	17,982	191,853
Sub-total		2,870,572	2.70	77,597	47,065	2,792,975
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,142,969	24.49	279,965	268,417	863,004
Total revenues		4,013,541	8.91	357,562	315,482	3,655,979

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

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

S - semi-annual

I - intermittently

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

R - renewals due in July and new licenses intermittently

A - annual

Note: Budget columns do not include contingencies as a separate line item but are included in the ending fund balance. Unless the Commission authorizes the use of contingency, these amounts should roll over to the following year beginning fund balance. For budget details, please refer to the City of Warrenton Adopted Budget for fiscal year ending June 30, 2019. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

PROCLAMATION

National Hispanic Heritage Month

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

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

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

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

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

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

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

NOW, THEREFORE, I, Henry A. Balensifer III, Mayor of the City of Warrenton, do hereby proclaim September 15 through October 15, 2019, as ***National Hispanic Heritage Month*** in the City of Warrenton. We call upon public officials, educators, and all residents to observe this month with appropriate ceremonies, activities, and programs as they to share in this special annual tribute by learning and celebrating the generations of Hispanic and Latino Americans who have positively influenced and enriched our nation and society.

IN WITNESS WHEREOF, I have here unto set my hand and caused to be affixed the Seal of the City of Warrenton, Oregon to be affixed this 10th day of September, 2019.

Henry A. Balensifer III, Mayor



7.B

Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission
From: April Clark
Finance Director
Date: September 10, 2019

Regarding – Consideration of Resolution No. 2549 Approving and Adopting a Supplemental Budget by making Appropriations for Municipal Purposes of the City of Warrenton for the fiscal year commencing July 1, 2019 and ending June 30, 2020

SUMMARY:

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

The repairs to the City Hall roof were expected to be completed by June 30, 2019 and a budget adjustment was made to allow spending authority in the 2018-2019 budget year. However, repairs were not completed until August, 2019, causing the expenditure to be spread between both the previous and current budget years. This was not anticipated at the time of preparation for the 2019-2020 budget. This change will allow the remaining spending authority in the amount of \$80,059 to be transferred to the current fiscal year budget.

Repairs to the Headstart Building were anticipated to begin in fiscal year 2018-2019 and continue into fiscal year 2019-2020. \$30,000 was budgeting in each year for a total estimated expenditure across both years of \$60,000. Work did not actually begin until fiscal year 2019-2020. This change will allow spending authority in the full amount of \$60,000 to be used in the current fiscal year.

This supplemental budget amends the beginning fund balance in the Facilities Maintenance Fund by \$110,059 (the amount not spent in the previous year) and increases spending authority in Material and Services by the same amount.

RECOMMENDATION:

A public notice of the supplemental budget hearing was published on August 30, 2019 and the hearing must be held and public comment taken prior to adoption of the attached resolution amending the budget. The Mayor and Commissioners will review the material and ask questions from staff if necessary. The Mayor will then open the hearing and receive testimony or comments from the public. After all comments are heard, the Mayor will close the hearing. The Mayor and Commissioners then deliberate and make a decision regarding the proposed resolution.

Staff recommends the following motions:

“I move to approve Resolution No. 2549 Approving and Adopting a Supplemental Budget by making appropriations for municipal purposes of the City of Warrenton for the fiscal year commencing July 1, 2019 and ending June 30, 2020.”

ALTERNATIVE:

No alternative is being recommended.

FISCAL IMPACT:

This increases resources and requirements in the Facilities Maintenance Fund by \$110,059. The increase in the beginning fund balance is available since it was not spent in the prior year. This allows for the additional spending authority in materials and services to complete the projects in the current budget year.

Approved by City Manager:



A handwritten signature in cursive script, appearing to read "Linda Egbertson", is written over a horizontal line.

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



City of Warrenton

Supplemental Budget

Facilities Maintenance Fund

Public Notice: August 30, 2019

Public Hearing: September 10, 2019

Proposed Adoption: September 10, 2019

City of Warrenton
Budget Document

Established by Resolution No. 2329

Facilities Maintenance Fund 035 (410)

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

Review Year: 2021

Historical Data			Budget for Fiscal Year 7/1/2019- 6/30/2020						
Actual FYE 6/30/17	FYE 6/30/18	Adopted Budget FYE 6/30/19	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	Plus: Supplemental Budget	Adopted by Governing Body	
			Resources						
67,448	92,820	\$ 90,000	300000	\$ 46,000	\$ 46,000	\$ 46,000	110,059	156,059	
			360000					0	
504	873	460	361000	1,000	1,000	1,000		1,000	
			365000					0	
40,000	15,000	170,000	391001	50,000	50,000	50,000		0	
								50,000	
<u>107,952</u>	<u>108,693</u>	<u>260,460</u>	Total Resources	<u>97,000</u>	<u>97,000</u>	<u>97,000</u>	<u>110,059</u>	<u>207,059</u>	
			Requirements						
			Materials and Services-Facilities Maintenance:						
485	452	485	340000	485	485	485		485	
940	967	960	340002	1,050	1,050	1,050		1,050	
313	335	359	340005	754	754	754		754	
634	666	700	340006	1,455	1,455	1,455		1,455	
127	133	140	340007	291	291	291		291	
98	98	120	340008	185	185	185		185	
8,261	11,215	186,100	371000	16,400	16,400	16,400	80,059	96,459	
99	1,011	500	371003	500	500	500		500	
2,363	2,138	3,000	371004	3,000	3,000	3,000		3,000	
		2,000	371006	2,000	2,000	2,000		2,000	
1,143	49	30,000	371007	30,000	30,000	30,000	30,000	60,000	
			371009						
499			380050						
168	165	180	390000	180	180	180		180	
<u>15,131</u>	<u>17,229</u>	<u>224,544</u>	Total Materials and Services	<u>56,300</u>	<u>56,300</u>	<u>56,300</u>	<u>110,059</u>	<u>166,359</u>	
			Capital Outlay-Facilities Maintenance:						
			610000						
			620000						
			620004						
<u>-</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
			Not allocated:						
		35,916	800000	40,700	40,700	40,700		40,700	
15,131	17,229	260,460	Total Expenditures	<u>97,000</u>	<u>97,000</u>	<u>97,000</u>	<u>110,059</u>	<u>207,059</u>	
92,820	91,464	-	Reserved for Future Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<u>\$ 107,952</u>	<u>\$ 108,693</u>	<u>\$ 260,460</u>	Total Requirements	<u>\$ 97,000</u>	<u>\$ 97,000</u>	<u>\$ 97,000</u>	<u>\$ 110,059</u>	<u>\$ 207,059</u>	

RESOLUTION NO. 2549
Introduced by All Commissioners

**APPROVING AND ADOPTING A SUPPLEMENTAL BUDGET BY
MAKING APPROPRIATIONS FOR MUNICIPAL PURPOSES OF THE CITY OF WARRENTON FOR
THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020**

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

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

The City of Warrenton hereby does resolve as follows:

Section 1. Be it resolved that the Warrenton City Commission, for the City of Warrenton, hereby adopts the supplemental budget for the 2019-2020 fiscal year,

Section 2. This supplemental budget allows spending authority for additional Materials and Services for emergency repairs to the City Hall roof in the Facilities Maintenance Fund in the amount of \$80,059 and repairs to the Headstart Building in the amount of \$30,000 by amending the beginning fund balance by \$110,059.

Section 3. Be it resolved that the amounts for the fiscal year beginning July 1, 2019, are hereby appropriated for the purposes shown below, as follows:

<u>Fund/Description</u>	<u>Adopted Budget</u>	<u>Changes</u>	<u>Amended Budget</u>
<i>Facilities Maintenance Fund:</i>			
<i>Total Resources</i>	<u>97,000</u>	<u>110,059</u>	<u>207,059</u>
Facilities Maintenance	97,000	110,059	177,059
<i>Total Requirements</i>	<u>\$ 97,000</u>	<u>110,059</u>	<u>\$ 207,059</u>

This resolution is effective on August 13, 2019.

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

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

Mayor

ATTEST:

City Recorder



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commissioners
FROM: Linda Engbretson, City Manager *Lege*
DATE: September 10, 2019
SUBJ: Post Office Park – ODOT IGA

SUMMARY

As previously discussed with the Commission, ODOT has suggested an Intergovernmental Agreement to “swap” the property known currently as Post Office Park for city-owned property in the intersection of the 4-way stop. The IGA will effectively allow the City to make improvements to the area without ODOT permission. ODOT will be responsible for the intersection and the City will be responsible for the park property.

RECOMMENDATION/SUGGESTED MOTION

At the time of writing this memo, I had not received the IGA. I propose the following options:

“I move to authorize the Mayor’s signature on the IGA, upon final approval by legal counsel.”

Bring back the IGA after review for further discussion.

ALTERNATIVE

Other action deemed appropriate by the Commission.

FISCAL IMPACT

N/A