

AGENDA

Warrenton Urban Renewal Agency

June 25, 2019 – 6:00 p.m.

Warrenton City Hall – Commission Chambers
225 S. Main Ave.
Warrenton, Or 97146

1. CALL TO ORDER
2. ROLL CALL
3. CONSENT CALENDAR
 - A. Urban Renewal Agency Meeting Minutes – 5.14.19
4. BUSINESS
 - A. Public Hearing- Warrenton Urban Renewal Agency Budget Adoption; Fiscal Year 2019-2020
5. ADJOURN

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 Urban Renewal Agency
 May 14, 2019
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, Or 97146

Chair Balensifer convened the Urban Renewal Agency meeting at 7:16 p.m.

Commissioners Present: Chair Henry Balensifer, Rick Newton and Mark Baldwin

Excused: Pam Ackley and Tom Dyer

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

CONSENT CALENDAR

A. Urban Renewal Agency Meeting Minutes – 4.23.19

Commissioner Baldwin made the motion to approve the Consent Calendar as presented. Motion was seconded and passed unanimously.

Baldwin – aye; Newton – aye; Balensifer – aye

Community Development Director, Kevin Cronin, discussed the Urban Renewal Advisory Committees list of potential projects and programs. He stated the Advisory Committee is recommending three priorities; and staff is also recommending three priorities, as outlined in the agenda packet material. Mr. Cronin continued to explain the suggested projects and noted that staff recommends selecting 3-5 priorities to be completed over the next five years. He stated that staff will bring a Draft Plan & report back to the agency on June 11th, based on the recommendations.

He recommended doing a pay as you go system to move forward with projects. He also suggested the redevelopment approach, which will focus on downtown and provide a return. Mayor Balensifer expressed the need to prioritize paving the fire department parking lot. He discussed the Peterson Property and suggested gravelling it for the use of fire department parking/training; possibly a dog park. The discussion continued. Ms. Engbretson noted she specifically requested that the Advisory Committee put the pier on the list of projects; since so much money has been put into the marina, it would be good to have it completed. Discussion continued. Mayor Balensifer noted the plan was to improve Downtown Warrenton and the marina, and not much money has been spent on Downtown Warrenton; he stated we should get it done in 2 years. He continued to state the public is owed tangible results of the URA money. He asked for thoughts on the top five priorities. There was consensus on: underground utilities in downtown (SE 2nd – SE 3rd, depending the cost), the Fire Department parking lot, the Marina

Public Pier, street sidewalk lighting, and the matching grant program dumpsters/cleanup.

Mr. Cronin requested to have a discussion on the fire station parking lot as an addition to the agenda. There were no objections to add it to the agenda as item 4-C.

Mr. Cronin discussed the success of the current food cart and noted he has received a request from a second food cart. He stated he would like to obtain clear direction as to what the Commission wants him to do. Mr. Cronin recommended capping it at 3 food carts to keep it manageable, until we have a better idea. Discussion continued on buying the vacant lot across the street. The discussion continued. Mayor Balensifer noted that the idea of the food carts is to draw people into the downtown. He noted the two unsolicited offers shows that the revitalization efforts are starting to work, in his opinion. The discussion continued on the food carts.

Discussion began on the parking issues on S. Main and what it would take to regulate the on street parking. Mr. Cronin noted he has reached out to ODOT; he is looking for an answer on how the Commission wants to assign the parking time limitations. Mr. Cronin suggested 2 hours minimum, 3 hours maximum. The conversation continued on the parking time. Ms. Engbretson noted the fire department has a concern about parking on S. Main – they cannot see when they are trying to pull out onto the street, and may need a traffic light in the future. Discussion continued. The Commission came to a consensus on a 2 hour limit. Exemptions for fire fighters would be made.

Public Works Director Collin Stelzig stated Public Works seeks to request sealed competitive bids for the Warrenton Urban Renewal Landscape Improvements 2019 Project. He briefly reviewed the contract documents and technical specifications that are included in the agenda packet material. Mayor Balensifer noted he was glad to finally see this before us.

Commissioner Newton made the motion to approve the contract documents and technical specifications for bidding purposes for the Warrenton Urban Renewal Landscape Improvements 2019 Project. Motion was seconded and passed unanimously.

Baldwin – aye; Newton – aye; Balensifer – aye

There being no further business Chair Balensifer adjourned the URA meeting at 7:52 p.m.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:

Henry A. Balensifer III, Chair

ATTEST:

Dawne Shaw, Secretary

WARRENTON URBAN RENEWAL AGENCY

Agenda Memorandum

To: The Honorable Chair and Members of the Warrenton Urban Renewal Agency
Date: June 25, 2019

**Regarding – Public Hearing for the Warrenton Urban Renewal Agency
Budget and consideration of *Resolution No. 19-02* Adopting the Warrenton Urban
Renewal Agency FY 2019-2020 budget as approved by the Warrenton Urban
Renewal Agency Budget Committee for the fiscal year commencing July 1, 2019 and
ending June 30, 2020**

SUMMARY:

The Warrenton Urban Renewal Agency Budget Committee met in May to review and deliberate on the proposed fiscal year 2019-2020 Budget.

The next phase of the budget process is for the Commission to undergo a public hearing to receive public testimony on the budget approved by the Warrenton Urban Renewal Agency Budget Committee. Once the Commission has heard the public testimony, the Commission can then consider the adoption of the attached Budget Resolution.

The Commission may note that, as the governing board, the Commission indeed possesses the authority to modify or change the approved budget within the following parameters during this public hearing. Any action that exceeds the scope below requires a new public notice and a new public hearing:

1. Reduce the tax amount
2. Reduce expenditures with a corresponding reduction to resources
3. Increase expenditures, with a corresponding increase in resources, but not by more than \$5,000 or 10 percent of the total expenditures of the fund, whichever is greater. For example: If total expenditures as approved by the budget committee equal \$150,000, then, the Commission may increase expenditures by \$15,000 in that fund, on a per fund basis.

To: The Honorable Chair and Members of the Warrenton Urban Renewal Agency
Re: Warrenton Urban Renewal Agency *Budget Hearing* and consideration of *Resolution No. 19-02*
Date: June 25, 2019

RECOMMENDATION:

The Warrenton Urban Renewal Agency shall conduct a public hearing on the budget for fiscal year 2019-2020 as approved by the Warrenton Urban Renewal Agency Budget Committee. Then, the Warrenton Urban Renewal Agency may move to adopt the *FY 2019-2020 Budget* as approved by the Warrenton Urban Renewal Agency Budget Committee as set forth in Resolution No. 19-02.

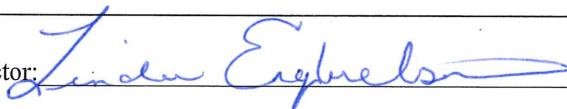
ALTERNATIVE:

The Commission may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2019, an adopted budget must be in place by June 30, 2019.

FISCAL IMPACT:

The Urban Renewal Agency budget includes total appropriations among all funds totaling \$4,593,259 for the fiscal year ending June 30, 2020.

Approved by Director:



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

RESOLUTION NO. 19-02

**ADOPTING THE 2019-2020 WARRENTON URBAN RENEWAL AGENCY BUDGET
AS APPROVED BY THE WARRENTON URBAN RENEWAL AGENCY BUDGET
COMMITTEE, MAKING APPROPRIATIONS FOR URBAN RENEWAL PURPOSES OF
THE WARRENTON URBAN RENEWAL AGENCY FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020**

The Warrenton Urban Renewal Agency hereby does resolve as follows:

Section 1. Be it resolved that the Warrenton Urban Renewal Agency Board of Commissioners, hereby adopts the Warrenton Urban Renewal Agency (WURA) budget approved by the WURA budget committee for the 2019-2020 fiscal year, in the total sum of \$5,012,214 now on file at Warrenton City Hall.

Section 2. 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>Capital Projects Fund</u>		<u>Debt Service Fund</u>	
Materials & Services	\$ 119,000	Debt Service	\$ 561,017
Capital Outlay	\$ 1,963,225	Transfers	1,400,000
Fund Total	<u>\$ 2,082,225</u>	Fund Total	<u>\$ 1,961,017</u>
<u>Debt Service Reserve Fund</u>			
Debt Service	\$ 550,017		
Fund Total	<u>\$ 550,017</u>		

Total Appropriations, All Funds	\$ 4,593,259
Total Unappropriated and Reserve Amounts, All Funds	418,955
Total Adopted Budget	<u>\$ 5,012,214</u>

Section 3. Be it resolved that the Budget Officer of the WURA is hereby directed to send, no later than July 15th, 2019, to the Assessor and the Clerk of Clatsop County, State of Oregon, copies of the budget as adopted.

Section 4. Be it resolved that the Board of Commissioners of the Warrenton Urban Renewal Agency hereby resolves to certify to the county assessor for the Warrenton Urban Renewal District Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457. And that this is a new plan for purposes of declaring a tax increment.

This resolution is effective on July 1, 2019.

PASSED by the Warrenton Urban Renewal Agency this _____ day of _____, 2019

APPROVED by the Chairperson of the Warrenton Urban Renewal Agency this _____ day of _____, 2019

Chair, Warrenton Urban Renewal Agency

ATTEST:

WURA Secretary

Approved Budget



Fiscal Year 2019-2020



Warrenton Urban Renewal Agency



WARRENTON URBAN RENEWAL AGENCY
FISCAL YEAR 2019 – 2020 BUDGET
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Budget Message - Urban Renewal District

May 16, 2019

Dear Urban Renewal Budget Committee Members:

The Warrenton City Commission adopted an ordinance creating an Urban Renewal Agency (URA) in 2007 to provide the framework for creating an Urban Renewal District in the City. The Commission chose to appoint itself as the Agency. The Commission also decided to appoint members of the City's Budget Committee to the Urban Renewal Budget Committee. The latter action was to expedite the review and adoption of Urban Renewal budgets which are required by statute to be separate from the City budget. The Commission also appointed an advisory board to make recommendations to the URA as to the creation of Urban Renewal Districts, development plans, and related activities. The Advisory Board has been active in developing plans for the District as funding becomes available.

The Warrenton Urban Renewal Agency Budget is being recommended for your consideration. In 2009, the URA applied for a credit line to establish debt with a local bank and implemented a Downtown Master Plan and Warrenton Marina Master Plan process. A second line of credit with another local bank was also implemented. The URA also purchased property to the south of City Hall in order to be able to expand the Fire Department in the near future. In 2012 and 2016 the URA placed revenue bonds with a local bank in the amount of \$1.64 million and \$2.2 million, respectively to finance projects at the marina and downtown. In 2018 the URA secured a \$200,000 revolving line of credit with the same local bank.

The URA budget for the 2019-2020 budget year consists of a Capital Projects Fund, a Debt Service Fund, and a Debt Service Reserve Fund which is a requirement of the Urban Renewal bond issues, dated July 31, 2012 and August 4, 2016. The money in this fund is "reserved" to pay the debt service on these bonds. Staff is projecting revenue at \$781,979 with a total resource of \$2,379,972 in the Debt Service Fund and staff is initially projecting debt, transfers or loan proceeds in the amount of \$2,082,225 in the Capital Projects fund.

We are finalizing bid documents for the downtown landscaping project, which includes “Veterans’ Park” (in front of Post Office), the power pole “bulb-outs,” and the intersection at Main/105 spur. A major infrastructure project for SW 4th Street to the Quincy Park is in final design. This project includes adding sidewalks, moving powerlines underground, replacing an undersized waterline, and improving drainage. Urban Renewal funds will pay a percentage of this project, along with City street, water, and storm funds. A small waterline project is also included this year. This will increase fire protection in an under-served neighborhood on SE Anchor and SE 14th.

Staff is working with our consultant to prepare a substantial amendment to the district plan, approximating an additional \$4 million in district funds for projects through the final years of the district, slated for sunset in 2027. Approval of a substantial amendment will not affect the 2019-2020 fiscal year budget.

Respectfully submitted,

Linda Engbretson
Budget Officer

**Warrenton Urban Renewal Agency
Budget Committee Members
Fiscal Year 2019-2020**

Commissioners

- Mayor Henry Balensifer III
- Commissioner Rick Newton
- Commissioner Tom Dyer
- Commissioner Pam Ackley
- Commissioner Mark Baldwin

Appointed Members

- Budget Committee Member Rebecca Sievers
- Budget Committee Member Flint Carlson
- Budget Committee Member Paul Mitchell
- Budget Committee Member Gerald Poe
- Budget Committee Member Dan Jackson

Budget Committee Staff

- Linda Engbretson, Budget Officer
- April Clark, Finance Director
- Dawne Shaw, Deputy City Recorder

Warrenton Urban Renewal Agency
Budget Document

Capital Projects Fund 200 (800)

Historical Data			Budget for Fiscal Year 7/1/2019- 6/30/2020		
Actual	Adopted Budget		Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Budget Officer	Budget Committee	Governing Body
			Resources		
\$ 42,123	\$ 405,798	\$ 234,692	300000	Beginning Fund Balance	\$ 214,603 \$ 214,603
			360000	Miscellaneous Revenue	
5,166	5,430		361000	Interest Earnings	
		200,000	334120	Credit Line - Columbia Bank	200,000 200,000
			334122	CIS Risk Mgmt Grant	
			334130	UR Bonds - Columbia Bank	
2,200,000	54,500	597,622	334140	Loan Proceeds - UR Bonds	467,622 467,622
				Transfer from:	
		1,100,000		Debt Service Fund	1,200,000 1,200,000
2,247,289	465,728	2,132,314	Total Resources		
					2,082,225 2,082,225 -
			Requirements		
			Materials and Services:		
			210000	Office Supplies	
23	25		211000	Postage	
593	752	2,000	310000	Printing/Advertising/Publicity	2,000 2,000
313	351	2,000	320000	Dues/Mtgs/Travel/Training	2,000 2,000
8,440	35,225	15,000	380000	Professional Services	15,000 15,000
		50,000	380001	Master Plans/Studies	50,000 50,000
23,000	8,500	25,000	380002	Bond Issue Costs	25,000 25,000
3,736	2,500	25,000	390050	Façade Improvements	25,000 25,000
36,105	47,353	119,000		Total Materials and Services	119,000 119,000 -
			Capital Outlay:		
			620002	Engineering/Infrastr. Planning	
1,697,671	69,458		620003	Project Mgmt./Permitting	
			620006	F-Dock	
			620040	NE Heron Street Improvements	
5,750	42,275	270,000	620050	Landscape Improvements	245,000 245,000
101,966	3,200		620081	SE 4th & Main Strmwater Pump Station	
	1,971	412,000	620084	SW 4th Street (S Main Ave-SW Alder Ct)	412,000 412,000
	281		620085	SE Anchor (Harbor - SE 3rd St) Impr	
	3,420		620086	SE 14th Place Waterline	25,000 25,000
		1,331,314	620000	Downtown	1,281,225 1,281,225
1,805,387	120,605	2,013,314		Total Capital Outlay	1,963,225 1,963,225 -
			800000	Contingency	
1,841,492	167,958	2,132,314		Total Expenditures	2,082,225 2,082,225 -
405,798	297,770	-		Ending Fund Balance	- - -
\$ 2,247,289	\$ 465,728	\$ 2,132,314		Total Requirements	\$ 2,082,225 \$ 2,082,225 \$ -

Warrenton Urban Renewal Agency
Budget Document

Debt Service Fund 300 (800)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019- 6/30/2020		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
			<u>Resources</u>			
\$ 926,851	\$ 982,827	\$ 1,239,328	300000 Beginning Fund Balance	\$ 1,597,993	\$1,597,993	
556,124	584,013	602,456	311100 Current Ad Valorem Taxes	735,979	735,979	
19,959	20,574	20,000	311200 Prior Taxes	20,000	20,000	
15,623	29,318	20,000	361000 Interest Earnings	26,000	26,000	
302	4,297		314100 County Land Sales			
<u>1,518,859</u>	<u>1,621,029</u>	<u>1,881,784</u>	Total Resources	<u>2,379,972</u>	<u>2,379,972</u>	<u>-</u>
			<u>Requirements</u>			
			Debt Service:			
	24,500	150,000	471200 Columbia Bank CL Principal	200,000	200,000	
	186	8,250	472200 Columbia Bank CL Interest	11,000	11,000	
			471230 Other Principal and Interest			
96,674	100,299	104,060	471220 UR 2012 Bonds - Principal	107,963	107,963	
48,262	44,637	40,877	472220 UR 2012 Bonds - Interest	36,974	36,974	
172,139	168,140	171,282	471240 UR 2016 Bonds - Principal	174,482	174,482	
32,940	36,940	33,798	472240 UR 2016 Bonds - Interest	30,598	30,598	
<u>350,015</u>	<u>374,702</u>	<u>508,267</u>	Total Debt Service	<u>561,017</u>	<u>561,017</u>	<u>-</u>
			Transfers:			
		1,100,000	860020 Transfer to Capital Projects	1,200,000	1,200,000	
186,017	33,190	150,000	860040 Transfer to Debt Service Reserve	200,000	200,000	
<u>186,017</u>	<u>33,190</u>	<u>1,250,000</u>	Total Transfers	<u>1,400,000</u>	<u>1,400,000</u>	<u>-</u>
-	-		800000 Contingency			
<u>536,032</u>	<u>407,892</u>	<u>1,758,267</u>	Total Expenditures	<u>1,961,017</u>	<u>1,961,017</u>	<u>-</u>
<u>982,827</u>	<u>1,213,137</u>	<u>123,517</u>	Ending Fund Balance	<u>418,955</u>	<u>418,955</u>	<u>-</u>
<u>\$ 1,518,859</u>	<u>\$ 1,621,029</u>	<u>\$ 1,881,784</u>	Total Requirements	<u>\$ 2,379,972</u>	<u>\$2,379,972</u>	<u>\$ -</u>

Warrenton Urban Renewal Agency
Budget Document

Debt Service Reserve Fund 400 (800)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019- 6/30/2020			
Actual	Adopted Budget			Proposed by	Approved by	Adopted by	
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Budget Officer	Budget Committee	Governing Body	
<u>Resources</u>							
\$ 164,000	\$ 350,017	\$ 350,017	300000	Beginning Fund Balance	\$ 350,017	\$ 350,017	
186,017	33,190	150,000	391300	Transfer from URA Debt Service Fund	200,000	200,000	
350,017	383,207	500,017	Total Resources		550,017	550,017	-
<u>Requirements</u>							
				Debt Service:			
	425,342	471220	UR Bonds - Principal	482,445	482,445		
	74,675	472220	UR Bonds - Interest	67,572	67,572		
-	-	500,017	Total Debt Service	550,017	550,017		-
-	-	800000	Contingency				
-	-	500,017	Total Expenditures	550,017	550,017		-
350,017	383,207	-	Ending Fund Balance	-	-		-
\$ 350,017	\$ 383,207	\$ 500,017	Total Requirements		\$ 550,017	\$ 550,017	\$ -