

AGENDA

WARRENTON URBAN RENEWAL AGENCY

June 27, 2023 – 6:00 P.M.

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

Public Meetings will also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT CALENDAR

A. Urban Renewal Agency Meeting Minutes – 6.13.23

4. PUBLIC HEARING

A. Warrenton Urban Renewal Agency FY 2023-2024 Budget Adoption;
Resolution No. 23-02

5. BUSINESS – None

6. 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
 June 13, 2023
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, Or 97146

Vice Chair Baldwin convened the Urban Renewal Agency meeting at 8:05 p.m.

Commissioners Present: Chair Henry Balensifer, Mark Baldwin, Tom Dyer, Gerald Poe, and Paul Mitchell

Staff Present: Executive Director Esther Moberg, Acting Harbormaster Don Beck, and Secretary Dawne Shaw

CONSENT CALENDAR

A. Urban Renewal Agency Meeting Minutes – 5.09.23

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

Dyer – aye; Baldwin – aye; Poe – aye; Mitchell – aye; Balensifer - aye

BUSINESS ITEMS

Mayor Balensifer noted the change orders for the Warrenton Marina Work Pier Improvement Project. Commissioner Baldwin commented on the repeated change orders. Executive Director Esther Moberg stated staff has discussed this with the contractor. Acting Harbormaster Don Beck stated the project is close to completion. He explained the reasoning for this last change order. Discussion on the timeframe to allow usage; Mr. Beck stated there will be two full weeks with no vehicle traffic on the new concrete.

Commissioner Poe made the motion to approve Change Order #7-8 for the Warrenton Commercial Work Pier Rehab Improvements Project. Motion was seconded and passed unanimously.

Dyer – aye; Baldwin – aye; Poe – aye; Mitchell – aye; Balensifer - aye

There being no further business Chair Balensifer adjourned the URA meeting at 8:11 p.m.

APPROVED:

ATTEST:

 Henry A. Balensifer III, Chair

 Dawne Shaw, Secretary

WARRENTON URBAN RENEWAL AGENCY

Agenda Memorandum

To: The Honorable Chair and Members of the Warrenton Urban Renewal Agency
Date: June 27, 2023

**Regarding – Public Hearing for the Warrenton Urban Renewal Agency
Budget and consideration of *Resolution No. 23-02 Adopting the Warrenton Urban
Renewal Agency FY 2023-2024 budget as approved by the Warrenton Urban
Renewal Agency Budget Committee for the fiscal year commencing July 1, 2023 and
ending June 30, 2024***

SUMMARY:

The Warrenton Urban Renewal Agency Budget Committee met in May to review and deliberate on the proposed fiscal year 2023-2024 Budget.

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

The Agency may note that, as the governing board, the Agency 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 Agency 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. 23-02*
Date: June 27, 2023

RECOMMENDATION:

The Warrenton Urban Renewal Agency shall conduct a public hearing on the budget for fiscal year 2023-2024 as approved by the Warrenton Urban Renewal Agency Budget Committee. Then, the Warrenton Urban Renewal Agency may move to adopt the *FY 2023-2024 Budget* as approved by the Warrenton Urban Renewal Agency Budget Committee as set forth in Resolution No. 23-02.

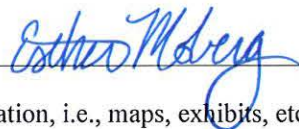
ALTERNATIVE:

The Agency may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2023, an adopted budget must be in place by June 30, 2023.

FISCAL IMPACT:

The Urban Renewal Agency budget includes total appropriations among all funds totaling \$7,771,034 for the fiscal year ending June 30, 2024.

Approved by Director: _____



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

RESOLUTION NO. 23-02

ADOPTING THE 2023-2024 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, 2023 AND ENDING JUNE 30, 2024

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 2023-2024 fiscal year, in the total sum of \$8,918,114 now on file at Warrenton City Hall.

Section 2. Be it resolved that the amounts for the fiscal year beginning July 1, 2023, are hereby appropriated for the purposes shown below, as follows:

<u>Capital Projects Fund</u>		<u>Debt Service Fund</u>	
Materials & Services	\$ 179,000	Debt Service	\$ 550,017
Capital Outlay	\$ 4,192,000	Transfers	2,300,000
Fund Total	<u>\$ 4,371,000</u>	Fund Total	<u>\$ 2,850,017</u>
<u>Debt Service Reserve Fund</u>			
Debt Service	\$ 550,017		
Fund Total	<u>\$ 550,017</u>		

Total Appropriations, All Funds	\$ 7,771,034
Total Unappropriated and Reserve Amounts, All Funds	1,147,080
Total Adopted Budget	<u>\$ 8,918,114</u>

Section 3. Be it resolved that the Budget Officer of the WURA is hereby directed to send, no later than July 15th, 2023, 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 a request for the Warrenton Urban Renewal District Plan Area that \$96,479,183 in increment value be used for the purpose of 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, 2023.

PASSED by the Warrenton Urban Renewal Agency this _____ day of _____, 2023

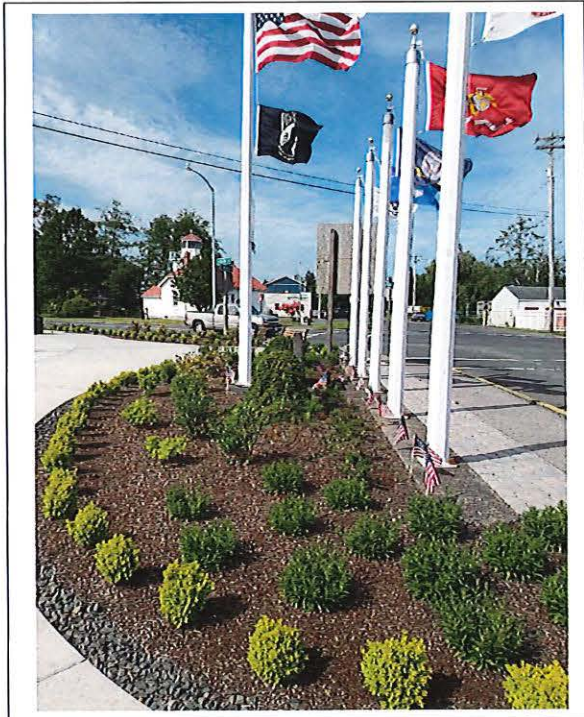
APPROVED by the Chairperson of the Warrenton Urban Renewal Agency this _____ day of _____, 2023

Chair, Warrenton Urban Renewal Agency

ATTEST:

WURA Secretary

Approved Budget



Fiscal Year 2023-2024

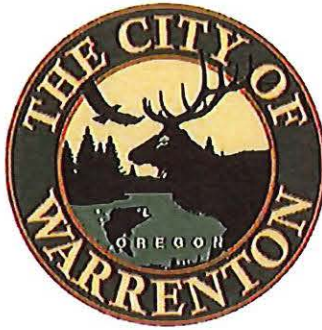


Warrenton Urban Renewal Agency



WARRENTON URBAN RENEWAL AGENCY
FISCAL YEAR 2023 – 2024 BUDGET
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Budget Message - Urban Renewal District

May 16, 2023

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. 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 2019, the City completed a substantial amendment providing for an approximate \$4.7 million in additional revenue over the life of the District.

The URA budget for the 2023-2024 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 tax increment revenue at \$847,233 with a total resource of \$3,177,169 in the Debt Service Fund. Staff is initially projecting transfers to the Capital Projects Fund in the amount of \$2,100,000 to use accumulated tax on a "pay as you go" basis, rather than incurring additional formal debt. If other project funding is needed and available during the year, possible loan proceeds are estimated at \$3,084,828.

As we look to the remaining years of the Urban Renewal through 2027-2028, several key projects remain to work on. Urban Renewal Agency, with the approval of the Urban Renewal Advisory Board will continue to offer façade grants in the Urban Renewal Area. Some new areas of focus will include the entrance to Quincy Robinson Park, with adding sidewalks, underground powerlines, and new streetlights. Perhaps the biggest project ahead is a goal of removing blight and updating some significant downtown buildings that have been vacant or underutilized due to lack of improvements in recent years. The Peterson property will also be under review for green space and parking. Finally, the temporary food cart area is well under way and just needs final work regarding the parking lot design and development of the area.

Respectfully submitted,

A handwritten signature in blue ink, reading "Esther Moberg". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Esther Moberg
Budget Officer

**Warrenton Urban Renewal Agency
Budget Committee Members
Fiscal Year 2023-2024**

Commissioners

- Mayor Henry Balensifer III
- Commissioner Paul Mitchell
- Commissioner Tom Dyer
- Commissioner Gerald Poe
- Commissioner Mark Baldwin

Appointed Members

- Budget Committee Member David Burkhart
- Budget Committee Member Flint Carlson
- Budget Committee Member Tommy Smith
- Budget Committee Member Angelo Schauermann
- Budget Committee Member William Kerr

Budget Committee Staff

- Esther Moberg, Budget Officer
- April Clark, Finance Director
- Dawne Shaw, City Recorder

Warrenton Urban Renewal Agency
Budget Document

Capital Projects Fund 200 (800)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 19,464	\$ 13,175	\$ 12,184	300000 Beginning Fund Balance	\$ 6,100	\$ 6,100	
\$ 468	225		360000 Miscellaneous Revenue			
91	23		361000 Interest Earnings			
		3,691,636	334140 Loan Proceeds - UR Bonds	3,084,828	3,084,828	
			Transfer from:			
152,114	119,457	2,450,000	Debt Service Fund	2,100,000	2,100,000	
172,137	132,880	6,153,820	Total Resources	5,190,928	5,190,928	-
			Requirements			
			Materials and Services:			
518	686	2,000	310000 Printing/Advertising/Publicity	2,000	2,000	
	330	2,000	320000 Dues/Mtgs/Travel/Training	2,000	2,000	
18,478	8,550	15,000	380000 Professional Services	50,000	50,000	
13,645		25,000	380001 Master Plans/Studies	25,000	25,000	
		25,000	380002 Bond Issue Costs	25,000	25,000	
19,337	16,697	80,000	390050 Façade Improvements	75,000	75,000	
51,978	26,263	149,000	Total Materials and Services	179,000	179,000	-
			Capital Outlay:			
	68,775	960,000	620011 Commercial Work Pier Improvements			
	3,050		620050 Landscape Improvements			
11,290	25,242	63,682	620051 Parking Lot Improvements(Food Pod)	30,000	30,000	
6,180		412,000	620084 SW 4th Street (S Main Ave-SW Alder Ct)	412,000	412,000	
64,047			620008 City Hall Parking Lot Lights			
25,467	539	4,569,138	620015 Downtown Improvement Project			
			620009 Building Purchases	2,000,000	2,000,000	
			620012 Building Refurbishments	500,000	500,000	
			620013 Underground Power/Quincy Park Project	1,000,000	1,000,000	
			620014 Skipanon Park Improvements	50,000	50,000	
			620098 Peterson Property Project	200,000	200,000	
106,984	97,606	6,004,820	Total Capital Outlay	4,192,000	4,192,000	-
-	-	-	800000 Contingency			
158,962	123,869	6,153,820	Total Expenditures	4,371,000	4,371,000	-
13,175	9,011	-	Ending Fund Balance	819,928	819,928	-
\$ 172,137	\$ 132,880	\$ 6,153,820	Total Requirements	\$ 5,190,928	\$ 5,190,928	\$ -

Warrenton Urban Renewal Agency
Budget Document

Debt Service Fund 300 (800)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Resources and Requirements		
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources		
\$ 1,915,184	\$ 2,242,812	\$ 2,659,510	300000	Beginning Fund Balance	\$ 2,269,936
780,656	894,957	847,234	311100	Current Ad Valorem Taxes	\$ 2,269,936
27,999	10,791	20,000	311200	Prior Taxes	847,233
19,758	16,746	15,000	361000	Interest Earnings	20,000
1,357			314100	County Land Sales	40,000
<u>2,744,954</u>	<u>3,165,306</u>	<u>3,541,744</u>	Total Resources		
				<u>3,177,169</u>	<u>3,177,169</u>
			Requirements		
			Debt Service:		
		200,000	471230	Other Principal and Interest	200,000
112,011	116,212	120,570	471220	UR 2012 Bonds - Principal	200,000
32,937	28,725	24,367	472220	UR 2012 Bonds - Interest	125,091
177,743	181,064	184,448	471240	UR 2016 Bonds - Principal	19,846
27,337	24,015	20,632	472240	UR 2016 Bonds - Interest	187,895
<u>350,028</u>	<u>350,016</u>	<u>550,017</u>	Total Debt Service		
				<u>550,017</u>	<u>550,017</u>
			Transfers:		
152,114	119,457	2,450,000	860020	Transfer to Capital Projects	2,100,000
		200,000	860040	Transfer to Debt Service Reserve	2,100,000
<u>152,114</u>	<u>119,457</u>	<u>2,650,000</u>	Total Transfers		
				<u>2,300,000</u>	<u>2,300,000</u>
-	-		800000	Contingency	-
<u>502,142</u>	<u>469,473</u>	<u>3,200,017</u>	Total Expenditures		
				<u>2,850,017</u>	<u>2,850,017</u>
<u>2,242,812</u>	<u>2,695,833</u>	<u>341,727</u>	Ending Fund Balance		
				<u>327,152</u>	<u>327,152</u>
<u>\$ 2,744,954</u>	<u>\$ 3,165,306</u>	<u>\$ 3,541,744</u>	Total Requirements		
				<u>\$ 3,177,169</u>	<u>\$ 3,177,169</u>

Warrenton Urban Renewal Agency
Budget Document

Debt Service Reserve Fund 400 (800)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024			
Actual	Adopted Budget			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23					
<u>Resources</u>							
\$ 350,017	\$ 350,017	\$ 350,017	300000	Beginning Fund Balance	\$ 350,017	\$ 350,017	
		200,000	391300	Transfer from URA Debt Service Fund	200,000	200,000	
350,017	350,017	550,017	Total Resources		550,017	550,017	-
<u>Requirements</u>							
				Debt Service:			
		505,017	471220	UR Bonds - Principal	505,017	505,017	
		45,000	472220	UR Bonds - Interest	45,000	45,000	
-	-	550,017		Total Debt Service	550,017	550,017	-
-	-		800000	Contingency			
-	-	550,017		Total Expenditures	550,017	550,017	-
350,017	350,017	-		Ending Fund Balance	-	-	-
\$ 350,017	\$ 350,017	\$ 550,017		Total Requirements	\$ 550,017	\$ 550,017	\$ -

Added - 5.A



BEND, OR
2777 NW Lolo Drive, Suite 150
Bend, OR 97703
(541) 317-8429
www.aks-eng.com

KEIZER, OR
3700 River Road N, Suite 1
Keizer, OR 97303
(503) 400-6028

TUALATIN, OR
12965 SW Herman Road, Suite 100
Tualatin, OR 97062
(503) 553-6151

VANCOUVER, WA
9600 NE 126th Avenue, Suite 2520
Vancouver, WA 98682
(360) 882-0419

AKS Engineering & Forestry, LLC CONTRACT AMENDMENT NO. 1

Date: **June 21, 2023**
Client Name: **City of Warrenton**
Contact: **Esther Moberg**

Project Name: **Warrenton Parking Lot**
Project No: **10205**
Effective Date:

The subject contract is herein amended to incorporate the following:

Services to be Performed:

1. **Final Engineering Services** – AKS will conduct the following final civil engineering services:
 - a. Preliminary Grease Interceptor Layout (30% Design) –
 - Prepare layout based on the existing conditions plan and City concept layouts.
 - Includes time for one virtual meeting (0.5 hours) to review/discuss layout and any identified issues/constraints.
 - b. Prepare the following final engineering plans (100%) that are stamped by a Professional Engineer (PE) in the state of Oregon to obtain construction permits for required on-site public and private improvements:
 - Grease Interceptor Plan/Composite Utility Plan
 - ODOT
 - Driveway Access Plan
 - Driveway Spot Elevation Plan
 - Storm Drainage Plan
 - ODOT Details
2. **Construction Permitting Services** - AKS will conduct the following final civil engineering services:
 - AKS will address comments and issues raised during the ODOT review processes.
 - AKS will coordinate directly with the ODOT to obtain permit approvals.

Assumptions:

1. The City does not want to establish easements for cross lot drainage and access etc.
2. The City does not want to perform a right-of-way vacation of the alley splitting City properties.
3. The City will waive requirements for landscaping.
4. Fire and life safety compliance analysis and design are not included in the AKS scope.
5. Layout of the food cart area, appurtenances, carts etc. are not included in AKS scope.
6. Stormwater detention and treatment are not warranted by this project.
7. ODOT will not require additional frontage improvements.
8. ODOT will be amenable to the placement of a singular catch basin along the site frontage to address historic ponding and not require broader improvements to address drainage.

Schedule:

Compensation: Client agrees to pay AKS Engineering & Forestry, LLC for the above services on the basis of:

- ☐ A lump sum fee of ☐ Plus reimbursable expenses as set forth in the prime contract
- ☒ An hourly labor rate plus reimbursable expenses per AKS Engineering & Forestry Standard Fee Schedule.
- ☐ An hourly labor rate per the attached charge rate schedule.

Contract Fee:

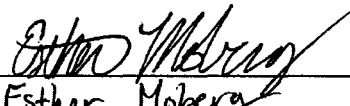
Original Fee:	\$ 25,000.00
Previous Amendments:	\$ -
Fee Adjustment Per Amendment:	\$ 9,500.00
Contract Value with Amendments:	\$ 34,500.00

The general understandings applicable to the Contract and Contract Amendment are set forth in the Standard Contract Provisions and made a part hereof. The Standard Contract Provisions are: ☐ attached ☒ included with the Original contract dated May 11, 2023.

The completion date, contract price, and all other terms, covenants and conditions of the above referenced Contract, except as duly modified by this and previous amendments, if any, remain in full force and effect.

AKS Engineering & Forestry, LLC

Acknowledgment and Authorization to Proceed

By: _____	The undersigned hereby acknowledges this agreement and authorizes AKS Engineering & Forestry, LLC to proceed accordingly:
Print Name: _____	
Title: <u>Project Manager</u>	
By: _____	By: <u></u>
Print Name: _____	Print Name: <u>Esther Moberg</u>
Title: <u>Principal</u>	Title: <u>Executive Director Urban Renewal Agency</u>
