



Annual Report *Highlights*

City Manager, Esther Moberg

January—December
2023

Marinas

Warrenton Marina

- Major construction on the pier involving engineering upgrades and facelift was completed *significantly under budget*.
- Removal and disposal of the derelict boat (Master Chris)
- Removal and disposal of the derelict sailboat (Indifference).
- Approximately 90 linear feet of the commercial E-Dock was overhauled.
- Replaced two 12"X60' main dock piles on the commercial E-Dock.
- Replaced one 16"X60' finger pile on the commercial E-Dock.
(*This was an emergency replacement*)
- Painted all the guardrails leading to the gangway ramps.
- Installed new throw rings and fire extinguishers on the commercial E-dock.
- Replaced the main feed electrical junction boxes for A and B docks.
- Independent dock assessment for the inner basin is in review.
- New camera for the dumpsters and commercial parking lot.
- Annual moorage sold for 2023 was a record year 274 sold in 2023 VS. 211 sold in 2022.
- Record number of monthly campers
- Offloaded 122,397 pounds of live crab.
- Marina entrance sign painted and new graphics.

Marinas

Hammond Marina

- Overhauled and reconfigured the gangway ramp landing docks for A and B Docks.
- A and B docks, 30' wooden gangway ramps were replaced with two 45' aluminum ramps.
- Overhauled approximately 300 linear feet of main dock and finger docks, to include new floats, substructure and deck boards.
- Electrical services for both A and B Docks were replaced with underground fed meter bases.
- Electrical feeds from the new meter bases to the docks main junction box were replaced on both A and B Dock.
- The North end of E-Dock was reconfigured, which added three extra side tie slips.
- The bank stabilization, Big River has completed the work. North Coast Engineering will monitor it.
- Staff saved a boat that was sinking. Staff could not contact the owner and made a decision to load it on the marina's spare trailer. The owner was very happy with the decision made by the marina staff to save his boat.
- New welcome sign with graphics.

Marina Office

- Newly designed, Welcome brochure.
- Newly designed, user-friendly rate sheet.
- Newly designed maps for both Warrenton and Hammond marinas.
- New online reservation system.
- Improvements to annual moorage renewal.

Library

- Successfully passed operations levy May 2023
- Social Media reach increased 76%
- Revitalized the Friends of the Warrenton Community Library:
Increased board membership
- Stabilized FOWCL financials (created budget)
- Created *Request for Reconsideration Policy* and form
- Revised *Collection Development Policy*
- Successfully applied for and received \$5,000 grant to grow children's circulation materials collection.

City Recorder

- New Commission Chamber Chairs
- Finalized A/V selection for Commission Chambers
- Painted Commission Chambers/New Carpet
- Hiring Deputy Recorder
- New Records Request Software
- 94 Public Records Requests

Police

- Completed replacement of the video server for our body cameras and dash cameras. Replaced all of our body cameras with the latest version that has additional features including officers being able to access video on their department cell phones.
- Replaced two aging patrol vehicles with two new Chevrolet Tahoes.
- Obtained a \$5,000 grant from the Walmart Foundation for Shop with a Cop and helped 24 students with presents for Christmas.
- Hired Ofc. Rempfer who filled the 12th sworn position and marked the first time we have been full-staffed for over 5-years.
- WPD longevity: Ofc. Berndt completed his 19th year, Chief Workman completed his 15th year, Ofc. Dalrymple completed his 13th year, Ofc. Wirt completed his 10th year (actually his 14th year with the city if you count his Reserve Officer and Marina time), Sgt. Pierce just completed his 7th year, and Ofc. Hollaway completed his 6th year with the department.
- With regard to overall management/supervision experience, Sgt. Pierce has over 40 years of experience and Chief Workman has over 33 years for a combined law enforcement experience and knowledge of over 73 years.
- The officers and the staff combined to take over 1,460 hours of training in 2023.
- Successful passing of Police Levy with slight levy increase.

Community Center

- The Community Center had a new gas line and grease trap put in this past year. The kitchen was deep cleaned. We have had a long-term renter in the center, Wednesday-Friday, for the past several months. The additional rent has helped to provide a nice cushion in the fund. We ordered new chairs that should arrive in January of 2024. We are working with the City Manager and PW to upgrade technology at the center to procure high quality cameras at the Community Center and Quincy Robinson Park.

Finance

This year the Finance Department has been busy implementing several new software.

- In February of 2023 we finalized our FYE 2022 audit. We are wrapping up our FYE 2023 now.
- We assisted in the building departments migration from Springbrook to Accela's ePermitting web-based software. As a result we are now using a separate credit card processor strictly for payments accepted through ePermitting.
- Columbia Bank merged with Umpqua Bank. Finance had to learn a new system, update our file formats in Springbrook to be compatible with the new site. The merger was successful overall but there were several unanticipated issues on the Umpqua Bank side.
- The State of Oregon rolled out Paid Leave Oregon in January of 2023. Along with Paid Leave Oregon they created a new site for reporting called Frances. This rolled out in 2022 but new features and updates were rolled out throughout calendar year 2023.
- Alongside the admin department, the finance department has implanted two new modules in Springbrook, Human Resources and Employee Self Serve. We are in the process of beta testing within the Finance and Admin department. The Human Resources module will help to streamline employee personnel and payroll tracking. The Employee Self Serve module will allow employees to request time off online as well as view pay stubs, w-2s, misc. documents, etc.
- The Finance Department has also recruited for and filled all but one position in our department over the past year. We are still down 1 part time employee.

Fire & Safety

1,442 Emergency Calls responded to in 2023

48 regularly scheduled Wednesday training for firefighters including 1,718 hours of training, 85.9 average hours of training per volunteer firefighter

Projects Completed in 2023:

- Painted the Hammond Fire Station.
- 2 new command staff vehicles.
- New Digital Fire Extinguisher prop for training.
- Received grants from FEMA for extraction equipment.
- Received grants from Oregon State Fire Marshals Office for a new wildland truck and funds to hire three seasonal firefighters for summer help.
- Hired a part-time Administrative assistant.
- New uniforms for volunteers
- Fire escape trail built at Camp Kiwanilong for campers
- Annual Firehose and pump testing.
- Teamed with Clatsop County Sheriff's Office Support Group to provide better partnerships for First Responder mental health support.
- Planning and executing memorial service for firefighter volunteer John Sleutel at Warrenton Middle school.
- Provided over 100 holiday food baskets for Warrenton Community members.
- Working on a build out of the community trailer
- Ordered replacement for a 27 year old utility vehicle.
- Ordered equipment (eom grant) for the City Emergency Operations Center.
- Currently teaching 5th grade students STEAM classes at Camp Rilea on curriculum water hydraulics and how it is applied in the fire service.

Chief Alsbury is newly appointed this past year to the Clatsop County Ambulance Service Agreement Board to help give oversight of the Medix Ambulance service.

Warrenton Fire Department has had a challenging year, there was a 22% increase in emergency calls, and a decreased response from the volunteer firefighters, including the death of a very active volunteer firefighter. Over the last 4 years our call volume has doubled.

Public Works

- Constructed S Main/SW 9th St intersection widening project (to better accommodate turning movements for school buses, Firetrucks, RV's and motor-homes, and pedestrian safety).
- Asphalt overlayed 10 roads throughout Warrenton, Hammond and Ft Stevens (including: 8th St SW, Cedar Dr., Kalmia Ave., 9th St SW, Russell Pl., 5th Ave SW, Fifth Ave., Pacific Dr., Silverside St., Alder Ave).
- Crack-filled some 50 roads throughout Warrenton, Hammond and Ft Stevens, totaling 53,566 LF of crack-fill.
- Completed construction of the new roof at the WTP.
- Awarded \$2M Oregon Safe Routes to School Grant.
- Commission presentation and approval of Wastewater Facility Plan Update. (New Waste Water Treatment Plant).
- 50% Design of the Raw Waterline 2 project.
- Started the design process/restarted project for the Hammond Waterline.
- 90% Design of the E. Harbor (SE Marlin to Downtown) waterline project
- Completed Industrial Users Survey Report.
- Final design and bid of Safe Routes to School Phase I project.
- Restored grant funding for Tide-gate #9.
- ♦ Complete rebuild of Public Works team including hire, promotion, or re-class of:
 - Public Works Director
 - Operations Manager
 - Utility Foreman
 - Engineer Tech
 - Project Coordinator
 - Analyst
 - Executive Secretary
 - Office Assistant
 - WTP Supervisor and Operator
 - WWTP Operator
 - Refuse I & II Drivers
 - Mechanic

Planning

- A group of PSU students reviewed and presented available Warrenton land for housing in 2023.
- Received a DLCD grant for Housing Code Amendment
- Received a grant to place an Accessory Dwelling Unit (paid for by the grantee) to a private homeowner who had tried and failed many times to alleviate issues with overcrowding in their current housing situation.
- Temporary Psilocybin Ban while bringing forward to ballot
- Successfully added Seafarers Park area (Hammond Marina) as well as redrawing boundaries of city limits to correct what was accidentally left out when Hammond became part of Warrenton in 1999.
- Started Mini storage cap (code amendment)
- Started code compliance review for new storage boxes.
- Worked on over 45+ code compliance and nuisance issues.
- Sign code task force completed their recommendations and sent to planning commission for further review.
- Sent out a RFP for Development and nuisance code audit (no response).

Urban Renewal

- Renovated exterior of 69 NE Heron Building
- Engineering Design completed for Urban Renewal Parking lot/Food pod area
- New IGA for Peterson property City/Urban Renewal
- Minor amendment to Urban Renewal plan
- Moved forward with potential grant at 60 N. Main (in process)
- Work Pier completed
- Added 3+ Food carts to food truck pod

Building

- Hallie Homolac completed her training course with the Oregon State Building Codes Division in December, to become a certified residential inspector and plans examiner.
- Christian Jensen was promoted to the position of Building Official in August after serving for 3 years as the City's building inspector.
- The Building Department adopted the Oregon ePermitting system in March 2023, modernizing the department's permitting, plan review, and inspection capabilities and allowing for greater efficiency.
- The Building Department issued (264) permits in 2023; no increase/decrease from 2022.
- The Building Department completed (809) inspection trips in 2023; a 40% increase of from 2022, due to a significant increase in multi-family housing construction.
- The Building Department issued certificates of occupancy for (6) new commercial buildings including.
 - Trillium House Apartments
 - Scoular (SDYB) Fishmeal Processing Plant
 - Chipotle Restaurant
 - Osburn Plumbing Showroom/Warehouse
- The Building Department issued certificates of occupancy for (16) new residential buildings including.
 - (10) Single-family Homes
 - (4) Duplexes
 - (2) Accessory Dwelling Units

Administration

- New Lease at 69 NE Heron (Battery 245)
- Community input at 69 NE Heron (open house with businesses attending)
- Facilitated Request for Expressions of Interest proposals at the Hammond Marina Lease area
- Ended lease at 60 NE Iredale due to tenant not paying lease or back taxes.
- Moved forward with lease at Hammond Marina – next steps will be to review future plans and determine new lease parameters
- Added a Mechanic position at the Public Works Department.
- Added a Project Coordinator position at the Public Works Department.
- Reviewed 5 positions and reclassified 3 positions at Water Treatment and Wastewater Treatment Plant
- Reviewed 3 positions: Police Chief, Police Sergeant, and Deputy City Recorder. Added a job description (Tech III) in Building Department for potential future building growth. Updated Fire Department job descriptions.
- Put 3 city owned vacant lots up for sale. (Sold 2).
- Successfully transferred ownership of the HeadStart building to HeadStart.
- Created lease for VFW at former library building.
- Visited multiple wastewater treatment plants in review of SBR vs. MBR plant for future of City.
- Created Cybersecurity policy.
- Negotiated with Police Union new 3 year contract.
- Started Emergency Operations planning and training with Department Heads.
- Started Feasibility study for City Hall and Community Center.
- Presented a proposal to NWOHA regarding their building.
- Hired a lobbyist for WWTP funding.
- Created a new concession stand lease.
- Created new seniors agreement for Community Center.
- Hired new Finance Director.
- Hired new Building Official.
- Hired Interim Harbor Master.
- Created new Surplus Water Agreement for Gearhart.
- Upgraded domain and email urls for entire city.
- Moved City Hall and Public Works to new VOIP phone system.
- Successfully passed Library Levy.