

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
June 27, 2017 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **OATH OF OFFICE**
5. **COMMISSIONER COMMENTS/COMMUNICATIONS/AGENDA ADDITIONS**
6. **CONSENT CALENDAR**

- A. City Commission Meeting Minutes – 6.13.17
- B. Building/Planning Dept. Activity Report – May 2017
- C. Fire Dept. Activity Report – May 2017
- D. Police Dept. Monthly Statistics – May 2017
- E. WBA Meeting Minutes – 3.08.17
- F. Monthly Finance Report – May 2017

7. **PUBLIC COMMENT (AGENDA ITEMS)**

At this time, anyone wishing to address the City Commission concerning items on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. 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.

8. **BUSINESS ITEMS**

- A. Public Hearing and Consideration of Resolution No. 2496; Declaring the City's Election to Receive State Revenues

- B. Public Hearing and Consideration of Resolution No. 2492; Adoption the City of Warrenton's FY 2017-2018 Budget
- C. Public Hearing for Approval of Exemption from Competitive Process for Artist for Bronze Soldier Monument
- D. Recology Presentation
- E. Consideration of Adoption of the 2018 – 2023 Capital Improvement Program
- F. Consideration of Request for Amendment to Administrative & Personnel Policy – Related to Donations of Sick Leave
- G. Consideration of Lease Renewal – Doug Westerlund
- H. Consideration of Sub-Lease Renewal – Sturgeon Paul's (Hammond Marina)
- I. Consideration of Res. No. 2489; Adopting & Setting Rates & Fees for the Warrenton Community Center, Effective July 1, 2017
- J. Consideration of Res. No. 2490; Adopting Water Department Rates, Establishing July 1, 2017 as the Effective Date, and Repealing any Other Resolutions in Conflict
- K. Consideration of Res. No. 2493; Updating City of Warrenton Sewer Rates, Establishing July 1, 2017 as the Effective Date, and Repealing any Other Resolutions in Conflict
- L. Consideration of Res. No. 2495; Updating City of Warrenton Recycling Rates, Establishing July 1, 2017 as the Effective Date, and Repealing any Other Resolutions in Conflict
- M. Consideration to Set Public Hearing for Street Vacation of a Portion of NW 6th
- N. Update on Moratorium

8. PUBLIC COMMENT

At this time, anyone wishing to address the City Commission concerning items of interest not already on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. 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.

9. EXECUTIVE SESSION

10. 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, Deputy City Recorder, at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

6-A

MINUTES
Warrenton City Commission
Regular Meeting – June 13, 2017
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

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

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

Staff Present: City Manager Linda Engbretson, Police Chief Matt Workman, Fire Chief Tim Demers, Finance Director April Clark, Public Works Director Jim Dunn, Public Works Operations Manager Kyle Sharpsteen, Community Development Director Skip Urling, and Deputy City Recorder Dawne Shaw

Mayor Balensifer stated he would like to add an item to the agenda, before the consent calendar – a Demonstration of the new K9 Police Officer. Consensus was to allow.

COMMISSIONER COMMENTS

Commissioner Newton mentioned the Kiwanis gave away 2 bikes for the “BUGS” program, at Warrenton Grade School.

Commissioner Dyer welcomed everyone and thanked the 3 people that put in for the vacant Commission position. He noted it is a very tough decision.

Commissioner Ackley welcomed everyone and noted it was nice to see the launch ramps full of boats for Sturgeon fishing. She also noted the 3 good options for the vacant seat.

Mayor Balensifer stated he toured the Air Assault School and observed Disaster training at Camp Rilea. He stated there are items the military noted they can work with the City on. He also attended the LCTC committee meeting and gave a brief update.

City Manager Engbretson stated she had received a draft Charter amendment ordinance from legal counsel Chad Jacobs. She will get copy out to the Commission and set up a work session.

Mayor Balensifer noted items to add to the consent calendar; a letter from Scott Widdicombe regarding the Charter amendment; and letter from Christine Bridgens in support of Mark Baldwin for the vacant Commission seat.

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

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

Officer Robert Wirt introduced new K9 Officer, Gabe. He explained the process of finding the dog and shared photos of the process. Officer Wirt noted Lylla Gaebel donated \$5000 and he also introduced Colton McMaster. Mr. McMaster told his grandparents he would like to donate to a community program in lieu of a birthday gift; and the grandparents donated \$100 to the K9 program. There will be a BBQ on July 26 to raise funds for the K9 program; the cost is \$30/plate. He asked the Commission to put together baskets to raffle off and noted there will be also be a raffle for fishing trips and a live auction for 2 Blazer seats at hoop level. City Manager Engbretson asked the Commission if they would consider paying the fee for the Community Center from the general fund for the July BBQ - Consensus was to allow. Officer Wirt and Gabe proceeded to give a demonstration on locating drugs in the Commission Chambers. Police Chief Workman noted Officer Wirt and Gabe are now fully certified, and hopes that Gabe will start making some “big finds” in the community.

PUBLIC COMMENT (Agenda Items) – NONE

BUSINESS

Mayor Balensifer noted the Commission held a Meet & Greet with the three applicants for the vacant City Commission Position No. 2. Mr. Paul Mitchell, Mr. Mark Baldwin and Mr. Ronald LeChurch were present and participated in the meeting with members of the public, the Mayor and Commission members. The opportunity was provided for the public to give their input and all comments were forwarded to the Commission. Each applicant then gave a brief statement highlighting their background and experience. Brief discussion followed on the difficulty of this decision and the caliber of each applicant. The voting process was explained; noting the swearing in will be at the next meeting.

Deputy City Recorder Dawne Shaw read aloud the ballots cast.

Dyer – Baldwin; Balensifer – Mitchell; Ackley – Baldwin; Newton – Mitchell

The vote resulted in a tie and Mayor Balensifer asked the Commission if they wish to re-vote. Brief discussion followed. Mr. Mitchell withdrew his name in favor of Mark Baldwin, and stated he would rather have a full counsel than a split vote.

Commissioner Dyer made the motion to appoint Mark Baldwin to fill the unexpired term of Commission Position No. 2, effective upon Oath of Office. Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

Finance Director April Clark presented the staff report on Resolution No. 2489, Adopting and Setting Rental Rates and Fees for the Warrenton Community Center, effective July 1, 2017. She noted the rates have not increased since July 2014, and reviewed the details as outlined in the agenda memo. Commissioner Newton noted it is still the cheapest place around. Mayor Balensifer noted past maintenance costs and the importance that city properties be self-sustaining.

Commissioner Dyer made the motion to conduct the first reading, by title of Resolution No. 2489; *Adopting and Setting Rental Rates and Fees for the Warrenton Community Center, effective July 1, 2017.* Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

Mayor Balensifer conducted the first reading by title only of Resolution No. 2489; *Adopting and Setting Rental Rates and Fees for the Warrenton Community Center, effective July 1, 2017.*

City Manager Linda Engbretson reviewed proposed Resolution No. 2490. The Budget Committee approved a 7% water rate increase for Fiscal Year 2017-2018. This resolution reflects this increase. Brief discussion followed.

Commissioner Newton made the motion to conduct the first reading, by title of Resolution No. 2490; *Adopting Water Department Rates, Establishing July 1, 2017, as the Effective Date, and Repealing any Other Resolutions in Conflict.* Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

Mayor Balensifer conducted the first reading by title only of Resolution No. 2490; *Adopting Water Department Rates, Establishing July 1, 2017, as the Effective Date, and Repealing any Other Resolutions in Conflict.*

Police Chief Workman presented Resolution No. 2491, Approving and Adopting Increases to the 2016-2017 budget by increasing appropriations for unanticipated revenues totaling \$9956.00. He reviewed his staff report as included in the agenda packet and noted there needs to be a budget adjustment prior to the end of the fiscal year on June 30, 2017 to include the unanticipated revenues.

Commissioner Ackley made the motion to approve Resolution No. 2491; *Adopting and Adopting Increases to the 2016-2017 Budget by Increasing Appropriations for Unanticipated Revenues Totaling \$9956.00.* Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

City Manager Linda Engbretson reviewed proposed Resolution No. 2493, which increases sewer rates by 5%, as recommended and approved by the Budget Committee, effective July 1, 2017.

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Warrenton City Commission

Regular Meeting – 06.13.17

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Commissioner Dyer made the motion to conduct the first reading, by title of Resolution No. 2493; *Updating City of Warrenton Sewer Rates, Establishing July 1, 2017 as the Effective Date, and Repealing any Other Resolutions in Conflict.* Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

Mayor Balensifer conducted the first reading by title only of Resolution No. 2493; *Updating City of Warrenton Sewer Rates, Establishing July 1, 2017 as the Effective Date, and Repealing any Other Resolutions in Conflict.*

City Manager Linda Engbretson reviewed Resolution No. 2495; Adopting and Setting New Rates for Recycling Services and Repealing All Resolutions in Conflict. She noted the rate increase is from \$6.97 to \$7.13 for every other week pickup, effective July 1, 2017. This rate increase is based in the annual CPI. Ms. Engbretson noted the agreement with Recology has an annual increase; and Recology will be at the next meeting to talk about the rate increase and DEQ, asbestos, etc.

Commissioner Ackley made the motion to conduct the first reading, by title of Resolution No. 2495; *Adopting and Setting New Rates for Recycling Services and Repealing All Resolutions in Conflict.* Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

Mayor Balensifer conducted the first reading by title only of Resolution No. 2495; *Adopting and Setting New Rates for Recycling Services and Repealing All Resolutions in Conflict.*

Public Works Director Jim Dunn stated the Public Works Department has three vehicles that have been replaced and need to be declared as surplus. He noted the vehicles are a 1998 Peterbuilt Garbage Truck, a 1994 Ford F150 Pickup and a 1997 Ford F150 Pickup; details are outlined in the agenda packet. He stated the department intends to sell them at a public auction.

Commissioner Ackley made the motion to declare the listed vehicles as surplus and allow staff to dispose of them in accordance with the City Surplus Property Procedures. Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

Public Works Director Jim Dunn presented his staff report on the Intergovernmental Agreement with the Oregon Water/Wastewater Agency Response Network, (ORWARN). He noted the Oregon Revised Statute recognizes the need for governmental agencies to pool public resources periodically to expedite projects and remedy staffing limitations. The City of Warrenton Public Works Department may require, on an emergency basis, certified utility operators from other agencies to operate treatment and distribution facilities. Mr. Dunn stated the ORWARN IGA was developed for this purpose. He noted members have access to the ORWARN website,

MINUTES

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allowing a member to locate the emergency equipment (pumps, generators, excavators, etc.) and trained personnel (e.g. treatment plant operators) needed in an emergency. He noted FEMA originally started this program and many states participate. Brief discussion followed.

Commissioner Dyer made the motion to approve the Water/Wastewater Agency Response Network (ORWARN) Intergovernmental Agreement. Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

Police Chief Workman presented the Police Dispatch Services Agreement with the City of Astoria for Fiscal Year 2017-2018. He noted the FY 2017-2018 dispatch services will cost the City \$191,064, an increase of \$3,968 (2.12%) from \$197,096 in FY 2016-2017. Discussion followed on consolidation of 911 resources.

Commissioner Ackley made the motion to approve the Police Dispatch Services Agreement with the City of Astoria for Fiscal Year 2017-2018, and to have the Mayor and the City Manager sign the agreement. Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

Community Development Director Skip Urling presented Resolution No. 2494, Approving Increases and Decreases to the 2016-2017 Budget by Making an Intrafund Transfer of Appropriations. He stated when Building Inspector Jim Byerly retired, the City contracted with M&B Building Services LLC to perform commercial plan and fire life safety reviews and inspections. Mr. Urling noted there are large costs associated with Pacific Seafoods. M&B's expected invoice for June is approximately \$10,000; without a budget amendment, the Building Division Fund will exceed budgeted expenditures for Fiscal Year 2016-2017. Staff recommends an Intrafund transfer of \$35,000 from the Building Division contingencies to Professional Services line items to maintain a positive balance in the Materials and Service portion of the budget.

Commissioner Dyer made the motion to adopt Resolution No. 2494; *Approving Increases and Decreases to the 2016-2017 Budget by Making an Intrafund Transfer of Appropriations in the amount of \$35,000 from the Building Division Budget.* Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

Fire Chief Demers presented the Fire Dispatch Services Agreement with the City of Astoria for Fiscal Year 2017-2018. He noted the FY 2017-2018 dispatch services will cost the City \$26,607, an increase of \$1,457 (5.79%) from \$25,150 in FY 2016-2017.

Commissioner Ackley made the motion to approve the Fire Dispatch Services Agreement with the City of Astoria for Fiscal Year 2017-2018, and to have the Mayor and the City Manager sign the agreement. Motion was seconded and passed unanimously.

Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye

PUBLIC COMMENT

Scott Widdicombe requested an update on the status of hiring a new City Attorney. He also asked for clarification in regards to FEMA and dike certification. Mayor Balensifer noted Diking District 1 is now provisionally accredited, which is temporary until it can be accredited.

Mayor Balensifer asked the Commission if they object, to have staff prepare an ordinance or resolution to place a moratorium on building mini storage units on Harbor and South Main until the code can be amended. Consensus was to allow.

There being no further business Mayor Balensifer adjourned the regular meeting at 7:14 p.m.

APPROVED:

Henry Balensifer, Mayor

ATTEST:

Dawne Shaw, Deputy City Recorder

6-B

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Skip Urling, Community Development Director
DATE: For the Agenda of June 27, 2017
SUBJ: Building Permits and Land Use Activity May 2017

A handwritten signature in blue ink, appearing to be 'S. Urling', is written over the 'FROM' and 'DATE' lines of the memorandum.

SUMMARY

Building Permits

1 **SINGLE FAMILY DWELLING**

17-003SFR on SE 13th Street

Land Use Activity

1 **PRE-APPLICATION**

PRE-17-10 Pacific Coast Seafood SDR Modification to add 15,000 square feet

VARIANCE

Soloman Road Length off Hwy 104 Spur

SIGNS

SIG-17-4 Wall Sign at Hwy 101

LUCS

LUCS-17-10 Fort George Brewery Distribution

PROJECTS UNDER REVIEW

Pacific Coast Seafood Approved Site Design Modification
Fort George Distribution Facility Site Design Review
Antoine Simmons Skipanon Apartments 40 Units Conditional Use Permit and Site Design
Review
Warrenton Christian Church Addition Conditional Use Permit
Fort Pointe PUD 160 single family dwelling lots and 100-200 duplex
townhomes/multifamily units

RECOMMENDATION/SUGGESTED MOTION

Not applicable

ALTERNATIVE

Not applicable

FISCAL IMPACT

Approved by City Manager:

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

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



Warrenton Fire Department

P.O. Box 250 Warrenton, OR 97146-0250 503/861-2494 Fax 503/861-2351

6-C

STAFF REPORT

Date: June 27, 2017
To: The Members of the Warrenton City Commission
Linda Engbretson, City Manager
From: Tim Demers, Fire Chief
Re: Fire Department Activity Report for May, 2017

May, 2017 Emergency Response Activity -

The Warrenton Fire Department responded to 103 emergency calls during the month of May, 2017. The department responded to 72 EMS (emergency medical service) calls, 10 motor vehicle crashes, and 19 service calls. There were 2 reportable fires during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 7 volunteers responded per call throughout the month. During the month of May, 68.0%, or 70 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 33 calls, or 32.0%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

May, 2017 Training -

The department held 4 regularly scheduled Wednesday evening training sessions during the month of May, with an average attendance of 21 volunteers per drill. The department offered 4 additional training session during the month of May.

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WARRENTON POLICE DEPARTMENT MAY 2017 STATISTICS JUNE 27, 2017



News & Events:

- The WPD assisted the Warrenton Grade School with a Tsunami Evacuation drill on May 26th.
- The WPD assisted with security at Senator Merkely's town hall at the high school. There were no incidents or problems.
- The WPD participated in the Memorial Day Service at the Post Office Park. Officer McKee read a poem written by Alena McMaster, wife of Robert "Bernie" McMaster as USCG alumni and WPD Reserve Officer who lost his life in the line of duty in 1996. Res. Officer Jeff Rusiecki, a USCG alum, laid a wreath at the memorial for McMaster.
- Officer Wirt and K9 Gabe completed their training and passed the certification tests. They are now a fully certified K9 team and have started working together on patrol. They assisted APD at a traffic stop and Gabe found a hidden compartment that had been used to conceal drugs. A subsequent search of the rest of the car found heroin and meth.
- Chief Workman attended the Warrenton Grade School Awards Ceremony where he and three other Kiwanis Clun Members gave out 88 awards to students in the 3rd, 4th, & 5th grade classes who increased their grades over the school year. They also had a drawing for a boys and girls bicycle for two of the students. Two teacher appreciation awards were given out as well.
- Officer Hollaway is in his fourth week at the academy and is doing very well both with technical skills and academically.

May Statistics (% changes are compared to 2017)							
Category	2017	2016	% Chg	2015	% Chg	2014	% Chg
Calls for Service	679	737	-8%	791	-14%	658	3%
Incident Reports	179	160	12%	149	20%	118	52%
Arrests/Citations	78	113	-31%	99	-21%	67	16%
Traffic Events	153	249	-39%	250	-39%	201	-24%
DUII Calls	5	7	-29%	1	400%	2	150%
Traffic Accidents	14	21	-33%	19	-26%	74	-81%
Property Crimes	66	58	14%	49	35%	155	-57%
Disturbances	55	76	-28%	79	-30%	153	-64%
Drug/Narcotics Calls	5	8	-38%	5	0%	5	0%
Animal Complaints	31	29	7%	21	48%	29	7%
Officer O.T.	282	55.75	406%	73.5	284%	90	213%
Reserve Hours	30	65	-54%	116	-74%	90	-67%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	571	524	638	553	679				
Incident Reports	138	135	217	150	179				
Arrests/Citations	58	70	88	117	78				
Traffic Events	185	144	174	128	153				
DUII Calls	2	8	4	4	5				
Traffic Accidents	13	17	20	22	14				
Property Crimes	50	57	46	35	66				
Disturbances	49	47	68	61	55				
Drug/Narcotics Calls	6	6	4	5	5				
Animal Complaints	15	9	19	24	31				
Officer O.T.	104	136.5	214.25	284.25	282				
Reserve Hours	34.5	28.5	16.5	31	30				

Oct	Nov	Dec	2016 YTD	2016 Estimate	2016	2016 v 2015	2015	2016 v. 2014	2014	2016 v. 2013
			2965	7116	7982	-11%	8239	-14%	8317	-14%
			819	1965.6	1739	13%	1749	12%	1515	30%
			411	986.4	961	3%	925	7%	994	-1%
			784	1881.6	2407	-22%	2353	-20%	2220	-15%
			23	55.2	37	49%	15	268%	14	294%
			86	206.4	219	-6%	291	-29%	408	-49%
			254	609.6	850	-28%	805	-24%	1374	-56%
			280	672	855	-21%	781	-14%	1359	-51%
			26	62.4	73	-15%	42	49%	80	-22%
			98	235.2	294	-20%	311	-24%	318	-26%
			1021	2450.4	1789	37%	1249	96%	997.5	146%
			140.5	337.2	577	-42%	901.75	-63%	804.75	-58%

The following is a graphic representation of statistics for May 2017 using our CrimeReports.com membership. If you go to the website you can zoom in on each incident for more details.

- | | | | | |
|--|--|--|---|---|
| Violent
<input checked="" type="checkbox"/> Assault
<input checked="" type="checkbox"/> Assault with Deadly Weapon
<input checked="" type="checkbox"/> Homicide
<input checked="" type="checkbox"/> Kidnapping
<input checked="" type="checkbox"/> Robbery
<input checked="" type="checkbox"/> Other Sexual Offense
<input checked="" type="checkbox"/> Sexual Assault
<input checked="" type="checkbox"/> Sexual Offense | Property
<input checked="" type="checkbox"/> Breaking & Entering
<input checked="" type="checkbox"/> Property Crime
<input checked="" type="checkbox"/> Property Crime Commercial
<input checked="" type="checkbox"/> Property Crime Residential
<input checked="" type="checkbox"/> Theft
<input checked="" type="checkbox"/> Theft from Vehicle
<input checked="" type="checkbox"/> Theft of Vehicle | Quality Of Life
<input checked="" type="checkbox"/> Disorder
<input checked="" type="checkbox"/> Quality of Life
<input checked="" type="checkbox"/> Drugs
<input checked="" type="checkbox"/> Liquor | 911 & Other
<input checked="" type="checkbox"/> Alarm
<input checked="" type="checkbox"/> Arson
<input checked="" type="checkbox"/> Death
<input checked="" type="checkbox"/> Family Offense
<input checked="" type="checkbox"/> Missing Person
<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Pedestrian Stop
<input checked="" type="checkbox"/> Vehicle Recovery | <input checked="" type="checkbox"/> Vehicle Stop
<input checked="" type="checkbox"/> Weapons Offense
<input checked="" type="checkbox"/> Community Policing
<input checked="" type="checkbox"/> Proactive Policing
<input checked="" type="checkbox"/> Emergency
<input checked="" type="checkbox"/> Fire
<input checked="" type="checkbox"/> Traffic |
|--|--|--|---|---|

Incident trends



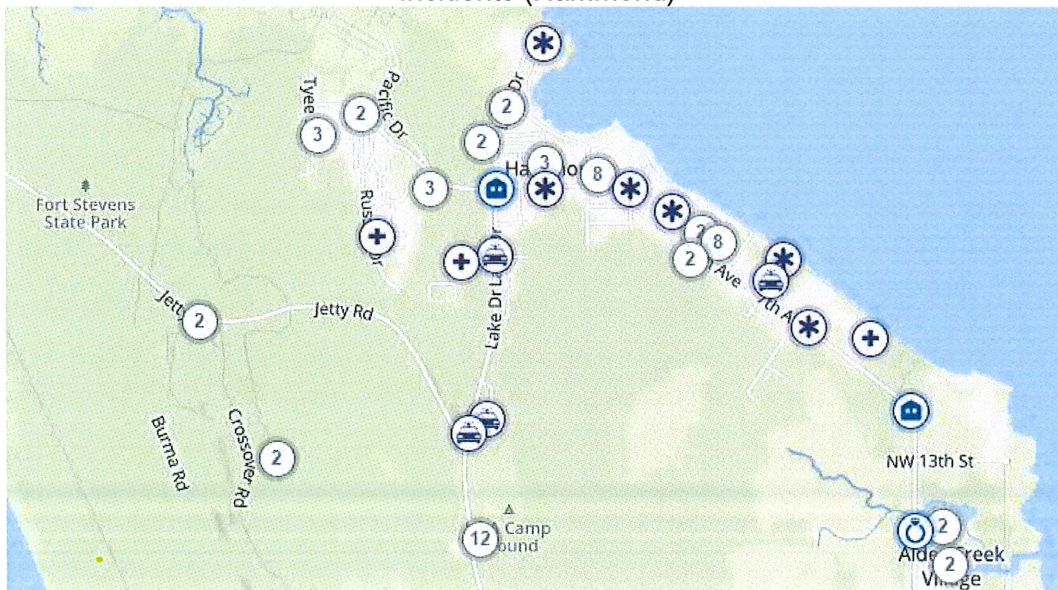
Incidents (Warrenton) #1



Incidents (Warrenton) #2



Incidents (Hammond)



6-E

APPROVED MINUTES
WARRENTON BUSINESS ASSOCIATION
Minutes of meeting on March 8th, 2017

WBA 2016-2017 Goals

*Strengthen Business Involvement

Maintain partnerships with other City of Warrenton committees to achieve common goals.
Maintain involvement with the Chamber of Commerce and plan joint activity that promotes Warrenton businesses to be held in Warrenton.
Promote growth by participation in other local boards or associations including Astoria-Warrenton Chamber of Commerce, CEDR, LCTC, and Warrenton Planning Commission.

*Advertise

Promote the WBA through Warrentonba.com website, Facebook, newspaper, radio, flier with license and signage to encourage more business participation.
Advertise for the Warrenton businesses utilizing existing resources and keep businesses updated on the Warrentonba.com website.

*Support local events and nonprofits

MEMBERS PRESENT: Chair Moha, members Mitchell, Bridgens, McGuffin, Williams.

MEMBERS ABSENT: Warren

GUESTS: Jim Servino, Colin McD, Bert Little, Ginger Watson, Scott Lindahl .

- I. **CALL TO ORDER:** Meeting was called to order at 5:30 by Chair Moha
- II. **GUEST SPEAKER:** Carol Lambert gave a presentation on the Oregon State Song and update on Legislation trying to change the song.
- III. **PUBLIC COMMENT:** Jim commented the Un-Wined event was very successful and Crab Festival is the last weekend in April and volunteers are needed.
- IV. **APPROVAL OF AGENDA:** Motion by Mitchell, second by Williams to approve agenda. Motion passed unanimously.
- V. **FINANCIAL REPORTS:** Motion by Mitchell, second by Williams to approve December and January Financials. Motion passed unanimously.
- VI. **APPROVAL OF MINUTES:** Motion by Mitchell, Second by Williams to approve January 2017 minutes. Motion passed unanimously.
- VII. **NEW BUSINESS:**
 - A. **Election of Officers.** Tabled
 - B. **Goals:** the goals were e-mailed out and it was discussed we will keep the goals the same for the next year. Williams motioned to keep goals the same and Mitchell Second. Passed unanimously.

VIII. COMMITTEE REPORTS

- A. Chamber of Commerce: Williams. None
- B. CEDR:Warren. Mr. Lindahl mentioned that the topics at the meeting were affordable housing, the Job Fair, and AMCO.

APPROVED MINUTES
WARRENTON BUSINESS ASSOCIATION
Minutes of meeting on March 8th, 2017

- C. Tourism: Moha. None
- D. Business Recognition: Bridgens. North Coast Dental Clinic will be recognized this time. Ginger displayed the plaque.
- E. Publicity: Mitchell, Colin. Was mentioned that we should get a emblem for a promotional pin.
- F. Events: Williams. Big event coming up.
- G. Planning Commission: Mitchell, Bridgens, Moha. A multi-family unit development was approved. Steve Fulton added that the Port is asking voters for a \$1.9 Million Bond in May.

IX. CORRESPONDENCE:

X. ITEMS TO BE ADDED TO NEXT AGENDA: Goals

XI. ADJOURNMENT: Meeting Adjourned by Moha 6:30.

CITY OF WARRENTON

FINANCE DEPARTMENT

6-F

Volume 10, Issue 11

Monthly Finance Report May 2017

June 27, 2017

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	1.30%	.78%
Columbia Bank:	.05%	.05%
◆ Prime Rate:	4.00%	3.50%
◆ CPI-U change:	1.9%	1.0%
◆ Unemployment Rates:		
Clatsop County:	3.5%	4.8%
Oregon:	3.6%	5.0%
U.S.:	4.3%	4.7%

Department Statistics

◆ Utility Bills mailed	3,279
◆ New Service Connections	7
◆ Reminder Letters	438
◆ Door Hangers	92
◆ Water Service Discontinued	13
◆ Walk-in counter payments	731
◆ Mail payments	1,247
◆ Drop Box Payments	211
◆ Auto Pay Customers/pmts	559
◆ Online (Web) payments	586
◆ Phone payments	127
◆ Checks Issued	421

Current and Pending Projects

- ◆ 2017-2018 Proposed Budget has been approved by the Budget Committee and will be forwarded to the City Commission on June 27, 2017 for recommended adoption.
- ◆ 2018-2023 Capital Improvement Program will be presented to the City Commission on June 27, 2017 for recommended adoption.
- ◆ Workers' Compensation and Property Liability insurance renewals are in process.
- ◆ Audit Preparation

Financial Narrative as of May 31, 2017

Note: Revenues and expenses should track at 11/12 or 91.7% of the budget.

General Fund: Year to date revenues amount to \$3,395,439, which is 92.6% of the budget, compared to the prior year amount of \$3,248,134, which was 91% of the budget and are up by \$147,305. Increases are shown in property taxes, franchise fees, transient room tax, city franchise fees, state revenue sharing, police charges, leases, interest and miscellaneous and are offset by decreases in, municipal court, planning charges and fire charges.

Expenses year to date amount to \$3,459,545, which is 80.1% of the budget, compared to the prior year amount of \$3,393,946, up by \$65,599. All departments are tracking under budget. Ending fund balance decreased during the year in the amount of \$64,106.

WBA: Business license revenue amounts to \$49,590 compared to \$45,890 last year at this time, a difference of \$3,700. The number of business licenses issued to date are 617 compared to 548 last year at this time. Year to date expenses exceed revenues by \$29,515 and reduces fund balance by the same.

Building Department: Permit revenues this month amount to \$14,210 and \$186,880 year to date, which is 87.7% of the budgeted amount. Last year to date permit revenue was \$209,147, a year to

date difference of \$22,267. Year to date expenses exceed revenues by \$6,418 and reduces fund balance by the same.

State Tax Street: State gas taxes received this month amount to \$27,182 for fuel sold in April and \$261,754 year to date. City gas taxes received this month amount to \$26,882 for fuel sold in March and are \$249,077 year to date. Total gas taxes year to date for the current and prior year amount to \$510,831 and \$487,754, respectively.

Warrenton Marina: Total revenues to date are \$513,484, 105% of the budgeted amount, compared to the prior year amount of \$520,113 and was 110.6% of the budgeted amount. There is \$51,038 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$277,743, 102.2% of the budgeted amount, compared to the prior year amount of \$279,220 and was 106.2% of the budgeted amount. There is \$4,458 in moorage receivables outstanding.

Of the total outstanding receivables \$35,481 is over 90 days old.

Water Fund: Utility fees charged this month are \$119,397 and \$68,540 and \$1,434,949 and \$991,623 year to date, for in-city and out-city respectively and totals \$2,426,572 which is 97.7% of the budget. Last year at this time year to

date fees were \$1,288,984 and \$968,682, for in-city and out-city, respectively, and totaled \$2,257,666. Year to date expenses exceed revenues by \$55,834 and reduces fund balance by same.

Sewer Fund: Utility fees charged this month are \$164,955 and \$1,816,965 year to date, which is 96.3% of the budget. Last year at this time year to date fees were \$1,660,097. Shoreline Sanitary Fees year to date are \$104,870. Septage revenue year to date is \$279,356 and is 99.8% of the budget. Total revenues year to date are \$3,404,582 compared to \$2,040,727 at this time last year. Loan proceeds for the core conveyance project are received this year in the Sewer Fund and then transferred out to the Sewer Capital Reserve Fund to be expended on the project. Fund balance increased during the year in the amount of \$263,233.

Storm Sewer: Utility Fees (20% of sewer fees) this month are \$32,981 and \$363,291 year to date and is 96.3% of the budget. Total year to date revenues are \$364,161 compared to \$332,115 at this time last year. Fund balance increased during the year in the amount of \$40,854.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$74,105 and \$14,743, and \$830,310 and \$160,405, year to date, and are 98.2% and 95.1% of the budget, respectively. Fund balance increased during the year in the amount of \$23,175.

Financial data as of May 2017

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,258,622	1,269,879	950,000	133.67
Plus: Revenues	183,765	3,395,439	3,668,832	92.55
Less: Expenditures				
Municipal Court	7,173	94,525	126,320	74.83
Admin/Comm/Fin (ACF)	51,076	949,570	1,156,408	82.11
Planning	9,305	123,063	197,533	62.30
Police	106,184	1,370,626	1,702,215	80.52
Fire	49,914	665,618	833,463	79.86
Parks	12,962	126,565	171,673	73.72
Transfers	-	129,578	129,578	100.00
Total Expenditures	236,614	3,459,545	4,317,190	80.13
Ending Fund Balance	1,205,773	1,205,773	301,642	399.74

(see details of revenue, page 4)

	WBA			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	108,639	137,741	150,850	91.31
Plus: Revenues	452	56,472	46,200	122.23
Less: Expenditures	865	85,987	155,047	55.46
Ending Fund Balance	108,226	108,226	42,003	257.66

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	255,881	261,655	230,000	113.76
Plus: Revenues	14,454	188,566	213,890	88.16
Less: Expenditures	15,098	194,984	231,551	84.21
Ending Fund Balance	255,237	255,237	212,339	120.20

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,477,668	1,421,947	1,180,000	120.50
Plus: Revenues	55,557	523,588	799,407	65.50
Less: Expenditures	30,528	442,838	1,842,462	24.04
Ending Fund Balance	1,502,697	1,502,697	136,945	1,097.30

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	245,550	195,027	170,000	114.72
Plus: Revenues	18,327	513,484	489,001	105.01
Less: Expenditures	34,686	479,320	614,841	77.96
Ending Fund Balance	229,191	229,191	44,160	519.00

Financial data as of May 2017, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	182,580	168,011	170,000	98.83	1,006,904	1,140,492	910,000	125.33
Plus: Revenues	3,366	277,743	271,701	102.22	396,522	2,734,116	5,356,400	51.04
Less: Expenditures	35,065	294,873	389,770	75.65	318,768	2,789,950	5,881,435	47.44
Ending Fund Balance	<u>150,881</u>	<u>150,881</u>	<u>51,931</u>	<u>290.54</u>	<u>1,084,658</u>	<u>1,084,658</u>	<u>384,965</u>	<u>281.75</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,539,782	1,369,458	1,300,000	105.34	320,421	284,330	210,000	135.40
Plus: Revenues	314,432	3,404,582	4,328,279	78.66	33,262	364,161	377,960	96.35
Less: Expenditures	221,523	3,141,349	4,411,210	71.21	28,499	323,307	532,049	60.77
Ending Fund Balance	<u>1,632,691</u>	<u>1,632,691</u>	<u>1,217,069</u>	<u>134.15</u>	<u>325,184</u>	<u>325,184</u>	<u>55,911</u>	<u>581.61</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	369,703	354,473	375,000	94.53	10,760	11,801	11,000	107.28
Plus: Revenues	90,355	996,318	1,016,132	98.05	1,734	17,957	12,515	143.48
Less: Expenditures	82,410	973,143	1,170,371	83.15	1,451	18,715	21,308	87.83
Ending Fund Balance	<u>377,648</u>	<u>377,648</u>	<u>220,761</u>	<u>171.07</u>	<u>11,043</u>	<u>11,043</u>	<u>2,207</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	52,851	31,129	21,000	148.23	490,383	42,123	19,154	219.92
Plus: Revenues	414	68,486	70,727	96.83	566	2,204,637	4,222,122	52.22
Less: Expenditures	5,907	52,257	75,772	68.97	71,835	1,827,646	4,241,276	43.09
Ending Fund Balance	<u>47,358</u>	<u>47,358</u>	<u>15,955</u>	<u>296.82</u>	<u>419,114</u>	<u>419,114</u>	<u>-</u>	<u>-</u>

Financial data as of May 2017, continued

(\$) Cash Balances as of May, 2017

General Fund	1,410,106	Warrenton Marina	182,365	Storm Sewer	282,225
WBA	91,157	Hammond Marina	165,764	Sanitation Fund	296,821
Building Department	257,954	Water Fund	941,548	Community Center	13,132
State Tax Street	1,525,595	Sewer Fund	1,287,403	Library	47,592

Warrenton Urban Renewal Agency

Capital Projects	558,298
Debt Service	1,180,143

General Fund Revenues	Collection Frequency	2016-2017 Budget	Actual as	Collections/Accruals		(over) under budget
			% of Current Budget	Year to date		
				May 2017	May 2016	
Property taxes-current	AP	884,586	96.87	856,893	833,825	27,693
Property taxes-prior	AP	35,000	69.93	24,475	26,623	10,525
County land sales	A	-	0.00	-	-	-
Franchise fees	MA	534,000	98.10	523,854	481,531	10,146
COW - franchise fees	M	124,338	98.22	122,122	111,732	2,216
Transient room tax	Q	462,109	79.29	366,422	349,375	95,687
Liquor licenses	A	625	96.00	600	650	25
State revenue sharing	MQ	125,559	84.67	106,306	82,565	19,253
Municipal court	M	127,175	76.46	97,238	108,914	29,937
Planning charges	I	55,000	68.43	37,634	119,899	17,366
Police charges	I	6,000	139.70	8,382	5,279	(2,382)
Fire charges	SM	92,481	89.51	82,783	95,313	9,698
Park charges	I	-	0.00	300	455	
Housing rehab loans	I	-	0.00	-	689	-
Miscellaneous	I	1,300	1246.15	16,200	8,211	(14,900)
Interest	M	5,000	214.38	10,719	6,338	(5,719)
Lease receipts	M	209,251	91.73	191,941	166,872	17,310
Donations	I		0.00	-	3,325	-
Sub-total		2,662,424	91.87	2,445,869	2,401,596	216,555
Overhead	M	1,006,408	94.35	949,570	846,538	56,838
Total revenues		3,668,832	92.55	3,395,439	3,248,134	273,393

M - monthly

S - semi-annual

Q - quarterly

I - intermittently

SM - Semi-annual in November then monthly

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

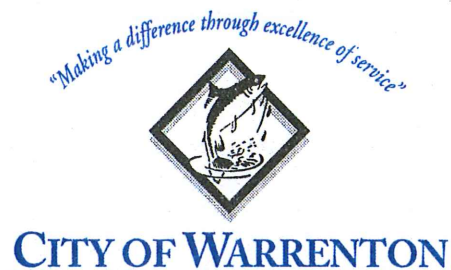
AP - As paid by taxpayer beginning in November

R - renewals due in July and new licenses intermittently

MA - pacificorp-monthly, Century Link-quarterly, others annually in March 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, 2017. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

8-A



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, CityManager
DATE: June 27, 2017
SUBJ: PUBLIC HEARING AND RESOLUTION TO RECEIVE STATE
REVENUE SHARING PAYMENTS

SUMMARY

State Revenue Sharing Law, ORS 221.770, requires cities to pass an ordinance or resolution each year stating they want to receive state revenue sharing funds. The attached resolution meets state requirements and declares the City's election to receive state revenues for the 2017 – 2018 fiscal year.

In order to receive State Revenue Sharing, the City must hold a public hearing before the Budget Committee and the City Commission to give the public the opportunity to comment on the proposed use of State Revenue Sharing in relation to the City's budget. The attached worksheet provides State Shared Revenue estimates for FY 2017-2018.

RECOMMENDATION/SUGGESTED MOTION

Conduct the public hearing and adopt Resolution No. 2496.


Suggested Motion: “ *I move to adopt Resolution No. 2496; A Resolution Declaring the City of Warrenton’s Election to Receive State Revenues for Fiscal Year 2017-2018.*”

ALTERNATIVE

None recommended

FISCAL IMPACT

\$428,399

Approved by City Manager:  _____

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

CITY OF WARRENTON
fye 2018

STATE SHARED REVENUE ESTIMATES

	<u>RATE PER CAPITA</u>	<u>X POPULATION</u>	<u>TOTAL ESTIMATED REVENUE</u>	<u>FUND</u>
HIGHWAY USER TAXES	\$ 57.61	5,175	298,132	040
LIQUOR TAX	\$ 15.47	5,175	80,057	001
CIGARETTE TAX	\$ 1.20	5,175	6,210	001
STATE REVENUE SHARING (LIQUOR)			44,000	001
TOTAL GENERAL FUND			130,267	
TOTAL STATE TAX STREET FUND			298,132	
GRAND TOTAL			428,399	

Highway fund revenues: Restricted to road-related purposes: Budget includes street lighting, maintenance, and street paving

Liquor tax revenues: General Government purposes without program restrictions

Cigarette tax revenues: General Government purposes without program restrictions

RESOLUTION NO. 2496

INTRODUCED BY ALL COMMISSIONERS

A RESOLUTION DECLARING THE CITY OF WARRENTON'S
ELECTION TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2017-2018

WHEREAS, a public hearing before the Budget Committee was held on May 11, 2017, and a public hearing before the City Commission was held on June 27, 2017, giving the public an opportunity to comment on the use of State Revenue Sharing; and

WHEREAS, it is deemed to be in the City's best interest to receive state revenue sharing.

THEREFORE, BE IT RESOLVED, by the City Commission of the City of Warrenton that Pursuant to ORS 221.770, the City of Warrenton hereby elects to receive state revenues for fiscal year 2017-2018.

Passed by the City Commission of the City of Warrenton this 27th day of June 2017.

APPROVED

Henry Balensifer, Mayor

ATTEST

Dawne Shaw, Deputy City Recorder



Oregon

Kate Brown, Governor

Department of Administrative Services

Enterprise Goods and Services, Shared Financial Services

155 Cottage St. NE

Salem, OR 97301-3972

(503)373-0735

FAX (503)373-1273

RETURN TO:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
SHARED FINANCIAL SERVICES
ATTN Jeffrey Fehl
155 COTTAGE ST NE
SALEM OR 97301-3972**

AN ORDINANCE/RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

The City of WARRENTON ordains as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2017-2018.

Passed by the Common Council the _____ day of _____, 2017.

Approved by the Mayor this _____ day _____, 2017.

Mayor _____

Attest _____

I *certify that a public hearing before the Budget Committee was held on _____, 2017 and a public hearing before the City Council was held on _____, 2017, giving citizens an opportunity to comment on use of State Revenue Sharing.

City Recorder

* NOTE: Please return certification only. We do not need copies of notices.



Oregon

Kate Brown, Governor

Department of Administrative Services

Enterprise Goods and Services, Shared Financial Services

155 Cottage St. NE

Salem, OR 97301-3972

(503)373-0735

FAX (503)373-1273

Jeffrey.Fehl@Oregon.gov

April 26, 2017

**CITY OF WARRENTON
CITY TREASURER
PO BOX 250
WARRENTON OR 97146**

Finance Director,

State Revenue Sharing Law, ORS 221.770, requires cities to annually pass an ordinance or resolution requesting state revenue sharing money. The law mandates public hearings be held by the city, certification of these hearings is required.

In order to receive state revenue sharing in 2017-2018 your city **must have levied property taxes** in the preceding year and:

1. Pass an ordinance or resolution approving participation in the program and file a copy of that ordinance with Shared Financial Services prior to July 31.
2. Hold the following hearings on the use of state revenue sharing funds:
 - a) a public hearing before the budget committee to discuss possible uses of the funds;
 - b) a public hearing before the city council on the proposed uses of the funds in relation to the entire budget.
3. Certify to DAS Operations by **completing the attached ordinance/resolution form**, prior to July 31 that these hearings have been held. We will continue to send periodic reminders to all cities that have not submitted documentation, until each qualifying city has been certified.

If you have any questions, you can contact me Monday through Friday 8:00 AM –3:30 PM.

Sincerely,

Jeffrey Fehl, Disbursements Accountant



8-B

CITY OF WARRENTON

Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission

Date: June 27, 2017

Regarding – The City of Warrenton *Budget Hearing* and consideration of *Resolution No. 2492* Adopting the *City of Warrenton* FY 2017-2018 budget as approved by the Warrenton Budget Committee and levying taxes for municipal purposes of the City of Warrenton for the fiscal year commencing July 1, 2017 and ending June 30, 2018

SUMMARY:

The Warrenton Budget Committee met in two sessions during May to review and deliberate on the proposed fiscal year 2017-2018 City of Warrenton Budget (see attached *Budget Committee Action* and the *City of Warrenton Approved fiscal year 2017-2018 Budget*).

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

The City Commission may note that, as the governing board, the Commission indeed possesses the authority to modify or change the approved budget, during this public hearing, within the following parameters:

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, in the fund, 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.

Changes beyond the scope of the above parameters require another public notice and subsequent public hearing.

To: The Honorable Mayor and Members of the Warrenton City Commission
Re: Budget Hearing and consideration of a Resolution No. 2492
Date: June 27, 2016

RECOMMENDATION:

The City Commission shall conduct a public hearing on the City of Warrenton budget for fiscal year 2017-2018 as approved by the Warrenton Budget Committee. Then, the City Commission may move to adopt the *City of Warrenton FY 2017-2018 Budget* as approved by the Warrenton Budget Committee as set forth in Resolution No. 2492

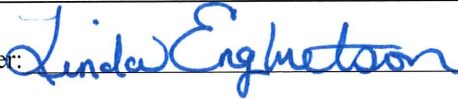
ALTERNATIVE:

The Commission may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2017, an adopted budget must be in place by June 30, 2017.

FISCAL IMPACT:

The City budget includes total appropriations among all departments and funds totaling \$26,155,827 for the fiscal year ending June 30, 2017.

Approved by City Manager:



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

RESOLUTION NO. 2492

Introduced by All Commissioners

**ADOPTING THE 2017-2018 BUDGET
AS APPROVED, SUBMITTED AND ACTED UPON BY THE LEVYING BOARD AND
BUDGET COMMITTEE OF THE CITY OF WARRENTON, MAKING APPROPRIATIONS
AND LEVYING TAXES FOR MUNICIPAL PURPOSES OF THE CITY OF WARRENTON
FOR THE FISCAL YEAR COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018**

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 budget approved by the budget committee for the 2017-2018 fiscal year, in the total sum of \$30,640,511 now on file at City Hall.

Section 2. Be it resolved that the amounts for the fiscal year beginning July 1, 2017, are hereby appropriated for the purposes shown below, as follows:

<u>General Fund</u>		<u>Water Fund</u>	
Municipal Court	\$ 131,566	Water Department	\$ 3,231,020
Administration/Commission	1,094,696	Debt Service	624,544
Community Development	185,068	Contingency	578,335
Police	1,823,175	Transfers to Other Funds	2,177,864
Fire	852,775	Fund Total	<u>\$ 6,611,763</u>
Parks	163,825		
Contingency	218,603	<u>Water Fund Capital Reserve</u>	
Transfers to Other Funds	120,949	Water Department	\$ 1,904,436
Fund Total	<u>\$ 4,590,657</u>	Fund Total	<u>\$ 1,904,436</u>
<u>Community Center Capital Reserve Fund</u>		<u>Water SDC Fund</u>	
Community Center	\$ 6,587	Water Department	\$ 92,200
Fund Total	<u>\$ 6,587</u>	Debt Service	85,000
		Fund Total	<u>\$ 177,200</u>
<u>Community Center Fund</u>		<u>Storm Sewer Fund</u>	
Community Center	22,550	Storm Sewer	\$ 539,327
Transfer to Other Fund	0	Contingency	\$ 64,519
Contingency	1,000	Fund Total	<u>\$ 603,846</u>
Fund Total	<u>\$ 23,550</u>		
<u>Facilities Maintenance fund</u>		<u>Storm Sewer SDC Fund</u>	
Facilities Maintenance	\$ 25,035	Storm Sewer	\$ 52,190
Contingency	59,315	Fund Total	<u>\$ 52,190</u>
Fund Total	<u>\$84,350</u>		
<u>Engineer Internal Service Fund</u>		<u>Parks SDC Fund</u>	
Engineering Department	\$ 135,503	Parks Department	\$ 107,274
Fund Total	<u>\$ 135,503</u>	Fund Total	<u>\$ 107,274</u>

Warrenton Business Association

WBA Program	\$ 146,206
Contingency	5,000
Transfers to Other Funds	5,000
Fund Total	<u>\$ 156,206</u>

Grant Fund

Police Department Administration	\$ 22,679
	113,497
Fund Total	<u>\$ 136,176</u>

Library Fund

Library	\$ 90,599
Contingency	5,000
Fund Total	<u>\$ 95,599</u>

Transient Room Tax Fund

Transient Room Tax Program	\$ 295,000
Fund Total	<u>\$ 295,000</u>

Building Department Fund

Building Department	\$ 249,563
Contingency	49,909
Fund Total	<u>\$ 299,472</u>

State Tax Street Fund

Streets Department	\$ 1,445,923
Debt Service	0
Contingency	94,589
Fund Total	<u>\$ 1,540,512</u>

Streets SDC Fund

Streets Department	\$ 742,400
Fund Total	<u>\$742,400</u>

Sewer Fund

Sewer Department	\$ 1,916,809
Debt Service	156,146
Contingency	496,929
Transfers to Other Funds	824,169
Fund Total	<u>\$ 3,394,053</u>

Sewer SDC Fund

Sewer Department	\$ 140,333
Debt Service	\$ 110,367
Fund Total	<u>\$ 250,700</u>

Sewer Fund Capital Reserve

Sewer Department	\$ 974,172
Fund Total	<u>\$ 974,172</u>

Sanitation Fund

Sanitation Department	\$ 1,143,610
Contingency	171,542
Transfers to Other Funds	75,000
Fund Total	<u>\$1,390,152</u>

Sanitation Fund Capital Reserve

Sanitation Department	\$ 85,080
Fund Total	<u>\$ 85,080</u>

Public Safety Building GO Bond Fund

Transfers to Other Funds	\$ 32,000
Fund Total	<u>\$ 32,000</u>

Wastewater Treatment Facility GO Bond

Debt Service	\$ 572,834
Fund Total	<u>\$ 572,834</u>

Fire Apparatus Replacement Fund

Fire Department	\$ 67,261
Fund Total	<u>\$ 67,261</u>

Police Vehicle Replacement Fund

Police Department	\$ 50,000
Fund Total	<u>\$ 50,000</u>

Warrenton Marina Fund

Marinas	\$ 600,947
Transfers to Other Funds	30,000
Contingency	91,228
Fund Total	<u>\$ 722,175</u>

Warrenton Marina Capital Reserve

Marinas	\$ 85,000
Fund Total	<u>\$ 85,000</u>

Hammond Marina Fund

Marinas	\$ 408,324
Transfers to Other Funds	0
Contingency	19,477
Fund Total	<u>\$ 427,801</u>

<u>Hammond Marina Capital Reserve</u>	
Marinas	\$ 250,000
Fund Total	<u>\$ 250,000</u>

<u>Quincy Robinson Trust Fund</u>	
Parks Department	\$ 170,000
Contingency	0
Fund Total	<u>\$170,000</u>

<u>Tansy Point Dock Capital Reserve Fund</u>	
Administration	\$ 121,878
Fund Total	<u>\$ 121,878</u>

Total Appropriations, All Funds	\$ 26,155,827
Total Unappropriated and Reserve Amounts, All Funds	<u>4,484,684</u>
Total Adopted Budget	<u>\$ 30,640,511</u>

Section 3. Be it resolved that the City Commission of the City of Warrenton hereby imposes the taxes provided for in the adopted budget at the permanent rate of \$ 1.6701 per thousand dollars of assessed valuation for General Government, \$0.0950 per thousand dollars of assessed valuation for the Library Local Option Levy, 0.280 per thousand dollars of assessed valuation for the Police Local Option Levy, and \$582,973 for bonded indebtedness excluded from the limitation, that these taxes are hereby imposed upon all taxable properties within said city as of 1:00 AM January 1, 2017. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon constitution make up the above aggregate levy:

	<u>Rate Subject to the General Government Limitation</u>	<u>Excluded from the Limitation</u>
General Fund	\$ 1.6701	\$
Library Local Option	0.0950	
Police Local Option	0.2800	
Wastewater Treatment Facility GO Bond Debt Service		582,973
Totals	<u>\$ 2.0451</u>	<u>\$ 582,973</u>
	*	

* Per thousand dollars of assessed valuation

Section 4. Be it resolved that the City Manager/Budget Officer of the City of Warrenton is hereby directed to send, no later than July 15th, 2017, to the Assessor and the Clerk of Clatsop County, State of Oregon, written notices, accompanied by copies of the budget as adopted, showing the amount of money proposed to be raised by taxation.

This resolution is effective on July 1, 2017.

PASSED by the City Commission of the City of Warrenton this ____ day of _____, 2017

APPROVED by the Mayor of the City of Warrenton this ____ day of _____, 2017

Mayor

ATTEST:

Deputy City Recorder

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CITY OF WARRENTON

Budget Committee Action

Final Approval of the FY 2017-2018 Budget Document

Approval of the FY 2017-2018 proposed Budget Document, including amendments, by the Warrenton Budget Committee and submitting the approved Budget to the City Commission and recommending adoption.

WHEREAS, pursuant to Oregon budget law, and after careful consideration, Warrenton's Budget Committee has comprised and approved a balanced Budget for the City of Warrenton for FY 2017-2018;

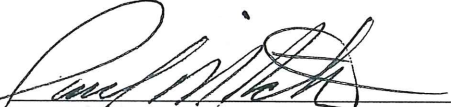
WHEREAS, the proposed FY 2017-2018 Budget contains best estimates for projected revenues and expenditures; and

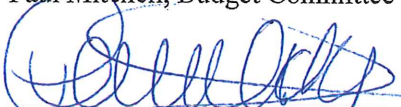
WHEREAS, the Budget Committee has reviewed all estimated revenues and expenditures, for all City Departments and funds, for FY 2017-2018, making modifications and changes where appropriate.

THEREFORE, THE WARRENTON BUDGET COMMITTEE, has approved and authorized the City to levy the permanent rate of \$1.6701 per-thousand of assessed value for the General Fund: to levy \$0.28 per thousand of assessed value for the Police Local Option Levy: to levy \$0.095 for the Library Local Option Levy: to levy the amount of \$582,973 for bonded debt for the wastewater treatment facility.

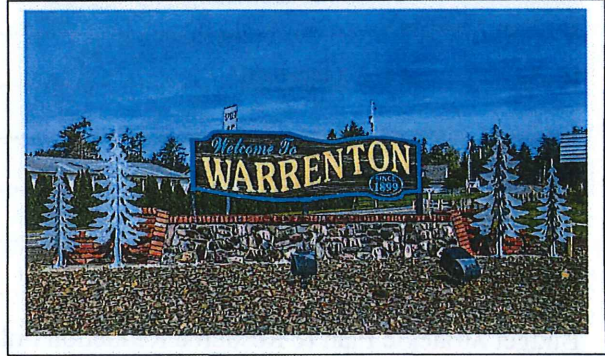
After completing all obligations required under Oregon Budget Law, the Warrenton Budget Committee hereby approves the *FY 2017-2018 Proposed Budget, as amended*, comprised of revenues and expenditures for all City funds and departments and submits the *Approved FY 2017-2018 Budget* to the City Commission for further consideration and recommended adoption.

APPROVED BY THE BUDGET COMMITTEE ON THIS 18th DAY OF MAY 2017.


Paul Mitchell, Budget Committee Chair


Pam Ackley, Budget Committee Vice-Chair

Approved BUDGET



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CITY OF WARRENTON

Fiscal Year 2017-2018



CITY OF WARRENTON
FISCAL YEAR 2017 – 2018 BUDGET
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FISCAL YEAR 2017 – 2018 BUDGET
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CITY OF WARRENTON

BUDGET MESSAGE

May 11, 2017

Dear Budget Committee Members:

Enclosed is the proposed budget for the City of Warrenton Fiscal Year (FY) 2017-2018.

The purpose of the Budget Message, and other information included in the budget document, is to provide sufficient information to the Budget Committee, the City Commission, and residents so that an understanding of the proposed budget for the coming fiscal year may be gained.

The proposed budget was developed pursuant to state statute, City of Warrenton Fiscal Policy, Budget Development Policies, and the Budget Strategic Plan & Resource Reduction Policy. The information contained in the proposed budget represents the City staff's best estimates of resources and expenditures. These were obtained through the use of professional judgment, existing policies, budget history, and generally accepted accounting practices.

This Budget Message is presented in six sections: Introduction, Budget Committee, Budget Officer, Budget Format, Summary, and Conclusion.

INTRODUCTION

The City provides a wide range of services to its residents and businesses. These include police and fire protection, municipal court, city parks, dikes and road maintenance, land use planning and development, building inspection, general administration, water treatment and distribution, wastewater collection and treatment, refuse collection, and boat moorage. The annual City budget is a spending plan and guide for the City of Warrenton subject to statutory restrictions.

The budget includes a comprehensive listing of anticipated revenues and proposed expenditures for each function of the local government during the next fiscal year that begins July 1, 2017, and ends June 30, 2018.

The spending authority for the proposed FY 2017-2018 Budget is \$26,175,827.

Astoria Ford and Panda Express completed new facilities and Walmart broke ground, with an expected completion of March, 2018. Housing starts in all markets remain steady as the “buildable lands” market tightens; In calendar year 2016, the city issued building permits for 19 single family dwellings, 4 duplexes, 1 triplex, 5 four-plexes, and 2 six-plexes. The Pacific Coast Seafood rebuild is well underway with completion date anticipated of December 2017.

Continued service demands and enterprise fund debt service requirements will require the City to carefully manage all revenues and expenditures to ensure the continued financial health of the City as well as the timely repayment of debt. This budget includes those items needed to maintain the City’s level of services as well as prudent capital planning. The NW Warrenton Drive Transmission Main Replacement Project (IHammond Waterline Project) is included in this year’s budget @ \$1,630,000. Staff did an outstanding job securing a loan from Business Oregon Infrastructure Finance Authority (IFA). Of the total project cost, the City’s actual debt is \$715,500 with \$929,000 being a “forgivable loan amount.”

The City undertook both water and wastewater rate studies in early 2016 and the results were presented to the Budget Committee in a work session prior to last year’s budget sessions. The Budget Committee supported a 7% increase in water rates for FY 16/17 and again in FY 17/18, and a 6% increase in sewer for 16/17 and 5% in 17/18. Those rates are reflected in this budget. SDC funds will be used to make debt payment in the water fund and sewer fund.

The proposed budget includes the addition of a full-time Utility Worker 1 position and an increase in hours from 18 to 25 for a part-time Accounting Clerk. Warrenton is the fastest growing community in the county. We continue to be conservative with personnel growth while striving to provide excellent public service.

BUDGET COMMITTEE

The City of Warrenton Budget Committee consists of the City Commissioners (the governing body) and an equal number of residents appointed by the City Commission for a total of ten committee members. An appointed committee member must be qualified to vote in elections within the City. Neither the Budget Officer nor any member of city staff is eligible to serve as an appointed member of the budget committee. Appointed committee members serve on the committee for three-year terms. Reappointments for additional three-year terms are permitted. By staggering appointments to the committee, only one-third of the appointed committee members complete their terms each year.

All members of the committee have the same degree of authority and responsibility. The Budget Committee announces the time for its meeting(s), receives and deliberates on the proposed budget document, hears the Budget Message, and receives public input. Minutes of the meetings are kept by the City Recorder and are available to anyone upon request. The Budget Committee may request information from the Budget Officer that may require expansion on, or revision of, the budget document. All official action of the Budget Committee requires a quorum (six) of the membership, and a majority vote (one-half, plus one) of the membership present at the time of the vote.

In its deliberations, the Budget Committee reviews and, if necessary, revises the proposed budget from the Budget Officer. The Budget Committee generally studies the budget by using previous year data, current budget data, and the figures proposed by the Budget Officer. The Budget Committee is required to seek and receive citizen input from the public. The committee has the authority to set up rules for receiving citizen input, as well as rules under which the committee will function. The Budget Committee reviews each fund within the budget and can make changes as required.

The Budget Committee formally approves the entire budget as proposed or modified, and sets the tax levy amount or rate for the City. The Warrenton City Commission has the final responsibility for allocating the resources of the budget.

BUDGET OFFICER

State statute requires that a Budget Officer is appointed, and the Budget Officer is required to present a balanced budget to the Budget Committee. Acting under the authority of Warrenton's City Charter, the City Commission has designated the City Manager as the City's Budget Officer. Although the Charter does not specifically describe the duties of the Budget Officer, historical practice has included the following responsibilities to one degree or another:

Coordination of the Budgetary Process

This typically includes preparation of revenue projections and compilation of the expenditure requests from each of the City's departmental units. After a final proposed budget is prepared, it is presented to the City of Warrenton Budget Committee. Following review and possible modification, the committee adopts a motion to forward an approved budget to the City Commission with a recommendation to accept. The City Commission then reviews the approved budget as presented, conducts a public hearing, makes any desired modifications, and then passes a resolution to create an adopted budget. The adopted budget must be created prior to June 30, 2017.

Monitoring Budgetary Performance throughout the Budget Year

This includes overseeing the City of Warrenton's Finance Department, which is responsible for the tracking of actual revenues in relation to projections, and the monitoring of expenditures and encumbrances in relation to appropriations.

BUDGET FORMAT

Following is a brief description of how the budget document is organized. Please refer to the Table of Contents for locating each of the items.

Located in the first portion of the budget document are pages showing the Budget Message, Budget Committee membership, and Budget Review Calendar. These are followed by a presentation of the Warrenton Fiscal Policy, Budget Development Policies, and the Budget Strategic Plan & Resource Reduction Plan.

Following these broad policy documents is a tabulation of Personnel Allocations, Full Time Equivalents (FTE), and Organizational Structure and Staffing. The Personnel Allocations and the FTE listings provide the number of employees budgeted in each individual department and salaries that are paid from more than one source. These two sources of information are provided to help the Budget Committee identify the personnel charges for each individual departmental unit within the budget document.

A summary of the requirements for the thirty-two active City funds that make up the proposed budget follows the personnel review.

A summary of interfund transfers among funds is detailed in the budget. This is an accounting function to delineate where the funds are actually being allocated and spent. This section summarizes, for example, the Police Vehicle Replacement Fund, Fire Apparatus Fund, Water Fund, Tansy Point Dock Capital Reserve Fund, and the transfers from the General Fund to other funds.

A review of budget programs provides a brief summary of each program and changes, if any, proposed for the 2017-2018 budget.

A General Fund section displays Resources and Requirements, Summary of Revenues, Summary of Expenditures, General Fund expenses by Department (pie-chart), and Expenditures by Department. The individual expenditures by department sections looks at each departmental unit over the last two complete years, the current budget year, and the adopted budget. The remaining individual funds are listed in the remaining portion of the proposed budget document. These include Special Revenue Funds, Enterprise Funds, Debt Service Funds, and Capital Projects Funds.

SUMMARY

Following is a brief review of the major elements of the proposed budget.

Property Tax

A three percent increase in the rate-constrained property tax collections has been applied in the proposed budget. The City's permanent tax rate is \$1.6701 per \$1,000 of assessed property valuation. The local option levy for police services was approved by voters on November 5, 2013, and is 28 cents per \$1,000 of assessed property valuation. The current levy for the library is 9.5 cents per \$1,000. The current levy ends June 30, 2018. If the proposed budget is adopted, a home with an assessed valuation of \$100,000 will have a city property tax of approximately \$204.51. This does not include any general obligation bond levies.

Personnel Cost

The proposed budget includes a 1.5% cost of living wage increase on July 1, 2016. A four-year contract was approved with the bargaining units in 2013 and this is the last year of the current contract. PERS rate increase has an approximate \$120,000 impact to this year's budget.

Indirect Costs

The proposed budget incorporates governmental accounting principles that require municipalities to present to the public a clear picture of costs for each service provided. Over the past ten years the City has continued to use an indirect cost allocation plan. In the proposed budget, the City has consolidated all indirect costs to be allocated within the budget based on a percentage-of-spending methodology. The proposed budget indirect cost allocation plan is consistent with the adopted City fiscal policies, which provide that:

“Overhead/Indirect Cost Allocations All departments should budget the amount allocated to that department as determined by the Budget Officer and/or any future Indirect Cost Allocation Plan.

Full Cost Recovery The City will make every effort to assign costs where they occur through the use of interdepartmental/interfund charges and indirect cost assignments. The intent is to clearly define the true cost of City services provided both internally and externally. Recognizing the scale of this effort, the first priority is the recovery of overhead costs from all funds and grant programs.

Accurate Representation of Service Costs As with General Fund services, the citizens of Warrenton have a right to understand the full and undistorted actual costs associated with City services. Consequently, it will be the policy of the City of Warrenton that all departmental, service, and program costs will reside in the fund and department in which the activity occurs and where the service and cost has been historically linked.

General Fund

The General Fund is the account with which general City operations are funded. It records expenditures needed to run the daily operations of the City such as wages, rent, and consumable materials. It also shows the money that is estimated to be available to pay for these general needs. The City of Warrenton provides and maintains various services under the General Fund. A summary of the operating expenses for these services in the coming Fiscal Year compared with the current year follows:

	<u>2016-2017</u>	<u>2017-2018</u>
Municipal Court	\$126,320	\$131,566
Administration/Commission	\$1,156,408	\$1,094,696
Community Development & Planning Services	\$197,533	\$185,068
Police Services	\$1,702,215	\$1,823,175
Fire & Emergency Medical Services	\$833,463	\$852,775
Parks	\$171,673	\$163,825
Contingency	\$51,881	\$218,603
Transfers	\$129,578	\$120,949

Enterprise Funds

An Enterprise Fund is the account with which special City operations are funded by user fees in a manner similar to a private business. Each Enterprise Fund records the resources and expenses of acquiring, operating, and maintaining a self-supporting facility or service, such as City Mooring

Basins, the Water Utility, the Sewer (Wastewater) Utility, the Storm Sewer (Storm Water Management) Fund and the Sanitation Utility.

The financial health of the City Sewer Fund, Water Fund, and Storm Sewer Fund will determine the quality of services that will be available in the future. It is important that City enterprise funds be properly maintained and efforts made to ensure that all costs are being captured. Recovering the actual costs associated with enterprise activities is crucial for sustaining the services.

The City of Warrenton maintains a number of enterprise funds. A summary of the operating expenses of these utilities in the coming Fiscal Year follows:

	<u>2016-2017</u>	<u>2017-2018</u>
Warrenton Marina Fund (010)	\$659,001	\$722,175
Hammond Marina Fund (011)	\$441,701	\$427,801
Water Fund (025)	\$6,286,814	\$6,611,763
Storm Sewer Fund (028)	\$587,960	\$603,846
Sewer (Wastewater) Fund (030)	\$4,845,629	\$3,394,053
Sanitation Fund (032)	\$1,389,445	\$1,390,152

Special Revenue Funds

A special revenue fund is an account with which specially designated city operations are funded by revenues specifically earmarked for such use. Each Fund accounts for money that must be used for a specific purpose and it records the expenditures that are made for that purpose. Warrenton maintains a variety of special revenue funded services. A summary of the operating expenses of these utilities in the coming fiscal year follows:

	<u>2016-2017</u>	<u>2017-2018</u>
Community Center Fund (005)	\$22,308	\$23,550
Warrenton Business Association Fund (006)	\$160,047	\$156,206
Grant Fund (015)	\$85,324	\$136,176
Library Fund (020)	\$75,772	\$95,599
Building Department Fund (021)	\$277,861	\$299,472
Transient Room Tax Fund (024)	\$270,000	\$295,000
Facilities Maintenance Fund (035)	\$80,300	\$84,350
State Tax Street Fund (040)	\$1,916,570	\$1,540,512
Quincy Robinson Trust Fund (065)	\$136,000	\$190,000

Capital Reserve Funds

A Capital Reserve Fund is the account with which specially designated long term City projects, physical plant construction or equipment purchases costing more than \$5,000 are funded. Each fund accumulates money to pay for the service, project, property, or equipment planned for acquisition. Each functions as a savings account. A resolution is needed to set up a reserve fund and it must have a specific purpose. After money is placed in a reserve fund it can only be spent

for the specific purpose of the fund. Purchases are made directly out of the reserve fund and money cannot be transferred out of the reserve fund to another fund. Warrenton maintains a number of capital reserve funds. A summary of the operating expenses of these funds in the coming fiscal year follows:

	<u>2016-2017</u>	<u>2017-2018</u>
Community Center Capital Reserve Fund (004)	\$1,587	\$6,587
Warrenton Marina Capital Reserve Fund (012)	\$90,000	\$85,000
Hammond Marina Capital Reserve Fund (013)	\$518,000	\$250,000
Water Systems Development Fund (026)	\$127,850	\$177,200
Water Fund Capital Reserve Fund (029)	\$1,827,930	\$1,904,436
Sewer Systems Development Fund (036)	\$221,800	\$250,700
Sewer Fund Capital Reserve Fund (038)	\$2,505,894	\$974,172
Storm Sewer Systems Development Fund (051)	\$106,561	\$52,190
Sanitation Fund Capital Reserve Fund (034)	\$80,800	\$85,080

Debt Service Funds

A Debt Service Fund is the account with which specially designated debt is retired by periodic or lump sum payments by the City. Each fund accounts for money that must be repaid on debt incurred by the City for specific purposes. Expenditures from the fund are normally the principal and interest payment(s) planned many years in advance. Money dedicated to repay bonds cannot be used for any other purpose. Warrenton maintains two debt service funds for incurred debt. A summary of the planned expenses of these funds in the coming fiscal year follows:

	<u>2016-2017</u>	<u>2017-2018</u>
Wastewater Treatment GO Bond Fund (059)	\$574,908	\$572,834
Public Safety Building Go Bond Fund (057)	\$141,750	\$32,000

Capital Projects Funds

A Capital Project Fund is the account with which specially designated capital projects costing more than \$5,000 are built or acquired. Each Fund accounts for money and expenses used to build or acquire individual capital facilities such as land or buildings. These funds are used only while a project is being done. The fund is closed after the project has been completed. Warrenton maintains a number of capital project funds for capital projects. A summary of the planned expenses of these funds in the coming fiscal year follows:

	<u>2016-2017</u>	<u>2017-2018</u>
Parks SDC Fund (003)	\$68,109	\$107,274
Streets SDC Fund (041)	\$627,047	\$742,400
Police Vehicle Replacement Fund (070)	\$47,500	\$50,000

Fire Apparatus Replacement Fund (071)	\$933,756	\$67,261
Tansy Point Dock Capital Reserve Fund (072)	\$101,978	\$121,878

The six year Capital Improvement Plan identifies projected capital needs and projections for each department. The purpose of this planning tool is to understand fully where the City is headed with its programs and to be able to plan long term for our needs, as well as understanding the impacts of each year's decisions.

Internal Service Funds

An Internal Service Fund is used to report activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. The government must be the primary participant, and the fund must function on an essentially break-even basis over time. The City began using one Internal Service Fund in 2015-2016. A summary of the planned expenses of this fund in the coming fiscal year follows:

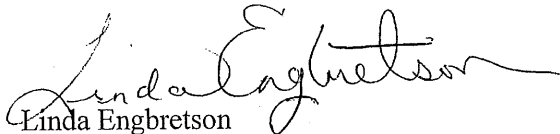
	<u>2016-2017</u>	<u>2017-2018</u>
Engineering Internal Service Fund (042)	\$150,965	\$135,503

CONCLUSION

The City management staff's assistance in preparing the proposed budget has to be acknowledged. It is a time consuming process, and Department Heads worked diligently over several months to provide sufficient yet conservative budgets. Finance Director April Clark is invaluable and has worked tirelessly in the preparation of this document.

City staff welcomes the opportunity to review this proposed budget with you and to take a collaborative approach in developing those funding decisions that will affect the future of Warrenton.

Respectfully submitted,


 Linda Engbretson
 Budget Officer

**City of Warrenton
Budget Committee Members
Fiscal Year 2017-2018**

Commissioners

- Mayor Pro-Tem Henry Balensifer III
- Commissioner Tom Dyer
- Commissioner Rick Newton
- Commissioner Pam Ackley

Appointed Members

- Budget Committee Member Rebecca Hoth
- Budget Committee Member Flint Carlson
- Budget Committee Member Paul Mitchell
- Budget Committee Member Gerald Poe

Budget Committee Staff

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

CITY OF WARRENTON
BUDGET CALENDAR
FISCAL YEAR 2017 – 2018

<u>DATE</u>	<u>ACTION</u>
January 1, 2017 through February 24, 2017	Department Heads complete Capital Outlay/Improvements and major equipment requirements for 6 year period beginning July 1, 2017.
February 27, 2017 through March 3, 2017	Department Heads meet with City Manager to review Capital Outlay/Improvement Program requests.
March 20, 2017	Finance Department distribute personnel services costs, overhead costs, and revenue/resource estimates, and debt service requirements to Department Heads.
March 27, 2017	Department Heads complete Fiscal Year 2017/2018 budget requests and submit to Finance Director.
April 18, 2017	Work session with Commission to review Capital Improvement Program (City Commission Chambers 5:30 p.m.).
April 3, 2017 through April 7, 2017	Budget Officer meets with Department Heads and reviews budget requests.
April 10, 2017 through April 21, 2017	Budget Officer prepares proposed budget and budget message.
April 28, 2017	Publish notice of May 11, 2017 Budget Committee convening meeting date/time and opportunity to receive citizen input (5 - 30 days required, at least 5 days required between first and second) in newspaper and on city website.
April 27, 2017 (Thursday)	Proposed budget complete. Distribute to Budget Committee along with a current year Revenue and Expense report.
May 11, 2017 (Thursday)	1 st Budget Committee meeting (City Hall, Fire Training Room, 5:30 p.m.) Receive Proposed Fiscal Year 2016/2017 City of Warrenton Budget, Budget Message, and citizen input (ask questions and comment). Hold public hearing regarding possible uses of State Revenue Sharing funds.

CITY OF WARRENTON
BUDGET CALENDAR
FISCAL YEAR 2017 - 2018

<u>DATE</u>	<u>ACTION</u>
May 18, 2017 (Thursday)	2 nd Budget Committee meeting, 5:30 p.m. Receive Proposed Fiscal Year 2017/2018 Warrenton Urban Renewal Agency Budget, receive Budget Message and citizen input. Continue with City of Warrenton Budget review. Budget Committee approves tax rates and amounts of property taxes to be imposed.
May 25, 2017 (Thursday)	3 rd Budget Committee meeting, 5:30 p.m., (if needed)
June 6, 2017	Budget Officer submit budget summary and public hearing notices to newspaper of record (The Columbia Press) for publishing. Hearings scheduled for June 27, 2017.
June 12, 2017	Publish budget summaries in advance of City Commission public hearing (5 days in advance; 5 - 25 required).
June 27, 2017	City Commission conduct Public Hearings on Approved Fiscal Year 2017/2018 City of Warrenton and Warrenton Urban Renewal Agency Budgets as approved by Budget Committee (City Commission Chambers, 6:00 p.m.)
June 27, 2017	City Commission conduct Public Hearing on proposed uses of State Revenue Sharing funds (City Commission Chambers, 6:00 p.m.)
June 27, 2017	City Commission adopt Fiscal Year 2017/2018 City of Warrenton and Warrenton Urban Renewal Agency Budget, make appropriations by fund, impose taxes, and categorize taxes (City Commission Chambers, 6:00 p.m.) (must be accomplished prior to June 30, 2017).
June 27, 2017	City Commission adopt Capital Improvement Program, 2018-2023.
July 1, 2017	Budget Officer submit Fiscal Year 2017/2018 Levy and Appropriation Resolution to County Tax Assessor (must be accomplished prior to July 15, 2017).

Resolution Number - 2031

A Resolution Establishing a Fiscal Policy for the City of Warrenton

The City Commission of the City of Warrenton hereby resolves the following:

FISCAL POLICY

Section A. Revenue Policy

1. **Revenue Policy.** The cumulative increase of revenue from the levy of property tax will not exceed the maximum allowed under Oregon law and the Oregon Constitution.
2. **SDC & Capital Connection Fees.** Capital connection fees and/or System Development Charges will be established that reflects the cost of water and sewer improvements to service additional increments of growth. Capital connection fees and/or System Development Charges (SDC) will reflect a proportionate share of actual cost to be determined through a SDC methodology as provided for in the Oregon Revised Statutes. It will be the policy of the City of Warrenton to recover the appropriate capacity costs associated with new development and to minimize the cost of growth on existing utility users as much as possible.
3. **Maximization of User Fees.** It will be the policy of the City of Warrenton to maximize the utilization of user charges in lieu of ad valorem taxes for services that can be individually identified and where the costs are directly related to the level of service:
 - a. It will be the policy of the City to ensure that utility fees, user fees and user rates for water, sewer and all other fee supported services will be sufficient to finance all operating, capital and debt service costs associated with the service for which they are charged.
4. **Discretionary Revenues.** The City will seek to maximize all discretionary revenues in the General Fund as much as possible. Discretionary revenues include, but are not limited to, taxes, shared revenue, franchise fees and lease receipts.
5. **Revenue Projections.** The City will project General Fund revenues and expenditures for two years and will update the projections annually. The first revenue projections will be completed with one year of the adoption of this Resolution.

Section B. Budget Policy

1. Revenue will be sufficient to support current operating expenditures. Any reduction in services and programs will occur in accordance to the City's Resource Reduction Strategy (City Resolution 2033).
2. Debt or bond financing will not be used to finance current operating expenditures.
3. The City will strive to develop, over a period of time, the information needed to include performance measures in the City's budgeting process.

4. The City will coordinate all current risk management activities in order to better protect against loss and a reduction in exposure to liability.
5. The City will establish an equipment/vehicle replacement reserve fund to replace capital outlay items with a life of more than two years and a value of \$5,000 or more.
6. The City will seek a reasonable basis for allocating personal service costs.

Section C. Capital Improvement Policy

1. The City will prepare and adopt capital improvement plans that will detail capital projects and needs associated with water and wastewater improvements. The plans will also include estimated capital cost for improvements and list potential funding sources.

Section D. Accounting Policy

1. The City will establish and maintain the accounting systems in accordance with governmental accounting principals accepted in the United States, the Generally Accepted Principles and Standards of the Government Finance Officers Association (GFOA), and the National Committee on Governmental Accounting.
2. An annual audit will be performed by an independent public accounting firm that will issue an official opinion on the annual financial statements, with a management letter detailing areas that need improvement if required.
3. Full disclosure will be provided in the financial statements and bond representations.
4. Financial systems will be maintained to monitor expenditures and revenues on a monthly basis by both City Department Heads and the Finance Director with any adjustments being made prior to the end of the year.

Section E. Debt Policy

1. Capital projects, financed through the issuance of bonds, shall be financed for a period not to exceed the expected useful life of the project.
2. The City will attempt to utilize the lease/purchase of capital equipment if determined to be costs effective.

Section F. General Fund Reserve Policy

1. The City will strive to attain a General Fund Contingency of 5% of the overall General Fund to be used for unanticipated emergencies within the next five years.

Section G. Selection of Finance Consultants

1. Solicitation. If deemed appropriate by the City Commission, the City Manager shall be responsible

for establishing a Request for Proposals (RFP) and selection process for securing professional services that are required to develop and implement the City's debt program. Goals of the solicitation and selection process shall include encouraging participating from qualified service providers at competitive prices. RFPs may include the following types of services: 1) Bond Counsel, 2) Underwriters, 3) Financial Advisors, and; 4) Paying Agents.

Section H. Comprehensive Capital Planning & Financing

1. Debt Financing. It shall be the responsibility of the City Manager, within the context of the City's Capital Plans, to recommend to the City Commission the most advantageous debt instruments for financing capital projects. The City Manager will also oversee and coordinate the timing, process of issuance, and marketing of the City's borrowing and capital funding activities required in support the Plan.
2. Maintenance, Replacement and Renewal. Consistent with its philosophy of keeping the community's infrastructure in good repair, and to maximize the community's infrastructure's useful life, the City should set aside sufficient current revenues to finance ongoing maintenance needs and to provide reserves for periodic replacement and renewal.
3. Debt Authorization. The City Commission will authorize no debt to be issued for the purpose of funding capital projects unless it has been included in the Capital Improvement Plan or until the Commission has modified the Plan. Such modification shall occur only after the Commission has received a report of the impact of the contemplated borrowing on the City and the community in general. The Commission will also consider the City Manager, or professional consultant's recommendations as to the financing arrangements.

Section I. Limitations on City Indebtedness

1. It will be the policy of the City of Warrenton to apply all *City Charter* debt restriction consistent with all applicable definitions and restrictions established in law (see exhibit A).

Section J. Structure and Term of City Indebtedness

1. Debt Authorization. Nothing in this Fiscal Policy will be construed to limit the City from considering, and utilizing, any and all debt instruments available to municipal governments in Oregon.
2. Debt Repayment. Generally, borrowing by the City should be of a duration that does not exceed the economic life of the improvement that it finances and where feasible should be shorter than the projected economic life. Moreover, to the extent possible, the City should design the repayment of debt so as to recapture rapidly its credit capacity for future use. The City may choose to structure debt repayment so as to wrap around existing obligations or to achieve other financial planning goals. Such alternative structures shall be subject to the recommendations of the City Manager, the Finance Director and the approval of the City Commission.

Section K. Method of Sale - Bonds

1. Competitive Sale. The City, as a matter of policy, shall seek to issue its debt obligations in a

competitive sale unless it is determined by the City Manager that such a sale method will not produce the best results for the City. In such instances where the City, in a competitive bidding for its debt securities (whether general obligation or non-general obligation debt) deems the bids received as unsatisfactory or does not receive bids, it may, at the election of the City Commission, enter into negotiation for sale of the securities.

2. Negotiated Sale. When determined appropriate by the City Manager and approved by the City Commission, the City may elect to sell its debt obligations through a negotiated sale. Such determination may be made on an issue by issue basis, for a series of issues, or for part or all of a specific financing program.
3. Private Placement. When determined appropriate by the City Manager and approved by the City Commission, the City may elect to sell its debt obligations through a private placement or limited public offering. Selection of a placement agent shall be made pursuant to selection procedures developed by the City Manager and consistent with all applicable laws.

Section L. Short-Term Debt & Interim Financing

1. Commercial Lines of Credit. Where their use is judged by the City Manager to be prudent and advantageous to the City, the City has the power to enter into agreements with commercial banks or other financial entities for purposes of acquiring lines of credit. Before entering into any such agreements, the City Commission shall approve any agreements with financial institutions for the acquisition of credit. Lines and letters of credit entered into by the City shall be in support of projects contained in an approved Capital Plan. The City shall not secure lines or letters of credit for the purposes of paying for operations.

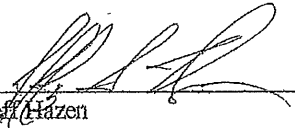
Section M. Improvement District and Assessment Contract Financing

1. Interest Rates on Improvement Assessment Loans. The contract interest rate on loans made from the proceeds of improvement Assessment Bonds shall be equal to the effective interest rate paid on the bonds sold to finance such loans plus an additional percentage markup to cover self-insurance and loan servicing costs. The contract interest rate shall be determined on the day of the sale of Improvement Assessment Bonds for those assessment contracts financed with proceeds of the sale.
2. Interim Assessment Contract Interest Rates. The interim assessment contract interest rate is the interest rate set on contracts that precede the sale of Improvement Assessment Bonds. This rate shall be set at a level deemed reasonable and prudent by the City Manager and the Finance Director to insure that funds collected through assessment contract payments are sufficient to meet that portion of future debt service requirements on Improvement Assessment Bonds attributable to such contracts.
3. Commitment to Self-Supporting Local Improvement Districts. Consistent with the concept of the Local Improvement District, all of the City's Local Improvement District's (LID) indebtedness shall be self-supporting. Prior to the issuance of any LID supported debt, the Finance Director will review projected cash flows which incorporate scheduled assessment contract payments, prepayments, delinquencies, and non-payments with the City Manager to ensure that the proposed Bonds shall meet the City's self-support requirement.

Section N. Refunding of City Indebtedness


1. Debt Service Savings - Advance Refunding. The City may issue advance refunding bonds (as defined for federal tax law purposes) when advantageous, legally permissible, prudent, and net present value savings, expressed as a percentage of the par amount of the refunding bonds, equal or exceed 3 percent as provided by law. Exceptions to this requirement shall be made only upon the approval of the City Commission.
2. Debt Service Savings - Current Refunding. The City may issue current refunding bonds (as defined for federal tax law purposes) when advantageous, legally permissible and prudent.
3. Restructuring of Debt. The City may choose to refund outstanding indebtedness when deemed in the best interest of the Community.

This resolution is effective December 1, 2003.



Mayor Jeff Hazen

Attest:



City Manager

Resolution Number 2032

A Resolution Establishing Budget Development Policies for the City of Warrenton

The City Commission of the City of Warrenton hereby resolves the following:

BUDGET DEVELOPMENT POLICIES

1. **General Fund Budget**

- A. Balanced Operating Budget. The City shall adopt a balanced budget where operating revenues are equal to, or exceed operating expenditures. Any increase in expenses, decreases in revenues, or combination of the two that would result in a budget imbalance will require budget revisions, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels.
- B. Budget Document. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy documents of the City Commission for implementing goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Commission determined service levels.
- C. General Fund Emphasis. In light of the passage of recent property tax limitations, and the potential need for expenditure reductions, the emphasis should be on conserving General Fund discretionary resources to fund high priority programs. Given this, it is the City's goal to prepare a budget that, to the greatest extent possible, maintains existing high-priority programs supported by the General Fund while at the same time seeking savings wherever possible. If necessary, funding for lower priority programs will be reduced or eliminated to insure that expenditures remain in balance with resources.
- D. Cost Efficiency. The Budget Officer will prepare a fiscally conservative budget and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- E. Base Budget – New Expenditures. As part of the Budget Officer's budget preparations, all City departments will prepare base budgets with no new regular positions, or other expenditures, unless specifically authorized by the Budget Officer.
- F. Base Budget – Budget Reductions. If anticipated costs exceed anticipated revenues, the Budget Officer will consider reductions in staffing levels, public services and related expenses in accordance to the City's Budget Reduction Strategy (City Resolution 2033). In addition, the Budget Officer will also consider the reorganization of departments, changes in staffing or positions if needed.

- G. Base Budget – Materials & Services. For activities or programs funded primarily from General Fund or other discretionary resources, City departments will prepare base budgets with a goal of holding materials and services expenditures to no more than the previous fiscal year's budget level. The Budget Committee must approve proposed increases in General Fund expenditures.
- H. Accurate Representation of Service Costs. The Citizens of Warrenton have a right to understand the full and undistorted actual costs associated with City services. Consequently, it'll be the policy of the City of Warrenton that all departmental, service and program costs will reside in the fund and department in which the activity occurs and pursuant to Generally Accepted Accounting Principles.
- I. Revenue Estimates. City departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to the City Manager. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.
- J. Pursuit of New Departmental Revenues. The City will pursue revenue sources to the fullest extent possible for all services as well as total cost identification, including indirect costs, for fee setting purposes. To the extent possible any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new services.
- K. Expenditure Reductions. Reductions in revenues may require expenditure reductions from a base budget level. Should such reductions be required, the City Manager will be guided by the City's adopted Resource Reduction Policy.
- L. Full Cost Recovery. The City will make every effort to assign costs where they occur through the use of interdepartmental/interfund charges and indirect cost assignments. The intent is to clearly define the true cost of City services provided both internally and externally. Recognizing the scale of this effort, the first priority is the recovery of overhead costs from all funds and grant programs.
- M. User Rates. It will be the policy of the City of Warrenton to set utility fees at levels that provide for the actual costs of services, including operating, maintenance and future capital and improvement expenses. When considering user rate structures, the City should always strive to demonstrate the real and actual costs of City services to the public. The City Enterprise Funds shall be supported by their own rates and not subsidized by the general Fund.
- N. Budget Savings During the Year. To the extent General Fund supported departments experience savings during the year (due to position vacancies, etc) that money should not be spent. Instead it should be saved to augment the beginning fund balance for the next fiscal year.

2. **Non-General Fund Budgets**

- A. Bottom – Line Emphasis. For activities or programs funded primarily from non-General Fund sources, City departments will prepare base budgets with a goal of holding any General Fund contribution to no more than the amount provided in the previous fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be sought.
- B. No Backfilling. With possible exceptions for high priority programs, General Fund discretionary dollars will not be used to back-fill any loss in State-shared or federal revenues.
- C. Revenue Estimates. Departments should budget for revenues based on the best information available at the time the budgets are prepared. If additional information becomes available during the budget process, it should be provided to the City Manager. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.
- D. Accurate Representation of Service Costs. As with General Fund services, the Citizens of Warrenton have a right to understand the full and undistorted actual costs associated with City services. Consequently, it'll be the policy of the City of Warrenton that all departmental, service and program costs will reside in the fund and department in which the activity occurs and where the service and cost has been historically linked.
- E. Overhead/Indirect Cost Allocations. All departments should budget the amount allocated to that department as determined by the Budget Officer and/or any future Indirect Cost Allocation Plan.
- F. Cost Efficiency. As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.

3. **Matching Funds**

- A. City Share. If State funding is reduced for a specific service or project, there should be no increased contribution from non-General Fund sources unless increased City share is mandated or the increase is approved by the City Commission.
- B. In-kind Contribution. Where matching funds are required for grant purposes, the City will provide as much in-kind (resources already allocated by the City that will be expended in any case) contribution as allowed, instead of hard-dollar matches.
- C. General Fund Matching Funds. No General Fund grant cash-match will be included in any grant applications without the prior review and approval of the City Commission.

4. **New Positions Generally**

- A. Considerations of New Positions. Unless otherwise determined by the Budget Committee, the Budget Officer will consider new permanent positions only if the cost of the position is offset by non-General Fund sources or a General Fund operating levy, or if the cost of the position is offset by a new external revenue source. Cost estimates for new positions will include office facility space, benefits, equipment, rent, utilities, supplies, etc. The Budget Committee may add new positions if determined essential for a high priority service and funding can be obtained.

5. **Mid-Year Budget Reductions**

- A. Revised Revenue Estimates. If additional information concerning revenue reductions becomes available after the start of the fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the City Commission's adopted Resource Reduction Strategy.

6. **Mid-Year Request, General Fund Contingency**

- A. Non-Emergency Requests. In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency will be made to cover unanticipated costs that could not be absorbed through the year.
- B. Emergency Requests. Emergency requests during the fiscal year will be submitted to the City Manager's office for recommendation and forwarded to the City Commission for consideration.

7. **Employee Salary Adjustments**

- A. Cost of Living Adjustment. Budgeting for personnel service expenditures will include an amount for a cost of living adjustment. The amount budgeted for this purpose will take into account the most recent consumer price index information available at the time the budget is prepared, existing collective bargaining agreements, and other relevant information. Employees may not receive a cost of living adjustment if it's determined that insufficient resources exist to do so.
- B. Step Adjustments. Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee step adjustments will not exceed 5%.

8. **Budget Controls**

- A. Legal Compliance. The City Manager's Office will continue to review and control

departmental budgets at the expenditure category level (such as personnel services, materials and supplies). As such, the City Manager's approval is necessary before actual or projected year-end expenditures are allowed to exceed total expenditure appropriations for each expenditure category.

9. **Discretionary Resources**

- A. Maximize the City Commission's Discretion. Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the City Commission as much flexibility as possible in allocating resources to local priorities.
- B. Transient Room Tax Revenues. Room tax monies are not legally dedicated to fund particular programs or services and shall be considered purely discretionary resources.
- C. Use of Dedicated Funding Sources. Whenever legally possible, the City will transfer funding responsibility for existing services or activities to the appropriate dedicated funding sources, freeing up scarce discretionary resources as much as possible.

10. **Unappropriated Ending Fund Balances & Contingencies**

- A. Contingencies. Generally, the City should limit the use of contingencies to circumstances where they are required by law or needed for emergencies allow.


Passed and adopted November 20, 2002.

This resolution is effective December 1, 2002.



Mayor Jeff Hazen

Attest:



City Manager

Resolution Number 2033

A. Resolution Establishing Budget Strategic Plan & Resource Reduction Policy

The City Commission of the City of Warrenton hereby resolves the following:

BUDGET STRATEGIC PLAN

Section I - Guiding Policies & Principles

1. Recognizing its financial limits, and the potential for future decreases in General Fund revenue, the City of Warrenton will make a distinction between three different types of services: 1) those that are appropriately funded primarily from City discretionary resources, such as property taxes, 2) those that are appropriately funded primarily from entrepreneurial activities, and; 3) services designated as special revenues:
 - A. Services are appropriately funded with discretionary resources if they are traditional City services, have historically been funded by discretionary monies, and they are not services which are capable of generating significant revenues from fees or other sources. The City will continue to fund these programs primarily from discretionary resources.
 - B. Services are appropriately funded as enterprise activities if they are not traditional City services funded with discretionary monies or if they are traditional City services, but have the ability to generate significant revenues from fees, the sale of services, or other sources, to be self-sustaining. The City will fund these programs primarily from fees and the sale of services and user fees. Exceptions may be made on a case-by-case basis. The test will be whether or not the City would incur more discretionary costs by failing to provide discretionary support to a Citywide service appropriately funded as an enterprise activity.
 - C. Services are appropriately funded with special revenues if they are not traditional City services historically been funded with discretionary resources or if they are traditional City services, but have the ability to generate revenues and/or receive restricted or dedicated revenues from other sources. The City will fund these programs and services with special revenues. Exceptions may be made on a case-by-case basis. The test will be whether or not the City would incur more discretionary costs by failing to provide discretionary support to a Citywide service appropriately funded with special revenues.
 - D. All other fund types will be budgeted and managed in accordance to Generally Accepted Budgeting/Accounting Principles, State Budget Law and guidelines developed by the Warrenton Budget Committee.
2. The City has prioritized those services appropriately funded by discretionary resources. To the extent additional discretionary resources are available, high priority service areas will be slated for growth in discretionary support. Lower priority service areas will receive constant or decreasing discretionary support. The City's prioritization of services is as follows:

General Fund Priorities

1. Any/All General Fund Debt Obligations
 2. Fire Department
 3. Police Department
 4. Dikes Department
 5. Administration/Commission
 6. Planning Department
 7. Building Department
 8. Municipal Court
 9. Building Maintenance
 10. Parks Department
 11. Fire Apparatus Replacement Fund
 12. Recreation
3. Because the City Commission believes that the Citizens of Warrenton have a right to know the actual cost of City services, overhead and indirect costs will not be prioritized, but will be sized to the need and size of the overall organization. Any reduction in the proposed indirect or overhead costs will be matched with a proportionate decrease in program and service costs in the same fund.
 4. The Budget Officer will be responsible for budgeting and calculating the indirect cost and overhead allocations to the City's various departments and funds pursuant to definitions and principals found in Generally Accepted Accounting Principles for local governments. In calculating the General Fund's portion of indirect costs, the Budget Officer will use an allocation methodology based on objective financial information. The indirect cost methodology will be uniformly applied to all Departments and funds.
 5. Generally, wherever possible, the City's goal is to make fee-supported programs self-sufficient. This includes recovering those services fair share of overhead costs, including utilities.
 6. Where legally possible, the City will consider using dedicated resources to fund high priority services/programs related to the purpose for which the dedicated funds are received.

RESOURCE REDUCTION STRATEGY

Section II - General Policies and Principles

1. When faced with a potential reduction in resources, the City's goal is to continue to provide high priority services in a professional, effective and efficient manner. To the extent possible, across-the-board reductions in expenditures will be avoided. Reductions will be made on a case-by-case basis, focusing on each individual program or service.
2. In making expenditure reductions, the goal will be to reduce or eliminate funding for lower priority programs or services before considering funding reductions for higher priority programs. Wherever possible, it will be the City's goal to reduce the quantity of a service being provided, rather than the quality of service (e.g., limit the number of recipients of a service, rather than the quality of service provided to the remaining recipients).

3. Recognizing that it does not necessarily make sense to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the City's short and long term infrastructure and capital needs.

Section III - Resource Reduction Priorities

1. If, as a result of loss of a significant amount of discretionary resources, expenditure reductions become necessary, those reductions will be made roughly in the following order:
 - A. First, City's contributions to outside organizations will be reduced or eliminated. If this proves insufficient, then;
 - B. The Budget officer will propose moderate reductions in discretionary support will be made on a case-by-case basis. These reductions will focus first on programs appropriately funded by discretionary and/or dedicated resources and then low priority services appropriately funded by discretionary resources. If this proves insufficient, then;
 - C. Any discretionary funding for Citywide services will be reduced or eliminated. The Budget Officer will propose exceptions to be made on a case-by-case basis, focusing on those programs that are part of the service delivery system for which the City has primary responsibility. The test will be whether or not the City would incur more costs by failing to provide discretionary support to a Citywide service. If this proves insufficient, then;
 - D. Discretionary funding for programs will be reduced or eliminated, starting with the lowest priority service area and moving on to higher priority service areas as needed and on a case-by-case basis. Depending on the amount of the reduction needed, the City will consider and evaluate those discretionary services that constitute the largest allocation of revenue as areas to seek reductions. City service area priorities are:

General Fund Reduction Priorities

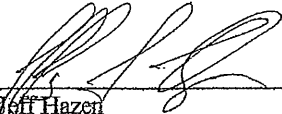
1. Recreation
2. Fire Apparatus Replacement Fund
3. Parks
4. Building Maintenance
5. Municipal Court
6. Building Department
7. Planning
8. Administration/Commission
9. Dikes
10. Police
11. Fire
12. Any/All General Fund Debt obligations

Overhead will be sized to the needs and size of the rest of the organization. If this proves insufficient, then;

- E. A reduced City workweek will be proposed to achieve salary savings. If this proves insufficient, then;


F. The City will consider a reduction in force.

This resolution is effective December 1, 2002.



Mayer Jeff Hazen

Attest:



City Manager

CITY OF WARRENTON Budget 2017/2018 PERSONNEL ALLOCATION	001		001		001		005		015		020		021		Bidg Div Fund	
	FTE	Gross Wage	FTE	413	Dept	Fund	FTE	General Fund	FTE	Community Center	FTE	Grant Fund	FTE	Library Fund		FTE
City Manager	1.00	101,654	1.00	101,654												
City Recorder	1.00	45,348	1.00	45,348												
Deputy City Recorder	0.65	40,822	0.65	26,535	CD	419	0.0250	1,021						0.0750	3,062	
	0.10				Police	421	0.2500	10,206								
	0.25															
Finance Director	1.00	87,887	1.00	87,887												
Accounting Clerk	0.625	26,793	0.625	26,793												
Cashier/Accounting Clerk	1.00	39,836	0.20	7,967												
Accountant	1.00	51,631	1.00	51,631												
Accounting Technician	1.00	46,512	0.20	9,302												
Mayor	1.800	1,800		1,800												
Commissioners	7.200	7,200		7,200												
Community Center staff	0.15	4,424							0.1500	4,424						
Community Development Director	1.00	89,207			CD	419	0.7500	66,905						0.2500	22,302	
Permit Technician	1.00	40,822			CD	419	0.2500	10,206						0.7500	30,617	
Building Inspector	1.00	66,463												1.0000	66,463	
Fire Chief	1.00	85,115			Fire	422	1.0000	85,115								
Training Officer	1.00	67,356			Fire	422	1.0000	67,356								
Firefighter/EMT	1.00	60,489			Fire	422	1.0000	60,489								
Fire Volunteers	1.00	90,000			Fire	422		90,000								
Library Manager	0.625	19,106									0.625	19,106				
Library Admin. Assistant	0.290	6,379									0.290	6,379				
Harbormaster	1.00	64,837														
Marina Workers	4.00	170,624														
Assistant Harbormaster	1.00	52,253														
Police Chief	1.00	85,115			Police	421	1.0000	85,115								
Police Sergeant	1.00	60,019			Police	421	1.0000	60,019								
Police Officers	10.00	618,121			Police	421	10.0000	618,121								
Police/Court Clerk	0.51	52,650			Police	421	0.51220	26,967								
	0.49				Court	412	0.48780	25,683								
Public Works Director	1.00	98,530			Parks	429	0.03114	3,068								
Public Works WTP Supervisor	1.00	75,130			Parks	429	0.03114	1,669								
Public Works Foreman	1.00	53,592			Parks	429	0.05	3,618								
Operations Manager	1.00	72,358			Parks	429										
Public Works Analyst	1.00	45,761			Parks	429	0.03114	1,430								
Public Works Clerk	1.00	45,911			Parks	429										
Public Works Water Quality Technician	1.00	72,788			Parks	429										
Public Works Sanitation	2.00	91,951			Parks	429										
Public Works Utility Worker	7.00	348,752			Parks	429	0.3795	18,907								
Public Works Utility Worker-WWTP	1.00	45,009														
Public Works WTP Operator	1.00	55,774														
Public Works WWTP Operator	1.00	59,632														
City Engineer	1.00	93,839														
		3,239,488														
Overtime		190,850		2,000	Fire	422		5,000							1,540	
					Court	412		1,000								
					CD	419		710								
					Police	421		60,000								
					Parks	429		1,900								
					Police	421		2,500								
					Parks	429		10,800								
Part time		44,500														
GRAND TOTALS	53.690	3,474,838	5.6750	368,117			17.7979	1,317,804	0.1500	4,424	0.0000	-	0.9150	25,486	2.0750	123,984

General Fund Dept Summary

412 Municipal Court	0.4878	26,683
419 Community Development	1.0250	78,841
421 Police	12.7622	862,928
422 Fire	3.0000	307,959
429 Parks	0.5229	41,392
Total	17.7979	1,317,804

040		010		011		025		030		028		032		042	
State Tax		Warrenton		Hammond		Hammond		Water		Sewer		Storm		Engineering	
FTE	Street	FTE	Marina	FTE	Marina	FTE	Marina	FTE	Water	FTE	Sewer	FTE	Sewer	FTE	Engineering
CITY OF WARRENTON															
Budget 2017/2018															
PERSONNEL ALLOCATION															
City Manager															
Deputy City Recorder															
Finance Director															
Accounting Clerk															
Cashier/Accounting Clerk															
Accountant															
Accounting Technician															
Mayor															
Commissioners															
Community Center staff															
Community Development Director															
Permit Technician															
Building Inspector															
Fire Chief															
Training Officer															
Firefighter/EMT															
Fire Volunteers															
Library Manager															
Library Admin. Assistant															
Harbormaster															
Marina Workers															
Assistant Harbormaster															
Police Chief															
Police Sergeant															
Police Officers															
Police/Court Clerk															
Public Works Director															
Public Works WTP Supervisor															
Public Works Foreman															
Operations Manager															
Public Works Analyst															
Public Works Clerk															
Public Works Water Quality Technician															
Public Works Sanitation															
Public Works Utility Worker															
Public Works Utility Worker-WWTP															
Public Works WTP Operator															
Public Works WWTP Operator															
City Engineer															
Overtime															
Part time															
GRAND TOTALS															

**City of Warrenton
Full Time Equivalents (FTE)**

	Budget Year					
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
General Fund						
Municipal Court	0.4880	0.4880	0.4880	0.4880	0.4880	0.4878
Admin/Commission/Finance	4.9000	4.9000	5.4500	5.4500	5.4500	5.6750
Community Development	0.9000	1.0000	1.0250	1.0250	1.0250	1.0250
Police	9.7620	10.7620	11.0120	11.0120	12.0120	12.7622
Fire	3.0000	3.0000	3.0500	3.0500	3.0500	3.0000
Parks	0.2524	0.3697	0.3649	0.6442	0.6900	0.5229
Total General Fund	<u>19.3024</u>	<u>20.5197</u>	<u>21.3899</u>	<u>21.6692</u>	<u>22.7150</u>	<u>23.4729</u>
Special Revenue Funds						
Community Center	0.2500	0.2500	0.1800	0.1500	0.1500	0.1500
Grants Fund	0.7500	0.7500	0.7500	0.7500	0.7500	0.0000
Library Fund	0.6250	0.8750	0.8750	0.9150	0.9150	0.9150
Building Division	2.3000	2.2000	2.1750	2.1750	2.1750	2.0750
State Tax Street Fund	0.9329	2.3096	0.5847	0.5734	0.6031	0.8510
Total Special Revenue Fund	<u>4.8579</u>	<u>6.3846</u>	<u>4.5647</u>	<u>4.5634</u>	<u>4.5931</u>	<u>3.9910</u>
Enterprise Funds						
Warrenton Marina	2.7746	3.0870	3.4153	3.1332	3.7256	3.6597
Hammond Marina	1.2254	1.9130	1.5847	1.8668	2.2744	2.3403
Water Fund	7.8812	7.6284	7.8653	6.7694	7.8044	8.5304
Sewer Fund	3.8163	6.1881	7.5825	8.3388	6.7811	7.2457
Storm Sewer Fund	0.2940	0.8906	0.9366	0.6671	0.8329	0.7584
Sanitation Fund	2.4232	2.2136	2.266	2.6072	2.8884	2.6916
Total Enterprise Fund	<u>18.4147</u>	<u>21.9207</u>	<u>23.6504</u>	<u>23.3825</u>	<u>24.3068</u>	<u>25.2261</u>
Internal Service Funds						
Engineering	0.0000	0.0000	0.0000	1.0000	1.0000	1.0000
Total All Funds	42.5750	48.8250	49.6050	50.615	52.615	53.6900
Addition:						
Utility Worker 1-WWTP						1.0000
Part Time Accounting Clerk to 62.5% (from 18 hours to 25 hours per week)						0.1750
Subtraction:						
Building Official						(0.1000)
Total 2017/2018 net change						<u>1.0750</u>

CITY OF WARRENTON ORGANIZATIONAL STRUCTURE AND STAFFING



CITY OF WARRENTON

WARRENTON CITY COMMISSION

Commissioner

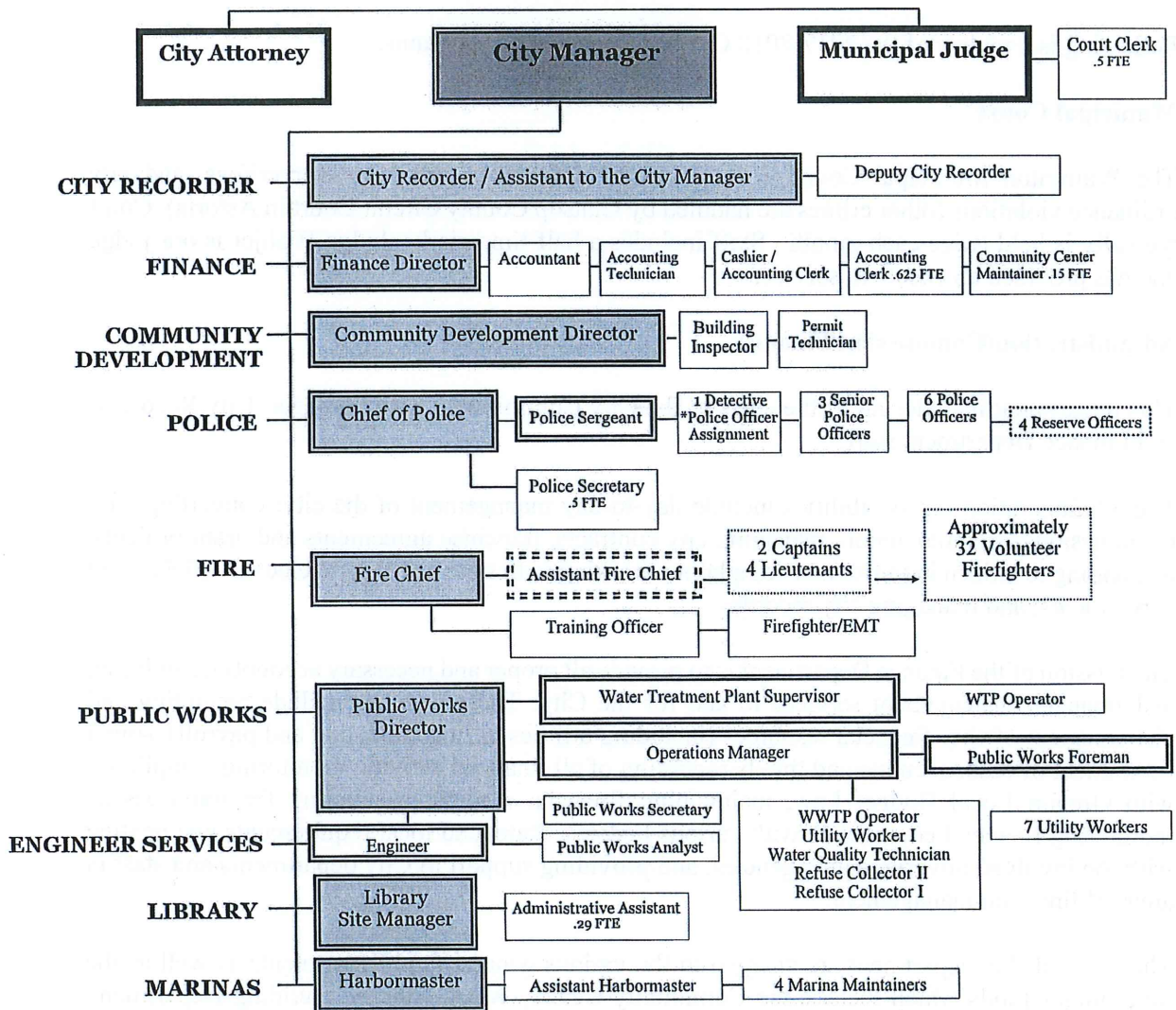
Commissioner

Mayor

Commissioner

Commissioner

ADMINISTRATION



Legend

Black fill indicates Elected Official

Black outline indicates Commission appointed

Double line & filled indicates City Manager

Double line & filled indicates Department Head

Double line indicates Supervisory

Solid lines indicate Staff

Dotted lines indicate Volunteer

Budget Programs

General Fund

The General Fund accounts for services provided by the local government that is not accounted for in other funds. These major services include, among others, police and fire protection, management of the City's parks, operation of the municipal judicial system, City Administration/Commission/Finance, and Community Development and Planning.

The General Fund includes all services that are funded through general taxes and fees. In other words, it includes all city programs **except** those that are paid for through dedicated taxes (for example, the motor vehicle tax) or fees (for example, water fees).

Following is a review of the 2017-2018 General Fund and its programs.

Municipal Court

The Warrenton Municipal Court processes traffic infractions, misdemeanor crimes, and city ordinance violations (other crimes are handled by Clatsop County Circuit Court in Astoria). Court typically is held twice each month. Staff includes a half-time clerk. Judge Woltjer is our judge and has provided an excellent service.

Administration/Commission/Finance

This department includes all of the costs of the City Commission, City Manager, City Recorder, and Finance Department staff.

The administration responsibilities include day-to-day management of the city; converting City Commission goals into action; managing city contracts, franchise agreements and grant projects, responding to citizen inquiries and complaints, working with state and federal elected officials and departments, and managing city records.

The mission of the Finance Department is to provide all proper and necessary accounting, auditing, and financial management services to and for the City. These services include receipting and disbursement of City financial resources (including utilities billing/collection and payroll), sound investment of cash, accurate and timely recording of all financial activity, monitoring compliance with Oregon Local Budget Law, maintaining financial records, accounting for fixed assets, monitoring financial compliance with various Federal, State, and local requirements and dealing with the involved governmental agencies, and providing support to City departments and staff in areas of financial management.

The costs of this department are charged to the various general fund departments as well as the other major funds which include the Community Center, WBA, Library, Building Department, State Tax Street Fund, Warrenton Marina, Hammond Marina, Water Fund, Sewer Fund, and Sanitation. The general fund resources show 100% of the costs being recovered through these charges. The overhead resources exactly offset the costs in this department with the resulting net effect of the overhead costs being allocated to the general fund departments.

Community Development and Planning

The Community Development and Planning Department serves current residents and individuals moving to Warrenton with building and planning services in the belief that a growing community can remain livable, can meet the needs of its citizens and become a diverse community with jobs and housing needs met.

Police

The Warrenton Police Department is a progressive department which believes in “community policing” and strives to deliver quality personal service to Warrenton residents and people visiting our community. Officers handle criminal investigations, traffic control/enforcement, and school resource functions. Currently there are ten patrol officers, one sergeant and the chief of police. Support staff consists of one half time police secretary and one quarter time administrative assistant. Currently there are three reserve officers who serve in a variety of support functions.

Fire

The Warrenton Fire Department serves both the City of Warrenton and the Warrenton Rural Fire Protection District. Paid personnel consist of the Fire Chief, Fire Training Officer (Captain), and one Firefighter EMT position. All three positions are funded entirely by the General Fund. The Warrenton Fire Department provides a very high level of dedicated service to City residents and businesses. Currently there are approximately 30 volunteer firefighters. Similar services provided by a full time department would be unaffordable.

Parks

The City maintains six parks within the City limits. These include the Quincy and Bessie Robinson City Park with baseball fields, tennis courts and playground equipment; Seafarer’s Marina Park, (next to the Hammond Marina); Eben Carruthers Park, with picnic areas and a viewing platform and dog park on the Columbia River; Parade Ground Park in the Old Fort Stevens Officers’ Row; Fort Stevens Park, at Pacific and 7th Drive and Skipanon River Park on Second Street. In addition, the City maintains the greenway along Pacific Avenue in the Hammond District.

Contingency

This is used to account for a general operating contingency for the general fund. The City’s fiscal policies state that “the City will strive to attain a General Fund Contingency of at least 5% of the overall General Fund to be used for unanticipated emergencies during the year.

Transfers

The City plans for transfers from the General Fund to other funds when required. For example, the City has reserve funds in which it saves money for the future purchase of equipment, vehicles, and major capital and maintenance needs for buildings and grounds.

Special Revenue Funds

The special revenue fund type is used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Community Center Capital Reserve Fund

Reserve funds are used to accumulate money for financing the cost of any service, project, property or equipment. This allows the City to set aside money from year to year. This fund accumulates resources from the operational surpluses of the Community Center Fund

Community Center Fund

The Community Center was built with funds from an Oregon Community Development Block Grant. It provides space for senior congregate meals supported by the Area Agency on Aging. It is also rented to the public for meetings, weddings, receptions and parties. The Center has an advisory board to the commission, while day to day operations are handled by the Center manager. Revenues are from rentals, donations, fund raisers and interest income. Expenditures are for the maintenance of the facility, insurance, utilities and supplies. Excess revenues are reserved in the capital reserve fund.

Warrenton Business Association Fund

Warrenton Business Association is directed by a board consisting of local business leaders. It is funded by the sale of Business Licenses required of all businesses operating within the City of Warrenton. The goal of the WBA is to enhance the business community by providing funds for a variety of projects.

Grant Fund

This fund is used to record grants from a variety of sources for the General Fund.

Library Fund

From 1993 until recently, the library was located in the Hammond Town Hall building. Last year it was brought to light that the very old building is in disrepair and a new home was needed. It is anticipated that the library will move to downtown in a rental facility in May 2017. Much of the library operations is provided by many volunteers. The library has an advisory board to the commission. The library has a part-time (25 hour) site manager who is responsible for coordination of volunteers and day to day operations, and a part-time (11.5 hour) administrative assistant. Funding consists of a five year Local Option tax levy which was renewed by voters in 2012 and expires in 2018.

Building Division

The Building Division is a division of the Community Development Department providing comprehensive enforcement of building, plumbing, mechanical, and fire and life safety codes of the State of Oregon. This division ensures that commercial and industrial buildings, residential dwellings, and public buildings such as schools and government buildings are constructed in conformance with all regulatory codes to ensure the continued safety and well-being of all members of the community.

Transient Room Tax Fund

The Transient Room Tax was passed to help defray costs of police and first response medical assistance and infrastructure usage by tourists and other short term visitors to the City of Warrenton, as well as to provide funds for tourist promotion. The tax is currently 12% of gross revenues for all short term (less than 30 days) rental of sleeping and camping space. Based on direction established in the 2004-05 Budget, funds are allocated as follows. Of the total collections, the collector retains 5% to cover costs of collection, and the remaining 95% is remitted to the City. The City then forwards 6.8% to the Lower Columbia Tourism Council, 5.84% to the Warrenton Visitors Center, 19.44% to the Hammond Marina Capital Reserve Fund, and the balance of 67.92% is transferred to the General Fund.

Facilities Maintenance Fund

This reserve fund is used to accumulate money for financing the costs of major maintenance and capital improvements of the Municipal Building, Head Start Building, and Park Facilities. This allows the City to set aside money from year to year to meet future requirements. This fund's resources are transferred from the revenues of the General Fund.

State Tax Street Fund

Revenues to this fund are provided by the Oregon State Department of Transportation, State Highway Trust Fund and the City .03 cent fuel tax. The revenues are paid each month from net receipts collected by the Motor Vehicles Division, Highway Division, and the Motor Carrier Transportation Branch. One percent of all gas tax receipts are set aside for bicycle lanes and pedestrian paths. The City fuel tax will net approximately \$333,000 this year. The City fuel tax is used to pay for rebuilding and overlaying city streets. (see capital projects list below). The balance of the fund is used for street maintenance and repair, and street lighting.

The City has asked for and received input from citizens for a six year street improvement plan. The plan will use the City .03 cent fuel tax to fund street reconstruction and maintenance overlays of asphalt. Consideration will be given to street repair as conditions change. Other options to repair streets include system development charges, and local improvement districts.

Streets SDC Fund

The City implemented a system development charge in 2012. The current fund balance is \$628,091.

Parks SDC Fund

The City implemented a system development charge for Parks in 2013. The fee is \$500 per residential unit.

Quincy Robinson Trust Fund

The Quincy and Bessie Robinson Trust was created to fund the establishment and maintenance of a public park(s). The only guideline is that the park(s) be a place for the preservation of nature and the perpetuation of enjoyment for all people. Each year, the trust distributes the greater of (1) an amount equal to 5 percent of the net fair market value of the trust assets or (2) 85 percent of the net income of the trust.

Police Vehicle Replacement Fund

This reserve fund is used to accumulate money for financing the costs of police vehicles. This allows the City to set aside money from year to year to meet future requirements. This fund's resources are transferred from the revenues of the General Fund.

This year one vehicle is proposed for replacement.

Fire Apparatus Replacement Fund

This reserve fund is used to accumulate money for financing the costs of fire apparatus. This allows the City to set aside money from year to year to meet future requirements. This fund's resources are transferred from the revenues of the General Fund.

No major purchases are proposed this year.

Tansy Point Dock Capital Reserve Fund

This reserve fund is used to accumulate money for financing the costs of major maintenance and capital improvements to the Tansy Point Dock which is leased to Warrenton Fiber Company. This allows the City to set aside money from year to year to meet future maintenance and capital requirements. This fund's resources are transferred from the revenues of the General Fund.

Enterprise Funds

The enterprise fund type is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Warrenton Marina Fund

The Warrenton Marina is actually two separate facilities located on the Skipanon River. One services commercial fishing, shrimp and crabbing vessels; the other services sports fishermen. The City provides water and electricity to the moorage slips. Revenue comes from moorage rentals, parking, electricity, hoist services, and land lease rentals. The marina is intended to be self-supporting, including payment of debt service. The current fee structure will soon need to be revisited. New marina office facilities and a bathhouse were completed in 2015 and commercial docks were upgraded in 2017. These improvements were funded from Urban Renewal dollars.

Warrenton Marina Capital Reserve Fund

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Warrenton Marina.

Hammond Marina Fund

Hammond Marina is a sports fishing dock facility located on the Columbia River. The Marina is self-supporting. Revenues are from moorage rentals, electricity usage, dry boat storage, and launch ramp fees.

Hammond Marina Capital Reserve Fund

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Hammond Marina. (The transient room tax is a major contributor to this fund).

Water Fund

The Water Fund is self-supporting through user fees, connection fees and interest income. The Warrenton water system serves approximately 3,325 customers between the City of Gearhart and the Columbia River. The water fund operates, maintains and improves the water treatment, transmission and distribution systems. The treatment system is a membrane filtration system.

It is strongly recommended that the City consider increasing the water rates structure based on the April 2016 Rate Study by 7%. Projects have been delayed and omitted as a result in reduction in major customers and the fire at Pacific Seafood.

Water System Development Fund

The City charges set fees on new construction. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community.

Water Fund Capital Reserve

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Water Fund.

A Study to update the capital needs of the Water System was commissioned in 2005. This report reviewed decisions made in the 1998 facilities plan and recommended a capital improvement schedule. In addition, a water hydraulic model was completed in 2011 that listed necessary improvements. Capital improvement projects included in the proposed Budget are based on these reports and the hydraulic model. Additionally, the City continually updates their water system maps. Based on this information, the Commission will have an opportunity to review user charges.

Without a rate increase, and subsequently a transfer from the Water Fund, the City will not be able to sustain the costs required for future water improvement projects or maintenance. As noted earlier, we have begun to delay capital projects due to loss of revenue.

Storm Sewer Fund

The Federal Environmental Protection Agency (EPA), through the Oregon State Department of Ecology, has established laws pertaining to storm water runoff and water quality. The intent behind these laws is to reduce the amount of storm water source pollution and to prevent such runoff from entering the sanitary sewer system. The revenue in this fund is based on a 20% surcharge on all sewer billings and is used to expand and improve storm drainage systems.

The dikes protect 3,718 acres of land from the encroachment of the Columbia River and the Pacific Ocean, during high tides and Columbia River flood events. The City is responsible for maintaining 8.83 miles of dikes (levees) and associated tide gates. In 2006 the Federal Emergency Management (FEMA) introduced new Flood Insurance Rate Maps (FIRM) as they relate to our ability to prevent flood damage up to the one percent annual chance of a flood event (100-year flood). As the City Commission is aware, the process to obtain levee certification with the US Army Corps of Engineers is of paramount concern. The City is now working with FEMA to determine the elevations of the one percent annual flood event and expects to have elevations from FEMA in 2017. The City is applying to the State for funds to complete a geotechnical study of its dike system. Funds will likely come in the form of loans and grants. Funding for this certification work has been allocated in the Storm Sewer Fund, along with funds for modifications, if needed. If the City is not able to obtain certification, then most residential owners within 60-70% of the city may be required to pay for flood insurance at a much higher premium cost. Any new home owners would be required to buy flood insurance as part of the purchase closing. The city adopted the new FIRM September 2010. A 5% increase has been proposed in the budget.

Storm Sewer SDC Fund

The City approved a new system development charge in 2012.

Sewer Fund

The Warrenton Sewer System currently serves approximately 2,100 customers. In 2006 the City completed construction of a new Sequence Batch Reactor Treatment Facility and outfall to the Columbia River to replace the current lagoon system. Revenues in this fund are from user fees, connection fees, and interest income. A ballot measure was approved by Warrenton voters to fund the new debt with property taxes. The Proposed Budget recognizes this funding method. The Shoreline Sanitary Sewer District connected to our system in 2016 through an intergovernmental agreement.

A 5% rate increase is proposed for 2017-2018.

Sewer Fund Capital Reserve

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Sewer Fund.

Continuing sewer projects without a rate increase will jeopardize any future improvement projects. The City currently has identified \$952,108 in collection system and pump station projects. Reserves are also being set aside for future projects. It is recommended that a sewer rate increase be implemented, in order for the operating fund to continue to make transfers into the Sewer Fund Capital Reserve Fund for capital expenditures.

Sewer Systems Development Fund

The City charges set fees on new construction. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community. The current balance in the fund is \$157,606.

Sanitation Fund

The Sanitation fund provides solid waste collection for residents of Warrenton. The Sanitation Department services over 2,100 residential and commercial customers. Recycling service is contracted and provided by Recology, along with six other agreements.

The program included in the Proposed Budget is based on the City continuing to provide residential and commercial trash collection. This fund currently operates with a sustainable balance.

Sanitation Fund Capital Reserve

This reserve fund is used to accumulate money for major maintenance, capital equipment, and major improvements. Funding of the reserve is solely from the operations of the Sanitation Fund.

Debt Service Funds

The debt service fund type is used to account for the accumulation of resources for and payment of general long-term debt principal and interest.

Public Safety Building GO Bond Fund

This bond issue was authorized by a double majority vote of the citizens of Warrenton on November 4, 1997. The amount issued for the construction of a Public Safety Building for police, fire and court activities was \$1,500,000. At the request of Rural Economic Development an additional amount of \$233,739 was sold to refinance the Hammond Sewer Bonds. Total bonds sold were \$1,740,000 and will be retired on June 15, 2017. This fund will be closed in FY 2017-2018 and remaining balance will be transferred to the General Fund upon Commission approval.

Wastewater Treatment Facility GO Bond Fund

This bond issue was authorized by a vote of the citizens of Warrenton on November 7, 2006. The amount issued for the construction of the Wastewater Treatment Facility was \$8,079,696 at 2.94% interest. The bonds will be fully repaid on December 1, 2026.

Internal Service Funds

The internal service fund type is used to account for activity that provides goods or services to other funds, departments, or agencies of the primary governments and its component units, or to other governments, on a cost-reimbursement basis.

Engineering Internal Service Fund

The City began using an in-house engineer in 2016. The costs associated with the engineer are accumulated here and reimbursed by the appropriate departments and projects.

Capital Projects Funds

The capital projects fund type is used to account for the acquisition or construction of major capital facilities.

Sewer Collection

The City Public Works Department is working on a collector line replacement at SE 12th Street & Marlin and three pump station upgrades at SE 2nd Street & Marlin, NW Jetty Street & Pacific Avenue, and NW Seventh Avenue & Enterprise. These projects are budgeted in the Sewer Capital Reserve Fund and are funded by a transfer from Sewer Fund Operations.

Water Distribution

Many of these projects have been omitted from this year's budget. We have received funding from the Oregon Infrastructure Finance Authority to construct a new water transmission main on Warrenton Drive from 13th Street to Pacific Drive and Lake Drive in Hammond. This funding is in the form of a partially forgivable loan. The City has also received a partially forgivable loan from the IFA for a Water Meter Replacement Project which will replace outdated meters and allow for future ability for automatic meter reads.

Street Maintenance and Reconstruction

The proposed budget highlights asphalt overlays to bring our streets to a minimally acceptable standard. These are considered maintenance and not capital projects. The City also intends to reconstruct N. Main Avenue and NW 7th Place, SE King Street from SE King to Marlin, SE Anchor from Harbor to SE 3rd Street, and SW 4th Street from S Main Avenue to Alder Court.

**City of Warrenton
Summary of Resources and Requirements
All Funds Combined**

			Fiscal year 07/01/17 - 06/30/18			
Actual FYE 6/30/15	Actual FYE 6/30/16	Adopted Budget FYE 6/30/17	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Approved by Governing Body
\$9,522,887	\$9,898,280	\$10,407,253	Beginning Fund Balance	\$10,436,976	\$10,415,641	
	\$52,609		Change in Fund Balance-Inventory			
897,534	947,173	969,138	Property Taxes	990,879	990,879	
685,147	705,584	689,451	Property Taxes, Levied for Debt	561,661	561,661	
1,475,806	1,607,109	1,595,075	Other Taxes	1,710,801	1,710,801	
649,261	675,338	658,338	Franchise Fees	679,414	679,414	
6,994,915	7,915,662	7,956,266	Fees, Fines, and Charges for Service	8,516,817	8,516,817	
35,457	37,896	32,205	Investment Earnings	47,815	47,815	
1,189,160	740,724	4,909,873	Transfers In	3,264,982	3,264,982	
1,200	9,041	1,300	Miscellaneous Revenue	1,200	1,200	
0	621,771	4,685,304	Loan Proceeds	2,765,000	2,765,000	
34,215	74,959	167,270	Operating Grants and Contributions	68,208	68,208	
718,816	332,229	485,038	Capital Grants and Contributions	523,397	523,397	
863,880	1,007,452	1,006,408	Indirect Expense Allocation	1,094,696	1,094,696	
<u>\$ 23,068,278</u>	<u>\$ 24,625,827</u>	<u>\$ 33,562,919</u>	Total Resources	<u>\$ 30,661,846</u>	<u>\$ 30,640,511</u>	<u>\$ -</u>
4,559,802	5,157,217	5,818,154	Personnel Services	6,114,043	6,114,043	
4,083,833	4,330,583	6,956,244	Materials and Services	7,118,632	7,118,632	
1,669,490	1,667,223	1,712,788	Debt Service	1,662,391	1,662,391	
1,667,713	966,267	8,918,846	Capital Outlay	6,160,333	6,140,333	
1,189,160	740,724	4,894,873	Transfers Out	3,264,982	3,264,982	
		1,408,333	Contingency	1,855,446	1,855,446	
13,169,998	12,862,014	29,709,238	Total Requirements by Category	26,175,827	26,155,827	-
<u>9,898,280</u>	<u>11,763,813</u>	<u>3,853,681</u>	Ending Fund Balance	<u>4,486,019</u>	<u>4,484,684</u>	-
<u>\$23,068,278</u>	<u>\$24,625,827</u>	<u>\$33,562,919</u>	Total Requirements	<u>\$30,661,846</u>	<u>\$ 30,640,511</u>	<u>\$ -</u>

City of Warrenton
Summary of Requirements
Fiscal Year Beginning July 1, 2017 and ending June 30, 2018

Fund	Personnel Services	Materials and Services	Capital Outlay	Debt Service	Transfers To Other Funds	Contingency	Total Expenditures	Ending Fund Balance and Reserved for Future Expenditure	Total Requirements
General Fund (by department)									
Municipal Court	\$ 58,555	\$ 73,011					\$ 131,566	\$ -	\$ 131,566
Administration/Commission	590,719	503,977					1,094,696		1,094,696
Community Development	121,224	63,844					185,068		185,068
Police	1,413,263	409,912					1,823,175		1,823,175
Fire	499,443	239,832		113,500			852,775		852,775
Parks	75,935	85,990	1,900				163,825		163,825
Transfers					120,949		120,949		120,949
Contingency						218,603	218,603	63,831	282,434
Total General Fund	2,759,139	1,376,566	1,900	113,500	120,949	218,603	4,590,657	63,831	4,654,488
Special Revenue Funds									
Community Center Capital Reserve Fund		6,587					6,587		6,587
Community Center Fund	7,779	14,771				1,000	23,550	80	23,630
Warrenton Business Association	11,814	134,392			5,000	5,000	156,206	644	156,850
Grant Fund	3,500	14,179	118,497				136,176	3,066	139,242
Library Fund	40,574	50,025				5,000	95,599	30,194	125,793
Building Division Fund	181,300	68,263				49,909	299,472	145,342	444,814
Transient Room Tax Fund		295,000					295,000		295,000
Facilities Maintenance Fund		25,035				59,315	84,350		84,350
State Tax Street Fund	98,969	373,974	972,980			94,589	1,540,512	97,620	1,638,132
Quincy Robinson Trust Fund			170,000				170,000	17,522	187,522
Total Special Revenue Funds	343,936	982,226	1,261,477	-	5,000	214,813	2,807,452	294,468	3,101,920
Debt Service Funds									
Public Safety Building GO Bond					32,000		32,000		32,000
Wastewater Treatment GO Bond				572,834			572,834	45,827	618,661
Total Debt Service Funds	-	-	-	572,834	32,000	-	604,834	45,827	650,661
Capital Projects Funds									
Parks SDC Fund			107,274				107,274		107,274
Streets SDC Fund			742,400				742,400		742,400
Police Vehicle Replacement Fund			50,000				50,000	5,177	55,177
Fire Apparatus Replacement Fund		12,000	55,261				67,261		67,261
Tansy Point Capital Reserve Fund			121,878				121,878		121,878
Total Capital Projects Funds	-	12,000	1,076,813	-	-	-	1,088,813	5,177	1,093,990
Enterprise Funds									
Warrenton Marina Fund	351,632	249,315			30,000	91,228	722,175		722,175
Warrenton Marina Fund Capital Reserve			85,000				85,000	60,000	145,000
Hammond Marina Fund	232,451	175,873				19,477	427,801		427,801
Hammond Marina Fund Capital Reserve			250,000				250,000	308,000	558,000
Water Fund	1,023,451	2,207,569		624,544	2,177,864	578,335	6,611,763	41,037	6,652,800
Water Systems Development			92,200	85,000			177,200		177,200
Water Fund Capital Reserve Fund			1,904,436				1,904,436	1,873,428	3,777,864
Sewer Fund	892,716	1,024,093		156,146	824,169	496,929	3,394,053	663,997	4,058,050
Sewer Systems Development			140,333	110,367			250,700		250,700
Storm Sewer Fund	96,765	225,830	216,732			64,519	603,846	92,154	696,000
Storm Sewer Systems Development			52,190				52,190		52,190
Sewer Fund Capital Reserve Fund			974,172				974,172	749,997	1,724,169
Sanitation Fund	285,100	858,510			75,000	171,542	1,390,152	6,848	1,397,000
Sanitation Fund Capital Reserve			85,080				85,080	279,920	365,000
Total Enterprise Funds	2,882,115	4,741,190	3,800,143	976,057	3,107,033	1,422,030	16,928,568	4,075,381	21,003,949
Internal Service Fund									
Engineer Internal Service Fund	128,853	6,650					135,503		135,503
Total Internal Service Fund	128,853	6,650	-	-	-	-	135,503	-	135,503
City of Warrenton All Funds	\$ 6,114,043	\$ 7,118,632	\$ 6,140,333	\$ 1,662,391	\$ 3,264,982	\$ 1,855,446	\$ 26,155,827	\$ 4,484,684	\$ 30,640,511

City of Warrenton
Fiscal Year 7/1/2017 - 6/30/2018
Summary of Interfund Transfers

Transfers Out:		Transfers In:	
[1] General Fund (001)	15,000	Facilities Maintenance Fund (035)	15,000
[2] General Fund (001)	50,000	Police Vehicle Replacement Fund (070)	50,000
[3] General Fund (001)	10,000	Fire Apparatus Replacement Fund (071)	10,000
[4] General Fund (001)	19,578	Tansy Point Dock Capital Reserve Fund (072)	19,578
[5] General Fund (001)	26,371	Library Fund (020)	26,371
[6] WBA Fund (006)	5,000	Community Center Capital Reserve (004)	5,000
[7] Warrenton Marina (010)	30,000	Warrenton Marina Capital Reserve Fund (012)	30,000
[8] Water Fund (025)	2,177,864	Water Fund Capital Reserve (029)	2,177,864
[9] Sewer Fund (030)	824,169	Sewer Fund Capital Reserve (038)	824,169
[10] Sanitation Fund (032)	75,000	Sanitation Fund Capital Reserve (034)	75,000
[11] Public Safety Go Bond Fund (057)	<u>32,000</u>	General Fund (001)	<u>32,000</u>
Total Transfers Out	<u>\$3,264,982</u>	Total Transfers In	<u>\$3,264,982</u>

- [1] To fund current and future repair and maintenance and capital improvements.
- [2] To fund current and future capital acquisitions of police vehicles.
- [3] To fund current and future capital acquisitions of fire apparatus.
- [4] To fund current and future capital requirements for the Tansy Pt Dock.
- [5] To fund current library operations at new location.
- [6] To fund current repair and maintenance at the Warrenton Community Center.
- [7] To fund current and future capital requirements for the Warrenton Marina.
- [8] To fund current and future capital requirements in the Water Fund.
- [9] To fund current and future capital requirements in the Sewer Fund.
- [10] To fund current and future capital requirements in the Sanitation Fund.
- [11] To close obsolete fund and transfer ending fund balance to General Fund.

City of Warrenton
Budget Document

General Fund 001

Historical Data			Budget for Fiscal Year 7/1/2017-6/30/2018			
Historical Data		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
Actual		Budget		Budget	Budget	Governing
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Officer	Committee	Body
Resources						
\$ 1,224,517	\$ 1,342,628	\$ 975,000	Beginning Fund Balance	\$ 790,000	\$ 790,000	\$ -
\$ 42,212	\$ 38,857	35,000	Delinquent Ad Valorem Taxes	35,000	35,000	-
425,106	489,145	462,109	Non Ad Valorem Taxes	508,402	508,402	-
649,261	675,338	658,338	Franchise Fees	679,414	679,414	-
700	650	625	Licenses and Permits	650	650	-
130,963	123,365	125,559	Intergovernmental	130,267	130,267	-
263,967	230,393	153,481	Charges for Services	138,990	138,990	-
120,962	119,328	127,175	Fines and Forfeits	119,400	119,400	-
6,489	7,058	5,000	Interest Earnings	10,000	10,000	-
110,339	181,996	209,251	Leases	209,529	209,529	-
877,050	1,019,818	1,007,708	Miscellaneous	1,095,896	1,095,896	-
Transfers from Other Funds:						
Public Safety Building GO Bond Fund				32,000	32,000	-
<u>3,851,566</u>	<u>4,228,576</u>	<u>3,759,246</u>		<u>3,749,548</u>	<u>3,749,548</u>	<u>-</u>
809,664	859,941	884,586	Taxes estimated to be received	904,940	904,940	-
<u>4,661,230</u>	<u>5,088,517</u>	<u>4,643,832</u>	Total Resources	<u>4,654,488</u>	<u>4,654,488</u>	<u>-</u>
Requirements (by department)						
101,510	117,949	126,320	Municipal Court	131,566	131,566	-
863,880	1,007,452	1,156,408	Administration/Commission	1,094,696	1,094,696	-
267,756	239,307	197,533	Community Development	185,068	185,068	-
1,252,494	1,494,316	1,702,215	Police	1,823,175	1,823,175	-
596,947	663,030	833,463	Fire	852,775	852,775	-
127,482	137,078	171,673	Parks	163,825	163,825	-
108,533	159,507	129,578	Transfers	120,949	120,949	-
-	-	51,881	Contingency	218,603	218,603	-
3,318,602	3,818,639	4,369,071	Total Requirements by Department	4,590,657	4,590,657	-
<u>1,342,628</u>	<u>1,269,879</u>	<u>274,761</u>	Ending Fund Balance	<u>63,831</u>	<u>63,831</u>	<u>-</u>
<u>\$ 4,661,230</u>	<u>\$ 5,088,517</u>	<u>\$ 4,643,832</u>	Total Requirements	<u>\$ 4,654,488</u>	<u>\$ 4,654,488</u>	<u>\$ -</u>

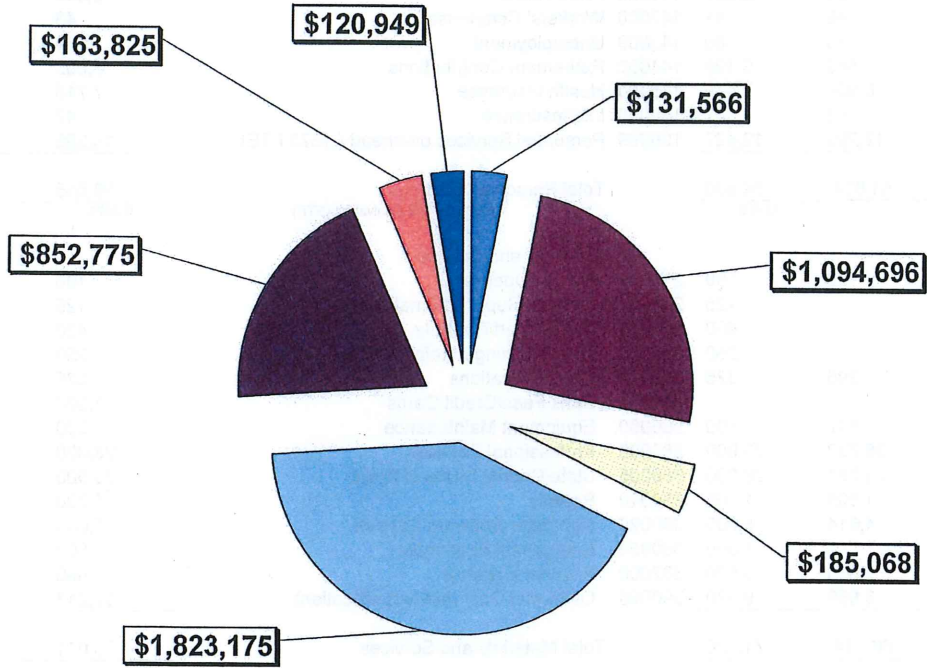
City of Warrenton
Budget Document
General Fund 001
Summary of Revenues

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
\$ 1,224,517	\$ 1,342,628	\$ 975,000	300000	\$ 790,000	\$ 790,000	
42,212	38,857	35,000	311200	35,000	35,000	
425,106	489,145	462,109	319300	508,402	508,402	
369,234	376,728	369,000	318100	376,000	376,000	
16,836	16,371	17,000	318200	15,000	15,000	
82,469	84,287	84,000	318300	84,000	84,000	
27,457	28,374	27,000	318400	28,000	28,000	
1,379	2,224		318600			
37,643	44,082	37,000	318700	40,000	40,000	
113,683	122,872	124,338	318800	136,414	136,414	
560	400		318000			
700	650	625	321100	650	650	
949			314100			
5,400			334403			
43,378	42,203	42,500	335100	44,000	44,000	
6,881	6,829	6,158	335300	6,210	6,210	
74,355	74,333	76,901	335400	80,057	80,057	
19,003	16,282	15,000	341300	15,000	15,000	
147,052	103,988	40,000	342004	20,000	20,000	
7,836	2,150	2,500	342100	5,000	5,000	
3,150	3,500	3,500	342150	3,750	3,750	
86,701	89,302	91,981	342201	94,740	94,740	
-	14,941	500	342250	500	500	
225	230		347300			
14,056	11,860	13,000	341101	12,000	12,000	
22,954	21,348	23,000	341102	22,000	22,000	
1,339	1,681	2,000	341103	1,700	1,700	
169	265	325	341104	200	200	
76,130	77,598	82,000	351100	77,000	77,000	
6,314	6,576	6,850	351200	6,500	6,500	
6,489	7,058	5,000	361000	10,000	10,000	
110,339	181,996	209,251	363000	209,529	209,529	
1,200	689		357000			
10,970	8,352	1,300	360000	1,200	1,200	
1,000	3,325		365000			
365,459	424,548	444,093	370000	503,977	503,977	
498,421	582,904	562,315	375000	590,719	590,719	
			391057	32,000	32,000	
3,851,566	4,228,576	3,759,246		3,749,548	3,749,548	-
		744,434	311100	760,698	760,698	
809,664	859,941	140,152	311100	144,242	144,242	
\$ 4,661,230	\$ 5,088,517	\$ 4,643,832		\$ 4,654,488	\$ 4,654,488	\$ -

City of Warrenton
Budget Document
General Fund 001
Summary of Expenditures

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual		Adopted	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	Budget FYE 6/30/17	Budget Officer	Budget Committee	Governing Body
Personnel Services:					
\$ 43,801	\$ 51,834	\$ 54,800	\$ 58,555	\$ 58,555	\$ -
498,421	582,904	562,315	590,719	590,719	-
96,479	107,078	114,195	121,224	121,224	-
983,025	1,140,176	1,324,355	1,413,263	1,413,263	-
392,064	450,493	483,595	499,443	499,443	-
41,317	69,407	85,247	75,935	75,935	-
<u>2,055,107</u>	<u>2,401,892</u>	<u>2,624,507</u>	<u>2,759,139</u>	<u>2,759,139</u>	<u>-</u>
Materials and Services:					
57,709	66,114	71,520	73,011	73,011	-
365,459	424,548	594,093	503,977	503,977	-
171,277	132,229	83,338	63,844	63,844	-
267,969	354,140	377,860	409,912	409,912	-
163,417	171,071	236,368	239,832	239,832	-
57,657	59,500	81,236	85,990	85,990	-
<u>1,083,488</u>	<u>1,207,602</u>	<u>1,444,415</u>	<u>1,376,566</u>	<u>1,376,566</u>	<u>-</u>
Capital Outlay:					
1,500	-	-	-	-	-
28,508	8,171	5,190	1,900	1,900	-
<u>30,008</u>	<u>8,171</u>	<u>5,190</u>	<u>1,900</u>	<u>1,900</u>	<u>-</u>
Debt Service:					
41,466	41,466	113,500	113,500	113,500	-
<u>41,466</u>	<u>41,466</u>	<u>113,500</u>	<u>113,500</u>	<u>113,500</u>	<u>-</u>
Transfers to Other Funds:					
-	7,629	-	-	-	-
20,000	55,000	55,000	15,000	15,000	-
38,555	30,000	15,000	50,000	50,000	-
40,000	40,000	40,000	10,000	10,000	-
9,978	26,878	19,578	19,578	19,578	-
<u>108,533</u>	<u>159,507</u>	<u>129,578</u>	<u>120,949</u>	<u>120,949</u>	<u>-</u>
-	-	51,881	218,603	218,603	-
-	-	-	-	-	-
<u>\$ 3,318,602</u>	<u>\$ 3,818,639</u>	<u>\$ 4,369,071</u>	<u>\$ 4,590,657</u>	<u>\$ 4,590,657</u>	<u>\$ -</u>

2017-2018 Approved Budget General Fund Expenses by Department



■ Municipal Court	\$131,566
■ Administration/Commission	\$1,094,696
■ Community Development	\$185,068
■ Police	\$1,823,175
■ Fire	\$852,775
■ Parks	\$163,825
■ Transfers to other Funds	\$120,949

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Municipal Court (412)

Historical Data			Budget for Fiscal Year 7/1/2017-6/30/2018			
Actual		Adopted	Expenditures	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	Budget FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
\$ 23,506	\$ 24,696	\$ 25,500	110000 Regular Salaries	\$ 25,750	\$ 25,750	
	128	1,000	110001 Overtime	1,000	1,000	
1,759	1,853	2,027	141000 FICA Taxes	2,046	2,046	
42	46	41	142000 Workers' Compensation	43	43	
91	73	80	143000 Unemployment	54	54	
4,878	5,849	6,199	144000 Retirement Contributions	7,602	7,602	
5,340	6,838	7,479	145000 Health Insurance	7,718	7,718	
61	52	47	146000 Life Insurance	47	47	
8,124	12,299	12,427	199999 Personnel Services overhead (.1373 FTE)	14,295	14,295	
<u>43,801</u>	<u>51,834</u>	<u>54,800</u>	Total Personnel Services	<u>58,555</u>	<u>58,555</u>	-
		0.488	Total Full-Time Equivalent (FTE)	0.4878	0.4878	
			Materials and Services:			
	93	100	210000 Office Supplies	100	100	
		125	223000 General Supplies/Small Tools	125	125	
139		400	310000 Print/Advert/Publicity	400	400	
		250	320000 Dues/Meetings/Training/Travel	250	250	
833	296	325	340002 Communications	325	325	
			360000 Bank Fees/Credit Cards	1,000	1,000	
837	547	800	366000 Equipment Maintenance	900	900	
21,308	25,732	23,000	380000 Professional Services	23,000	23,000	
24,463	23,294	26,000	380005 State/County Share of Fines	25,000	25,000	
718	1,005	1,200	380010 Rentals	1,200	1,200	
954	4,614	5,000	380020 Computer Software Support	5,000	5,000	
		1,000	380050 Non-capital Equipment	1,000	1,000	
2,500	1,575	3,500	382000 Prisoner Expense	2,500	2,500	
5,957	8,958	9,820	390090 Overhead Cost (Indirect allocation)	12,211	12,211	
<u>57,709</u>	<u>66,114</u>	<u>71,520</u>	Total Materials and Services	<u>73,011</u>	<u>73,011</u>	-
			Capital Outlay:			
-	-	-	610000 Machinery and Equipment			
-	-	-	Total Capital Outlay	-	-	-
<u>\$ 101,510</u>	<u>\$ 117,949</u>	<u>\$ 126,320</u>	Total Expenditures	<u>\$ 131,566</u>	<u>\$ 131,566</u>	<u>\$ -</u>

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Administration/Commission/Finance (413)

Historical Data			Budget for Fiscal Year 7/1/2017-6/30/2018					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17						
\$ 343,636	\$ 395,954	\$ 358,750	110000	Personnel Services:		\$ 357,250	\$ 357,250	
491	590	2,500	110001	Salaries (Admin and Finance)		2,000	2,000	
4,437	4,500	6,750	110002	Overtime		9,000	9,000	
484			110003	Commissioner Stipends				
26,301	29,576	28,152	141000	Part-Time Salaries		28,171	28,171	
598	633	579	142000	FICA Taxes		553	553	
1,364	1,182	1,104	143000	Workers' Compensation		737	737	
67,155	84,177	86,245	144000	Unemployment		91,226	91,226	
52,899	65,468	77,455	145000	Retirement Contributions		100,994	100,994	
1,056	824	780	146000	Health Insurance		788	788	
				Life Insurance				
<u>498,421</u>	<u>582,904</u>	<u>562,315</u>		Total Personnel Services		<u>590,719</u>	<u>590,719</u>	<u>-</u>
		5.45		Total Full-Time Equivalent (FTE)		5.675	5.675	
13,305	12,468	16,000	210000	Materials and Services:		15,500	15,500	
5,983	6,190	7,500	211000	Office Supplies		9,300	9,300	
			223000	Postage				
2,597	2,597	2,680	223001	General Supplies/Small Tools		2,680	2,680	
896	49	1,000	223005	Janitorial		1,000	1,000	
5,020	7,490	5,000	310000	Safety Program		5,900	5,900	
4,876	3,798	10,000	320000	Printing/Advertising/Publicity		8,000	8,000	
11,892	13,309	21,000	320001	Dues/Meetings/Training/Travel-Finance		17,000	17,000	
3,759	3,051	6,000	320002	Dues/Meetings/Training/Travel-Administration		6,000	6,000	
4,246	4,358	4,691	340000	Dues/Meetings/Training/Travel-Commission		4,853	4,853	
1,764	2,122	2,588	340001	Electricity		2,750	2,750	
5,516	2,314	3,000	340002	Natural Gas		3,000	3,000	
295	390	485	340005	Communications		485	485	
189	222	226	340006	Water		226	226	
19	52	49	340007	Sewer		49	49	
68	67	210	340008	Storm Sewer		210	210	
151,644	170,261	185,179	350000	Sanitation		185,875	185,875	
11,790	18,520	12,000	360000	Insurance Bonds and Fire		6,000	6,000	
6,275	4,275	4,168	366000	Bank Fees		4,168	4,168	
79,172	126,122	244,869	380000	Equipment Maintenance		150,960	150,960	
89	211	500	380005	Professional Services		500	500	
1,740	1,715	1,750	380010	Recording/Title Fees		1,750	1,750	
41,415	37,411	50,479	380020	Storage Facilities Rental		56,612	56,612	
11,528	4,849	10,205	380050	Software and Computer Support		17,000	17,000	
1,381	2,705	4,514	390000	Non-capital equipment		4,159	4,159	
				Miscellaneous Expense				
<u>365,459</u>	<u>424,548</u>	<u>594,093</u>		Total Materials and Services		<u>503,977</u>	<u>503,977</u>	<u>-</u>
				Capital Outlay:				
			610000	Equipment				
			620000	Capital Improvements				
				Total Capital Outlay		<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 863,880</u>	<u>\$ 1,007,452</u>	<u>\$ 1,156,408</u>		Total Expenditures		<u>\$ 1,094,696</u>	<u>\$ 1,094,696</u>	<u>\$ -</u>

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Community Development (419)

Historical Data			Budget for Fiscal Year 7/1/2017-6/30/2018					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17						
\$ 67,246	\$ 72,018	\$ 73,900	110000	Personnel Services:		\$ 78,290	\$ 78,290	
207	955	900	110001	Regular Salaries		710	710	
4,982	5,368	5,722	141000	Overtime		6,044	6,044	
111	122	118	142000	FICA Taxes		118	118	
258	210	224	143000	Workers' Compensation		158	158	
10,694	11,938	12,231	144000	Unemployment		15,311	15,311	
7,524	10,686	15,709	145000	Retirement Contributions		14,170	14,170	
224	185	161	146000	Health Insurance		161	161	
5,233	5,596	5,230	199999	Life Insurance		6,262	6,262	
				Personnel Services overhead (.0602 FTE)				
<u>96,479</u>	<u>107,078</u>	<u>114,195</u>		Total Personnel Services		<u>121,224</u>	<u>121,224</u>	<u>-</u>
		1.025		Total Full-Time Equivalent (FTE)		1.025	1.025	
				Materials and Services:				
392	565	1,500	210000	Office Supplies		1,000	1,000	
69	187	200	211000	Postage		300	300	
134			223000	General Supplies/Small Tools				
562	562	580	223001	Janitorial Supplies		580	580	
1,259	1,959	2,000	310000	Printing/Advertising/Publicity		2,000	2,000	
6,129	8,724	10,000	320000	Dues/Meetings/Training/Travel		12,000	12,000	
147,052	103,217	40,000	330000	Application Processing Fees		20,000	20,000	
917	942	1,015	340000	Electricity		1,050	1,050	
381	458	560	340001	Natural Gas		595	595	
1,262	418	150	340002	Communications		150	150	
64	84	105	340005	Water		105	105	
41	48	49	340006	Sewer		49	49	
4	11	11	340007	Storm Sewer		11	11	
15	14	46	340008	Sanitation		46	46	
			360000	Bank Fees/Credit Cards		300	300	
8,436	10,442	16,000	380000	Professional Services		16,000	16,000	
0		1,000	380010	Facilities Rental		300	300	
492	522	3,000	380020	Computer and Software Support		1,000	1,000	
231		3,000	380050	Non-capital Equipment		3,000	3,000	
0			390000	Miscellaneous				
3,837	4,076	4,122	390090	Overhead Cost (Indirect allocation)		5,358	5,358	
<u>171,277</u>	<u>132,229</u>	<u>83,338</u>		Total Materials and Services		<u>63,844</u>	<u>63,844</u>	<u>-</u>
				Capital Outlay:				
			610000	Machinery and Equipment				
				Total Capital Outlay		-	-	-
<u>\$ 267,756</u>	<u>\$ 239,307</u>	<u>\$ 197,533</u>		Total Expenditures		<u>\$ 185,068</u>	<u>\$ 185,068</u>	<u>\$ -</u>

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Police (421)

Historical Data			Budget for Fiscal Year 7/1/2017-6/30/2018					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17						
				Personnel Services:				
\$ 598,637	\$ 680,644	\$ 778,000	110000	Regular Salaries	\$ 800,500	\$ 800,500		
41,584	46,809	50,000	110001	Overtime	60,000	60,000		
		1,500	110002	Part-Time Salaries	1,500	1,500		
0	124	1,000	110003	Reserve Wages	1,000	1,000		
47,263	54,148	63,533	141000	FICA Taxes	66,020	66,020		
15,312	15,774	25,331	142000	Workers' Compensation	24,299	24,299		
2,440	2,123	2,492	143000	Unemployment	1,726	1,726		
125,802	158,012	184,250	144000	Retirement Contributions	219,273	219,273		
128,871	153,569	189,118	145000	Health Insurance	198,587	198,587		
1,485	1,343	1,240	146000	Life Insurance	1,312	1,312		
21,631	27,630	27,891	199999	Personnel Services overhead (.3751 FTE)	39,046	39,046		
983,025	1,140,176	1,324,355		Total Personnel Services	1,413,263	1,413,263		-
		12.012		Total Full-Time Equivalent (FTE)	12.7622	12.7622		
				Materials and Services:				
978	773	1,300	210000	Office Supplies	1,300	1,300		
196	228	500	211000	Postage	500	500		
4,496	2,021	4,000	223000	General Supplies/Small Tools	3,500	3,500		
231	406	350	223001	Janitorial Supplies	350	350		
4,541	8,496	10,500	223004	Uniforms	11,000	11,000		
1,352	180	4,000	233005	Reserve Expenses	4,000	4,000		
1,550	1,114	2,000	310000	Printing/Advertising/Publicity	2,500	2,500		
1,383	1,491	1,800	320000	Dues/Meetings/Travel	2,000	2,000		
10,394	8,817	19,000	320001	Police Training	19,000	19,000		
2,870	2,946	3,176	340000	Electricity	3,286	3,286		
1,192	1,434	1,752	340001	Natural Gas	1,862	1,862		
10,739	13,794	16,000	340002	Communications	17,000	17,000		
199	264	329	340005	Water	329	329		
128	150	153	340006	Sewer	153	153		
13	35	33	340007	Storm Sewer	33	33		
252	392	142	340008	Sanitation	141	141		
138,522	173,870	187,096	340009	Dispatch Service	191,064	191,064		
22,472	18,393	25,000	362000	Gasoline/Oil/Lubricants	25,000	25,000		
			360000	Bank Fees/Credit Cards	100	100		
13,564	12,349	17,000	366000	Equipment Maintenance	18,000	18,000		
52	644	1,500	371000	Repair and Maintenance	1,500	1,500		
6,537	8,494	8,500	380000	Professional Services	15,000	15,000		
718	1,005	1,200	380010	Rentals	1,500	1,500		
15,951	17,351	23,000	380020	Computer and Software Support	30,000	30,000		
12,703	58,469	25,000	380050	Non-capital Equipment	25,000	25,000		
1,050	900	2,000	382000	Prisoner Expense	2,000	2,000		
25		500	390000	Uniform Cleaning	500	500		
15,861	20,124	22,029	390090	Overhead Cost (Indirect allocation)	33,294	33,294		
267,969	354,140	377,860		Total Materials and Services	409,912	409,912		-
				Capital Outlay:				
			610000	Capital Equipment				
			610012	Machinery and Equipment				
1,500	-	-		Total Capital Outlay	-	-		-
1,500	-	-		Total Expenditures	\$ 1,823,175	\$ 1,823,175		\$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Fire (422)

Historical Data			Budget for Fiscal-Year 7/1/2017-6/30/2018					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17						
\$ 188,007	\$ 206,160	\$ 211,750	110000	Personnel Services:	\$ 213,250	\$ 213,250		
2,525	4,927	4,000	110001	Regular Salaries	5,000	5,000		
63,677	76,601	90,000	110003	Overtime	90,000	90,000		
19,189	21,707	23,390	141000	Volunteer wages	23,581	23,581		
9,101	10,557	17,113	142000	FICA Taxes	17,463	17,463		
991	851	917	143000	Workers' Compensation	617	617		
38,167	47,573	48,813	144000	Unemployment	59,281	59,281		
36,553	47,469	51,936	145000	Retirement Contributions	52,873	52,873		
733	623	555	146000	Health Insurance	552	552		
3,714	3,714	3,800	147000	Life Insurance	4,100	4,100		
29,407	30,311	31,321	199999	AD & D	32,726	32,726		
392,064	450,493	483,595		Personnel Services overhead (.3144 FTE)	499,443	499,443		-
		3.05		Total Personnel Services	3.00	3.00		
				Total Full-Time Equivalent (FTE)				
				Materials and Services:				
1,202	1,877	1,400	210000	Office Supplies	1,600	1,600		
55	77	100	211000	Postage	200	200		
15,132	16,388	30,600	223000	General Supplies/Small Tools	28,800	28,800		
341	529	700	223002	Chemical Supplies	700	700		
5,590	5,679	8,450	223003	Medical Supplies	8,450	8,450		
1,261	991	2,900	223004	Uniforms	2,900	2,900		
2,047	1,386	3,200	310000	Printing/Advertising/Publicity	2,500	2,500		
7,347	11,146	18,000	320000	Dues/Meetings/Training/Travel	18,000	18,000		
4,801	4,905	5,296	340000	Electricity	5,461	5,461		
3,545	4,030	4,439	340001	Natural Gas	5,198	5,198		
2,575	1,578	1,860	340002	Communications	1,860	1,860		
547	832	856	340005	Water	876	876		
769	873	883	340006	Sewer	922	922		
77	182	198	340007	Storm Sewer	198	198		
418	443	366	340008	Sanitation	381	381		
18,165	19,859	25,150	340009	Dispatch Service	26,607	26,607		
9,196	7,349	10,275	362000	Gasoline/Oil/Lubricants	10,275	10,275		
34,813	31,293	41,175	366000	Equipment Maintenance	41,175	41,175		
660	1,316	4,400	371000	Repair and Maintenance	4,400	4,400		
6,066	13,567	13,500	380000	Professional Services	13,500	13,500		
1,068	1,447	1,902	380020	Computer and Software Support	1,902	1,902		
26,180	23,250	36,000	380050	Non-capital Equipment	36,000	36,000		
21,562	22,077	24,718	390090	Overhead Cost (indirect allocation)	27,927	27,927		
163,417	171,071	236,368		Total Materials and Services	239,832	239,832		-
				Capital Outlay:				
			610000	Capital Equipment				
				Total Capital Outlay				
				Debt Service:				
35,440	36,571	37,738	801001	Principal 02/01/18 (7 year term)	38,941	38,941		
6,026	4,895	3,728	801002	Interest 02/01/18 (payoff date = 2/1/19)	2,525	2,525		
		54,817	801003	Principal 12/29/17 (10 year term)	56,335	56,335		
		17,217	801004	Interest 12/29/16 (payoff date = 12/29/25)	15,699	15,699		
41,466	41,466	113,500		Total Debt Service	113,500	113,500		-
\$ 596,947	\$ 663,030	\$ 833,463		Total Expenditures	\$ 852,775	\$ 852,775	\$ -	

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Parks (429)

Historical Data			Budget for Fiscal Year 7/1/2017-6/30/2018			
Actual		Adopted Budget	Expenditures			
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
\$ 16,905	\$ 29,938	\$ 34,968	110000	\$ 28,800	\$ 28,800	
1,003	1,379	1,800	110001	1,900	1,900	
2,643	4,099	10,782	110002	10,800	10,800	
1,522	2,633	3,638	141000	3,175	3,175	
775	1,549	2,668	142000	2,057	2,057	
79	103	143	143000	83	83	
3,081	5,608	7,061	144000	6,894	6,894	
4,256	9,186	11,711	145000	9,303	9,303	
38	48	49	146000	45	45	
11,015	14,864	12,427	199999	12,878	12,878	
<u>41,317</u>	<u>69,407</u>	<u>85,247</u>		<u>75,935</u>	<u>75,935</u>	<u>-</u>
		0.69	Total Personnel Services	0.5229	0.5229	
			Total Full-Time Equivalent (FTE)			
			Materials and Services:			
124	95	240	210000	240	240	
-		90	211000	90	90	
1,921	2,483	1,800	223000	1,800	1,800	
1,222	833	1,000	223001	1,000	1,000	
746	426	500	223002	500	500	
118	58	250	223004	250	250	
4	158	300	223005	300	300	
374	256	800	310000	800	800	
73	92	320	320000	320	320	
4,587	4,547	5,400	340000	5,400	5,400	
234	481	500	340002	500	500	
3,554	4,161	3,780	340005	3,780	3,780	
1,706	1,301	1,944	340006	1,944	1,944	
170	308	200	340007	200	200	
3,986	3,268	4,200	340008	4,200	4,200	
291	291	500	350000	500	500	
			360000	700	700	
1,952	1,739	3,500	362000	3,500	3,500	
1,147	2,236	3,500	366000	3,500	3,500	
9,780	9,971	7,000	371000	10,000	10,000	
627	561	3,000	371001	3,000	3,000	
1,450	1,325	6,000	378000	6,000	6,000	
11,743	11,744	22,000	380000	22,000	22,000	
1,065	784	1,000	380020	877	877	
2,705	1,556	3,600	380050	3,600	3,600	
8,078	10,826	9,812	390090	10,989	10,989	
<u>57,657</u>	<u>59,500</u>	<u>81,236</u>		<u>85,990</u>	<u>85,990</u>	<u>-</u>
			Total Materials and Services			
		360	610007			
700	479	1,230	610005	880	880	
		3,000	610013			
			610017			
			610018			
23,870			610000			
3,938	7,692		620032			
		600	620091	765	765	
			620092	255	255	
<u>28,508</u>	<u>8,171</u>	<u>5,190</u>		<u>1,900</u>	<u>1,900</u>	<u>-</u>
			Total Capital Outlay			
\$ 127,482	\$ 137,078	\$ 171,673	Total Expenditures	\$ 163,825	\$ 163,825	\$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Transfers (600)

Historical Data			Budget for Fiscal Year 7/1/2017-6/30/2018			
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
		7,629	860005			
			860020	26,371	26,371	
\$ 20,000	\$ 55,000	55,000	860035	15,000	15,000	
38,555	30,000	15,000	860070	50,000	50,000	
40,000	40,000	40,000	860071	10,000	10,000	
9,978	26,878	19,578	860072	19,578	19,578	
\$ 108,533	\$ 159,507	\$ 129,578		\$ 120,949	\$ 120,949	\$ -
			Total Transfers			

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Contingency (500)

Historical Data			Budget for Fiscal Year 7/1/2017-6/30/2018			
Actual		Adopted Budget	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
\$ -	\$ -	\$ 51,881	800000 Contingency-5% of expenditures	\$ 218,603	\$ 218,603	
			800000 Contingency-Warrenton Fiber Lease			
\$ -	\$ -	\$ 51,881	Total	\$ 218,603	\$ 218,603	\$ -

City of Warrenton
Budget Document

Parks System Development Charges Fund 003 (410)

Historical Data			Budget for Fiscal Year 7/1/2017- 6/30/2018			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			Resources			
\$ 13,024	\$ 28,562	\$ 46,109	300000	Beginning Fund Balance	\$ 69,274	\$ 69,274
15,500	27,500	22,000	339200	Improvement Fee	38,000	38,000
			339100	Reimbursement Fee		
38	51		361000	Interest		
<u>28,562</u>	<u>56,113</u>	<u>68,109</u>		Total Resources	<u>107,274</u>	<u>107,274</u>
			Requirements			
		68,109	620000	Capital Outlay-Parks Dept: Improvements	107,274	107,274
		<u>68,109</u>		Total Capital Outlay	<u>107,274</u>	<u>107,274</u>
-	-	-	800000	Contingency	-	-
-	-	68,109		Total Expenditures	<u>107,274</u>	<u>107,274</u>
28,562	56,113	-	880001	Ending Fund Balance	-	-
<u>\$ 28,562</u>	<u>\$ 56,113</u>	<u>\$ 68,109</u>		Total Requirements	<u>\$ 107,274</u>	<u>\$ 107,274</u>

City of Warrenton
Budget Document

Established by Resolution No. 2055

Police Vehicle Replacement Fund 070 (495)

To accumulate funds for the purchase
of police vehicles and equipment

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual FYE 6/30/15	Adopted Budget FYE 6/30/16	Adopted Budget FYE 6/30/17	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 6,403	\$ 2,392	\$ 34,751	300000	\$ 5,152	\$ 5,152	
28	16	20	361000	25	25	
38,555	30,000	15,000	391001	50,000	50,000	
	2,350		391006			
			366000			
<u>44,986</u>	<u>34,758</u>	<u>49,771</u>	Total Resources	<u>55,177</u>	<u>55,177</u>	<u>-</u>
			Requirements			
			Materials and Services-Police Dept:			
			380000			
			380050			
			Total Materials and Services	<u>-</u>	<u>-</u>	<u>-</u>
			Capital Outlay-Police Dept:			
			610000			
42,594		47,500	610001			
-	-	-	610002	50,000	50,000	
<u>42,594</u>	<u>-</u>	<u>47,500</u>	Total Capital Outlay	<u>50,000</u>	<u>50,000</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	800000			
42,594	-	47,500	Total Expenditures	<u>50,000</u>	<u>50,000</u>	<u>-</u>
2,392	34,758	2,271	880001	5,177	5,177	-
<u>\$ 44,986</u>	<u>\$ 34,758</u>	<u>\$ 49,771</u>	Total Requirements	<u>\$ 55,177</u>	<u>\$ 55,177</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Established by Resolution No. 2021

Fire Apparatus Replacement Fund 071 (495)

To accumulate funds for the
purchase of fire apparatus

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
\$ 250,416	\$ 232,496	\$ 893,006	300000	\$ 56,661	\$ 56,661	
	\$ 621,771		334120			
883	688	750	361000	600	600	
			365000			
			Transfers from Other Funds:			
40,000	40,000	40,000	391001	10,000	10,000	
			392100			
	11,082		360000			
			Miscellaneous Revenue			
291,299	906,037	933,756	Total Resources	67,261	67,261	-
			Requirements			
			Materials and Services-Fire Dept:			
-	-		380000			
			380050	12,000	12,000	
			Total Materials and Services			
				12,000	12,000	-
			Capital Outlay-Fire Dept:			
58,803			610004			
	13,000	876,771	610006			
		56,985	610000	55,261	55,261	
			Total Capital Outlay			
58,803	13,000	933,756		55,261	55,261	-
			800000			
			Contingency			
58,803	13,000	933,756	Total Expenditures			
				67,261	67,261	-
232,496	893,037	-	880001			
			Reserved for Future Expenditure			
\$ 291,299	\$ 906,037	\$ 933,756	Total Requirements	\$ 67,261	\$ 67,261	\$ -

City of Warrenton
Budget Document

Grant Fund 015

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			Resources			
\$ 5,144	\$ 5,144	\$ 3,035	300000 Beginning Fund Balance	\$ 3,066	\$ 3,066	
		2,109	300000 Beginning Fund Balance-Memorial	2,109	2,109	
			300000 Beginning Fund Balance - K9	770	770	
			334109 Police Grant - ODOT			
			334110 Police Grant - Oregon Impact			
2,600	1,452	3,000	334111 Safety Belt Grant - Police	2,000	2,000	
1,400	905	3,000	334112 DUII Grant - Police	1,500	1,500	
	1,000	2,000	334113 Miscellaneous Grants - Police	2,500	2,500	
8,325	51,805	54,915	334119 COPS Grant			
	1,161	5,000	334121 Miscellaneous Grants - Vests Police	6,000	6,000	
		15,000	334123 Donations for K-9	6,500	6,500	
		300	365003 Parent Aid Donation	300	300	
			334124 Naloxone Grant Program	1,000	1,000	
			334125 VFW/OPRD Veteran's Memorial Grant/Donation	113,497	113,497	
<u>17,469</u>	<u>61,468</u>	<u>88,359</u>	Total Resources	<u>139,242</u>	<u>139,242</u>	<u>-</u>
			Requirements			
			Police Department			
			Personnel Services			
6,610	34,351	37,500	110000 Regular Salaries			
1,988	889	3,000	110001 Overtime - Safety Belt Grant	2,000	2,000	
1,062	801	3,000	110003 Overtime - DUII Grant	1,500	1,500	
242	2,744		110005 Overtime - Cops Grant			
734	2,858	2,869	141000 Fica			
196	1,038	1,142	142000 Worker's Compensation			
37	112	113	143000 Unemployment			
381	5,795	7,676	144000 Retirement			
1,056	5,465	5,543	145000 Health Insurance			
17	83	72	146000 Life Insurance			
<u>12,323</u>	<u>54,136</u>	<u>60,915</u>	Total Personnel Services	<u>3,500</u>	<u>3,500</u>	<u>-</u>
		0.75	Total Full-Time Equivalent (FTE)	0	0	0
			Materials and Services			
		300	223001 Parent Aid Supplies	300	300	
		2,000	223004 K-9 Supplies	750	750	
2	27	2,109	380000 Professional Services-Memorial Fund	2,109	2,109	
		9,000	380003 Professional Services-K-9	750	750	
			380004 Naloxone Grant Program	1,000	1,000	
	1,000	2,000	380050 Non-Capital Equipment - Police Misc	2,500	2,500	
	1,161	5,000	380054 Non-Capital Equipment - Police VESTS	6,000	6,000	
		4,000	380057 Non-Capital Equipment - K-9	770	770	
<u>2</u>	<u>2,188</u>	<u>24,409</u>	Total Materials and Services	<u>14,179</u>	<u>14,179</u>	<u>-</u>
			Capital Outlay			
			610002 K-9 Vehicle	5,000	5,000	
			Total Capital Outlay	<u>5,000</u>	<u>5,000</u>	<u>-</u>
			Total Police Department Requirements	<u>22,679</u>	<u>22,679</u>	<u>-</u>
			Requirements Administration			
			Capital Outlay			
			620002 Veteran's Memorial Statue VFW Post 10580	113,497	113,497	
			Total Administration Requirements	<u>113,497</u>	<u>113,497</u>	<u>-</u>
12,325	56,324	85,324	Total Expenditures	<u>136,176</u>	<u>136,176</u>	<u>-</u>
5,144	5,144	3,035	800001 Ending Fund Balance	3,066	3,066	-
<u>\$ 17,469</u>	<u>\$ 61,468</u>	<u>\$ 88,359</u>	Total Requirements	<u>\$ 139,242</u>	<u>\$ 139,242</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Community Center Fund 005 (401)

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2017-6/30/2018		
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17						
			Resources					
\$ 9,025	\$ 7,539	\$ 11,000	300000	Beginning Fund Balance	\$ 7,800	\$ 7,800		
11,995	11,306	10,000	347500	Rentals	12,500	12,500		
494	669	400	348000	Cleaning Charges	500	500		
			349000	Supply Rental				
45	26		360000	Miscellaneous Income				
19	17	15	361000	Interest	30	30		
1,045	2,498	1,600	364000	Fundraising	1,800	1,800		
3,060	1,925	500	365000	Donations - Restricted	1,000	1,000		
	7,629		391001	Transfer from General Fund				
<u>25,683</u>	<u>31,608</u>	<u>23,515</u>		Total Resources	<u>23,630</u>	<u>23,630</u>		<u>-</u>
			Requirements					
			Personnel Services-Community Center:					
			110000	Regular Admin Salaries				
3,202	3,680	4,400	110002	Part-Time Salaries	4,500	4,500		
245	282	337	141000	FICA	344	344		
124	111	145	142000	Workers Compensation	150	150		
13	11	13	143000	Unemployment	9	9		
		-	144000	Retirement	-	-		
		-	145000	Health Insurance	-	-		
		-	146000	Life Insurance	-	-		
2,243	2,856	2,643	199999	Personnel services overhead (.0267 FTE)	2,776	2,776		
<u>5,827</u>	<u>6,940</u>	<u>7,538</u>		Total Personnel Services	<u>7,779</u>	<u>7,779</u>		<u>-</u>
		0.15		Total Full-Time Equivalent (FTE)	0.15	0.15		
			Materials and Services-Community Center:					
341	263	250	223000	General Supplies	300	300		
910	699	950	223001	Janitorial Supplies	900	900		
23	22	50	310000	Printing/Advertising/Publicity	50	50		
1,975	1,744	2,250	340000	Electricity	2,250	2,250		
1,538	1,415	1,600	340001	Natural Gas	1,600	1,600		
1,481	1,502	1,500	340002	Communications	1,550	1,550		
570	652	725	340005	Water	780	780		
584	599	650	340006	Sewer	690	690		
58	120	130	340007	Storm Sewer	140	140		
2,125	2,132	2,150	340008	Sanitation	2,175	2,175		
			360000	Bank Fees/Credit Cards	200	200		
	167		371000	Building Maintenance				
10	8	10	380000	Professional Services	10	10		
492	492	509	380020	Computer/Software Support	600	600		
128		200	380050	Non-capital equipment	250	250		
438	971	700	390000	Fundraising Expenses	900	900		
1,644	2,080	2,096	390090	Overhead Cost (Indirect Allocation)	2,376	2,376		
<u>12,317</u>	<u>12,867</u>	<u>13,770</u>		Total Materials and Services	<u>14,771</u>	<u>14,771</u>		<u>-</u>
			Not allocated:					
-	-	1,000	800000	Contingency	1,000	1,000		
18,144	19,807	22,308		Total Expenditures	<u>23,550</u>	<u>23,550</u>		<u>-</u>
7,539	11,801	1,207	880001	Ending Fund Balance	80	80		
<u>\$ 25,683</u>	<u>\$ 31,608</u>	<u>\$ 23,515</u>		Total Requirements	<u>\$ 23,630</u>	<u>\$ 23,630</u>		<u>\$ -</u>

City of Warrenton
Budget Document

Established by Resolution No. 2328

Community Center Capital Reserve Fund 004 (401)

To accumulate funds for maintenance and capital improvements for the Community Center

Review Year: 2021

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2017- 6/30/2018			
Actual	Adopted Budget	Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body		
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17					
Resources							
\$ 2,937	2,186	\$ 1,587	300000	Beginning Fund Balance	\$ 1,587	\$ 1,587	
			365001	Contributions to Capital			
				Transfers from Other Funds:			
			- 391006	Transfer from WBA	5,000	5,000	-
<u>2,937</u>	<u>2,186</u>	<u>1,587</u>		Total Resources	<u>6,587</u>	<u>6,587</u>	<u>-</u>
Requirements							
Materials and Services-Community Center:							
751		800	371000	Repair and maintenance	5,800	5,800	
	599	787	380050	Non-capital Equipment	787	787	
<u>751</u>	<u>599</u>	<u>1,587</u>		Total Materials and Services	<u>6,587</u>	<u>6,587</u>	<u>-</u>
Capital Outlay-Community Center:							
			610000	Equipment			
			620000	Improvements			
<u>-</u>	<u>-</u>	<u>-</u>		Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
			- 800000	Contingency			
<u>751</u>	<u>599</u>	<u>1,587</u>		Total Expenditures	<u>6,587</u>	<u>6,587</u>	<u>-</u>
<u>2,186</u>	<u>1,587</u>	<u>-</u>	880001	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 2,937</u>	<u>\$ 2,186</u>	<u>\$ 1,587</u>		Total Requirements	<u>\$ 6,587</u>	<u>\$ 6,587</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Transient Room Tax Fund 024 (465)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual		Adopted		Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
Resources						
\$ -	\$ -	\$ -	300000	Beginning Fund Balance		
42,561	48,972	55,000	319300	Room Taxes (LCTC Share)	62,000	62,000
36,552	42,058	50,000	319301	Room Taxes (VC Share)	53,000	53,000
121,673	140,003	165,000	319302	Room Taxes (Hammond Marina Share)	180,000	180,000
<u>200,786</u>	<u>231,033</u>	<u>270,000</u>	Total Resources		<u>295,000</u>	<u>295,000</u>
Requirements						
Materials and Services-Transient Room Tax Program:						
		1,000	380000	Qualified Recipient/Tourism Purpose	1,000	1,000
121,673	140,003	164,000	380001	Hammond Marina	179,000	179,000
42,561	48,972	55,000	380002	Tourist Promotion LCTC	62,000	62,000
36,552	42,058	50,000	380003	Warrenton Visitors' Center	53,000	53,000
<u>200,786</u>	<u>231,033</u>	<u>270,000</u>	Total Materials and Services		<u>295,000</u>	<u>295,000</u>
<u>200,786</u>	<u>231,033</u>	<u>270,000</u>	Total Expenditures		<u>295,000</u>	<u>295,000</u>
-	-	-	Ending Fund Balance		-	-
<u>\$ 200,786</u>	<u>\$ 231,033</u>	<u>\$ 270,000</u>	Total Requirements		<u>\$ 295,000</u>	<u>\$ 295,000</u>

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 7/1/2017- 6/30/2018			
Actual FYE 6/30/15	FYE 6/30/16	Adopted Budget FYE 6/30/17	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 104,526	69,409	\$ 25,000	300000 Beginning Fund Balance	\$ 69,000	\$ 69,000	
			360000 Miscellaneous			
273	295	300	361000 Interest Earnings	350	350	
			365000 Contribution from Chamber			
			Transfers from Other Funds:			
20,000	55,000	55,000	391001 General Fund	15,000	15,000	
<hr/>				<hr/>		
<u>124,799</u>	<u>124,704</u>	<u>80,300</u>	Total Resources	<u>84,350</u>	<u>84,350</u>	<u>-</u>
			Requirements			
			Materials and Services-Facilities Maintenance:			
418	452	470	340000 VC-Electricity	470	470	
711	936	800	340002 VC-Communications	950	950	
255	293	320	340005 VC-Water	340	340	
584	599	650	340006 VC-Sewer	670	670	
58	120	130	340007 VC-Storm Sewer	135	135	
86	92	120	340008 VC-Sanitation	120	120	
16,068	15,917	15,500	371000 Repair and Maintenance	16,000	16,000	
236		500	371003 R & M -Senior Freezer	500	500	
2,257	3,000	3,300	371004 R & M -Community Center	3,000	3,000	
2,488		2,000	371006 R & M -Visitor's Center	2,000	2,000	
983	683		371007 Headstart Repair & Maintenance			
		30,000	371008 R & M -Flooring City Hall			
			371009 R & M -Other			
5,385			371014 R & M - Refrigerator			
	20,955		371015 R & M - Hammond Fire Station Roof			
			380000 Professional Services			
5,599			380050 Non-capital equipment	500	500	
	325	350	390000 VC-Property Taxes	350	350	
<hr/>				<hr/>		
<u>35,128</u>	<u>43,370</u>	<u>54,140</u>	Total Materials and Services	<u>25,035</u>	<u>25,035</u>	<u>-</u>
			Capital Outlay-Facilities Maintenance:			
	13,763		610000 Equipment-Sound System			
			620000 Improvements - Other			
342	123		620004 Police Dept Building Completion			
19,920			620006 Community Center Walk-in Freezer			
<hr/>				<hr/>		
<u>20,262</u>	<u>13,886</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
			Not allocated:			
		26,160	800000 Contingency	59,315	59,315	
<hr/>				<hr/>		
55,390	57,256	80,300	Total Expenditures	84,350	84,350	-
<hr/>				<hr/>		
69,409	67,448	-	Reserved for Future Expenditures	-	-	-
<hr/>				<hr/>		
<u>\$ 124,799</u>	<u>\$ 124,704</u>	<u>\$ 80,300</u>	Total Requirements	<u>\$ 84,350</u>	<u>\$ 84,350</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Established by Resolution No. 2017

Tansy Point Dock Capital Reserve Fund 072 (410)

To accumulate funds for maintenance and capital improvements to Tansy Point Dock

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018				
Actual	Adopted Budget			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17			FYE 6/30/15	FYE 6/30/16	FYE 6/30/17
			<u>Resources</u>				
\$ 64,103	\$ 74,375	\$ 82,100	300000	Beginning Fund Balance	\$ 102,000	\$ 102,000	
294	355	300	361000	Interest Earnings	300	300	
				Transfers from Other Funds:			
9,978	16,878	19,578	391001	General Fund 10% of lease revenue	19,578	19,578	
	10,000		391001	General Fund			
			Total Resources		121,878	121,878	-
74,375	101,608	101,978					
			<u>Requirements</u>				
	19,443		380000	Materials and Services-Admin:			
			380050	Professional Services			
				Non-capital Equipment			
			Total Materials and Services		-	-	-
	19,443	-					
				Capital Outlay-Admin:			
		101,978	610000	Equipment			
			620000	Improvements-Unallocated	121,878	121,878	
			Total Capital Outlay		121,878	121,878	-
		101,978					
				Not allocated:			
			800000	Contingency			
			Total Expenditures		121,878	121,878	-
	19,443	101,978					
				Ending Fund Balance	-	-	-
74,375	82,165	-	880001	Ending Fund Balance			
			Total Requirements		\$ 121,878	\$ 121,878	\$ -
\$ 74,375	\$ 101,608	\$ 101,978					

City of Warrenton
Budget Document

Public Safety Building GO Bond Fund 057 (720)

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual	Adopted Budget	Adopted Budget			Proposed By	Approved by	Adopted by	
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17			Budget Officer	Budget Committee	Governing Body	
Resources								
\$ 36,403	\$ 31,000	\$ 14,000	300000	Beginning Fund Balance	\$ 32,000	\$ 32,000		
7,179	6,392	3,000	311200	Prior Year Taxes				
546	689	300	361000	Interest Earnings				
44,128	38,081	17,300		Sub-Total Resources	32,000	32,000	-	
126,122	132,510	124,450	311100	Property Taxes - Bond Measure				
170,250	170,590	141,750		Total Resources	32,000	32,000	-	
Requirements								
Debt Service:								
120,000	130,000	135,000	471000	Principal GO Series 98 due 06/15/17				
19,250	13,250	3,375	472000	Interest GO Series 98 due 12/15/16				
		3,375	472000	Interest GO Series 98 due 06/15/17				
139,250	143,250	141,750		Total Debt Service (pay off date is 6/15/17)	-	-	-	
Transfers:								
			860001	Transfer to the General Fund	32,000	32,000		
				Total Transfers	32,000	32,000	-	
-	-	-	800000	Contingency	-	-	-	
139,250	143,250	141,750		Total Expenditures	32,000	32,000	-	
31,000	27,340	-	880001	Ending Fund Balance			-	
\$ 170,250	\$ 170,590	\$ 141,750		Total Requirements	\$ 32,000	\$ 32,000	\$ -	

City of Warrenton
Budget Document

Wastewater Treatment Facility GO Bond 059 (435)

Historical Data			Budget for Fiscal Year 7/1/2017- 6/30/2018			
Actual	Actual	Adopted Budget	Resources and Requirements	Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
Resources						
\$ 142,004	\$ 116,572	\$ 58,000	300000	Beginning Fund Balance	\$ 55,000	\$ 55,000
29,157	25,589	20,000	311200	Prior Year Taxes	20,000	20,000
1,599	1,852	900	361000	Interest Earnings	2,000	2,000
172,760	144,013	78,900		Sub-Total Resources	77,000	77,000
522,689	541,093	542,001	311100	Property Taxes - Bond Measure	541,661	541,661
695,449	685,106	620,901		Total Resources	618,661	618,661
Requirements						
				Debt Service:		
	197,014	202,849	471000	Principal GO Bond due 12/01/17	208,857	208,857
385,507	199,910	205,831	471000	Principal GO Bond due 06/01/18	211,927	211,927
193,370	78,576	72,741	472000	Interest GO Bond due 12/01/17	66,733	66,733
	101,421	93,487	472000	Interest GO Bond due 06/01/18	85,317	85,317
578,877	576,921	574,908		Total Debt Service (Pay off date is 12/1/26)	572,834	572,834
-	-	-	800000	Contingency	-	-
578,877	576,921	574,908		Total Expenditures	572,834	572,834
116,572	108,185	45,993	880001	Ending Fund Balance 8% of debt service	45,827	45,827
\$ 695,449	\$ 685,106	\$ 620,901		Total Requirements	\$ 618,661	\$ 618,661

City of Warrenton
Budget Document

Quincy Robinson Trust Fund 065 (429)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
Resources						
\$ 142,046	\$ 176,653	\$ 129,379	300000	Beginning Fund Balance	\$ 162,457	\$ 141,122
278	300	300	361000	Interest Earnings	400	400
51,103	45,225	45,000	365000	Donation from the Trust	46,000	46,000
			366000	Proceeds from Sale		
<u>193,427</u>	<u>222,178</u>	<u>174,679</u>		Total Resources	<u>208,857</u>	<u>187,522</u>
Requirements						
			371000	Materials and Services-Parks Dept: Repair and Maintenance		
			380000	Rare		
				Total Materials and Services		
			620005	Capital Outlay-Parks Dept: Trail 1st to Skipanon	10,000	10,000
570	225	10,000	620008	Fields 1 & 2 Pedestrian Strip		
815			620009	Playground Equip	120,000	120,000
10,626	24,976		620010	Field 4 Drainage Repair		
	24,078		620079	QR Field 4 Dugouts & Bleachers		
	7,980		620080	QR Ballfields 3 Drainage repair		
	18,246	14,000	620084	QR Ballfield Maintenance Shed Electrical Service		
		6,000	620081	QR Field 4 Fencing & Bleachers		
2,205	4,890		620082	Bicycle Racks (Fort Steven's)		
2,558			620083	Improve Kayak Dock (Skipanon River)		
		100,000	620086	QR Covering for Court		
			620076	Warrenton Kids, Inc. Donation for Park Impr.	20,000	
			620077	QR Ballfield Irrigation	20,000	20,000
			620078	Resurface Tennis Court	20,000	20,000
<u>16,774</u>	<u>80,394</u>	<u>130,000</u>		Total Capital Outlay	<u>190,000</u>	<u>170,000</u>
			800000	Not allocated: Contingency		
		6,000		Total Expenditures	<u>190,000</u>	<u>170,000</u>
<u>16,774</u>	<u>80,394</u>	<u>136,000</u>				
<u>176,653</u>	<u>141,784</u>	<u>38,679</u>	880001	Ending Fund Balance	<u>18,857</u>	<u>17,522</u>
<u>\$ 193,427</u>	<u>\$ 222,178</u>	<u>\$ 174,679</u>		Total Requirements	<u>\$ 208,857</u>	<u>\$ 187,522</u>

**City of Warrenton
Budget Document**

Building Division Fund 021 (423)

Historical Data			Budget for Fiscal Year 7/1/2017- 6/30/2018			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	Budget FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			Resources			
\$ 164,817	\$ 250,885	\$ 230,000	300000 Beginning Fund Balance	\$ 270,000	\$ 270,000	
283,905	216,640	213,190	322100 Permits	174,014	174,014	
310	223		360000 Miscellaneous			
704	802	700	361000 Interest Earnings	800	800	
449,736	468,550	443,890	Total Resources	444,814	444,814	-
			Requirements			
111,620	116,317	119,650	Personnel Services=Building Dept:			
			110000 Regular Salaries	122,710	122,710	
			110001 Overtime	1,540	1,540	
9,840	9,692	12,600	110002 Part-Time Regular Salaries			
9,113	9,427	10,117	141000 FICA Taxes	9,505	9,505	
888	968	1,320	142000 Workers' Compensation	1,120	1,120	
471	370	397	143000 Unemployment	249	249	
17,677	19,030	19,527	144000 Retirement Contributions	24,217	24,217	
22,737	25,090	31,801	145000 Health Insurance	18,493	18,493	
216	176	158	146000 Life Insurance	158	158	
2,941	4,022	3,261	199999 Personnel services overhead (.0318 FTE)	3,308	3,308	
175,503	185,091	198,831	Total Personnel Services	181,300	181,300	-
		2.085	Total Full-Time Equivalent (FTE)	2.075	2.075	
1,090	1,101	1,000	Materials and Services-Building Dept:			
4		50	210000 Office Supplies	1,100	1,100	
585	26	1,000	211000 Postage	50	50	
562	562	580	223000 General Supplies/Small Tools			
	26	250	223001 Janitorial Supplies	580	580	
4,382	3,891	5,000	310000 Printing/Advertising/Publicity	50	50	
917	942	1,015	320000 Dues Meetings Training Travel	5,000	5,000	
381	459	560	340000 Electricity	1,050	1,050	
1,214	702	620	340001 Natural Gas	595	595	
64	84	105	340002 Communications	450	450	
41	48	49	340005 Water	105	105	
4	11	11	340006 Sewer	49	49	
15	14	46	340007 Storm Sewer	11	11	
			340008 Sanitation	46	46	
519	451	800	360000 Bank Fees/Credit Cards	2,000	2,000	
2	0	250	362000 Gasoline/Oil/Lubricants	800	800	
8,298	6,841	15,000	366000 Equipment Maintenance	250	250	
2,420	2,669	3,800	380000 Professional Services	50,000	50,000	
694	1,048		380020 Computer Software Support	3,000	3,000	
2,156	2,929	2,584	380050 Non-capital equipment	350	350	
			390090 Overhead Cost (Indirect Allocation)	2,777	2,777	
23,348	21,804	32,720	Total Materials and Services	68,263	68,263	-
			Capital Outlay-Building Dept:			
			610001 Equipment			
			Total Capital Outlay			
			Total Building Dept. Requirements	249,563	249,563	-
			Not allocated:			
		46,310	800000 Contingency (20% of expenditures)	49,909	49,909	
198,851	206,895	277,861	Total Expenditures	299,472	299,472	-
250,885	261,655	166,029	880001 Ending Fund Balance	145,342	145,342	
\$ 449,736	\$ 468,550	\$ 443,890	Total Requirements	\$ 444,814	\$ 444,814	\$ -

City of Warrenton
Budget Document

Library Fund 020 (455)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual	Adopted		Resources	Proposed by	Approved by	Adopted by
FYE 6/30/15	Budget	FYE 6/30/17	and	Budget	Budget	Governing
			Requirements	Officer	Committee	Body
Resources						
\$ 28,398	\$ 28,378	\$ 21,000	300000	Beginning Fund Balance	\$ 39,000	\$ 39,000
2,255	2,084	2,000	311200	Prior Year Taxes	2,000	2,000
		600	334100	Grants-Misc	500	500
1,000	1,000	1,000	334200	Grants-Ready to Read	1,000	1,000
223	275	200	351200	Fines	200	200
1,557	3,052	600	351500	Book Sales	1,500	1,500
249	359	275	360000	Miscellaneous	300	300
132	108	100	361000	Interest Earnings	150	150
6,995	5,628	4,000	365000	Donations	2,000	2,000
			365200	Donations-OCF	3,833	3,833
		15,000	391001	Transfer from General Fund	26,371	26,371
40,809	40,884	44,775		Sub-Total Resources	76,854	76,854
43,403	46,291	47,552	311100	Property Taxes - Local Option Levy	48,939	48,939
84,212	87,174	92,327	Total Resources	125,793	125,793	-
Requirements						
22,664	24,401	25,250	110002	Personnel Services-Library:		
1,551	1,608	1,932	141000	Part-Time Regular Salaries	25,750	25,750
76	82	71	142000	FICA	1,970	1,970
80	63	76	143000	Workers Compensation	70	70
2,733	3,005	3,080	143000	Unemployment	52	52
3,541	4,365	4,619	144000	Retirement	3,710	3,710
74	66	60	145000	Health Insurance	4,768	4,768
2,592	3,206	3,936	146000	Life Insurance	60	60
			199999	Personnel services overhead (.0403 FTE)	4,194	4,194
33,311	36,796	39,024	Total Personnel Services	40,574	40,574	-
		0.915	Total Full Time Equivalent (FTE)	0.915	0.915	
2,423	2,791	2,500	210000	Materials and Services-Library:		
36	16	100	211000	Office Supplies	3,000	3,000
6,717	3,316	3,600	223000	Postage	100	100
1,008	1,020	1,000	223001	Books	2,500	2,500
1,321	1,282	1,400	223001	Ready to Read Grant-Books	1,000	1,000
		1,500	223002	Janitorial	1,600	1,600
1,276	405	500	223003	OCF Grant-Books	2,300	2,300
1,084	2,208	500	310000	Printing/Advertising/Publicity	250	250
1,054	1,077	1,100	320000	Dues/Meetings/Training/Travel	500	500
848	795	1,175	340000	Electricity	1,500	1,500
749	808	900	340001	Natural Gas	1,750	1,750
255	293	400	340002	Communications	1,000	1,000
540	599	600	340005	Water	1,000	1,000
102	120	80	340006	Sewer	800	800
152	178	200	340007	Storm Sewer	150	150
65		200	340008	Sanitation	250	250
947		1,000	366000	Equipment Maintenance	250	250
179	752	400	371000	Repair and Maintenance	1,000	1,000
		7,000	380000	Professional Services	500	500
1,468	1,254	1,500	380010	Facilities Rental	25,020	25,020
399			380020	Computer Support-high speed internet	2,000	2,000
1,900	2,335	3,093	380050	Non-capital equipment		
			390090	Overhead Cost (Indirect Allocation)	3,555	3,555
22,523	19,249	28,748	Total Materials and Services	50,025	50,025	-
-	-	8,000	800000	Not allocated:		
				Contingency	5,000	5,000
55,834	56,045	75,772	Total Expenditures	95,599	95,599	-
		2,880	880001	Reserved for future expenditure - building	5,026	5,026
28,378	31,129	13,675	880001	Ending Fund Balance	25,168	25,168
\$ 84,212	\$ 87,174	\$ 92,327	Total Requirements	\$ 125,793	\$ 125,793	\$ -

City of Warrenton
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Budget for Fiscal Year 7/1/2017- 6/30/2018			
Actual FYE 6/30/15	Adopted Budget FYE 6/30/16	Adopted Budget FYE 6/30/17	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
\$ 74,742	\$ 104,712	\$ 170,000	300000 Beginning Working Capital	\$ 190,000	\$ 190,000	
3,225	3,745	3,175	334602 OSMB Grant - Operating	3,175	3,175	
175,647	252,915	262,326	347801 Annual Moorage Rentals	275,000	275,000	
55,571	56,008	40,000	347802 Transient Daily Moorage	40,000	40,000	
45,965	47,030	42,000	347803 Utilities	45,000	45,000	
9,690	17,985	9,000	347804 Dry Storage	20,000	20,000	
20,335	21,425	18,000	347805 Launch Ramp	16,000	16,000	
14,445	19,575	10,000	347806 Hoist	15,000	15,000	
682			347807 Fuel Charges			
37,640	29,718	36,000	347808 Monthly Moorage	36,000	36,000	
13,753	14,731	13,000	347810 Parking	14,000	14,000	
50	100		347811 Pump Out Charges			
5,342	8,045	8,000	347812 Overnight Stays	8,000	8,000	
8,775	7,860	8,000	347813 Liveaboard Fees	8,000	8,000	
14,735	16,625	8,000	347814 Work Slip	8,000	8,000	
8,950	2,000		347816 Pier Use	4,500	4,500	
7,827	5,887		360000 Miscellaneous	5,000	5,000	
3,200	4,859	4,500	361000 Interest Earnings	4,500	4,500	
27,614	28,657	27,000	363000 Leases	30,000	30,000	
			366000 Proceeds from Sale of Assets			
528,188	641,876	659,001	Total Resources	722,175	722,175	-
Requirements						
Personnel Services-Marinas:						
149,702	143,543	182,500	110000 Regular Salaries	175,700	175,700	
2,619	789	3,000	110001 Overtime	5,000	5,000	
	10,254	6,000	110002 Part-Time Regular Salaries	12,000	12,000	
11,357	11,326	14,650	141000 FICA	14,742	14,742	
8,301	8,321	11,657	142000 Workers Compensation	10,428	10,428	
587	444	575	143000 Unemployment	385	385	
25,543	23,410	35,618	144000 Retirement	38,395	38,395	
33,176	36,658	55,494	145000 Health Insurance	56,348	56,348	
459	340	358	146000 Life Insurance	355	355	
29,457	35,033	34,976	199999 Personnel services overhead (.3677 FTE)	38,279	38,279	
\$ 261,201	\$ 270,117	\$ 344,828	Total Personnel Services	\$ 351,632	\$ 351,632	\$ -
		3.7256	Total Full-Time Equivalent (FTE)	3.6597	3.6597	

City of Warrenton
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Budget for Fiscal Year 7/1/2017- 6/30/2018			
Actual FYE 6/30/15	Adopted Budget FYE 6/30/16	Adopted Budget FYE 6/30/17	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Requirements						
Materials and Services-Marinas:						
\$ 1,455	\$ 1,455	\$ 2,500	210000 Office Supplies	\$ 3,000	\$ 3,000	
689	803	1,000	211000 Postage	1,000	1,000	
229	85		223000 General Supplies/Small Tools			
1,467	1,934	2,500	223001 Janitorial Supplies	3,000	3,000	
219	760	3,000	223004 Uniforms	3,000	3,000	
379	592	1,000	310000 Printing/Advertising	1,000	1,000	
1,470	2,054	5,000	320000 Dues/Meetings/Training/Travel	4,000	4,000	
46,596	47,152	50,000	340000 Electricity	50,000	50,000	
917	1,281	2,000	340001 Natural Gas	2,000	2,000	
3,403	2,857	6,000	340002 Communications	6,000	6,000	
1,676	1,820	4,000	340005 Water	5,000	5,000	
2,068	2,190	4,000	340006 Sewer	5,000	5,000	
207	438	700	340007 Storm Sewer	1,000	1,000	
31,701	28,629	36,000	340008 Sanitation	36,000	36,000	
1,846	1,554	3,000	362000 Gasoline/Oil/Lubricants	3,000	3,000	
1,087	3,339	6,000	366000 Equipment Maintenance	6,000	6,000	
26,979	29,247	40,000	371000 Repair and Maintenance	50,000	50,000	
25	2,950	3,175	375000 Map expenses	3,175	3,175	
308	293	16,000	380000 Professional Services	7,000	7,000	
2,649	4,902	3,000	380005 Pay Station Merchant Fees	4,000	4,000	
3,977	6,946	7,000	380010 Submerged Land Lease	7,500	7,500	
3,623	3,940	4,500	380020 Computer and Software support	4,500	4,500	
1,141	1,315	1,500	380040 Transient Room Tax	1,500	1,500	
4,075	3,242	5,000	380050 Non-capital Equipment	5,000	5,000	
2,490			390000 Miscellaneous			
21,599	25,515	27,615	390090 Overhead Cost (Indirect Allocation)	32,640	32,640	
	1,440	5,000	410000 Permits and fees	5,000	5,000	
\$ 162,275	\$ 176,732	\$ 239,490	Total Materials and Services	\$ 249,315	\$ 249,315	\$ -
Transfers to Other Funds:						
		30,523	860012 Marina Capital Reserve Fund	30,000	30,000	
-	-	30,523	Total Transfers to Other Funds	30,000	30,000	-
-	-	44,160	800000 Contingency	91,228	91,228	
423,476	446,849	659,001	Total Expenditures	722,175	722,175	-
104,712	195,027	-	Ending Fund Balance	-	-	-
\$ 528,188	\$ 641,876	\$ 659,001	Total Requirements	\$ 722,175	\$ 722,175	\$ -

City of Warrenton
Budget Document

Established by Resolution No. 2018

Warrenton Marina Fund Capital Reserve Fund 012 (461)

To accumulate funds for capital improvements at the Warrenton Marina

Review Year: 2023

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			Resources			
\$ 144,477	\$ 144,477	\$ 89,477	300000 Beginning Fund Balance	\$ 115,000	\$ 115,000	
			361000 Interest Earnings			
			Transfers from Other Funds:			
		30,523	391030 Warrenton Marina Fund-operations	30,000	30,000	
<u>144,477</u>	<u>144,477</u>	<u>120,000</u>	Total Resources	<u>145,000</u>	<u>145,000</u>	<u>-</u>
			Requirements			
			Capital Outlay-Marinas:			
		60,000	620006 E-Dock Electrical Upgrade			
		30,000	620008 Upgrade A-Dock	85,000	85,000	
		90,000	620000 Improvements-Unallocated			
<u>-</u>	<u>-</u>	<u>90,000</u>	Total Capital Outlay	<u>85,000</u>	<u>85,000</u>	<u>-</u>
		90,000	Total Expenditures	85,000	85,000	-
		15,000	880001 Reserved for future expenditure-Pier	30,000	30,000	
		15,000	880001 Reserved for future expenditure-Building	30,000	30,000	
<u>144,477</u>	<u>144,477</u>	<u>-</u>	880001 Reserved for future expenditures	-	-	-
<u>\$ 144,477</u>	<u>\$ 144,477</u>	<u>\$ 120,000</u>	Total Requirements	<u>\$ 145,000</u>	<u>\$ 145,000</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual FYE 6/30/15	Adopted Budget FYE 6/30/16	Adopted Budget FYE 6/30/17		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
\$ 125,328	\$ 162,079	\$ 170,000	300000	Beginning Working Capital	\$ 140,000	\$ 140,000
1,600	1,230	1,600	334602	OSMB Grant - Operating	1,600	1,600
9,375			334603	OSMB Grant - Capital		
76,825	102,960	106,000	347801	Annual Moorage Rentals	130,000	130,000
20,376	11,748	8,000	347802	Transient Daily Moorage	8,000	8,000
2,117	3,508	5,000	347803	Utilities	5,000	5,000
68,890	71,150	60,000	347805	Launch Fees	50,000	50,000
12,918	23,371	26,000	347808	Monthly Moorage	20,000	20,000
26,162	15,718	20,000	347810	Parking	20,000	20,000
25,075	34,854	30,000	347812	Overnight Stays	35,000	35,000
5,709	3,284		360000	Miscellaneous	3,000	3,000
1,498	1,801	2,200	361000	Interest Earnings	2,300	2,300
12,981	13,121	12,901	363000	Lease Receipts	12,901	12,901
388,854	444,825	441,701	Total Resources		427,801	427,801
Requirements						
69,462	85,528	111,500	110000	Personnel Services-Marinas: Regular Salaries	112,500	112,500
6,295	1,365	3,000	110001	Overtime	5,000	5,000
	7,188	6,000	110002	Part-Time Regular Salaries	12,000	12,000
5,654	6,897	9,218	141000	FICA	9,907	9,907
3,912	5,245	7,330	142000	Workers Compensation	7,001	7,001
293	271	362	143000	Unemployment	259	259
12,324	14,091	21,936	144000	Retirement	25,067	25,067
15,895	22,137	33,879	145000	Health Insurance	36,034	36,034
218	206	218	146000	Life Insurance	227	227
13,657	20,868	21,368	199999	Personnel services overhead (.2349 FTE)	24,456	24,456
\$ 127,710	\$ 163,795	\$ 214,811	Total Personnel Services		\$ 232,451	\$ 232,451
		2.2744	Total Full-Time Equivalent (FTE)		2.3403	2.3403

City of Warrenton
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
Requirements						
Materials and Services-Marinas:						
\$ 1,105	\$ 1,037	\$ 1,500	210000 Office Supplies	\$ 1,500	\$ 1,500	
99	123	500	211000 Postage	500	500	
331	40		223000 General Supplies/Small Tools			
2,154	1,593	1,500	223001 Janitorial Supplies	1,500	1,500	
305	760	5,500	223004 Uniforms	4,000	4,000	
379	334	500	310000 Printing/Advertising	500	500	
1,411	2,053	4,000	320000 Dues/Meetings/Training/Travel	3,000	3,000	
3,402	7,146	4,000	340000 Electricity	4,000	4,000	
2,667	1,979	5,000	340002 Communications	5,000	5,000	
4,468	6,698	7,000	340005 Water	10,000	10,000	
5,114	6,920	6,000	340006 Sewer	10,000	10,000	
511	1,384	1,500	340007 Storm Sewer	2,500	2,500	
25,437	20,705	28,000	340008 Sanitation	28,000	28,000	
1,846	1,554	2,000	362000 Gasoline/Oil/Lubricants	2,000	2,000	
531	2,932	3,000	366000 Equipment Maintenance	3,000	3,000	
14,549	24,539	45,000	371000 Repair and Maintenance	40,000	40,000	
	2,025	1,600	375000 MAP expenses	1,600	1,600	
3,619	1,780	18,000	380000 Professional Services	12,000	12,000	
3,011	3,817	5,000	380005 Merchant Fees	6,000	6,000	
4,289	4,865	6,000	380020 Computer and Software Support	6,000	6,000	
3,111	3,986	4,000	380040 Transient Room Tax	5,000	5,000	
4,625	1,547	6,000	380050 Non-capital Equipment	5,000	5,000	
5,212			383000 Miscellaneous	3,000	3,000	
875		2,500	410000 Permits and fees	900	900	
10,014	15,199	16,859	390090 Overhead Cost (Indirect Allocation)	20,873	20,873	
\$ 99,065	\$ 113,019	\$ 174,959	Total Materials and Services	\$ 175,873	\$ 175,873	\$ -
			860013 Hammond Marina Capital Reserve-Grant			
			860013 Hammond Marina Capital Reserve-operations			
			Total Transfers			
			Not allocated:			
		51,931	800000 Contingency - 4.8% of expenditures	19,477	19,477	
226,775	276,814	441,701	Total Expenditures	427,801	427,801	-
162,079	168,011	-	880001 Ending Fund Balance	-	-	-
\$ 388,854	\$ 444,825	\$ 441,701	Total Requirements	\$ 427,801	\$ 427,801	\$ -

City of Warrenton
Budget Document

Established by Resolution No. 2057

Hammond Marina Fund Capital Reserve Fund 013 (461)

To accumulate funds for capital improvements at the Hammond Marina

Review Year: 2023

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual FYE 6/30/15	FYE 6/30/16	Adopted Budget FYE 6/30/17		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 308,382	\$ 365,745	\$ 385,000	300000	Beginning Fund Balance	\$ 412,000	\$ 412,000
			361000	Interest Earnings		
121,673	140,003	133,000	364000	Transient Room Tax	146,000	146,000
			Transfers from Other Funds:			
			391030	Hammond Marina Fund-Grant		
			391030	Hammond Marina Fund-operations		
<hr/>			<hr/>			
430,055	505,748	518,000	Total Resources		558,000	558,000
<hr/>			<hr/>			
			Requirements			
			Capital Outlay-Marinas:			
		303,000	620000	Improvements - Unallocated	100,000	100,000
13,743		150,000	620009	Marina Acquisition Costs	75,000	75,000
	56,247	65,000	620010	Bank Stabilization Project	75,000	75,000
28,447			620006	Pave Parking Lot		
22,120			620007	Dredging Sampling Plan		
<hr/>			<hr/>			
64,310	56,247	518,000	Total Capital Outlay		250,000	250,000
<hr/>			<hr/>			
64,310	56,247	518,000	Total Expenditures		250,000	250,000
<hr/>			<hr/>			
365,745	449,501	-	Ending Fund Balance		308,000	308,000
<hr/>			<hr/>			
\$ 430,055	\$ 505,748	\$ 518,000	Total Requirements		\$ 558,000	\$ 558,000
<hr/>			<hr/>			

City of Warrenton
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
Resources						
\$1,329,838	\$ 932,184	\$ 910,000	300000 Beginning Fund Balance	\$ 1,000,000	\$ 1,000,000	
		1,630,000	334250 Loan Proceeds-IFA S17012	1,630,000	1,630,000	
		1,100,000	334255 Loan Proceeds-IFA Meters S17016	1,100,000	1,100,000	
37,742	60,631	50,000	340025 Connection Charges	45,000	45,000	
1,223,239	1,428,510	1,320,000	344000 Utilities - in city	1,560,000	1,560,000	
886,321	1,032,142	1,000,000	344500 Utilities - outside city	1,040,000	1,040,000	
		162,400	Rate increase: in and outside city 7%	182,000	182,000	
20,773	20,613	20,000	345000 Late Fees	20,000	20,000	
30,393	33,204	30,000	346000 Door Hanger Fees	30,000	30,000	
13,380	13,700	14,000	347000 Shut Off Fees	14,000	14,000	
5,100	3,905	4,000	348000 Service Calls - in city	3,800	3,800	
410	1,310	1,000	348500 Service Calls - outside city	1,000	1,000	
1,400	1,175	1,000	349000 NSF Fees	1,000	1,000	
10,019	3,453		360000 Miscellaneous			
5,593	4,140	4,000	361000 Interest Earnings	6,000	6,000	
		20,000	365002 Contributions for Operations	20,000	20,000	
			366000 Proceeds from Sale of Assets			
3,564,208	3,534,966	6,266,400	Total Resources	6,652,800	6,652,800	-
Requirements						
Personnel Services-Water Dept:						
383,894	354,550	436,000	110000 Regular Salaries	496,400	496,400	
23,231	19,769	35,000	110001 Overtime	37,000	37,000	
841			110002 Part-Time Regular Salaries			
30,275	27,703	36,032	141000 FICA	40,805	40,805	
11,006	9,653	17,290	142000 Workers Compensation	20,923	20,923	
1,566	1,086	1,413	143000 Unemployment	1,067	1,067	
73,433	75,533	101,413	144000 Retirement	133,085	133,085	
90,266	88,492	119,101	145000 Health Insurance	135,751	135,751	
910	669	700	146000 Life Insurance	757	757	
140,505	176,620	171,281	199999 Personnel services overhead(1.5147 FTE)	157,663	157,663	
\$ 755,927	\$ 754,074	\$ 918,230	Total Personnel Services	\$ 1,023,451	\$ 1,023,451	\$ -
		7.8044	Total Full-Time Equivalent (FTE)	8.5304	8.5304	

City of Warrenton
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual	Adopted	Resources	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	and	Budget	Budget	Governing
		Requirements	Officer	Committee	Body
Requirements					
Water Dept.					
Distribution System:					
Materials and Services: (430)					
\$ 1,604	\$ 1,318	\$ 2,000	210000 Office Supplies	\$ 2,000	\$ 2,000
4,075	4,249	6,500	211000 Postage	6,500	6,500
10,799	9,689	9,000	223000 General Supplies	9,000	9,000
610	729	800	223001 Janitorial Supplies	800	800
935	202	150	223002 Chemical Supplies	150	150
1,448	788	2,100	223004 Uniforms	2,100	2,100
45	442	1,000	223005 Safety	1,000	1,000
1,291	2,023	3,000	310000 Printing/Advertising	3,000	3,000
6,127	4,658	9,000	320000 Dues/Meetings/Training/Travel	9,000	9,000
3,897	3,495	3,900	340000 Electricity	3,900	3,900
3,910	4,085	5,000	340002 Communications	5,000	5,000
115	120	150	340005 Water	150	150
263	245	300	340006 Sewer	300	300
26	49	135	340007 Storm Sewer	135	135
4,688	4,270	4,750	340008 Sanitation	4,750	4,750
			360000 Bank Fees/Credit Cards	8,000	8,000
13,668	9,038	12,000	362000 Gasoline/Oil/Lubricants	12,000	12,000
15,976	15,402	15,000	366000 Equipment Maintenance	15,000	15,000
124,162	38,336	124,000	371000 Construction and Materials	124,000	124,000
7,878	9,639	12,500	371001 Rock	12,500	12,500
34,396	49,820	1,150,000	371004 Water Meter Replacement	1,100,000	1,100,000
76	4,428	10,000	378000 Building Maintenance	5,000	5,000
27,421	44,646	95,000	380000 Professional Services	135,000	135,000
4,597	4,420	7,137	380005 Professional Services-online payments	7,162	7,162
9,349	10,403	10,534	380006 Professional Services-utility billing	11,156	11,156
17,682	13,511	16,000	380020 Computer and Software Support	33,329	33,329
11,871	7,979	9,000	380050 Non-capital Equipment	9,000	9,000
103,023	128,638	135,280	390090 Overhead Cost (Indirect Allocation)	134,528	134,528
	200	1,000	410000 Permits and Fees	1,000	1,000
36,697	42,855	42,372	420000 Franchise Fees (3%)	49,509	49,509
446,629	415,678	1,687,608	Sub-total	1,704,969	1,704,969
Treatment Facility:					
Materials and Services: (435)					
\$ 348	\$ 751	\$ 400	210000 Office Supplies	\$ 400	\$ 400
2,656	3,589	2,500	223000 General Supplies	2,500	2,500
620	379	700	223001 Janitorial Supplies	700	700
39,053	31,195	40,000	223002 Chemical Supplies	55,000	55,000
390	345	400	223004 Uniforms	400	400
23	8	200	310000 Printing/Advertising	200	200
510	3,216	2,500	320000 Dues/Meetings/Training/Travel	2,500	2,500
46,727	48,532	50,000	340000 Electricity	55,000	55,000
3,555	4,065	3,500	340002 Communications	4,000	4,000
10,046	10,686	13,000	340005 Water	12,000	12,000
617	1,061	2,000	362000 Gasoline/Oil/Lubricants	2,000	2,000
110,071	109,999	150,000	366000 Equipment Maintenance	150,000	150,000
44,297	31,434	60,000	371000 Repair and Maintenance	60,000	60,000
635	1,605	3,000	380000 Professional Services	3,000	3,000
2,060	1,978	4,500	380020 Computer and Software Support	4,500	4,500
1,196	2,036	5,000	380050 Non-capital Equipment	5,000	5,000
1,344		1,000	410000 Permits and Fees	2,000	2,000
40			460000 Environmental Cleanup		
264,188	250,879	338,700	Sub-total	359,200	359,200

City of Warrenton
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
Requirements						
Raw Water:						
Materials and Services: (440)						
\$ 1,319	\$ 2,083	\$ 1,575	223000 General Supplies	\$ 2,000	\$ 2,000	
		500	223002 Chemical Supplies	500	500	
		250	223004 Uniforms	400	400	
982	280	1,000	223005 Safety Supplies	1,000	1,000	
		50	310000 Printing/Advertising	50	50	
2,455	2,344	1,400	340000 Electricity	3,500	3,500	
3,954	3,255	5,500	362000 Gasoline/Oil/Lubricants	5,500	5,500	
23,966	1,998	35,000	366000 Waterworks Maintenance	25,000	25,000	
5,698	2,814	25,000	371000 Waterworks Repairs	20,000	20,000	
14,050	12,135	80,000	380000 Professional Services	40,000	40,000	
4,566	869	2,500	380050 Non-capital Equipment	2,500	2,500	
	1,409	3,000	410000 Permits and Fees	3,000	3,000	
		500	460000 Environmental Cleanup	500	500	
56,990	27,187	156,275	Sub-total	103,950	103,950	-
South Water Reservoir:						
Materials and Services: (445)						
		150	223002 Chemical Supplies	150	150	
		100	223005 Safety Supplies	100	100	
7,825	10,852	10,000	340000 Electricity	8,500	8,500	
6,686	6,734	6,200	340002 Communications	6,200	6,200	
1,247	2,425	2,000	362000 Gasoline/Oil/Lubricants	1,000	1,000	
7,847	2,337	10,000	366000 Waterworks Maintenance	15,000	15,000	
2,057	12,322	4,000	371000 Waterworks Repairs	8,000	8,000	
600			380000 Professional Services			
		500	380020 Computer/Software Support			
			380050 Non-capital Equipment	500	500	
875			410000 Permits & Fees			
27,137	34,670	32,950	Sub-total	39,450	39,450	-
794,944	728,414	2,215,533	Grand total Materials and Services	2,207,569	2,207,569	-
Not allocated:						
Debt Service:						
410,852	408,061	432,416	Principal	439,013	439,013	
242,815	224,148	204,709	Interest	185,531	185,531	
653,667	632,210	637,125	Total Debt Service	624,544	624,544	-
Transfers to Other Funds:						
427,486	279,776	480,547	860029 Water Fund Capital Reserve-operations	547,864	547,864	
		1,630,000	Water Fund Capital Reserve-Loan	1,630,000	1,630,000	
427,486	279,776	2,110,547	Total Transfers to Other Funds	2,177,864	2,177,864	-
-	-	384,379	800000 Contingency- 15% of operating exp	578,335	578,335	
		384,379	Total Contingency	578,335	578,335	-
2,632,024	2,394,474	6,265,814	Total Expenditures	6,611,763	6,611,763	-
932,184	1,140,492	586	880001 Ending Fund Balance	41,037	41,037	-
\$3,564,208	\$3,534,966	\$6,266,400	Total Requirements	\$ 6,652,800	\$ 6,652,800	\$ -

City of Warrenton
Budget Document

Established by Resolution No. 2019

Water Fund Capital Reserve Fund 029 (430)

To accumulate funds for capital improvements
of the Water Fund

Review Year: 2023

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			Resources			
\$ 825,586	\$ 1,108,707	\$ 1,296,240	300000 Beginning Fund Balance	\$ 1,600,000	\$ 1,600,000	
			Transfers from Other Funds:			
		1,630,000	391025 Water Fund Loans	1,630,000	1,630,000	
427,486	279,776	480,547	391025 Water Fund Operations	547,864	547,864	
			365001 Capital Contributions			
<u>1,253,072</u>	<u>1,388,483</u>	<u>3,406,787</u>	Total Resources	<u>3,777,864</u>	<u>3,777,864</u>	<u>-</u>
			Requirements			
			Capital Outlay-Water Dept:			
14,700	10,032	16,810	610005 Public Works Service Truck	18,480	18,480	
		4,920	610007 Generator for Public Works			
		46,000	610013 5-yard Dump Truck			
		30,000	610021 UPS for WTP SCADA			
		30,000	610022 Chlorine System Recifyer	102,000	102,000	
		14,000	610023 Utility Vehicle			
34,465	57,238		620051 Rebuild SE Pacific (Neptune-YBP Bridge)			
2,086	3,466	25,000	620059 NW Cedar Ct Improvement (Warrenton-5th St)			
5,993	6,343	1,630,000	620075 Hammond waterline upgrades	1,630,000	1,630,000	
70,118	184		620077 SW Birch Ct replace AC waterline			
17,003			620078 East/West Easement			
		18,000	620068 24" Raw Water Shut off valve			
		5,000	620069 Cullaby Lake Ln Water Main Shutoff Valves	10,467	10,467	
		8,200	620091 Public Works Remodel	3,489	3,489	
			620092 Fuel Depot Spill Control	58,000	58,000	
			620084 SW 4th Street (S Main Ave - SW Alder Ct)	82,000	82,000	
			620085 SE Anchor (Harbor - SE 3rd St) Improvement			
<u>144,365</u>	<u>77,264</u>	<u>1,827,930</u>	Total Capital Outlay	<u>1,904,436</u>	<u>1,904,436</u>	<u>-</u>
<u>144,365</u>	<u>77,264</u>	<u>1,827,930</u>	Total Expenditures	<u>1,904,436</u>	<u>1,904,436</u>	<u>-</u>
		942,857	880001 Reserved for Water Filter Replacement	1,131,428	1,131,428	
		636,000	Replacement year is 2019/2020	742,000	742,000	
1,108,707	1,311,219	-	880001 Reserved for Water Reservoir Replacement			
1,108,707	1,311,219	1,578,857	880001 Reserved for future expenditures	1,873,428	1,873,428	
			Total Reserved for future expenditure	<u>1,873,428</u>	<u>1,873,428</u>	<u>-</u>
<u>\$ 1,253,072</u>	<u>\$ 1,388,483</u>	<u>\$ 3,406,787</u>	Total Requirements	<u>\$ 3,777,864</u>	<u>\$ 3,777,864</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Water System Development Charges Fund 026 (410)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17			
Resources					
\$ 106,250	\$ 113,135	\$ 73,700	300000	Beginning Working Capital	\$ 85,000
86,680	90,245	54,000	339100	Reimbursement Fee	92,000
205	100	150	361000	Interest Earnings	200
<u>193,135</u>	<u>203,480</u>	<u>127,850</u>	Total Resources		<u>177,200</u>
Requirements					
-	-	54,850	620000	Capital Outlay-Water Dept.: Improvements	92,200
<u>-</u>	<u>-</u>	<u>54,850</u>	Total Capital Outlay		<u>92,200</u>
80,000	99,000	73,000	801016	Not allocated: Debt Service: Principal(G99001)	85,000
80,000	99,000	73,000	801017	Interest	-
<u>80,000</u>	<u>99,000</u>	<u>73,000</u>	Total Debt Service		<u>85,000</u>
-	-	-	800000	Contingency	-
80,000	99,000	127,850	Total Expenditures		177,200
<u>113,135</u>	<u>104,480</u>	<u>-</u>	Ending Fund Balance		<u>-</u>
<u>\$ 193,135</u>	<u>\$ 203,480</u>	<u>\$ 127,850</u>	Total Requirements		<u>\$ 177,200</u>

City of Warrenton
Budget Document

Storm Sewer Fund 028 (430)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual	Adopted		Resources	Proposed by	Approved by	Adopted by
FYE 6/30/15	Budget	FYE 6/30/17	and	Budget	Budget	Governing
			Requirements	Officer	Committee	Body
			Resources			
\$ 303,759	\$ 127,218	\$210,000	300000	Beginning Fund Balance	\$ 290,000	\$ 290,000
173,390	362,084	356,000	344000	Utilities (20% of Sewer)	386,000	386,000
		21,360		Rate Increase (5%)	19,300	19,300
14,995	11,983		360000	Miscellaneous		
1,280	604	600	361000	Interest Earnings	700	700
493,424	501,889	587,960	Total Resources	696,000	696,000	-
			Requirements			
			Personnel Services-Storm Sewer:			
43,501	31,643	46,109	110000	Regular Salaries	40,500	40,500
349	411	1,500	110001	Overtime	1,600	1,600
841	1,366	5,391	110002	Part-Time Regular Salaries	5,400	5,400
3,306	2,484	4,055	141000	FICA	3,634	3,634
1,456	1,164	2,175	142000	Workers Compensation	2,184	2,184
171	97	159	143000	Unemployment	95	95
7,523	5,654	9,693	144000	Retirement	9,223	9,223
9,991	8,093	12,612	145000	Health Insurance	12,386	12,386
91	52	73	146000	Life Insurance	64	64
24,472	23,374	39,924	199999	Personnel services overhead (.2083 FTE)	21,679	21,679
91,701	74,338	121,691	Total Personnel Services	96,765	96,765	-
		0.8329	Total Full-Time Equivalent (FTE)	0.7584	0.7584	
			Materials and Services-Storm Sewer:			
214	156	276	210000	Office Supplies	276	276
155	322	400	211000	Postage	400	400
1,502	1,065	1,000	223000	General Supplies	1,000	1,000
36	45	100	223001	Janitorial	100	100
384	10		223002	Chemical Supplies	200	200
184	97	150	223004	Uniforms	150	150
7	54	100	223005	Safety	100	100
132	142	150	310000	Printing/Advertising/Publicity	150	150
508	416	500	320000	Dues/Meetings/Training/Travel	500	500
5,962	7,266	7,500	340000	Electricity-pump stations	7,500	7,500
318	414	500	340002	Communications	500	500
5	15	50	340005	Water	50	50
12	30	30	340006	Sewer	30	30
1	6	15	340007	Storm Sewer	15	15
208	521	600	340008	Sanitation	700	700
			360000	Bank Fees/Credit Cards	900	900
641	412	1,200	362000	Gasoline	1,200	1,200
4,432	4,796	8,500	366000	Equipment Maintenance	8,500	8,500
36,306	22,067	20,000	371000	Repair & Maint. Materials	20,000	20,000
555	2,910	4,000	371001	Rock	4,000	4,000
		5,000	371002	Ditch Restoration/Vegetation Removal	5,000	5,000
50,465	12,053	35,000	371003	Phase I Levee & Dike slope stability M & R	85,000	85,000
13	326	400	378000	Building Maintenance	400	400
3,746	11,264	10,000	380000	Professional Services	27,400	27,400
55,645	14,528	35,000	380001	Professional Services-FEMA Project	35,000	35,000
785		1,000	380002	Professional Services-Engineer of Record		
		1,400	380003	Professional Services-Surveying		
270	688	800	380005	Online payments	979	979
791	1,406	1,500	380006	Utility Billing	1,525	1,525
2,295	1,645	1,800	380020	Computer & Software Support	2,064	2,064
1,815	444	700	380050	Non-capital Equipment	700	700
17,944	17,024	31,539	390090	Overhead Cost (Indirect Allocation)	18,491	18,491
		3,000	410000	Permits	3,000	3,000
\$ 185,331	\$ 100,121	\$172,210	Total Materials and Services	\$ 225,830	\$ 225,830	\$ -

City of Warrenton
Budget Document

Storm Sewer Fund 028 (430)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual FYE 6/30/15	Adopted Budget FYE 6/30/16	Adopted Budget FYE 6/30/17		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Capital Outlay-Storm Sewer:			
\$ 1,050	\$ 719	\$ 4,100	610005 Public Works Service Truck	\$ 1,320	\$ 1,320	
		\$ 1,200	610007 Generator for Public Works			
		\$ 11,000	610013 5-yard Dump Truck			
65,365	167		620023 SW Birch Court Drainage Improvements			
1,722	2,706		620025 Pacific Bridge Improvement			
		35,924	620026 Fourth Avenue Drainage (Lake&Jetty- Marina Harbor)			
15,192			620076 Alder Creek Tide Gate Operator			
5,845			620077 SE Anchor Ave Drainage Improvements			
	14,184	92,880	620082 Tide Gates	90,000	90,000	
	18,835	25,000	620081 SE 4th & Main Stormwater Pump Station Rebuild			
	3,320	26,040	620080 SW 3rd St Improvement (Main Ct - Main Ave)			
	3,168	40,000	620079 NW 13th St/Warrenton Dr Trail and Drainage			
		2,004	620091 Remodel of Public Works Offices	2,559	2,559	
			620092 Fuel Depot Spill Control	853	853	
			620085 SE Anchor (Harbor-SE 3rd St) Improvements	62,000	62,000	
			620068 Stormwater MasterPlan Recommendation #1	50,000	50,000	
			620069 Raise Levee Low Area	10,000	10,000	
89,174	43,100	238,148	Total Capital Outlay	216,732	216,732	-
			Not allocated:			
-	-	55,911	800000 Contingency 20% of operating expenditures	64,519	64,519	
366,206	217,559	587,960	Total Expenditures	603,846	603,846	-
127,218	284,330	-	880001 Ending Fund Balance	92,154	92,154	-
\$ 493,424	\$ 501,889	\$587,960	Total Requirements	\$ 696,000	\$ 696,000	\$ -

City of Warrenton
Budget Document

Storm Sewer System Development Charges Fund 051 (410)

Historical Data				Resources and Requirements	Budget for Fiscal Year 7/1/2017- 6/30/2018		
Actual FYE 6/30/15	FYE 6/30/16	Adopted Budget FYE 6/30/17			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>							
\$ 32,195	\$ 75,052	\$ 94,110	300000	Beginning Fund Balance	\$ 27,000	\$ 27,000	
			339100	Reimbursement Fee			
\$ 42,753	\$ 22,516	12,351	339200	Improvement Fee	25,000	25,000	
104	130	100	361000	Interest	190	190	
<u>75,052</u>	<u>97,698</u>	<u>106,561</u>	Total Resources		<u>52,190</u>	<u>52,190</u>	<u>-</u>
<u>Requirements</u>							
				Capital Outlay-Storm Sewer:			
		78,000	620081	SE 4th & Main Stormwater Pump Station Rebuild			
		28,561	620000	Improvements	52,190	52,190	
		<u>106,561</u>	Total Capital Outlay		<u>52,190</u>	<u>52,190</u>	<u>-</u>
				Not allocated:			
			800000	Contingency	-	-	-
		106,561	Total Expenditures		52,190	52,190	-
75,052	97,698	-	880001	Ending Fund Balance	-	-	-
<u>\$ 75,052</u>	<u>\$ 97,698</u>	<u>\$ 106,561</u>	Total Requirements		<u>\$ 52,190</u>	<u>\$ 52,190</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	Budget FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
Resources						
\$ 1,094,676	\$ 1,106,104	\$ 1,300,000	300000	Beginning Fund Balance	\$ 1,500,000	\$ 1,500,000
	\$ 52,609			Change in fund balance-inventory		
		1,920,304	334260	Loan Proceeds-DEQ-R94945		
		35,000	334350	Loan Proceeds-IFA	35,000	35,000
24,570	39,175	20,000	340030	Connection Charges	35,000	35,000
1,735,644	1,809,709	1,780,000	344000	Utilities	1,930,000	1,930,000
		113,280		Rate increase 5% in city and shoreline	102,200	102,200
1,639	1,661	1,615	344300	Industrial Waste Permitted Use	1,650	1,650
	54,247	108,000	344500	Shoreline Sewer Revenue	114,000	114,000
261,187	321,219	280,000	344700	Septage Revenue	315,000	315,000
4,476	3,413		360000	Miscellaneous		
3,647	3,344	3,500	361000	Interest Earnings	5,200	5,200
		66,580	365002	Contributions for Operations	20,000	20,000
3,125,839	3,391,479	5,628,279	Total Resources		4,058,050	4,058,050
						-
Requirements						
				Personnel Services-Sewer Dept:		
357,232	401,694	365,750	110000	Regular Salaries	389,750	389,750
55,368	46,477	56,000	110001	Overtime	59,000	59,000
841			110002	Part-Time Regular Salaries		
30,174	32,855	32,264	141000	FICA	34,329	34,329
10,974	13,642	16,710	142000	Workers Compensation	16,446	16,446
1,561	1,288	1,265	143000	Unemployment	898	898
69,550	80,474	80,666	144000	Retirement	103,339	103,339
94,273	116,302	113,461	145000	Health Insurance	123,492	123,492
898	759	617	146000	Life Insurance	592	592
141,103	155,111	134,899	199999	Personnel services overhead (1.5839 FTE)	164,870	164,870
\$ 761,974	\$ 848,602	\$ 801,632	Total Personnel Services		\$ 892,716	\$ 892,716
		6.7811	Total Full-Time Equivalent (FTE)		7.2457	7.2457
				Sewer Dept. Collection System		
				Materials and Services (430):		
\$ 1,194	\$ 1,617	\$ 2,700	210000	Office Supplies	\$ 2,700	\$ 2,700
1,602	1,593	4,000	211000	Postage	4,000	4,000
11,552	10,032	8,000	223000	General Supplies	8,000	8,000
556	697	1,500	223001	Janitorial Supplies	1,500	1,500
5,140	5,657	15,000	223002	Chemical Supplies	15,000	15,000
1,314	1,280	2,000	223004	Uniforms	2,000	2,000
35	654	1,500	223005	Safety	1,500	1,500
454	1,384	3,000	310000	Printing/Advertising	3,000	3,000
6,840	1,923	5,000	320000	Dues/Meetings/Training/Travel	5,000	5,000
1,420	1,768	2,000	340000	Electricity	2,000	2,000
15,318	16,006	17,000	340002	Communications	8,600	8,600
76	105	100	340005	Water	100	100
175	215	200	340006	Sewer	200	200
18	43	50	340007	Storm	50	50
3,126	3,753	3,500	340008	Sanitation	3,500	3,500
38,308	42,855	50,000	340010	Pump Station Electricity	50,000	50,000
			360000	Bank Fees/Credit Cards	8,100	8,100
9,338	6,040	10,000	362000	Gasoline/Oil/Lubricants	10,000	10,000
\$ 12,485	\$ 17,477	18,000	366000	Equipment Maintenance	18,000	18,000
102,756	170,117	180,000	366100	Pump Station Maintenance	140,000	140,000
7,223	42,714	30,000	371000	Construction and Materials	30,000	30,000
5,352	2,775	10,000	371001	Rock	10,000	10,000
59	3,281	3,000	378000	Building Maintenance	3,000	3,000
9,391	20,005	126,580	380000	Professional Services	156,580	156,580
2,704	3,242	5,100	380005	Professional Services - online payments	5,183	5,183
7,913	8,902	8,000	380006	Professional Services - utility billing	8,073	8,073
12,326	13,673	15,000	380020	Computer and Software Support	33,000	33,000
5,655	31,012	7,500	380050	Non-capital Equipment	10,000	10,000
103,461	112,972	106,551	390090	Overhead Cost (Indirect Allocation)	140,657	140,657
		2,000	410000	Permits and Fees	2,000	2,000
52,069	54,291	56,604	420000	Franchise Fee (3%)	60,250	60,250
417,860	576,085	693,885	Total Materials and Services (430)		741,993	741,993
						-

City of Warrenton
Budget Document

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	Budget FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
Requirements						
Sewer Dept. Shoreline Sanitary						
Materials and Services (433):						
		500	223000	General Supplies	500	500
		500	223002	Chemical Supplies	500	500
	1,129	5,000	340001	Natural Gas	5,000	5,000
		3,000	340002	Communications	3,000	3,000
	3,579	20,000	340010	Pump Station Electricity	10,000	10,000
		500	362000	Gasoline/Oil/Lubricants	500	500
		5,000	366100	Pump Station Maintenance	5,000	5,000
		2,500	371000	Repair and Maintenance	2,500	2,500
		2,500	380000	Professional Services	2,500	2,500
		2,500	380020	Computer and Software Support	2,500	2,500
-	4,708	42,000	Total Materials and Services (433)		32,000	32,000
Sewer Dept. Sewer Plant						
Materials and Services (435):						
1,354	1,116	1,500	210000	Office Supplies	1,500	1,500
100		1,000	211000	Postage	500	500
2,829	2,383	5,000	223000	General Supplies	5,000	5,000
394	258	1,000	223001	Janitorial Supplies	1,000	1,000
5,365	1,593	5,000	223002	Chemical Supplies	5,000	5,000
340	405	1,000	223004	Uniforms	1,000	1,000
6,717	6,216	10,000	223005	Lab supplies	10,000	10,000
3,086	858	3,000	223006	Safety	3,000	3,000
706	954	2,000	310000	Printing/Advertising	2,000	2,000
5,375	2,140	6,000	320000	Dues/Meetings/Training/Travel	6,000	6,000
80,571	98,484	85,000	340000	Electricity	85,000	85,000
5,392	5,677	6,500	340002	Communications	6,500	6,500
255	293	300	340005	Water	300	300
584	599	650	340006	Sewer	650	650
58	120	150	340007	Storm Sewer	150	150
6,467	7,179	10,000	340008	Sanitation	10,000	10,000
2,057	2,116	7,000	362000	Gasoline/Oil/Lubricants	5,000	5,000
31,993	12,868	35,000	366000	Equipment Maintenance	30,000	30,000
15,232	16,349	30,000	371000	Repair and Maintenance	30,000	30,000
1,092	253	5,000	371001	Rock	5,000	5,000
6,516	379	10,000	380000	Professional Services	10,000	10,000
19,689	17,067	25,000	380020	Computer and Software Support	20,000	20,000
10,507	1,861	10,000	380050	Non-capital Equipment	10,000	10,000
1,590	1,636	2,500	410000	Permits and Fees	2,500	2,500
			460000	Environmental Cleanup		
208,269	180,805	262,600	Total Materials and Services (435)		250,100	250,100
626,129	761,598	998,485	Grand Total Materials and Services		1,024,093	1,024,093
Not allocated:						
Debt Service:						
52,764	130,650	54,770	Principal		77,672	77,672
23,466	43,727	7,098	Interest		78,474	78,474
76,230	174,377	61,868	Total Debt Service		156,146	156,146
Transfers to Other Funds:						
555,402	237,445	1,920,304	860038	Sewer Fund Capital Reserve-loan R94945		
		628,921	860038	Sewer Fund Capital Reserve-operations	824,169	824,169
555,402	237,445	2,549,225	Total Transfers to Other Funds		824,169	824,169
		82,338	800003	Contingency-debt reserves	82,338	82,338
-	-	352,081	800000	Contingency- 20% of operating exp	414,591	414,591
		434,419	Total Contingency		496,929	496,929
2,019,735	2,022,021	4,845,629	Total Expenditures		3,394,053	3,394,053
1,106,104	1,369,458	782,650	880001	Ending Fund Balance	663,997	663,997
\$ 3,125,839	\$ 3,391,479	\$ 5,628,279	Total Requirements		\$ 4,058,050	\$ 4,058,050

City of Warrenton
Budget Document

Established by Resolution No. 2020

Sewer Fund Capital Reserve Fund 038 (430)

To accumulate funds for capital improvements to the Sewer Fund

Review Year: 2023

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
Resources						
\$ 569,094	\$ 537,035	\$ 540,000	300000	Beginning Fund Balance	\$ 900,000	\$ 900,000
			365001	Contributions to Capital Projects		
				Transfers from Other Funds:		
	237,445	1,920,304	391030	Sewer Fund Loan R949454		
555,402		628,921	391030	Sewer Fund Operations	824,169	824,169
<u>1,124,496</u>	<u>774,480</u>	<u>3,089,225</u>		Total Resources	<u>1,724,169</u>	<u>1,724,169</u>
Requirements						
				Capital Outlay-Sewer Dept:		
10,850	7,411	13,530	610005	Public Works Service Truck	13,640	13,640
		3,960	610007	Generator for PW Building		
		36,000	610013	5-yard Dump Truck		
5,687			610020	Confined Space PPE		
11,256			610021	Mower (40%)		
		15,000	610022	Lateral Dolly Camera		
78,718	97,945	1,920,304	620011	Core Conveyance/Ensign Pump Station		
401,502			620040	Pump Station - Warrenton Dr/NW 9th		
1,245	2,035		620042	NW Cedar Ct Sewer Main Reconstruction		
627			620043	Inflow and Infiltration Program		
8,083			620064	Jetty Avenue Pump Station Upgrade		
22,775			620080	SE Anchor and 9th Collector Line Repair		
19,753	40,137		620081	Storage Building Workshop		
11,896			620084	Vactor Truck Disposal Facility		
15,069			620085	SBR Wall-mounted Mixers		
	7,297	104,000	620087	SE 12th St and Marlin Collector Line Repl	104,000	104,000
		8,000	620088	North Lagoon Decommissioning	25,000	25,000
	25,013	308,500	620089	SE 2nd Street & Marlin Ave Pump Station	308,500	308,500
	4,426		620090	In Plant Pump Station Flowmeter		
		6,600	620091	Remodel of Public Works Offices	8,424	8,424
		50,000	620047	3rd & Main Pump Sta Generator		
		10,000	620048	Flowmeter 3rd & Main Pump Sta		
		30,000	620006	Biosolids removal project		
			620046	Pump Station Generator	50,000	50,000
			620092	Fuel Depot Spill Control	2,808	2,808
			620049	NW Jetty St & Pacific Ave Pump Sta. Upgrade	366,800	366,800
			620050	WWTP Laboratory Climate Control	15,000	15,000
			620051	Septage Station Equilization	20,000	20,000
			620052	NW Seventh Ave & Enterprise Pump Sta. Ugrd	60,000	60,000
<u>587,461</u>	<u>184,262</u>	<u>2,505,894</u>		Total Capital Outlay	<u>974,172</u>	<u>974,172</u>
<u>587,461</u>	<u>184,262</u>	<u>2,505,894</u>		Total Expenditures	<u>974,172</u>	<u>974,172</u>
		333,332	880001	Reserved for SBR Basin and Equipment	416,665	416,665
		249,999	880001	Reserved for Biosolids Disposal	333,332	333,332
<u>537,035</u>	<u>590,218</u>	<u>583,331</u>	880001	Total Reservations for future Expenditures	<u>749,997</u>	<u>749,997</u>
<u>\$ 1,124,496</u>	<u>\$ 774,480</u>	<u>\$ 3,089,225</u>		Total Requirements	<u>\$ 1,724,169</u>	<u>\$ 1,724,169</u>

City of Warrenton
Budget Document

Sewer System Development Charges Fund 036 (410)

Historical Data			Budget for Fiscal Year 7/1/2011 - 6/30/2018			
Actual FYE 6/30/15	FYE 6/30/16	Adopted Budget FYE 6/30/17	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<u>Resources</u>			
\$ 151,796	\$ 120,968	\$ 167,400	300000	\$ 157,900	\$ 157,900	
68,765	60,507	54,000	339100	92,000	92,000	
407	264	400	361000	800	800	
<u>220,968</u>	<u>181,739</u>	<u>221,800</u>	Total Resources	<u>250,700</u>	<u>250,700</u>	<u>-</u>
			<u>Requirements</u>			
-	-	111,163	620000	140,333	140,333	
-	-	111,163		140,333	140,333	-
74,320		79,579		82,353	82,353	
25,680		31,058		28,014	28,014	
100,000	-	110,637		110,367	110,367	-
-	-	-	800000	-	-	-
100,000	-	221,800		250,700	250,700	-
120,968	181,739	-		-	-	-
<u>\$ 220,968</u>	<u>\$ 181,739</u>	<u>\$ 221,800</u>	Total Requirements	<u>\$ 250,700</u>	<u>\$ 250,700</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Sanitation Fund 032 (430)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			<u>Resources</u>			
\$ 330,995	\$ 330,622	\$ 375,000	300000	Beginning Fund Balance	\$ 320,000	\$ 320,000
830,542	857,531	845,403	344000	Utilities	890,000	890,000
166,902	169,819	168,729	345000	Recycling Fees	184,500	184,500
2,545	1,908		360000	Miscellaneous		
1,823	2,052	2,000	361000	Interest Earnings	2,500	2,500
			392100	Sale of surplus equipment		
			Total Resources			
<u>1,332,807</u>	<u>1,361,932</u>	<u>1,391,132</u>			<u>1,397,000</u>	<u>1,397,000</u>
			<u>Requirements</u>			
			Personnel Services-Sanitation Dept:			
103,168	115,478	133,051	110000	Regular Salaries	131,550	131,550
5,578	5,434	8,800	110001	Overtime	8,800	8,800
		899	110002	Part-time Salaries	900	900
8,057	8,931	10,920	141000	FICA	10,806	10,806
3,462	4,552	6,469	142000	Workers Compensation	5,807	5,807
417	350	428	143000	Unemployment	283	283
19,170	22,096	31,324	144000	Retirement	33,414	33,414
29,404	42,210	56,162	145000	Health Insurance	53,765	53,765
227	193	198	146000	Life Insurance	197	197
<u>43,462</u>	<u>41,503</u>	<u>41,668</u>	199999	Personnel services overhead (.3802 FTE)	<u>39,578</u>	<u>39,578</u>
			Total Personnel Services			
<u>\$ 212,945</u>	<u>\$ 240,746</u>	<u>\$ 289,919</u>			<u>\$ 285,100</u>	<u>\$ 285,100</u>
		2.8884	Total Full-Time Equivalent (FTE)		2.6916	2.6916

City of Warrenton
Budget Document

Sanitation Fund 032

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018		
Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17			
Requirements					
Materials and Services-Sanitation Dept:					
\$ 620	\$ 327	\$ 2,000	210000	Office Supplies	\$ 2,000 \$ 2,000
1,225	1,178	1,600	211000	Postage	1,600 1,600
2,854	3,577	4,000	223000	General Supplies	4,000 4,000
441	463	550	223001	Janitorial Supplies	650 650
1,359	758	1,750	223002	Chemical Supplies	1,750 1,750
696	1,000	1,500	223004	Uniforms	1,500 1,500
13	108	200	223005	Safety	300 300
216	1,357	281	310000	Printing/Advertising	500 500
366	246	1,000	320000	Dues/Meetings/Training/Travel	1,000 1,000
568	513	1,100	340000	Electricity	1,100 1,100
3,469	3,022	3,100	340002	Communications	3,100 3,100
274,387	285,652	295,000	340003	Landfill Fees	318,000 318,000
149,066	166,893	170,000	340004	Residential Curbside Recycling	184,500 184,500
31	29	330	340005	Water	330 330
70	60	250	340006	Sewer	250 250
7	12	50	340007	Storm Sewer	50 50
1,250	1,042	1,600	340008	Sanitation	1,600 1,600
	6,572	10,000	340015	Spring Cleanup	10,000 10,000
41,301	28,127	30,000	340016	Commercial Recycling-Cardboard	31,000 31,000
33,193	38,897	41,000	340017	Yard Debris Recycling	43,000 43,000
14,499	18,371	16,500	340020	Landfill Postclosure Care Costs	25,000 25,000
6,870	13,740	15,000	340025	Recycling Education	15,000 15,000
			360000	Bank Fees/Credit Cards	1,600 1,600
24,509	17,149	40,000	362000	Gasoline/Oil/Lubricants	40,000 40,000
48,440	24,534	35,000	366000	Equipment Maintenance	35,000 35,000
3,327	515	2,000	371000	Repair and Maintenance	2,000 2,000
443	137	500	371001	Rock	500 500
21	1,148	4,500	378000	Building Maintenance	4,500 4,500
1,127	3,593	10,000	380000	Professional Services	10,000 10,000
1,442	1,473	2,823	380005	Professional Services - online payments	2,678 2,678
4,424	2,407	4,166	380006	Professional Services - utility billing	4,171 4,171
6,167	4,540	6,100	380020	Computer/Software Support	6,100 6,100
12,316	19,172	45,000	380050	Non-capital equipment	45,000 45,000
31,868	30,228	32,940	390090	Overhead Cost (Indirect Allocation)	33,825 33,825
24,916	25,726	25,362	420000	Franchise Fee (3%)	26,656 26,656
	150	250	460000	Environmental Cleanup	250 250
691,501	702,717	805,452		Total Materials and Services	858,510 858,510 -
Not allocated:					
97,739	63,996	75,000	860034	Transfers to Other Funds: Sanitation Fund Capital Reserve	75,000 75,000
97,739	63,996	75,000		Total Transfers to Other Funds	75,000 75,000 -
-	-	219,074	800000	Contingency 15% of expenditures	171,542 171,542
1,002,185	1,007,459	1,389,445		Total Expenditures	1,390,152 1,390,152 -
330,622	354,473	1,687	880001	Ending Fund Balance	6,848 6,848 -
\$ 1,332,807	\$ 1,361,932	\$ 1,391,132		Total Requirements	\$ 1,397,000 \$ 1,397,000 \$ -

City of Warrenton
Budget Document

Established by Resolution No. 2161

Sanitation Fund Capital Reserve Fund 034 (430)

To accumulate funds for equipment and capital improvements
of the Sanitation Fund

Review Year: 2016

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2017- 6/30/2018		
Actual		Adopted		Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	Budget FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
\$ 415,195	\$ 508,384	\$ 234,000	300000	Beginning Fund Balance	\$ 290,000	\$ 290,000
97,739	63,996	75,000	391032	Transfers from Other Funds: Sanitation Fund	75,000	75,000
<u>512,934</u>	<u>572,380</u>	<u>309,000</u>	Total Resources		<u>365,000</u>	<u>365,000</u>
<u>Requirements</u>						
4,550		4,100	610005	Capital Outlay-Sanitation Dept: Public Works Service Truck	5,720	5,720
	3,102	1,200	610007	Generator for PW Building		
	325,113		610008	Front Loading Garbage Truck		
		70,000	620001	SW 1st Street Recycling Center Upgrades	70,000	70,000
		5,500	620091	Remodel of Public Works	7,020	7,020
			620092	Fuel Depot Spill Control	2,340	2,340
<u>4,550</u>	<u>328,215</u>	<u>80,800</u>	Total Capital Outlay		<u>85,080</u>	<u>85,080</u>
<u>4,550</u>	<u>328,215</u>	<u>80,800</u>	Total Expenditures		<u>85,080</u>	<u>85,080</u>
<u>508,384</u>	<u>244,165</u>	<u>228,200</u>	880001	Reserved for future expenditure	<u>279,920</u>	<u>279,920</u>
<u>\$ 512,934</u>	<u>\$ 572,380</u>	<u>\$ 309,000</u>	Total Requirements		<u>\$ 365,000</u>	<u>\$ 365,000</u>

City of Warrenton
Budget Document

State Tax Street Fund 040 (431)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			Resources			
\$ 1,303,581	\$ 1,155,918	\$ 563,083	300000 Beginning Fund Balance (BFB)	\$ 664,326	\$ 664,326	
		435,600	BFB (City Fuel Tax)	316,770	316,770	
		165,547	BFB (Delaura Beach)			
		15,770	BFB (State fuel tax 1% trails)	18,904	18,904	
		190,000	334102 ODOT Grants "Quick Fix"			
25,000			340025 Special City Allotment			
297,899	306,134	297,407	335700 State Gas Tax (per capita)	298,132	298,132	
304,781	317,430	307,000	335800 City Fuel Tax (\$.03 per gallon)	333,000	333,000	
490	1,077		360000 Miscellaneous			
5,434	7,107	5,000	361000 Interest Earnings	7,000	7,000	
3,240			365001 Contributions to Capital Projects			
1,940,425	1,787,665	1,979,407	Total Resources	1,638,132	1,638,132	-
			Requirements			
			Personnel Services-Streets Dept:			
27,463	27,820	31,401	110000 Regular Salaries	46,550	46,550	
758	1,676	2,200	110001 Overtime	2,300	2,300	
841	1,366	899	110002 Part-time Salaries	900	900	
2,149	2,292	2,639	141000 FICA	3,806	3,806	
1,027	1,175	2,022	142000 Workers Compensation	2,785	2,785	
111	90	104	143000 Unemployment	100	100	
4,942	5,284	6,583	144000 Retirement	10,791	10,791	
6,345	7,413	9,809	145000 Health Insurance	14,768	14,768	
58	47	44	146000 Life Insurance	74	74	
16,149	21,917	13,439	199999 Personnel services overhead (.1623 FTE)	16,895	16,895	
59,843	69,080	69,140	Total Personnel Services	98,969	98,969	-
		0.6031	Total Full-Time Equivalent (FTE)	0.8510	0.8510	
			Materials and Services-Streets Dept:			
620	163	400	210000 Office Supplies	400	400	
42		150	211000 Postage	150	150	
3,716	2,384	2,000	223000 General Supplies	3,000	3,000	
105	59	100	223001 Janitorial	100	100	
455		40	223002 Chemical	40	40	
559	100	200	223004 Uniforms	300	300	
19	51	200	223005 Safety	200	200	
123	267	800	310000 Printing/Advertising	800	800	
415	160	800	320000 Dues/Meetings/Training/Travel	800	800	
378	269	300	340000 Electricity	300	300	
496	420	500	340002 Communications	500	500	
20	14	60	340005 Water	60	60	
47	30	30	340006 Sewer	30	30	
5	6	10	340007 Storm Sewer	10	10	
834	521	600	340008 Sanitation	600	600	
57,889	57,028	60,000	341000 Street Lighting - Electricity	60,000	60,000	
			360000 Bank Fees/Credit Cards	700	700	
2,462	1,592	3,500	362000 Gasoline/Oil/Lubricants	3,500	3,500	
5,500	4,463	5,500	366000 Equipment Maintenance	5,500	5,500	
20,980	25,491	28,000	371000 Repair & Maintenance Materials	28,000	28,000	
1,817	3,417	13,000	371001 Rock	13,000	13,000	
676	11,633	150,000	Overlays (city fuel tax)	200,000	200,000	
36	733	800	378000 Building Maintenance	800	800	
2,334	7,214	20,000	380000 Professional Services	37,000	37,000	
3,683	2,427	3,000	380020 Computer & Software Support	3,000	3,000	
5,195	506	800	380050 Non-Capital Equipment	800	800	
11,841	15,963	10,612	390090 Overhead Cost (Indirect Allocation)	14,384	14,384	
			410000 Permits & Fees			
120,247	134,910	301,402	Total Materials and Services	373,974	373,974	-

City of Warrenton
Budget Document
State Tax Street Fund 040 (431)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
Requirements						
Capital Outlay-Streets Dept:						
3,150	2,146	1,230	610005 Public Works Service Truck	3,960	3,960	
		360	610007 Generator for Public Works			
		4,000	610013 5-yard Dump Truck			
			610017 Tilt Trailer			
			610018 Excavator			
9,146	19,215	207,770	620010 Delaura Beach Trail			
	7,936	90,000	620011 Hammond Post Office Quick Fix			
338,550			620018 SW/Main Ct/2nd to 4th-Reconstruct-SCA			
5,179	8,533	145,000	620023 NW Cedar Ct Roadway Reconstruction			
			620024 SW 2nd St (Juniper - Gardenia)			
23,427	37,316		620025 SE Pacific Bridge (Subway) access			
			620064 SW 9th Street Temporary Street Wide			
715		48,000	620068 SW 2nd St (Elm - Gardenia)	48,000	48,000	
83,938	9,138		620069 NE Pacific Entry Road			
5,023	55,023		620074 Food Bank Roadway Improvements			
135,289	344		620076 SW Birch Ct (SW 1st-SW 2nd)			
	7,206	367,000	620078 N Main & NW 7th Place (Warrenton Dr - NE 5th)	367,000	367,000	
	6,332	73,000	620079 NW 13th St and Warrenton Dr trail/drainage			
	8,538	66,960	620080 SW 3rd St Improvement (Main Ct-Main Ave)			
		600	620091 Public Works Remodel	765	765	
		100,000	620081 Quick Fix/East Harbor Sidewalks			
		225,000	620082 SE 2nd St (SE King-Marlin)	225,000	225,000	
		143,000	620083 NE Skipanon			
			620092 Fuel Depot Spill Control	255	255	
			620085 SE Anchor(Harbor-SE 3rd St) Improvement	210,000	210,000	
			620084 SW 4th St(S Main Ave-Alder Ct)	118,000	118,000	
604,417	161,728	1,471,920	Total Capital Outlay	972,980	972,980	-
Not allocated:						
Debt Service:						
			801001 Principal			
			801002 Interest			
		-	Total Debt Service	-	-	-
-	-	74,108	800000 Contingency 20% of expenditures	94,589	94,589	
784,507	365,718	1,916,570	Total Expenditures	1,540,512	1,540,512	-
			880001 Ending Fund Balance=Trails			
1,155,918	1,421,947	62,837	880001 Ending Fund Balance	97,620	97,620	-
\$1,940,425	\$ 1,787,665	\$ 1,979,407	Total Requirements	\$ 1,638,132	\$ 1,638,132	\$ -

City of Warrenton
Budget Document

Streets System Development Charges Fund 041 (410)

Historical Data			Budget for Fiscal Year 7/1/2017 - 6/30/2018					
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17						
			<u>Resources</u>					
\$ 69,216	\$ 484,389	\$ 534,000	300000	Beginning Fund Balance	\$ 629,000	\$ 629,000		
414,952	85,516	92,687	339200	Improvement Fee	110,400	110,400		
			339100	Reimbursement Fee				
221	349	360	361000	Interest	3,000	3,000		
<hr/>			<hr/>					
<u>484,389</u>	<u>570,254</u>	<u>627,047</u>	Total Resources		<u>742,400</u>	<u>742,400</u>		-
			<u>Requirements</u>					
		627,047	620000	Capital Outlay-Streets Dept: Improvements	742,400	742,400		
<hr/>			<hr/>					
-	-	627,047	Total Capital Outlay		<u>742,400</u>	<u>742,400</u>		-
<hr/>			<hr/>					
-	-	-	800000	Contingency	-	-		-
<hr/>			<hr/>					
-	-	627,047	Total Expenditures		742,400	742,400		-
<hr/>			<hr/>					
484,389	570,254	-	880001	Ending Fund Balance	-	-		-
<hr/>			<hr/>					
<u>\$ 484,389</u>	<u>\$ 570,254</u>	<u>\$ 627,047</u>	Total Requirements		<u>\$ 742,400</u>	<u>\$ 742,400</u>	<u>\$</u>	<u>-</u>

City of Warrenton
Budget Document

Warrenton Business Association 006 (400)

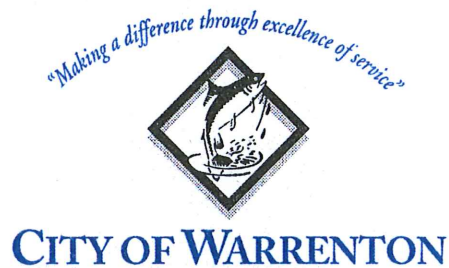
Historical Data			Budget for Fiscal Year 7/1/2017-6/30/2018			
Actual FYE 6/30/15	Adopted Budget FYE 6/30/16	Adopted Budget FYE 6/30/17	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 144,014	\$ 153,331	\$ 150,850	300000	\$ 108,000	\$ 108,000	
45,965	45,830	45,500	321600	48,100	48,100	
			360000			
759	913	700	361000	750	750	
15	5		364000			
			365000			
			391001			
190,753	200,079	197,050	Total Resources	156,850	156,850	-
			Requirements			
			Personnel Services-WBA Program:			
			110001			
6,430	7,694	5,623	199999	11,814	11,814	
6,430	7,694	5,623	Total Personnel Services	11,814	11,814	-
			Materials and Services-WBA Program:			
922	653	1,000	211000	1,000	1,000	
4,187	18,711	15,000	310000	15,000	15,000	
	2,500		320000	3,000	3,000	
200		6,000	380000	3,000	3,000	
			380019	5,000	5,000	
1,243	1,305	2,000	380020	2,300	2,300	
217	184	2,500	380021	1,000	1,000	
	1,237	5,000	380022	5,000	5,000	
		1,000	380039	1,000	1,000	
647	1,108	2,500	380031	2,000	2,000	
833	12,020	15,000	380034	15,000	15,000	
		10,000	380036	10,000	10,000	
1,534	990	2,000	380043	1,000	1,000	
11,500	7,500		380045			
		3,000	380046			
	2,763	25,000	380047	10,000	10,000	
		50,000	380048	50,000	50,000	
		5,000	380049			
	69		390000			
4,714	5,604	4,424	390090	10,092	10,092	
25,997	54,644	149,424	Total Materials & Services	134,392	134,392	-
			Capital Outlay-WBA Program:			
4,995			610001			
4,995	-	-	Total Capital Outlay	-	-	-
			Not allocated:			
			Transfers to Other Funds			
			860004	5,000	5,000	
			Total Transfers	5,000	5,000	-
		5,000	800000	5,000	5,000	
37,422	62,338	160,047	Total Expenditures	156,206	156,206	-
153,331	137,741	37,003	880001	644	644	-
\$ 190,753	\$ 200,079	\$ 197,050	Total Requirements	\$ 156,850	\$ 156,850	\$ -

City of Warrenton
Budget Document

Engineer Internal Service Fund 042 (750)

Historical Data			Budget for Fiscal Year 7/1/2017-6/30/2018			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			Resources			
\$ -	\$ -	\$ 1,400	300000	Beginning Fund Balance	\$ 7,200	\$ 7,200
	50,742	125,555	347500	Engineering Services	128,283	128,283
		24,000	348000	Other Billed Services		
			360000	Miscellaneous Income		
	2	10	361000	Interest	20	20
	-	50,744		Total Resources	135,503	135,503
		150,965				
			Requirements			
	37,582	90,500	110000	Personnel Services-Engineering Dept:		
	2,854	6,923	141000	Regular Salaries	94,000	94,000
	375	1,422	142000	FICA	7,191	7,191
	112	272	143000	Workers Compensation	1,430	1,430
		14,765	144000	Unemployment	188	188
	2,916	7,391	145000	Retirement	18,223	18,223
	77	192	146000	Health Insurance	7,629	7,629
	-	43,916		Life Insurance	192	192
		121,465		Total Personnel Services	128,853	128,853
		1		Total Full-Time Equivalent	1	1
				Materials and Services-Engineering Dept:		
		1,000	210000	Office Supplies	1,000	1,000
		3,500	320000	Dues/Meetings/Training/Travel	3,500	3,500
	263		340002	Communications	650	650
	12	24,000	380000	Professional Services		
		1,000	380020	Computer/Software Support	1,500	1,500
			380050	Non-capital equipment		
	-	275		Total Materials and Services	6,650	6,650
	-	44,191		Total Expenditures	135,503	135,503
	-	6,553	880001	Ending Fund Balance	-	-
		150,965		Total Requirements	\$ 135,503	\$ 135,503
\$ -	\$ 50,744	\$ 150,965			\$ -	\$ -

8-C



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: June 27, 2017
SUBJ: PUBLIC HEARING FOR APPROVAL OF EXEMPTION FROM
COMPETITIVE PROCESS FOR ARTIST FOR BRONZE SOLDIER
MONUMENT

SUMMARY

The City of Warrenton is sponsoring a grant through the State of Oregon Parks and Recreation Department for a Veterans & War Memorial, as proposed by Fort Stevens VFW Post 10580. Post Quartermaster, Albert Little, has been working with the City on this project. They have raised the matching funds required and did all the leg work for the grant. They received a quote from Mark's Artworks (Mark Kenney) for the artwork related to the statue in the amount of \$60,000. Mr. Kenney has offered an \$8,000 donation for the total cost of \$52,000. We are asking that the City Commission exempt the selection of Mr. Kenney as the artist from the competitive process, as allowed by Oregon Public Contracting Laws. The City's Public Contracting rules require any Personal Service contract in excess of \$50,000 go through an informal solicitation process, unless exempted in this manner. In this case, the skills required to complete the project are obvious. In addition, Mr. Kenney provided the original design 25 years ago, when this project was first proposed by the VFW, and

along with his generous donation of \$8,000, it is unlikely that going through a competitive process will result in any cost savings to the project. This is a public hearing to give the public an opportunity to comment on the proposed exemption. It should be noted, the City is sponsoring the grant. Match dollars have been raised by the VFW, and there are no City funds included in the project budget. As required by City Ordinance No. 1076-A, this public hearing was noticed in *The Columbia Press*, a newspaper of general circulation with the City of Warrenton, on Friday June 23, 2017.

RECOMMENDATION/SUGGESTED MOTION

"I move to exempt the contract for design and artistic performance for the war memorial monument from competitive solicitation and authorize the Mayor's signature on the contract with Mark's Artworks for the 7'2" Bronze Soldier Monument as proposed by VFW Post 10580 for the Oregon State Parks and Recreation Department Veterans & War Memorials Grant."

ALTERNATIVE

None recommended.

FISCAL IMPACT

VFW Post 10580 has funds to submit to the City to fund a portion of the project. The Grant award is in the amount of \$72,020 for costs authorized as part of the overall proposed budget of \$113,000. In kind services are included in the total budget. No City funds are allocated for this project.

Approved by City Manager: _____

**CITY OF WARRENTON
CONTRACT FOR PROFESSIONAL CONSULTING SERVICES**

CONTRACT:

This Contract, made and entered into this ___ day of _____, 2017, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY", and _____, hereinafter called "CONSULTANT", duly authorized to do business in Oregon.

W I T N E S S E T H

WHEREAS, the CITY requires services which CONSULTANT is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, CONSULTANT is able and prepared to provide such services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

IN CONSIDERATION of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. CONSULTANT SERVICES:

A. CONSULTANT shall provide artistic skills and labor for a 7'2" Bronze Soldier Monument for the Veterans & War Memorial Statue Project, funded through a grant from the State of Oregon Parks and Recreation Department.

B. CONSULTANT's obligations are defined solely by this contract and its attachment and not by any other contract or agreement that may be associated with this project.

2. COMPENSATION

A. The CITY agrees to pay CONSULTANT in 3 installments of \$17,333.33 a total not-to-exceed price of \$ 52,000 for performance of these services;

B. The CONSULTANT will submit an invoice for services rendered to: City of Warrenton, Attention: Accounts Payable, PO Box 250, Warrenton, Oregon 97146, **OR**, CONSULTANT may submit invoice via email to ap@ci.warrenton.or.us. City pays net 21 upon receipt of invoice.

C. CITY certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract.

3. CONSULTANT IDENTIFICATION

CONSULTANT shall furnish to the CITY the CONSULTANT's employer identification number, as designated by the Internal Revenue Service, or CONSULTANT's Social Security number, as CITY deems applicable.

4. CITY'S REPRESENTATIVE

For purposes hereof, the CITY'S authorized representative will be Linda Engbretson, City Manager, City of Warrenton, PO Box 250, Warrenton, Oregon, 97146.

5. CONSULTANT'S REPRESENTATIVE

For purposes hereof, the CONSULTANT's authorized representative will be Mark Kenny.

6. CONSULTANT IS INDEPENDENT CONSULTANT

A. CONSULTANT shall be an independent CONSULTANT for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 2 of this Contract,

B. CONSULTANT acknowledges that for all purposes related to this contract, CONSULTANT is and shall be deemed to be an independent CONSULTANT and not an employee of the CITY, shall not be entitled to benefits of any kind to which an employee of the CITY is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that CONSULTANT is found by a court of law or an administrative agency to be an employee of the CITY for any purpose, CITY shall be entitled to offset compensation due, or, to demand repayment of any amounts paid to CONSULTANT under the terms of the contract, to the full extent of any benefits or other remuneration CONSULTANT receives (from CITY or third party) as result of said finding and to the full extent of any payments that CITY is required to make (to CONSULTANT or a third party) as a result of said finding.

C. The undersigned CONSULTANT hereby represents that no employee of the City of Warrenton, or any partnership or corporation in which a City of Warrenton employee has an interest, has or will receive any remuneration of any description from the CONSULTANT, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

7. CANCELLATION FOR CAUSE

CITY may cancel all or any part of this Contract if CONSULTANT breaches any of the terms herein or in the event of any of the following: Insolvency of CONSULTANT; voluntary or involuntary petition in bankruptcy by or against CONSULTANT; appointment of a receiver or trustee for CONSULTANT, or any assignment for benefit of creditors of CONSULTANT. Damages for breach shall be those allowed by Oregon law, reasonable and necessary attorney's fees, and other costs of litigation at trial and upon appeal. CONSULTANT may likewise cancel all or any part of this contract if CITY breaches any of the terms herein and be therefore entitled to equivalent damages as expressed above for CITY.

8. ACCESS TO RECORDS

CITY shall have access to such books, documents, papers and records of CONSULTANT as are directly pertinent to this contract for the purposes of making audit, examination, excerpts and transcripts.

9. FORCE MAJEURE

Neither CITY nor CONSULTANT shall be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the party so disabled provided the party so disabled shall within ten (10) days from the beginning such delay notify the other party in writing of the causes of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation.

10. NONWAIVER

The failure of the CITY to insist upon or enforce strict performance by CONSULTANT of any of the terms of this Contract or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future

occasion.

11. ATTORNEY'S FEES

In the event suit or action is instituted to enforce any of the terms of this contract, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

12. APPLICABLE LAW

The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

13. CONFLICT BETWEEN TERMS

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the proposal of the CONSULTANT, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

14. INDEMNIFICATION

CONSULTANT agrees to indemnify and hold harmless the City of Warrenton, its Officers, and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to city, CONSULTANT, or others resulting from or arising out of CONSULTANT's negligent acts, errors or omissions in the supply of goods or performance of services pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONSULTANT and The City of Warrenton this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CONSULTANT.

With regard to Professional Liability CONSULTANT agrees to indemnify and hold harmless CITY, its officers and employees from any and all liability, settlements, loss, reasonable defense costs, attorney's fees and expenses arising out of CONSULTANT's negligent acts, errors, or omissions in service provided pursuant to this Agreement; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONSULTANT and the City, this indemnification and agreement to assume defense costs applies only to the extent of negligence of CONSULTANT.

With respect to Professional Liability, CONSULTANT reserves the right to approve the choice of counsel.

15. LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES ORS 279B.220

CONSULTANT shall make payment promptly, as due, to all persons supplying CONSULTANT labor or material for the prosecution of the work provided for this contract.

CONSULTANT shall pay all contributions or amounts due the Industrial Accident Fund from CONSULTANT or any sub consultant incurred in the performance of the contract.

CONSULTANT shall not permit any lien or claim to be filed or prosecuted against the state, county,

school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

CONSULTANT shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

16. WORKERS COMPENSATION INSURANCE

CONSULTANT, its sub-CONSULTANTS, if any, and all employees working under this agreement are either subject to employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires them to provide workers compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

17. PAYMENT OF MEDICAL CARE ORS 279B.230

CONSULTANT shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of such CONSULTANT, of all sums which the CONSULTANT agrees to pay for such services and all moneys and sums which the CONSULTANT collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

18. OVERTIME ORS 279B.235.

Employees shall be paid for overtime work performed under this contract in accordance with ORS 279B.235(3) unless excluded under ORS 653.010 to 653.261 (29 U.S.C. sections 201 to 209).

19. BUSINESS LICENSE

Prior to commencing work in the City of Warrenton, CONSULTANT shall obtain a city business license.

20. STANDARD OF CARE

The standard of care applicable to CONSULTANT's services will be the degree of skill and diligence normally employed by CONSULTANTS performing the same or similar services at the time CONSULTANT's services are performed. CONSULTANT will re-perform any services not meeting this standard without additional compensation.

21. NO THIRD PARTY BENEFICIARIES

This contract gives no rights or benefits to anyone other than the CITY and CONSULTANT and has no third party beneficiaries.

22. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability shall survive termination of this Agreement for any cause.

23. COMPLETE CONTRACT

This Contract and its referenced attachments constitute the complete contract between CITY and CONSULTANT and supersedes all prior written or oral discussions or agreements. CONSULTANT services are defined solely by this Contract and its attachments and not by any other contract or agreement that may be associated with this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first

written above.

City of Warrenton, a Municipal Corporation

CONSULTANT:

BY: _____
Henry Balensifer Date

By: _____
Printed Name: _____ Date
Title: _____

ATTEST: _____
Dawne Shaw, Deputy City Recorder

8-D

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager *LE*
DATE: June 27, 2017
SUBJ: RECOLOGY PRESENTATION

SUMMARY

Representatives from Recology will be at the meeting to review rates and programs, and I have asked them to discuss the new regulations regarding disposal of construction materials.

RECOMMENDATION/SUGGESTED MOTION

This is their annual update. No action is requested.

ALTERNATIVE

N/A

FISCAL IMPACT

Estimated rate increases were budgeted.

**RECOLOGY WESTERN OREGON
WAR CITY OF WARRENTON**

**SUMMARY RATE SHEET
EFF. DATE: 7/1/2017**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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COLLECTION SERVICES - BILLED TO CITY MONTHLY RATES

90REC	90G COMMINGLED RECYCLING -CURB	\$ 6.97	2.30%	\$ 0.16	\$ 7.13
90RES	90G COMMINGLE-SIDE	\$ 6.97	2.30%	\$ 0.16	\$ 7.13
1CBE	CARDBOARD CONTAINER - ALL SIZES	\$ 34.15	2.30%	\$ 0.79	\$ 34.94
2GEW	2YD WASTE WATER EOW	\$ 172.71	2.30%	\$ 3.97	\$ 176.68

BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL. **RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
FURN	FURNITURE CHARGE	\$ 17.22	0.00%	\$ -	\$ 17.22
IRSC	IN ROUTE SERVICE CHARGE	\$ 29.96	2.30%	\$ 0.69	\$ 30.65
SC	SERVICE CHARGE	\$ 119.85	2.30%	\$ 2.76	\$ 122.61

RELATED FEES RATE PER EACH

CORDF	CONTAINER RE-DELIVERY FEE	\$ 119.85	2.30%	\$ 2.76	\$ 122.61
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Note: Re-Delivery fees apply for resume service after suspend.

RATE PER EACH

CCF	CART CLEANING FEE	\$ 25.00	0.00%	\$ -	\$ 25.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

RATE PER EACH

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

FRONT-LOAD CONTAINER SERVICE

(City provides service for container sizes 3yds & under, unless City directs RWO to service)

1 YARD CONTAINERS MONTHLY RATES

1GE	1YD TRASH EOW	\$ 91.46	2.30%	\$ 2.10	\$ 93.56
1XP	EXTRA PICK UP-1YD TRASH	\$ 33.65	2.30%	\$ 0.77	\$ 34.42

1.5 YARD CONTAINERS MONTHLY RATES

1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 43.28	2.30%	\$ 1.00	\$ 44.28
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2 YARD CONTAINERS MONTHLY RATES

2GW	2YD TRASH	\$ 233.37	2.30%	\$ 5.37	\$ 238.74
2GE	2YD TRASH EOW	\$ 129.31	2.30%	\$ 2.97	\$ 132.28
2GM	2YD TRASH MONTHLY	\$ 73.30	2.30%	\$ 1.69	\$ 74.99
2OC	ON CALL-2YD TRASH	\$ 52.87	2.30%	\$ 1.22	\$ 54.09
2XP	EXTRA PICK UP-2YD TRASH	\$ 52.87	2.30%	\$ 1.22	\$ 54.09

3 YARD CONTAINERS MONTHLY RATES

3GW	3YD TRASH	\$ 309.06	2.30%	\$ 7.11	\$ 316.17
3GE	3YD TRASH EOW	\$ 167.15	2.30%	\$ 3.84	\$ 170.99
3GM	3YD TRASH MONTHLY	\$ 90.77	2.30%	\$ 2.09	\$ 92.86
3OC	ON CALL-3YD TRASH	\$ 72.10	2.30%	\$ 1.66	\$ 73.76
3XP	EXTRA PICK UP-3YD TRASH	\$ 72.10	2.30%	\$ 1.66	\$ 73.76

**RECOLOGY WESTERN OREGON
WAR CITY OF WARRENTON**

**SUMMARY RATE SHEET
EFF. DATE: 7/1/2017**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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4 YARD CONTAINERS MONTHLY RATES

4GW	4YD TRASH	\$ 378.44	2.30%	\$ 8.70	\$ 387.14
4GE	4YD TRASH EOW	\$ 201.82	2.30%	\$ 4.64	\$ 206.46
4GM	4YD TRASH MONTHLY	\$ 106.80	2.30%	\$ 2.46	\$ 109.26
4OC	ON CALL-4YD TRASH	\$ 89.73	2.30%	\$ 2.06	\$ 91.79
4XP	EXTRA PICK UP-4YD TRASH	\$ 89.73	2.30%	\$ 2.06	\$ 91.79

5 YARD CONTAINERS MONTHLY RATES

5GW	5YD TRASH	\$ 454.12	2.30%	\$ 10.44	\$ 464.56
5GE	5YD TRASH EOW	\$ 239.67	2.30%	\$ 5.51	\$ 245.18
5GM	5YD TRASH MONTHLY	\$ 124.29	2.30%	\$ 2.86	\$ 127.15
5OC	ON CALL-5YD TRASH	\$ 108.94	2.30%	\$ 2.51	\$ 111.45
5XP	EXTRA PICK UP-5YD TRASH	\$ 108.94	2.30%	\$ 2.51	\$ 111.45

6 YARD CONTAINERS MONTHLY RATES

6GW	6YD TRASH	\$ 529.82	2.30%	\$ 12.19	\$ 542.01
6GE	6YD TRASH EOW	\$ 277.52	2.30%	\$ 6.38	\$ 283.90
6GM	6YD TRASH MONTHLY	\$ 141.76	2.30%	\$ 3.26	\$ 145.02
6OC	ON CALL-6YD TRASH	\$ 128.20	2.30%	\$ 2.95	\$ 131.15
6XP	EXTRA PICK UP-6YD TRASH	\$ 128.20	2.30%	\$ 2.95	\$ 131.15

8 YARD CONTAINERS MONTHLY RATES

8GW	8YD TRASH	\$ 618.12	2.30%	\$ 14.22	\$ 632.34
8GE	8YD TRASH EOW	\$ 321.67	2.30%	\$ 7.40	\$ 329.07
8GM	8YD TRASH MONTHLY	\$ 162.16	2.30%	\$ 3.73	\$ 165.89
8OC	ON CALL-8YD TRASH	\$ 150.62	2.30%	\$ 3.46	\$ 154.08
8XP	EXTRA PICK UP-8YD TRASH	\$ 150.62	2.30%	\$ 3.46	\$ 154.08

CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
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FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.

Compactor Rating	4 : 1	3 : 1	2 : 1
Factor applied to container rate of same size	1.5	1.3	1.12

MEDICAL WASTE COLLECTION SERVICES RATE PER EACH

M4HSC	4.7 QT SHARPS CONTAINER	\$ 20.52	2.00%	\$ 0.41	\$ 20.93
M10SC	10 QT SHARPS CONTAINER	\$ 23.76	2.00%	\$ 0.48	\$ 24.24
M23SC	23 QT SHARPS CONTAINER	\$ 45.90	2.00%	\$ 0.92	\$ 46.82
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 32.92	2.00%	\$ 0.66	\$ 33.58
M21BX	21 GAL MEDICAL WASTE BOX	\$ 42.49	2.00%	\$ 0.85	\$ 43.34
M48BX	48 GAL MEDICAL WASTE BOX	\$ 48.50	2.00%	\$ 0.97	\$ 49.47
M8GBP	RX MED WASTE TUB	\$ 95.56	2.00%	\$ 1.91	\$ 97.47

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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DEBRIS BOX SERVICES

SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)

RATE PER HAUL

DEL	DELIVERY CHARGE	\$ 59.92	2.30%	\$ 1.38	\$ 61.30
10HG	10 YD TRASH BOX HAUL	\$ 119.84	2.30%	\$ 2.76	\$ 122.60
20HG	20 YD TRASH BOX HAUL	\$ 119.84	2.30%	\$ 2.76	\$ 122.60
30HG	30 YD TRASH BOX HAUL	\$ 119.84	2.30%	\$ 2.76	\$ 122.60
47HG	47 YD TRASH BOX HAUL	\$ 119.84	2.30%	\$ 2.76	\$ 122.60
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 143.10	2.30%	\$ 3.29	\$ 146.39

DEBRIS BOX DISPOSAL FEES (\$\$/TON)

RATE PER TON

DFDM	DISPOSAL FEE - DEMOLITION	\$ 94.00	0.00%	\$ -	\$ 94.00
DFG	DISPOSAL FEE - GARBAGE	\$ 102.61	-2.74%	\$ (2.81)	\$ 99.80
DFYD	DISPOSAL FEE - YARD DEBRIS	NO CHARGE - BILLED TO CITY BY ATS			

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

RELATED FEES

RATE PER DAY

RENTD	DAILY RENTAL FEE	\$ 11.96	2.30%	\$ 0.28	\$ 12.24
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

RATE PER MONTH

RENTM	MONTHLY RENTAL FEE	\$ 119.38	2.30%	\$ 2.75	\$ 122.13
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Note: Monthly rent applies for customers who keep a box for a year or longer.

RATE PER HOUR

TIME	TRUCK TIME FEE	\$ 119.84	2.30%	\$ 2.76	\$ 122.60
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 119.85	2.30%	\$ 2.76	\$ 122.61
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 179.75	2.30%	\$ 4.13	\$ 183.88

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

BULKY ITEMS - DEBRIS BOX

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS
 ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

RATE PER EACH

TOFFR	TIRE CHARGE NO RIM	\$ 4.59	0.00%	\$ -	\$ 4.59
TONR	TIRE CHARGE ON RIM	\$ 9.18	0.00%	\$ -	\$ 9.18
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.

Residential accounts are billed once every two months; one in advance and one in arrears.

"Making a difference through excellence of service"



CITY OF WARRENTON

Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission

Date: June 27, 2017

Regarding: Adoption of the 2018-2023 Capital Improvement Program

SUMMARY:

Staff prepares, reviews, updates, and then presents the City of Warrenton Capital Improvement Program annually to the City Commission. The document presented is for the six years ending June 30, 2023. The commission reviewed the document, in a work session, on April 18, 2017. One change was made to the 2017-2018 proposed budget for capital improvements by the budget committee to eliminate a capital expenditure for park improvements in the Quincy Robinson Trust Fund as recommended by the Quincy Robinson Trust Fund Advisory Board. No other changes were made by the budget committee.

The document can be viewed and/or printed from our website at ci.warrenton.or.us/finance/page/capital-improvement-program

RECOMMENDATION:

Move to adopt the *2018-2023 Capital Improvement Program* as presented.

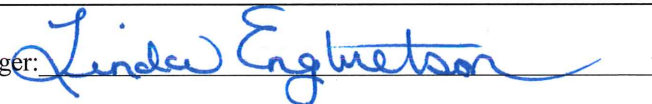
ALTERNATIVE:

Other action as deemed appropriate.

FISCAL IMPACT:

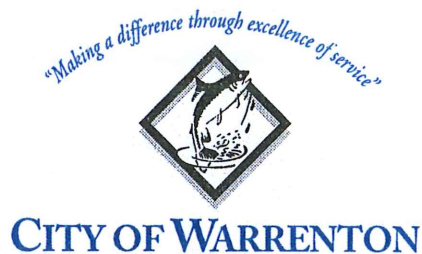
This is a financial planning tool. Adoption of this document will facilitate the completion of important infrastructure improvements and equipment purchases to ensure efficient delivery of quality services.

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Linda Engstrom", written over a horizontal line.

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

8-F



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager *LE*
DATE: June 27, 2017
SUBJ: Administrative and Personnel Policy Change

SUMMARY

Warrenton's Administrative and Personnel Policies, Section 3.4.8 outlines a process for employees to donate surplus sick leave, on a case by case basis, to other employees. The policy states it must be approved by the Commission, and is allowed for only "the most serious cases of extended illness or injury."

I am requesting you approve amending our policies to remove the requirement that sick leave donations be brought to the Commission for consideration. I do not believe it is appropriate to bring such issues to a public meeting. While the name of the individual needing the additional time would not be given, the nature of the illness is often described, in order to "note its serious nature." I am responsible for general supervision of all employees and administration of policies. I would ask the Commission authorize delegating this approval to the discretion of the City Manager.

It should be mentioned, this policy is also noted in our collective bargaining agreements, and any amendments are part of the negotiating process. At this time, the amendment will apply to non-represented employees only.

RECOMMENDATION/SUGGESTED MOTION

“I move to authorize the amendment to the City’s Personnel Policies, Section 3.4.8, *Donation of Sick Leave*, so that the donation of surplus sick leave from one employee to another is at the discretion of the City Manager.

ALTERNATIVE

Deny the amendment.

FISCAL IMPACT

N/A

ADMINISTRATIVE AND PERSONNEL POLICIES

3.4.8 Donation of Sick Leave: The City will allow employees to donate surplus sick leave time to other employees on an individual need basis, with approval by commission, and only for the most serious cases of extended illness or injury.

3.4.9 Sick leave benefits shall be paid at the employee's regular rate of pay at the time the benefits are used. Sick leave pay shall be the amount the regular employee would have earned had such employee worked their regularly scheduled workday.

3.5 COMPASSIONATE LEAVE

3.5.1 Death in the Family: In the event of a death in the employee's immediate family, including spouse, children, relative living in the employee's household, parents, grandparents, grandchildren and in-laws, an employee shall be granted leave of absence with pay, not to exceed three (3) working days, with the approval of the City Manager.

3.5.2 Funerals: When an employee serves as a pallbearer, or in some other way participates in a funeral ceremony for anyone other than immediate family, the employee will be granted time off to perform such duty, but time not worked shall be taken from accrued vacation.

3.6 PARENTAL AND FAMILY LEAVE

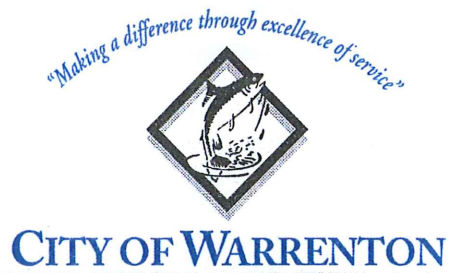
3.6.1 Illness in the Family: The City shall allow the employee up to 12 weeks of leave to care for a seriously ill member of his/her immediate family or upon the birth or adoption of a child by the employee.

3.6.2 The employee must use any accrued vacation and/or sick leave during an authorized Parental and Family leave before utilizing leave without pay, unless otherwise provided by agreement with the City Manager.

3.6.3 In the case of an illness of a family member, the employee must provide a doctor's assessment that the ill person requires the full-time care of the employee.

3.6.4 Birth or Adoption of Child: In the case of the birth or adoption of a child and both parents are employees, the 12 week limitation is to be a total of the leave taken by both parents.

8-G



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: June 27, 2017
SUBJ: LEASE RENEWAL - WESTERLUND

SUMMARY

Mr. Doug Westerlund has had a lease with the City since 2001, when he purchased the building and took over the land lease from a previous tenant. The term of the original lease states that Mr. Westerlund has the option to renew for an additional ten years as long as he is not in default. Mr. Westerlund is current with his lease and has requested the extension. Attached is the amendment to the lease, approved by legal counsel.

This property is located near the Warrenton Marina; Lease payments are applied to Warrenton Marina revenue.

RECOMMENDATION/SUGGESTED MOTION

"I move to authorize the mayor's signature on Amendment No. 1 to the lease between the City of Warrenton and Doug Westerlund."

ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

\$198.13 per month

LEASE AMENDMENT NO. 1

Between the City of Warrenton and Doug Westerlund

WHEREAS, the City of Warrenton and Doug Westerlund did enter into a lease agreement which term was for a period of ten years, effective January 1, 2001, through April 30, 2017; and

WHEREAS, Section 1 of the original lease allows for a renewal of the lease for an additional 10 years if the lease is not in default; and

WHEREAS, Mr. Westerlund is not in default of the terms of the lease; and

WHEREAS, Mr. Westerlund has expressed his interest to renew the lease per these terms;

NOW, THEREFORE, the lease between the City of Warrenton and Doug Westerlund is hereby renewed for a period of ten years and shall expire June 27, 2027, unless otherwise in default and per all other terms of the original lease. Rent shall continue to be calculated and adjusted every year per Section 2 of the original lease, attached hereto as Exhibit A.

APPROVED by the City of Warrenton this 27th day of June, 2017.

Henry Balensifer, Mayor Date

ACCEPTED

Doug Westerlund, Lessee Date

Catalog

- Drawing and Markup
- Scalebars
- Taxlots - Updated April 2017
- Transportation Planning and Environment
- City Zoning
- Urban Renewal Overlay
- City Landuse
- Parks and Recreation
- FEMA Flood Zones 2010
- DOGAMI Flood Zones May 16, 2016
- USFW 2013 Wetlands
- Dikes and Levees
- Local Wetland Inventory
- 2010 LIDAR Contour Lines
- Building Footprints
- Building Footprints DOGAMI LIDAR 2009
- Surface Water Polygons
- Surface Water Lines
- Base Data

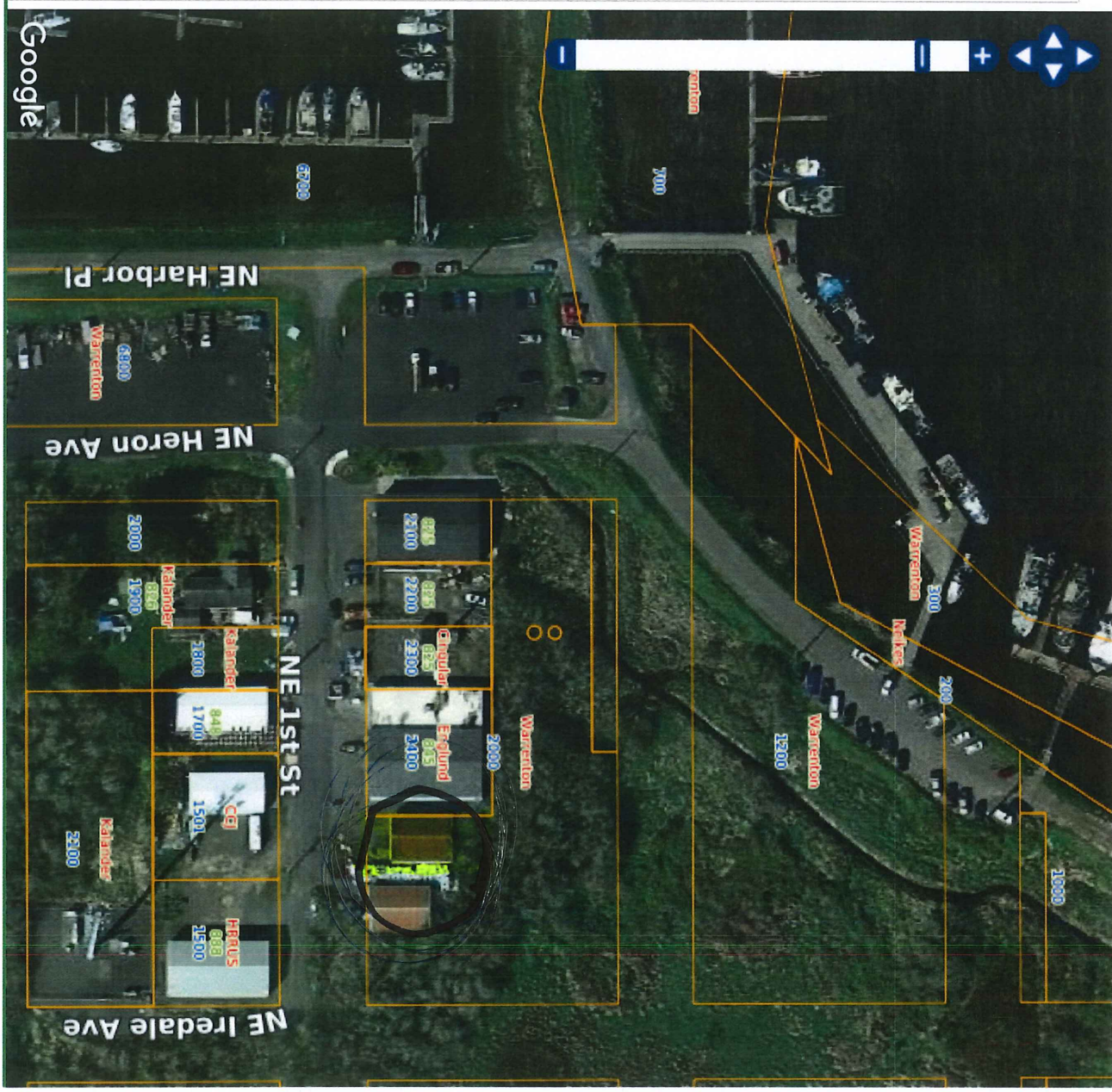
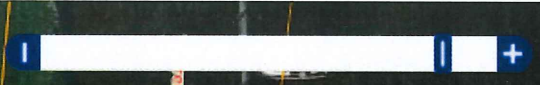
Select Features

Google Street View

Display Bookmark

Taxlot Number Search

Situs N



Google

Westerlund
325-1258

LEASE

The parties to this lease are CITY OF WARRENTON, a municipal corporation of the State of Oregon, hereinafter called "CITY" and Doug Westerlund, hereinafter called "LESSEE."

CITY leases to LESSEE that certain real property described as Lot 14, Block 36, First Extension of East Warrenton, in the City of Warrenton, County of Clatsop and State of Oregon.

(1) TERM

The original term of this lease shall commence on the 1st day of January 2001 and continue through the 30th day of April 2017. If the lease is not then in default, LESSEE shall have the option to renew this lease for a period of ten additional years at a rental in accordance with paragraph (2) hereunder.

(2) RENT

The basic rent for the first year of this lease shall be the sum of \$142.76 per month due and payable on the 1st day of the month commencing January 1, 2001, at Warrenton City Hall, Warrenton, Oregon.

The basic rent shall be adjusted every year after the base year. The base year is the year from January 2001 through December 2001. CITY shall adjust the rent effective January 1, 2002, in the same percentage as the increase, if any, in the Consumer Price Index (the "Index") published by the United States Department of Labor, Bureau of Labor Statistics. The change shall be computed by comparing the schedule entitled "U.S. City Average, All Items, All Urban Consumers, 1982-84=100" for the latest available month preceding the month in which the term commenced with the same figure for the same month in the years for which the adjustment is computed. All comparisons shall be made using Index figures derived from the same base period and in no event shall this provision operate to decrease the rent for the premises below the initial stated rent. If the Index cited above is revised or discontinued during the term, then the Index that is designated to replace it by the Portland Association of Building Owners and Managers shall be used.

(3) USE OF THE PREMISES

The premises shall be used for operations permitted by the land use regulations of the City of Warrenton, and for no other purpose. In addition, LESSEE's uses shall be consistent with all other lawful regulatory or land use agencies of the State of Oregon and its subdivisions.

(4) CITY'S RIGHT OF ENTRY

It shall be lawful for the CITY, its agents and representatives, at any reasonable time, to enter into or upon said demised premises for the purpose of examining the condition thereof, or any other lawful purpose.

(5) **LIENS**

LESSEE will not permit any lien of any kind, type or description to be placed or imposed upon the property or any part thereof.

(6) **UTILITIES**

CITY will provide water service to the property boundary. Hook-up and all costs of water service will be at LESSEE's expense.

All electrical service and other utilities will be installed and paid for at LESSEE's sole expense.

(7) **INDEMNITY AND LIABILITY INSURANCE**

LESSEE agrees to and shall indemnify and hold CITY harmless against any and all claims and demands arising from the negligence of LESSEE, his agents, invitees and/or employees, as well as those arising from LESSEE's failure to comply with any covenant of this lease on its part to be performed, and shall at its own expense defend CITY against any and all suits or actions arising out of such negligence, actual or alleged, and all appeals therefrom and shall satisfy and discharge any judgment which may be awarded against CITY in any such suit or action.

LESSEE further agrees, upon execution of this lease, at his own expense, to maintain and keep in effect, furnish and deliver to the CITY liability insurance policies in form with insurer satisfactory to CITY insuring against all leased premises with combined single limit for bodily injury in the amount of not less than \$500,000. Prior to leasing the premises, LESSEE agrees, at his own expense, to maintain and keep thereafter in effect, furnish and deliver to the CITY liability insurance policies in form with insurer satisfactory to CITY naming the CITY as a named insured, against all liability for damages to personal property in or about the leased premises and not less than \$1,000,000 combined single limit for both bodily injury and property damage.

(8) **COMPLIANCE WITH LAW AND HAZARDOUS MATERIALS**

8.1 LESSEE, at LESSEE's expense, shall comply with all laws, rules, orders, ordinances, directions, regulations, and requirements of federal, state, county, and municipal authorities pertinent to LESSEE's use of the premises, and with all recorded covenants, conditions, and restrictions, regardless of when they become effective. These include, without limitation, any required alteration of the premises because of LESSEE's specific use, and all applicable federal, state, local laws, regulations, or ordinances pertaining to air and water quality, Hazardous Materials as defined in Section 8.4 below, waste disposal, air emissions and other environmental matters, and all zoning and other land use matters.

8.2 LESSEE shall not cause or permit any hazardous material to be brought upon, kept, or used in or about the premises by LESSEE, LESSEE's agents, employees, contractors, or invitees without the prior written consent of CITY, which shall not be unreasonably withheld as

long as LESSEE demonstrates to CITY's reasonable satisfaction that such hazardous material is necessary or useful to LESSEE's business and will be used, kept, and stored in a manner that complies with all laws regulating any such hazardous materials brought upon or used or kept in or about the premises.

8.3 LESSEE shall indemnify, defend, and hold CITY harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities, or losses (including without limitation, diminution in value of the premises, damages for the loss or restriction on use or rent of the premises, damages arising from any adverse impact on marketing of the premises, and sums paid in settlement of claims, attorney fees, consultant fees, and expert fees) that arise during or after the lease term due to contamination by hazardous materials as a result of LESSEE's use or activities or of LESSEE's agents or contractors. This indemnification of CITY by LESSEE includes, without limitation, costs incurred in connection with any investigation of site conditions or any cleanup, remedial, removal, or restoration work required by any federal, state, or local governmental agency or political subdivision because of hazardous materials present in the soil or groundwater or under the premises. Without limiting the foregoing, if the presence of any hazardous material on the premises caused or permitted by LESSEE or LESSEE's agents or contractor results in any contamination of the premises, LESSEE shall promptly take all actions at LESSEE's sole expense as are necessary to return the premises to the condition existing prior to the release of any such hazardous material onto the premises, provided that CITY's approval of such action shall first be obtained, and approval shall not be unreasonably withheld, as long as such actions would not potentially have any material adverse long-term or short-term effect on the premises. The foregoing indemnity shall survive the expiration or earlier termination of this lease.

8.4. As used in this Lease, the term hazardous material means any hazardous or toxic substance, material, or waste, including, but not limited to, those substances, materials, and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR 172.101), or by the United States Environmental Protection Agency as hazardous substances (40 CFR pt 302) and amendments thereto, petroleum products, or other such substances, materials, and wastes that are or become regulated under any applicable local, state, or federal law.

(9) ATTACHMENT, BANKRUPT, DEFAULT

PROVIDED, ALWAYS that **1)** if the LESSEE shall be in arrears in the payment of said rent for a period of thirty (30) days after the same becomes due; or, **2)** if the LESSEE shall fail or neglect to do, keep, perform or observe any of the covenants and agreements contained herein on LESSEE's part to be done, kept, performed and observed and such delinquency shall continue for thirty (30) days or more after written notice of such failure or neglect shall be given to LESSEE; or, **3)** if the LESSEE shall be declared bankrupt or insolvent according to law; or, **4)** if any assignment of LESSEE's property shall be made for the benefit of creditors; or **5)** if on the expiration of this lease LESSEE fails to surrender possession of the leased premises, then and in either or any of said cases or events, the CITY or those having CITY's estate in the premises, may terminate this LEASE and, lawfully, at his or their option, immediately or at any time thereafter, without demand or notice, may enter into and upon said demised premises and every

part thereof and repossess the same as of CITY's former estate, and expel said LESSEE and those claiming by, through, and under LESSEE and remove LESSEE's effects at LESSEE's expense, forcibly if necessary and store the same, all without being deemed guilty of trespass and without prejudice to any remedy which otherwise might be used for arrears of rent or preceding breach of covenant.

Neither the termination of this lease by forfeiture nor the taking or recovery of possession of the premises shall deprive CITY of any other action, right or remedy against LESSEE for possession, rent or damages nor shall any omission by CITY to enforce any forfeiture, right, or remedy to which CITY may be entitled be deemed a waiver by CITY of the right to enforce the performance of all terms and conditions of this lease by LESSEE.

In the event of any re-entry by CITY, CITY may lease or relet the premises in whole or in part to any LESSEE or LESSEES who may be satisfactory to CITY, for any duration, and for the best rent, terms, and conditions as CITY may reasonably obtain. CITY shall apply the rent received from any LESSEE first to the costs of retaking and reletting the premises, including repairs and reasonable remodeling expense required to obtain any new LESSEE, and then to any arrears of rent and future rent payable under this lease and any other damages to which CITY may be entitled hereunder.

Any property which LESSEE leaves on the premises after abandonment or expiration of the lease, or for more than ten days after any termination of the lease by CITY, shall be deemed to have been abandoned, and CITY may remove and sell said property at public or private sale as CITY sees fit, without being liable for any prosecution therefor or for damages by reason thereof, and the net proceeds of said sale shall be applied toward the expenses of CITY and rent as aforesaid, and the balance of such amounts, if any, shall be held for and paid to the LESSEE.

(10) DAMAGES

In the event of termination or default, CITY shall be entitled to recover immediately, without waiting until the due date of any future rent, the following amounts as damages:

(a) The value of all of LESSEE's obligations under this lease, including the obligation to pay rent from the date of default until the end of the term, and

(b) The reasonable costs of re-entry and reletting including without limitation the cost of any clean-up, removal of LESSEE's property and fixtures, or any other expenses occasioned by LESSEE's failure to quit the premises upon termination and to leave them in the required condition, together with any restoration costs, attorney fees, court costs, etc.

(11) DELIVERING UP PREMISES ON TERMINATION

At the expiration of said term or upon any sooner termination thereof, LESSEE will quit and deliver up said leased premises, peaceably, quietly, and in good order and condition and will remove any structures erected by LESSEE on the premises. Any improvements remaining on the

premises at termination shall become the property of CITY, at CITY's option.

(12) NONWAIVER

Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

(13) ATTORNEY FEES

In the event suit or action is instituted to enforce any of the terms of this lease the prevailing party shall be entitled to recover from the other party such sums the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

If any party to this lease places it in the hands of an attorney for collection or enforcement of the covenants contained herein, as a consequence of a default, as defined herein, the party in default agrees to pay the reasonable fees and expenses of such attorney even though no suit or action is instituted, as a consequence of default.

(14) NOTICES

Any notice required or permitted under this lease shall be given when actually delivered or forty-eight (48) hours after deposited in United States mail as certified mail addressed to the following addresses or to such other address as may be specified from time to time by either of the parties in writing.

CITY: CITY OF WARRENTON
PO BOX 250
WARRENTON, OR 97146

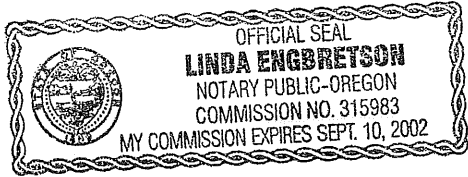
LESSEE: DOUG WESTERLUND
128 SKYLINE AVENUE
ASTORIA, OR 97103

(15) SUCCESSION

Subject to the hereinafter stated limitations on transfer of LESSEE's interest, this lease shall be binding upon and inure to the benefit of the parties, their respective successors and assigns.

(16) ASSIGNMENT

LESSEE shall not assign, transfer, pledge, hypothecate, surrender or dispose of this lease or any interest, or permit any other person or persons whomsoever to occupy the leased Premises without the written consent of CITY being first obtained in writing, (which consent will not be unreasonably withheld). This lease is personal to LESSEE and is executed in material consideration of LESSEE's ability to complete the improvements to the premises as promised.

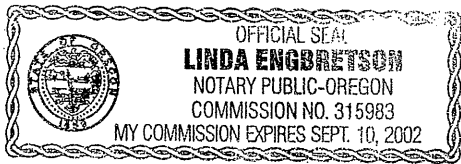


Before me: Linda Engbretson
Notary Public for Oregon
My commission expires:

STATE OF OREGON

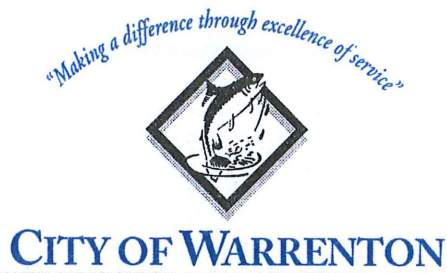
County of Clatsop

This instrument was acknowledged before me on the 25th day of January, 2001, by Doug Westerlund.



Before me: Linda Engbretson
Notary Public for Oregon
My Commission expires:

8-H



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: June 27, 2017
SUBJ: Sublease Renewal – Sturgeon Paul’s – Hammond Marina

SUMMARY

The sublease between the City of Warrenton and Paul Leitch for the bait shop, etc., at the Hammond Marina ended in 2013, the same time the City’s lease terminated with the USACE. At the time, legal counsel advised that the City should not renew the sublease, as we were not the property owners, and we did not have a current lease with the USACE. As you are aware, the USACE is working with the City to convey ownership of the property to the City of Warrenton. Prior to the package going to Washington DC for final conveyance process, the City has had to go through a number of steps, including cultural and environmental assessments, as well as a complete survey of the property. A lease between the City and the USACE must be renewed prior to conveyance. One condition of the lease renewal between the City and USACE is that any sublease be current. I waited to bring this to you until we had the survey completed, so an accurate description of the land area could be included. The previous sublease included a pretty rough drawing of the area, and this provides

an accurate description. Once approval from the County Assessor is provided for the survey completed by Dale Barrett, OTAK, and this sublease is renewed, I have been informed the Portland Office of the Corps will complete their review and send it on to Washington DC. Ben Hier, Realty Specialist, with the Corps' Portland Office indicated it will take approximately a year to work its way through the process once it heads to Washington DC.

RECOMMENDATION/SUGGESTED MOTION

"I move to authorize the sublease renewal between the City and Mr. Leitch for the property at the Hammond Marina for a period of 20 year."


ALTERNATIVE

None recommended

FISCAL IMPACT

Budgeted Lease revenue used for Hammond Marina Operations

Approved by City Manager:

A handwritten signature in blue ink, appearing to be "LMB", is written over a horizontal line. The signature is cursive and stylized.

SUBLEASE AGREEMENT

RECITALS

THIS SUBLEASE AGREEMENT, made and entered into this ____ day of _____, 2017, between the city of Warrenton, a municipal corporation of the state of Oregon, hereinafter referred to as "CITY," and Paul Leitch, d/b/a Sturgeon Paul's, hereinafter referred to as "LESSEE."

WITNESSETH:

WHEREAS, CITY subleases to LESSEE that certain real property as shown on the map attached hereto as "Exhibit A" and by this reference made a part hereof. The property is located at the Hammond Marina at the former restroom building site in Hammond, Clatsop County, Oregon.

WHEREAS, the CITY has leased 59.12 acres from the United States Army Corps of Engineers and has improved the area with recreation facilities.

WHEREAS, said lease gives the CITY authority to enter into third party agreements to provide the facilities and services necessary to meet the public demand, as consistent with the Corps plan of recreational development and management.

WHEREAS, the CITY has determined that it is in the interest of the city of Warrenton and the general public to allow a concession to operate at the Hammond Boat Basin and has entered this Sublease Agreement with the LESSEE for that purpose.

WHEREAS, the terms of the Sublease Agreement are subject to the terms, conditions, and provisions of that certain lease agreement #DACW57-1-88.33 between the city of Warrenton and the United States Army Corps of Engineers, which is attached as "Exhibit B," and by this reference is incorporated herein and made a part hereof.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

(1) TERM

The maximum lease term will be from the 1st of October, 2013, and continue through the 30th day of September, 2033. This lease may be mutually extended until terminated in accordance with items 9 and 10.

(2) RENT

Rent for the term shall be set and automatically adjusted according to the applicable portion of the following rate schedule:

From October 1, 2013 through September 30, 2018 - \$1,075.11 per month

From October 1, 2018 through September 30, 2023 - \$1,107.36 per month

From October 1, 2023 – September 30, 2028 - \$1,140.58

From October 1, 2028 – September 30, 2033 - \$1,174.80

Rent is due and payable on the first of each month. A \$20.00 late fee will be assessed per month if not received by the 10th of the month, and for each month thereafter that rent is delinquent, an additional \$20.00 will be assessed.

(3) TAXES

In addition, LESSEE shall pay all real property and personal property taxes levied on the property when payable.

(4) USE OF THE PREMISES/COMPLIANCE WITH LAWS AND REGULATIONS/CIVIL RIGHTS ACT

At LESSEE'S sole expense, LESSEE agrees to complete construction of improvements to the lease premises conforming to the Marine Commercial Zone requirements of the city of Warrenton. All construction plans and landscaping is subject to approval of the Corps of Engineers District.

The premises shall be used for operations permitted by the land use regulations of the city of Warrenton, and for no other purpose. In addition, LESSEE covenants that all licenses, tax I.D. numbers, bonds, industrial insurance accounts, or other matters required of the Operator, by federal, state or local governments in order to enable the Operator to do business, have been acquired by the Operator and are in full force and effect. The LESSEE, in exercising the privileges granted by this Sublease Agreement, agrees not to discriminate because of race, religion, sex, handicap, or national origin, against any person by refusing to furnish such person any accommodations, facility or privileges in any manner that will directly or indirectly reflect upon or question the acceptability of the patronage of that person. LESSEE shall also comply with the Civil Rights Act of 1964 as amended.

(5) CITY'S RIGHT OF ENTRY

It shall be lawful for the CITY, its agents and representatives, at any reasonable time, to enter into or upon said demised premises for the purpose of examining the condition thereof, or any other lawful purpose.

(6) RIGHT OF ASSIGNMENT

LESSEE shall not assign, transfer, pledge, hypothecate, surrender, or dispose of this lease or any interest therein, or permit any other person or persons whomsoever to occupy the leased premises without the written consent of the CITY being first obtained in writing. This lease is personal to LESSEE and is executed in material consideration of LESSEE'S ability to complete the improvements to the property as promised. LESSEE'S interest in whole or part cannot be sold, assigned, transferred, seized, or taken by operation of law, or under or by virtue of any execution or legal process, attachment or proceedings instituted against LESSEE, or under or by virtue of any bankruptcy or insolvency proceedings had in regard to LESSEE, or in any manner except as therein specifically mentioned.

(7) LIENS

LESSEE will not permit any lien of any kind, type or description to be placed or imposed upon the leased premises, or any part thereof.

(8) UTILITIES

All water, sewer, storm sewer, sanitation, electrical service and other utilities will be supplied by LESSEE at its sole expense.

(9) INDEMNITY AND LIABILITY INSURANCE

LESSEE agrees to, and shall indemnify and hold CITY and the United States Army Corps of Engineers harmless against, any and all claims and demands arising from the negligence of LESSEE, its officers, agents, invitees, and/or employees, as well as those arising from LESSEE'S failure to comply with any covenant of this lease on its part to be performed, and shall at its own expense defend CITY against any and all suits or actions arising out of such negligence, actual or alleged, and all appeals there from and shall satisfy and discharge any judgment which may be awarded against CITY in any such suit or action.

LESSEE further agrees, upon execution of this lease, at its own expense, to maintain and keep in effect, furnish and deliver to the CITY liability insurance policies in form with insurer satisfactory to CITY, insuring against all liability for damages to personal property in or about the leased premises with combined single limit for bodily injury in the amount of not less than \$1,000,000.00. Prior to commencement of any construction or improvement to the property, LESSEE agrees, at his own expense, to maintain and keep thereafter in effect, furnish and deliver to the CITY liability insurance policies in form with insurer satisfactory to CITY, naming CITY as a named insured against all liability for damages to personal property in or about the leased premises and not less than \$1,000,000.00 combined single limit for both bodily injury and property damage. From time to time, the CITY may require an increase in the amount of liability insurance.

(10) DEFAULT

In the event of failure by LESSEE to pay rent within thirty (30) days after it is due, or to comply with any other term or condition of this lease within ten (10) days after written notice by CITY, specifying the nature of the default, CITY, at its option, may elect to terminate the lease and LESSEE agrees to vacate the premises within thirty (30) days of notice and perform clean-up, leaving the premises broom-clean. CITY may then take possession of, and re-rent the premises. CITY shall be entitled to recover as damages, the reasonable cost of re-entry and re-renting as stated above. The foregoing remedy shall be in addition to any other remedies available to CITY under applicable law.

(11) DAMAGES

In the event of termination on default, CITY shall be entitled to recover immediately, without waiting until the due date of any future rent, the following amounts as damages:

- a. The value of all LESSEE'S obligations under this lease, including the obligation to pay rent from the date of default until the end of term; and

- b. The reasonable costs of re-entry and re-letting including, without limitation, the cost of any cleanup, removal of LESSEE'S property and fixtures, or any other expenses occasioned by LESSEE'S failure to quit the premises upon termination and to leave them in the required condition, together with any restoration costs, attorney fees, court costs, etc.

(12) DELIVERING UP PREMISES UPON TERMINATION

At the expiration of said term, or upon any sooner termination thereof, LESSEE will quit and deliver up said leased premises, peaceably, quietly, and in order and condition, and will remove any structures erected by LESSEE on the property. Any improvements remaining on the property at termination shall become the property of CITY, at CITY's option.

(13) NON-WAIVER

Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

(14) ATTORNEY'S FEES

In the event suit or action is instituted to enforce any of the terms of this lease, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

If any party to this lease places it in the hands of an attorney for collection or enforcement of the covenants contained herein, as a consequence of a default, as defined herein, the party in default agrees to pay reasonable fees and expenses of such attorney even though no suit or action is instituted, as a consequence of default.

(15) NOTICES

Any notice required or permitted under this lease shall be given when actually delivered or forty-eight (48) hours after deposited in United States mail as certified mail, addressed to the following addresses or to such other address as may be specified from time to time by either of the parties in writing.

CITY: City of Warrenton
PO Box 250
Warrenton, OR 97146

LESSEE: Paul Leitch
d/b/a The World Headquarters
PO Box 566
Warrenton, OR 97146

LESSOR: United States Army Corps of Engineers
Portland District Division

PO Box 2946/333 SW First
Portland, OR 97208-2946

(16) SUCCESSION

Subject to the hereinafter stated limitations on transfer of LESSEE's interest, this lease shall be binding upon, and inure to, the benefit of the parties, their respective successors and assigns.

IN WITNESS WHEREOF, the parties have executed this lease in triplicate this ____ day of June, 2017, the signature for the CITY OF WARRENTON being authority of its City Commission.

CITY OF WARRENTON
An Oregon Municipal Corporation

By: _____
Henry Balensifer, Mayor

Attest: _____
Dawne Shaw, Deputy City Recorder

LESSEE: _____
Paul Leitch

Approved by: United States Army Corps of Engineers
Portland District Corps of Engineers
Real Estate Division

By: _____
Chief, Real Estate Division

STATE OF OREGON
County of Clatsop

On this ____ day of _____, 2017, personally appeared _____, who, being first duly sworn, did say that he is the Mayor of the City of Warrenton, a municipal corporation, and that said instrument was signed on behalf of the city of Warrenton by authority of its City Commission and they acknowledged said instrument to be their voluntary act and deed.

Before me: _____
Notary Public for Oregon

My Commission Expires: _____

STATE OF OREGON
County of Clatsop

This instrument was acknowledged before me on the ____ date of _____, 2017, by Paul Leitch.

Before me: _____
Notary Public for Oregon

My Commission Expires: _____



CITY OF WARRENTON

Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission
From: April Clark
Finance Director
Date: June 27, 2017

Regarding: Consideration of Resolution No. 2489 Adopting and Setting Rental Rates and Fees for the Warrenton Community Center effective July 1, 2017

SUMMARY:

Rental rates at the Community Center have not been increased since July 1, 2014. The current rate structure and a history of rental rates is attached.

In preparation of the 2017-2018 budget, the Warrenton Community Center Advisory Board recommended a 10% increase to rental rates, effective July 1, 2017. They also recommended the removal of the Funeral Reception Rate of \$75.00 for a maximum of 8 hours and the Clatsop Community College rate of 5.00 per hour.

After some discussion, the budget committee recommended that rates be increased by more than 10%. The committee recommended the Meeting Room with Kitchen and the Meeting Room Only hourly rates be raised to \$45 and \$35 per hour, respectively. All Day Rates would be raised at the same percentages. The Warrenton Community Center Advisory Board concurs with this recommendation.

Resolution No. 2489, which reflects the recommended 12.5% increase to the current rental rates for the Meeting Room with Kitchen and 16.7% increase for the Meeting Room Only, was presented on June 13, 2017 for first consideration.

Rate resolutions are typically done over two meetings in order to give the public an opportunity to comment.

RECOMMENDATION:

Move to Approve Resolution No. 2489 Adopting and Setting Rental Rates and Fees for the Warrenton Community Center effective July 1, 2017.

ALTERNATIVE:

Maintain the current fee structure effective July 1, 2017.

FISCAL IMPACT:

This rate increase will help support current and future operations and keep pace with inflation.

Approved by City Manager: _____

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

Warrenton Community Center

EXHIBIT 1

**RATE STRUCTURE
Effective July 1, 2014**

	<u>PER HOUR</u>	<u>ALL DAY RATE</u>
FACILITY RENTAL:		
MEETING ROOM WITH KITCHEN	40.00	359.00
MEETING ROOM ONLY*	30.00	241.00
* (Includes minimal use of kitchen for beverage service)		
(Please see General Rules and Guidelines for further clarification of the above rates)		
 CLATSOP COMMUNITY COLLEGE	 5.00	 -
FUNERAL RECEPTIONS -maximum 8 hours		75.00
 SUPPLY RENTAL:		
SILVER PUNCH BOWL	15.00	
SILVER PLATTER	10.00	
CHAFING DISH SMALL (DOES NOT INCLUDE STERNO)	10.00	
CHAFING DISH LARGE (DOES NOT INCLUDE STERNO)	15.00	
DANCE FLOOR (12' x 12')	60.00	PER DAY
LAMPS	2.50	EACH
 DEPOSITS:		
KEY	10.00	EACH
CLEANING and CANCELLATION	75.00	
ADDITION TO CLEANING DEPOSIT FOR BAR SET UP	125.00	
 DISCOUNTS:		
LONG TERM USE OF FACILITY: MONDAY - FRIDAY ONLY:	25%	
A RENTER THAT BOOKS THE FACILITY ON A WEEKLY BASIS FOR A MINIMUM DURATION OF 3 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE		
A RENTER THAT BOOKS THE FACILITY ON A MONTHLY BASIS FOR A MINIMUM DURATION OF 6 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE		
 CLEANING FEE:		
PER HOUR RATE FOR CLEANING	25.00	
 CANCELLATION FEES:		
Upon cancellation, deposits will be refunded based on the following notification dates at the percentage rate stated:		
30 days or more notification prior to rental date	100%	
29 - 15 days notification prior to rental date	50%	
14 - 0 days notification prior to rental date	0%	

Warrenton Community Center
Hourly Rates

Effective Date	1/22/2003	1/22/2003	7/1/2005	7/1/2006	7/1/2007	7/1/2008	7/1/2012	7/1/2013	7/1/2014	Proposed*
Meeting Room	15.00	prior to 1/22/2003								7/17/2017
Meeting Room w/kitchen ¹	28.00	28.00	28.00	29.00	30.00	31.00	32.00	35.00	40.00	45.00
Meeting Room w/o kitchen ²	17.50	18.00	18.00	19.00	20.00	21.00	22.00	25.00	30.00	35.00
Resolution No.	2039	2119	2148	2186	2227	2363	2396	2409		
Percentage increase ¹	87%	0%	4%	3%	3%	3%	9.4%	14.3%	12.5%	
Percentage increase ²							13.6%	20.0%	16.7%	

As proposed by the Budget Committee

RESOLUTION NO. 2489

Introduced by All Commissioners

**ADOPTING AND SETTING RENTAL RATES AND FEES FOR THE
WARRENTON COMMUNITY CENTER**

The City of Warrenton hereby resolves as follows:

WHEREAS, the Warrenton Community Center is a mostly self-supporting special revenue fund of the City of Warrenton, and

WHEREAS, revenues are generated by user fees to sustain operating and some capital costs of the Community Center,

Be it resolved that the Warrenton City Commission hereby adopts the following fees and rates for all users of the Warrenton Community Center. The charges which shall be paid by all users of the Community Center are set forth in Exhibit 1.

This resolution shall become effective July 1, 2017.

PASSED by the Warrenton City Commission this _____ day of _____, 2017

APPROVED by the Mayor of the City of Warrenton this _____ day of _____, 2017

First Reading: June 13, 2017
Second Reading: June 27, 2017

Mayor

ATTEST:

Deputy City Recorder

Warrenton Community Center

EXHIBIT 1

RATE STRUCTURE
Effective July 1, 2017

	<u>PER HOUR</u>	<u>ALL DAY RATE</u>
FACILITY RENTAL:		
MEETING ROOM WITH KITCHEN	45.00	404.00
MEETING ROOM ONLY*	35.00	281.00
* (Includes minimal use of kitchen for beverage service)		

(Please see General Rules and Guidelines for further clarification of the above rates)

SUPPLY RENTAL:

SILVER PUNCH BOWL	15.00	
SILVER PLATTER	10.00	
CHAFING DISH SMALL (DOES NOT INCLUDE STERNO)	10.00	
CHAFING DISH LARGE (DOES NOT INCLUDE STERNO)	15.00	
DANCE FLOOR (12' x 12')	60.00	PER DAY
LAMPS	2.50	EACH

DEPOSITS:

KEY	10.00	EACH
CLEANING and CANCELLATION	75.00	
ADDITION TO CLEANING DEPOSIT FOR BAR SET UP	125.00	

DISCOUNTS:

LONG TERM USE OF FACILITY: MONDAY - FRIDAY ONLY: 25%

A RENTER THAT BOOKS THE FACILITY ON A WEEKLY BASIS FOR A MINIMUM DURATION OF 3 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE

A RENTER THAT BOOKS THE FACILITY ON A MONTHLY BASIS FOR A MINIMUM DURATION OF 6 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE

CLEANING FEE:

PER HOUR RATE FOR CLEANING 25.00

CANCELLATION FEES:

Upon cancellation, deposits will be refunded based on the following notification dates at the percentage rate stated:

30 days or more notification prior to rental date	100%
29 - 15 days notification prior to rental date	50%
14 - 0 days notification prior to rental date	0%

8-J

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: June 27, 2017
SUBJ: Water Rates

SUMMARY

The Budget Committee approved a 7% water rate increase for Fiscal Year 2017 – 2018. The attached resolution reflects this increase. There are no changes to Exhibit B. Rate increase resolutions are considered over two meetings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

" I move to adopt Resolution No. 2490; Adopting Water Department Rates, Establishing July 1, 2017, as the Effective Date, and Repealing any Other Resolution in Conflict."

ALTERNATIVE

None Recommended.

FISCAL IMPACT

The 7% increase is expected to raise approximately \$ 182,000 in the water fund for fiscal year ending June 30, 2018.

Approved by City Manager:

Linda Engbretson

RESOLUTION NO. 2490
Introduced by All Commissioners
ADOPTING WATER DEPARTMENT RATES; ESTABLISHING
July 1, 2017, AS THE EFFECTIVE DATE,
REPEALING
ANY OTHER RESOLUTION IN CONFLICT

WHEREAS, the City of Warrenton Water Department is an enterprise fund and revenues must pay expenses; and

WHEREAS, the City of Warrenton needs to update its water rates to keep up with increasing costs and debt service; and

WHEREAS, the Warrenton Budget Committee approved a 7% water rate increase during its Fiscal Year 2017-2018 budget process.

NOW THEREFORE, The City Commission of the City of Warrenton resolves as follows:

Section 1. The Warrenton City Commission hereby adopts the attached schedule of water rates, listed in Exhibit A for all users of its municipal water service.

Section 2. The Non-peak Industrial Customer Class on the attached schedule of rates is specifically assigned to shrimp processors for the months of April, May, and June and shall be gauged by a water meter specifically installed for shrimp processing.

Section 3. The Warrenton City Commission hereby adopts the attached schedule of installation and administrative fees, listed in Exhibit B, for all users of its municipal water service.

Section 4. Any fees, charges, taxes or penalties that are assessed, requested or required by this resolution are deemed by the Warrenton City Commission to not be subject to the limits of Section 11b, Article XI of the Oregon Constitution and will be adopted according to Section 1(b)(e) and Section 2 of ORS 310.145.

Section 5. This resolution shall effect rates July 1, 2017.

First Reading: June 13, 2017

Second Reading: June 27, 2017

ADOPTED by the City Commission of the City of Warrenton this 27th day of June, 2017.

APPROVED

Henry Balensifer, Mayor

ATTEST

Dawne Shaw, Deputy City Recorder

M:\City Recorder\Resolutions\2017\Water Rate Update.wpd

City of Warrenton
Monthly Water Service Rates
Effective 7/1/17

EXHIBIT A

Monthly water service rates for customers of the water system shall be a combination of the following:

Base Rate: Every meter shall pay a base rate per month, according to the size of the meter, to include a consumption allowance of 2,000 gallons per month. All customers are subject to the monthly "ready-to-serve" base rate, regardless of consumption:

Base Rate				
Meter Size (inches)	Inside City		Outside City	
3/4	\$	27.95	\$	41.90
1	\$	32.39	\$	48.57
1 1/2	\$	43.36	\$	65.05
2	\$	56.58	\$	84.86
3	\$	91.89	\$	137.82
4	\$	131.55	\$	197.30
6	\$	241.65	\$	362.51
8	\$	373.87	\$	560.80
10	\$	528.16	\$	792.25

Volume Rate: Every meter shall pay a volume rate, according to customer class, for every thousand gallons of metered consumption:

Volume Rate		
Range/Customer Class	Inside City	Outside City

0 to 2,000 gallons:

Residential	\$	-	\$	-
Multi Family Residential	\$	-	\$	-
Commercial	\$	-	\$	-
Industrial	\$	-	\$	-
School	\$	-	\$	-
Government	\$	-	\$	-
City of Gearhart	\$	-	\$	-
Non-Peak Industrial	\$	-	\$	-

2,001 gallons and over:

Residential	\$	3.96	\$	5.98
Multi Family Residential	\$	3.23	\$	4.80
Commercial	\$	5.93	\$	8.86
Industrial	\$	7.04	\$	10.59
School	\$	4.82	\$	7.27
Government	\$	7.46	\$	11.19
City of Gearhart	\$	7.46		n/a
Non-Peak Industrial	\$	3.96		n/a

City of Warrenton
 Water Dept. Installation and Administrative Fees
 Effective April 1, 2009

EXHIBIT B

INSTALLATION

METER SIZE	EQUIVALENT METER RATIOS	CAPACITY ALLOWANCE (GPD)	COMBINED FEE
3/4"	1.0	690	\$ 1,300
1"	1.7	1,173	\$ 1,500
1-1/2"	3.3	2,277	\$ 1,148*
2"	5.3	3,657	\$ 1,844*
3"	10.0	6,900	\$ 3,480*
4"	16.7	11,523	\$ 5,812*
6"	33.3	22,977	\$11,588*
8"	53.3	36,777	\$18,548*
10"	76.7	52,923	\$26,692*

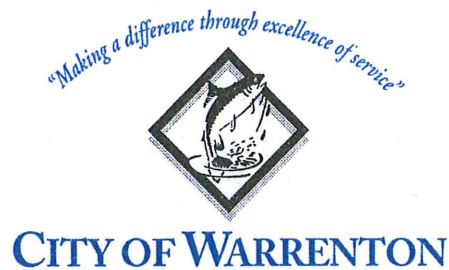
* Connection fee for meters above 1" includes the combined fee plus the actual cost of the meter, materials, and labor for installation.

ADMINISTRATION FEES

Connection for which the owner has provided all improvements for complete installation:

Each subdivision lot for single-family or manufactured dwelling	3/4" \$ 400.00
	1" \$ 450.00
Each apartment unit in a multi-family dwelling	\$ 105.00
Each RV space	\$ 80.00

8-K



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission

FROM: Linda Engbretson, City Manager

DATE: June 27, 2017

SUBJ: Resolution No. 2493 – Updating Sewer Rates

SUMMARY

The attached resolution increases sewer rates by 5%, as recommended and approved by the budget committee, effective July 1, 2017.

Rate resolutions are typically considered over two meetings in order to give the public an opportunity to comment. The resolution was first introduced on June 13.

RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 2493; *Updating City of Warrenton Sewer Rates, Establishing July 1, 2017, as the effective date, and repealing any other resolutions in Conflict.*"

ALTERNATIVE

None recommended

FISCAL IMPACT

The rate increase is expected to raise approximately \$102,200 in the sewer fund for fiscal year ending June 30, 2017.

Approved by City Manager: Jinda Eghetson

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

RESOLUTION NO. 2493
Introduced by All Commissioners

Updating City of Warrenton Sewer Rates
Repealing
Any Other Resolution in Conflict

WHEREAS, the City of Warrenton provides sewer services to customers both inside and outside (Shoreline Sanitary District) its city limits; and

WHEREAS, the City of Warrenton administers its sewer fund as an enterprise fund, and as such, must fully recover all of its associated costs; and

WHEREAS, the Warrenton Budget Committee approved a 5% Sewer Rate Increase during its Fiscal Year 2017-2018 Budget Process.

NOW, THEREFORE, it is hereby resolved:

1. Effective July 1, 2017, Monthly Sewer Service Rates for City of Warrenton customers shall be charged according to the attached "Exhibit A."
2. This resolution effects rates July 1, 2017.

Adopted by the City Commission of the City of Warrenton this 27th day of June 2017.

First Reading: June 13, 2017
Second Reading: June 27, 2017

APPROVED

Henry Balensifer, Mayor

ATTEST

Dawne Shaw, Deputy City Recorder

**City of Warrenton
Monthly Sewer Service Rates
Effective 7/1/17**

Monthly sewer service rates for customers of the sewer system shall be a combination of the following:

Base Rate: Every account shall pay a base rate per month, according to customer class. All customers are subject to the monthly "ready-to-serve" base rate:

Base Rate	
Class	Rate
Single Unit	\$ 55.51
Metered	\$ 55.51
Bio-Oregon	\$ 160.31
Warrenton Deep Sea	\$ 60.50
Fort Stevens	\$ 4,563.23
Pacific Coast Seafoods	\$ 202.23
Point Adams	\$ 328.02
Warrenton Boat Yard-Industrial Waste Permitted Use	\$ 84.47
Shoreline Sanitary District	\$ 69.39

Volume Rate: Accounts classified as "metered" sewer customers shall pay a volume rate for every thousand gallons of metered water consumption:

Volume Rate	
Class	Rate
0 to 5,000 gallons:	
Metered	\$ -
5,001 gallons and over:	
Metered	\$ 7.80

8-L



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: June 27, 2017
SUBJ: Resolution No. 2495 – Updating Recycling Rates

SUMMARY

Rate resolutions are considered over two meetings in order to give the public the opportunity to comment. Resolution No. 2495 was first presented on June 13. The recycling rate increase is .16 cents, going from \$6.97 to \$7.13 a month (every other week pickup), and will be effective July 1, 2017.

RECOMMENDATION/SUGGESTED MOTION

" I move to adopt Resolution No. 2495; Adopting and Setting New Rates for Recycling Services and Repealing all Resolutions in Conflict."

ALTERNATIVE

None Recommended.

FISCAL IMPACT

This is a pass through to Recology who provides the service.

Approved by City Manager

Linda Engbretson

RESOLUTION NO. 2495

Introduced by All Commissioners

Adopting and Setting New Rates for Recycling Services
and Repealing All Resolutions in Conflict

WHEREAS, Western Oregon Waste, the City's Residential Recycling Service Provider is instituting an increase in the residential recycling service rates in the City of Warrenton; and

WHEREAS, this increase requires an adjustment in user rates to meet City of Warrenton recycling expenses in the City's sanitation fund.

NOW, THEREFORE, BE IT RESOLVED that the Warrenton City Commission does hereby adopt the following as its Residential Recycling Rates for the City of Warrenton:

RESIDENTIAL RECYCLING RATES
CITY OF WARRENTON
Effective July 1, 2017

TYPE OF SERVICE	MONTHLY RATE
RESIDENTIAL	
96 Gallon Roll Cart - Every other Week P/U	\$7.13

BE IT FURTHER RESOLVED that all other resolutions in conflict are hereby repealed and replaced with the above residential recycling user fees, effective July 1, 2017.

This Resolution shall be effective July 1, 2017.

Adopted by the City Commission of the City of Warrenton this ____ day of June, 2017.

First Reading: June 13, 2017

Second Reading: June 27, 2017

APPROVED

Henry Balensifer, Mayor

ATTEST

Dawne Shaw, Deputy City Recorder

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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COLLECTION SERVICES - BILLED TO CITY				MONTHLY RATES	
90REC	90G COMMINGLED RECYCLING -CURB	\$ 6.97	2.30%	\$ 0.16	\$ 7.13
90RES	90G COMMINGLE-SIDE	\$ 6.97	2.30%	\$ 0.16	\$ 7.13
1CBE	CARDBOARD CONTAINER - ALL SIZES	\$ 34.15	2.30%	\$ 0.79	\$ 34.94
2GEW	2YD WASTE WATER EOW	\$ 172.71	2.30%	\$ 3.97	\$ 176.68

BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL. **RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
FURN	FURNITURE CHARGE	\$ 17.22	0.00%	\$ -	\$ 17.22
IRSC	IN ROUTE SERVICE CHARGE	\$ 29.96	2.30%	\$ 0.69	\$ 30.65
SC	SERVICE CHARGE	\$ 119.85	2.30%	\$ 2.76	\$ 122.61

RELATED FEES

RATE PER EACH

CORDF	CONTAINER RE-DELIVERY FEE	\$ 119.85	2.30%	\$ 2.76	\$ 122.61
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Note: Re-Delivery fees apply for resume service after suspend.

RATE PER EACH

CCF	CART CLEANING FEE	\$ 25.00	0.00%	\$ -	\$ 25.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

RATE PER EACH

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

FRONT-LOAD CONTAINER SERVICE

(City provides service for container sizes 3yds & under, unless City directs RWO to service)

1 YARD CONTAINERS

MONTHLY RATES

1GE	1YD TRASH EOW	\$ 91.46	2.30%	\$ 2.10	\$ 93.56
1XP	EXTRA PICK UP-1YD TRASH	\$ 33.65	2.30%	\$ 0.77	\$ 34.42

1.5 YARD CONTAINERS

MONTHLY RATES

1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 43.28	2.30%	\$ 1.00	\$ 44.28
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2 YARD CONTAINERS

MONTHLY RATES

2GW	2YD TRASH	\$ 233.37	2.30%	\$ 5.37	\$ 238.74
2GE	2YD TRASH EOW	\$ 129.31	2.30%	\$ 2.97	\$ 132.28
2GM	2YD TRASH MONTHLY	\$ 73.30	2.30%	\$ 1.69	\$ 74.99
2OC	ON CALL-2YD TRASH	\$ 52.87	2.30%	\$ 1.22	\$ 54.09
2XP	EXTRA PICK UP-2YD TRASH	\$ 52.87	2.30%	\$ 1.22	\$ 54.09

3 YARD CONTAINERS

MONTHLY RATES

3GW	3YD TRASH	\$ 309.06	2.30%	\$ 7.11	\$ 316.17
3GE	3YD TRASH EOW	\$ 167.15	2.30%	\$ 3.84	\$ 170.99
3GM	3YD TRASH MONTHLY	\$ 90.77	2.30%	\$ 2.09	\$ 92.86
3OC	ON CALL-3YD TRASH	\$ 72.10	2.30%	\$ 1.66	\$ 73.76
3XP	EXTRA PICK UP-3YD TRASH	\$ 72.10	2.30%	\$ 1.66	\$ 73.76

**RECOLOGY WESTERN OREGON
WAR CITY OF WARRENTON**

**SUMMARY RATE SHEET
EFF. DATE: 7/1/2017**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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4 YARD CONTAINERS MONTHLY RATES

4GW	4YD TRASH	\$ 378.44	2.30%	\$ 8.70	\$ 387.14
4GE	4YD TRASH EOW	\$ 201.82	2.30%	\$ 4.64	\$ 206.46
4GM	4YD TRASH MONTHLY	\$ 106.80	2.30%	\$ 2.46	\$ 109.26
4OC	ON CALL-4YD TRASH	\$ 89.73	2.30%	\$ 2.06	\$ 91.79
4XP	EXTRA PICK UP-4YD TRASH	\$ 89.73	2.30%	\$ 2.06	\$ 91.79

5 YARD CONTAINERS MONTHLY RATES

5GW	5YD TRASH	\$ 454.12	2.30%	\$ 10.44	\$ 464.56
5GE	5YD TRASH EOW	\$ 239.67	2.30%	\$ 5.51	\$ 245.18
5GM	5YD TRASH MONTHLY	\$ 124.29	2.30%	\$ 2.86	\$ 127.15
5OC	ON CALL-5YD TRASH	\$ 108.94	2.30%	\$ 2.51	\$ 111.45
5XP	EXTRA PICK UP-5YD TRASH	\$ 108.94	2.30%	\$ 2.51	\$ 111.45

6 YARD CONTAINERS MONTHLY RATES

6GW	6YD TRASH	\$ 529.82	2.30%	\$ 12.19	\$ 542.01
6GE	6YD TRASH EOW	\$ 277.52	2.30%	\$ 6.38	\$ 283.90
6GM	6YD TRASH MONTHLY	\$ 141.76	2.30%	\$ 3.26	\$ 145.02
6OC	ON CALL-6YD TRASH	\$ 128.20	2.30%	\$ 2.95	\$ 131.15
6XP	EXTRA PICK UP-6YD TRASH	\$ 128.20	2.30%	\$ 2.95	\$ 131.15

8 YARD CONTAINERS MONTHLY RATES

8GW	8YD TRASH	\$ 618.12	2.30%	\$ 14.22	\$ 632.34
8GE	8YD TRASH EOW	\$ 321.67	2.30%	\$ 7.40	\$ 329.07
8GM	8YD TRASH MONTHLY	\$ 162.16	2.30%	\$ 3.73	\$ 165.89
8OC	ON CALL-8YD TRASH	\$ 150.62	2.30%	\$ 3.46	\$ 154.08
8XP	EXTRA PICK UP-8YD TRASH	\$ 150.62	2.30%	\$ 3.46	\$ 154.08

CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
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FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.

Compactor Rating	4 : 1	3 : 1	2 : 1
Factor applied to container rate of same size	1.5	1.3	1.12

MEDICAL WASTE COLLECTION SERVICES RATE PER EACH

M4HSC	4.7 QT SHARPS CONTAINER	\$ 20.52	2.00%	\$ 0.41	\$ 20.93
M10SC	10 QT SHARPS CONTAINER	\$ 23.76	2.00%	\$ 0.48	\$ 24.24
M23SC	23 QT SHARPS CONTAINER	\$ 45.90	2.00%	\$ 0.92	\$ 46.82
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 32.92	2.00%	\$ 0.66	\$ 33.58
M21BX	21 GAL MEDICAL WASTE BOX	\$ 42.49	2.00%	\$ 0.85	\$ 43.34
M48BX	48 GAL MEDICAL WASTE BOX	\$ 48.50	2.00%	\$ 0.97	\$ 49.47
M8GBP	RX MED WASTE TUB	\$ 95.56	2.00%	\$ 1.91	\$ 97.47

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

**RECOLOGY WESTERN OREGON
WAR CITY OF WARRENTON**

**SUMMARY RATE SHEET
EFF. DATE: 7/1/2017**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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DEBRIS BOX SERVICES

SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)

RATE PER HAUL

DEL	DELIVERY CHARGE	\$ 59.92	2.30%	\$ 1.38	\$ 61.30
10HG	10 YD TRASH BOX HAUL	\$ 119.84	2.30%	\$ 2.76	\$ 122.60
20HG	20 YD TRASH BOX HAUL	\$ 119.84	2.30%	\$ 2.76	\$ 122.60
30HG	30 YD TRASH BOX HAUL	\$ 119.84	2.30%	\$ 2.76	\$ 122.60
47HG	47 YD TRASH BOX HAUL	\$ 119.84	2.30%	\$ 2.76	\$ 122.60
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 143.10	2.30%	\$ 3.29	\$ 146.39

DEBRIS BOX DISPOSAL FEES (\$\$/TON)

RATE PER TON

DFDM	DISPOSAL FEE - DEMOLITION	\$ 94.00	0.00%	\$ -	\$ 94.00
DFG	DISPOSAL FEE - GARBAGE	\$ 102.61	-2.74%	\$ (2.81)	\$ 99.80
DFYD	DISPOSAL FEE - YARD DEBRIS	NO CHARGE - BILLED TO CITY BY ATS			

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

RELATED FEES

RATE PER DAY

RENTD	DAILY RENTAL FEE	\$ 11.96	2.30%	\$ 0.28	\$ 12.24
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

RATE PER MONTH

RENTM	MONTHLY RENTAL FEE	\$ 119.38	2.30%	\$ 2.75	\$ 122.13
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Note: Monthly rent applies for customers who keep a box for a year or longer.

RATE PER HOUR

TIME	TRUCK TIME FEE	\$ 119.84	2.30%	\$ 2.76	\$ 122.60
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 119.85	2.30%	\$ 2.76	\$ 122.61
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 179.75	2.30%	\$ 4.13	\$ 183.88

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

BULKY ITEMS - DEBRIS BOX

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS
ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

RATE PER EACH

TOFFR	TIRE CHARGE NO RIM	\$ 4.59	0.00%	\$ -	\$ 4.59
TONR	TIRE CHARGE ON RIM	\$ 9.18	0.00%	\$ -	\$ 9.18
APPL	APPLIANCE	\$ 11.48	0.00%	\$ -	\$ 11.48
APF	REFRIGERATOR/FREEZER	\$ 51.66	0.00%	\$ -	\$ 51.66

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.

Residential accounts are billed once every two months; one in advance and one in arrears.

8-M



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: June 27, 2017
SUBJ: STREET VACATION - RESOLUTION SETTING A PUBLIC HEARING

SUMMARY

The City received a petition from Kyle and Mary Jo Jones and Jonathon Brown to vacate a portion of NW 6th Street between undeveloped NW Elm Avenue and NW Date Ct. The petition is attached. I find the petition complete and have prepared a resolution for your consideration to set a public hearing date on July 25, 2017.

RECOMMENDATION

"I move to adopt Resolution No. 2497, setting a public hearing date of July 25, 2017, for vacation petition #145, petitioners Kyle and Mary Jo Jones and Jonathon Brown."

ALTERNATIVE

Determine there is good reason not to proceed with a public hearing and inform the petitioners of such action.

FISCAL IMPACT

The property will be placed on the tax rolls. The cost of the vacation is being paid by the petitioner.

Attached: 1. Resolution No. 2497
2. Petition to Vacate/Legal Description/Maps/Affidavits of adjacent property owners.

RESOLUTION NO. 2497

Introduced by All Commissioner

SETTING A PUBLIC HEARING DATE OF JULY 25, 2017,
TO CONSIDER STREET VACATION PETITION NO. 145,
THE VACATION OF A PORTION OF NW 6th STREET, IN WARRENTON, OREGON

WHEREAS, the petitioners, Kyle and Mary Jo Jones and Jonathon Brown have petitioned the Warrenton City Commission to vacate a portion of NW 6th Street between undeveloped NW Elm Avenue and undeveloped NW Date Ct; and

WHEREAS, the Warrenton City Commission found no reason why the petition should not be allowed in whole or in part;

BE IT RESOLVED that a public hearing on said petition is hereby set for July 25, 2017, at the hour of 6:00 p.m. at Warrenton City Hall, 225 S. Main Avenue, Warrenton, Oregon.

BE IT FURTHER RESOLVED that the City Recorder provide notice of the public hearing as required by Oregon State Statutes regarding the proposed vacation petition.

PASSED by the City Commission of the City of Warrenton, Oregon, and this 27th day of June, 2017.

This Resolution takes effect immediately upon its passage.

APPROVED

Henry Balensifer III, Mayor

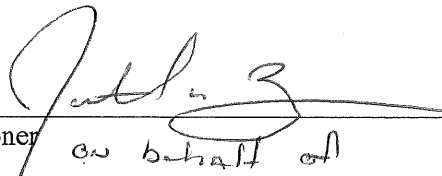
ATTEST

Dawne Shaw, Deputy City Recorder

STREET VACATION PETITION
City of Warrenton

Fee: \$600.00

<u>Petitioner</u>	<u>Petitioner's Representative</u>
Name: Kyle + Mary Jo Jones	Name: Jonathan Brown
Mailing Address: 616 SW Colfax Ln. Madras, OR 97741	Mailing Address: PO Box 15 Hammond
Phone Number: (541) 475-3321	Phone Number: (503) 791-1895
Email Address: mj.jones@crestviewscable.com	Email Address: jonbrown321@charter.net
<p>1. A description of the right-of-way area to be vacated. <i>(Don't forget to include a map highlighting the area. A survey or professionally developed legal description is required).</i></p> <p style="text-align: center;">Undeveloped portion of N.W. 6th Street between undeveloped N.W. Elm Ave + undeveloped N.W. Date Ct.</p>	
<p>2. Reason for the Vacation Request. <i>(Advise if any buildings/structures will be in the area to be vacated).</i></p> <p style="text-align: center;">To increase set back from NW Warrenton Dr. for potential construction of home</p> <p style="text-align: center;">Note: If additional room is necessary, please attach extra pages.</p>	
<p>3. Required affidavits.</p> <ul style="list-style-type: none">a. 100% of abutting property owners.b. Two-thirds in area of real property affected by proposal. Refer to <i>ORS Chapter 271</i> (attached).c. List of all abutting and affected property owners, mailing addresses, and corresponding square footage of property owned.	


Petitioner on behalf of
Kyle + Mary Jo Jones

3/22/17
Date

Return To:	City of Warrenton P.O. Box 250 225 S. Main Street Warrenton, OR 97146
For Questions – Contact:	Linda Engbretson, City Recorder Phone: 503/ 861-0823 Email: cityrecorder@ci.warrenton.or.us

RIGHT OF WAY VACATION
Street Vacation Check List

DISCLAIMER: Completion of this application does not constitute approval of the street vacation. The ultimate decision will be made by the Warrenton City Commission.

To help facilitate the street vacation process, you must complete the steps below in the order presented.

- I have read the "Vacating A Street" brochure.
- I have called and spoken to _____ at Clatsop County's Cartography Department (503/ 325-8522) to see who will own the right-of-way area after the vacation is completed. (In most cases the vacated area is split down the middle and reverts back to the adjacent property owner.) **Please list who receives property:** 1/2 to Kyle + Mary Jo Jones. 1/2 to Jonathan + Laura Brown

- I have talked with all owners of the properties that abut all sides and corners of the portion of right-of-way to be vacated and they will support the vacation request (**objecting property owners will complicate or stop the process**).
- I have contacted private utilities to determine if the companies will support the vacation, with or without special conditions. To ensure that you have a complete understanding of affected utilities, a utility locate should be requested by calling: 800/ 332-2344.

SIGN TO CONFIRM:

I have completed all of the above _____
Signature Date 3-22-2017

After you have done all of the above and it appears that a right-of-way vacation may be feasible, a written right-of-way vacation petition (attached) and a Six Hundred Dollar (\$600.00) application fee is required. If multiple streets are involved, or it affects multiple lots, a land use review by the Planning Department and Planning Commission is required. The petition fee is Eight Hundred Dollars (\$800) when it's required to go before the Planning Commission.

Upon receipt of this checklist, the petition, the required fee and all necessary signatures, (see ORS 271.080 – attached), the City Recorder shall review the petition. If petition is deemed incomplete, it will be returned to the petitioner for additional signatures or other required information. If required percentages of consent is confirmed, the matter will be placed on the City Commission's Agenda to consider setting a public hearing or referred to the Planning Commission, if required. Please allow four weeks for the review of the petition.



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8-N

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Skip Urling, Community Development Director 
DATE: For the Agenda of June 27, 2017
SUBJ: Mini-Storage Units in the C-1 General Commercial Zone in the Downtown Core Area

SUMMARY

At the June 13 meeting, the City Commission directed staff to investigate the potential of placing a moratorium on the development of mini-storage facilities in the C-1 General Commercial zoning district in the downtown core on a temporary basis while developing code amendments to ban such developments on a permanent basis. Such uses are now permitted by conditional use permit. Staff consulted with legal counsel who generated the attached memo concluding that a moratorium was not the appropriate vehicle in this case because of the lack of compelling need and that more typical processes are inadequate to prevent irrevocable harm.

That said, staff will initiate the code amendment process, but wishes clear direction on the geography the Commission wants involved. In a meeting with the Mayor, he defined the areas of concern as the C-1 corridors along E. Harbor Drive from Highway 101 to S Main Avenue, and S Main Avenue from Hwy 104 Spur to East Harbor. A challenge with this situation is clearly defining and delineating the areas where the amendments would apply. For instance, how deep would the change be at the intersections of E Harbor Drive and Marlin Avenue and E Harbor and SE Neptune Avenue?

Looking at the zoning map, I thought that perhaps all C-1 Commercial zoned areas east of Highway 101 may be applicable. Applying the amendment to these additional areas would resolve the geographic definition issue; it would also further the perceived Commission goal of fostering more typical commercial development in commercially zoned areas without fear of incompatible use deflection.


RECOMMENDATION/SUGGESTED MOTION

Not applicable.

ALTERNATIVE

Not applicable.

FISCAL IMPACT

Approved by City Manager:  _____

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

Skip Urling

From: Dan Olsen <danolaw.olsen@gmail.com>
Sent: Thursday, June 15, 2017 5:19 PM
To: Skip Urling
Subject: Moratorium

I stand corrected, there is an alternative non-public facilities basis for a moratorium although the standards are more strict.

ORS 197.520 (3) that a moratorium for other than a public facility issue may be imposed only by:

"a demonstration of compelling need. Such a demonstration shall be based upon reasonably available information and shall include, but need not be limited to, findings:

(a) For urban or urbanizable land:

(A) That application of existing development ordinances or regulations and other applicable law is inadequate *to prevent irrevocable public harm* from development in affected geographical areas;

(B) That the moratorium is sufficiently limited to ensure that a needed supply of affected housing types and the supply of commercial and industrial facilities within or in proximity to the city, county or special district are not unreasonably restricted by the adoption of the moratorium;

(C) *Stating the reasons alternative methods of achieving the objectives of the moratorium are unsatisfactory;*

(D) That the city ... has determined that the public harm which would be caused by failure to impose a moratorium outweighs the adverse effects on other affected local governments, including shifts in demand for housing or economic development, public facilities and services and buildable lands, and the overall impact of the moratorium on population distribution; and

(E) That the city, county or special district proposing the moratorium has determined that sufficient resources are available to complete the development of needed interim or permanent changes in plans, regulations or procedures within the period of effectiveness of the moratorium.

The moratorium first holds a public hearing and provides 45 days notice to DLCD prior to the final public hearing. It may not last more than 120 days absent certain additional findings and another public hearing.

There are only two cases. In *Kovash v Columbia County*, the county imposed a moratorium on medical marijuana facilities until it could get regulatory ordinances in place. It had held off adopting any regulations until the state also adopted recreational marijuana provisions. The County argued this was reasonable so it would not have to go through the time and expense of two separate ordinance proceedings for related uses. LUBA rejected the moratorium, finding that the county had not demonstrated a compelling need or that the alternative (normal ordinance process) was inadequate. It cited the statement in *Davis v Bandon* that "The statutory scheme demonstrates a clear legislative preference for proceeding by way of normal planning processes, not by way of moratoria"

In *Davis*, the court of appeals, upheld a moratorium on 18 acres of residential land that the city was trying to get a federal grant to purchase for sensitive natural area preservation. The court first stated that, " moratorium statutes impose rigorous procedural and substantive tests, with which local governments must comply and which LUBA and the courts must enforce. " But the court found that the city had shown a "public harm" if the area developed, that development would be irrevocable and that the city had no alternative than to delay development pending receipt of federal funds as it had no money to purchase the site.

Without knowing why there is a push to not permit mini-storages it is hard to say whether a moratorium would be upheld, but the test is difficult.

Given that only 35 days DLCD notice is required for a PAPA and you adopt an emergency ordinance, I think the safer and at least as expeditious approach is a regular ordinance. If it needs to be faster, I probably would make a determination that no goals are impacted, so no notice is required. I'd probably rather defend that determination than a moratorium.

Hope this helps.

Dan R. Olsen, Attorney at Law
503-680-9110
www.oregongovernmentlaw.com

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