



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING

June 25, 2019 – 6:00 P.M.

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Work Session Minutes- 1.23.19
- B. Fire Department Activity Report
- C. Police Department Activity Report
- D. Finance Department Activity Report
- E. Parks Advisory Board Minutes - 01.14.19
- F. Parks Advisory Board Minutes - 02.11.19
- G. Parks Advisory Board Minutes - 04.08.19
- H. Community and Economic Development Department Fiscal Year 2019-2020

4. **COMMISSIONER REPORTS**

- A. Recognition of Senior Police Officer Len Mossman

5. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card, and submit to the City Recorder prior to the meeting. All remarks will be addressed to the

whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. PUBLIC HEARINGS

- A. State Revenue Sharing; Fiscal Year 2019-2020
- B. City of Warrenton Budget Adoption; Fiscal Year 2019-2020
- C. Appeal- Clear Lake Subdivision

7. BUSINESS ITEMS

- A. Consideration of Ezra Jack Keats Grant
- B. Consideration of Capital Improvement Plan Adoption
- C. Consideration of the Second Reading of Resolution No.2546; Community Center Rates
- D. Consideration of the Second Reading of Resolution No.2541; Recycling Rates
- E. Consideration of the Second Reading of Resolution No.2543; Sewer Rates
- F. Consideration of the Second Reading of Resolution No. 2542 ; Water Rates
- G. Consideration of Intergovernmental Agreement – Clatsop County Unified Mass Notification System

8. DISCUSSION ITEMS

- A. Homestay Lodging Report

9. GOOD OF THE ORDER

10. EXECUTIVE SESSION

Under the authority of ORS 192.660(2)(i); to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

11. ADJOURNMENT

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

MINUTES
Warrenton City Commission
Work Session – January 23, 2019
9:00 a.m.

Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 9:00 a.m.

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

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Building Official Bob Johnston, Finance Director April Clark, Fire Chief Tim Demers, Police Chief Mathew Workman, Public Works Director Collin Stelzig, Harbormaster Jane Sweet, Library Site Manager Nettie-Lee Calog, and City Recorder Dawne Shaw

City Manager, Linda Engbretson noted the purpose of this meeting is for the Commission members to hear from the department heads regarding their achievements, challenges, and goals.

Police Chief Mathew Workman reviewed the Police Department’s Community Building and Emergency Preparedness goals. He stated that aside from the regular officer duties, they are also assisting with Community Building-having a positive presence in the community. He presented the 2019 Priorities; stating he never gets a full staff for long and a huge priority will be police staffing, retention, and training. The conversation continued. He noted we have outgrown our facility; however, a new facility would be a huge undertaking that we cannot currently afford. He continued to say the department is looking into options for reconfiguring the space they currently have, as well as ideas to obtain more space in the future. He noted the increase in the homeless population- trying to figure out the best way to deal with the issue. The conversation continued on the matter. Chief Workman shared information he learned from the IACP conference. He stated we need to get more involved with getting people the resources they need. Mayor Balensifer asked how the Respite Center has been, in terms of call volume; Chief Workman reported the volunteer program is not working as intended. He stated that this has not been a help to the Police Officers because it does not serve as a drop-in or secured site. The discussion continued. Community Development Director, Kevin Cronin, stated that there is a bigger issue at hand, and a discussion of where a drop in center is going to go needs to be a discussion. He continued to note that someone is going to have to bear that burden, we have enough of a homeless population that there needs to be a drop in facility and it needs to be a policy discussion at the Mayoral level. The discussion continued. Mayor Balensifer noted the call volume increase, and asked for suggestions towards creating some sort of call volume tax that could be applied to businesses that we know will have high volume; or some sort of fee that will offset the cost for increased calls associated with the incoming developments. Ms. Engbretson suggested putting this on our goals list for further exploration. The conversation continued. Chief Workman noted he would like to allocate officers towards minimizing the

current drug issues. Commissioner Newton offered his assistance to the Police Department. He stated he could potentially help secure additional space/storage and give a homeless report to the Commission and County Commissioners at a later date.

Fire Chief Tim Demers reviewed the presentation and handouts given to the Commission. He noted the record high calls the department experienced for the 2018 year. He stated the Fire Department is trying to trim down the calls and has passively been advising to not call the fire department with non-emergent calls, but to instead call Medix direct for transport. Mayor Balensifer asked if there is an ordinance we can pass to fine those entities, similar as to what we do for false alarms. The conversation continued. Chief Demers reviewed the Fire Department challenges as outlined in the agenda packet material. He highlighted the demands of the Fire Department Training, especially pertaining to the volunteer training. He noted that they recently lost five personnel due to the cost of living in this community, including one FEMA certified employee. He reported the department is currently completely out of space. He noted there is no more room for anything; including quarters for team bonding and doing shift work. He continued to explain that the Fire Department is at its capacity and everything is currently growing faster than the Fire Department; the advancements in the buildings, the technology-MDT, and we are buried. The conversation continued on the limitations of the volunteer fire fighters and MDT technology. Chief Demers noted the challenge of keeping the community safe from a tsunami. The conversation continued. He reviewed the department's many accomplishments as outlined in the agenda packet material. Noting the department provided fire presentations to the entire Warrenton Grade School, over 600 children; provided Fire Truck rides to 20 winning students at the Warrenton Grade School; participated in the Warrenton CERT preparedness drill; and were able to send an engine and crew out as part of the Clatsop County Wildland Taskforce to wildland conflagrations to help other communities. He stated they were able to win a \$333,000.00 Assistance to Firefighters Grant for a new Water Tender. He continued to report they have a cell phone based active 911 system to help respond to calls more effectively, have secured 6 sirens to provide early disaster warnings, and have secured a grant with the county to mount 2 sirens. He presented the 2019 visions for the Fire Department as outlined in the agenda packet material; noting priority will be looking for quarters to facilitate 24 hour personnel, and are looking into expanding the current facility to help facilitate other visions for 2019. He explained he would like to expand our technology, moreover, continue fine tuning the disaster plan. He noted taking advantage of other opportunities to secure several satellite phones, a portable water desalination unit for disaster operations, develop a procedure for crossing our rivers without bridges in a disaster, and continue to partner with the industrial park big box stores to shelter disaster refugees. The discussion continued. Chief Demers again noted that finding quarters for 24 hour personnel would eliminate some of the current problems. Mayor Balensifer suggested having a registry of AED equipment so the community and Emergency Responders know where they are located in the case of an emergency.

Library Site Manager Nettie-Lee Calog presented the challenges of the Library. She stated their biggest challenge of the year was space and storage. She noted they are trying get a shed at the Library's current location to gain space inside the building. She mentioned that the school board has not been responding to emails concerning the building issues. The conversation continued on the matter. She noted repairs that need to be done and have been done in the Library-

MINUTES

Warrenton City Commission

Work Session – 1.23.19

Page: 2

highlighting the surrounding landscape looks neglected. She stated another big challenge has been not having enough paid staff, however, they just hired an additional staff member that will work 11.5 hours a week; this helps lift some of the burden. She also stated automation has been a big challenge. Ms. Calog noted that aside from their challenges the department has had great success. She reported they have a participant in the Easter Seals Program who works 24 hours per week, a Summer Reading Program, the passing of the levy, and the success of the Mayors' corner. Furthermore, many community members gave compliments on the hanging baskets. She reported they held a volunteer recruitment drive and have several new volunteers. She continued to report that a grant was awarded to automate. The automation has started, and although very challenging; it is expected to go live on February 10th. Ms. Calog announced her retirement - October 31st, and briefly discussed the process of finding a replacement. She discussed the 2019-2020 goals as: hooking into the city's computer system in the near future, to purchase two new computers, and more programs for children and adults are needed. She stated several grants have been pursued to make this happen. The Tuesday morning toddler story times and a middle school book club needs to continue. Discussion ensued on hooking into Seaside's Friend's Group, Ms. Calog reported no action has been taken, but it has been added to the list. She would also like to see free summer lunches for children at the Library, more hanging baskets, and the landscaping maintained on a regular basis.

Community Development Director Kevin Cronin reviewed the presentation as outlined in the agenda packet material. He stated he did not report on challenges because he would like to focus on the future. He reported first on livability; housing has done ADU amendments which was required by the State, the mayor served on the County Housing Taskforce, we got a body of work that will feed into our DLCD funded housing needs assessment, and will go to the Planning Commission on February 14th. He Continued to state we have over \$2.5 million residential value permits for 2018 and will rerun those numbers for the housing needs assessments. Ms. Engbretson noted that the numbers do not match. The conversation continued. Mr. Cronin continued reporting on Nuisance Abatement, noting that we are clearly making amazing progress with nuisances. He noted that he will be presenting the Derelict Building Ordinance as a discussion item at the first meeting of February. He began to report on the 2019 Traffic and Transportation per the agenda packet, noting they have made much progress and are really scrutinizing traffic studies as well as new developments. He stated he would like to work with Mr. Stelzig on getting a traffic engineer on call. Further discussion ensued regarding Economic Development. Mr. Cronin highlighted that great strides have been made with Homestay Lodging through the adoption of Ordinance No. 1224. He noted the RDI group has an active community driven volunteer group that Commissioner Ackley has been leading. He stated he is really focused on working with owners of the Downtown buildings to gain tenants. He highlighted some successes; Arnie's Café, Warrenton Builders Supply and Sandridge Construction. He reported the Goals and Projects; WURA substantial amendment and initiate redevelopment planning for the Peterson property, to develop a feasibility study for a master plan of "Forest Rim" Park, and in the future he would like the commission to consider a "Cap & Trade" policy for new mini storage units. He stated he would like to get in the community and focus on an event for Warrenton - create a signature, family friendly event - suggesting Sunday Streets in summer 2020!

Public Works Director Collin Stelzig noted that Public Works biggest improvement has been the staff. He reported everyone has had a great attitude and have become very involved. The conversation continued. Mr. Stelzig noted that Bob Bingham is going to retire and that's going to be a challenge. He noted we will need someone to replace him that has technical expertise of how to go in and run the treatment plant. Conversation ensued on the water fund. Mr. Stelzig noted that based off the master plan, there are a few changes that need to be made. He explained there are pipes that run a block with 40 customers and pipes that are a mile long that only have two customers on it. The conversation continued. Mayor Balensifer suggested potentially adding a surcharge to customers that are in remote locations. Mr. Stelzig agreed and noted it would be worth the time to figure out what the cost of providing service to the remote customers is. Mr. Stelzig presented the future projects; updating the levee emergency plan, noting if we had a levee breach, failure, or something we have never dealt with before it could go poorly. He continued to say that going with the theme of emergency preparedness he would like to plan this project for the summer so the department is better prepared. He presented the department achievements per the handout in the agenda packet. He stated that another challenge was hiring a local engineer, noting the problem is finding an affordable and qualified applicant. Therefore they have been hiring out consultants for the time being. He stated that priorities are figuring out the funding of the projects. He continued to explain that another treatment plant is going to cost \$4.5 million in the next couple of years, stressing the importance of needing to figure out how we will fund the project. The conversation continued on funding and future projects per the handout in the agenda packet.

Building Official Bob Johnston discussed Community Building. He stated he has been working with stakeholders through informal meetings to discuss customer service expectations and improvement strategies. He noted the department has begun streamlining checklists for commercial and residential projects to establish consistency and facilitate better customer service. He discussed Tiny Homes and Cluster Communities. Mr. Cronin stated that these need a housing needs assessment first. He also stated we have to work out our policy/regulations and then bring coding back for consideration. Mr. Johnston also noted the Visioning Update: He is looking to fund and develop the building department staff into a fully qualified team of two FTE inspectors, potentially a third that is half day and to continue to provide Janice training for certified Permit Tech through OPTA or ICC. He Stated there are still a few things that need to be included in our city ordinance, pertaining to fire code ; building information for site, CO2 strobes that will let outside responders know that there is a problem inside, and key boxes. Mr. Johnston discussed Downtown Improvements: Continue to work with Community Development Department (CDD) to accommodate downtown improvements that will help provide opportunities to streamline the review/permitting process, and E-Permitting will help with an easier path to provide access to permits and inspection results. He reviewed Emergency Preparedness; Complete update of Emergency Operations Plan (EOP) by September for submittal and approval by the Commission and incorporate into County EOP, he would like to continue with training to get certification as level 3 logistics section chief; continue to support local Emergency Preparedness and Awareness education, and lastly; work to further City/County in partnership for disaster preparedness.

Harbormaster Jane Sweet noted that her biggest issue is the aging dock system and finance issues. She provided the Commission with a sample of a newsletter her department would like to issue quarterly- reporting on updates. Ms. Sweet noted they have lost a lot of slips and are having to deal with years of neglect.

City Recorder Dawne Shaw reported Ms. Engbretson was appointed as City Manager as a big accomplishment. She noted that on the other hand the promotion left us short staffed. She stated she serves on the Records Management Committee (RMC). It really helps stay on top of records management issues. She noted the RMC completed updating disaster preparedness and recovery manual. She would like to implement an electronic records management system. Ms. Engbretson noted that our system is very antiquated and we have put this off for years, and this will be efficient and emergency records retrieval. Ms. Shawe noted we got the City Facebook page up and running. Ms. Engbretson noted that we will be adding a personal profile of an employee each month. Another challenge is the storage unit where we store records at. We would like to get a larger unit and combine the two smaller ones.

Finance Director April Clark discussed accomplishments for the year. She stated she has a hard working dependable staff- they are amazing. She noted all the departments she was able to help through the process of receiving Grants, as well as updating the water ordinance rates, and she also reported that the overall teamwork between departments has been an improvement. She continued to report that her department was able to add frequently asked questions pertaining to the finance department, which is intended to help customers have a better experience. The finance department has all their NIMS courses required. They have been trying to be more active within the community; involved in the tailgate party at the high school, also the department has been wearing their Warrenton High T-shirts in support of the School every Friday during the season. Commissioner Newton noted what a great idea he thought that was. Ms. Clark reported on Goals and challenges, stating many projects have been getting pushed aside from lack of funding. One of those projects has been the sewer ordinance-they would like to go through it, as well as the language in other ordinances to improve clarification. Conversation continued. She would like to find an alternative to bank card charges and taking payments over the phone. She noted that Springbook is working on additional functionality to take automatic payments which could be an option for the future. She stated her goal would be to increase efficiency and decrease costs by setting a policy that states what payments we accept. Conversation continued on different approaches. She stated she would like staff to have more training, reducing turn over, and groom them to take over positions as older employees step out towards retirement. She noted it's time to update Springbrook. The discussion continued. She noted many other updates and upgrades that need to be done- technology improvements including the phone system.

Ms. Engbretson noted all the positive changes we have going on and noted all the challenging choices that have to be made each year in regards to budget cuts. She continued to state that we keep getting further and further behind.

There being no further business, Mayor Balensifer adjourned the work session at 11:34 a.m.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

DRAFT



Warrenton Fire Department

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

STAFF REPORT

Date: June 25, 2019
To: The Members of the Warrenton City Commission
 Linda Engbretson, City Manager
From: Tim Demers, Fire Chief
Re: Fire Department Activity Report for **May, 2019**

May, 2019 Emergency Response Activity -

The Warrenton Fire Department responded to 92 emergency calls during the month of May, 2019. The department responded to 74 EMS (emergency medical service) calls, 8 motor vehicle crashes, and 8 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 4 volunteers responded per call throughout the month. During the month of May, 66.3%, or 61 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 31 calls, or 33.7%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

May, 2019 Training –

The department held 5 regularly scheduled Wednesday evening training sessions during the month of May, with an average attendance of 16 volunteers per drill. The department offered 7 additional training sessions during the month of May.

1st EMS – CPR refresher training

Instructors: CPR instructors

8th Annual physical ability evaluations

Instructor: Capt. Shepherd

Hazardous Materials Responder Level training – Astoria F.D.

Instructors: Astoria Fire Hazmat personnel

15th RT-130 Wildland firefighter annual safety training (Seaside)

Instructor: David Rankin

Ladder company evolutions

Instructors: Asst. Chief Alsbury, Capt. Shepherd

22nd RT-130 Wildland firefighter annual safety training (Fairgrounds)

Instructor: Kurt Donaldson

Ladder company evolutions

Instructors: Capt. Penno, FF Hansen, FF Watson

29th Ladder company evolutions

Instructors: Asst. Chief Alsbury, Capt. Penno, FF Hansen

RT-130 Wildland firefighter annual safety training (Fairgrounds)

Instructor: Ron Tyson

Annual physical ability evaluations, Hydrant training

Instructor: Capt. Shepherd

3-C



WARRENTON POLICE DEPARTMENT
MAY 2019 STATISTICS
 JUNE 25, 2019



May Statistics (% changes are compared to 2018)							
Category	2019	2018	%Chg	2017	%Chg	2016	%Chg
Calls for Service	781	921	-15%	679	15%	737	6%
Incident Reports	223	235	-5%	179	25%	160	39%
Arrests/Citations	191	137	39%	78	145%	113	69%
Traffic Events	251	316	-21%	153	64%	249	1%
DUII Calls	8	9	-11%	5	60%	7	14%
Traffic Accidents	18	22	-18%	14	29%	21	-14%
Property Crimes	99	93	6%	66	50%	58	71%
Disturbances	86	88	-2%	55	56%	76	13%
Drug/Narcotics Calls	8	10	-20%	5	60%	8	0%
Animal Complaints	32	37	-14%	31	3%	29	10%
Officer O.T.	117	119	-2%	282	-59%	55.75	110%
Reserve Hours	8.5	21	-60%	30	-72%	65	-87%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	727	643	700	717	781				
Incident Reports	210	157	194	198	223				
Arrests/Citations	210	171	200	153	191				
Traffic Events	254	236	233	218	251				
DUII Calls	6	2	8	5	8				
Traffic Accidents	25	15	9	25	18				
Property Crimes	116	89	104	92	99				
Disturbances	71	60	66	70	86				
Drug/Narcotics Calls	13	10	8	4	8				
Animal Complaints	22	15	26	26	32				
Officer O.T.	93.73	106.49	86.45	107.15	116.98				
Reserve Hours	37.5	25.5	26.5	27	8.5				

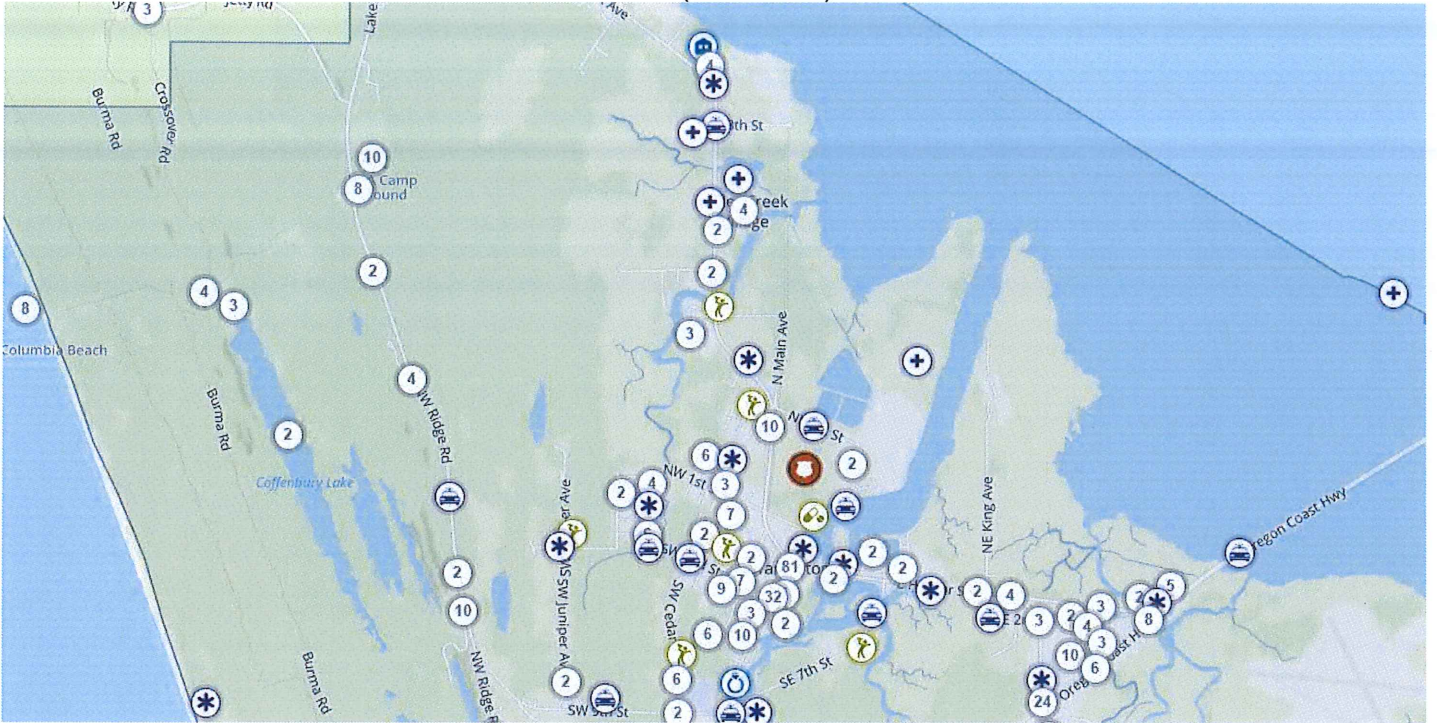
Oct	Nov	Dec	2019 YTD	2019 Estimate	2018	2019 v 2018	2017	2019 v. 2017	2016	2019 v. 2016
			3568	8563.2	9332	-8%	7538	14%	7689	11%
			982	2356.8	2551	-8%	2028	16%	1749	35%
			925	2220	1731	28%	1098	102%	925	140%
			1192	2860.8	3101	-8%	2094	37%	2353	22%
			29	69.6	55	27%	52	34%	15	364%
			92	220.8	271	-19%	226	-2%	291	-24%
			500	1200	1187	1%	902	33%	805	49%
			353	847.2	953	-11%	778	9%	781	8%
			43	103.2	108	-4%	79	31%	42	146%
			121	290.4	325	-11%	301	-4%	311	-7%
			510.8	1225.9	1731.7	-29%	2400.3	-49%	1249	-2%
			125	300	359.5	-17%	290	3%	901.75	-67%

The following is a graphic representation of statistics for April 2019 using our [CrimeReports.com](https://www.crimereports.com) membership. If you go to the website you can zoom in on each incident for more details.

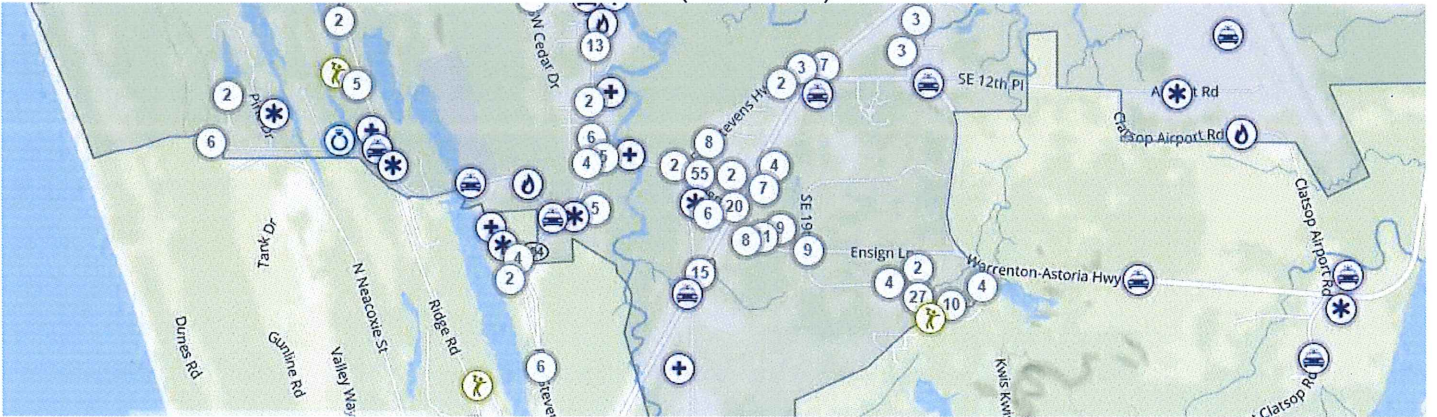
- Violent**
 - Assault
 - Assault with Deadly Weapon
 - Homicide
 - Kidnapping
 - Robbery
 - Other Sexual Offense
 - Sexual Assault
 - Sexual Offense
- Property**
 - Breaking & Entering
 - Property Crime
 - Property Crime Commercial
 - Property Crime Residential
 - Theft
 - Theft from Vehicle
 - Theft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



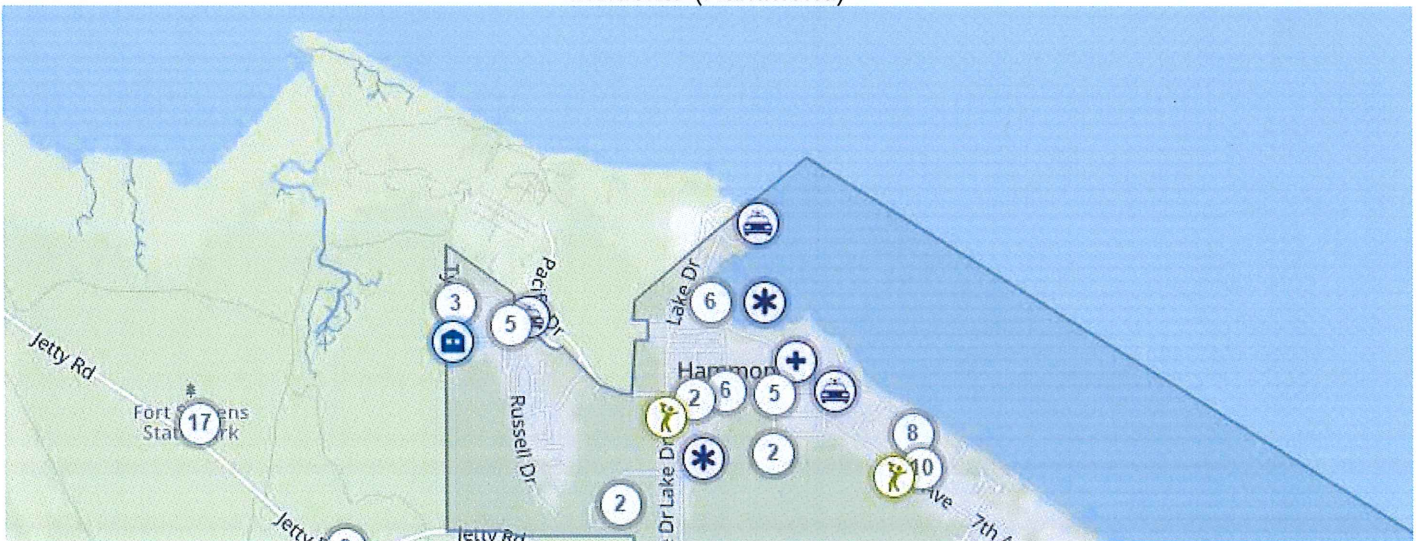
Incidents (Warrenton) #1



Incidents (Warrenton) #2



Incidents (Hammond)



Volume 12, Issue 11

Monthly Finance Report
May 2019

June 25, 2019

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.75%	2.10%
Prime Rate:	5.50%	4.75%
◆ CPI-U change:	1.8%	2.8%
◆ Unemployment Rates:		
Clatsop County:	not avail.	3.9%
Oregon:	4.2%	4.0%
U.S.:	3.6%	3.8%

Department Statistics

◆ Utility Bills mailed	3,344
◆ New Service Connections	7
◆ Reminder Letters	347
◆ Door Hangers	97
◆ Water Service Discontinued	13
◆ Walk-in counter payments	767
◆ Mail payments	1,233
◆ Auto Pay Customers/pmts	632
◆ Online (Web) payments	720
◆ Phone payments	129

Current and Pending Projects

- ◆ 2019-2020 Proposed Budget was approved by the Budget Committee and will be presented to the City Commission on June 25, 2019 for recommended adoption.
- ◆ 2020-2025 Capital Improvement Program will be presented to the City Commission on June 25, 2019 for recommended adoption.
- ◆ Worker's Compensation and Property Liability Insurance Renewals are in process.
- ◆ Audit Preparation has begun.

Financial Narrative as of May 31, 2019

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

General Fund: Year to date revenues amount to \$3,645,022, which is 90.8% of the budget, compared to the prior year amount of \$3,460,123, which was 89.5% of the budget and are up by \$184,899. Increases are shown in property taxes, franchise fees, transient room tax, state revenue sharing, municipal court, community development fees, miscellaneous, interest and lease receipts and are offset by decreases in police charges, and fire charges.

Expenses year to date amount to \$3,790,917, which is 81.8% of the budget, compared to the prior year amount of \$3,527,537, which was 80.7% of the budget. All departments are tracking at or under budget. Ending fund balance decreased during the year in the amount of \$145,895.

WBA: Business license revenue amounts to \$59,910, compared to \$53,825 last year at this time, a difference of \$6,085. The number of business licenses issued year to date is 698 compared to 576 at this time last year. Year to date expenses exceed revenues by \$4,531 and reduces fund balance by the same.

Building Department: Permit revenues this month amount to \$29,553 and \$178,471 year to date, which is 114% of the budgeted amount. Last year to date permit revenue was \$236,111. Year to date revenues

exceed expenses by \$4,270 and increases fund balance by the same.

State Tax Street: State gas taxes received this month amount to \$34,049 for fuel sold in April and \$322,230 year to date. City gas taxes received this month amount to \$39,829 for fuel sold in March and are \$280,388 year to date.

Warrenton Marina: Total revenues to date are \$563,756, 89.2% of the budgeted amount, compared to the prior year amount of \$508,645, which was 95.6% of the budgeted amount. There is \$15,651 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$355,818, 89% of the budgeted amount, compared to the prior year amount of \$305,146, which was 106% of the budgeted amount. There is \$1,469 in moorage receivables outstanding.

Of the total outstanding receivables :

- \$9,808 (57.3%) is current,
- \$2,484 (14.5%) is 30-60 days past due,
- \$1,108 (6.5%) is 60-90 days past due and
- \$3,720 (21.7%) is over 90 days past due

Water Fund: Utility fees charged this month are \$162,554 and \$89,560, and \$1,756,871 and \$1,199,165 year to date for in-city and out-city respectively and totals \$2,956,036 and is 97.6% of the

budget. Last year at this time year to date fees were \$1,576,199 and \$1,121,133, for in-city and out-city, respectively, and totaled \$2,697,332.

Sewer Fund: Utility fees charged this month are \$195,329 and \$2,095,499 year to date, which is 95.7% of the budget. Last year at this time year to date fees were \$1,955,091. Shoreline Sanitary fees year to date are \$119,418. Septage revenue year to date is \$248,983 and is 82.2% of the budget. Total revenues year to date are \$2,615,867 compared to \$2,912,529 at this time last year. Last year revenue included loan proceeds for the Core Conveyance Project.

Storm Sewer: Utility fees (20% of sewer fees) this month are \$39,067 and \$419,140 year to date and is 96% of the budget. Last year to date revenues were \$390,956 which was 96.5% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling are \$89,053 and \$16,208, and \$901,233 and \$176,747, year to date, and are 98.3% and 95.3% of the budget respectively.

Financial data as of May 2019

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,228,955	1,337,045	908,000	147.25	
Plus: Revenues	234,319	3,645,022	4,013,541	90.82	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	10,238	114,118	139,198	81.98	
Admin/Comm/Fin(ACF)	72,562	945,768	1,142,969	82.75	
Planning	17,536	190,150	219,607	86.59	
Police	117,001	1,550,651	1,894,677	81.84	
Fire	44,603	674,719	868,783	77.66	
Parks	10,184	110,933	163,659	67.78	
Transfers	-	204,578	324,578	63.03	
Total Expenditures	272,124	3,790,917	4,753,471	79.75	
Ending Fund Balance	1,191,150	1,191,150	168,070	708.72	

	WBA				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	61,478	65,586	53,000	123.75	264,287	272,657	200,000	136.33
Plus: Revenues	971	67,826	63,000	107.66	30,102	184,341	158,682	116.17
Less: Expenditures	1,397	72,360	98,692	73.32	17,462	180,071	315,577	57.06
Ending Fund Balance	61,052	61,052	17,308	352.74	276,927	276,927	43,105	642.45

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,149,812	1,809,511	1,500,000	120.63	196,903	195,211	190,000	102.74
Plus: Revenues	80,761	650,661	753,057	86.40	19,838	563,759	631,700	89.24
Less: Expenditures	24,669	254,268	1,572,100	16.17	35,506	577,735	711,179	81.24
Ending Fund Balance	2,205,904	2,205,904	680,957	323.94	181,235	181,235	110,521	163.98

Financial data as of May 2019, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	178,941	122,905	119,000	103.28	1,604,933	1,337,636	1,100,000	121.60
Plus: Revenues	8,693	355,818	399,751	89.01	280,989	3,279,484	4,821,100	68.02
Less: Expenditures	24,137	315,226	457,137	68.96	151,729	2,882,927	5,297,243	54.42
Ending Fund Balance	<u>163,497</u>	<u>163,497</u>	<u>61,614</u>	<u>265.36</u>	<u>1,734,193</u>	<u>1,734,193</u>	<u>623,857</u>	<u>277.98</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,869,957	1,939,250	1,700,000	114.07	812,234	596,394	375,000	159.04
Plus: Revenues	245,109	2,615,867	2,698,919	96.92	40,867	432,482	439,800	98.34
Less: Expenditures	124,274	2,564,325	3,235,301	79.26	21,132	196,907	602,036	32.71
Ending Fund Balance	<u>1,990,792</u>	<u>1,990,792</u>	<u>1,163,618</u>	<u>171.09</u>	<u>831,969</u>	<u>831,969</u>	<u>212,764</u>	<u>391.03</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	409,082	417,570	380,000	109.89	19,969	14,375	10,000	143.75
Plus: Revenues	108,717	1,097,429	1,109,100	98.95	1,227	24,950	18,020	138.46
Less: Expenditures	90,618	1,087,818	1,301,768	83.56	1,701	19,830	26,241	75.57
Ending Fund Balance	<u>427,181</u>	<u>427,181</u>	<u>187,332</u>	<u>228.03</u>	<u>19,495</u>	<u>19,495</u>	<u>1,779</u>	<u>-</u>

	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	124,511	40,842	40,000	102.11	279,732	297,770	234,692	126.88
Plus: Revenues	6,470	223,102	226,925	98.32	984	6,710	1,897,622	0.35
Less: Expenditures	12,578	145,541	183,285	79.41	1,104	24,868	2,132,314	1.17
Ending Fund Balance	<u>118,403</u>	<u>118,403</u>	<u>83,640</u>	<u>141.56</u>	<u>279,612</u>	<u>279,612</u>	<u>-</u>	<u>-</u>

Financial data as of May 2019, continued

(\$) Cash Balances as of May, 2019

General Fund	1,346,108	Warrenton Marina	168,471	Storm Sewer	784,012
WBA	61,216	Hammond Marina	165,403	Sanitation Fund	332,162
Building Department	283,037	Water Fund	1,199,647	Community Center	22,254
State Tax Street	2,215,312	Sewer Fund	1,642,768	Library	119,960

Warrenton Urban Renewal Agency

Capital Projects	280,716
Debt Service	1,706,530

General Fund Revenues	Collection Frequency	2018-2019 Budget	Actual as a % of Current Budget	Collections/Accruals		(over) under budget
				Year to date		
				May 2019	May 2018	
Property taxes-current	AP	955,270	100.11	956,283	908,154	(1,013)
Property taxes-prior	AP	35,000	74.17	25,960	28,683	9,040
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	551,000	90.80	500,333	480,191	50,667
COW - franchise fees	M	146,621	97.14	142,424	130,682	4,197
Transient room tax	Q	532,696	79.21	421,929	405,958	110,767
Liquor licenses	A	700	89.29	625	750	75
State revenue sharing	MQ	162,745	73.80	120,106	116,254	42,639
Municipal court	M	104,400	122.82	128,228	88,706	(23,828)
Community development fees	I	50,000	97.06	48,530	28,681	1,470
Police charges	I	8,500	196.75	16,724	35,377	(8,224)
Fire charges	SM	97,582	102.18	99,707	119,338	(2,125)
Park charges	I	-	0.00	105	150	-
Miscellaneous	I	1,200	1498.83	17,986	12,549	(16,786)
Interest	M	15,000	172.79	25,919	16,673	(10,919)
Lease receipts	M	209,858	92.63	194,395	192,240	15,463
Sub-total		2,870,572	94.03	2,699,254	2,564,386	171,318
Transfers from other funds	I	-	0.00	-	25,629	-
Overhead	M	1,142,969	82.75	945,768	870,108	197,201
Total revenues		4,013,541	90.82	3,645,022	3,460,123	368,519

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

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

all others monthly

S - semi-annual

I - intermittently

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

R - renewals due in July and new licenses intermittently

A - annual

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

3-E

MINUTES

City Commission and Warrenton City Parks Advisory Board Joint Meeting
January 14, 2019, 5:00P.M.
Warrenton City Hall, Commission Meeting Room
225 S. Main Ave, Warrenton

ATTENDEES: Parks Advisory Board Members: Bert Little, Chairman, Carol Snell, Kailee Kobe and Jim Dutcher were in attendance with newest Board Member, Justin Kobe. New Board Member Sara Long was excused.

City Commission Members: Henry Balensifer, Mayor, Rick Newton, Tommy Dyer, Pam Ackley, and Mark Baldwin

City of Warrenton Representatives: Linda Engbretson, City Manager, Dawne Shaw, City Recorder, R. Collin Stelzig, Public works Director, Kyle Sharpsteen, Public Works, Operations Manager and Nancy Ager, Public Works Secretary

Community Volunteer Agency Representatives and Guests: Tessa J. Scheller, Northwest Coast Trails

Joint Meeting Minutes will be provided by Dawne Shaw and will be available for the Parks Advisory Board February Meeting with the exception of the notes below:

Mayor Henry Balensifer opened the meeting by asking what guidance the board would like from the City Commission. He stressed livability, a sense of place, values, walkability, and underutilized assets as interests of the City Commission. He will call a Town Hall Meeting in February for Forest Rim in hopes there will be neighborhood participation and cooperation in preparing a plan for the new park. He acknowledged Jim Dutcher's attempt to contact owners and tenants.

Jim identified a few items that he feels should be mentioned during the Town Hall Meeting including promoting a Neighborhood Association, fencing the PP&L access, determining the required code for road widths for park access. He feels these items will challenge development of a park.

Perhaps a neighborhood cleanup day to trim and remove vegetation at the park property might spur the community members to begin the process for park improvements.

Henry is averse to a sign at Triangle Park welcoming visitors to Hammond. He is concerned that there are additional communities that were annexed into Warrenton that should be acknowledged, too such as Lexington, Flavel, Skipanon, etc. He liked the idea of an app which he said might be done for about \$2,000.00.

Tessa Scheller provided updates for the discussion about Tansy Point acknowledging that the National Park is closed right now. He said there are some differences of opinion between the National Park and the tribes. There is a liaison from Portland State University working with the national park, the tribes and the trails coalition. Intertribal relations are part of the issue holding up the information for the kiosk at Tansy Point. The trail from Enterprise to the Hammond Marina and access through Point Adams is still being researched. Point Adams asserts that they were there before the Riparian Regulations and therefore they are within rights to gate the revetment. Tessa commented that the gate went up after the trail was in use. Possibly an agreement to shut down the trail when Point Adams is under operation is an option? The boat launch at the Hammond Marina may provide another obstacle to the trail. City Commissioners and Tessa do not see this issue as insurmountable. The Parks Advisory Board has been tasked with determining the most likely path for success.

Henry would like to see dredge spoils used to repair erosion at Seafarers Park.

Perhaps the Parks Advisory Board might consider scheduling events in the parks. Bert Little suggested at one time the tennis courts be used for a Sunday Market type of event. Fundraisers might draw more people to the park as well as better advertisement. Perhaps another RARE student.

The Skipanon River Park might find some assistance from the Audabon Society for signage.

The Carruthers Park Viewing Dock would be a good opportunity to use an "app".

The Parks Advisory Board Members would like to see the following:

Carol Snell, Kailee Kobe and Bert Little strongly recommend a dog park at the Skipanon River Park to make the area safer and promote greater utilization of the park.

Jim Dutcher wants to promote interconnectivity with different groups, participate with development, move the Kayak Dock or improve the parking area and plan to find a way to encourage use of the underutilized parks.

Justin Kobe suggested a stronger effort to incorporate parks with the community, perhaps show movies at the Peterson Property, place donation sites.

City Commissioner, Tommy Dyer, suggested a camera for the park, but until power is available on SE 2nd Street at the Kayak Dock this will be difficult. Ask for donations.

City Commissioner, Mark Baldwin likes the idea of another dog park and the Enterprise to Hammond Marina Trail connection.

Tessa Scheller, NWCTC, wants to promote the completion of an interconnection between Fort Stevens State Park and the Hammond Marina.

Mayor Henry Balensifer would like to see the Board promote events in the parks. Some suggestions from around the room included waiving Parks Use Fees for fund raising events, encouraging events at the dog park, perhaps build a trail where the road used to be at the Fort Stevens Cemetery.... He would like to see a report on the progress of the Board to the City Commission quarterly.

Pledge of Allegiance

1. Minutes of December 10, 2018 (Item 1a) These minutes were approved unanimously with a comment to fix the spelling on the Quincy Robinson Fund Application Form.
2. **City Commission Comments**
3. **Board Member Comments**
 - a. Introduction of new Board members Item 2a **Our newest member, Justin Kobe introduced himself and said he is very interested in the future of the community.**
 - b. Election of Board Chair and Vice-Chair Item 2b **Bert Little was elected Chairman unanimously and Jim Dutcher was unanimously elected Vice-Chair. There were no other nominees.**
4. **Reports**
 - a. Northwest Coast Trails Coalition Tessa Scheller Item 3a **The NWCTC supports the connection to Fort Stevens and does not see funding as an issue. She was very excited to see the article about providing a gateway connecting both side of the dike over Highway 101. She also stands by her comments about the wetland at Carruthers Park and said again that the vegetation is indicative of a wetland. Tessa will sit with Jim Dutcher to explain the Trails Initiative. Skyler Archibald of Sunset Empire Parks and Recreation is the new Oregon State Trails representative. This may help with funding as most of the funds for trails come from the State.**
 - b. Warrenton Kids, Inc. Debbie Little
 - c. Parks Maintenance – Kyle Sharpsteen, Operations Manager 3c
 - d. Carruthers Park – Dog Park Drainage Discussion **This item will be removed per the Board and Linda will call a meeting of the Quincy and Bessie Robinson Board about re-alloting the funds for Carruthers Drainage to increasing the parking and replacing the viewing dock..**
 - e. Warrenton Memorial Plaza – Collin Stelzig Item 3f Discussion of name change for Post Office Park and update of Master Plan to include this modification if approved **An engineer has been hired to get the proposed plans ready for landscaping.**
5. FYI Correspondence NO ACTION TO BE TAKEN*
*This information is made available for your general knowledge and in the event that any of it should be useful in future decision making. Please review. NO DISCUSSION
6. **ACTION: RECOMMENDATION TO CITY COMMISSION**
 - a. Board Recommendations for Capital Improvement Projects during the 2019-20 through 2022-23 fiscal years Item 5a. This item was approved at the December 10, 2019 Parks Advisory Board meeting and is being submitted to the City Commission at this meeting. 6a
7. **Old Business Minutes for these items are in the City Commission notes.**
 - a. Forest Rim Park Request- Repeated attempts to contact the neighborhood representative have been unanswered. **Jim Dutcher will contact individual property owners at Forest Rim to ask about the proposed park.**
 - b. Historic Hammond Sign – Nancy Ager, Public Works Secretary Item 7b

8. New Business
 - a. Discussion with City Commission on Capital Improvement Recommendations for 2019-20 8a **These items are in the notes about the City Commission.**
 - b. Set a date for 2019 Capital Improvement Workshop in November **This item was tabled.**
9. Public Comment

Meeting adjourned at 7:35p.m.

Date of Next Meetings (All Meetings begin at 4:00p.m unless otherwise noted)

February 11, 2019	April 8, 2019	June 10, 2019	August 12, 2019	October 14, 2019
November 18, 2019	Tentative CIP Workshop Date		December 9, 2019	

*NOTE: A quorum (4 board members) is required by City Ordinance 1118-A

Submitted by Nancy Ager, City of Warrenton Public Works Secretary

cc: Linda Engbretson, City Manager
R. Collin Stelzig, Public Works Director
Kyle Sharpsteen, Public Works Operations Manager
Kevin Cronin, Interim Community Development Director
City Commission

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Prepared by: Nancy L. Ager, Nancy L. Ager, Public Works Secretary Date: 6/10/19

Approved by: Bert Little, Bert Little, Parks Advisory Board Chairman Date: 6/10/19

3-F

MINUTES

City Commission and Warrenton City Parks Advisory Board Joint Meeting

February 11, 2019, 5:00P.M.

Warrenton City Hall, Commission Meeting Room
225 S. Main Ave, Warrenton

ATTENDEES: Parks Advisory Board Members: Bert Little, Chairman, Carol Snell, Kailee Kobe, Jim Dutcher, Justin Kobe. And Sara Long.
City of Warrenton Representatives: Kyle Sharpsteen, Public Works, Operations Manager and Nancy Ager, Public Works Secretary
Community Volunteer Agency Representatives and Guests: Tessa J. Scheller, Northwest Coast Trails

Pledge of Allegiance

1. Minutes of February 11, 2019 (Item 1a) **Approved with additional comments from Jim Dutcher.**
 - a. Additional Discussion and Comment Items accepted by the Board for the meeting attached.
 - i. WKI Minutes for January 7, 2019 Meeting.
 - ii. Jim Dutcher email dated February 8, 2019 with additional items for discussion.
 - iii. Handout for Preparation to complete a Skipanon Dog Park Concept Plan.
2. **Board Member Comments**
 - a. Parks Advisory Board Membership List. Item 2a **The Board approved the updates to the membership list and Sara Long gave a brief statement on her interest in the Parks Advisory Board. She told the Board sports have always been big in her family and she really enjoys the dog park and hiking.**
3. **Reports**
 - a. Northwest Coast Trails Coalition Tessa Scheller NWCTC wants to work with the City on completion the Hammond to Ft Stevens connection from Heceta Pl to the fence on the west side of the Hammond Marina. They are also interested in acting as signatories on any OPRD Grant application the City is making to complete the trails plan. Progress on the Tansy Point kiosk project has stalled because Ft Clatsop National Park lost their National Park Tribal Liaison.
 - b. Warrenton Kids, Inc. Debbie Little updated the Board on Baseball scheduling and possibly the elimination of "pay to play". WKI would like the City to entertain Cowpie Bingo on field 3 as part of a fundraiser and would like to know if they will need an event application. WKI has voted to have the VFW continue to run concessions for baseball and softball events. New shelving has been installed in the gearshed. The concession stand sink still needs a new trap according to the health inspector as well as a backflow device. Kyle would like to attend the inspection by the health department and Debbie will notify him. WKI has plans for a tournament, dunk tank, homerun derby and hitathon. WKI sells vinyl banners as part of a 4-tier plan, platinum, gold, silver, bronze. There are plans to install a "code of conduct" at the concession stand. SEE January 7, 2019 WKI MINUTES **"The Parks Advisory Board moved to approve Cowpie Bingo at Quincy and Bessie Robinson Park on a date to be determined pending approval of the City Manager and the completion of an event application should one be needed."**
 - c. Parks Maintenance – Kyle Sharpsteen, Operations Manager Spring 2019 Maintenance Proposal Ball field maintenance materials are on order. **Seasonal help may be hired right away for about 775 hours of work at \$15.00 per hour. Many of the needed parks repairs at Carruthers may be completed from the parks budget. Contractors will complete these repairs.**
 - The tennis court fencing project is estimated to be within budget.
 - The water meter installation at Fort Stevens Parade Grounds Park has been completed.
 - Public works will need a more detailed plan with costs associated for relocating the small dog park at Carruthers Park.

Public Works will need a formal document to rebuild the viewing dock at Carruthers Park. City Manager, Linda Engbretson, will need to reallocate the funds associated with this project to meet costs.

- d. Warrenton Memorial Plaza – Bert Little flagpole update Item 3d **The flagpoles have been removed. *“The Board would like the City Commission to consider renaming Post Office Park pending the Urban Renewal concept plan. The Board would like to encourage community participation in this.”***

4. FYI Correspondence NO ACTION TO BE TAKEN*

*This information is made available for your general knowledge and in the event that any of it should be useful in future decision making. Please review. NO DISCUSSION

5. ACTION: RECOMMENDATION TO CITY COMMISSION

6. Old Business (Ongoing Business)

a. Forest Rim Park Update- Item 6a **Items of Interest**

1. **Consider restrictions of PP&L easement.**
2. **What are the expectations? How many residents are interested in a park? Are they willing to form a Neighborhood Association?**
3. **Does anyone have a plan? Alicia Carriere says it is just somewhere for the children to go and there is no set plan in mind?**
4. **Jim Dutcher, Parks Advisory Board Member, will contact several 4-plex owners.**

- b. Set a date for 2019 Capital Improvement Workshop in November **Date approved for November 18, 2019.**

7. New Business

a. **Kailee Kobe will do a survey of citizens interested in a dog park at the Skipanon River Park. Sara Long will update the board.**

b. **Other possible ideas for events in the park**

- i. **Kayak or Canoe Club Inaugural Race Around the Island,**
- ii. **Canoe or Kayak Business**
- iii. **Extend trail to SE 8th St.**
- iv. **Consideration of using volunteer association such as the Tongue Point Job Corps.**

8. Public Comment

Meeting adjourned at 6:35 p.m.

Date of Next Meetings (All Meetings begin at 4:00p.m unless otherwise noted)

April 8, 2019 June 10, 2019 August 12, 2019 October 14, 2019
November 18, 2019 Tentative CIP Workshop Date **APPROVED** December 9, 2019

*NOTE: A quorum (4 board members) is required by City Ordinance 1118-A

Submitted by Nancy Ager, City of Warrenton Public Works Secretary

cc: Linda Engbretson, City Manager
R. Collin Stelzig, Public Works Director
Kyle Sharpsteen, Public Works Operations Manager
Kevin Cronin, Interim Community Development Director
City Commission

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Minutes approved with additional attachments to item 1 i, ii, iii

Prepared by: Nancy L. Ager, Nancy L. Ager, Public Works Secretary

Date: 5/10/19

Approved by: Bert Little, Bert Little, Parks Advisory Board Chairman

Date: 6/10/19

3-G

MINUTES

City Commission and Warrenton City Parks Advisory Board Joint Meeting
April 8, 2019, 4:00P.M.
Warrenton City Hall, Commission Meeting Room
225 S. Main Ave, Warrenton

ATTENDEES: Parks Advisory Board Members: Bert Little, Chairman, Carol Snell, Kailee Kobe, Jim Dutcher, Justin Kobe. And Sara Long.
City of Warrenton Representatives: Kyle Sharpsteen, Public Works, Operations Manager and Nancy Ager, Public Works Secretary
Community Volunteer Agency Representatives and Guests: Tessa J. Scheller, Northwest Coast Trails

Pledge of Allegiance

1. Minutes of February 11, 2019 Meeting including attachments (Item 1a)
 - a. Carol Snell commented that the time of day for the meeting should read 4:00 p.m.
 - b. Item 3a, Progress on the Tansy Point kiosk project has stalled because Ft Clatsop National Park lost their National Park Liaison should read National Park Tribal Liaison.
2. Board Member Comments
3. Reports
 - a. Northwest Coast Trails Coalition Tessa Scheller The Northwest Coast Trails Coalition approved signing in on the RARE Student Program as support for proposed Goals and Visioning. Work has begun to update the trails map. It is on the City website. Jim is still frustrated about the lack of signage. There has been no tribal response to requests for information about participation in the Tansy Point Kiosk Project. The Chinooks purchased some acreage on Tansy Creek and are interested in purchasing a piece of the Anderson property. The #1 goal is to complete the waterfront trail to Fort Stevens. Tessa offered the suggestion that the trail mileage might be painted on the trail. Tessa said there are mini grants available for mapps and signs.
 - b. Warrenton Kids, Inc. Debbie Little Team sponsorship is \$300.00. Otherwise there is nothing new to report.
 - c. Parks Maintenance – Kyle Sharpsteen, Operations Manager Item 3c Capital Improvement Recommendations for 2019-20
QBRP: There have been increased incidences of vandalism in the park and they may be associated with the homeless who have taken up residence in the park, but Public Works cannot confirm this. The infields are being sprayed with weedkiller and fertilizer has been put down once. WKI has done additional preparatory work on the ball fields for the upcoming baseball season. The tennis court has refurbished posts, nets, and tensioning. Additional work will be completed as funds allow. Public Works has hired the Temporary Help and he is pressure washing, mowing and making repairs to equipment and facilities.
Skipanon River Park: The parking lot has been striped at the Skipanon River Park. The sign for the Skipanon River Park will be part of an Urban Renewal Project.
Eben Carruthers Park: The holes under the fence at the Dog Park have been repaired and there is a closure scheduled to pressure wash the park facility. Jim Dutcher and Kyle will meet to discuss the Dog Park relocation project. New siding is needed for the restrooms and Public Works will need to put the project on the schedule. The Eben Carruthers Viewing Dock is still being discussed and all the recommended projects for Quincy Funds are at Carruthers Park.
 - d. Warrenton Memorial Plaza – Bert Little flagpole update Item 3d Bert Little will reinstall the flagpoles on S Main Ave after the bolt on one of the bases is replaced. Monument plaques will be added yearly for Memorial Day.

4. FYI Correspondence NO ACTION TO BE TAKEN*

*This information is made available for your general knowledge and in the event that any of it should be useful in future decision making. Please review. NO DISCUSSION

5. ACTION: RECOMMENDATION TO CITY COMMISSION

6. Old Business (Ongoing Business)

- a. Forest Rim Park Update- Item 6a This item includes support emails from owners and residents and the PP&L easement. There are numerous site pictures and recommendations that go with each picture taken by Board Chairman, Bert Little that will be added to the folder, but are too numerous to add to this agenda and will be placed in the Forest Rim folder for this project. These items will be available for review at the Town Hall to be scheduled by the Mayor, Henry Balensifer, III. Board members are encouraged to offer suggestions at the Town Hall, but there is no available funding recommended for this project in the next fiscal year.
- b. Skipanon River Park Dog Park
- c. Warrenton Area Trails Item 6d The PAB Board moved, **“to recommend consideration of paving the dike on the south side of Skipanon Dr. starting at Harbor Pl and extending to NE 1st St and the addition of a painted crosswalk to the NE 1st St path. “**
The Board moved, “to speak to staff and ask for a proposal to City Commission to ask Burlington Northern for their property adjacent to Gray St.”
- d. E-Bikes on Trails – Item 6e **Jim would be willing to be the Parks Advisory Board spokesman to ask the City Commission to consider updating the ordinance regarding e-bikes. The Board moved to make Jim Dutcher their representative to the City Commission.**
- e. LCYSA lighting update – Nancy Ager, Public Works Secretary – Item 6f

7. New Business

- a. **Galena Park The City Commission voted to have the property known as Galena Park appraised. An offer has been made to purchase a portion of the property.**

8. Public Comment

The meeting was adjourned at 6:21 P.M.

Date of Next Meetings (All Meetings begin at 4:00p.m unless otherwise noted)

April 8, 2019	June 10, 2019	August 12, 2019	October 14, 2019
November 18, 2019	Tentative CIP Workshop Date		December 9, 2019

*NOTE: A quorum (4 board members) is required by City Ordinance 1118-A

Submitted by Nancy Ager, City of Warrenton Public Works Secretary

cc: Linda Engbretson, City Manager
 R. Collin Stelzig, Public Works Director
 Kyle Sharpsteen, Public Works Operations Manager
 Kevin Cronin, Interim Community Development Director
 City Commission

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Minutes approved:

Prepared by: Nancy L. Ager, Nancy L. Ager, Public Works Secretary

Date: 6/10/19

Approved by: Bert Little, Bert Little, Parks Advisory Board Chairman

Date: 6/10/19

Community & Economic Development Department | FY 19-20 Work Program 3-H
July 2019 – June 2020

Development Review	Date	Activity
Type 4: Legislative City Commission		<ul style="list-style-type: none"> • Vacation Rental Dwelling Overlay – Fort Stevens ▪ Spur 104 Rezone & Master Plan: Overlay & Traffic Safety • Affordable Housing Code Update • Storage Unit Cap & Trade Policy
Code Enforcement		
Outstanding Cases		<ul style="list-style-type: none"> • 12 cases to resolve; NEW: complaint driven only
Projects		
Development Review Recommendations		<ul style="list-style-type: none"> ▪ Add laptop to counter ▪ Review and establish better phone tree ▪ Establish monthly Breakfast Club @ Arnie's
Downtown Revitalization Team		<ul style="list-style-type: none"> ▪ Main Street Program Implementation ▪ Sign Code Overhaul ▪ Design standards for commercial corridor ▪ 2 Hour Parking Zone (ODOT Application)
County Hazard Mitigation Plan		<ul style="list-style-type: none"> ▪ Initiated update of action plan
Appraisal Procurement		<ul style="list-style-type: none"> ▪ Solicitation for commercial appraisal
City Property Solicitation		<ul style="list-style-type: none"> ▪ Property Owner: Dorning @ 296 SE Galena
RARE Program		<ul style="list-style-type: none"> ▪ Oversee RARE participant projects
URA Program		
Landscaping/Plaza Renovation Façade Grant Program URA Plan Amendment		<ul style="list-style-type: none"> ▪ PW prepare bid package; monitor project construction ▪ 228 S Main Ave: Gramson ▪ Agency Review; Consult special districts
Economic Development		
Port of Astoria Economic Development Strategy		<ul style="list-style-type: none"> ▪ Business development/recruitment ▪ Develop focused traded sector strategy – grant dependent
City owned property		<ul style="list-style-type: none"> ▪ Asset management and disposition strategy
ADMIN		
Professional Development Communications Strategy Dept Head Tours Town Gown Monthly Check In On Call Traffic Engineering	July 8-12	<ul style="list-style-type: none"> ▪ Year 2 - NWCDI: Boise ID ▪ E-newsletter; social media ▪ Public Works ▪ Establish monthly meeting with WSD ▪ Procure on call traffic engineering services
GRANTS		
Reser Foundation		Support DRT Program
MISCELLANEOUS		



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Dawne Shaw, City Recorder
DATE: June 25, 2019
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 2019 – 2020 fiscal year.

In order to receive State Revenue Sharing, the City must hold a public hearing before the Budget Committee (completed May 9) 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 2019-2020.

RECOMMENDATION/SUGGESTED MOTION

Conduct the public hearing and then adopt Resolution No. 2547.

Suggested Motion: *"I move to adopt Resolution No. 2547; A Resolution Declaring the*

City of Warrenton's Election to Receive State Revenues for Fiscal Year 2019-2020."


ALTERNATIVE

None recommended

FISCAL IMPACT

\$554,158 in Revenue

Approved by City Manager:

A handwritten signature in blue ink, reading "Linda Engstrom", is written over a horizontal line. The signature is cursive and includes a large loop at the end.

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

RESOLUTION NO. 2547

INTRODUCED BY ALL COMMISSIONERS

A RESOLUTION DECLARING THE CITY OF WARRENTON' S ELECTION
TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2019-2020

WHEREAS, a public hearing before the Budget Committee was held on May 9, 2019, and a public hearing before the City Commission was held on June 25, 2019, 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 2019-2020.

Passed by the City Commission of the City of Warrenton this 25th day of June 2019.

APPROVED

Henry A. Balensifer, III Mayor

ATTEST

Dawne Shaw, City Recorder

CITY OF WARRENTON
fye 2020

STATE SHARED REVENUE ESTIMATES

	<u>RATE PER CAPITA</u>	<u>X POPULATION</u>	<u>TOTAL ESTIMATED REVENUE</u>	<u>FUND</u>
HIGHWAY USER TAXES	\$ 74.54	5,310	395,807	040
LIQUOR TAX	\$ 16.81	5,310	89,261	001
MARIJUANA TAX	\$ 2.97	5,310	15,771	001
CIGARETTE TAX	\$ 1.19	5,310	6,319	001
STATE REVENUE SHARING (LIQUOR)			47,000	001
TOTAL GENERAL FUND			158,351	
TOTAL STATE TAX STREET FUND			395,807	
GRAND TOTAL			554,158	

Highway fund revenues: Restricted to road-related purposes: Budget includes street lighting, maintenance, and street paving Increased this year due to HB2017 transportation funding package. Resulted in approx. \$75,000 increase.

Liquor tax revenues: General Government purposes without program restrictions

Cigarette tax revenues: General Government purposes without program restrictions

Marijuana tax revenues: General Government purposes without program restrictions



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 Laura Erich
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 2019-2020.

Passed by the Common Council the _____ day of _____, 2019.

Approved by the Mayor this _____ day _____, 2019.

Mayor _____

Attest _____

I *certify that a public hearing before the Budget Committee was held on May 9, 2019 and a public hearing before the City Council was held on _____, 2019, 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

**CITY OF WARRENTON
FINANCE DEPARTMENT**

MAY 01 2019

**RECEIVED
WARRENTON, OR 97146**

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

Laura.Erich@Oregon.gov

April 30, 2019

**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 2019-2020 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,

Laura Erich, Disbursements Accountant



**Finance Department
Agenda Memorandum**

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

Date: June 25, 2019

Regarding – Public Hearing and consideration of *Resolution No. 2545 Adopting the City of Warrenton FY 2019-2020 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, 2019 and ending June 30, 2020*

SUMMARY:

The Warrenton Budget Committee met in two sessions during May to review and deliberate on the proposed fiscal year 2019-2020 City of Warrenton Budget (see attached *Budget Committee Action* and the *City of Warrenton Approved fiscal year 2019-2020 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.

To: The Honorable Mayor and Members of the Warrenton City Commission
Re: Budget Hearing and consideration of a Resolution No. 2545
Date: June 25, 2019

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.

RECOMMENDATION:

The City Commission shall conduct a public hearing on the City of Warrenton budget for fiscal year 2019-2020 as approved by the Warrenton Budget Committee. Then, the City Commission may move to adopt the *City of Warrenton FY 2019-2020 Budget* as approved by the Warrenton Budget Committee as set forth in Resolution No. 2545

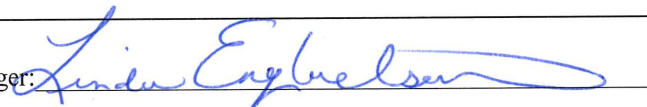
ALTERNATIVE:

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

FISCAL IMPACT:

The City budget includes total appropriations among all departments and funds totaling \$29,051,489 for the fiscal year ending June 30, 2019.

Approved by City Manager:



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

RESOLUTION NO. 2545

Introduced by All Commissioners

ADOPTING THE 2019-2020 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, 2019 AND ENDING JUNE 30, 2020

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 2019-2020 fiscal year, in the total sum of \$36,478,753 now on file at City Hall.

Section 2. Be it resolved that the amounts for the fiscal year beginning July 1, 2019, are hereby appropriated for the purposes shown below, as follows:

<u>General Fund</u>		<u>Water Fund</u>	
Municipal Court	\$ 147,246	Water Department	\$ 2,451,347
Administration/Commission	1,184,564	Debt Service	638,376
Community Development	241,244	Contingency	450,447
Police	1,967,073	Transfers to Other Funds	2,069,489
Fire	866,876	Fund Total	<u>\$ 5,609,659</u>
Parks	196,314		
Contingency	234,634	<u>Water Fund Capital Reserve</u>	
Transfers to Other Funds	94,578	Water Department	\$ 2,845,489
Fund Total	<u>\$ 4,932,529</u>	Fund Total	<u>\$ 2,845,489</u>
<u>Community Center Capital Reserve Fund</u>		<u>Water SDC Fund</u>	
Community Center	\$ 7,587	Water Department	\$ 0
Fund Total	<u>\$ 7,587</u>	Debt Service	80,000
		Fund Total	<u>\$ 80,000</u>
<u>Community Center Fund</u>		<u>Storm Sewer Fund</u>	
Community Center	\$ 24,981	Storm Sewer	\$ 707,700
Transfer to Other Fund	2,500	Contingency	\$ 76,483
Contingency	1,000	Fund Total	<u>\$ 784,183</u>
Fund Total	<u>\$ 28,481</u>		
<u>Facilities Maintenance Fund</u>		<u>Storm Sewer SDC Fund</u>	
Facilities Maintenance	\$ 56,300	Storm Sewer	\$ 0
Contingency	40,700	Fund Total	<u>\$ 0</u>
Fund Total	<u>\$ 97,000</u>		
<u>Engineer Internal Service Fund</u>		<u>Parks SDC Fund</u>	
Engineering Department	\$ 172,005	Parks Department	\$ 0
Fund Total	<u>\$ 172,005</u>	Fund Total	<u>\$ 0</u>

Warrenton Business Association

WBA Program	\$	90,759
Contingency		0
Transfers to Other Funds		0
Fund Total	\$	<u>90,759</u>

Grant Fund

Police Department	\$	24,801
Administration		0
Fund Total	\$	<u>24,801</u>

Library Fund

Library	\$	219,126
Contingency		20,000
Fund Total	\$	<u>239,126</u>

Transient Room Tax Fund

Transient Room Tax Program	\$	314,000
Fund Total	\$	<u>314,000</u>

Building Division Fund

Building Department	\$	339,819
Contingency		68,000
Fund Total	\$	<u>407,819</u>

State Tax Street Fund

Streets Department	\$	2,589,171
Debt Service		0
Contingency		168,904
Fund Total	\$	<u>2,758,075</u>

Streets SDC Fund

Streets Department	\$	0
Fund Total	\$	<u>0</u>

Sewer Fund

Sewer Department	\$	2,672,049
Debt Service		157,366
Contingency		645,350
Transfers to Other Funds		413,305
Fund Total	\$	<u>3,888,070</u>

Sewer SDC Fund

Sewer Department	\$	0
Debt Service		39,305
Fund Total	\$	<u>39,305</u>

Sewer Fund Capital Reserve

Sewer Department	\$	1,253,308
Fund Total	\$	<u>1,253,308</u>

Sanitation Fund

Sanitation Department	\$	1,258,297
Contingency		188,783
Transfers to Other Funds		83,840
Fund Total	\$	<u>1,530,920</u>

Sanitation Fund Capital Reserve

Sanitation Department	\$	463,840
Fund Total	\$	<u>463,840</u>

Wastewater Treatment Facility GO Bond

Debt Service	\$	568,501
Fund Total	\$	<u>568,501</u>

Fire Apparatus Replacement Fund

Fire Department	\$	149,500
Fund Total	\$	<u>149,500</u>

Police Vehicle Replacement Fund

Police Department	\$	0
Fund Total	\$	<u>0</u>

Warrenton Marina Fund

Marinas	\$	567,465
Transfers to Other Funds		100,000
Contingency		105,513
Fund Total	\$	<u>772,978</u>

Warrenton Marina Capital Reserve

Marinas	\$	382,175
Fund Total	\$	<u>382,175</u>

Hammond Marina Fund

Marinas	\$	391,728
Transfers to Other Funds		36,850
Contingency		77,323
Fund Total	\$	<u>505,901</u>

Hammond Marina Capital Reserve

Marinas	\$ 840,000
Fund Total	<u>\$ 840,000</u>

Quincy Robinson Trust Fund

Parks Department	\$ 97,000
Contingency	0
Fund Total	<u>\$97,000</u>

Tansy Point Dock Capital Reserve Fund

Administration	\$ 168,478
Fund Total	<u>\$ 168,478</u>

Total Appropriations, All Funds	\$ 29,051,489
Total Unappropriated and Reserve Amounts, All Funds	<u>7,427,264</u>
Total Adopted Budget	<u>\$ 36,478,753</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, \$0.33 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 \$572,618 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, 2019. 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	0.3300	
Police Local Option	0.2800	
Wastewater Treatment Facility GO Bond Debt Service		572,618
Totals	<u>\$ 2.2801</u>	<u>\$ 572,618</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, 2019, 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, 2019.

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

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

Mayor

ATTEST:

City Recorder



Budget Committee Action

Final Approval of the FY 2019-2020 Budget Document

Approval of the FY 2019-2020 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 2019-2020;

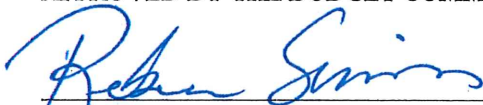
WHEREAS, the proposed FY 2019-2020 Budget contains best estimates for projected revenues and expenditures; and

WHEREAS, the Budget Committee has reviewed all estimated revenues and expenditures, for all City Departments and funds, for FY 2019-2020, making modifications and changes where appropriate.

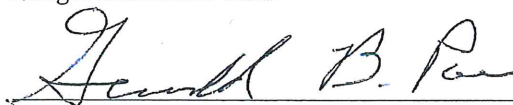
THEREFORE, THE WARRENTON BUDGET COMMITTEE, has approved and authorized the City to levy the permanent rate of \$1.6701 per-thousand of assessed value for the General Fund: to levy \$0.28 per thousand of assessed value for the Police Local Option Levy: to levy \$0.33 for the Library Local Option Levy: to levy the amount of \$572,618 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 2019-2020 Proposed Budget, as amended*, comprised of revenues and expenditures for all City funds and departments and submits the *Approved FY 2019-2020 Budget* to the City Commission for further consideration and recommended adoption.

APPROVED BY THE BUDGET COMMITTEE ON THIS 16th DAY OF MAY 2019.

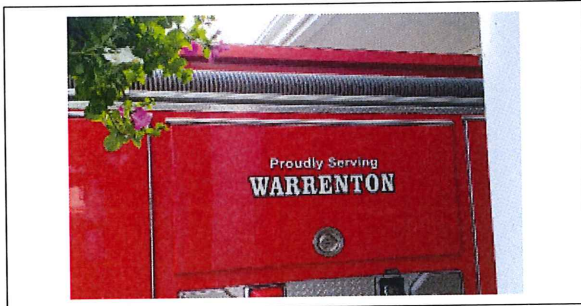


Budget Committee Chair



Budget Committee Vice-Chair

Approved BUDGET



Fiscal Year 2019-2020





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CITY OF WARRENTON
FISCAL YEAR 2019 – 2020 BUDGET
TABLE OF CONTENTS

	Page
Budget Message	1
Budget Committee Members	9
Budget Calendar.....	10
General Fund Four Year Forecast.....	12
Fiscal Policy.....	13
Budget Development Policies.....	18
Budget Strategic Plan & Resource Reduction Policy	23
Personnel Allocations	27
Full Time Equivalents (FTE).....	29
Organizational Structure and Staffing	30
Budget Programs.....	31
Summary of Resources (All Funds).....	41
Summary of Requirements (All Funds).....	42
Summary of Interfund Transfers.....	43
General Fund Resources and Requirements	44
General Fund Summary of Revenues	45
General Fund Summary of Expenditures.....	46
Graph of General Fund Expenses by Department	47
General Fund Expenditures by Department	
Municipal Court (412)	48
Administration/Commission (413)	49
Community Development (419)	50
Police (421).....	51
Fire (422)	52
Parks (429).....	53
Transfers (600).....	54
Contingency (500)	55
Parks System Development Charges Fund 003 (410)	56
Police Vehicle Replacement Fund 070 (495)	57
Fire Apparatus Replacement Fund 071 (495)	58
Grant Fund 015 (000).....	59
Community Center Fund 005 (401).....	60
Community Center Capital Reserve Fund 004 (401)	61

CITY OF WARRENTON
FISCAL YEAR 2019 – 2020 BUDGET
TABLE OF CONTENTS

	Page
Transient Room Tax Fund 024 (465).....	62
Facilities Maintenance Fund 035 (410)	63
Tansy Point Dock Capital Reserve Fund 072 (410)	64
Public Safety Building GO Bond Fund 057 (720).....	65
Wastewater Treatment Facility GO Bond Fund 059 (435).....	66
Quincy Robinson Trust Fund 065 (429).....	67
Building Division Fund 021 (423).....	68
Library Fund 020 (455).....	69
Warrenton Marina Fund 010 (461).....	70
Warrenton Marina Capital Reserve Fund 012 (461).....	71
Hammond Marina Fund 011 (461)	72
Hammond Marina Capital Reserve Fund 013 (461).....	73
Water Fund 025 (430).....	74
Water Fund Capital Reserve 029 (430)	75
Water Systems Development Fund 026 (410).....	76
Storm Sewer Fund 028 (430).....	77
Storm Sewer System Development Charges Fund 051 (410)	78
Sewer Fund 030 (430).....	79
Sewer Fund Capital Reserve 038 (430)	80
Sewer Systems Development Charges Fund 036 (410).....	81
Sanitation Fund 032 (430)	82
Sanitation Fund Capital Reserve 034 (430).....	83
State Tax Street Fund 040 (431)	84
Streets System Development Charges Fund 041 (410)	85
Engineer Internal Service Fund.....	86
Warrenton Business Association Fund 006 (400)	87



BUDGET MESSAGE

May 9, 2019

Dear Budget Committee Members:

Enclosed is the proposed budget for the City of Warrenton Fiscal Year (FY) 2019-2020.

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, street maintenance, land use planning and development, building inspection, general administration, water treatment and distribution, wastewater collection and treatment, refuse collection, and 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, 2019, and ends June 30, 2020.

The spending authority for the proposed FY 2019-2020 Budget is \$29,042,276.

In fiscal year 18/19 to date, the city has issued building permits for 14 single family dwellings, and 4 duplexes. A 68 unit apartment complex was completed, in addition to several significant commercial remodels and structures.

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. Growth continues to stretch service demands. This budget includes those items needed to maintain the City's level of services as well as prudent capital planning.

The Budget Committee supported a 7% increase in water rates for FY 18/19, and a 5% increase in sewer. This budget reflects a **drop** to a 5% increase in water and a 4% in sewer, which is in line with the recommendation of FCS Group in the rate study completed in 2016. The monthly increase (all utilities including recycling) for a customer using 4,000 gallons a month is \$ 4.97 for in-city customers, compared to \$6.09 last year. Pacific Coast Seafood is operating; however, not at full production. The increase in revenue from Pacific Coast from July 2017-March 2018, compared to same period July 2018 – March 2019 is \$43,236.02. It is clear we cannot rely on Pacific Coast to generate revenue similar to that before the fire (to the tune of a quarter million dollars). We have delayed capital projects for several years due to inadequate funds; however the rate increases over the last several years have helped, and we are beginning to see those projects move up in the CIP. The Water Master Plan presented to the Commission in December 2017 outlined needed capital improvement projects over the next 5 years approximating \$5.8 million.

The proposed budget includes the addition of a Building Inspector and an increase in hours for the Library Manager and Library Aide for an increase of 1.34 FTE overall. The increase in Library FTEs will be paid from the operating levy. The anticipated building and development projects have necessitated the need for an additional inspector as well as succession planning as Mr. Johnston hopes to retire in the not-to-distant future. Should revenues in the building department not materialize as projected, we will be unable to fill this position. Page 29 shows the FTE Equivalents over all funds. Warrenton is the fastest growing community in the county. We continue to be conservative with personnel growth while striving to provide excellent public service. Over the next year, staff will explore options to increase revenues to keep up with the demand for services, particularly related to public safety, i.e., a public safety fee.

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 the public. 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 that the Budget Officer 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, 2019.

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 transfers from the General Fund to other funds and Enterprise Operating Funds to Capital Reserve Funds.

A review of budget programs provides a brief summary of each program and changes, if any, proposed for the 2019-2020 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 May 15, 2018, and is 28 cents per \$1,000 of assessed property valuation. The current levy ends June 30, 2019. The current levy for the library is 33 cents per \$1,000. If the proposed budget is adopted, a home

with an assessed valuation of \$100,000 will have a city property tax of approximately \$228.00. This does not include any general obligation bond levies.

Personnel Cost

The proposed budget includes a 2.0% cost of living wage increase beginning July 1, 2019, for general service and non-union employees and a 2.5% for police personnel. A three-year contract was approved with the two bargaining units effective July 1, 2017. Both contracts end FY end 2020. Negotiations will begin late 2019 – early 2020. The PERS increase is approximately \$152,000 over last year due to PERS contribution rates beginning July 1 2019. Another substantial increase is anticipated in 2021.

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>2018-2019</u>	<u>2019-2020</u>
Municipal Court	\$139,198	\$147,246
Administration/Commission	\$1,142,969	\$1,184,564

Community Development & Planning Services	\$219,607	\$236,031
Police Services	\$1,894,677	\$1,967,073
Fire & Emergency Medical Services	\$868,783	\$866,876
Parks	\$163,659	\$196,314
Contingency	\$231,674	\$243,634
Transfers	\$204,578	\$94,578

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>2018-2019</u>	<u>2019-2020</u>
Warrenton Marina Fund (010)	\$821,700	\$772,978
Hammond Marina Fund (011)	\$518,751	\$505,901
Water Fund (025)	\$5,731,478	\$5,609,659
Storm Sewer Fund (028)	\$680,444	\$784,183
Sewer (Wastewater) Fund (030)	\$3,751,120	\$3,888,070
Sanitation Fund (032)	\$1,479,539	\$1,530,920

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 funds in the coming fiscal year follows:

	<u>2018-2019</u>	<u>2019-2020</u>
Community Center Fund (005)	\$27,241	\$28,481
Warrenton Business Association Fund (006)	\$110,692	\$90,759
Grant Fund (015)	\$550,559	\$20,801
Library Fund (020)	\$203,809	\$239,126
Building Department Fund (021)	\$345,577	\$407,819

Transient Room Tax Fund (024)	\$305,000	\$314,000
Facilities Maintenance Fund (035)	\$140,460	\$97,000
State Tax Street Fund (040)	\$1,710,571	\$2,758,075
Quincy Robinson Trust Fund (065)	\$67,000	\$97,000

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>2018-2019</u>	<u>2019-2020</u>
Community Center Capital Reserve Fund (004)	\$5,087	\$7,587
Warrenton Marina Capital Reserve Fund (012)	\$275,000	\$382,175
Hammond Marina Capital Reserve Fund (013)	\$780,000	\$840,000
Water Systems Development Fund (026)	\$75,000	\$80,000
Water Fund Capital Reserve Fund (029)	\$1,809,278	\$2,845,489
Sewer Systems Development Fund (036)	\$70,783	\$39,305
Sewer Fund Capital Reserve Fund (038)	\$1,579,566	\$1,253,308
Storm Sewer Systems Development Fund (051)	\$0	\$0
Sanitation Fund Capital Reserve Fund (034)	\$56,630	\$463,840

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>2018-2019</u>	<u>2019-2020</u>
Wastewater Treatment GO Bond Fund (059)	\$570,699	\$568,501
Public Safety Building Go Bond Fund (057)	\$0	\$0

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>2018-2019</u>	<u>2019-2020</u>
Parks SDC Fund (003)	\$0	\$0
Streets SDC Fund (041)	\$0	\$0
Police Vehicle Replacement Fund (070)	\$110,000	\$0
Fire Apparatus Replacement Fund (071)	\$375,000	\$149,500
Tansy Point Dock Capital Reserve Fund (072)	\$144,678	\$168,478

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>2018-2019</u>	<u>2019-2020</u>
Engineering Internal Service Fund (042)	\$164,441	\$172,005

CONCLUSION

Staff's assistance in preparing the proposed budget is vital and greatly appreciated. Department Heads worked diligently over several months to provide sufficient yet conservative budgets. Finance Director April Clark and her staff put in extensive hours 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 2019-2020

Commissioners

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

Appointed Members

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

Budget Committee Staff

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

**CITY OF WARRENTON
BUDGET CALENDAR
FISCAL YEAR 2019 – 2020**

<u>DATE</u>	<u>ACTION</u>
January 1, 2019 through February 22, 2019	Department Heads complete Capital Outlay/Improvements and major equipment requirements for 6 year period beginning July 1, 2019.
February 18, 2019 through February 22, 2019	Department Heads meet with City Manager to review Capital Outlay/Improvement Program requests.
March 18, 2019	Finance Department distribute personnel services costs, overhead costs, and revenue/resource estimates, and debt service requirements to Department Heads.
March 25, 2019	Department Heads complete Fiscal Year 2019/2020 budget requests and submit to Finance Director.
April 16, 2019	Work session with Commission to review Capital Improvement Program (City Commission Chambers 5:30 p.m.).
April 1, 2019 through April 5, 2019	Budget Officer meets with Department Heads and reviews budget requests.
April 8, 2019 through April 21, 2019	Budget Officer prepares proposed budget and budget message.
April 26, 2019	Publish notice of May 9, 2019 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 25, 2019 (Thursday)	Proposed budget complete. Distribute to Budget Committee along with a current year Revenue and Expense report.
May 9, 2019 (Thursday)	1 st Budget Committee meeting (City Hall, Fire Training Room, 5:30 p.m.) Receive Proposed Fiscal Year 2019/2020 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 2019 - 2020**

<u>DATE</u>	<u>ACTION</u>
May 16, 2019 (Thursday)	2 nd Budget Committee meeting, 5:30 p.m. Receive Proposed Fiscal Year 2019/2020 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 23, 2019 (Thursday)	3 rd Budget Committee meeting, 5:30 p.m., (if needed)
June 5, 2019	Budget Officer submit budget summary and public hearing notices to newspaper of record (The Columbia Press) for publishing. Hearings scheduled for June 25, 2019.
June 14, 2019	Publish budget summaries in advance of City Commission public hearing (5 days in advance; 5 - 25 required).
June 25, 2019	City Commission conduct Public Hearings on Approved Fiscal Year 2019/2020 City of Warrenton and Warrenton Urban Renewal Agency Budgets as approved by Budget Committee (City Commission Chambers, 6:00 p.m.)
June 25, 2019	City Commission conduct Public Hearing on proposed uses of State Revenue Sharing funds (City Commission Chambers, 6:00 p.m.)
June 25, 2019	City Commission adopt Fiscal Year 2019/2020 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, 2019).
June 25, 2019	City Commission adopt Capital Improvement Program, 2020-2025.
July 1, 2019	Budget Officer submit Fiscal Year 2019/2020 Levy and Appropriation Resolution to County Tax Assessor (must be accomplished prior to July 15, 2019).

City of Warrenton
General Fund
5 Year Actual and 4 Year Forecast

	Actual				FYE 2018	Proposed Budget FYE 2020	Projected FYE 2021	Projected FYE 2022								
	FYE 2014	FYE 2015	FYE 2016	FYE 2017												
Beginning Fund Balance	-10%	1,071,262	14%	1,224,517	10%	1,342,628	-5%	1,269,879	3%	1,306,042	-28%	908,000	-6%	850,000	-86%	115,806
Resources:																
Property Taxes	6%	826,361	3%	851,876	6%	898,798	2%	920,075	6%	974,898	-28%	837,595	-6%	882,944	-86%	908,446
Permanent Rate Police Local Option																
Other Taxes, land sales																
Transient Room Tax	28%	4,108	1%	949	15%	489,145	0%	491,252	16%	569,343	1190%	875	0	882,944	3%	935,699
Franchise Fees	2%	420,798	4%	649,261	4%	675,338	11%	752,579	-5%	713,083	16%	532,696	8%	555,514	1%	566,680
Licenses, Permits, Fees	4%	625,026	17%	700	-7%	650	-8%	600	25%	750	-5%	697,621	-7%	715,488	1%	731,439
Grants	0%	600	0%	5,400	-100%	0	0	0	#DIV/0!	0	25%	700	-11%	625	0%	625
State Revenue Sharing	0%	5,400	0%	5,400	-3%	42,203	10%	46,594	4%	48,302	4%	46,000	2%	47,000	2%	47,470
State Cigarette Tax	9%	41,751	4%	43,378	-3%	6,829	-3%	6,829	-2%	6,510	4%	6,319	0%	6,319	0%	6,328
State Liquor Tax	-4%	6,878	0%	6,881	-1%	74,333	8%	80,225	5%	84,134	-2%	97,085	-8%	89,261	4%	93,211
State Marijuana Tax	6%	71,661	4%	74,355	0%	74,333	8%	80,225	5%	84,134	21%	15,771	19%	15,771	21%	19,039
Charges for Services	17%	118,665	122%	263,967	-13%	230,393	-38%	143,609	15%	165,778	9%	156,082	10%	172,309	2%	176,424
Fines and Forefeits	-8%	132,112	-8%	120,962	-1%	119,328	-12%	104,946	26%	131,858	-1%	104,400	16%	120,620	4%	125,830
Interest Earnings	-24%	5,856	11%	6,489	9%	7,058	69%	11,934	57%	18,680	26%	15,000	80%	27,000	0%	27,000
Lease Receipts	2%	139,756	-21%	110,339	65%	181,996	15%	209,251	0%	209,572	0%	209,888	0%	210,194	3%	216,473
Miscellaneous	-39%	10,277	16%	11,970	-2%	11,677	40%	16,294	-23%	12,592	0%	1,200	0%	1,200	0%	1,200
Overhead Charge	2%	816,466	6%	863,880	17%	1,007,452	0%	1,005,238	-7%	936,779	14%	1,142,969	4%	1,184,564	6%	1,255,638
One Time Revenues	100%	3,768	100%	1,200	100%	689	100%	0	100%	0	100%	1,200	0%	1,200	0%	1,200
Transfers In	0%	0	0%	0	0%	0	0	0	0%	25,629	0%	0	4%	1,184,564	6%	1,330,976
Total Resources	6%	3,229,483	6%	3,436,713	9%	3,745,889	1%	3,790,101	4%	3,935,358	6%	4,013,541	4%	4,193,122	3%	4,332,204
Expenditures:																
Personal Services	5%	2,050,994	0%	2,055,107	17%	2,401,892	-4%	2,300,050	9%	2,505,613	27%	2,911,326	5%	3,069,843	7%	3,284,732
Materials and Services	-6%	878,617	23%	1,083,488	11%	1,207,602	0%	1,205,771	-3%	1,167,733	16%	1,403,257	4%	1,454,972	2%	1,491,346
Capital Outlay	-95%	3,673	717%	30,008	-73%	8,171	-38%	5,039	-82%	931	-84%	810	55%	1,255	4%	1,300
Debt Service	-40%	41,466	7%	108,533	47%	159,507	-19%	129,578	-10%	116,578	100%	113,500	-37%	72,034	0%	72,034
Transfers Out		101,478		108,533		159,507		129,578		116,578	58%	204,578	-54%	94,578	137%	224,578
Total Expenditures	-3%	3,076,228	8%	3,318,602	15%	3,818,638	-2%	3,753,938	4%	3,904,355	23%	4,633,471	1%	4,692,682	8%	5,073,990
Contingency																
Ending Fund Balance	15%	1,224,517	10%	1,342,628	-5%	1,269,879	3%	1,306,042	2%	1,337,045	-96%	56,396	105%	115,806	-860%	(879,680)
Months operating expenditures in ending fund balance		4.78		4.85		3.99		4.17		4.11		0.15		0.30		0.00

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 of 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.

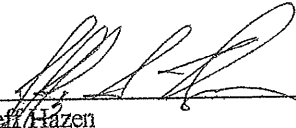
Section M. Improvement District and Assessment Contract Financing

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

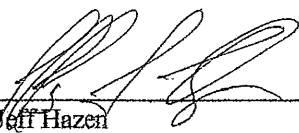
1. Recreation
2. Fire Apparatus Replacement Fund
3. Parks
4. Building Maintenance
5. Municipal Court
6. Building Department
7. Planning
8. Administration/Commission
9. Dikes
10. Police
11. Fire
12. Any/All General Fund Debt obligations

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.



Mayor Jeff Hazen

Attest:



City Manager

CITY OF WARRENTON
Budget 2019/2020
PERSONNEL ALLOCATION

	001		001		001		005		015		020		021			
	FTE	Gross Wage	FTE	413	Dept	Fund	FTE	General Fund	FTE	Community Center	FTE	Grant Fund	FTE	Library Fund	FTE	Bldg Div Fund
City Manager	1.00	107,419	1.00	107,419												
Assistant to City Manager	1.00	63,604	1.00	63,604												
Deputy City Recorder	0.90	41,135	0.90	37,021	CD	419	1,028							0.0750	3,085	
Finance Director	1.00	94,985	1.00	94,985												
Accounting Clerk	0.625	29,382	0.625	29,382												
Cashier/Accounting Clerk	1.00	42,643	0.20	8,529												
Accountant	1.00	59,515	1.00	59,515												
Accounting Technician	1.00	49,373	0.20	9,875												
Mayor		1,800		1,800												
Commissioners		7,200		7,200												
Community Center staff	0.15	4,455						0.1500	4,455							
Community Development Director	1.00	89,601			CD	419	1,000	89,601						0.7500	33,593	
Permit Technician	1.00	44,791			CD	419	0.2500	11,198						1.0000	80,716	
Building Official	1.00	80,716												1.0000	60,028	
Building Inspector	1.00	60,028														
Fire Chief	1.00	88,989			Fire	422	1,000	88,989								
Training Officer	1.00	70,713			Fire	422	1,000	70,713								
Firefighter/EMT	1.00	63,243			Fire	422	1,000	63,243								
Fire Volunteers		93,000			Fire	422		93,000								
Library Manager	1.00	45,793												1.000	45,793	
Library Admin. Assistant	1.005	27,589												1.005	27,589	
Harbormaster	1.00	69,725														
Marina Workers	4.00	172,081														
Assistant Harbormaster	1.00	54,632														
Police Chief	1.00	95,235			Police	421	1,000	95,235								
Police Sergeant	1.00	69,394			Police	421	1,000	69,394								
Police Officers	10.00	582,123			Police	421	10,000	582,123								
Police/Court Clerks	0.77	77,524			Police	421	0.76830	39,708								
	0.73				Court	412	0.73170	37,816								
Public Works Director	1.00	103,016			Parks	429	0.03323	3,423								
Public Works WTP Supervisor	1.00	97,069			Parks	429	0.03323	2,149								
Public Works Foreman	1.00	64,684			Parks	429	0.05	3,844								
Operations Manager	1.00	76,872			Parks	429	0.03323	1,676								
Public Works Analyst	1.00	50,444			Parks	429	0.03323	1,597								
Public Works Clerk	1.00	48,070			Parks	429	0.03323	1,597								
Public Works Office Assistant	1.00	38,525			Parks	429	0.03323	1,280								
Public Works Water Quality Technician	1.00	60,064														
Public Works Sanitation	2.00	96,118			Parks	429	0.5285	28,209								
Public Works Utility Worker	7.00	373,631														
Public Works Utility Worker-WWTP	1.00	49,614														
Public Works WTP Operator	1.00	58,343														
Public Works WWTP Operator	1.00	57,199														
Engineer	1.00	98,110														
		3,558,448														
Overtime		212,462		1,000												
				Fire		422	8,000									
				Court		412	1,000									
				CD		419	650									
				Police		421	73,000									
				Parks		429	1,938									
				Parks		429	1,006									
On-Call Time		26,854														
				Police		421	6,000									
Part time		23,970			Parks	429	10,782									
GRAND TOTALS	57.280	3,821,734	5.9250	420,329		18,5196	1,386,601	0.1500	4,455	0.0000	-	2.0050	73,382	2.8250	177,422	

General Fund Dept Summary

412 Municipal Court	0.7317	38,816
419 Community Development	1.2750	102,477
421 Police	12.7683	865,459
422 Fire	3.0000	323,945
429 Parks	0.7446	55,904
Total	18.5196	1,386,601

CITY OF WARRENTON Budget 2019/2020 PERSONNEL ALLOCATION	040		010		011		025		030		028		032		042	
	FTE	State Tax Street	FTE	Warrenton Marina	FTE	Hammond Marina	FTE	Water	FTE	Sewer	FTE	Storm Sewer	FTE	Sanitation	FTE	Engineering
City Manager																
Assistant to City Manager																
Deputy City Recorder																
Finance Director																
Accounting Clerk								0.264	11,298	0.328	13,987	0.064	2,729	0.144	6,141	-
Cashier/Accounting Clerk																
Accountant								0.264	13,034	0.328	16,194	0.064	3,160	0.144	7,110	-
Accounting Technician																
Mayor																
Commissioners																
Community Center staff																
Community Development Director																
Permit Technician																
Building Official																
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 Clerks																
Public Works Director	0.0441	4,544						0.3754	38,671	0.4111	42,350	0.0281	2,899	0.1080	11,129	
Public Works WTP Supervisor								1.0000	97,069							
Public Works Foreman	0.0441	2,853						0.3754	24,281	0.4111	26,592	0.0281	1,820	0.1080	6,988	
Operations Manager	0.1000	7,687						0.2000	15,374	0.5000	38,436	0.0500	3,844	0.1000	7,687	
Public Works Analyst	0.0441	2,225						0.3754	18,936	0.4111	20,738	0.0281	1,420	0.1080	5,450	
Public Works Clerk	0.0441	2,121						0.3754	18,045	0.4111	19,762	0.0281	1,353	0.1080	5,193	
Public Works Office Assistant	0.0441	1,699						0.3754	14,462	0.4111	15,838	0.0281	1,084	0.1080	4,162	
Public Works Water Quality Technician								1.0000	60,064					2.000	96,118	
Public Works Sanitation								2.7027	144,259	2.8018	149,549	0.4485	23,939			
Public Works Utility Worker	0.5185	27,675								1.0000	49,614					
Public Works Utility Worker-WWTP								1.000	58,343							
Public Works WTP Operator										1.000	57,199					
Public Works WWTP Operator Engineer															1.0000	98,110
Overtime		2,346		8,000		8,000			37,740		60,180		1,632		8,976	
On-Call Time		986							11910		12099		853		899	
Part time		899														
GRAND TOTALS	0.8391	53,037	3.5200	181,913	2.4800	130,526	8.3076	563,448	8.0133	522,536	0.7672	50,124	2.9282	159,852	1.0000	98,110

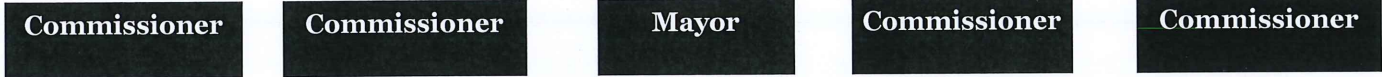
**City of Warrenton
Full Time Equivalents (FTE)**

	Budget Year						
	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
General Fund							
Municipal Court	0.4880	0.4880	0.4880	0.4880	0.4878	0.7317	0.7317
Admin/Commission/Finance	4.9000	5.4500	5.4500	5.4500	5.6750	5.9250	5.9250
Community Development	1.0000	1.0250	1.0250	1.0250	1.0250	1.0250	1.2750
Police	10.7620	11.0120	11.0120	12.0120	12.7622	12.7683	12.7683
Fire	3.0000	3.0500	3.0500	3.0500	3.0000	3.0000	3.0000
Parks	0.3697	0.3649	0.6442	0.6900	0.5229	0.4656	0.7446
Total General Fund	20.5197	21.3899	21.6692	22.7150	23.4729	23.9156	24.4446
Special Revenue Funds							
Community Center	0.2500	0.1800	0.1500	0.1500	0.1500	0.1500	0.1500
Grants Fund	0.7500	0.7500	0.7500	0.7500	0.0000	0.0000	0.0000
Library Fund	0.8750	0.8750	0.9150	0.9150	0.9150	1.6650	2.0050
Building Division	2.2000	2.1750	2.1750	2.1750	2.0750	2.0750	2.8250
State Tax Street Fund	2.3096	0.5847	0.5734	0.6031	0.8510	0.7949	0.8391
Total Special Revenue Fund	6.3846	4.5647	4.5634	4.5931	3.9910	4.6849	5.8191
Enterprise Funds							
Warrenton Marina	3.0870	3.4153	3.1332	3.7256	3.6597	3.6033	3.5200
Hammond Marina	1.9130	1.5847	1.8668	2.2744	2.3403	2.3967	2.4800
Water Fund	7.6284	7.8653	6.7694	7.8044	8.5304	8.2382	8.3076
Sewer Fund	6.1881	7.5825	8.3388	6.7811	7.2457	7.9261	8.0133
Storm Sewer Fund	0.8906	0.9366	0.6671	0.8329	0.7584	1.2694	0.7672
Sanitation Fund	2.2136	2.266	2.6072	2.8884	2.6916	2.9058	2.9282
Total Enterprise Fund	21.9207	23.6504	23.3825	24.3068	25.2261	26.3394	26.0163
Internal Service Funds							
Engineering	0.0000	0.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total All Funds	48.8250	49.6050	50.615	52.615	53.6900	55.9400	57.280
Addition:							
Library Manager (.75 to 1.00 FTE)							0.2500
Library Aide (.29 TO .38 FTE)							0.0900
Building Inspector							1.0000
Subtraction:							
Total 2019/2020 net change							<u>1.3400</u>

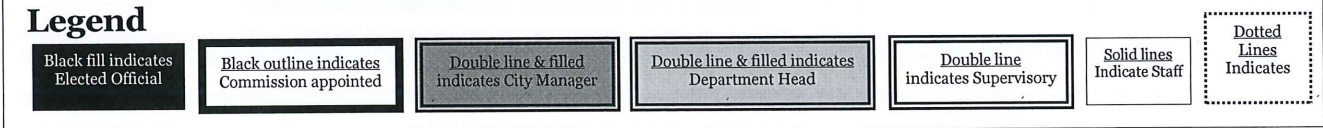
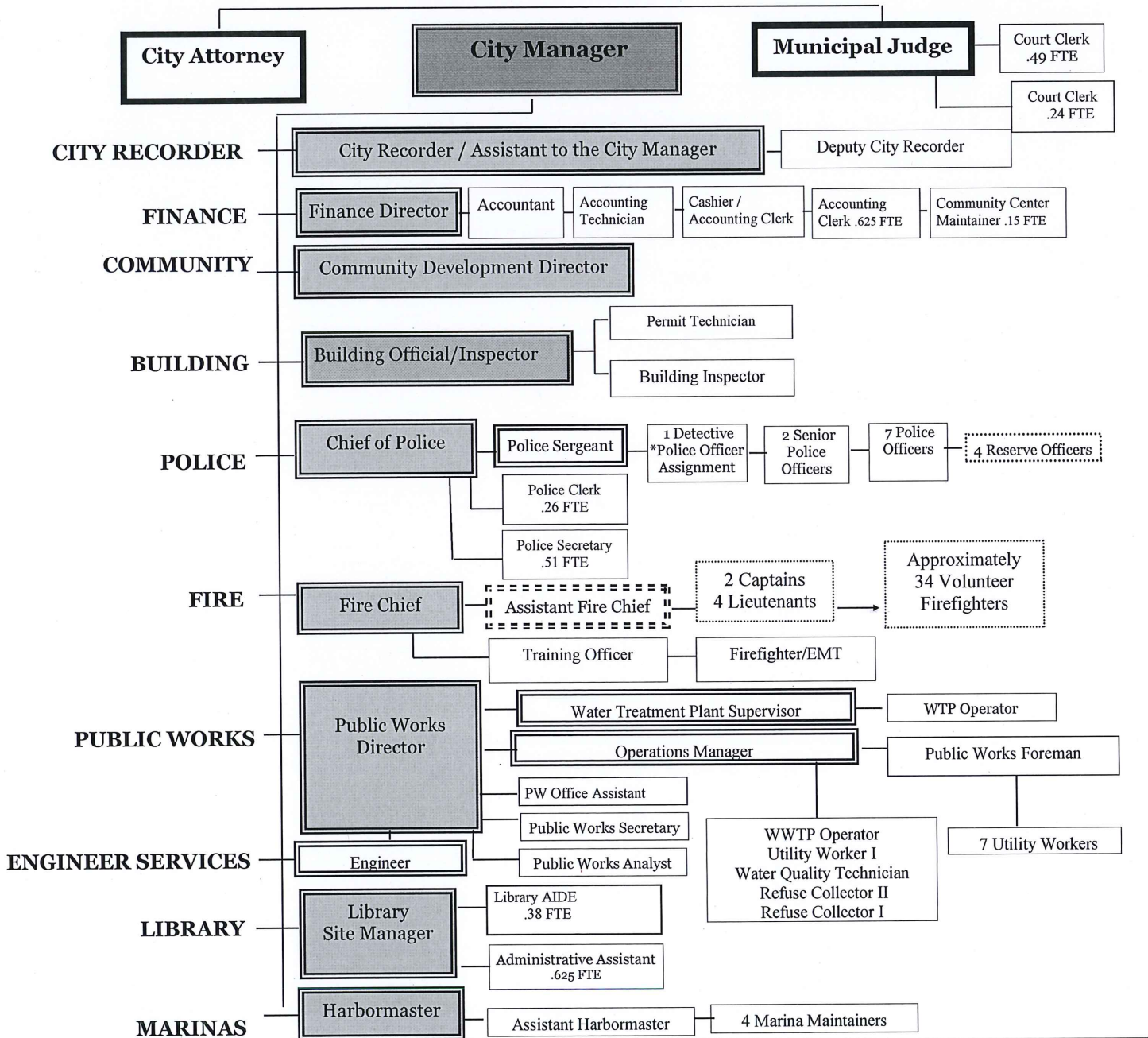
CITY OF WARRENTON ORGANIZATIONAL STRUCTURE AND STAFFING



WARRENTON CITY COMMISSION



ADMINISTRATION



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 2019-2020 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 one half-time clerk and one quarter-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, Storm 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 two 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, 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. In 2016 it was brought to light that the very old building is in disrepair and a new home was needed. The library moved 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. During the 2019-2020 budget year, the library will move from a part-time (30 hour) site manager to a full time manager who is responsible for coordination of volunteers and day to day operations, one part-time (25 hour) administrative assistant and one part-time (15 hour) library aide. Funding consists of a five year Local Option tax levy which was renewed and increased by voters in 2018 and expires in 2023.

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 deposited in 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 \$360,000 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 recently completed a pavement management program that determined a schedule of street improvements. In addition, this plan is updated by staff each year. The City uses the .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 \$773,445.

Parks SDC Fund

The City implemented a system development charge for Parks in 2013. The fee is \$500 per residential unit. The current fund balance is \$139,765.

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 no vehicles are 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.

A FEMA grant is expected to purchase rescue tools 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. 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.

Phase 1 of Commercial Work Pier Improvements is proposed this year.

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).

Dredging of the Hammond Marina is proposed this year.

Water Fund

The Water Fund is self-supporting through user fees, connection fees and interest income. The Warrenton water system serves approximately 3,480 customers between the City of Gearhart and the Columbia River. The water fund operates, maintains and improves the water treatment, transmission, storage and distribution systems. The treatment system is a membrane filtration system.

It is strongly recommended that the City consider increasing the water rates structure by 5%. Projects have been delayed and omitted as a result of reduction in major customers and the fire at Pacific Seafood in 2014. Pacific Seafood has rebuilt, but they have not yet had a complete year of full operations. In April 2016 a Water Rate Study was completed and rates were raised by 7% for

the last three years. A recent Water Masterplan was completed, identifying several projects that need to be completed in the near future.

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. The current balance in the fund is \$75,425.

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. A water masterplan was also prepared last year, identifying additional needed improvements.

As noted earlier, we have delayed capital projects due to inadequate funds. The rate increases over the last 3 years have begun to provide the funds needed to design and construct much needed improvements in our system, but it has and will continue to take multiple years to save enough money for each large project.

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 2020 or beyond. The City is looking for State 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 and in 2018. A 4% increase has been proposed in the budget.

Storm Sewer SDC Fund

The City approved a new system development charge in 2012. The current balance in the fund is \$40,333.

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 4% rate increase is proposed for 2019-2020.

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 \$1,253,308 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. The City recently completed a Capacity Analysis of our existing treatment plant. It has been determined that a major expansion is required. The City expects this expansion to cost approximately \$4.1 million.

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 \$79,416.

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.

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 were retired on June 15, 2017. This fund was closed in FY 2018-2019 and the remaining balance was transferred to the General Fund. This fund is listed for historical purposes only.

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 hopes to hire an in-house engineer technician in 2019-2020. This position has been vacant for the past two years. 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 two pump station upgrades at SE 2nd Street & Marlin, SE Marlin & Hwy 101, a generator and system bypass program, and filter for processing

water from the WWTP North Lagoon. Improvements are also planned for N Main Avenue and NW Seventh Place. 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. Improvement projects are also planned at SW 4th Street and SE Anchor. The City is also replacing filters at the water treatment plant.

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, SW 4th Street from S Main Avenue to Alder Court, the intersection of SW 9th & S Main Ave, SW 2nd street from Elm to Gardenia, SW Alder Ave. from 2nd to 1st, and upgrades to curb ramps at the Elementary School

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

			Fiscal year 07/01/19 - 06/30/20			
Actual FYE 6/30/17	Actual FYE 6/30/18	Adopted Budget FYE 6/30/19	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
\$11,763,813	\$12,936,546	\$13,083,883	Beginning Fund Balance	\$15,946,085	\$15,946,085	
969,741	1,027,370	1,172,208	Property Taxes	1,242,911	1,242,911	
703,620	568,373	559,855	Property Taxes, Levied for Debt	556,481	556,481	
1,650,345	1,369,136	1,885,498	Other Taxes	1,387,514	1,387,514	
752,579	713,083	697,621	Franchise Fees	715,488	715,488	
8,429,654	8,901,792	9,210,870	Fees, Fines, and Charges for Service	9,787,998	9,787,998	
81,402	187,195	125,900	Investment Earnings	277,605	277,605	
2,743,795	2,089,776	4,018,049	Transfers In	2,800,562	2,800,562	
16,294	11,878	1,200	Miscellaneous Revenue	1,200	1,200	
2,069,157	722,770	1,672,219	Loan Proceeds	1,645,000	1,645,000	
151,831	3,715,414	564,721	Operating Grants and Contributions	578,969	582,969	
313,959	415,418	826,145	Capital Grants and Contributions	350,376	350,376	
1,005,238	936,779	1,142,969	Indirect Expense Allocation	1,184,564	1,184,564	
<u>\$ 30,651,428</u>	<u>\$ 33,595,530</u>	<u>\$ 34,961,138</u>	Total Resources	<u>\$ 36,474,753</u>	<u>\$ 36,478,753</u>	<u>\$ -</u>
5,106,668	5,386,537	6,520,553	Personnel Services	6,954,334	6,958,334	
4,957,926	8,621,247	7,283,367	Materials and Services	7,456,008	7,473,221	
1,712,787	1,568,921	1,585,924	Debt Service	1,555,582	1,555,582	
3,193,706	794,825	6,309,402	Capital Outlay	8,186,653	8,186,653	
2,743,795	2,089,776	4,018,049	Transfers Out	2,800,562	2,800,562	
		1,727,954	Contingency	2,089,137	2,077,137	
17,714,882	18,461,306	27,445,249	Total Requirements by Category	29,042,276	29,051,489	-
<u>12,936,546</u>	<u>15,134,224</u>	<u>7,515,889</u>	Ending Fund Balance	<u>7,432,477</u>	<u>7,427,264</u>	-
<u>\$30,651,428</u>	<u>\$33,595,530</u>	<u>\$34,961,138</u>	Total Requirements	<u>\$36,474,753</u>	<u>\$ 36,478,753</u>	<u>\$ -</u>

City of Warrenton
Summary of Requirements
Fiscal Year Beginning July 1, 2019 and ending June 30, 2020

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	\$ 79,991	\$ 67,255					\$ 147,246	\$ -	\$ 147,246
Administration/Commission	698,474	486,090					1,184,564		1,184,564
Community Development	173,197	68,047					241,244		241,244
Police	1,476,105	490,968					1,967,073		1,967,073
Fire	540,205	254,637		72,034			866,876		866,876
Parks	101,871	93,188	1,255				196,314		196,314
Transfers					94,578		94,578		94,578
Contingency						234,634	234,634	110,593	345,227
Total General Fund	3,069,843	1,460,185	1,255	72,034	94,578	234,634	4,932,529	110,593	5,043,122
Special Revenue Funds									
Community Center Capital Reserve Fund		7,587					7,587		7,587
Community Center Fund	8,725	16,256			2,500	1,000	28,481	8,294	36,775
Warrenton Business Association	10,687	80,072					90,759	14,741	105,500
Grant Fund	8,000	16,801					24,801	3,066	27,867
Library Fund	138,396	80,730				20,000	239,126	75,739	314,865
Building Division Fund	301,980	37,839				68,000	407,819	170,681	578,500
Transient Room Tax Fund		314,000					314,000		314,000
Facilities Maintenance Fund		56,300				40,700	97,000		97,000
State Tax Street Fund	107,388	737,028	1,744,755			168,904	2,758,075	137,732	2,895,807
Quincy Robinson Trust Fund			97,000				97,000	27,000	124,000
Total Special Revenue Funds	575,176	1,346,613	1,841,755	-	2,500	298,604	4,064,648	437,253	4,501,901
Debt Service Funds									
Public Safety Building GO Bond							-		-
Wastewater Treatment GO Bond				568,501			568,501	45,480	613,981
Total Debt Service Funds	-	-	-	568,501	-	-	568,501	45,480	613,981
Capital Projects Funds									
Parks SDC Fund							-	162,400	162,400
Streets SDC Fund							-	881,000	881,000
Police Vehicle Replacement Fund							-	21,880	21,880
Fire Apparatus Replacement Fund		84,500	65,000				149,500	19,876	169,376
Tansy Point Capital Reserve Fund			168,478				168,478		168,478
Total Capital Projects Funds	-	84,500	233,478	-	-	-	317,978	1,085,156	1,403,134
Enterprise Funds									
Warrenton Marina Fund	337,368	230,097			100,000	105,513	772,978		772,978
Warrenton Marina Fund Capital Reserve			382,175				382,175		382,175
Hammond Marina Fund	241,015	150,713			36,850	77,323	505,901		505,901
Hammond Marina Fund Capital Reserve			840,000				840,000		840,000
Water Fund	1,109,180	1,342,167		638,376	2,069,489	450,447	5,609,659	358,141	5,967,800
Water Systems Development				80,000			80,000	57,000	137,000
Water Fund Capital Reserve Fund			2,845,489				2,845,489	1,824,000	4,669,489
Sewer Fund	1,042,002	1,630,047		157,366	413,305	645,350	3,888,070	743,730	4,631,800
Sewer Systems Development				39,305			39,305	61,795	101,100
Storm Sewer Fund	93,009	289,338	325,353			76,483	784,183	388,617	1,172,800
Storm Sewer Systems Development							-	54,650	54,650
Sewer Fund Capital Reserve Fund			1,253,308				1,253,308	2,149,997	3,403,305
Sanitation Fund	327,436	930,861			83,840	188,783	1,530,920	6,852	1,537,772
Sanitation Fund Capital Reserve			463,840				463,840	104,000	567,840
Total Enterprise Funds	3,150,010	4,573,223	6,110,165	915,047	2,703,484	1,543,899	18,995,828	5,748,782	24,744,610
Internal Service Fund									
Engineer Internal Service Fund	163,305	8,700					172,005		172,005
Total Internal Service Fund	163,305	8,700	-	-	-	-	172,005	-	172,005
City of Warrenton All Funds	\$ 6,958,334	\$ 7,473,221	\$ 8,186,653	\$ 1,555,582	\$ 2,800,562	\$ 2,077,137	\$ 29,051,489	\$ 7,427,264	\$ 36,478,753

City of Warrenton
Fiscal Year 7/1/2019 - 6/30/2020
Summary of Interfund Transfers

Transfers Out:		Transfers In:	
[1] General Fund (001)	50,000	Facilities Maintenance Fund (035)	50,000
[2] General Fund (001)	15,000	Police Vehicle Replacement Fund (070)	15,000
[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] Community Center (005)	2,500	Community Center Capital Reserve (004)	2,500
[6] Warrenton Marina (010)	100,000	Warrenton Marina Capital Reserve Fund (012)	100,000
[7] Hammond Marina (011)	36,850	Hammond Marina Capital Reserve (013)	36,850
[8] Water Fund (025)	2,069,489	Water Fund Capital Reserve (029)	2,069,489
[9] Sewer Fund (030)	413,305	Sewer Fund Capital Reserve (038)	413,305
[10] Sanitation Fund (032)	<u>83,840</u>	Sanitation Fund Capital Reserve (034)	<u>83,840</u>
Total Transfers Out	<u>\$2,800,562</u>	Total Transfers In	<u>\$2,800,562</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 and future maintenance and capital improvements.
- [6] To fund current and future capital requirements for the Warrenton Marina.
- [7] To fund current and future capital requirement for the Hammond 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.

City of Warrenton
Budget Document

General Fund 001

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019-6/30/2020		
Historical Data		Adopted		Proposed by	Approved by	Adopted by
Actual		Budget		Budget	Budget	Governing
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19		Officer	Committee	Body
Resources						
\$ 1,269,879	\$ 1,306,042	\$ 908,000	Beginning Fund Balance	\$ 850,000	\$ 850,000	\$ -
\$ 33,768	\$ 38,874	35,000	Delinquent Ad Valorem Taxes	35,000	35,000	-
491,252	569,343	532,696	Non Ad Valorem Taxes	555,514	555,514	-
752,579	713,083	697,621	Franchise Fees	715,488	715,488	-
600	750	700	Licenses and Permits	625	625	-
134,323	176,396	162,745	Intergovernmental	158,351	158,351	-
143,609	197,836	156,082	Charges for Services	172,309	172,309	-
104,945	99,801	104,400	Fines and Forfeits	120,620	120,620	-
11,934	18,680	15,000	Interest Earnings	27,000	27,000	-
209,251	209,572	209,858	Leases	210,194	210,194	-
1,021,532	949,370	1,144,169	Miscellaneous	1,185,764	1,185,764	-
			Transfers from Other Funds:			
	25,629	-	Public Safety Building GO Bond Fund	-	-	-
<u>4,173,672</u>	<u>4,305,375</u>	<u>3,966,271</u>		<u>4,030,865</u>	<u>4,030,865</u>	<u>-</u>
886,307	936,025	955,270	Taxes estimated to be received	1,012,257	1,012,257	-
<u>5,059,979</u>	<u>5,241,400</u>	<u>4,921,541</u>	Total Resources	<u>5,043,122</u>	<u>5,043,122</u>	<u>-</u>
Requirements (by department)						
104,507	106,455	139,198	Municipal Court	147,246	147,246	-
1,005,238	936,779	1,142,969	Administration/Commission	1,184,564	1,184,564	-
135,988	157,456	219,607	Community Development	236,031	241,244	-
1,512,660	1,665,746	1,894,677	Police	1,967,073	1,967,073	-
726,921	793,188	868,783	Fire	866,876	866,876	-
139,045	128,153	163,659	Parks	196,314	196,314	-
129,578	116,578	324,578	Transfers	94,578	94,578	-
-	-	111,674	Contingency	234,634	234,634	-
3,753,937	3,904,355	4,865,145	Total Requirements by Department	4,927,316	4,932,529	-
1,306,042	1,337,045	56,396	Ending Fund Balance	115,806	110,593	-
<u>\$ 5,059,979</u>	<u>\$ 5,241,400</u>	<u>\$ 4,921,541</u>	Total Requirements	<u>\$ 5,043,122</u>	<u>\$ 5,043,122</u>	<u>\$ -</u>

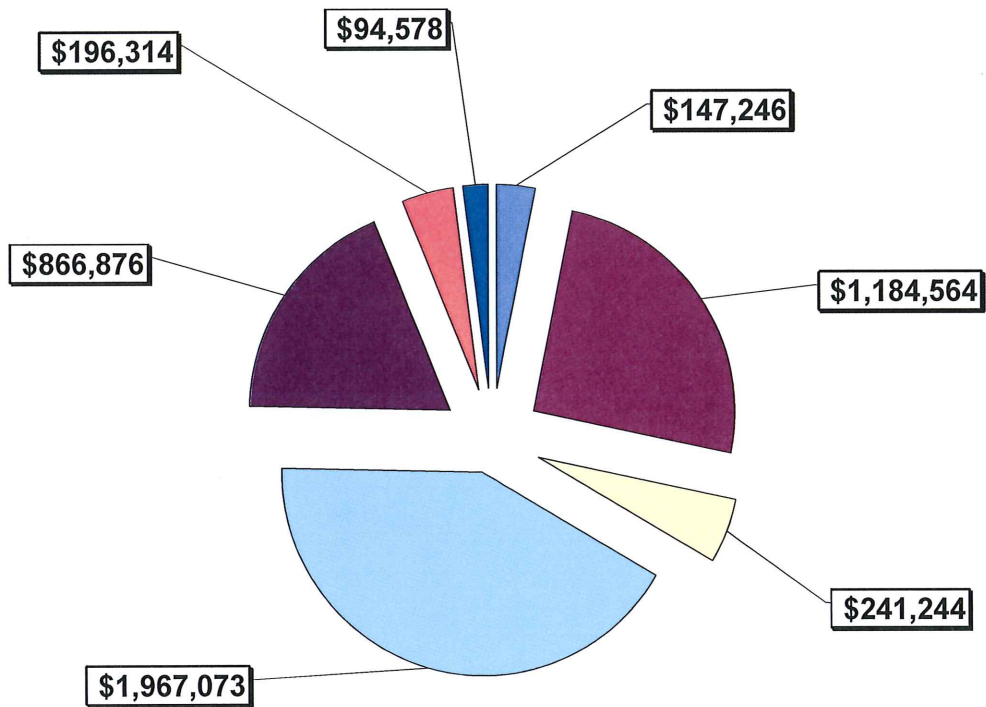
City of Warrenton
Budget Document
General Fund 001
Summary of Revenues

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020			
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
\$ 1,269,879	\$ 1,306,042	\$ 908,000	300000	\$ 850,000	\$ 850,000	
33,768	38,874	35,000	311200	35,000	35,000	
491,252	569,343	532,696	319300	555,514	555,514	
400,745	392,917	390,000	318100	392,000	392,000	
15,130	12,012	13,000	318200	12,000	12,000	
134,117	81,652	82,000	318300	82,000	82,000	
30,078	30,977	30,000	318400	30,000	30,000	
2,244	2,321		318600			
36,021	48,276	36,000	318700	44,000	44,000	
134,014	143,258	146,621	318800	155,488	155,488	
230	1,670		318000			
600	750	700	321100	625	625	
875	11,287		314100			
46,594	48,302	46,000	335100	47,000	47,000	
6,629	6,510	6,395	335300	6,319	6,319	
80,225	84,134	97,085	335400	89,261	89,261	
	26,163	13,265	335500	15,771	15,771	
39,384	22,432	10,000	341300	20,000	20,000	
1,540	9,626	40,000	342004	35,000	35,000	
7,079	34,241	5,000	342100	15,000	15,000	
3,300	2,525	3,500	342150	1,800	1,800	
91,981	94,740	97,582	342201	100,509	100,509	
	34,072		342250			
325	200		347300			
11,421	8,428	11,000	341101	12,000	12,000	
19,481	18,995	19,000	341102	30,000	30,000	
1,137	894	1,300	341103	1,300	1,300	
185	105	100	341104	120	120	
67,542	66,011	67,000	351100	70,000	70,000	
5,179	5,367	6,000	351200	7,200	7,200	
11,934	18,680	15,000	361000	27,000	27,000	
209,251	209,572	209,858	363000	210,194	210,194	
16,294	11,878	1,200	357000			
	713		360000	1,200	1,200	
539,477	420,360	490,030	370000	486,090	486,090	
465,761	516,419	652,939	375000	698,474	698,474	
	25,629		391057			
4,173,672	4,305,375	3,966,271		4,030,865	4,030,865	-
886,307	936,025	802,595	311100	847,944	847,944	
		152,675	311100	164,313	164,313	
\$ 5,059,979	\$ 5,241,400	\$ 4,921,541		\$ 5,043,122	\$ 5,043,122	\$ -

City of Warrenton
Budget Document
General Fund 001
Summary of Expenditures

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19			
Personnel Services:					
\$ 51,149	\$ 55,811	\$ 75,681	\$ 79,991	\$ 79,991	\$ -
465,761	516,419	652,939	698,474	698,474	-
110,600	95,401	130,369	173,197	173,197	-
1,159,754	1,283,431	1,465,800	1,476,105	1,476,105	-
437,202	487,618	516,802	540,205	540,205	-
75,583	66,934	69,735	101,871	101,871	-
<u>2,300,049</u>	<u>2,505,614</u>	<u>2,911,326</u>	<u>3,069,843</u>	<u>3,069,843</u>	<u>-</u>
Materials and Services:					
53,358	50,644	63,517	67,255	67,255	-
539,477	420,359	490,030	486,090	486,090	-
25,388	62,055	89,238	62,834	68,047	-
352,906	382,315	428,877	490,968	490,968	-
176,220	192,070	238,481	254,637	254,637	-
58,422	60,288	93,114	93,188	93,188	-
<u>1,205,771</u>	<u>1,167,732</u>	<u>1,403,257</u>	<u>1,454,972</u>	<u>1,460,185</u>	<u>-</u>
Capital Outlay:					
-	-	-	-	-	-
5,040	931	810	1,255	1,255	-
<u>5,040</u>	<u>931</u>	<u>810</u>	<u>1,255</u>	<u>1,255</u>	<u>-</u>
Debt Service:					
113,499	113,500	113,500	72,034	72,034	-
<u>113,499</u>	<u>113,500</u>	<u>113,500</u>	<u>72,034</u>	<u>72,034</u>	<u>-</u>
Transfers to Other Funds:					
-	-	-	-	-	-
15,000	22,000	-	-	-	-
40,000	15,000	170,000	50,000	50,000	-
15,000	50,000	110,000	15,000	15,000	-
40,000	10,000	25,000	10,000	10,000	-
19,578	19,578	19,578	19,578	19,578	-
<u>129,578</u>	<u>116,578</u>	<u>324,578</u>	<u>94,578</u>	<u>94,578</u>	<u>-</u>
-	-	111,674	234,634	234,634	-
-	-	-	-	-	-
<u>\$ 3,753,937</u>	<u>\$ 3,904,355</u>	<u>\$ 4,865,145</u>	<u>\$ 4,927,316</u>	<u>\$ 4,932,529</u>	<u>\$ -</u>

2019-2020 Proposed Budget General Fund Expenses by Department



■ Municipal Court	\$147,246
■ Administration/Commission	\$1,184,564
■ Community Development	\$241,244
■ Police	\$1,967,073
■ Fire	\$866,876
■ Parks	\$196,314
■ Transfers to other Funds	\$94,578

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Municipal Court (412)

Historical Data			Budget for Fiscal Year 7/1/2019-6/30/2020					
Actual		Adopted	Expenditures			Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	Budget FYE 6/30/19				Budget Officer	Budget Committee	Governing Body
			Personnel Services:					
\$ 25,314	\$ 26,081	\$ 36,500	110000	Regular Salaries	\$ 38,000	\$ 38,000		
75	131	500	110001	Overtime	1,000	1,000		
1,892	1,953	2,831	141000	FICA Taxes	2,984	2,984		
42	43	50	142000	Workers' Compensation	50	50		
73	54	148	143000	Unemployment	78	78		
6,033	7,468	10,476	144000	Retirement Contributions	11,773	11,773		
7,382	7,525	13,493	145000	Health Insurance	12,763	12,763		
45	45	88	146000	Life Insurance	88	88		
	14	103	149000	Long Term Disability	124	124		
10,293	12,497	11,492	199999	Personnel Services overhead (.1114 FTE)	13,131	13,131		
<u>51,149</u>	<u>55,811</u>	<u>75,681</u>		Total Personnel Services	<u>79,991</u>	<u>79,991</u>		<u>-</u>
		0.7317		Total Full-Time Equivalent (FTE)	0.7317	0.7317		
			Materials and Services:					
		100	210000	Office Supplies	100	100		
		125	223000	General Supplies/Small Tools	125	125		
124	174	400	310000	Print/Advert/Publicity	400	400		
		250	320000	Dues/Meetings/Training/Travel	250	250		
165	172	325	340002	Communications	325	325		
	714	800	360000	Bank Fees/Credit Cards	1,500	1,500		
841	988	900	366000	Equipment Maintenance	1,000	1,000		
16,954	14,916	20,000	380000	Professional Services	20,000	20,000		
20,804	19,994	24,000	380005	State/County Share of Fines	28,000	28,000		
957	957	1,000	380010	Rentals	1,000	1,000		
1,516	1,532	4,000	380020	Computer Software Support	2,400	2,400		
		1,000	380050	Non-capital Equipment	1,000	1,000		
75	1,025	2,000	382000	Prisoner Expense	2,000	2,000		
11,922	10,173	8,617	390090	Overhead Cost (Indirect allocation)	9,155	9,155		
<u>53,358</u>	<u>50,644</u>	<u>63,517</u>		Total Materials and Services	<u>67,255</u>	<u>67,255</u>		<u>-</u>
			Capital Outlay:					
-	-	-	610000	Machinery and Equipment				
<u>-</u>	<u>-</u>	<u>-</u>		Total Capital Outlay	<u>-</u>	<u>-</u>		<u>-</u>
<u>\$ 104,507</u>	<u>\$ 106,455</u>	<u>\$ 139,198</u>		Total Expenditures	<u>\$ 147,246</u>	<u>\$ 147,246</u>		<u>\$ -</u>

City of Warrenton
Budget Document

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

Budget for Fiscal Year
7/1/2019-6/30/2020

Historical Data						Budget for Fiscal Year 7/1/2019-6/30/2020		
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
\$ 292,543	\$ 315,391	\$ 394,000	110000	Personnel Services:				
725	1,205	1,500	110001	Salaries (Admin and Finance)	\$ 410,500	\$ 410,500		
6,320	9,000	9,000	110002	Overtime	1,000	1,000		
			110003	Commissioner Stipends	9,000	9,000		
			141000	Part-Time Salaries				
22,013	23,773	30,944	142000	FICA Taxes	32,168	32,168		
554	536	554	143000	Workers' Compensation	432	432		
851	653	1,618	144000	Unemployment	841	841		
60,458	78,742	99,651	145000	Retirement Contributions	123,008	123,008		
81,710	86,311	113,808	146000	Health Insurance	119,447	119,447		
587	631	823	149000	Life Insurance	777	777		
	177	1,041		Long Term Disability	1,301	1,301		
<u>465,761</u>	<u>516,419</u>	<u>652,939</u>		Total Personnel Services	<u>698,474</u>	<u>698,474</u>		<u>-</u>
		5.925		Total Full-Time Equivalent (FTE)	5.925	5.925		
				Materials and Services:				
10,920	10,107	15,500	210000	Office Supplies	15,000	15,000		
7,519	7,669	9,300	211000	Postage	9,000	9,000		
17			223000	General Supplies/Small Tools				
2,571	2,150	2,563	223001	Janitorial	2,563	2,563		
		1,000	223005	Safety Program	500	500		
5,820	7,034	8,500	310000	Printing/Advertising/Publicity	6,500	6,500		
3,213	5,929	8,000	320000	Dues/Meetings/Training/Travel-Finance	6,500	6,500		
13,577	16,420	15,000	320001	Dues/Meetings/Training/Travel-Administration	15,000	15,000		
3,574	2,372	5,000	320002	Dues/Meetings/Training/Travel-Commission	5,000	5,000		
4,436	4,436	5,177	340000	Electricity	5,177	5,177		
2,694	2,127	2,750	340001	Natural Gas	2,750	2,750		
2,074	2,160	3,000	340002	Communications	3,000	3,000		
366	768	843	340005	Water	566	566		
206	882	943	340006	Sewer	324	324		
41	176	189	340007	Storm Sewer	65	65		
206	264	226	340008	Sanitation	242	242		
173,306	177,150	182,940	350000	Insurance Bonds and Fire	194,722	194,722		
17,059	3,118	5,000	360000	Bank Fees	5,000	5,000		
3,310	3,847	4,175	366000	Equipment Maintenance	4,175	4,175		
250,135	121,488	157,090	380000	Professional Services	132,020	132,020		
318	268	500	380005	Recording/Title Fees	1,000	1,000		
1,564	1,663	1,750	380010	Storage Facilities Rental	2,000	2,000		
33,672	38,986	50,612	380020	Software and Computer Support	60,255	60,255		
1,146	9,699	5,250	380050	Non-capital equipment	6,700	6,700		
1,733	1,644	4,722	390000	Miscellaneous Expense	8,031	8,031		
<u>539,477</u>	<u>420,359</u>	<u>490,030</u>		Total Materials and Services	<u>486,090</u>	<u>486,090</u>		<u>-</u>
				Capital Outlay:				
			610000	Equipment				
			620000	Capital Improvements				
-	-	-		Total Capital Outlay	-	-		-
<u>\$ 1,005,238</u>	<u>\$ 936,779</u>	<u>\$ 1,142,969</u>		Total Expenditures	<u>\$ 1,184,564</u>	<u>\$ 1,184,564</u>		<u>\$ -</u>

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Community Development (419)

Historical Data			Budget for Fiscal Year 7/1/2019-6/30/2020					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
\$ 73,926	\$ 61,898	\$ 77,095	110000	Personnel Services:		\$ 101,850	\$ 101,850	
406	620	905	110001	Regular Salaries		650	650	
5,392	4,550	5,967	141000	Overtime		7,841	7,841	
113	107	107	142000	FICA Taxes		105	105	
208	123	312	143000	Workers' Compensation		205	205	
12,255	11,517	21,061	144000	Unemployment		32,525	32,525	
13,814	10,998	19,078	145000	Retirement Contributions		23,429	23,429	
154	109	148	146000	Health Insurance		190	190	
	7	211	149000	Life Insurance		325	325	
4,332	5,474	5,485	199999	Long Term Disability		6,077	6,077	
				Personnel Services overhead (.0515 FTE)				
110,600	95,401	130,369		Total Personnel Services		173,197	173,197	-
		1.025		Total Full-Time Equivalent (FTE)		1.275	1.275	
369	545	1,000	210000	Materials and Services:		750	750	
220	51	350	211000	Office Supplies		300	300	
546	462	555	223001	Postage		555	555	
1,642	2,873	2,000	310000	Janitorial Supplies		2,000	2,000	
8,742	7,659	12,000	320000	Printing/Advertising/Publicity		5,000	5,000	
			320001	Dues/Meetings/Training/Travel		2,000	2,000	
1,540	9,626	40,000	330000	Dues/Meetings/Training/Travel-Plan Commis		35,000	35,000	
958	958	1,120	340000	Application Processing Fees		1,120	1,120	
582	460	595	340001	Electricity		595	595	
165	172	150	340002	Natural Gas		180	180	
79	94	105	340005	Communications		123	123	
44	47	53	340006	Water		70	70	
9	9	11	340007	Sewer		14	14	
43	44	49	340008	Storm Sewer		53	53	
	136	150	360000	Sanitation		300	300	
4,759	33,513	26,000	380000	Bank Fees/Credit Cards		10,000	15,213	
			380010	Professional Services				
473	521	1,000	380020	Facilities Rental		550	550	
200	429		380050	Computer and Software Support				
			390000	Non-capital Equipment				
5,017	4,456	4,100	390090	Miscellaneous		4,224	4,224	
				Overhead Cost (Indirect allocation)				
25,388	62,055	89,238		Total Materials and Services		62,834	68,047	-
			610000	Capital Outlay:				
				Machinery and Equipment				
				Total Capital Outlay		-	-	-
\$ 135,988	\$ 157,456	\$ 219,607		Total Expenditures		\$ 236,031	\$ 241,244	\$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Police (421)

Historical Data			Budget for Fiscal Year 7/1/2019-6/30/2020					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
\$ 682,982	\$ 750,804	\$ 827,750	110000	Personnel Services:		\$ 787,000	\$ 787,000	
86,213	80,761	70,000	110001	Regular Salaries		73,000	73,000	
		2,000	110002	Overtime		5,000	5,000	
	96	1,000	110003	Part-Time Salaries		1,000	1,000	
57,228	62,069	68,907	141000	Reserve Wages		66,249	66,249	
17,119	17,920	25,595	142000	FICA Taxes		21,026	21,026	
2,212	1,702	3,603	143000	Workers' Compensation		1,732	1,732	
154,038	179,772	219,330	144000	Unemployment		235,350	235,350	
135,819	154,437	208,431	145000	Retirement Contributions		232,274	232,274	
1,041	1,321	1,328	146000	Health Insurance		1,297	1,297	
	413	2,207	149000	Life Insurance		2,515	2,515	
23,102	34,135	35,649	199999	Long Term Disability		49,662	49,662	
				Personnel Services overhead (.4213 FTE)				
1,159,754	1,283,431	1,465,800		Total Personnel Services		1,476,105	1,476,105	-
		12.7683		Total Full-Time Equivalent (FTE)		12.7683	12.7683	
				Materials and Services:				
851	692	1,100	210000	Office Supplies		1,200	1,200	
205	227	500	211000	Postage		500	500	
2,450	2,925	3,500	223000	General Supplies/Small Tools		3,600	3,600	
190	708	1,000	223001	Janitorial Supplies		1,000	1,000	
5,763	6,032	13,000	223004	Uniforms		13,000	13,000	
		4,000	233005	Reserve Expenses		4,000	4,000	
1,587	2,185	2,500	310000	Printing/Advertising/Publicity		2,500	2,500	
1,442	1,586	3,000	320000	Dues/Meetings/Travel		4,000	4,000	
12,329	17,930	22,000	320001	Police Training		25,000	25,000	
2,999	2,998	3,505	340000	Electricity		3,505	3,505	
1,821	1,438	1,862	340001	Natural Gas		1,862	1,862	
12,136	14,141	17,000	340002	Communications		19,000	19,000	
247	292	329	340005	Water		383	383	
139	146	164	340006	Sewer		219	219	
28	29	33	340007	Storm Sewer		44	44	
135	142	153	340008	Sanitation		164	164	
187,096	191,064	209,856	340009	Dispatch Service		243,320	243,320	
17,632	22,140	25,000	362000	Gasoline/Oil/Lubricants		25,000	25,000	
	27	100	360000	Bank Fees/Credit Cards		100	100	
14,714	10,030	18,000	366000	Equipment Maintenance		20,000	20,000	
		1,500	371000	Repair and Maintenance		1,500	1,500	
40,881	40,112	20,000	380000	Professional Services		25,000	25,000	
958	957	1,500	380010	Rentals		1,500	1,500	
16,874	16,791	30,000	380020	Computer and Software Support		32,000	32,000	
4,411	20,449	20,000	380050	Non-capital Equipment		25,000	25,000	
1,175	1,450	2,000	382000	Prisoner Expense		2,500	2,500	
85	38	500	390000	Uniform Cleaning		500	500	
26,758	27,786	26,775	390090	Overhead Cost (Indirect allocation)		34,571	34,571	
352,906	382,315	428,877		Total Materials and Services		490,968	490,968	-
				Capital Outlay:				
			610000	Capital Equipment				
			610012	Machinery and Equipment				
-	-	-		Total Capital Outlay		-	-	-
\$ 1,512,660	\$ 1,665,746	\$ 1,894,677		Total Expenditures		\$ 1,967,073	\$ 1,967,073	\$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Fire (422)

Budget for Fiscal Year
7/1/2019-6/30/2020

Historical Data			Budget for Fiscal Year 7/1/2019-6/30/2020					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
\$ 208,609	\$ 218,832	\$ 218,500	110000	Personnel Services:	\$ 223,000	\$ 223,000		
1,655	5,756	8,000	110001	Regular Salaries	8,000	8,000		
62,934	79,588	93,000	110003	Overtime	93,000	93,000		
20,576	22,943	24,442	141000	Volunteer wages	24,786	24,786		
12,286	12,784	17,075	142000	FICA Taxes	11,632	11,632		
794	629	1,278	143000	Workers' Compensation	648	648		
47,902	61,265	61,460	144000	Unemployment	72,508	72,508		
51,921	52,516	55,323	145000	Retirement Contributions	58,352	58,352		
528	529	510	146000	Health Insurance	510	510		
4,054	4,054	4,100	147000	Life Insurance	4,100	4,100		
	114	598	149000	AD & D	713	713		
25,943	28,610	32,516	199999	Long Term Disability	42,956	42,956		
437,202	487,618	516,802		Personnel Services overhead (.3644 FTE)	540,205	540,205		
		3.00		Total Personnel Services	3.00	3.00		
				Total Full-Time Equivalent (FTE)				
1,761	2,328	1,600	210000	Materials and Services:	1,800	1,800		
425	28	200	211000	Office Supplies	200	200		
11,920	17,919	28,800	223000	Postage	32,200	32,200		
	598	700	223002	General Supplies/Small Tools	700	700		
7,458	4,468	9,000	223003	Chemical Supplies	9,000	9,000		
886	1,539	5,000	223004	Medical Supplies	5,300	5,300		
370	1,689	2,500	310000	Uniforms	2,500	2,500		
15,250	15,700	18,000	320000	Printing/Advertising/Publicity	18,000	18,000		
4,940	4,948	5,778	340000	Dues/Meetings/Training/Travel	5,778	5,778		
5,001	4,294	5,198	340001	Electricity	5,198	5,198		
1,339	1,354	1,860	340002	Natural Gas	1,860	1,860		
860	813	975	340005	Communications	1,055	1,055		
887	877	988	340006	Water	1,067	1,067		
177	175	198	340007	Sewer	263	263		
293	343	406	340008	Storm Sewer	438	438		
25,150	26,607	29,887	340009	Sanitation	30,673	30,673		
6,043	8,055	10,275	362000	Dispatch Service	10,275	10,275		
28,319	23,564	42,675	366000	Gasoline/Oil/Lubricants	42,675	42,675		
2,843	8,885	4,400	371000	Equipment Maintenance	4,800	4,800		
5,277	6,255	13,500	380000	Repair and Maintenance	13,500	13,500		
1,025	1,086	2,146	380020	Professional Services	3,046	3,046		
25,947	37,256	30,000	380050	Computer and Software Support	34,400	34,400		
30,049	23,288	24,395	390090	Non-capital Equipment	29,909	29,909		
176,220	192,070	238,481		Overhead Cost (indirect allocation)	254,637	254,637		
				Total Materials and Services				
			610000	Capital Outlay:				
				Capital Equipment				
				Total Capital Outlay				
				Debt Service:				
37,737	38,941	40,184	801001	Principal 02/01/19 (7 year term)				
3,728	2,524	1,282	801002	Interest 02/01/19 (payoff date = 2/1/19)				
54,817	56,335	57,895	801003	Principal 12/29/18 (10 year term)	59,498	59,498		
17,217	15,699	14,139	801004	Interest 12/29/18 (payoff date = 12/29/25)	12,536	12,536		
113,499	113,500	113,500		Total Debt Service	72,034	72,034		
\$ 726,921	\$ 793,188	\$ 868,783		Total Expenditures	\$ 866,876	\$ 866,876	\$ -	

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Parks (429)

Historical Data			Budget for Fiscal Year 7/1/2019-6/30/2020					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
\$ 33,835	\$ 27,851	\$ 26,300	110000	Personnel Services:	\$ 43,280	\$ 43,280		
974	1,448	1,900	110001	Regular Salaries	1,938	1,938		
8,086	7,889	10,800	110002	Overtime	10,782	10,782		
3,186	2,756	2,984	141000	Part-time Regular Salaries	4,284	4,284		
1,917	1,531	1,587	142000	FICA Taxes	2,311	2,311		
123	76	156	143000	Workers' Compensation	112	112		
6,170	6,147	6,159	144000	Unemployment	11,898	11,898		
10,956	7,920	7,142	145000	Retirement Contributions	11,436	11,436		
43	41	35	146000	Health Insurance	51	51		
	17	70	149000	Life Insurance	133	133		
10,293	11,258	12,602	199999	Long Term Disability	15,646	15,646		
				Personnel Services overhead (.1327 FTE)				
<u>75,583</u>	<u>66,934</u>	<u>69,735</u>		Total Personnel Services	<u>101,871</u>	<u>101,871</u>		<u>-</u>
		0.4656		Total Full-Time Equivalent (FTE)	0.7446	0.7446		
115	185	240	210000	Materials and Services:	250	250		
		90	211000	Office Supplies	90	90		
2,954	2,941	2,500	223000	Postage	2,500	2,500		
828	709	1,500	223001	General Supplies/Small Tools	1,500	1,500		
7	521	1,000	223002	Janitorial Supplies	1,000	1,000		
95	87	250	223004	Chemical Supplies	250	250		
33	382	500	223005	Uniforms	500	500		
380	1,020	1,000	310000	Safety	1,000	1,000		
100	122	1,000	320000	Printing/Advertising/Publicity	1,000	1,000		
4,769	4,961	5,400	340000	Dues Meetings Training Travel	1,000	1,000		
315	260	500	340002	Electricity	7,000	7,000		
3,694	4,628	4,500	340005	Communications	500	500		
1,355	1,784	2,000	340006	Water	6,200	6,200		
271	357	500	340007	Sewer	2,100	2,100		
3,317	3,117	4,200	340008	Storm Sewer	500	500		
257	257	500	350000	Sanitation	4,400	4,400		
3,099	4,636	4,000	360000	Insurance-Bonds & Fire	500	500		
1,883	1,866	3,500	360000	Bank Fees/Credit Cards	500	500		
6,800	9,336	12,500	371000	Gasoline/Oil/Lubricants	4,000	4,000		
785	391	3,000	371001	Equipment Maintenance	3,500	3,500		
1,485	1,769	5,000	378000	Repair & Maint. Materials	12,500	12,500		
11,761	10,224	25,000	380000	Rock	3,000	3,000		
459	553	900	380020	Building Maintenance	10,000	10,000		
1,738	85	3,600	380050	Professional Services	15,000	15,000		
11,922	9,164	9,434	390090	Computer and Software Support	900	900		
				Non-capital Equipment	3,600	3,600		
				Overhead Cost (Indirect allocation)	10,898	10,898		
<u>58,422</u>	<u>60,288</u>	<u>93,114</u>		Total Materials and Services	<u>93,188</u>	<u>93,188</u>		<u>-</u>
363			610007	Capital Outlay:				
1,086	818		610005	Generator for Public Works	1,000	1,000		
3,004			610013	Public Works Service Truck				
			620032	5-yard Dump Truck				
587	113	255	620091	QR Ballfield Maintenance Shed	255	255		
		255	620092	Remodel of Public Works				
		300	620093	Fuel Depot Spill Control				
				Automatic Gate at Public Works				
<u>5,040</u>	<u>931</u>	<u>810</u>		Total Capital Outlay	<u>1,255</u>	<u>1,255</u>		<u>-</u>
<u>\$ 139,045</u>	<u>\$ 128,153</u>	<u>\$ 163,659</u>		Total Expenditures	<u>\$ 196,314</u>	<u>\$ 196,314</u>	<u>\$ -</u>	

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Transfers (600)

Historical Data			Budget for Fiscal Year 7/1/2019-6/30/2020		
Actual		Adopted Budget			
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Expenditures		
			Transfers to Other Funds:		
15,000	22,000				
40,000	15,000	170,000			
15,000	50,000	110,000	50,000	50,000	
40,000	10,000	25,000	15,000	15,000	
19,578	19,578	19,578	10,000	10,000	
			19,578	19,578	
\$ 129,578	\$ 116,578	\$ 324,578	\$ 94,578	\$ 94,578	\$ -
			Total Transfers		

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Contingency (500)

Historical Data			Budget for Fiscal Year 7/1/2019-6/30/2020			
Actual		Adopted Budget	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
\$ -	\$ -	\$ 111,674	800000 Contingency-5% of expenditures	\$ 234,634	\$ 234,634	
\$ -	\$ -	\$ 111,674	Total	\$ 234,634	\$ 234,634	\$ -

City of Warrenton
Budget Document

Parks System Development Charges Fund 003 (410)

Historical Data			Budget for Fiscal Year 7/1/2019- 6/30/2020					
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
			<u>Resources</u>					
\$ 56,113	\$ 79,499	\$ 94,000	300000	Beginning Fund Balance	\$ 139,000	\$ 139,000		
23,080	48,500	39,000	339200	Improvement Fee	21,000	21,000		
			339100	Reimbursement Fee				
306	1,650	1,200	361000	Interest	2,400	2,400		
<u>79,499</u>	<u>129,649</u>	<u>134,200</u>	Total Resources			<u>162,400</u>	<u>162,400</u>	<u>-</u>
			<u>Requirements</u>					
			620000	Capital Outlay-Parks Dept: Improvements				
			Total Capital Outlay			-	-	-
			800000	Contingency				
			Total Expenditures			-	-	-
79,499	129,649	134,200	880001	Ending Fund Balance	162,400	162,400	-	
<u>\$ 79,499</u>	<u>\$ 129,649</u>	<u>\$ 134,200</u>	Total Requirements			<u>\$ 162,400</u>	<u>\$ 162,400</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			Resources and Requirements	Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual FYE 6/30/17	FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 893,037	\$ 70,351	\$ 103,589	300000 Beginning Fund Balance	\$ 100,000	\$ 100,000	
			334120 Loan Proceeds			
653	1,136	900	361000 Interest Earnings			
			365000 Donations			
		333,333	367000 FEMA Grant-Tanker			
			368000 Grant-Rescue Tools	59,376	59,376	
			Transfers from Other Funds:			
40,000	10,000	25,000	391001 General Fund	10,000	10,000	
			392100 Sale of Surplus Equipment			
	22,573		360000 Miscellaneous Revenue			
<u>933,690</u>	<u>104,060</u>	<u>462,822</u>	Total Resources	<u>169,376</u>	<u>169,376</u>	<u>-</u>
			Requirements			
			Materials and Services-Fire Dept:			
			380000 Professional Services			
			380050 Non-capital Equipment	84,500	84,500	
			Total Materials and Services	84,500	84,500	-
			Capital Outlay-Fire Dept:			
863,339	239	375,000	610006 Aerial Ladder Truck & Equipment			
			610005 2018 U.S Tanker Water Tender			
			610007 Rescue Tools	65,000	65,000	
			610000 Equipment			
<u>863,339</u>	<u>239</u>	<u>375,000</u>	Total Capital Outlay	<u>65,000</u>	<u>65,000</u>	<u>-</u>
			800000 Contingency			
			Total Expenditures	149,500	149,500	-
863,339	239	375,000	880001 Reserved for Future Expenditure	19,876	19,876	-
70,351	103,821	87,822	Total Requirements	<u>\$ 169,376</u>	<u>\$ 169,376</u>	<u>\$ -</u>
<u>\$ 933,690</u>	<u>\$ 104,060</u>	<u>\$ 462,822</u>				

City of Warrenton
Budget Document

Grant Fund 015

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019- 6/30/2020		
Actual FYE 6/30/17	FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
\$ 5,144	\$ 7,085	\$ 3,066	300000 Beginning Fund Balance	\$ 3,066	\$ 3,066	
		2,109	300000 Beginning Fund Balance-Memorial	2,109	2,109	
		4,404	300000 Beginning Fund Balance - K9	3,392	3,392	
2,524	1,708	2,500	334111 Safety Belt Grant - Police	2,000	4,000	
1,253	1,077	1,500	334112 DUII Grant - Police	2,000	4,000	
350		2,500	334113 Miscellaneous Grants - Police	4,000	4,000	
64,870			334119 COPS Grant			
2,992	3,601	4,000	334121 Miscellaneous Grants - Vests Police	4,000	4,000	
17,525	10,389	7,000	334123 Donations for K-9	2,000	2,000	
		300	365003 Parent Aid Donation	300	300	
	3,000,000		365005 DAS Pac Coast Grant			
	150,000	500,000	365006 OBDD Pac Coast Grant			
	5,739	25,000	365007 Pac Coast Reimbursements			
			334124 Naloxone Grant Program	1,000	1,000	
	110,632	1,246	334125 VFW/OPRD Veteran's Memorial Grant/Donation			
94,658	3,290,231	553,625	Total Resources	23,867	27,867	-
Requirements						
Police Department						
Personnel Services						
35,618			110000 Regular Salaries			
2,027	1,395	2,500	110001 Overtime - Safety Belt Grant	2,000	4,000	
1,046	965	1,500	110003 Overtime - DUII Grant	2,000	4,000	
9,920			110005 Overtime - Cops Grant			
3,597	171		141000 Fica			
1,164			142000 Worker's Compensation			
139			143000 Unemployment			
9,564	212		144000 Retirement			
5,476	42		145000 Health Insurance			
66	1		146000 Life Insurance			
68,618	2,785	4,000	Total Personnel Services	4,000	8,000	-
		0	Total Full-Time Equivalent (FTE)	0	0	
Materials and Services						
		300	223001 Parent Aid Supplies	300	300	
2,044	208	2,000	223004 K-9 Supplies	1,000	1,000	
69			223005 Promotional Materials			
	365		223006 K-9 Fundraising Expense			
28		2,109	380000 Professional Services-Memorial Fund	2,109	2,109	
7,771	2,030	6,904	380003 Professional Services-K-9	3,000	3,000	
			380004 Naloxone Grant Program	1,000	1,000	
250		2,500	380050 Non-Capital Equipment - Police Misc	4,000	4,000	
2,992	3,601	4,000	380054 Non-Capital Equipment - Police VESTS	4,000	4,000	
5,800	137	2,500	380057 Non-Capital Equipment - K-9	1,392	1,392	
18,954	6,341	20,313	Total Materials and Services	16,801	16,801	-
Capital Outlay						
	5,220		610002 K-9 Vehicle			
	5,220		Total Capital Outlay			
	14,346	24,313	Total Police Department Requirements	20,801	24,801	-
Requirements Administration						
Material and Services						
	3,000,000		380005 Pac Coast Pier Grant			
	150,000	500,000	380006 Pac Coast Facility Grant			
	5,738	25,000	380007 Pac Coast Grant-Admin			
	3,155,738	525,000	Total Materials and Services			
Capital Outlay						
	109,808	1,246	620002 Veteran's Memorial Statue VFW Post 10580			
	109,808	1,246	Total Capital Outlay			
	3,265,546	526,246	Total Administration Requirements			
87,573	3,279,892	550,559	Total Expenditures	20,801	24,801	-
7,085	10,339	3,066	800001 Ending Fund Balance	3,066	3,066	-
\$ 94,658	\$ 3,290,231	\$ 553,625	Total Requirements	\$ 23,867	\$ 27,867	\$ -

City of Warrenton
Budget Document

Community Center Fund 005 (401)

Historical Data			Budget for Fiscal Year 7/1/2019-6/30/2020					
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
			Resources					
\$ 11,801	\$ 10,436	\$ 10,000	300000	Beginning Fund Balance	\$ 16,000	\$ 16,000		
13,234	18,105	14,000	347500	Rentals	16,000	16,000		
944	550	400	348000	Cleaning Charges	400	400		
			349000	Supply Rental				
25	32		360000	Miscellaneous Income				
43	160	120	361000	Interest	375	375		
2,374	2,091	2,000	364000	Fundraising	2,000	2,000		
2,235	2,260	1,500	365000	Donations	2,000	2,000		
			391001	Transfer from General Fund				
<u>30,655</u>	<u>33,634</u>	<u>28,020</u>		Total Resources	<u>36,775</u>	<u>36,775</u>		<u>-</u>
			Requirements					
			Personnel Services-Community Center:					
			110000	Regular Admin Salaries				
3,901	2,984	4,750	110002	Part-Time Salaries	4,750	4,750		
298	228	363	141000	FICA	363	363		
107	111	135	142000	Workers Compensation	110	110		
12	6	19	143000	Unemployment	10	10		
		1,292	144000	Retirement				
			145000	Health Insurance				
			146000	Life Insurance				
2,189	2,427	2,938	199999	Personnel services overhead (.0296 FTE)	3,492	3,492		
<u>6,507</u>	<u>5,757</u>	<u>9,497</u>		Total Personnel Services	<u>8,725</u>	<u>8,725</u>		<u>-</u>
		0.15		Total Full-Time Equivalent (FTE)	0.15	0.15		
			Materials and Services-Community Center:					
42	59	300	223000	General Supplies	300	300		
493	763	900	223001	Janitorial Supplies	900	900		
22	738	50	310000	Printing/Advertising/Publicity	400	400		
1,660	1,821	2,250	340000	Electricity	2,250	2,250		
1,411	1,319	1,600	340001	Natural Gas	1,600	1,600		
1,549	1,554	1,600	340002	Communications	1,650	1,650		
697	726	840	340005	Water	850	850		
634	666	700	340006	Sewer	730	730		
127	133	140	340007	Storm Sewer	150	150		
2,173	2,173	2,190	340008	Sanitation	2,225	2,225		
	162	150	360000	Bank Fees/Credit Cards	210	210		
			371000	Building Maintenance	500	500		
10	40	10	380000	Professional Services				
768	493	600	380020	Computer/Software Support	650	650		
827		300	380050	Non-capital equipment	500	500		
763	879	900	390000	Fundraising Expenses	900	900		
2,536	1,977	2,214	390090	Overhead Cost (Indirect Allocation)	2,441	2,441		
<u>13,712</u>	<u>13,502</u>	<u>14,744</u>		Total Materials and Services	<u>16,256</u>	<u>16,256</u>		<u>-</u>
			Not allocated:					
			Transfers to other Funds:					
		2,000	860004	Transfer to Capital Reserve Fund	2,500	2,500		
-	-	1,000	800000	Contingency	1,000	1,000		
20,219	19,259	27,241		Total Expenditures	<u>28,481</u>	<u>28,481</u>		<u>-</u>
10,436	14,375	779	880001	Ending Fund Balance	8,294	8,294		-
<u>\$ 30,655</u>	<u>\$ 33,634</u>	<u>\$ 28,020</u>		Total Requirements	<u>\$ 36,775</u>	<u>\$ 36,775</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 7/1/2019- 6/30/2020		
Actual FYE 6/30/17	FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
1,587	1,587	\$ 3,087	300000 Beginning Fund Balance	\$ 5,087	\$ 5,087	
			365001 Contributions to Capital			
			Transfers from Other Funds:			
		2,000	391005 Transfer from Community Center	2,500	2,500	
	5,000		391006 Transfer from WBA			
<u>1,587</u>	<u>6,587</u>	<u>5,087</u>	Total Resources	<u>7,587</u>	<u>7,587</u>	<u>-</u>
Requirements						
			Materials and Services-Community Center:			
	3,500	4,000	371000 Repair and maintenance	5,000	5,000	
		1,087	380050 Non-capital Equipment	2,587	2,587	
-	3,500	5,087	Total Materials and Services	7,587	7,587	-
			Capital Outlay-Community Center:			
			610000 Equipment			
			620000 Improvements			
-	-	-	Total Capital Outlay	-	-	-
			800000 Contingency	-	-	-
-	3,500	5,087	Total Expenditures	7,587	7,587	-
1,587	3,087	-	880001 Ending Fund Balance	-	-	-
<u>\$ 1,587</u>	<u>\$ 6,587</u>	<u>\$ 5,087</u>	Total Requirements	<u>\$ 7,587</u>	<u>\$ 7,587</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Transient Room Tax Fund 024 (465)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual FYE 6/30/17	FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>						
\$ -	\$ -		300000			
49,183	57,001	65,000	319300	67,000	67,000	
42,240	48,954	55,000	319301	57,000	57,000	
140,606	162,957	185,000	319302	190,000	190,000	
<u>232,029</u>	<u>268,912</u>	<u>305,000</u>	Total Resources	<u>314,000</u>	<u>314,000</u>	<u>-</u>
<u>Requirements</u>						
Materials and Services-Transient Room Tax Program:						
		1,000	380000	1,000	1,000	
140,606	162,957	184,000	380001	189,000	189,000	
49,183	57,001	65,000	380002	67,000	67,000	
42,240	48,954	55,000	380003	57,000	57,000	
<u>232,029</u>	<u>268,912</u>	<u>305,000</u>	Total Materials and Services	<u>314,000</u>	<u>314,000</u>	<u>-</u>
<u>232,029</u>	<u>268,912</u>	<u>305,000</u>	Total Expenditures	<u>314,000</u>	<u>314,000</u>	<u>-</u>
-	-	-	Ending Fund Balance	-	-	-
<u>\$ 232,029</u>	<u>\$ 268,912</u>	<u>\$ 305,000</u>	Total Requirements	<u>\$ 314,000</u>	<u>\$ 314,000</u>	<u>\$ -</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 7/1/2019- 6/30/2020			
Actual FYE 6/30/17	FYE 6/30/18	Adopted Budget FYE 6/30/19	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
67,448	92,820	\$ 90,000	300000	\$ 46,000	\$ 46,000	
			360000			
504	873	460	361000	1,000	1,000	
			365000			
40,000	15,000	170,000	391001	50,000	50,000	
Total Resources						
<u>107,952</u>	<u>108,693</u>	<u>260,460</u>		<u>97,000</u>	<u>97,000</u>	-
Requirements						
Materials and Services-Facilities Maintenance:						
485	452	485	340000	485	485	
940	967	960	340002	1,050	1,050	
313	335	359	340005	754	754	
634	666	700	340006	1,455	1,455	
127	133	140	340007	291	291	
98	98	120	340008	185	185	
8,261	11,215	186,100	371000	16,400	16,400	
99	1,011	500	371003	500	500	
2,363	2,138	3,000	371004	3,000	3,000	
		2,000	371006	2,000	2,000	
1,143	49	30,000	371007	30,000	30,000	
			371009			
499			380050			
168	165	180	390000	180	180	
Total Materials and Services						
<u>15,131</u>	<u>17,229</u>	<u>224,544</u>		<u>56,300</u>	<u>56,300</u>	-
Capital Outlay-Facilities Maintenance:						
			610000			
			620000			
			620004			
Total Capital Outlay						
-	-	-		-	-	-
Not allocated:						
		35,916	800000	40,700	40,700	
Total Expenditures						
<u>15,131</u>	<u>17,229</u>	<u>260,460</u>		<u>97,000</u>	<u>97,000</u>	-
Reserved for Future Expenditures						
<u>92,820</u>	<u>91,464</u>	-		-	-	-
Total Requirements						
<u>\$ 107,952</u>	<u>\$ 108,693</u>	<u>\$ 260,460</u>		<u>\$ 97,000</u>	<u>\$ 97,000</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 7/1/2019 - 6/30/2020			
Actual FYE 6/30/17	Adopted Budget FYE 6/30/18	Adopted Budget FYE 6/30/19	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 82,165	\$ 102,522	\$ 123,600	300000	\$ 146,900	\$ 146,900	
779	2,017	1,500	361000	2,000	2,000	
			Transfers from Other Funds:			
19,578	19,578	19,578	391001	19,578	19,578	
			391001			
			General Fund 10% of lease revenue			
			General Fund			
<u>102,522</u>	<u>124,117</u>	<u>144,678</u>	Total Resources		<u>168,478</u>	<u>168,478</u>
			Requirements			
			Materials and Services-Admin:			
			380000			
			380050			
			Professional Services			
			Non-capital Equipment			
<u>-</u>	<u>-</u>	<u>-</u>	Total Materials and Services		<u>-</u>	<u>-</u>
			Capital Outlay-Admin:			
		144,678	620000	168,478	168,478	
			Improvements-Anodes			
<u>-</u>	<u>-</u>	<u>144,678</u>	Total Capital Outlay		<u>168,478</u>	<u>168,478</u>
			Not allocated:			
			800000			
			Contingency			
<u>-</u>	<u>-</u>	<u>144,678</u>	Total Expenditures		<u>168,478</u>	<u>168,478</u>
<u>102,522</u>	<u>124,117</u>	<u>-</u>	880001			
			Ending Fund Balance			
<u>\$ 102,522</u>	<u>\$ 124,117</u>	<u>\$ 144,678</u>	Total Requirements		<u>\$ 168,478</u>	<u>\$ 168,478</u>

City of Warrenton
Budget Document

Public Safety Building GO Bond Fund 057 (720)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019- 6/30/2020		
Actual FYE 6/30/17	FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
\$ 27,340	\$ 25,629		300000	Beginning Fund Balance		
			311200	Prior Year Taxes		
1,179			361000	Interest Earnings		
28,519	25,629	-		Sub-Total Resources	-	-
138,860			311100	Property Taxes - Bond Measure		
167,379	25,629	-		Total Resources	-	-
Requirements						
Debt Service:						
135,000			471000	Principal GO Series 98 due 06/15/17		
6,750			472000	Interest GO Series 98 due 12/15/16		
			472000	Interest GO Series 98 due 06/15/17		
141,750	-	-		Total Debt Service (pay off date is 6/15/17)	-	-
Transfers:						
	25,629		860001	Transfer to the General Fund		
	25,629	-		Total Transfers	-	-
			800000	Contingency	-	-
141,750	25,629	-		Total Expenditures	-	-
25,629		-	880001	Ending Fund Balance	-	-
\$ 167,379	\$ 25,629	\$ -		Total Requirements	\$ -	\$ -

City of Warrenton
Budget Document

Wastewater Treatment Facility GO Bond 059 (435)

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2019- 6/30/2020		
Actual		Adopted Budget				Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
Resources								
\$ 108,185	\$ 101,209	\$ 53,000	300000	Beginning Fund Balance		\$ 53,000	\$ 53,000	
21,393	21,155	20,000	311200	Prior Year Taxes		20,000	20,000	
3,171	5,321	3,500	361000	Interest Earnings		4,500	4,500	
132,749	127,685	76,500	Sub-Total Resources			77,500	77,500	-
543,367	547,218	539,855	311100	Property Taxes - Bond Measure		536,481	536,481	
676,116	674,903	616,355	Total Resources			613,981	613,981	-
Requirements								
Debt Service:								
202,849	208,857	215,042	471000	Principal GO Bond due 12/01/19		221,411	221,411	
205,831	211,927	218,203	471000	Principal GO Bond due 06/01/20		224,666	224,666	
72,741	66,733	60,548	472000	Interest GO Bond due 12/01/19		54,179	54,179	
93,486	85,317	76,906	472000	Interest GO Bond due 06/01/20		68,245	68,245	
574,907	572,834	570,699	Total Debt Service (Pay off date is 12/1/26)			568,501	568,501	-
-	-	-	800000	Contingency		-	-	-
574,907	572,834	570,699	Total Expenditures			568,501	568,501	-
101,209	102,069	45,656	880001	Ending Fund Balance 8% of debt service		45,480	45,480	-
\$ 676,116	\$ 674,903	\$ 616,355	Total Requirements			\$ 613,981	\$ 613,981	\$ -

City of Warrenton
Budget Document

Quincy Robinson Trust Fund 065 (429)

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
			Resources			
\$ 141,784	\$ 152,857	\$ 47,000	300000	\$ 76,000	\$ 76,000	
831	1,030	350	361000	1,000	1,000	
46,832	52,024	52,000	365000	47,000	47,000	
<u>189,447</u>	<u>205,911</u>	<u>99,350</u>	Total Resources	<u>124,000</u>	<u>124,000</u>	<u>-</u>
			Requirements			
			371000			
			Materials and Services-Parks Dept: Repair and Maintenance			
			Total Materials and Services			
			Capital Outlay-Parks Dept:			
1,930	24,446		620005			
	125,101		620009			
9,925			620084			
3,400			620081			
21,335			620076			
	8,300		620078			
		25,000	620073			
		7,000	620074	40,000	40,000	
		30,000	620011	30,000	30,000	
		5,000	620012	27,000	27,000	
			620075			
<u>36,590</u>	<u>157,847</u>	<u>67,000</u>	Total Capital Outlay	<u>97,000</u>	<u>97,000</u>	<u>-</u>
			Not allocated:			
			800000			
			Contingency			
<u>36,590</u>	<u>157,847</u>	<u>67,000</u>	Total Expenditures	<u>97,000</u>	<u>97,000</u>	<u>-</u>
<u>152,857</u>	<u>48,064</u>	<u>32,350</u>	880001	<u>27,000</u>	<u>27,000</u>	<u>-</u>
			Ending Fund Balance			
<u>\$ 189,447</u>	<u>\$ 205,911</u>	<u>\$ 99,350</u>	Total Requirements	<u>\$ 124,000</u>	<u>\$ 124,000</u>	<u>\$ -</u>

**City of Warrenton
Budget Document**

Building Division Fund 021 (423)

Historical Data			Budget for Fiscal Year 7/1/2019- 6/30/2020			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
			Resources			
\$ 261,655	\$ 293,156	\$ 200,000	300000 Beginning Fund Balance	\$ 238,000	\$ 238,000	
263,146	243,060	156,682	322100 Permits	336,500	336,500	
227	288		360000 Miscellaneous			
1,686	3,880	2,000	361000 Interest Earnings	4,000	4,000	
526,714	540,384	358,682	Total Resources	578,500	578,500	-
			Requirements			
			Personnel Services=Building Dept:			
119,545	103,822	124,750	110000 Regular Salaries	177,500	177,500	
496	342		110001 Overtime			
7,350	6,700		110002 Part-Time Regular Salaries			
9,555	8,316	9,543	141000 FICA Taxes	13,579	13,579	
995	857	1,083	142000 Workers' Compensation	1,773	1,773	
370	227	499	143000 Unemployment	355	355	
19,791	19,373	32,352	144000 Retirement Contributions	47,701	47,701	
17,797	16,594	35,005	145000 Health Insurance	54,987	54,987	
150	140	149	146000 Life Insurance	275	275	
	38	344	149000 Long Term Disability	571	571	
2,701	2,892	2,873	199999 Personnel services overhead (.0444 FTE)	5,239	5,239	
178,749	159,302	206,598	Total Personnel Services	301,980	301,980	-
		2.075	Total Full-Time Equivalent (FTE)	2.825	2.825	
			Materials and Services-Building Dept:			
886	841	1,100	210000 Office Supplies	1,125	1,125	
		50	211000 Postage	50	50	
546	462	555	223001 Janitorial Supplies	555	555	
3	41	250	310000 Printing/Advertising/Publicity	250	250	
3,307	2,010	5,000	320000 Dues Meetings Training Travel	7,000	7,000	
959	958	1,120	340000 Electricity	1,120	1,120	
582	460	595	340001 Natural Gas	595	595	
619	494	510	340002 Communications	1,100	1,100	
79	93	105	340005 Water	123	123	
44	47	53	340006 Sewer	70	70	
9	9	11	340007 Storm Sewer	14	14	
43	44	49	340008 Sanitation	53	53	
	3,132	3,500	360000 Bank Fees/Credit Cards	4,000	4,000	
502	175	800	362000 Gasoline/Oil/Lubricants	800	800	
1	642	250	366000 Equipment Maintenance	250	250	
41,387	93,801	90,000	380000 Professional Services	12,000	12,000	
2,714	2,863	2,801	380020 Computer Software Support	4,500	4,500	
			380050 Non-capital equipment	600	600	
3,129	2,354	2,230	390090 Overhead Cost (Indirect Allocation)	3,634	3,634	
54,810	108,425	108,979	Total Materials and Services	37,839	37,839	-
			Capital Outlay-Building Dept:			
-	-	-	610001 Equipment	-	-	-
			Total Capital Outlay			
			Total Building Dept. Requirements	339,819	339,819	-
			Not allocated:			
-	-	30,000	800000 Contingency	68,000	68,000	
233,559	267,727	345,577	Total Expenditures	407,819	407,819	-
293,156	272,657	13,105	880001 Ending Fund Balance	170,681	170,681	-
\$ 526,714	\$ 540,384	\$ 358,682	Total Requirements	\$ 578,500	\$ 578,500	\$ -

City of Warrenton
Budget Document

Library Fund 020 (455)

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual	Adopted	Resources	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	and	Budget	Budget	Governing
		Requirements	Officer	Committee	Body
Resources					
\$ 31,129	\$ 41,731	\$ 40,000	300000	Beginning Fund Balance	\$ 110,000 \$ 110,000
1,814	1,830	2,000	311200	Prior Year Taxes	2,000 2,000
600			334100	Grants-Misc	500 500
1,050	1,000	1,000	334200	Grants-Ready to Read	1,000 1,000
		36,566	334300	Grant-Automation-LSTA	
261	231	200	351200	Fines	250 250
2,002	2,312	2,000	351500	Book Sales	2,000 2,000
279	410	350	360000	Miscellaneous	450 450
303	543	650	361000	Interest Earnings	1,000 1,000
418	1,170	1,500	365000	Donations	1,200 1,200
1,327	677	200	365100	Donations-Building Fund	250 250
	3,834	2,521	365200	Donations-OCF	2,561 2,561
15,000	22,000		391001	Transfer from General Fund	
54,183	75,738	86,987		Sub-Total Resources	121,211 121,211 -
47,852	50,641	179,938	311100	Property Taxes - Local Option Levy	193,654 193,654
102,034	126,379	266,925		Total Resources	314,865 314,865 -
Requirements					
Personnel Services-Library:					
			110000	Regular Salaries	45,800 45,800
24,982	25,622	42,750	110002	Part-Time Regular Salaries	27,700 27,700
		8,000	110003	LSTA Grant Position (Temp)	
1,637	1,679	3,270	141000	FICA	5,623 5,623
76	76	107	142000	Workers Compensation	98 98
63	46	171	143000	Unemployment	147 147
3,116	3,729	9,526	144000	Retirement	24,015 24,015
4,619	4,741	15,668	145000	Health Insurance	22,678 22,678
57	57	118	146000	Life Insurance	177 177
	11	104	149000	Long Term Disability	214 214
3,260	3,667	4,832	199999	Personnel services overhead (.1013 FTE)	11,944 11,944
37,810	39,627	84,546		Total Personnel Services	138,396 138,396 -
		1.665		Total Full Time Equivalent (FTE)	2.005 2.005
Materials and Services-Library:					
1,681	1,844	5,000	210000	Office Supplies	6,000 6,000
15	57	500	211000	Postage	300 300
3,527	3,909	7,000	223000	Books	8,000 8,000
806	831	1,000	223001	Ready to Read Grant-Books	1,000 1,000
1,089	1,968	2,000	223002	Janitorial	2,200 2,200
	1,577	1,513	223003	OCF Grant-Programs	1,537 1,537
	662	1,008	223004	OCF Grant-Building	1,024 1,024
			223005	EJK Grant	500 500
230	60	1,000	310000	Printing/Advertising/Publicity	1,000 1,000
275	201	4,000	320000	Dues/Meetings/Training/Travel	3,000 3,000
1,011	1,501	1,600	340000	Electricity	2,000 2,000
764	1,341	1,750	340001	Natural Gas	1,500 1,500
813	650	1,000	340002	Communications	1,000 1,000
372	404	800	340005	Water	600 600
737	666	700	340006	Sewer	700 700
147	133	150	340007	Storm Sewer	150 150
231	446	500	340008	Sanitation	500 500
105		1,000	366000	Equipment Maintenance	1,000 1,000
50	262	1,500	371000	Repair and Maintenance	1,500 1,500
3,039	111	3,000	380000	Professional Services	7,000 7,000
		8,388	380030	Pass through Seaside Library LSTA Grant	
2,085	25,020	25,020	380010	Facilities Rental	25,020 25,020
1,430	1,281	3,000	380020	Computer Support/high speed internet	3,900 3,900
310		3,500	380050	Non-capital equipment	3,000 3,000
3,776	2,985	3,632	390090	Overhead Cost (Indirect Allocation)	8,299 8,299
22,493	45,910	78,561		Total Materials and Services	80,730 80,730 -
		20,178	620001	Library Automation	
-	-	20,178		Total Capital Outlay	- - -
		20,524	800000	Not allocated: Contingency	20,000 20,000
60,303	85,537	203,809		Total Expenditures	239,126 239,126 -
		4,158	880001	Reserved for future expenditure - building	4,335 4,335
41,731	40,842	58,958	880001	Ending Fund Balance	71,404 71,404 -
\$ 102,034	\$ 126,379	\$ 266,925		Total Requirements	\$ 314,865 \$ 314,865 \$ -

City of Warrenton
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019- 6/30/2020		
Actual FYE 6/30/17	Adopted Budget FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
\$ 195,027	\$ 188,461	\$ 190,000	300000	Beginning Working Capital	\$ 149,000	\$ 149,000
3,175	3,175	1,200	334602	OSMB Grant - Operating		
243,456	263,901	270,000	347801	Annual Moorage Rentals	265,000	265,000
38,997	31,616	54,000	347802	Transient Daily Moorage	50,000	50,000
45,071	44,960	96,000	347803	Utilities	55,000	55,000
27,285	25,605	25,000	347804	Dry Storage	30,000	30,000
17,385	19,480	34,000	347805	Launch Ramp	30,000	30,000
23,100	15,075	15,000	347806	Hoist	15,000	15,000
37,311	26,400	35,000	347808	Monthly Moorage	35,000	35,000
14,398	12,695	28,000	347810	Parking	25,000	25,000
8,120	11,580	14,000	347812	Overnight Stays	12,000	12,000
7,860	6,240	6,000	347813	Liveaboard Fees	6,000	6,000
13,400	10,650	8,000	347814	Work Slip	8,500	8,500
796			347815	Repair Charges		
5,300	2,500	4,500	347816	Pier Use	4,000	4,000
			347818	Facilities Fee	45,000	45,000
9,785	7,198	5,000	360000	Miscellaneous	7,500	7,500
5,740	7,946	6,000	361000	Interest Earnings	7,000	7,000
28,690	30,254	30,000	363000	Leases	28,978	28,978
			366000	Proceeds from Sale of Assets		
724,897	707,736	821,700	Total Resources		772,978	772,978
Requirements						
Personnel Services-Marinas:						
151,693	160,806	173,500	110000	Regular Salaries	174,000	174,000
2,502	3,776	6,000	110001	Overtime	8,000	8,000
8,954	9,234	12,000	110002	Part-Time Regular Salaries	-	-
12,116	12,968	14,650	141000	FICA	13,923	13,923
8,358	7,645	8,932	142000	Workers Compensation	5,828	5,828
469	354	766	143000	Unemployment	364	364
27,011	28,216	36,872	144000	Retirement	42,968	42,968
43,812	35,921	47,915	145000	Health Insurance	42,098	42,098
255	324	321	146000	Life Insurance	310	310
	81	481	149000	Long Term Disability	565	565
28,970	33,464	47,730	199999	Personnel services overhead (.4183 FTE)	49,312	49,312
\$ 284,141	\$ 292,787	\$ 349,167	Total Personnel Services		\$ 337,368	\$ 337,368
	3.6033		Total Full-Time Equivalent (FTE)		3.52	3.52

City of Warrenton
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Budget for Fiscal Year 7/1/2019- 6/30/2020		
Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19			
Requirements					
Materials and Services-Marinas:					
\$ 1,488	\$ 1,039	\$ 3,000	210000 Office Supplies	\$ 3,000	\$ 3,000
848	594	1,000	211000 Postage	1,000	1,000
			223000 General Supplies/Small Tools		
1,477	1,497	3,000	223001 Janitorial Supplies	3,000	3,000
1,295	1,158	3,000	223004 Uniforms	3,000	3,000
308	339	1,000	310000 Printing/Advertising	1,000	1,000
125	220	2,000	320000 Dues/Meetings/Training/Travel	2,000	2,000
48,702	40,194	50,000	340000 Electricity	50,000	50,000
1,367	1,430	2,000	340001 Natural Gas	2,000	2,000
2,827	3,052	4,000	340002 Communications	4,000	4,000
2,411	8,708	10,000	340005 Water	10,000	10,000
2,114	3,086	5,000	340006 Sewer	3,000	3,000
423	617	1,000	340007 Storm Sewer	800	800
27,758	27,758	30,000	340008 Sanitation	30,000	30,000
1,886	1,932	3,000	362000 Gasoline/Oil/Lubricants	3,000	3,000
947	35	4,000	366000 Equipment Maintenance	4,000	4,000
67,333	43,595	50,000	371000 Repair and Maintenance	50,000	50,000
3,175	3,175	1,200	375000 Map expenses		
3,687	3,941	10,000	380000 Professional Services	5,000	5,000
4,878	5,850	8,000	380005 Pay Station & Merchant Fees	7,500	7,500
6,650	6,419	7,500	380010 Submerged Land Lease	7,000	7,000
3,456	3,302	4,500	380020 Computer and Software support	4,500	4,500
1,108	1,518	2,000	380040 Transient Room Tax	2,000	2,000
3,955	3,040	5,000	380050 Non-capital Equipment		
33,555	27,239	35,812	390090 Overhead Cost (Indirect Allocation)	34,297	34,297
		1,000	410000 Permits and fees		
<u>\$ 221,772</u>	<u>\$ 189,738</u>	<u>\$ 247,012</u>	Total Materials and Services	<u>\$ 230,097</u>	<u>\$ 230,097</u> \$ -
			Transfers to Other Funds:		
30,523	30,000	115,000	860012 Marina Capital Reserve Fund	100,000	100,000
<u>30,523</u>	<u>30,000</u>	<u>115,000</u>	Total Transfers to Other Funds	<u>100,000</u>	<u>100,000</u> -
-	-	110,521	800000 Contingency	105,513	105,513
536,435	512,525	821,700	Total Expenditures	772,978	772,978 -
188,461	195,211	-	Ending Fund Balance	-	- -
<u>\$ 724,897</u>	<u>\$ 707,736</u>	<u>\$ 821,700</u>	Total Requirements	<u>\$ 772,978</u>	<u>\$ 772,978</u> \$ -

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 7/1/2019 - 6/30/2020		
Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
			Resources					
\$ 144,477	\$ 175,000	\$ 160,000	300000	Beginning Fund Balance	\$ 282,175	\$ 282,175		
			361000	Interest Earnings				
			391030	Transfers from Other Funds: Warrenton Marina Fund-operations	100,000	100,000		
30,523	30,000	115,000						
175,000	205,000	275,000	Total Resources			382,175	382,175	-
			Requirements					
	35,600	275,000	620002	Capital Outlay-Marinas: Commercial Work Pier Improvements	382,175	382,175		
			620000	Improvements-Unallocated				
-	35,600	275,000	Total Capital Outlay			382,175	382,175	-
			Total Expenditures			382,175	382,175	-
			880001	Reserved for future expenditure-Pier				
			880001	Reserved for future expenditure-Building				
175,000	169,400	-	880001	Reserved for future expenditures	-	-	-	
\$ 175,000	\$ 205,000	\$ 275,000	Total Requirements			\$ 382,175	\$ 382,175	\$ -

City of Warrenton
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020					
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
<u>Resources</u>								
\$ 168,011	\$ 140,032	\$ 119,000	300000	Beginning Working Capital	\$ 130,000	\$ 130,000		
8,016	1,600		334602	OSMB Grant - Operating				
			334603	OSMB Grant - Capital				
115,485	121,192	125,000	347801	Annual Moorage Rentals	110,000	110,000		
12,944	11,990	16,200	347802	Transient Daily Moorage	15,000	15,000		
4,603	3,278	12,000	347803	Utilities	5,000	5,000		
225	150	150	347804	Boat Storage				
51,810	64,185	120,000	347805	Launch Fees	100,000	100,000		
21,096	21,053	20,000	347808	Monthly Moorage	20,000	20,000		
18,805	12,080	30,000	347810	Parking	30,000	30,000		
38,460	46,470	52,000	347812	Overnight Stays	52,000	52,000		
			347818	Facilities Fee	12,000	12,000		
3,526	4,027	3,500	360000	Miscellaneous	4,000	4,000		
4,058	11,638	8,000	361000	Interest Earnings	15,000	15,000		
13,141	13,141	12,901	363000	Lease Receipts	12,901	12,901		
			Total Resources			505,901	505,901	-
460,179	450,836	518,751						
<u>Requirements</u>								
Personnel Services-Marinas:								
92,652	102,833	115,500	110000	Regular Salaries	122,750	122,750		
2,552	4,489	6,000	110001	Overtime	8,000	8,000		
3,221	9,234	12,000	110002	Part-Time Regular Salaries				
7,305	8,701	10,213	141000	FICA	10,002	10,002		
5,252	5,134	5,969	142000	Workers Compensation	4,182	4,182		
282	238	534	143000	Unemployment	262	262		
16,719	18,231	24,915	144000	Retirement	30,830	30,830		
26,806	23,758	31,870	145000	Health Insurance	29,659	29,659		
156	207	214	146000	Life Insurance	218	218		
	52	320	149000	Long Term Disability	398	398		
17,699	21,380	31,733	199999	Personnel services overhead (.2945 FTE)	34,714	34,714		
			Total Personnel Services			\$ 241,015	\$ 241,015	\$ -
\$ 172,644	\$ 194,255	\$ 239,268				2.48	2.48	
		<small>2.3967</small>	<small>Total Full-Time Equivalent (FTE)</small>					

City of Warrenton
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual FYE 6/30/17	Adopted Budget FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Requirements						
Materials and Services-Marinas:						
\$ 1,182	\$ 1,138	\$ 1,500	210000	Office Supplies	\$ 1,500	\$ 1,500
224	143	750	211000	Postage	750	750
			223000	General Supplies/Small Tools		
2,089	1,775	1,800	223001	Janitorial Supplies	1,800	1,800
1,133	1,655	3,000	223004	Uniforms	3,000	3,000
308	339	500	310000	Printing/Advertising	1,000	1,000
125	220	1,500	320000	Dues/Meetings/Training/Travel	1,500	1,500
9,830	5,902	10,000	340000	Electricity	7,000	7,000
2,047	1,604	5,000	340002	Communications	3,500	3,500
7,600	11,014	15,000	340005	Water	8,000	8,000
7,795	11,222	15,000	340006	Sewer	8,000	8,000
1,559	2,244	4,000	340007	Storm Sewer	2,000	2,000
20,120	13,756	23,000	340008	Sanitation	20,000	20,000
1,378	2,897	2,500	362000	Gasoline/Oil/Lubricants	2,500	2,500
837	35	3,000	366000	Equipment Maintenance		
43,234	31,639	40,000	371000	Repair and Maintenance	40,000	40,000
1,600	1,600	-	375000	MAP expenses		
6,428	10,085	10,000	380000	Professional Services	5,000	5,000
3,813	4,435	8,000	380005	Merchant Fees	7,000	7,000
5,731	4,429	6,000	380020	Computer and Software Support	4,000	4,000
5,041	6,092	6,500	380040	Transient Room Tax	7,500	7,500
3,951	3,040	5,000	380050	Non-capital Equipment		
		3,000	390000	Miscellaneous	1,000	1,000
980	1,009	1,000	410000	Permits and fees	1,500	1,500
20,500	17,403	23,819	390090	Overhead Cost (Indirect Allocation)	24,163	24,163
\$ 147,503	\$ 133,675	\$ 189,869		Total Materials and Services	\$ 150,713	\$ 150,713
			860013	Hammond Marina Capital Reserve-Grant		
		28,000	860013	Hammond Marina Capital Reserve-operatic	36,850	36,850
-	-	28,000		Total Transfers	36,850	36,850
				Not allocated:		
-	-	61,614	800000	Contingency	77,323	77,323
320,147	327,930	518,751		Total Expenditures	505,901	505,901
140,032	122,906	-	880001	Ending Fund Balance	-	-
\$ 460,179	\$ 450,836	\$ 518,751		Total Requirements	\$ 505,901	\$ 505,901

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			Budget for Fiscal Year 7/1/2019 - 6/30/2020			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
			Resources			
\$ 449,501	\$ 519,526	\$ 600,000	300000	Beginning Fund Balance	\$ 645,150	\$ 645,150
			361000	Interest Earnings		
140,606	162,957	152,000	364000	Transient Room Tax	158,000	158,000
				Transfers from Other Funds:		
			391030	Hammond Marina Fund-Grant		
		28,000	391030	Hammond Marina Fund-operations	36,850	36,850
<u>590,107</u>	<u>682,483</u>	<u>780,000</u>		Total Resources	<u>840,000</u>	<u>840,000</u>
						-
			Requirements			
				Capital Outlay-Marinas:		
7,493			610002	Cargo Trailer		
			620000	Improvements - Unallocated		
63,089		5,000	620009	Marina Acquisition Costs		
		75,000	620010	Bank Stabilization Project		
	43,008	700,000	620007	Hammond Marina Dredging	840,000	840,000
<u>70,581</u>	<u>43,008</u>	<u>780,000</u>		Total Capital Outlay	<u>840,000</u>	<u>840,000</u>
						-
70,581	43,008	780,000		Total Expenditures	840,000	840,000
						-
519,526	639,475	-		Ending Fund Balance	-	-
<u>\$ 590,107</u>	<u>\$ 682,483</u>	<u>\$ 780,000</u>		Total Requirements	<u>\$ 840,000</u>	<u>\$ 840,000</u>
						\$ -

City of Warrenton
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020			
Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
Resources						
\$ 1,140,492	\$ 1,841,312	\$ 1,100,000	300000 Beginning Fund Balance	\$ 900,000	\$ 900,000	
		1,645,000	334250 Loan Proceeds-IFA S17012	1,645,000	1,645,000	
669,931	249,453		334255 Loan Proceeds-IFA Meters S17016			
67,799	56,644	58,000	340025 Connection Charges	58,000	58,000	
1,579,451	1,723,496	1,680,000	344000 Utilities - in city	1,820,000	1,820,000	
1,050,300	1,209,611	1,150,000	344500 Utilities - outside city	1,260,000	1,260,000	
		198,100	Rate increase: in and outside city 5%	154,000	154,000	
21,196	19,107	20,000	345000 Late Fees	20,000	20,000	
35,475	31,878	30,000	346000 Door Hanger Fees	30,000	30,000	
17,040	13,140	14,000	347000 Shut Off Fees	14,000	14,000	
3,870	3,630	3,500	348000 Service Calls - in city	3,800	3,800	
1,650	1,740	1,500	348500 Service Calls - outside city	2,000	2,000	
1,050	1,175	1,000	349000 NSF Fees	1,000	1,000	
3,289	7,319		360000 Miscellaneous			
12,857	35,361	20,000	361000 Interest Earnings	60,000	60,000	
20,000			365002 Contributions for Operations			
	710		366000 Proceeds from Sale of Assets			
4,624,400	5,194,576	5,921,100	Total Resources	5,967,800	5,967,800	-

Requirements						
Personnel Services-Water Dept:						
413,067	485,591	484,750	110000 Regular Salaries	525,760	525,760	
24,774	21,935	37,000	110001 Overtime	37,740	37,740	
			110002 Part-Time Regular Salaries			
32,286	37,483	39,914	141000 FICA	43,108	43,108	
12,456	15,625	24,199	142000 Workers Compensation	16,500	16,500	
1,248	1,021	2,087	143000 Unemployment	1,127	1,127	
86,357	115,972	123,033	144000 Retirement	157,779	157,779	
107,325	129,818	136,369	145000 Health Insurance	147,957	147,957	
603	684	644	146000 Life Insurance	646	646	
	260	1,297	149000 Long Term Disability	1,639	1,639	
141,871	137,832	181,909	199999 Personnel services overhead(1.5008 FTE)	176,924	176,924	
\$ 819,986	\$ 946,220	\$ 1,031,202	Total Personnel Services	\$ 1,109,180	\$ 1,109,180	\$ -
	8.2382		Total Full-Time Equivalent (FTE)	8.3076	8.3076	

City of Warrenton
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020			
Actual FYE 6/30/17	Actual FYE 6/30/18	Adopted Budget FYE 6/30/19	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Requirements						
Water Dept.						
Distribution System:						
Materials and Services: (430)						
\$ 1,420	\$ 1,767	\$ 2,000	210000 Office Supplies	\$ 2,100	\$ 2,100	
4,518	2,260	5,000	211000 Postage	5,100	5,100	
10,179	8,729	12,000	223000 General Supplies	12,000	12,000	
757	943	800	223001 Janitorial Supplies	800	800	
103	303	1,000	223002 Chemical Supplies	1,200	1,200	
1,928	1,034	2,500	223004 Uniforms	2,600	2,600	
554	1,296	2,000	223005 Safety	2,000	2,000	
2,772	1,094	3,000	310000 Printing/Advertising	3,000	3,000	
4,913	6,968	9,000	320000 Dues/Meetings/Training/Travel	9,200	9,200	
3,643	4,225	3,900	340000 Electricity	4,100	4,100	
4,071	4,739	5,000	340002 Communications	5,000	5,000	
153	233	500	340005 Water	800	800	
260	253	500	340006 Sewer	800	800	
52	51	135	340007 Storm Sewer	200	200	
4,272	3,959	4,750	340008 Sanitation	4,900	4,900	
	3,912	6,675	360000 Bank Fees/Credit Cards	6,675	6,675	
9,718	10,327	12,000	362000 Gasoline/Oil/Lubricants	12,100	12,100	
12,845	12,033	15,000	366000 Equipment Maintenance	16,000	16,000	
95,837	78,266	100,000	371000 Construction and Materials	80,000	80,000	
8,016	4,470	12,500	371001 Rock	12,800	12,800	
14,614	907,686	30,000	371004 Water Meter Replacement	30,000	30,000	
1,252	265	5,000	378000 Building Maintenance	5,000	5,000	
67,552	23,494	100,000	380000 Professional Services	90,000	90,000	
6,018	7,790	9,871	380005 Professional Services-online payments	12,292	12,292	
10,126	10,692	11,716	380006 Professional Services-utility billing	11,783	11,783	
	100,186		380008 Professional Services-water meter			
9,622	10,284	20,000	380020 Computer and Software Support	20,000	20,000	
9,156	4,960	9,000	380050 Non-capital Equipment	9,500	9,500	
164,325	112,194	136,523	390090 Overhead Cost (Indirect Allocation)	123,117	123,117	
	200	1,000	410000 Permits and Fees	1,000	1,000	
47,384	51,705	53,928	420000 Franchise Fees (3%)	54,600	54,600	
496,058	1,376,319	575,298	Sub-total	538,667	538,667	-
Treatment Facility:						
Materials and Services: (435)						
	\$ 128	\$ 400	210000 Office Supplies	\$ 400	\$ 400	
2,687	2,131	2,500	223000 General Supplies	2,600	2,600	
623	489	700	223001 Janitorial Supplies	700	700	
39,644	19,721	60,000	223002 Chemical Supplies	60,000	60,000	
545	373	400	223004 Uniforms	400	400	
22	37	200	310000 Printing/Advertising	200	200	
1,065	2,028	2,600	320000 Dues/Meetings/Training/Travel	2,000	2,000	
54,465	55,510	58,000	340000 Electricity	58,000	58,000	
3,786	3,837	4,000	340002 Communications	4,000	4,000	
5,793	13,513	12,000	340005 Water	16,000	16,000	
752	900	2,000	362000 Gasoline/Oil/Lubricants	2,000	2,000	
124,515	128,180	170,000	366000 Equipment Maintenance	170,000	170,000	
24,705	37,137	150,000	371000 Repair and Maintenance	230,000	230,000	
1,975	1,735	3,500	380000 Professional Services	3,500	3,500	
7,727	4,664	4,500	380020 Computer and Software Support	4,500	4,500	
4,807	2,309	5,500	380050 Non-capital Equipment	6,000	6,000	
1,508	1,478	3,000	410000 Permits and Fees	3,500	3,500	
			460000 Environmental Cleanup			
274,618	274,171	479,300	Sub-total	563,800	563,800	-

City of Warrenton
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	Budget FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
Requirements						
Raw Water:						
Materials and Services: (440)						
\$ 1,556	\$ 1,358	\$ 2,000	223000 General Supplies	\$ 2,000	\$ 2,000	
		500	223002 Chemical Supplies	500	500	
260		400	223004 Uniforms	400	400	
		1,000	223005 Safety Supplies	1,000	1,000	
		50	310000 Printing/Advertising	50	50	
3,277	3,019	3,500	340000 Electricity	3,500	3,500	
3,500	3,942	5,500	362000 Gasoline/Oil/Lubricants	6,000	6,000	
13,262	28,428	35,000	366000 Waterworks Maintenance	35,000	35,000	
5,453	2,264	20,000	371000 Waterworks Repairs	20,000	20,000	
13,368	11,749	40,000	380000 Professional Services	100,000	100,000	
1,463	176	2,500	380050 Non-capital Equipment	2,500	2,500	
		3,000	410000 Permits and Fees	3,000	3,000	
		500	460000 Environmental Cleanup	500	500	
42,139	50,937	113,950	Sub-total	174,450	174,450	-
South Water Reservoir:						
Materials and Services: (445)						
		150	223002 Chemical Supplies	150	150	
		100	223005 Safety Supplies	100	100	
6,158	3,779	8,500	340000 Electricity	8,500	8,500	
6,680	6,833	6,200	340002 Communications	9,500	9,500	
1,465	1,869	2,000	362000 Gasoline/Oil/Lubricants	2,500	2,500	
4,495	10,470	25,000	366000 Waterworks Maintenance	25,000	25,000	
13,820	13,934	19,000	371000 Waterworks Repairs	19,000	19,000	
			380000 Professional Services			
		500	380020 Computer/Software Support	500	500	
			380050 Non-capital Equipment			
			410000 Permits & Fees			
32,617	36,885	61,450	Sub-total	65,250	65,250	-
845,431	1,738,312	1,229,998	Grand total Materials and Services	1,342,167	1,342,167	-
Not allocated:						
Debt Service:						
432,415	439,014	453,460	Principal	476,990	476,990	
204,708	185,530	180,305	Interest	161,386	161,386	
637,124	624,544	633,765	Total Debt Service	638,376	638,376	-
Transfers to Other Funds:						
480,547	547,864	757,278	860029 Water Fund Capital Reserve-operations	424,489	424,489	
		1,645,000	Water Fund Capital Reserve-Loan	1,645,000	1,645,000	
480,547	547,864	2,402,278	Total Transfers to Other Funds	2,069,489	2,069,489	-
-	-	434,235	800000 Contingency	450,447	450,447	
		434,235	Total Contingency	450,447	450,447	-
2,783,088	3,856,940	5,731,478	Total Expenditures	5,609,659	5,609,659	-
1,841,312	1,337,636	189,622	880001 Ending Fund Balance	358,141	358,141	-
\$4,624,400	\$5,194,576	\$5,921,100	Total Requirements	\$ 5,967,800	\$ 5,967,800	\$ -

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 7/1/2019 - 6/30/2020		
Actual FYE 6/30/17	Adopted Budget FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 1,311,219	\$ 1,648,943	\$ 2,000,000	300000 Beginning Fund Balance	\$ 2,600,000	\$ 2,600,000	
			Transfers from Other Funds:			
480,547	547,864	1,645,000	391025 Water Fund Loans	1,645,000	1,645,000	
		757,278	391025 Water Fund Operations	424,489	424,489	
			365001 Capital Contributions			
<u>1,791,766</u>	<u>2,196,807</u>	<u>4,402,278</u>	Total Resources	<u>4,669,489</u>	<u>4,669,489</u>	<u>-</u>
			Requirements			
16,209	16,891		610005 Capital Outlay-Water Dept: Public Works Service Truck	21,000	21,000	
4,953			610007 Generator for Public Works			
46,054			610013 5-yard Dump Truck			
16,706			610021 UPS for WTP SCADA			
	100,603		610022 Chlorine System Recifyer			
13,886			610023 Utility Vehicle			
482			620059 NW Cedar Ct Improvement (Warrenton-5th St)			
13,663	244	1,645,000	620075 Hammond Waterline Upgrades	1,645,000	1,645,000	
19,943	8,453		620068 24" Raw Water Shut off valve			
2,807			620069 Cullaby Lake Ln Water Main Shutoff Valves			
8,121	1,550	3,489	620091 Public Works Remodel	3,489	3,489	
		3,489	620092 Fuel Depot Spill Control			
	2,666	58,000	620084 SW 4th Street (S Main Ave - SW Alder Ct)	58,000	58,000	
	318	93,000	620085 SE Anchor (Harbor - SE 3rd St) Improvement	93,000	93,000	
			620079 SCADA Improvement at South Water Reservoir	25,000	25,000	
			620080 Water Treatment Plant Filter Replacement	1,000,000	1,000,000	
		6,300	620093 Automatic Gate at Public Works			
<u>142,823</u>	<u>130,725</u>	<u>1,809,278</u>	Total Capital Outlay	<u>2,845,489</u>	<u>2,845,489</u>	<u>-</u>
<u>142,823</u>	<u>130,725</u>	<u>1,809,278</u>	Total Expenditures	<u>2,845,489</u>	<u>2,845,489</u>	<u>-</u>
			880001 Reserved for Water Filter Replacement			
		1,320,000	Replacement year is 2019/2020	320,000	320,000	
		848,000	880001 Reserved for Water Reservoir Replacement	954,000	954,000	
1,648,943	2,066,082	425,000	880001 Reserved for future projects	550,000	550,000	
<u>1,648,943</u>	<u>2,066,082</u>	<u>2,593,000</u>	Total Reserved for future expenditure	<u>1,824,000</u>	<u>1,824,000</u>	<u>-</u>
<u>\$ 1,791,766</u>	<u>\$ 2,196,807</u>	<u>\$ 4,402,278</u>	Total Requirements	<u>\$ 4,669,489</u>	<u>\$ 4,669,489</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Water System Development Charges Fund 026 (410)

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual	FYE 6/30/18	Adopted Budget FYE 6/30/19				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17								
Resources								
\$ 104,480	\$ 112,861	\$ 75,000	300000	Beginning Working Capital	\$ 80,000	\$ 80,000		
80,883	77,865	100,000	339100	Reimbursement Fee	57,000	57,000		
498	1,556	1,000	361000	Interest Earnings				
<u>185,861</u>	<u>192,282</u>	<u>176,000</u>		Total Resources	<u>137,000</u>	<u>137,000</u>		<u>-</u>
Requirements								
-	-	-	620000	Capital Outlay-Water Dept.: Improvements				
<u>-</u>	<u>-</u>	<u>-</u>		Total Capital Outlay	<u>-</u>	<u>-</u>		<u>-</u>
73,000	85,000	75,000	801016	Not allocated: Debt Service: Principal(G99001)	80,000	80,000		
			801017	Interest	-	-		-
<u>73,000</u>	<u>85,000</u>	<u>75,000</u>		Total Debt Service	<u>80,000</u>	<u>80,000</u>		<u>-</u>
-	-	-	800000	Contingency	-	-		-
73,000	85,000	75,000		Total Expenditures	80,000	80,000		-
<u>112,861</u>	<u>107,282</u>	<u>101,000</u>		Ending Fund Balance	<u>57,000</u>	<u>57,000</u>		<u>-</u>
<u>\$ 185,861</u>	<u>\$ 192,282</u>	<u>\$ 176,000</u>		Total Requirements	<u>\$ 137,000</u>	<u>\$ 137,000</u>		<u>\$ -</u>

City of Warrenton
Budget Document

Storm Sewer Fund 028 (430)

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
			Resources			
\$ 284,330	\$ 330,759	\$ 375,000	300000	Beginning Fund Balance	\$ 700,000	\$ 700,000
395,837	427,423	416,000	344000	Utilities (20% of Sewer)	445,000	445,000
		20,800		Rate Increase (4%)	17,800	17,800
614	633		360000	Miscellaneous		
1,534	5,052	3,000	361000	Interest Earnings	10,000	10,000
682,315	763,867	814,800		Total Resources	1,172,800	1,172,800
			Requirements			
			Personnel Services-Storm Sewer:			
40,073	39,809	68,250	110000	Regular Salaries	43,227	43,227
2,954	536	1,600	110001	Overtime	1,632	1,632
2,374	3,944	5,400	110002	Part-Time Regular Salaries	5,391	5,391
3,360	3,280	5,757	141000	FICA	3,844	3,844
1,564	1,640	3,309	142000	Workers Compensation	1,821	1,821
130	90	301	143000	Unemployment	101	101
6,838	8,132	15,127	144000	Retirement	11,617	11,617
10,747	10,336	19,038	145000	Health Insurance	11,919	11,919
58	56	84	146000	Life Insurance	52	52
	22	183	149000	Long Term Disability	134	134
33,069	18,953	30,100	199999	Personnel services overhead (.1126 FTE)	13,271	13,271
101,168	86,797	149,149		Total Personnel Services	93,009	93,009
		1.2694		Total Full-Time Equivalent (FTE)	0.7672	0.7672
			Materials and Services-Storm Sewer:			
192	237	328	210000	Office Supplies	400	400
336	322	400	211000	Postage	400	400
1,210	979	1,500	223000	General Supplies	1,500	1,500
54	66	250	223001	Janitorial	250	250
12	14	500	223002	Chemical Supplies	500	500
155	145	200	223004	Uniforms	400	400
55	171	500	223005	Safety	1,000	1,000
147	68	150	310000	Printing/Advertising/Publicity	150	150
721	252	1,000	320000	Dues/Meetings/Training/Travel	1,500	1,500
7,849	9,867	10,000	340000	Electricity-pump stations	12,000	12,000
764	475	600	340002	Communications	800	800
36	31	50	340005	Water	100	100
61	33	30	340006	Sewer	100	100
12	7	15	340007	Storm Sewer	15	15
998	521	700	340008	Sanitation	900	900
	575	854	360000	Bank Fees/Credit Cards	853	853
442	487	1,200	362000	Gasoline	1,300	1,300
2,852	4,095	8,500	366000	Equipment Maintenance	8,500	8,500
21,003	4,588	30,000	371000	Repair & Maint. Materials	30,000	30,000
835	546	4,000	371001	Rock	4,500	4,500
2,100		5,000	371002	Ditch Restoration/Vegetation Removal	5,000	5,000
		85,000	371003	Phase I Levee & Dike slope stability M & R	120,000	120,000
173	38	400	378000	Building Maintenance	600	600
12,802	3,945	25,000	380000	Professional Services	25,000	25,000
33,511	3,643	35,000	380001	Professional Services-FEMA Project	55,000	55,000
956	1,132	1,262	380005	Online payments	1,552	1,552
1,505	1,557	1,498	380006	Utility Billing	1,488	1,488
9,332			380007	Professional Services-IGA FEMA		
1,977	1,699	2,500	380020	Computer & Software Support	2,500	2,500
1,521	139	700	380050	Non-capital Equipment	800	800
38,303	15,427	22,594	390090	Overhead Cost (Indirect Allocation)	9,230	9,230
		3,000	410000	Permits	3,000	3,000
\$ 139,915	\$ 51,060	\$ 242,731		Total Materials and Services	\$ 289,338	\$ 289,338

City of Warrenton
Budget Document

Storm Sewer Fund 028 (430)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual FYE 6/30/17	FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Capital Outlay-Storm Sewer:			
\$ 3,280	\$ 1,298		610005 Public Works Service Truck	\$ 1,500	\$ 1,500	
\$ 1,208			610007 Generator for Public Works			
\$ 11,013			610013 5-yard Dump Truck			
4,273			620026 Fourth Avenue Drainage (Lake&Jetty- Marina Harbor)			
43			620079 NW 13th St/Warrenton Dr Trail and Drainage			
34,863			620080 SW 3rd St Improvement (Main Ct - Main Ave)			
29,323			620081 SE 4th & Main Stormwater Pump Station Rebuild			
7,386	24,958	50,000	620082 Tide Gates	50,000	50,000	
17,095			620083 SW 9th St Culvert			
1,990	379	853	620091 Remodel of Public Works Offices	853	853	
		853	620092 Fuel Depot Spill Control			
	235		620085 SE Anchor (Harbor-SE 3rd St) Improvements			
	794		620068 Stormwater MasterPlan Recommendation #1			
	1,953	10,000	620069 Raise Levee Low Area			
		450	620093 Automatic Gate at Public Works			
		148,000	620084 SW 4th Street (S Main Ave - SW Alder Ct)	148,000	148,000	
			620087 SW Alder Ave. (2nd to 1st)	125,000	125,000	
110,473	29,616	210,156	Total Capital Outlay	325,353	325,353	-
-	-	78,408	800000 Not allocated: Contingency	76,483	76,483	
351,557	167,473	680,444	Total Expenditures	784,183	784,183	-
330,759	596,394	134,356	880001 Ending Fund Balance	388,617	388,617	-
\$ 682,315	\$ 763,867	\$ 814,800	Total Requirements	\$1,172,800	\$1,172,800	\$ -

City of Warrenton
Budget Document

Storm Sewer System Development Charges Fund 051 (410)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019- 6/30/2020		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Resources</u>						
\$ 97,698	\$ 27,979	\$ 31,000	300000 Beginning Fund Balance	\$ 40,000	\$ 40,000	
\$ 9,312	\$ 8,100	13,000	339100 Reimbursement Fee	14,000	14,000	
292	456	300	361000 Interest	650	650	
<u>107,302</u>	<u>36,535</u>	<u>44,300</u>	Total Resources	<u>54,650</u>	<u>54,650</u>	<u>-</u>
<u>Requirements</u>						
79,323			620081 Capital Outlay-Storm Sewer: SE 4th & Main Stormwater Pump Station Rebuild			
<u>79,323</u>	-	-	Total Capital Outlay	-	-	-
-	-	-	800000 Not allocated: Contingency	-	-	-
79,323	-	-	Total Expenditures	-	-	-
27,979	36,535	44,300	880001 Ending Fund Balance	54,650	54,650	-
<u>\$ 107,302</u>	<u>\$ 36,535</u>	<u>\$ 44,300</u>	Total Requirements	<u>\$ 54,650</u>	<u>\$ 54,650</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Sewer Fund 030 (430)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
Resources						
\$ 1,369,458	\$ 1,664,746	\$ 1,700,000	300000 Beginning Fund Balance	\$ 1,800,000	\$ 1,800,000	
1,399,226	465,536		334260 Loan Proceeds-DEQ-R94945			
	7,781	27,219	334350 Loan Proceeds-IFA			
42,535	59,181	32,000	340030 Connection Charges	32,000	32,000	
1,980,826	2,137,490	2,080,000	344000 Utilities	2,220,000	2,220,000	
		109,950	Rate increase 4% in city and shoreline	94,000	94,000	
1,715	2,514	1,750	344300 Industrial Waste Permitted Use	1,800	1,800	
114,454	121,893	119,000	344500 Shoreline Sewer Revenue	130,000	130,000	
311,008	282,268	303,000	344700 Septage Revenue	280,000	280,000	
3,292	4,005		360000 Miscellaneous			
10,159	39,684	26,000	361000 Interest Earnings	74,000	74,000	
36,306	20,000		365002 Contributions for Operations			
	960		366000 Proceeds from Sale of Assets			
5,268,978	4,806,058	4,398,919	Total Resources	4,631,800	4,631,800	-
Requirements						
			Personnel Services-Sewer Dept:			
341,798	366,622	435,000	110000 Regular Salaries	462,570	462,570	
49,599	31,073	59,000	110001 Overtime	60,180	60,180	
			110002 Part-Time Regular Salaries			
28,709	29,378	37,791	141000 FICA	39,990	39,990	
12,037	12,368	22,490	142000 Workers Compensation	15,044	15,044	
1,110	804	1,976	143000 Unemployment	1,046	1,046	
66,009	78,058	107,875	144000 Retirement	136,238	136,238	
107,358	105,358	127,534	145000 Health Insurance	131,188	131,188	
566	523	540	146000 Life Insurance	550	550	
	207	1,162	149000 Long Term Disability	1,439	1,439	
111,736	144,133	171,135	199999 Personnel services overhead (1.6436 FTE)	193,757	193,757	
\$ 718,921	\$ 768,525	\$ 964,503	Total Personnel Services	\$ 1,042,002	\$ 1,042,002	\$ -
	7.9261		Total Full-Time Equivalent (FTE)	8.0133	8.0133	
Sewer Dept. Collection System Materials and Services (430):						
\$ 1,646	\$ 1,819	\$ 2,700	210000 Office Supplies	\$ 2,700	\$ 2,700	
1,624	2,038	4,000	211000 Postage	4,000	4,000	
8,258	8,820	10,000	223000 General Supplies	11,000	11,000	
845	1,003	1,500	223001 Janitorial Supplies	1,500	1,500	
7,508	5,785	15,000	223002 Chemical Supplies	2,000	2,000	
1,367	1,095	2,000	223004 Uniforms	2,500	2,500	
551	1,807	1,500	223005 Safety	3,000	3,000	
1,918	541	3,000	310000 Printing/Advertising	3,000	3,000	
3,112	2,317	5,000	320000 Dues/Meetings/Training/Travel	6,000	6,000	
1,878	2,261	2,000	340000 Electricity	3,000	3,000	
		3,000	340001 Natural Gas	3,000	3,000	
8,749	7,059	8,000	340002 Communications	8,000	8,000	
124	283	500	340005 Water	700	700	
211	525	800	340006 Sewer	900	900	
42	105	250	340007 Storm	300	300	
3,464	4,167	5,000	340008 Sanitation	6,000	6,000	
48,893	45,516	50,000	340010 Pump Station Electricity	52,000	52,000	
	4,940	4,506	360000 Bank Fees/Credit Cards	4,506	4,506	
6,520	6,985	10,000	362000 Gasoline/Oil/Lubricants	11,000	11,000	
21,719	29,476	40,000	366000 Equipment Maintenance	40,000	40,000	
105,097	53,816	150,000	366100 Pump Station Maintenance	300,000	300,000	
21,664	25,088	75,000	371000 Construction and Materials	240,000	240,000	
6,194	3,776	10,000	371001 Rock	11,000	11,000	
1,140	250	3,000	378000 Building Maintenance	3,000	3,000	
77,198	11,977	80,000	380000 Professional Services	200,000	200,000	
4,633	6,014	6,663	380005 Professional Services - online payments	8,210	8,210	
8,269	8,250	7,910	380006 Professional Services - utility billing	7,870	7,870	
	39,404	44,532	380007 Inflow & Infiltration Plan	15,000	15,000	
27,290	26,953	35,000	380020 Computer and Software Support	36,000	36,000	
16,644	2,472	10,000	380050 Non-capital Equipment	11,000	11,000	
129,421	117,322	128,427	390090 Overhead Cost (Indirect Allocation)	134,830	134,830	
190		2,000	410000 Permits and Fees	2,200	2,200	
59,425	64,125	65,520	420000 Franchise Fee (3%)	69,381	69,381	
575,593	485,990	786,808	Total Materials and Services (430)	1,203,597	1,203,597	-

City of Warrenton
Budget Document

Sewer Fund 030 (430)

Budget for Fiscal Year
7/1/2019 - 6/30/2020

Historical Data			Resources and Requirements	Budget for Fiscal Year		
Actual FYE 6/30/17	Actual FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Requirements						
Sewer Dept. Shoreline Sanitary						
Materials and Services (433):						
		500	223000	General Supplies	700	700
67		500	223002	Chemical Supplies	700	700
2,254	2,162	5,000	340001	Natural Gas	5,000	5,000
8,107	8,022	10,000	340010	Pump Station Electricity	10,000	10,000
	255	500	362000	Gasoline/Oil/Lubricants	500	500
4,838	4,264	7,500	366100	Pump Station Maintenance	7,500	7,500
1,928	164	5,000	371000	Repair and Maintenance	5,000	5,000
149	49	2,500	380000	Professional Services	2,500	2,500
1,127	845	2,500	380020	Computer and Software Support	2,500	2,500
18,468	15,761	34,000		Total Materials and Services (433)	34,400	34,400
Sewer Dept. Sewer Plant						
Materials and Services (435):						
8	529	1,500	210000	Office Supplies	1,500	1,500
	433	500	211000	Postage	500	500
3,171	4,415	5,000	223000	General Supplies	5,100	5,100
233	80	1,000	223001	Janitorial Supplies	1,000	1,000
1,134		5,000	223002	Chemical Supplies	2,500	2,500
266	558	1,500	223004	Uniforms	1,500	1,500
7,421	9,406	12,000	223005	Lab supplies	12,000	12,000
2,246	1,184	3,000	223006	Safety	3,000	3,000
420	68	2,000	310000	Printing/Advertising	2,000	2,000
3,055	4,150	7,000	320000	Dues/Meetings/Training/Travel	7,000	7,000
97,142	95,431	100,000	340000	Electricity	100,000	100,000
5,685	5,606	6,500	340002	Communications	6,500	6,500
836	1,146	1,500	340005	Water	2,000	2,000
634	679	1,000	340006	Sewer	1,200	1,200
127	136	250	340007	Storm Sewer	250	250
9,069	7,481	10,000	340008	Sanitation	10,000	10,000
2,038	2,109	5,000	362000	Gasoline/Oil/Lubricants	5,000	5,000
15,247	22,835	50,000	366000	Equipment Maintenance	50,000	50,000
30,550	61,345	50,000	371000	Repair and Maintenance	95,000	95,000
			371001	Rock		
1,100	8,171	10,000	380000	Professional Services	60,000	60,000
10,696	14,099	15,000	380020	Computer and Software Support	15,000	15,000
8,323	2,266	7,500	380050	Non-capital Equipment	8,000	8,000
1,833	2,023	3,000	410000	Permits and Fees	3,000	3,000
201,234	244,151	298,250		Total Materials and Services (435)	392,050	392,050
795,296	745,902	1,119,058		Grand Total Materials and Services	1,630,047	1,630,047
Not allocated:						
Debt Service:						
54,770	58,295	68,053		Principal	117,376	117,376
7,098	4,382	54,124		Interest	39,990	39,990
61,868	62,677	122,177		Total Debt Service	157,366	157,366
Transfers to Other Funds:						
2,028,147	1,289,704	1,029,563	860038	Sewer Fund Capital Reserve-operations	413,305	413,305
2,028,147	1,289,704	1,029,563		Total Transfers to Other Funds	413,305	413,305
		80,673	800003	Contingency-debt reserves	80,673	80,673
		435,147	800000	Contingency-operations	564,677	564,677
		515,820		Total Contingency	645,350	645,350
3,604,232	2,866,808	3,751,121		Total Expenditures	3,888,070	3,888,070
1,664,746	1,939,250	647,798	880001	Ending Fund Balance	743,730	743,730
\$ 5,268,978	\$ 4,806,058	\$ 4,398,919		Total Requirements	\$ 4,631,800	\$ 4,631,800

City of Warrenton
Budget Document

Established by Resolution No. 2020

Sewer Fund Capital Reserve Fund 038 (430)

Review Year: 2023

To accumulate funds for capital
improvements to the Sewer Fund

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual FYE 6/30/17	Actual FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 590,218	\$ 1,041,996	\$ 2,000,000	300000 Beginning Fund Balance	\$ 2,990,000	\$ 2,990,000	
			391030 Transfers from Other Funds:			
			391030 Sewer Fund Loan R949454			
2,028,147	1,289,704	1,029,563	391030 Sewer Fund Operations	413,305	413,305	
<u>2,618,365</u>	<u>2,331,700</u>	<u>3,029,563</u>	Total Resources	<u>3,403,305</u>	<u>3,403,305</u>	
			Requirements			
			Capital Outlay-Sewer Dept:			
12,785	12,502		610005 Public Works Service Truck	15,500	15,500	
3,986			610007 Generator for PW Building			
36,042			610013 5-yard Dump Truck			
13,599			610022 Lateral Dolly Camera			
1,477,086	109,472		620011 Core Conveyance/Ensign Pump Station			
			620042 NW Cedar Ct Sewer Main Reconstruction			
	250		620081 Storage Building Workshop			
2,164	61	114,000	620087 SE 12th St and Marlin Collector Line Repl			
8,000			620088 North Lagoon Decommissioning			
1,896	732	308,500	620089 SE 2nd Street & Marlin Ave Pump Station	320,000	320,000	
			620090 In Plant Pump Station Flowmeter			
6,534	1,248	2,808	620091 Remodel of Public Works Offices	2,808	2,808	
10,199	26,973		620047 3rd & Main Pump Sta Generator			
4,077			620048 Flowmeter 3rd & Main Pump Sta			
		100,000	620046 Pump Station Generator	100,000	100,000	
		2,808	620092 Fuel Depot Spill Control			
		366,800	620049 NW Jetty St & Pacific Ave Pump Sta. Upgrade			
	13,139		620050 WWTP Laboratory Climate Control			
		20,000	620051 Septage Station Equilization			
	122	60,000	620052 NW Seventh Ave & Enterprise Pump Sta. Ugrd			
		4,650	620093 Automatic Gate at Public Works			
		500,000	620078 N Main Ave & NW 7th Pl (NW Warr Dr to NE 5th St)	125,000	125,000	
		100,000	620024 WWTP North Lagoon Dewatering Pump and Filter	160,000	160,000	
			620019 Septage Screening	45,000	45,000	
			620023 Se Marlin & 101 Pump Station Upgrade	425,000	425,000	
			620033 Pump Station Bypass Program	60,000	60,000	
<u>1,576,369</u>	<u>164,498</u>	<u>1,579,566</u>	Total Capital Outlay	<u>1,253,308</u>	<u>1,253,308</u>	
<u>1,576,369</u>	<u>164,498</u>	<u>1,579,566</u>	Total Expenditures	<u>1,253,308</u>	<u>1,253,308</u>	
		516,665	880001 Reserved for SBR Basin and Equipment	616,665	616,665	
		433,332	880001 Reserved for Biosolids Disposal	533,332	533,332	
		500,000	880001 Reserved for future projects	1,000,000	1,000,000	
1,041,996	2,167,202	1,449,997	880001 Total Reservations for future Expenditures	2,149,997	2,149,997	
<u>\$ 2,618,365</u>	<u>\$ 2,331,700</u>	<u>\$ 3,029,563</u>	Total Requirements	<u>\$ 3,403,305</u>	<u>\$ 3,403,305</u>	

City of Warrenton
Budget Document

Sewer System Development Charges Fund 036 (410)

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Resources</u>						
\$ 181,739	\$ 141,598	\$ 88,200	300000	Beginning Fund Balance	\$ 42,000	\$ 42,000
69,311	57,766	100,000	339100	Reimbursement Fee	57,000	57,000
1,185	2,180	1,900	361000	Interest Earnings	2,100	2,100
<u>252,235</u>	<u>201,544</u>	<u>190,100</u>	Total Resources		<u>101,100</u>	<u>101,100</u>
						-
<u>Requirements</u>						
			620000	Capital Outlay-Sewer Dept: Improvements		
-	-	-		Total Capital Outlay	-	-
				Not allocated:		
				Debt Service:		
79,579	82,353	56,579		Principal-Y04001	29,975	29,975
31,058	28,014	14,204		Interest-Y04001	9,330	9,330
<u>110,637</u>	<u>110,367</u>	<u>70,783</u>		Total Debt Service	<u>39,305</u>	<u>39,305</u>
			800000	Contingency	-	-
<u>110,637</u>	<u>110,367</u>	<u>70,783</u>		Total Expenditures	<u>39,305</u>	<u>39,305</u>
<u>141,598</u>	<u>91,177</u>	<u>119,317</u>		Ending Fund Balance	<u>61,795</u>	<u>61,795</u>
<u>\$ 252,235</u>	<u>\$ 201,544</u>	<u>\$ 190,100</u>		Total Requirements	<u>\$ 101,100</u>	<u>\$ 101,100</u>
						\$ -

City of Warrenton
Budget Document

Sanitation Fund 032 (430)

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19						
			Resources					
\$ 354,473	\$ 371,081	\$ 380,000	300000	Beginning Fund Balance	\$ 380,000	\$ 380,000		
906,869	914,268	916,700	344000	Utilities	945,540	945,540		
175,178	183,166	185,400	345000	Recycling Fees	200,232	200,232		
2,159	2,423		360000	Miscellaneous				
3,930	9,047	7,000	361000	Interest Earnings	12,000	12,000		
	7,000		366000	Proceeds from Sale of Assets				
<u>1,442,609</u>	<u>1,486,985</u>	<u>1,489,100</u>	Total Resources			<u>1,537,772</u>	<u>1,537,772</u>	<u>-</u>
			Requirements					
			Personnel Services-Sanitation Dept:					
121,414	125,185	141,550	110000	Regular Salaries	150,125	150,125		
5,846	3,294	8,800	110001	Overtime	8,976	8,976		
963	657	900	110002	Part-time Salaries	899	899		
9,485	9,394	11,571	141000	FICA	12,240	12,240		
4,659	4,341	5,479	142000	Workers Compensation	4,349	4,349		
367	256	605	143000	Unemployment	320	320		
16,838	18,723	30,379	144000	Retirement	38,845	38,845		
40,614	51,823	56,759	145000	Health Insurance	60,161	60,161		
155	178	184	146000	Life Insurance	186	186		
	70	391	149000	Long Term Disability	486	486		
34,513	34,600	48,252	199999	Personnel services overhead (.4313 FTE)	50,849	50,849		
<u>\$ 234,853</u>	<u>\$ 248,523</u>	<u>\$ 304,870</u>	Total Personnel Services			<u>\$ 327,436</u>	<u>\$ 327,436</u>	<u>\$ -</u>
		2.9058	Total Full-Time Equivalent (FTE)			2.9282	2.9282	

City of Warrenton
Budget Document

Sanitation Fund 032

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
Requirements						
Materials and Services-Sanitation Dept:						
\$ 416	\$ 789	\$ 2,000	210000	Office Supplies	\$ 2,000	\$ 2,000
1,058	1,059	1,600	211000	Postage	1,600	1,600
4,620	3,822	6,000	223000	General Supplies	6,500	6,500
716	588	650	223001	Janitorial Supplies	650	650
870	1,456	2,500	223002	Chemical Supplies	2,700	2,700
1,460	876	1,500	223004	Uniforms	1,600	1,600
121	494	500	223005	Safety	800	800
896	207	500	310000	Printing/Advertising	500	500
837	302	2,000	320000	Dues/Meetings/Training/Travel	2,200	2,200
567	680	1,100	340000	Electricity	1,300	1,300
3,986	2,748	3,100	340002	Communications	3,100	3,100
303,174	295,556	328,600	340003	Landfill Fees	348,316	348,316
172,664	180,689	190,800	340004	Residential Curbside Recycling	206,064	206,064
37	1,434	1,750	340005	Water	2,500	2,500
63	841	1,000	340006	Sewer	2,000	2,000
13	168	500	340007	Storm Sewer	1,000	1,000
1,042	1,042	1,600	340008	Sanitation	1,700	1,700
6,791	5,814	10,000	340015	Spring Cleanup	12,000	12,000
29,278	32,224	33,920	340016	Commercial Recycling-Cardboard	35,000	35,000
32,372	41,408	43,460	340017	Yard Debris Recycling	46,000	46,000
29,512	16,843	25,000	340020	Landfill Postclosure Care Costs	25,000	25,000
13,740	14,056	15,000	340025	Recycling Education	15,500	15,500
	931	2,167	360000	Bank Fees/Credit Cards	2,167	2,167
19,820	23,327	30,000	362000	Gasoline/Oil/Lubricants	32,000	32,000
28,711	24,467	35,000	366000	Equipment Maintenance	40,000	40,000
5,891	1,160	2,000	371000	Repair and Maintenance	2,000	2,000
613	251	500	371001	Rock	500	500
371	83	4,500	378000	Building Maintenance	5,000	5,000
5,588	7,539	10,000	380000	Professional Services	7,000	7,000
2,048	2,494	3,204	380005	Professional Services - online payments	3,946	3,946
3,239	3,420	3,802	380006	Professional Services - utility billing	3,783	3,783
4,485	4,268	6,100	380020	Computer/Software Support	6,500	6,500
19,495	19,262	45,000	380050	Non-capital equipment	45,000	45,000
39,975	28,164	36,202	390090	Overhead Cost (Indirect Allocation)	35,432	35,432
27,206	27,428	27,713	420000	Franchise Fee (3%)	28,503	28,503
		1,000	460000	Environmental Cleanup	1,000	1,000
761,675	745,892	880,268		Total Materials and Services	930,861	930,861
Not allocated:						
75,000	75,000	116,630	860034	Transfers to Other Funds: Sanitation Fund Capital Reserve	83,840	83,840
75,000	75,000	116,630		Total Transfers to Other Funds	83,840	83,840
-	-	177,771	800000	Contingency	188,783	188,783
1,071,528	1,069,415	1,479,539		Total Expenditures	1,530,920	1,530,920
371,081	417,570	9,561	880001	Ending Fund Balance	6,852	6,852
\$ 1,442,609	\$ 1,486,985	\$ 1,489,100		Total Requirements	\$ 1,537,772	\$ 1,537,772

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: 2026

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2019- 6/30/2020		
Actual FYE 6/30/17	Actual FYE 6/30/18	Adopted Budget FYE 6/30/19				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources					
\$ 244,165	\$ 301,730	\$ 340,000	300000	Beginning Fund Balance	\$ 484,000	\$ 484,000		
				Transfers from Other Funds:				
75,000	75,000	116,630	391032	Sanitation Fund	83,840	83,840		
<hr/>			Total Resources			<hr/>		
319,165	376,730	456,630			567,840	567,840	-	
			Requirements					
				Capital Outlay-Sanitation Dept:				
4,209	5,193		610005	Public Works Service Truck	6,500	6,500		
1,208			610007	Generator for PW Building				
3,677			610008	Garbage Truck Replacement	430,000	430,000		
2,907		50,000	620001	SW 1st Street Recycling Center Upgrades	25,000	25,000		
5,434	1,040	2,340	620091	Remodel of Public Works	2,340	2,340		
		2,340	620092	Fuel Depot Spill Control				
		1,950	620093	Automatic Gate at Public Works				
<hr/>			Total Capital Outlay			<hr/>		
17,435	6,233	56,630			463,840	463,840	-	
<hr/>			Total Expenditures			<hr/>		
17,435	6,233	56,630			463,840	463,840	-	
301,730	370,497	400,000	880001	Reserved for future expenditure	104,000	104,000	-	
<hr/>			Total Requirements			<hr/>		
\$ 319,165	\$ 376,730	\$ 456,630			\$ 567,840	\$ 567,840	\$ -	

City of Warrenton
Budget Document

State Tax Street Fund 040 (431)

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/17	FYE 6/30/18	Budget FYE 6/30/19		Budget Officer	Budget Committee	Governing Body
			Resources			
\$1,421,947	\$1,384,545	\$721,401	300000 Beginning Fund Balance (BFB)	\$1,340,336	\$1,340,336	
		756,560	BFB (City Fuel Tax)	733,747	733,747	
		22,039	BFB (State fuel tax 1% trails)	25,917	25,917	
312,641	340,323	383,057	335700 State Gas Tax (per capita)	395,807	395,807	
339,494	356,638	350,000	335800 City Fuel Tax (\$.03 per gallon)	360,000	360,000	
471	461		360000 Miscellaneous			
13,738	25,881	20,000	361000 Interest Earnings	40,000	40,000	
<u>2,088,292</u>	<u>2,107,848</u>	<u>2,253,057</u>	Total Resources	<u>2,895,807</u>	<u>2,895,807</u>	<u>-</u>
			Requirements			
			Personnel Services-Streets Dept:			
28,597	45,007	45,050	110000 Regular Salaries	50,005	50,005	
1,156	1,193	2,300	110001 Overtime	2,346	2,346	
448	657	900	110002 Part-time Salaries	899	899	
2,230	3,452	3,691	141000 FICA	4,074	4,074	
1,449	2,065	2,126	142000 Workers Compensation	2,214	2,214	
87	94	193	143000 Unemployment	107	107	
5,067	9,471	10,292	144000 Retirement	13,624	13,624	
9,125	11,814	12,261	145000 Health Insurance	13,086	13,086	
38	65	61	146000 Life Insurance	63	63	
	24	121	149000 Long Term Disability	155	155	
11,132	14,770	21,873	199999 Personnel services overhead (.1766 FTE)	20,815	20,815	
<u>59,329</u>	<u>88,612</u>	<u>98,868</u>	Total Personnel Services	<u>107,388</u>	<u>107,388</u>	<u>-</u>
		0.7949	Total Full-Time Equivalent (FTE)	0.8391	0.8391	
			Materials and Services-Streets Dept:			
450	378	500	210000 Office Supplies	500	500	
		150	211000 Postage	150	150	
3,661	1,652	3,000	223000 General Supplies	3,000	3,000	
125	92	100	223001 Janitorial	100	100	
14	36	40	223002 Chemical	40	40	
318	305	500	223004 Uniforms	500	500	
142	227	1,000	223005 Safety	1,000	1,000	
759	74	800	310000 Printing/Advertising	800	800	
90	651	1,000	320000 Dues/Meetings/Training/Travel	1,000	1,000	
230	316	400	340000 Electricity	450	450	
286	345	500	340002 Communications	500	500	
12	25	60	340005 Water	100	100	
20	27	30	340006 Sewer	60	60	
4	5	10	340007 Storm Sewer	60	60	
330	417	600	340008 Sanitation	800	800	
58,951	68,583	65,000	341000 Street Lighting - Electricity	65,000	65,000	
	853	500	360000 Bank Fees/Credit Cards	500	500	
1,750	1,839	3,500	362000 Gasoline/Oil/Lubricants	3,700	3,700	
5,080	4,278	5,500	366000 Equipment Maintenance	5,500	5,500	
19,408	36,192	50,000	371000 Repair & Maintenance Materials	65,000	65,000	
3,242	1,103	13,000	371001 Rock	13,000	13,000	
270,559	325	350,000	Overlays (city fuel tax)	450,000	450,000	
416	99	800	378000 Building Maintenance	800	800	
12,932	17,034	70,000	380000 Professional Services	100,000	100,000	
1,814	1,097	5,000	380020 Computer & Software Support	5,000	5,000	
2,414	647	5,000	380050 Non-Capital Equipment	5,000	5,000	
12,894	12,022	16,382	390090 Overhead Cost (Indirect Allocation)	14,468	14,468	
<u>395,900</u>	<u>148,625</u>	<u>593,372</u>	Total Materials and Services	<u>737,028</u>	<u>737,028</u>	<u>-</u>

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

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2019 - 6/30/2020		
Actual FYE 6/30/17	FYE 6/30/18	Adopted Budget FYE 6/30/19		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Requirements						
Capital Outlay-Streets Dept:						
1,737	3,545		610005 Public Works Service Truck	4,500	4,500	
362			610007 Generator for Public Works			
4,005			610013 5-yard Dump Truck			
142,181	2,338		620010 Delaura Beach Trail			
183			620011 Hammond Post Office Quick Fix			
1,471			620023 NW Cedar Ct Roadway Reconstruction			
	2,418	40,000	620068 SW 2nd St (Elm - Gardenia)	320,000	320,000	
			620076 SW Birch Ct (SW 1st-SW 2nd)			
2,381	974	367,000	620078 N Main & NW 7th Place (Warrenton Dr - NE 5th)	567,000	567,000	
79		73,000	620079 NW 13th St and Warrenton Dr trail/drainage			
95,518			620080 SW 3rd St Improvement (Main Ct-Main Ave)			
	42,090		622082 SE 2nd St (SE King-Marlin)			
602	113	255	620091 Public Works Remodel	255	255	
		255	620092 Fuel Depot Spill Control			
	804		620085 SE Anchor (Harbor-SE 3rd St) Improvement			
	5,419	218,000	620084 SW 4th St (S Main Ave-Alder Ct)	218,000	218,000	
		1,350	620093 Automatic Gate at Public Works			
	3,399	180,000	620086 Intersection of SW 9th St and S Main Ave	220,000	220,000	
			620087 SW Alder Ave. (2nd to 1st)	325,000	325,000	
			620012 Warrenton Trails Wayfinding Signs	50,000	50,000	
			620013 Upgrade Curb & Sidewalk at Elementary	40,000	40,000	
248,518	61,100	879,860	Total Capital Outlay	1,744,755	1,744,755	-
Not allocated:						
Debt Service:						
			801001 Principal			
			801002 Interest			
			Total Debt Service	-	-	-
		138,471	800000 Contingency	168,904	168,904	
703,747	298,337	1,710,571	Total Expenditures	2,758,075	2,758,075	-
1,384,545	1,809,511	542,486	880001 Ending Fund Balance	137,732	137,732	-
\$2,088,292	\$ 2,107,848	\$ 2,253,057	Total Requirements	\$2,895,807	\$2,895,807	\$ -

City of Warrenton
Budget Document

Streets System Development Charges Fund 041 (410)

Historical Data			Budget for Fiscal Year 7/1/2019 - 6/30/2020					
Actual	Actual	Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				Officer	Committee	Body
			<u>Resources</u>					
\$ 570,254	\$ 640,637	\$ 679,000	300000	Beginning Fund Balance	\$ 774,000	\$ 774,000		
65,690	60,531	151,000	339200	Improvement Fee	95,000	95,000		
			339100	Reimbursement Fee				
4,693	11,750	6,000	361000	Interest	12,000	12,000		
<hr/>			<hr/>					
<u>640,637</u>	<u>712,918</u>	<u>836,000</u>	Total Resources			<u>881,000</u>	<u>881,000</u>	<u>-</u>
			<u>Requirements</u>					
			620000	Capital Outlay-Streets Dept: Improvements				
<hr/>			<hr/>					
-	-	-	Total Capital Outlay			-	-	-
<hr/>			<hr/>					
-	-	-	800000	Contingency	-	-	-	-
<hr/>			<hr/>					
-	-	-	Total Expenditures			-	-	-
<hr/>			<hr/>					
640,637	712,918	836,000	880001	Ending Fund Balance	881,000	881,000		-
<hr/>			<hr/>					
<u>\$ 640,637</u>	<u>\$ 712,918</u>	<u>\$ 836,000</u>	Total Requirements			<u>\$ 881,000</u>	<u>\$ 881,000</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Engineer Internal Service Fund 042 (750)

Historical Data			Budget for Fiscal Year 7/1/2019-6/30/2020			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
			Resources			
\$ 6,553	\$ 10,114	\$ 5,194	300000	Beginning Fund Balance	\$ 5,406	\$ 5,406
124,032	33,267	159,247	347500	Engineering Services	166,599	166,599
			348000	Other Billed Services		
244	311		360000	Miscellaneous Income		
2			361000	Interest		
<u>130,831</u>	<u>43,692</u>	<u>164,441</u>		Total Resources	<u>172,005</u>	<u>172,005</u>
			Requirements			
			Personnel Services-Engineering Dept:			
89,965	26,985	96,500	110000	Regular Salaries	98,250	98,250
6,757	2,006	7,382	141000	FICA	7,516	7,516
1,036	349	1,420	142000	Workers Compensation	1,210	1,210
261	52	386	143000	Unemployment	197	197
13,636	5,241	27,404	144000	Retirement	32,180	32,180
7,391	2,712	22,229	145000	Health Insurance	23,466	23,466
184	61	175	146000	Life Insurance	175	175
		245	149000	Long Term Disability	311	311
<u>119,230</u>	<u>37,406</u>	<u>155,741</u>		Total Personnel Services	<u>163,305</u>	<u>163,305</u>
			Total Full-Time Equivalent			
			Materials and Services-Engineering Dept:			
		1,000	210000	Office Supplies	1,000	1,000
495		3,000	320000	Dues/Meetings/Training/Travel	3,000	3,000
630	429	700	340002	Communications	700	700
35	11		380000	Professional Services		
327	141	2,000	380020	Computer/Software Support	2,000	2,000
	299	2,000	380050	Non-capital equipment	2,000	2,000
<u>1,487</u>	<u>880</u>	<u>8,700</u>		Total Materials and Services	<u>8,700</u>	<u>8,700</u>
120,717	38,286	164,441		Total Expenditures	172,005	172,005
10,114	5,406	-	880001	Ending Fund Balance	-	-
<u>\$ 130,831</u>	<u>\$ 43,692</u>	<u>\$ 164,441</u>		Total Requirements	<u>\$ 172,005</u>	<u>\$ 172,005</u>

