



## **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING

June 23, 2020 – 6:00 P.M.

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

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Public Meetings will be conducted in the Commission Chambers with a limited seating arrangement. To adhere to social distancing recommendations, meetings may now also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Regular Meeting Minutes – 6.09.20
- B. Police Department Monthly Statistics – May 2020
- C. Marinas Report – July 2019 – May 2020
- D. Fire Department Activity Report – May 2020
- E. Community Library Director's Report – March 2020
- F. Community Library Director's Report – June 2020
- G. Monthly Finance Report – May 2020
- H. Building Dept. Report – June 2020

4. **COMMISSIONER REPORTS**

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 email their comments to the City Recorder, at [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us), no later than 5:00 p.m. the day of the meeting. 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 2020-2021
- B. City of Warrenton Budget Adoption – Fiscal Year 2020-2021

**7. BUSINESS ITEMS**

- A. Consideration of 2021-2026 Capital Improvement Program Adoption
- B. Consideration of Audit Services Contract Renewal
- C. Consideration of Grinder Pump System – RFP
- D. Consideration of Raw Water Facilities Evaluation Contract – MurraySmith
- E. Consideration of Surplus Declaration of Fire Department Vehicles– Tender 1231 and Command Vehicle 2761

**8. DISCUSSION ITEMS**

**9. GOOD OF THE ORDER**

**10. EXECUTIVE SESSION**

**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  
 June 9, 2020  
 6:00 p.m.  
 Warrenton City Hall - Commission Chambers  
 225 S. Main  
 Warrenton, OR 97146

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

Commissioners Present: Mayor Balensifer, Mark Baldwin, Tom Dyer, Pam Ackley (via Zoom), and Rick Newton (via Zoom)

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, RARE Participant Morgan Murray, Finance Director April Clark, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Sergeant Jim Pierce, Police Chief Mathew Workman and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. A City Commission Work Session Minutes – 5.26.20
- B. City Commission Regular Meeting Minutes – 5.26.20
- C. City Recorder Activity Report

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

**Baldwin – aye; Ackley – aye; Balensifer – aye; Newton – aye; Dyer – aye**

COMMISSIONER REPORTS – None

City Manager, Linda Engbretson noted the Public Hearing item 6-A is being withdrawn and asked that it be added as a business item to set the public hearing for July 14. There was consensus to add it to the agenda as item 7-E. Ms. Engbretson clarified that the public notice did not get noticed two weeks in a row; it was only noticed once, and ORS requires two notices for street vacations.

PUBLIC COMMENT

Stan Johnson spoke regarding his street vacation request; he stated he was hoping to have the public hearing. He stated it is for the benefit of the city if the street vacation goes forward. He also wanted to make clear that 100% of the neighbors have all agreed that the street vacation is a

good thing and would like to see it go through. Mayor Balensifer noted it is close to the levee and asked if there were any objections from staff on the street vacation related to access to the levee. Ms. Engbretson noted she is proposing to have a meeting with Mr. Johnson this week to discuss whether we need to vacate the full street or partial. Brief discussion followed; Mayor Balensifer suggested a permanent easement vs. vacating the whole road; Mr. Johnson noted he was open to that idea. Discussion followed.

PUBLIC HEARING – None (moved to business item 7-E)

### BUSINESS ITEMS

RARE Participant, Morgan Murray noted she had nothing to add to her staff report but would take questions. Commissioner Baldwin noted his concerns with phase 2, and the big mounds in the middle of the property, and what may be under the blackberry briars, possibly construction debris and concrete. Ms. Murray noted there are exposed 2x4's and 2x6's, and concrete; Mr. Cronin stated they have not done any probing, but they have pecked around the site; they have been focusing on phase 1. Commissioner Baldwin asked if there is a site where the fill can be deposited. Mr. Cronin noted if they can find the funding to excavate, they have the grade/fill permit ready to go; and they have a place to put a it, and someone to haul it. Brief discussion continued. Mayor Balensifer discussed a park improvement district or a homeowner's association to take over maintenance and operations. Ms. Murray stated that as of now Public Works will be maintaining it, however there is a group of 12 property owners (Park Champions) that are willing to do maintenance, or to raise rent costs a little to fund for a contractor to do the park maintenance, but it has not been officially done yet. Discussion continued.

**Commissioner Baldwin made the motion to authorize staff signature on the Pacific Power Consent to Use Agreement. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Balensifer – aye; Newton – aye; Dyer – aye**

Agenda Item 7-B was withdrawn.

Mr. Cronin noted no new changes to the staff report, and this resolution is just a fix to the budget for this fiscal year. He stated that due to so much new development this year, in addition to adding a traffic engineer to our services, it has depleted his budget. Brief discussion followed.

**Commissioner Ackley made the motion to approve Resolution No. 2569; Approving and Adopting Increases to the 2019-2020 Budget by Increasing Appropriations for a Request for Services, Which Will Be Paid by Another Entity. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Newton – aye; Balensifer – aye; Dyer – aye**

Public Works Director, Collin Stelzig noted this is one of the steps on the Safe Routes to School

### MINUTES

project they have been working on. He noted the letter of intent from Otak included in the packet material. Mr. Stelzig stated he has an estimate for the project, which is close to 2 million dollars. He noted there will be a public meeting. Discussion continued. Commissioner Baldwin discussed a previous ODOT project that had to stop due to utility poles needing to be moved, and private property issues. Mr. Stelzig stated they are in the process of looking at those issues – this is just a letter of intent. He noted that is great information that we can use in discussions; he will look into it. Mayor Balensifer noted is a great step forward to the commission’s goal of getting sidewalks connecting our city and schools and having safe pedestrian pathways.

**Commissioner Dyer made the motion to approve the submittal of a Letter of Intent to the Oregon Safe Routes to School Competition Capital Construction Grant Program. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Newton – aye; Balensifer – aye; Dyer - aye**

Ms. Engbretson recommended setting the Street Vacation Public Hearing date for July 14.

**Commissioner Dyer made the motion to set the Public Hearing date of July 14 for the Street Vacation on a section of SE 15<sup>th</sup> Place. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Balensifer – aye; Newton – aye; Dyer – aye**

Ms. Engbretson noted the need to add an item to the agenda – Resolution No. 2573, extending the emergency declaration; there was a consensus to add it to the agenda as item 7-F. Ms. Engbretson stated the current declaration ends today; this new resolution extends it through the second meeting in July. She noted the possibility of another round of financial aid in July for COVID related expenses, and we need to make sure we can apply for any reimbursable funds. Mayor Balensifer clarified that the emergency extension does do anything related to emergency orders; and noted a letter he submitted that removes the provision that prohibits nonessential boards from meeting; the extension is solely a funding related declaration.

**Commissioner Ackley made the motion to approve Resolution No. 2573; Extending the State of Emergency because of the COVID - 19 outbreak. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Balensifer – aye; Newton – aye; Dyer – aye**

City Recorder, Dawne Shaw noted the need to add an additional item to the agenda regarding a franchise fee resolution. Ms. Engbretson explained this resolution is to increase the water/sewer/sanitation franchise fees from 3% to 5%. Mayor Balensifer noted for the record that he does not like adding things at the last minute. A copy of the proposed resolution was distributed to the commission. There was unanimous consent to add it to the agenda as item 7-G. Brief discussion followed.

**Commissioner Baldwin made the motion to adopt Resolution No. 2572; A Resolution Updating City of Warrenton Water/Sewer/Sanitation Franchise Fees to 5% and Repealing All Resolutions in Conflict. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Balensifer – aye; Newton – aye; Dyer – aye**

#### DISCUSSION ITEMS

Ms. Engbretson noted the Parks Board had a meeting on Monday and they recommended banning all smoking in all city parks and trails. Ms. Murray clarified the recommendation. Mayor Balensifer asked if the police will enforce the ban or will enforcement be complaint based. Chief Workman noted due to resources it will be lower on the priority list; and he will ask other cities how they manage it. Commissioner Baldwin noted he does not think we need to ban smoking; people should have compassion and common sense; most people move away from others when they smoke. Ms. Engbretson noted the reason this came to the Commission is there is concern about the new pocket park; there is also an ORS about no smoking near public buildings. Discussion continued; Commissioner Baldwin stated he is not in favor of the ban. Commissioner Dyer noted it is not much of a problem as most people will move away, if there is a problem it can be addressed with offensive littering. Commissioner Ackley stated it irritates her when people smoke in front of store entrances and public places. Commissioner Newton also noted concerns about the fire hazard, specifically in the dog park, and noted the problem trying to enforce it. Mayor Balensifer noted there is enough differences of opinion to at least move forward with consideration of the item beyond a discussion. He asked the commission if they want to spend the staff time to develop an ordinance for public consideration – Baldwin - no; Dyer – willing to have more discussion and look at an ordinance; Ackley - concurred with Dyer; Newton – also concurred. Mayor Balensifer stated it is worthy of further discussion, and to go forward with an ordinance to review and discuss. He noted for the record that he would hope and appreciate that when boards make recommendations, that staff present it in writing. Ms. Engbretson clarified that due to the fact we have not been having board meetings because of the pandemic, it was a last minute ask for this meeting. Staff will come back with an ordinance; Mayor Balensifer asked that it go back to the Parks Board for consideration of details.

Ms. Engbretson discussed past due utility bills/water shutoffs; she noted other cities are talking about this now and she would like the commission to start thinking about when we will reinstitute fees. Discussion followed on how much we have in past due accounts at this point. Ms. Engbretson noted it might be a little early in the process, but we don't want people to get so far behind that it takes them a year to catch up. Mayor Balensifer asked, do we even want to assess a fee due to the current times? Commissioner Baldwin stated he is comfortable with talking about this in another 60 days. Mayor Balensifer noted he is not inclined to waive late fees on TRT's, as this is not their money in the first place. Brief discussion continued; consensus was to not access penalties on utility customers for the duration of the COVID pandemic, and it will be brought back at the end of summer. There was also consensus to enforce, and access penalties and interest on late TRT's. Mayor Balensifer noted a new issue of people moving out of the metro area to rural areas, which will drive housing up even more. He stated in his opinion,

#### MINUTES

vacation rentals should be in commercial zones, and noted the ordinance was never finalized. He stated “grandfathering in” should not go forward with the sale of the vacation rental home; residential zones need to stay residential. He stated he is okay with homestay lodging; and he would like to see the ordinance. Commissioner Ackley expanded on the influx of residents from metro areas in various states, and the impact on the housing market. Discussion continued. Consensus is to have staff bring back a vacation rental ordinance.

GOOD OF THE ORDER

Commissioner Ackley stated they are coming along really good with the Unity Tribute Train, and thanked Kelsey Balensifer for her work on it. She asked if the Mayor and his wife would like to be a part of the train, and noted she has heard a lot of good feedback about him being proactive with the COVID response, as well as the rest of the Commission. Mayor Balensifer stated he if takes part, he would like to whole commission to join along. Brief discussion followed.

Commissioner Dyer noted the graduation parade, stating that it was nice to see the city involved. He has heard a lot of good feedback.

Mayor Balensifer thanked Commissioner Ackley for her work on the planning of the Unity Tribute Train. He noted the Warrenton High School Fisheries received a grant and explained the details of the grant. He also noted ODOT is doing a project on Perkins between Hwy 104 and Hwy 101 and has concerns; he asked if Mr. Stelzig could give an update. Mr. Stelzig noted the planning is in process, and he has plans people can look at.

Ms. Engbretson thanked the Police Department for their work with last weeks’ protest that took place in front of City Hall.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:08 p.m.

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder



**WARRENTON POLICE DEPARTMENT**  
**MAY 2020 STATISTICS**  
 JUNE 23, 2020



May Statistics (% changes are compared to 2019)							
Category	2020	2019	% Chg	2018	% Chg	2017	% Chg
Calls for Service	<b>618</b>	781	<b>-21%</b>	921	<b>-33%</b>	679	<b>-9%</b>
Incident Reports	<b>208</b>	223	<b>-7%</b>	235	<b>-11%</b>	179	<b>16%</b>
Arrests/Citations	<b>171</b>	191	<b>-10%</b>	137	<b>25%</b>	78	<b>119%</b>
Traffic Events	<b>82</b>	251	<b>-67%</b>	316	<b>-74%</b>	153	<b>-46%</b>
DUII Calls	<b>4</b>	8	<b>-50%</b>	9	<b>-56%</b>	5	<b>-20%</b>
Traffic Accidents	<b>18</b>	18	<b>0%</b>	22	<b>-18%</b>	14	<b>29%</b>
Property Crimes	<b>81</b>	99	<b>-18%</b>	93	<b>-13%</b>	66	<b>23%</b>
Disturbances	<b>63</b>	86	<b>-27%</b>	88	<b>-28%</b>	55	<b>15%</b>
Drug/Narcotics Calls	<b>3</b>	8	<b>-63%</b>	10	<b>-70%</b>	5	<b>-40%</b>
Animal Complaints	<b>25</b>	32	<b>-22%</b>	37	<b>-32%</b>	31	<b>-19%</b>
Officer O.T.	<b>187.7</b>	117	<b>60%</b>	119	<b>58%</b>	282	<b>-33%</b>
Reserve Hours	<b>5</b>	8.5	<b>-41%</b>	21	<b>-76%</b>	30	<b>-83%</b>

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	645	593	577	529	618				
Incident Reports	192	166	146	170	208				
Arrests/Citations	132	122	166	168	171				
Traffic Events	129	176	95	84	82				
DUII Calls	2	3	3	3	4				
Traffic Accidents	18	14	10	14	18				
Property Crimes	94	104	101	95	81				
Disturbances	85	80	66	98	63				
Drug/Narcotics Calls	4	4	12	4	3				
Animal Complaints	21	15	12	16	25				
Officer O.T.	255.07	241	215.73	117.15	187.73				
Reserve Hours	0	0	0	0	5				



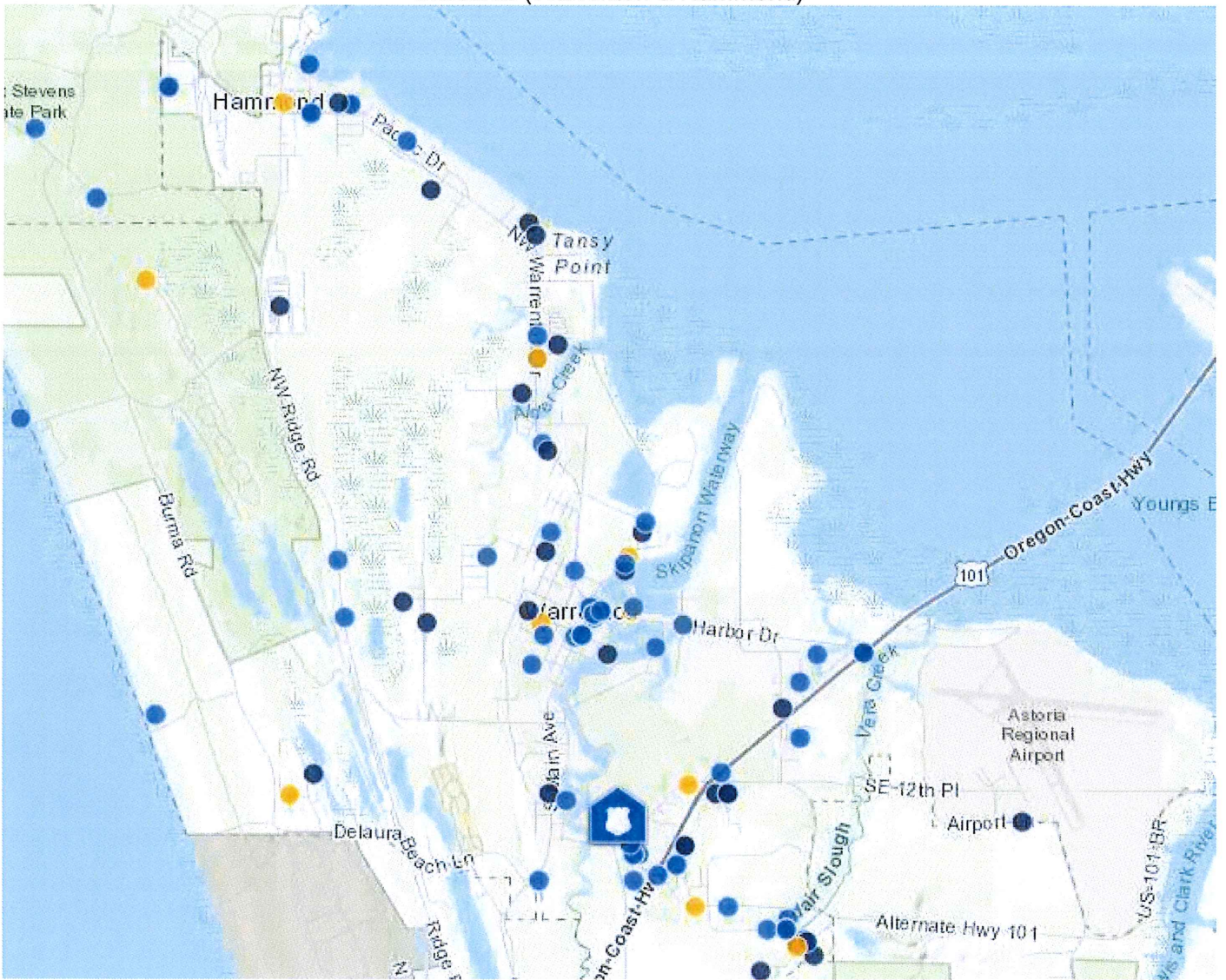
Oct	Nov	Dec	2020 YTD	2020 Estimate	2019	2020 v 2019	2018	2020 v. 2018	2017	2020 v. 2017
			2962	7108.8	9106	-22%	9332	-24%	7956	-11%
			882	2116.8	2420	-13%	2551	-17%	2028	4%
			759	1821.6	2095	-13%	1731	5%	1098	66%
			566	1358.4	2461	-45%	3101	-56%	2094	-35%
			15	36	46	-22%	55	-35%	52	-31%
			74	177.6	260	-32%	271	-34%	226	-21%
			475	1140	1254	-9%	1187	-4%	902	26%
			392	940.8	1082	-13%	953	-1%	778	21%
			27	64.8	87	-26%	108	-40%	79	-18%
			89	213.6	328	-35%	325	-34%	301	-29%
			1016.7	2440	2194.5	11%	1731.7	41%	2400.3	2%
			5	12	259.5	-95%	359.5	-97%	290	-96%

Homeless Incidents	2020	2019
Code 40 (Normal)	35	n/a
Code 41 (Aggressive)	0	n/a

The following is a graphic representation of statistics for **May 2020** using our **CityProject** membership (formerly [CrimeReports.com](https://www.cityproject.com)). The “Dots” represent a location of a call and if you would zoom in on the map you would see an icon for the type of call and some basic time/date details. Some dots represent multiple calls at one location. If you go to the website, you can zoom in on each incident for more details.

- Assault
  - Assault
  - Assault with Deadly Weapon
- Sexual Offense
  - Sexual Assault
  - Sexual Offense
  - Other Sexual Offense
- Other Violent Offense
  - Homicide
  - Kidnapping
  - Robbery
- Property & Theft
  - Property Crime
    - Breaking & Entering
    - Property Crime Commercial
    - Property Crime Residential
    - Other Property Crime
  - Theft
    - Theft from Vehicle
    - Theft of Vehicle
    - Other Theft
- Disorder/Disturbance
  - Disorder
    - Disorder
  - Drugs
    - Drugs
  - Liquor
    - Liquor
  - Quality of Life
    - Quality of Life
- 911 or Other
  - Community Events
    - Community Policing
    - Proactive Policing
  - Emergency
    - Emergency
  - Fire
    - Fire
  - Police Calls
    - Police Calls

Incidents (Warrenton & Hammond)



**CITY OF WARRENTON MARINAS - REVENUE COLLECTED THROUGH May 31, 2020**

WARRENTON				HAMMOND			
REVENUE	BUDGET	YTD	%	REVENUE	BUDGET	YTD	%
OSMB - MAP GRANT	\$ -	\$ -	0%	OSMB - MAP GRANT	\$ -	\$ -	0%
MOORAGE CREDITS				MOORAGE CREDITS		\$ -	
ANNUAL MOORAGE	\$ 265,000.00	\$ 274,053.00	103%	ANNUAL MOORAGE	\$ 110,000.00	\$ 105,354.00	96%
TRANSIENT DAILY	\$ 50,000.00	\$ 29,247.00	58%	TRANSIENT DAILY	\$ 15,000.00	\$ 13,590.00	91%
UTILITIES	\$ 100,000.00	\$ 81,641.06	82%	UTILITIES	\$ 17,000.00	\$ 15,885.25	93%
BOAT STORAGE	\$ 30,000.00	\$ 31,651.00	106%	BOAT STORAGE	\$ -	\$ -	
LAUNCH RAMP	\$ 30,000.00	\$ 30,760.00	103%	LAUNCH RAMP	\$ 100,000.00	\$ 108,850.00	109%
HOIST/SHOWER	\$ 15,000.00	\$ 15,900.00	106%	HOIST/SHOWER	\$ -	\$ -	
FUEL CHARGES	\$ -			FUEL CHARGES	\$ -	\$ -	
MONTHLY MOORAGE	\$ 35,000.00	\$ 22,553.00	64%	MONTHLY MOORAGE	\$ 20,000.00	\$ 13,975.00	70%
TRANSIENT DEPOSIT	\$ -			TRANSIENT DEPOSIT	\$ -	\$ -	
PARKING	\$ 25,000.00	\$ 22,050.00	88%	PARKING	\$ 30,000.00	\$ 36,520.00	122%
PUMP OUT	\$ -			PUMP OUT	\$ -	\$ -	
OVERNIGHT STAY	\$ 12,000.00	\$ 13,160.00	110%	OVERNIGHT STAY	\$ 52,000.00	\$ 57,180.00	110%
LIVEABOARD FEES	\$ 6,000.00	\$ 5,340.00	89%	LIVEABOARD FEES	\$ -	\$ -	
WORK SLIP	\$ 8,500.00	\$ 10,200.00	120%	WORK SLIP	\$ -	\$ -	
REPAIR CHARGES	\$ -			REPAIR CHARGES	\$ -	\$ -	
PIER USE	\$ 4,000.00	\$ 6,300.00	158%	PIER USE	\$ -	\$ -	
PIER PRODUCT CHARGES	\$ -			PIER PRODUCT CHARGE	\$ -	\$ -	
MISCELLANEOUS	\$ 7,500.00	\$ 5,672.88	76%	MISCELLANEOUS	\$ 4,000.00	\$ 4,281.40	107%
INTEREST EARNINGS	\$ 7,000.00	\$ 12,728.24	182%	INTEREST EARNINGS	\$ 15,000.00	\$ 19,282.73	129%
LEASE RECIPITS	\$ 28,978.00	\$ 26,938.17	93%	LEASE RECIPITS	\$ 12,901.00	\$ 12,006.21	93%
<b>TOTALS</b>	<b>\$ 623,978.00</b>	<b>\$ 588,194.35</b>	<b>94%</b>	<b>TOTALS</b>	<b>\$ 375,901.00</b>	<b>\$ 386,924.59</b>	<b>103%</b>

Accounts Receivable	Current	30-60	60-90	Over 90	Total
	\$ 9,147.81	\$ 2,460.48	3,844.66	\$ 10,736.46	\$ 26,189.41
<b>Receivable Breakdown Warrenton : \$23,868.45 Hammond : \$2,320.96</b>					<b>\$ 26,189.41</b>

Current Occupancy Report	Total Slips	Annual Commercial	Annual Guide/Ch	Annual Pleasure/Sail	Occupancy Total	% Occupancy
Warrenton	346	78	3	96	177	51%
Hammond	180	1	10	65	76	42%

**Warrenton Marina On Going Goals 2019-2020**

- Raise and Remove Abandoned/Derelict Vessel - Suzanne
- Remove(Possible Burn to Learn Abandoned /Derelict Vessel - Master Chris
- Seizure and Sale of Sailing Vessel - Tigger
- Pier Repair -**Urban Renewal Project Scheduled for 2020-2021**
- Recycle Area Commercial Fishermen Gear
- Paint Launch Ramp Restrooms
- On Going Dock Repair & Maintenance
- Continue with Launch/Park A Veteran Idea
- Continue with Improved Signage
- Continue with Thursday Market\*\***POSTPONED DUE TO COVID-19\*\***
- On Going Education, Training & Preparation COVID-19 Requirements

### **Hammond Marina 2019-2020 - On Going Goals**

Continue with Marina acquisition - Easement Requirement

Continue with Marina dredging - **last completed in 2007 On Schedule to begin November 2020**

Continue with Launch/Park A Veteran Idea

Continue with River Beach clean up

Continue with improve signage

Power Cut To D & E Dock in Hammond

On Going Education, Training & Preparation COVID-19 Requirements



# Warrenton Fire Department

P.O. Box 250 Warrenton, OR 97146-0250 (503) 861-2494 Fax 503/861-2351  
225 S. Main Warrenton, Or 97146-0250

## STAFF REPORT

**Date:** June 10, 2020  
**To:** The Members of the Warrenton City Commission  
 Linda Engbretson, City Manager  
**From:** Brian Alsbury, Fire Chief  
**Re:** Fire Department Activity Report for **May 2020**

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### **March 2020 Emergency Response Activity -**

The Warrenton Fire Department responded to 77 emergency calls during the month of May 2020. This is a small decline in call volume from April 2020. After reviewing stats from years past, I believe that the reduction in calls is a direct reaction to COVID-19.

### **64 -Rescue and Emergency Medical Calls (includes Motor Vehicle Crashes)**

**1-Hazardous Condition (no fire)**

**7-Service Calls**

**2-Good Intent Calls**

**2-False Alarm and False Calls**

**1-Special Incident Type**

An average of 6 volunteers responded per call throughout the month. During the month of May, 62% or 48 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 29 calls, or 38%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m. Recruitment and Retention continues to be a high priority for the Warrenton Fire Department, but COVID-19 pandemic has hampered the recruitment process/efforts.

Our recently new software program called Emergency Reporting has been very valuable to the Fire Department and has given us the ability to track and document training, patient care reports, all calls for service, preventative maintenance, volunteer reimbursement, and inventory control. Volunteers reimbursement would take about 6 hours to complete, it now takes about 30 minutes with the use of Emergency Reporting.

### **May Training –**

The department held 4 regularly scheduled Wednesday evening training sessions during the month of May, with an average attendance of 14 volunteers per drill. This time last year we had

an average of 15 volunteers per regular drill. May was the first month that the department held drill on a Sunday, we have dubbed it "FireChurch". FireChurch is held on the last Sunday of the month from 10 am to 2 pm. It is a great opportunity for those that want to spend extra time training and a time that firefighters can make up drills that they may have missed on Wednesday nights. The first FireChurch was attended by 6 volunteers and the feed back from them was positive.

Department volunteers spent 317.39 hours training the month of May, estimate of 17 hours per firefighter. I am very happy with the amount of time and dedication this small group of volunteers dedicates each month to the department, so that they can provide the best service to their community.

Please see attachments, they include:

#### EMERGENCY REPORTING REPORTS

1. Breakdown by Major Incidents for Date Range
2. Detailed Breakdown by Incident Type
3. Incidents per Shift for Date Range
  - a. A-shift 0600-1800hrs
  - b. B-shift 1800-0600hrs

# Warrenton Fire Department

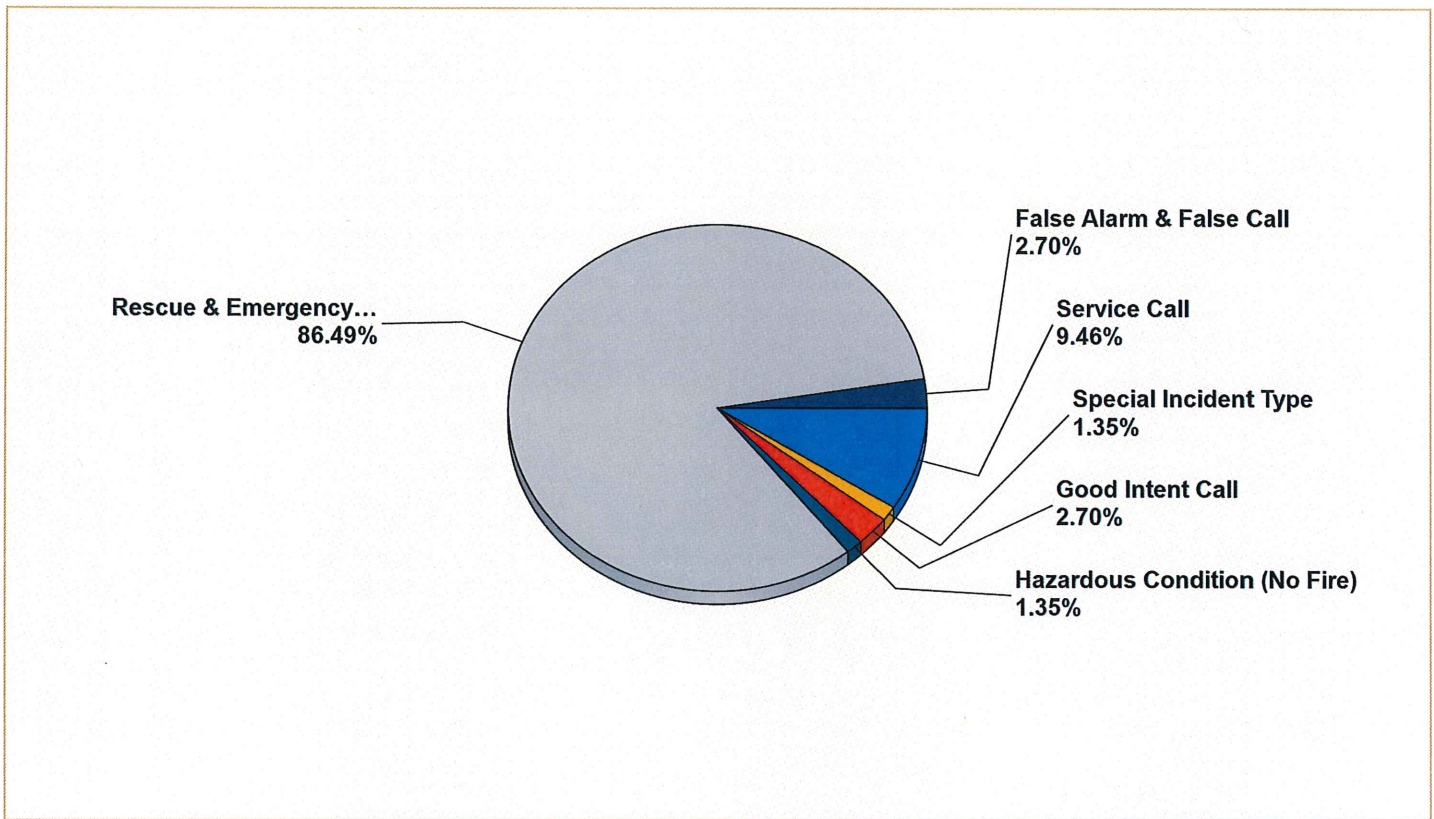
Warrenton, OR

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2020 | End Date: 05/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	64	86.49%
Hazardous Condition (No Fire)	1	1.35%
Service Call	7	9.46%
Good Intent Call	2	2.70%
False Alarm & False Call	2	2.70%
Special Incident Type	1	1.35%
<b>TOTAL</b>	<b>77</b>	<b>104.05%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

# Warrenton Fire Department

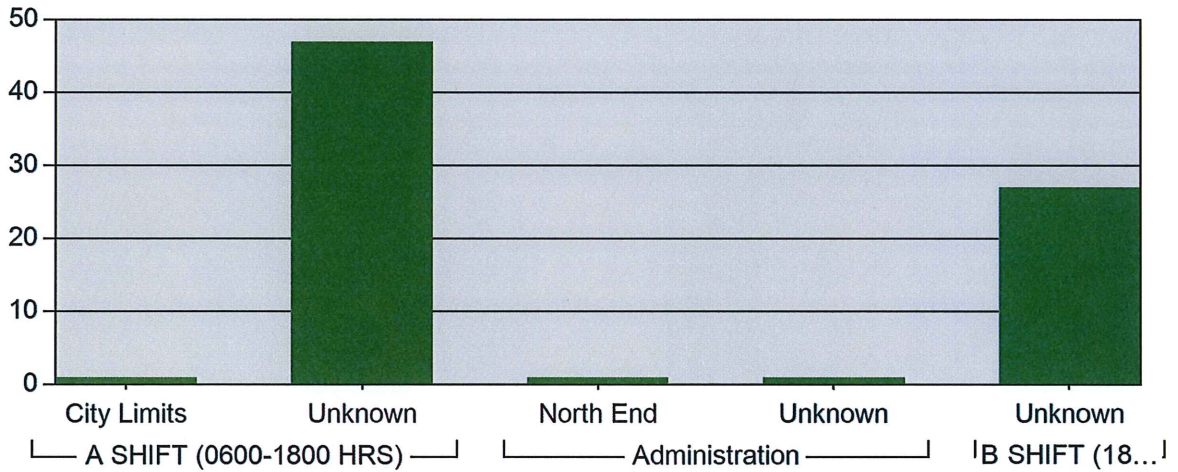
Warrenton, OR

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## Incidents per Zone per Shift for Date Range

Start Date: 05/01/2020 | End Date: 05/31/2020



SHIFT	ZONE	# INCIDENTS
A SHIFT (0600-1800 HRS)	City Limits	1
	Unknown	47
Administration	North End	1
	Unknown	1
B SHIFT (1800-0600 HRS)	Unknown	27

**TOTAL: 77**





### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	1	1.30%
320 - Emergency medical service, other	47	61.04%
321 - EMS call, excluding vehicle accident with injury	9	11.69%
322 - Motor vehicle accident with injuries	3	3.90%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	2.60%
324 - Motor vehicle accident with no injuries.	2	2.60%
440 - Electrical wiring/equipment problem, other	1	1.30%
550 - Public service assistance, other	4	5.19%
561 - Unauthorized burning	1	1.30%
571 - Cover assignment, standby, moveup	2	2.60%
622 - No incident found on arrival at dispatch address	1	1.30%
631 - Authorized controlled burning	1	1.30%
700 - False alarm or false call, other	1	1.30%
735 - Alarm system sounded due to malfunction	1	1.30%
900 - Special type of incident, other	1	1.30%
<b>TOTAL INCIDENTS:</b>	<b>77</b>	<b>100.02%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

## WCL Director's Quarterly Report MARCH 2020



### **Building & Technology**

- Roof leaks during heavy rains and we have to keep a garbage can out to catch falling water. Isaac Anderson (School district Maintenance director) and Mike Moha stopped in on Dec. 12 to look at issues. They will patch the roof when the weather dries up.
- Lighting continues to be an issue on the wall opposite the windows. There may be fixtures in the ceiling that could be utilized. Some track lighting was installed in the past, but there are still areas where it is difficult to read titles or call numbers on spines.
- Request made to School District to have locks changed to keys that cannot be duplicated. Locksmith at library Friday 3/13
- 1/9/2020 Library Patron printer stopped printing. New HP purchased and installed 1/15/2020. The printer works great! We received a discount on the cost by \$130 through TechSoup
- Patron computers continue to have issues connecting to the Internet and printing daily. donated and refurbished multiple times. Staff and volunteers have to continuously stop and restart computers and printer because of connectivity issues. Need a grant or money for new patron workstations.
- **Community Computer users for the last three months :**
  - December 2019=359
  - January 2020=340
  - February 2020=268

### **Staff & Volunteers**

- Laura Lattig resigned; Last day March 10.2020.
- Youth Services Library Aide position is posted and open until filled. First review of apps March 13, 2020
- Volunteer hours
  - December=172.5
  - January=187.25
  - February=160.75

### **Continuing Education & Meetings**

- Oregon Public Library Director meeting in Newport March 6
- Summer Reading Program meeting March 12 at WCL
- Oregon Library Association Conference in Bend at the end of April.

## ***Collections & Materials***

- Book Donations arriving daily
- We purchased many new/slightly used Caldecott children's books over the past few months as well as many suggestions from patrons.
- Issue: a patron requests a best seller, it is ordered, then a day or two later, we receive that book as a donation. New hardcovers are up to 30\$ each. Now for bestsellers of popular authors, we hold off on purchase for a few weeks after release, at least.
- Library of Things is available at this time; currently we have 2 guitars, a violin, a kalimba, a djembe drum, multiple board games, STEM kits for toddlers and an instapot. Looking for more donations of new or used hand tools, gardening equipment, musical instruments

## ***Finance***

- Budget planning has started for 2020-2021 fiscal year.

## ***Programming & Outreach***

### **Library Wide**

- Open house was success: about 36 people--Community members were able to listen to Carole Feldman, Warrenton Community Library Assistant, play her violin and viola as they wandered around the library, looked at books or DVDs, explored the new Children's STEM kits, or learned about the app needed to download eBooks and audio books.
- Adult programming has slowly started with a lecture from the Lower Columbia Preservation Society 3/12 and adult crafting coming up 3/19
- Intro to Knitting I & II next month as well as another historical lecture about Nana's cottage from Terry Arnell
- Next month (April) is National Poetry Month
- National Library Week is 4/19-4/25
- National Library Workers day is April 21
- Beverly Cleary Birthday and DEAR(Drop Everything and Read) 4/12
- Library of Things has several games, musical instruments and STEM kits available for check out
- Looking for new or gently used items to add (hand tools, gardening equipment and sports items)

### **Digital Services**

- Partnered with Clatsop Community College. In April we offer Computer Basics I and II for \$25
- In May, Smartphone basics offered 5/6 1:30-3:30

### **MultiMedia**

- Facebook
- [www.warrentonlibrary.org](http://www.warrentonlibrary.org)
- City website (received access 3/13 to update items and post news events)

**Reader Services**

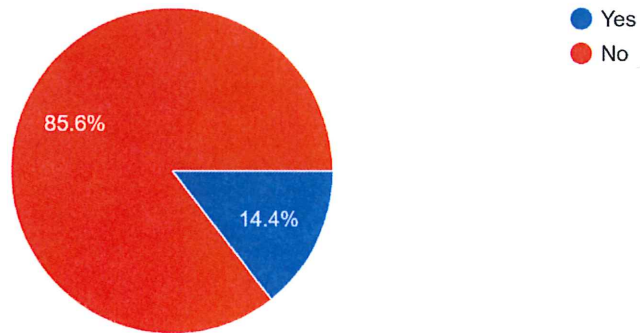
- Daily

**Youth Services**

- Visited 3 classes of juniors and received over 100 survey results,
- Visited almost all classes at Warrenton Grade School throughout January served 6,7,8 grades
- 63 Warrenton young people are interested in volunteering at the library and/or starting and developing a Teen Zone

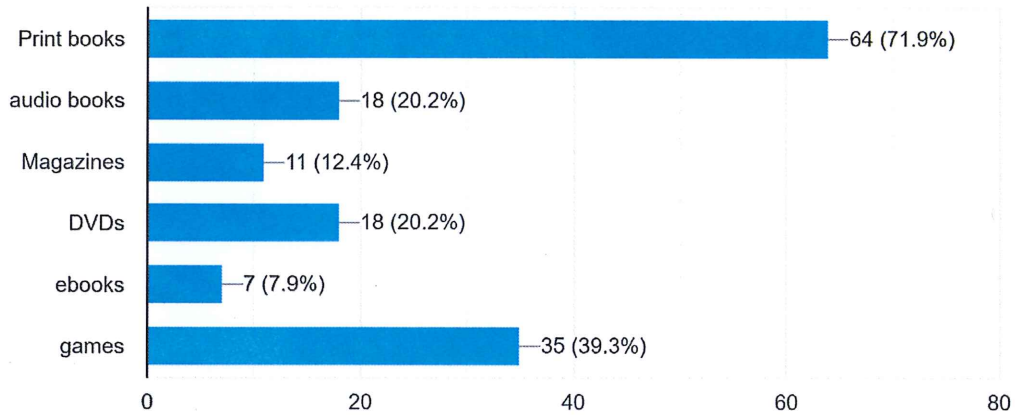
Do you have a library card?

97 responses



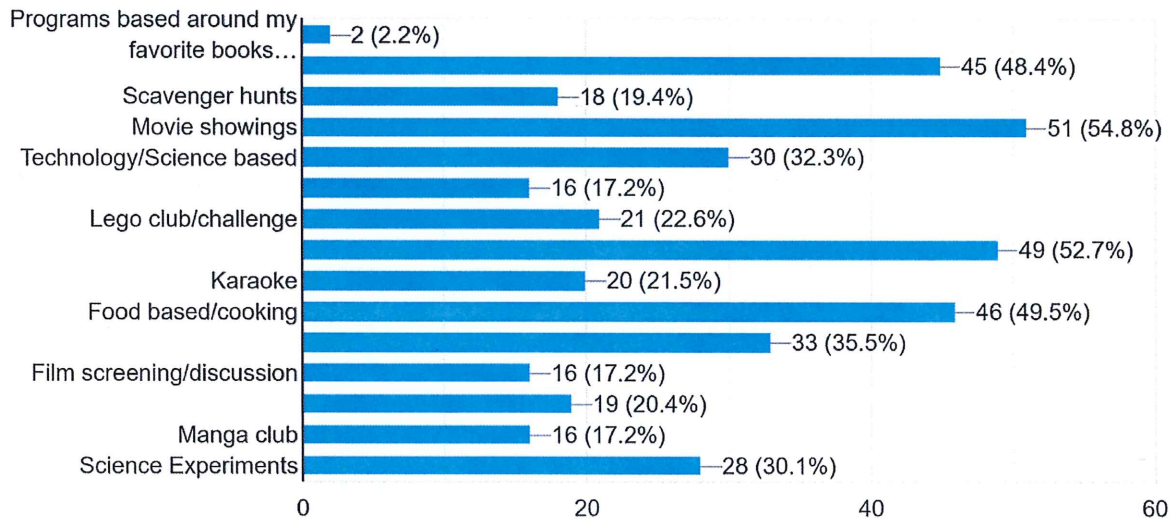
### 3. What type of materials do you like to check out at the library?

89 responses



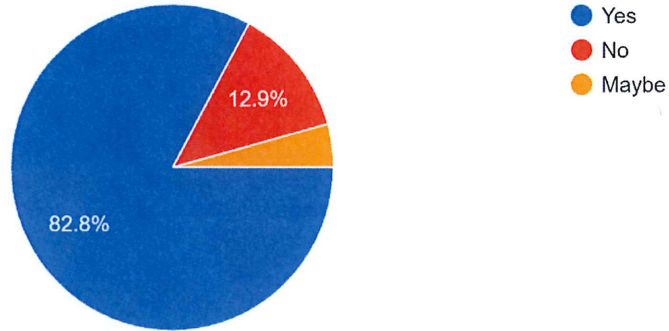
We would like to offer programs for you at the library. Circle all the programs you would be interested in attending in the future.

93 responses



If there was a teen zone/lounge at the library for you to sit down and hangout, would you use it and visit WCL more often?

93 responses



1



## WCL Director's Report JUNE 2020

### Building

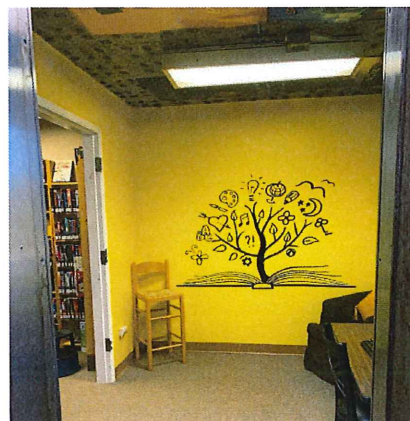
- Closed to the public since March 23 due to COVID19.
- Drive thru open for item pick up since closing doors
- Since closing, reorganized the collection, and library
  - moved the DVD collection closer to the check out desk
  - moved the Young Adult section to the vault
  - Painted the vault and added a decal, creating a Teen Zone area.
- Roof still leaks; no word on when school district plans to paint the library
- Locks have been changed
- Reopening Monday June 15; [see attached reopening plan](#)

### Technology

- Received a donation of 5 new computers for patron use from [Project Connect, through the Information Technology Disaster Resource Center](#)
- **Community Computer users (April, May, June) : zero**

### Staff & Volunteers

- Two employees currently
- Youth Services Library Aide position - open
- Paula - Easter Seal employee, not returning
- Volunteer hours: hoping to resume some volunteers after reopening June 15



### Continuing Education & Meetings

- Library Administrative Assistant, Carole Feldman, completed an online cataloging class (8, 2-hour sections; free, online from the Idaho Commission for Libraries)
- Always looking for new learning opportunities
- Participation in weekly Zoom meetings with the State Library of Oregon, librarians across the state, and Astoria & Seaside youth librarians

### Collections & Materials

- Continuing to develop and grow the entire collection, added more games and puzzles
- Focusing on developing the Young adult and children's collections
- Over the next year, focus on titles associated with race, social justice, science, Spanish
- Book Donations received 2-3x a week

- Carole culled our collection in Feb based on checkouts, age, and if in another library collection(Seaside, Astoria)



## Finance

- New library card fees and fines-Resolution 2565 as we move forward with the Northwest Library Cooperative July 1
  - Out of town card fees increase to \$70 for 12 months, \$35 for 6 months,\$17.50 for 3 months
  - \$10 for Warrenton library resources only for 12 months
  - Free for Active Duty Military regardless of address
  - Fines increase from 10 cents to 25 cents per day on adult items
  - No fines for children's materials
  - Free Library cards for Young people 0-19 living anywhere in Clatsop County through ROCC

## Programming & Outreach

### Library Wide

- Summer Reading Program--new approach due to Covid19
  - Take & Make Craft bags for pre-readers, elementary, teens and adults
  - Free books with each bag. (free books provided by: Kids Need to Read, Scholastic Literacy Partners, Lisa Libraries and donations from the community)
  - Bags handed out through drive-thru starting June 1-12
    - 35 Adult
    - 32 Teen Grades 6-12
    - 81 Elementary Grades K-5
    - 35 Pre-readers 0-4
  - Each month this summer we will make 200 bags with new crafts and reading supplies for each age range. Free books also for each participant, once a month
- StoryWalk®: no storytimes or performers, from the Zoom meetings with youth librarians around the state, we learned about StoryWalks®. June is set up on Skipanon River. July and August StoryWalk® not established yet.
- Starting Thursday 6/18, and throughout the summer, distributing free books and Highlight magazines at the Warrenton Produce Pantry(CCA) from 3:00 to 4:30pm

### Reader Services

- Over the phone, through email weekly
- How to place a book on hold video
- Book reviews/summaries of new books on Facebook

### Youth Services

- Summer Reading now through August 2020



- Preparing to start a Teen Advisory Board TAB, a group of dedicated young adults who are interested in making a difference at their library. TAB members, young people in grades 6-12, play a critical role in developing the library's young adult collection, young adult outreach, event planning and marketing, and making the library a friendlier place for young adults.



#### **Short Term Goals (July, August, September 2020)**

- Reopen, maintaining patron, staff & volunteer safety
- Fill the Youth Services aide position (15 hours)
- Inquire with Easter Seals about another candidate
- Complete Grant applications for STEAM programming (hands-on STEAM learning experiences for children, youth, and families in the Warrenton area)
- Complete grants for adult programming (in person or virtual) with a diversity, equity, & inclusion focus for fall
- Teen Advisory Board
- 

#### **Long Term Goals (June 2020-June 2021)**

- Work on establishing a Friends of the Warrenton Community Library nonprofit
- Update lighting, building electric
- Enhance website
- More grants for better technology
- Resume Computer classes for adults
- Start Book club (virtual/in person)
- Crafting nights (virtual/in person)
- Presenters, author visits (virtual/in person)
-

Volume 13, Issue 11

Monthly Finance Report  
May 2020

June 23, 2020

**Economic Indicators**

	Current	1 year ago
◆ Interest Rates:		
LGIP :	1.49%	2.75%
Prime Rate:	3.25%	5.50%
◆ CPI-U change:	0.1%	1.8%
◆ Unemployment Rates:		
Clatsop County:	not avail.	3.9%
Oregon:	14.2%	3.9%
U.S.:	13.3%	3.6%

**Department Statistics**

◆ Utility Bills mailed	3,381
◆ New Service Connections	9
◆ Reminder Letters	447
◆ Door Hangers	0
◆ Water Service Discontinued	0
◆ Walk-in counter payments	98
◆ Mail payments	1,181
◆ Auto Pay Customers/pmts	673
◆ Online (Web) payments	918
◆ Checks issued	285

**Current and Pending Projects**

- ◆ 2020-2021 Proposed Budget was approved by the Budget Committee and will be presented to the City Commission on June 23, 2020 for recommended adoption.
- ◆ 2021-2026 Capital Improvement Program will be presented to the City Commission on June 23, 2020 for recommended adoption.
- ◆ COVID-19 Response Continues
- ◆ Audit Preparation

**Financial Narrative as of May 31, 2020**

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

**General Fund:** Year to date revenues amount to \$3,773,010, which is 90% of the budget, compared to the prior year amount of \$3,645,022 which was 90.1% of the budget and are up by \$127,988. Increases are shown in property taxes, city franchise fees, state revenue sharing, community development fees, police charges, park charges and lease receipts and are offset by decreases in franchise fees, transient room taxes, municipal court, fire charges, liquor licenses, miscellaneous and interest.

Expenses year to date amount to \$3,878,857, which is 82.6% of the budget, compared to the prior year amount of \$3,790,917, which was 79.8% of the budget. All departments are tracking at or under the budget. General fund departments have been advised to reduce spending as much as possible for the remainder of the fiscal year because of expected decreases in revenues due to Covid-19 restrictions.

**WBA:** Business license revenue amounts to \$60,405, compared to \$59,910 last year at this time, a difference of \$495. Year to date licenses issued is 697.

**Building Department:** Permit revenues this month amount to \$15,033 and \$335,990 year to date, which is 99.9% of the budgeted amount. Last year to date permit revenue was \$178,471.

**State Tax Street:** State gas taxes received

this month amount to \$33,368 for fuel sold in April and \$319,973 year to date. Last year at this time, State gas taxes were \$322,230 year to date. City gas taxes received this month amount to \$25,992 for fuel sold in March and are \$280,902 year to date. Last year at this time, City gas taxes were \$280,388 year to date. Fuels tax revenues are expected to be reduced for the remainder of the fiscal year due to Covid-19 travel restrictions.

**Warrenton Marina:** Total revenues to date are \$588,920, 94.4% of the budgeted amount, compared to the prior year amount of \$563,756, which was 89.2% of the budgeted amount. There is \$23,868 in moorage receivables outstanding.

**Hammond Marina:** Total revenues to date are \$388,394, 103.3% of the budgeted amount, compared to the prior year amount of \$355,818, which was 89% of the budgeted amount. There is \$2,321 in moorage receivables outstanding.

Of the total outstanding receivables:

\$9,148 (34.9%) is current,

\$2,460 (9.4%) is 30-60 days past due,

\$3,845 (14.7%) is 60-90 days past due and

\$10,736 (41%) is over 90 days past due

**Water Fund:** Utility fees charged this month are \$159,052 and \$87,953, and

\$2,149,698 and \$1,216,416 year to date for in-city and out-city respectively and totals \$3,366,114 and is 104.1% of the budget. Last year at this time year to date fees were \$1,756,871 and \$1,199,165, for in-city and out-city, respectively, and totaled \$2,956,036, a year to date increase in utility revenue of \$410,078.

**Sewer Fund:** Utility fees charged this month are \$192,930 and \$2,211,273 year to date, which is 95.6% of the budget. Last year at this time year to date fees were \$2,095,499. Shoreline Sanitary fees year to date are \$124,414. Septage revenue year to date is \$138,212 and is 49.4% of the budget. Total revenues year to date are \$2,614,071 compared to \$2,615,867 at this time last year.

**Storm Sewer:** Utility fees (20% of sewer fees) this month are \$38,563 and \$442,017 year to date and is 95.5% of the budget. Last year to date revenues were \$419,140 which was 96% of the budget.

**Sanitation Fund:** Service fees charged this month for garbage and recycling were \$79,153 and \$16,813, and \$886,163 and \$179,965 year to date, and are 93.7% and 89.9% of the budget respectively. Last year to date fees were \$901,233 and 176,747, and were 98.3% and 95.3% of the budget, respectively.

## Financial data as of May, 2020

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,109,527	1,156,780	850,000	136.09
Plus: Revenues	217,426	3,773,010	4,193,122	89.98
Less: Expenditures				
Municipal Court	9,075	117,434	147,246	79.75
Admin/Comm/Fin(ACF)	64,976	1,026,676	1,184,564	86.67
Planning	20,162	209,895	241,244	87.01
Police	124,133	1,610,256	1,967,073	81.86
Fire	45,724	699,950	866,876	80.74
Parks	11,950	120,068	196,314	61.16
Transfers	-	94,578	94,578	100.00
Total Expenditures	276,020	3,878,857	4,697,895	82.57
Ending Fund Balance	1,050,933	1,050,933	345,227	304.42

(see details of revenue, page 4)

	WBA			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	76,973	59,607	49,000	121.65
Plus: Revenues	109	62,312	56,500	110.29
Less: Expenditures	1,039	45,876	90,759	50.55
Ending Fund Balance	76,043	76,043	14,741	515.86

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	393,708	269,746	238,000	113.34
Plus: Revenues	15,460	341,679	340,500	100.35
Less: Expenditures	22,126	224,383	339,819	66.03
Ending Fund Balance	387,042	387,042	238,681	162.16

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,478,206	2,327,209	2,100,000	110.82
Plus: Revenues	62,541	652,948	795,807	82.05
Less: Expenditures	34,207	473,617	2,589,171	18.29
Ending Fund Balance	2,506,540	2,506,540	306,636	817.43

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	199,980	157,790	149,000	105.90
Plus: Revenues	16,700	588,920	623,978	94.38
Less: Expenditures	31,265	561,295	667,465	84.09
Ending Fund Balance	185,415	185,415	105,513	175.73

**Financial data as of May 2020, continued**

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	210,131	149,169	130,000	114.75	2,811,184	1,857,462	900,000	206.38
Plus: Revenues	3,688	388,394	375,901	103.32	257,270	3,563,586	5,067,800	70.32
Less: Expenditures	18,641	342,385	428,578	79.89	99,277	2,451,871	5,159,212	47.52
Ending Fund Balance	<u>195,178</u>	<u>195,178</u>	<u>77,323</u>	<u>252.42</u>	<u>2,969,177</u>	<u>2,969,177</u>	<u>808,588</u>	<u>367.21</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,536,112	2,001,200	1,800,000	111.18	1,128,179	815,590	700,000	116.51
Plus: Revenues	227,561	2,614,071	2,831,800	92.31	39,637	458,837	472,800	97.05
Less: Expenditures	111,487	1,963,085	3,242,720	60.54	8,000	114,611	707,700	16.19
Ending Fund Balance	<u>2,652,186</u>	<u>2,652,186</u>	<u>1,389,080</u>	<u>190.93</u>	<u>1,159,816</u>	<u>1,159,816</u>	<u>465,100</u>	<u>249.37</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	481,761	420,570	380,000	110.68	19,863	19,490	16,000	121.81
Plus: Revenues	97,081	1,083,583	1,157,772	93.59	436	20,245	20,775	97.45
Less: Expenditures	142,440	1,067,751	1,342,137	79.56	981	20,417	27,481	74.29
Ending Fund Balance	<u>436,402</u>	<u>436,402</u>	<u>195,635</u>	<u>223.07</u>	<u>19,318</u>	<u>19,318</u>	<u>9,294</u>	<u>207.85</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	144,088	114,826	110,000	104.39	25,812	279,672	214,603	130.32
Plus: Revenues	1,201	204,607	204,865	99.87	19	159,213	1,867,622	8.52
Less: Expenditures	13,110	187,254	233,011	80.36	60	413,114	2,082,225	19.84
Ending Fund Balance	<u>132,179</u>	<u>132,179</u>	<u>81,854</u>	<u>161.48</u>	<u>25,771</u>	<u>25,771</u>	<u>-</u>	<u>-</u>

## Financial data as of May 2020, continued

## (\$ Cash Balances as of May 31, 2020)

General Fund	1,313,081	Warrenton Marina	168,014	Storm Sewer	1,108,987
WBA	76,123	Hammond Marina	194,129	Sanitation Fund	382,941
Building Department	390,937	Water Fund	2,426,812	Community Center	20,315
State Tax Street	2,532,265	Sewer Fund	2,317,059	Library	132,900

## Warrenton Urban Renewal Agency

Capital Projects	25,831
Debt Service	2,124,362

General Fund Revenues	Collection Frequency	Actual as a % of		Collections/Accruals Year to date		(over) under budget
		2019-2020 Budget	Current Budget	May 2020	May 2019	
Property taxes-current	AP	1,012,257	99.07	1,002,864	956,283	9,393
Property taxes-prior	AP	35,000	76.29	26,701	25,960	8,299
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	560,000	89.04	498,616	500,333	61,384
COW - franchise fees	M	155,488	101.14	157,259	142,424	(1,771)
Transient room tax	Q	555,514	74.49	413,813	421,929	141,701
Liquor licenses	A	625	88.00	550	625	75
State revenue sharing	MQ	158,351	84.34	133,547	120,106	24,804
Municipal court	M	120,620	91.26	110,080	128,228	10,540
Community development fees	I	55,000	116.18	63,898	48,530	(8,898)
Police charges	I	16,800	105.87	17,786	16,724	(986)
Fire charges	SM	100,509	90.00	90,458	99,707	10,051
Park charges	I	-	0.00	480	105	
Miscellaneous	I	1,200	1108.08	13,297	17,986	(12,097)
Interest	M	27,000	66.11	17,851	25,919	9,149
Lease receipts	M	210,194	94.74	199,134	194,395	11,060
<b>Sub-total</b>		<b>3,008,558</b>	<b>91.28</b>	<b>2,746,334</b>	<b>2,699,254</b>	<b>262,224</b>
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,184,564	86.67	1,026,676	945,768	157,888
<b>Total revenues</b>		<b>4,193,122</b>	<b>89.98</b>	<b>3,773,010</b>	<b>3,645,022</b>	<b>420,112</b>

M - monthly

S - semi-annual

Q - quarterly

I - intermittently

SM - Semi-annual in November then monthly

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

AP - As paid by taxpayer beginning in November

R - renewals due in July and new licenses intermittently

MAQ - Century Link, NW Nat & Charter-quarterly,  
all others monthly

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, 2020. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

## BCD JUNE 2020 REPORT TO COMMISSION

### ➤ **Community Building**

- 1- Our planned meetings with stakeholders was cancelled due to COVID-19 but our intent is to start those group gatherings once the pandemic has been brought under control. We will continue to build City/Contractor partnerships through electronic conferencing and other means that are available to us.
- 2- We are preparing to start the new Code cycles with the State. Initially the new 2020 Codes were to be adopted on October 1<sup>st</sup> but the COVID crisis has delayed the adoption until April 2021.
- 3- The IGA's with County Building Codes for reciprocal inspections has been completed and is working well.

### ➤ **Visioning Update**

- 1- We will start the recruitment process for a replacement Building Official in late June or early July. I will continue on as Building Official until a suitable candidate can be found and an adequate time to hand off the duties is completed.
- 2- Our latest addition to the BCD staff Christian Jensen has proved to be a great asset to our department. He is currently studying to obtain commercial certification which will increase his usefulness and help to provide better customer service as well as increase our productivity.
- 3- We will continue to build beginning fund balances to fully fund following years.

### ➤ **Downtown Improvements**

- 1- Continue to work with CDD to accommodate downtown improvements and help provide opportunities to streamline the review and permitting process.
- 2- The County has completed their migration to E-Permitting. We are moving forward with the implementation to E-permitting with the State. Initial migration to E-permitting to begin late August or early September.

### ➤ **Emergency Preparedness**

- 1- Complete update of EOP by July 2020 for submittal and approval by Commission and incorporate into County EOP.
- 2- Continue to support local Emergency Preparedness and Awareness Education. Although COVID-19 has curtailed the ability to meet as a group, we continue to work with our County partners on preparedness efforts.
- 3- Work to further City/County/State partnerships for disaster preparedness. The CCOVID pandemic has tightened the bonds between our neighboring communities.



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Dawne Shaw, City Recorder  
DATE: June 23, 2020  
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 2020 – 2021 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 2020-2021.

### RECOMMENDATION/SUGGESTED MOTION

Conduct the public hearing and then adopt Resolution No. 2571.

Suggested Motion: *"I move to adopt Resolution No. 2571; A Resolution Declaring the City of Warrenton's Election to Receive State Revenues for Fiscal Year 2020-2021."*

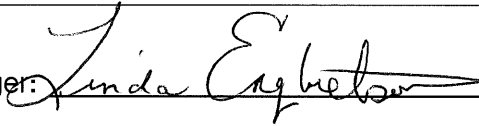
**ALTERNATIVE**

None recommended

**FISCAL IMPACT**

\$546,856 in Revenue

Approved by City Manager:

A handwritten signature in cursive script, appearing to read "Linda Engelbrecht", written over a horizontal line.

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



**RESOLUTION NO. 2571**

INTRODUCED BY ALL COMMISSIONERS

A RESOLUTION DECLARING THE CITY OF WARRENTON' S  
ELECTION TO RECEIVE STATE REVENUES FOR  
FISCAL YEAR 2020-2021

**WHEREAS**, a public hearing before the Budget Committee was held on May 16, 2020, and a public hearing before the City Commission was held on June 23, 2020, 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 2020-2021.

Passed by the City Commission of the City of Warrenton this 23<sup>rd</sup> day of June 2020.

APPROVED

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

CITY OF WARRENTON  
fye 2021

STATE SHARED REVENUE ESTIMATES

	<u>RATE PER CAPITA</u>	<u>X POPULATION</u>	<u>TOTAL ESTIMATED REVENUE</u>	<u>FUND</u>
HIGHWAY USER TAXES	\$ 78.94	5,320	377,965	040
LIQUOR TAX	\$ 17.52	5,320	93,206	001
MARIJUANA TAX	\$ 3.51	5,320	18,673	001
CIGARETTE TAX	\$ 1.13	5,320	6,012	001
STATE REVENUE SHARING (LIQUOR)			51,000	001
<b>TOTAL GENERAL FUND</b>			<b>168,891</b>	
<b>TOTAL STATE TAX STREET FUND</b>			<b>377,965</b>	
<b>GRAND TOTAL</b>			<b>546,856</b>	

Highway fund revenues: Restricted to road-related purposes: Budget includes street lighting, maintenance, and street paving  
*Per Capita Estimate reduced by 10% due to Covid 19*

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 Disbursements Accountant  
155 COTTAGE ST NE  
SALEM OR 97301-3972

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

The City of \_\_\_\_\_ ordains as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2020-2021.

Passed by the Common Council the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Approved by the Mayor this \_\_\_\_\_ day \_\_\_\_\_, 2020.

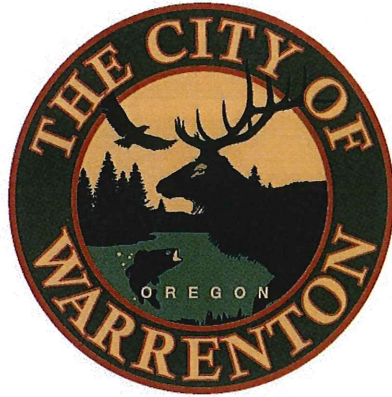
Mayor \_\_\_\_\_

Attest \_\_\_\_\_

I \*certify that a public hearing before the Budget Committee was held on \_\_\_\_\_, 2020 and a public hearing before the City Council was held on \_\_\_\_\_, 2020, giving citizens an opportunity to comment on use of State Revenue Sharing.

\_\_\_\_\_  
City Recorder

\_\_\_\_\_



**Finance Department  
Agenda Memorandum**

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

Date: June 23, 2020

**Regarding – Public Hearing and consideration of *Resolution No. 2570 Adopting the City of Warrenton FY 2020-2021 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, 2020 and ending June 30, 2021***

**SUMMARY:**

The Warrenton Budget Committee met in one session on May 16, 2020 to review and deliberate on the proposed fiscal year 2020-2021 City of Warrenton Budget (see attached *Budget Committee Action* and the *City of Warrenton Approved fiscal year 2020-2021 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. 2570**  
**Date: June 23, 2020**

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 2020-2021 as approved by the Warrenton Budget Committee. Then, the City Commission may move to adopt the *City of Warrenton FY 2020-2021 Budget* as approved by the Warrenton Budget Committee as set forth in Resolution No. 2570

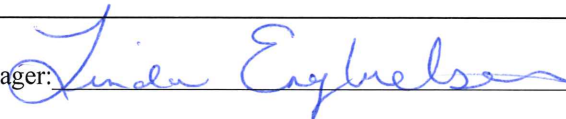
**ALTERNATIVE:**

The Commission may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2020, an adopted budget must be in place by June 30, 2020.

**FISCAL IMPACT:**

The City budget includes total appropriations among all departments and funds totaling \$32,263,083 for the fiscal year ending June 30, 2020.

Approved by City Manager:



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

RESOLUTION NO. 2570

Introduced by All Commissioners

ADOPTING THE 2020-2021 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, 2020 AND ENDING JUNE 30, 2021

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 2020-2021 fiscal year, in the total sum of \$42,193,018 now on file at City Hall.

Section 2. Be it resolved that the amounts for the fiscal year beginning July 1, 2020, are hereby appropriated for the purposes shown below, as follows:

<b><u>General Fund</u></b>		<b><u>Water Fund</u></b>	
Municipal Court	\$ 160,306	Public Works	\$ 2,358,720
Administration/Commission	1,167,282	Debt Service	630,963
Community Development	292,992	Contingency	482,386
Police	2,000,654	Transfers to Other Funds	4,060,000
Fire	855,386	Fund Total	<u>\$ 7,532,069</u>
Parks	163,557		
Contingency	235,517	<b><u>Water Fund Capital Reserve</u></b>	
Transfers to Other Funds	70,178	Public Works	\$ 3,677,723
Fund Total	<u>\$ 4,945,872</u>	Fund Total	<u>\$ 3,677,723</u>
<b><u>Community Center Capital Reserve Fund</u></b>		<b><u>Water SDC Fund</u></b>	
Community Center	\$ 7,587	Public Works	\$ 0
Fund Total	<u>\$ 7,587</u>	Debt Service	58,000
		Fund Total	<u>\$ 58,000</u>
<b><u>Community Center Fund</u></b>		<b><u>Storm Sewer Fund</u></b>	
Community Center	\$ 24,119	Public Works	\$ 1,200,861
Transfer to Other Fund	0	Contingency	\$ 85,839
Contingency	1,000	Fund Total	<u>\$ 1,286,700</u>
Fund Total	<u>\$ 25,119</u>		
<b><u>Facilities Maintenance Fund</u></b>		<b><u>Storm Sewer SDC Fund</u></b>	
Facilities Maintenance	\$ 41,095	Public Works	\$ 0
Contingency	55,405	Fund Total	<u>\$ 0</u>
Fund Total	<u>\$ 96,500</u>		
<b><u>Engineer Internal Service Fund</u></b>		<b><u>Parks SDC Fund</u></b>	
Engineering Department	\$ 172,569	Parks Department	\$ 0
Fund Total	<u>\$ 172,569</u>	Fund Total	<u>\$ 0</u>

**Warrenton Business License Fund**

WBL Program	\$	78,346
Contingency		5,000
Transfers to Other Funds		50,000
Fund Total	\$	<u>133,346</u>

**Grant Fund**

Police Department	\$	26,209
Fire Department		20,000
Community Development		70,000
Fund Total	\$	<u>116,209</u>

**Library Fund**

Library	\$	232,070
Contingency		23,000
Fund Total	\$	<u>255,070</u>

**Transient Room Tax Fund**

Transient Room Tax Program	\$	318,000
Fund Total	\$	<u>318,000</u>

**Building Division Fund**

Building Department	\$	324,175
Contingency		168,000
Fund Total	\$	<u>492,175</u>

**State Tax Street Fund**

Public Works	\$	2,674,892
Debt Service		0
Contingency		198,000
Fund Total	\$	<u>2,872,892</u>

**Streets SDC Fund**

Public Works	\$	0
Fund Total	\$	<u>0</u>

**Sewer Fund**

Public Works	\$	2,701,828
Debt Service		178,322
Contingency		657,494
Transfers to Other Funds		582,017
Fund Total	\$	<u>4,119,661</u>

**Sewer SDC Fund**

Public Works	\$	0
Debt Service		0
Fund Total	\$	<u>0</u>

**Sewer Fund Capital Reserve**

Public Works	\$	1,227,020
Fund Total	\$	<u>1,227,020</u>

**Sanitation Fund**

Public Works	\$	1,224,656
Contingency		185,263
Transfers to Other Funds		66,845
Fund Total	\$	<u>1,476,764</u>

**Sanitation Fund Capital Reserve**

Public Works	\$	20,850
Fund Total	\$	<u>20,850</u>

**Wastewater Treatment Facility GO Bond**

Debt Service	\$	566,238
Fund Total	\$	<u>566,238</u>

**Fire Apparatus Replacement Fund**

Fire Department	\$	625,000
Fund Total	\$	<u>625,000</u>

**Police Vehicle Replacement Fund**

Police Department	\$	57,000
Fund Total	\$	<u>57,000</u>

**Warrenton Marina Fund**

Marinas	\$	538,797
Transfers to Other Funds		20,000
Contingency		100,000
Fund Total	\$	<u>658,797</u>

**Warrenton Marina Capital Reserve**

Marinas	\$	0
Fund Total	\$	<u>0</u>

**Hammond Marina Fund**

Marinas	\$	315,641
Transfers to Other Funds		0
Contingency		77,760
Fund Total	\$	<u>393,401</u>

<b><u>Hammond Marina Capital Reserve</u></b>	
Marinas	\$ 840,000
Fund Total	<u>\$ 840,000</u>

<b><u>Quincy Robinson Trust Fund</u></b>	
Parks Department	\$ 97,000
Contingency	0
Fund Total	<u>\$97,000</u>

<b><u>Tansy Point Dock Capital Reserve Fund</u></b>	
Administration	\$ 191,521
Fund Total	<u>\$ 191,521</u>

<b>Total Appropriations, All Funds</b>	<b>\$ 32,263,083</b>
<b>Total Unappropriated and Reserve Amounts, All Funds</b>	<b><u>9,929,935</u></b>
<b>Total Adopted Budget</b>	<b><u>\$ 42,193,018</u></b>

**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 \$588,751 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, 2020. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon constitution make up the above aggregate levy:

	<b><u>Rate Subject to the General Government Limitation</u></b>	<b><u>Excluded from the Limitation</u></b>
<b>General Fund</b>	\$ 1.6701	\$
<b>Library Local Option</b>	0.3300	
<b>Police Local Option</b>	0.2800	
<b>Wastewater Treatment Facility GO Bond Debt Service</b>		588,751
<b>Totals</b>	<u>\$ 2.2801</u>	<u>\$ 588,751</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 15<sup>th</sup>, 2020, 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, 2020.

PASSED by the City Commission of the City of Warrenton this \_\_\_\_ day of \_\_\_\_\_, 2020

APPROVED by the Mayor of the City of Warrenton this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder



## Budget Committee Action

### Final Approval of the FY 2020-2021 Budget Document

---

Approval of the FY 2020-2021 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 2020-2021;

**WHEREAS**, the proposed FY 2020-2021 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 2020-2021, 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 \$588,751 for bonded debt for the wastewater treatment facility.

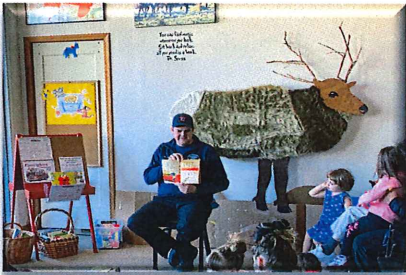
After completing all obligations required under Oregon Budget Law, the Warrenton Budget Committee hereby approves the *FY 2020-2021 Proposed Budget, as amended*, comprised of revenues and expenditures for all City funds and departments and submits the *Approved FY 2020-2021 Budget* to the City Commission for further consideration and recommended adoption.

APPROVED BY THE BUDGET COMMITTEE ON THIS 16<sup>th</sup> DAY OF MAY 2020.

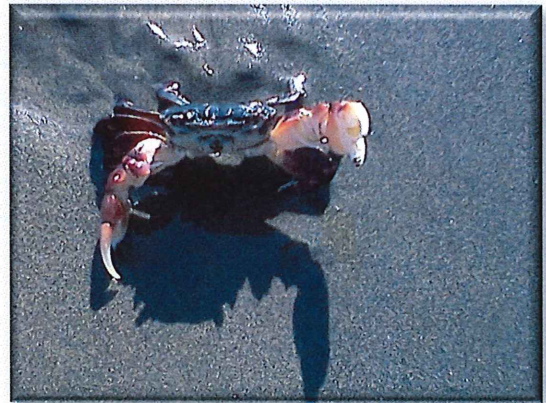
  
\_\_\_\_\_  
Budget Committee Chair

  
\_\_\_\_\_  
Budget Committee Vice-Chair

# Approved BUDGET



Fiscal Year 2020-2021





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**CITY OF WARRENTON**  
**FISCAL YEAR 2020 – 2021 BUDGET**  
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**CITY OF WARRENTON**  
**FISCAL YEAR 2020 – 2021 BUDGET**  
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## BUDGET MESSAGE

May 16, 2020

Dear Budget Committee Members:

Enclosed is the proposed budget for the City of Warrenton Fiscal Year (FY) 2020-2021.

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 using 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, 2020, and ends June 30, 2021.

The overall spending authority for the proposed FY 2020-2021 Budget is \$32,263,083.

While revenues may appear to have increased, this is mostly a result of a correction to estimated beginning fund balances in some funds, projects not completed in the current year, transfers

between funds, increased loan proceeds and grant revenues for specific projects. It has been very difficult to anticipate all impacts of the COVID-19 pandemic on our revenue. While we were very conservative across all funds, it will be necessary to monitor revenues very closely and evaluate our ability to maintain staffing and service levels. If revenues do not materialize, we will have to make cuts and/or cancel projects and make budget adjustments. This budget is based on the best information we had at the time of preparation.

On a positive note, we anticipate the Building Department will maintain a healthy fund. Our Building Official anticipates several projects to come in before the end of this fiscal year, providing a healthy beginning fund balance in the Building Department Fund. At the writing of this budget message, the city has issued building permits for 11 single family dwellings, 2 duplexes, 6 commercial permits and one apartment complex. We expect to receive applications for both the Warrenton Middle School and the County jail remodel before the end of this fiscal year bringing in an estimated additional \$575,000 in permit revenue. Another \$470,000 in permits for FY 20/21 is anticipated. These revenues can only be used to pay for Building Department activities.

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.

The Budget Committee supported a 5% increase in water rates and a 4% in sewer in FY 19/20. This budget does NOT include the recommended 4% across the board, which is in line with the recommendation of FCS Group in the rate study completed in 2016. Due to the pandemic, no rate increases are included for utility accounts this fiscal year. Ending Fund balances increased in several funds because we are building reserves for future projects.

We had originally proposed to increase FTEs in the Police Department by one FTE, an increase from half time to full time for one Police Secretary/Court Clerk, plus an additional half time Police Clerk. We are not proposing any additional FTEs in this budget due to anticipated loss in revenues, particularly in the General Fund. We have cut one position in the marinas and reduced temporary and seasonal help.

## **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, 2020.

### 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 2020-2021 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. That levy began July 1, 2019 and runs through June 30, 2024. It is estimated the current police levy will raise \$174,000 this fiscal year. 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. This does not include any general obligation bond levies.

### **Personnel Cost**

The proposed budget includes a 1.0% cost of living wage increase beginning July 1, 2020, for all employees. Union negotiations with both general and police units were scheduled to begin by March 1 of this year. The Union requested a delay due to COVID-19. Due to the pandemic, it is difficult to anticipate the impact to our revenues. While some funds may be healthy, other funds, such as the General Fund, will be heavily impacted. Although a COLA is budgeted, there is no guarantee we can provide this increase. Again, we will have to carefully analyze revenues as we move forward.

**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 anticipates a reduction in General Fund resources and a small increase in total expenditures (\$13,343). 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>2019-2020</u>	<u>2020-2021</u>
Municipal Court	\$147,246	\$160,306
Administration/Commission	\$1,184,564	\$1,167,282
Community Development & Planning Services	\$241,244	\$292,992
Police Services	\$1,967,073	\$2,000,654

Fire & Emergency Medical Services	\$866,876	\$855,386
Parks	\$196,314	\$163,557
Contingency	\$234,634	\$235,517
Transfers	\$94,578	\$70,178

### 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>2019-2020</u>	<u>2020-2021</u>
Warrenton Marina Fund (010)	\$772,978	\$658,797
Hammond Marina Fund (011)	\$505,901	\$393,401
Water Fund (025)	\$5,609,659	\$7,532,069
Storm Sewer Fund (028)	\$784,183	\$1,286,700
Sewer (Wastewater) Fund (030)	\$3,888,070	\$4,119,661
Sanitation Fund (032)	\$1,530,920	\$1,476,764

### 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>2019-2020</u>	<u>2020-2021</u>
Community Center Fund (005)	\$28,481	\$25,119
Warrenton Business License Fund (006)	\$90,759	\$133,346
Grant Fund (015)	\$24,801	\$116,209
Library Fund (020)	\$239,126	\$255,070
Building Department Fund (021)	\$407,819	\$492,175
Transient Room Tax Fund (024)	\$314,000	\$318,000
Facilities Maintenance Fund (035)	\$207,059	\$96,500
State Tax Street Fund (040)	\$2,758,075	\$2,872,892

Quincy Robinson Trust Fund (065)	\$97,000	\$97,000
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**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>2019-2020</u>	<u>2020-2021</u>
Community Center Capital Reserve Fund (004)	\$7,587	\$7,587
Warrenton Marina Capital Reserve Fund (012)	\$382,175	\$0
Hammond Marina Capital Reserve Fund (013)	\$840,000	\$840,000
Water Systems Development Fund (026)	\$80,000	\$58,000
Water Fund Capital Reserve Fund (029)	\$2,845,489	\$3,677,723
Sewer Systems Development Fund (036)	\$39,305	\$0
Sewer Fund Capital Reserve Fund (038)	\$1,253,308	\$1,227,020
Storm Sewer Systems Development Fund (051)	\$0	\$0
Sanitation Fund Capital Reserve Fund (034)	\$463,840	\$20,850

**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>2019-2020</u>	<u>2020-2021</u>
Wastewater Treatment GO Bond Fund (059)	\$568,501	\$566,238
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>2019-2020</u>	<u>2020-2021</u>
Parks SDC Fund (003)	\$0	\$0
Streets SDC Fund (041)	\$0	\$0
Police Vehicle Replacement Fund (070)	\$0	\$57,000
Fire Apparatus Replacement Fund (071)	\$149,500	\$625,000
Tansy Point Dock Capital Reserve Fund (072)	\$168,478	\$191,521

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>2019-2020</u>	<u>2020-2021</u>
Engineering Internal Service Fund (042)	\$172,005	\$172,569

**CONCLUSION**

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. This was a particularly challenging year with the onset of the pandemic in the middle of budget preparations. We are in wait and see mode, yet we are required to put together a proposed budget for the next fiscal year. There were many difficult decisions and I thank staff for their support, flexibility, and willingness to cut cut cut!

I look forward to reviewing this proposed budget with you and working collaboratively to make the best funding decisions we can in order to continue advancing the future of Warrenton.

Respectfully submitted,

Linda Engbretson  
Budget Officer

**City of Warrenton**  
**Budget Committee Members**  
**Fiscal Year 2020-2021**

*Commissioners*

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

*Appointed Members*

- Budget Committee Member David Burkhart
- 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 2020 – 2021

<u>DATE</u>	<u>ACTION</u>
January 1, 2020 through February 21, 2020	Department Heads complete Capital Outlay/Improvements and major equipment requirements for 6 year period beginning July 1, 2020.
February 18, 2020 through February 21, 2020	Department Heads meet with City Manager to review Capital Outlay/Improvement Program requests.
March 23, 2020	Finance Department distribute personnel services costs, overhead costs, and revenue/resource estimates, and debt service requirements to Department Heads.
March 30, 2020	Department Heads complete Fiscal Year 2020/2021 budget requests and submit to Finance Director.
April 6, 2020 through April 10, 2020	Budget Officer meets with Department Heads and reviews budget requests.
April 13, 2020 through April 24, 2020	Budget Officer prepares proposed budget and budget message.
May 1, 2020	Publish <b>notice</b> of May 16, 2020 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.
May 1, 2020 (Friday)	Proposed budget complete. Distribute to Budget Committee along with a current year Revenue and Expense report.
May 16, 2020 (Saturday)	Budget Committee meeting (Community Center, 9:00 a.m.) Receive Proposed Fiscal Year 2020/2021 City of Warrenton Budget, Budget Message, and citizen input (ask questions and comment). Hold public hearing regarding possible uses of State Revenue Sharing funds.  Receive Proposed Fiscal Year 2020/2021 Warrenton Urban Renewal Agency Budget, receive Budget Message and citizen input. Budget Committee approves tax rates and amounts of property taxes to be imposed.



**CITY OF WARRENTON**  
**BUDGET CALENDAR**  
FISCAL YEAR 2020 – 2021

<u>DATE</u>	<u>ACTION</u>
May 30, 2020	2 <sup>nd</sup> Budget Committee meeting 9:00a.m. (if needed)
June 3, 2020	Budget Officer submit budget summary and public hearing notices to newspaper of record (The Columbia Press) for publishing. Hearings scheduled for June 23, 2020.
June 12, 2020	Publish budget summaries in advance of City Commission public hearing (5 days in advance; 5 - 25 required).
June 23, 2020	City Commission conduct Public Hearings on Approved Fiscal Year 2020/2021 City of Warrenton and Warrenton Urban Renewal Agency Budgets as approved by Budget Committee (City Commission Chambers, 6:00 p.m.)
June 23, 2020	City Commission conduct Public Hearing on proposed uses of State Revenue Sharing funds (City Commission Chambers, 6:00 p.m.)
June 23, 2020	City Commission adopt Fiscal Year 2020/2021 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, 2020).
June 23, 2020	City Commission adopt Capital Improvement Program, 2021-2026.
July 1, 2020	Budget Officer submit Fiscal Year 2020/2021 Levy and Appropriation Resolution to County Tax Assessor (must be accomplished prior to July 15, 2020).

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

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	FYE 2015	FYE 2016	Actual FYE 2017	FYE 2018	FYE 2019	Adopted Budget FYE 2020	Proposed Budget FYE 2021	Projected FYE 2022	Projected FYE 2023									
<b>Beginning Fund Balance</b>	14%	1,224,517	10%	1,342,628	-5%	1,269,879	3%	1,306,042	2%	1,337,045	-36%	850,000	-29%	600,000	-87%	79,868	-	
<b>Resources:</b>																		
Property Taxes	3%	851,876	6%	898,798	2%	920,075	6%	974,898	5%	1,021,528								
Permanent Rate											882,944	6%	932,981	3%	959,613	3%	988,401	
Police Local Option											164,313	6%	174,647	3%	179,899	3%	185,296	
Other Taxes, land sales	-77%	949		0		875	1190%	11,287	-100%	0								
Transient Room Tax	1%	425,106	15%	489,145	0%	491,252	16%	569,343	-2%	556,915	0%	555,514	-5%	525,212	12%	589,404	1%	595,298
Franchise Fees	4%	649,261	4%	675,338	11%	752,579	-5%	713,083	6%	758,590	-6%	715,488	19%	854,281	6%	904,026	1%	913,066
Licenses, Permits, Fees	17%	700	-7%	650	-8%	600	25%	750	-17%	625	0%	625	-12%	550	0%	550	14%	625
Grants	0%	5,400		0		0		0		0								
State Revenue Sharing	4%	43,378	-3%	42,203	10%	46,594	4%	48,302	3%	49,736	-6%	47,000	9%	51,000	1%	51,510	2%	52,540
State Cigarette Tax	0%	6,881	-1%	6,829	-3%	6,629	-2%	6,510	-6%	6,092	4%	6,319	-5%	6,012	-1%	5,964	-1%	5,904
State Liquor Tax	4%	74,355	0%	74,333	8%	80,225	5%	84,134	5%	88,306	1%	89,261	4%	93,206	4%	97,309	3%	100,228
State Marijuana Tax											-4%	15,771	18%	18,673	15%	21,547	1%	21,762
Charges for Services	122%	263,967	-13%	230,393	-38%	143,609	38%	197,836	-7%	183,269	-6%	172,309	33%	229,524	2%	234,630	3%	241,669
Fines and Forfeits	-8%	120,962	-1%	119,328	-12%	104,946	-5%	99,800	38%	138,185	-13%	120,620	13%	136,700	5%	143,900	1%	145,339
Interest Earnings	11%	6,489	9%	7,058	69%	11,934	57%	18,680	53%	28,618	-6%	27,000	-33%	18,000	0%	18,000	-44%	10,000
Lease Receipts	-21%	110,339	65%	181,996	15%	209,251	0%	209,572	2%	213,814	-2%	210,194	3%	216,473	2%	221,141	0%	221,432
Miscellaneous	16%	11,970	-2%	11,677	40%	16,294	-23%	12,592	17%	14,688	-92%	1,200	0%	1,200	0%	1,200	0%	1,200
Overhead Charge	6%	863,880	17%	1,007,452	0%	1,005,238	-7%	936,779	9%	1,016,874	16%	1,184,564	-1%	1,167,281	6%	1,237,318	6%	1,311,557
One Time Revenues	100%	1,200	100%	689	100%	0	100%	0	100%	3,577								
Transfers In	0%	0	0%	0	0%	0	0%	25,629	0%	0								
<b>Total Resources</b>	6%	<u>3,436,713</u>	9%	<u>3,745,889</u>	1%	<u>3,790,101</u>	4%	<u>3,935,358</u>	4%	<u>4,097,239</u>	7%	<u>4,193,122</u>	6%	<u>4,425,740</u>	5%	<u>4,666,011</u>	3%	<u>4,794,319</u>
<b>Expenditures:</b>																		
Personal Services	0%	2,055,107	17%	2,401,892	-4%	2,300,050	9%	2,505,613	8%	2,708,361	23%	3,069,843	0%	3,068,108	7%	3,282,876	12%	3,676,821
Materials and Services	23%	1,083,488	11%	1,207,602	0%	1,205,771	-3%	1,167,733	-3%	1,130,555	25%	1,460,185	3%	1,499,397	2%	1,536,882	3%	1,575,304
Capital Outlay	717%	30,008	-73%	8,171	-38%	5,039	-82%	931	-45%	509	35%	1,255	-49%	638	104%	1,300	15%	1,500
Debt Service		41,466		41,466		113,500		113,500		113,500	100%	72,034	0%	72,034	0%	72,034	0%	72,034
Transfers Out	7%	108,533	47%	159,507	-19%	129,578	-10%	116,578	178%	324,578	-19%	94,578	-26%	70,178	220%	224,578	0%	224,578
<b>Total Expenditures</b>	8%	<u>3,318,602</u>	15%	<u>3,818,638</u>	-2%	<u>3,753,938</u>	4%	<u>3,904,355</u>	10%	<u>4,277,503</u>	20%	<u>4,697,895</u>	0%	<u>4,710,355</u>	9%	<u>5,117,669</u>	8%	<u>5,550,237</u>
<b>Contingency</b>											234,634	0%	235,517	9%	255,883	8%	277,512	
<b>Ending Fund Balance</b>	10%	<u>1,342,628</u>	-5%	<u>1,269,879</u>	3%	<u>1,306,042</u>	2%	<u>1,337,045</u>	-13%	<u>1,156,781</u>	-92%	<u>110,593</u>	-28%	<u>79,868</u>	-88%	<u>(627,674)</u>	65%	<u>(1,033,430)</u>
<b>Months operating expenditures in ending fund balance</b>		4.85		3.99		4.17		4.11		3.25		0.28		0.20		0.00		0.00

**Resolution Number - 2031**

**A Resolution Establishing a Fiscal Policy for the City of Warrenton**

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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 included the following types of services: 1) Bond Counsel, 2) Underwriters, 3) Financial Advisors, and; 4) Paying Agents.

#### **Section H. Comprehensive Capital Planning & Financing**

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

#### **Section I. Limitations on City Indebtedness**

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

#### **Section J. Structure and Term of City Indebtedness**

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

#### **Section K. Method of Sale - Bonds**

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

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

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

#### **Section L. Short-Term Debt & Interim Financing**

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

#### **Section M. Improvement District and Assessment Contract Financing**

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


**Section N. Refunding of City Indebtedness**

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

This resolution is effective December 1, 2003.

  
\_\_\_\_\_  
Mayor Jeff Hazen

Attest:

  
\_\_\_\_\_  
City Manager

## Resolution Number 2032

### A Resolution Establishing Budget Development Policies for the City of Warrenton

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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**

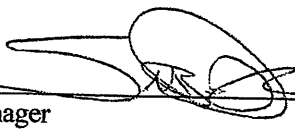
- A. Contingencies. Generally, the City should limit the use of contingencies to circumstances where they are required by law or needed for emergencies allow.

**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

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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**

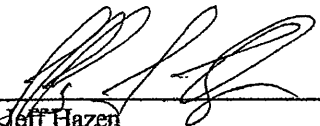
1. Recreation
2. Fire Apparatus Replacement Fund
3. Parks
4. Building Maintenance
5. Municipal Court
6. Building Department
7. Planning
8. Administration/Commission
9. Dikes
10. Police
11. Fire
12. Any/All General Fund Debt obligations

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

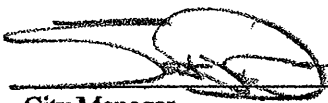
- E. A reduced City workweek will be proposed to achieve salary savings. If this proves insufficient, then;

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 2020/2021

PERSONNEL ALLOCATION	FTE	Gross Wage	001		001			005		015		020		021			
			FTE	413	Dept	Fund	FTE	General Fund	FTE	Community Center	FTE	Grant Fund	FTE	Library Fund	FTE	Bldg Div Fund	
City Manager	1.00	109,085	1.00	109,085													
City Recorder /Assistant to City Manager	1.00	67,409	1.00	67,409													
Deputy City Recorder	0.90	39,405	0.90	35,464													
	0.10				CD	419	0.0250	985						0.0750	2,955		
Finance Director	1.00	95,923	1.00	95,923													
Accounting Clerk	0.625	25,635	0.625	25,635													
Cashier/Accounting Clerk	1.00	45,239	0.20	9,048													
Accountant	1.00	56,098	1.00	56,098													
Accounting Technician	1.00	49,866	0.20	9,973													
Mayor		1,800		1,800													
Commissioners		7,200		7,200													
Community Center staff	0.15	4,500							0.1500	4,500							
Community Development Director	1.00	90,485			CD	419	1.0000	90,485									
Permit Technician	1.00	45,239			CD	419	0.2500	11,310						0.7500	33,929		
Building Official	1.00	81,523												1.0000	81,523		
Building Inspector	1.00	51,156												1.0000	51,156		
Fire Chief	1.00	76,100			Fire	422	1.0000	76,100									
Training Officer	1.00	71,831			Fire	422	1.0000	71,831									
Firefighter/EMT	1.00	67,069			Fire	422	1.0000	67,069									
Fire Volunteers		93,000			Fire	422		93,000									
Library Manager	1.000	51,716										1.000	51,716				
Library Admin. Assistant	1.005	29,219										1.005	29,219				
Harbormaster	1.00	71,068															
Marina Workers	4.00	180,134															
Police Chief	1.00	96,187			Police	421	1.0000	96,187									
Police Sergeant	1.00	73,069			Police	421	1.0000	73,069									
Police Officers	10.00	606,895			Police	421	10.0000	606,895									
Police/Court Clerks	0.77	79,380			Police	421	0.76830	40,658									
	0.73				Court	412	0.73170	38,721									
Public Works Director	1.00	104,046			Parks	429	0.03109	3,235									
Public Works WTP Supervisor	1.00	77,641															
Public Works Foreman	1.00	60,664			Parks	429	0.04517	2,740									
Operations Manager	1.00	77,641			Parks	429	0.05	3,882									
Public Works Analyst	1.00	53,496			Parks	429	0.03109	1,663									
Public Works Clerk	1.00	48,551			Parks	429	0.03109	1,510									
Public Works Office Assistant	1.00	42,914			Parks	429	0.03109	1,334									
Public Works Water Quality Technician	1.00	60,664															
Public Works Sanitation	2.00	92,374															
Public Works Utility Worker	7.00	367,575			Parks	429	0.3162	16,604									
Public Works Utility Worker-WWTP	1.00	52,398															
Public Works WTP Operator	1.00	61,873															
Public Works WWTP Operator	1.00	57,771															
Engineer	1.00	99,091															
		<u>3,522,933</u>															
Overtime		207,512		1,500													
					Court	412		1,000									
					CD	419		1,200									
					Police	421		75,000									
					Parks	429		1,938									
On-Call Time		26,823			Parks	429		600									
Part time		29,220			Police	421		8,250									
					Parks	429		10,782									
<b>GRAND TOTALS</b>	<b>56.280</b>	<b>3,786,488</b>	<b>5.9250</b>	<b>419,135</b>				<b>18.3107</b>	<b>1,396,050</b>	<b>0.1500</b>	<b>4,500</b>	<b>0.0000</b>	<b>-</b>	<b>2.0050</b>	<b>80,935</b>	<b>2.8250</b>	<b>169,564</b>

General Fund Dept Summary

412	Municipal Court	0.7317	39,721
419	Community Development	1.2750	103,980
421	Police	12.7683	900,060
422	Fire	3.0000	308,000
429	Parks	0.5357	44,288
	Total	<u>18.3107</u>	<u>1,396,050</u>

CITY OF WARRENTON Budget 2020/2021 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																
City Recorder /Assistant to City Manager																
Deputy City Recorder																
Finance Director																
Accounting Clerk																
Cashier/Accounting Clerk							0.276	12,469	0.322	14,562	0.064	2,913	0.138	6,248		
Accountant																
Accounting Technician							0.276	13,745	0.322	16,051	0.064	3,211	0.138	6,887		
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			0.6510	46,263	0.3490	24,805										
Marina Workers			2.6039	117,263	1.3961	62,871										
Police Chief																
Police Sergeant																
Police Officers																
Police/Court Clerks																
Public Works Director	0.0597	6,217					0.3792	39,451	0.3788	39,416	0.0432	4,499	0.1079	11,229		
Public Works WTP Supervisor							1.0000	77,641								
Public Works Foreman	0.0890	5,400					0.3889	23,592	0.3943	23,923	0.0826	5,008				
Operations Manager	0.1000	7,764					0.2000	15,528	0.5000	38,820	0.0500	3,882	0.1000	7,764		
Public Works Analyst	0.0597	3,196					0.3792	20,284	0.3788	20,266	0.0432	2,313	0.1079	5,773		
Public Works Clerk	0.0597	2,901					0.3792	18,409	0.3788	18,393	0.0432	2,099	0.1079	5,240		
Public Works Office Assistant	0.0597	2,564					0.3792	16,271	0.3788	16,257	0.0432	1,856	0.1079	4,631		
Public Works Water Quality Technician							-	-	1.0000	60,664						
Public Works Sanitation													2.000	92,374		
Public Works Utility Worker	0.6231	32,719					2.7224	142,955	2.7604	144,951	0.5779	30,346				
Public Works Utility Worker-WWTP									1.0000	52,398						
Public Works WTP Operator							1.000	61,873								
Public Works WWTP Operator									1.000	57,771						
Engineer															1.0000	99,091
Overtime		2,346		8,000		8,000		37,740		60,180		1,632		8,976		
On-Call Time		1183						11935		12008		1097				
Part time		899				3,000						5,391		899		
<b>GRAND TOTALS</b>	<b>1.0511</b>	<b>65,189</b>	<b>3.2549</b>	<b>171,526</b>	<b>1.7451</b>	<b>98,676</b>	<b>7.3792</b>	<b>491,894</b>	<b>8.8139</b>	<b>575,660</b>	<b>1.0122</b>	<b>64,246</b>	<b>2.8079</b>	<b>150,020</b>	<b>1.0000</b>	<b>99,091</b>

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

	Budget Year						
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
<b>General Fund</b>							
Municipal Court	0.4880	0.4880	0.4880	0.4878	0.7317	0.7317	0.7317
Admin/Commission/Finance	5.4500	5.4500	5.4500	5.6750	5.9250	5.9250	5.9250
Community Development	1.0250	1.0250	1.0250	1.0250	1.0250	1.2750	1.2750
Police	11.0120	11.0120	12.0120	12.7622	12.7683	12.7683	12.7683
Fire	3.0500	3.0500	3.0500	3.0000	3.0000	3.0000	3.0000
Parks	0.3649	0.6442	0.6900	0.5229	0.4656	0.7446	0.5357
Total General Fund	<u>21.3899</u>	<u>21.6692</u>	<u>22.7150</u>	<u>23.4729</u>	<u>23.9156</u>	<u>24.4446</u>	<u>24.2357</u>
<b>Special Revenue Funds</b>							
Community Center	0.1800	0.1500	0.1500	0.1500	0.1500	0.1500	0.1500
Grants Fund	0.7500	0.7500	0.7500	0.0000	0.0000	0.0000	0.0000
Library Fund	0.8750	0.9150	0.9150	0.9150	1.6650	2.0050	2.0050
Building Division	2.1750	2.1750	2.1750	2.0750	2.0750	2.8250	2.8250
State Tax Street Fund	0.5847	0.5734	0.6031	0.8510	0.7949	0.8391	1.0511
Total Special Revenue Fund	<u>4.5647</u>	<u>4.5634</u>	<u>4.5931</u>	<u>3.9910</u>	<u>4.6849</u>	<u>5.8191</u>	<u>6.0311</u>
<b>Enterprise Funds</b>							
Warrenton Marina	3.4153	3.1332	3.7256	3.6597	3.6033	3.5200	3.2549
Hammond Marina	1.5847	1.8668	2.2744	2.3403	2.3967	2.4800	1.7451
Water Fund	7.8653	6.7694	7.8044	8.5304	8.2382	8.3076	7.3792
Sewer Fund	7.5825	8.3388	6.7811	7.2457	7.9261	8.0133	8.8139
Storm Sewer Fund	0.9366	0.6671	0.8329	0.7584	1.2694	0.7672	1.0122
Sanitation Fund	2.266	2.6072	2.8884	2.6916	2.9058	2.9282	2.8079
Total Enterprise Fund	<u>23.6504</u>	<u>23.3825</u>	<u>24.3068</u>	<u>25.2261</u>	<u>26.3394</u>	<u>26.0163</u>	<u>25.0131</u>
<b>Internal Service Funds</b>							
Engineering	0.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
<b>Total All Funds</b>	<b>49.6050</b>	<b>49.6151</b>	<b>52.615</b>	<b>53.690</b>	<b>55.9400</b>	<b>57.2800</b>	<b>56.280</b>
Addition:							
Subtraction:							
Assistant Harbor Master							(1.0000)
<b>Total 2020/2021 net change</b>							<u>(1.0000)</u>

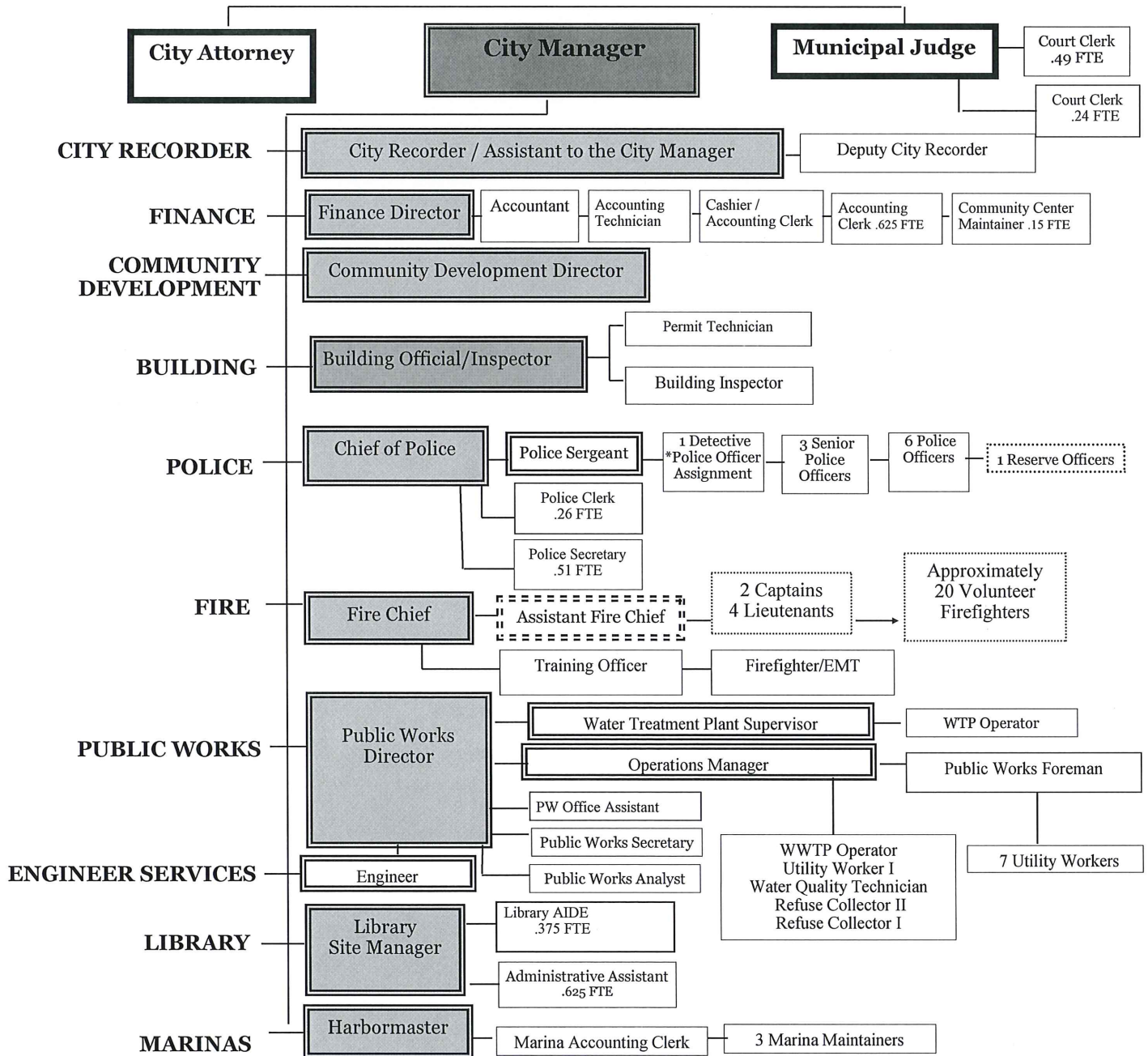
# CITY OF WARRENTON ORGANIZATIONAL STRUCTURE AND STAFFING



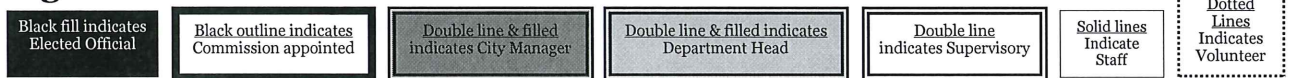
## WARRENTON CITY COMMISSION



### ADMINISTRATION



#### Legend



## **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 2020-2021 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 the costs of the City Commission, City Manager, City Recorder/Assistant to the City Manager, Deputy 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, WBL, 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 20 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 7<sup>th</sup> 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 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 License Fund**

This fund receives its revenues from the sale of Business Licenses required of all businesses operating within the City of Warrenton. The goal of the WBL Fund is to enhance the economy and livability of the City by providing funds for programs and projects such as nuisance abatement, beautification of the City, grants to Main Street programs for funding of events, festivals and projects, assisting with public safety programs and equipment purchases, and other similar tasks and projects as recommended and approved by the City Commission.

### **Grant Fund**

This fund is used to record grants from a variety of sources for the General Fund. This budget year includes anticipated grants for Police, Fire, and Community Development.

### **Library Fund**

Since May of 2017, the Warrenton Community Library has been located downtown in a rental facility. Much of the library operations is provided by many volunteers. The library has an advisory board to the commission. During the 2020-2021 budget year, the library will have one full-time Library 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 provides 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. This division is funded solely from building permit fees.

### **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.

### **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 is estimated to net approximately \$307,000 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.

### **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.

## **Capital Projects/Capital Reserve Funds**

The capital projects fund type is used to account for the acquisition or construction of major capital facilities. Capital reserve funds serve as saving accounts to accumulate funds for major maintenance and capital projects.



### **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

### **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, Community Center 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.

### **Streets SDC Fund**

The City implemented a system development charge in 2012. The current fund balance is \$899,582.

### **Parks SDC Fund**

The City implemented a system development charge for Parks in 2013. The fee is \$593 per residential unit. The current fund balance is \$160,568.

### **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. It is proposed in this budget year that the Warrenton Business License Fund will also transfer revenues to assist with a vehicle purchase. This year one vehicle is proposed for replacement.

### **Fire Apparatus Replacement Fund**

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

Two FEMA grants have been applied for this year to purchase a Self-Contained Breathing Apparatus and a Type 3 Fire Engine. Accumulated funds will provide matching amounts required by the grants.

### **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 and Related Capital Reserve/Capital Project 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 & 2 of Commercial Work Pier Improvements is proposed this year, but will be funded by Urban Renewal, rather than the Capital Reserve Fund.

### **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 taxes collected by the City and the County also contribute to this fund.

Dredging of the Hammond Marina is planned 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.

Due to the current Covid-19 Pandemic, no water rate increases are being recommended this year. Projects may need to be delayed and omitted as a result. In April 2016, a Water Rate Study was completed, and rates were recommended to be raised by 4% this year. A recent Water Masterplan was completed, identifying several projects that need to be completed in the near future.

## **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 in 2018, identifying additional needed improvements.

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.

## **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. These funds can also be used to repay existing debt associated with capacity-increasing improvements. They have been used for that purpose in the past and are budgeted to partially pay principal debt service for one loan this fiscal year. The current balance in the fund is \$69,385.

## **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 0% 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 \$55,856.

### **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 0% rate increase is proposed for 2020-2021.

### **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 \$1,227,020 in collection system and pump station projects. Reserves are also being set aside for future projects. Sewer rate increases allow 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. These funds can also be used to repay debt associated with capacity-increasing improvements. They have been used for that purpose in the past but are not budgeted to pay any debt service this fiscal year. The current balance in the fund is \$45,207.

### **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 2020-2021. This position has been vacant for the past three years. This position is expected to work solely on capital projects. The costs associated with the engineer are accumulated here and reimbursed by the appropriate departments and projects.

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

			Fiscal year 07/01/20 - 06/30/21			
Actual FYE 6/30/18	Actual FYE 6/30/19	Adopted Budget FYE 6/30/20	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
\$12,936,546	\$15,134,223	\$16,056,144	Beginning Fund Balance	\$18,716,638	\$18,716,638	
1,027,370	1,212,160	1,242,911	Property Taxes	1,315,462	1,315,462	
568,373	563,119	556,481	Property Taxes, Levied for Debt	552,537	555,037	
1,369,136	1,356,931	1,387,514	Other Taxes	1,315,212	1,315,212	
713,083	758,590	715,488	Franchise Fees	854,281	854,281	
8,901,792	9,486,976	9,787,998	Fees, Fines, and Charges for Service	9,166,532	9,166,532	
187,195	372,325	277,605	Investment Earnings	164,060	161,560	
2,089,776	2,373,049	2,800,562	Transfers In	4,849,040	4,849,040	
11,878	14,688	1,200	Miscellaneous Revenue	1,200	1,200	
722,770	161,284	1,645,000	Loan Proceeds	2,500,000	2,500,000	
3,715,414	1,079,265	582,969	Operating Grants and Contributions	667,024	667,024	
415,418	608,620	350,376	Capital Grants and Contributions	923,750	923,750	
936,779	1,016,874	1,184,564	Indirect Expense Allocation	1,167,282	1,167,282	
<u>\$ 33,595,530</u>	<u>\$ 34,138,104</u>	<u>\$ 36,588,812</u>	<b>Total Resources</b>	<u>\$ 42,193,018</u>	<u>\$ 42,193,018</u>	<u>\$ -</u>
5,386,537	5,853,098	6,958,334	Personnel Services	6,872,893	6,872,893	
8,621,248	5,027,836	7,583,280	Materials and Services	7,451,406	7,451,406	
1,568,921	1,571,448	1,555,582	Debt Service	1,505,557	1,505,557	
794,825	729,424	8,186,653	Capital Outlay	9,309,523	9,309,523	
2,089,776	2,373,049	2,800,562	Transfers Out	4,849,040	4,849,040	
		2,077,137	Contingency	2,274,664	2,274,664	
18,461,307	15,554,855	29,161,548	<b>Total Requirements by Category</b>	32,263,083	32,263,083	-
<u>15,134,223</u>	<u>18,583,249</u>	<u>7,427,264</u>	<b>Ending Fund Balance</b>	<u>9,929,935</u>	<u>9,929,935</u>	-
<u>\$33,595,530</u>	<u>\$34,138,104</u>	<u>\$36,588,812</u>	<b>Total Requirements</b>	<u>\$42,193,018</u>	<u>\$42,193,018</u>	<u>\$ -</u>

**City of Warrenton**  
**Summary of Requirements**  
**Fiscal Year Beginning July 1, 2020 and ending June 30, 2021**

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
<b>General Fund (by department)</b>									
Municipal Court	\$ 83,880	\$ 76,426					\$ 160,306	\$ -	\$ 160,306
Administration/Commission	683,785	483,497					1,167,282		1,167,282
Community Development	178,980	114,012					292,992		292,992
Police	1,532,321	468,333					2,000,654		2,000,654
Fire	506,808	276,544		72,034			855,386		855,386
Parks	82,334	80,585	638				163,557		163,557
Transfers					70,178		70,178		70,178
Contingency						235,517	235,517	79,869	315,386
<b>Total General Fund</b>	<b>3,068,108</b>	<b>1,499,397</b>	<b>638</b>	<b>72,034</b>	<b>70,178</b>	<b>235,517</b>	<b>4,945,872</b>	<b>79,869</b>	<b>5,025,741</b>
<b>Special Revenue Funds</b>									
Community Center Capital Reserve Fund		7,587					7,587		7,587
Community Center Fund	8,148	15,971				1,000	25,119	7,441	32,560
Warrenton Business License Fund	6,838	71,508			50,000	5,000	133,346	4,454	137,800
Grant Fund	8,000	108,209					116,209	2,868	119,077
Library Fund	144,951	87,119				23,000	255,070	81,832	336,902
Building Division Fund	280,291	43,884				168,000	492,175	771,825	1,264,000
Transient Room Tax Fund		318,000					318,000		318,000
Facilities Maintenance Fund		41,095				55,405	96,500		96,500
State Tax Street Fund	136,649	740,605	1,797,638			198,000	2,872,892	137,073	3,009,965
Quincy Robinson Trust Fund			97,000				97,000	72,000	169,000
<b>Total Special Revenue Funds</b>	<b>584,877</b>	<b>1,433,978</b>	<b>1,894,638</b>	<b>-</b>	<b>50,000</b>	<b>450,405</b>	<b>4,413,898</b>	<b>1,077,493</b>	<b>5,491,391</b>
<b>Debt Service Funds</b>									
Public Safety Building GO Bond							-		-
Wastewater Treatment GO Bond				566,238			566,238	45,299	611,537
<b>Total Debt Service Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>566,238</b>	<b>-</b>	<b>-</b>	<b>566,238</b>	<b>45,299</b>	<b>611,537</b>
<b>Capital Projects Funds</b>									
Parks SDC Fund							-	179,700	179,700
Streets SDC Fund							-	1,049,000	1,049,000
Police Vehicle Replacement Fund			57,000				57,000	10,000	67,000
Fire Apparatus Replacement Fund			625,000				625,000	38,000	663,000
Tansy Point Capital Reserve Fund			191,521				191,521		191,521
<b>Total Capital Projects Funds</b>	<b>-</b>	<b>-</b>	<b>873,521</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>873,521</b>	<b>1,276,700</b>	<b>2,150,221</b>
<b>Enterprise Funds</b>									
Warrenton Marina Fund	312,088	226,709			20,000	100,000	658,797	57,429	716,226
Warrenton Marina Fund Capital Reserve							-	402,175	402,175
Hammond Marina Fund	176,836	138,805				77,760	393,401		393,401
Hammond Marina Fund Capital Reserve			840,000				840,000	222,000	1,062,000
Water Fund	1,004,082	1,354,638		630,963	4,060,000	482,386	7,532,069	434,431	7,966,500
Water Systems Development				58,000			58,000	30,500	88,500
Water Fund Capital Reserve Fund			3,677,723				3,677,723	2,582,277	6,260,000
Sewer Fund	1,132,011	1,569,817		178,322	582,017	657,494	4,119,661	509,139	4,628,800
Sewer Systems Development							-	68,300	68,300
Storm Sewer Fund	124,903	300,825	775,133			85,839	1,286,700	246,700	1,533,400
Storm Sewer Systems Development							-	73,200	73,200
Sewer Fund Capital Reserve Fund			1,227,020				1,227,020	2,654,997	3,882,017
Sanitation Fund	304,619	920,037			66,845	185,263	1,476,764	10,431	1,487,195
Sanitation Fund Capital Reserve			20,850				20,850	158,995	179,845
<b>Total Enterprise Funds</b>	<b>3,054,539</b>	<b>4,510,831</b>	<b>6,540,726</b>	<b>867,285</b>	<b>4,728,862</b>	<b>1,588,742</b>	<b>21,290,985</b>	<b>7,450,574</b>	<b>28,741,559</b>
<b>Internal Service Fund</b>									
Engineer Internal Service Fund	165,369	7,200					172,569		172,569
<b>Total Internal Service Fund</b>	<b>165,369</b>	<b>7,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>172,569</b>	<b>-</b>	<b>172,569</b>
<b>City of Warrenton All Funds</b>	<b>\$ 6,872,893</b>	<b>\$ 7,451,406</b>	<b>\$ 9,309,523</b>	<b>\$ 1,505,557</b>	<b>\$ 4,849,040</b>	<b>\$ 2,274,664</b>	<b>\$ 32,263,083</b>	<b>\$ 9,929,935</b>	<b>\$ 42,193,018</b>



**City of Warrenton**  
**Fiscal Year 7/1/2020 - 6/30/2021**  
**Summary of Interfund Transfers**

<b>Transfers Out:</b>		<b>Transfers In:</b>	
[1] General Fund (001)	40,000	Facilities Maintenance Fund (035)	40,000
[2] General Fund (001)	5,000	Police Vehicle Replacement Fund (070)	5,000
[3] General Fund (001)	5,000	Fire Apparatus Replacement Fund (071)	5,000
[4] General Fund (001)	20,178	Tansy Point Dock Capital Reserve Fund (072)	20,178
[5] Warrenton Business License Fund (006)	40,000	Police Vehicle Replacement Fund (070)	40,000
[6] Warrenton Business License Fund (006)	10,000	Grants Fund (015)	10,000
[7] Warrenton Marina (010)	20,000	Warrenton Marina Capital Reserve Fund (012)	20,000
[8] Water Fund (025)	4,060,000	Water Fund Capital Reserve (029)	4,060,000
[9] Sewer Fund (030)	582,017	Sewer Fund Capital Reserve (038)	582,017
[10] Sanitation Fund (032)	<u>66,845</u>	Sanitation Fund Capital Reserve (034)	<u>66,845</u>
Total Transfers Out	<u>\$4,849,040</u>	Total Transfers In	<u>\$4,849,040</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 capital acquisition of a police vehicle.
- [6] To fund current acquisition of wildland fire equipment.
- [7] To fund future capital requirement for the Warrenton Marina.
- [8] To fund current and future capital requirements in the Water Fund.
- [9] To fund current and future capital requirements in the Sewer Fund.
- [10] To fund current and future capital requirements in the Sanitation Fund.

City of Warrenton  
Budget Document

**General Fund 001**

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021			
Historical Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Resources</b>						
\$ 1,306,042	\$ 1,337,045	\$ 850,000	Beginning Fund Balance	\$ 600,000	\$ 600,000	\$ -
\$ 38,874	\$ 36,585	35,000	Delinquent Ad Valorem Taxes	30,000	30,000	-
569,343	556,915	555,514	Non Ad Valorem Taxes	525,212	525,212	-
713,083	758,590	715,488	Franchise Fees	854,281	854,281	-
750	625	625	Licenses and Permits	550	550	-
176,396	160,556	158,351	Intergovernmental	168,891	168,891	-
197,836	183,270	172,309	Charges for Services	229,524	229,524	-
99,801	138,184	120,620	Fines and Forfeits	136,700	136,700	-
18,680	28,618	27,000	Interest Earnings	18,000	18,000	-
209,572	213,814	210,194	Leases	216,473	216,473	-
949,370	1,035,139	1,185,764	Miscellaneous	1,168,482	1,168,482	-
Transfers from Other Funds:						
25,629	-	-	Public Safety Building GO Bond Fund	-	-	-
<u>4,305,375</u>	<u>4,449,341</u>	<u>4,030,865</u>		<u>3,948,113</u>	<u>3,948,113</u>	<u>-</u>
936,025	984,943	1,012,257	Taxes estimated to be received	1,077,628	1,077,628	-
<u>5,241,400</u>	<u>5,434,284</u>	<u>5,043,122</u>	<b>Total Resources</b>	<u>5,025,741</u>	<u>5,025,741</u>	<u>-</u>
<b>Requirements (by department)</b>						
106,455	127,034	147,246	Municipal Court	160,306	160,306	-
936,779	1,016,874	1,184,564	Administration/Commission	1,167,282	1,167,282	-
157,456	214,429	241,244	Community Development	292,992	292,992	-
1,665,746	1,734,046	1,967,073	Police	2,000,654	2,000,654	-
793,188	734,387	866,876	Fire	855,386	855,386	-
128,153	126,156	196,314	Parks	163,557	163,557	-
116,578	324,578	94,578	Transfers	70,178	70,178	-
-	-	234,634	Contingency	235,517	235,517	-
3,904,355	4,277,504	4,932,529	Total Requirements by Department	4,945,872	4,945,872	-
<u>1,337,045</u>	<u>1,156,780</u>	<u>110,593</u>	Ending Fund Balance	<u>79,869</u>	<u>79,869</u>	<u>-</u>
<u>\$ 5,241,400</u>	<u>\$ 5,434,284</u>	<u>\$ 5,043,122</u>	<b>Total Requirements</b>	<u>\$ 5,025,741</u>	<u>\$ 5,025,741</u>	<u>\$ -</u>

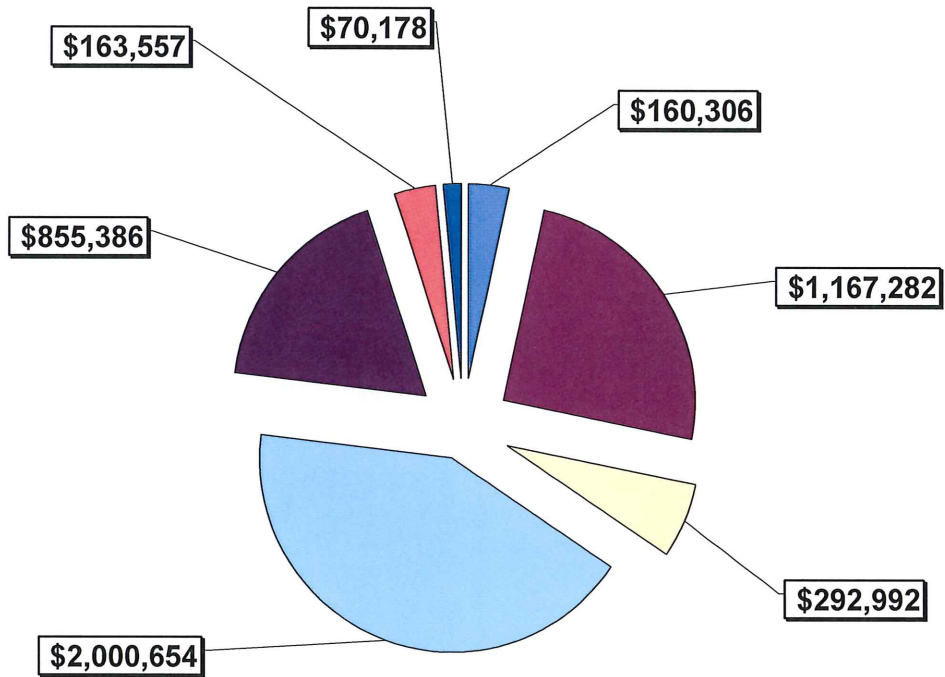
City of Warrenton  
Budget Document  
**General Fund 001**  
**Summary of Revenues**

Historical Data				Budget for Fiscal Year 7/1/2020 - 6/30/2021		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
\$ 1,306,042	\$ 1,337,045	\$ 850,000	300000	\$ 600,000	\$ 600,000	
38,874	36,585	35,000	311200	30,000	30,000	
569,343	556,915	555,514	319300	525,212	525,212	
392,917	399,436	392,000	318100	402,000	402,000	
12,012	10,947	12,000	318200	10,000	10,000	
81,652	82,310	82,000	318300	80,000	80,000	
30,977	62,151	30,000	318400	62,000	62,000	
2,321	2,114		318600			
48,276	41,785	44,000	318700	44,000	44,000	
143,258	156,917	155,488	318800	256,281	256,281	
1,670	2,930		318000			
750	625	625	321100	550	550	
11,287			314100			
48,302	49,736	47,000	335100	51,000	51,000	
6,510	6,092	6,319	335300	6,012	6,012	
84,134	88,306	89,261	335400	93,206	93,206	
26,163	16,422	15,771	335500	18,673	18,673	
22,432	37,117	20,000	341300	30,000	30,000	
9,626	18,899	35,000	342004	75,000	75,000	
34,241	16,058	15,000	342100	16,000	16,000	
2,525	1,625	1,800	342150	5,000	5,000	
94,740	97,582	100,509	342201	103,524	103,524	
34,072	11,884		342250			
200	105		347300			
8,428	11,361	12,000	341101	7,000	7,000	
18,995	29,690	30,000	341102	30,000	30,000	
894	1,140	1,300	341103	1,500	1,500	
105	83	120	341104	200	200	
66,011	87,286	70,000	351100	88,000	88,000	
5,367	8,625	7,200	351200	10,000	10,000	
18,680	28,618	27,000	361000	18,000	18,000	
209,572	213,814	210,194	363000	216,473	216,473	
			357000			
11,878	14,688	1,200	360000	1,200	1,200	
	3,577		365000			
713			366000			
420,360	420,813	486,090	370000	483,497	483,497	
516,419	596,061	698,474	375000	683,785	683,785	
25,629			391057			
4,305,375	4,449,341	4,030,865		3,948,113	3,948,113	-
936,025	984,943	847,944	311100	902,981	902,981	
		164,313	311100	174,647	174,647	
\$ 5,241,400	\$ 5,434,284	\$ 5,043,122		\$ 5,025,741	\$ 5,025,741	\$ -

City of Warrenton  
Budget Document  
General Fund 001  
Summary of Expenditures

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021		
Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20			
<b>Personnel Services:</b>					
\$ 55,811	\$ 65,097	\$ 79,991	\$ 83,880	\$ 83,880	\$ -
516,419	596,061	698,474	683,785	683,785	-
95,401	162,014	173,197	178,980	178,980	-
1,283,431	1,356,967	1,476,105	1,532,321	1,532,321	-
487,618	464,361	540,205	506,808	506,808	-
66,934	63,861	101,871	82,334	82,334	-
<u>2,505,614</u>	<u>2,708,361</u>	<u>3,069,843</u>	<u>3,068,108</u>	<u>3,068,108</u>	<u>-</u>
<b>Materials and Services:</b>					
50,644	61,936	67,255	76,426	76,426	-
420,359	420,813	486,090	483,497	483,497	-
62,055	52,415	68,047	114,012	114,012	-
382,315	377,079	490,968	468,333	468,333	-
192,070	156,526	254,637	276,544	276,544	-
60,288	61,786	93,188	80,585	80,585	-
<u>1,167,732</u>	<u>1,130,555</u>	<u>1,460,185</u>	<u>1,499,397</u>	<u>1,499,397</u>	<u>-</u>
<b>Capital Outlay:</b>					
-	-	-	-	-	-
931	509	1,255	638	638	-
<u>931</u>	<u>509</u>	<u>1,255</u>	<u>638</u>	<u>638</u>	<u>-</u>
<b>Debt Service:</b>					
113,500	113,500	72,034	72,034	72,034	-
<u>113,500</u>	<u>113,500</u>	<u>72,034</u>	<u>72,034</u>	<u>72,034</u>	<u>-</u>
<b>Transfers to Other Funds:</b>					
22,000	-	-	-	-	-
15,000	170,000	50,000	40,000	40,000	-
50,000	110,000	15,000	5,000	5,000	-
10,000	25,000	10,000	5,000	5,000	-
19,578	19,578	19,578	20,178	20,178	-
<u>116,578</u>	<u>324,578</u>	<u>94,578</u>	<u>70,178</u>	<u>70,178</u>	<u>-</u>
-	-	234,634	235,517	235,517	-
-	-	-	-	-	-
<u>\$ 3,904,355</u>	<u>\$ 4,277,504</u>	<u>\$ 4,932,529</u>	<u>\$ 4,945,872</u>	<u>\$ 4,945,872</u>	<u>\$ -</u>

**2020-2021 Proposed Budget  
General Fund Expenses by Department**



■	Municipal Court	\$160,306
■	Administration/Commission	\$1,167,282
■	Community Development	\$292,992
■	Police	\$2,000,654
■	Fire	\$855,386
■	Parks	\$163,557
■	Transfers to other Funds	\$70,178

City of Warrenton  
Budget Document

**General Fund 001**  
Expenditures by Department  
**Municipal Court (412)**

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20						
\$ 26,081	\$ 33,319	\$ 38,000	110000	Personnel Services:				
131	274	1,000	110001	Regular Salaries	\$ 39,000	\$ 39,000		
1,953	2,245	2,984	141000	Overtime	1,000	1,000		
43	40	50	142000	FICA Taxes	3,060	3,060		
54	115	78	143000	Workers' Compensation	46	46		
7,468	8,001	11,773	143000	Unemployment	40	40		
7,525	10,440	12,763	144000	Retirement Contributions	12,012	12,012		
45	68	88	145000	Health Insurance	13,191	13,191		
14	105	124	146000	Life Insurance	88	88		
12,497	10,491	13,131	149000	Long Term Disability	126	126		
			199999	Personnel Services overhead (.1327 FTE)	15,317	15,317		
<u>55,811</u>	<u>65,097</u>	<u>79,991</u>		<b>Total Personnel Services</b>	<u>83,880</u>	<u>83,880</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		
174	256	400	310000	Print/Advert/Publicity	400	400		
		250	320000	Dues/Meetings/Training/Travel	250	250		
172	179	325	340002	Communications	325	325		
714	1,443	1,500	360000	Bank Fees/Credit Cards	800	800		
988	1,172	1,000	366000	Equipment Maintenance	1,000	1,000		
14,916	16,628	20,000	380000	Professional Services	24,200	24,200		
19,994	30,912	28,000	380005	State/County Share of Fines	32,000	32,000		
957	957	1,000	380010	Rentals	1,000	1,000		
1,532	1,532	2,400	380020	Computer Software Support	2,400	2,400		
		1,000	380050	Non-capital Equipment	1,000	1,000		
1,025	1,450	2,000	382000	Prisoner Expense	2,000	2,000		
10,173	7,406	9,155	390090	Overhead Cost (Indirect allocation)	10,826	10,826		
<u>50,644</u>	<u>61,936</u>	<u>67,255</u>		<b>Total Materials and Services</b>	<u>76,426</u>	<u>76,426</u>		<u>-</u>
				Capital Outlay:				
-	-	-	610000	Machinery and Equipment				
<u>-</u>	<u>-</u>	<u>-</u>		<b>Total Capital Outlay</b>	<u>-</u>	<u>-</u>		<u>-</u>
<u>\$ 106,455</u>	<u>\$ 127,034</u>	<u>\$ 147,246</u>		<b>Total Expenditures</b>	<u>\$ 160,306</u>	<u>\$ 160,306</u>		<u>\$ -</u>

City of Warrenton  
Budget Document

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

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20						
\$ 315,391	\$ 372,671	\$ 410,500	110000	Personnel Services:		\$ 409,000	\$ 409,000	
1,205	104	1,000	110001	Salaries (Admin and Finance)		1,500	1,500	
9,000	9,000	9,000	110002	Overtime		9,000	9,000	
			110003	Commissioner Stipends				
23,773	27,519	32,168	141000	Part-Time Salaries		32,092	32,092	
536	422	432	142000	FICA Taxes		444	444	
653	1,407	841	143000	Workers' Compensation		420	420	
78,742	87,174	123,008	144000	Unemployment		118,047	118,047	
86,311	95,846	119,447	145000	Retirement Contributions		111,194	111,194	
631	730	777	146000	Health Insurance		794	794	
177	1,188	1,301	149000	Life Insurance		1,294	1,294	
				Long Term Disability				
<u>516,419</u>	<u>596,061</u>	<u>698,474</u>		<b>Total Personnel Services</b>		<u>683,785</u>	<u>683,785</u>	<u>-</u>
		5.925		Total Full-Time Equivalent (FTE)		5.925	5.925	5.925
				Materials and Services:				
10,107	12,595	15,000	210000	Office Supplies		15,000	15,000	
7,669	7,407	9,000	211000	Postage		9,000	9,000	
2,150	2,445	2,563	223001	Janitorial		2,563	2,563	
	27	500	223005	Safety Program		500	500	
7,034	8,607	6,500	310000	Printing/Advertising/Publicity		6,500	6,500	
5,929	4,635	6,500	320000	Dues/Meetings/Training/Travel-Finance		6,000	6,000	
16,420	19,150	15,000	320001	Dues/Meetings/Training/Travel-Administration		15,000	15,000	
2,372	3,286	5,000	320002	Dues/Meetings/Training/Travel-Commission		5,000	5,000	
4,436	3,893	5,177	340000	Electricity		4,854	4,854	
2,127	2,042	2,750	340001	Natural Gas		2,588	2,588	
2,160	2,274	3,000	340002	Communications		3,000	3,000	
768	818	566	340005	Water		712	712	
882	926	324	340006	Sewer		324	324	
176	185	65	340007	Storm Sewer		65	65	
264	246	242	340008	Sanitation		242	242	
177,150	184,207	194,722	350000	Insurance Bonds and Fire		209,277	209,277	
3,118	4,176	5,000	360000	Bank Fees		6,800	6,800	
3,847	3,909	4,175	366000	Equipment Maintenance		4,500	4,500	
121,488	110,099	132,020	380000	Professional Services		120,130	120,130	
268	770	1,000	380005	Recording/Title Fees		1,000	1,000	
1,663	1,663	2,000	380010	Storage Facilities Rental		1,710	1,710	
38,986	40,373	60,255	380020	Software and Computer Support		56,132	56,132	
9,699	4,057	6,700	380050	Non-capital equipment		5,000	5,000	
1,644	3,021	8,031	390000	Miscellaneous Expense		7,600	7,600	
<u>420,359</u>	<u>420,813</u>	<u>486,090</u>		<b>Total Materials and Services</b>		<u>483,497</u>	<u>483,497</u>	<u>-</u>
				Capital Outlay:				
			610000	Equipment				
			620000	Capital Improvements				
<u>-</u>	<u>-</u>	<u>-</u>		<b>Total Capital Outlay</b>		<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 936,779</u>	<u>\$ 1,016,874</u>	<u>\$ 1,184,564</u>		<b>Total Expenditures</b>		<u>\$ 1,167,282</u>	<u>\$ 1,167,282</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

**General Fund 001**  
Expenditures by Department  
**Community Development (419)**

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20						
\$ 61,898	\$ 98,924	\$ 101,850	110000	Personnel Services:		\$ 103,050	\$ 103,050	
620	580	650	110001	Regular Salaries		1,200	1,200	
4,550	7,457	7,841	141000	Overtime		7,975	7,975	
107	86	105	142000	FICA Taxes		110	110	
123	382	205	143000	Workers' Compensation		104	104	
11,517	27,362	32,525	144000	Unemployment		33,783	33,783	
10,998	21,714	23,429	145000	Retirement Contributions		23,966	23,966	
109	186	190	146000	Health Insurance		190	190	
7	317	325	149000	Life Insurance		328	328	
5,474	5,007	6,077	199999	Long Term Disability		8,274	8,274	
				Personnel Services overhead (.0717 FTE)				
95,401	162,014	173,197		<b>Total Personnel Services</b>		<b>178,980</b>	<b>178,980</b>	<b>-</b>
		1.275		Total Full-Time Equivalent (FTE)		1.275	1.275	
				Materials and Services:				
545	458	750	210000	Office Supplies		500	500	
51		300	211000	Postage		300	300	
462	525	555	223001	Janitorial Supplies		555	555	
2,873	1,822	2,000	310000	Printing/Advertising/Publicity		2,000	2,000	
7,659	13,100	5,000	320000	Dues/Meetings/Training/Travel		6,000	6,000	
		2,000	320001	Dues/Meetings/Training/Travel-Plan Commis				
9,626	18,899	35,000	330000	Application Processing Fees		75,000	75,000	
958	841	1,120	340000	Electricity		1,050	1,050	
460	441	595	340001	Natural Gas		560	560	
172	179	180	340002	Communications		180	180	
94	99	123	340005	Water		154	154	
47	49	70	340006	Sewer		70	70	
9	10	14	340007	Storm Sewer		14	14	
44	43	53	340008	Sanitation		53	53	
136	453	300	360000	Bank Fees/Credit Cards		500	500	
33,513	11,445	15,213	380000	Professional Services		20,000	20,000	
521	515	550	380020	Computer and Software Support		670	670	
429			380050	Non-capital Equipment		550	550	
4,456	3,535	4,224	390090	Overhead Cost (Indirect allocation)		5,856	5,856	
62,055	52,415	68,047		<b>Total Materials and Services</b>		<b>114,012</b>	<b>114,012</b>	<b>-</b>
				Capital Outlay:				
			610000	Machinery and Equipment				
				<b>Total Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>
\$ 157,456	\$ 214,429	\$ 241,244		<b>Total Expenditures</b>		<b>\$ 292,992</b>	<b>\$ 292,992</b>	<b>\$ -</b>



City of Warrenton  
Budget Document

**General Fund 001**  
Expenditures by Department  
**Police (421)**

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021			
Actual		Adopted Budget				
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Personnel Services:</b>			
\$ 750,804	\$ 790,122	\$ 787,000	110000 Regular Salaries	\$ 817,000	\$ 817,000	
80,761	68,315	73,000	110001 Overtime	75,000	75,000	
	5,603	5,000	110002 Part-Time Salaries	8,000	8,000	
96	451	1,000	110003 Reserve Wages	250	250	
62,069	63,882	66,249	141000 FICA Taxes	68,869	68,869	
17,920	13,258	21,026	142000 Workers' Compensation	21,953	21,953	
1,702	3,274	1,732	143000 Unemployment	900	900	
179,772	192,265	235,350	144000 Retirement Contributions	268,594	268,594	
154,437	183,634	232,274	145000 Health Insurance	226,507	226,507	
1,321	1,213	1,297	146000 Life Insurance	1,342	1,342	
413	2,407	2,515	149000 Long Term Disability	2,605	2,605	
34,135	32,545	49,662	199999 Personnel Services overhead (.3579 FTE)	41,301	41,301	
<u>1,283,431</u>	<u>1,356,967</u>	<u>1,476,105</u>	<b>Total Personnel Services</b>	<u>1,532,321</u>	<u>1,532,321</u>	<u>-</u>
		12.7683	Total Full-Time Equivalent (FTE)	12.7683	12.7683	
			<b>Materials and Services:</b>			
692	1,072	1,200	210000 Office Supplies	1,200	1,200	
227	276	500	211000 Postage	500	500	
2,925	2,855	3,600	223000 General Supplies/Small Tools	3,600	3,600	
708	842	1,000	223001 Janitorial Supplies	1,000	1,000	
6,032	3,056	13,000	223004 Uniforms	13,000	13,000	
	70	4,000	233005 Reserve Expenses	4,000	4,000	
2,185	1,386	2,500	310000 Printing/Advertising/Publicity	2,500	2,500	
1,586	2,077	4,000	320000 Dues/Meetings/Travel	4,000	4,000	
17,930	18,062	25,000	320001 Police Training	25,000	25,000	
2,998	2,631	3,505	340000 Electricity	3,286	3,286	
1,438	1,381	1,862	340001 Natural Gas	1,752	1,752	
14,141	15,653	19,000	340002 Communications	19,000	19,000	
292	310	383	340005 Water	482	482	
146	153	219	340006 Sewer	219	219	
29	31	44	340007 Storm Sewer	44	44	
142	135	164	340008 Sanitation	164	164	
191,064	209,856	243,320	340009 Dispatch Service	243,320	243,320	
22,140	22,643	25,000	362000 Gasoline/Oil/Lubricants	25,000	25,000	
27	16	100	360000 Bank Fees/Credit Cards	50	50	
10,030	20,241	20,000	366000 Equipment Maintenance	20,000	20,000	
		1,500	371000 Repair and Maintenance	1,500	1,500	
40,112	13,514	25,000	380000 Professional Services	25,000	25,000	
957	878	1,500	380010 Rentals	1,500	1,500	
16,791	17,962	32,000	380020 Computer and Software Support	20,000	20,000	
20,449	16,452	25,000	380050 Non-capital Equipment	20,000	20,000	
1,450	2,500	2,500	382000 Prisoner Expense	2,500	2,500	
38	53	500	390000 Uniform Cleaning	500	500	
27,786	22,976	34,571	390090 Overhead Cost (Indirect allocation)	29,216	29,216	
<u>382,315</u>	<u>377,079</u>	<u>490,968</u>	<b>Total Materials and Services</b>	<u>468,333</u>	<u>468,333</u>	<u>-</u>
			<b>Capital Outlay:</b>			
			610000 Capital Equipment			
			610012 Machinery and Equipment			
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Capital Outlay</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 1,665,746</u>	<u>\$ 1,734,046</u>	<u>\$ 1,967,073</u>	<b>Total Expenditures</b>	<u>\$ 2,000,654</u>	<u>\$ 2,000,654</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Fire (422)

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021				
Actual		Adopted Budget	Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20					
			Expenditures				
			Personnel Services:				
\$ 218,832	217,437	\$ 223,000	110000	Regular Salaries	\$ 215,250	\$ 215,250	
5,756	2,504	8,000	110001	Overtime	-	-	
79,588	61,567	93,000	110003	Volunteer wages	93,000	93,000	
22,943	21,191	24,786	141000	FICA Taxes	23,581	23,581	
12,784	8,774	11,632	142000	Workers' Compensation	7,478	7,478	
629	1,060	648	143000	Unemployment	308	308	
61,265	61,555	72,508	144000	Retirement Contributions	64,006	64,006	
52,516	55,286	58,352	145000	Health Insurance	66,380	66,380	
529	501	510	146000	Life Insurance	525	525	
4,054	4,113	4,100	147000	AD & D	4,275	4,275	
114	689	713	149000	Long Term Disability	688	688	
28,610	29,684	42,956	199999	Personnel Services overhead (.2714 FTE)	31,317	31,317	
487,618	464,361	540,205		Total Personnel Services	506,808	506,808	-
		3.00		Total Full-Time Equivalent (FTE)	3.00	3.00	3.00
			Materials and Services:				
2,328	1,624	1,800	210000	Office Supplies	1,800	1,800	
28	88	200	211000	Postage	200	200	
17,919	10,274	32,200	223000	General Supplies/Small Tools	32,200	32,200	
598	606	700	223002	Chemical Supplies	700	700	
4,468	6,285	9,000	223003	Medical Supplies	9,000	9,000	
1,539	1,494	5,300	223004	Uniforms	8,300	8,300	
1,689	993	2,500	310000	Printing/Advertising/Publicity	2,500	2,500	
15,700	16,928	18,000	320000	Dues/Meetings/Training/Travel	20,000	20,000	
4,948	4,407	5,778	340000	Electricity	6,161	6,161	
4,294	4,342	5,198	340001	Natural Gas	5,198	5,198	
1,354	1,437	1,860	340002	Communications	4,680	4,680	
813	808	1,055	340005	Water	1,200	1,200	
877	921	1,067	340006	Sewer	1,100	1,100	
175	184	263	340007	Storm Sewer	263	263	
343	347	438	340008	Sanitation	438	438	
26,607	29,887	30,673	340009	Dispatch Service	30,732	30,732	
8,055	7,718	10,275	362000	Gasoline/Oil/Lubricants	10,275	10,275	
23,564	25,588	42,675	366000	Equipment Maintenance	44,775	44,775	
8,885	1,258	4,800	371000	Repair and Maintenance	34,800	34,800	
6,255	3,976	13,500	380000	Professional Services	13,500	13,500	
1,086	1,030	3,046	380020	Computer and Software Support	3,046	3,046	
37,256	15,373	34,400	380050	Non-capital Equipment	23,550	23,550	
23,288	20,957	29,909	390090	Overhead Cost (indirect allocation)	22,126	22,126	
192,070	156,526	254,637		Total Materials and Services	276,544	276,544	-
			Capital Outlay:				
			610000	Capital Equipment			
-	-	-		Total Capital Outlay	-	-	-
			Debt Service:				
38,941	40,184		801001	Principal 02/01/19 (7 year term)			
2,524	1,282		801002	Interest 02/01/19 (payoff date = 2/1/19)			
56,335	57,895	59,498	801003	Principal 12/29/18 (10 year term)	61,145	61,145	
15,699	14,139	12,536	801004	Interest 12/29/18 (payoff date = 12/29/25)	10,889	10,889	
113,500	113,500	72,034		Total Debt Service	72,034	72,034	-
\$ 793,188	\$ 734,387	\$ 866,876		Total Expenditures	\$ 855,386	\$ 855,386	\$ -

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Parks (429)

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021				
Actual		Adopted Budget	Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20	Expenditures				
\$ 27,851	\$ 25,603	\$ 43,280	110000	Personnel Services:	\$ 31,780	\$ 31,780	
1,448	1,752	1,938	110001	Regular Salaries	1,938	1,938	
7,889	8,352	10,782	110002	Overtime	10,782	10,782	
2,756	2,648	4,284	141000	Part-time Regular Salaries	3,404	3,404	
1,531	822	2,311	142000	FICA Taxes	1,428	1,428	
76	137	112	143000	Workers' Compensation	45	45	
6,147	5,993	11,898	144000	Unemployment	9,037	9,037	
7,920	6,931	11,436	145000	Retirement Contributions	8,535	8,535	
41	35	51	146000	Health Insurance	39	39	
17	85	133	149000	Life Insurance	98	98	
11,258	11,504	15,646	199999	Long Term Disability	15,248	15,248	
				Personnel Services overhead (.1321 FTE)			
66,934	63,861	101,871		Total Personnel Services	82,334	82,334	-
		0.7446		Total Full-Time Equivalent (FTE)	0.5357	0.5357	
185	118	250	210000	Materials and Services:	250	250	
		90	211000	Office Supplies	90	90	
2,941	4,160	2,500	223000	Postage	3,000	3,000	
709	1,117	1,500	223001	General Supplies/Small Tools	1,500	1,500	
521	1	1,000	223002	Janitorial Supplies	1,000	1,000	
87	111	250	223004	Chemical Supplies	250	250	
382	390	500	223005	Uniforms	500	500	
1,020	13	1,000	310000	Safety	800	800	
122	127	1,000	320000	Printing/Advertising/Publicity	300	300	
4,961	4,396	7,000	340000	Dues Meetings Training Travel	7,000	7,000	
260	266	500	340002	Electricity	500	500	
4,628	5,843	6,200	340005	Communications	6,200	6,200	
1,784	3,239	2,100	340006	Water	2,100	2,100	
357	648	500	340007	Sewer	500	500	
3,117	3,119	4,400	340008	Storm Sewer	2,600	2,600	
257	267	500	350000	Sanitation	500	500	
935	223	500	360000	Insurance-Bonds & Fire	300	300	
4,636	5,283	4,000	362000	Bank Fees/Credit Cards	4,000	4,000	
1,866	7,179	3,500	366000	Gasoline/Oil/Lubricants	3,500	3,500	
9,336	4,345	12,500	371000	Equipment Maintenance	10,000	10,000	
391	284	3,000	371001	Repair & Maint. Materials	2,000	2,000	
1,769	435	10,000	378000	Rock	5,000	5,000	
10,224	11,346	15,000	380000	Building Maintenance	15,000	15,000	
553	533	900	380020	Professional Services	900	900	
85	224	3,600	380050	Computer and Software Support	2,000	2,000	
9,164	8,122	10,898	390090	Non-capital Equipment	10,795	10,795	
				Overhead Cost (Indirect allocation)			
60,288	61,786	93,188		Total Materials and Services	80,585	80,585	-
818	266	1,000	610005	Capital Outlay:			
113		255	620091	Public Works Service Truck	638	638	
	243		620093	Remodel of Public Works			
				Automatic Gate at Public Works			
931	509	1,255		Total Capital Outlay	638	638	-
\$ 128,153	\$ 126,156	\$ 196,314		Total Expenditures	\$ 163,557	\$ 163,557	\$ -

City of Warrenton  
Budget Document

**General Fund 001**  
Expenditures by Department  
**Transfers (600)**

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021			
Actual		Adopted Budget	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
22,000			860020			
15,000	170,000	50,000	860035	40,000	40,000	
50,000	110,000	15,000	860070	5,000	5,000	
10,000	25,000	10,000	860071	5,000	5,000	
19,578	19,578	19,578	860072	20,178	20,178	
<b>\$ 116,578</b>	<b>\$ 324,578</b>	<b>\$ 94,578</b>	<b>Total Transfers</b>	<b>\$ 70,178</b>	<b>\$ 70,178</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

**General Fund 001**  
Expenditures by Department  
**Contingency (500)**

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021			
Actual		Adopted Budget	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
\$ -	\$ -	\$ 234,634	800000	\$ 235,517	\$ 235,517	
\$ -	\$ -	\$ 234,634	Total	\$ 235,517	\$ 235,517	\$ -



City of Warrenton  
Budget Document

Established by Resolution No. 2055

**Police Vehicle Replacement Fund 070 (495)**

To accumulate funds for the purchase  
of police vehicles and equipment

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021			
Actual FYE 6/30/18	FYE 6/30/19	Adopted Budget FYE 6/30/20	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b><u>Resources</u></b>			
\$ 6,611	\$ 6,656	\$ 6,800	300000	\$ 22,000	\$ 22,000	
45	178	80	361000			
50,000	110,000	15,000	391001	5,000	5,000	
			391006	40,000	40,000	
			366000			
			<b>Total Resources</b>			
<u>56,656</u>	<u>116,834</u>	<u>21,880</u>		<u>67,000</u>	<u>67,000</u>	<u>-</u>
			<b><u>Requirements</u></b>			
			Materials and Services-Police Dept:			
			380000			
			380050			
			<b>Total Materials and Services</b>			
				-	-	-
			Capital Outlay-Police Dept:			
			610000			
	110,000		610001	57,000	57,000	
50,000			610002			
			<b>Total Capital Outlay</b>			
<u>50,000</u>	<u>110,000</u>	<u>-</u>		<u>57,000</u>	<u>57,000</u>	<u>-</u>
			Contingency			
-	-	-	800000	-	-	-
			<b>Total Expenditures</b>			
50,000	110,000	-		57,000	57,000	-
6,656	6,834	21,880	880001	10,000	10,000	-
			<b>Total Requirements</b>			
<u>\$ 56,656</u>	<u>\$ 116,834</u>	<u>\$ 21,880</u>		<u>\$ 67,000</u>	<u>\$ 67,000</u>	<u>\$ -</u>





City of Warrenton  
Budget Document

Grant Fund 015

Historical Data			Budget for Fiscal Year 7/1/2020- 6/30/2021			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	Budget FYE 6/30/20		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
\$	7,085	\$ 10,339	\$ 3,066	\$ 2,868	\$ 2,868	
			300000 Beginning Fund Balance	2,109	2,109	
			2,109 300000 Beginning Fund Balance-Memorial	800	800	
	1,708	2,584	3,392 300000 Beginning Fund Balance - K9	4,000	4,000	
	1,077	1,722	4,000 334111 Safety Belt Grant - Police	4,000	4,000	
		1,500	4,000 334112 DUII Grant - Police	4,000	4,000	
	3,601	574	4,000 334113 Miscellaneous Grants - Police	7,000	7,000	
	10,389		4,000 334121 Miscellaneous Grants - Vests Police	3,000	3,000	
			2,000 334123 Donations for K-9	300	300	
			300 365003 Parent Aid Donation			
3,000,000			365005 DAS Pac Coast Grant			
150,000	500,000		365006 OBDD Pac Coast Grant			
5,739	1,975		365007 Pac Coast Reimbursements			
		1,000	334124 Naloxone Grant Program	1,000	1,000	
110,632	421		334125 VFW/OPRD Veteran's Memorial Grant/Donation			
			334116 DLCD Grant	70,000	70,000	
			334126 ODF Wildland PPE Grant	10,000	10,000	
			391006 Transfer from WBL Fund	10,000	10,000	
<b>3,290,231</b>	<b>519,115</b>	<b>27,867</b>	<b>Total Resources</b>	<b>119,077</b>	<b>119,077</b>	<b>-</b>
<b>Requirements</b>						
<b>Police Department</b>						
Personnel Services						
			110000 Regular Salaries			
1,395	2,245	4,000	110001 Overtime - Safety Belt Grant	4,000	4,000	
965	1,644	4,000	110003 Overtime - DUII Grant	4,000	4,000	
			110005 Overtime - Cops Grant			
171	291		141000 Fica			
	1		142000 Worker's Compensation			
	5		143000 Unemployment			
212	120		144000 Retirement			
42			145000 Health Insurance			
1			146000 Life Insurance			
<b>2,785</b>	<b>4,305</b>	<b>8,000</b>	<b>Total Personnel Services</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>
		0	Total Full-Time Equivalent (FTE)	0	0	0
Materials and Services						
	197	300	223001 Parent Aid Supplies	300	300	
208	89	1,000	223004 K-9 Supplies	800	800	
365			223006 K-9 Fundraising Expense			
		2,109	380000 Professional Services-Memorial Fund	2,109	2,109	
2,030	1,357	3,000	380003 Professional Services-K-9	2,000	2,000	
		1,000	380004 Naloxone Grant Program	1,000	1,000	
	1,500	4,000	380050 Non-Capital Equipment - Police Misc	4,000	4,000	
3,601	574	4,000	380054 Non-Capital Equipment - Police VESTS	7,000	7,000	
137	10	1,392	380057 Non-Capital Equipment - K-9	1,000	1,000	
<b>6,341</b>	<b>3,727</b>	<b>16,801</b>	<b>Total Materials and Services</b>	<b>18,209</b>	<b>18,209</b>	<b>-</b>
Capital Outlay						
5,220			610002 K-9 Vehicle			
<b>5,220</b>	<b>-</b>	<b>-</b>	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>14,346</b>	<b>8,032</b>	<b>24,801</b>	<b>Total Police Department Requirements</b>	<b>26,209</b>	<b>26,209</b>	<b>-</b>

City of Warrenton  
Budget Document

Grant Fund 015

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2020- 6/30/2021		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Requirements</b>			
			<b>Fire Department</b>			
			Materials and Services			
			380058 Non-Capital Equip - Wildland PPE Grant	20,000	20,000	
			Total Materials and Services	20,000	20,000	-
			Total Fire Department Requirements	20,000	20,000	-
			<b>Requirements</b>			
			<b>Community Development</b>			
			Materials and Services			
			380008 Professional Services - DLCDC Grant	70,000	70,000	
			Total Materials and Services	70,000	70,000	-
			Total Community Development Department Requirements	70,000	70,000	-
			<b>Requirements</b>			
			<b>Administration Department</b>			
			Material and Services			
3,000,000			380005 Pac Coast Pier Grant			
150,000	500,000		380006 Pac Coast Facility Grant			
5,738	1,975		380007 Pac Coast Grant-Admin			
3,155,738	501,975	-	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	503,221	-	Total Administration Department Requirements	-	-	-
3,279,892	511,253	24,801	Total Expenditures	116,209	116,209	-
10,339	7,862	3,066	880001 Ending Fund Balance	2,868	2,868	-
\$ 3,290,231	\$ 519,115	\$ 27,867	<b>Total Requirements</b>	\$ 119,077	\$ 119,077	\$ -

City of Warrenton  
Budget Document

Community Center Fund 005 (401)

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021					
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20						
			<b>Resources</b>					
\$ 10,436	\$ 14,375	\$ 16,000	300000	Beginning Fund Balance	\$ 16,000	\$ 16,000		
18,105	19,012	16,000	347500	Rentals	13,000	13,000		
550	462	400	348000	Cleaning Charges	400	400		
			349000	Supply Rental				
32	35		360000	Miscellaneous Income				
160	435	375	361000	Interest	160	160		
2,091	3,620	2,000	364000	Fundraising	1,500	1,500		
2,260	3,300	2,000	365000	Donations	1,500	1,500		
			391001	Transfer from General Fund				
<u>33,634</u>	<u>41,239</u>	<u>36,775</u>		<b>Total Resources</b>	<u>32,560</u>	<u>32,560</u>		<u>-</u>
			<b>Requirements</b>					
			Personnel Services-Community Center:					
			110000	Regular Admin Salaries				
2,984	4,309	4,750	110002	Part-Time Salaries	4,600	4,600		
228	330	363	141000	FICA	352	352		
111	72	110	142000	Workers Compensation	114	114		
6	17	10	143000	Unemployment	5	5		
			144000	Retirement				
			145000	Health Insurance				
			146000	Life Insurance				
2,427	2,682	3,492	199999	Personnel services overhead (.0267 FTE)	3,077	3,077		
<u>5,757</u>	<u>7,409</u>	<u>8,725</u>		<b>Total Personnel Services</b>	<u>8,148</u>	<u>8,148</u>		<u>-</u>
		0.15		Total Full-Time Equivalent (FTE)	0.15	0.15		
			Materials and Services-Community Center:					
59	79	300	223000	General Supplies	300	300		
763	457	900	223001	Janitorial Supplies	900	900		
738	390	400	310000	Printing/Advertising/Publicity	400	400		
1,821	1,800	2,250	340000	Electricity	2,250	2,250		
1,319	1,304	1,600	340001	Natural Gas	1,600	1,600		
1,554	1,574	1,650	340002	Communications	1,650	1,650		
726	831	850	340005	Water	850	850		
666	699	730	340006	Sewer	730	730		
133	140	150	340007	Storm Sewer	150	150		
2,173	2,132	2,225	340008	Sanitation	2,225	2,225		
162	136	210	360000	Bank Fees/Credit Cards	210	210		
		500	371000	Building Maintenance	500	500		
40			380000	Professional Services				
493	484	650	380020	Computer/Software Support	650	650		
		500	380050	Non-capital equipment	500	500		
879	418	900	390000	Fundraising Expenses	900	900		
1,977	1,894	2,441	390090	Overhead Cost (Indirect Allocation)	2,156	2,156		
<u>13,502</u>	<u>12,340</u>	<u>16,256</u>		<b>Total Materials and Services</b>	<u>15,971</u>	<u>15,971</u>		<u>-</u>
			Not allocated:					
			Transfers to other Funds:					
-	2,000	2,500	860004	Transfer to Capital Reserve Fund				
-	-	1,000	800000	Contingency	1,000	1,000		
19,259	21,749	28,481		<b>Total Expenditures</b>	<u>25,119</u>	<u>25,119</u>		<u>-</u>
14,375	19,490	8,294	880001	Ending Fund Balance	7,441	7,441		-
<u>\$ 33,634</u>	<u>\$ 41,239</u>	<u>\$ 36,775</u>		<b>Total Requirements</b>	<u>\$ 32,560</u>	<u>\$ 32,560</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			Budget for Fiscal Year 7/1/2019- 6/30/2020			
Actual FYE 6/30/18	Adopted Budget FYE 6/30/19	Adopted Budget FYE 6/30/20	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
1,587	3,087	\$ 5,087	300000 Beginning Fund Balance	\$ 7,587	\$ 7,587	
			365001 Contributions to Capital			
			Transfers from Other Funds:			
	2,000	2,500	391005 Transfer from Community Center			
5,000			391006 Transfer from WBA			
<b>Total Resources</b>				<b>7,587</b>	<b>7,587</b>	<b>-</b>
<b><u>Requirements</u></b>						
Materials and Services-Community Center:						
3,500		5,000	371000 Repair and maintenance	5,000	5,000	
		2,587	380050 Non-capital Equipment	2,587	2,587	
3,500	-	7,587	Total Materials and Services	7,587	7,587	-
Capital Outlay-Community Center:						
			610000 Equipment			
			620000 Improvements			
-	-	-	Total Capital Outlay	-	-	-
			800000 Contingency			
3,500	-	7,587	Total Expenditures	7,587	7,587	-
3,087	5,087	-	880001 Ending Fund Balance	-	-	-
<b>\$ 6,587</b>	<b>\$ 5,087</b>	<b>\$ 7,587</b>	<b>Total Requirements</b>	<b>\$ 7,587</b>	<b>\$ 7,587</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

**Transient Room Tax Fund 024 (465)**

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2020- 6/30/2021		
Actual FYE 6/30/18	FYE 6/30/19	Adopted Budget FYE 6/30/20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
\$ -	\$ -		300000	Beginning Fund Balance		
57,001	55,757	67,000	319300	Room Taxes (LCTC Share)	68,000	68,000
48,954	47,886	57,000	319301	Room Taxes (VC Share)	60,000	60,000
162,957	159,400	190,000	319302	Room Taxes (Hammond Marina Share)	190,000	190,000
<u>268,912</u>	<u>263,043</u>	<u>314,000</u>	<b>Total Resources</b>		<u>318,000</u>	<u>318,000</u> -
<b><u>Requirements</u></b>						
Materials and Services-Transient Room Tax Program:						
		1,000	380000	Qualified Recipient/Tourism Purpose	1,000	1,000
162,957	159,400	189,000	380001	Hammond Marina	189,000	189,000
57,001	55,757	67,000	380002	Tourist Promotion LCTC	68,000	68,000
48,954	47,886	57,000	380003	Warrenton Visitors' Center	60,000	60,000
<u>268,912</u>	<u>263,043</u>	<u>314,000</u>	<b>Total Materials and Services</b>		<u>318,000</u>	<u>318,000</u> -
<u>268,912</u>	<u>263,043</u>	<u>314,000</u>	<b>Total Expenditures</b>		<u>318,000</u>	<u>318,000</u> -
-	-	-	<b>Ending Fund Balance</b>		-	-
<u>\$ 268,912</u>	<u>\$ 263,043</u>	<u>\$ 314,000</u>	<b>Total Requirements</b>		<u>\$ 318,000</u>	<u>\$ 318,000</u> \$ -



City of Warrenton  
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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 7/1/2020 - 6/30/2021				
Actual	Adopted Budget			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20			FYE 6/30/18	FYE 6/30/19	FYE 6/30/20
			<b>Resources</b>				
\$ 102,522	\$ 124,117	\$ 146,900	300000	Beginning Fund Balance	\$ 169,843	\$ 169,843	
2,017	3,500	2,000	361000	Interest Earnings	1,500	1,500	
				Transfers from Other Funds:			
19,578	19,578	19,578	391001	General Fund 10% of lease revenue	20,178	20,178	
			391001	General Fund			
<u>124,117</u>	<u>147,195</u>	<u>168,478</u>		<b>Total Resources</b>	<u>191,521</u>	<u>191,521</u>	<u>-</u>
			<b>Requirements</b>				
				Materials and Services-Admin:			
			380000	Professional Services			
			380050	Non-capital Equipment			
-	-	-		<b>Total Materials and Services</b>	-	-	-
				Capital Outlay-Admin:			
-	-	168,478	620000	Improvements-Anodes	191,521	191,521	
-	-	168,478		<b>Total Capital Outlay</b>	191,521	191,521	-
				Not allocated:			
-	-		800000	Contingency			
-	-	168,478		<b>Total Expenditures</b>	191,521	191,521	-
124,117	147,195	-	880001	Ending Fund Balance	-	-	-
<u>\$ 124,117</u>	<u>\$ 147,195</u>	<u>\$ 168,478</u>		<b>Total Requirements</b>	<u>\$ 191,521</u>	<u>\$ 191,521</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

**Public Safety Building GO Bond Fund 057 (720)**

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2020- 6/30/2021		
Actual	Adopted Budget			Proposed By	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
\$ 25,629	\$ -		300000	Beginning Fund Balance		
			311200	Prior Year Taxes		
			361000	Interest Earnings		
<u>25,629</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
			311100	Property Taxes - Bond Measure		
<u>25,629</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
				<b>Total Resources</b>		
				<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
				Debt Service:		
			471000	Principal GO Series 98 due 06/15/17		
			472000	Interest GO Series 98 due 12/15/16		
			472000	Interest GO Series 98 due 06/15/17		
<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
				Total Debt Service (pay off date is 6/15/17)		
				<u>-</u>	<u>-</u>	<u>-</u>
				Transfers:		
<u>25,629</u>			860001	Transfer to the General Fund		
<u>25,629</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
				Total Transfers		
<u>-</u>	<u>-</u>	<u>-</u>	800000	Contingency		
<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
<u>25,629</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
				Total Expenditures		
<u>-</u>	<u>-</u>	<u>-</u>	880001	Ending Fund Balance		
<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 25,629</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b>Total Requirements</b>		



City of Warrenton  
Budget Document

**Wastewater Treatment Facility GO Bond 059 (435)**

Historical Data			Budget for Fiscal Year 7/1/2020- 6/30/2021				
Actual		Adopted Budget	Resources and Requirements		Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20					
<b><u>Resources</u></b>							
\$ 101,209	\$ 102,069	\$ 53,000	300000	Beginning Fund Balance	\$ 55,000	\$ 55,000	
21,155	20,371	20,000	311200	Prior Year Taxes	20,000	15,000	
5,321	5,657	4,500	361000	Interest Earnings	4,000	1,500	
127,685	128,097	77,500		Sub-Total Resources	79,000	71,500	-
547,218	542,748	536,481	311100	Property Taxes - Bond Measure	532,537	540,037	
674,903	670,845	613,981		<b>Total Resources</b>	<b>611,537</b>	<b>611,537</b>	<b>-</b>
<b><u>Requirements</u></b>							
Debt Service:							
208,857	433,245	221,411	471000	Principal GO Bond due 12/01/20	227,968	227,968	
211,927		224,666	471000	Principal GO Bond due 06/01/21	231,319	231,319	
66,733	137,454	54,179	472000	Interest GO Bond due 12/01/20	47,622	47,622	
85,317		68,245	472000	Interest GO Bond due 06/01/21	59,329	59,329	
572,834	570,699	568,501		Total Debt Service (Pay off date is 12/1/26)	566,238	566,238	-
-	-	-	800000	Contingency	-	-	-
572,834	570,699	568,501		Total Expenditures	566,238	566,238	-
102,069	100,146	45,480	880001	Ending Fund Balance 8% of debt service	45,299	45,299	-
\$ 674,903	\$ 670,845	\$ 613,981		<b>Total Requirements</b>	<b>\$ 611,537</b>	<b>\$ 611,537</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

Quincy Robinson Trust Fund 065 (429)

Historical Data			Budget for Fiscal Year 7/1/2020- 6/30/2021			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Resources</b>						
\$ 152,857	\$ 48,064	\$ 76,000	300000	Beginning Fund Balance	\$ 123,500	\$ 123,500
1,030	1,416	1,000	361000	Interest Earnings	500	500
52,024	47,009	47,000	365000	Donation from the Trust	45,000	45,000
<u>205,911</u>	<u>96,489</u>	<u>124,000</u>		<b>Total Resources</b>	<u>169,000</u>	<u>169,000</u>
<b>Requirements</b>						
			371000	Materials and Services-Parks Dept: Repair and Maintenance		
				Total Materials and Services	-	-
			620005	Capital Outlay-Parks Dept: Trail 1st to Skipanon		
24,446			620009	Playground Equip		
125,101			620078	Resurface Tennis Court		
8,300	12,700		620073	Replace Tennis Court Fencing Fabric		
		40,000	620074	Carruthers Viewing Dock	40,000	40,000
		30,000	620011	Carruthers Dog Park Drainage	30,000	30,000
		27,000	620012	Carruthers Dog Park Parking	27,000	27,000
<u>157,847</u>	<u>12,700</u>	<u>97,000</u>			<u>97,000</u>	<u>97,000</u>
			800000	Not allocated: Contingency		
				Total Expenditures	97,000	97,000
<u>157,847</u>	<u>12,700</u>	<u>97,000</u>				
48,064	83,789	27,000	880001	Ending Fund Balance	72,000	72,000
<u>\$ 205,911</u>	<u>\$ 96,489</u>	<u>\$ 124,000</u>		<b>Total Requirements</b>	<u>\$ 169,000</u>	<u>\$ 169,000</u>

**City of Warrenton  
Budget Document**

**Building Division Fund 021 (423)**

Historical Data			Budget for Fiscal Year 7/1/2020- 6/30/2021			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Resources</b>			
\$ 293,156	\$ 272,657	\$ 238,000	300000 Beginning Fund Balance	\$ 790,000	\$ 790,000	
243,060	185,935	336,500	322100 Permits	470,000	470,000	
	94		337203 Intergovernmental			
288	259		360000 Miscellaneous			
3,880	6,138	4,000	361000 Interest Earnings	4,000	4,000	
<b>540,384</b>	<b>465,083</b>	<b>578,500</b>	<b>Total Resources</b>	<b>1,264,000</b>	<b>1,264,000</b>	<b>-</b>
			<b>Requirements</b>			
103,822	109,862	177,500	Personnel Services=Building Dept:			
342			110000 Regular Salaries	169,750	169,750	
6,700			110001 Overtime			
8,316	8,216	13,579	110002 Part-Time Regular Salaries			
857	591	1,773	141000 FICA Taxes	12,986	12,986	
227	420	355	142000 Workers' Compensation	1,727	1,727	
19,373	21,213	47,701	143000 Unemployment	170	170	
16,594	29,616	54,987	144000 Retirement Contributions	40,051	40,051	
140	212	275	145000 Health Insurance	49,931	49,931	
38	351	571	146000 Life Insurance	275	275	
2,892	2,623	5,239	149000 Long Term Disability	546	546	
			199999 Personnel services overhead (.0421 FTE)	4,855	4,855	
<b>159,302</b>	<b>173,106</b>	<b>301,980</b>	<b>Total Personnel Services</b>	<b>280,291</b>	<b>280,291</b>	<b>-</b>
		2.825	Total Full-Time Equivalent (FTE)	2.825	2.825	
841	1,610	1,125	Materials and Services-Building Dept:			
		50	210000 Office Supplies	2,500	2,500	
	38		211000 Postage	50	50	
462	525	555	223000 General Supplies	50	50	
41	28	250	223001 Janitorial Supplies	555	555	
2,010	4,163	7,000	310000 Printing/Advertising/Publicity	250	250	
958	841	1,120	320000 Dues Meetings Training Travel	8,000	8,000	
460	441	595	340000 Electricity	1,050	1,050	
494	784	1,100	340001 Natural Gas	560	560	
93	99	123	340002 Communications	1,500	1,500	
47	49	70	340005 Water	154	154	
9	10	14	340006 Sewer	70	70	
44	43	53	340007 Storm Sewer	14	14	
3,132	3,361	4,000	340008 Sanitation	53	53	
175	535	800	360000 Bank Fees/Credit Cards	5,125	5,125	
642	593	250	362000 Gasoline/Oil/Lubricants	1,000	1,000	
93,801	2,695	12,000	366000 Equipment Maintenance	1,200	1,200	
2,863	2,954	4,500	380000 Professional Services	12,000	12,000	
	1,609	600	380020 Computer Software Support	4,500	4,500	
2,354	1,852	3,634	380050 Non-capital equipment	1,800	1,800	
			390090 Overhead Cost (Indirect Allocation)	3,453	3,453	
<b>108,425</b>	<b>22,231</b>	<b>37,839</b>	<b>Total Materials and Services</b>	<b>43,884</b>	<b>43,884</b>	<b>-</b>
			Capital Outlay-Building Dept:			
-	-	-	610001 Equipment			
			Total Capital Outlay	-	-	-
			<b>Total Building Dept. Requirements</b>	<b>324,175</b>	<b>324,175</b>	<b>-</b>
			Not allocated:			
-	-	68,000	800000 Contingency	168,000	168,000	
<b>267,727</b>	<b>195,337</b>	<b>407,819</b>	<b>Total Expenditures</b>	<b>492,175</b>	<b>492,175</b>	<b>-</b>
<b>272,657</b>	<b>269,746</b>	<b>170,681</b>	880001 Ending Fund Balance	771,825	771,825	-
<b>\$ 540,384</b>	<b>\$ 465,083</b>	<b>\$ 578,500</b>	<b>Total Requirements</b>	<b>\$ 1,264,000</b>	<b>\$ 1,264,000</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

Library Fund 020 (455)

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Resources</b>			
\$ 41,731	\$ 40,842	\$ 110,000	300000	Beginning Fund Balance	\$ 111,000	\$ 111,000
1,830	2,395	2,000	311200	Prior Year Taxes	2,000	2,000
	500	500	334100	Grants-Misc	10,000	10,000
1,000	1,000	1,000	334200	Grants-Ready to Read	1,000	1,000
	29,602		334300	Grant-Automation-LSTA		
231	225	250	351200	Fines	250	250
2,312	2,224	2,000	351500	Book Sales	2,000	2,000
410	611	450	360000	Miscellaneous	950	950
543	2,068	1,000	361000	Interest Earnings	1,000	1,000
1,170	830	1,200	365000	Donations	300	300
677	232	250	365100	Donations-Building Fund		
3,834	2,521	2,561	365200	Donations-OCF	2,568	2,568
22,000			391001	Transfer from General Fund		
75,738	83,050	121,211		Sub-Total Resources	131,068	131,068
50,641	188,238	193,654	311100	Property Taxes - Local Option Levy	205,834	205,834
126,379	271,288	314,865		<b>Total Resources</b>	<b>336,902</b>	<b>336,902</b>
			<b>Requirements</b>			
		45,800	110000	Personnel Services-Library:		
25,622	38,795	27,700	110002	Regular Salaries	52,031	52,031
	7,992		110003	Part-Time Regular Salaries	29,219	29,219
1,679	3,278	5,623	141000	LSTA Grant Position (Temp)		
76	93	98	142000	FICA	6,216	6,216
46	168	147	143000	Workers Compensation	86	86
3,729	7,087	24,015	144000	Unemployment	81	81
4,741	9,596	22,678	145000	Retirement	24,288	24,288
57	91	177	146000	Health Insurance	23,036	23,036
11	112	214	149000	Life Insurance	185	185
3,667	4,411	11,944	199999	Long Term Disability	236	236
				Personnel services overhead (.0830 FTE)	9,573	9,573
39,627	71,623	138,396		<b>Total Personnel Services</b>	<b>144,951</b>	<b>144,951</b>
		2.005		Total Full Time Equivalent (FTE)	2.005	2.005
				<b>Materials and Services-Library:</b>		
1,844	5,205	6,000	210000	Office Supplies	6,000	6,000
57	24	300	211000	Postage	200	200
3,909	7,434	8,000	223000	Books	8,000	8,000
831	1,049	1,000	223001	Ready to Read Grant-Books	1,000	1,000
1,968	2,149	2,200	223002	Janitorial	1,800	1,800
1,577	1,879	1,537	223003	OCF Grant-Programs	2,012	2,012
662	1,300	1,024	223004	OCF Grant-Building	2,650	2,650
		500	223005	EJK Grant		
			223006	Library Program Supplies	1,500	1,500
			223007	Miscellaneous Grant Program Supplies	5,500	5,500
60	840	1,000	310000	Printing/Advertising/Publicity	1,000	1,000
201	1,783	3,000	320000	Dues/Meetings/Training/Travel	1,650	1,650
1,501	1,709	2,000	340000	Electricity	2,000	2,000
1,341	1,245	1,500	340001	Natural Gas	1,500	1,500
650	480	1,000	340002	Communications	600	600
404	440	600	340005	Water	600	600
666	699	700	340006	Sewer	750	750
133	140	150	340007	Storm Sewer	150	150
446	446	500	340008	Sanitation	500	500
	266	1,000	366000	Equipment Maintenance	500	500
262	33	1,500	371000	Repair and Maintenance	1,000	1,000
111	2,497	7,000	380000	Professional Services	6,000	6,000
25,020	25,020	25,020	380010	Facilities Rental	25,020	25,020
1,281	3,462	3,900	380020	Computer Support/high speed internet	3,900	3,900
	2,654	3,000	380050	Non-capital equipment	2,000	2,000
			380051	Miscellaneous Grant Non-Capital Equip	4,500	4,500
2,985	3,114	8,299	390090	Overhead Cost (Indirect Allocation)	6,787	6,787
45,910	63,868	80,730		<b>Total Materials and Services</b>	<b>87,119</b>	<b>87,119</b>
	20,971		620001	Capital Outlay: Library Automation		
	20,971			<b>Total Capital Outlay</b>		
		20,000	800000	Not allocated: Contingency	23,000	23,000
85,537	156,462	239,126		<b>Total Expenditures</b>	<b>255,070</b>	<b>255,070</b>
		4,335	880001	Reserved for future expenditure - building	4,452	4,452
40,842	114,826	71,404	880001	Ending Fund Balance	77,380	77,380
\$ 126,379	\$ 271,288	\$ 314,865		<b>Total Requirements</b>	<b>\$ 336,902</b>	<b>\$ 336,902</b>

City of Warrenton  
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2020- 6/30/2021		
Actual FYE 6/30/18	Adopted Budget FYE 6/30/19	Adopted Budget FYE 6/30/20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b>Resources</b>						
\$ 188,461	\$ 195,212	\$ 149,000	300000	Beginning Working Capital	\$ 145,000	\$ 145,000
3,175			334602	OSMB Grant - Operating		
263,901	239,006	265,000	347801	Annual Moorage Rentals	270,000	270,000
31,616	42,643	50,000	347802	Transient Daily Moorage	25,000	25,000
44,960	44,721	55,000	347803	Utilities	55,000	55,000
25,605	27,289	30,000	347804	Dry Storage	20,000	20,000
19,480	27,665	30,000	347805	Launch Ramp	30,000	30,000
15,075	16,475	15,000	347806	Hoist	15,000	15,000
26,400	31,692	35,000	347808	Monthly Moorage	25,000	25,000
12,695	21,120	25,000	347810	Parking	25,000	25,000
11,580	11,030	12,000	347812	Overnight Stays	6,000	6,000
6,240	6,060	6,000	347813	Liveboard Fees	6,000	6,000
10,650	14,100	8,500	347814	Work Slip	8,000	8,000
2,500	2,900	4,000	347816	Pier Use	4,000	4,000
	41,666	45,000	347818	Facilities Fee	45,000	45,000
			347819	Fisherman's/Farmer's Market	1,000	1,000
7,198	9,115	7,500	360000	Miscellaneous		
7,946	12,818	7,000	361000	Interest Earnings	7,000	7,000
30,254	29,978	28,978	363000	Leases	29,226	29,226
<u>707,736</u>	<u>773,490</u>	<u>772,978</u>		<b>Total Resources</b>	<u>716,226</u>	<u>716,226</u>
						-
<b>Requirements</b>						
				Personnel Services-Marinas:		
160,806	166,934	174,000	110000	Regular Salaries	163,750	163,750
3,776	4,004	8,000	110001	Overtime	8,000	8,000
9,234	5,931	-	110002	Part-Time Regular Salaries		
12,968	13,173	13,923	141000	FICA	13,139	13,139
7,645	4,609	5,828	142000	Workers Compensation	5,602	5,602
354	674	364	143000	Unemployment	172	172
28,216	33,120	42,968	144000	Retirement	40,514	40,514
35,921	37,758	42,098	145000	Health Insurance	33,147	33,147
324	306	310	146000	Life Insurance	257	257
81	544	565	149000	Long Term Disability	531	531
33,464	43,570	49,312	199999	Personnel services overhead (.4070 FTE)	46,976	46,976
<u>\$ 292,787</u>	<u>\$ 310,625</u>	<u>\$ 337,368</u>		<b>Total Personnel Services</b>	<u>\$ 312,088</u>	<u>\$ 312,088</u>
		3.52		<b>Total Full-Time Equivalent (FTE)</b>	3.2549	3.2549
						-

City of Warrenton  
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Budget for Fiscal Year 7/1/2020- 6/30/2021		
Actual	Adopted	Resources	Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	and	Budget	Budget	Governing
		Requirements	Officer	Committee	Body
<b>Requirements</b>					
Materials and Services-Marinas:					
\$ 1,039	\$ 1,239	\$ 3,000	210000	Office Supplies	\$ 3,000 \$ 3,000
594	642	1,000	211000	Postage	1,000 1,000
			223000	General Supplies/Small Tools	
1,497	923	3,000	223001	Janitorial Supplies	3,000 3,000
1,158	1,361	3,000	223004	Uniforms	2,000 2,000
339	56	1,000	310000	Printing/Advertising	500 500
220	249	2,000	320000	Dues/Meetings/Training/Travel	500 500
40,194	38,650	50,000	340000	Electricity	50,000 50,000
1,430	1,406	2,000	340001	Natural Gas	2,000 2,000
3,052	3,543	4,000	340002	Communications	4,000 4,000
8,708	9,494	10,000	340005	Water	10,000 10,000
3,086	2,237	3,000	340006	Sewer	5,000 5,000
617	447	800	340007	Storm Sewer	1,000 1,000
27,758	30,083	30,000	340008	Sanitation	30,000 30,000
1,932	2,831	3,000	362000	Gasoline/Oil/Lubricants	3,000 3,000
35	427	4,000	366000	Equipment Maintenance	4,000 4,000
43,595	48,178	50,000	371000	Repair and Maintenance	50,000 50,000
3,175			375000	Map expenses	
			375100	Fisherman's/Farmer's Market	1,000 1,000
3,941	235	5,000	380000	Professional Services	2,500 2,500
5,850	6,243	7,500	380005	Pay Station & Merchant Fees	7,500 7,500
6,419	6,594	7,000	380010	Submerged Land Lease	7,000 7,000
3,302	2,573	4,500	380020	Computer and Software support	4,500 4,500
1,518	1,447	2,000	380040	Transient Room Tax	2,000 2,000
3,040	454		380050	Non-capital Equipment	
27,238	30,761	34,297	390090	Overhead Cost (Indirect Allocation)	33,209 33,209
			410000	Permits and fees	
<b>\$ 189,737</b>	<b>\$ 190,075</b>	<b>\$ 230,097</b>		<b>Total Materials and Services</b>	<b>\$ 226,709 \$ 226,709 \$ -</b>
Transfers to Other Funds:					
30,000	115,000	100,000	860012	Marina Capital Reserve Fund	20,000 20,000
30,000	115,000	100,000		<b>Total Transfers to Other Funds</b>	<b>20,000 20,000 -</b>
-	-	105,513	800000	Contingency	100,000 100,000
512,524	615,700	772,978		<b>Total Expenditures</b>	<b>658,797 658,797 -</b>
195,212	157,790	-		<b>Ending Fund Balance</b>	<b>57,429 57,429 -</b>
<b>\$ 707,736</b>	<b>\$ 773,490</b>	<b>\$ 772,978</b>		<b>Total Requirements</b>	<b>\$ 716,226 \$ 716,226 \$ -</b>

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			Budget for Fiscal Year 7/1/2020- 6/30/2021			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Resources</b>						
\$ 175,000	\$ 169,400	\$ 282,175	300000	Beginning Fund Balance	\$ 382,175	\$ 382,175
30,000	115,000	100,000	391030	Transfers from Other Funds: Warrenton Marina Fund-operations	20,000	20,000
<u>205,000</u>	<u>284,400</u>	<u>382,175</u>		<b>Total Resources</b>	<u>402,175</u>	<u>402,175</u>
<b>Requirements</b>						
35,600	2,225	382,175	620002	Capital Outlay-Marinas: Commercial Work Pier Improvements		
<u>35,600</u>	<u>2,225</u>	<u>382,175</u>		Total Capital Outlay	-	-
35,600	2,225	382,175		Total Expenditures	-	-
169,400	282,175	-	880001	Reserved for future expenditures	402,175	402,175
<u>\$ 205,000</u>	<u>\$ 284,400</u>	<u>\$ 382,175</u>		<b>Total Requirements</b>	<u>\$ 402,175</u>	<u>\$ 402,175</u>

City of Warrenton  
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2020 - 6/30/2021		
Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20						
			<b>Resources</b>					
\$ 140,032	\$ 122,905	\$ 130,000	300000	Beginning Working Capital	\$ 160,000	\$ 160,000		
1,600			334602	OSMB Grant - Operating				
121,192	102,338	110,000	347801	Annual Moorage Rentals	75,000	75,000		
11,990	11,080	15,000	347802	Transient Daily Moorage	10,000	10,000		
3,278	2,448	5,000	347803	Utilities	1,000	1,000		
150			347804	Boat Storage				
64,185	97,500	100,000	347805	Launch Fees	60,000	60,000		
21,053	19,800	20,000	347808	Monthly Moorage	10,000	10,000		
12,080	26,775	30,000	347810	Parking	20,000	20,000		
46,470	52,780	52,000	347812	Overnight Stays	25,000	25,000		
	14,610	12,000	347818	Facilities Fee	7,500	7,500		
4,027	4,191	4,000	360000	Miscellaneous				
11,638	21,325	15,000	361000	Interest Earnings	12,000	12,000		
13,141	13,141	12,901	363000	Lease Receipts	12,901	12,901		
<b>450,836</b>	<b>488,894</b>	<b>505,901</b>	<b>Total Resources</b>			<b>393,401</b>	<b>393,401</b>	<b>-</b>
			<b>Requirements</b>					
			Personnel Services-Marinas:					
102,833	111,012	122,750	110000	Regular Salaries	88,000	88,000		
4,489	3,827	8,000	110001	Overtime	8,000	8,000		
9,234	5,930		110002	Part-Time Regular Salaries	3,000	3,000		
8,701	9,003	10,002	141000	FICA	7,574	7,574		
5,134	3,083	4,182	142000	Workers Compensation	3,223	3,223		
238	461	262	143000	Unemployment	99	99		
18,231	22,039	30,830	144000	Retirement	23,583	23,583		
23,758	24,926	29,659	145000	Health Insurance	17,772	17,772		
207	203	218	146000	Life Insurance	138	138		
52	360	398	149000	Long Term Disability	284	284		
21,380	28,969	34,714	199999	Personnel services overhead (.2180 FTE)	25,163	25,163		
<b>\$ 194,255</b>	<b>\$ 209,813</b>	<b>\$ 241,015</b>	<b>Total Personnel Services</b>			<b>\$ 176,836</b>	<b>\$ 176,836</b>	<b>\$ -</b>
		2.48	Total Full-Time Equivalent (FTE)			1.7451	1.7451	



City of Warrenton  
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021			
Actual	Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Requirements</b>						
Materials and Services-Marinas:						
\$ 1,138	\$ 1,229	\$ 1,500	210000 Office Supplies	\$ 1,000	\$ 1,000	
143	152	750	211000 Postage	1,000	1,000	
1,775	1,363	1,800	223001 Janitorial Supplies	2,000	2,000	
1,655	1,361	3,000	223004 Uniforms	2,000	2,000	
339	31	1,000	310000 Printing/Advertising	1,000	1,000	
220	249	1,500	320000 Dues/Meetings/Training/Travel	500	500	
5,902	5,196	7,000	340000 Electricity	6,000	6,000	
1,604	1,707	3,500	340002 Communications	3,500	3,500	
11,014	4,183	8,000	340005 Water	8,000	8,000	
11,222	3,953	8,000	340006 Sewer	8,000	8,000	
2,244	791	2,000	340007 Storm Sewer	2,000	2,000	
13,756	18,796	20,000	340008 Sanitation	20,000	20,000	
2,897	1,935	2,500	362000 Gasoline/Oil/Lubricants	2,500	2,500	
35	531		366000 Equipment Maintenance			
31,639	19,600	40,000	371000 Repair and Maintenance	40,000	40,000	
1,600			375000 MAP expenses			
10,085	141	5,000	380000 Professional Services	5,000	5,000	
4,435	5,757	7,000	380005 Merchant Fees	7,000	7,000	
4,429	4,182	4,000	380020 Computer and Software Support	4,000	4,000	
6,092	6,956	7,500	380040 Transient Room Tax	5,000	5,000	
3,040	2,221		380050 Non-capital Equipment			
	45	1,000	390000 Miscellaneous	1,000	1,000	
1,009	1,080	1,500	410000 Permits and fees	1,500	1,500	
17,403	20,452	24,163	390090 Overhead Cost (Indirect Allocation)	17,805	17,805	
<b>\$ 133,676</b>	<b>\$ 101,911</b>	<b>\$ 150,713</b>	<b>Total Materials and Services</b>	<b>\$ 138,805</b>	<b>\$ 138,805</b>	<b>\$ -</b>
Transfers to Other Funds:						
	28,000	36,850	860013 Hammond Marina Capital Reserve-operations			
-	28,000	36,850	<b>Total Transfers</b>	-	-	-
Not allocated:						
		77,323	800000 Contingency	77,760	77,760	
327,931	339,724	505,901	<b>Total Expenditures</b>	<b>393,401</b>	<b>393,401</b>	<b>-</b>
122,905	149,169	-	880001 Ending Fund Balance	-	-	-
<b>\$ 450,836</b>	<b>\$ 488,894</b>	<b>\$ 505,901</b>	<b>Total Requirements</b>	<b>\$ 393,401</b>	<b>\$ 393,401</b>	<b>\$ -</b>

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 7/1/2020 - 6/30/2021			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b><u>Resources</u></b>			
\$ 519,526	\$ 639,475	\$ 645,150	300000	\$ 862,000	\$ 862,000	
	\$ 4,692		334000	\$ 35,000	\$ 35,000	
			361000			
162,957	159,400	158,000	364000	165,000	165,000	
			Transfers from Other Funds:			
			391030			
	28,000	36,850	391030			
			Hammond Marina Fund-operations			
<u>682,483</u>	<u>831,567</u>	<u>840,000</u>	<b>Total Resources</b>	<u>1,062,000</u>	<u>1,062,000</u>	<u>-</u>
			<b><u>Requirements</u></b>			
	2,134		620009			
	1,935		620010			
43,008	67,114	840,000	620007	840,000	840,000	
<u>43,008</u>	<u>71,183</u>	<u>840,000</u>	Total Capital Outlay	<u>840,000</u>	<u>840,000</u>	<u>-</u>
43,008	71,183	840,000	Total Expenditures	840,000	840,000	-
639,475	760,384	-	Ending Fund Balance	222,000	222,000	-
<u>\$ 682,483</u>	<u>\$ 831,567</u>	<u>\$ 840,000</u>	<b>Total Requirements</b>	<u>\$ 1,062,000</u>	<u>\$ 1,062,000</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Resources</b>						
\$1,841,312	\$1,337,636	\$ 900,000	300000 Beginning Fund Balance	\$ 2,200,000	\$ 2,200,000	
		1,645,000	334250 Loan Proceeds-IFA S17012	2,500,000	2,500,000	
249,453	134,065		334255 Loan Proceeds-IFA Meters S17016			
56,644	51,342	58,000	340025 Connection Charges	30,000	30,000	
1,723,496	1,957,322	1,820,000	344000 Utilities - in city	1,962,000	1,962,000	
1,209,611	1,290,983	1,260,000	344500 Utilities - outside city	1,170,000	1,170,000	
		154,000	Rate increase: in and outside city 0%	-	-	
19,107	19,620	20,000	345000 Late Fees	20,000	20,000	
31,878	33,297	30,000	346000 Door Hanger Fees	30,000	30,000	
13,140	14,760	14,000	347000 Shut Off Fees	14,000	14,000	
3,630	5,810	3,800	348000 Service Calls - in city	6,000	6,000	
1,740	2,870	2,000	348500 Service Calls - outside city	3,000	3,000	
1,175	1,500	1,000	349000 NSF Fees	1,500	1,500	
7,319	9,667		360000 Miscellaneous			
35,361	80,265	60,000	361000 Interest Earnings	30,000	30,000	
			365002 Contributions for Operations			
710	39		366000 Proceeds from Sale of Assets			
<b>5,194,576</b>	<b>4,939,175</b>	<b>5,967,800</b>	<b>Total Resources</b>	<b>7,966,500</b>	<b>7,966,500</b>	<b>-</b>

<b>Requirements</b>						
Personnel Services-Public Works:						
485,591	472,953	525,760	110000 Regular Salaries	454,510	454,510	
21,935	16,974	37,740	110001 Overtime	37,740	37,740	
			110002 Part-Time Regular Salaries			
37,483	36,057	43,108	141000 FICA	37,657	37,657	
15,625	12,444	16,500	142000 Workers Compensation	13,539	13,539	
1,021	1,845	1,127	143000 Unemployment	492	492	
115,972	114,881	157,779	144000 Retirement	141,707	141,707	
129,818	128,318	147,957	145000 Health Insurance	130,239	130,239	
684	618	646	146000 Life Insurance	595	595	
260	1,488	1,639	149000 Long Term Disability	1,408	1,408	
137,832	166,063	176,924	199999 Personnel services overhead(1.6134 FTE)	186,195	186,195	
<b>\$ 946,220</b>	<b>\$ 951,640</b>	<b>\$1,109,180</b>	<b>Total Personnel Services</b>	<b>\$ 1,004,082</b>	<b>\$ 1,004,082</b>	<b>\$ -</b>
		8.3076	<b>Total Full-Time Equivalent (FTE)</b>	7.3792	7.3792	

City of Warrenton  
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021		
Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20			
<b>Requirements</b>					
Public Works					
Distribution System:					
Materials and Services: (430)					
\$ 1,767	\$ 1,571	\$ 2,100	210000 Office Supplies	\$ 2,100	\$ 2,100
2,260	2,268	5,100	211000 Postage	5,100	5,100
8,729	7,803	12,000	223000 General Supplies	8,000	8,000
943	1,081	800	223001 Janitorial Supplies	800	800
303	46	1,200	223002 Chemical Supplies	1,200	1,200
1,034	1,896	2,600	223004 Uniforms	1,200	1,200
1,296	2,332	2,000	223005 Safety	2,000	2,000
1,094	1,107	3,000	310000 Printing/Advertising	3,000	3,000
6,968	5,211	9,200	320000 Dues/Meetings/Training/Travel	5,000	5,000
4,225	4,162	4,100	340000 Electricity	4,500	4,500
4,739	4,983	5,000	340002 Communications	5,500	5,500
233	323	800	340005 Water	800	800
253	273	800	340006 Sewer	800	800
51	55	200	340007 Storm Sewer	200	200
3,959	4,045	4,900	340008 Sanitation	4,900	4,900
3,912	4,242	6,675	360000 Bank Fees/Credit Cards	6,000	6,000
10,327	8,977	12,100	362000 Gasoline/Oil/Lubricants	11,000	11,000
12,033	26,632	16,000	366000 Equipment Maintenance	16,000	16,000
78,266	41,894	80,000	371000 Construction and Materials	60,000	60,000
4,470	5,142	12,800	371001 Rock	12,800	12,800
907,686	80,207	30,000	371004 Water Meter Replacement	30,000	30,000
265	723	5,000	378000 Building Maintenance	20,000	20,000
23,494	18,645	90,000	380000 Professional Services	80,000	80,000
7,790	11,773	12,292	380005 Professional Services-online payments	28,370	28,370
10,692	11,027	11,783	380006 Professional Services-utility billing	12,856	12,856
100,186	1,601		380008 Professional Services-water meter		
10,284	10,160	20,000	380020 Computer and Software Support	20,000	20,000
4,960	3,921	9,500	380050 Non-capital Equipment	6,000	6,000
112,194	117,239	123,117	390090 Overhead Cost (Indirect Allocation)	131,648	131,648
200	200	1,000	410000 Permits and Fees	1,000	1,000
51,705	58,720	54,600	420000 Franchise Fees (5%)	120,264	120,264
1,376,319	438,259	538,667	Sub-total	601,038	601,038
Treatment Facility:					
Materials and Services: (435)					
\$ 128	\$ 3,532	\$ 400	210000 Office Supplies	\$ 400	\$ 400
2,131		2,600	223000 General Supplies	3,000	3,000
489	120	700	223001 Janitorial Supplies	700	700
19,721	34,429	60,000	223002 Chemical Supplies	60,000	60,000
373		400	223004 Uniforms	400	400
			223005 Safety Supplies	3,000	3,000
37	23	200	310000 Printing/Advertising	1,000	1,000
2,028	350	2,000	320000 Dues/Meetings/Training/Travel	1,000	1,000
55,510	54,983	58,000	340000 Electricity	60,000	60,000
3,837	3,328	4,000	340002 Communications	5,000	5,000
13,513	14,659	16,000	340005 Water	16,000	16,000
900	709	2,000	362000 Gasoline/Oil/Lubricants	1,000	1,000
128,180	100,992	170,000	366000 Equipment Maintenance	150,000	150,000
37,137	31,167	230,000	371000 Repair and Maintenance	230,000	230,000
1,735	2,909	3,500	380000 Professional Services	3,500	3,500
4,664	4,028	4,500	380020 Computer and Software Support	4,500	4,500
2,309	4,767	6,000	380050 Non-capital Equipment	6,000	6,000
1,478	5,108	3,500	410000 Permits and Fees	3,500	3,500
274,171	261,104	563,800	Sub-total	549,000	549,000

City of Warrenton  
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021		
Actual	Adopted	Resources	Proposed by	Approved by	Adopted by
FYE 6/30/18	Budget	and	Budget	Budget	Governing
FYE 6/30/19	FYE 6/30/20	Requirements	Officer	Committee	Body
<b>Requirements</b>					
Raw Water:					
Materials and Services: (440)					
\$ 1,358	\$ 691	\$ 2,000	223000	General Supplies	\$ 2,000 \$ 2,000
	103	500	223002	Chemical Supplies	
		400	223004	Uniforms	
	186	1,000	223005	Safety Supplies	
		50	310000	Printing/Advertising	
3,019	2,153	3,500	340000	Electricity	3,500 3,500
3,942	3,937	6,000	362000	Gasoline/Oil/Lubricants	5,000 5,000
28,428	12,486	35,000	366000	Waterworks Maintenance	35,000 35,000
2,264	6,979	20,000	371000	Waterworks Repairs	9,000 9,000
11,749	212	100,000	380000	Professional Services	100,000 100,000
176	374	2,500	380050	Non-capital Equipment	2,500 2,500
	3,600	3,000	410000	Permits and Fees	3,000 3,000
		500	460000	Environmental Cleanup	500 500
50,937	30,722	174,450		Sub-total	160,500 160,500 -
South Water Reservoir:					
Materials and Services: (445)					
		150	223002	Chemical Supplies	
		100	223005	Safety Supplies	
3,779	4,174	8,500	340000	Electricity	8,500 8,500
6,833	9,627	9,500	340002	Communications	17,000 17,000
1,869	2,225	2,500	362000	Gasoline/Oil/Lubricants	3,000 3,000
10,470	4,051	25,000	366000	Waterworks Maintenance	10,000 10,000
13,934	3,342	19,000	371000	Waterworks Repairs	5,000 5,000
		500	380050	Non-capital Equipment	500 500
			410000	Permits & Fees	100 100
36,885	23,419	65,250		Sub-total	44,100 44,100 -
1,738,312	753,503	1,342,167		Total Public Works Materials and Services	1,354,638 1,354,638 -
Not allocated:					
Debt Service:					
439,014	451,105	476,990		Principal	499,939 499,939
185,530	168,187	161,386		Interest	131,024 131,024
624,544	619,291	638,376		Total Debt Service	630,963 630,963 -
Transfers to Other Funds:					
547,864	757,278	424,489	860029	Water Fund Capital Reserve-operations	1,560,000 1,560,000
		1,645,000		Water Fund Capital Reserve-Loan	2,500,000 2,500,000
547,864	757,278	2,069,489		Total Transfers to Other Funds	4,060,000 4,060,000 -
-	-	450,447	800000	Contingency	482,386 482,386
-	-	450,447		Total Contingency	482,386 482,386 -
3,856,940	3,081,712	5,609,659		Total Expenditures	7,532,069 7,532,069 -
1,337,636	1,857,463	358,141	880001	Ending Fund Balance	434,431 434,431 -
\$5,194,576	\$4,939,175	\$5,967,800		Total Requirements	\$7,966,500 \$ 7,966,500 \$ -

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 7/1/2020 - 6/30/2021		
Actual FYE 6/30/18	FYE 6/30/19	Adopted Budget FYE 6/30/20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b>Resources</b>						
\$ 1,648,943	\$ 2,066,082	\$ 2,600,000	300000	Beginning Fund Balance	\$ 2,200,000	\$ 2,200,000
				Transfers from Other Funds:		
547,864	757,278	1,645,000	391025	Water Fund Loans	2,500,000	2,500,000
		424,489	391025	Water Fund Operations	1,560,000	1,560,000
			365001	Capital Contributions		
<u>2,196,807</u>	<u>2,823,360</u>	<u>4,669,489</u>		<b>Total Resources</b>	<u>6,260,000</u>	<u>6,260,000</u>
						-
<b>Requirements</b>						
				Capital Outlay-Public Works		
16,891		21,000	610005	Public Works Service Truck		
100,603			610022	Chlorine System Recifyer		
244		1,645,000	620075	Hammond Waterline Upgrades	2,500,000	2,500,000
8,453			620068	24" Raw Water Shut off valve		
1,550	3,567	3,489	620091	Public Works Remodel	8,723	8,723
			620092	Fuel Depot Spill Control		
2,666	1,074	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
		25,000	620079	SCADA Improvement at South Water Reservoir	25,000	25,000
		1,000,000	620080	Water Treatment Plant Filter Replacement		
	5,104		620093	Automatic Gate at Public Works		
			620094	Replace Raw Water Pipe Downstream	993,000	993,000
<u>130,725</u>	<u>9,745</u>	<u>2,845,489</u>		<b>Total Capital Outlay-Public Works</b>	<u>3,677,723</u>	<u>3,677,723</u>
						-
<u>130,725</u>	<u>9,745</u>	<u>2,845,489</u>		<b>Total Expenditures</b>	<u>3,677,723</u>	<u>3,677,723</u>
						-
			880001	Reserved for Water Filter Replacement		
		320,000		Replacement year 2027	467,013	467,013
		954,000	880001	Reserved for Water Reservoir Replacement	1,060,000	1,060,000
2,066,082	2,813,615	550,000	880001	Reserved for future projects	1,055,264	1,055,264
<u>2,066,082</u>	<u>2,813,615</u>	<u>1,824,000</u>		<b>Total Reserved for future expenditure</b>	<u>2,582,277</u>	<u>2,582,277</u>
						-
<u>\$ 2,196,807</u>	<u>\$ 2,823,360</u>	<u>\$ 4,669,489</u>		<b>Total Requirements</b>	<u>\$ 6,260,000</u>	<u>\$ 6,260,000</u>
						\$ -

City of Warrenton  
Budget Document

**Water System Development Charges Fund 026 (410)**

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021				
Actual	Actual	Adopted Budget	Resources and Requirements		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20			Officer	Committee	Body
<b><u>Resources</u></b>							
\$ 112,861	\$ 107,282	\$ 80,000	300000	Beginning Working Capital	\$ 58,000	\$ 58,000	
77,865	66,012	57,000	339100	Reimbursement Fee	30,000	30,000	
1,556	2,421		361000	Interest Earnings	500	500	
<u>192,282</u>	<u>175,715</u>	<u>137,000</u>	<b>Total Resources</b>		<u>88,500</u>	<u>88,500</u>	<u>-</u>
<b><u>Requirements</u></b>							
-	-	-	620000	Capital Outlay-Public Works: Improvements			
-	-	-	<b>Total Capital Outlay</b>		-	-	-
Not allocated:							
Debt Service:							
85,000	75,000	80,000	801016	Principal(G99001)	58,000	58,000	
			801017	Interest	-	-	-
<u>85,000</u>	<u>75,000</u>	<u>80,000</u>	<b>Total Debt Service</b>		<u>58,000</u>	<u>58,000</u>	<u>-</u>
-	-	-	800000	Contingency	-	-	-
85,000	75,000	80,000	<b>Total Expenditures</b>		58,000	58,000	-
<u>107,282</u>	<u>100,715</u>	<u>57,000</u>	<b>Ending Fund Balance</b>		<u>30,500</u>	<u>30,500</u>	<u>-</u>
<u>\$ 192,282</u>	<u>\$ 175,715</u>	<u>\$ 137,000</u>	<b>Total Requirements</b>		<u>\$ 88,500</u>	<u>\$ 88,500</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Storm Sewer Fund 028 (430)

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Resources</b>			
\$ 330,759	\$ 596,394	\$ 700,000	300000 Beginning Fund Balance	\$1,100,000	\$1,100,000	
427,423	458,077	445,000	344000 Utilities (20% of Sewer)	428,400	428,400	
		17,800	Rate Increase (0%)			
633	1,260		360000 Miscellaneous			
5,052	13,889	10,000	361000 Interest Earnings	5,000	5,000	
<b>763,867</b>	<b>1,069,620</b>	<b>1,172,800</b>	<b>Total Resources</b>	<b>1,533,400</b>	<b>1,533,400</b>	<b>-</b>
			<b>Requirements</b>			
			Personnel Services-Public Works			
39,809	66,640	43,227	110000 Regular Salaries	57,477	57,477	
536	109	1,632	110001 Overtime	1,632	1,632	
3,944	4,176	5,391	110002 Part-Time Regular Salaries	5,391	5,391	
3,280	5,246	3,844	141000 FICA	4,934	4,934	
1,640	1,708	1,821	142000 Workers Compensation	2,060	2,060	
90	269	101	143000 Unemployment	65	65	
8,132	14,447	11,617	144000 Retirement	15,717	15,717	
10,336	16,500	11,919	145000 Health Insurance	16,116	16,116	
56	78	52	146000 Life Insurance	67	67	
22	203	134	149000 Long Term Disability	178	178	
18,953	27,478	13,271	199999 Personnel services overhead (.1843 FTE)	21,266	21,266	
<b>86,797</b>	<b>136,853</b>	<b>93,009</b>	<b>Total Personnel Services</b>	<b>124,903</b>	<b>124,903</b>	<b>-</b>
		0.7672	Total Full-Time Equivalent (FTE)	1.0122	1.0122	
			Materials and Services-Public Works			
237	244	400	210000 Office Supplies	400	400	
322	313	400	211000 Postage	400	400	
979	1,443	1,500	223000 General Supplies	2,000	2,000	
66	84	250	223001 Janitorial	250	250	
14	7	500	223002 Chemical Supplies			
145	338	400	223004 Uniforms	400	400	
171	465	1,000	223005 Safety	1,000	1,000	
68	155	150	310000 Printing/Advertising/Publicity	150	150	
252	329	1,500	320000 Dues/Meetings/Training/Travel	1,000	1,000	
9,867	9,554	12,000	340000 Electricity-pump stations	12,000	12,000	
475	534	800	340002 Communications	800	800	
31	50	100	340005 Water	100	100	
33	42	100	340006 Sewer	100	100	
7	8	15	340007 Storm Sewer	15	15	
521	622	900	340008 Sanitation	900	900	
575	585	853	360000 Bank Fees/Credit Cards	800	800	
487	1,381	1,300	362000 Gasoline	1,300	1,300	
4,095	3,851	8,500	366000 Equipment Maintenance	8,500	8,500	
4,588	1,268	30,000	371000 Repair & Maint. Materials	30,000	30,000	
546	1,057	4,500	371001 Rock	4,500	4,500	
		5,000	371002 Ditch Restoration/Vegetation Removal	5,000	5,000	
	8,600	120,000	371003 Phase I Levee & Dike slope stability M & R	120,000	120,000	
38	120	600	378000 Building Maintenance	5,000	5,000	
3,945	2,951	25,000	380000 Professional Services	25,000	25,000	
3,643	26,453	55,000	380001 Professional Services-FEMA Project	55,000	55,000	
1,132	1,699	1,552	380005 Online payments	3,370	3,370	
1,557	1,591	1,488	380006 Utility Billing	1,527	1,527	
1,699	2,306	2,500	380020 Computer & Software Support	2,500	2,500	
139	477	800	380050 Non-capital Equipment	800	800	
15,427	19,399	9,230	390090 Overhead Cost (Indirect Allocation)	15,013	15,013	
		3,000	410000 Permits	3,000	3,000	
<b>\$ 51,060</b>	<b>\$ 85,930</b>	<b>\$ 289,338</b>	<b>Total Materials and Services</b>	<b>\$ 300,825</b>	<b>\$ 300,825</b>	<b>\$ -</b>



City of Warrenton  
Budget Document

Storm Sewer Fund 028 (430)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2020 - 6/30/2021		
Actual FYE 6/30/18	FYE 6/30/19	Adopted Budget FYE 6/30/20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Capital Outlay-Public Works			
\$ 1,298		\$ 1,500	610005 Public Works Service Truck			
24,958	3,430	50,000	620082 Tide Gates	50,000	50,000	
379	747	853	620091 Remodel of Public Works Offices	2,133	2,133	
235			620085 SE Anchor (Harbor-SE 3rd St) Improvements			
794			620068 Stormwater MasterPlan Recommendation #1			
1,953	23,950		620069 Raise Levee Low Area			
	365		620093 Automatic Gate at Public Works			
	2,755	148,000	620084 SW 4th Street (S Main Ave - SW Alder Ct)	148,000	148,000	
		125,000	620087 SW Alder Ave. (2nd to 1st)	125,000	125,000	
			620088 West Hammond Drainage	450,000	450,000	
<u>29,616</u>	<u>31,247</u>	<u>325,353</u>	Total Capital Outlay	<u>775,133</u>	<u>775,133</u>	<u>-</u>
			Not allocated:			
-	-	76,483	800000 Contingency	85,839	85,839	
167,473	254,030	784,183	Total Expenditures	1,286,700	1,286,700	-
596,394	815,590	388,617	880001 Ending Fund Balance	246,700	246,700	-
<u>\$ 763,867</u>	<u>\$ 1,069,620</u>	<u>\$ 1,172,800</u>	Total Requirements	<u>\$ 1,533,400</u>	<u>\$ 1,533,400</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Storm Sewer System Development Charges Fund 051 (410)

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2020- 6/30/2021		
Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20						
<b>Resources</b>								
\$ 27,979	\$ 36,535	\$ 40,000	300000	Beginning Fund Balance	\$ 54,900	\$ 54,900		
			339100	Reimbursement Fee				
\$ 8,100	\$ 6,070	14,000	339200	Improvement Fee	18,000	18,000		
456	1,023	650	361000	Interest	300	300		
<u>36,535</u>	<u>43,628</u>	<u>54,650</u>	<b>Total Resources</b>			<u>73,200</u>	<u>73,200</u>	<u>-</u>
<b>Requirements</b>								
			620000	Capital Outlay-Public Works Capital Outlay	-	-	-	-
-	-	-		Total Capital Outlay	-	-	-	-
			800000	Not allocated: Contingency	-	-	-	-
-	-	-		Total Expenditures	-	-	-	-
36,535	43,628	54,650	880001	Ending Fund Balance	73,200	73,200	-	-
<u>\$ 36,535</u>	<u>\$ 43,628</u>	<u>\$ 54,650</u>	<b>Total Requirements</b>			<u>\$ 73,200</u>	<u>\$ 73,200</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	Budget FYE 6/30/20		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
\$ 1,664,746	\$ 1,939,250	\$ 1,800,000	300000	Beginning Fund Balance	\$ 2,200,000	\$ 2,200,000
465,536			334260	Loan Proceeds-DEQ-R94945		
7,781	27,219		334350	Loan Proceeds-IFA		
59,181	37,116	32,000	340030	Connection Charges	10,000	10,000
2,137,490	2,290,061	2,220,000	344000	Utilities	2,142,000	2,142,000
		94,000		Rate increase 0% in city and shoreline	-	-
2,514	1,814	1,800	344300	Industrial Waste Permitted Use	1,800	1,800
121,893	130,274	130,000	344500	Shoreline Sewer Revenue	135,000	135,000
282,268	271,457	280,000	344700	Septage Revenue	100,000	100,000
4,005	5,027		360000	Miscellaneous		
39,684	93,034	74,000	361000	Interest Earnings	40,000	40,000
20,000			365002	Contributions for Operations		
960			366000	Proceeds from Sale of Assets		
<b>4,806,058</b>	<b>4,795,251</b>	<b>4,631,800</b>	<b>Total Resources</b>		<b>4,628,800</b>	<b>4,628,800</b>
<b>Requirements</b>						
Personnel Services-Public Works:						
366,622	418,104	462,570	110000	Regular Salaries	515,820	515,820
31,073	42,703	60,180	110001	Overtime	60,180	60,180
			110002	Part-Time Regular Salaries		
29,378	33,941	39,990	141000	FICA	44,064	44,064
12,368	11,583	15,044	142000	Workers Compensation	14,601	14,601
804	1,734	1,046	143000	Unemployment	576	576
78,058	97,810	136,238	144000	Retirement	150,841	150,841
105,358	125,462	131,188	145000	Health Insurance	157,741	157,741
523	534	550	146000	Life Insurance	590	590
207	1,368	1,439	149000	Long Term Disability	1,608	1,608
144,133	156,228	193,757	199999	Personnel services overhead (1.6116 FTE)	185,990	185,990
<b>\$ 768,525</b>	<b>\$ 889,465</b>	<b>\$ 1,042,002</b>	<b>Total Personnel Services</b>		<b>\$ 1,132,011</b>	<b>\$ 1,132,011</b>
		8.0133	Total Full-Time Equivalent (FTE)		8.8139	8.8139
Public Works: Collection System						
Materials and Services (430):						
\$ 1,819	\$ 1,481	\$ 2,700	210000	Office Supplies	\$ 2,700	\$ 2,700
2,038	1,817	4,000	211000	Postage	4,000	4,000
8,820	9,734	11,000	223000	General Supplies	13,000	13,000
1,003	1,277	1,500	223001	Janitorial Supplies	1,500	1,500
5,785	70	2,000	223002	Chemical Supplies	2,000	2,000
1,095	1,683	2,500	223004	Uniforms	2,500	2,500
1,807	2,601	3,000	223005	Safety	4,000	4,000
541	520	3,000	310000	Printing/Advertising	3,000	3,000
2,317	2,043	6,000	320000	Dues/Meetings/Training/Travel	6,000	6,000
2,261	2,516	3,000	340000	Electricity	3,000	3,000
		3,000	340001	Natural Gas		
7,059	6,695	8,000	340002	Communications	8,000	8,000
283	306	700	340005	Water	700	700
525	762	900	340006	Sewer	900	900
105	153	300	340007	Storm	300	300
4,167	3,837	6,000	340008	Sanitation	6,000	6,000
45,516	40,894	52,000	340010	Pump Station Utilities	55,000	55,000
4,940	5,599	4,506	360000	Bank Fees/Credit Cards	8,000	8,000
6,985	8,624	11,000	362000	Gasoline/Oil/Lubricants	11,000	11,000
29,476	40,262	40,000	366000	Equipment Maintenance	40,000	40,000
53,816	44,474	300,000	366100	Pump Station Maintenance	250,000	250,000
25,088	42,899	240,000	371000	Construction and Materials	200,000	200,000
3,776	4,592	11,000	371001	Rock	11,000	11,000
250	672	3,000	378000	Building Maintenance	20,000	20,000
11,977	36,460	200,000	380000	Professional Services	200,000	200,000
6,014	8,977	8,210	380005	Professional Services - online payments	17,798	17,798
8,250	8,408	7,870	380006	Professional Services - utility billing	8,066	8,066
39,404	43,792	15,000	380007	Inflow & Infiltration Plan	15,000	15,000
26,953	27,008	36,000	380020	Computer and Software Support	37,500	37,500
2,472	9,611	11,000	380050	Non-capital Equipment	11,000	11,000
117,322	110,295	134,830	390090	Overhead Cost (Indirect Allocation)	131,533	131,533
		2,200	410000	Permits and Fees	2,200	2,200
64,125	68,702	69,381	420000	Franchise Fee (5%)	124,270	124,270
<b>485,990</b>	<b>536,764</b>	<b>1,203,597</b>	<b>Total Materials and Services (430)</b>		<b>1,199,967</b>	<b>1,199,967</b>

City of Warrenton  
Budget Document

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	Budget FYE 6/30/20		Budget Officer	Budget Committee	Governing Body
<b>Requirements</b>						
Public Works:						
Shoreline Sanitary						
Materials and Services (433):						
		700	223000	700	700	
		700	223002	700	700	
2,162	2,382	5,000	340001	5,000	5,000	
8,022	7,625	10,000	340010	10,000	10,000	
255		500	362000	500	500	
4,264	428	7,500	366100	7,500	7,500	
164	1,109	5,000	371000	5,000	5,000	
49		2,500	380000	2,500	2,500	
845	1,127	2,500	380020	2,500	2,500	
<b>15,761</b>	<b>12,670</b>	<b>34,400</b>	<b>Total Materials and Services (433)</b>	<b>34,400</b>	<b>34,400</b>	<b>-</b>
Public Works:						
Sewer Plant						
Materials and Services (435):						
529	513	1,500	210000	1,500	1,500	
433	477	500	211000	500	500	
4,415	4,994	5,100	223000	7,500	7,500	
80	370	1,000	223001	1,000	1,000	
	80	2,500	223002	2,000	2,000	
558	577	1,500	223004	1,000	1,000	
9,406	7,767	12,000	223005	10,000	10,000	
1,184	533	3,000	223006	3,000	3,000	
68	23	2,000	310000	1,000	1,000	
4,150	4,137	7,000	320000	7,000	7,000	
95,431	83,733	100,000	340000	100,000	100,000	
5,606	5,572	6,500	340002	6,500	6,500	
1,146	1,499	2,000	340005	2,000	2,000	
679	873	1,200	340006	1,200	1,200	
136	175	250	340007	250	250	
7,481	7,859	10,000	340008	10,000	10,000	
2,109	2,335	5,000	362000	5,000	5,000	
22,835	32,292	50,000	366000	30,000	30,000	
61,345	12,016	95,000	371000	60,000	60,000	
8,171	14,583	60,000	380000	60,000	60,000	
14,099	11,590	15,000	380020	15,000	15,000	
2,266	9,338	8,000	380050	8,000	8,000	
2,023	2,078	3,000	410000	3,000	3,000	
<b>244,151</b>	<b>203,412</b>	<b>392,050</b>	<b>Total Materials and Services (435)</b>	<b>335,450</b>	<b>335,450</b>	<b>-</b>
<b>745,902</b>	<b>752,847</b>	<b>1,630,047</b>	<b>Total Public Works Materials and Services</b>	<b>1,569,817</b>	<b>1,569,817</b>	<b>-</b>
Not allocated:						
Debt Service:						
58,295	68,052	117,376	Principal	134,328	134,328	
4,382	54,123	39,990	Interest	43,994	43,994	
<b>62,677</b>	<b>122,175</b>	<b>157,366</b>	<b>Total Debt Service</b>	<b>178,322</b>	<b>178,322</b>	<b>-</b>
Transfers to Other Funds:						
1,289,704	1,029,563	413,305	860038 Sewer Fund Capital Reserve-operations	582,017	582,017	
<b>1,289,704</b>	<b>1,029,563</b>	<b>413,305</b>	<b>Total Transfers to Other Funds</b>	<b>582,017</b>	<b>582,017</b>	<b>-</b>
-	-	80,673	800003 Contingency-debt reserves	80,673	80,673	
-	-	564,677	800000 Contingency-operations	576,821	576,821	
		<b>645,350</b>	<b>Total Contingency</b>	<b>657,494</b>	<b>657,494</b>	<b>-</b>
2,866,808	2,794,050	3,888,070	<b>Total Expenditures</b>	<b>4,119,661</b>	<b>4,119,661</b>	<b>-</b>
1,939,250	2,001,201	743,730	880001 Ending Fund Balance	509,139	509,139	
<b>\$ 4,806,058</b>	<b>\$ 4,795,251</b>	<b>\$ 4,631,800</b>	<b>Total Requirements</b>	<b>\$ 4,628,800</b>	<b>\$ 4,628,800</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

Established by Resolution No. 2020

Sewer Fund Capital Reserve Fund 038 (430)

To accumulate funds for capital improvements to the Sewer Fund

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Resources</b>			
\$ 1,041,996	\$ 2,167,202	\$ 2,990,000	300000	Beginning Fund Balance	\$ 3,300,000	\$ 3,300,000
			Transfers from Other Funds:			
465,535			391030	Sewer Fund Loan R94954		
824,169	1,029,563	413,305	391030	Sewer Fund Operations	582,017	582,017
<u>2,331,700</u>	<u>3,196,765</u>	<u>3,403,305</u>		<b>Total Resources</b>	<u>3,882,017</u>	<u>3,882,017</u>
			<b>Requirements</b>			
			Capital Outlay-Public Works:			
12,502		15,500	610005	Public Works Service Truck		
			610023	Side by Side Utility Vehicle	20,000	20,000
109,472			620011	Core Conveyance/Ensign Pump Station		
250			620081	Storage Building Workshop		
61			620087	SE 12th St and Marlin Collector Line Repl		
732	477	320,000	620089	SE 2nd Street & Marlin Ave Pump Station	300,000	300,000
1,248	3,069	2,808	620091	Remodel of Public Works Offices	7,020	7,020
26,973			620047	3rd & Main Pump Sta Generator		
	67,764	100,000	620046	Pump Station Generator	50,000	50,000
13,139			620050	WWTP Laboratory Climate Control		
122			620052	NW Seventh Ave & Enterprise Pump Sta. Ugrd		
	3,767		620093	Automatic Gate at Public Works		
		125,000	620078	N Main Ave & NW 7th Pl (NW Warr Dr to NE 5th St)	125,000	125,000
		160,000	620024	WWTP North Lagoon Dewatering Pump and Filter	160,000	160,000
		45,000	620019	Septage Screening	35,000	35,000
		425,000	620023	Se Marlin & 101 Pump Station Upgrade	425,000	425,000
		60,000	620033	Pump Station Bypass Program	60,000	60,000
			620094	Bird Netting for SBR	45,000	45,000
<u>164,498</u>	<u>75,077</u>	<u>1,253,308</u>		<b>Total Capital Outlay</b>	<u>1,227,020</u>	<u>1,227,020</u>
<u>164,498</u>	<u>75,077</u>	<u>1,253,308</u>		<b>Total Expenditures</b>	<u>1,227,020</u>	<u>1,227,020</u>
		616,665	880001	Reserved for SBR Basin and Equipment	716,665	716,665
		533,332	880001	Reserved for Biosolids Disposal	633,332	633,332
		1,000,000	880001	Reserved for future projects	1,305,000	1,305,000
<u>2,167,202</u>	<u>3,121,688</u>	<u>2,149,997</u>	880001	<b>Total Reservations for future Expenditures</b>	<u>2,654,997</u>	<u>2,654,997</u>
<u>\$ 2,331,700</u>	<u>\$ 3,196,765</u>	<u>\$ 3,403,305</u>		<b>Total Requirements</b>	<u>\$ 3,882,017</u>	<u>\$ 3,882,017</u>

City of Warrenton  
Budget Document

**Sewer System Development Charges Fund 036 (410)**

Historical Data			Budget for Fiscal Year 7/1/2020- 6/30/2021			
Actual	Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b><u>Resources</u></b>						
\$ 141,598	\$ 91,177	\$ 42,000	300000	Beginning Fund Balance	\$ 38,000	\$ 38,000
57,766	28,052	57,000	339100	Reimbursement Fee	30,000	30,000
2,180	2,197	2,100	361000	Interest Earnings	300	300
<u>201,544</u>	<u>121,426</u>	<u>101,100</u>	<b>Total Resources</b>		<u>68,300</u>	<u>68,300</u>
						<u>-</u>
<b><u>Requirements</u></b>						
-	-	-	620000	Capital Outlay-Public Works: Improvements		
<u>-</u>	<u>-</u>	<u>-</u>		Total Capital Outlay	<u>-</u>	<u>-</u>
				Not allocated:		
				Debt Service:		
82,353	56,579	29,975		Principal-Y04001		
28,014	14,204	9,330		Interest-Y04001		
<u>110,367</u>	<u>70,783</u>	<u>39,305</u>		Total Debt Service	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	800000	Contingency	<u>-</u>	<u>-</u>
110,367	70,783	39,305		Total Expenditures	<u>-</u>	<u>-</u>
91,177	50,643	61,795		Ending Fund Balance	<u>68,300</u>	<u>68,300</u>
<u>\$ 201,544</u>	<u>\$ 121,426</u>	<u>\$ 101,100</u>	<b>Total Requirements</b>		<u>\$ 68,300</u>	<u>\$ 68,300</u>
						<u>\$ -</u>

City of Warrenton  
Budget Document

**Sanitation Fund 032 (430)**

Historical Data			Resources and Requirements			Budget for Fiscal Year 7/1/2020 - 6/30/2021		
Actual	Adopted Budget	Adopted Budget			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20						
			<b>Resources</b>					
\$ 371,081	\$ 417,570	\$ 380,000	300000	Beginning Fund Balance	\$ 450,000	\$ 450,000		
914,268	983,178	945,540	344000	Utilities	850,986	850,986		
183,166	192,973	200,232	345000	Recycling Fees	180,209	180,209		
2,423	3,844		360000	Miscellaneous				
9,047	17,245	12,000	361000	Interest Earnings	6,000	6,000		
7,000			366000	Proceeds from Sale of Assets				
<u>1,486,985</u>	<u>1,614,810</u>	<u>1,537,772</u>		<b>Total Resources</b>	<u>1,487,195</u>	<u>1,487,195</u>		<u>-</u>
			<b>Requirements</b>					
			Personnel Services-Public Works:					
125,185	141,194	150,125	110000	Regular Salaries	140,375	140,375		
3,294	2,044	8,976	110001	Overtime	8,976	8,976		
657	696	899	110002	Part-time Salaries	899	899		
9,394	10,396	12,240	141000	FICA	11,494	11,494		
4,341	2,842	4,349	142000	Workers Compensation	4,250	4,250		
256	532	320	143000	Unemployment	150	150		
18,723	28,513	38,845	144000	Retirement	40,274	40,274		
51,823	56,926	60,161	145000	Health Insurance	44,574	44,574		
178	179	186	146000	Life Insurance	179	179		
70	462	486	149000	Long Term Disability	455	455		
34,600	44,049	50,849	199999	Personnel services overhead (.4592 FTE)	52,993	52,993		
<u>\$ 248,523</u>	<u>\$ 287,833</u>	<u>\$ 327,436</u>		<b>Total Personnel Services</b>	<u>\$ 304,619</u>	<u>\$ 304,619</u>		<u>\$ -</u>
		2.9282		Total Full-Time Equivalent (FTE)	2.8079	2.8079		

City of Warrenton  
Budget Document

Sanitation Fund 032

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Requirements</b>			
			Materials and Services-Public Works:			
\$ 789	\$ 369	\$ 2,000	210000 Office Supplies	\$ 2,000	\$ 2,000	
1,059	1,019	1,600	211000 Postage	1,600	1,600	
3,822	2,074	6,500	223000 General Supplies	4,500	4,500	
588	667	650	223001 Janitorial Supplies	650	650	
1,456	1,532	2,700	223002 Chemical Supplies	2,700	2,700	
876	707	1,600	223004 Uniforms	1,000	1,000	
494	664	800	223005 Safety	800	800	
207	115	500	310000 Printing/Advertising	500	500	
302	708	2,200	320000 Dues/Meetings/Training/Travel	1,000	1,000	
680	680	1,300	340000 Electricity	1,300	1,300	
2,748	2,478	3,100	340002 Communications	3,100	3,100	
295,556	313,750	348,316	340003 Landfill Fees	313,484	313,484	
180,689	189,775	206,064	340004 Residential Curbside Recycling	206,064	206,064	
1,434	1,804	2,500	340005 Water	2,500	2,500	
841	1,580	2,000	340006 Sewer	2,000	2,000	
168	316	1,000	340007 Storm Sewer	1,000	1,000	
1,042	1,078	1,700	340008 Sanitation	1,700	1,700	
5,814		12,000	340015 Spring Cleanup	12,000	12,000	
32,224	33,851	35,000	340016 Commercial Recycling-Cardboard	35,000	35,000	
41,408	37,933	46,000	340017 Yard Debris Recycling	46,000	46,000	
16,843	11,830	25,000	340020 Landfill Postclosure Care Costs	25,000	25,000	
14,056	14,056	15,500	340025 Recycling Education	15,500	15,500	
931	1,057	2,167	360000 Bank Fees/Credit Cards	1,600	1,600	
23,327	22,756	32,000	362000 Gasoline/Oil/Lubricants	32,000	32,000	
24,467	59,013	40,000	366000 Equipment Maintenance	40,000	40,000	
1,160	967	2,000	371000 Repair and Maintenance	2,000	2,000	
251	64	500	371001 Rock	500	500	
83	156	5,000	378000 Building Maintenance	10,000	10,000	
7,539	5,088	7,000	380000 Professional Services	7,000	7,000	
2,494	3,564	3,946	380005 Professional Services - online payments	5,464	5,464	
3,420	3,338	3,783	380006 Professional Services - utility billing	2,476	2,476	
4,268	4,013	6,500	380020 Computer/Software Support	6,500	6,500	
19,262	12,182	45,000	380050 Non-capital equipment	45,000	45,000	
28,164	31,098	35,432	390090 Overhead Cost (Indirect Allocation)	37,471	37,471	
27,428	29,495	28,503	420000 Franchise Fee (5%)	49,628	49,628	
		1,000	460000 Environmental Cleanup	1,000	1,000	
<u>745,892</u>	<u>789,777</u>	<u>930,861</u>	Total Materials and Services	<u>920,037</u>	<u>920,037</u>	<u>-</u>
			Not allocated:			
			Transfers to Other Funds:			
75,000	116,630	83,840	860034 Sanitation Fund Capital Reserve	66,845	66,845	
<u>75,000</u>	<u>116,630</u>	<u>83,840</u>	Total Transfers to Other Funds	<u>66,845</u>	<u>66,845</u>	<u>-</u>
-	-	188,783	800000 Contingency	185,263	185,263	
1,069,415	1,194,240	1,530,920	Total Expenditures	1,476,764	1,476,764	-
417,570	420,570	6,852	880001 Ending Fund Balance	10,431	10,431	-
<u>\$ 1,486,985</u>	<u>\$ 1,614,810</u>	<u>\$ 1,537,772</u>	<b>Total Requirements</b>	<u>\$ 1,487,195</u>	<u>\$ 1,487,195</u>	<u>\$ -</u>



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 7/1/2020- 6/30/2021		
Actual FYE 6/30/18	Actual FYE 6/30/19	Adopted Budget FYE 6/30/20				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Resources</b>					
\$ 301,730	\$ 370,497	\$ 484,000	300000	Beginning Fund Balance		\$ 113,000	\$ 113,000	
75,000	116,630	83,840	391032	Transfers from Other Funds: Sanitation Fund		66,845	66,845	
<u>376,730</u>	<u>487,127</u>	<u>567,840</u>		<b>Total Resources</b>		<u>179,845</u>	<u>179,845</u>	<u>-</u>
			<b>Requirements</b>					
5,193		6,500	610005	Capital Outlay-Public Works: Public Works Service Truck				
		430,000	610008	Garbage Truck Replacement				
		25,000	620001	SW 1st Street Recycling Center Upgrades		15,000	15,000	
1,040	1,822	2,340	620091	Remodel of Public Works		5,850	5,850	
	1,580		620093	Automatic Gate at Public Works				
<u>6,233</u>	<u>3,401</u>	<u>463,840</u>		<b>Total Capital Outlay</b>		<u>20,850</u>	<u>20,850</u>	<u>-</u>
<u>6,233</u>	<u>3,401</u>	<u>463,840</u>		<b>Total Expenditures</b>		<u>20,850</u>	<u>20,850</u>	<u>-</u>
370,497	483,726	104,000	880001	Reserved for future expenditure		158,995	158,995	-
<u>\$ 376,730</u>	<u>\$ 487,127</u>	<u>\$ 567,840</u>		<b>Total Requirements</b>		<u>\$ 179,845</u>	<u>\$ 179,845</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

State Tax Street Fund 040 (431)

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Resources</b>			
\$1,384,545	\$ 1,809,511	\$ 1,340,336	300000 Beginning Fund Balance (BFB)	\$ 1,017,899	\$ 1,017,899	
		733,747	BFB (City Fuel Tax)	1,252,381	1,252,381	
		25,917	BFB (State fuel tax 1% trails)	29,720	29,720	
340,323	388,524	395,807	335700 State Gas Tax (per capita)	377,965	377,965	
356,638	377,574	360,000	335800 City Fuel Tax (\$.03 per gallon)	307,000	307,000	
461	2,591		360000 Miscellaneous			
25,881	50,455	40,000	361000 Interest Earnings	25,000	25,000	
<b>2,107,848</b>	<b>2,628,655</b>	<b>2,895,807</b>	<b>Total Resources</b>	<b>3,009,965</b>	<b>3,009,965</b>	<b>-</b>
			<b>Requirements</b>			
			Personnel Services-Public Works:			
45,007	44,105	50,005	110000 Regular Salaries	62,255	62,255	
1,193	936	2,346	110001 Overtime	2,346	2,346	
657	696	899	110002 Part-time Salaries	899	899	
3,452	3,368	4,074	141000 FICA	5,011	5,011	
2,065	1,095	2,214	142000 Workers Compensation	2,357	2,357	
94	173	107	143000 Unemployment	66	66	
9,471	9,712	13,624	144000 Retirement	17,255	17,255	
11,814	11,024	13,086	145000 Health Insurance	16,788	16,788	
65	59	63	146000 Life Insurance	77	77	
24	137	155	149000 Long Term Disability	192	192	
14,770	19,968	20,815	199999 Personnel services overhead (.2548 FTE)	29,403	29,403	
<b>88,612</b>	<b>91,273</b>	<b>107,388</b>	<b>Total Personnel Services</b>	<b>136,649</b>	<b>136,649</b>	<b>-</b>
		0.8391	Total Full-Time Equivalent (FTE)	1.0511	1.0511	
			Materials and Services-Public Works:			
378	196	500	210000 Office Supplies	500	500	
		150	211000 Postage	150	150	
1,652	1,945	3,000	223000 General Supplies	3,000	3,000	
92	70	100	223001 Janitorial	100	100	
36	6	40	223002 Chemical	40	40	
305	218	500	223004 Uniforms	300	300	
227	1,153	1,000	223005 Safety	1,000	1,000	
74	940	800	310000 Printing/Advertising	800	800	
651	398	1,000	320000 Dues/Meetings/Training/Travel	500	500	
316	340	450	340000 Electricity	450	450	
345	441	500	340002 Communications	500	500	
25	41	100	340005 Water	100	100	
27	35	60	340006 Sewer	60	60	
5	7	60	340007 Storm Sewer	60	60	
417	519	800	340008 Sanitation	2,600	2,600	
68,583	70,344	65,000	341000 Street Lighting - Electricity	70,000	70,000	
853	297	500	360000 Bank Fees/Credit Cards	500	500	
1,839	1,159	3,700	362000 Gasoline/Oil/Lubricants	3,700	3,700	
4,278	2,714	5,500	366000 Equipment Maintenance	5,500	5,500	
36,192	48,467	65,000	371000 Repair & Maintenance Materials	65,000	65,000	
1,103	1,978	13,000	371001 Rock	20,000	20,000	
325	32,300	450,000	Overlays (city fuel tax)	450,000	450,000	
99	91	800	378000 Building Maintenance	15,000	15,000	
17,034	8,224	100,000	380000 Professional Services	70,000	70,000	
1,097	2,243	5,000	380020 Computer & Software Support	5,000	5,000	
647	855	5,000	380050 Non-Capital Equipment	5,000	5,000	
12,022	14,097	14,468	390090 Overhead Cost (Indirect Allocation)	20,745	20,745	
<b>148,625</b>	<b>189,081</b>	<b>737,028</b>	<b>Total Materials and Services</b>	<b>740,605</b>	<b>740,605</b>	<b>-</b>

City of Warrenton  
Budget Document

**State Tax Street Fund 040 (431)**

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2020 - 6/30/2021		
Actual FYE 6/30/18	Actual FYE 6/30/19	Adopted Budget FYE 6/30/20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b>Requirements</b>						
Capital Outlay-Public Works:						
3,545		4,500	610005 Public Works Service Truck			
2,338			620010 Delaura Beach Trail			
2,418		320,000	620068 SW 2nd St (Elm - Gardenia)	300,000	300,000	
974		567,000	620078 N Main & NW 7th Place (Warrenton Dr - NE 5th)	567,000	567,000	
42,090			622082 SE 2nd St (SE King-Marlin)			
113	337	255	620091 Public Works Remodel	638	638	
804			620085 SE Anchor (Harbor-SE 3rd St) Improvement			
5,419	4,062	218,000	620084 SW 4th St (S Main Ave-Alder Ct)	320,000	320,000	
	1,094		620093 Automatic Gate at Public Works			
3,399	15,600	220,000	620086 Intersection of SW 9th St and S Main Ave	220,000	220,000	
		325,000	620087 SW Alder Ave. (2nd to 1st)	300,000	300,000	
		50,000	620012 Warrenton Trails Wayfinding Signs	50,000	50,000	
		40,000	620013 Upgrade Curb & Sidewalk at Elementary	40,000	40,000	
61,100	21,092	1,744,755	Total Capital Outlay	1,797,638	1,797,638	-
Not allocated:						
Debt Service:						
			801001 Principal			
			801002 Interest			
-	-	-	Total Debt Service	-	-	-
-	-	168,904	800000 Contingency	198,000	198,000	
298,337	301,446	2,758,075	Total Expenditures	2,872,892	2,872,892	-
1,809,511	2,327,209	137,732	880001 Ending Fund Balance	137,073	137,073	-
<b>\$2,107,848</b>	<b>\$ 2,628,655</b>	<b>\$2,895,807</b>	<b>Total Requirements</b>	<b>\$3,009,965</b>	<b>\$3,009,965</b>	<b>\$ -</b>

City of Warrenton  
Budget Document

**Streets System Development Charges Fund 041 (410)**

Historical Data			Budget for Fiscal Year 7/1/2020 - 6/30/2021					
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20						
			<b><u>Resources</u></b>					
\$ 640,637	\$ 712,918	\$ 774,000	300000	Beginning Fund Balance	\$ 893,000	\$ 893,000		
60,531	82,929	95,000	339200	Improvement Fee	150,000	150,000		
11,750	19,661	12,000	339100	Reimbursement Fee				
			361000	Interest	6,000	6,000		
			<b>Total Resources</b>					
712,918	815,508	881,000				1,049,000	1,049,000	-
			<b><u>Requirements</u></b>					
			620000	Capital Outlay-Public Works: Improvements				
			<b>Total Capital Outlay</b>					
-	-	-				-	-	-
			800000	Contingency				
			<b>Total Expenditures</b>					
-	-	-				-	-	-
712,918	815,508	881,000	880001	Ending Fund Balance	1,049,000	1,049,000		-
			<b>Total Requirements</b>					
\$ 712,918	\$ 815,508	\$ 881,000				\$ 1,049,000	\$ 1,049,000	\$ -

City of Warrenton  
Budget Document

Engineer Internal Service Fund 042 (750)

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021				
Actual		Adopted Budget	Resources and Requirements		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20					
			<b>Resources</b>				
\$ 10,114	\$ 5,406	\$ 5,406	300000	Beginning Fund Balance	\$ 5,406	\$ 5,406	
33,267		166,599	347500	Engineering Services	167,163	167,163	
			348000	Other Billed Services			
311			360000	Miscellaneous Income			
			361000	Interest			
<u>43,692</u>	<u>5,406</u>	<u>172,005</u>		<b>Total Resources</b>	<u>172,569</u>	<u>172,569</u>	<u>-</u>
			<b>Requirements</b>				
			Personnel Services-Engineering Dept:				
26,985		98,250	110000	Regular Salaries	99,250	99,250	
2,006		7,516	141000	FICA	7,593	7,593	
349		1,210	142000	Workers Compensation	1,260	1,260	
52		197	143000	Unemployment	99	99	
5,241		32,180	144000	Retirement	32,502	32,502	
2,712		23,466	145000	Health Insurance	24,176	24,176	
61		175	146000	Life Insurance	175	175	
		311	149000	Long Term Disability	314	314	
<u>37,406</u>	<u>-</u>	<u>163,305</u>		<b>Total Personnel Services</b>	<u>165,369</u>	<u>165,369</u>	<u>-</u>
		1		Total Full-Time Equivalent	1	1	
			Materials and Services-Engineering Dept:				
		1,000	210000	Office Supplies	1,000	1,000	
		3,000	320000	Dues/Meetings/Training/Travel	1,500	1,500	
429		700	340002	Communications	700	700	
11			380000	Professional Services			
141		2,000	380020	Computer/Software Support	2,000	2,000	
299		2,000	380050	Non-capital equipment	2,000	2,000	
<u>880</u>	<u>-</u>	<u>8,700</u>		<b>Total Materials and Services</b>	<u>7,200</u>	<u>7,200</u>	<u>-</u>
38,286	-	172,005		<b>Total Expenditures</b>	172,569	172,569	-
5,406	5,406	-	880001	Ending Fund Balance	-	-	-
<u>\$ 43,692</u>	<u>\$ 5,406</u>	<u>\$ 172,005</u>		<b>Total Requirements</b>	<u>\$ 172,569</u>	<u>\$ 172,569</u>	<u>\$ -</u>

City of Warrenton  
Budget Document

Warrenton Business License Fund 006 (400)

Historical Data			Budget for Fiscal Year 7/1/2020-6/30/2021			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Resources</b>			
\$ 103,694	\$ 65,586	\$ 49,000	300000	Beginning Fund Balance	\$ 78,000	\$ 78,000
54,100	60,565	55,000	321600	Business License Fees	59,000	59,000
25	166		360000	Miscellaneous		
1,307	1,635	1,500	361000	Interest Earnings	800	800
			364000	Fund Raising Revenues		
1,664	6,250		365000	Donations		
			391001	Transfer from the General Fund		
<u>160,790</u>	<u>134,202</u>	<u>105,500</u>	<b>Total Resources</b>		<u>137,800</u>	<u>137,800</u>
			<b>Requirements</b>			
			Personnel Services-WBL Program:			
10,328	10,789	10,687	199999	Personnel services overhead (.0593 FTE)	6,838	6,838
<u>10,328</u>	<u>10,789</u>	<u>10,687</u>	<b>Total Personnel Services</b>		<u>6,838</u>	<u>6,838</u>
			Materials and Services-WBL Program:			
493	793	1,000	211000	Postage	1,000	1,000
7,186	3,790	10,000	310000	Printing/Advertising/Publicity/Marketing	2,500	2,500
		7,500	320000	Dues/Meetings/Training/Travel	7,500	7,500
48	52	150	360000	Bank/Credit Card Fees	150	150
	1,000	13,000	380000	Professional Services	5,000	5,000
			380010	Rental (Storage)	1,000	1,000
		5,000	380019	Nuisance Abatement	10,000	10,000
2,326	2,518	2,500	380020	Computer & Software Support	2,000	2,000
		500	380021	Recognition Program	500	500
535	455	1,000	380039	North and South Welcome Sign	1,000	1,000
397	245	1,000	380031	July 4th Parade	1,000	1,000
2,000		10,000	380034	Winter Holiday Events/Decoration	5,000	5,000
4,000	3,950		380036	Website maintenance		
		1,000	380043	Business After Hours		
164			380045	Donations to Non-profits		
10,000			380046	Economic Growth Marketing		
	2,500	15,000	380047	Façade Grants(outside URA)	15,000	15,000
			380048	Festival/Chamber Events	5,000	5,000
44,321	40,887	5,000	380051	Holiday & Community Events	10,000	10,000
			390000	Miscellaneous Expense		
8,407	7,617	7,422	390090	Overhead Cost (Indirect Allocation)	4,858	4,858
<u>79,876</u>	<u>63,806</u>	<u>80,072</u>	<b>Total Materials &amp; Services</b>		<u>71,508</u>	<u>71,508</u>
			Not allocated:			
			Transfers to Other Funds			
			860070	Police Vehicle Replacement Fund	40,000	40,000
5,000			860015	Grants Fund - (Fire Equip. Match)	10,000	10,000
<u>5,000</u>	<u>-</u>	<u>-</u>	860004	Community Center Capital Reserve Fund		
			<b>Total Transfers</b>		<u>50,000</u>	<u>50,000</u>
-	-	-	800000	Contingency	5,000	5,000
95,204	74,595	90,759	<b>Total Expenditures</b>		<u>133,346</u>	<u>133,346</u>
65,586	59,607	14,741	880001	Ending Fund Balance	4,454	4,454
<u>\$ 160,790</u>	<u>\$ 134,202</u>	<u>\$ 105,500</u>	<b>Total Requirements</b>		<u>\$ 137,800</u>	<u>\$ 137,800</u>



**Finance Department  
Agenda Memorandum**

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

Date: June 23, 2020

**Regarding: Adoption of the 2021-2026 Capital Improvement Program**

**SUMMARY:**

Staff prepares, reviews, updates, and then presents the City of Warrenton Capital Improvement Program annually to the City Commission. The document presented is for the six years ending June 30, 2026.

The document can be viewed and/or printed from our website at [ci.warrenton.or.us/finance/page/capital-improvement-program](http://ci.warrenton.or.us/finance/page/capital-improvement-program)

**RECOMMENDATION:**


Move to adopt the *2021-2026 Capital Improvement Program* as presented.

**ALTERNATIVE:**

Other action as deemed appropriate.

**FISCAL IMPACT:**

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

Approved by City Manager, 

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



## Finance Department Agenda Memorandum

To: The Honorable Mayor and Members of the Warrenton City Commission  
From: April Clark  
Finance Director  
Date: June 23, 2020

### Re: Consideration of Audit Services Contract Renewal

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#### SUMMARY:

The City's audit services contract with Isler, CPAs concluded its three year term with the audit performed for the fiscal year ended June 30, 2019. The current contract allows for an option to renew for two more years. Isler has been our auditor for the past 13 years. The city typically prepares an RFP every 5 years for auditing services. The last time an RFP for auditing services was performed, Isler was the only respondent.

#### RECOMMENDATION:

Staff wishes to extend Isler's contract for an additional two years for audit services for fiscal years ending June 30, 2020 and 2021.

This is the most efficient and beneficial position for the City at this time considering the following:

- **Our current auditors** have gained knowledge and efficiencies, over the last eight years, that would be used in their performance of the audit during the next two years. The current auditors will be better able to examine City finances, over the next two year period, than a new auditor coming in the first year and having to set up their records and systems in order to perform the audit from their office. It is a time consuming endeavor for both the City and the auditor the first year.
- **Staff** assistance required redirects resources better utilized elsewhere. Bringing a new auditor on board would redirect resources and time that require staff to gather documents for the new auditor as well as educate the new auditor on our operation and procedures. Staff is very satisfied with the quality of the audits performed in the last thirteen years.



- **The Commission** benefits from having an auditor who is familiar with the City’s history and current operations. The present auditor will be able to communicate with you on the current issues with knowledge and experience.
- **The GFOA** recommends “entities should consider using multi-year agreements, preferably of a five-year duration, due to the potential cost savings and continuity benefits over the long-term.” The current contract will complete a five year term.

Staff recommends that proposals for auditing service be solicited, once this two year period, ending June 30, 2021, has concluded.

The attached proposal provides for audit services based on the following fees as attached:

June 30, 2020	\$37,400
June 30, 2021	\$37,400

These amounts reflect no increase from the June 30, 2019 proposed amount.

**RECOMMENDATION/SUGGESTED MOTION:** *I move to approve the two year renewal option to the contract for Auditing Services as per the attached proposal letter dated June 1, 2020 from Isler CPA.*

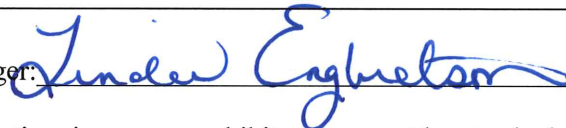
**ALTERNATIVE:**

Staff can conduct an RFP for auditing services.

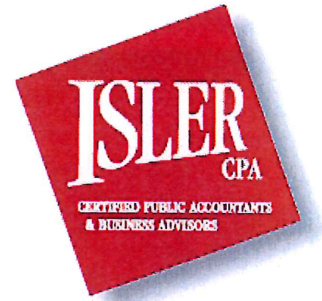
**FISCAL IMPACT:**

This is an ongoing annual cost to the City that is allocated among the various funds. \$39,000 was estimated in the 2020-2021 budget. This item will come in under budget at \$37,400.

Approved by City Manager:



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



June 1, 2020

April Clark  
Finance Director  
City of Warrenton  
PO Box 250  
Warrenton, OR 97416

1976 Garden Ave.  
Eugene, OR 97403  
541.342.5161  
www.islercpa.com

Dear April:

We are pleased to submit this proposal to continue to serve as the independent auditor of the City of Warrenton. We are honored to have this opportunity to continue to serve you.

Islar CPA proposes to continue performing the audits or review of the financial statements of the City of Warrenton and Warrenton Urban Renewal Agency. Also, if necessary an audit in accordance with the requirements of the Single Audit Act. Our estimated fees are as follows:

	For the Year Ended June 30,	
	2020	2021
Audit of City of Warrenton	\$ 30,600	\$ 30,600
Drafting of the financial statements	3,400	3,400
Single Audit (amount per major program)	3,400	3,400
Warrenton Urban Renewal (review)	5,000	5,000
Warrenton urban Renewal (audit)	8,400	8,400

Sincerely,

Paul R. Nielson  
Member  
Islar CPA

JUL 10 2017

CITY OF WARRENTON

RECEIVED  
WARRENTON, OR 97146

CONTRACT FOR PROFESSIONAL SERVICES

This Contract, made and entered into this 10th day of January, 2017, by and between the CITY of Warrenton, a municipal corporation of the State of Oregon, hereinafter called CITY and ISLER CPA, hereinafter called CONSULTANT, duly authorized to perform such services in Oregon.

WITNESSETH:

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

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

1. CONSULTANT SERVICES

A. CONSULTANT shall perform services for the CITY of Warrenton, as described in the attached Proposal to Perform Audit and Accounting Services For Fiscal Years Ending June 30, 2017, 2018, and 2019 submitted on November 17, 2016, with an option to renew for two more years.

B. CONSULTANT's services are defined solely by this Contract and not by any other contract or agreement

2. COMPENSATION

The CITY agrees to pay CONSULTANT a not-to-exceed fee of \$35,500, \$36,500, and \$37,400 for Fiscal Years ending June 30, 2017, June 30, 2018, and June 30, 2019, respectively for professional auditing services. Invoices should be sent to the CITY of Warrenton, Accounts Payable, PO Box 250, Warrenton, OR 97146, no later than the 7<sup>th</sup> working day after the end of each billing period in which billing activity occurred. The billing period is from the 1<sup>st</sup> to the last working day of each month.

3. CONSULTANT IDENTIFICATION

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

as CITY deems applicable.

**4. CITY'S REPRESENTATIVE**

For purposes hereof, the CITY's authorized representative will be Linda Engbretson, City Manager

**5. CONSULTANT'S REPRESENTATIVE**

For purposes hereof, the CONSULTANT's authorized representative will be Paul Nielson, CPA.

**6. CITY'S OBLIGATIONS**

In order to facilitate the work of the CONSULTANT as above outlined, the CITY shall furnish to the CONSULTANT access to all relevant information, documents, and reports which is in the CITY's possession concerning the finances of the CITY.

**7. CONSULTANT IS INDEPENDENT CONSULTANT**

- A. CONSULTANT's services shall be provided under the general supervision of the CITY's project director or his designee, but CONSULTANT shall be an independent CONSULTANT for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 2 of this Contract.
- B. CONSULTANT acknowledges that for all purposes related to this Contract, CONSULTANT is and shall be deemed to be an independent CONSULTANT and not an employee of the CITY, shall not be entitled to benefits of any kind to which an employee of the CITY is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that CONSULTANT is found by a court of law or an administrative agency to be an employee of the CITY for any purpose, CITY shall be entitled to offset compensation due, or, to demand repayment of any amount paid to CONSULTANT under the terms of the Contract, to the full extent of any benefits or other remuneration CONSULTANT receives (from CITY or third party) as result of said finding and to the full extent of any payments that CITY is required to make (to CONSULTANT or a third party) as a result of said finding.
- C. The undersigned CONSULTANT hereby represents that no employee of the CITY OF WARRENTON, or any partnership; or corporation in which a CITY OF WARRENTON employee has an interest, has or will receive any remuneration of any description from the

CONSULTANT, either directly or indirectly, in connection with the letting or performance of this Contract, except as specifically declared in writing.

8. CANCELLATION FOR CAUSE

CITY may cancel all or any part of this Contract if CONSULTANT breaches any of the terms herein or in the event of any of the following: Insolvency of CONSULTANT; voluntary or involuntary petition in bankruptcy by or against CONSULTANT; appointment of a receiver or trustee for CONSULTANT; or any assignment for benefit of creditor of CONSULTANT.

Damages for breach shall be those allowed by Oregon law, reasonable and necessary attorney's fees and other costs of litigation at trial and upon appeal. CONSULTANT may likewise cancel all or any part of this contract if CITY breaches any of the terms herein and be therefore entitled to equivalent damages as expressed above for CITY.

9. ACCESS TO RECORDS

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

10. FORCE MAJEURE

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

11. NONWAIVER

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

12. ATTORNEY'S FEES

In the event suit or action is instituted to enforce any of the terms of this contract, the prevailing party shall be entitled to recover from the other party such sums the court may

adjudge reasonable as attorney=s fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

**13. APPLICABLE LAW**

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

**14. CONFLICT BETWEEN TERMS**

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

**15. INDEMNIFICATION**

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

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

With respect to Commercial Liability and Professional Liability, CONSULTANT reserves the

right to approve the choice of counsel.

**16. INSURANCE**

Professional Service Contracts are encompassed within the state public contracting law.

Therefore, the parties incorporate by this reference the clauses required by the following statutes:

ORS.279B.220 - Conditions concerning payment, contributions, liens, withholding.

ORS.279B.230 - Conditions concerning payment for medical care and providing worker's compensation.

ORS.279B.235 - Condition concerning hours of labor.

**17. WORKERS' COMPENSATION INSURANCE**

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

**18. LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES**

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

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

CONSULTANT shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

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

**19. PAYMENT OF MEDICAL CARE**

CONSULTANT shall promptly, as due, make payment to any person, copartnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of such CONSULTANT, of all sums which the CONSULTANT agrees to pay for such services and all moneys and sums

which the CONSULTANT collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

**20. OVERTIME**

Employees shall be paid for overtime work performed under this contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 U.S.C sections 201 to 209).

**21. USE OF CONSULTANT'S DOCUMENTS**

The CITY retains all drawings and other documents prepared by the CONSULTANT for the project and shall retain all common law, statutory and other reserved rights, including the copyright.

**22. STANDARD OF CARE**

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

**23. NO THIRD PARTY BENEFICIARIES**

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

**24. SEVERABILITY AND SURVIVAL**

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

**25. COMPLETE CONTRACT**

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



IN WITNESS WHEREOF, the parties hereto have executed this Contract the day and year first written above.

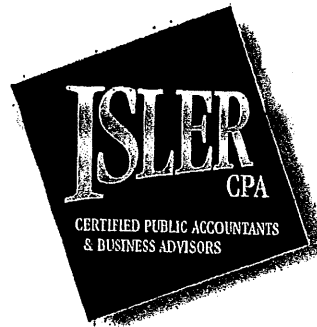
CITY OF WARRENTON, a municipal corporation  
of the State of Oregon By:

Mark Kujala 1/10/17  
Mark Kujala, Mayor Date

ATTEST: D Shaw 1/10/17  
Dawne Shaw, CITY Recorder Pro Tem Date

For : ISLER CPA

Paul Kueh 2/11/17  
Name: Date



An Independently Owned Member  
**McGLADREY ALLIANCE**



November 17, 2016

April Clark  
Finance Director  
City of Warrenton  
PO Box 250  
Warrenton, OR 97416

Dear April:

We are pleased to submit this proposal to continue to serve as the independent auditor of the City of Warrenton. We are honored to have this opportunity to continue to serve you.

Isler CPA proposes to continue performing the audits or review of the financial statements of the City of Warrenton and Warrenton Urban Renewal Agency. Also, if necessary an audit in accordance with the requirements of the Single Audit Act. Our estimated fees are as follows:

	For the Year Ended June 30,		
	2017	2018	2019
Audit of City of Warrenton	\$ 29,200	\$ 29,900	\$ 30,600
Drafting of the financial statements	3,000	3,200	3,400
Single Audit (amount per major program)	3,300	3,400	3,400
Warrenton Urban Renewal (review)	4,900	4,950	5,000
Warrenton urban Renewal (audit)	8,000	8,200	8,400

Sincerely,

*Paul R. Nielson*

Paul R. Nielson  
Member  
Isler CPA

JUL 10 2017

WARRENTON URBAN RENWAL AGENCY

RECEIVED  
WARRENTON, OR 97146

CONTRACT FOR PROFESSIONAL SERVICES

This Contract, made and entered into this 24th day of January, 2017, by and between the Warrenton Urban Renewal AGENCY, a municipal corporation of the State of Oregon, hereinafter called AGENCY and ISLER CPA, hereinafter called CONSULTANT, duly authorized to perform such services in Oregon.

WITNESSETH:

WHEREAS, the AGENCY requires services which CONSULTANT is capable of providing, under terms and conditions hereinafter described, now therefore,

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

1. CONSULTANT SERVICES

- A. CONSULTANT shall perform services for the Warrenton Urban Renewal AGENCY, as described in the attached Proposal to Perform Audit and Accounting Services For Fiscal Years Ending June 30, 2017, 2018, and 2019 submitted on November 17, 2016, with an option to renew for two more years.
- B. CONSULTANT's services are defined solely by this Contract and not by any other contract or agreement

COMPENSATION

- A. The AGENCY agrees to pay CONSULTANT a not-to-exceed fee of \$\$8,000, \$8,200, and \$8,400 for Fiscal Years ending June 30, 2017, June 30, 2018, and June 30, 2019, respectively for audit services as outlined in the attached PROPOSAL.
- B. If review is required, the AGENCY agrees to pay CONSULTANT a not-to-exceed fee of \$4,900, \$4,950, and \$5,000 for Fiscal Years ending June 30, 2017, June 30, 2018, and June 30, 2019, respectively for review services as outlined in the attached PROPOSAL.
- C. Invoices should be sent to the City of Warrenton Urban Renewal Agency, Accounts Payable, PO Box 250, Warrenton, OR 97146, no later than the 7<sup>th</sup> working day after the

(F)

end of each billing period in which billing activity occurred. The billing period is from the 1<sup>st</sup> to the last working day of each month.

2. CONSULTANT IDENTIFICATION

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

3. AGENCY'S REPRESENTATIVE

For purposes hereof, the AGENCY's authorized representative will be Linda Engbretson, AGENCY Executive Director.

4. CONSULTANT'S REPRESENTATIVE

For purposes hereof, the CONSULTANT's authorized representative will be Paul Nielson, CPA.

5. AGENCY'S OBLIGATIONS

In order to facilitate the work of the CONSULTANT as above outlined, the AGENCY shall furnish to the CONSULTANT access to all relevant information, documents, and reports which is in the AGENCY's possession concerning the finances of the AGENCY.

6. CONSULTANT IS INDEPENDENT CONSULTANT

- A. CONSULTANT's services shall be provided under the general supervision of the AGENCY's project director or his designee, but CONSULTANT shall be an independent CONSULTANT for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 2 of this Contract.
- B. CONSULTANT acknowledges that for all purposes related to this Contract, CONSULTANT is and shall be deemed to be an independent CONSULTANT and not an employee of the AGENCY, shall not be entitled to benefits of any kind to which an employee of the AGENCY is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that CONSULTANT is found by a court of law or an administrative agency to be an employee of the AGENCY for any purpose, AGENCY shall be entitled to offset compensation due, or, to demand repayment of any amount paid to CONSULTANT under the terms of the Contract, to the full extent of any benefits or other remuneration CONSULTANT receives (from AGENCY or third party) as result of said

finding and to the full extent of any payments that AGENCY is required to make (to CONSULTANT or a third party) as a result of said finding.

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

**7. CANCELLATION FOR CAUSE**

AGENCY may cancel all or any part of this Contract if CONSULTANT breaches any of the terms herein or in the event of any of the following: Insolvency of CONSULTANT; voluntary or involuntary petition in bankruptcy by or against CONSULTANT; appointment of a receiver or trustee for CONSULTANT; or any assignment for benefit of creditor of CONSULTANT.

Damages for breach shall be those allowed by Oregon law, reasonable and necessary attorney's fees and other costs of litigation at trial and upon appeal. CONSULTANT may likewise cancel all or any part of this contract if AGENCY breaches any of the terms herein and be therefore entitled to equivalent damages as expressed above for AGENCY.

**8. ACCESS TO RECORDS**

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

**9. FORCE MAJEURE**

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

**10. NONWAIVER**

The failure of the AGENCY to insist upon or enforce strict performance by CONSULTANT of

any of the terms of this Contract or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

**11. ATTORNEY'S FEES**

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

**12. APPLICABLE LAW**

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

**13. CONFLICT BETWEEN TERMS**

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

**14. INDEMNIFICATION**

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

With regard to Professional Liability, CONSULTANT agrees to indemnify and hold harmless the WARRENTON URBAN RENEWAL AGENCY, its officers and employees from any and all

liability, settlements, loss, reasonable defense costs, attorney fees and expenses arising out of CONSULTANT's negligent acts, errors, or omissions in service provided pursuant to this Agreement; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONSULTANT and the Client, this indemnification and agreement to assume defense costs applies only to the extent of negligence of CONSULTANT.

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

#### **15. INSURANCE**

Professional Service Contracts are encompassed within the state public contracting law. Therefore, the parties incorporate by this reference the clauses required by the following statutes:

**ORS.279B.220 - Conditions concerning payment, contributions, liens, withholding.**

**ORS.279B.230 - Conditions concerning payment for medical care and providing worker's compensation.**

**ORS.279B.235 - Condition concerning hours of labor.**

#### **16. WORKERS' COMPENSATION INSURANCE**

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

#### **17. LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES**

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

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

CONSULTANT shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

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

**18. PAYMENT OF MEDICAL CARE**

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

**19. OVERTIME**

Employees shall be paid for overtime work performed under this contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 U.S.C sections 201 to 209).

**20. USE OF CONSULTANT'S DOCUMENTS**

The AGENCY retains all drawings and other documents prepared by the CONSULTANT for the project and shall retain all common law, statutory and other reserved rights, including the copyright.

**21. STANDARD OF CARE**

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

**22. NO THIRD PARTY BENEFICIARIES**

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

**23. SEVERABILITY AND SURVIVAL**

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

**24. COMPLETE CONTRACT**



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

IN WITNESS WHEREOF, the parties hereto have executed this Contract the day and year first written above.

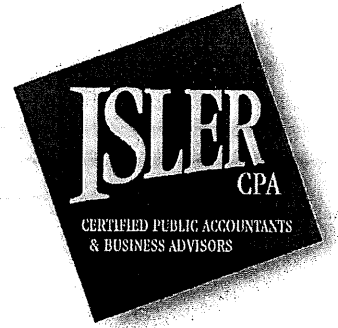
WARRENTON URBAN RENEWAL AGENCY,

Mark Kujala 1/24/17  
Mark Kujala, Chair Date

ATTEST:  
Dawne Shaw 1/24/17  
Dawne Shaw, Recorder Pro Tem Date

For : ISLER CPA

Paul R. Niels 2/1/17  
Name: Date



An Independently Owned Member  
**McGLADREY ALLIANCE**



November 17, 2016

April Clark  
Finance Director  
City of Warrenton  
PO Box 250  
Warrenton, OR 97416

Dear April:

We are pleased to submit this proposal to continue to serve as the independent auditor of the City of Warrenton. We are honored to have this opportunity to continue to serve you.

Isler CPA proposes to continue performing the audits or review of the financial statements of the City of Warrenton and Warrenton Urban Renewal Agency. Also, if necessary an audit in accordance with the requirements of the Single Audit Act. Our estimated fees are as follows:

	For the Year Ended June 30,		
	2017	2018	2019
Audit of City of Warrenton	\$ 29,200	\$ 29,900	\$ 30,600
Drafting of the financial statements	3,000	3,200	3,400
Single Audit (amount per major program)	3,300	3,400	3,400
Warrenton Urban Renewal (review)	4,900	4,950	5,000
Warrenton urban Renewal (audit)	8,000	8,200	8,400

Sincerely,

*Paul R. Nielson*

Paul R. Nielson  
Member  
Isler CPA



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
 FROM: Collin Stelzig, P.E., Public Works Director  
 DATE: June 23<sup>rd</sup>, 2020  
 SUBJ: Grinder Pump System – RFP

### SUMMARY

The City is pre-selecting a wastewater Grinder Pump system to serve new sewer connections as well as providing a replacement for existing failing septic systems. The grinder pump system is intended to pump into a shared low pressure force main, or to pump directly into a gravity system for wastewater conveyance. System equipment includes, a grinder pump system with adequate storage capacity, and all electrical and control systems required for normal operations.

Public Works is seeking Commission approval for the advertisement for a Request for Proposals (RFP) resulting in identifying a single grinder pump system manufacturer and model to be specified in our Low Pressure Sewer System Policy. This policy will require the use of the selected equipment for future connections and installation of the pump systems will be the responsibility of the property owner.

### RECOMMENDATION/SUGGESTED MOTION

*I move to approve these documents to allow for advertising a Request for Proposal for a Grinder Pump system.*

### ALTERNATIVE

- 1) Other action as deemed appropriate by the City Commission
- 2) None recommended

### FISCAL IMPACT

This project has been approved by the City Commission and is included in the City of Warrenton 2019-2020 Adopted Budget.

Approved by City Manager:

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

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**CITY OF WARRENTON**  
CLATSOP COUNTY, OREGON

*REQUEST FOR PROPOSALS*

**Low Pressure Sewer  
Grinder Pump System  
Equipment Pre-Selection**

**June 2020**

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BACKGROUND

The City of Warrenton owns and operates a wastewater collection and treatment system which serves its approximately 5,700 residents. The wastewater system collects sewage from Fort Stevens State Park in the northwest to the Warrenton-Astoria Regional Airport in the east. Much of the developed area served by the collection system is at a relatively similar elevation (flat), resulting in the need for a wastewater collection system that presently includes nearly 40 lift stations.

As the City continues to grow, development in areas that cannot be easily serviced by conventional gravity collection systems is becoming more likely. The potential for development is high within the Warrenton Urban Growth Boundary (UGB), and to provide wastewater service to these areas, the City intends to develop standardized grinder pump criteria with the grinder pumps pumping to a shared, public low-pressure sewer forcemain or directly into an adjacent gravity collection system. This RFP intends to identify a grinder pump system provider to standardize this potential growth.

PROJECT DESCRIPTION

The City intends to identify a grinder pump system as part of their Low Pressure Sewer System Policy in advance of potential residential development.

The grinder pump, wetwell, controller, alarm, and associated appurtenances are to be installed typically in the front yard of the residences they serve. The preference is for a system that was designed for this type of residential installation.

EQUIPMENT PROVIDED BY SUPPLIER

Proposed grinder pump low pressure systems should include the following elements:

- Grinder Pump and Wetwell
- Alarm
- Control Panel
- Installation mounting hardware and all required appurtenances
- O&M Manual

The cost estimates in the submitted proposal should reflect the total costs involved in procurement of a working system.

PRELIMINARY PROJECT SCHEDULE

Issue RFP	June 15, 2020
Bids Due	July 28, 2020
Notice of Intent to Award	August 4, 2020
Issue Notice of Award to Supplier	August 11, 2020

PROPOSAL REQUIREMENTS

1. Proposals in response to this request shall include all the equipment and controls necessary to provide a complete system considering the requirements listed herein. The Proposal Form bound herein shall be utilized and turned in with this complete document and all other required supporting data and information.
2. The proposer shall provide a firm price for the equipment and control package proposed with a detailed line item breakdown of costs. The price shall include delivery to the job site in the City of Warrenton, Oregon. The price for all items and support shall be guaranteed through December 2021.
3. Supplier shall include the location and extent of support services available to service the equipment once start-up and testing are complete. Supplier shall list key personnel and experience that will be assigned to this project.

PROPOSAL EVALUATIONS AND AWARD

1. Proposals will be accepted until the time and date specified. The City reserves the right to extend by Addendum the period for submission of Proposals. Proposals may be withdrawn only prior to the due date. Notification of the results will be made at such time as deemed appropriate by the City.

2. Proposals will be ranked and scored on the following criteria:

- Overall pumping system performance
- Pump and motor reliability
- Lifecycle costs
- Pump replacement costs
- Ease of customer maintenance
- Proximity and responsiveness of local service providers
- Manufacturer support and in general responsiveness to inquiries

The system with the highest score will be pre-selected as the standard equipment in the City's forthcoming Low Pressure Sewer system policy.

3. When the Supplier is chosen, that Supplier will be the most responsive, responsible Proposer submitting the best Proposal, provided the Proposal complies with the specified requirements, is reasonable, and is in the best interest of the City to accept.

TECHNICAL SPECIFICATIONS**PART ONE - GENERAL****1.01 GENERAL**

This Section covers the general requirements of a residential type grinder pump wastewater storage and conveyance system. The grinder pump system is intended to pump residential wastewater through a service lateral connected to a shared low pressure forcemain, both elements to be installed by others.

- A. Grinder pump stations, complete with all appurtenances, form an integral system, and as such, shall be supplied by a company experienced in the design and manufacture of grinder pumps for specific use in low pressure sewage systems. The proposed grinder pump system shall be complete with all required appurtenances necessary for the installation and operation of the grinder pump system to pump into the service lateral and the shared forcemain.
- B. The supplier shall submit detailed installation and user instructions for its product, submit evidence of an established service program including complete parts and service manuals, and be responsible for maintaining a continuing inventory of grinder pump replacement parts.
- C. All equipment manufacturers must have been in the business of manufacturing grinder pumps or related appurtenances for a minimum of ten years. Supplier must demonstrate to the satisfaction of the Engineer that the proposed pumping equipment will meet system flows and heads required, and that the ancillary equipment being proposed meets or exceeds all performance and safety requirements, materials of construction and user benefits of the specified equipment.
- D. Available power supply is standard residential power, 115 Volts, 60 Hz, 1-phase, 20 amp.

**1.02 WORK INCLUDED**

- A. The work includes submission of a proposal and cost estimate to provide a complete residential grinder pump station.

**1.03 WARRANTY**

- A. Proposed equipment shall be warranted for 24 months from date of valid start-up, or 30 months from date of delivery, whichever comes first.
- B. Warranty shall include full replacement of any and all parts supplied by supplier and labor to perform the repair.

**1.04 SUBMITTALS**

- A. All proposed materials shall be new and a standard product of a reputable manufacturer. Proposal shall include delivery to site in original factory cartons with full manufacturer's warranty.
- B. Proposal shall include the following submittals for grinder pump vault stations:
  - 1. CAD drawing illustrating details of package pump station with discharge elevation, basin diameter and depth with side and top view.
  - 2. Grinder pump spec sheet with motor and performance curve.
  - 3. Control panel and alarm drawing, wire schematic and spare parts list. Individual electrical control panel components cut sheets.
  - 4. Certified statement of the conditions of warranty.



- C. Data and shop drawings of proposed equipment shall be supported and included in a single submission.

#### 1.05 WARRANTY

- A. The proposed grinder pump manufacturer shall provide a part(s) and labor warranty on the complete station and accessories, including, but not limited to, the panel for a period of 24 months after notice of Owner's acceptance, but no greater than 30 months after receipt of shipment. Any manufacturing defects found during the warranty period will be reported to the manufacturer by the Owner and will be corrected by the manufacturer at no cost to the Owner.
- B. Provide details of the written warranty.

### PART TWO - PRODUCTS

#### 2.01 GENERAL

- A. The pumps and equipment covered by this Section are intended to be of robust designs and proven ability as manufactured by reputable firms having extensive experience in the production of such pumps and equipment. The pumps and equipment proposed shall be designed and constructed in accordance with the best practice and methods.
- B. The pumps shall be capable of delivering a minimum of 10 GPM against a rated total dynamic head of 35 feet. The pumps shall be suitable for any operation along its performance curve in the application.

#### 2.02 PRODUCTS

- A. All proposed materials shall be new, and free from defects. They shall be designed to ensure satisfactory operation and operating life in the environmental conditions which will prevail where they are being installed.
- B. All of the equipment proposed shall be the product of a manufacturer experienced in the design and manufacture of grinder pump stations designed for use in low pressure sewer collection systems. All parts shall be properly stamped for identification and location as shown in the Operation and Maintenance Manuals.
- C. Proposed fixtures and equipment shall be current models for which replacement items or component parts are readily available. Unless otherwise provided, all items used shall be substantially the same as items of manufacturer which, on the date of opening bids, have been in successful use and operation for not less than one year in projects and units of comparable size.

#### 2.03 PUMP VAULTS

- A. The tank shall be one of the following materials and shall conform to the standards identified for that specific material: High Density Polyethylene Construction (HDPE), Fiberglass Reinforced Polyester Resin or an approved equal.
  - 1. High Density Polyethylene Construction (HDPE).
    - a. The tank shall be a wetwell design made of high density polyethylene of a grade selected for environmental stress cracking resistance.
    - b. Any incidental sections of a single wall construction are to be a minimum 0.250 inch thick.

- c. All seams created during tank construction are to be thermally welded and factory tested for leak tightness.
- d. Tank wall and bottom must withstand the pressure exerted by saturated soil loading at maximum burial depth.
- e. All station components must function normally when exposed to maximum external soil and hydrostatic pressure.
- f. The tank shall include a lockable cover assembly providing low profile mounting and watertight capability. The cover shall be high density polyethylene, with a load rating of 150 lbs per square foot.

## 2. Fiberglass Construction

- a. **Materials** – Basin shall be manufactured from fiberglass reinforced polyester resin, using grades of resin and fiberglass considered acceptable for use in water and wastewater environments. Resin fillers shall not be used. The reinforcing materials shall be commercial grade of E-type glass fibers in the form of mat, continuous roving, chopped roving, or roving fabric, having a coupling agent that will provide a suitable bond between the glass reinforcement and the resin.
- b. **Shell Wall** – The interior surface shall be a resin rich layer of fiberglass or organic surface veil. The surface shall be free of crazing, delamination, blisters larger in diameter than ½- inch (12.7 mm), and wrinkles of 1/8 –inch (3.18 mm) or greater in depth.
- c. **Basin Covers** – The fiberglass cover shall be closed-molded. The cover shall attach to the flange with a minimum 3/8 –inch (9.53 mm) diameter, 300-series stainless steel bolts and include an elastomeric gasket to provide a watertight joint. Commercially available hatch cover made of aluminum may be specified in lieu of fiberglass covers.
- d. **Penetrations** – All penetration shall be watertight and not jeopardize the structural integrity of the basin. Fastener penetrations below the waterline shall be permanently sealed using resin and fiberglass, structural adhesive, or other approved method. Fastener penetrations below the normal liquid level shall not rely on mastic, silicone, or similar sealant. Piping penetrations shall use one or more of the following sealing methods:
  - i. Elastomeric joint seal designed for the application (e.g., Link-Seal, flexible entry boot, or similar)
  - ii. Flanged fiberglass coupling bonded with structural adhesive or resin/glass fiber
  - iii. PVC or DWV fitting bonded with structural adhesive
  - iv. Other approved penetration method
- e. **Structural Requirements** – The basin shall be designed to withstand being buried to grade under completely saturated conditions, and without deformation that interferes with the operation of the basin, internal equipment, or penetration. A minimum safety factor of 2 shall be used. Basin bottom shall be designed to have less than 3/8-inch (9.53 mm) deflection when buried in completely saturated conditions. Basin top shall be capable of supporting the basin cover as well as a 300 lb/ft<sup>2</sup> (1464 kg/m<sup>2</sup>) live load.

## B. Wiring

1. All electrical cables penetrating or passing through the conduit flange of the pump station must be water-tight and sealed.
  2. Wire between control and/or alarm panel and valve vault shall be installed in conduit. Conduit shall terminate or be sealed at the vault to prevent hazardous gas entry into the conduit. Direct burial cable will NOT be allowed between the control or alarm panel and valve vault.
  3. All conduit entrances shall be made in a NEC approved manner. The conduits to the wet well shall have approved seal-off fittings installed and properly sealed to protect the control panel from adverse damage from the wet well.
- C. Check Valve
1. Pump discharge pipe shall be equipped with a gravity-operated check valve. The valve will provide a fully ported passageway when open and shall introduce a friction loss of less than six inches of water at maximum rated flow. Working parts shall be corrosion resistant and built to provide repeatability and dimensional stability.
- D. Liquid Level Detection
1. Liquid level detection shall be by one of the following means
    - a. A pressure level transducer
    - b. A float switch system
- 2.04 GRINDER PUMP
- A. Each grinder pump shall be a heavy duty type pump. Each grinder pump shall be capable of reducing all components in normal domestic sewage to finely-divided particles which will pass freely through the passages of the pump and the discharge piping.
- 2.05 ELECTRICAL MOTOR
- A. The electrical motor shall conform to the following style:
    1. Grinder pump shall be equipped with a submersible electric motor rated for operation on 115 volts, 1 phase, 60 hertz, 3 wire service, with a sufficient length of submersible cable (SUBCAB) suitable for submersible pump applications. The power cable shall be sized according to NEC and ICEA standards and also meet with P-MSHA Approval.
  - B. Nameplate and Equipment Labels
    1. Brass or stainless steel nameplates giving the name of the manufacturer, the rated capacity, head, speed, serial number, model number, horsepower, voltage, amperes, and all other pertinent data shall be attached to each pump.
- 2.06 MECHANICAL SEAL
- A. The pump/core shall be provided with a minimum of a single mechanical shaft seal to prevent leakage between the motor and pump.
- 2.07 ELECTRICAL CONNECTION
- A. The grinder pump core shall include a factory-installed NEMA 6P electrical quick disconnect (EQD) or external NEMA 6 splice box for all power and control functions.

- B. The EQD or external splice box will be supplied with sufficient length of useable, electrical supply cable (ESC) to connect to the alarm panel.
- 2.08 CABLE ENTRY SYSTEM
- A. The cable entry seal design shall insure a watertight and submersible seal. The assembly shall provide ease of changing the cable when necessary using the same entry seal. Epoxies, silicones, or other secondary sealing systems make it difficult to replace power cable are not considered acceptable.
- 2.09 AUTOMATIC CONTROL PANEL
- A. The pump controls and/or alarm panel shall be housed in a NEMA 4X polycarbonate enclosure with a red alarm light, audible alarm with push to silence switch, and pump run light. The enclosure shall be mounted type with exterior mounting tabs and sized to house all the required components and allow adequate space for testing and maintenance, as necessary.
- B. The control panel shall include the following features: external audible and visual alarm; push-to-run switch; push-to-silence switch; an hour meter; run start counter; delayed start randomizer; redundant pump start; and high level alarm capability. The alarm sequence is to be as follows when the pump and alarm breakers are on:
1. When liquid level in the sewage wet-well rises above the alarm level, the high water level sensor activates, audible and visual alarms are activated, and the redundant pump starting system is energized.
  2. The audible alarm may be silenced by means of the externally mounted, push-to-silence button.
  3. Visual alarm remains illuminated until the sewage level in the wet-well drops below the "off" setting of the alarm pressure switch.
- C. The entire alarm panel, as manufactured and including any of the following options shall be listed by Underwriters Laboratories, Inc. under UL 508.
- 2.010 ALARM PANEL
- A. Each grinder pump station shall include a NEMA 4X, UL-listed alarm panel suitable for wall or pole mounting. The NEMA 4X enclosure shall be manufactured to ensure corrosion resistance. The enclosure shall include a hinged, lockable cover with padlock, preventing access to electrical components, and creating a secured safety front to allow access only to authorized personnel.
- B. The entire alarm panel, as manufactured and including any of the following options shall be listed by Underwriters Laboratories, Inc. under UL 508.
- 2.011 PUMP MOTOR / CONTROL CIRCUIT BREAKERS AND ELECTRICAL COMPONENTS
- A. The pump breakers shall be thermal magnetic trip devices and provide for individual motor disconnect and overload / short circuit protection as required by the NEC rating for motor branch circuit protection. The voltage rating shall match that of the panel incoming service.
- B. The control/alarm panel assembly shall be complete factory tested and shall be "UL" 508A listed and labeled.
- 2.012 SPARE PARTS
- A. A complete set of manufacturer's recommended spare parts shall be provided for each pump.
- 2.013 CORROSION PROTECTION

- A. All materials exposed to wastewater shall have inherent corrosion protection: i.e., coated cast iron, fiberglass, polyethylene, engineered polypropylene copolymer, stainless steel, bronze, PVC or CPVC.

2.014 SAFETY

- A. The grinder pump station shall be free from electrical and fire hazards as required in a residential environment. As evidence of compliance with this requirement, the grinder pump and panel shall be listed CSA and Underwriters Laboratories.
- B. The grinder pump station shall meet accepted standards for plumbing equipment for use in or near residences, shall be free from noise, odor, or health hazards.

**END OF SECTION**

**PROPOSAL FORM**

To the City of Warrenton (City):

The undersigned, hereinafter called the Proposer, hereby proposes to furnish, deliver, and install the equipment and perform the services specified for the price or prices stated in the Bid Form.

The Proposer has carefully examined the Request for Proposals and all inclusions therein (Contract Documents), and all addenda. All provisions of the Contract Documents are hereby accepted.

The Proposer represents that it is properly licensed and adequately experienced, equipped, organized, and financed to furnish, and deliver the equipment specified.

The Proposer has carefully checked the figures entered in the Bid Form, has carefully reviewed for accuracy all statements in this Proposal and attachments, and agrees that the City will not be responsible for any errors or omissions of the Proposer in preparing this Proposal. The Proposer agrees that this Proposal may not be revoked or withdrawn for sixty (60) calendar days after the date on which Proposals are received.

**Addenda**

The Proposer acknowledges that it has received the following Addenda No(s): \_\_\_\_\_ and agrees that all addenda issued are a part of the Contract Documents and have been considered in preparing this Proposal. (Proposer: insert the number of each addendum received; if no addenda were received, write "NONE" in the space).

PROPOSED SYSTEM COST

In this section, the Supplier shall provide proposed costs for the equipment described herein. Should the Supplier's equipment be selected for installation at the Owner's wastewater system, the quotations shall serve as the basis for a Contract. Deviations from the required values or from the values provided in this Quotation shall not be considered justification for increases in the prices listed below.

In the case of an error in addition or subtraction, the correct total shall prevail.

- A. Grinder Pump equipment package, including all instrumentation and controls for complete system \$ \_\_\_\_\_
  
- B. Shipping of a complete system to the City of Warrenton, OR (FOB to Warrenton, OR) \$ \_\_\_\_\_
  
  
- Total Cost:** \$ \_\_\_\_\_



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
 FROM: Collin Stelzig, P.E., Public Works Director  
 DATE: June 23, 2020  
 SUBJ: Raw Water Facilities Evaluation – Murraysmith

### SUMMARY

In early 2020 the City contracted with Murraysmith to conduct further assessments of the surface water system to identify options for increasing supply during peak demands. Based on the findings of that assessment, conducting work to size the poor condition raw water piping and to assess options for additional storage was recommended. This scope is focused on identifying the appropriate pipe sizing, pipe material, storage options at Camp C and at the raw water pond location in addition to providing updated cost estimates for the work.

Public Works recommends Murraysmith to complete the engineering services related to replacing the existing raw water pipeline in addition to researching possible storage expansion or modification as detailed in their scope of work. Their proposal totaling a not to exceed price of \$64,662.00 and a City contract are attached.

### RECOMMENDATION/SUGGESTED MOTION

*I move to award the contract for the Raw Water Facilities Evaluation to MurraySmith.*

### ALTERNATIVE

- 1) Other action as deemed appropriate by the City Commission
- 2) None recommended

### FISCAL IMPACT

This project has been approved by the City Commission and is included in the City of Warrenton 2019-2020 Adopted Budget.

Approved by City Manager:

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



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

CONTRACT:

This Contract, made and entered into this 23<sup>th</sup> day of June 2020, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY", and Murraysmith, 345 Bobwhite Court, Suite 230, Boise, ID 83706 , hereinafter called "CONSULTANT", duly authorized to do business in Oregon.

W I T N E S S E T H

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

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

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

1. CONSULTANT SERVICES:

A. CONSULTANT shall provide engineering services for the City of Warrenton, as outlined in the attached Scope of Work (attachment A).

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

2. COMPENSATION

A. The CITY agrees to pay CONSULTANT a total not-to-exceed price of \$64,662.00 for performance of project management, data collection, raw water facilities evaluation, and a raw water technical memorandum;

B. The CONSULTANT will submit a final invoice referencing 025-430-380000 for all services rendered to: City of Warrenton, Attention: Accounts Payable, PO Box 250, Warrenton, Oregon 97146, **OR**, CONSULTANT may submit invoice via email to [ap@ci.warrenton.or.us](mailto:ap@ci.warrenton.or.us). City pays net 21 upon receipt of invoice.

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

3. CONSULTANT IDENTIFICATION

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

4. CITY'S REPRESENTATIVE

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

5. CONSULTANT'S REPRESENTATIVE

For purposes hereof, the CONSULTANT's authorized representative will be \_\_\_\_\_.

6. CONSULTANT IS INDEPENDENT CONSULTANT

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

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

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

7. CANCELLATION FOR CAUSE

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

8. ACCESS TO RECORDS

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

9. FORCE MAJEURE

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

10. NONWAIVER

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

11. ATTORNEY'S FEES

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

12. APPLICABLE LAW

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

13. CONFLICT BETWEEN TERMS

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

14. INDEMNIFICATION

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

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

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

15. INSURANCE

Prior to starting work hereunder, CONSULTANT, at CONSULTANT's cost, shall secure and continue to carry during the term of this contract, with an insurance company acceptable to CITY, the following insurance:

A. Commercial General Liability. CONSULTANT shall obtain, at CONSULTANT's expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence and the annual aggregate of not less than \$2,000,000. Coverage shall include CONSULTANTs, sub consultants and anyone directly or indirectly employed by either. This insurance will include personal and advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence will not be less than \$1,000,000 for each job site or location. Each annual aggregate limit will not be less than \$2,000,000.

B. Professional Liability Insurance. The CONSULTANT shall have in force a policy of Professional Liability Insurance in an amount not less than \$1,000,000 per claim and \$2,000,000 aggregate. The CONSULTANT shall keep such policy in force and current during the term of this Agreement.

C. Automobile Liability. CONSULTANT shall obtain, at CONSULTANT's expense and keep in effect during the term of the resulting Contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than \$1,000,000, and annual aggregate not less than \$2,000,000.

D. Additional Insured. The liability insurance coverage shall include City and its officers and employees as Additional Insured but only with respect to CONSULTANT's activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, CONSULTANT shall furnish a certificate to City from each insurance

company providing insurance showing that the City is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

E. Notice of Cancellation or Change. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from CONSULTANT or its insurer(s) to City. Any failure to comply with the reporting provisions of this clause will constitute a material breach of this Contract and will be grounds for immediate termination of this Agreement.

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

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

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

CONSULTANT shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

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

17. WORKERS COMPENSATION INSURANCE

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

18. PAYMENT OF MEDICAL CARE ORS 279B.230

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

19. OVERTIME ORS 279B.235.

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

20. BUSINESS LICENSE

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

21. STANDARD OF CARE

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

22. NO THIRD PARTY BENEFICIARIES

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

party beneficiaries.

23. SEVERABILITY AND SURVIVAL

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

24. COMPLETE CONTRACT

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

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

City of Warrenton, a Municipal Corporation

CONSULTANT:

BY: \_\_\_\_\_  
Henry Balensifer, Mayor                      Date

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_                      Date  
Title: \_\_\_\_\_

# SCOPE OF WORK RAW WATER FACILITIES EVALUATION CITY OF WARRENTON

## Project Overview and Understanding

The City of Warrenton (City) owns and operates a public drinking water system that serves a population of about 9,000 people. The City's water supply comes from the Lewis and Clark River and its tributaries located in the Youngs Bay watershed. The City has 27 cubic feet per second (cfs) of water certificates and permits from the Lewis and Clark River and Camp C Creek. Four surface water intakes are located on the drainage and range in elevation from 340 feet to 375 feet. A 17 million gallon (MG) raw water impoundment with an overflow of 347 feet exists along the raw water pipeline. Raw water is delivered to the Water Treatment Plant (WTP) through 18- to 24-inch gravity pipelines. The WTP has an existing capacity of 6 million gallons per day (mgd) through nine continuous microfiltration units.

In 2017, the City requested Murraysmith, Inc. (Consultant) prepare the City's Water Master Plan (WMP), which documents key water system information and provides analysis and recommendations that inform infrastructure development and operational decisions by City staff. The final WMP, issued in July 2018, outlined a series of recommendations with regards to the Water Supply. Two of those items were as follows:

- *A study is recommended to assess what additional improvements may be required to the raw water storage reservoir and how it should be operated.*
- *The City should focus on the rehabilitation or replacement of the aging raw water piping and conduct an initial study to determine construction methods and priorities.*

In early 2020 the City contracted with Murraysmith to conduct further assessments of the surface water system to identify specific options for increasing supply during peak demands. Based on the findings of that assessment, conducting work to size the poor condition raw water piping and to assess options for additional storage was recommended. This scope is focused on identifying the appropriate pipe sizing, pipe material, storage options at Camp C and at the raw water pond location in addition to providing updated cost estimates for the work.

Design services related to replacing the raw water pipeline in addition to storage expansion or modification may be included as amendments to this scope of work.

## Scope of Services

Consultant will perform the following services.

Task 1 – Project Management

Task 2 – Data Collection

Task 3 – Raw Water Facilities Evaluation

Task 4 – Raw Water Facilities Technical Memorandum

### Task 1 - Project Management

#### *Objective:*

Provide and perform project administration, management activities, and ongoing coordination for the project. This task includes technical and financial management, and liaison with City staff including the following:

#### *Subtask 1.1 Project Management and Coordination*

Provide comprehensive project management to include the following:

- Manage the project scope, schedule and budget.
- Coordinate with City staff during the project.
- Prepare monthly progress reports to be submitted with invoices. Monthly progress reports will include task level budget status. Billings will include labor classification, hourly rate, and hours charged to the project.

#### *Subtask 1.2 Project Meetings*

Schedule and attend project meetings as follows:

- Monthly 'check-in' meetings via phone or online platform (i.e., Microsoft Teams, Skype)

For each meeting prepare agenda and summary notes.

#### *Subtask 1.3 Quality Assurance and Quality Control*

All project deliverables will be reviewed for Quality Assurance and Quality Control (QA/QC) by the Consultant's QA/QC review team. In addition, the Consultant's QA/QC review team will provide technical assistance throughout the project design.

### *Assumptions:*

- Project duration approximately 6 months.
- Schedule and attend 6 monthly check-in meetings

### *Deliverables:*

- Monthly invoice and status report.
- Meeting agendas and minutes for all meetings attended under this task.

## **Task 2 – Data Collection**

### *Objective:*

Identify and gather information necessary to complete the evaluation, including the following:

#### *Subtask 2.1 Site Visit / Field Review*

This task will include visiting the project area and reviewing existing raw water facilities and field conditions. Consultant personnel shall be guided by City personnel and provided authorized access necessary for completion of task activities.

#### *Subtask 2.2 Compile Client-Provided Documents*

This task will include compiling data and documents provided by the City necessary for project execution. Data and documents that shall be provided to the Consultant include:

- Record drawings and maps of pipelines, impoundments, and related appurtenances for the conveyance of raw water supply to the City's water treatment plant. Documents will include facilities design/construction, delineation of property rights and easements.
- Elevation information for all critical points of the City's existing raw water reservoir (inlet pipe, outlet pipe, top of bank).

### *Assumptions:*

- City will provide Consultant authorized access to raw water facilities. City personnel shall guide and accompany Consultant during site visit/field review.
- City will provide requested documents and data at no cost to the Consultant.
- City will provide or contract with a surveyor directly for any required elevation information in a timely manner.



## Task 3– Raw Water Facilities Evaluation

### *Objective:*

Evaluate the City’s raw water storage and conveyance facilities for current and future capacity.

### *Subtask 3.1 Verify Water Supply Data for Basis of Evaluation*

Review relevant studies, planning and regulatory permit documents as provided by the City for purpose of verifying the water supply available to the City for basis of evaluating current and future capacity of raw water storage and conveyance facilities. Work with City to identify the assumed water supply availability based on water rights.

### *Subtask 3.2 Hydraulic Capacity Analysis: Storage*

Using the water supply data from Subtask 3.1 and the current and future water demands from the City’s Water Master Plan and recent water supply planning, Consultant will analyze the associated flow and hydraulics associated with the following four (4) storage options:

- a) Existing Reservoir – current facility with no modifications.
- b) Upgrade Existing Reservoir – current facility with modifications.
- c) Camp C Storage – development of a Camp C storage facility.
- d) Closer Proximity to WTP – development of new raw water facility at/close to City’s existing water treatment plant (WTP)

Hydraulic capacity analysis will include criteria such as total storage volume, average and peak volume and spatial/dimensional availability. Assessing the inlet and outlet raw water pipe elevations will be important for determining what level of “peaking” might be conducted at the existing or new raw water storage. Storage requirements will also be evaluated in conjunction with Conveyance requirements (Subtask 3.3). Please reference Exhibit 1 for options location and additional information.

### *Subtask 3.3 Hydraulic Capacity Analysis: Conveyance*

Using the water supply data from Subtask 3.1 and the current and future water demands, Consultant will analyze the conveyance requirements for the following three (3) system segments:

- a) Current Reservoir to WTP
- b) Camp C to Current Reservoir
- c) Lewis & Clark to Camp C

Hydraulic capacity analysis for each section will include criteria such as pipe diameter, velocity, friction factors, grade, terminal elevations and headloss. Conveyance requirements will also be evaluated in conjunction with Storage requirements (Subtask 3.2). Please reference Exhibit 1 for system segments location and additional information.

### *Subtask 3.4 Evaluate Construction Criteria*

For each option/segment identified in Subtasks 3.2 and 3.3, Consultant will evaluate criteria that impacts initial construction and future operation-maintenance of the respective facilities. Considered criteria will include, but not limited to, the following:

- Site access and land availability
- Topographical constraints
- Pipeline materials
- Other considerations impacting construction methods

The results of this evaluation will be utilized in development of Opinions of Probable Cost (see Subtask 3.6).

### *Subtask 3.5 Identify Potential Environmental and Permitting Issues*

For each option/segment identified in Subtasks 3.2 and 3.3, Consultant will identify potential environmental and permitting issues. This task will encompass a general discussion of potential environmental resources present and summary of regulatory permits rather than detailed evaluation of potential impacts. The intent is to identify potential impacts to either the cost or schedule of replacing existing or siting new piping or facilities. The identification of these issues will be considered in development of Opinions of Probable Cost (see Subtask 3.6).

### *Subtask 3.6 Develop Opinions of Probable Cost*

The Consultant will prepare Opinions of Probable Cost for each Storage and Conveyance option/segment using the information gathered in Subtasks 3.2 to 3.5. Opinions will be total project costs including Construction and Non-Construction categories. Construction costs will be developed based on a combination of sources, including but not limited to, planning and design documents of similar scope, bid prices, manufacturer/supplier data, Consultant's experience with similar infrastructure projects, and information provided by the City. Non-Construction costs will be developed based on percentages of construction costs, and include such items as design services, construction contingencies, legal and administration services and other similar expenses.

### *Assumptions:*

- Evaluations analyses will be based on available information identified in Task 2.
- Permitting and environmental assessment will be high level and based on previous experience on projects for other coastal communities.

- No research or assessment of easements is included.
- City will provide direction on the amount of available water rights to assume.
- City will provide direction on the size of the expanded raw water storage facility to assume.
- This scope does not include any engineering or land surveying services. City will provide or contract for these services if required by the Consultant.

#### *Deliverables:*

- Electronic PDF copies of the Evaluation results.

### **Task 4 – Raw Water Facilities Technical Memorandum**

#### *Objective:*

Prepare a Technical Memorandum for the City’s raw water storage and conveyance facilities based on the Evaluation results from Task 3.

#### *Subtask 4.1 Revise Evaluations per City Comments*

Consultant will review and make revisions to Storage and Conveyance Evaluations based on the comments received from the City.

#### *Subtask 4.2 Assemble Draft Technical Memorandum (TM)*

Prepare the draft Technical Memorandum summarizing the work from Task 3 and Subtask 4.1.

#### *Subtask 4.3 Client Review of Draft TM*

Submit draft Technical Memorandum to the City for review.

#### *Subtask 4.4 Incorporate City Comments and Finalize TM*

Consultant will review and make revisions to draft Technical Memorandum based on the comments received from the City. The Final Technical Memorandum will be assembled.

#### *Subtask 4.5 Review Final TM with City*

Consultant will review the final Technical Memorandum with the City. This review will be conducted remotely via online platform.

#### *Assumptions:*

- City will provide written review comments.

- City review time is two (2) weeks for each document submittal.

### ***Deliverables:***

- Electronic PDF copies of the Draft and Final Technical Memorandum.

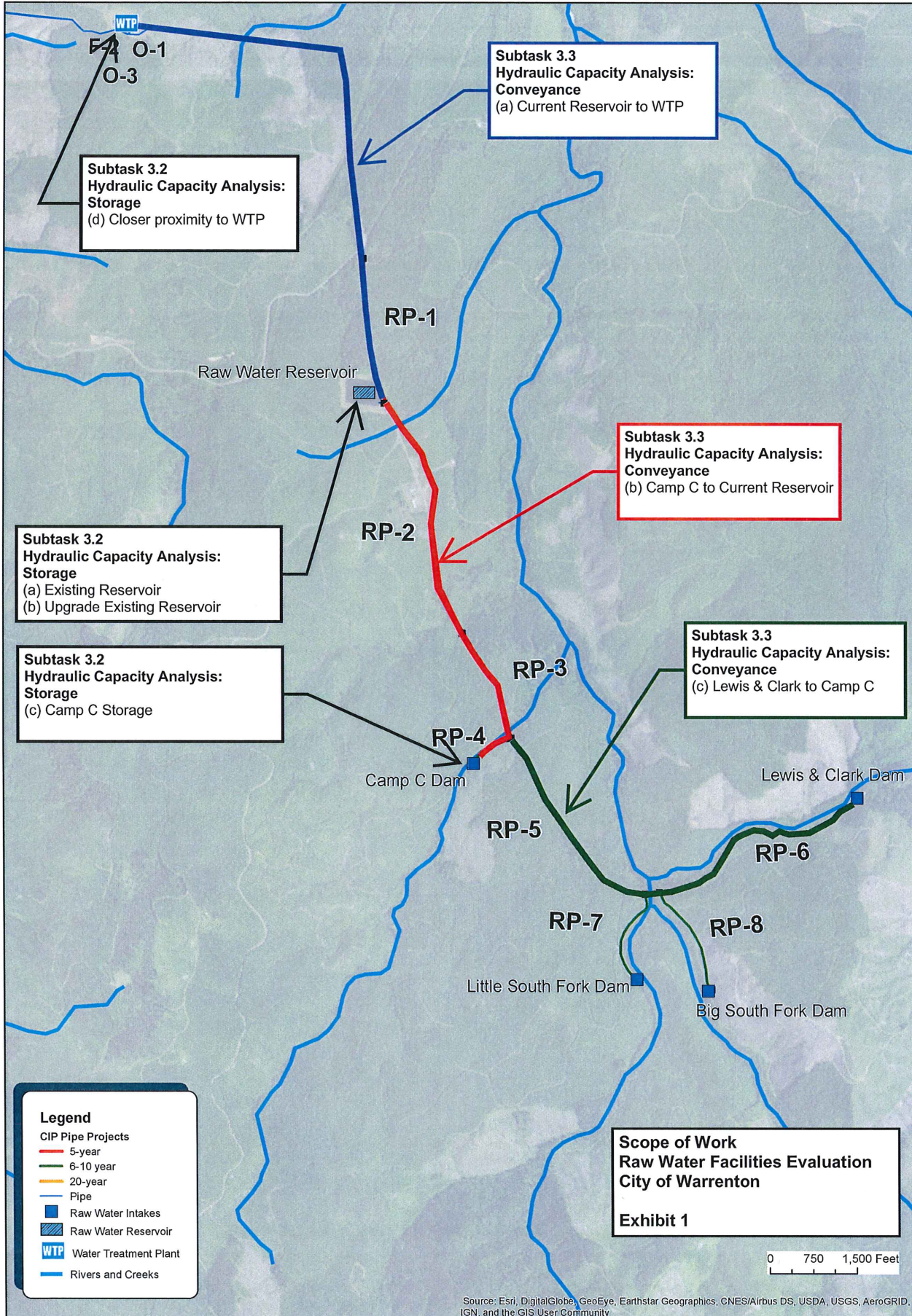
## **Compensation**

Work will be performed on a time and expense basis with a total not to exceed amount of \$64,662 in accordance with the firm's current standard Schedule of Charges in effect at the time the work is performed.

## Schedule

The anticipated project schedule is as follows:

Consultant Notice to Proceed	July 1, 2020
Data Collection Complete	August 1, 2020
Evaluation Complete	September 30, 2020
Draft TM Complete	November 1, 2020
Finalize TM	December 1, 2020



Raw Water Facilities Evaluation  
City of Warrenton  
PROPOSED FEE ESTIMATE

	LABOR CLASSIFICATION (HOURS)					Hours	Labor	Expenses	Total
	Principal Engineer VI	Engineering Designer IX	Professional Engineer VI	Engineering Designer II	Admin. II				
	Stangel	Toledo	Miles	Kuhn	Steinberg				
<b>Task 1 - Project Management</b>									
Task 1.1 - Project Management and Coordination	2		6		6	14	\$ 2,238	\$ -	\$ 2,238
Task 1.2 - Project Meetings			6	6		12	\$ 1,950	\$ -	\$ 1,950
Task 1.3 - Quality Assurance and Quality Control	4					4	\$ 1,080	\$ -	\$ 1,080
<b>Task 1 Subtotal</b>	<b>6</b>	<b>0</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>30</b>	<b>\$ 5,268</b>	<b>\$ -</b>	<b>\$ 5,268</b>
<b>Task 2 - Data Collection</b>									
Task 2.1 - Site visit / Field review			8			8	\$ 1,456	\$ 200	\$ 1,656
Task 2.2 - Compile client-provided documents			4	2		6	\$ 1,014	\$ -	\$ 1,014
<b>Task 2 Subtotal</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>14</b>	<b>\$ 2,470</b>	<b>\$ 200</b>	<b>\$ 2,670</b>
<b>Task 3 - Raw Water Facilities Evaluation</b>									
Task 3.1 - Verify water supply data for basis of evaluation	1		4	4		9	\$ 1,570	\$ -	\$ 1,570
Task 3.2 - Hydraulic capacity analysis: Storage	2		60	16		78	\$ 13,748	\$ -	\$ 13,748
Task 3.3 - Hydraulic capacity analysis: Conveyance	2		60	16		78	\$ 13,748	\$ -	\$ 13,748
Task 3.4 - Evaluate construction criteria	1		40	12		53	\$ 9,266	\$ -	\$ 9,266
Task 3.5 - Identify potential environmental and permitting issues		8	2			10	\$ 1,996	\$ -	\$ 1,996
Task 3.6 - Develop Opinions of Probable Cost	1		30	12	4	47	\$ 7,850	\$ -	\$ 7,850
<b>Task 3 Subtotal</b>	<b>7</b>	<b>8</b>	<b>196</b>	<b>60</b>	<b>4</b>	<b>275</b>	<b>\$ 48,178</b>	<b>\$ -</b>	<b>\$ 48,178</b>
<b>Task 4 - Raw Water Facilities Technical Memorandum</b>									
Task 4.1 - Revise Evaluations per City comments			4	2		6	\$ 1,014	\$ -	\$ 1,014
Task 4.2 - Assemble Draft Technical Memorandum (TM)	2		8	2	8	20	\$ 3,090	\$ -	\$ 3,090
Task 4.3 - Client Review of Draft TM						0	\$ -	\$ -	\$ -
Task 4.4 - Incorporate City comments and Finalize TM	2		8	4	4	18	\$ 2,972	\$ -	\$ 2,972
Task 4.5 - Review Final TM with City	2		4		2	8	\$ 1,470	\$ -	\$ 1,470
<b>Task 4 Subtotal</b>	<b>6</b>	<b>0</b>	<b>24</b>	<b>8</b>	<b>14</b>	<b>52</b>	<b>\$ 8,546</b>	<b>\$ -</b>	<b>\$ 8,546</b>
<b>TOTAL - ALL TASKS</b>	<b>19</b>	<b>8</b>	<b>244</b>	<b>76</b>	<b>24</b>	<b>371</b>	<b>\$ 64,462</b>	<b>\$ 200</b>	<b>\$ 64,662</b>



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
 FROM: Brian Alsbury, Fire Chief  
 DATE: June 23, 2020  
 SUBJ: Request to Declare Tender 2731 and Command Vehicle 2761

### SUMMARY:

The city of Warrenton has taken delivery of a new water tender. The new tender replaced a 1979 Ford LT-9000 that is in an unserviceable or in unusable condition.

Warrenton Fire Department would also like to surplus a 1997 Chevy Tahoe Command 2761.

Currently, staff is seeking City Commissions approval to declare Tender 2731 and Command 2761 as surplus in accordance with Warrenton Municipal Code 3.28.080- **General Methods. Surplus property may be disposed of by any of the following methods upon a determination by the City Commission that the method of disposal is in the best interest of the City of Warrenton. Factors that may be considered by the Solicitation Agent include costs of sale, administrative costs, and public benefits to the City of Warrenton. The Solicitation Agent shall maintain a record of the reason for the disposal method selected, and the manner of disposal, including the name of the person to whom the surplus property**

It is my opinion that there is very little, if any value in Tender 2731 for use as a fire apparatus and that it can only be auctioned or sold to a private party. This is due to using Tender 2731's poor mechanical state and disrepair as justification to be awarded a FEMA grant for our new Tender 2733. City of Warrenton cannot sell or give Tender 2731 to another Fire Department because of this. Staff suggests that the value of the Tender 2731 could be as much as \$15,000 dollars but at auction it could fetch much less. Staff recommends that we ask for sealed bids, **Code 3.28.080- Bids. By public advertised invitation to bid.**

Warrenton Fire Department would also recommend that Command 2761 be declared surplus at this time. C2761 has sat unused two years and we do not foresee spending any more funds to fix or update this vehicle. Its value may be more than \$500.00 dollars, but it will need a new transmission and various small repairs. Staff recommends that we transfer Command 2761 to Elsie-Vinemaple Fire Department who has expressed interest in said vehicle using Warrenton Municipal **Code 3.28.080-**



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a. **Governments.** Without competition, by transfer or sale to another City of Warrenton department or public agency.

**RECOMMENDATION:**

Staff is recommending the City of Warrenton Commission declare the above noted fire apparatus as surplus.

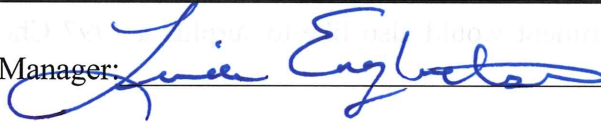
**ALTERNATIVE:**

Staff is not recommending an alternative currently.

**FISCAL IMPACT:**

Insurance will need to be maintained on the vehicles until disposed. Staff would like to see money from the sale of this vehicle go to the apparatus replacement fund.

Approved by City Manager:



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